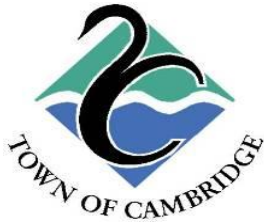


Western Central Local Emergency Management Arrangements



**TOWN OF MOSMAN
PARK**



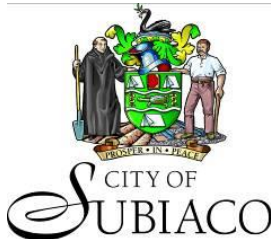
CITY OF VINCENT



**TOWN OF
CLAREMONT**



City of Nedlands



Date June 2018

These arrangements have been produced and issued under the authority of Section 41(1) of the *Emergency Management Act 2005*, endorsed by the Western Central Local Emergency Management Committee and the Councils of the City of Subiaco, City of Vincent, Town of Cottesloe, Shire of Peppermint Grove, Town of Mosman Park, Town of Cambridge, Town of Claremont, City of Nedlands. The Arrangements have been tabled for noting with the Central Metropolitan District Emergency Management Committee and State Emergency Management Committee.

Chair

Date 7 June 2018

Western Central Local Emergency Management Committee

Endorsed by the respective Councils

City of Subiaco	Date 18/06/2019	ITEM No. C8
City of Vincent	Date 18/09/2018	ITEM No. 12.5
Town of Cottesloe	Date 28/08/2018	ITEM No. 10.1.17
Shire of Peppermint Grove	Date 23/10/2018	Res. No. 8.5.4
Town of Mosman Park	Date 23/10/2018	Res. No. 184-218
Town of Cambridge	Date 24/7/2018	Res. No. DV18.105
Town of Claremont	Date 07/8/2018	Res. No. 134/18
City of Nedlands	Date 28/08/2018	Res. No. PD42.18

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DISTRIBUTION LIST

The following controlled copies of the Western Central Local Emergency Management Arrangements have been issued to the Positions or Agencies indicated. The Agencies listed are responsible for amending any copies made under internal arrangements. The Executive Officer's council website displays the latest version containing all amendments.

A copy of the LEMA is available for inspection, at each local government offices free of charge, by members of the public during officer hours.

Organisation	No. of copies
Australian Army	1
Australian Red Cross – Western Australia	1
Central Metropolitan DEMC	1
Office of Emergency Management	1
City of Bayswater	1
City of Fremantle	1
City of Nedlands	1
City of Perth	1
City of Stirling	1
City of Subiaco	1
Shire of Peppermint Grove	1
Town of Cambridge	1
Town of Claremont	1
Town of Cottesloe	1
Town of East Fremantle	1
Town of Mosman Park	1
City of Vincent	1
CSIRO – Floreat	1
Department of Communities	1
Department Biodiversity, Conservation and Attractions (Botanic Gardens and Parks Authority)	1
Department of Health – State Health Emergency Coordinator	1
Department Biodiversity, Conservation and Attractions	1
Department of Fire & Emergency Services – Metropolitan Regional Operational Centre	1
Department of Fire & Emergency Services– State Emergency Services Northshore Unit	1

Organisation	No. of copies
Hospital – Hollywood Private - Nedlands	1
Hospital – Bethesda - Claremont	1
Hospital – St John of God - Cambridge	1
WA Police Force – Central Metropolitan District Office	1
WA Police Force – Fremantle Station OIC	1
WA Police Force – Wembley Station OIC	1
Public Transport Authority	1
St John Ambulance Australia – WA Operations	1
Surf Life Saving Association	1
Western Central LEMC	1

Table 1 - Distribution List

AMENDMENT RECORD

Number	Date	Amendment Summary	Author
1	Dec 2008	Initial Issue	WC-LEMC
2	Mar 2013	First review based on SEMC Template and City of Wanneroo Arrangements	WC-LEMC
3	May 2018	Second review due to period since last review, excision of portion of City of Subiaco to City of Perth and to be consistent with the Office of Emergency Management template.	WC-LEMC
4	Dec 2020	Dist. List, Acronyms, Part 2.4 updated comments on Risk Management, Removal of schedule of Evac. Centres and Reference to Welfare Plan for this data, Appendices 1, 4 and 6 altered.	EO Meeting 10 Dec 2020 Item 7.3

Table 2 - Amendment Record

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management Guide](#).

GENERAL ACRONYMS and REFERENCES

The following acronyms are used in these arrangements or generally in the EM Sector.

ACRONYM	EXPANSION
AIIMS	Australasian Interservice Incident Management System
AFAC	Australasian Fire Authorities Council
AMSA	Australian Maritime Safety Authority
ASIO	Australian Security Intelligence Organisation
AWARE	All West Australians Reducing Emergencies
BFS	Bush Fire Service
BOM	Bureau of Meteorology
BRMP	Bushfire Risk Management Plan
CEO	Chief Executive Officer
COAG	Council of Australian Governments
CP	Command Post
DBCA	Department of Biodiversity Conservation and Attractions (Botanic Gardens and Parks Authority)
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	Emergency Management Act 2005
DACC	Defence Assistance to the Civil Community
DEC	District Emergency Coordinator
DFES	Department of Fire and Emergency Services
DISCEX	Discussion Exercise
DVI	Disaster Victim Identification
DVR	Disaster Victim Registration
ECC	Emergency Coordination Centre
EMA	Emergency Management Australia
EOC	Emergency Operations Centre

ACRONYM	EXPANSION
EPI	Emergency Public Information
FCP	Forward Command Post
GIS	Geographic Information System
GPS	Global Positioning System
HAZCHEM	Hazardous Chemical (usually an action code)
HAZMAT	Hazardous Material
HMA	Hazard Management Agency
IA	Incident Area
ICC	Incident Control Centre
ICS	Incident Control System
IMS	Incident Management System
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA/s	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGIMT	Local Government Incident Management Team
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
MOU	Memorandum of Understanding
NCCC	National Crisis Coordination Centre
NDRP	National Disaster Resilience Program
NDRRA	Natural Disaster Relief & Recovery Arrangements
NGO	Non-government Organisation
OA	Operational Area
OAM	Operational Area Manager
OASG	Operational Area Support Group
OBRM	Office of Bushfire Risk Management
PPRR	Prevention Preparedness Response Recovery
QRA	Quantified Risk Assessment
SAR	Search and Rescue
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group

ACRONYM	EXPANSION
SEMC	State Emergency Management Committee
SEPIC	State Emergency Public Information Coordinator
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREP	Situation Report
SOP	Standard Operating Procedures
SPIL	State Public Information Line
SRC	State Recovery Coordinator
SRCG	State Recovery Coordinating Group
TEWT	Tactical Exercise Without Troops
TC	Tropical Cyclone
TCWC	Tropical Cyclone Warning Centre
UCL	Unallocated Crown Land
WC-LEMC	Western Central Local Emergency Management Committee

Table 3 - Schedule of Acronyms used in this document

1 INTRODUCTION

Each State and Territory of Australia has established its particular approach to management of emergencies and have enacted legislation to give effect to those arrangements. In Western Australia, the Emergency Management Act was proclaimed in 2005.

In compliance with the Emergency Management Act 2005, and “State Emergency Management Policy”, the Western Central Local Emergency Management Committee (WC-LEMC) was formed on 18 May 2005. The area comprising the WC-LEMC is within the Central Metropolitan Emergency Management District.

The WC-LEMC is constituted and operated in accordance with State Emergency Management Policy 2.5 and State Emergency Preparedness Procedure 7. It is a non-operational cooperative group that carries out emergency management planning activities and maintains Local Emergency Management Arrangements within the areas bound by the following local governments:

- City of Nedlands
- City of Subiaco
- City of Vincent
- Shire of Peppermint Grove
- Town of Cambridge
- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park.

The Committee has developed Terms of Reference to determine membership and how it functions.

These Arrangements should be read in conjunction with State Emergency Management Policy Statements and Plans.

1.1 Community Consultation

During 2009 and into 2010 the WC-LEMC commissioned, with a grant from the AWARE funding programme, the Local Government Insurance Service to undertake a comprehensive community Risk Management process in accordance with AS/NZS ISO 31000:2009 Risk Management Standard.

The process included community survey and workshops to identify and rate risks and workshops and meetings with relevant agencies to manage and mitigate the risk.

The emergency risk management process has been documented in a separate Report titled *Western Central District Community Emergency Risk Management 2010* prepared by the consultants working with Local Government Insurance Services to complete that project.

This original Risk Management project was updated in 2013 by a series of workshops with relevant stakeholders and can be viewed at Appendix 3 and when these Arrangement were being prepared a further update was in progress, the outcome of which will be detailed in the next comprehensive review scheduled to commence late 2022.

1.2 Document Availability

These Arrangements can be accessed through websites of the participating local governments or may be viewed at the offices of either of the eight local governments comprising the WC-LEMC during their respective office hours.

1.3 Area Covered

The Western Central Local Emergency Management Committee comprises an area of 70 square km's in metropolitan Perth, Western Australia. The borders adjoin the Cities of Perth, Stirling and Fremantle and the Swan River in the south and the Indian Ocean in the west.

The area includes national and state sporting facilities, major hospitals, popular beaches, major train routes and has the added risk of a high volume of traffic using the freeway, major highways, train and bus services. Refer to Appendix 5 for WC-LEMC local government boundaries.

1.4 Aim

These Arrangements have the following broad aims and objectives:

- Enable the WC-LEMC and member Local Governments to meet their emergency management role and responsibilities

- Document cooperative agreements relating to emergency planning, response and recovery within the Western Central area, Appendix 10 is the Partnering Agreement between the Local Government Members to share resources.
- Identify, analyse, evaluate and prescribe treatment options for risks and hazards that pose a threat to life and or property within the Western Central area
- Maintain a current resource and contacts register for participating agencies and organisations
- Promote effective liaison between all HMA's, emergency services and supporting agencies, which may become involved in emergency management; and
- Provide a document with sufficient detail in community emergency management, formatted in a manner that facilitates regular review, testing and evaluation to effectively accommodate change.

1.5 Purpose

The purpose of these LEMA's is to document the management of identified risks and provides specific detail on the:

- Prevention of
- Preparation for
- Response to; and
- Recovery from

any emergency affecting the Western Central community. These principles apply nationwide and are collectively referred to as PPRR or the Comprehensive Approach.

1.6 Scope

These Arrangements:

- Apply to all areas encompassed within the established boundaries of the local governments within the WC-LEMC
- Cover areas where the local governments in the WC-LEMC provide support to Hazard Management Agencies and other agencies in the event of an emergency event
- In particular, the Recovery Plan, acknowledges the responsibilities of the local government members of the WC-LEMC in Recovery operations and the restoration and reconstruction of services and facilities within their respective local government boundaries.
- Serve as a guide to emergency management at the local level. An emergency situation may graduate and be required to be managed at a district, regional or state level.

1.7 Local Emergency Management Policies

The Western Central local governments have no individual local emergency management policies.

1.8 Related Documents & Arrangements

This document interfaces and should be read in conjunction with the;

- Applicable current State Emergency Management Policy Statements and Preparedness Procedures
- The relevant State Hazard Plans.
- The Metropolitan Regional Emergency Management Arrangements
- Department of Communities Perth & Fremantle Districts, Local Welfare Emergency Management Support Plan
- Eight-member local government Recovery Plan – refer Appendix 11.

1.8.1 Existing Plans & Arrangements

The following is a schedule of supplementary plans that exist within the district that may mitigate risk associated with particular areas, estates or events.

Document	Owner	Location	Date
Perth & Fremantle Districts Local Welfare EM Support Plan	Department of Communities	Nil	Dec 2018
Royal Show Emergency Plan	Royal Agriculture Society	Claremont Show Grounds, 1 Graylands Road Claremont	
Bush Fire Management & Response Plan for Kings Park & Botanic Garden and Bold Park	BG&PA	Kings Park and Perry Lakes Drive.	Nov 2020
BGPA Park Closure Plan	DBCA	Kings Park and Perry Lakes Drive.	Dec.2020
Claremont Oval	Claremont Football Club	3 Davies Road Claremont	

Table 4 - Existing Local Plans

1.8.2 Agreements, understandings & commitments

Stakeholders in emergency management in the Western Central area have agreed to form the WC-LEMC for the purpose of preparing for and managing emergencies which may occur within or which may affect this area. Participation in the WC-LEMC requires that member and attendee organisations contribute, within reason, support to emergency management prevention, planning, response and recovery activities which may include:

- Cooperating with a Local Emergency Coordinator, Hazard Management Agency, support organisations or other emergency management stakeholders before, during or after an emergency incident to ensure the best outcome for the community within the Western Central area
- Sharing or providing resources to an emergency management effort, when required and in line with organisational capability, to assist an emergency response and recovery and or mitigate the effects of an emergency incident within the Western Central area – Refer Partnering Agreement Appendix 10
- Provision of a facility or site for use as an Emergency Coordination Centre during

- an emergency, when required and in line with organisational capability
- Providing for the use of established State or Local Welfare Centres
- Contribution to WC-LEMC planning and preparation activities
- Participation in the WC-LEMC's emergency training and exercises as applicable.

These arrangements reflect the agreed responsibilities of organisations with hazard management, combat, support or coordination roles related to emergencies that could impact on the Western Central emergency management district.

1.8.3 Special Considerations

A schedule of Special Considerations that relate to the area of the 8 participating Local Governments can be found at Appendix 8.

1.9 Resources

Agencies participating in the WC-LEMC are doing so to generate a more effective emergency management outcome for the local community through organisational cooperation. This includes the sharing of relevant resources and equipment, within reason, which, when requested, would benefit a specific emergency effort. Resources include equipment, vehicles, consumables (sandbags, etc) and personnel. A request for the provision of resources must be directed through the Incident Controller or the Local Emergency Coordinator that is managing the emergency incident at the time.

As an emergency incident within the area could easily impact across the districts of a number of participating local governments, this pre-arranged resource sharing and assistance could potentially have great benefit in reducing the impact of an incident by allowing quicker or more effective emergency response.

The Hazard Management Agency is responsible for the determination of resources required for the hazards for which they have responsibility.

Local government resources have been identified and references to these resource lists are located in Appendix 4.

2 PLANNING

2.1 Local Roles & Responsibilities

Detail of the specific roles and responsibilities of officers in the respective local governments are outlined below:

Localrole	Description of responsibilities
Local Government	The responsibilities of the local governments are defined in Section 36 of the EM Act.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the respective local governments. In conjunction with the local recovery committee, to implement a post incident recovery action plan and manage the recovery phase of the incident.

Local role	Description of responsibilities
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by DC provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the Local Government Liaison Officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in these LEMA's and provides feedback to the LRC in readiness for Recovery.
Executive Officer.	<p>Provide executive support to the WC-LEMC and complete the functions of that position including but not limited to:</p> <ul style="list-style-type: none"> ○ Schedule quarterly meetings ○ Prepare agenda, minutes and associated correspondence and contact lists ○ Coordinate completion of Annual Business Plan Strategies and Annual Reports ○ Complete the role of policy officer ○ Assist with preparation of respective capability and preparedness statements ○ Coordinate review and update of the Local Emergency Management Arrangements (LEMA's) on behalf of WC-LEMC member Local Governments. ○ In conjunction with LEMC, prepare risk treatment plans in conjunction with appropriate agencies. ○ Assist participating local governments with preparation, review and update of their respective Recovery Plans and sub-plans such as Animal Welfare Plans. ○ Organise annual exercises that test the LEMA's and Recovery Plan. ○ Manage and distribute information to and from the member Local Governments in relation to Emergency Management. ○ Identify and implement projects that enhance community resilience. ○ Assist with review of Bushfire Prone Vegetation mapping requirements. ○ Explore opportunities for and apply for relevant grant funding ○ Ensure planning and preparation for emergencies is undertaken. ○ Implement procedures that assist the community and emergency services deal with incidents. ○ Ensure that all LG personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. ○ Keep appropriate records of incidents that have occurred to ensure continual improvement of the local government's emergency response and support capability.

Table 5 - Local Roles & Responsibilities

2.2 WC-LEMC Roles & Responsibilities

The 8 Local Governments have established the WC-LEMC under Section 38(1) of the EM Act to develop, oversee, and test the LEMA's.

The WC-LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The WC-LEMC is not an operational committee but rather the organisation established by the local governments to assist in the development of LEMA's for its district.

The WC-LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they also provide advice to Hazard Management Agencies to develop effective local hazard plans
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The WC-LEMC membership includes one representative from each of the 8 local governments, the LEC, relevant government agencies and other statutory authorities which nominate their representatives to be members.

Matters relating to constitution, membership and operation of the Committee are as prescribed in the adopted Terms of Reference originally approved in December 2009 and revised in January 2016 and June 2018.

Local role	Description of responsibilities
WC-LEMC Chair	Provide leadership and support to the WC-LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
WC-LEMC Executive Officer	Refer to role of Executive Officer/ above in section 2.1.

Table 6 - WC-LEMC Roles & Responsibilities

2.3 Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • control all aspects of the response to an incident. <p>During incident management the Controlling Agency will ensure effective transition to Recovery.</p>
Hazard Management Agency	<p>A HMA is a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4(3)].</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare/revoke emergency situations [s50 & 53 Act] • Coordinate the development of the State Hazard Plan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to Recovery by local government.
Combat Agency	<p>A Combat Agency as prescribed under subsection 6(1) of the <i>Emergency Management Act 2005</i> is a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

Table 7 - Local Agency Key Roles & Responsibilities

2.4 Managing Risk

2.4.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments, the WC-LEMC, land management agencies and HMA's to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State Emergency Management Policy Section 3.2.

In 2010 the WC-LEMC commissioned, with an AWARE Grant, the Local Government Insurance Service to prepare a Risk Management Plan for the Western Central District, inclusive of a series of treatment plans for consideration of the WC-LEMC. This work was updated by a series of workshops conducted in 2013. The risks and their treatment plans identified by the WC-LEMC are detailed in Appendix 3.

A project was implemented, again with assistance from an AWARE grant to conduct further Risk Research in 2018/2019. This project continues to progress and will be included in the next comprehensive review of these Arrangements scheduled to commence in late 2022.

2.4.2 Description of Emergencies Likely to Occur

The following schedule of emergency events is likely to occur within the local government districts. These have been identified from the 2010 local emergency risk management process with a consolidated risk rating of extreme.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Road Transport	Police	Police	Police DFES	LG, DC St Johns	Road Crash	Nil
Urban Fire	DFES	DFES	DFES	LG, DC Police, SES	Fire	Nil
Fire	DFES	DFES	DFES	LG, DC Police SES. DBCA (on designated lands)	Fire	Nil
Rail Emergency	Police	PTA	DFES	DC Red Cross St John	PTA Rail Crash	Nil
Severe Storm	DFES	DFES	DFES	SES, LG, DC	Cyclone	Nil
Earthquake	DFES	DFES	DFES	Police SES, LG, DC	Earthquake	Nil

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan (Date)
Animal or Plant, Pests or Disease	DPIRD	DPIRD	DPIRD		Animal or Plant, Pests or Disease	Nil

Table 8 - Schedule of Likely Emergencies

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

2.4.3 Emergency Management Strategies and Priorities

The following are identified as priority risk areas, together with strategies developed to mitigate these risks. These 6 Hazards will be re-assessed by the WC-LEMC during 2018/19 with detail included in the next comprehensive review of these Arrangements planned to commence in late 2022.

Priority	Strategy	Treatment Strategy
Storm		Detail to be included in the next comprehensive review of these Arrangements planned to commence in late 2022.
Fire – Structural & Bush		
Road Crash		
Hazmat		
Rail Crash		
Flood		

Table 9 - EM Strategies & Priorities

3 RESPONSE

3.1 Coordination of Emergency Operations

It is acknowledged that the HMAs and combat agencies may require local government resources and assistance in emergency management. The 8 local governments are committed to providing assistance and support if the required resources are available through the ISG when and if formed to support a particular emergency event.

3.2 Incident Support Group

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination will be achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the IMT. The ISG is a group of people representative of the different agencies who may have involvement in the incident.

3.2.1 Triggers for an ISG

The triggers for an ISG are defined in State EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are:

- where an incident is designated as Level 2 or higher
- multiple agencies need to be coordinated.

3.2.2 Membership of an ISG

The ISG is comprised by agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to nominate a liaison officer on the ISG.

The Recovery Coordinator, or suitably qualified representative, will be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and to facilitate handover to Recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.3 Frequency of Meetings

The frequency of ISG meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

3.2.4 Location of ISG Meetings

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it could meet within the area.

Local Government	Venue	Venue Address
Town of Cambridge	Administration Centre	1 Bold Park Drive, Floreat.
City of Nedlands	Administration Centre	71 Stirling Highway, Nedlands
Town of Claremont	Administration Centre	308 Stirling Highway Claremont
Town of Mosman Park	Administration Centre	Cnr Bay View Tce and Memorial Drive Mosman Park

Table 10 - ISG Meeting Venues

More detail regarding the facilities offered by each venue is contained in Appendix 7.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

3.3.1 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner.

The State Emergency Warning System is a distinctive sound broadcast used immediately before an urgent safety message over radio or television.

Local ABC radio – Call Sign 6WF, Frequency 720 AM, Perth is contracted to provide emergency messaging to the community.

3.3.2 Local Warning Systems

All major media outlets will provide regular news bulletins. Residents may call the local government for assistance. It is therefore advisable, even if the Department Fire and Emergency Services system is being used, to ensure staff/volunteers are briefed and available to take calls from the public.

Local government systems of communicating with their respective communities are detailed in Appendix 9.

3.3.3 Department of Fire and Emergency Services Public Info Line

- Emergency WA website - www.emergency.wa.gov.au
- Department Fire and Emergency Services recorded information line – 1300 657 209
- Department Fire and Emergency Services website – www.dfes.wa.gov.au
- Local emergency information - <https://www.emergency.wa.gov.au/#>
- State Emergency Service assistance – 132 500.

3.4 Finance Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. Whilst acknowledging the above, the 8 Local Governments are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The relevant Chief Executive Officer should be approached immediately an emergency event requiring resourcing by either of the 8 Local Governments occurs to ensure the desired level of support is achieved.

3.5 Evacuation

Comprehensive emergency management planning also involves planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government, with the assistance of the WC-LEMC has responsibilities to undertake pre-emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and is very effective in assisting the Controlling Agency to make timely and informed decisions.

A separate Evacuation Plan is being developed in accordance with SEMC endorsed Western Australian Community Evacuation in Emergencies Guideline WA Community Evacuation in Emergencies Guideline. The following is a list of evacuation centres nominated by the respective Local Governments. Contact with the relevant Local Government, see Appendix 6, will facilitate activation of the preferred centre.

PREMISES	ADDRESS OF CENTRE	PROFILE
<p>The 8 Local Governments comprising the WC-LEMC have each nominated a series of facilities that may be used by the Controlling Agency and subsequently the Department of Communities as welfare or evacuation centres.</p> <p>The centres have been classified as being suitable for Level 2 and 3 events or short-term use and are detailed in the Department of Communities Local Emergency Welfare Plan for the Perth and Fremantle Regions that support the Local Governments that comprise the WC-LEMC. Member Local Governments contribute to the update of these facilities but the detail is not repeated in these Arrangements.</p>		

3.5.1 Special Needs Groups

The Controlling Agency that is planning evacuation needs to be able to identify people and locations which require special attention or resources.

Examples may be:

- schools
- nursing homes
- childcare centres
- hospitals
- persons with disabilities
- Large gatherings.

These sectors should have their own evacuation arrangements, the Controlling Agencies may however need to assist these groups when impacted by a widespread emergency event.

A list of special needs groups. Including physical location, contacts, size and whether current evacuation plans exist can be found at Appendix 2.

3.5.2 Routes & Maps

A map of the District is attached as Appendix 5.

3.6 Welfare

The Department of Communities (DC) has the role of managing welfare. The detail of support provided by the DC in the event of an emergency together with a description of roles and responsibilities of that agency and others is detailed in the LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF WELFARE SUPPORT PERTH & FREMANTLE DISTRICTS Updated December 2018 and is not repeated in these Arrangements.

4 RECOVERY

4.1 The Recovery Process

Under the Emergency Management Act 2005, (S.36) local governments have a requirement to manage the Recovery process following an emergency that has affected its community.

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Given the WC-LEMC is comprised by 8 local governments, a single Recovery Plan has been prepared and presented as Appendix 11 to these LEMA.

Each participating local government has its own Recovery Procedures in place which outlines how they will activate Recovery within their respective organisations and communities as required. These procedures are maintained by each local government and are not published.

4.2 Aim of Recovery

The aim of providing Recovery services is to assist the affected community towards management of its own Recovery. It is recognised that where a community experiences a significant emergency there is a need to restore, as quickly as possible, quality of life to an affected area so that it can continue to function as part of the wider community.

4.3 Transition from Response to Recovery

Response and Recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the HMA's Incident Controller, the LRC and the LEC. However, where an agreement cannot be achieved, preference is to be given to the Response requirements.

The process of transitioning to Recovery will be complemented by completion of a Impact Statement to be prepared by the Controlling Agency. Preparation of this Statement should be coordinated in conjunction with the Local Government.

4.4 Local Recovery Coordinator

Each local government comprising the WC-LEMC has appointed a LRC in accordance with the Emergency Management Act, section 41(4).

A schedule of LRC's with contact numbers is contained in Appendix 6

4.5 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan and Procedures
- Assess the community Recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for:
 - Advice to the Mayor/Chief Executive Officer on the requirement to activate the Plan and convene the LRCG and
 - Initial advice to the LRCG, if convened.
- Undertake the functions of the Executive Officer to the LRCG

- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the Recovery process in consultation with the HMA during the initial stages of Recovery implementation
- Coordinate local Recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG
- Monitor the progress of Recovery and provide periodic reports to the LRCG
- Liaise with the Chair of the SRCG or the SRC, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally
- Ensure that regular reports are made to the SRCG on the progress of Recovery and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand-down.

4.6 Local Recovery Coordination Group

The LRCG can expand or contract as the emergency management process requires. When forming the LRCG, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCG has the technical expertise and operational knowledge required to respond to the situation.

4.7 Function of the Local Recovery Coordination Group

The LRCG has the role to coordinate and support the local management of the Recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCG responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-groups
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-groups. Sub-groups may include personnel to manage Community, Finance, Infrastructure, Environment and Communications.
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate
- Develop plans for the coordination of Recovery processes
- Activation and coordination of the ECC if required
- Negotiating the most effective use of available resources
- Ensuring a coordinated multi-agency approach to community Recovery and
- Making appropriate recommendations, based on lessons learned, to improve the community's Recovery preparedness.
- Ensure appropriate evaluation and reporting on the Recovery process in accordance with SEMP Policy 6.10.1
- Develop a Communication strategy in accordance with "communicating in Recovery Guidelines" prepared by the State Emergency Management Committee Public Information Reference Group.

4.8 Recovery Coordination Group Composition

Because these Arrangements affect 8 local governments, the Recovery Coordination Group would normally be formed in the local government area where the emergency has occurred, so it is not practical to nominate specific persons to the roles. The LRCG that is established to manage the local Recovery process would include the following membership structure:

Position	Suggested Representative
Chairperson	Nominated Local Government Representative (eg: Mayor, Chief Executive Officer)
Executive Officer	Nominated Local Government Representative
Local Recovery Coordinator	Nominated Local Government Representative
Executive Public Liaison Officer	Nominated Local Government Representative
Group Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Other Representatives	State Government <ul style="list-style-type: none"> • Controlling Agency • Department Fire & Emergency Services • WA Police Force • Department of Communities • Main Roads WA • Water Corporation Lifelines <ul style="list-style-type: none"> • Western Power • Telstra St John Ambulance

Table 11 - Recovery Committee Membership

5 EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it may be incorporated into the WC-LEMC exercise.

Exercising the LEMA's will allow the WC-LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination and collaboration.

5.2 Frequency of Exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for WC-LEMCs to exercise its LEMA's on at least an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- desktop/discussion
- a phone tree recall exercise
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

5.4 Reporting of Exercises

The WC-LEMC will report its exercise schedule to the relevant DEMC by the 1st January each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports are forwarded to the DEMC to be included in reporting for the SEMC annual report.

5.5 Review of Local Emergency Management Arrangements

The LEMA's shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local governments consider it appropriate.

In accordance with State EM Policy Section 2.5, the LEMA (including Recovery Plans) will be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly Refer Appendix 6
- a review is conducted after training that exercises the Arrangements
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- when circumstances require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of WC-LEMC positions and document detail within its Terms of Reference.

5.7 Review of resources register

A schedule of resources held by Local Government can be viewed at Appendix 4. The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each WC-LEMC meeting.

5.8 Annual Reporting

Each member Local Government shall submit an Annual and Preparedness Report to the DEMC at the end of each financial year. It is understood that the information provided by the Annual and Preparedness Reports is collated into the SEMC and Office of Emergency Management Annual Report which is subsequently tabled in Parliament..

6 APPENDICES

APPENDIX 1 CRITICAL INFRASTRUCTURE

Item	Location	Description	Owner	Contact Details	Community Impact Description
King Edward Memorial Hospital	374 Bagot Road Subiaco	Public Hospital	Health Department of WA	9340 2222	Public hospital
East Perth, Leederville, West Leederville, Subiaco, Daglish, Claremont and Swanbourne Train Stations	Perth to Midland and Perth to Fremantle rail lines	Train & Bus Stations	State of WA Transperth	9220 9999	Major transport infrastructure.
Beatty Park Leisure Centre	220 Vincent Street North Perth	Recreation and aquatic centre	City of Vincent	92736000	Recreation facility
Leederville Oval	246 Vincent Street Leederville	AFL Stadium	City of Vincent	9208 9999	AFL Venue
Nib Stadium (Perth Oval)	310 Pier Street Perth	Sporting Stadium	City of Vincent	9422 1500	Soccer & Rugby Facility
HBF Stadium	Stephenson Ave Mt Claremont	Athletics Stadium	State of WA	Venues West 9441 8222	Mass gatherings, loss of venue, Chemical exposure from chlorine
Hollywood Private Hospital	Monash Ave, Nedlands	Hospital	Ramsay Health Care	9346 6000	Nursing care , loss of hospital
Campbell Barracks	Swanbourne	Army installation	Commonwealth	1300 333 362	Loss of Defence equipment & Resources
Irwin Barracks	Karrakatta	Army installation	Commonwealth	1300 333 362	Loss of Defence equipment & Resources
Karrakatta Cemetery	Railway Parade Nedlands	Cemetery	Metropolitan Cemeteries Board	1300 793 109 or 9383 5255	Loss of cultural significance
Subiaco Wastewater Treatment Plant	Lemnos Street Shenton Park	Water treatment plant	Water Corporation	9380 7499	Water Corporation wastewater treatment plant
Wembley Golf Complex	200 The Boulevarde	Golf complex	Town of Cambridge	6280 1300	Loss of recreational facility

Item	Location	Description	Owner	Contact Details	Community Impact Description
	Wembley Downs				
Bold Park Aquatic Centre	215 The Boulevard City Beach.	Aquatic complex	Town of Cambridge	9385 8767	Loss of recreational facility
Quarry Ampitheatre	1 Waldron Drive City Beach	Entertainment venue	Town of Cambridge	9385 7144	Loss of entertainment facility
Matthews Netball Centre	Selby Street Wembley	Sports complex	Town of Cambridge	9387 7011	Loss of recreational facility
St John of God Hospital	12 Salvado Road Subiaco	Hospital	St John of God Health Care	9213 3636	Private Hospital
Floreat and City of Perth Surf Lifesaving Clubs	Floreat and City Beaches	Surf rescue facilities	Town of Cambridge	9385 9370 9385 9232	Surf rescue facilities
Royal Agricultural Showgrounds	1 Graylands Road Claremont	AFL Complex and venue for annual show	Town of Claremont	6263 3100	Loss of community facilities
Claremont Aquatic Centre	12 Davies Road Claremont	Aquatic Complex	Town of Claremont	9285 4343	Loss of recreational facility
Claremont Football Stadium	3 Davies Rd, Claremont	Sports Complex	Claremont Football Club	9384 9200	Loss of recreational facility
Claremont Quarter Shopping Centre	9 Bayview Tce Ave Claremont	Shopping Complex	Private Ownership	9286 5888	Shopping centre
Town Hall Claremont Community Hub.	Stirling Highway Claremont	Community Complex	Town of Claremont	9385 4300	Loss of Cultural centre
Bethesda Hospital	25 Queenslea Drive Claremont	Hospital	Bethesda Health Care	9340 6300	Private Hospital
University of WA Claremont Campus	Cnr Princess and Goldsworthy Rd Claremont	University campus	University of WA	6488 1857	Education facility
Cottesloe and North Cottesloe Surf Club	Cottesloe Beach	Surf rescue facilities	Town of Cottesloe	9383 4400 9284 2626	Surf rescue facilities
Sea View Golf Club	Jarrad Street Cottesloe	Golf course & Club	Town of Cottesloe	9384 0471	Recreational facility
Freshwater Bay foreshore reserve	Hobbs Place Peppermint Grove	Passive recreation venue	Shire of Peppermint Grove	9286 8600	Passive recreation facility

Item	Location	Description	Owner	Contact Details	Community Impact Description
Royal Freshwater Bay Yacht Club	1 Hobbs Place, Peppermint Grove	Sailing Club		9286 8200	Sailing club
Keanes Point Parkland	Johnson Street Peppermint Grove	Passive recreation venue	Shire of Peppermint Grove	9286 8600	Passive recreation facility
Cottesloe Central Shopping Centre	460 Stirling Highway Cottesloe	Shopping Centre	Private ownership	9322 5111	Shopping Centre
Camelot Outdoor Theatre	16 Lochee Street Mosman Park	Entertainment venue	Town of Mosman Park	9386 3554	Performing arts venue
Regal Theatre	474 Hay Street Subiaco	Entertainment venue	Theatre Trust	9388 2066	Performing arts venue
Subiaco Arts Centre	Hamersley Road Subiaco	Entertainment venue	Perth Theatre Trust	9265 0900	Performing arts venue

APPENDIX 2 SPECIAL NEEDS

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
<p>The Local Emergency Management Plan for the provision of Welfare Support Perth & Fremantle Districts, prepared by the Department of Communities, contains, in Appendix 9, a schedule of groups that may require special attention during an emergency and is not replicated here.</p>						

APPENDIX 3 RISK REGISTER 2010-2013

Risk	Rate	Statement	Analysis	Treatment Options	Responsible Agency	Priority Status	Implementation	Budget	Monitor & Review
Earthquake	H	Perth lies in an earthquake risk zone. Previous experience has caused no loss of life and only minor cosmetic damage to structures. Nevertheless, should an earthquake of similar magnitude to Meckering (6.7 Richter) occur with an epicentre near Perth, the effects could be catastrophic.	Possible collapse of older buildings or facades. Trapped persons under debris. Loss of infrastructure, short and long term. Bridge collapse.	Public Education – “What to do during an Earthquake” Earthquake Pamphlet Identification of High Risk Buildings HAM Perth Response Plan Earthquake Urban Search & Rescue (USAR) Capability.	DFES SES.	Public Education Program – Earthquakes DFES F & R for USAR Plan.	Public Awareness Program with Rates Notices LEMC Briefing on USAR Arrangements.	SES / EMA to fund Public Awareness Material WC LEMC to distribute and advertise through website.	
Storm	M	Perth experiences a severe weather event on average once a year. The most notable was the 1994 Storm which resulted in over 2,500 residences being damaged and a loss of power for 4-5 days. Storms also cause flash flooding.	The risk is primarily to residential properties. However, some modern buildings may experience water penetration.	Building roof maintenance. Maintenance and clearing of storm water drains. Public Awareness programs for storms. EM Plans and storm damage capability.	DFES SES is the HMA for this risk. Well established procedures are in place to Respond to this threat. The District should assist with annual programs conducted by the agencies.	This should be an annual priority before the Winter onset.	Annually during April/May	Cost of distribution of Public Awareness pamphlets, produced by the HMA. Cost associated with maintenance of District Buildings and Drains.	Annual
Road Crash	H	The balance of Likelihood against Consequence for this Risk is mid-range for both criteria. The assessment of HIGH is therefore valid; however, response to this Risk is almost reduced to a procedure by the Police and Emergency Services. Support from the Districts EM Structure is not envisaged unless the locality and nature of the Road Accident required extraordinary traffic control or resource support measures.	Acknowledged as a HIGH Risk for some circumstances	Public Education Road Traffic Code Road Safety Campaigns & Speed controls.	Police Force & DFES	The Districts has very limited scope to affect this Risk. In consideration of this, the Districts priority should be directed towards other more significant Risks.	No Treatment Options to be developed by the District.	Nil	As required by Police or Road Safety.

Risk	Rate	Statement	Analysis	Treatment Options	Responsible Agency	Priority Status	Implementation	Budget	Monitor & Review
Fire (Urban)	H	This is the most readily identifiable HIGH Risk facing the District	Many buildings, including commercial outlets, do not have modern fire protection systems installed. Furthermore, many building are high rise and are beyond the limit of available fire appliances. This coupled with high people density, workers and patrons; makes fire a top threat for emergency services.	Mandatory Building Fire Protection Systems. Mandatory Building Evacuation Plans & Exercises. Promotion of Fire Awareness Programs. Fire & Rescue Response capability.	DFES	Attention to this Risk remains a High priority	Implementation of the recommended Treatment Options is ongoing. The District supports the Fire Services by promoting Fire Awareness Programs.	Costs associated with any planned promotion.	Annually, in conjunction with DFES Fire Awareness Programs
Human Epidemic	H	There is evidence that the human population is becoming increasingly vulnerable to a number of viral infections, transmitted by birds and animals. Spread of contamination throughout the human population is further promoted through global travel and mass commuter transport systems. The SARS outbreak of 2002/03 recorded 10% deaths from the Total Confirmed Cases. Other viruses could be more devastating and will demand extraordinary response measures to contain the disease.	The Risk is constantly reviewed by the WHO and The State Health Department and the Alert status will vary from time to time.	Monitor WHO Alerts WESTPLAN PANDEMIC Health Department Response Plan for Perth Western Central Local Arrangements under the respective LG Public Health Plans.	Dept of Health	In view of the magnitude of this threat and its proximity to Australia, arrangements down to Local level should be detailed	Liaise with the D of H and obtain the State's response details for inclusion / consideration into the Local EM Arrangements. Re-consider the impact of Pandemic on Welfare Centre Management. Consider the impact of Pandemic on the Perth Traffic flow should the use of Public Transport be denied.	Staff / Consultants for Plan review implications.	Any Special Plans developed against the response to Pandemic should be reviewed annually or on Alert Advice from the Department of Health.
Fire (Bush)	M	Local parks and bush areas are a regular seasonal risk for Bushfire	The preserved "natural" bush land is the primary source of ignition for bushfire. There are a number of residential, sporting and administration buildings which could be affected by a major fire. Adjacent residential areas and roads can be affected by smoke. Local councils and the Park Authorities	Maintain Bushfire Management Programs. Be Bushfire Ready Maintain liaison with DFES Fire Services for Response Monitor Parklands during High threat periods.	The King's Park & Botanic Garden Authority has responsibility for Bushfires in Bold Park. DFES Fire Services supports the Authority for all fires.	Bushfire Management is an ongoing annual program administered by the Parks Authority. Local Councils are responsible for local parks and reserves.	Prevention and Mitigation programs conducted annually.	This is part of the Operating Budget for King's Park. Local Council annual budget.	Annually

Risk	Rate	Statement	Analysis	Treatment Options	Responsible Agency	Priority Status	Implementation	Budget	Monitor & Review
			maintain fire breaks and fuel reduction programs.						
Marine Incident Recreationa I	M	A number of commercial Ferries operate along the Swan River and to Rottnest Island, providing point to point transport or entertainment / tourist cruises upstream and downstream.	Ferry operators are well regulated by the Department of Planning & Infrastructure and marine safety regulations are enforced. The increased use of the River and ocean by recreational boating could lead to a collision with the potential for a vessel fire or a sinking.	Maintenance of Marine Safety Regulations. Training and qualification for all boat skippers. Maintain a marine rescue capability.	The Department of Transport Marine Safety is the HMA for this Risk. The WA Police Force is the primary Response Agency.	Treatment Options for this Risk are ongoing.	Ongoing.	Nil	Before all Special Events.
HAZMAT	L	Hazardous materials pose a risk to life, property and the environment. Specialist response actions are required and localised or full scale evacuations are the norm.	The movement and storage of Hazardous Materials in the District is high in comparison with the rest of the Metropolitan Area. Additionally, other risk remains from fuel stations, gas main services and materials used daily such as Chlorine.	Application of the Regulations for the transport and storage of dangerous goods. EM Response Plans Local Evacuation Plans	DFES	Treatment Options for this Risk are outside the Districts scope. The District has a support role for Response and a lead role during Recovery.	Maintain Evacuation Plans	Nil	Exercise HAZMAT scenario every two years
Terrorist Act	H	Perth, as with all other Cities could become the target for a Terrorist Act from internal or external sources.	This Risk will increase and decrease in accordance with the prevailing political situation around the world. Perth may be selected as a "soft target" in view of its isolated location from other mainstream Cities. Significant International Events should be viewed as potential indicators.	Promotion of Federal Anti-terrorist Awareness Programs. Surveillance through the Local Council Rangers & Security patrols. EM Planning with particular reference on the HMA Response Plans for Structural Collapse & Structural Fire.	The WA Police Force are the HMA for this Risk. The Response includes close association with Federal Police and the Defence Forces.	This is a High Risk but Low priority for the Districts Treatment Options.	Treatment Options for this Risk are managed by the State and Federal Police. The District has a support role for Response and a lead role during Recovery.	Nil	In accordance with advice from the HMA or Federal Police.
Cyclone	M	Perth experiences a severe weather event on average once a year. The most notable was the 1994 Storm which resulted in over 2,500 residences being damaged and a loss of power for 4-5 days. Storms also cause flash flooding.	The risk is primarily to residential properties. However, some modern building may experience water penetration.	Building roof maintenance. Maintenance and clearing of storm water drains. Public Awareness programs for storms. EM Plans and storm damage capability.	DFES SES	This should be an annual priority before the Winter onset.	Annually during April / May	Cost of distribution of Public Awareness pamphlets, produced by the HMA. Cost associated with maintenance of District Buildings and Drains.	Annually
Flood	L	The latest 1:100 year flood prediction	The predictions do not show any properties at	Building restrictions on Flood Plains, Levee	DFES SES	Low	In consultation with DFES SES	Nil	Once Flood plan is

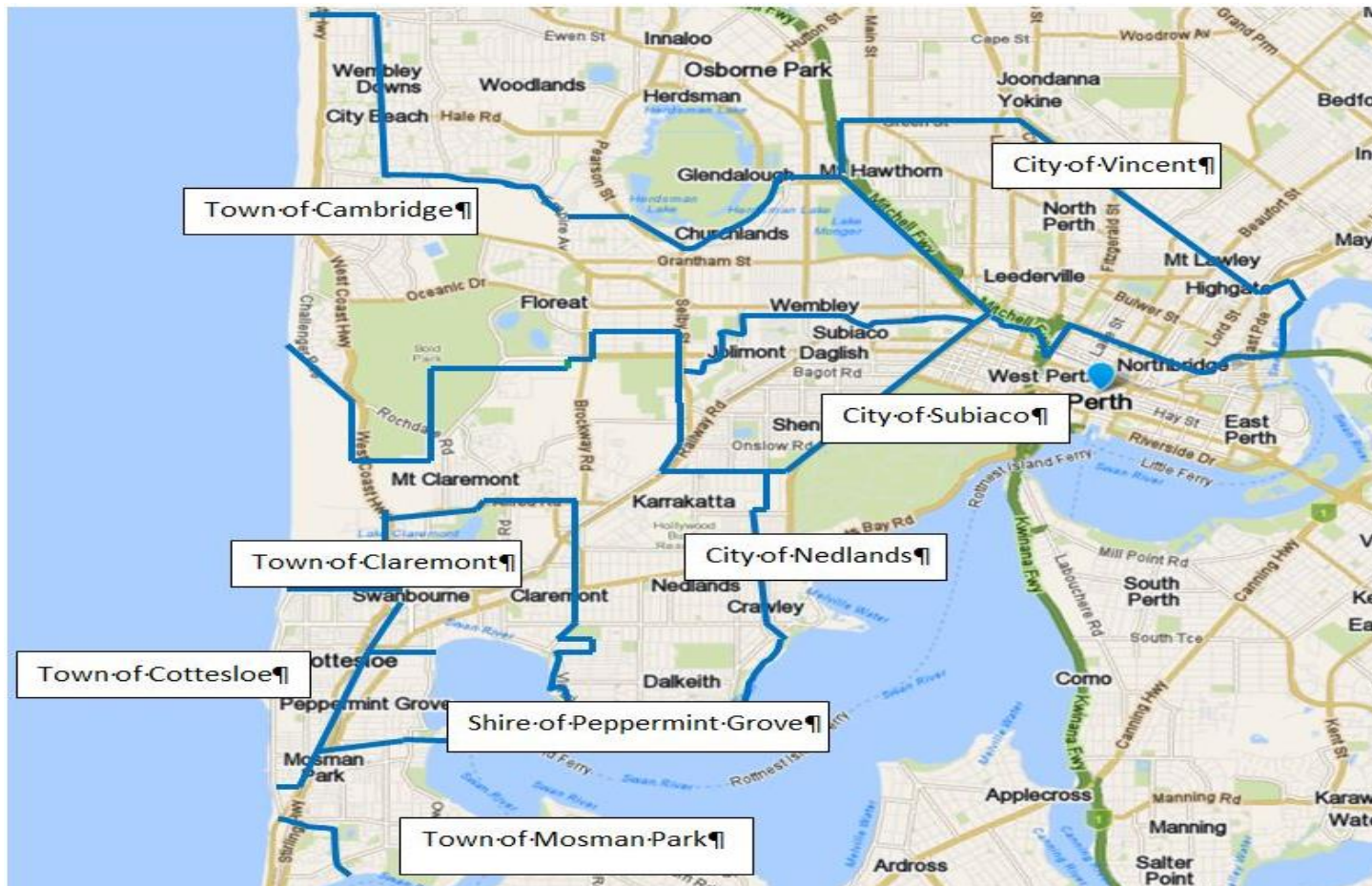
Risk	Rate	Statement	Analysis	Treatment Options	Responsible Agency	Priority Status	Implementation	Budget	Monitor & Review
		indicates:	Risk from Flood.	Banks. Flood Mitigation Response plans.			once the Metropolitan Flood Response Plan is finalised.		available
Rail Crash	M	The area has the Perth to Fremantle and portion of the Perth to Currambine lines for the Metropolitan Transit Rail Network. A system failure or other trigger could cause a derailment or collision.	System failure leading to a rail accident could produce an incident involving fire and or mass casualties. The Response to such an incident would not only require a complex rescue operation but would also severely disrupt public transport services.	Maintenance of the Rail System. EM Arrangements for Response to such incidents.	The Perth Transport Authority is the HMA for this Risk. DFES Fire Services is the prime Response Agency. The District has a responsibility to support the Response operation by providing resources as required.	Treatment Options for this Risk are outside the Districts scope.	Ongoing	Nil	Response to this Risk should be exercised bi-annually.
Collapse	H	The collapse of a structure, be it an existing building, one under construction, a bridge or tunnel or a construction crane. These are considered under this Risk Treatment.	Perth has a number of old Heritage Listed Buildings or Facades. There are also booming construction projects, both Public and Commercial within the District. Whereas OHS Legislation and work practices have improved the safety on construction projects, catastrophic failure could occur.	Worksafe Inspections. Building Codes. USAR Response Plan and capability. Mass Casualty response capability.	DFES Fire & Rescue is the responsible HMA for Structural Collapse. Department of Planning & Infrastructure is responsible for monitoring workplace safety standards. Member Councils responsible for Building Approvals.	Low. These events are rare and occur without warning.	Monitor Building Construction activity within the City. No Treatment Options to be developed.	Nil	Ongoing basis
Air crash	H	Air traffic over Perth from domestic, international, local and air show flights presents a HIGH level risk to life, property and infrastructure.	Any impact of a light aircraft into a residential or commercial area will cause loss of life in the 1 – 10 range and 1 – 2 buildings damaged / destroyed. A competition air craft crash into the viewing public could cause loss of life in the 10 – 100 range and 1 – 2 buildings damaged / destroyed. The impact of a domestic or international jet crash could cause 100 – 1000 deaths and possible destruction of a high-rise	Emergency Response Plan for Air Crash in Urban Areas. Combat Agency Response preparedness. Mass casualty capability	WA Police Force – WESTPLAN AIR CRASH & Air Crash Response Plan Metropolitan. DFES Response capability Air Crash. Hospital & SJA Mass casualty response plans	Research Police Response Plan for Urban Air Crash – Police Emergency Unit	Jan – June 2008 Review Air Crash Contingency Plan Perth & Jandakot July – Dec 2008 Desktop Exercise “Air Crash” Revise Arrangements & Contact Details.	Plan Review Costs. Desktop Exercise Preparation & Conduct Costs	Next Local Arrangement Review 2009

Risk	Rate	Statement	Analysis	Treatment Options	Responsible Agency	Priority Status	Implementation	Budget	Monitor & Review
			building or domestic dwellings.						
Heatwave	H				Dept of Health				
Animal or Plant Pest or Disease.	H								
Tsunami	H								
Chemical/Biological/Radiological/Nuclear	H								
Land Search	H								
Space re-entry Debris	H								
Drought	H								
Sea Search & Rescue	H								
Marine oil Pollution	H								
Fuel Shortage	H								
Environmental Disaster	H								

APPENDIX 4 RESOURCES

Local Government	Descriptions
City of Subiaco	<p>The member Local Governments have access to plant and machinery that would be typical of an inner-metropolitan local authority. Items ranging from trucks, front end loaders, bobcats, backhoes, generators, trailers, water tanks, dingo diggers, elevated platforms, buses, road sweepers, firefighting units, all-terrain vehicles, variable message boards, rollers and refuse trucks.</p> <p>The City of Nedlands has a fully resourced response and recovery Trailer that may be utilized by either of the participating local governments.</p>
City of Nedlands	
Town of Cambridge	
Town of Cottesloe	
Town of Claremont	
Town of Mosman Park	
Shire of Peppermint	
City of Vincent	
<p>In addition to the above, the member Local Governments, typical of most inner-city local governments, maintain a fleet of small light vehicles, small machinery and equipment, detail of which would be available upon contacting the City's nominated representative as detailed in Appendix 6.</p>	

APPENDIX 5 MAP OF REGION



APPENDIX 6 CONTACTS

WESTERN CENTRAL LOCAL EMERGENCY MANAGEMENT COMMITTEE MEMBER LOCAL GOVERNMENT CONTACT LIST					
Organisation	Name	Call Priority	Phone	Mobile	Email
<p>Rather than provide a schedule of contacts for each of the participating local governments, many of which are a mix of private or work mobile phone contacts, the Executive Officer will periodically request an update to a standard schedule of contacts and distribute that list to relevant HMA's for information.</p> <p>This process ensures greater accuracy of data and an assurance that the nominated contact is current.</p>					

APPENDIX 7 INCIDENT SUPPORT GROUP MEETING LOCATIONS

Town of Cambridge

Address: 1 Bold Park Drive, FLOREAT.

City of Nedlands

Address: 71 Stirling Highway, NEDLANDS.

Town of Claremont

Address: 308 Stirling Highway, CLAREMONT.

Town of Mosman Park

Address: Memorial Park corner Bay View Terrace and Memorial Drive, MOSMAN PARK.

APPENDIX 8 SPECIAL CONSIDERATIONS

Description	Time of Year	Impact/No. of People
City to Surf	August	Large gatherings between Perth CBD and City Beach.
Royal Agricultural Show	September	Large events and gathering at Claremont Showgrounds
Sculptures by the Sea	February/March	Large gatherings Cottesloe Beach
Caravan & Camping Show	March	Large event and gathering at Claremont Showgrounds
Origin Concert	December	Large event and gathering at Claremont Showgrounds
Nib Stadium	Weekly	Rugby and Soccer matches up to 20,500 attendees

APPENDIX 9 LOCAL PUBLIC WARNING SYSTEMS

Description	Contact Person	Contact Number
<p>There are no local warning systems in place.</p> <p>Community is reliant on broadcasts provided through Radio 720.</p>		

PARTNERING AGREEMENT

**WESTERN CENTRAL EMERGENCY
MANAGEMENT SUPPORT GROUP**

FOR

**THE PROVISION of MUTUAL AID
DURING RESPONSE to and RECOVERY
from an EMERGENCY EVENT**

JUNE 2018

1. PURPOSE

To facilitate the provision of mutual aid between Parties to the Partnering Agreement (**'the Agreement'**) for support during the Response to an emergency event and Recovery of the impacted community.

2. PARTIES TO THE AGREEMENT

The Parties to the Agreement are:

1. Town of Cambridge
2. Town of Claremont
3. Town of Cottesloe
4. Town of Mosman Park
5. City of Nedlands
6. Shire of Peppermint Grove
7. City of Subiaco
8. City of Vincent.

3. DEFINITIONS

Definitions to terms contained within the Agreement are as per those contained within the *Emergency Management Act 2005* and *Emergency Management Regulations 2006* and State Emergency Management Policies.

Local Government Chairperson – the person nominated by the Local Government who for the current year has the chair of the committee as described in clause 5.6 below.

Requestor for Support – The Local Government(s) seeking assistance under the terms of the Agreement.

Provider of Support – The Local Government(s) providing assistance under the provisions of the Agreement.

4. PARTNERING OBJECTIVES

The Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Local Authority to assist.

- 4.1 Provide mutual aid to support the Incident Controller during the Response to an emergency event.
- 4.2 Ensure all Recovery activities are conducted in accordance with the *Emergency Management Act 2005* and Regulations 2006 and State Emergency Management Policy.
- 4.3 Provide mutual aid for Recovery management activities; and
- 4.4 Conduct Recovery planning utilising an "All Agencies" approach in accordance with the Local Recovery Planning Guide and State Emergency Management Policy 4.4.

5. PARTNERING EXPECTATIONS

- 5.1 To provide where possible both physical and human resources to support the emergency Response and to assist with Recovery of the impacted community. The type of initial aid is to assist immediate Response and then Recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to

further negotiation and agreement in writing between the parties concerned.

- 5.2 To ensure that the Incident Controller of the designated Controlling Agency for the incident is advised of all requests for support as soon as practicable, and in consultation with the designated Local Recovery Coordinator and the Local Emergency Coordinator.
- 5.3 To ensure all personnel and equipment provided are covered by the Provider of Support own insurance.
- 5.4 Provider of Support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
- 5.5 The Requestor for Support will be responsible for all incidental costs associated with the Provider of Support personnel and equipment such as catering, accommodation, Occupational Health & Safety issues, transport fuel and storage.
- 5.6 The position of Chair and administrative support of the Western Central Emergency Management Support Group will be rotated in alphabetical order between parties to the Agreement on an annual basis.
- 5.7 The Group will meet at least once annually at Local Government Chairperson's locality to review the Agreement and assess its relevance and suitability to the parties and other business relevant to the Agreement and its operation.
- 5.8 To ensure that all requests for mutual aid are directed from the Local Recovery Coordinator of the requesting Local Government to the Chief Executive Officer of the Local Government being requested to provide assistance.

6. DURATION AND AMENDMENT

- 6.1 The Agreement will come into effect at the date of signing by all parties.
- 6.2 The Agreement will remain in place until terminated.
- 6.3 The terms of the Agreement shall not be amended in any respect except by agreement of all Parties in writing.

7. TERMINATION

The Agreement may be terminated by mutual agreement of all Parties in writing at any time.

8. WITHDRAWAL

Any Party may withdraw from the Agreement by giving three (3) months' notice in writing to the Local Government Chairperson at any time.

9. NOTICES

Communications in relation to the Agreement must, unless otherwise notified in writing, be addressed and forwarded as follows:

Chairperson
Western Central Emergency Management Support Group
c/o (Local Government responsible for chairperson at the time)

10. AGREEMENT

Parties to the Agreement, agree to the preceding provisions in regard to the provision of mutual aid.

SIGNING PAGE:

Town of Cambridge



Chief Executive Officer

25/07/ 2018

Town of Cottesloe

Chief Executive Officer

29/08/2018

Town of Mosman Park

Chief Executive Officer

24/10/ 2018

City of Nedlands



Chief Executive Officer

29/08/2018


**Shire of Peppermint
Grove**



Chief Executive Officer

24/10/2018

City of Subiaco



Chief Executive Officer

19/06/2019


City of Vincent



Chief Executive Officer

19/09/2018

Town of Claremont



Chief Executive Officer

08/08/2018

APPENDIX 11 RECOVERY PLAN

**WESTERN CENTRAL LOCAL
EMERGENCY MANAGEMENT
COMMITTEE**

LOCAL EMERGENCY
RECOVERY PLAN

For

CITY OF SUBIACO
CITY OF NEDLANDS
CITY OF VINCENT
TOWN OF CAMBRIDGE
TOWN OF CLAREMONT
TOWN OF MOSMAN PARK
TOWN OF COTTESLOE
SHIRE OF PEPPERMINT GROVE

November 2019

AMENDMENT RECORD

Proposals for amendment or addition to this Plan should be forwarded to the Executive Officer of the Western Central Local Emergency Management Committee.

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NO.	DATE		
1			
2			
3			
4			

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INTRODUCTION

Recovery is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological, and economic wellbeing” (EM Act).

The Emergency Management Act 2005 (EM Act 2005) became effective on 23rd December 2005. The Act places a responsibility on local governments to:

Establish a Local Emergency Management Committee.
Prepare and maintain Local Emergency Management Arrangements and manage recovery activities within their districts.
Appoint a Local Recovery Coordinator for that purpose.

The approach taken by the following local governments in relation to items one and two above is to participate regionally through what is referred to as the Western Central Local Emergency Management Committee and to have a common set of Emergency Management Arrangements and a single Recovery Plan that provides an overview of their obligations in this regard:

- City of Subiaco
- Town of Cambridge
- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park
- City of Nedlands
- Shire of Peppermint Grove
- City of Vincent

To supplement the regional approach to emergency management and recovery, each participating Local Government acknowledges its responsibility for the recovery of its own community after an emergency event and as such has developed their approach to the completion of that process which they have each documented in operational Recovery Procedures.

COMMUNITY RECOVERY MANAGEMENT PRINCIPLES

Recovery forms the fourth element of the PPRR (Prevention, Preparedness, Response and Recovery) approach to emergency management in WA. Local government is to manage recovery following an emergency affecting the community in its district (S 36(b) EM Act 2005)

Large scale recovery operations wider than one local government jurisdiction **may** be managed by the State Recovery Coordinator (appointed by the Department of Premier and Cabinet) who will convene a State Recovery Coordination Group. State policy and arrangements for recovery, including recovery management structures and responsibilities, are detailed in the State Emergency Management Plan, in particular Part 6.

Wherever possible for local recovery arrangements, the normal local government management and administrative structures and practices will be used, ensuring that these structures and practices are modified to be responsive to the special needs and circumstances of the community affected by an emergency event.

It needs to be recognised that an emergency impacting on the community may also have an adverse impact on the relevant Local Government and its various facilities and resources and consequently on its capacity to conduct normal business activities whilst responding to the recovery needs of our community. For this reason, Business Continuity is an integral

supplement to this Plan.

AIM

The aim of this document is to acknowledge local governments roles and responsibilities to restore, as quickly as possible, the quality of life in the affected portion of the community, so that affected parties can continue to function as part of the wider community.

The various Recovery Procedures developed and maintained by the individual participating Local Governments document how those organisations will achieve that outcome.

OBJECTIVES

The objectives of this Plan are to:

- Acknowledge local governments role in the Recovery process and to establish a framework for the management of community recovery from emergencies in the participating local governments.
- identify the essential roles and responsibilities of organisations/agencies participating in the recovery process, including the Local Recovery Coordinator.

SCOPE

The scope of these recovery arrangements is limited to the boundaries of the participating local governments as outlined in the Local Emergency Management Arrangements Appendix 5.

The extent to which the arrangements in this Plan and the processes within the individual Recovery Procedures are activated will vary dependent on the nature and extent of the emergency event.

RECOVERY PROCEDURES

As mentioned above, in addition to this Plan, the member Local Governments have each prepared Recovery Procedures that supplement this Plan.

The Procedures are designed to provide more detail of how the respective Local Governments will initiate, maintain and stand down its involvement in recovery from an emergency.

ACTIVATION

According to state protocols, the Controlling Agency involved in responding to an emergency is responsible for ensuring that recovery arrangements are activated, if required. The Controlling Agency should convey the need for initiation of a recovery process to the affected local government to prepare for a transition from response to recovery and at the agreed point, transfer responsibility for the recovery activity to that local government. The “handover” arrangements should be documented in the appropriate Impact Statement completed in collaboration with the respective Local Government, in particular, the affected Local Governments’ Recovery Coordinator.

Where an emergency is assessed by the Controlling Agency as being of sufficient scale to require State level recovery coordination, the Controlling Agency will, with agreement of the affected local government, discuss the transfer of the recovery coordination responsibilities to the State with the Chair of the States Recovery Coordination Group.

(Refer SEM Policy 4.4 clause 11-13 for more detail)

Despite the above, the affected Local Government should initiate recovery processes in advance of an approach by the Controlling Agency. The Local Government should make its own assessment of an emergency event and position itself to be ready to manage the recovery phase of an emergency event. Failure to be proactive will prejudice the capacity of the organisation to respond in a timely and effective manner.

It is important that the Local Government, for the purpose of being prepared, is pro-active and initiates early liaison and engagement with the Controlling Agency, through the Incident Support Group during the **response** phase to ensure the transition to **recovery** is not overlooked.

The Local Recovery Coordinator, or a person delegated by that position, is to liaise with the Controlling Agency and initiate recovery activities as soon as possible, preferably prior to or during an emergency event.

The Local Recovery Coordinator should initially convene a meeting of Local Governments in-house Recovery Team as soon as is practical where the emergency is or is likely to be of a magnitude that requires that level of involvement. The in-house team should consider the need for and composition of a **Local Recovery Coordination Group** that may involve membership from Hazard Management Agencies, Department of Communities and other outside agencies and organisations.

After Hours, Weekends and Public Holidays

Unfortunately, nature has no programmed working day, weekends and public holidays, an emergency event can occur at any time requiring local government participation in emergency management.

The Local Emergency Management Arrangements detail the relevant afterhours numbers in Appendix 6

LOCAL RECOVERY COORDINATORS

Each Local Government will appoint its own Local Recovery Coordinator. There is no specific requirement as to who should complete this role but it is advisable that it a be a position within the corporate structure that has capacity to direct resources, commit expenditure and has access to the Mayor/President, communication staff and media.

The current Local Recovery Coordinators are listed below:

Local Government	Local Recovery Coordinator	Contact Number
Subiaco	Cliff Fewing	Redacted from this version. Contact numbers are made available to relevant HMA's.
Nedlands	Jim Duff	
Vincent	Andrew Murphy	
Cambridge	Steve Cleaver	
Claremont	John Balcombe	
Mosman Park	Matthew MacPherson	
Peppermint Grove	Donovan Norgard	
Cottesloe	Lisa Squiers	

The key function of the Local Recovery Coordinator is to:

- Liaise with the Controlling Agency during an emergency response phase.
- Be involved in transition process from response to recovery including finalisation of handover documents.
- Formally activate the recovery phase as required.
- Liaise with and advise the Mayor/President and elected members during the recovery phase, including provision of progress reports and information.

- With support from Directors and managers, coordinate recovery activities at an operational level.
- Appoint a deputy in case the Local Recovery Coordinator is not available.
- Plan the continuing recovery activity.

LOCAL RECOVERY COORDINATION GROUP

The Local Recovery Coordination Group is a team established to assist with the Recovery process. The ultimate form of the team for any specific emergency event will vary depending on the nature of the emergency event and the internal structure and capacity of the impacted Local Government.

The Local Recovery Coordination Team will be lead by the Local Recovery Coordinator, be supported by key local government personnel and may include membership from external agencies and organisations that can provide technical and professional support to the Recovery process.

A comprehensive matrix of the likely tasks of the various positions and teams participating in the recovery process is contained in the respective Procedures.

Note:-

The Local Recovery Coordination Group may not always look the same and there are several phases through which the “business as usual” structure will morph to an organisational structure that is positioned for full scale recovery.

For example, a small-scale localised emergency event may be attended to under the normal business structure. Alternatively, the scale of the event may require activation of the Local Recovery Coordination Group, initially all of the members through to events of such a scale requiring complete transition from a business as normal to a complete and absolute effort by the entire organisation to manage the recovery process.

Local Recovery Coordination Group Functions

The key function of the Local Recovery Coordination Group is to:

- Determine strategies for the conduct of recovery and assistance measures.
- Assess requirements for restoration of services and facilities.
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, and the State's recovery management structure, if required.
- Determine the need for and select a Recovery Centre (RC) as a one-stop-shop for recovery resources and information.
- Select a Local Evacuation Centre (LEC) often referred to as a Relocation Centre, if required by the Controlling Agency.
- Monitor the progress of recovery.
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies and government departments.
- Liaise with Department of Communities to provide short term emergency accommodation and personal support services to the community.
- Establish internal accounting arrangements and manage financial relief schemes for the City.
- Undertake specific recovery activities as determined by the circumstances and the Team.

Impact Assessment by Local Recovery Coordination Group.

A primary function of the Local Recovery Coordination Group is to gain an early understanding of the impact of an emergency event.

Impact assessment involves gaining early and accurate information about the impact of the event on the organisation itself, individuals, the community, and infrastructure. Impact assessment is critical to the management of an effective recovery process and must involve all relevant agencies, working together to exchange information.

An early understanding of the impact is gained through the liaison between the Local Recovery Coordinator and the Controlling Agency during the response phase and detail should be recorded in the handover document, otherwise referred to as an Impact Statement.

Information acquired through liaison with the Controlling Agency and in the Impact Statement will provide a certain level of information at a point in time however the Local Government staff and others working with the Local Recovery Coordinator will need to monitor the unforeseen consequences of the emergency event and adjust the Recovery activities accordingly. The officers and agencies involved in this process could include:

- Hazard Management Agency.
- Community service providers, social agencies, to identify people in need of immediate assistance.
- Red Cross
- Department of Health
- Environmental Health Officers
- Building Surveyors
- Engineers
- Communications professionals
- Rangers.

It is recognised that various agencies will collect data for their own purposes; however, recovery planning must provide coordination of inspections, and the eventual synthesis of various reports into an overall summary.

The role of the Local Recovery Coordination Group in undertaking an impact assessment shall be to:

- Use intelligence and information gathered from the response phase and the Impact Statement.
- Confirm the total area of impact for determination of priorities.
- Manage the collection and collation of the required data.
- Set out the immediate information needs, infrastructure problems and status, damage impact and welfare issues.
- Link with parallel data-gathering work.
- Identify and close information gaps (establish the “big picture”).
- Gather evidence to support requests for government assistance.
- Ensure all relevant information is strictly confidential.

The Local Recovery Coordination Group needs to be aware that inspections and needs assessments (surveys) may be necessary to gain an overall perspective of the emergency event.

Building inspectors, engineers and public health officers are likely to want to make inspections. The inspection process needs to be managed to ensure that priority tasks are completed first and coverage is completed safely and with efficient use of resources.

Assessments can be used to assist short-term recovery through:

- Determining numbers, locations, circumstances and ethnicity of displaced and/or injured people.
- Assessing the safe occupation of buildings and their continued use, especially emergency facilities.
- Confirming the state of lifeline utilities.
- Assessing the need for temporary works, such as shoring up and securing of property.
- Protecting property from unnecessary demolition.
- Criminal activity.

Inspections and needs assessments also contribute to longer-term recovery measures through:

- Defining personal and community needs.
- Determining aid and resource requirements for permanent recovery.
- Estimating the cost of damage.
- Acquiring engineering, scientific and insurance data to inform the disaster mitigation process.

Regional Cooperation

The Western Central Local Emergency Management Committee Local Government members have a Memorandum of Understanding in place that ensures regional resource sharing to assist each other during the recovery process from an emergency event.

COMMUNITY INVOLVEMENT

Community involvement is the means whereby those directly affected by a disaster help rebuild their own facilities and services. Community involvement provides a framework for re-establishing the economic, social, emotional, cultural and physical well-being of the affected population.

Community involvement in recovery shall be enabled by the Local Recovery Coordinator and the Local Recovery Coordination Group who shall:

- link with existing community structures
- enlist support and advice by respected community leaders who can shape local opinion, exercise public and political influence and promote cohesion and stability
- recognise the value of local knowledge and use it to assist with the recovery process.

Local Recovery Coordinator and the Local Recovery Coordination Group should be aware of challenges involved in working with the community including the need to determine community priorities.

REPORTING

The purpose of reporting is to maintain accountability and transparency, to keep the community informed, gain support and assistance and record an account of recovery efforts, including lessons learned.

Regular and thorough reporting of an emergency event, and of the recovery phase, will provide the Recovery Team with justification for actions taken and money spent to inform:

- the community affected by the emergency.
- Ratepayers.
- Taxpayers.
- the public (through the media).

- federal/state government if there are requests for physical assistance (e.g., from Defence Force) or financial assistance (requests for a donation to a Mayoral Relief Fund, or for recovery funding assistance).

A reporting system needs to cover the emergency event from beginning to the final stages of recovery. Reporting systems must be flexible, simple and succinct and have necessary administrative assistance when required. As one type of reporting will not fit all situations, reporting systems should be event specific.

The key people who will need to file regular reports are the Local Emergency Coordinator (while the state of emergency is in place) and the Local Recovery Coordinator. It is also essential that there is a plan in place to record all expenditure.

As well as keeping a precise record of when the state of emergency was declared, and when it is terminated, regular reporting on the state of the following should take place:

<ul style="list-style-type: none"> • welfare • public health • business • environment • private property damage 	<ul style="list-style-type: none"> • critical infrastructure • communications • adequacy of local resources • external assistance • transport
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Coordinating production and maintenance of copies of reports from all teams (including other agencies) is an important management task, this role is undertaken by a nominated position. The sum of all the reports will provide a record of the recovery from the event.

MANAGED STAND DOWN

The recovery phase must have an end.

Organisational arrangements must be wound down and responsibility for completion of outstanding tasks and actions need to be acknowledged and assigned. The recovery phase involves restoring the community to the point where normal social and economic activity may resume.

Standing down may be at a nominated date and time or it may be a graduated process back to business as normal with some specified recovery activity continuing to be required.

The Recovery Team is expected to plan to:

- Continually review the recovery management process with a view to withdrawing as the community takes over
- Stage a public event of acknowledgement and community closure.