

## Western Central Local Emergency Management Arrangements



## TABLE OF CONTENTS

Foreword	5
Acknowledgements	6
<b>Part One - Management</b>	<b>7</b>
Introduction	9
Authority	
Area Covered	
Purpose	10
Objectives	
Scope	11
Existing Plans & Arrangements	12
Agreements	
Additional Support	
Special Considerations	13
Resources	14
Resource Coordinators	
Financial Arrangements	15
Responsibilities	
Emergency Management Coordinator	
Local Emergency Management Committee (LEMC)	16
Emergency Coordination Centre (ECC) Management	17
Annex A – WC LEMC Local Government Boundaries	18
Annex B – Areas Covered By Each LGA	19
Annex C – Emergency Management Structure	24
Annex D – WESTPLANS and HMA [FESA website May 2008]	27
<b>Part Two - Planning</b>	<b>29</b>
Western Central Local Emergency Management Committee	
Composition	
Minimum membership	31
Emergency Risk Management	
Emergency Management Structure	
Hazard Management Agency (HMA)	
Incident Manager	
Incident Management Group (IMG)	32
Local Emergency Coordinator	
Local Recovery Coordinator	
Combat Agency	
Support Organisation	33
WA Emergency Management Organisation	
Training Programs	34
Annex A – Hazard Management Agencies (HMA) Contacts	35
Annex B – Combat Agency Contacts	36
Annex C – Support Agency Contacts	37

<b>Part Three - Risk</b>	<b>39</b>
Introduction	
Main elements of Emergency Risk Management (ERM) Process	41
Context of Risk Assessment	
Assessment Area	
Considerations	42
Annex A – Potential Hazard schedule – WC LEMC Area	46
Annex B – Example Treatment Options	47
<b>Part Four - Response</b>	<b>63</b>
Introduction	
Activation	
Communications	65
Public Warning Systems	66
Evacuation	67
Immediate Evacuation	
Planned Evacuation	
Evacuation Matrix	68
Evacuation considerations and tasks	69
Major Evacuation Routes	70
Emergency coordination or control centres	71
Training Programs – Response	72
<b>Part Five - Recovery</b>	<b>73</b>
Recovery	75
<b>Part Six - Testing, Exercising &amp; Reviewing the Arrangements</b>	<b>77</b>
Introduction	
Exercising	
Exercise Formats	79
Local Arrangements	
Training Programs	80
Annex 1 - Exercise Schedule	81
Annex 2 - Scheduled Exercises Report	82
<b>Part Seven - Contacts/Resources Lists</b>	<b>83</b>
Distribution List	85
Amendment Record	87
Glossary of Terms	88
Acronyms	95
<b>Part Eight - Plans and Support Plans</b>	<b>97</b>
Western Central Local Emergency Management Committee Recovery Plan	99

## Foreword

This Emergency Management Plan completely replaces the previous Counter Disaster Plans that existed for the Central Council & Combined Council LEMC's.

Apart from the Preamble, this Plan is arranged in eight parts;

- Part One - Management*
- Part Two - Planning*
- Part Three - Risk*
- Part Four - Response*
- Part Five - Recovery*
- Part Six - Testing, Exercising & Reviewing the Arrangements*
- Part Seven - Contacts/Resources Lists*
- Part Eight - Support Plans*

Contact/Resources Lists are maintained by individual councils with a copy forwarded to the Executive Officer WC LEMC. Details are not available for public viewing for security and privacy reasons.

These arrangements must be read in conjunction with the Central Metropolitan District Emergency Management Plan, State Level Hazard Management Plans, WESTPLANS and the Standing Operating Procedures (SOP) of participating organisations.

These arrangements are reviewed annually or more frequently should amendments be required as occasioned by actual emergencies or exercises.

This document is a living document and will be subject to change as parliament decrees reviews of legislation and as per any changes from the WC LEMC. Practical operational requirements may also impact on the document and be refined over time.

Every year the following details require updating:

- Local Government Resource and Contact List,
- WC LEMC members Contact List,
- HMA & Combat Agency Contact List, and
- Minor amendments in line with legislative, EM policy and operational changes (These changes will be carried out by the WC LEMC executive committee)
- Suggested amendments to these arrangements should be directed to the current Executive Officer for 2008 (N.B The Executive position and Chair is rotated on a two yearly basis with the eight local governments that support these arrangements):

Mr. Michael Wood  
Executive Officer  
Western Central LEMC  
C/o Town of Vincent  
PO Box 82, Leederville,  
Perth WA 6902

Telephone (08) 9273 6032  
Facsimile (08) 9273 6099  
E-mail [michael.wood@vincent.wa.gov.au](mailto:michael.wood@vincent.wa.gov.au)

## **Acknowledgements**

In the development of these arrangements WC LEMC acknowledge the contribution of all WC LEMC members. We would also like to acknowledge other Local Governments for the use of their Emergency Management documents, including City of Stirling, City of Joondalup, City of Bayswater and their representative LEMC.

# Western Central Local Emergency Management Arrangements

## Part One - Management





## Introduction

Australia faces a range of natural and man made hazards, which have the potential to threaten life, cause injury, damage property and the environment. Under the residual powers of the Australian Constitution, the State and Territory Governments are responsible for measures to manage these hazards, whilst the Commonwealth provides assistance and coordinates federal resources, including Defence Force resources, in support of the requesting State or Territory. The Commonwealth also provides the forum where States & Territories can share methodologies and develop principles for the management of hazards.

Each State and Territory has established its particular arrangements to manage emergencies and have enacted legislation to give effect to these arrangements. In Western Australia, the Emergency Management Act was proclaimed in 2005. Prior to this, a number of “Policies” were in place under the authority of a Cabinet Minute, which have been incorporated into the new Act and the ongoing regulations which are under development.

In compliance with the Emergency Management Act, 2005, and other “State Policy Statements”, the Western Central Local Emergency Management Committee (WC LEMC) was formed on May 18th, 2005. The Membership of, Purpose, Aim and Responsibilities of the WC LEMC are set out in a “Terms of Reference” document (see Annex C).

The WC LEMC is a non-operational cooperative group that carries out emergency management (EM) planning activities and maintains local emergency management arrangements within the areas bounded by the following local government authorities:

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

These Arrangements have been compiled to address those areas where the WC LEMC provides support to Hazard Management Agencies and other agencies, and is responsible for recovery operations.

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

## Authority

The Western Central Local Emergency Management Committee (WC LEMC), Emergency Management Arrangements are being prepared for endorsement by the WC LEMC pursuant to Section 41 (1) of the Emergency Management Act 2005.

These local emergency management arrangements, and any amendments, will be tabled for information at a meeting of the appropriate DEMC and an electronic copy delivered to the SEMC, via the Secretary SEMC as soon as is practicable after they are prepared.

WC LEMC Date of Endorsement:	Date:
------------------------------	-------

DEMC Date Sent for Information:	Date:
---------------------------------	-------

**THIS IS A CONTROLLED DOCUMENT AND IS NOT TO BE ALTERED EXCEPT BY WC LEMC EXECUTIVE.** Strict version control must be maintained to ensure active copies are up to date.

## Area Covered

The Western Central Local Emergency Management Committee (WC LEMC) is situated in centre of metropolitan Perth in Western Australia and covers approximately 74.8 km<sup>2</sup>. The border adjoins the Cities of Perth, Stirling and Fremantle and is bounded by the Swan River in the east and the Indian Ocean in the west. The population of the WC Region is approximately 114,600 people including Culturally and Linguistically Diverse Community Groups (CALD).

The WC LEMC comprises of the Cities of Subiaco and Nedlands, the Towns of Cottesloe, Mosman Park, Vincent, Cambridge and Claremont, and the Shire of Peppermint Grove. Refer to Annex A for WC LEMC local government boundaries. The area is heavily populated with a mix of CALD Community members. The region also includes most of Perth's premier sporting facilities, a number of beaches, major train routes and has the added risk of a high volume of traffic, using the freeway, major highways and train links.

For a more detailed coverage by each LGA see Annex B at the rear of this section, Part One, Management.

## Purpose

The purpose of these emergency management arrangements 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*.

## Objectives

These Arrangements have the following broad objectives:

- Enable the WC LEMC to meet its emergency management role and responsibilities, in relation to community safety;
- Identify, analyse, evaluate and prescribe treatment options for risks and hazards that pose a threat to life and or property;
- Document cooperative agreements relating to emergency planning, response and recovery within the Western Central area;
- Maintain a current resource and contacts register for participating agencies and organisations to assist the community in prevention, preparedness, response and recovery;
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency management;
- 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 to the community;
- Provide a document that is aligned to the Emergency Management Act 2005 and recommended guidelines in relation to local community emergency management arrangements.

## Scope

- This document applies to all areas encompassed within the established boundaries of the local government's within the WC LEMC.
- These arrangements cover areas where the local governments in the WC LEMC provide support to HMAs and other agencies in the event of an emergency event.
- This document comprises details on the capacity of the local government's in the WC LEMC in relation to the provision of resources to support the effective management of emergencies.
- The Recovery Plan details the responsibilities of the local government's in the WC LEMC in recovery operations and the restoration and reconstruction of services and facilities within the community are detailed in the recovery plan.
- These arrangements 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.

## Existing Plans & Arrangements

The table below contains the suite of existing plans and arrangements held by the WC LEMC which may be auctioned / utilized in the event of an emergency here and who they are located with:

PLANS / ARRANGEMENTS	LOCATION
Risk Register	Under development
Risk Treatment Plan	Under development
Recovery Plan	Part 7, Support Plans
State Hazard Management Plans (Westplans): <ul style="list-style-type: none"> <li>• Bushfire</li> <li>• Cyclone</li> <li>• Earthquake</li> <li>• Flood</li> <li>• Storm</li> <li>• Tsunami</li> <li>• Recovery</li> <li>• Welfare</li> </ul>	FESA web site
Emergency Contacts Directory	Refer to Local Recovery Plans

This plan has been compiled in alignment with the:

- Local Community Emergency Management Arrangements Guide for Western Australia;
- State Emergency Management Committee, Policy Statement No 7 – Western Australian Emergency Management Arrangements pending the development of the Western Australian Emergency Management Regulations and the;
- Western Australian Emergency Management Act 2005.

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

- Standing Operating Procedures of participating agencies;
- Applicable current State Emergency Management Committee Policy Statements;
- The State level Hazard Management Plans (Westplans);
- The Metropolitan Regional Emergency Management Arrangements;
- Western Central Local Emergency Management Committee - Terms of Reference;
- Western Central Local Emergency Management Committee – Recovery Plan;
- Department for Child Protection, Perth & Fremantle Districts, Local Welfare Emergency Management Support Plan.

## Agreements

Stakeholders in EM 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 planning, response and recovery activities which may include:

- Cooperating with a Local Emergency Coordinator, HMA, support organisation or other EM stakeholder 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 or mitigate the effects of an emergency incident within the Western Central area;
- Provision of a facility or site for use as an Emergency Control Centre or Incident Management Centre during an emergency, when required and in line with organisational capability;
- Providing for the use of established State or Local Welfare Centres as management of an emergency incident within the Western Central area;
- Contribution to LEMC planning and preparation activities including required;
- Participation in the 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 area.

## Additional Support

In the event of an emergency, additional support may be sought from neighbouring or other local governments that may be able to offer assistance through providing additional resources.

## Special Considerations

During periods where severe wind or flash flooding is impacting the community, the WC LEMC's resources may be depleted due to additional deployment requirements. This would include resources such as manpower, vehicles and equipment. This circumstance is most likely to occur during the winter; however severe thunderstorms and the effect of cyclonic weather conditions from northern Western Australia are not uncommon during the summer months. It should be noted that the business hours of WC LEMC members, are generally Monday to Friday 08:30 to 17:00 hours, In order to access the WC LEMC's services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the WC LEMC Emergency Contacts Directory, refer to Part 8: Emergency Contacts Directory. The geographic location of the Western Central area and the nature of some of the facilities and areas that it contains give rise to the following special considerations:

- Large tracts of urban bushland in and adjacent to the Western Central area present significant bushfire risks during the warmer months. Bold Park and Kings Park are large local urban bushland areas however a number of smaller local bushland areas including Shenton Park Bushland, Allen Park, Perry Lakes, Hollywood Reserve and Buckland Hill Park are also of note;

- Large scale sporting and entertainment events are frequently staged at local facilities including Members Equity Stadium, Subiaco Oval, Leederville Oval, Royal Showgrounds, Claremont Oval and Challenge Stadium. These events can attract large crowds and should be considered in relation to aspects of mass public gatherings including significant traffic congestion, large scale pedestrian movement and other issues that may impact on an emergency incident;
- A key seasonal consideration for the Western Central area during warmer months is beach, river front and coastal area usage. Significant numbers of people use the areas directly adjacent to ocean and river foreshores in most areas of the Western Central precinct. Emergency incidents occurring during warmer periods could be affected by the movement of persons from coastal and river front locations;
- Annual events staged in the local area that generate wide spread interest could impact on emergency incident planning and response within the Western Central area. The Perth Royal Show, Australia Day fireworks display (Swan River) and the Perth Christmas Pageant are examples of such events;
- Major hospitals, including Sir Charles Gairdner, Princess Margaret, King Edward Memorial and Royal Perth require special consideration during an emergency with specialized evacuation of patients required;
- The Western Central area of Perth has a history of emergency events that have impacted on the community, at various levels and for varied timed outages. The nature of these events has impacted on the critical service delivery to the community by not only lifeline organisations, but that of Transport (public and road systems) and Local Government. The most frequent emergencies include storm and wind events, coastal erosion and flooding both localized and along the Swan River;
- There are a number of rail crossings in the western suburbs and with the number of passenger trains growing, the potential for a train emergency is high;
- There is an increase in the number of heavy haulage vehicles using the road network in the area, creating the potential for major disruption, in the even of an emergency;
- In regards to the types of emergency event possible in the western suburbs, the area is over-flown, many times daily, by international flight aircraft, fully loaded and fuelled. The chances of one of these aircraft coming down in the area, increases daily. In the same way, the chances of a sinking, fire or pollution spill from shipping approaching and leaving Fremantle, including tankers, has also increased in recent years;
- The SAS HQ on West Coast Highway maintains a munitions/explosives store and these explosives are transported through residential areas, along with gas containers etc;
- Special consideration needs to be made regarding the adjoining Local Governments of the City of Perth and the partnership approach that needs to apply in managing hazards and risks on behalf on the community.

## Resources

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

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

The HMA is responsible for the determination of resources required for the hazards for which they have responsibility. Local government resources have been identified and these resource lists are located in the Recovery Plan, refer Part Eight, Support Plans.

## Resource Coordinators

The person designated as responsible for resource coordination and provision at each organisation within the Western Central LEMC will arrange the following to ensure efficient resource availability during an emergency incident:

- That they have authority or an efficient means to gain approval to provide resources, within reason, as requested by the Local or District Emergency Coordinator during an emergency incident;
- That they ensure the relevant Local Emergency Coordinator is provided with a current resource list and emergency contact details for their organisation;
- To ensure the organisation which they represent retains adequate emergency resources to fulfil that organisation's responsibilities in line with the Emergency Management Act (2005) and other current EM policies and requirements;
- That they or a suitable 'proxy' is contactable at all times.

## Financial Arrangements

State Emergency Management Committee (SEMC) Policy Statement No. 4.2 outlines funding for emergencies (this replaces Policy Statement No. 13).  
It states;

*“Emergency Management agencies undertaking emergency response and recovery activities, particularly multi-agency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to agencies’ core functions and programs while other costs may be associated with the provision of services and resources in support of Hazard Management Agencies. In addition, private organisations, because of their expertise and resources, may also be called upon to support Hazard Management Agencies at some cost.”*

To ensure accurate records of costs associated with an emergency each Local Government in WC LEMC is advised to setup a specific cost centre relating to all costs incurred during the emergency.

Refer to SEMC Policy No. 4.2, for criteria for meeting costs associated with emergencies.

In relation to funding emergency management activities including prevention, preparation, response and recovery, organisations participating in the WC LEMC are responsible for:

- Maintaining adequate available financial resources to allow them to carry out the roles for which they have been given responsibility within the Emergency Management Act (2005), current policy statements and other applicable requirements;
- Initially meeting all costs incurred in contributing personnel, equipment and support to a cooperative emergency management effort within the Western Central area;
- Ensuring all personnel, equipment and support activities provided for emergency management within the Western Central area are covered by appropriate and adequate insurance provisions;
- Contributing, equally and as necessary, to administrative costs incurred in the running of the WC LEMC.

*‘Local Government bears the burden of [infrastructure] replacement with 75% of the total cost being born by the Natural Disaster relief fund, in a declared emergency, with the remaining 25% born by the ratepayers’* Local Government Emergency Management Work book , WALGA, 2007 p.8.

## Responsibilities

As stated in the SEMC Policy Statement 7 – Western Australian Emergency Management Arrangements, the following outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management.

For a more detailed explanation see Annex C, at the end of Part One.

## Emergency Management Coordinator

Under the Western Australian Emergency Management Arrangements the District or Local Emergency Coordinator is designated by the Commissioner of Police and is based on the WA Police districts or sub-districts, which may be aligned to LG boundaries.

The District or Local Emergency Coordinator has a responsibility for ensuring that the roles and functions of their respective District or Local Emergency Management Committees are performed, and assisting the HMA in the provision of a coordinated multi agency response during emergency incidents and operations.

At the local level the Senior Police Officer responsible for the Police sub-district is the Local Emergency Coordinator.

## Local Emergency Management Committee (LEMC)

LEMC's are based on either local government boundaries or emergency management sub-districts and are chaired by the Mayor/Shire President (or delegated person) with the Local Emergency Coordinator as the Deputy Chair.

The Local Government provides executive support to the LEMC and its membership should include representatives from the LG, Government Agencies, Statutory authorities, Industry and Community Groups.

### “Local Emergency Management Committee Procedures

21. LEMC's shall meet every three (3) months and as required.
22. Each meeting of the LEMC should consider, but not be restricted to, the following matters as appropriate:
  - a. Every Meeting
    - i. Confirmation of local emergency management arrangements contact details and key holders;
    - ii. Review of any post-incident reports and post exercise reports generated since last meeting;
    - iii. Progress of emergency risk management process;
    - iv. Project of treatment strategies arising from emergency risk management process;
    - v. Progress of development or review of local emergency management arrangements; and
    - vi. Other matters determined by the local government.



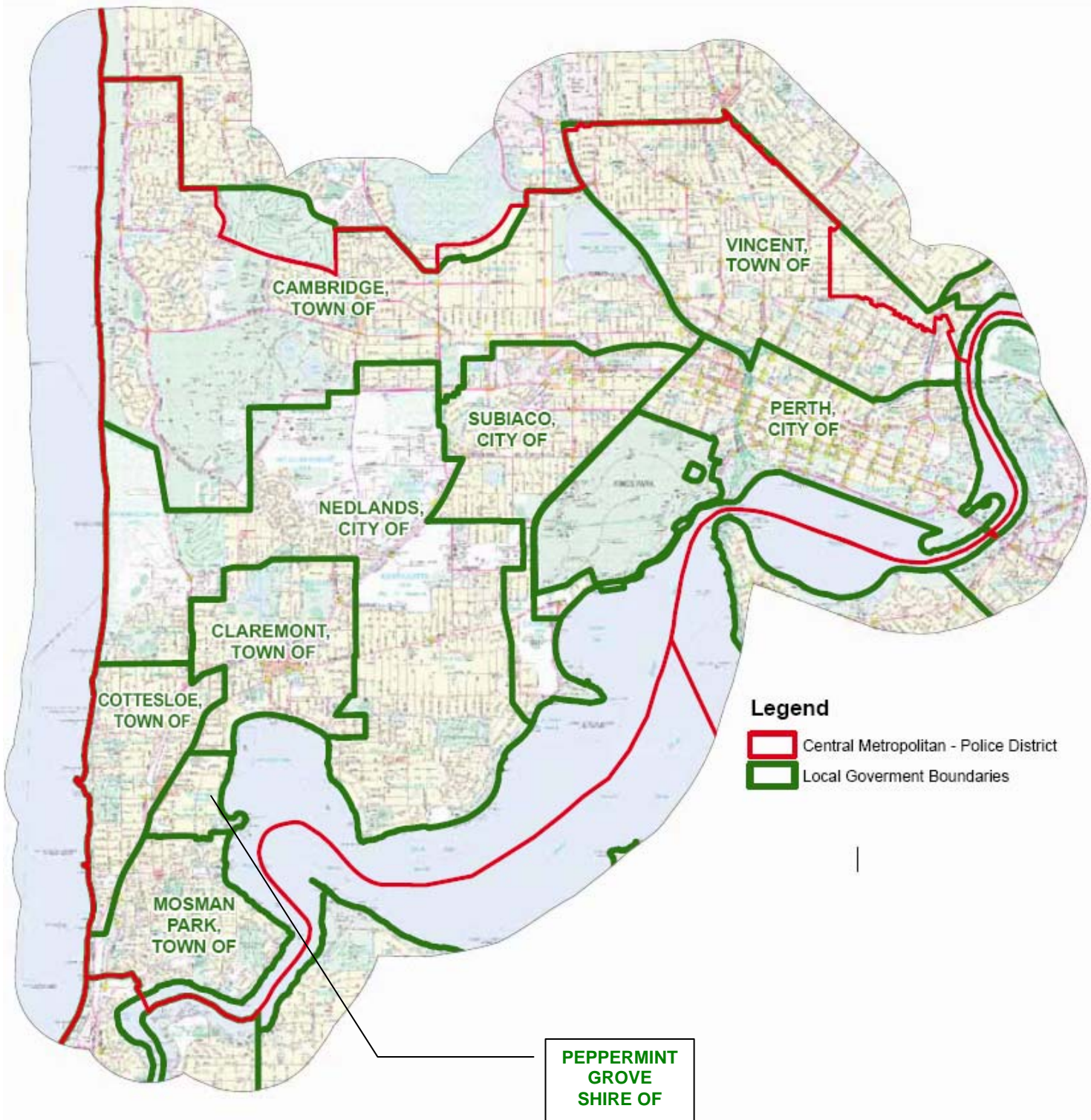
- b. *First calendar quarter:*
  - i. *Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);*
  - ii. *Begin developing annual business plan.*
  
- c. *Second calendar quarter:*
  - i. *Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);*
  - ii. *Finalisation and approval of annual business plan.*
  
- d. *Third calendar quarter:*
  - i. *Identify emergency management projects for possible grant funding.*
  
- e. *Fourth calendar quarter:*
  - i. *National and State funding nominations.”*

### **Emergency Coordination Centre (ECC) Management**

An ECC is a facility for the central management of resources for an emergency. It is the focus of the community’s emergency management arrangements in supporting an effective multi-agency response and recovery. Operational procedures for the ECC lay down prescribed actions to be followed by staff. They cover such procedures as indicated in the following table.

Activation	Operating Procedures	Stand Down
<ul style="list-style-type: none"> <li>• Opening the ECC</li> <li>• Calling out staff</li> <li>• Opening communication systems</li> <li>• Preparing of display boards and maps</li> <li>• Preparing a staff roster</li> </ul>	<ul style="list-style-type: none"> <li>• Message flow</li> <li>• Information display</li> <li>• Information processing</li> <li>• Resource deployment</li> <li>• Situation reports (Sitreps)</li> <li>• Preparing media bulletins</li> <li>• Decision making</li> <li>• Information briefings</li> </ul>	<ul style="list-style-type: none"> <li>• Filing messages / records</li> <li>• Cleaning displays boards and maps</li> <li>• Standing down staff</li> <li>• Closing communication systems</li> <li>• Closing the ECC</li> <li>• Initial and follow up debrief</li> </ul>

## Annex A – WC LEMC Local Government Boundaries



## Annex B – Areas Covered By Each LGA

### City of Nedlands

The City of Nedlands is situated approximately 6.4 kilometres (west) of the Perth GPO and covers an area of 20.6 km<sup>2</sup>. It incorporates all or parts of the suburbs of Dalkeith, Karrakatta, Mount Claremont, Nedlands, Swanbourne, Shenton Park, Floreat, Daglish and Claremont.

Within its boundaries the City is responsible for the maintenance of 137.03 km of roads and more than 380 hectares of parks and gardens. The City's approximate population is 21,700 and it has nearly 8,000 dwellings. Most areas within the City are either residential or public open space with some pockets of light industry and commercial operation. Significant facilities within the City include Queen Elizabeth II Medical Centre (includes Sir Charles Gairdner Hospital), Challenge Stadium, Campbell and Irwin Barracks (Australian Army), Subiaco Wastewater Treatment Plant (Shenton Park), Karrakatta Cemetery, Hollywood Private Hospital and small parts of UWA.

Community facilities managed by the City include the Mount Claremont Community Centre, John Leckie Pavilion (Nedlands), JC Smith Pavilion (Nedlands), Dalkeith Hall, Hackett Hall (Floreat), Allen Park Pavilion (Swanbourne) and the Nedlands Library. The Swanbourne Nedlands Surf Life Saving Club and the UWA Sports Park are also located within the City. Local aged care facilities include Lisle Lodge (Mount Claremont) and Melvista Lodge (Nedlands). Local schools include Dalkeith, Nedlands, Mt Claremont, Hollywood, Swanbourne and Shenton College.

### Council Administration Details

City of Nedlands Administration Centre 71 Stirling Hwy, Nedlands	
Opening Hours	8.30 am to 5.00 pm Monday to Friday
Telephone	(08) 9273 3500
Fax	(08) 9273 3670
Email	<a href="mailto:council@nedlands.wa.gov.au">council@nedlands.wa.gov.au</a>
Web	<a href="http://www.nedlands.wa.gov.au">www.nedlands.wa.gov.au</a>

### City of Subiaco

The City of Subiaco is situated approximately 5 kilometres (west) of the Perth GPO and covers an area of 7.1 km<sup>2</sup>. It incorporates all or parts of the suburbs of Subiaco, Jolimont, Daglish, Shenton Park, Crawley and Nedlands

Within its boundaries the City is responsible for the maintenance of 114 km of roads, 120 km<sup>2</sup> of bike paths and has 30 parks within its municipality. The City's approximate population is 15,700 and it has nearly 8,750 dwellings. Most areas within the City are either residential or public open space with some pockets of light industry and commercial operation. Significant facilities within the City include Subiaco Oval, Princess Margaret Hospital and King Edward Memorial Hospital for Women), and the University of Western Australia (UWA).

Community facilities managed by the City include Evelyn H Parker Library, Tom Dadour Community Centre, Shenton Park Community Centre, Subiaco Community Centre and The Palms Community Centre. Local schools include Rosalie, Jolimont and Subiaco Primary Schools, Perth Modern School, Curtin University Shenton Park Campus, Wembley TAFE.

## Council Administration Details

City of Subiaco Administration Centre  
241 Rokeby Road, Subiaco

Opening Hours	8.30 am to 5.00 pm Monday to Friday
Phone	9237 9222
Fax	9237 9200
Email	<a href="mailto:city@subiaco.wa.gov.au">city@subiaco.wa.gov.au</a>
Web	<a href="http://www.subiaco.wa.gov.au">www.subiaco.wa.gov.au</a>

## Shire of Peppermint Grove

The Shire of Peppermint Grove is situated some 13km from Perth on the north side of the Swan River and shares boundaries with the Towns of Claremont, Cottesloe and Mosman Park. It has the unique status of being the smallest municipality in Western Australia, covering just 1.5 square kilometres of land with 10.6 km of sealed roads. The Shire has a population of approximately 1,652 inhabiting 607 dwellings, with a large proportion of residents who have long established links with the Shire going back over many generations. It is one of the State's most beautiful areas and is known for its large character homes set in tranquil, tree lined streets. The area embraces the river and foreshore parks for recreation, and is serviced by a major shopping complex and an extensive range of retail and trade services.

Major transport routes to Peppermint Grove are Stirling Highway and the Fremantle to Perth Passenger Railway Service. The nearest train station is Cottesloe situated 250m west of the Shire office.

Significant community facilities and attractions include:

Freshwater Bay Recreational Jetty, boating jetty and the foreshore beach reserve, Royal Freshwater Bay Yacht Club, Keane's Point parkland including children's play equipment, boat launching ramp, grassed open space and barbeque facilities, Peppermint Grove Tennis Club, Cottesloe Primary School, Presbyterian Ladies College, Cottesloe-Peppermint Grove-Mosman Park Library, Cottesloe Central Shopping Centre.

## Council Administration Details

Shire of Peppermint Grove  
1 Leake Street, Peppermint Grove

Opening Hours	8.00 am to 5.00 pm Monday to Friday
Phone	9384 0099
Fax	9384 2796
Email	<a href="mailto:ceo@peppermintgrove.wa.gov.au">ceo@peppermintgrove.wa.gov.au</a>
Web	<a href="http://www.peppermintgrove.wa.gov.au">www.peppermintgrove.wa.gov.au</a>

## Town of Cambridge

The Town of Cambridge is situated approximately 8 kilometres (north west) of the Perth GPO and covers an area of 22 square kilometres.

It incorporates the suburbs of City Beach, Wembley, West Leederville, Floreat, and parts of Mount Claremont, Daglish, Wembley Downs and Jolimont. Lake Monger, Perry Lakes, Bold Park and City and Floreat beaches are within the Town's boundaries.

Within its boundaries the Town is responsible for the maintenance of 190 kilometres of roads and more than 575 hectares of parks, gardens and reserves. The Town's approximate population is 24,500 and it has nearly 9,800 dwellings. Most areas within the Town are either residential or public open space with some pockets of light industry and commercial operation.

Town of Cambridge operated facilities include Wembley Golf Complex, the Administration Centre, Bold Park Aquatic Centre, Floreat Sporting Precinct, Matthews Netball Centre, Wembley Community Centre, Quarry Amphitheatre and the Cambridge Library/Boulevard Function Centre.

Other significant facilities within the Town include St John of God Hospital (Subiaco campus) Niola Hospital and the Marian Centre; Floreat Forum, City Beach and Ocean Village shopping centres; Floreat and City of Perth Surf Lifesaving Clubs. Local senior residential facilities include Ocean Gardens Retirement Village in City Beach; the Catherine McAuley Family Centre, Koh-I-Noor Nursing Home and MercyCare Retirement Village in Wembley, the Kimberley Nursing Home and the Villa Peletier Hostel in West Leederville.

Local schools include City Beach, Floreat, Kapinara, Lake Monger, Wembley and West Leederville Primary Schools, Newman Junior College, Holy Spirit Catholic School, Speech and Hearing Centre and Bold Park Community School.

#### Council Administration Details

Town of Cambridge 1 Bold Park, Drive Floreat	
Opening Hours	8.00 am to 5.00 pm Monday to Friday
Phone	9347 6000
Fax	9347 6060
Email	<a href="mailto:mail@cambridge.wa.gov.au">mail@cambridge.wa.gov.au</a>
Web	<a href="http://www.cambridge.wa.gov.au">www.cambridge.wa.gov.au</a>

#### Town of Claremont

The Town of Claremont covers 4.9 square kilometres and is located 9 km south west of the Perth General Post Office. The Town includes the suburbs of Claremont and parts of Swanbourne. It has a population of approximately 9200 and 4543 dwellings. The Town has 1.9kms of Swan River frontage, 48 km of sealed roads and 87 km of footpaths and 48 hectares of park land.

Lake Claremont is within the Town's boundaries and Stirling Highway bisects the Town running east-west, parallel to the Fremantle train line with the Showgrounds, Claremont and Swanbourne train stations located within the Town. West Coast Highway is on the Town's west boundary with Alfred Road on the north.

The Town of Claremont operated facilities include Lake Claremont Golf Course, Claremont Pool, Claremont Museum, Town Hall and Library.

Other significant facilities within the Town include, Bethesda Hospital, Scotch College, Methodist Ladies College, Christ Church Grammar School, Alfred Carson Retirement Village, St Louis Retirement Village, Claremont Football Club, Royal Agricultural Showgrounds, UWA Claremont Campus and shopping precincts.

#### Council Administration Details

Town of Claremont 308 Stirling Highway, Claremont	
Opening Hours	8.00 am to 5.00 pm Monday to Friday
Phone	9285 4300
Fax	9285 4301
Email	<a href="mailto:toc@claremont.wa.gov.au">toc@claremont.wa.gov.au</a>
Web	<a href="http://www.claremont.wa.gov.au">www.claremont.wa.gov.au</a>

## Town of Cottesloe

The Town of Cottesloe is situated 12km's from the Perth GPO and covers an area of 4 square kilometres. It incorporates all or parts of the suburbs of Cottesloe and Claremont.

Within its boundaries, there are 46km of sealed roads and a variety of small parks. The Town's population of approximately 7,500 occupy 3,800 dwellings and these residences occupy the majority of the town area with some areas of commercial activity.

The Town centre is on Stirling Highway near Jarrad Street and there are a variety of shops, restaurants and hotels on Marine Parade.

Cottesloe is best known for its very popular beach, the icon Norfolk Island Pine trees and facilities along the beach front including the Indiana Tea House. The other major recreation site is the centrally placed Sea View Golf Club. Both the Cottesloe and North Cottesloe Surf Lifesaving Club headquarters exist on the beach front.

The West Coast Highway/Curtin Avenue road link is the major north-south road route and the Stirling Highway connects Fremantle with Perth through Cottesloe. The Perth – Fremantle rail line includes a number of local rail stations, with Cottesloe station being the closest to the main beach area.

The Town's administrative and civic centre is in Broome Street and a shared library complex exists on Stirling Highway at the Leake Street intersection.

North Cottesloe Primary School is located on Eric Street, near Stirling Highway. No high school or hospital complex is available within the Town of Cottesloe.

### Council Administration Details

Town of Cottesloe  
109 Broome Street, Cottesloe

Opening Hours	8.00 am to 5.00 pm Monday to Friday
Phone	9285 5000
Fax	9285 5001
Email	<a href="mailto:council@cottesloe.wa.gov.au">council@cottesloe.wa.gov.au</a>
Web	<a href="http://www.cottesloe.wa.gov.au">www.cottesloe.wa.gov.au</a>

## Town of Mosman Park

The Town of Mosman Park is located along Stirling Highway approximately 14 kilometres from Perth and 3 kilometres from Fremantle. It is bordered by the suburbs of Cottesloe, Peppermint Grove and North Fremantle and is unique in having the Indian Ocean on its western boundary and the beautiful shores of the Swan River as its eastern boundary. It has a population of approximately 8500 inhabiting 3800 dwellings.

Mosman Park is predominantly a residential area and illustrates a relatively minor influence of other land use activities. Small industrial and commercial activity complements a diverse mix of residential development including some of the most exclusive property development in Western Australia.

Mosman Park's largest industry could be said to be its education establishments. It has six schools, two having boarding facilities, and the total school population is approximately 2000 students.

The area is well served by a number of beautiful parks. The riverside parklands are developed to encourage the passive enjoyment of one of the most attractive parts of the Metropolitan area.

A variety of sporting activities are catered for including lawn bowls, golf, canoeing, football, soccer, tee ball, tennis cricket and netball. Facilities for the performing arts are also provided and are actively promoted by the Mosman Park Arts Foundation.

Memorial Hall is a multi-faceted community centre incorporating Camelot Outdoor Theatre, an air-conditioned indoor theatre, reception facilities, office space, child health centre, art gallery, dance studio and other meeting and activity areas.

Extensive library facilities are provided jointly by the local governments of Mosman Park, Cottesloe and Peppermint Grove.

Aged and disabled facilities with Mosman Park include four nursing homes, some with self-care hostel units for the Aged, and Rocky Bay Inc.

#### Council Administration Details

Town of Mosman Park Bay View Terrace Mosman Park	
Opening Hours	8.30 am to 4.00pm Monday to Friday, with phones being answered until 5pm
Phone	9384 1633
Fax	9384 3694
Email	<a href="mailto:ceo@mosmanpark.wa.gov.au">ceo@mosmanpark.wa.gov.au</a>
Web	<a href="http://www.mosmanpark.wa.gov.au">www.mosmanpark.wa.gov.au</a>

#### Town of Vincent

The Town of Vincent is situated 3 km north of the Perth GPO and covers an area of 10.4 square kilometers. It incorporates all or parts of the suburbs of North Perth, Highgate, Mount Hawthorn, Leederville, East Perth, West Perth, Perth and Mount Lawley.

The Town has a population of approximately 25,500 residents, with around 12,100 properties and is responsible for 139 km of roads. The Town is predominantly residential with four main shopping and commercial areas which are Leederville, Mount Hawthorn, North Perth and the Beaufort Street "strip".

There are three major sporting venues within the Town:

- Beatty Park Leisure Centre, catering for all forms of swimming and diving;
- Leederville Oval, catering for Australian Rules Football;
- Members Equity Stadium (formerly Perth Oval) catering for Soccer, Rugby League, Rugby Union and all sports requiring a rectangular playing pitch. The newest Rugby Super 14s will play at Members Equity Stadium, when the upgrade of the facility is completed.

The Town has two Large TAFE Colleges, situated at Leederville and Mount Lawley, eight Primary Schools, including the School of Isolated and Distance Education and one Secondary School in the Town.

Leederville Train Station accommodates travellers from the Joondalup to Fremantle line and East Perth Railway Station accommodates country and interstate passengers, including those using the Indian Pacific Train.

## Council Administration Details

Town of Vincent  
244 Vincent St (cnr Loftus St) Leederville

Opening Hours	8.00 am to 5.00 pm Monday to Friday
Phone	9273 6000
Fax	9347 6099
Email	<a href="mailto:mail@vincent.wa.gov.au">mail@vincent.wa.gov.au</a>
Web	<a href="http://www.vincent.wa.gov.au">www.vincent.wa.gov.au</a>

## Annex C – Emergency Management Structure

### Emergency Management Act, 2005

The Act is divided into Ten Parts, which cover:

- 1) Preliminaries
- 2) State Arrangements
- 3) Local Arrangements
- 4) Hazard management
- 5) State of Emergency
- 6) Emergency powers
- 7) Compensation & Insurance
- 8) Offences (under the Act)
- 9) Employment Protection
- 10) Miscellaneous (provision)

It is a powerful Act, which has benefited from the experiences of other states & Territories. It provides for a clear EM Structure and has assigned Specific Roles to State Government Departments, designated as either Hazard Management Agencies (HMA) or Support Agencies, and of course to Local Government. The RECOVERY function has been specifically assigned to Local Government and these arrangements will include a Recovery plan for the District. The most important provision, however lies in the requirement to have EM Arrangements documented, approved, tested and regularly amended.

### Emergency Management Committees

The Act establishes a structure of Emergency Management Committees at three levels, via:

- 1) At State level
- 2) At District Level
- 3) At Local Level

These Emergency Management Committees are composed of key stakeholders at each level, who have an emergency management function. The Committees are required to furnish annual reports to parliament on EM activities, including the number of Plans produced and exercises conducted.

They must also provide Post Operational Reports on any major emergencies which have occurred.



### State Emergency Management Committee (SEMC)

This is the peak body for emergency management policy under the Act. It does not have an “Operational role”. It has the following broad functions:

- 1) Prepare and promulgate Regulations under the Act;
- 2) Approve State level Plans (WESTPLANS) prepared by Hazard Management Agencies;
- 3) Prepare and promulgate EM Policy (SEMC Policy Statements);
- 4) Approve Plans submitted from District level.

### State Emergency Coordination Group (SECG)

The SECG is the operational forum of the SEMC and is chaired by the State Emergency Coordinator, the Commissioner of Police. It is responsible for the Strategic Direction of the State’s EM response and reports to the State Disaster Council should a “state of emergency” be declared.

### District Emergency Management Committee (DEMC)

The State is divided into EM Districts (coincidental with Police Districts and Local Government boundaries). Each District has an EM Committee, which has responsibility for:

- 1) Provide advice and support to Local Committees;
- 2) Make appropriate EM arrangements for the District.

There are 6 Districts within the Perth Metropolitan Area each with a DEMC, the Central Metropolitan District Emergency Management Committee being formed on July 13th, 2000. In order to ensure coordination within these Districts, a Metropolitan Committee (MEMEG) is established for this purpose.

### District Emergency Coordination Group (DECG)

By delegation, the most senior Police Officer is the Emergency Coordinator for the District and heads the DECG during District level emergencies. The role of the DECG is supportive in nature, coordinating whatever material or human resources are required by the Operational HMA.

### Support Agencies

Section 6 of the Emergency Management Act identifies a Support Agency as an organisation whose functions under any written law or specialised knowledge, expertise and resources is to be responsible for providing support functions in managing emergencies relevant to that organisation. Therefore their response in an emergency is either to restore essential services (eg power, gas, telecommunications, roads etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.

### Local Emergency Management Committee (LEMC)

The LEMC is the focal point for Emergency and Risk Management arrangements in the Community. The Committees are based on Local Government Authority (LGA) boundaries and the Act provides for two or more LGA’s to combine for EM purposes. On May 18th, 2005 the Central Council LEMC and the Combined Council LEMC merged to form the WC LEMC. LEMCs have the prime responsibility for the documentation, testing and maintenance of the Community’s EM Arrangements.

### Local Emergency Coordination Group (LECG)

The LECG is the operational arm of the Committee. The Senior Police Officer for the locality is the designated Emergency Coordinator. Nevertheless, tactical control of the Response continues to be exercised by the HMA and the LECG (particularly Local Government) retains responsibility for Recovery measures.

### Hazard Management Agency (HMA)

The Act provides for the nomination of agencies to be the Hazard Management Agency (HMA) for particular threats. By definition, a HMA is responsible for ensuring that measures are taken for the PPRR process. HMA's are selected in light of their particular expertise, resources or legislative responsibility. Each HMA can devolve responsibility for actually carrying out part of the PPRR process to another Authority, provided this is done by mutual agreement and the approval of the SEMC. The Recovery function is a responsibility of the Department of Premier & Cabinet; however, under the terms outlined above, Local Government is identified as the authority most suited to lead the community recovery operations.

### Westplans

At the State level, the Risk Analysis for the State of Western Australia has identified a number of Hazards, which will require Emergency management. These in turn have been assigned to HMA's. These Agencies, usually Government Departments, are required to prepare the State level Plan for the particular hazard. These are known as WESTPLANS (followed by the name of the hazard or function) and they establish the following:

- 1) The Responsible Agency
- 2) The Aim, Scope and Objectives of the Plan
- 3) Activation Arrangements
- 4) The Roles & Responsibilities of Participating Organisations
- 5) The Operational Structure
- 6) The Interface with Support Plans

Refer Annex E – WESTPLANS and HMA's

### SEMC Policy Statements

Prior to the promulgation of the Emergency Management Act, the SEMC prepared Policy Statements on various topics for use in WA. These are being progressively reviewed and deleted, amended or incorporated into other policy Statements. Some remain current and of particular interest to Local EM Arrangements.

Further details on the Policy Statements and their currency can be found on the main Fire and Emergency Services (FESA) website, [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)

## Annex D – WESTPLANS and HMA [FESA website May 2008]

HAZARD	RESPONSIBLE AGENCY	WESTPLAN LINK
Air transport emergencies	WA Police Service	<a href="#">Aircrash (2005)</a>
Dam break	Water Corporation	<a href="#">Dambreak (2004)</a>
Earthquake	Fire and Emergency Services Authority	<a href="#">Earthquake (2003)</a>
Exotic animal disease	Department of Agriculture	<a href="#">Exotic Animal Disease (1993)</a>
Fire (wildfire/bush fire)	Fire and Emergency Services Authority/Department of Conservation and Land Management/Local Government	<a href="#">Bushfire (2005)</a>
Fire (urban)	Fire and Emergency Services Authority	<a href="#">Urban Fire (2000)</a>
Flood	Fire and Emergency Services Authority	<a href="#">Flood (2004)</a>
Fuel Shortage Emergencies	Department of Consumer and Employment Protection	Not available - currently under review
Hazardous materials emergencies (including radioactive materials)	Fire and Emergency Services Authority	<a href="#">HAZMAT (2005)</a>
Human epidemic	Department of Health	<a href="#">Human Epidemic (2001)</a>
Land search and rescue	WA Police Service	<a href="#">Land SAR (2000)</a>
Landslide	Fire and Emergency Services Authority	Draft under development
Marine oil pollution	Department for Planning and Infrastructure	Not available - currently under review
Marine transport emergencies	Department of Transport	<a href="#">Marine Transport Emergencies (2004)</a>
Nuclear-powered warships	WA Police Service	Temporarily unavailable
Offshore petroleum operations emergencies	Department of Industry and Resources	WITHDRAWN
Road transport emergencies	WA Police Service	<a href="#">Traffic Crash (2005)</a>
Sea search and rescue	WA Police Service	<a href="#">Marine SAR (2005)</a>
Space re-entry debris	WA Police Service	<a href="#">Space Debris (2001)</a>
Storm/tempest	Fire and Emergency Services Authority	<a href="#">Storm (2004)</a>
Tropical cyclone	Fire and Emergency Services Authority	<a href="#">Cyclone (2004)</a>
Tsunami	Fire and Emergency Services Authority	<a href="#">Tsunami (1999)</a>

## Support Plans

SUPPORT FUNCTION	RESPONSIBLE AGENCY	WESTPLAN LINK
Health support	Department of Health	<a href="#">Health Support (2004)</a>
Isolated communities freight subsidy	Fire and Emergency Services Authority	<a href="#">Freight Subsidy Plan (1999)</a>
Public information support	SEMC Public Information Group	<a href="#">Public Information (2002)</a>
Registration and inquiry support	Department for Child Protection	<a href="#">Registration and Inquiry (2003)</a>
Recovery support	Department of the Premier and Cabinet	<a href="#">Recovery (2003)</a>
Telecommunications support	Fire and Emergency Services Authority	<a href="#">Telecommunications (2005)</a>
Welfare support	Department for Child Protection	<a href="#">Welfare (2003)</a>
Reception of overseas casualties support	Department for Child Protection	<a href="#">Reception 2003</a>

# Western Central Local Emergency Management Arrangements

## Part Two - Planning



## Western Central Local Emergency Management Committee

In the Western Suburbs 8 local governments have combined to form the WC LEMC. The local governments and the Local Emergency Coordinator have established the WC LEMC to overview, plan and test local emergency management arrangements. Membership of the LEMC is representative of agencies, organisations, community groups and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Secretariat and administration support is provided on a rotational basis and duties will be transferred every 2 years to a different LGA.

The Central Metropolitan DEMC is responsible to oversee and provide strategic direction to the WC LEMC, which is formalised by an annual LEMC Business Plan. Emergency management activities conducted by the LEMC are reported to the DEMC on an annual basis.

### Composition

The LEMC membership must include at least one representative from each local government and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be as determined by the local governments in consultation with the parent organisation of the members.

The WC LEMC is to consist of either;

- Council members, employees and other persons;
- Council members and other persons; or
- Employees and other persons.

### Minimum membership

Minimum membership of the WC LEMC includes:

- A chairman appointed by the relevant local government [s. 38(3) of the Act], and;
- A local emergency coordinator(s): appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act], when not appointed as the Chairman.

In addition to those members specified in the Act, in order to make local emergency management work it is essential that LEMC membership includes:

- A representative from each local government;
- Representatives from local Emergency Management Agencies in the local government district, e.g., Police, FESA representative, health / medical / welfare support representative; and
- Any other representatives as shall be determined by the local government e.g., community champions.

As determined by the local government, other WC LEMC members may include community groups (e.g. CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community representatives and the Local Recovery Coordinator.

## Emergency Risk Management

See Part Three Risk.

## Emergency Management Structure

Within the context of this plan, depending on the nature of the risk, the following components form the emergency management structure in the event of a local incident.

### Hazard Management Agency (HMA)

The HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. For a list of HMA's for specific hazards and their contact numbers see Annex A at the end of Part Two – Planning.

The HMA are also responsible for;

- Appointing an Incident Manager;
- Ensuring the safety of all participants;
- Providing situation reports to the Emergency Coordinator;
- Providing progress reports to higher levels; and
- Submitting a post operations report.

It is vitally important that the designated controller and the Emergency Coordinator work in close co-operation.

### Incident Manager

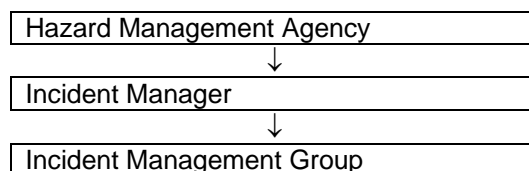
The person designated by the relevant “Hazard Management Agency” responsible for the overall management and control of the incident and the tasking of agencies in accordance with the needs of the situation.

### Incident Management Group (IMG)

The IMG may be convened by the “Incident Manager” in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an incident.

The IMG includes representation from key agencies involved in the response.

Fig. 1 Operations Management Structure for a localised incident.



### Local Emergency Coordinator

The Western Australian Police Service (WAPOL) is the designated Emergency Coordinator for all emergencies. The Senior Police Officer attending any incident automatically becomes the Emergency Coordinator at that incident.



## Local Recovery Coordinator

The Local Recovery coordinator has two broad areas of responsibility:  
The Local Recovery Coordinator is responsible for their own LGA local recovery management arrangements.

A working group of the eight LGA's develops the recovery plan for the WC LEMC.

Coordinate and report on local recovery activities for a particular emergency event, in accordance with plans, strategies and policies determined by the Local Recovery Coordinating Committee.

## Combat Agency

A Combat Agency is an organisation with expertise and resources. It is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials etc.

Combat Agencies are responsible for:

- Executing combative action in accordance with their statutory responsibilities;
- Executing tasks as allocated in the tactical response plan;
- Managing their own resources;
- Providing progress reports to the designated Incident Manager;
- Providing progress reports to the higher levels of their parent organisation and
- Contributing to a post operations report.

The following examples are well known:

- Fire fighting – Fire & Rescue Service;
- Traffic and Crowd Control – Police Service;
- First Aid – Ambulance Service WA & Medical Services.

For a list of Combat Agencies and their contact numbers see Annex B at the end of Part Two – Planning.

## Support Organisation

A Support Organisation is an organisation whose response in an emergency is to provide support functions such as welfare, medical and health, transport, communications, engineering, essential services, etc. Support organisations report to either the designated Incident Manager or the Emergency Co-ordinator as appropriate to the situation.

Support organisations are responsible for:

- Restoring essential services affected by the emergency;
- Providing “function” support as part of the tactical plan; eg. Department for Child Protection;
- Services to provide welfare services;
- Providing progress reports to either the designated Incident Manager or the Emergency Co-ordinator as appropriate to the situation;
- Providing progress reports to the higher levels of their parent organisation; and
- Contributing to a post operations report.

The following examples are well known:

- Welfare – Department for Child Protection;
- Health & Medical Services – Department of Health.

For a list of Support Agencies and their contact numbers see Annex C at the end of Part Two – Planning.

The management of an incident may involve various agencies:

- Emergency and non-emergency services;
- Having a variety of roles and responsibilities beyond the incident in question;
- Having a range of jurisdictional powers and priorities.

## **WA Emergency Management Organisation**

The Emergency Management legislation details the agreed definitions of command, control and coordination and the emergency management organisation for Western Australia. The organisation has five key components, namely:

- A Committee Structure;
- A Coordination Structure;
- A Hazard Management Structure;
- An Operations Management Structure and;
- A Recovery Management Structure.

## **Training Programs**

An annual training needs analysis will be undertaken by the WC LEMC, as well as promoting any upcoming training.

The following training programs may assist local community emergency management practitioners to plan more effectively.

- Undertake Emergency Planning;
- Emergency Management for Local Government;
- Risk Based Land Use Planning and;
- Community Engagement.

## Annex A – Hazard Management Agencies (HMA) Contacts

HAZARD	HMA	EMERGENCY #	MOBILE	FAX
Air Transport Emergency	WA Police	131 444		
Dam Break	Water Corp	131 375		
Earthquake	FESA (SES)	132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Fire (Bold Park)	Botanic Gardens & Parks Authority	000	0418 923 000	9322 5064
Fire (bush land)	FESA (Fire Services)	000		9323 9384
Fire (urban)	FESA (Fire Services)	000		9323 9384
Flood	FESA (SES)	132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Hazardous Materials (HAZMAT)	FESA (Fire Services)	000		9323 9384
Human Epidemic / Disease	Department of Health	9328 0553		
Search and Rescue (SAR) [land]	WA Police	131 444		
Search and Rescue (SAR) [Marine]	WA Police	131 444		
Space Re-entry Debris	WA Police	131 444		
Landslide	FESA (Fire Services)	000		9323 9384
Marine pollution (including algal bloom)	Dept of Planning & Infrastructure	9216 8902	0417 938 157	9216 8001
Marine Transport Emergency	Dept of Planning & Infrastructure	9216 8200	0417 093 651	9239 2426
Mass Public Gathering	WA Police	131 444		
Rail Transport Emergency	Public Transport Authority (PTA)	9326 2111 9220 9999		9326 2931
Road Transport Emergency	WA Police	131 444		
Storm / Tempest	FESA (SES)	132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Tsunami	FESA (SES)	132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Weapons/Explosives / Armaments Incident	WA Police	131 444		

## Annex B – Combat Agency Contacts

COMBAT ROLE	AGENCY	EMERGENCY PHONE	MOBILE	FACSIMILE
Fire Fighting – Structural	FESA (Fire Services)	000		9323 9384
Fire Fighting – Bush Fire	FESA (Fire Services) (general public open space) Botanic Gardens & Parks Authority (Bold and Kings Parks)	000 9480 3600	0418 923 000	9323 9384 9322 5064
Fire – Rescue	FESA (Fire Services)	000		9323 9384
Radioactive Materials (monitoring and decontamination)	FESA (Fire Services)	000		9323 9384
Rescue – Building Collapse	FESA (Fire Services)	000		
	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Borehole / Well / Trench	FESA (Fire Services)	000		
	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Cliff	FESA (Fire Services)	000		
	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Flood	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Industrial Accident	FESA (Fire Services)	000		
	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Land Search	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782 Northshore SES
Rescue – Road Accident	FESA (Fire Services)	000		

COMBAT ROLE	AGENCY	EMERGENCY PHONE	MOBILE	FACSIMILE
Water Pollution	Department of Environment	9222 7123 1800 018 800	0419 192 845	9278 0301
Marine Pollution (including algal bloom)	Dept of Planning and Infrastructure (DPI)	9216 8902	0417 938 157	9216 8001
Road – Repair & Restoration	Main Roads WA (“arterial” roads only, eg. Highway, freeway) Relevant local government (local roads)	1800 800 009 Various	0419 907 230 Various	9221 0044 Various
Water & Sewerage Systems – Repair & restoration	Water Corporation	13 13 75		
Evacuation	WA Police	131 444		
	FESA (State Emergency Service)	SES All Hours 132 500	Northshore SES Duty Officer 0408 908 028	9444 9782
	Dept for Child Protection (Crisis Care)	1800 199 008	0418 943 835 (ESU Duty Officer)	
Hazardous Materials	FESA (Fire Services)	000		9323 9384

## Annex C – Support Agency Contacts

The agencies responsible for managing the provision of support functions in emergencies are:

SUPPORT FUNCTION	RESPONSIBLE AGENCY	EMERGENCY PHONE
Community Information	WA Police	131 444
Health and Medical Services	Department of Health	9328 0553
Welfare Services	Department for Child Protection	0418 943 835 ES Duty Officer
Recovery / disaster declaration / funding	Department of the Premier and Cabinet	9222 9888
Lifelines	Western Power Water Corporation Main Roads WA Alinta Gas	13 13 51 13 13 75 1800 800 009 13 13 52
Local governments	Town of Cambridge Town of Claremont Town of Cottesloe Town of Mosman Park City of Nedlands Shire of Peppermint Grove City of Subiaco Town of Vincent	9347 6000 9285 4300 9285 5000 9384 1633 9273 3500 9384 0099 9237 9222 9273 6000

Note: The Communications Support and Resources Support functions are the responsibility of the respective HMA's.



# Western Central Local Emergency Management Arrangements

## Part Three - Risk





## Introduction

Western Australia is a diverse state that presents a variety of hazards and risks that differ from one local government area to another. As per the Emergency Management Act 2005 - Section 36(a), it is a function of Local Government to ensure that effective local emergency management arrangements are prepared and maintained to deal with hazards and risks that their communities face.

The WC LEMC is exploring undertaking risk assessment in the Western Central District. Once developed the risk assessment will utilise ERM models based on the Australian / New Zealand Standard for Risk Management 4360:2004 and will be attached to these arrangements.

The model below has been taken from the Western Australian Emergency Risk Management Guide (July 2005) and will be utilized in the process.

## Main elements of Emergency Risk Management (ERM) Process

There are five (5) main steps in the ERM process (see figure 1):

1. Establish the contexts: Identify strategic and community issues that may apply to the emergency risk management process. Develop the project management plan and initiate risk evaluation criteria.
2. Identify risk: Identify and describe the nature of the hazards, community and environmental. Examine vulnerabilities of the community and environment and identify the risk that the community is facing.
3. Analyse risk: Examine the risks for their likelihood and consequence and assign the level of risk.
4. Evaluate risk: Compare the risks with the risk evaluation criteria (adjust where necessary), and rank the risks in order of priority for treatment.
5. Treat Risk: Select and implement appropriate treatments for dealing with risk.

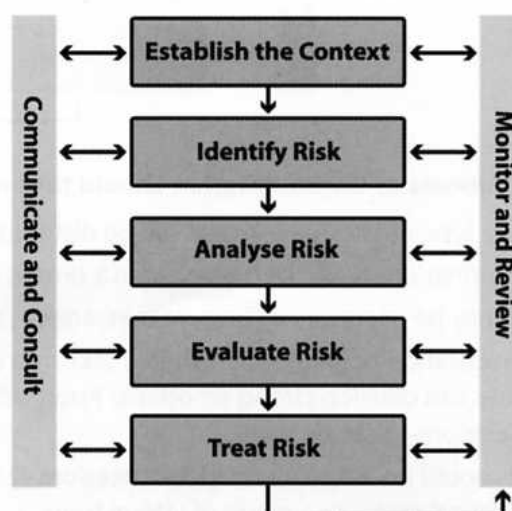


Figure 1—Main Elements of the Emergency Risk Management Process

The WC LEMC will facilitate a review of the risk analysis for the communities every five years to ensure the validity of the hazard data and for the inclusion of any additional relevant hazards identified in local emergency risk management activities.

Consistent with the Emergency Management Act (2005), the effectiveness of these local emergency management arrangements are reliant upon relevant HMA's developing, testing and reviewing plans for managing the hazards for which they are responsible.

To ensure a timely response to any of the listed hazards, Annex A, at the end of Part Three – Risk, identifies potential hazards, the responsible HMA and the associated WESTPLAN. It is recognised that some resources and assistance from local governments in the Western Central area may be required by HMA's and combat agencies under some circumstances. Local governments participating in the WC LEMC are committed to providing that assistance and support where possible.

The following references should be considered in coordinating an emergency response to a specific hazard type affecting the Western Central area:

- WESTPLANS managed by the Government of Western Australia.
- Specific hazard plans developed and maintained by the HMA responsible for managing that hazard type in line with the Emergency Management Act 2005.

## **Context of Risk Assessment**

The context of the Risk Assessment is as follows:

Conduct an analysis of hazards facing the Western Central community, both residential and transient, which:

- Would pose a threat to life and / or property;
- Would require a large scale emergency response;
- Would require support / action from the WC Local Government Authority;
- Would require Recovery strategies to be adopted to return the community to normal.

Within this context, due consideration will be made to other “threats” such as criminal activities, house fires, car accidents etc. which are considered part of the day to day response from the emergency services. Whereas these threats may feature high in the eyes of an individual, they fall outside the context of this analysis. The Regions Emergency Management Arrangements are focused on the higher level emergency incidents that will be identified in the risk analysis once developed for the WC LEMC area.

## **Assessment Area**

The WC LEMC is situated within metropolitan Perth in Western Australia and covers approximately 74.8 km<sup>2</sup> (see map of WC LEMC Local Government Boundaries at Annex A of Part One – Management). The border adjoins the Cities of Perth, Stirling and Fremantle and is bounded by the Swan River in the east and the Indian Ocean in the west. The population of the WC LEMC region is approximately 114,600 people including Culturally and Linguistically Diverse Community Groups.

## **Considerations**

### ***Metropolitan Utility Infrastructure***

Utilities such as Water Supply, Electricity, Sewage, and Communications, Transport (rail, road, river and air) are essential to any modern City. Not only must the Risk Analysis address the loss of these Utilities through the effects of natural or man caused emergencies, but their failure must be considered in themselves, a risk. The experience of the City of Auckland, New Zealand, which was without power for some five days, is a case study worth noting.

### ***Special Events***

Local governments, either alone or in conjunction with adjacent LGAs, are the approval Authority for all Special Events conducted in their precincts. The approval process in place requires All Event Organisers to:

- Conduct a Risk Analysis for their Event;
- Complete Treatment Strategies to minimize the Risks;
- Pay for all Adopted Treatment Strategies;
- Prepare an Event Emergency Management Plan and;
- Pay all Council and sundry fees required for the Event.

Despite these measures, Special Events, such as the Royal Agricultural Show, Football matches and concerts present an emergency management risk. The Event Plans produced by the Organiser's, must dovetail into the Local Arrangements as part of the "All Hazards" approach.

### ***Potential Risks***

Within the Context described above, potential risks could include:

1. Aircraft Accident in a built-up area, river or parkland
2. Earthquake
3. Electricity Failure for extended periods (2 days or more)
4. Failure of Water Supply (2 days or more)
5. Pandemic
6. Major Road Accident (With or without hazardous material complications)
7. Structural Collapse (Older buildings, unexpected)
8. Structural Fire (To high-rise buildings, public or private institutions)
9. Terrorist Attack
10. Bushfire
11. Communications failure (2 days or more)
12. Marine Accident Ferry or Charter.
13. Rail Accident (Including train v train, train v vehicle, train v structure)
14. Severe Weather (Includes Storms, Tornados & Flooding)
15. Special Events
16. Hazmat Incident
17. Landside
18. Failure of Sewage system
19. Flooding

Example treatment options are listed at Annex C at the end of Part Three – Risk.

### ***Likelihood v Consequence***

The Risk Management Standard applies the balance of Likelihood against Consequence to arrive at the "Level of Risk". The criteria used for the Likelihood v Consequence descriptors are taken from the Emergency Risk Management Guide produced by FESA. These tables are reproduced below;

### Likelihood

Descriptor	Description
Almost Certain (A)	<ul style="list-style-type: none"> <li>• Is expected to occur in most circumstances; and/or</li> <li>• High level or recorded incidents; and/or</li> <li>• Strong anecdotal evidence; and/or</li> <li>• A strong likelihood the event will recur; and/or</li> <li>• Great opportunity, reason or means to occur;</li> <li>• May occur once every year or more.</li> </ul>
Likely (B)	<ul style="list-style-type: none"> <li>• Will probably occur in most circumstances; and/or</li> <li>• Regular recorded incidents and strong anecdotal evidence; and/or</li> <li>• Considerable opportunity, reason, means to occur;</li> <li>• May occur once every five years.</li> </ul>
Possible (C)	<ul style="list-style-type: none"> <li>• Might occur at sometime; and/or</li> <li>• Few, infrequent, random recorded incidents or little anecdotal evidence; and/or</li> <li>• Very few incidents in associated or comparable organizations, facilities or communities; and/or</li> <li>• Some opportunity, reason or means to occur;</li> <li>• May occur once every twenty years.</li> </ul>
Unlikely (D)	<ul style="list-style-type: none"> <li>• Is not expected to occur; and/or</li> <li>• No recorded incidents or anecdotal evidence; and/or</li> <li>• Recent incidents in associated organizations, facilities or communities; and/or</li> <li>• Little opportunity, reason or means to occur;</li> <li>• May occur once every hundred years.</li> </ul>
Rare (E)	<ul style="list-style-type: none"> <li>• May occur only in exceptional circumstances;</li> <li>• May occur once every five hundred or more years.</li> </ul>

### Consequence

Descriptor	Description
Insignificant (1)	<ul style="list-style-type: none"> <li>• No injury or fatality. Small number or nil people are displaced and only for short duration. Little or no personal support required (support not monetary or material);</li> <li>• Inconsequential or no damage. Little or no disruption to community;</li> <li>• No measurable impact on the environment;</li> <li>• Little or no financial loss.</li> </ul>
Minor (2)	<ul style="list-style-type: none"> <li>• Small number of injuries but no fatalities. First aid treatment required. Some displacement of people (less than 24 hours). Some personal support required;</li> <li>• Some damage. Some disruption (less than 24 hours);</li> <li>• Some impact on the environment with no lasting effects;</li> <li>• Some financial loss.</li> </ul>
Moderate (3)	<ul style="list-style-type: none"> <li>• Medical treatment required but no fatalities. Some hospitalisation. Localised displacement of people who will return within 24 hours. Personal support satisfied through local arrangements;</li> <li>• Local damage which is rectified by routine arrangements. Normally community functioning with some inconvenience;</li> <li>• Some impact on the environment with no long-term effects or small impact on the environment with long term effects;</li> <li>• Significant financial loss.</li> </ul>

Major (4)	<ul style="list-style-type: none"> <li>• Extensive injuries, significant hospitalisation, large number of displaced (more than 24 hours duration). Fatalities. External resources required for personal support;</li> <li>• Significant damage that requires external resources. Community only partly functioning, some services available;</li> <li>• Some impact on the environment with long-term effects</li> <li>• Significant financial loss – some financial assistance required.</li> </ul>
Catastrophic (5)	<ul style="list-style-type: none"> <li>• Large number of severe injuries. Extended and large numbers requiring hospitalisation. General and widespread displacement for extended duration. Significant fatalities. Extensive personal support;</li> <li>• Extensive damage. Community unable to function without significant support;</li> <li>• Significant impact on environment and/or permanent damage.</li> </ul>

Similarly, the Standard rates the level of Risk from “Very High” to “High” to “Moderate” to “Low”. Identified Risks with a rating of “Moderate” or above are addressed in these Emergency Management Arrangements Risk matrix;

Likelihood Label	Consequence Label				
	1	2	3	4	5
A	Moderate	High	High	Very High	Very High
B	Moderate	Moderate	High	High	Very High
C	Low	Moderate	High	High	High
D	Low	Low	Moderate	Moderate	High
E	Low	Low	Moderate	Moderate	High

Every 5 years the Emergency Risk Management Register will be updated.

The following document will become a part of this plan and are currently under development:

*Emergency Risk Management Plans for all 8 Local Government areas.*

An annual training needs analysis will be undertaken by the WC LEMC, as well as promoting any upcoming training.

The following training programs may assist local community emergency management practitioners to plan more effectively:

- Introduction to Emergency Risk Management;
- Introduction to Evacuation Management WA;
- Contribute to Emergency Risk Management;
- Facilitate Emergency Risk Management;
- Determine Treatment Options;
- Undertake Emergency Planning;
- Emergency Management for Local Government;
- Risk Based Land Use Planning; and
- Community Engagement.

## Annex A – Potential Hazard schedule – WC LEMC Area

The Western Central emergency management area is subject to a range of hazards. The following table lists the potential major hazards, with the level of risk based on likelihood and consequence (ref. AS/NZS 4360- 2004), along with the responsible government agency and the relevant state level hazard management plan:

Hazard	Rating – Likelihood and consequence	LEVEL OF RISK	Hazard Management Agency	State level hazard plan (Westplans)
Air Transport Emergency	Likelihood – Low Consequence – High	HIGH	WA Police Service	Westplan – Air Crash
Earthquake	Likelihood – Low Consequence – High	HIGH	FESA (SES)	Westplan – Earthquake
Fire (Local Bush Land)	Likelihood – High Consequence – High	EXTREME	FESA (Fire Services) and / or Botanic Gardens and Parks Authority (BGPA)	
Fire (Urban)	Likelihood – Low Consequence – High	HIGH	FESA (Fire Service's)	Westplan – Urban Fire
Flood	Likelihood – Low Consequence – Moderate	MODERATE	FESA (SES)	Westplan – Flood
Hazardous Materials (HAZMAT) Emergency	Likelihood – High Consequence – High	EXTREME	FESA (Fire Service's)	Westplan – HAZMAT
Human Health Epidemic	Likelihood – Low Consequence – Moderate	MODERATE	Department of Health	Westplan – Human Epidemic
Search And Rescue (SAR) [Land]	Likelihood – Moderate Consequence – Moderate	HIGH	WA Police Service	Westplan – Land Search and Rescue
Marine Pollution (Including Algal Bloom)	Likelihood – Low Consequence – Moderate	MODERATE	Dept of Planning and Infrastructure (DPI)	Westplan – Marine Oil Pollution
Marine Transport Emergency	Likelihood – Low Consequence – Moderate	MODERATE	Dept of Planning and Infrastructure (DPI)	Westplan – Marine Transport Emergency
Rail Transport Emergency	Likelihood – Low Consequence – High	HIGH	Perth Transport Authority (PTA)	
Road Transport Emergency	Likelihood – Moderate Consequence – Moderate	HIGH	WA Police Service	Westplan – Traffic Crash
Search And Rescue (SAR) [Water]	Likelihood – Low Consequence – Moderate	LOW	WA Police Service	
Storm /	Likelihood –	HIGH	FESA (SES)	Westplan –

Hazard	Rating – Likelihood and consequence	LEVEL OF RISK	Hazard Management Agency	State level hazard plan (Westplans)
Tempest	High Consequence – Moderate			Storm
Cyclone	Likelihood – Low Consequence – High	LOW	FESA (SES)	
Mass Public Gathering	Likelihood – Moderate Consequence – High	EXTREME	WA Police Service	Special Major Event Plan for each event – If in place.

## Annex B – Example Treatment Options

### Air Crash Hazard Treatment Options

<b>RISK: Air Crash</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> Air traffic over Perth from domestic, international, local and air show flights presents a HIGH level risk to life, property and infrastructure.		
<b>RISK ANALYSIS</b> 1. 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. 2. 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. 3. The impact of a domestic or international jet crash could cause 100 – 1000 deaths and possible destruction of a high-rise building or domestic dwellings.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Emergency Response Plan for Air Crash in Urban Areas. 2. Combat Agency Response preparedness. 3. Mass casualty capability		
<b>RESPONSIBLE AGENCY</b> 1. WA Police Service – WESTPLAN AIR CRASH & Air Crash Response Plan Metropolitan. 2. FESA Response capability Air Crash. 3. Hospital & SJA Mass casualty response plans		
<b>PRIORITY STATUS</b> 1. Research Police Response Plan for Urban Air Crash – Police Emergency Unit		
<b>IMPLEMENTATION</b> 1. Jan – June 2008 a. Review Air Crash Contingency Plan Perth & Jandakot 2. July – Dec 2008 b. Desktop Exercise “Air Crash” c. Revise Arrangements & Contact Details		
<b>BUDGET CONSIDERATIONS</b> 1. Plan Review Costs 2. Desktop Exercise Preparation & Conduct Costs		
<b>MONITOR AND REVIEW</b> Next Local Arrangement Review 2009		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Earthquake Hazard Treatment Options**

<b>RISK: Earth Quake</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> 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		
<b>RISK ANALYSIS</b> <ol style="list-style-type: none"> <li>1. Possible collapse of older buildings or facades.</li> <li>2. Trapped persons under debris.</li> <li>3. Loss of infrastructure, short and long term.</li> <li>4. Bridge collapse</li> </ol>		
<b>RECOMMENDED TREATMENT OPTIONS</b> <ol style="list-style-type: none"> <li>1. Public Education – “What to do during an Earthquake” Earthquake Pamphlet</li> <li>2. Identification of High Risk Buildings</li> <li>3. HAM Perth Response Plan Earthquake</li> <li>4. Urban Search &amp; Rescue (USAR) Capability</li> </ol>		
<b>RESPONSIBLE AGENCY</b> <ol style="list-style-type: none"> <li>1. FESA SES for WESTPLAN EARTHQUAKE.</li> <li>2. FESA SES and WC LEMC for High Risk Building Assessment.</li> <li>3. FESA SES and WC LEMC for production / distribution of Public Awareness material.</li> <li>4. FESA Fire &amp; Rescue for USAR capability</li> </ol>		
<b>PRIORITY STATUS</b> <ol style="list-style-type: none"> <li>1. Public Education Program – Earthquakes</li> <li>2. FESA F &amp; R for USAR Plan</li> </ol>		
<b>IMPLEMENTATION</b> <ol style="list-style-type: none"> <li>1. Public Awareness Program with Rates Notices</li> <li>2. LEMC Briefing on USAR Arrangements</li> </ol>		
<b>BUDGET CONSIDERATIONS</b> <ol style="list-style-type: none"> <li>1. SES / EMA to fund Public Awareness Material</li> <li>2. WC LEMC to distribute and advertise through website.</li> </ol>		
<b>MONITOR AND REVIEW</b> Review Public Awareness Program in 2010.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>



### Human Pandemic Hazard Treatment Options

<b>RISK:</b> Human Pandemic	<b>RISK RATING:</b> High	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
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.		
<b>RISK ANALYSIS</b>		
The Risk is constantly reviewed by the WHO and The State Health Department and the Alert status will vary from time to time.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Monitor WHO Alerts</li> <li>2. WESTPLAN PANDEMIC</li> <li>3. Health Department Response Plan for Perth</li> <li>4. Western Central Local Arrangements under the Health Plan</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
The Department of Health is the HMA for this Risk. In conjunction with the World Health Organisation (WHO), the Department monitors global health alerts and activates its graduated response of testing, reporting and quarantine of individuals by Doctors and Medical facilities. The wider and more community disruptive response to a full blow pandemic have been documented, but have not been widely made public. The Western Central LEMC should be provided with this information should it affect any of the City's facilities.		
<b>PRIORITY STATUS</b>		
In view of the magnitude of this threat and its proximity to Australia, arrangements down to Local level should be detailed		
<b>IMPLEMENTATION</b>		
<ol style="list-style-type: none"> <li>1. Liaise with the D of H and obtain the State's response details for inclusion / consideration into the Local EM Arrangements.</li> <li>2. Re-consider the impact of Pandemic on Welfare Centre Management.</li> <li>3. Consider the impact of Pandemic on the Perth Traffic flow should the use of Public Transport be denied.</li> <li>4. These consideration should be scheduled for ?</li> </ol>		
<b>BUDGET CONSIDERATIONS</b>		
Staff / Consultants for Plan review implications.		
<b>MONITOR AND REVIEW</b>		
Any Special Plans developed against the response to Pandemic should be reviewed annually or on Alert Advice from the Department of Health.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Road Accident Hazard Treatment Options**

<b>RISK: Road Accident</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
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.		
<b>RISK ANALYSIS</b>		
Acknowledged as a HIGH Risk for some circumstances		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Public Education</li> <li>2. Road Traffic Code</li> <li>3. Road Safety Campaigns</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
<ol style="list-style-type: none"> <li>1. Police and FESA</li> <li>2. Road Safety Authority</li> </ol>		
<b>PRIORITY STATUS</b>		
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.		
<b>IMPLEMENTATION</b>		
No Treatment Options to be developed by the District.		
<b>BUDGET CONSIDERATIONS</b>		
Nil		
<b>MONITOR AND REVIEW</b>		
As required by Police or Road Safety		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Structural Collapse Hazard Treatment Options**

<b>RISK: Structural Collapse</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
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.		
<b>RISK ANALYSIS</b>		
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.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Worksafe Inspections.</li> <li>2. Building Codes.</li> <li>3. USAR Response Plan and capability.</li> <li>4. Mass Casualty response capability.</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
<ol style="list-style-type: none"> <li>1. FESA Fire &amp; Rescue is the responsible HMA for Structural Collapse.</li> <li>2. Department of Planning &amp; Infrastructure is responsible for monitoring workplace safety standards.</li> <li>3. Member Councils responsible for Building Approvals.</li> </ol>		
<b>PRIORITY STATUS</b>		
Low. These events are rare and occur without warning.		
<b>IMPLEMENTATION</b>		
Monitor Building Construction activity within the City. No Treatment Options to be developed.		
<b>BUDGET CONSIDERATIONS</b>		
Nil		
<b>MONITOR AND REVIEW</b>		
Ongoing basis		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Structural Fire Hazard Treatment Options**

<b>RISK: Structural Fire</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
This is the most readily identifiable HIGH Risk facing the District.		
<b>RISK ANALYSIS</b>		
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.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Mandatory Building Fire Protection Systems.</li> <li>2. Mandatory Building Evacuation Plans &amp; Exercises.</li> <li>3. Promotion of Fire Awareness Programs.</li> <li>4. Fire &amp; Rescue Response capability.</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
The HMA for this Risk is the FESA, Fire & Rescue Service. The District has a significant role in the response to such and emergency, through the provision of access control during and after the incident, evacuation plans and security surveillance.		
<b>PRIORITY STATUS</b>		
Attention to this Risk remains a High priority		
<b>IMPLEMENTATION</b>		
Implementation of the recommended Treatment Options is ongoing. The District supports the Fire Services by promoting Fire Awareness Programs.		
<b>BUDGET CONSIDERATIONS</b>		
Costs associated with any planned promotion.		
<b>MONITOR AND REVIEW</b>		
Annually, in conjunction with FESA Fire Awareness Programs.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Terrorist Act Hazard Treatment Options**

<b>RISK: Terrorist Act</b>	<b>RISK RATING: High</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
Perth, as with all other Cities could become the target for a Terrorist Act from internal or external sources.		
<b>RISK ANALYSIS</b>		
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.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Promotion of Federal Anti-terrorist Awareness Programs.</li> <li>2. Surveillance through the Local Council Rangers &amp; Security patrols.</li> <li>3. EM Planning with particular reference on the HMA Response Plans for Structural Collapse &amp; Structural Fire.</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
The WA Police are the HMA for this Risk. The Response includes close association with Federal Police and the Defence Forces.		
<b>PRIORITY STATUS</b>		
This is a High Risk but Low priority for the Districts Treatment Options.		
<b>IMPLEMENTATION</b>		
Treatment Options for this Risk are managed by the State and Federal Police Services. The District has a support role for Response and a lead role during Recovery.		
<b>BUDGET CONSIDERATIONS</b>		
Nil		
<b>MONITOR AND REVIEW</b>		
In accordance with advice from the HMA or Federal Police.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Bush Fire Hazard Treatment Options**

<b>RISK: Bush Fire</b>	<b>RISK RATING: Medium</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
Local parks and bush areas are a regular seasonal risk for Bushfire.		
<b>RISK ANALYSIS</b>		
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 fire breaks and fuel reduction programs.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Maintain Bushfire Management Programs. Be Bushfire Ready</li> <li>2. Maintain liaison with FESA Fire Services for Response</li> <li>3. Monitor Parklands during High threat periods.</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
<ol style="list-style-type: none"> <li>1. The King's Park &amp; Botanic Garden Authority has responsibility for Bushfires in Bold Park.</li> <li>2. FESA Fire Services supports the Authority for all fires.</li> </ol>		
<b>PRIORITY STATUS</b>		
Bushfire Management is an ongoing annual program administered by the Park Authority. Local Councils are responsible for local parks and reserves.		
<b>IMPLEMENTATION</b>		
Prevention and Mitigation programs conducted annually.		
<b>BUDGET CONSIDERATIONS</b>		
This is part of the Operating Budget for King's Park. Local Council annual budget.		
<b>MONITOR AND REVIEW</b>		
Annually.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Marine Accident Hazard Treatment Options**

<b>RISK: Marine Accident</b>	<b>RISK RATING: Medium</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b>		
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. A marine accident could occur.		
<b>RISK ANALYSIS</b>		
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.		
<b>RECOMMENDED TREATMENT OPTIONS</b>		
<ol style="list-style-type: none"> <li>1. Maintenance of Marine Safety Regulations.</li> <li>2. Training and qualification for all boat skippers.</li> <li>3. Maintain a marine rescue capability.</li> </ol>		
<b>RESPONSIBLE AGENCY</b>		
The Department of Planning and Infrastructure is the HMA for this Risk. The WA Police Service is the primary Response Agency.		
<b>PRIORITY STATUS</b>		
Treatment Options for this Risk are ongoing.		
<b>IMPLEMENTATION</b>		
Ongoing		
<b>BUDGET CONSIDERATIONS</b>		
Nil		
<b>MONITOR AND REVIEW</b>		
Before all Special Events		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Rail Accident Hazard Treatment Options**

<b>RISK</b> Rail Accident	<b>RISK RATING</b> Medium	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> The has the Perth to Fremantle line for the Metropolitan Transit Rail Network. A system failure or other trigger could cause a derailment or collision.		
<b>RISK ANALYSIS</b> 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 to and from the City and Fremantle.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Maintenance of the Rail System. 2. EM Arrangements for Response to such incidents.		
<b>RESPONSIBLE AGENCY</b> The Perth Transport Authority is the HMA for this Risk. FESA Fire Services is the prime Response Agency. The District has a responsibility to support the Response operation by providing resources as required.		
<b>PRIORITY STATUS</b> Treatment Options for this Risk are outside the Districts scope.		
<b>IMPLEMENTATION</b> Ongoing		
<b>BUDGET CONSIDERATIONS</b> Nil		
<b>MONITOR AND REVIEW</b> Response to this Risk should be exercised bi-annually.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>



**Severe Weather Hazard Treatment Options**

<b>RISK: Severe Weather</b>	<b>RISK RATING: Medium</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> 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.		
<b>RISK ANALYSIS</b> The risk is primarily to residential properties. However, some modern building may experience water penetration.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Building roof maintenance. 2. Maintenance and clearing of storm water drains. 3. Public Awareness programs for storms. 4. EM Plans and storm damage capability.		
<b>RESPONSIBLE AGENCY</b> FESA 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 SES.		
<b>PRIORITY STATUS</b> This should be an annual priority before the Winter onset.		
<b>IMPLEMENTATION</b> Annually during April / May		
<b>BUDGET CONSIDERATIONS</b> 1. Cost of distribution of Public Awareness pamphlets, produced by the HMA. 2. Cost associated with maintenance of District Buildings and Drains.		
<b>MONITOR AND REVIEW</b> Annually		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Special Event Royal Agricultural Show Treatment Options**

<b>RISK: Royal Show</b>	<b>RISK RATING: Medium</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> This annual event attracts 300 000 – 400 000 patrons to the Royal Agricultural Showgrounds in Claremont. Such public concentrations present risks associated with accidents. Anti-social behaviour also presents the risk of casualties. The fireworks display has the potential for accidental explosion or to cause fires.		
<b>RISK ANALYSIS</b> Experience has shown that all of the above incidents can occur.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Enforcement of behavioural guidelines for the event. 2. Special EM Plan for the event. 3. Coordination of all Local Authorities and Response Agencies.		
<b>RESPONSIBLE AGENCY</b> The Royal Agricultural Society is the de facto HMA for this event although the Town of Claremont approves the event. The Police provide the event Incident Controller with FESA and St. John Ambulance providing response resources.		
<b>PRIORITY STATUS</b> This is a priority risk event.		
<b>IMPLEMENTATION</b> Review Plan arrangements each year.		
<b>BUDGET CONSIDERATIONS</b> Substantial		
<b>MONITOR AND REVIEW</b> Annually		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

***Hazardous Materials Incident Hazard Treatment Options***

<b>RISK: Hazardous Materials</b>	<b>RISK RATING: Low</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> 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.		
<b>RISK ANALYSIS</b> 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		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Application of the Regulations for the transport and storage of dangerous goods. 2. EM Response Plans 3. Local Evacuation Plans		
<b>RESPONSIBLE AGENCY</b> FESA Fire & Rescue Services is the HMA for this Risk. The District has an active role to assist with evacuation in the response to this threat.		
<b>PRIORITY STATUS</b> 1. Treatment Options for this Risk are outside the Districts scope. 2. The District has a support role for Response and a lead role during Recovery.		
<b>IMPLEMENTATION</b> Maintain Evacuation Plans		
<b>BUDGET CONSIDERATIONS</b> Nil		
<b>MONITOR AND REVIEW</b> Exercise a HAZMAT Scenario every two years		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Infrastructure Failure Hazard Treatment Options**

<b>RISK:</b> Infrastructure Failure	<b>RISK RATING:</b> Low	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> The failure of a major utility for an extended period of time could cause moderate impact on the Districts ability to conduct business.		
<b>RISK ANALYSIS</b> The loss of power for an extended period has been experienced previously in Perth. Lessons from the 1994 Severe Storm, which caused the blackout, have led to a significant “hardening” of the power network. Furthermore, essential services and many business enterprises have installed alternate power supply. The Service providers (Western Power, Water Corp, Domgas etc.) have contingency plans to maintain services and / or minimise disruption.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Higher engineering design for utility networks. 2. Maintenance of existing networks. 3. Planned replacement of aging networks 4. Public Awareness for Conservation. 5. Alternative Power Supply Options for key facilities		
<b>RESPONSIBLE AGENCY</b> Utility Enterprises.		
<b>PRIORITY STATUS</b> Low		
<b>IMPLEMENTATION</b> 1. Review District Facilities and assess the need for alternative power contingencies. 2. Promote conservation of Power and Water.		
<b>BUDGET CONSIDERATIONS</b> Contingent on the need to provide alternative power supply to key buildings.		
<b>MONITOR AND REVIEW</b> Annually		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Landslide (Rock Fall) Hazard Treatment Options**

<b>RISK: Landslide</b>	<b>RISK RATING: Low</b>	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> This Risk is present primarily on river front locations. Rock falls poses a threat to vehicle and marine traffic.		
<b>RISK ANALYSIS</b> Landslide can cause damage to persons and properties.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Make safe the rock face. 2. Install Safety Fencing. 3. Install preventative Safety Mesh. 4. Building Codes.		
<b>RESPONSIBLE AGENCY</b> FESA would be the Lead Combat Agency for this Risk. Responsibility for Treatment Options lies with the Local Councils.		
<b>PRIORITY STATUS</b> Low		
<b>IMPLEMENTATION</b> 1. Monitor Building Construction activity within affected councils. 2. Fence and Mesh treatment options have been implemented.		
<b>BUDGET CONSIDERATIONS</b> Fence and Mesh maintenance		
<b>MONITOR AND REVIEW</b> In accordance with maintenance schedule.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

**Riverine Flooding Hazard Treatment Options**

<b>RISK:</b> Riverine Flood	<b>RISK RATING:</b> Low	<b>DATE COMPILED:</b>
<b>RISK STATEMENT</b> The latest 1:100 year flood prediction indicates: . . . . .		
<b>RISK ANALYSIS</b> The predictions to not show any properties at Risk from Flood.		
<b>RECOMMENDED TREATMENT OPTIONS</b> 1. Building restrictions on Flood Plains 2. Levee Banks 3. Flood Mitigation Response plans		
<b>RESPONSIBLE AGENCY</b> FESA SES is the HMA for this Threat. The District has experience of road and lane traffic control during minor floods, but should consider the impact of the 1:100 year predictions.		
<b>PRIORITY STATUS</b> Low		
<b>IMPLEMENTATION</b> In consultation with FESA SES once the Metropolitan Flood Response Plan is finalised.		
<b>BUDGET CONSIDERATIONS</b> Nil		
<b>MONITOR AND REVIEW</b> Once Flood plan is available.		
<b>APPROVAL FOR RECOMMENDATION IMPLEMENTATION</b>		
<b>ORGANISATION</b>	<b>DATE</b>	<b>SIGNED</b>

# Western Central Local Emergency Management Arrangements

## Part Four - Response





## Introduction

Part One – Management, of these Local Emergency Management Arrangements set out the general background information and provisions of the Emergency Management Act. Part Two – Planning, set out the requirements and composition of the WC LEMC and Emergency Management structure. Part Three – Risk, examined the Risks Management Process, the risks the Region is facing, and the likelihood of and consequence to those risks. Part Four – Response, will examine the activation of these arrangements, Emergency Notice Communications and Evacuation Plans.

## Activation

As the WC LEMC is a non-operational emergency planning group the entire Committee will not be 'activated' in response to an emergency incident. Some WC LEMC attendees may be brought together (activated) to assist with resource coordination or emergency response activities as required by the Local Emergency Coordinator (see No 6 of this section – Emergency Coordination or Control Centres of this document)

The HMA is responsible for notifying relevant agencies of local emergency incident and activating (requesting) the resources from the agencies that are required. All HMA's & Combat Agencies have a responsibility to advise the Local Emergency Coordinator of any emergency, or any potential emergency, which may occur.

Requests for additional support in combating an incident are normally made to the District or State level commands of the relevant combat or support agency. In the event of a major emergency, requests for additional agency resources are directed to the Operation Area Manager at Metro/District level or State Emergency Coordination Group.

## Communications

Communications between EM stakeholders immediately before and during an emergency incident are critical to the coordination of any response operation and are the responsibility of all parties as follows:

- The individual or organisation discovering a significant imminent or occurring emergency situation in the Western Central area must advise the relevant HMA as soon as possible.
- The HMA's Incident Manager must inform the relevant Local or District Emergency Coordinator of the WA Police who is responsible for coordinating any multi-agency response to an emergency.
- EM stakeholders responsible for specific emergency functions (eg. response for HMA's, recovery for local government, etc) should be informed of an emergency situation as soon as possible if these functions are likely to be required.

- The Local Emergency Coordinator must advise the relevant local government or facility/asset manager of the site where the emergency is occurring to allow site specific hazard plans to be activated and to assist in the rapid availability of required resources.
- The release of information pertaining to an emergency incident or operation will be coordinated through the relevant Local or District Emergency Coordinator. EM stakeholder organisations in the Western Central area are not to develop or release information or directions about a current emergency operation or incident without the specific approval of the Local Emergency Coordinator.
- The relevant Local or District Emergency Coordinator will determine the means and schedule for developing and releasing information about an emergency incident to media organisations.
- Communication channels likely to be used to make information available to the community during the response and recovery phases of an emergency operation should be chosen, evaluated and established as soon as possible during such an operation. These channels should be designated in agreement with relevant EM stakeholders such as local governments.

Refer below various communication channels:

## Public Warning Systems

It is essential that communities threatened by hazards receive adequate information to alert them to the existence or threat of an emergency, and direct them to take appropriate precautions. There are a number of public warning systems available in Western Australia, these include:

### Bureau of Meteorology

Ph. 1300 659 213 Fax 1902 935 067 Website: [www.bom.wa.gov.au](http://www.bom.wa.gov.au)

This site provides information on the warning services that are provided to the public by the Bureau of Meteorology. The information includes the types of warnings that are issued, when and where they are issued and samples of the individual warnings.

Warning services provided:

- Tropical Cyclone Warning Services;
- Fire Weather Warning Services;
- Severe Thunderstorm and general Severe Weather Warning Services;
- Flood Warning Services;
- Marine Warning Services; and other warnings and alerts.

The Bureau of Meteorology also provides current weather radar displays, satellite images, weather charts and weather observations.

### FESA Public Information Line

Ph. 1300 657 209 Website: [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)

Emergency alerts are only issued during a serious emergency (where life or property is endangered) or where a hazardous situation exists close to populated areas. Phone 1300 657 209 for regularly updated recorded messages. This requires an Incident Controller/Incident Manager to either contact their Local Emergency Coordinator, or FESA Duty Officer who will in turn advise the FESA Communications Centre or the Regional Coordination Centre to activate the alerts.

The alerts are disseminated from Perth through the media (mainly ABC Radio which has a signed Memorandum of understanding with the State Emergency Management Committee) as well as through a recorded message on their Public Information Line and on FESA's web page.

### Standard Emergency Warning Signal (SEWS)

Standard Emergency Warning Signal is a distinct sound substantially different from any other emergency signal or siren. To hear what the Standard Emergency Warning Signal sounds like log onto [www.bom.gov.au](http://www.bom.gov.au) and in the search area type "SEWS". Follow the prompts.

If you hear a wailing siren sound broadcast on radio or television anywhere in Australia an urgent safety message is about to be made. Stop and listen, then act on the advice given and put your emergency plan into action, listen for further messages. (EMA website).

It can be used for various emergency situations and does not relate to any particular emergency situation. The purpose of Standard Emergency Warning Signal is to alert the population that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them.

The emergency announcement that follows the Standard Emergency Warning Signal is intended to instruct the population to take, or be prepared to take, specific action in order to protect life, property and/or environment.

Further information on Standard Emergency Warning Signal can be found in State Emergency Management Committee Policy Statement 2 Standard Emergency Warning Signal (April 2003), particularly Annex B, 'Procedures for the use of Standard Emergency Warning Signal'.

### ABC Radio 720AM

Listen at 15mins past the hour and 15mins to the hour to obtain information. In Perth, ABC Radio will broadcast an emergency message immediately, repeatedly, for as long as necessary, and to whatever target audience in any area. The WA Police or any Authorised representative of the Emergency Services (Hazard Management Agency Incident Controller/Incident Manager) can request this in order to notify listeners that a significant emergency is occurring in their area. The Alerts are only to be issued under strict instruction. They are broadcast when, in consultation with the Local Emergency Coordinator, it is approved by an "Authorised Officer" or an Incident Controller/Incident Manager and there is an immediate requirement to warn the community of a threat.

### LGA's

All major media outlets will provide regular news bulletins. Residents may call the City/Town/Shire for assistance. Therefore it is advisable, even if the FESA system is being used, to ensure staff/volunteers are briefed and available at the Shire offices to take calls from the public.

## **Evacuation**

The need for an evacuation from locations within the Western Central area will be determined by the active Local or District Emergency Coordinator.

A list of local welfare / evacuation centres is included in these arrangements in the Recovery Plan. These facilities have been selected as the best local alternative as short term emergency accommodation in their respective area. These facilities should be the subject of agreements between the organisation managing the facility (often a local government) and the Department for Child Protection (DCP) in line with DCP requirements for 'Local' and 'State Welfare Centres'.

Each respective facility manager or LEMC representative is responsible for ensuring that the details (As per DCP's Welfare Support Plan, refer to Part Eight Support Plans) relating to each Local or State Welfare Centre in these Arrangements are accurate and should forward any relevant changes to the WC LEMC's Executive Officer as they become available. Enquiries relating to the requirements of a State or Local Welfare Centre should be directed to the DCP regional office for the area in which the Centre is located.

The need for and scale of an evacuation from a location within the Western Central area will be determined by the active Local or District Emergency Management Coordinator in consideration of the following:

- The threat to local community members posed by a specific emergency incident.
- The existence of safe routes of evacuation to a safer site.
- The availability of adequate emergency transport for evacuees, if required.
- The availability of suitable locations to evacuate to, such as a State Welfare Centre.
- Adequate capability of support organisations such as DCP and local government to assist with the emergency accommodation and welfare elements of the evacuation.
- 

A review of these factors will assist the active Local Emergency Coordinator to choose either an immediate or planned evacuation type as necessary.

### **Immediate Evacuation**

An immediate evacuation aims to clear community members from a specific area quickly in response to an occurring or imminent emergency. An immediate evacuation should be used when hazard levels or available time do not allow detailed evacuation planning. The decision to conduct an immediate evacuation must be made by the Local Emergency Coordinator quickly on advice from the HMA regarding:

- The required urgency of any evacuation.
- The estimated area that would require evacuation.
- The likely duration of the evacuation.
- The recommended safe route(s) for the evacuation.

### **Planned Evacuation**

Where circumstances permit a planned evacuation can be used which may result in a more orderly evacuation process. This type of operation allows more thorough consultation with emergency stakeholders and more detailed planning. A planned evacuation sets a specific timetable for vacating all required areas and can only be used when available time and existing hazard levels allow.

### **Evacuation Matrix**

The Evacuation Matrix of the Community Services Support Plan is used to establish the level of welfare support. It will be noted from the matrix that the level of welfare support is dependent upon the number of evacuees and the duration of the evacuation. In view of the considerable cost involved, the Department for Child Protection is activated at divisional, regional or state level for all significant evacuations.

The provision of welfare services is therefore a coordinated operation between the relevant Western Suburbs LGA and the appropriate Department for Child Protection representative. Activation of Dept for Child Protection Welfare Coordinator is achieved through the Manager Local Emergency Co-ordinator.

Duration People	0 - 8 hours	8 hours to 1 day	1-3 days	3-7 days	1 week +
1-10	Local	Local/Division	Local/Region	Region	Region
10-100	Local/Division	Local/Region	Region	Region	Region/State
100-500	Local/Division	Local/Region	Region/State	State	State
500+	Local/Region	Region	Region/State	State	State

The above evacuation matrix is a guide to the Hazard Management Agency and/or Emergency Coordinator during emergency operations. The Hazard Management Agency should be in a position to advise the Local Emergency Co-ordinator of the area and estimated duration of evacuations.

### Evacuation considerations and tasks

When an emergency evacuation of an area within the responsibility of the Western Central LEMC is required the following general procedure should be followed by EM stakeholders:

- Communicate need for evacuation to EM stakeholders involved in the emergency operation.
- Advise the community of the need to evacuate and of the details of evacuation routes, emergency assembly areas, preparing a home for evacuation, duration of evacuation, point of contact for enquiries and other relevant information.
- Assembly of community members at designated emergency assembly points.
- Movement of evacuees out of area to an agreed safe location.

The relevant Local or District Emergency Coordinator determines the need for and maintains operational control of an emergency evacuation.

This person gives the order for, communicates that order and coordinates the evacuation of the required area to convenient and safe agreed suitable emergency muster point(s). In ordering the evacuation relevant emergency personnel should also be advised on how to manage:

- Community members that refuse to evacuate the designated areas.
- Pets and livestock left locked or wandering in evacuated areas.
- Physical obstructions to evacuating personnel such as abandoned vehicles.
- Incidents of suspected looting or other criminal acts.
- Ensuring designated areas are fully evacuated.
- The contents and regularity of field reports on the progress of the evacuation.

The Emergency Coordinator must determine whether the chosen emergency muster points will be Local or State Welfare Centres or if evacuees will be moved to available Centres from the initial muster points. The Emergency Coordinator must maintain communications with those directing the evacuation 'in the field' in order to be aware of the progress of the evacuation. At the completion of the evacuation the Emergency Coordinator should advise the HMA, combat agencies and other stakeholders as necessary.

The active Local or District Emergency Coordinator will direct EM stakeholders to carry out the following functions during an emergency evacuation:

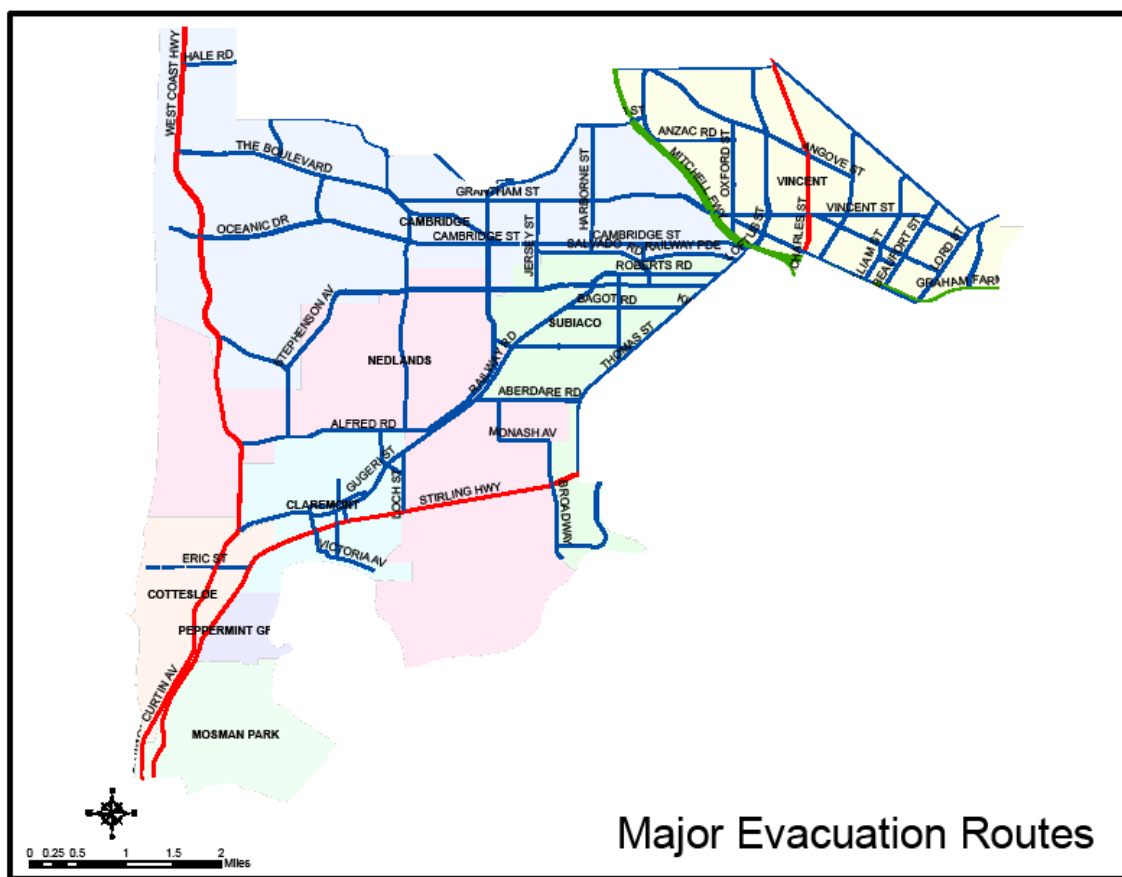
Evacuation coordination	- Local Emergency Coordinator (WA Police)
Communication/information release	- Local Emergency Coordinator
Resource co-ordination	- WA Police
Personnel/vehicle control	- WA Police
Property security	- WA Police
Evacuation muster/departure	- SES
Welfare centre access	- Local government
Animal management/refuge	- Local government / SES
Welfare centre management	- DCP
Evacuee registration	- DCP and Australian Red Cross WA
Casualty/hospital evacuation	- Ambulance Services
Resource provision	- All parties

Some general community facilities are listed in Part One [Management] Annex B Areas covered by each LGA. Section 5 of this part lists demographic information for LGA areas within the Western Central region to assist decision making during emergency and evacuation activities.

- For Local and State Welfare (evacuation) Centres and DCP's Welfare Support Plan Refer to Part Eight - Support Plans.
- For further information on evacuations see State Emergency Management Committee Policy Statement No. 5 Evacuation Policy available via the FESA website.

### Major Evacuation Routes

The Western Central region is predominantly residential with several major roads. Evacuation routes will be determined by the type of emergency. See map below.



Major Evacuation Routes

## Emergency coordination or control centres

The WC LEMC has designated a 'primary' and multiple 'alternate' locations for use as a base for emergency response operations as required. These locations could be used as:

- An emergency coordination centre (ECC) from which the Local Emergency Coordinator, HMA or combat agency can manage requests for assistance and resources;
- An incident control (or 'operations) centre (ICC) from which a Local Emergency Coordinator, HMA or combat agency could coordinate the response to an emergency incident and establish an Incident Management Group (IMG);
- A base for recovery operations during and after an emergency incident at which a Local Recovery Committee could meet.

The WC LEMC has identified the following locations for use as an ECC or ICC, if required and suitable:

Town of Cambridge Administration Centre 1 Bold Park Drive FLOREAT WA 6014 Telephone (08) 9347 6000 Facsimile (08) 9347 6060
---

Town of Vincent Administration Centre 244 Vincent St (cnr Loftus Street) LEEDERVILLE WA 6000 Telephone (08) 9273 6000 Facsimile (08) 9273 6099
--

The Palms Community Centre Cnr Nicholson and Rokeby Road SUBIACO WA 6008 Telephone (08) 9237 9222 Facsimile (08) 9237 9200
--

WA Police Complex – Claremont Showgrounds Ashton Avenue CLAREMONT WA 6010 Telephone (08) 9385 1265 Facsimile (08) 9386 3670
---

Cotteloe Civic Centre 109 Broome St COTTESLOE WA 6010 Telephone (08) 9285 5000 Facsimile (08) 9285 5001
---

Organisations cooperating through the WC LEMC will make personnel available to staff an ECC or ICC as requested by a Local Emergency Coordinator or in order to fulfil their organisation's responsibilities as required by the Emergency Management Act (2005) and state emergency management policies and regulations.

## Training Programs – Response

- Emergency Coordination Centre Management
- Chemical, Biological, Radiological Incidents and Emergencies
- Undertake Emergency Planning
- Australian Inter-service Incident Management System (AIIMS) introductory and subsequent programs.



# Western Central Local Emergency Management Arrangements

## Part Five - Recovery



## **Recovery**

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. Because of the significance of this requirement a separate recovery plan has been drawn up that includes the local recovery arrangements for the WC LEMC.

This is included at Part Eight (Support Plans).



# Western Central Local Emergency Management Arrangements

## Part Six - Testing, Exercising & Reviewing the Arrangements



## Introduction

Testing the emergency management arrangements is at least as important as writing them. Testing, in the form of exercises play an important role in moulding and adjusting preparedness, response and recovery management and will be undertaken regularly. The arrangements are intended to be a blueprint for the Western Centrals response and recovery from a major occurrence and they must be verified for accuracy and functionality. Emergency Management exercise outcomes will be a key input into the regular review of these Arrangements.

The benefits of the testing include:

- Determining the effectiveness of your arrangements;
- Bringing together all relevant people giving them knowledge of and confidence in each other;
- Help educate the community about local arrangements and programs;
- Providing an opportunity for testing participating agencies' operational procedures and skills in simulated emergency conditions;
- Test the abilities of separate agencies to work together on common tasks, and to assess effectiveness and coordination between them;
- Improving the arrangements in accordance with results found from debriefing the testing.

## Exercising

The ongoing testing of the Western Central Emergency Management Arrangements will require appropriate exercise styles. The aim and outcomes of each exercise will assist in determining the most appropriate style. Using more than one style of exercise and building progressive exercise programs is recommended.

Exercises may take various forms and should be controlled by a structured exercise management group under the guidance of a trained exercise management practitioner.

Where possible the community should be encouraged to participate in the exercise or be observers.

Following the debrief of any exercise or actual significant emergency within the WC LEMC area, the local or district emergency coordinator managing the exercise or the response to the incident, along with direct input from WC LEMC members, will ensure that these arrangements are amended, as necessary, to reflect relevant information gained or "lessons learnt" during the exercise or incident.

## Exercise Formats

The following are three commonly used exercise styles:

- Discussion exercises are low cost and usually involve few players they include:
  - Orientation exercise;
  - Agency presentations;
  - Hypothetical, and;
  - Syndicate progressive exercises.
- Functional exercises are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as
  - Tabletop exercises, and;
  - TEWT (Tactical Exercise Without Troops [Participants]).

- Field exercises involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises. They come in either
  - Simple, or;
  - Complex.

Some examples of exercises include:

- Phone tree system;
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- Activating coordination centres;
- Locating and activating resources, and;
- Contacting key people or their deputies.

## Local Arrangements

The WC LEMC on behalf of all the councils has established the following testing, exercising and reviewing mechanisms:

- Emergency management exercise(s) aligned to priority local emergency risks shall be targeted annually. The exercise shall be planned, directed and conducted by an appropriate sub-committee of the WC LEMC.
- The LEMC Executive Officer (appointed local government officer) shall retain the details of emergency exercises undertaken, which shall be incorporated into the LEMC annual report to the North-West Metropolitan DEMC.
- Each local government in cooperation with the WC LEMC shall undertake the review of the emergency management arrangements in order to update relevant information and accommodate changing circumstances.

See; Exercise Schedule Format  
Scheduled Exercises Report Format

## Training Programs

Testing, Exercising & Reviewing the Arrangements  
Exercise Management

See following annexes;

- Exercise Schedule Format (Annex 1)
- Scheduled Exercises Report Format (Annex 2)



## Annex 1 - Exercise Schedule

<Name of Council>

Local Emergency Management Committee Exercise Schedule [year – year]

Date	Exercise / Location	Reason for Exercise	Participating Organisations	Time Estimation

## Annex 2 - Scheduled Exercises Report

### Local Emergency Management Committee Scheduled Exercises Report

---

<Insert name of Council>  
Local Emergency Management Committee

**NAME OF EXERCISE:** \_\_\_\_\_

**DATE OF EXERCISE:** \_\_\_\_\_

**LOCATION OF EXERCISE:** \_\_\_\_\_

<b>TYPE OF EXERCISE:</b>	FIELD (use of response personnel and resources)	DISCUSSION (agency presentations, hypothetical, scenario)	FUNCTIONAL (tabletop, tactical exercise without troupes [TEWT])
--------------------------	---	---	--

**LOCAL EMERGENCY COORDINATOR  
CONTACT DETAILS:** \_\_\_\_\_  
\_\_\_\_\_

**OBJECTIVES OF THE EXERCISE:** \_\_\_\_\_  
\_\_\_\_\_

**EXERCISE CONDUCTED:** <INSERT BRIEF DESCRIPTION OF EXERCISE>

**PARTICIPATING ORGANISATION/S & THEIR ROLE/S:**

ORGANISATION	ROLE IN EXERCISE
--------------	------------------

**ISSUES TO BE ADDRESSED OR CONSIDERED:**

**COMMENTS:**

**Western Central Local  
Emergency Management Arrangements**

**Part Seven — Contacts/Resources Lists**



## Distribution List

The following controlled copies of the Western Central Emergency Management Arrangements have been issued to the Positions / Agencies indicated. These are the ONLY copies of the document which will receive amendments as part of the Document Control System. The Agencies listed are responsible for amending any copies made under internal arrangements. The Executive Officers council web-site contains the latest version containing all amendments.

ORGANISATION	COPIES #
Australian Army - Irwin Barracks, Karrakatta	
Australian Army - Campbell Barracks, Swanbourne	
Australian Red Cross – Western Australia	
Botanic Gardens and Park Authority	
Central Metropolitan DEMC	
City of Perth and Kings Park & Botanical Gardens LEMC	
Council – City of Bayswater	
Council – City of Fremantle	
Council – City of Nedlands	
Council – City of Perth	
Council – City of Stirling	
Council – City of Subiaco	
Council – Shire of Peppermint Grove	
Council – Town of Cambridge	
Council – Town of Claremont	
Council – Town of Cottesloe	
Council – Town of East Fremantle	
Council – Town of Mosman Park	
Council – Town of Vincent	
CSIRO – Floreat	
Department of Child Protection (DCP) Perth District Office	
Department of Child Protection (DCP) Fremantle District Office	
Department of Child Protection (DCP) DESO North Metro	
Department of Environment and Conservation	
Department of Health – State Health Emergency Coordinator	
EMA Library	
FESA – Emergency Management Services	
FESA – Fire and Rescue Operations Centre - Perth	
FESA – Fire and Rescue West Coast District	
FESA – State Emergency Services Bayswater Unit	

<b>ORGANISATION</b>	<b>COPIES #</b>
FESA – State Emergency Services Northshore Unit	
FESA – State Emergency Services Rockingham Unit	
FESA – State Emergency Services Stirling Unit	
Hospitals – Graylands	
Hospitals – Hollywood	
Hospitals – Royal Perth	
Hospitals – Sir Charles Gairdner	
Hospitals – St John of God – Subiaco	
Hospitals – Princess Margaret	
Hospitals – King Edward Memorial	
Metropolitan Emergency Management Coordination Group (MEMEG)	
Police – Central Metropolitan District Office	
Police – Cottesloe Station OIC	
Police – Mirrabooka OIC	
Police – Perth Station OIC	
Police – Stirling Station OIC	
Police – Subiaco Station OIC	
Police – Wembley Station OIC	
Police – Incident Management Unit – Central Metropolitan District	
Public Transport Authority	
St Johns Ambulance Australia – WA Operations	
State Emergency Management Committee (SEMC)	
State Library	
Surf Lifesaving WA	
Swan River Trust	
Transperth Train Operations – Perth	
Transperth Train Operations – Fremantle	
University of Western Australia – Security and Parking Department	
Western Central LEMC	

## Amendment Record

Amendment number	Date	Details of amendments	Amended by:
Draft Version 1.0	28 Feb 2007	The Western Central Local Emergency Management Arrangements were drafted by the Western Central LEMC after the merger of the Combined and Central Councils. All sections, parts and pages are new.	Plans Arrangements working group
Working Version 1.0	March 2007	The Western Central Local Emergency Management Arrangements were drafted for all participating local government authorities.	Chauncey Johnson
Working Version 2 Draft	Sept 2007		Michael Wood, Lee-Anne Low, Jane Day
Working Version 3 Draft	Jan 2008		Michael Wood, Lee-Anne Low, Jane Day
Working Version 3.1 Draft	Jan 2008	Format change into several parts.	Ian Thomson WPOL
Working Version 3.2 Draft	April 2008	Reviewing the format and adopting proposed changes.	Michael Wood, Lee-Anne Low, Jane Day, Ian Thomson
Working Version 3.3 Draft	May 2008	Editing.	Michael Wood, Jane Day, Ian Thomson
Working Version 3.4 Draft	May 2008	Editing.	Michael Wood, Jane Day, Ian Thomson
Working Version 3.5 Draft	Sept 2008	Reviewing editing with input of 8 Local government representatives.	All WC, LEMC, LG members
Final Draft 3.6	Oct - Nov 2008	Final editing and formatting.	Michael Wood, Jane Day, Lee-Anne Low
Final Draft	17 Dec 2008	Final editing and formatting.	WC LEMC

## Glossary of Terms

The following Glossary of Terms applies to these Arrangements, Plans & Procedures. It is an extract from the Glossaries contained in the Emergency Management Act 2005, the Fire and Emergency Services Authority (FESA) publication “Local Community Emergency Management Arrangements Guide for Western Australia” and the Emergency Management Australia (EMA) publication “Australian Emergency Management Glossary” The full Glossary can be obtained from the EMA website: <http://www.ema.gov.au> and follow the links under Publications.

TERM	DEFINITION
Acceptable Risk	That level of risk that is sufficiently low that society is comfortable with it. Society does not generally considered expenditure in further reducing such risks as justifiable.
Accident	A sudden event in which harm is caused to people, property or the built or natural environment.
Agency Field Commander	The officer responsible for commanding the activities of an agency in the field.
Agency Operations Centre	A facility from which a particular agency's resources are commanded, controlled, coordinated and assigned to and incident.
Ambulance Casualty Officer	An ambulance officer supervising the patient treatment post, until the arrival of a medical triage officer.
Ambulance Loading Point	The area adjacent to the patient treatment post, from which patients are loaded onto ambulances or other vehicles for transport away from the disaster site.
Assembly Area	<ul style="list-style-type: none"> <li>• A designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre.</li> <li>• A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.</li> </ul>
Assessment	Survey of a real or potential disaster to estimate the actual or expected damages and to make recommendations for prevention, preparedness and response.
Boiling Liquid Expanding Vapour Explosion (BLEVE)	A BLEVE occurs when liquids are stored under pressure at a temperature above their boiling points. A BLEVE is a major container failure into two or more pieces at the moment in time when the contained liquids is well above its normal boiling at atmospheric temperature.
Briefing	The process of advising personal of the details of the incident or event with which they will be dealing.
Bushfire	A fire involving command to deploy resources.
Call-Out	The executive command to deploy resources.
Callsigns	The name assigned to a radio user for communications purposes.
Casualty	A person killed, injured or made ill as the result of the incident or emergency.
Combat	To take steps to eliminate or reduce the effects of an incident upon the community.



TERM	DEFINITION
Combat Agency	The agency identified as being primarily responsible for responding to a particular emergency.
Command	The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.
Commander	A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates virtually within that agency and cannot command members of other agency.
Community	A group within a commonality of association and generally defines location, shared experience or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.
Community Recovery Committee	A committee which may be convened after an emergency to provide a management forum from the recovery process in respect of an affected area or a specific community.
Comprehensive Approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases.
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Coordination	The bringing together of organisations and elements to ensure effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically within an organisation, as a function of the authority to command and horizontally across organisations as a function of the authority to control.
Critical Incident Stress	An acute stress reaction caused by exposure to a traumatic event.
Cyclone	A large-scale, closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter clockwise in the northern hemisphere and clockwise in the southern hemisphere. The system is referred to as a 'Cyclone' in the Indian Ocean and South Pacific, 'Hurricane' in the western Atlantic and eastern Pacific and 'Typhoon' in the western Pacific.
Debrief	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

TERM	DEFINITION
Defence Assistance To The Civil Community	Assistance to the community provided by Department of Defence personnel in the event of natural disaster or civil emergency.
Desk Top Exercise	An umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed. Additionally, responses may be prepared in syndicate, in plenary or under the guidance of a facilitator who maintains the pace and asks questions. A cost-effective and highly-efficient exercise method that should be conducted as a prelude to a field exercise as part of a graduated series.
Disaster	A serious disruption to community life which threatens or causes death or injury in that community and/or damage to property which is beyond the day-to-day capacity of the prescribed statutory authorities and which requires special mobilization and organisation of resources other than those normally available to those authorities.
Disaster victim identification (DVI)	Procedures used to positively identify deceased victims or a multiple casualty event.
District Emergency Management Committee(DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator.
Earthquake	The vibrations of the Earth caused by the passage of seismic waves radiating from some source of elastic energy.
Earthquake Intensity	A measure of ground shaking obtained from the damage done to structures built by humans, changes in the earth's surface and felt reports.
Earthquake Magnitude	A quantity that is characteristic of the total energy released by the earthquake, in contrast to "intensity" which subjectively describes earthquake effects at a particular place.
Emergency	<ul style="list-style-type: none"> <li>• An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.</li> <li>• Any event which arises internally or from external sources which may adversely affect the safety of persons in a building or the community in general and requires immediate response by the occupants.</li> <li>• An unplanned situation arising, through accident or error, in which people and/or property are exposed to potential danger from the hazards of dangerous goods, such emergencies will normally arise from vehicle accident, spillage or leakage of material or from a fire.</li> <li>• In terms of dam operation, any condition which develops unexpectedly, endangers the integrity of the dam or downstream property and life and requires immediate action.</li> </ul>
Emergency Co-Ordination Centre	(ECC) A facility established to coordinate and organize emergency provision of service. See also Emergency Operations Centre.

TERM	DEFINITION
Emergency Management	<ul style="list-style-type: none"> <li>• A range of measures to manage risk to communities and the environment.</li> <li>• The organisation and management of resources for dealing with all aspects of emergencies. Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, preparation, response and recovery.</li> </ul>
Emergency Operations Centre (EOC)	<ul style="list-style-type: none"> <li>• A facility, either static or mobile, from which the total operation or aspects of the operation are managed.</li> <li>• A facility established to control and coordinate the response and support to an incident or emergency. Also known as Incident Control Centre.</li> </ul>
Emergency Procedure	A set of directions detailing what actions should be taken, as well as how, when, by whom and why, for specific emergency events. A type of “Standard operating procedure”.
Emergency Response Plan	A plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilized.
Emergency Risk Management (ERM)	A systematic process that produces a range of measures that, on being implemented, contribute to the safety and wellbeing of communities and the environment.
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Fire Ground	The area declared by the senior members of the attending fire agency as the “fire ground”. As a guide, it includes the areas involved in the actual fire, the area where fire fighters, appliances, hoses and hydrants are located, and may extend to adjoining properties threatened by the fire. The fire ground is controlled by the fire agency.
Flash Flood	A flood that rises quite rapidly with little or no advance warning, usually as a result of an intense rainfall over a small area or, possibly, an ice jam, a dam failure, etc.
Flood	The overflowing by water of the normal confines of a stream or other body of water, or the accumulation of water by drainage over areas which are normally submerged.
Flood Warning	<ul style="list-style-type: none"> <li>• A statement by the bureau of meteorology including all or part of the following items for particular catchments:</li> <li>• A summary of the current meteorological situation and expected developments,</li> <li>• A summary of the rainfall which has occurred or is expected,</li> <li>• River heights at key locations,</li> <li>• The class of flooding that is expected; and/or</li> <li>• River heights.</li> </ul>

TERM	DEFINITION
Flood Warning System	A system defining the level of flooding at which a warning will be initiated, the physical means by which it will be relayed, and the persons to whom it will be given. The system includes all necessary hardware such as water level actuators, and radio transmitting and receiving equipment.
Forecast	<ul style="list-style-type: none"> <li>• Statement of expected meteorological conditions for a specific period and for a specific area or portion of air space." Meteorological Forecast" and weather forecast.</li> <li>• Statement or statistical estimate of the occurrence of a future event. The item is used with different meaning in different disciplines, as well as prediction.</li> </ul>
Forward Control Centre	A facility where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit." Also known as "Field Control Centre", "Forward Command Centre", "Forward Command Post", "Forward Control Point" and "Incident Control Point".
Hazard	<ul style="list-style-type: none"> <li>• A source of potential harm or a situation with a potential to cause loss.</li> <li>• A potential or existing condition that may cause harm to people or damage to property or the environment.</li> <li>• An intrinsic capacity associated with an agent or process capable of causing harm.</li> </ul>
Hazard Management Agency (HMA)	That organization which, because of its legislative responsibility or specialized knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are under taken. Such organizations are either designated by legislation or detailed in state emergency management plans. For a full list HMAs see SEMC Policy Statement no 7.
Hazardous Material	A substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.
Incident	<ul style="list-style-type: none"> <li>• An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.</li> <li>• A sudden event which, but for mitigating circumstances, could have resulted in an accident.</li> <li>• An emergency event or series of events which requires a response from one or more of the statutory response agencies.</li> </ul>
Incident Area	The area, defined by the Incident Manager, incorporating the localised community or geographical area impacted by an Incident.

TERM	DEFINITION
Incident Control System	<ul style="list-style-type: none"> <li>• A command structure to systematically and logically manage suppression of emergency incidents including wildfires, from small, simple incidents to large, difficult or multiple situations. It is designed to develop in a modular fashion from the top (Incident Controller) downwards.</li> <li>• The combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident.</li> </ul>
Incident Management Group (IMG)	The group that may be convened by an Incident Manager in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The IMG includes representation from key agencies involved in the response.
Incident Manager	The person designated by the relevant Hazard Management Agency, responsible for the overall management and control of an emergency incident and the tasking of agencies in accordance with the needs of the situation.
Incident Management Team	<p>A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics.</p> <p>The team headed by the incident manager which is responsible for the overall control of the incident.</p>
Inundation Map	A map delineating the area that would be flooded by a particular Flood event.
Liaison Officer	<ul style="list-style-type: none"> <li>• A representative of an agency/organisation. Liaison officers should have the capability to communicate with the agency they represent. They should have the authority to commit their agencies resources.</li> <li>• A representative from an agency involved in the incident response who works with the Incident coordinator as part of the Incident Management team and is in communication with the officer in charge of his or her respective agency. Liaison officers must have the authority to commit resources of the organisation they represent.</li> </ul>
Life Lines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend. Examples include water, electricity, transport and telecommunications.
Local Emergency Coordinator	That person designated by the State Emergency Coordinator to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed. This position also assists the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. Within the Western Central area this person is the WA Police Sub-District Officer in Charge (or their representative) within the sub-district in which the emergency occurs.

TERM	DEFINITION
Local Emergency Management Committee(LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.
MEMEG	The Metropolitan Emergency Management Executive Group assists the Metropolitan Emergency Coordinator with the coordination of effective emergency management arrangements in the metropolitan region see SEMP No 4.
Operation	An Incident or multiple Incidents which impact, or are likely to impact, beyond a localised community or geographical area.
Operation Area	That area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating single or multiple incident areas.
Operational Area Management Group (OAMG)	The group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an Operation. The OAMG includes representation from key agencies involved in the response.
Operation Area Manager	That person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Manager(s) in accordance with the needs of the situation.
PPRR	An abbreviation for prevention, preparedness, response and recovery. See Comprehensive approach
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:2004 (Risk Management).
Situation Reports (Sitreps)	These are formal written communications to participation organizations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.
Support Agency	Organisations that provide support functions.

## Acronyms

ABC	Australian Broadcasting Commission
ACDC	Australian Counter Disaster College. [Emergency Management Australia Institute]
ADF	Australian Defence Force
AFFA	Australian Assembly of Fire Authorities. [Australian Airports Association (AAA)]
AIIMS	Australasian Interagency Incident Management System
BFS	Bush Fire Service
BGPA	Botanical Gardens and Parks Authority
BOM	Bureau of Meteorology
CALD	Culturally and Linguistically Diverse
CCERM	Community Centered Emergency Risk Management
CSIRO	Commonwealth Scientific Industrial Research Organisation
CWA	Country Women's Association
DCP	Department for Child Protection
DECG	District Emergency Coordination Group
DEMC	District Emergency Management Committee
DOE	Department of Environment
DOH	Department of Health
DESO	District Emergency Services Officer
DOP	Department of Planning
DOT	Department of Transport
ECC	Emergency Coordination Centre
EMA	Emergency Management Australia
ERM	Emergency Risk Management
FESA	Fire & Emergency Services Authority of Western Australia
FRS	Fire & Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
ICC	Incident Coordination Centre
ICS	Incident Control System
IMG	Incident Management Group
LECG	Local Emergency Coordination Group
LEMC	Local Emergency Management Committee
LG	Local Government
LGA	Local Government Authority
MEMEG	Metropolitan Emergency Management Executive Group
PPRR	Prevention, Preparedness, Response & Recovery
PTA	Perth Transport Authority
SARS	Severe Acute Respiratory Syndrome
SAS HQ	Special Air Service Headquarters
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SOP	Standard Operating Procedures
TEWT	Tactical Exercise Without Troops
USAR	Urban Search and Land Rescue
UWA	University of Western Australia
WAPOL	Western Australian Police
WC LEMC	Western Central Local Emergency Management Committee





**Western Central Local  
Emergency Management Arrangements**

**Part Eight - Plans and Support Plans**



**WESTERN CENTRAL  
LOCAL EMERGENCY  
MANAGEMENT COMMITTEE**

**RECOVERY PLAN**

May 2007



## TABLE OF CONTENTS

<b>Part One</b>		
1.0	INTRODUCTION	5
2.0	RECOVERY MANAGEMENT PRINCIPLES	5
3.0	AIM	6
4.0	OBJECTIVES	6
5.0	SCOPE	6
6.0	IMPLEMENTATION	6
7.0	LOCAL RECOVERY COMMITTEE	6
7.1	<i>Local Recovery Committee Membership</i>	7
7.2	<i>Local Recovery Committee Functions</i>	7
7.3	<i>Planning/Reviewing of Local Recovery Arrangements</i>	7
7.4	<i>Structure of Local Recovery Committee</i>	8
7.5	<i>Impact Assessment by Local Recovery Committee</i>	8
7.6	<i>Inspections and needs assessments (surveys)</i>	9
7.7	<i>Inspections and Needs Assessments (technical focus)</i>	10
8.0	SUB COMMITTEES	10
8.1	<i>Roles of Recovery Sub Committees</i>	10
8.2	<i>Recovery Sub Committee Team Leaders Role</i>	11
9.0	SUB-COMMITTEE RECOVERY PLANNING GUIDELINES	12
9.1	<i>Transport</i>	12
9.2	<i>Environment</i>	12
9.3	<i>Environmental Health</i>	12
9.4	<i>Material Aid</i>	12
9.5	<i>Volunteer Coordination</i>	12
9.6	<i>Animal Welfare</i>	12
9.7	<i>Information/Media Liaison</i>	12
9.8	<i>Clean up/Equipment provision</i>	14
9.9	<i>Infrastructure</i>	14
9.10	<i>Financial Aid &amp; Economic development</i>	15
9.11	<i>Welfare Support</i>	16
10.0	COMMUNITY INVOLVEMENT	19
11.0	REPORTING	20
12.0	MANAGED WITHDRAWAL	21
13.0	KEY ORGANISATIONAL RESPONSIBILITIES	22
	<i>Appendix 1 Local Recovery Co-ordinator - Operational Checklist</i>	27
	<i>Appendix 2 Operational Recovery Plan</i>	28
	<i>Appendix 3 State Recovery Coordinating Committee – Recovery Report</i>	30
	<i>Appendix 4 Incident Handover Response To Recovery</i>	31
	<i>Appendix 5 Recovery Committee Actions Check List</i>	32

## Part Two

<b>14.0</b>	<b>LOCAL GOVERNMENT RECOVERY ARRANGEMENTS - LOCAL PLANS</b>	<b>35</b>
14.1	<i>Town of Cambridge</i>	36
14.2	<i>Town of Claremont</i>	41
14.3	<i>Town of Cottesloe</i>	45
14.4	<i>Town of Mosman Park</i>	49
14.5	<i>City of Nedlands</i>	53
14.6	<i>Shire of Peppermint Grove</i>	64
14.7	<i>City of Subiaco</i>	38
14.8	<i>Town of Vincent</i>	82
<b>15.0</b>	<b>WELFARE SUPPORT PLAN</b>	<b>92</b>
15.1	<i>Introduction</i>	92
15.2	<i>Aim</i>	92
15.3	<i>Functions</i>	93
15.4	<i>Evacuation</i>	93
15.5	<i>Registration</i>	93
15.6	<i>Welfare Centres</i>	93
15.7	<i>Public Information</i>	93
15.8	<i>Welfare Resources</i>	94
15.9	<i>Activation</i>	94
<b>16.0</b>	<b>STAGES OF EVACUATION</b>	<b>96</b>
16.1	<i>Decision to evacuate:</i>	96
16.2	<i>Warnings</i>	97
16.3	<i>Withdrawal</i>	97
16.4	<i>Shelter</i>	98
16.5	<i>Return</i>	99
<b>17.0</b>	<b>ENVIRONMENTAL HEALTH SUPPORT PLAN</b>	<b>100</b>
17.1	<i>Introduction</i>	100
17.2	<i>Aim</i>	100
17.3	<i>Environmental Health Functions</i>	100
17.4	<i>Survey and Assessment</i>	100
17.5	<i>Activation</i>	102
<b>18.0</b>	<b>EMERGENCY CONTACTS DIRECTORY</b>	<b>105</b>

## **1.0 INTRODUCTION**

The Emergency Management Act 2005 became effective on 23rd December 2005. The Act places a responsibility on local government to:

1. Establish an active Local Emergency Management Committee (LEMC).
2. Prepare and maintain local emergency management arrangements.
3. Manage recovery activities within their districts and 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 in regional emergency management arrangements.

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

The local government authorities listed above participating in the Western Central LEMC recognise, accept and will carry out their role in the recovery process as outlined in the Emergency Management Act (2005) in Part 3, Division 1, Section 36 and EM Act S41(4).

It has been agreed, however, that recovery from an emergency would be best managed by the local government in which the crisis has occurred. This Local Recovery Plan has therefore been structured to offer each of the local governments a common overall approach whilst acknowledging that each participating local government is to prepare and maintain its specific functional Plan, and appoint their own Local Recovery Committee and Coordinator.

To facilitate this process, the group of local governments have agreed to produce a composite Recovery Plan and append specific local plans to reflect the characteristic of each community.

## **2.0 RECOVERY MANAGEMENT PRINCIPLES**

Recovery management and service provision will be devolved as much as possible at the Local level. State and Regional recovery strategies, services and resources will supplement and complement the local government Plans.

Large scale recovery operations wider than the Western Central area will be managed by the State Recovery Coordinator (appointed by the Department of Premier and Cabinet) who will convene a State Recovery Coordinating Committee. State policy and arrangements for recovery, including recovery management structures and responsibilities, are detailed in the State Recovery Emergency Management Plan (Westplan – Recovery).

Emphasis will be given to supporting and maintaining the identity, dignity and autonomy of affected individuals, families and the community.

Management of recovery will occur in the context of clear and agreed arrangements, and involve processes of consultation and cooperation through established communication channels.

Wherever possible, the normal local government management and administrative structures and practices will be used, ensuring that these structures and practices will be responsive to the special needs and circumstances of the affected community.

Recovery information and recovery services need to be readily accessible to affected individuals, families and communities and responsive to their needs and expectations.

### **3.0 AIM**

The aim of this document is to record the recovery management arrangements in place; to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

### **4.0 OBJECTIVES**

- establish the organisation and procedures for the management of recovery from emergencies in the Western Central LEMC local governments named above.
- identify the roles and responsibilities of participating organisations/agencies and ensure community participation in the recovery process
- establish a basis for the coordination of recovery for the community.
- identify trigger(s) for the activation of these arrangements

### **5.0 SCOPE**

The scope of these recovery arrangements is limited to the boundaries of the local government areas of Subiaco, Cambridge, Vincent, Mosman Park, Peppermint Grove, Cottesloe, Claremont and Nedlands. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

### **6.0 IMPLEMENTATION**

The HMA involved in responding to an emergency incident is responsible for ensuring that recovery arrangements are activated, if required. The HMA should convey the need for initiation of a recovery process to the (Local or District) Emergency Coordinator who will manage the finalisation of the response phase and participate in the local recovery committee. Although recovery activities will commence shortly after the occurrence of an emergency event a formal transition from response to recovery phases must be directed by the Local Emergency Coordinator with a declaration of 'stand down' for response activities and the convening of the local recovery committee.

The Local Recovery Coordinator or a person delegated by him/her is to initiate Recovery activities as documented in this Plan as soon as possible, when required, after an emergency occurs.

The Local Recovery Coordinator shall convene a meeting of the Local Recovery Committee as soon as is practical where the emergency is of a magnitude that requires their involvement.

A range of recovery activities may be required after an emergency.

### **7.0 LOCAL RECOVERY COMMITTEE**

The Local Recovery Committee comprises representation of key organisations/agencies involved in the recovery process.

Where the magnitude of the event requires community input into the recovery process one or more Local Recovery Committees may be established within the affected area.

### **7.1 Local Recovery Committee Membership**

The composition of the committee will vary depending on the affected area. The membership of the committee should include community leaders and representatives of:-

- Local Recovery Coordinator
- Mayor and or Councillor
- government agencies
- community groups
- affected persons
- non-government agencies

### **7.2 Local Recovery Committee Functions**

The function of the Local Recovery Committee is to:

- Assess requirements for restoration of services and facilities
- Monitor the progress of recovery and ensure community involvement
- Determine policy and strategies for the conduct of recovery and assistance measures
- Identify community needs and resource requirements and make recommendations to appropriate recovery agencies, local government and the State's recovery management structure;
- Liaise, consult and negotiate, on behalf of affected communities, with recovery agencies, government departments and local governments;
- Liaise with Department for Child Protection as Coordinator through the designated Department for Child Protection Regional Director or delegate to provide short term emergency accommodation and personal support services to the community
- Establish and manage financial relief schemes
- Undertake specific recovery activities as determined by the circumstances and the Committee.

Planning tasks under the following categories will take account of and reflect the recovery priorities:

- Transition from response
- Management structure
- Community involvement
- Impact assessment
- Data management
- State Government involvement
- Public information
- Rehabilitation, restoration and assistance
- Implementation of reduction measures
- Financial management
- Reporting
- Managed withdrawal

### **7.3 Planning/Reviewing of Local Recovery Arrangements**

Each local committee and/or the combined Recovery Management Working Group (representatives from all eight local governments) shall meet at least once yearly to review the preparation of the agencies/organisations to deal with recovery of emergencies in the community.

The Local Recovery Coordinator shall convene the Local Recovery Committee or the nominated Co-ordinator shall convene the Recovery Management Working Group.



The dates of the meetings will be such as to precede the Local Emergency Management Committee meeting to allow the Recovery Committee and/or Recovery Management Working Group to provide feedback to the Western Central LEMC on recovery preparedness.

#### Western Central Recovery Management Working Group – Roles

- Prepare and maintain recovery arrangements;
- Meet regularly to maintain liaison between all eight local governments and agencies, enhance understanding of roles, update contact arrangements and ensure the currency of local arrangements;
- Review recovery arrangements;
- Conduct, facilitate and encourage exercises and training programs;
- Establish arrangements for the conduct of post-disaster impact assessment, and for the collation, evaluation and use of the information gathered;
- Manage the provision of recovery services at the local level;
- Facilitate the supplementation of the eight local government resources which may be exhausted by an emergency, e.g. building inspectors, environmental health officers, human services staff etc. to ensure an adequate recovery program is provided;
  
- Formalise links with state/district plans and recovery agencies;
- Consider all aspects of the Western Central LEMC member community's recovery;
- Activate and coordinate service delivery; and
- Identify responsibility for the establishment and maintenance of contact and resource listings.

#### **7.4 Structure of Local Recovery Committee**

The Local Recovery Committee comprises a series of subcommittees each with a team leader. The team leader represents their subcommittee on the Local Recovery Committee. The team leader will appoint a deputy to act in their absence.

The need for sub-committees may vary depending on the size of the respective local government, local needs and characteristics and its community profile.

#### **7.5 Impact Assessment by Local Recovery Committee**

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

Council staff and others working with the Local Recovery Co-ordinator, could include:

- HMA
- social agencies, to identify people in need of immediate assistance
- insurance inspectors
- environmental & health officers
- building inspectors
- engineers

Data-gathering techniques include inspections and surveys but information will also come from self-reporting (to council, insurers, social agencies) and the media.

Data collection will begin during the immediate response phase of an emergency and have a short term focus.

To facilitate best management of data collection and avoid those affected being asked the same questions by numerous survey teams agencies must avoid acting independently and work within the Local Recovery Committee's framework and liaison. Information collected must be carefully managed so as retain client confidentiality as to avoid any use for commercial gain.

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.

Impact Assessment (managerial issues) the Local Recovery Committee shall:

- Use intelligence/planning information from the response operation, and set up a recovery liaison position
- Confirm the total area of impact for determination of survey focus
- Manage the collection and collation of the required data
- Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues
- Link with parallel data-gathering work
- Identify and close information gaps (establish the "big picture")
- Assess the financial and insurance requirements of affected parties
- Gather evidence to support requests for government assistance.
- Ensure all relevant information is strictly confidential to avoid use for commercial gain

#### **7.6 *Inspections and needs assessments (surveys)***

Building inspectors, insurance assessors 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 with efficient use of resources.

Surveys 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 and securing of property
- Protecting property from unnecessary demolition.

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.

## **7.7 Inspections and Needs Assessments (technical focus) –**

The Local Recovery Committee shall:

- Establish and define the purpose of inspection/assessment and expected outcomes
- Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)
- Collect and analyse data
- Establish a method/process to determine the type of information needed for this recovery operation, defining:
  - how and who will gather the information
  - (single comprehensive survey)
  - how information will be shared
  - how information will be processed and analysed
  - how the data will be verified (accuracy, currency and relevance)
- Managing the process to minimise “calling back”
- Select and brief staff
- Maintain confidentiality and privacy of assessment data

## **8.0 SUB COMMITTEES**

### **8.1 Roles of Recovery Sub Committees**

Recovery sub-committees aim to link the key local organisations involved in the particular area of recovery to ensure maximum access to and use of resources and knowledge.

Each local government will be required to identify what sub-committee may be required in their locality. A possible list may include:

- **Transport.** To assist in transport provision after an event so that those affected can access services, shopping etc.
- **Environment.** To assess, advise on and repair damage after an event including tree safety/assessment; replanting/revegetation; erosion prevention etc.
- **Environmental health.** To assess, advise on and minimise the environmental health impact of an emergency e.g. food safety/disposal; septic systems, provision of temporary toilets/facilities etc.
- **Material aid.** To coordinate receipt, storage and distribution of material aid.
- **Volunteer co-ordination.** To recruit, support and coordinate the work of volunteers after an emergency and to assist other sub- committees through provision of volunteer assistance as required.
- **Animal welfare.** Assist/destroy injured animals and wildlife. Coordinate disposal of sick and dead animals. Coordinate emergency feed supplies. Identify holding areas for pets etc. Provide cages/leads etc. for animals and Recovery Centres.
- **Information/Media liaison.** To coordinate and provide accurate information to the public and media after an emergency.
- **Clean up/Equipment provision.** To plan for and coordinate the clean up process after an emergency including the provision of temporary resources to other sub committees e.g. toilets, generators, earthmoving equipment.
- **Infrastructure.** To rebuild and restore community infrastructure/utilities after an emergency.
- **Financial aid & Economic development.** To coordinate the distribution of financial aid to communities after the event and co-ordinate the economic recovery of the affected community.

- **Welfare Support.** The provision of welfare support is the role of the Department for Child Protection and defined as providing immediate and ongoing supportive services, including temporary accommodation, to alleviate as far as practicable the effects on persons affected by an emergency. Services in this category will include, establishing and resourcing a welfare centre, from which provision will be made for catering, entertainment, health, clothing, accommodation and registrations of affected persons. Despite services being provided by DCP it may be advisable to have a local representative as a member on the Recovery Committee to liaise with DCP in this regard.

The roles of the sub-committees are to:

- Plan the Recovery Process for their area of responsibility
- Identify and recruit membership to sub-committees.
- Coordinate the recovery process in the area of responsibility and report back to the Local Recovery Committee.
- Identify local resources and external resources available for recovery.
- Identify and involve the community in planning and implementation of the recovery process.
- Liaise and communicate with other sub committees.
- Liaise and communicate with Local Recovery Committee as established after an emergency.

Each sub-committee should develop an operational/resource manual that outlines the following:

- The membership details of the Sub Committee (including all members and phone contacts)
- Specific roles and responsibilities of the Sub Committee.
- Policies and procedures where appropriate.
- Resources available, where they are and their accessibility.

All members are to have a copy of the manual and each manual is to be updated regularly.

## **8.2 Recovery Sub Committee Team Leaders Role**

Team leaders are responsible to the Local Recovery Coordinator. The roles of sub-committee Team Leaders are:

- Convene and coordinate Recovery sub-committees.
- Represent your sub-committee on Local Recovery Committee.
- Ensure minutes are kept and copies tabled at the Local Recovery Committee meetings.
- Liaise with other Recovery sub-committees to ensure coordination and information sharing.
- Liaise with relevant state wide organisations/departments which are responsible for specific types of service.

A Deputy Team Leader is to be nominated to relieve when the team leader is unavailable.

## **9.0 SUB-COMMITTEE RECOVERY PLANNING GUIDELINES**

### **9.1 *Transport***

### **9.2 *Environment***

### **9.3 *Environmental Health***

### **9.4 *Material Aid***

### **9.5 *Volunteer Coordination***

### **9.6 *Animal Welfare***

The Animal Welfare Committee for each local government will have to prepare a plan to ensure that the welfare of both domestic and native animals is considered. The plan will have to identify strategies to provide care and shelter and to give comfort and guarantee that pets separated from the owners will be suitably housed and supported.

The role of council rangers will be to make arrangements for the care of domestic pets brought to an assembly or recovery/welfare centre including managing and register of animals brought in and or are found during an emergency or evacuation.

Other ranger duties will be to:

- Provide immediate welfare for lost and distressed animals; and
- Ensure animals that are loose are impounded for their safety, safety of road users and rescue crews; and
- Provide a refuge for animals for collection by their owners at an appropriate time.

For this purpose the RSPCA, dog & cat havens and native wildlife sanctuaries need to be identified and scheduled.

### **9.7 *Information/Media Liaison***

Whilst the media is often a great help in communicating with the public during and after a disaster, there is a wide range of personal and sensitive issues which require confidentiality and a degree of caution in dealing with media representatives.

The media potentially keeps the community well informed about many issues relating to the situation and can, if well managed, provide an excellent service on:

- What services are provided at the Recovery Centre?
- How the public might be affected by problems with funding and staffing?
- What government policy will mean to their future?

The above information needs to be outlined in a prepared and authorised press release and given to the media prior to or on the event of a disaster. Copies to be available to hand to and display for consumers. This could eliminate some confusion and repetition of questions.

Information to the media should only come from the Recovery Coordinator who may delegate that authority to an appropriate staff member. In the absence of the Recovery Coordinator, there will be an appointed authority.

Media access to the Recovery Centre will be determined by the Centre Manager and then under strict admission guidelines that preserve the identity and dignity of the evacuees in the centre.

The recovery Committee in conjunction with the Information/Media Liaison Sub Committee will need to prepare a communication plan relating to the Recovery process as soon as possible once a decision has been made that a Recovery Centre and process are required.

Public information is also a key element of the recovery process; indeed, the importance of information to a disaster affected community cannot be over emphasised.

In the early stage of recovery people need information on:

- What has happened?
- What they should do
- What is available to assist them to recover from the impact of the event? and
- How they can access those services?

The type of information may need to change as time moves on, but the need for information does not.

In general terms, the aim of public information is to gain understanding of and active support for recovery processes.

Recovery Committees need to ask and answer the following questions:

- Who needs information?
- Why do they need it?
- What do they need to know?
- When do they need to know?
- For how long do they need to know?
- How will we inform them?

In light of the importance of public information in recovery and of the problems which beset its effective implementation, a set of principles need to be followed in planning and implementing public information programs:

**Credibility** – programs must come from a credible/official source.

**Content** – the information given must be practicable and able to be acted upon.

**Clarity** – information must be clear and concise.

**Continuity/Consistency** – information must flow naturally and tell the same developing story.

**Context** – information must be seen as relevant to the situation in which community members perceive themselves to be (ie. Don't tell them everything is all right if they can see clearly it isn't!)

**Channels** – information must use channels which are known to and accessible to the people it is intended for.

**Capability** – information must indicate how community members can help themselves.

Some recommended methods of disseminating information are:

#### **Information Centres**

People will actively seek information of relevance to their needs. Recovery Managers can capitalise on this by establishing information centres at 'one-stop' recovery centres. It also enables people to bring in information for checking.

#### **Media Bulletins**

Useful for rapid dissemination of key information, but only if such bulletins are readily accessible to those who need the information. (Victims may have lost radio and television receivers in the disaster).

### **Public Meetings**

Don't underestimate the importance of these. They are an excellent medium for disseminating information and, importantly, for enabling affected persons to ask questions and seek required information or reassurance. In many areas they have been run most successfully as 'street meetings' – small groups at a time. They need to be conducted regularly, not as a one off.

### **Local Government Offices**

These will be seen as a source of reliable and official information; all you need to do is ensure that they are so.

### **Visits by Informed Officials**

Includes visits to the Recovery Centre and places of public gatherings. The emphasis must be on the 'informed'.

### **Newsletters**

An informal newsletter containing regular, informed, reliable, collected advice is essential in a recovering community.

### **Rumours**

Recovery Managers need to have an 'ear to the ground' for rumours circulating within the community. Informal communication systems (ie the grapevine) are very active in disaster affected communities and people under tremendous stress may well be limited in their ability to assess the reliability or accuracy of information presented by friends and neighbours. Rumours can be extremely destructive and they must be identified and addressed.

### **Others**

Other methods include letter box drops, flyers in the mail, flyers in newspapers and leaflets at local shops and pubs.

### **Conclusion**

The provision of an adequate, reliable, up-dated, regular and long-term flow of information to the public in a disaster affected community is a major responsibility of recovery managers. The importance of public information to a recovering community cannot be over-emphasised, and a great deal of time, effort, thought and resource will be needed to achieve an efficient and effective system.

#### **9.8 *Clean up/Equipment provision***

#### **9.9 *Infrastructure***

### **9.10 Financial Aid & Economic development**

The financial aid and economic development sub-committee for each local government will need to understand the opportunities available to the community in relation to financial aid. The following are appropriate references.

- Emergency Financial Relief Arrangements are contained in WESTPLAN - RECOVERY. (Part 6)
- Guidelines for the administration of Public Appeals can be found in State Emergency Management Committee Policy Statement No 16 (PS 16).
- Guidelines related to Property Insurance issues are outlined in the State Recovery Plan (WESTPLAN- RECOVERY Part 7)
- Agencies utilising community volunteers to assist with the delivery of services to the community are responsible for insurance coverage of those volunteers.

Sound financial management is essential for maintaining the momentum of the recovery effort and promoting public and federal/state government confidence in the local recovery effort. The goal should be to facilitate an efficient return to economic and community normality through informed rather than ad hoc or reactionary decision-making.

Financial management in the recovery phase could include acquisition, distribution and accounting for funds. It should ensure:

- Streamlining of financial processes
- Cooperation between public and private sectors
- Appropriate levels of financial response.

Acquisition covers all sources of recovery funding and financial assistance (income) relating to:

- Existing (reassigned/reprioritised) budgets
- Savings and reserves
- Insurance payments (LG)
- Federal government financial assistance (received through recovery claim process)
- Grants

Financial management during the recovery phase raises a number of challenges, including providing:

- An emergency financial strategy (a back-up financial plan, retaining rating capacity, and provisions to divert funds)
- Capacity to revisit planning priorities
- Use of reserves
- Establishment of a relief trust fund
- The federal government recovery claim process.

Financial Management the Sub-Committee Shall do:

- Review financial strategies
- Communicate with financial agencies, including insurance companies
- Keep financial processes transparent.



## **9.11 Welfare Support**

As discussed earlier the Department for Child Protection is responsible for provision of Welfare Support Services under their Community Services/Welfare Support Plan. This operational Support Plan outlines a range of welfare services aimed at providing care, assistance and rehabilitation for the victims of a disaster and counselling and support for rescuers.

The plan is designed to provide for the coordination of all forms of welfare assistance in support of the Local Emergency Coordinator within the scope of the Western Suburbs Local Community Emergency Management Plan.

The Plan must be read in conjunction with the Department for Child Protection's Local Welfare Emergency Management Support Plan coordinated by the Perth and Fremantle Districts dependent on the area affected.

Overall responsibility for the management of welfare services during emergencies rests with the Department for Child Protection in accordance with Westplan – Welfare, State Welfare Emergency Management Support Plan.

The Local Welfare Coordinator for any emergency incident in the Western Central LEMC area will be an appropriate DCP representative who will be assisted by other agencies as necessary. The Local Welfare Coordinator will determine which emergency welfare services will be established following an emergency incident.

Welfare services include all or some of the following functions:

- a) Feeding of evacuees.
- b) Temporary shelter.
- c) Short/medium term accommodation.
- d) Registration
- e) Personal services such as:
  - ◇ Care of children/aged persons
  - ◇ Counselling
  - ◇ Spiritual services

The above services are provided by a wide range of Government, local government, church and voluntary agencies coordinated by the Department for Child Protection, Local Welfare Coordinator in consultation with the relevant Western Suburbs Local Government Authority.

### **Basic Community Services Functions**

#### a) Emergency Catering

The Department for Child Protection, in conjunction with relevant local government personnel will coordinate this activity. The Salvation Army, Country Women's Association or Meals on Wheels will organise the preparation and distribution of meals to evacuees and staff at the Welfare/Evacuation Centres. Commercial food outlets may be used if required; responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the Hazard Management Agency.

#### b) Community Services Centre and Emergency Accommodation

The provision of temporary shelter for persons rendered homeless (permanently or temporarily are commonly called a Welfare Centre or Evacuation Centre or Relief/Recovery Centre or "One Stop Shop". These centres will be set up by the Department for Child Protection as required and temporary emergency shelter arranged.

Designated local and state welfare centres within the Western Central area are listed in the Evacuation Support Plan at Attachment 99 or in the DCP Welfare Support Plan – Appendix 5.

#### c) Emergency Clothing & Personal Requisites

The provision of essential clothing and personal requisites such as toiletries, nappies, sanitary needs, towels etc to affected people will be arranged by the Department for Child Protection along with and the Local Government Authorities.

Where possible new clothing or financial assistance for the purchase of new clothes will be provided to eligible persons as soon as practicable. Liaison with Community Groups, Government and Government support agencies for “recycled clothing” will be used as a last resort.

#### d) Personal Services

The provision of services include information, advice, the reception and care of victims, their direction to welfare centres, basic first aid, counselling advice, child care and escort duties. The Department for Child Protection may need to work with a number of other specialist agencies to provide this service.

#### e) Registration and Inquiry

This registration and inquiry system provides for individuals to be traced, families reunited, inquiries answered and possibility of additional assistance offered after the initial impact. The Department for Child Protection administers this in accordance with the Westplan – Registration and Inquiry State Registration and Inquiry Emergency Management Plan

#### f) Provision of Financial Assistance

Following an emergency there are a number of financial assistance programs that may be available.

This may include:

- Natural Disaster Relief Arrangements (NDRA) – Personal Hardship and Distress Relief Payments administered by the Department for Child Protection for
- Emergency Assistance
- Temporary Living expenses
- Essential Household Contents Assistance (means tested)
- Structural grants
- Centrelink’s disaster relief Payments and Special Benefits
- DCP’s Family Crisis program
- Other Emergency Assistance eg Lord Mayor’s appeals etc

#### **Evacuation Matrix**

The Evacuation Matrix of the Community Services Support Plan is used to establish the level of welfare support. It will be noted from the matrix that the level of welfare support is dependent upon the number of evacuees and the duration of the evacuation. In view of the considerable cost involved, the Department for Department for Child Protection is activated at divisional, regional or state level for all significant evacuations.

The provision of welfare services is therefore a coordinated operation between the relevant Western Suburbs LGA and the appropriate Department for Community

Development representative. Activation of the Department for Child Protection Welfare Coordinator is achieved through the Manager Local Emergency Co-ordinator.

Duration People	0 - 8 hours	8 hours to 1 day	1-3 days	3-7 days	1 week +
1-10	Local	Local/Division	Local/Region	Region	Region
10-100	Local/Division	Local/Region	Region	Region	Region/State
100-500	Local/Division	Local/Region	Region/State	State	State
500+	Local/Region	Region	Region/State	State	State

The above evacuation matrix is a guide to the Hazard Management Agency and/or Emergency Coordinator during emergency operations. The Hazard Management Agency should be in a position to advise the Local Emergency Co-ordinator of the area and estimated duration of evacuations.

Welfare support for evacuees can be obtained through local planning or Department for Child Protection arrangements. "Local" in the above indicates the Local Plan requires activation. Where Division, Region or State are indicated, Department for Child Protection arrangements at Divisional, Regional or State level may be activated.

The appropriate agency to arrange activation of Local or Department of Community Development Emergency Management Support Plans in the Metropolitan area should be the head of the Hazard Management Agency or the Emergency Coordinator by conferring with the appropriate Welfare Coordinator from the organisation.

Should a short-term evacuation include persons who have been involved in or witnessed a traumatic event, unless the Local Plan has provision for trauma counselling, contact the nearest Department for Child Protection office.

### **Registration**

The registration of evacuees is discharged by Department for Child Protection under the provisions of Westplan – Registration and Inquiry State Registration and Inquiry Emergency Management Plan with the support of Red Cross personnel if available.

Registrations are conducted at welfare centres by appropriately training personnel.

Registration is not required in all cases; the decision to perform this function will be made by the State Welfare Co-ordinator, Department for Child Protection.

### **Welfare Centres**

The primary facility for the provision of welfare services is the Welfare Centre. These facilities are suitable for welfare support from Western Suburbs resources. During large scale evacuations welfare resources will be concentrated at the major centres. Details of Welfare Centres and key/security contact details are detailed in the Western Suburbs Local Community Emergency Management Plan.

### **Welfare Resources**

The contact details of various church, club and philanthropic organisations is contained in the council's community directories. Major resource requirements such as transport, bedding, communications will be coordinated through the District and State Emergency Coordination Centre.

### **Activation**

The decision to activate this plan will be determined by the Hazard Management Agency. Communication of the decision to participating organisations is the responsibility of the Local Emergency Coordinator. If evacuations are being considered then the Department for Child Protection needs to be contacted as early as possible.

In addition the Local Welfare Coordinator, in liaison with the Local Recovery Coordinator and Local Emergency Coordinator can activate a local welfare committee to assist with the coordination of emergency welfare activities. The local welfare committee should provide regular briefings on emergency welfare activities to the local recovery committee. Required additional resources for local emergency welfare activities should be requested through the Local Emergency Coordinator who may establish an emergency coordination centre to meet emergency recovery and welfare needs if necessary.

Depending on the extent of recovery, a Recovery Centre or Welfare Centre may be established by the Department for Child Protection, otherwise recovery can be progressed from normal working locations.

The criteria for determining whether a Recovery/Welfare Centre needs to be established is if people need food, shelter, care, medical, emotional or other interventions. The Centre should be established in consultation with the Hazard Management Agency and during the response phase of an emergency.

Once established the Department for Child Protection will appoint a Centre manager, this will be DCP.

The centre managers' role is to:

- Brief the LEMC
- Arrange for centre to be opened, pick up recovery centre kits
- Liaise with Red Cross teams, police and SES units
- Ensure a process is in place to register all evacuees.
- Designate areas for organisation who will be attending the centre
- Negotiate with attending organisations to make sure their respective needs are met as best as possible.
- Act as information source for evacuees
- Follow media policy when dealing with the press.

Periodically the Department for Child Protection will approach local governments seeking the nomination of venues and facilities within their respective municipality that may make appropriate Recovery or Welfare Centre. A checklist of criteria will be provided to guide the selection and nomination of such facilities for inclusion in the DCP register.

## **10.0 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 and physical well-being of the affected population.

Community involvement in recovery shall be enabled by the Recovery Co-ordinator and each Community Sub-Committee 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
- Structuring the planning process so it is open and encourages participation
- Recognising the value of local knowledge and using it to identify and shape improvements to the physical and social environment.

Sub-Committee Team Leaders and Recovery Co-ordinators should be aware of challenges involved in working with the community including:

- Weighing up individual versus community good
- Minimising delays and meeting community expectations for timeliness
- Setting priorities for restoration of the local and regional economy

The Recovery Co-ordinator and Sub-Committee Team Leaders shall promote community involvement by:

- Working with existing community organisations
- Recruiting representatives of the community into recovery planning
- Establishing strategies for uniting the community behind agreed objectives
- Providing “one-stop shops” for advice, information and assistance during the recovery period
- Establishing mechanisms for sharing information and reporting local initiatives (e.g., regular community meetings and local newsletters).

## 11.0 REPORTING

The purposes of reporting are 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 phases, will provide the Local Recovery Committee with justification for actions taken and money spent to:

- 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 IC (while the state of emergency is in place), the RC, and the Local Recovery Committee and their sub-committee team leaders. It is also advisable that someone (COB finance officer/accountant or similar) keeps track of 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:

- welfare
- public health
- business
- environment
- private property damage
- critical infrastructure
- communications
- adequacy of local resources
- external assistance
- transport

Coordinating production and maintenance of copies of reports from all sub-committee Team Leaders (including other agencies) is an important management task. The sum of all the reports will provide a record of the recovery from the event.

**Reporting the Local Recovery Committee Shall Plan to do:**

- Provide a simple, flexible and succinct reporting system
- Provide adequate administrative support.

## **12.0 MANAGED WITHDRAWAL**

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

**Managed Withdrawal the Local Recovery Committee Shall Plan to:**

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

## 13.0 KEY ORGANISATIONAL RESPONSIBILITIES

Organisation	Responsibilities
<b>City of Subiaco</b> <b>Shire of Peppermint Grove</b> <b>Town of Cambridge</b> <b>Town of Vincent</b> <b>Town of Mosman Park</b> <b>Town of Cottesloe</b> <b>Town of Claremont</b> <b>City of Nedlands</b>	
<b>CEO</b>	Ensure key staffing roles including Local Recovery Co-ordinator are fulfilled. Ensure all administrative support to RC and Local Recovery Committee. Ensure fulfilment of key operational elements in line with organisational responsibilities e.g., parks, roads, public amenities, building/planning, waste disposal.
<b>Mayor/Shire President</b>	Usually Chairperson of the Local Recovery Committee.  Ensure all key aspects of community recovery are undertaken, Act as spokesperson on behalf of the Local Government.
<b>Recovery Coordinator (RC)</b>	Facilitate and coordinate all recovery actions as directed by the Local Emergency Recovery Committee. To advise and inform community and Local Recovery Committee in regards to all aspects of recovery.
<b>Communications Officer</b>	To provide a resource for the organisation through writing and distributing media statements on behalf of the organization. The Communications Officer also writes, produces and distributes promotional material and advises Executive Managers and Managers on media issues and assists with the preparation of protocols for dealing with the media.
<b>Community Development Officer/Local Government Officer</b>	Main focus is to provide social health and wellbeing of the local community from the physical to the spiritual. Involved in social program development & implementation. Contact with all human service providers located in the local area.
<b>Manager Community Law &amp; Safety/Community Safety Co-ordinator</b>	Can be the Local Recovery Co-ordinator.  To manage and co-ordinate ranger staff, emergency management, the local government's asset security and crime prevention which may include CCTV surveillance and/or Neighbourhood Watch.
<b>Manager Environmental Health Senior Environmental Health Officer</b>	Environmental Health Officer duties and responsibilities include coordinating, policing and advising on safe food, safe accommodation, safe effluent containment and disposal, disease control and investigation, vermin and vector control and miscellaneous environmental health and hygiene issues.
<b>Manager Construction and Maintenance/Works Manager/Supervisor</b>	To maintain and construct roads, drainage and paths within the local government area.

Organisation	Responsibilities
<b>Waste Services/Works Supervisor</b>	To coordinate and carryout waste collection and disposal, street and pavement sweeping, beach/river cleaning, litter collection, hard waste collection and green waste collection.
<b>Parks &amp; Recreation Supervisor/Works Supervisor</b>	Coordinate the maintenance of parks, reserves, gardens and street trees within the local government area.
<b>Manager Environmental Planning/ Environmental Planner</b>	To research, plan, coordinate, design and advise on the management, conservation and sustainability of development and integration of the local government's environment and active open spaces, urban landscapes and built environments. To develop and provide or improved theories, policy and methods of landscape planning, design and management at local, regional, national and multinational levels. To provide specialist landscape assessment and technical advice.
<b>Department for Child Protection</b>	<ul style="list-style-type: none"> <li>• Coordinate all welfare arrangements.</li> <li>• Provide a representative to the LRC.</li> <li>• Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (Westplan – Recovery and WANDRA).</li> <li>• Provide the Western Central LEMC's Welfare Arrangements.</li> </ul>
<b>Salvation Army</b>	Attend to welfare issues, emergency catering, clothing, personal requisites, counselling requests, etc, under DCP direction. Provide a support agency officer to the LRC or Local Welfare Coordination Centre.
<b>Centrelink</b>	<ul style="list-style-type: none"> <li>• Assist with the welfare functional area of Financial assistance and Personal Services.</li> <li>• Provide a support agency officer to the LRC or Local Welfare Coordination Centre.</li> <li>• Provide financial assistance in the form of cash, cheque or bank payment to emergency victims in accordance with the Social Security Act; and provide support services or referral advice to appropriate agencies, as requested.</li> </ul>
<b>Australian Red Cross, WA</b>	<ul style="list-style-type: none"> <li>• Assist with registration and inquiry of displaced persons, assist with the welfare functional area of personal services under DCP direction.</li> <li>• Provide a support agency officer to the LRC or the Local Welfare Co-ordination centre.</li> </ul>
<b>North Metropolitan Area Health Unit - (Department of Health or Local Health Officer)</b>	<ul style="list-style-type: none"> <li>• Provide a representative on LRC.</li> <li>• Advise on health issues arising from the emergency.</li> <li>• Co-ordinate the local health components of the recovery process.</li> <li>• Coordinate disease control issues.</li> </ul>
<b>Local Chamber of Commerce and Industries or local business groups</b>	<ul style="list-style-type: none"> <li>• Provide a representative to LRC (co-opted as required).</li> <li>• Provide liaison and consultation with business community needs.</li> <li>• Survey and report on impact to and specific needs of local small business.</li> </ul>



<b>Organisation</b>	<b>Responsibilities</b>
<b>Western Power (Synergy)</b>	<ul style="list-style-type: none"> <li>• Provide a representative to LRC (co-opted as required).</li> <li>• Assess and report on damage to powerlines and progress of restoration of services.</li> <li>• To maintain electricity supplies and ensure safety of public and infrastructure associated with the supply of that electricity across the network.</li> <li>• Provide response for the reinstatement of electricity to the local government area. Advise on priority of reinstatement of electricity</li> </ul>
<b>Conservation and Land Management</b>	Coordinate and assume responsibility for native flora and fauna recovery and management. Advise on matters pertaining to recovery and fire control.
<b>Department Of State Treasury</b>	<p>To provide advice to the Treasurer on matters relating to:</p> <ol style="list-style-type: none"> <li>1. Financial assistance to local governments <ul style="list-style-type: none"> <li>(a) For the restoration of local assets</li> <li>(b) For emergency protection works</li> </ul> </li> <li>2. Funding of temporary community facilities.</li> <li>3. Grants and other forms of assistance administered by other agencies.</li> <li>4. Requests from agencies or other bodies for financial assistance.</li> </ol> <p>Note: Requests for advice or information from the Department of Treasury should be directed through the Department for Child Protection.</p>
<b>Water Corporation</b>	<ul style="list-style-type: none"> <li>• Provide a representative to LRC (co-opted as required).</li> <li>• Assess and report on damage to water supply and progress of restoration of services.</li> <li>• Coordinate and manage reinstatement of local government area water supply</li> <li>• Advise and coordinate all aspects of drainage from estuaries, inlets and waterways.</li> </ul>
<b>Department of Education &amp; Training (or local school representatives)</b>	<ul style="list-style-type: none"> <li>• Provide Support, advice, consultancy and specialist services to school communities and activates its alternative contact/care arrangements should parents of school aged children be caught up in a disaster.</li> <li>• Provide a representative to LRC co-opted as required)</li> <li>• Planning, consideration and support of recovery processes in schools.</li> </ul> <p>Local school representatives can provide advice on issues affecting normal operation of schools, eg restrictions on student access or damage to school premises.</p>

Organisation	Responsibilities
<b>Anglicare Financial Counselling Service</b>	To provide debt negotiation & advocacy. Access entitlements, insurance, super, Centrelink payments, and crisis payments. Assist in interest loans for white goods & beds. To provide understanding credit code & bankruptcy. Referrals to Ombudsman.
<b>Silverchain</b>	Personal care and home help in the Western Suburbs. To assist people in need to live in the community. To deliver high quality services at home, in residential care facilities and clinics. Our care services enable people to maintain links to their community by promoting good health and independence.
<b>Department of Housing &amp; Works</b>	<ul style="list-style-type: none"> <li>• To assist with the provision of temporary housing to persons affected by emergencies.</li> <li>• Support to principal agencies in areas of logistics, plant and transport, and supply and maintenance of buildings.</li> </ul>
<b>Department of Environment</b>	The department is responsible for protecting and conserving the environment and nature of WA for its intrinsic value and for the benefit of present and future generations. Function is to protect national parks, marine parks, conservation parks, state forests & timber reserves, nature reserves, marine nature reserves and marine management areas. Key responsibilities include broad roles in managing, regulating & assessing many aspects of the use of the states natural resources.
<b>Main Roads</b>	<ul style="list-style-type: none"> <li>• Provide a representative to the LRC.</li> <li>• Assess and report on damage to State/Federal road infrastructure that may impact on the community.</li> <li>• In conjunction with the LG assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route.</li> <li>• Assist the LG with the reopening and restoration of damage to local roads including providing access to funding where available through the MRWA Flood Damage to Local Roads Special Funding Assistance Program and/or the WANDRA.</li> </ul>
<b>Telstra</b>	<ul style="list-style-type: none"> <li>• Provide a representative to LRC (co-opted as required).</li> <li>• Assess and report on damage to local Telstra network and progress of restoration of services.</li> <li>• Coordinate and manage reinstatement of local government area communications.</li> </ul>
<b>Lord Mayor's Distress Relief Fund</b>	<ul style="list-style-type: none"> <li>• Liaise with the LRC to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies".</li> <li>• As required set up a local appeals committee in conjunction with LRC.</li> <li>• Provide advice to LRC on criteria for, and assessment of, requests for financial assistance.</li> </ul>

Organisation	Responsibilities
<b>Department of Planning &amp; Infrastructure</b>	<p>The Department's involvement in recovery from Emergencies concerns the replacement of buildings. In particular, statutory controls over replacement may need to be assessed under existing planning instruments and an assessment may need to be made as to whether houses in hazardous areas need to be replaced and, if so, under what conditions.</p> <p>To plan the cities and towns in which we live and the transport routes that connect us. To regulate and educate to keep people safe on roads, waterways and railways.</p>
<b>Country Women's Association</b>	<p>Assist with the welfare functional area of Emergency catering under the direction of DCP.</p> <p>CWA is a charitable organisation whose members help the community as and when required in a voluntary capacity. Visiting hospitals and home. Emergency kits, aids for the aged, cancer patients &amp; prem babies – eg. temporary prosthesis, IV garments, walking frame bags and Knee bags, etc.</p>
<b>Local Churches</b>	<p>To provide spiritual guidance from a Christian perspective to the community. Within the 8 local government areas, the churches run various services such as youth and children's programs, etc. Counselling and Chaplains also available.</p>
<b>WA State Emergency Services</b>	<p>The policy of the WA State Emergency Service is that, organisationally, it does not have a role in the Recovery Phase of an emergency. However, it is recognised that at a local level, and within local arrangements, volunteer units may wish to participate in their community's recovery (for example, by participation on a Recovery Committee), provided that their availability for response operations is maintained.</p> <p>This support can include:</p> <p>Representation on Local Recovery Committees</p> <p>Under EMERGENCY RESPONSE, S.E.S has relief co-operation responsibilities, which carry obligations for involvement in stand-down of EMERGENCY RESPONSE, and in the transition to coordination of the recovery arrangements.</p>
<b>FESA</b>	<p>Generally a HMA/combat agency but may be required for response/recovery actions to assist with logistical matters at the Local Welfare Coordination or Local Welfare Centre.</p>
<b>St John Ambulance (Volunteers)</b>	<p>Manage first aid services at the Local Welfare Centre if required.</p>
<b>POLICE</b>	<p>Generally a HMA/combat agency but may be required for response/recovery actions to co-ordinate public safety, provide area security, crowd control and traffic management.</p> <p>Provide a representative to LRC (co-opted as required).</p> <p>Provide a representative to the Local welfare co-ordination centre</p>

## Appendix 1

<b>Local Recovery Co-ordinator - Operational Checklist</b>	
<b>Task Description</b>	<b>OK</b>
Ensure RC is working closely with HMA's & IC	
<ul style="list-style-type: none"> <li>• Liaise with relevant response agencies regarding location, size, type and potential impact of event.</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact and alert key staff.</li> </ul>	
<ul style="list-style-type: none"> <li>• Determine likely human effects.</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish if event proclaimed and eligible natural disaster under the WANDRA</li> </ul>	
<ul style="list-style-type: none"> <li>• Contact other relevant response and recovery agencies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Activate and brief relevant agency staff.</li> </ul>	
<ul style="list-style-type: none"> <li>• Activate appropriate inter-agency liaison mechanisms.</li> </ul>	
<ul style="list-style-type: none"> <li>• Locate liaison officer at emergency operations centre (if appropriate)</li> </ul>	
Contact all Local Recovery Committee members (including sub-committee) for initial briefing (even in response stage)	
<ul style="list-style-type: none"> <li>• Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).</li> </ul>	
<ul style="list-style-type: none"> <li>• Manage offers of assistance, including volunteers, material aid and donated money.</li> </ul>	
<ul style="list-style-type: none"> <li>• Assess impact of the event through information/data from local government, geographic data and relevant response agencies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Meet with specific agencies involved with recovery operations to determine strategies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Organise briefing and debriefing processes for staff.</li> </ul>	
<ul style="list-style-type: none"> <li>• Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.</li> </ul>	
<ul style="list-style-type: none"> <li>• Manage restoration of essential infrastructure/utilities.</li> </ul>	
<ul style="list-style-type: none"> <li>• Manage the public appeal/private donations process.</li> </ul>	
<ul style="list-style-type: none"> <li>• Brief media on the recovery program.</li> </ul>	
<ul style="list-style-type: none"> <li>• Assess reports gathered through an outreach program to assess community needs.</li> </ul>	
<ul style="list-style-type: none"> <li>• Identify special needs groups or individuals.</li> </ul>	
<ul style="list-style-type: none"> <li>• Meet with recovery SUB-COMMITTEES and agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Activate community (specific) recovery committees as necessary, ensuring active participation of members of the affected community.</li> </ul>	
<ul style="list-style-type: none"> <li>• Develop a community information process, including consideration of public meetings and newsletters.</li> </ul>	
<ul style="list-style-type: none"> <li>• Monitor staffing arrangements.</li> </ul>	
<ul style="list-style-type: none"> <li>• Review resources and services on an ongoing basis.</li> </ul>	
<ul style="list-style-type: none"> <li>• Determine longer-term recovery measures.</li> </ul>	
<ul style="list-style-type: none"> <li>• Provide newsletters to the affected community and information to the media as required.</li> </ul>	
<ul style="list-style-type: none"> <li>• Recognise agency/staff input</li> </ul>	
<ul style="list-style-type: none"> <li>• Continue to monitor agency activities and reduce/withdraw services when appropriate.</li> </ul>	
<ul style="list-style-type: none"> <li>• Debrief recovery agencies.</li> </ul>	
<ul style="list-style-type: none"> <li>• Consider community event to establish closure and experience sharing</li> </ul>	

## **Appendix 2**

### **Operational Recovery Plan**

The (.....insert City/Town/Shire name here....) and its Local Recovery Committee has prepared local recovery arrangements encompassing all elements of WESTPLAN - RECOVERY as a general recovery management plan. However, following a major emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, and where significant reconstruction and restoration is required, an operational recovery plan could be prepared by the Local Recovery Committee.

The operational recovery plan should provide a full description of the extent of physical and human damage, and detail plans for restoration and reconstruction of the affected community.

Each operational recovery plan will be reflective of the individual emergency and the severity of the destruction and disruption. However, the following is offered as a guide to the elements that should be included, and is not intended to be prescriptive

(Name of Community) Local Emergency Recovery Committee

### **OPERATIONAL RECOVERY PLAN**

**Emergency: (type and location)**

**Date of Emergency:**

#### **Section 1**

##### **Introduction**

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

#### **Section 2**

##### **Assessment of Recovery Requirements**

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human service (personal and psychiatric support) requirements
- Other health issues

#### **Section 3**

##### **Organisational Aspects**

- Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details roles, tasks and responsibilities of the various groups/committees and those appointed to positions including Recovery Coordinator.

## **Section 4**

### **Operational Aspects**

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies for government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 5 below)
- Public information dissemination.

## **Section 5**

### **Administrative Arrangements**

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

## **Section 6**

### **Conclusion**

Summarises goals, priorities and timetable of plan.

**Signed by**

**Chairperson, Local Emergency Recovery Committee**

**Date:**

**Appendix 3**

**STATE RECOVERY COORDINATING COMMITTEE  
RECOVERY REPORT – (Emergency Situation)**

**Agency/Organisation:.....Report No: .....**

**To:** Chairman, SRCC/State Recovery Coordinator

**Situation Update:** Should include: full damage report (once only) and estimated amount in \$, work in progress including estimated completion dates, details of difficulties or problems being experienced.

**Proposed Activities:** Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

**Special Assistance**

**Requirements:** Includes support from other agencies, SRCC intervention with priorities.

**Financial Issues:** May include support from SRCC for additional funding from Treasury.

**Recommendations:**

**Name & Signature:**

**Title:**

**Date:**

**Appendix 4**

**INCIDENT HANDOVER RESPONSE TO RECOVERY**

During the post impact phase of any emergency, recovery activities will commence and many of these activities will continue for an extended period. There is no clear division from one element to another. The decision to move from the response to the recovery and the procedures for handover between the two elements rests with the appropriate Hazard Management Agency. To assist in the transition and mitigate against any confusion that may be generated with respect to jurisdictional or other activities the Western Central LEMC requests that the following be considered prior to official handover.

The response phase can be considered to continue at least until the following conditions are met. On receipt of this notification the Local Government Area will consider the emergency response complete and responsibility for full recovery passed over, it is also understood that some minor response activities may continue under authority of the HMA.

<b>Incident Name:</b>		<b>Date:</b>	
<b>HMA:</b>			
<b>Incident Controller:</b>			

Serial	Condition	Yes/No	Comment
A	All rescues have been accomplished		
B	All known injuries have been attended to		
C	Displaced provided with shelter		
D	Essential public services restored		
E	Temporary repairs made to designated buildings		
F	Physical and electronic communications largely restored		
G	Final situation report provided		

ADDITIONAL COMMENTS / CONDITIONS

Position	Name	Signature
HMA Incident Controller		
CEO Local Government		



**Appendix 5**

**RECOVERY COMMITTEE ACTIONS CHECK LIST**

<b>In The Transition From Response:</b>	<b>OK</b>
IC shall include the RC in critical response briefings	
RC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency	
RC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
RC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Local Recovery Committee shall initiate key recovery arrangements including full sub-committee briefing during the response phase and ensure formalisation of handover takes place	
<b>Management Structure - Local Recovery Committee Shall:</b>	
Ensure the appointment of an RC prior to any event	
Set up an office with administrative support	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
<b>Local Recovery Committee shall promote community involvement by:</b>	
Working within existing community organisations	
Recruiting representatives of the community into recovery planning	
Establishing strategies for uniting the community behind agreed objectives	
Providing "one-stop shops" for advice, information and assistance during the recovery period	
Establishing mechanisms for sharing information and reporting local initiatives (e.g., regular community meetings and local newsletters).	
<b>Impact Assessment (managerial issues) LRC shall:</b>	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	

Inspections and Needs Assessments (technical focus) LRC shall:	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining: how and who will gather the information (single comprehensive survey) how information will be shared how information will be processed and analysed how the data will be verified (accuracy, currency and relevance)	
Managing the process to minimise "calling back"	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management LRC shall:	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement LRC shall:	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRC Sub-committees	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information LRC Shall:	
Appoint potential spokespeople to deal with the media	
Manage public information during the transition from response to recovery when handover completed from HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: • joint information centres • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases	
Develop processes for: • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation.	

<b>Rehabilitation and Assistance LRC Shall:</b>	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance. (DCP)	
Adjust capital works and maintenance programs.	
<b>Implementation of Reduction Measures LRC Shall Plan to:</b>	
Take the opportunity, while doing the hazard analysis, to:	
identify essential services and facilities in high-risk areas	
consider the restoration options in the event of their becoming dysfunctional	
Record information within the Recovery Plan on pre-event consent preparation, Business Continuity Plans, and alternative providers	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information.	
<b>Financial Management LRC Shall to:</b>	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
<b>Reporting LRC Shall Plan to:</b>	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
<b>Managed Withdrawal LRC Shall Plan to:</b>	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management.	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	

## **14.0 LOCAL GOVERNMENT RECOVERY ARRANGEMENTS - LOCAL PLANS**

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

## 14.1 Town of Cambridge

### TOWN OF CAMBRIDGE LOCAL RECOVERY ARRANGEMENTS

#### 1.0 Local Recovery Committee - Executive membership

('Core Recovery Committee'):

Chairperson	Mayor
Local Recovery Coordinator	Community Safety Coordinator
Secretary	To be determined
Core Committee attendees	Chief Executive Officer Local Emergency Coordinator - WA Police HMA representative DCP representative Relevant Town staff

Membership/attendance at the meetings of the 'Core Recovery Committee' will be supplemented with specific personnel from Town service areas or other organisations as necessary. The Core Committee will oversee the community recovery process and will manage the following activities as they are required during an emergency recovery effort:

- Media liaison and public relations
- Financial aid and economic development

The Core Committee can choose to coordinate other recovery functions or may convene specialist sub-committees relating to distinct areas of a recovery effort if required. Section 2.0 below outlines a range of potential sub-committee disciplines and organisations and personnel who could be involved if those sub-committees were activated.

## 2.0 Sub-committees and attendance

Table 1 – Recovery sub-committee functions and attendance

Sub-Committee type	Potential attendees	Contacts
<b>Transport and infrastructure:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>• Clearance of blocked transport routes</li> <li>• Maintaining transport capability (including vehicle availability)</li> <li>• Repair / reestablishment of infrastructure and 'lifelines'</li> <li>• Determination of suitable emergency communication options</li> <li>• Options for alternate sources of energy, water, transport, communication, etc</li> <li>• Clearance of debris, etc from community shared spaces</li> </ul>	<ul style="list-style-type: none"> <li>• ToC Director Infrastructure</li> <li>• ToC Manager Construction and Operations</li> <li>• ToC Supervisor Works and Sanitation</li> <li>• ToC Team Leader Ranger Services</li> <li>• ToC Community Safety Coordinator</li> <li>• Other ToC staff as required</li> </ul> Relevant infrastructure representatives: <ul style="list-style-type: none"> <li>• Main Roads WA representative</li> <li>• Western Power representative</li> <li>• Alinta Gas representative</li> <li>• Water Corporation representative</li> <li>• Telecommunications organisations</li> <li>• SES representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• Town of Cambridge - 9347 6000</li> <li>• Main Roads WA - 138 138</li> <li>• Public Transport Auth' - 9220 9999</li> <li>• Western Power - 131 351</li> <li>• Alinta Gas - 131 352</li> <li>• Water Corporation - 131 375</li> <li>• Telstra - 132 203</li> <li>• Optus - 131 344</li> <li>• SES - 9444 9440 or 1300 1300 39</li> </ul>
Team Leader	ToC Director Infrastructure	

<b>Natural environment and animal welfare:</b>		
<p>Will consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Response to incidents which impact on the natural environment</li> <li>• Evacuation and care of domestic and wild animals during an emergency</li> </ul>	<ul style="list-style-type: none"> <li>• ToC Manager Parks and Landscapes</li> <li>• ToC Team Leader Ranger Services</li> <li>• ToC Technical Officer – Horticulture</li> <li>• ToC Technical Officer – Operations</li> <li>• Other ToC staff as required</li> <li>• Cambridge Coast Care representative</li> <li>• Neighbouring local government rep's</li> <li>• DEC representative</li> <li>• BGPA representative</li> <li>• SES representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• Town of Cambridge - 9347 6000</li> <li>• Cambridge Coast Care - 9385 7969</li> <li>• Town of Vincent - 927 6000 or 9273 6061</li> <li>• City of Perth - 9461 3333 or 9325 6000</li> <li>• City of Stirling - 9345 8555 or 1300 365 356</li> <li>• City of Nedlands - 9273 3500 or 9273 3599</li> <li>• City of Subiaco - 9237 9222 or 9237 9222</li> <li>• DEC - 6364 6501 or 1800 018 800</li> <li>• BGPA - 9480 9016 or 0418 923 973</li> <li>• SES - 9444 9440 or 1300 1300 39</li> <li>• RSPCA - 9209 9300 or 9209 9329</li> <li>• Floreat Veterinary Centre - 9383 7773</li> <li>• Grantham Street Vet' Clinic - 9387 2144</li> </ul>
Team leader	ToC Manager Parks and Landscapes	
<b>Public health and sanitation:</b>		
<p>Will consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Public health issues emerging from an emergency event</li> <li>• Issues relating to the maintenance of sanitation within the community during and after a large scale emergency</li> <li>• Ongoing issues created by large scale public health threats such as pandemic, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• ToC Manager Compliance</li> <li>• ToC Manager Engineering and Waste</li> <li>• ToC Environmental Health Officer</li> <li>• DOH representative</li> <li>• Water Corporation representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• Town of Cambridge - 9347 6000</li> <li>• DOH - 9328 0553 or 9222 4222</li> <li>• Water Corporation - 131 375</li> </ul>
Team Leader	ToC Manager Compliance	

Welfare support and material aid:		
Will consider issues relating to: <ul style="list-style-type: none"> <li>• Assisting welfare coordinators and providers to service the local community during and after an emergency incident</li> <li>• Assisting with the logistics of aid provision, emergency accommodation and other recovery activities within the Town</li> </ul>	<ul style="list-style-type: none"> <li>• ToC Director Community Development</li> <li>• DCP representative</li> <li>• Local charity representatives as required</li> <li>• Local service club representatives as required</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• Town of Cambridge - 9347 6000</li> <li>• DCP - 9214 2444 or 0419 936 462</li> <li>• See appendix 1 below for a list of local potential supply partners.</li> </ul>
Team Leader	ToC Director Community Development	

- Key:
- ToC - Town of Cambridge
  - DCP - Department for Child Protection
  - DOH - Department of Health
  - DEC - Department of Environment and Conservation
  - HMA - Hazard Management Agency
  - RSPCA - Royal Society for Prevention of Cruelty to Animals
  - BGPA - Botanic Gardens and Parks Authority
  - SES - State Emergency Service

Lifelines - Systems and infrastructure necessary for community operations including electricity, water, food, gas, telecommunications, etc.



Table 2 – Potential local material supplies contacts for emergency incident

Organisation	Function	Contact
City Beach IGA	Groceries, food, etc.	9341 2250
The Boulevard IGA	Groceries, food, etc.	9385 8697
Wembley Supa IGA	Groceries, food, etc.	9387 9500
Coles West Leederville	Groceries, food, etc.	
Coles Floreat	Groceries, food, etc.	9387 5655
Woolworths Floreat	Groceries, food, etc.	9387 2620
All Saints Floreat Uniting Church	Local emergency evacuation support	9387 6371
Christian City Church	Local emergency evacuation support	9450 2242
Our Lady of Victories Church	Local emergency evacuation support	9387 1158
Presbyterian Church of Australia	Local emergency evacuation support	9380 9333
St Barnabas Church	Local emergency evacuation support	9381 9824
St Cecilia Catholic Church	Local emergency evacuation support	9387 1158
St Christopher Anglican Church	Local emergency evacuation support	9385 8393
St Edmunds Anglican Church	Local emergency evacuation support	9387 2287
St Josephs Catholic Church	Local emergency evacuation support	9381 1248
St Nicholas Anglican Church	Local emergency evacuation support	9387 1304
St Paul The Apostle	Local emergency evacuation support	9341 2655
The Holy Spirit Catholic Church	Local emergency evacuation support	9341 3131
Wembley Uniting Church	Local emergency evacuation support	0402 050 300

## 14.2 Town of Claremont

### TOWN OF CLAREMONT LOCAL RECOVERY ARRANGEMENTS

#### 1.0 Local Recovery Committee - Executive membership

('Core Recovery Committee'):

Executive Chairperson	Mayor
Deputy	Chief Executive Officer
Local Recovery Coordinator	Executive Manager Community Services
Secretary	To be determined
Membership	Local Government Hazard Management Agency Health Dept/Local Health Officer Department for Child Protection WA Police Service

#### 2.0 Sub-committees and membership

Sub-Committee	Membership
<b>Team leader</b> <b>Transport:</b>	Executive Manager Community Services Public Transport Authority (9326 2000) Community Transport Providers - TAPSS (93832663) Claremont Council Bus (9285 4300) HACC Transport (93098100) Other groups as required.
<b>Team Leader</b> <b>Environment:</b>	Director Infrastructure Local Land Care Groups – (Swan River Trust 9278 0900) Town of Claremont (TOC) Bushcare Officer (0437908114) TOC Manager Assets – Position currently vacant Department of Environment and Conservation (DEC) (6364 6500 ) Royal Freshwater Bay Yacht Club (93849100) Other groups as required.
<b>Team Leader</b> <b>Environmental Health:</b>	Director Infrastructure Department of Health (92224222) TOC Manager Environmental Health (0438 927 661) Others to be determined
<b>Team Leader</b> <b>Material Aid:</b>	Manager Environmental Health Department for Child Protection Churches – Christ Church (9384 9244) Claremont Baptist Church (9385 2607) Salvation Army (9227 7010) St Vincent De Paul (9475 5400) Claremont Arcade Shopping Centre (Centre Manager David McGinnigle 9426 8888)

Team Leader <b>Volunteer Co-ordination:</b>	Community Services Co-ordinator Volunteer Coordinator. Service Clubs. Country Women's Association (Head office 9321 6041; Cottesloe Branch 9384 2829) RSL/Rotary Clubs. Red Cross Volunteering (9225 8888) Others as determined.
Team Leader <b>Aged and Disability Support:</b>	Community Services Co-ordinator Aged Care Providers – Wearne Hostel (93833400) Riversea Hostel (93853766) Curtin Aged Persons Homes (92845047) TAPSS Director (93832663) HACC (92224060) Disability Services (6380 1688) Churches Others as determined
Team Leader <b>Children's Services:</b>	Community Services Co-ordinator Department for Child Protection Local Schools – Claremont Primary School (9384 0293) East Claremont Primary School (9384 0766) Montessori School (9385 1482) St Thomas Primary School (9384 8680) Christ Church Grammar School (9442 1555) Methodist Ladies College (9384 4000) Scotch College (9384 1466) Community and Child Health Nurses (Claremont & Swanbourne Child Health Centres (9384 3013 & 9384 3431) Hospitals - PMH (9340 8222) Outside School Hours Care Providers Child Care Centres – Mt Claremont Child Care Centre (out of school care 9384 0278) Others as identified
Team Leader <b>Accommodation:</b>	Community Services Co-ordinator Department for Child Protection Department of Housing and Works MLC, Christchurch & Scotch College Boarding facilities if incident occurs during school holidays No hotels provide accommodation in TOC
Team Leader <b>Animal Welfare:</b>	Community Services Co-ordinator Wildlife Network. (DEC contact) Animal Aid Agencies. Dogs Refuge Home- Shenton Park (93818166) Cat Haven- Shenton Park (94423600) Swanbourne Veterinary Clinic (9384 2664) RSPCA (92099300) Others as determined
Team Leader <b>Recovery Centre Manager:</b>	Senior Ranger Department for Child Protection Identified Managers and Deputies

Team Leader <b>Information/Media Liaison:</b>	CEO Local Recovery Coordinator and Deputy TOC Town Talk (although not instant enough) Local Media. – Post & Western Suburbs Newspaper Liaison officers Others as determined
Team Leader <b>Personal Support:</b>	CEO Department for Child Protection Local General Practitioners Silver Chain Nursing Assoc (92420242) Red Cross Country Women's Association
Team Leader <b>Clean Up/Equipment Provision:</b>	Community Services Co-ordinator TOC Manager Assets SES Earthmoving contractors Service Clubs
Team Leader <b>Infrastructure:</b>	Director Infrastructure Department Planning and Infrastructure - Main Roads Synergy (power) Gas Companies Water Corporation (water and sewerage) Telco's Others as determined
Team Leader <b>Financial Aid &amp; Economic Development</b>	Director Infrastructure Department for Child Protection Local Recovery Coordinator Financial Counselling services Centrelink – Business Manager Corporate Services, Helen Cook (92389017) Insurance Council Business Associations and Chambers of Commerce Local Recovery Committee

**After Hours Contacts  
Town of Claremont**

**Mayor Peter Olson**  
Telephone: (Hm) 9384 2052  
(Mobile) 0414 847 281

**Chief Executive Officer - Arthur Kyron**  
0407 711 180

**Director Infrastructure –  
Saba Kirupanather**  
0419 043 783

**Director Services - Terry Pearson**  
0419 906 949

**Manager Assets**  
Position currently vacant

**Senior Ranger - Lisa Manser**  
0419 927 477

**Executive Manager Community Services**  
**Will Pearce**  
0448 791 976

**Community Services Co-ordinator**  
**Barbara Oosterhuis**  
0409 372 793

## **HEALTH CARE GROUP**

**Ashton Avenue Medical Centre**, 14 Ashton Avenue, Claremont  
Phone: 9385 2288

## **HOSPITALS**

**Sir Charles Gairdner Hospital** – Public Hospital  
Address: Hospital Avenue, Nedlands  
Phone: 9346 3333

**Princess Margaret Hospital for Children** – Public Hospital  
Address: Roberts Rd, Subiaco  
Phone: 9340 8222

**Bethesda Hospital**  
77 Bed Medical & Surgical Private Hospital  
Address: 25 Queenslea Drive, Claremont  
Phone: 9340 6300

## **PARLIAMENTARIANS**

**Hon. Colin Barnett MLA**, Member for Cottesloe  
Phone: 9383 1505

**Julie Bishop MP**, Federal Member for Curtin  
Phone: 9388 0288

## **RECOVERY CENTRE**

The recovery Centre nominated for the Town of Claremont is the **Claremont Town Hall**, Stirling Highway Claremont.

### 14.3 Town of Cottesloe

#### TOWN OF COTTESLOE

Town of Cottesloe, 109 Broome Street, Cottesloe, WA, 6011

Telephone: (08) 9285 5000 Fax: (08) 92855001

Email: [council@cottesloe.wa.gov.au](mailto:council@cottesloe.wa.gov.au) Website: [www.cottesloe.wa.gov.au](http://www.cottesloe.wa.gov.au)

#### LOCAL RECOVERY ARRANGEMENTS

##### 1.0 Local Recovery Committee - Executive membership

('Core Recovery Committee'):

Executive Chairperson	Mayor
Deputy	Chief Executive Officer
Local Recovery Coordinator	Manager Engineering Services
Secretary	To be determined
Membership	Local Government Hazard Management Agency Health Dept/Local Health Officer Department for Child Protection WA Police Service

##### 2.0 Sub-committees and membership

Sub-Committee	Membership
Team leader	Manager Engineering Services
<b>Transport:</b>	Public Transport Authority (9326 2000) Community Transport Providers - TAPSS (TAPSS Bus) (93832663) Cottesloe Council Bus (9285 5000) HACC Transport (93098100) Other groups as required.
Team Leader	Manager Engineering Services
<b>Environment:</b>	Cottesloe Coast Care ( 9384 7668 ) Town of Cottesloe Works Supervisor – (0419753580) Department of Environment and Conservation (Head Office 6364 6500 ) Other groups as required.
Team leader	Manager Engineering Services
<b>Environmental Health:</b>	Department of Health (92224222) (Environmental Health 93884999) Town of Cottesloe Principal Environmental Health Officer ( 0417909419 ) Others To be determined
Team Leader	Town of Cottesloe Principal Environmental Health Officer
<b>Material Aid:</b>	Department for Child Protection St. Philips Church ( 9385 1042 ) Salvation Army (9227 7010) St Vincent De Paul (9475 5400) Cottesloe Central Shopping Centre (Centre Manager 93848555)

Team Leader <b>Volunteer Co-ordination:</b>	Manager Engineering Services Volunteer Coordinator. Neighbourhood Watch Chairperson Service Clubs. Country Women's Association (Head office 93216041) (Cottesloe Branch 9384 2829) RSL/Rotary Clubs. Red Cross Volunteering (9225 8888) Others as determined.
Team Leader <b>Aged and Disability Support:</b>	Manager Corporate Services Aged Care Providers.(Wearne Hostel (93833400) & Riversea Hostel (93853766) Curtin Aged Persons Homes (92845047) TAPSS Director (93832663) HACC (92224060) Disability Services (6380 1688) Churches. Others as determined
Team Leader <b>Children's Services:</b>	Manager Corporate Services Department for Child Protection Local Schools – Cottesloe Primary School (93842426) & PLC (94246471) North Cottesloe Primary School ( 9384 7733 ) Community and Child Health Nurses. (Cottesloe & Mosman Park Child Health Centres (9384 0136 & 9384 9041) Hospitals. (PMH – 9340 8222) Outside School Hours Care Providers. Child Care Centres – Cottesloe Child Care (93851060) Others as identified
Team Leader <b>Accommodation:</b>	Manager Corporate Services Department for Child Protection Department of Housing. Hotel Owners
Team Leader <b>Animal Welfare:</b>	Manager Corporate services Wildlife Network. (CALM contact) Animal Aid Agencies. Dogs Refuge Home- Shenton Park (93818166) Cat Haven- Shenton Park (94423600) Vets and Local Pet shops (Mosman Park Vet 93832285 Cottesloe Animal Hospital ( 9384 1877 ) RSPCA (92099300) Others as determined.
Team Leader <b>Recovery Centre Manager:</b>	Town of Cottesloe Senior Ranger Department for Child Protection Identified Managers and Deputies.
Team Leader <b>Information/Media Liaison:</b>	ToC Chief Executive Officer Local Recovery Coordinator and Deputy. Town of Cottesloe Local Newsletter Editor Local Media. – Post & Western Suburbs Newspaper Liaison officers Others as determined.

Team Leader  
**Personal Support:**

Chief Executive Officer  
Department for Child Protection  
Local Practitioners.  
Silver Chain Nursing Assoc (92420242)  
Red Cross.  
Country Women's Association

Team Leader  
**Clean Up/Equipment Provision:**

Manager Corporate Services  
Town of Cottesloe Works Supervisor  
SES.  
Earthmoving contractors  
Service Clubs.

Team Leader  
**Infrastructure:**

Manager Engineering Services & C.E.O.  
Main Roads.  
Western Power.  
Gas Companies.  
Water Authority  
(Sewerage).  
Telco's.  
Others as determined

Team Leader  
**Financial Aid & Economic Development**

C.E.O. & Manager Engineering Services  
Department for Child Protection.  
Local Recovery Coordinator.  
Financial Counselling services.  
Centrelink  
Insurance Council.  
Business Associations and Chambers of Commerce.  
Community Recovery Committee.

**After Hours Contacts  
Town of Cottesloe**

**Town Mayor – Cr Kevin Morgan**  
Telephone: (Hm) 9385 6013 (Mob) 0416 187 065

**C.E.O –Mr Stephen Tindale**  
Telephone (Bus) – 9285 5016  
Mobile – 0419 753 533

**Manager of Engineering Services -  
Geoff Trigg,**  
Mobile: 0419 943 675 Telephone (Hm) 9203 6053

**Works Supervisor – David Derwin**  
Mobile: 0419 753 580

**Senior Ranger – Neil Ferridge**  
Telephone: (Bus) 9285 5070  
Mobile: 0408940568

**Manager Corporate Services**  
Telephone (Bus) 9285 5060

**Graham Pattrick,** Mobile: 0408374286

**Principal Environmental Health Officer:  
Ruth Levett,**  
Telephone (Bus ) 9285 5045  
Mobile: 0417 909419



## **HEALTH CARE GROUP**

**Cottesloe Medical Centre**, 525 Stirling Highway, Cottesloe  
Phone: 9384 1500

## **HOSPITALS**

**Sir Charles Gairdner Hospital** – Public Hospital  
Address: Hospital Avenue, Nedlands  
Phone: 9346 3333

**Princess Margaret Hospital for Children** – Public Hospital  
Address: Roberts Rd, Subiaco  
Phone: 9340 8222

**Bethesda Hospital** – 77 Bed Medical & Surgical Private Hospital  
Address: 25 Queenslea Drive, Claremont  
Phone: 9340 6300

## **PARLIAMENTARIANS**

**HON. Colin Barnett**, MLA, Member for Cottesloe  
Phone: 9383 1505

**Julie Bishop**, MP, Federal Member for Curtin  
Phone: 9388 0288

## **RECOVERY CENTRES**

The recovery Centres nominated for the Town of Cottesloe are **Cottesloe Civic Centre**, 109 Broome St, Cottesloe,

The **Cottesloe Surf Life Saving Club** and the **North Cottesloe Surf Life Saving Club** (both SLS Clubs are on Marine Parade, Cottesloe ).

#### 14.4 Town of Mosman Park

##### TOWN OF MOSMAN PARK

Town of Mosman Park, Memorial Park, Memorial Drive, Mosman Park 6012

Telephone: (08) 9384 1633 Fax: (08) 9384 3694

Email: [ceo@mosmanpark.wa.gov.au](mailto:ceo@mosmanpark.wa.gov.au) Website: [www.mosmanpark.wa.gov.au](http://www.mosmanpark.wa.gov.au)

##### LOCAL RECOVERY ARRANGEMENTS

#### 1.0 Local Recovery Committee - Executive membership

Executive Chairperson:	Mayor
Deputy Chief Executive Officer	
Local Recovery Coordinator	Senior Ranger
Secretary	Executive Administration Officer
Membership	Local Government Hazard Management Agency Health Dept/Local Health Officer Department for Child Protection WA Police Service

#### 2.0 Sub-committees and membership

Sub-Committee	Membership
Team leader <b>Transport:</b>	Executive Manager Corporate Services Public Transport Authority (9326 2000) Community Transport Providers - TAPSS (TAPSS Bus) (9383 2663) Other groups as required.
Team Leader <b>Environment:</b>	Executive Manager Technical Services Local Land Care Groups – (Swan River Trust 9278 0900) Works Supervisor – (0417 947 990) Department of Environment and Conservation (Head Office 6364 6500) Other groups as required
Team leader <b>Environmental Health:</b>	Manager Environmental Services Department of Health (9222 4222) (Environmental Health 9388 4999) Others To be determined
Team Leader <b>Material Aid:</b>	Senior Community Development Officer Department for Child Protection Supa IGA – (9384 9071) Coles – (9384 0644) Churches – St Lukes (9384 0108) Uniting Church (9310 2021) Baptist Church (9286 1886) Catholic Church (Corpus Christi) (9384 2421) Salvation Army (9227 7010) St Vincent De Paul (9475 5400)

Team Leader <b>Volunteer Co-ordination:</b>	Senior Community Development Officer Volunteer Coordinator Service Clubs Country Women's Association (Head office 93216041) Rotary (0411 861 245) RSL (9384 4719) Red Cross Volunteering (9225 8888) Others as determined
Team Leader <b>Aged and Disability Support:</b>	Executive Manager Corporate Services Aged Care Providers (Wearne Hostel 9383 3400 & Riversea Hostel 9385 3766) Curtin Aged Persons Homes (9284 5047) TAPSS Director (9383 2663) HACC (9222 4060) Disability Services (6380 1688) Churches Others as determined
Team Leader <b>Children's Services:</b>	Senior Community Development Officer Department for Child Protection Local Schools– Mosman Park Primary School (9384 0644) Iona College (9384 0066) St Hilda's College (9285 4100) Community and Child Health Nurses Mosman Park Child Health Centre (9384 9041) Hospitals (PMH – 9340 8222) Outside School Hours Care Providers Child Care Centres – Cottesloe Child Care (9385 1060) Others as identified
Team Leader <b>Accommodation:</b>	Senior Community Development Officer Department for Child Protection Department of Housing
Team Leader <b>Animal Welfare:</b>	Senior Ranger Wildlife Network. (CALM contact) Animal Aid Agencies Dogs Refuge Home- Shenton Park (9381 8166) Cat Haven- Shenton Park (9442 3600) Vets and Local Pet shops Mosman Park Vet (9383 2285) RSPCA (9209 9300) Others as determined
Team Leader <b>Recovery Centre Manager:</b>	Executive Manager Corporate Services Department for Child Protection Identified Managers and Deputies
Team Leader <b>Information/Media Liaison:</b>	Local Recovery Coordinator Local Recovery Coordinator and Deputy Local Newsletter Editor Local Media. – Post & Western Suburbs Newspaper Others as determined
Team Leader <b>Personal Support:</b>	Senior Community Development Officer Department for Child Protection Local Practitioners Silver Chain Nursing Assoc (9242 0242) Red Cross Country Women's Association

<b>Team Leader</b> <b>Clean Up/Equipment Provision:</b>	Executive Manager Technical Services Works Supervisor SES Earthmoving contractors Rotary (0411 861 245) RSL (9384 4719)
<b>Team Leader</b> <b>Infrastructure:</b>	Executive Manager Development Services Main Roads Western Power Gas Companies Water Authority (Sewerage) Telco's Others as determined
<b>Team Leader</b> <b>Financial Aid &amp; Economic Development:</b>	Chief Executive Officer Department for Child Protection. Local Recovery Coordinator Financial Counselling Services Centrelink – Business Manager Corporate Services - Helen Cook (9238 9017) Insurance Council Business Associations and Chambers of Commerce Community Recovery Committee

**After Hours Contacts  
Town of Mosman Park**

**Mayor -**  
Telephone: (H) 9383 3079 (B) 9474 2915

**Chief Executive Officer –**  
Mobile: 0408 009 6831  
Telephone (B) 9384 1633 (H) 9528 5189

**Executive Manager Corporate Services -**  
Mobile: 0447 897 133  
Telephone (B) 9384 1633

**Executive Manager Development Services -**  
Mobile: 0438 985 702  
Telephone (B) 9384 1633 (H) 9448 4372

**Executive Manager Technical Services -**  
Mobile: 0418 925 084  
Telephone (B) 9384 1633 (H) 9401 8391

**Manager Environmental Services -**  
Mobile: 0418 914 397  
Telephone (B) 9384 1633 (H) 9457 8914

**Manager Building Services –**  
Mobile: 0438 980 781  
Telephone: (B) 9384 1633 (H) 9331 1596

**Senior Ranger -**  
Mobile: 0411 427 341  
Telephone: (B) 9384 1633

**Senior Community Development Officer -**

Mobile: 0417 986 763

Telephone: (B) 9384 1633

**Works Supervisor -**

Mobile: 0417 947 990

Telephone: (B) 9384 0181

**LOCAL HEALTH CARE GROUP**

**Mosman Park Medical Group**

Address: 51 Harvey St Mosman Park WA 6012

Phone: 9384 4426

**HOSPITALS**

**Sir Charles Gairdner Hospital** – Public Hospital

Address: Hospital Avenue, Nedlands

Phone: 9346 3333

**Princess Margaret Hospital for Children** – Public Hospital

Address: Roberts Rd, Subiaco

Phone: 9340 8222

**Bethesda Hospital** – 77 Bed Medical & Surgical Private Hospital

Address: 25 Queenslea Drive, Claremont

Phone: 9340 6300

**PARLIAMENTARIANS**

**HON. Colin Barnett**, MLA, Member for Cottesloe

Phone: 9383 1505

**Julie Bishop**, MP, Federal Member for Curtin

Phone: 9388 0288

**RECOVERY CENTRES**

The recovery Centres nominated for the Town of Mosman Park are **David Jones Pavilion** and **Memorial Hall**, Mosman Park and **Cottesloe Civic Centre**, Cottesloe.

## 14.5 City of Nedlands

**CITY OF NEDLANDS**  
City of Nedlands, 71 Stirling Highway, Nedlands, WA, 6009  
Telephone: 08 9273 3500  
**LOCAL RECOVERY ARRANGEMENTS**

### 1.0 Local Recovery Committee - Executive membership

('Core Recovery Committee'):

Executive Chairperson	Mayor
Deputy Chairperson	Chief Executive Officer
Local Recovery Coordinator	Coordinator Community Development
Secretary	Corporate Services Administration Officer
Membership	Chief Executive Officer Local Emergency Coordinator - WA Police HMA representative DCP representative Relevant City of Nedlands staff

Membership/attendance at the meetings of the 'Core Recovery Committee' will be supplemented with specific personnel from City of Nedlands service areas or other organisations as necessary. The Core Committee will oversee the community recovery process and will manage the following activity as required during an emergency recovery effort:

Financial aid and economic development

The Core Committee can choose to coordinate other recovery functions or may convene specialist sub-committees relating to distinct areas of a recovery effort if required. Section 2.0 below outlines a range of potential sub-committee disciplines and organisations and personnel who could be involved if those sub-committees were activated.

## 2.0 Sub-committees and membership

Table 1 – Recovery sub-committee functions and attendance

Sub-Committee type	Potential attendees	Contacts
<b>Transport and infrastructure:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>• Clearance of blocked transport routes</li> <li>• Maintaining transport capability (including vehicle availability)</li> <li>• Repair / reestablishment of infrastructure and 'lifelines'</li> <li>• Determination of suitable emergency communication options</li> <li>• Options for alternate sources of energy, water, transport, communication, etc</li> <li>• Clearance of debris, etc from community shared spaces</li> </ul>	<ul style="list-style-type: none"> <li>• CoN Director Development Services</li> <li>• CoN Director Community Services</li> <li>• CoN Manager City Assets</li> <li>• CoN Manager Infrastructure Services</li> <li>• CoN Manager Corporate Services</li> <li>• CoN Environmental Health Officer</li> <li>• Other CoN staff as required</li> </ul> Relevant infrastructure representatives: <ul style="list-style-type: none"> <li>• Main Roads WA representative</li> <li>• Western Power representative</li> <li>• Alinta Gas representative</li> <li>• Water Corporation representative</li> <li>• Telecommunications organisations</li> <li>• SES representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• City of Nedlands - 9387 3500</li> <li>• Main Roads WA - 138 138</li> <li>• Public Transport Auth' - 9220 9999</li> <li>• Western Power - 131 351</li> <li>• Alinta Gas - 131 352</li> <li>• Water Corporation - 131 375</li> <li>• Telstra - 132 203</li> <li>• SES - 9444 9440 or 1300 1300 39</li> </ul> See Appendix 1 below for Table 3 CoN Depot Equipment and Table 4 CoN Fleet Vehicles
Team Leader	CoN - Manager Infrastructure Services	

<b>Natural environment and animal welfare:</b>		
<p>Will consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Response to incidents which impact on the natural environment</li> <li>• Evacuation and care of domestic and wild animals during an emergency</li> </ul>	<ul style="list-style-type: none"> <li>• CoN Director Development Services</li> <li>• CoN Manager Corporate Services</li> <li>• CoN Bushcare Officer</li> <li>• CoN Rangers</li> <li>• CoN Environmental Health Coordinator</li> <li>• Other CoN staff as required</li> <li>• Neighbouring local government rep's</li> <li>• DEC representative</li> <li>• BGPA representative</li> <li>• SES representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• City of Nedlands - 9273 3500 or 9273 3599</li> <li>• Town of Cambridge - 9347 6000</li> <li>• Town of Vincent - 927 6000 or 9273 6061</li> <li>• City of Perth - 9461 3333 or 9325 6000</li> <li>• City of Subiaco - 9237 9222 or 9237 9222</li> <li>• Town of Claremont - 9285 4300</li> <li>• Town of Cottesloe - 9285 5000</li> <li>• Town of Mosman Park - 9384 1633</li> <li>• Shire of Peppermint Grove - 9384 0099</li> <li>• DEC - 6364 6501 or 1800 018 800</li> <li>• SES - 9444 9440 or 1300 1300 39</li> <li>• Swan River Trust - 9278 0900 OR 0419 192 845 (a/h emergency)</li> <li>• RSPCA - 9209 9300 or 9209 9329</li> <li>• CALM 9334 0333 Emergency Fire Contact - 0418 933 815</li> <li>• Dog Refuge 9381 8166</li> <li>• Cat Haven - 9442 3600</li> <li>• Nedlands Vet.Centre - 9383 7773</li> </ul>
Team leader	CoN Director Development Services	
<b>Public health and sanitation:</b>		
<p>Will consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Public health issues emerging from an emergency event</li> <li>• Issues relating to the maintenance of sanitation within the community during and after a large scale emergency</li> <li>• Ongoing issues created by large scale public health threats such as pandemic, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• CoN Manager Sustainable Nedlands</li> <li>• CoN Manager City Assets</li> <li>• CoN Environmental Health Officer</li> <li>• CoN Manager Corporate Services</li> <li>• DOH representative</li> <li>• Water Corporation representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• City of Nedlands - 9273 3500</li> <li>• DOH - 9328 0553 or 9222 4222</li> <li>• Environmental Health - 9388 4999</li> <li>• Water Corporation - 131 375</li> </ul>
Team Leader	CoN Manager Sustainable Nedlands	



<b>Welfare support and material aid:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>Assisting welfare coordinators and providers to service the local community during and after an emergency incident</li> <li>Assisting with the logistics of aid provision, emergency accommodation and other recovery activities within the Town</li> </ul>	<ul style="list-style-type: none"> <li>CoN Director Community Services</li> <li>CoN Manager Community Development</li> <li>DCP representative</li> <li>Local charity representatives as required</li> <li>Local service club representatives as required</li> <li>Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>City of Nedlands - 9273 3500</li> <li>DCP - 9214 2444 or 0419 936 462</li> </ul> <p>See Appendix 1 below for a list of local potential supply partners and the list of CoN Depot Equipment, Fleet Vehicles and Halls &amp; Community Facilities</p>
Team Leader	CoN Manager Community Development	
<b>Volunteer Coordination:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>Coordination of volunteers to assist with recovery process</li> </ul>	<ul style="list-style-type: none"> <li>CoN Manager Community Service Ctrs</li> <li>CoN Volunteer Coordinator</li> <li>Local charity representatives as required</li> <li>Local service club representatives as required</li> <li>Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>City of Nedlands - 9273 3500</li> <li>CoN Volunteer Centre 9386 6326</li> </ul>
Team Leader	CoN Volunteer Coordinator	
<b>Aged and Disability Support:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>Assisting welfare coordinators and providers to service local community aged and disabled during and after an emergency incident</li> </ul>	<ul style="list-style-type: none"> <li>CoN Manager Community Service Ctrs</li> <li>CoN Nedlands Community Care Ctr</li> <li>Local charity representatives as required</li> <li>Local service club representatives as required</li> <li>Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>City of Nedlands - 9273 3500</li> <li>CoN Community Care - 9386 6170</li> <li>CoN Day Respite Care - 9386 3210</li> <li>CoN Disability Access Working Group</li> <li>CoN Senior Community Members</li> <li>Rosewood Care Group - 9328 5822</li> <li>Disability Services 9426 9200 OR After Hours – Crisis Care 9223 1111</li> </ul>
Team Leader	CoN Nedlands Community Centre Coordinator	

<b>Children's Services:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>Assisting welfare coordinators and providers to service local community children during and after an emergency incident</li> </ul>	<ul style="list-style-type: none"> <li>CoN Manager Community Service Ctrs</li> <li>CoN PROCC Coordinator</li> <li>Local charity representatives as required</li> <li>Local service club representatives as required</li> <li>Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>City of Nedlands - 9273 3500</li> <li>CoN PROCC - 9386 5835</li> <li>CoN Tresillian Child Care - 9389 1977</li> <li>CoN Youth Advisory Committee</li> <li>DCP - 9214 2444 or 0419 936 462</li> <li>Education Department - 9264 4111</li> </ul> <p>See Appendix 2 below for a list of local schools.</p>
Team Leader	CoN PROCC Coordinator	
<b>Information / Media Liaison:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>Providing accurate, relevant information to those affected and their friends and relatives</li> <li>To facilitate communication with the media</li> </ul>	<ul style="list-style-type: none"> <li>CoN Local Recovery Coordinator</li> <li>CoN Principal Communications Officer</li> </ul>	<ul style="list-style-type: none"> <li>City of Nedlands - 9273 3500</li> <li>Post Newspaper</li> <li>Western Suburbs Newspaper</li> <li>The West Australian</li> <li>CoN Website</li> <li>.</li> </ul>
Team Leader	CoN Principle Communications Officer	

Transport and infrastructure:		
<p>Will consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Clearance of blocked transport routes</li> <li>• Maintaining transport capability (including vehicle availability)</li> <li>• Repair / re-establishment of infrastructure and 'lifelines'</li> <li>• Determination of suitable emergency communication options</li> <li>• Options for alternate sources of energy, water, transport, communication, etc</li> <li>• Clearance of debris, etc from community shared spaces</li> </ul>	<ul style="list-style-type: none"> <li>• CoN Director Development Services</li> <li>• CoN Director Community Services</li> <li>• CoN Manager City Assets</li> <li>• CoN Manager Infrastructure Services</li> <li>• CoN Manager Corporate Services</li> <li>• CoN Environmental Health Officer</li> <li>• Other CoN staff as required</li> <li>• Relevant infrastructure reps:</li> <li>• Main Roads WA rep</li> <li>• Western Power rep</li> <li>• Alinta Gas rep</li> <li>• Water Corporation rep</li> <li>• Telecoms orgs</li> <li>• SES representative</li> <li>• Other organisational representatives as required</li> </ul>	<ul style="list-style-type: none"> <li>• City of Nedlands - 9387 3500</li> <li>• Main Roads WA - 138 138</li> <li>• Public Transport Auth' - 9220 9999</li> <li>• Western Power - 131 351</li> <li>• Alinta Gas - 131 352</li> <li>• Water Corporation - 131 375</li> <li>• Telstra - 132 203</li> <li>• SES - 9444 9440 or 1300 1300 39</li> </ul> <p>See Appendix 1 below for Table 3 CoN Depot Equipment and Table 4 CoN Fleet Vehicles</p>

Key: CoN – City of Nedlands  
 DCP - Department for Child Protection  
 DOH - Department of Health  
 DEC - Department of Environment and Conservation  
 HMA - Hazard Management Agency  
 RSPCA - Royal Society for Prevention of Cruelty to Animals  
 BGPA - Botanic Gardens and Parks Authority  
 SES - State Emergency Service

Lifelines - Systems and infrastructure necessary for community operations including electricity, water, food, gas, telecommunications, etc.



Appendix 1 – Table 4 – List of Fleet Vehicles for use in an Emergency/Recovery Situation

Registration	Model	Staff Member
1CNF022	Focus Hatch Silver	Senior Planning Officer
1CBG094	Astra Hatch Silver	Manager Sustainable Nedlands
1CNX200	Focus Sedan Blue	Senior Building Officer
1CNZ966	Berlina Sedan Silver	Community Development
1CHF264	Fairmont Sedan Silver	Director Development Services
1CGE642	Futura Sedan Blue	Manager City Assets
1CFM349	Nissan X-Trail Red	Manager Community Service Centres
1CFM348	Nissan X-Trail Gold	Manager Property Services
1CJQ358	Nissan X-Trail Gold	Director Community Services
1CMJ775	Nissan X-Trail Grey	Manager Corporate Services
1BYB649	Toyota Avensis	Spare
1CFM347	Nissan X-Trail Gold	Manager Infrastructure Services
1CDO990	Toyota Camry Silver	NCC
1CDM615	Toyota Corolla Sedan White	Senior Planning Officer
1BUX192	Fairlane Ghia	Chief Executive Officer
1CFM069	Toyota Wagon	NCC
1CGE643	Fairmont sedan Black	Director Corporate Services
1CGE645	Futura Sedan White	Manager Community Services

Appendix 1 – Table 5 – List of Halls & Community Facilities for use in an Emergency/Recovery Situation

<p><b>Allen Park Pavilion – Kirkwood Rd, Swanbourne</b>                      Capacity: 105 people                      Kitchen: Electric stove, instant hot water unit, fridge, no crockery or cutlery                      Tables &amp; chairs: 9 trestle tables, 3 small tables, 104 chairs                      Heating &amp; cooling: no heating, 4 ceiling fans                      Floor: Wooden                      Suitability: Short-term</p>
<p><b>Dalkeith Hall – 97 Waratah Ave, Dalkeith</b>                      Capacity: 185 people                      Kitchen: Gas stove, instant hot water unit, fridge, no crockery or cutlery                      Tables &amp; chairs: 12 trestle tables, 168 chairs                      Heating &amp; cooling: Electric wall heaters, no cooling                      Floor: Wooden                      Suitability: Short-term</p>
<p><b>Drabble House – 8 Webster St, Nedlands</b>                      Capacity: 50 people                      Kitchen: Gas stove, pie warmer, instant hot water unit, fridge, no crockery or cutlery                      Tables &amp; chairs: 6 trestle tables, 4 small tables, 86 chairs                      Heating &amp; cooling: Wall bar heaters, no cooling                      Floor: Wooden / carpet                      Suitability: Short-term</p>
<p><b>Tresillian - Cnr Tyrell Street / Edward Street</b>                      Capacity: 200                      Kitchen: Gas oven, fridge, no crockery or cutlery                      Tables &amp; chairs: 15 tables and 40 chairs                      Heating &amp; cooling: Ceiling fans and air-conditioning, no heating                      Floor: Wooden / Carpet                      Suitability: Short-term</p>

<b>Hackett Hall – Draper St, Floreat</b>	
Capacity:	125 people
Kitchen:	Gas stove, instant hot water unit, fridge, no crockery or cutlery
Tables & chairs:	10 trestle tables, 165 chairs
Heating & cooling:	Wall bar heaters, no cooling
Floor:	Wooden
Suitability	Short-term
<b>JC Smith Pavilion – Melvista Ave, Nedlands</b>	
Capacity:	95 people
Kitchen:	Gas stove, instant hot water unit, fridge, no crockery or cutlery
Tables & chairs:	2 trestle tables, 96 chairs
Heating & cooling:	Wall bar heaters, no cooling
Floor:	Wooden
Suitability	Short-term
<b>John Leckie Pavilion – College Park, Cnr Melvista &amp; Stone Rd</b>	
Capacity:	100 people
Kitchen:	Electric stove, instant hot water unit, fridge, no crockery or cutlery
Tables & chairs:	8 trestle tables, 4 small tables, 173 Chairs
Heating & cooling:	Gas wall heater, 12 ceiling fans
Floor:	Wooden
Suitability	Short-term
<b>Mt Claremont Community Centre</b>	
Capacity:	340
Kitchen:	Electric oven, instant hot water unit fridge, no crockery or cutlery
Tables & chairs:	5-10 tables per room & 20-100 chairs per room
Heating & cooling:	Space heaters and air-conditioning
Floor:	Carpet
Suitability	Short-term

Appendix 2 – Table 6 – Local Schools in the Nedlands Area

<b>Child Study Centre</b> Fairway, Nedlands 9380 3260
<b>Dalkeith Day Care Centre</b> 58 Dalkeith Road, Nedlands 9386 8217
<b>Dalkeith Primary School And Pre-primary</b> 44 Circe Circle, Dalkeith 9386 3710
<b>Dalkeith Pre-school</b> 167 Victoria Avenue Dalkeith 9386 6353
<b>Hollywood Primary (dental van)</b> Monash Avenue Nedlands 9386 2343
<b>John XXIII College</b> John XXIII Avenue Mt Claremont 9383 0400

**Loreto Primary School**

69 Webster Street Nedlands  
9386 7009

**Melvista Pre-primary**

Melvista Avenue (cnr Hackett Road) Nedlands  
9386 6151

**Moerlina School**

16 Brockway Road, Mt Claremont (alternative)  
9384 5894

**Mt Claremont Primary School**

103 Alfred Road, Mt Claremont  
9384 0278

**Nedlands Early Learning Centre**

49 Carrington Street Nedlands  
9386 3134

**Nedlands Primary School**

35 Kingsway, Nedlands  
9386 2278

**Swanbourne Primary School**

Narla Road, Swanbourne  
9385 5033

**The Quintilian School**

46 Quenitilian Road, Mt Claremont  
9383 4274

**Unicare24**

Parkway Nedlands  
9389 8111

Appendix 2 – Table 7 – Parks & Ovals in the City of Nedlands

OVAL/PARK	STREET LOCATION	COUNCIL HALLS ON OVAL/PARK	ELEC BBQ	TOILET	KIDS PLAY AREA	CHANGE ROOMS	POWER
Allen Park Oval – Lower	Kirkwood Rd,Swanbourne	Allen Park Pavilion		✓	✓	✓	
Allen Park Oval – Upper	Kirkwood Rd,Swanbourne			✓		✓	
Beaton Park	Esplanade, Nedlands		✓	✓	✓	✓	
Bishop Road Reserve	Bishop Road, Dalkeith						
Charles Court Reserve	Esplanade, Nedlands			✓	✓		
College Park Oval – Lower	Princess Road, Nedlands	John Leckie Pavilion		✓	✓	✓	
College Park Oval – Upper	Princess Rd, Nedlands	John Leckie Pavilion		✓	✓	✓	
DC Cruickshank Reserve	Beatrice Road, Dalkeith			✓	✓	✓	
Foreshore 3	Esplanade, Nedlands						
Lawler Park	Draper St,Floreat		✓	✓	✓		✓
Masons Gardens	Melvista Ave, Nedlands						✓
Melvista Oval	Melvista Ave, Nedlands	JC Smith Pavilion		✓			
Mt Claremont Oval (Graylands Reserve)	Alfred Rd, Mt Claremont			✓	✓		
Paul Hasluck Reserve	Esplanade, Nedlands						
Point Resolution Reserve	Jutland Pde,Dalkeith						



## 14.6 Shire of Peppermint Grove

### SHIRE OF PEPPERMINT GROVE

Shire of Peppermint Grove, 1 Leake Street, Peppermint Grove, WA, 6011

Telephone: (08) 9384 0099 Fax: (08) 9384 2796

Email: [ceo@peppermintgrove.wa.gov.au](mailto:ceo@peppermintgrove.wa.gov.au) Website: [www.peppermintgrove.wa.gov.au](http://www.peppermintgrove.wa.gov.au)

### LOCAL RECOVERY ARRANGEMENTS

#### 1.0 Local Recovery Committee - Executive membership

('Core Recovery Committee'):

Executive Chairperson	Shire President
Deputy Chairperson	Chief Executive Officer
Local Recovery Coordinator	Coordinator Community Development
Secretary	To be determined
Membership	Local Government Hazard Management Agency Department for Child Protection WA Police Service Health Dept/Local Health Officer

#### 2.0 Sub-committees and membership

Sub-Committee	Membership
Team leader <b>Transport:</b>	Manager Development Services Public Transport Authority (9326 2000) Community Transport Providers - TAPSS (TAPSS Bus) (9383 2663) Cottesloe Council Bus (9285 5000) HACC Transport (9309 8100) Other groups as required.
Team Leader <b>Environment:</b>	Manager Development Services Local Land Care Groups – (Swan River Trust 9278 0900) Works Foreman – (0417947990) Department of Environment and Conservation (Head Office 6364 6500 ) Royal Freshwater Bay Yacht Club (9384 9100) Other groups as required
Team leader <b>Environmental Health:</b>	Manager Development Services Department of Health (9222 4222) (Environmental Health 9388 4999) Others To be determined
Team Leader <b>Material Aid:</b>	Community Safety Co-ordinator Department for Child Protection Churches - St Columbus Church, Star of the Sea Church (9384 2421) Salvation Army (9227 7010) St Vincent De Paul (9475 5400) Cottesloe Central Shopping Centre (Centre Manager 9384 8555)

Team Leader <b>Volunteer Co-ordination:</b>	Community Safety Co-ordinator Volunteer Coordinator. Neighbourhood Watch Chairperson Service Clubs. Country Women's Association (Head office 9321 6041) (Cottesloe Branch 9384 2829) RSL/Rotary Clubs. Red Cross Volunteering (9225 8888) Others as determined.
Team Leader <b>Aged and Disability Support:</b>	Community Safety Co-ordinator Aged Care Providers.(Wearne Hostel (9383 3400) & Riversea Hostel (9385 3766) Curtin Aged Persons Homes (9284 5047) TAPSS Director (9383 2663) HACC (9222 4060) Disability Services (6380 1688) Churches. Others as determined
Team Leader <b>Children's Services:</b>	Community Safety Co-ordinator Department for Child Protection Local Schools – Cottesloe Primary School (9384 2426) & PLC (9424 6471) Community and Child Health Nurses. (Cottesloe & Mosman Park Child Health Centres (9384 0136 & 9384 9041) Hospitals. (PMH – 9340 8222) Outside School Hours Care Providers. Child Care Centres – Cottesloe Child Care (9385 1060) Others as identified
Team Leader <b>Accommodation:</b>	Community Safety Co-ordinator Department for Child Protection Department of Housing.
Team Leader <b>Animal Welfare:</b>	Senior Ranger Wildlife Network. (CALM contact) Animal Aid Agencies. Fauna Rehabilitation Foundation (9249 3434) Dogs Refuge Home (9381 8166) Cat Haven- Shenton Park (9442 3600) Vets and Local Pet shops Mosman Park Vet (9383 2285) RSPCA (9209 9300) Others as determined.
Team Leader <b>Recovery Centre Manager:</b>	Community Safety Co-ordinator Department for Child Protection Identified Managers and Deputies.
Team Leader <b>Information/Media Liaison:</b>	Local Recovery Coordinator Local Recovery Coordinator and Deputy. Shire of Peppermint Grove Local Newsletter Editor Local Media. – Post & Western Suburbs Newspaper Liaison officers Others as determined.
Team Leader <b>Personal Support:</b>	Community Safety Co-ordinator Department for Child Protection Local Practitioners. Silver Chain Nursing Assoc (9242 0242) Red Cross. Country Women's Association

Team Leader  
**Clean Up/Equipment Provision:** Manager Development Services  
Shire of Peppermint Grove Works Foreman  
SES.  
Earthmoving contractors  
Service Clubs.

Team Leader  
**Infrastructure:** Manager Development Services & C.E.O.  
Main Roads.  
Western Power.  
Gas Companies.  
Water Authority  
(Sewerage).  
Telco's.  
Others as determined

Team Leader  
**Financial Aid & Economic Development** C.E.O. & Manager Finance  
Department for Child Protection.  
Local Recovery Coordinator.  
Financial Counselling services.  
Centrelink. – Business Manager Corporate Services -  
Helen Cook (9238 9017)  
Insurance Council.  
Business Associations and Chambers of Commerce.  
Community Recovery Committee.

After Hours Contacts  
**Shire of Peppermint Grove**

**Shire President – Cr Ian Wallace**  
Telephone: (H) 9383 1934 (W) 9383 2200

**C.E.O –Mr Graeme Simpson**  
Telephone (H) – 9285 8705  
Mobile – 0417 933 732

**Manager of Development Services -  
Terry Mayor,**  
Mobile: 0418 933 161 Telephone (H) 9448 1822

**Works Foreman – David Saunders**  
Mobile: 0417 947 990  
Senior Ranger – Anthony Jackson  
Telephone: (W) 9384 1633  
Mobile: 0411 427 341

**Community Safety Co-ordinator –  
Lee-anne Low,**  
Mobile: 0409107650  
Telephone: (H) 9245 1959

## **LOCAL HEALTH CARE GROUP**

**Cottesloe Medical Centre,**  
525 Stirling Highway, Cottesloe  
Phone: 9384 1500

## **HOSPITALS**

### **Sir Charles Gairdner Hospital – Public Hospital**

Address: Hospital Avenue, Nedlands  
Phone: 9346 3333

### **Princess Margaret Hospital for Children – Public Hospital**

Address: Roberts Rd, Subiaco  
Phone: 9340 8222

### **Bethesda Hospital – 77 Bed Medical & Surgical Private Hospital**

Address: 25 Queenslea Drive, Claremont  
Phone: 9340 6300

## **PARLIAMENTARIANS**

**HON. Colin Barnett**, MLA, Member for Cottesloe  
Phone: 9383 1505

**Julie Bishop**, MP, Federal Member for Curtin  
Phone: 9388 0288

## **RECOVERY CENTRES**

Memorial Hall

Mosman Park and Cottesloe Civic Centre, Cottesloe.

**14.7 City of Subiaco**

**CITY OF SUBIACO  
LOCAL RECOVERY ARRANGEMENTS**

**1.0 Local Recovery Committee - Executive membership**

('Core Recovery Committee'):

Executive Chairperson	Mayor Heather Henderson
Local Recovery Coordinator	Manager Field Services
Secretary	To be determined
Membership	Local Government Hazard Management Agency Health Dept/Local Health Officer Dept for Child Protection WA Police Service Key City Services

## 2.0 Sub-committees and membership

Sub-Committee type	Planning Guidelines	Stakeholders
<b>Transport and infrastructure:</b>		
Will consider issues relating to: <ul style="list-style-type: none"> <li>• Transport needs of affected persons.</li> <li>• Methods of disseminating information to affected persons about transport options.</li> <li>• Coordination of transport effort</li> </ul>	The Transport Team Leader will have to develop a plan that will respond to the transport needs of the affected members of the community. It will need to address such issue as: <ul style="list-style-type: none"> <li>• coordination and awareness of public transport services,</li> <li>• emergency transport for critical appointments with recovery agencies.</li> </ul> All forms of transportation are to be considered.	<ul style="list-style-type: none"> <li>• Community Transport Providers.</li> <li>• Other groups as required.</li> <li>• Public Transport Authority</li> </ul>
Team Leader	Manager Field services	92379274
Deputy	Coordinator Integrated Transport	92379278
<b>Natural environment</b>		
Consider issues relating to Incidents which impact on the natural environment including tree safety/assessment, replanting and erosion.	The Environment Team Leader will need to develop an approach to restoration of a safe environment as a priority, followed by clean-up then restoration.	<ul style="list-style-type: none"> <li>• Swan River Trust</li> <li>• City of Subiaco Parks and Gardens Services/Contractor.</li> <li>• Department of Conservation and Environment.</li> <li>• Other groups as required.</li> </ul>
Team Leader	Manager Parks Services	93870950

<b>Animal welfare:</b>		
<p>Consider issues relating to management, evacuation and care of domestic and wild animals during an emergency</p> <p>The role of Council Rangers will be to make arrangements for the care of domestic pets brought to an assembly or recovery/welfare centre including managing and registration of animals brought in and or are found during an emergency or evacuation..</p>	<p>The Animal Welfare Team Leader will have to prepare a plan to ensure that the welfare of both domestic and native animals is considered.</p> <p>The plan will have to identify strategies to provide care and shelter and to give comfort and guarantee that pets separated from the owners will be suitably housed and supported.</p>	<ul style="list-style-type: none"> <li>• Director Development Services</li> <li>• Coordinator Field Services</li> <li>• Manager Field services</li> <li>• City Rangers</li> <li>• Shenton Park Dog refuge</li> <li>• Wildlife refuges</li> <li>• Royal Society for Prevention of Cruelty To Animals.</li> <li>• Department of Environment &amp; Conservation.</li> </ul>
Team Leader	Manager Field Services.	92379274
Deputy Team Leader	Senior Ranger Amenity	92379262
<b>Public health and sanitation:</b>		
<p>Consider issues relating to:</p> <ul style="list-style-type: none"> <li>• public health issues from an emergency event</li> <li>• the maintenance of sanitation within the community during and after a large scale emergency</li> <li>• Ongoing issues created by large scale public health threats such as pandemic, etc.</li> </ul>	<p>The Environment Health Team Leader will need to develop an approach for restoration of a safe environment as a priority, followed by clean-up then restoration of health standards</p>	<ul style="list-style-type: none"> <li>• Principal Environmental Health Officer</li> <li>• Environmental health personnel</li> <li>• Department of Health</li> </ul>
Team Leader	Manager Building and Health Services	92379252

<b>Welfare material aid:</b>		
<p>Consider issues relating to</p> <ul style="list-style-type: none"> <li>• assistance with the logistics of aid provision</li> <li>• emergency accommodation and</li> <li>• other recovery activities within the City.</li> </ul>	<p>The Material Aid Team Leader will need to develop a plan to ensure that affected persons are aware of all forms of material aid that may be available from the many various sources of local, state, federal agencies and support groups.</p>	<ul style="list-style-type: none"> <li>• Department Child Protection - See Tables below for a list of local potential supply partners and the list of City Depot Equipment, Fleet Vehicles and Halls &amp; Community Facilities.</li> <li>• Churches.</li> <li>• Salvation Army.</li> <li>• St Vincent De Paul.</li> <li>• Service Clubs</li> </ul>
Team Leader	Manager Community Care	92379271
<b>Welfare support:</b>		
<p>Consider issues relating to: Assisting welfare coordinators and providers to service local community aged and disabled during and after an emergency incident. Assisting welfare coordinators and providers to service local community children during and after an emergency incident</p>	<p>The Department for Child Protection is responsible for provision of Welfare Support Services under their Community Services/Welfare Support Plan. This operational Support Plan outlines a range of welfare services aimed at providing care, assistance and rehabilitation for the victims of a disaster and counselling and support for rescuers.</p> <p>The role of the Local Welfare Team Leader is to make sure DCP implement their arrangements and that they respond effectively to local requirements.</p> <p>The plan is designed to provide for the coordination of all forms of welfare assistance in support of the Local Emergency Coordinator within the scope of the Western Suburbs Emergency Management Arrangements.</p> <p>Welfare services include all or some of the following functions:</p> <ul style="list-style-type: none"> <li>• Feeding of evacuees.</li> </ul>	<ul style="list-style-type: none"> <li>• Department for Child Protection</li> <li>• City of Subiaco - Community Care City of Subiaco - Day Respite Care</li> <li>• City of Subiaco Disability Services</li> <li>• Education Department</li> <li>• Manager Community Services</li> <li>• Local charity representatives</li> <li>• Local service club representatives</li> </ul>



	<ul style="list-style-type: none"> <li>• Temporary shelter.</li> <li>• Short/medium term accommodation.</li> <li>• Registration</li> <li>• Personal services such as: <ul style="list-style-type: none"> <li>• • Care of children/aged persons</li> <li>• • Counselling</li> <li>• • Spiritual services</li> </ul> </li> </ul> <p>The above services are provided by a wide range of Government, local government, church and voluntary agencies coordinated by the Department for Child protection, Local Welfare Coordinator, in consultation with the Local Welfare Team Leader appointed by the City.</p>	
Team Leader	Manager Community Development	92379271
<b>Volunteer Coordination:</b>		
Consider issues relating to recruitment and coordination of volunteers to assist with recovery process	The Volunteer Coordination Team Leader will need to develop a plan including detail of all persons and organisations that will be able to provide volunteer support to assist with the recovery phase of an emergency.	<ul style="list-style-type: none"> <li>• Director Community Service</li> <li>• City Staff as required</li> <li>• Local charity representatives</li> <li>• Local service club representatives</li> <li>• Volunteer Coordinator.</li> <li>• Returned Service League Clubs.</li> <li>• Ambulance Service.</li> <li>• Red Cross Volunteering (9225 8888)</li> </ul>
Team Leader	Manager Community Development	92379271

<b>Information / Media Liaison:</b>		
<p>Consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Providing accurate, relevant information to those affected and their friends and relatives</li> <li>• To facilitate communication with the media</li> </ul>	<ul style="list-style-type: none"> <li>• The Information/Media Liaison Team Leader, in conjunction with the Recovery Coordinator, will need to prepare a communication plan relating to the Recovery process as soon as possible once a decision has been made that a Recovery process is required.</li> <li>• Public information is also a key element of the Recovery process; indeed, the importance of information to a disaster affected community cannot be over emphasised.</li> <li>• In the early stage of recovery people need information on: What has happened? What they should do? What is available to assist them to recover from the impact of the event? And How they can access those services?</li> <li>• The type of information may need to change as time moves on, but the need for information does not. In general terms, the aim of public information is to gain understanding of and active support for the Recovery process.</li> </ul>	<ul style="list-style-type: none"> <li>• Communications and Event staff</li> <li>• Post Newspaper</li> <li>• Western Suburbs Newspaper</li> <li>• The West Australian</li> <li>• City of Subiaco Website</li> </ul>
Team Leader	Manager Administration Services	92379272
<b>Clean Up/Equipment Provision</b>		
<p>Consider issues relating to supply and maintenance of equipment to assist with recovery of the environment and critical infrastructure.</p>	<p>The Clean-up and Equipment Provision Team Leader will need to plan for the provision of equipment, generally in the form of machinery, the Environment and Infrastructure team.</p>	<ul style="list-style-type: none"> <li>• Manager Infrastructure Services</li> <li>• Technical Services staff</li> <li>• State Emergency Service</li> </ul>
Team Leader	Manager Fleet & Waste Services	93870920

Infrastructure Restoration		
<p>Consider issues relating to:</p> <ul style="list-style-type: none"> <li>• Clearance of blocked transport routes</li> <li>• Maintaining transport capability (including vehicle availability)</li> <li>• Repair and re-establishment of infrastructure and 'lifelines'</li> <li>• Determination of suitable emergency communication options.</li> <li>• Options for alternate sources of energy, water, transport, communication, etc</li> <li>• Clearance of debris, etc from community shared spaces</li> </ul>	<p>The Infrastructure Team Leader will need to develop an approach to restoration of a safe environment as a priority, followed by clean-up then restoration of critical infrastructure such as communications, roads and drainage systems</p>	<ul style="list-style-type: none"> <li>• Director Technical Services</li> <li>• Coordinator Assets and Facilities</li> <li>• Main Roads WA - 138 138</li> <li>• Western Power - 131 351</li> <li>• Alinta Gas - 131 352</li> <li>• Water Corporation - 131 375</li> <li>• Telstra - 132 203</li> <li>• State Emergency Service - 9444 9440 or 1300 1300 39</li> </ul>
Team Leader	Manager Infrastructure Services	93870931
Financial aid and Economic Development		
<p>Consider issues related to:</p> <ul style="list-style-type: none"> <li>• Avenue of funding available to affected members of the community</li> <li>• Process of accountability</li> <li>• Financial management of funds and accountability of costs.</li> </ul>	<p>The Financial Aid and Economic Development Team Leader will need to understand the opportunities available to the community in relation to financial aid. The following are appropriate references.</p> <p>Emergency Financial Relief Arrangements are contained in WESTPLAN -RECOVERY. (Part 6)</p> <p>Guidelines for the administration of Public Appeals can be found in State Emergency Management Committee Policy Statement No 16 (PS 16).</p> <p>Guidelines related to Property Insurance issues are outlined in the State Recovery Plan (WESTPLAN-RECOVERY Part 7)</p> <p>Agencies utilising community volunteers to assist with the delivery of services to the community are</p>	<ul style="list-style-type: none"> <li>• Director Corporate Services</li> <li>• Financial Service personnel</li> </ul>

	<p>responsible for insurance coverage of those volunteers.</p> <p>Sound financial management is essential for maintaining the momentum of the Recovery effort and promoting public and federal/state government confidence in the local recovery effort. The goal should be to facilitate an efficient return to economic and community normality through informed rather than ad hoc or reactionary decision-making.</p> <p>Financial management in the recovery phase could include acquisition, distribution and accounting for funds. It should ensure:</p> <ul style="list-style-type: none"> <li>• Streamlining of financial processes</li> <li>• Cooperation between public and private sectors</li> <li>• Appropriate levels of financial response.</li> </ul> <p>Acquisition covers all sources of recovery funding and financial assistance (income) relating to:</p> <ul style="list-style-type: none"> <li>• Existing (reassigned/reprioritised) budgets</li> <li>• Savings and reserves</li> <li>• Insurance payments.</li> <li>• Federal government financial assistance (received through recovery claim process)</li> <li>• Grants</li> </ul> <p>Financial management during the recovery phase raises a number of challenges, including providing:</p> <ul style="list-style-type: none"> <li>• An emergency financial strategy (a back-up financial plan, retaining rating capacity, and provisions to divert funds)</li> <li>• Capacity to revisit planning priorities</li> </ul>	
--	--	--

	<ul style="list-style-type: none"> <li>• Use of reserves</li> <li>• Establishment of a relief trust fund</li> <li>• The federal government recovery claim process.</li> </ul> <p>The Financial Aid and Economic Development Team Leader shall:</p> <ul style="list-style-type: none"> <li>• Review financial strategies</li> <li>• Communicate with financial agencies, including insurance companies</li> <li>• Keep financial processes transparent.</li> </ul>	
Team Leader	Manager Financial Services	92379233
<b>Structural Survey and Assessment</b>		
Consider the need for and either undertake or coordinate assessment of the structural integrity of buildings after an emergency	<p>An emergency involving impact, fire, earthquake, flooding or storm damage may require the structural integrity of a building to be assessed to determine whether it is fit for occupancy. This team need to have a plan in place to either undertake this function of to ensure the assessment is otherwise resourced.</p> <p>The plan would have to include assessment and reporting but not rectification.</p>	<ul style="list-style-type: none"> <li>• Department of Housing and Works</li> <li>• Department Consumer and Employment Protection (Worksafe)</li> </ul>
Team leader	Manager Building Health Services	
Deputy Team leader	Building Applications Coordinator	

Heritage Assessment		
Consider the need for and either undertake or coordinate an assessment of the need for damage, removal or protection of the City's heritage assets impacted by an emergency.	An emergency involving impact, fire, earthquake, flooding or storm damage may require the integrity of heritage assets to be assessed to determine whether it can be protected, salvaged, and restored. This team needs to have a plan in place to either undertake this function or to ensure the assessment is otherwise resourced.	<ul style="list-style-type: none"> <li>• Manager Parks and Environment</li> <li>• WA Museum</li> <li>• Heritage Council</li> </ul>
Team leader	Manager Library and Museum Services	
Deputy Team leader	Coordinator Museum Services	

After Hours Contacts  
**City of Subiaco**

**Chief Executive Officer**  
Mobile 0419 908 806

**Director Development Services**  
Mobile 0419 987 237

**Director Technical Services**  
Mobile 0409 207 455

**Director Corporate Services**  
Mobile 0417 916 046

**Director Community Services**  
Mobile 0409 204 390

**Manager Field Services**  
Mobile: 0418 909 639

**Manager Infrastructure Services**  
Mobile 0409 108 411

**Manager Parks Services**  
Mobile 0438 011 346

**Manager Community Care**  
Mobile 0427 997 852

**Manager Community Development**  
Mobile 0400 216 609

**Manager Waste and Fleet**  
Mobile 0407 089 199

**Manager Financial Services**  
Mobile 0409 680 015

**Manager Administration Services**  
Mobile 0407 210 273

**Manager Library & Heritage Services**  
Mobile 0409 089 228

**Senior Ranger Amenity**  
Mobile 0418 912 614

**RECOVERY CENTRES**

**Shenton Park Community Centre,**  
240 Onlsow Road, Shenton Park WA 6008.  
Nearest Cross Street – Herbert Road  
Manager Community Care 92379271

**Tom Dadour Centre,**  
363 Bagot Road Subiaco WA 6008.  
Nearest Cross Street – Hensman Road.  
Phone 9237 9271

**The Palms Community Centre,**  
Cnr Nicholson and Rokeby Roads, Subiaco WA 6008  
Phone 9237 9271

## **PLANT AND EQUIPMENT**

### **Manager Waste & Fleet Services**

Mobile 0407 089 199

- 4 x 3 tonne tippers (2 with Kevericks lifts)
- 1 x 1.5 tonne Truck (with Keverick lift)
- 1 x Medium Front End Loader
- 1 x Water tanker with pump.
- 1 x Medium Generator
- 1 x Concrete saw
- 4 x Quick cuts
- 7 x Chain Saws
- 1 x Jackhammer
- 2 x Sweepers
- 1 x Elevator tree platform



OVAL/PARK	STREET LOCATION	COUNCIL HALLS ON OVAL/PARK	ELEC BBQ	TOILET	KIDS PLAY AREA	CHANGE ROOMS	POWER
Mueller Park	Roberts, Subiaco , Hamilton and Coghlan	Nil	✓	✓	✓		✓
Market Square	Roberts, Haydn Bunton Drive.	Gazebo	✓		✓		✓
Subiaco Common	Mere View Way	Nil	✓		✓		
Cliff Sadlier Reserve	Cunningham Tce Daghish		✓		✓		
Theatre Gardens	Hamersley Road Subiaco	Nil	✓	✓	✓		✓
Rankin Gardens	Rokeyby and Hamersley Roads	Nil					
Nicholson Road Reserve (PALMS)	Rokeyby and Nicholson Roads	PALMS Centre	✓	✓	✓	✓	✓
Shenton Park, Lake Jualbup	Herbert Road	Nil	✓	✓			
Rosalie Reserve	Onlsow and Derby Roads.	Sports pavilions	✓	✓		✓	✓
JH Abrahams Reserve	Hacket Drive, The Avenue		✓	✓*	✓		

## **RECOVERY CENTRES**

### **Shenton Park Community Centre**

240 Onlsow Road, Shenton Park WA 6008 (Near intersection with Herbert).  
Facility Manager - Manager Community Care 92379271

### **Tom Dadour Centre**

363 Bagot Road Subiaco WA 6008 (Near intersection with Hensman)  
Facility Manager - Manager Community Care 92379271

### **The Palms Community Centre**

Cnr Nicholson and Rokeby Roads, Subiaco WA 6008  
Facility Manager - Manager Community Care 92379271

**14.8 Town of Vincent**

**TOWN OF VINCENT  
LOCAL RECOVERY ARRANGEMENTS**

**1.0 Local Recovery Committee - Executive membership**

('Core Recovery Committee'):

Executive Chairperson	Mayor Catania
Deputy Chairperson	Chief Executive Officer
Local Recovery Coordinator	Manager Ranger and Community Safety Services
Secretary	Co-ordinator Safer Vincent
Membership	Local Government Hazard Management Agency Department for Child Protection WA Police Service Health Dept/Local Health Officer

**2.0 Sub-committees and membership**

Table 1 – Recovery sub-committee functions and attendance

<b>Sub-Committee</b>	<b>Membership</b>
Team leader <b>Transport:</b>	Manager Ranger Services and Community Safety Public Transport Authority (9326 2000) Other groups as required.
Team Leader <b>Environment:</b>	Manager Health Services Local Land Care Groups – (Swan River Trust 9278 0900) Town of Vincent Principal Works Supervisor – (0408 944 255) Department of Environment and Conservation (Head Office 6364 6500 ) Other groups as required.
Team leader <b>Environmental Health:</b>	Manager Health Services Department of Health (9222 4222) (Environmental Health 9388 4999) Others To be determined
Team Leader <b>Material Aid:</b>	Co-ordinator Safer Vincent Department for Child Protection Churches - See List at Appendix 2 Salvation Army (9227 7010) St Vincent De Paul (9475 5400)

Team Leader <b>Volunteer Co-ordination:</b>	Safer Vincent Co-ordinator Safer Vincent Coordinator. Neighbourhood Watch Chairpersons Service Clubs. Red Cross Volunteering (9225 8888) Others as determined.
Team Leader <b>Aged and Disability Support:</b>	Manager Community Development Aged Care Providers HACC (92224060) Disability Services (6380 1688) Churches. Others as determined
Team Leader <b>Children's Services:</b>	Manager Community Development Department for Child Protection Local Schools – See List at Appendix 3 Community and Child Health Nurses. Hospitals. (PMH – 9340 8222) Outside School Hours Care Providers. Child Care Centres – See list at Appendix 1 Others as identified
Team Leader <b>Accommodation:</b>	Co-ordinator Safer Vincent Department for Child Protection Department of Housing.
Team Leader <b>Animal Welfare:</b>	Senior Ranger Animal Aid Agencies. Fauna Rehabilitation Foundation (08) 9249 3434 Dogs Refuge Home- Shenton Park (93818166) Cat Haven- Shenton Park (94423600) Vets and Local Pet shops RSPCA (92099300) Others as determined.
Team Leader <b>Recovery Centre Manager:</b>	Manager Ranger Services and Community Safety Department for Child Protection Identified Managers and Deputies.
Team Leader <b>Information/Media Liaison:</b>	Local Recovery Coordinator Local Recovery Coordinator and Deputy. Town of Vincent Local Newsletter Editor Local Media. – Local Newspaper Liaison officers Others as determined.
Team Leader <b>Personal Support:</b>	Safer Vincent Co-ordinator Department for Child Protection Local Practitioners. Silver Chain Nursing Assoc (92420242) Red Cross. Country Women's Association
Team Leader <b>Clean Up/Equipment Provision:</b>	Manager Engineering Design Services Principal Works Supervisor SES. Earthmoving contractors Service Clubs.

Team Leader  
**Infrastructure:**

C.E.O. & Executive Manager Technical Services  
Main Roads.  
Western Power.  
Gas Companies.  
Water Authority  
(Sewerage).  
Telco's.  
Others as determined

Team Leader  
**Financial Aid & Economic  
Development**

C.E.O. & Manager Finance  
Department for Child Protection.  
Local Recovery Coordinator.  
Financial Counselling services.  
Centrelink. – Business Manager Corporate Services -  
Helen Cook (92389017)  
Insurance Council.  
Business Associations and Chambers of Commerce.  
Community Recovery Committee.

After Hours Contacts  
**Town of Vincent**

**Manager of Ranger Services and Community  
Safety**  
Jim MacLean - Mob 0407 081 225

## **HOSPITALS**

### **Sir Charles Gairdner Hospital – Public Hospital**

Address: Hospital Avenue, Nedlands  
Phone: 9346 3333

### **Princess Margaret Hospital for Children – Public Hospital**

Address: Roberts Rd, Subiaco  
Phone: 9340 8222

## **PARLIAMENTARIANS**

### **HON. John Hyde**, MLA, Member for Perth

446 William Street  
PERTH WA 6000  
Phone: 9227 8040  
Fax: 9227 8060

### **HON. Stephen Smith**, MP, Federal Member for Perth

Unit 2, 60 Russell Street  
MORLEY WA 6062  
(PO Box 657, Morley WA 6943)  
Tel: (08) 9375 9855  
Fax: (08) 9375 3100

## **RECOVERY CENTRES**

### **Mount Hawthorn Community Centre**

197 Scarborough Beach Rd, Mount Hawthorn

### **North Perth Town Hall**

26 View Street, North Perth

### **Royal Park Hall**

180 Charles Street, West Perth

### **Menzies Park Pavilion**

95 - 97 Egina Street, Mount Hawthorn

### **Banks Reserve Pavilion**

60 Joel Terrace, Mount Lawley

## **APPENDIX 1 - CHILD HEALTH SERVICES**

### **Harold Street Child Health Centre**

Corner Harold and Curtis Street

HIGHGATE 6003

Tel (08) 9328 7270

### **Loftus Community Centre**

99 Loftus Street

LEEDERVILLE 6007

Tel (08) 9328 3048

### **Mount Hawthorn Child Health Clinic**

197 Scarborough Beach Road

MOUNT HAWTHORN 6016

PO BOX 247

MOUNT HAWTHORN 6016

Tel (08) 9444 3603

### **View Street Child Health Clinic**

Rear 20 View Street

NORTH PERTH 6006

PO Box 374

NORTH PERTH

Tel (08) 9328 6420

## **CHILDREN SERVICES**

### **Ethnic Child Care Resource Unit (ECCRU)**

390 Oxford Street

MOUNT HAWTHORN 6016

Tel (08) 9443 4323

Long Day Care 0-6 years

**Gurrlongga Njininj Daycare Centre**

Multicultural Day Care Centre  
386 Lord Street  
EAST PERTH 6004  
Tel (08) 9228 2428

**Kidz R Us Child Care Centre**

38 Monmouth Street  
MOUNT LAWLEY 6050  
Tel (08) 9328 5740

**Leederville Child Care Centre**

244A Vincent Street  
LEEDERVILLE 6007  
Tel (08) 9227 1514

**Mulberry Tree Child Care Centre**

207 Scarborough Beach Road  
MOUNT HAWTHORN 6016  
Tel (08) 9443 6388

**Kids Galore**

144 Eton Street  
NORTH PERTH 6006  
Tel (08) 9242 5667

**Meela Child Care Centre**

116 West Parade  
MOUNT LAWLEY 6050  
Tel: (08) 9227 9886

**Mother Goose Day Care Centre**

66 Forrest Street  
MOUNT LAWLEY 6050  
Tel (08) 9227 8323

**Totspot Child Care Centre and Kindergarten**

174 Grosvenor Road  
NORTH PERTH 6006  
Tel (08) 9328 9797

Outside School Hours Care

**Gumtrees Out of School Hours Care Service**

Aranmore Primary Catholic School  
22 Brentham Street  
LEEDERVILLE 6007  
Tel (08) 9444 6085

**Loftus Recreation Centre**

99 Loftus Street (Corner Loftus and Vincent Street)  
LEEDERVILLE WA 6007  
Tel (08) 9227 6526

**North Perth Out of School Hours Care**

Olive Street  
NORTH PERTH 6006  
Tel (08) 9328 6137

**Mount Hawthorn Out of School Care**

1 Scarborough Beach Road  
MOUNT HAWTHORN WA 6016  
Tel (08) 9242 4274

Playgroups

**Playgroups**

Playgroup WA (Inc)  
1-3 Woodville Lane  
NORTH PERTH 6006  
P O Box 61  
NORTH PERTH 6906  
Tel (08) 9228 8088

Toy Libraries

**Leederville Toy Library**

Loftus Community Centre  
99 Loftus Street  
LEEDERVILLE WA 6007  
Tel (08) 9328 3098

**Mt Hawthorn Toy Library**

Mt Hawthorn Community Centre  
Cnr Scarborough Beach Road/ The  
Boulevard  
MOUNT HAWTHORN WA 6016  
Tel: 9443 8568

**Noah's Ark Toy Library and Resource  
Centre**

For Children with Special Needs  
73 Angove Street  
NORTH PERTH WA 6006  
Tel (08) 9328 1598

**APPENDIX 2 - CHURCHES/PLACES OF WORSHIP**

Anglican

**St Alban's**

423 Beaufort Street  
HIGHGATE 6003  
Tel (08) 9328 8071

**St Peter's**

Tel (08) 9444 1516

**St Hilda's**

15 View Street  
NORTH PERTH 6006  
Tel (08) 9328 8967

**St Patrick's Anglican Church**

731 Beaufort Street  
MOUNT LAWLEY 6050  
(08) 9271 4516

Baptist

**Baptist Church**

Cnr Hobart & Edinboro Streets  
MOUNT HAWTHORN 6016  
Tel (08) 9444 1171

Catholic

**North Perth Redemptorist Monastery**

190 Vincent Street  
NORTH PERTH 6006  
PO Box 74  
NORTH PERTH 6006  
Tel (08) 9328 6600

**St Mary's**

40 Franklin Street  
LEEDERVILLE 6007  
Tel (08) 9444 9624

**Sacred Heart Catholic Church**

64 Mary Street  
HIGHGATE 6003  
Tel (08) 9328 3433

**St Brigid's**

Cnr Aberdeen & Fitzgerald Streets  
NORTHBRIDGE 6003



Macedonian Orthodox

**St Nikola's**

69 Angove Street  
NORTH PERTH 6006  
Tel (08)9328 8552

Seventh Day Adventists

**Seventh Day Adventists Church**

439-447 Charles Street  
NORTH PERTH 6006  
Tel (08) 9322 3881

Other

**Greek Orthodox Archdiocese of Australia**

390 Charles Street  
NORTH PERTH 6006  
Tel (08) 9242 3466

**City Vision Christian Fellowship**

141 West Parade  
MOUNT LAWLEY 6050  
Tel (08) 9228 4447

**Bethany Church of God Inc**

129 – 131 Raglan Road  
NORTH PERTH 6006  
Tel (08) 9328 2261

**Scripture Union of Western Australia**

82 Matlock Street  
MOUNT HAWTHORN 6016  
Tel (08) 9443 5055

**APPENDIX 3 - EDUCATION/SCHOOLS**

Preschools

**Highgate Kindergarten**

4 Broome Street  
HIGHGATE 6003  
Tel (08) 9328 5825

**Kyilla Pre-Primary School**

Selkirk Street  
NORTH PERTH 6006  
Tel (08) 9444 1828

**Mt Hawthorn Pre-Primary School**

204 Scarborough Beach Road  
MOUNT HAWTHORN 6016  
Tel (08) 9444 1706

**Margaret Kindergarten**

45 Richmond Street  
LEEDERVILLE 6007  
Tel (08) 9444 1799

**North Perth Pre-Primary School**

1 Albert Street  
NORTH PERTH 6006  
Tel (08) 9328 7104

Primary Schools

**Aranmore Primary School**

20 Brentham Street  
LEEDERVILLE 6007  
Tel (08) 9444 9366

**Kyilla Primary School**

Selkirk Street  
NORTH PERTH 6006  
Tel (08) 9201 2278

**Mount Hawthorn Senior Primary School**

Matlock Street  
MOUNT HAWTHORN 6016  
Tel (08) 9242 3677

**Sacred Heart Primary School**

40 Mary Street  
HIGHGATE 6003  
Tel (08) 9328 8817

**Highgate Primary School**

147 Lincoln Street  
HIGHGATE 6003  
Tel (08) 9328 4201

**Mount Hawthorn Junior Primary School**

212 Scarborough Beach Road  
MOUNT HAWTHORN 6016  
Tel (08) 9444 1418

**North Perth Primary School**

1 Albert Street  
NORTH PERTH 6006  
Tel (08) 9328 7104

Secondary Schools

**Aranmore Catholic College**

41 Franklin Street  
LEEDERVILLE 6007  
PO BOX 223  
LEEDERVILLE 6007  
Tel (08) 9444 9355

**St Marks International College**

375 Stirling Street  
PERTH 6000  
PO BOX 8480  
PERTH BC, 6849  
Tel (08) 9227 9888

Adult and Further Education

**Leederville TAFE**

Richmond Street  
LEEDERVILLE 6007  
Tel 1300 300 822

**Mount Lawley Neighbourhood Learning Centre**

715 Beaufort Street  
MOUNT LAWLEY 6050  
Tel (08) 9271 4461

**Mount Lawley TAFE**

Cnr Harold & Lord Streets  
MOUNT LAWLEY 6050  
Tel 1300 300 822

## APPENDIX 4 – SUPPORT GROUPS

### DISABILITY SERVICES

#### Home assistance/respite services

**Cerebral Palsy Association of WA**

106 Bradford Street  
COOLBINIA  
Tel (08)9443 0206

**Mount Hawthorn Education Support Centre**

101 Matlock St  
MOUNT HAWTHORN 6016  
Tel (08) 9443 4022

**Lady Lawley Cottages**

8 Gibney Street COTTESLOE 6011 WA Tel  
(08) 9384 2466

**IDENTITY WA**

Tel (08) 9474 9501

#### Agency Information and Support

**Activ Foundation**

41 Bishop street  
JOLIMONT 6014  
Tel (08) 9387 0555

**Disability Council of WA**

2 Delhi Street  
WEST PERTH 6005  
Tel (08) 9420 7203

**Ethnic Disability Advocacy Centre**

320 Rokeby Road  
SUBIACE 6008  
Tel (08) 9388 7455

**Paraplegic Quadraplegic Assn. of WA**

10 Selby Street  
Shenton Park  
Tel (08) 9381 0111

**People with Disabilities (WA) Inc 37**

Hampden Road  
NEDLANDS 6009  
Tel (08) 9386 6477

**Resource Unit for Children with Special Needs**

144 Railway Parade  
WEST LEEDERVILLE 6007  
Tel (08) 9388 7577

**WA Deaf Society Inc**

46/5 Aberdeen Street  
EAST PERTH 6004  
Tel (08) 9441 2677

**Recreation Network**

391 Oxford Street  
MOUNT HAWTHORN 6016  
Tel (08) 9443 8788

**Anglicare**

23 Adelaide Terrace  
EAST PERTH 6839  
GPO BOX C138  
PERTH 6000  
Tel (08) 9321 7033

**Better Hearing Australia (WA) Inc**

29 West Parade  
PERTH 6000

**A.R.A.F.M.I (WA) Inc.**

37 Hampden Rd  
NEDLANDS 6009  
Tel (08) 9389 9888 (head office)

**Multiple Sclerosis Society of WA**

Parkhill Way  
WILSON 6107  
Tel (08) 9365 4888

**Intework Inc.**

32 Cedric Street  
STIRLING 6021  
Tel (08) 9344 7667

**TADWA (technical aid to the disabled)**

60 Lord Street  
EDEN HILL 6054  
PO BOX 266  
BASSENDEAN 6934  
Tel (08) 9379 3733

**Sussex Street Community Law Centre,  
Disability Discrimination Unit**  
29 Sussex Street  
EAST VICTORIA PARK 6101  
Tel (08) 9470 2676

**Western Australian Association for Mental  
Health**  
2 Delhi Street  
WEST PERTH 6005  
Tel (08) 9420 7277

## **PARKING**

There are ACROD bays in all Town of Vincent car parks. In addition to the standard wide bays there are also ACROD 2.5 Easy Access Bays. These allow parking close to venues for people who have an ACROD permit but do not require a wider bay.

Event Parking: At many events there will be additional parking set aside for holders of ACROD permits. Contact the nominated officer on event information for more details.

For a Companion Card/Parking Permit contact:

ACROD  
1/59 Walters Drive, OSBORNE PARK 6017  
PO Box 1595, OSBORNE PARK BUSINESS CENTRE 6916  
Tel 1800 617 337

## **GOVERNMENT DEPARTMENT ONLINE SERVICES**

**Centrelink**  
[www.centrelink.gov.au](http://www.centrelink.gov.au)

**Department of Health**  
[www.health.wa.gov.au](http://www.health.wa.gov.au)

**Department of Education and Training**  
[www.training.wa.gov.au](http://www.training.wa.gov.au)

**Department of Housing and Works**  
[www.dhw.wa.gov.au](http://www.dhw.wa.gov.au)

**Department of Planning and Infrastructure**  
[www.dpi.wa.gov.au](http://www.dpi.wa.gov.au)

**Disability Services Commission (DSC)**  
[www.dsc.wa.gov.au](http://www.dsc.wa.gov.au)

**Lottery West**  
[www.lotterywest.wa.gov.au](http://www.lotterywest.wa.gov.au)

**TransPerth**  
[www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)

**Department of Transport**  
[www.transport.wa.gov.au](http://www.transport.wa.gov.au)

## **MOBILITY**

### **Independent Living Centre**

The Niche, Suite A, 11 Aberdare Street  
NEDLANDS WA 6009  
Tel (08) 9381 0611 (Reception)

### **Wheelchair Hire**

Red Cross Medical Equipment Hire  
50 Short St  
EAST PERTH WA 6000  
Tel (08) 9325 1463

### **Beach wheelchair hire**

Stored at the City of Perth SLSC. Approach the Town of Cambridge Beach Inspector for access and assistance. For more information contact 9244 1222.

### **RAC**

Repairs & Insurance  
Provides a free repair service for electric wheelchairs. 13 11 11

## **15.0 WELFARE SUPPORT PLAN**

### **15.1 Introduction**

One of the major requirements in an emergency is the provision of welfare services to those affected by the event. The services required range from providing temporary shelter, food and clothing to meeting the psychological needs of those affected by the crisis. These services are an integral part of emergency management and need to be integrated with other services.

Under the Western Australian emergency management arrangements the Department for Child Protection has been assigned responsibility for coordinating the provision of Welfare Support services to people affected by an emergency or disaster that ensures the immediate and ongoing support to alleviate as far as practicable the effects on persons affected by an emergency.

As part of its responsibilities, the Department for Child Protection is responsible for the management of three plans on behalf of the State, they are:

- State Welfare Emergency Management Support Plan (Westplan welfare)
- State Registration and Inquiry Plan; and
- State Reception of Evacuees from Overseas Plan

A stand alone document that may be activated to support any other hazard management has been created to ensure a local focus for Western Central local municipalities by DCP, this plan should be read in conjunction with the Department for Child Protection Perth/Fremantle Local Welfare Emergency Management Support Plan (LWEMSP).

### **15.2 Aim**

To provide detailed arrangements for the provision of welfare support to those affected by an emergency in Western Central municipalities.

The Local Welfare Emergency Management Support Plan details the policy and arrangements adopted by the Department for Child Protection at the local level covering the Western Central local government authorities. The local welfare support plan outlines the arrangements for the provision of Welfare Support, where required and within an all hazards approach structure.

A number of organisations both statutory and voluntary have accepted responsibility to manage specific welfare functional areas. The specific tasks and responsibilities of each organisation is documented in the Westplans and also in the local welfare support plan.

### **15.3 Functions**

In an emergency the physical and psychological needs of those affected can be many and varied. The nature and scale of the disaster/emergency will determine the types of services required to meet the needs and the manner in which they should be delivered, the services may all be required or it could be a combination of only one or two. To assist in coordinating these services they are grouped into six functional areas:

- Emergency Accommodation, provision of temporary shelter and could includes setting up and operating evacuation and welfare centres.
- Emergency Catering - Provision of meals or financial assistance to help people buy their own food.
- Emergency Clothing and Personal Requisites, including toiletries and pharmaceuticals or medicine, blankets, towels, pillows, sanitary needs etc.
- Personal Support, including practical assistance, information, referral, advocacy, counselling, child care and psychological services.
- Registration and Inquiry of people evacuated or affected by the disaster by providing a means for families to locate family members and reunite.
- Financial Assistance to those who are eligible and in need.

### **15.4 Evacuation**

The Department for Child Protection can operate welfare centres (including emergency shelters) and should be contacted whenever an evacuation is being considered at the earliest possible time.

The level of welfare support is dependent upon the number of evacuees and the duration – refer to the matrix in Part 4 – Response - Evacuation.

Due to possible considerable costs the Department for Child Protection needs to be activated as early as possible and even if no evacuation is likely the department should be involved as early as possible so that people affected by the disaster can access emergency financial assistance, practical support and counselling if required.

### **15.5 Registration**

The registration of evacuees is discharged by the Department for Child Protection using the National Registration and Inquiry System – they are assisted by the Australian Red Cross in providing this service. It is vital that this is in place when people begin to evacuate.

### **15.6 Welfare Centres**

This is the primary facility for the provision of welfare services and is part of the Emergency Accommodation function. These facilities are established from which all the other welfare support functions can be delivered until alternative arrangements are made available.

These centres may provide locations for assembly, evacuation, accommodation, relief and recovery (one stop shops).

### **15.7 Public Information**

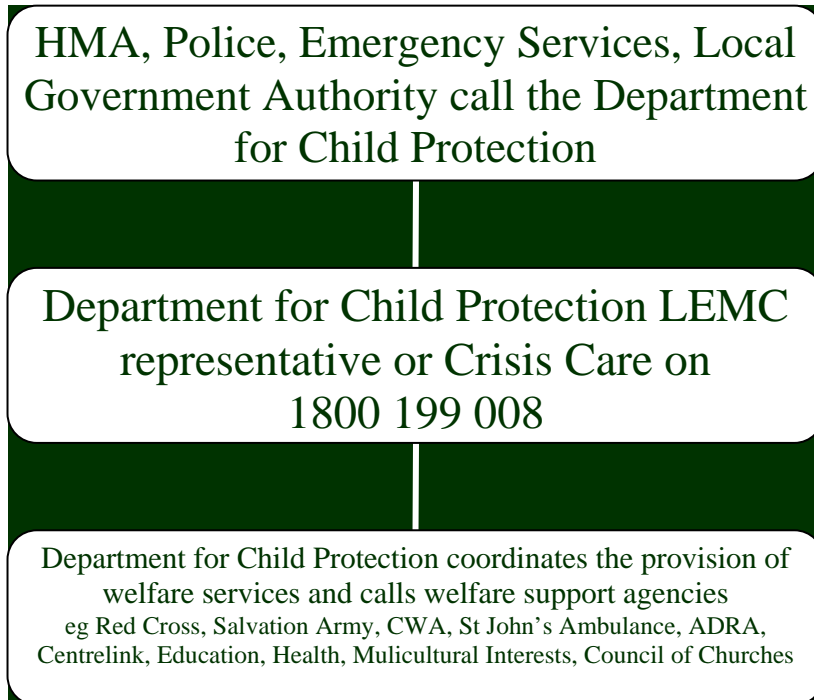
The Hazard Management Agency is responsible for the provision and management of public information during emergencies. The Department for Child Protection should only provide information to the public and the media on issues that are directly their responsibility, all other matters are to be referred to the HMA.

**15.8 Welfare Resources**

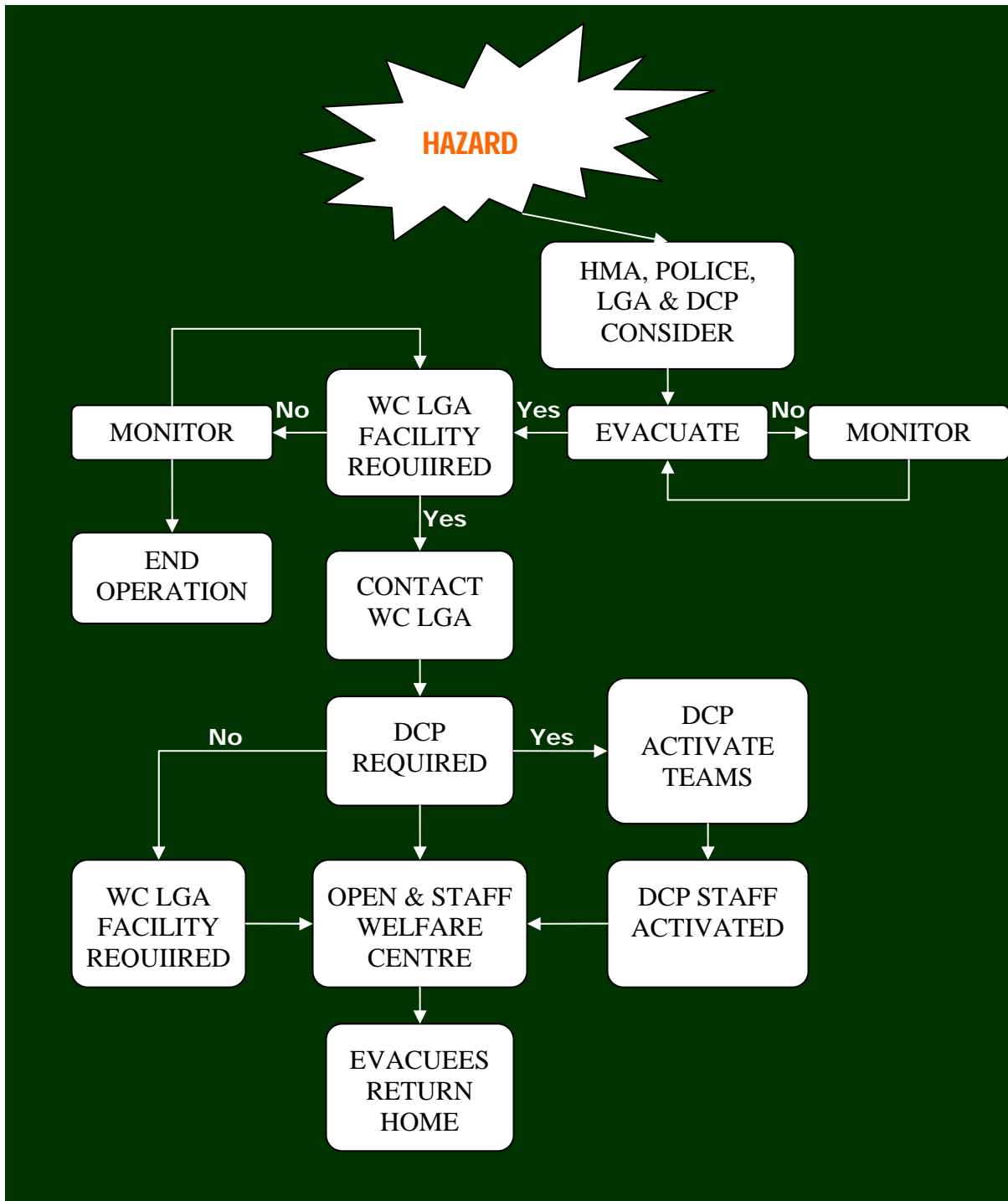
Refer to the local government authority Recovery Plans and the Department for Child Protection Local Welfare Support Plan

**15.9 Activation**

The decision to activate this plan will be determined by the Hazard Management Agency.



Activation Flowchart





## 16.0 STAGES OF EVACUATION

There are 5 stages of evacuation:

1. Decision to evacuate
2. Warning
3. Withdrawal
4. Shelter
5. Return

### 16.1 *Decision to evacuate:*

The type of evacuation and the methods by which it is effected is dependent on a range of factors including the nature of the hazard, community needs and expectations and the available resources and infrastructure.

Voluntary evacuation: A community or any part of a community may elect to self evacuate acting on information or advice received through the media or other sources including relevant warning authorities such as Bureau for Meteorology, hazard management agencies or area coordinator.

Compulsory Evacuation: This occurs when the HMA Incident Controller acting on the best possible information and advice and in consultation with major stakeholders declares emergency Situation Declaration pursuant to Section 50 of the Em Act 2005. This provides extra ordinary powers to authorised officers including the power to evacuate and remove persons who do not comply with the direction to evacuate.

#### ACTION PLAN

No.	Organisation/Officer	Action
1	Local Emergency Coordinator	<ul style="list-style-type: none"><li>• Consults with HMA's and Combat Agencies requirement to evacuate.</li><li>• Identifies area/s to be evacuated</li><li>• Determine if evacuation is to be voluntary or compulsory</li></ul>
2	Local Emergency Coordinator	<ul style="list-style-type: none"><li>• Alerts the Department for Child Protection and seeks details for activation of emergency Evacuation Centres.</li><li>• Alerts relevant Local Government Authority for possible facilities</li></ul>
3	Local Emergency Coordinator	<ul style="list-style-type: none"><li>• Prepares warning messages content and advice</li></ul>
4.	Media Officer	<ul style="list-style-type: none"><li>• Releases prepared messages to media</li></ul>

Refer to Decision to Evacuate Checklist & Warning Message Template.

## 16.2 Warnings

All warnings should be timed to allow ample time for residents to evacuate from impending danger. The lead time needs to include planning time, warning time, reaction time and travel time for evacuees.

When the public are warned that they must evacuate they should be advised of:

- Why there is a need to evacuate
- How much time they have
- How long they will be expected to be away
- Which way they must travel
- Checkpoints for registration
- Transport pickup locations
- How to obtain transport if required
- What restrictions are in place
- To bring any medications with them and if time personal documents
- Organise for the care of their animals and pets

### ACTION PLAN

No.	Organisation/Officer	Action
1	Local Emergency Controller and Designated HMA	Issue warnings by <ul style="list-style-type: none"><li>• ABC Radio</li><li>• FM Radio</li><li>• Local Broadcast</li><li>• House to House Calls</li></ul>
2	Local Emergency Controller and Designated HMA	Determine Evacuation Routes
3	Local Emergency Controller and Designated HMA	Arranges Transport where required
4	Local Emergency Controller and Designated HMA	Determines Evacuation Centres in consultation with DCP and the relevant LGA
5	Local Emergency Controller and Designated HMA	Determines status of Evacuation (voluntary/Compulsory)
6	Local Emergency Controller and Designated HMA	Prepares traffic control and security measures
7	Local Emergency Controller and Designated HMA	Advices Standby to evacuate

During this time it should also be determined what special requirements are to be put in place to relocate the sick, immobile, aged or vulnerable people.

## 16.3 Withdrawal

Voluntary evacuation – is by private transport or provided transport to safe havens (as determined by the evacuees) or to applicable evacuation sites as determined by the HMA.

Compulsory Evacuation – persons residing in the Western Central areas may be required to evacuate their premises at any time or for any reason on order from an authorised officer acting in accordance with an emergency Situation Declaration.

Methods of Transport – could include Private vehicles, buses, on foot etc.

## ACTION PLAN

No.	Organisation/Officer	Action
1	Local Emergency Controller and Designated HMA	Issue warnings by <ul style="list-style-type: none"> <li>• ABC Radio</li> <li>• FM Radio</li> <li>• Local Broadcast</li> <li>• House to House Calls</li> </ul>
2	Local Emergency Controller and Designated HMA	Determine Evacuation Routes
3	Local Emergency Controller and Designated HMA	Designates Emergency Evacuation Centres
4	Local Emergency Controller and Designated HMA	Advices to seek accommodation with family and friends or move to an evacuation centre located at ****
5	Local Emergency Controller and Designated HMA	Advices status of Evacuation
6	Local Emergency Controller and Designated HMA	Advices transport arrangements and special needs
7	Local Emergency Controller and Designated HMA	Evacuate Now Advised
8	Local Emergency Controller and Designated HMA	Implements traffic Control and security measures
9	Local Emergency Controller and Designated HMA	Erects traffic Control signs and secures area to prevent entry of unauthorised persons

Refer to Withdrawal Checklist

### **16.4 Shelter**

A list of Local Welfare Centres is documented in the Western Central Local Emergency Management Committee Recovery Plan and also in the Department for Child Protection's Local Welfare Emergency Management Support Plan.

Move to Check-Points (Assembly Points) - The public should be directed to these points to determine if:

- They require temporary shelter or accommodation
- They require transport to be relocated
- If there are any special needs

Security – Provided that it is safe to do so the Police will facilitate the security of the evacuated area to ensure that everyone has been evacuated and to protect properties from persons with criminal intent.

**ACTION PLAN**

No.	Organisation/Officer	Action
1	Department for Child Protection and Local Government Authority	Open Evacuation Centre(s)
2	SES/Health Dept/St John Ambulance	Arrange special transport requirements to Evacuation Centres or other appropriate facility
3	Department for Child Protection	Arrange registration of Evacuees
4	Department for Child Protection	Arrange food, personal requisites and personal support for evacuees and if eligible financial assistance
5	Department for Child Protection and Local Government Authority	Provide ongoing contact and phone number for recovery functions

Refer to the Department for Child Protection's Local Welfare Emergency Management Support Plan and the Shelter Checklist.

**16.5 Return**

The HMA in consultation with the Recovery Committee taking into account safety and habitability will determine return to premises.

Return will take place following the threat passing without impact or once services/infrastructure is returned to a safe state.

Timing of the return will be determined by the HMA in consultation with specialist advice and the Recovery Committee.

**ACTION PLAN**

No.	Organisation/Officer	Action
1	Local Emergency Controller and designated HMA	Conducts assessment of affected area and determines if safe to return
2	Local Emergency Controller and designated HMA	Meets with Recovery Coordinator to determine immediate recovery activities required to ensure safe return if possible
3	Local Emergency Controller and designated HMA	Authorises removal of barriers and manages traffic control activities
4	Local Emergency Controller and designated HMA	Issues advice through media and direct to residents that they can return to their homes including any ongoing safety warnings
5	Local Emergency Controller and designated HMA	Advises location and Contact of One Stop Shop (if one is to be set up or LGA details).

Refer to Return Checklist

## **17.0 ENVIRONMENTAL HEALTH SUPPORT PLAN**

### **17.1 Introduction**

This support plan outlines a range of public health and environmental measures necessary to protect the health of the community and evacuees at the time of an emergency.

The plan calls for close liaison with the other agencies dealing with the emergency and particularly with the relevant local government Community Services unit, the Department of Health (Environmental Health unit) and the responsible HMA.

### **17.2 Aim**

This support plan aims to;

- Detail the public health and environmental functions to be addressed during an emergency or within a disaster affected area.
- Ensure adequate public health conditions are maintained and that the potential for the occurrence of disease is minimised.

### **17.3 Environmental Health Functions**

The fundamental public health protection functions required at the time of an emergency are directed from the Local Emergency Coordination Centre and the Department of Health (and appointed officer for major emergencies).

Environmental Health support functions are coordinated by the designated Local Public Health Coordinator for the local government area (usually the Principal Environmental Health Officer).

Close liaison is maintained with the relevant local government Community Services unit and the responsible HMA.

### **17.4 Survey and Assessment**

- Conduct an initial survey of the disaster area to assess the priority of the environmental health response measures necessary and for the identification of immediate potential hazards.
- Identify safe temporary facility sites and disposal sites in conjunction with other authorities involved.

#### Food (Human Consumption)

- Food surveillance and possible rejection for human consumption.
- Monitoring of health provisions for food preparation, storage and distribution.
- Arrange seizure and disposal of damaged/perished foodstuff.

#### Water

- Selection and maintenance of a potable water supply for use in an emergency.
- Develop guidelines for water transportation and distribution.

### Disease Prevention

- Determine the need for action and supervise the destruction of insect vectors and vermin where necessary.
- Liaise with Agriculture Western Australia as required.

### Water Disposal (Including Site of Ablutions, etc.)

- Arrange for disposal of silage water from emergency ablutions, sanitary conveniences and laundries.
- Location of emergency facilities (i.e., ablutions, sanitary conveniences, laundries and refuse disposal).
- Arrange for disposal of solid wastes.
- Arrange disposal method for dead animals and supervise subsequent disposal.

### Hygiene and Cleaning Details

- Detail the procedures and schedules for:
  - Cleaning of accommodation areas and public places.
  - Servicing of liquid waste holding tanks and drainage systems.
- Supervise activities as detailed in (a).

### Accommodation

In conjunction with the relevant local government Community Services unit and the Department for Child Protection, identify and supervise the provision of suitable accommodation for evacuees and relief workers.

### Environmental Health Coordination

Environmental health services are coordinated by designated Local Public Health Coordinator for the local government area.

### Local Public Health Coordinator

The designated Local Public Health Coordinator will develop a team of trained officers to act as his/her back up in an emergency.

#### Role of the Environmental Health Officer

- To develop specific emergency contingency plans to ensure the Health Act is upheld in relation to environmental health and to arrange for appropriate staff training.
- In the event of an emergency to liaise with the Department of Health Medical Officer and the Northshore SES. To provide status reports regarding environmental health as requested.
- To survey and assess the environmental and public health impact of the emergency and to initiate appropriate measures.
- To coordinate the various environmental and public health response activities and monitor conditions throughout the emergency period.
- To re-assess and direct appropriate environmental health measures to be undertaken and followed through during the recovery phase.

### Media Releases

Media Releases are restricted to the Media Liaison Team in conjunction with the Local Emergency Coordinator.

### Identification Vests

Staff must wear clear identification. Liaison Officers to the Local Emergency Coordination Centre and command posts must wear identification vests.

### **17.5 Activation**

The Environmental Health Support Plan will be activated by the relevant local government after advice from the Local Emergency Coordinator or the Department of Health.

### Warning Stage

This will come from the Local Emergency Coordinator or the Department of Health.

Immediately following the warning the Local Public Health Coordinator for the local government area will alert officers of the local government Environmental Health Section.

The Chief Executive Officer (and through the CEO, the Mayor / Shire President) is advised.

### Action

As per the local government Environmental Health Support Plan under the direction of the Local Public Health Coordinator for the local government area.

### Authority to Incur Expense

Where possible this should be discussed with the Chief Executive Officer.

There is a need to;

- Have Council authority.
- Have Department of Health authority.
- Be able to make a quick decision.
- Document all expenses incurred as a result of the emergency.

### Department of Health - Emergency Management Arrangements

Under existing WA Emergency Management arrangements, Health is the support agency responsible for all health and medical related issues for emergencies and major incidents. Health's role is documented under the State plan — Westplan Health.

In the event of a major incident, agencies are requested to call the Department's Emergency Management On-Call Duty Officer (OCDO) paging service on (08) 9328 0553 and leave a message with the following details:

- Agency name;
- Caller name;
- Return phone number;
- Brief detail of incident/disaster.

The OCDO will respond to the caller by requesting an ETHANE report.

E – exact location of incident;

T – time of incident;

H – hazards present;

A – access / egress;

N – number of casualties and types of injuries;

E – emergency services present and required.

The OCDO in consultation with the caller will determine the health resources required to respond.

The Department of Health (DOH) has the following specialist resources on-call who can be contacted by the OCDO and advised to respond:

- Medical
- Toxicology
- Communicable Disease Control
- Radiation Health
- Environmental Health
- Mental Health

In addition to this, the OCDO will also advise the State Health Coordinator of the incident and the potential need to activate Westplan Health.





Western Central Local  
Emergency Management Arrangements  
Emergency Contacts Directory

NOT FOR PUBLIC RELEASE



