



Ordinary Council Meeting

For Tuesday, 9 December 2025

Attachments under Separate Cover

**Item 14.1.3 - Adoption of Local Emergency
Management Plan and Local Recovery Plan**

Ordinary Council Meeting, Tuesday, 9 December 2025

Attachments under separate cover

Table of Contents

	Page
14.1. SUSTAINABLE DEVELOPMENT AND SAFETY	
14.1.3 ADOPTION OF LOCAL EMERGENCY MANAGEMENT PLAN AND LOCAL RECOVERY PLAN	
Attachment 1 Cockburn Local Recovery Plan.....	3
Attachment 2 Cockburn Local Emergency Management Plan.....	51
Attachment 3 2018 Local Emergency Management Arrangements	97



Local Recovery Plan



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Document Set ID: 12514503

Version: 1, Version Date: 11/11/2025

Authority

The Local Recovery Plan has been prepared in accordance with section 41(4) of the *Emergency Management Act 2005* (EM Act) and forms a part of the Cockburn Local Emergency Management Arrangements. This plan has been endorsed by the Cockburn Local Emergency Management Committee and has been tabled for information and comment with the South Metropolitan District Emergency Management Committee. This plan has been approved by the City of Cockburn.

Chair, City of Cockburn Mayor Cockburn Local Emergency Management Committee	Date
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Deputy Chair, WA Police Senior Sargent Cockburn Station Cockburn Local Emergency Management Committee	Date
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Endorsed by Council <Insert resolution number>	Date
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Acknowledgement of Country

The City of Cockburn and the Cockburn Local Emergency Management Committee acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to Elders, past and present.

Table of Contents

Document Amendments	5
Glossary of Terms	5
Part One: Introduction.....	7
1.1 Purpose.....	7
1.2 Objectives	8
1.3 Scope	8
1.4 Review Process	8
Part Two: Local Emergency Management Arrangements and related documents....	10
2.1 Local Emergency Management Arrangements.....	10
2.2 Related documents	10
2.3 Collaborative Agreements and Commitments.....	11
Part Three: What is Recovery?.....	13
3.1 Recovery Management Principles	13
3.2 Recovery Management Functional Areas	14
3.3 Transition to Recovery	15
Part Four: How is Recovery Coordinated and Who Does What?.....	17
4.1 Local Recovery Coordinator.....	17
4.2 Local Recovery Coordination Group	19
4.2.1 Functions	19
4.2.2 Composition.....	21
4.3 Local Recovery Coordination Group Subcommittees	22
4.4 State Recovery Coordination	22
4.5 Developing a Local Operational Recovery Plan.....	22
Part Five: Resources and Facilities	27
5.1 Local Recovery Centre.....	27
5.2 Staff Considerations.....	28
5.3 Financial Arrangements	28
5.3.1 Internal Funding and Record Management.....	29
5.3.2 External Funding Arrangements.....	31
5.3.3 Donations of Goods.....	34

5.4 Temporary Memorial Management	35
5.5 Volunteer Management	35
5.6 Waste Management and Clean Up	37
5.6.1 Clean Up Decision-Making Considerations	38
5.7 Communications	39
Part Six: Stand Down and Evaluation	41
6.1 Debriefing	41
6.2 Recovery Evaluation	41
Appendices	42
Appendix One: Local Recovery Coordinator Position Description	43
Appendix Two: Local Recovery Coordinator Kit	45
Appendix Three: Local Recovery Coordination Group Profile and Checklist	45
Appendix Four: Local Operational Recovery Plan Template	45
Appendix Five: Local Recovery Coordination Group Subcommittee Roles and Functions	46

Document Amendments

Approval Date	Review Type	Amendment Details	Reviewer
2018	Major		M.Emery
2025	Major	Annexation of Local Recovery Plan from Local Emergency Management Plan and comprehensive update and review, with additional sections on resources and appendices to support.	C.Mora

Feedback and comments from the community and stakeholders help to improve the accuracy and effectiveness of these arrangements.

Feedback can provided to:

Cockburn Local Emergency Management Committee

City of Cockburn

PO Box 1215, Bibra Lake DC,

Western Australia, 6965

Or via email to: customer@cockburn.wa.gov.au

Glossary of Terms

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

Refer to the **Local Emergency Management Plan** for a local glossary.



Part One: Introduction

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Recovery is the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing (section 3(d) of the *Emergency Management Act 2005*)

Recovery should be seen as a community development process, which should seek to develop and enhance the community rather than just return it to the previous level of resilience. This can be achieved with a well-managed recovery process.

Community disaster recovery includes recovery in the spheres of physical, environmental, economic and social wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

This Local Recovery Plan is established in accordance with the *Emergency Management Act 2005* section 41(4) which requires a local government to prepare a recovery plan and nominated a Local Recovery Coordinator.

This Local Recovery Plan has been developed by the City of Cockburn in consultation with the Cockburn Local Emergency Management Committee (LEMC). The LEMC membership includes representatives of agencies, organisations, community groups and subject matter experts.

1.1 Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility, to be used by City of Cockburn staff and Cockburn Local Emergency Management Committee in preparing a Local Operational Recovery Plan and undertaking recovery activities.

In accordance with the *Emergency Management Act 2005*, recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing” (section 3).

1.2 Objectives

The objectives of the Local Recovery Plan are to:

- Outline the principles and objectives of recovery management
- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Cockburn
- Establish a basis for the coordination of recovery activities at the local level
- Promote effective liaison between all Hazard Management Agencies
- Emergency services and supporting agencies, which may become involved in recovery, and
- Provide a framework for recovery operations.

1.3 Scope

The scope of this Local Recovery Plan is limited to the boundaries of the City of Cockburn (excluding Rottnest Island) and forms a part of the Cockburn Local Emergency Management Arrangements.

This Plan is intended to be used by City of Cockburn staff and Cockburn Local Emergency Management Committee, and is not intended for people directly impacted by disasters.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from the District, State or Federal level, in which case these arrangements should be used to guide advocacy and recovery efforts in the Cockburn community.

1.4 Review Process

The Local Recovery Plan must be reviewed regularly to ensure information is up to date and relevant. The Local Recovery Plan should be reviewed:

- After an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination
- After training or drills that exercise the arrangements
- Changes to State or Local policy
- Any other time the City of Cockburn considers appropriate, or
- A unanimous decision by the Cockburn Local Emergency Management Committee (LEMC).

The review may entail only minor administrative amendments or a more significant change to document structure, which requires tabling at the District Emergency Management Committee and State Emergency Management Committee.



Part Two: Local Emergency Management Arrangements and related documents

Part Two: Local Emergency Management Arrangements and related documents

2.1 Local Emergency Management Arrangements

This Local Recovery Plan is to be read in conjunction with and alignment to the Cockburn local emergency management arrangements.

The Local Recovery Plan is consistent with State Emergency Management Policies.



2.2 Related documents

- *Business Continuity Plan* (ECM Doc Set ID: 11538591)
- *Crisis and Incident Communications Plan* (ECM Doc Set ID: 11505805)

2.3 Collaborative Agreements and Commitments

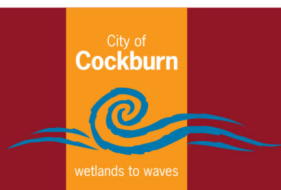
All of the City's emergency management agreements, understandings and commitments are outlined in the Local Emergency Management Plan.

The City of Cockburn is a partner in the **Memorandum of Cooperation - Provision of Emergency Support 2025 – 2030** (ECM Doc Set ID: 12476615) with Perth local governments in the South Metropolitan area. The following Local Governments are for the provision of additional resources in emergency management:

- City of Armadale
- City of Cockburn
- City of Fremantle
- City of Kwinana
- City of Mandurah
- City of Melville
- Shire of Murray
- City of Rockingham
- Shire of Serpentine Jarrahdale
- Shire of Waroona

The Memorandum of Understanding formalises cooperative arrangements between local governments for the sharing of emergency management information and knowledge, as well as the provision of support for disaster recovery activities.





Part Three: What is Recovery?

Part Three: What is Recovery?

Managing recovery is a legislated function of the City of Cockburn and the Local Recovery Plan is a sub-plan of the Local Emergency Management Arrangements documenting the recovery process.

Local government, being the closest form of government to local communities, are best to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State Government departments, supporting agencies, community members, community groups, and community service organisations.

3.1 Recovery Management Principles





This Plan and its Local Recovery Coordination Group will consider all aspects of recovery, incorporating the [National Principles for Disaster Recovery](#):

- Understanding the context
- Recognise complexity
- Use community-led approaches
- Coordinate all activities
- Communicate effectively
- Recognise and build capacity.



3.2 Recovery Management Functional Areas

There are four key functional areas that require coordination of plans to be implemented as part of the recovery process on the various needs of the community. These are Social, Economic, Natural and Built Environments, as expanded on below.

 <p>Social</p> <ul style="list-style-type: none"> • Community impact and needs • Outreach • Communications • Events • Local Recovery Centre • Health and wellbeing • Resilience and social connectedness • Family and personal support • Donations and volunteers 	 <p>Economic</p> <ul style="list-style-type: none"> • Tourism • Jobs and employment • Business impacts (Agriculture, industry, small business etc) • Local population and security • Donated funds • Lord Mayor's Distress Relief Fund (LMDRF)
 <p>Natural Environment</p> <ul style="list-style-type: none"> • Air and water quality • Bushland and reserves • Flora and fauna health • Pollution management • Beaches and waterways 	 <p>Built Environment</p> <ul style="list-style-type: none"> • Transport and roads • Waste services • Parks and gardens • Utilities and essential services • Building and development

3.3 Transition to Recovery

Recovery starts as soon as an incident occurs and is the responsibility of the City of Cockburn. However, there may be a formal process to transition to recovery for significant incidents whereby the Controlling Agency will liaise with the City of Cockburn to prepare for a transition from response to recovery and at an agreed point will transfer responsibility to the City to coordinate activities.

The handover must be appropriately documented, and an Impact Statement prepared in accordance with State Procedures. The CEO or Local Recovery Coordinator should accept any formal handover.

To aid the transition to recovery all Controlling Agencies should complete an impact statement on the affect area of the emergency. An [Impact Statement](#) is a key element of the handover process from the response to recovery between the controlling agency and local government. The acceptance of this handover of responsibility is at the discretion of the CEO on advice from the Local Recovery Coordinator and Local Recovery Coordination Group, in consultation with the Hazard Management Agency / CA. Acceptance of this Impact Statement and its responsibilities should not occur unless the CEO, the Local Recovery Coordinator and the Local Recovery Coordination Group are fully aware of the extent of the impacts on the community and are willing to take on the responsibilities going forward.

The Controlling Agency/ Hazard Management Agency with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ Hazard Management Agency will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group
- Undertake and initial impact assessment for the emergency and provide that assessment as an Impact Statement to the Local Recovery Coordinator and the State Recovery Coordinator
- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator
- Provide risk management advice to the affected community (in consultation with the Hazard Management Agency) and
- Conduct a formal “handover” of control of the emergency to a designated recovery controller.



Part Four: How is Recovery Coordinated and Who Does What?

Part Four: How is Recovery Coordinated and Who Does What?

Recovery activities are to be coordinated by the City of Cockburn through the Local Recovery Coordinator and Local Recovery Coordination Group.

The role of the City of Cockburn is to:

- Manage recovery following an emergency affecting the community in its district (s.36(b) the Emergency Management Act 2005)
- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested (s.41(4) the Emergency Management Act 2005),
- Identify and appoint Local Recovery Coordinator/s
- Determine the establishment of a Local Recovery Coordination Group when appropriate and establish the group's roles and responsibilities in line with the State Emergency Management Committee Local Recovery Guidelines
- Coordinate local level recovery activities via the Local Recovery Coordination in conjunction with the Local Recovery Coordination Group and in accordance with plans, strategies and policies that it determines, and
- Consider the potential membership of a Local Recovery Coordination Group prior to emergencies occurring.

4.1 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the City, in conjunction with the Local Recovery Coordination Group.

The nominated Local Recovery Coordinators for the City of Cockburn are as follows:

Local Recovery Coordinator – Fire and Emergency Management Manager

Deputy Local Recovery Coordinator – Service Manager Rangers and Community Safety

Two positions (or the equivalents) have been selected to ensure continuity during leave and ordinary business arrangements. The Local Recovery Coordinator will report directly to a member of the Executive Leadership Team.

The Chief Executive Officer may appoint an alternate Local Recovery Coordinator depending on the scale and nature of recovery.

Figure 1: summarises the position the role of the Local Recovery Coordinator before, during and after an emergency.



During emergency response, the Local Recovery Coordinator is responsible for liaising with the Hazard Management Agency/Controlling Agency and participating in the incident management and coordination arrangements, including ensuring that the local arrangements are followed and recognised to best reflect local expectations.

The Local Recovery Coordinator can be effective only with an appropriately resourced support structure, designed to facilitate and coordinate relief and recovery efforts. As the Local Recovery Coordinator has no specific statutory powers, it is essential to collaborate with agencies and representatives who have the authority to accomplish dedicated tasks.

Incidents of a small nature that have minimal impact or only have short-term impacts will be coordinated through emergency response, with the Local Recovery Coordinator supporting any recovery and remediation activities and may not require a full activation of recovery.

The following are available in this Plan to support the Local Recovery Coordinator:

- ***Appendix One: Local Recovery Coordinator Position Description***
- ***Appendix Two: Local Recovery Coordinator Kit***
- ***LEMC Contact List***

Refer to the ***LEMC Contact List*** for contact details of the Local Recovery Coordinator and Deputy's.

4.2 Local Recovery Coordination Group

The Cockburn Local Recovery Coordination Group is to **coordinate and support local management of the recovery process** by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

The Local Recovery Coordination Group may be convened by the CEO and/or the Local Recovery Coordinator.

If activated, the Local Recovery Coordination Group can be more appropriately named to reflect the recovery efforts, community needs and impact, hazard experienced and the locality. It is recommended that the Group is not referred to as a committee, so as not to be confused with a committee of Council established per the *Local Government Act 1995* and required to follow Council Standing Orders.

4.2.1 Functions

The functions of the Local Recovery Coordination Group are:

- Establishing sub-committees as required
- Assessing requirements, based on the Impact Statement, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate
- Developing a Local Operational Recovery Plan for the coordination of the recovery process for the event that:
 - Takes into account the City of Cockburn's Strategic Community Plan, long-term planning and goals
 - Includes an assessment of the recovery needs and determines which recovery functions are still required
 - Develops a timetable and identifies responsibilities for completing the major activities
 - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people

- Allows full community participation and access, and
- Allows for the monitoring of the progress of recovery
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities
- Facilitating the recovery of services, public information, information exchange and resource acquisition
- Providing advice to the State and City of Cockburn to ensure that recovery programs and services meet the needs of the community
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies, and
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
 - Ensuring a coordinated multi-agency approach to community recovery
 - Providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside of the direct control of the Local Recovery Coordination Group, and
 - Making appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.

The above can be read in conjunction with the **Appendix Three: Local Recovery Coordination Group Profile and Checklist** and provides guidance for the Local Recovery Coordination Group and lists possible actions to be taken within the first 48 hours, week, and 12 months.



Local Recovery Plan

20

4.2.2 Composition

The Local Recovery Coordination Group is to comprise of the below.

Core Membership (required)

- Local Recovery Coordinator (will chair the meetings of the Group)
- Executive Officer (Local Government officer to be appointed by the Local Recovery Coordinator)
- Council Spokesperson (City of Cockburn Mayor or Deputy Mayor)
- Local Emergency Coordinator (Officer-In-Charge WA Police of relevant Fremantle sub-district – Cockburn, Murdoch or Fremantle)
- Community representative/s (see section 4.5.1 on community engagement)
- Hazard Management Agency/s representative

Additional Members may include as required:

- District Emergency Management Advisor
- State Recovery
- Controlling Agency/s representatives
- Emergency relief and support agencies
- Local Recovery Coordination Group subcommittee Chairs
- Representatives from affected public utilities
- Representatives from industries or sectors impacted (i.e. business, tourism, attractions, heavy/light industry)
- Local Government officers based on subject matter expertise
- Neighbouring Local Government/s Local Recovery Coordinators

The Local Recovery Coordination Group is a strategic group and its composition may vary depending on the nature, location and complexity of an emergency event and its subsequent recovery. Members may be appointed in accordance with the identified recovery needs of the community. Refer to the section on *Developing an Local Operational Recovery Plan* for information regarding identifying community needs, and community champions and groups.

The Local Recovery Coordinator is to determine the initial membership of the group until a terms of reference is endorsed by the Local Recovery Coordination Group.

The following is available to support the Local Recovery Coordination Group:

- **Appendix One:** Local Recovery Coordinator Position Description
- **Appendix Two:** Local Recovery Coordinator Kit
- **Appendix Three:** Local Recovery Coordination Group Profile and Checklist
- **Appendix Four:** Local Operational Recovery Plan Template
- **Appendix Five:** Local Recovery Coordination Group Sub-Committees Roles and Functions

4.3 Local Recovery Coordination Group Subcommittees

Where required, it may be appropriate to consider establishing one or more subcommittees to assist the Local Recovery Coordinator and Local Recovery Coordination Group by addressing specific components of the recovery process.

Consideration will be given to establishing subcommittees across the four recovery environments (social, built, economic and natural) depending on the nature and extent of the recovery. The subcommittees may include the following or a combination of the suggested subcommittees;

- Social (Chair – Director Community and Place)
- Economic (Chair – Director Sustainable Development and Safety)
- Natural (Chair – Group Manager Growth and Sustainability)
- Built (Chair - Director Infrastructure Services)

Each sub-committee (if established) will report their activities through their nominated Chair to the Local Recovery Coordination Group. The Local Recovery Coordination Group Sub-Committees' functions are contained in Appendix Five.

4.4 State Recovery Coordination

During the recovery process, the State Government may provide support and assistance to the City. In conjunction with the City of Cockburn and the State Emergency Coordinator, the State Recovery Coordinator is to consider the level of State involvement required, based on a number of factors pertaining to the impact of the emergency. More information about State Recovery is available within the [State Emergency Management Framework](#), including the State EM Plan – Appendix G.

4.5 Developing a Local Operational Recovery Plan

The Local Recovery Coordination Group is responsible for preparing the Local Operational Recovery Plan to guide specific emergency recovery activities. Recovery planning is about a coordinated approach to identify and address the community's needs.

“After an emergency, an affected community needs to face a new reality, and decide about its needs and priorities. It will be important to consider the community values, aspirations, development plans and patterns of local leadership that existed before the emergency and to support the community to integrate these into recovery processes. This integration ensures that the longer-term recovery process leads to ongoing and sustainable development.”

(Australian Institute of Disaster Resilience, Community Recovery Handbook 2018)

In the first instance, recovery should focus on immediate needs, which could include **physiological needs (food, water and shelter)** or **safety and security** from hazards, through the provision of relief and support services and evacuation/accommodation arrangements.



Recovery is a long journey to ensure the community restores a level of health, connectedness and development as outlined in the Local Operational Recovery Plan that will be developed at the time. Figure 2 shows the recovery process intersecting with community development processes. Figure 3 shows the priorities for the City of Cockburn to consider in immediate and long-term recovery community needs assessment and recovery activities that will form the Local Operational Recovery Plan to be used following an emergency.

Figure 2: Effect of disaster on ongoing community development and interface with relief and recovery (Australian Institute of Disaster Resilience, Community Recovery Handbook 2018).

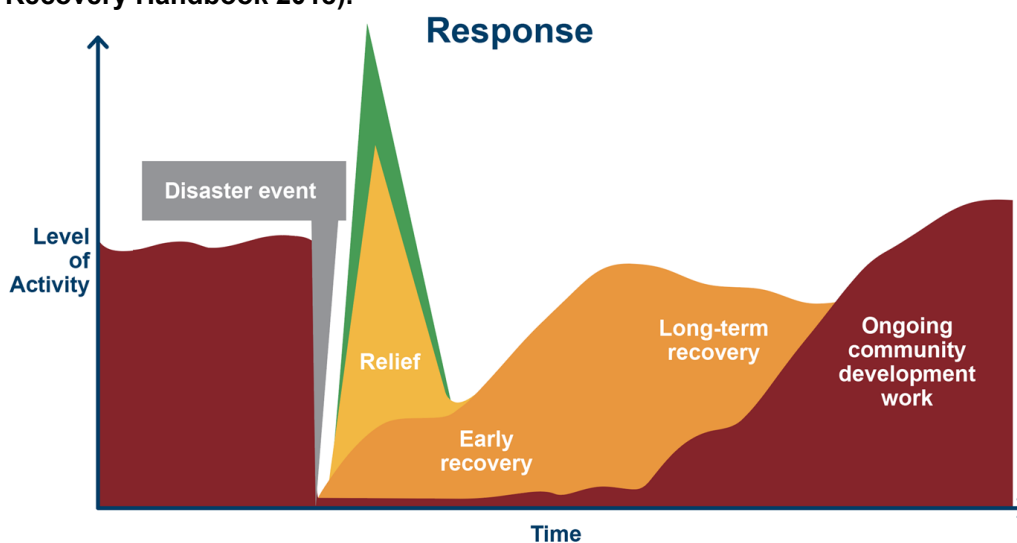
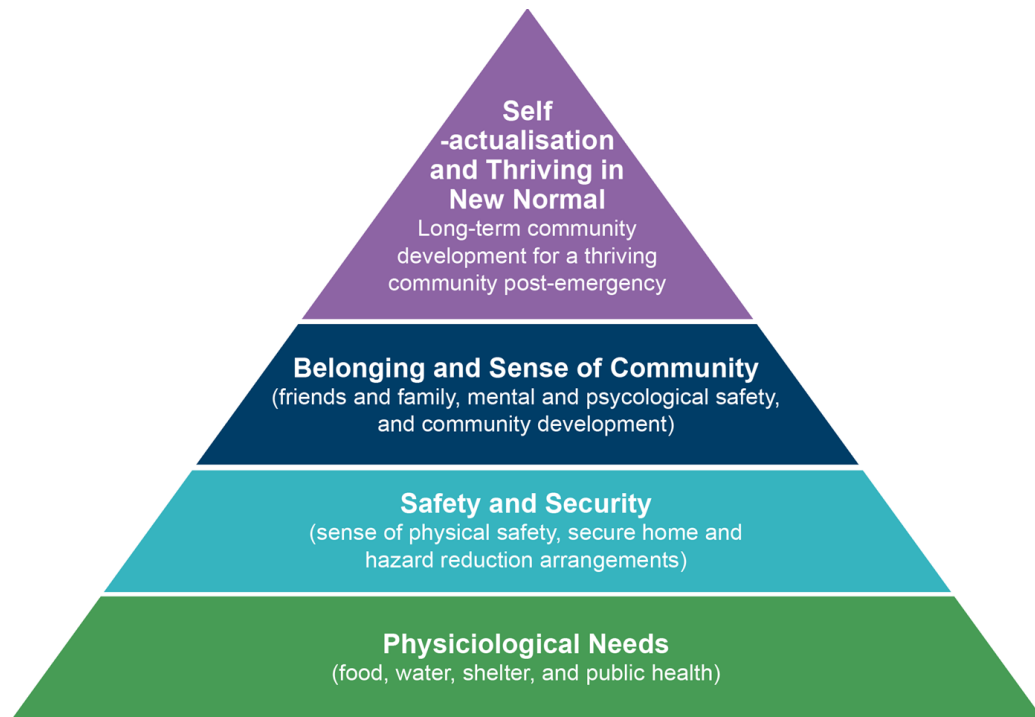


Figure 3: Pyramid to demonstrate a combination of Maslow's Hierarchy of Needs and community development and recovery processes to prioritise recovery needs assessments and activities.



Some examples of Local Operational Recovery Plans include:

- Northland Regional Council (New Zealand) – [Cyclone Gabrielle 2023 Regional Recovery Plan for Northland | Te Mahere Whakaoranga mō Te Tai Tokerau](#)
- Western Australia State Recovery, Department of Fire and Emergency Services – [Wooroloo Bushfire State Recovery Plan](#)

4.5.1 Community Engagement

Enabling the community to lead and participate in the formal recovery coordination process via the Local Recovery Coordination Group is essential to the success of recovery.

The people and places within the City of Cockburn are diverse, and as such, their needs and supports will need to be adaptable and broad. There are several teams that can support building community connections and working with the community immediately and in long-term recovery.

Role/Objective	City of Cockburn Services that can support
Doorknocking and attending public venues to communicate with the general public	CoSafe and Ranger Services   Community and Resident groups via Community Development
Connecting to community and resident groups	Community Development
Connecting to sporting and recreation clubs and groups	Recreation Services and City Facilities
Connecting to volunteers and volunteer opportunities	Volunteer Resource Centre
Communicating with specific sections/intersections of the community.	First Nations Development, Disability Access and Inclusion, Youth Services, Seniors Centre, and Children's Development.

For more information about working with the community, see sections 5.5 Volunteer Management and 5.7 Communications.



Part Five: Resources and Facilities

Part Five: Resources and Facilities

5.1 Local Recovery Centre

Depending on the extent of the incident, a Recovery Centre may be established by the Local Recovery Coordination Group to provide a central location for the public to receive assistance from all the relevant agencies. This could be in the form of support services and information being available in one central location or even mobile.

The Recovery Centre model is an effective method of providing the affected community with access to information, progress of recovery and assistance from relevant recovery service providers at a central point or 'one stop shop' if a significant event occurs.

The Recovery Centre is to be;

- located as close as possible to the affected community area
- accessible and available for public use, and
- used with consideration for long-term use (consider interruption to existing activities and exposure to hazards).

Consultation with the Department of Communities and other relevant stakeholders may be required to determine the most suitable site. If opened, the evacuation centre may make a natural transition into being the Recovery Centre. Where this option is not viable, other facilities may be considered more appropriate due to accessibility and availability.

Consider what facilities and spaces hold meaning for the community and where the community already gathers, such as community centres, shopping centres, sporting grounds and meeting places.

For a list of City-managed facilities that could be used in an emergency, including a Local Recovery Centre, please refer to the *Resource Register*.



Local Recovery Plan

27

5.2 Staff Considerations

As detailed throughout, City of Cockburn staff will play a significant role in coordinating recovery and recovery activities. Additional staff may be required to **ensure that the City of Cockburn can effectively deliver recovery activities, such as hosting a Recovery Centre, and continues to fulfil its obligations and services to the community.** Consideration needs to be taken for the demands of recovery operations as well as the continuity of regular business processes.

The extent of the recovery operations should not be underestimated as recovery can be a lengthy process. Depending on the nature of the event, some services may be required for months or even years to follow.

All staff should be regularly briefed and kept up to date with the recovery progress. Staff communicate with a broad range of community members on a daily basis, so can confidently understand and relate to the extensive activities and actions the City and its Local Recovery Coordination Group are currently engaged in. **Situation Reports should be posted prominently within the workplace** and all actions should be integrated with the actions of the City's Business Continuity Response Plan (ECM Doc Set ID: 11538591) and decisions of the Disruption Management Team.

As staff members often live and work in the same community, they may have also been personally impacted by the disaster. All City of Cockburn staff have ready access to the Employee Assistance Programs and support services. Consult with the Business Continuity Plan, and if activated the Disaster Management Team (DMT), on personnel and fatigue issues.

Disaster Recovery Funding Arrangements, should they be activated, have **provisions for funding for overtime and temporary employees associated with the disaster.** For more information, refer to section 5.3.2.1 Disaster Recovery Funding Arrangements WA.

5.3 Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Additional support for communities and individuals may be available through defined State or Commonwealth government assistance schemes or provided by the City of Cockburn. It is important to note that such assistance is not provided as an alternative to commercial insurance or other mitigation strategies.

The Chief Executive Officer, delegated authority, and/or Local Recovery Coordinator should be approached immediately when an emergency incident

requiring resourcing by the City of Cockburn occurs to ensure the desired level of support is achieved. The Local Recovery Coordinator should be able to provide situation-specific advice on funding support.

There are several avenues to fund **emergency recovery** activities, such as;

- City of Cockburn Municipal Funds (new or existing)
- Insurance appropriate for the asset (City or private), and
- Disaster Recovery Funding Arrangements WA.

Financial support can also be provided to the community or community activities through;

- Disaster Recovery Funding Arrangements WA
- Services Australia, and
- Lord Mayor's Distress Relief Fund.

Arrangements for funding **emergency response** activities are detailed in the *State Emergency Management Policy* in section 5.12 Funding for Emergency Response (page 33) and in the *State Emergency Management Plan* in section 5.4 Funding for Emergency Responses (page 51). While recognising these arrangements, the City of Cockburn is committed to expending such necessary funds within its current budgetary constraints as required to ensure public and staff health and safety.

*“To ensure accountability for expenditure incurred, **the Hazard Management Agency or Controlling Agency directing an emergency management agency or other agencies or organisations supporting the emergency response, is responsible for payment of costs associated with an emergency response, unless other arrangements are established as described in Situations A-D.**”*

State Emergency Management Policy, section 5.12.

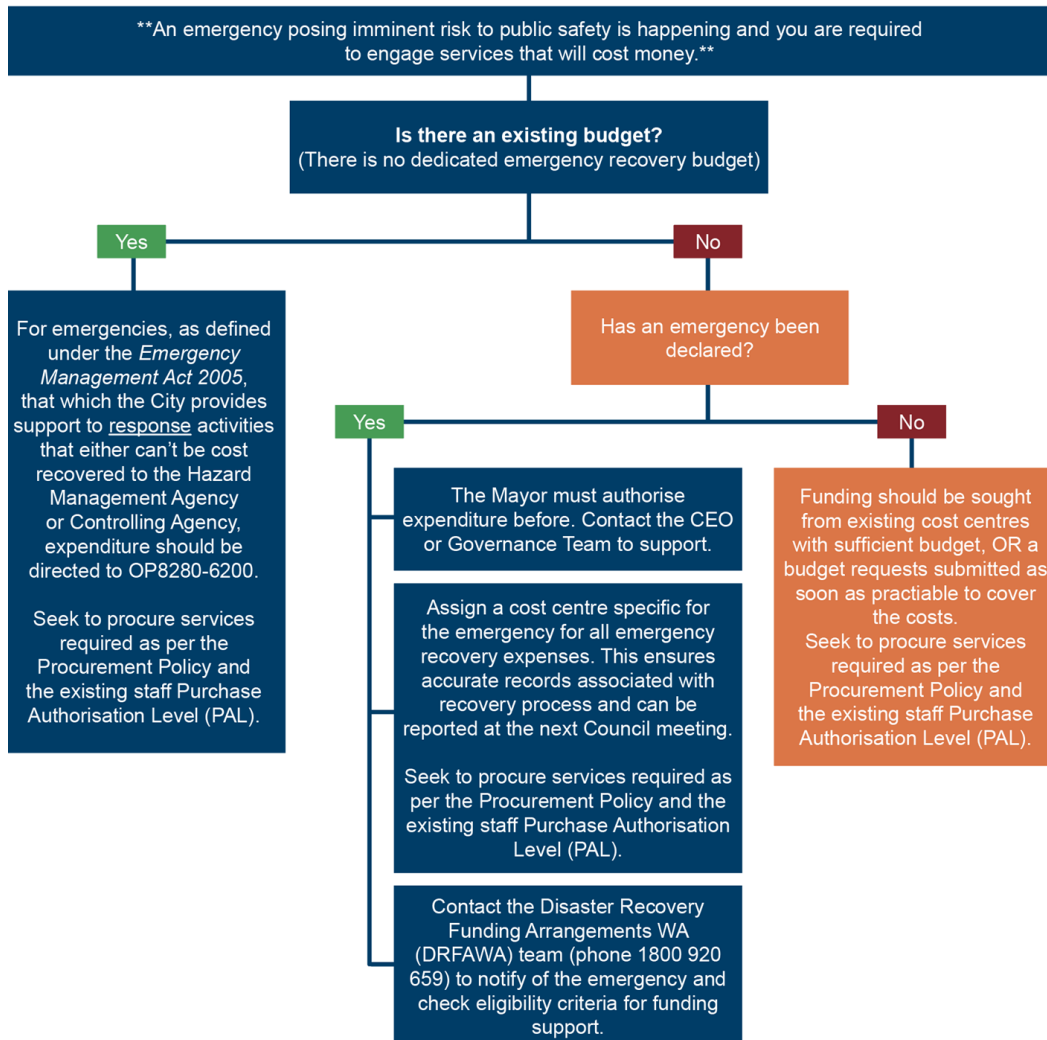
The City of Cockburn maintains arrangements in place to ensure its assets are under the Local Government Insurance Scheme (LGIS).

5.3.1 Internal Funding and Record Management

Records must be saved in the City's record management system to ensure effective recovery coordination and capturing of information and lessons from emergencies.

Subject file “173/003 - Major incidents” should be used in the first instance and **a new subject file should be created if a significant recovery effort is undertaken**, such as the activation of Disaster Recovery Funding Arrangements, to coordinate and file corporate records including photos and evidence of recovery activities to support cost-recovery.

Figure 4: Flow chart for emergency procurement and steps for compliant and authorised purchasing.



The following are key considerations relating to procurement in an emergency:

- Approvals should be in line with financial authority. If unsure, Procurement Services can assist with identifying who has appropriate authority.
- The [Procurement Policy](#) and [Procurement Framework](#) should be followed wherever possible.
- Many of the City's works contracts make provision for services that are required urgently or out of hours.
- Where no existing contractual arrangement exists, the supply may be obtained from any supplier capable of providing the emergency requirements, with due consideration to the City's commitment to achieve

value for money.

- The City may utilise WALGA preferred suppliers, State or Federal Panels and this process should be undertaken in consultation with Procurement Services.
- If time is critical, consultation should be undertaken with the Procurement Services to discuss options to speed up the commencement of the service provision.
- "Emergency" Purchases/Procurements (not included in budget) – section 6.8(1)(c) of the *Local Government Act 1995* applies. Expenditure must be authorised in advance by the Mayor.
- Tenders are not required to be called for the expenditure of municipal funds approved by the Mayor in an emergency.

Key Supporting Documents:

- [Australian Government – Department of Finance - Preferred Supplier Contracts](#)
- [City of Cockburn Register of Delegations](#)
- [City of Cockburn Procurement Policy](#)
- [City of Cockburn Procurement Framework](#)
- [WALGA Preferred Supplier Program \(PSP\)](#)
- [WA State Government - Department of Finance - Common Use Agreements \(CUA's\)](#)

5.3.1.1 City Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. City of Cockburn's assets are registered for insurance and financial reporting in line with the *Department of Local Government Integrated Planning and Reporting Asset Management Guidelines*.

Please note that the City's insurance department **must be notified within 30 days of the incident** occurring or as soon as the loss is noticed so that our submission to the City's insurer is compliant.

Any damaged City of Cockburn assets, property or fleet claims should have the appropriate form completed and directed to insurance@cockburn.wa.gov.au for processing. This is not to be used for private assets or property.

5.3.2 External Funding Arrangements

The [State EM Policy 6 – Recovery and State EM Plan 6.10 – Financial Assistance](#) outlines the State's recovery funding arrangements. Relief programs include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia](#) (Centrelink)

- [Public Appeals – Lord Mayor’s Distress Relief Fund](#) (LMDRF)
- [Premiers Natural Disaster Recovery Fund](#)

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Additional support for communities and individuals may be available through defined State/Commonwealth government assistance schemes or spontaneous philanthropic funding ventures. The City should only direct the community to official and legitimate funding channels.

5.3.2.1 Disaster Recovery Funding Arrangements WA

The Federal and State governments have joint arrangements for the provision of emergency and recovery assistance. In WA, these are implemented as the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

DRFAWA guidelines, templates and fact sheets are available on the Department of Fire and Emergency Services (DFES) website: <https://www.dfes.wa.gov.au/recovery-funding>

The below criteria must be met prior to activation of an eligible disaster, including:

- (1) A **coordinated, multi-agency response** is required
- (2) The cost of emergency assistance to individuals and communities, and/or damage to essential public assets, is estimated to **exceed \$240,000** (costs for the event as a whole - not costs for each local government impacted)
- (3) It must be a **terrorist event or one of 10 natural hazards**, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

Once all three criteria have been met, a recommendation is submitted to the Fire and Emergency Services Commissioner to activate DRFAWA. Once endorsed, a public notification of DRFAWA activation is issued by DFES.

The types of funding assistance available under the DRFAWA for eligible disasters are referred to as assistance measures and are separated into four categories. These are explained in Figure 5.

Figure 5: the Disaster Recovery Funding Arrangements Categories for funding.

Category A	Category B	Category C	Category D
Includes emergency assistance for communities, individuals and families.	Includes assistance to small businesses and primary producers, State Government agencies and local governments, including assistance to repair or reconstruct essential public assets and counter-disaster operations.	Is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster. This assistance may be provided via community recovery funds and/or recovery grants for small businesses and primary producers due to exceptional circumstances.	Assistance is made available to alleviate distress or damage due to exceptional circumstances.

Enquiries can be made to the DRFAWA Administrators via:

email: drfawa@dfes.wa.gov.au

phone: 1800 920 659

For further information about DRFAWA funding, go to www.dfes.wa.gov.au/recovery

To assist with the calculation of disaster costs, and therefore whether the incident will be eligible for DRFAWA funding, funds should be directed to the cost centres outlined under section 5.3.1. *Internal Funding*.

ACTIVATION: Contact the DFES Recovery Funding Team on 1800 920 659 as soon as possible to discuss the situation.

5.3.2.2 Services Australia (Centrelink)

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means-tested recovery payment to eligible adults and children.

For more information, visit <https://www.servicesaustralia.gov.au/natural-disaster>

5.3.2.3 Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)

Any request to initiate a public fundraising appeal shall be directed to the Lord Mayor’s Distress Relief Fund (LMDRF). All cash donations resulting from public appeals should also be directed to the LMDRF, as detailed in [State Emergency Management Procedure 5.1 – “Management of Public Fundraising and Donations”](#). Calls for public donations to assist with any emergency should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body. The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

For more information, visit <https://appealswa.org.au/>

ACTIVATION: Contact the City of Perth via 1300 998 227 or email lmddf@appealswa.org.au

5.3.3 Donations of Goods

Donations of goods should be discouraged or coordinated through the Local Recovery Coordination Group or GIVITs donation management service. Cash/financial donations provide the opportunity to utilise local services, which in turn assists with the recovery of local businesses. Monetary donations will be referred to the LMDRF, if established.

GIVIT offers a free Donations Management Service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occurs post-emergency and ensures offers of good quality goods and services are allocated to meet specific need.

GIVIT’s online portal allows the public and corporates to see exactly what is required by communities and enables people to pledge items and services to meet these needs.

GIVIT’s virtual warehouse removes the need for front-line services to physically collect, sort and store donations. This reduces the administrative and financial burden for local governments.

For more information, visit <https://www.givit.org.au/about-us/givit-disaster-resources>

ACTIVATION: Contact GIVIT directly or liaise with Department of Fire and Emergency Services State Recovery to assist with activating GIVIT.

5.4 Temporary Memorial Management

Memorials following an emergency or event impacting the community can help comfort and healing, as they serve as a tangible record of life and a reminder of the event/s. Allowing the organic establishment of memorials, whether in parks, roadside or otherwise, is an important part of grieving and the recovery process and therefore shouldn't be discouraged.

To allow the community to memorialise events in a safe and controlled manner, the City should make efforts to identify the memorial manager, if the City of Cockburn doesn't absorb management themselves. Memorial management should be conducted in alignment to the Australian Red Cross and Main Roads WA guidelines as detailed below.

- [*Australian Red Cross: Psychosocial guidelines for temporary memorial management November 2017*](#)
- [*Main Roads WA: Roadside Memorials Policy and Guidelines*](#)

5.5 Volunteer Management

Using local spontaneous volunteers can aid with community recovery and help build community resilience. Potential spontaneous volunteers can be highly skilled and may have local knowledge, an understanding of available resources and the trust of the affected community.

The City of Cockburn supports the community being involved in the recovery process and acknowledges that many community members may hold valuable skills that can be utilised.

There are likely to be two types of volunteers:

- **Those already affiliated with a specific organisation** (e.g. Emergency services, Australian Red Cross, Disaster Relief Australia), and
- **Members of the community who offer their services after the event has occurred.**

Existing volunteers will be utilised under the structure of their specific organisation.

The Local Recovery Coordination Group may assist with the coordination and tasking of volunteer agencies, however, the management of these volunteers will remain solely with their respective organisation. All spontaneous volunteers should be directed to an official volunteer organisation or through the Cockburn Volunteer Centre or Volunteering WA if they are active for the incident.

It is important to note that volunteers are covered under the *Work Health Safety Act 2020* and therefore have work health and safety duties. For more information, visit <https://www.worksafe.wa.gov.au/volunteer-organisations>

Resources to support volunteer management:

- [Spontaneous Volunteer Engagement in Recent Emergencies In WA \(Volunteer WA\)](#) (Ahmed, 2023) – Planning for spontaneous volunteers from page 9.

Cockburn Volunteer Centre – locally managed volunteers

Should the Local Recovery Coordinator or Local Recovery Coordination Group activate the Cockburn Volunteer Centre to manage community volunteers, the following steps must be taken;

- Needs a **position description** (template is recorded – ECM Doc Set ID: 11219093)
- Completion of the **Volunteer Registration Form** (ECM Doc Set ID: 9528411)
- **Medical Declaration Form** (ECM Doc Set ID: 8141265)
- **National Police Clearance Check** obtained (costs covered by the VRC)
- **Completion of an induction** with the volunteer supervisor (the relevant City of Cockburn Service area for the volunteering activities being undertaken)



Figure 6: Lifecycle of a spontaneous volunteer in emergencies (Ahmed, 2023)



Reviewing and recognising volunteering efforts is an important step in closing out those recovery activities and identifying areas of improvement to be incorporated in the recovery evaluation.

For more information, contact the Cockburn Volunteer Centre or refer to the [*Communities Responding to Disasters: Planning for Spontaneous Volunteers Handbook*](#)

5.6 Waste Management and Clean Up

Effective waste management in recovery is important to ensure the recovery can occur in a timely manner and potential risks to human health and the environment are mitigated or eliminated. In the first instance, the responsibility of waste

management rests with the owner or insurer, however in a significant emergencies impacting multiple property owners, the City may provide services to support the management of waste and clean up.

The City of Cockburn should implement waste collection and disposal programs guided by the following principles:

- Eliminating or mitigating the risk to people (including staff), the environment and infrastructure
- Adjust or increase services to assist with the capturing of resources
- Document and evidence services undertaken to support cost recovery
- Inform and advise the community on safe waste disposal practices
- Ensure services are accessible and do not increase burden on individual or community recovery (financially or timely), and
- Assess requirements for restoration and remediation services with the assistance of responsible agencies.

5.6.1 Clean Up Decision-Making Considerations

Considerations to be made by the City of Cockburn and the Local Recovery Coordination Group in undertaking waste management include the role of the City of Cockburn (is it a State Departments responsibility?), geographic location, the type of material encountered, staff capability, local and regional waste recovery park capacities and licensing, funding, available resources and prior involvement with local recovery efforts.

The Local Recovery Coordination Group (or relevant subcommittee) may consider the following in making decisions about waste management;

- Costs to the City for waste accepted via Henderson Waste Recovery Park is \$82 per cubic metre (as of 2025)
- Residents receive 6 trailer passes annually with rates that are non-transferable between properties
- Material can be exempted from the Landfill Levy if it is generated from an emergency event. The exemption is not provided automatically. A form must be completed and approved by the Department of Water and Environmental Regulation
- that the City waive costs of waste disposal/collection to those impacted by emergencies or offer additional services at a reduced or no cost to ratepayers
- Capacity of Henderson Waste Recovery Park (including costs, fees and capability associated) and alternative locations (such as Rockingham Landfill)

The regulatory body prescribes requirements for the Henderson Waste Recovery Park license, including hazardous waste disposal, that should be adhered to in

emergencies. This may include handling asbestos, hazmat considerations, landfill overflow, and biosecurity measures.

Liaise with the relevant service manager for further advice and information regarding the City's waste services, or refer to the [WALGA Emergency Waste Arrangements](#) for more information.

5.7 Communications

Recovery communication is the practice of sending, gathering, managing, evaluating and disseminating information. As an emergency is occurring, which is commonly referred to as the emergency response phase, the Hazard Management Agency/Controlling Agency manages communications to the public and media. The local government coordinates the recovery of the affected community, including communications, once the emergency response has concluded.

The City understands successful recovery is built on effective communication between the affected community and recovery partners. The City will be guided by the Emergency Communication Plan to ensure communication is timely, credible, easy to understand, accessible for diverse audiences and addresses a variety of communication needs.

During recovery, City of Cockburn's spokesperson will be the Mayor. The Mayor may delegate authority for specific person/s to act as a spokesperson.

For more information about communication channels, messaging, templates and resources, please refer to the ***Emergency Communications Plan***.





Part Six: Stand Down and Evaluation

Part Six: Stand Down and Evaluation

There is no definite end period to recovery, however, the City will decide when normal service delivery will resume. This decision will be made depending on the severity and nature of the emergency and the impact on the City and the community and should only commence when the Local Recovery Coordination Group determines that the recovery objectives have been met.

6.1 Debriefing

Following any operational activity, it is important to identify and adopt any lessons learnt so actions can be taken to continuously improve the effectiveness of these Plans and recovery activities. Debriefs, reviews and post-incident analysis should be conducted by the Local Recovery Coordination Group as soon as practicable after the cessation of recovery activities.

When the Local Recovery Coordination Group undertakes a post-incident analysis, debrief or review, the details of the outcomes should be presented to a meeting of the LEMC.

See the **City of Cockburn Emergency Debrief Form** (ECM Doc Set ID: 12470898).

6.2 Recovery Evaluation

It is the responsibility of the Local Recovery Coordinator to monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and the State Recovery Coordination Group, if established. An evaluation of the effectiveness of the recovery activities in relation to the recovery plan should be conducted within 12 months of the emergency per the *State EM Policy* (6.10 – Review of Recovery Activities).

Appendices

- One: Local Recovery Coordinator Position Description
- Two: Local Recovery Coordinator Kit
- Three: Local Recovery Coordination Group Profile and Checklist
- Four: Local Operational Recovery Plan Template
- Five: Local Recovery Coordination Group Sub-Committees Roles and Functions

Appendix One: Local Recovery Coordinator Position Description

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group. The Local Recovery Coordinator should be experienced in emergency management and/or community development, where possible.

Role objectives;

- Advocate for the City
- Advocate for the community
- Coordinate recovery objectives and outcomes, and
- Support Strategic Community Plan objectives in the recovery process.

Essential training for the position may include completion of the WALGA Emergency Management training, Department of Communities Evacuation Centre Training, and Red Cross Recovery courses.

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government.
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience.
- Identify at-risk groups within the community, such as youth, the aged, people with disabilities, Aboriginal people, and culturally and linguistically diverse people.
- Consider potential membership of the Local Recovery Coordination Group prior to an event occurring.
- Work in partnership with Hazard Management Agency's to increase recovery awareness and promote recovery planning with key agencies.

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings.
- Ensure local government actively participates in Incident Support Group meetings and provides advice to the Hazard Management Agency and Supporting Organisations relating to the Local Emergency Management Arrangements.
- Consider membership of the Local Recovery Coordination Group, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required.
- Engage key stakeholders to commence early recovery activities in accordance with the Local Recovery Plan and as required.

- Maintain situational awareness, and provide advice to the City of Cockburn Executive and Mayor on the incident and any requirement to convene an Local Recovery Coordination Group.
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency.
- Consult with the Controlling Agency on completing the Impact Statement prior to the transfer of responsibility for recovery to the affected local government(s).
- Liaise with the State Recovery Coordinator on the City's capacity to manage recovery and liaise with State Recovery Coordination roles and groups to ensure local recovery objectives are achieved.

Post-Event

- Provide advice to the Mayor and Chief Executive Officer (CEO) on the need to convene the Local Recovery Coordination Group and provide advice to the Local Recovery Coordination Group, if established.
- Ensure the local government provides Local Recovery Coordination Group with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping.
- Determine the required resources for effective recovery in consultation with the Local Recovery Coordination Group.
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the Local Recovery Coordination Group.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordination Group, if established.
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- Facilitate an evaluation/debrief of the effectiveness of recovery activities (including during response), within 12 months of the emergency, to ensure lessons are captured and available for future managers, as well as attend any agency after-actions reviews.
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC)

Appendix Two: Local Recovery Coordinator Kit

The following templates and checklists are available through the State Emergency Management Framework and printed in the Local Recovery Coordinator Kit (**located at the desk of the Fire and Emergency Management Manager**) –

- *LEMC Contact List*
- *Local Emergency Management Plan*
- *Local Recovery Plan*
- *Local Operational Recovery Plan Template*
- *Local Animal Welfare in Emergencies Plan*
- *City of Cockburn Fire Control Order*
- *Local Recovery Coordinator Profile and Checklist*
- *Local Recovery Coordination Group Profile and Checklist*
- *DRFAWA factsheet on activation process*
- Two yellow high-vis Incident Management vests
- Department of Fire and Emergency Services Incident Diary
- Other operational plans, documents and procedures as determined
- Other PPE/C as required

Appendix Three: Local Recovery Coordination Group Profile and Checklist

Refer to the most up to date version on the State Emergency Management Committee website:

<https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources>

Appendix Four: Local Operational Recovery Plan Template

Refer to the most up to date version on the State Emergency Management Committee website:

<https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources>

Appendix Five: Local Recovery Coordination Group Subcommittee Roles and Functions

The following statements are suggestions for the role and functions of the recovery coordination sub-committees should they be established. These roles are to be the responsibility of the Local Recovery Coordination Group if subcommittees are not established.

Social Recovery

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the City for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Natural Environment Recovery

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To assess and recommend medium and long term priority areas to the City of Cockburn for consideration to assist in the restoration of the natural environment in the medium to long term;
- Management and disposal of waste

Built Environment Recovery

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

Economic Recovery

- To make recommendations to the LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals having

- suffered personal loss and hardship as a result of the event.
- The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply;
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;
 - complement other forms of relief and assistance provided by government and the private sector;
 - recognise immediate, short, medium and longer term needs of affected individuals; and
 - ensure the privacy of individuals is protected at all times
- Oversee strategies to retain ratepayers, community attraction, and a diverse local economy
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical; and
- Ensure Business Continuity is considered at all times during the recovery.

**City of Cockburn**

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City of Cockburn Instagram: www.instagram.com/cityofcockburn



City of Cockburn Youtube: www.youtube.com/CityofCockburn



City of Cockburn LinkedIn: www.linkedin.com/company/city-of-cockburn



Cockburn Local Emergency Management Plan

Leading and forming the Cockburn Local Emergency Management Arrangements



www.cockburn.wa.gov.au

Document Set ID: 12514254

Version: 1, Version Date: 11/11/2025

Authority

This plan has been produced and issued under the authority of section 41(1) of the *Emergency Management Act 2005*, endorsed by the Cockburn Local Emergency Management Committee and the Council of the City of Cockburn. This plan has been tabled for noting with the South Metropolitan District Emergency Management Committee and State Emergency Management Committee.

The Cockburn Local Emergency Management Committee is established under section 38 of the *Emergency Management Act 2005*.

Chair, City of Cockburn Mayor Logan Howlett Cockburn Local Emergency Management Committee	Date
Deputy Chair, WA Police Senior Sergeant Leona Liddelow Cockburn Local Emergency Management Committee	Date
<Insert resolution number> Endorsed by Council	Date

Acknowledgement of Country

The City of Cockburn and the Cockburn Local Emergency Management Committee acknowledges the Nyungar people of Beeliar Boodjar. Long ago, now and in the future they care for Country. We acknowledge a continuing connection to Land, Waters and Culture and pay our respects to Elders, past and present.

Table of Contents

Document Distribution.....	4
Document Amendments	5
Part One: Setting the Scene	7
1.1 Introduction.....	7
1.2 Scope	8
1.3 Aim and Strategic Alignment.....	8
1.4 About the City of Cockburn – the Best Place to Be.....	9
1.5 Community Disaster Resilience Snapshot	13
1.6 Managing Risk.....	14
Part Two: Preparing for Emergencies and Local Emergency Management Arrangements	17
2.1 Local Emergency Management Arrangements	17
2.2 Agreements, Understandings and Commitments.....	18
2.3 Roles and Responsibilities	19
2.4 Cockburn Local Emergency Management Committee.....	21
2.5 Community Education and Emergency Planning	22
Part Three: Emergency Response and Recovery Arrangements.....	25
3.1 Areas of Operation	25
3.2 Local Recovery Planning.....	26
3.3 Animals and the Natural Environment.....	26
3.4 Communications.....	27
3.5 Evacuation and Places of Shelter	28
3.6 Local Resources for Response and Recovery	29
Part Four: Implementation and Accountabilities	31
4.1 Maturity Assessment.....	31
4.2 Reporting and Review	31
4.3 Exercising	32
4.4 Lessons Management	33
Appendix One – Glossary of Terms.....	34
Appendix Two – Cockburn Local Emergency Management Committee Terms of Reference	39

Document Distribution

List of agencies and roles to receive copies of the Local Emergency Management Arrangements in full.

Organisation	Copies
Australian Defence Force – HMAS Stirling	Digital copy
Australian Red Cross	Digital copy
Cockburn Local Emergency Management Committee members, not otherwise listed here	Digital copy
City of Cockburn – Mayor	Hard copy
City of Cockburn – Local Recovery Coordinator Kit (kept at Fire and Emergency Management Manager's desk)	Hard copy
City of Cockburn – Chief Bush Fire Control Officer	Hard copy
City of Cockburn – Deputy Chief Bush Fire Control Officer	Hard copy
Cockburn Fire and Rescue Station	Digital copy
Cockburn Police Station	Digital copy
Cockburn State Emergency Services	Digital copy
Department of Biodiversity Conservation and Attractions - Parks and Wildlife	Digital copy
Department of Communities – Emergency Relief and Support Services	Digital copy
Department of Fire and Emergency Services – District Emergency Management Advisor	Digital copy
Department of Fire and Emergency Services – Region Superintendent	Digital copy
Department of Health	Digital copy
Department of Primary Industries and Regional Development – Incident and Emergency Management	Digital copy
Fiona Stanley Hospital	Digital copy
Fremantle Police Station	Digital copy
Jandakot Volunteer Bush Fire Brigade	Digital copy

Organisation	Copies
Jandakot Airport Holdings	Digital copy
Marine Rescue Cockburn	Digital copy
Murdoch Fire and Rescue Station	Digital copy
Murdoch Police Station	Digital copy
South Coogee Volunteer Bush Fire Brigade	Digital copy
State Emergency Management Committee – Executive Officer	Digital copy
South Metropolitan Police District – Superintendent	Hard copy
WA Police – Emergency Management Unit	Digital copy

Document Amendments

Date	Amendment detail	Lead
2018	Major Review	M.Emery
2025	Major Review – LEMA structure revised to include a separate Local Emergency Management Plan and Local Recovery Plan for practical and strategic use, clearer structure of LEMA documents, and content updated with various new subject areas for staff use.	C.Mora

A review of this Plan should be undertaken every five years. Major amendments or additions between these scheduled reviews may be required based on incident debriefs, exercising or otherwise. See *Part Four: Implementation and Accountabilities* for more information.



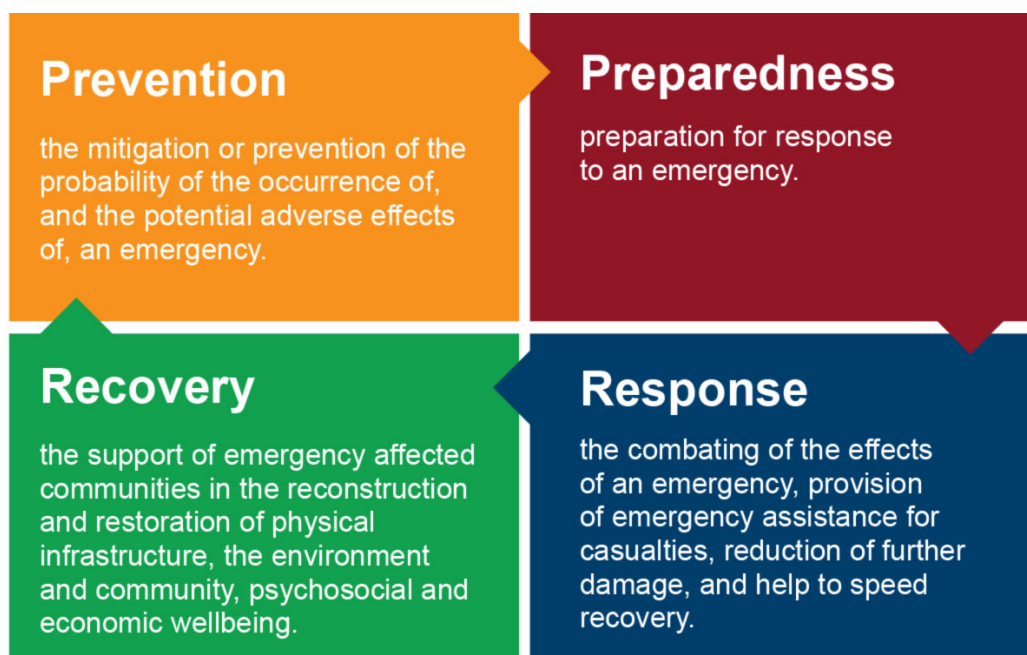
Part One: Setting the Scene



Part One: Setting the Scene

1.1 Introduction

Emergency management means the management of the adverse effects of an emergency including:



Emergency management in Western Australia is governed by the *Emergency Management Act 2005* (EM Act) and the Western Australian Emergency Management Policy, Plans and Procedures, collectively known as the State Emergency Management Framework (EM Framework).

The City of Cockburn is committed to ensuring it maintains, tests and effects local emergency management arrangements that aim to build community awareness of local risks, and prioritise community safety, resilience-building and risk reduction.

This Plan was prepared by the City of Cockburn in consultation with the Cockburn Local Emergency Management Committee and City of Cockburn staff.

1.2 Scope

The Cockburn Local Emergency Management Plan (this document) is an overarching document that forms the Cockburn Local Emergency Management Arrangements, which the City of Cockburn is responsible for developing, maintaining and testing.

The Local Emergency Management Arrangements are not intended to detail the procedures for Hazard Management Agencies in dealing with an emergency. These should be detailed in the Hazard Management Agency's individual plans.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from the District, State or Federal level.

1.3 Aim and Strategic Alignment

The aim of the **Local Emergency Management Arrangements** is to detail the local plans and procedures for dealing with emergencies and ensure an understanding between agencies and stakeholders involved in managing emergencies within the City in accordance with the Emergency Management Framework.

The **Local Emergency Management Plan**, this Plan, aims to provide a framework for the implementation of activities to realise, at a local level, the key priority areas of the **WA Community Disaster Resilience Strategy** (CDRS 2023);

1. Broaden Emergency Management
2. Work Locally to Increase Preparedness
3. Collaborate to Reduce Vulnerability, and
4. Heal People and Communities.

This Plan also outlines the strategic intent and framework that guides local emergency management, including the establishment of the Cockburn Local Emergency Management Committee, agency roles and responsibilities, and establishing key plans and procedures for the Cockburn Local Emergency Management Arrangements.

The **City of Cockburn Strategic Community Plan 2020-2030** is a roadmap to ensure we focus on achieving the highest desirable outcome and maintain the City's vision. It reflects the priorities of our community and builds on our history and the previous plans we have to shape our community. Aligned to the Strategic Community Plan's vision for Cockburn, **the best place to be**, this Plan aims to enshrine the safety of our communities, economy, and built and natural environment by taking action to plan for and reduce the severity of emergencies.

This Plan supports the Strategic Community Plan by facilitating and advocating for increased community safety and resilience by outlining the framework by which the

City of Cockburn, the Cockburn Local Emergency Management Committee and other local stakeholders plan and prepare for, respond to and recover from emergencies.

*“**Community resilience** is the ability of communities (and their members) exposed to disasters, crises and underlying vulnerabilities to anticipate, prepare for, reduce the impact of, cope with and recover from the effects of shocks and stresses without compromising their long-term prospects.” (WA CDRS 2023)*

The objectives of the Local Emergency Management Arrangement documents align with the City’s Strategic Community Plan objective to promote a vibrant, healthy, safe, inclusive and connected community (Outcome 3: Community, Lifestyle and Security).

1.4 About the City of Cockburn – the Best Place to Be



Nearly 112,000 people live in the City’s 23 suburbs and this is expected to grow to over 170,000 by 2036. Cockburn is centrally located in the southern suburbs of Perth, Western Australia on Whadjuk Nyungar Boodjar (the land of the Whadjuk Nyungar people) between the coast, with Rottnest¹ and Carnac Islands off the coast, and Jandakot Airport. Cockburn is uniquely positioned to the south of the Fremantle Port, Western Australia’s largest and busiest port, and to the north of the Kwinana Industrial

¹ It was gazetted on 27 November 2009 that the responsibilities of local government under Part 3 of the *Emergency Management Act 2005* for the locality of Rottnest Island Reserve rests with the Rottnest Island Authority. Therefore, Rottnest Island is not considered in this plan or the Cockburn Local Emergency Management Arrangements.

Area, a resource industry hub and a major contributor to the National and International economy, and Garden Island, home to Royal Australian Navy HMAS Stirling.

Family and youth: at the time of adopting this plan, there are 31 Primary and 10 Secondary Schools, and many more childcare and aged care facilities serving the youth of Cockburn, which makes up 31.3% of the population².

Disability: There was an average of 2,889 NDIS active participants in the City of Cockburn each quarter in 24/25³, and 10.7% of the Cockburn population provide unpaid assistance to a person with a disability, health condition or due to old age and 13.4% are over the age of 65.⁴ We know these statistics are likely much lower than the reality, and many considerations and experiences may make people at greater-risk of injury or isolation during emergencies.

The many **natural areas** within the City of Cockburn are home to environmentally sensitive species, and there are a number of ecological linkages, which provide important movement passages for fauna and habitat for flora, in urban areas.

Two chains of wetlands run north-south through the City as part of the Beeliar Regional Park. These areas provide habitat for local flora and fauna and are a natural oasis. Many of the wetland areas have walking and cycling trails, BBQs, public amenities and playgrounds inviting interaction with the natural environment.

Cultural diversity: 50% of the residents of Cockburn are from a culturally diverse background (born overseas or have parents that were born overseas), 34.2% of people in Cockburn were born overseas, and 21.6% of people use a language other than English at home.⁵

Cockburn Central is one of the fastest-growing communities in Perth's south metropolitan area. Home to the Cockburn Aquatic and Recreation Centre, the Fremantle Football Club (Freo Dockers) competing in the Australian Football League, Cockburn Central Train Station and Cockburn Gateway Shopping City.

The **Australian Marine Complex** (AMC) in Henderson is a world-class centre servicing the defence, marine, oil and gas, and resource industries and home to one of only two naval shipbuilding locations in Australia. The area is expected to grow and attract businesses, skills and workers with the AUKUS Agreement.

² (ages 0 to 24), ABS data 2021

³ NDIS Data as of 4 September 2025

⁴ ABS Data 2021

⁵ ABS Data 2021. See more information, <https://www.cockburn.wa.gov.au/Community/Cultural-Diversity/Cultural-Diversity-of-Cockburn>

The **Bibra Lake Business precinct** is home to 1,673 businesses ranging from large engineering companies to construction and transport businesses.

Jandakot Airport is the major general aviation airport in Western Australia and one of the busiest airfields and largest aviation training bases in Australia. The Airport precinct is home to the State's headquarters for the Royal Flying Doctor Service, Police Air Wing, Department of Biodiversity Conservation and Attractions Aviation Fleet and Department of Fire and Emergency Services Rescue Helicopter and Aviation Fleet, plus supermarket and state utilities distribution and operation centres.

Latitude 32: At more than 1,400 hectares, Latitude 32 is one of the largest industrial zones in Australia. Perfectly located next to the Western Trade Coast and the future Westport to replace Fremantle Port, it will be a major economic driver and employer for the region.

The **15-kilometre coastline** is a place of conservation, recreation and attraction for the locals and tourists alike, featuring several shipwrecks.

A comprehensive breakdown of information, trends and forecasts about the City population and economy can be viewed on the City's [online interactive demographic, economic and community tools](#).



Figure 1: Map of the District of the City of Cockburn



Cockburn Fire and Emergency Map

----- Industrial Rail Corridor	① Marine Rescue Cockburn	⑥ South Coogee Volunteer Bush Fire Brigade and Cockburn State Emergency Service
Transperth Rail Line	② St John Ambulance	⑦ Murdoch Health and Knowledge Precinct
Nature Reserves	③ Emergency Services Complex, Department of Fire and Emergency Services	⑧ Jandakot Volunteer Bush Fire Brigade
City of Cockburn	④ Cockburn Police Station	
Cockburn Train Station	⑤ Cockburn CFRS Station	
Aubin Grove Train Station		

In planning for emergencies and disruptions to the community (those living, working and passing through the City of Cockburn district), there are several considerations that need to be made;

- What does the community value and how can we empower the community to drive preparedness and recovery priorities?
- There may be varying levels of support required by different individuals and cohorts in the community – how can we recognise this?

- How best is it to communicate with different groups/cohorts of the community, and how can we make communications two-way?
- Where does the target audience of the community meet and gather?
- Where does the community already find information, and look to for community leadership, i.e. elected members and community groups?

1.5 Community Disaster Resilience Snapshot

In 2025, the City participated in a trial community disaster resilience process to provide a snapshot of community sentiment in relation to six domains of disaster resilience. These domains are social, cultural, natural, built, economic, and political. This was a partnership between the Department of Fire and Emergency Services with the Cities of Cockburn, Kwinana and Rockingham.

A total of eight recommendations were made from the report, the following were adopted by the three local governments as priorities for implementation and embedding in practice;



Recommendation 1: Provide education and planning tools for households to become more prepared for emergency events. Focus on lesser-known local hazards including but not limited to power supply disruption, HAZMAT, maritime emergencies and heat waves.



Recommendation 5: Work with local businesses and key industries to ensure that business continuity planning and public safety plans are in place where risk is high (e.g. industrial industries, building and construction, maritime-based industries and tourism).



Recommendation 7: Review current community engagement and consultation practices and implement accessible and appropriate ways to integrate the voices of people at higher risk (before, during and after emergencies) including more out-of-hours consultation and support from translators for CALD communities.

1.6 Managing Risk

There are a number of **hazards** that can occur within the City of Cockburn. Increasing the awareness and understanding of these hazards will help the community to better prepare and improve their own resilience to these types of events. Some of the hazards that may impact the Cockburn community include (in alphabetical order):

- air crash
- collective trauma events
- cyclone
- heatwaves
- hazardous materials
- plant and animal biosecurity
- public health emergency
- marine emergency
- rail crash (passenger or freight)
- storms and storm surge
- tsunami

More information about hazard management can be found in Figure 2.

A snapshot of significant incidents requiring an Incident Support Group meeting between 2020-2025

When	Hazard Type	Incident Details
February 2020 – November 2022	Human Pandemic	COVID-19/Coronavirus
December 2020	Plant Biosecurity	Queensland Fruit Fly outbreak in Coolbellup.
August 2021 – July 2025	Plant Biosecurity	Polyphagous Shot-Hole Borer (declared management phase from July 2025)
December 2022	Bushfire	Mount Brown Reserve, Henderson
December 2022	HAZMAT	Fire on Cocos Drive, Bibra Lake
April 2023	Fire	Pickles Auction House fire in Bibra Lake
October 2023	HAZMAT	Chemical business fire on Cocos Drive, Bibra Lake
November 2023	Bushfire	Started in Freeway reserve extending to bushland and properties adjacent to Hammond Park Secondary School. Significant school and daycare impacts. Hammond Park
February 2024	Bushfire	South Lake/Bibra Lake Reserves bushfire reignition from bushfire. Impact to peat soils.
November 2024 - August 2025	Plant Biosecurity	Queensland Fruit Fly outbreak across suburbs in Melville and Cockburn with restrictions and quarantine arrangements put in place.

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community will enable the Cockburn Local Emergency Management Committee members to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State Emergency Management Policy section 3.2.

The increasing frequency, severity and complexity of emergencies, driven by climate change, demographic changes and other factors point towards a need to consider a **systemic approach to risk**. The Australian Institute for Disaster Resilience refers to systemic risks as those that *'emerge from the interactions of climate change and natural hazards, with the complex, interdependent and interconnected networks of social, technical, environmental and economic systems'*. This approach moves away from traditional hazard-by-hazard approaches to risk and requires an understanding of how systems may be interrupted, intersected or fail, and how this may change or overwhelm a society's capacity to cope.

As a result, emergency management increasingly needs to work across sectors and with communities to help drive resilience initiatives on the ground. This not only better prepares us for frequently occurring hazards but also compounding and cascading events. This whole-of-society approach where everyone has a role to play in our collective safety is commonly referred to as the principle of **shared responsibility**.

Climate change has significant social, economic and legal implications for local government. Cockburn is already experiencing the effects with increased coastal erosion, higher summer temperatures, more severe heatwaves and a longer bushfire season. The City has a critical role in responding to climate change through its responsibilities for land use planning, emergency management, ownership of public infrastructure and delivery of community services. For more information, refer to the [City of Cockburn Climate Change Strategy 2020-2030](#)





Part Two: Preparing for Emergencies and Local Emergency Management Arrangements



Part Two: Preparing for Emergencies and Local Emergency Management Arrangements

2.1 Local Emergency Management Arrangements

It is a function of a local government under section 36 of the *Emergency Management Act 2005* to ensure effective Local Emergency Management Arrangements are prepared and maintained for its district. The Local Emergency Management Arrangements is a series of documents outlining the strategies, responsibilities and plans for emergency management within the district, and per section 41(2) of the *Emergency Management 2005*.

This Plan establishes the Local Emergency Management Arrangements and presents the following structure for the organisation of the Local Emergency Management Arrangements.



2.2 Agreements, Understandings and Commitments

Emergency management works best through collaboration and shared efforts to build community resilience and reduce risks. As such, the City of Cockburn is a partner in the **Memorandum of Cooperation - Provision of Emergency Support 2025 – 2030** with Perth local governments in the South Metropolitan area. Parties to the agreement include the following Local Governments:

- City of Armadale
- City of Cockburn
- City of Fremantle
- City of Kwinana
- City of Mandurah
- City of Melville
- Shire of Murray
- City of Rockingham
- Shire of Serpentine Jarrahdale
- Shire of Waroona

The Memorandum of Understanding formalises cooperative arrangements between local governments for the sharing of emergency management information and knowledge, as well as the provision of support for disaster recovery activities.

The City is also in two agreements for the provision of staff to support the City of Cockburn's emergency management responsibilities. This includes:

- **A Memorandum of Understanding for the Provision of a Community Emergency Services Manager** with the Department of Fire and Emergency Services for the delivery of fire and emergency services to the City, primarily through the management of the City's Volunteer Bush Fire Brigades.
- **a Memorandum of Understanding for the Provision of a Bushfire Risk Mitigation Coordinator** with the Department of Fire and Emergency Services and the City of Mandurah for three years to work with stakeholders and plan, complete and evaluate bushfire risk mitigation activities within both local government areas.

The City also has operational arrangements with DFES to support fire response, including:

- **maintenance and use of a Bulk Water Tanker (12.2)** at Jandakot Volunteer Bush Fire Brigade, and
- **mobilisation of South Coogee Volunteer Bush Fire Brigade** within the Gazetted Fire District.

2.3 Roles and Responsibilities



A **Hazard Management Agency** is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s.4 Emergency Management Act]

The Hazard Management Agencies are prescribed in the Emergency Management Regulations 2006.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [Emergency Management Regulations]
 - Appoint Hazard Management Officers [s.55 Emergency Management Act]
 - Declare / revoke emergency situation [s.50 & 53 Emergency Management Act]
 - Coordinate the development of the State Hazard Plan for that hazard [State Emergency Management Policy s.1.5]
 - Ensure effective transition to recovery by local government
-



A **Controlling Agency** is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
 - control all aspects of the response to an incident.
 - During Recovery the Controlling Agency will ensure effective transition to recovery.
-



A **Combat Agency** as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.



A **Support organisation** is public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

Figure 2: Western Australia recognised hazards and assigned Hazard Management Agencies (HMA) - *Emergency Management Regulations 2006*





































 Department of Fire & Emergency Services	 POLICE	 Government of Western Australia Department of Health
 Collapse	 Air Crash	 Heatwave
 Cyclone	 Hostile Act	 HAZMAT Bio
 Chemical	 Land Search	 Pandemic
 Earthquake	 Marine Search	
 Fire	 Nuclear Warships	 Department of Transport
 Flood	 Road Crash	 Marine Emergency
 Radiological	 Space Debris	 Oil Spill
 Storm	 Terrorism	 WAPOL or DFES by agreement
 Tsunami	 Government of Western Australia Energy Policy WA	 Rail Crash Freight
 Public Transport Authority WAPOL or DFES by agreement	 Fuel Disruption	
	 Gas Disruption	 Government of Western Australia Department of Primary Industries and Regional Development
 Rail Crash Passenger	 Power Disruption	 Bio Security

Figure 3: Summarises the role of Local Government prevention, preparedness, response and recovery, which is outlined in more detail in the *Emergency Management Act 2005*, the [State Emergency Management Framework](#), and the [Local Government Emergency Management Knowledge Hub](#).

Prevention and Preparedness	Response	Recovery
<ul style="list-style-type: none"> Local Emergency Management Arrangements Emergency risk management Bushfire risk mitigation and compliance Local Emergency Management Committee Community education Exercising, training, and capability Animal welfare People at higher risk Person-centred emergency preparedness Collaboration and partnerships 	<ul style="list-style-type: none"> Combat Agency (Fire) Communications Evacuation and relief services Donations and volunteers Incident support 	<ul style="list-style-type: none"> Coordination Communications Recovery planning Recovery finance and funding

2.4 Cockburn Local Emergency Management Committee

The City of Cockburn has established the Cockburn Local Emergency Management Committee under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the Local Emergency Management Arrangements per the Terms of Reference (see *Appendix Two*).

The Cockburn Local Emergency Management Committee includes representatives from agencies, organisations and community groups relevant to the identified risks and emergency management arrangements for the locality of the City of Cockburn.

For more information, refer to the Cockburn Local Emergency Management Committee Terms of Reference in Appendix Two of this plan.

2.5 Community Education and Emergency Planning

Having a plan for yourself, family, animals and/or colleagues or customers of what to do in an emergency is important to keep everyone safe and allow emergency services to do what they need to do to reduce safety hazards.

Figure 4: Person-centred emergency preparedness capability wheel showing the eight areas to think about your personal strengths and support needs. (from Collaborating 4 Inclusion).



Note: Information in this section can be used as advice for planners, developers and facility managers, particularly for the application of State Planning Policy 3.7 (SPP 3.7).

Emergency planning for hazards likely to have a rapid impact to people, such as heatwaves, bushfires and storms, must extend beyond a home's boundaries or a facility's emergency assembly point. Vulnerable land uses are facilities where people need specific care or may be unable to respond independently, such as schools, aged care facilities, retirement villages, hospitals, prisons, residential care, and childcare centres.

These facilities should plan to shelter-in-place where possible to reduce exposure of people at higher risk to danger. Sheltering in place is a good alternative to leaving whereby you may be exposed to danger or harm from the hazard, such as heat, harmful chemicals, fire or unsanitary water.

Planning for evacuation should include decision triggers to evacuate early, such as when Advice is issued via Emergency WA website or app. Evacuation beyond the emergency assembly point should be to a like-for-like facility, a safe distance away from the hazards of the emergency, particularly for vulnerable land uses. This ensures that appropriate equipment, supervision, and safety from the emergency/hazards can be maintained.

For example, a childcare centre should prearrange to evacuate to another childcare facility a practicable distance away to maintain appropriate facilities, staff qualifications, and security.

- School --> school
- Aged care --> aged care
- Retirement village --> retirement village
- Hospital --> hospital

Facilities owned by the City of Cockburn, private entities or otherwise should not be nominated as a place of evacuation without prior written approval from the facility owner/manager. This ensures there is a plan for arrival and accessing the facility with agreement by both parties. Nominated evacuation centres by the City of Cockburn and the Department of Communities in this plan or during an emergency are usually not suitable for large groups/organisations of people (such as schools, aged care or retirement villages) seeking to evacuate.



Part Three: Emergency Response and Recovery Arrangements



Part Three: Emergency Response and Recovery Arrangements

3.1 Areas of Operation

During an emergency where there are active operations to address a hazard, areas on public and/or private property may be demarcated from the general public. These areas may require training, qualifications, and personal protective equipment/clothing (PPE/C) in order to enter.

In most circumstances, it would only be appropriate for emergency services to enter what can be referred to as the 'hot zone' where active emergency response is occurring. There may also be a warm zone, where there is area demarcated from the general public and incident management teams are coordinating and City of Cockburn staff with the relevant training and PPE/C may attend to provide support.

Figure 5: Areas of operations demonstrating appropriate access, and training and PPE/C for emergency operational areas.



3.2 Local Recovery Planning

In accordance with the *Emergency Management Act 2005*, recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing” (section 3).

Under section 36(b) of the *Emergency Management Act 2005*, it is a function of local government to manage recovery following an emergency affecting the community in its district.

An effective and successful recovery management should follow the National Principles for Disaster Recovery:

- Understanding the context
- Recognising complexity
- Using community-led approaches
- Ensuring coordination of all activities
- Employing effective communication, and
- Acknowledgment and building capacity.

The Cockburn Local Recovery Plan provides detailed arrangements and information for recovery activities and outlines how to do operational recovery.

For more information, refer to the *Local Recovery Plan*.

3.3 Animals and the Natural Environment

Animals and nature play a significant role in both the lives and livelihoods of all people in the community. We know that impacts on animals (whether domesticated, livestock or wildlife) and the natural environment can have a significant effect on the recovery of people and society.

Nature-based emergency preparedness and recovery activities ensure that people do not grow to fear nature, particularly regarding natural hazards, and emphasis is given to connecting and engaging with nature.

Pets and livestock (collectively referred to as animals) are ultimately the responsibility of the owners. The City has arrangements for assisting with animals evacuated or impacted due to an emergency.

For more information, refer to the *Local Recovery Plan* and the *Emergency Animal Welfare Plan*.

3.4 Communications

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

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information during response is the responsibility of the Controlling Agency. The City of Cockburn is responsible to support emergency response communications and lead emergency recovery communications to ensure the community is informed and the City's activities align to the below principles.

Guiding principles for emergency communications:

- **Timeliness** – regularly updating stakeholders on the situation
- **Cooperation** – being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- **Sensitivity** – prioritising stakeholders, guarding sensitive information as needed
- **Transparency** – remaining honest and open about the situation and the response progress
- **Simplicity** – ensuring communication is easily understood and consistent
- **Accuracy** – Sharing only confirmed facts, never making assumptions or giving false information; and
- **Accountability** – accepting responsibility if appropriate and reasonable

For more information, refer to the *Emergency Communications Plan*.



3.5 Evacuation and Places of Shelter

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Hazard Management Agency or Controlling Agency (where authorised by the Hazard Management Agency), the City of Cockburn, with the assistance of the Cockburn Local Emergency Management Committee, is responsible for pre-emergency evacuation planning.

Referencing relevant evacuation planning from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.

Evacuation planning includes all five stages of an evacuation decision, warning, withdrawal, shelter and return. Not all phases are applicable to all emergencies.

Decision – is getting people out the best option?

Warning – telling people of the need to go.

Withdrawal – self-evacuation, recommend evacuation or direct to evacuate using emergency powers.

Shelter – where can people go to receive support?

Return – allocation of people back and supporting their return.

Animals, excluding support animals, are not permitted in evacuation centres for safety and health reasons. For arrangements regarding animals during evacuation, please refer to the ***State Support Plan – Animal Welfare in Emergencies*** and the local ***Emergency Animal Welfare Plan***.

For more information, refer to ***Fremantle Region – Emergency Relief and Support Plan***.

For more information on local evacuation planning, including who in the City is trained, and how to set up and manage an evacuation centre, refer to the ***Opening and Coordination of an Evacuation Centre Guidelines***.

3.6 Local Resources for Response and Recovery

Cockburn is a vibrant and diverse community with lots of services on offer to the community, and there are many community organisations engaged with the community and government organisations.

Community organisations and leaders may play a vital role in emergency preparedness and recovery. As such, the City maintains a *Resource Register* as part of the Local Emergency Management Arrangements to keep a record of local organisations and groups that could participate in support services, recovery leadership or assisting in recovery activities. The Resource Register also list all the local facilities that could be used in an emergency.

For more information, refer to the *Resource Register*.

For more information on organisations to assist with animals (pets and wildlife), refer to the *Emergency Animal Welfare Plan*.

An Evacuation Centre may be required to be opened by the City of Cockburn at the request of the Incident Controller or the Department of Communities. Any facility owned or managed by the City of Cockburn may be utilised as an evacuation centre as determined by the Incident Controller in consultation with the local government (likely the Local Recovery Coordinator). The following facilities have been pre-determined as most suitable for use a local or district evacuation centre:

- Frankland Park Sporting and Community Facility
- Success Regional Sports and Community Facility
- Treeby Community and Sports Centre
- Wally Hagen Basketball Stadium

Any City facility may be used as an evacuation centre on the basis of suitability for use, proximity to the hazard and capacity for the City of Cockburn to support. Community members shouldn't rely on these pre-determined facilities to be the facility opened during an emergency.

Further information on evacuation centres and provision of support services is in the ***Fremantle Region – Emergency Relief and Support Plan***.



Part Four: Implementation and Accountabilities



Part Four: Implementation and Accountabilities

A *shared responsibility for resilience* is a central principle of emergency management in Western Australia, defined with the WA State Emergency Management Framework. Supporting a shared responsibility for resilience is part of a broader systemic approach to emergency management and disaster risk reduction. While emergency management agencies have clear responsibilities in the WA State Emergency Management Framework, our collective safety and preparedness are improved through community-led and strengths-based approaches to community disaster resilience.

As part of our responsibilities and maturity in emergency management, it is important for the City of Cockburn and the Cockburn Local Emergency Management Committee to periodically assess our progress in emergency management.

4.1 Maturity Assessment

Various assessment tools exist that the City of Cockburn can utilise to assess community disaster resilience and preparedness, and also the City's maturity in planning and supporting the community to be prepared for emergencies. These include:

- United Nations Disaster Risk Reduction: Disaster Resilience Scorecard for Cities
- Collaboration4Inclusion: Disability Inclusive Emergency Management (DIEM) Organisational Emergency Preparedness Profile
- [Coming soon] WA Local Government Association (WALGA) and State Emergency Management Committee (SEMC) Local Emergency Management Arrangements Maturity Framework or equivalent

The City may also undertake further community disaster resilience processes and evaluations in line with the WA Community Disaster Resilience Strategy, as it did in 2025 in partnership with the Department of Fire and Emergency Services.

4.2 Reporting and Review

Updates on the implementation of this Plan should be reported annually to the Cockburn Local Emergency Management Committee and Council, or otherwise provided through the review and preparation of Local Emergency Management Arrangements.

A review of this Plan should be undertaken every five years through the Cockburn Local Emergency Management Committee and City of Cockburn Council. Major

amendments or additions between these scheduled reviews may be required based on incident debriefs, exercises or otherwise.

Documents within the Local Emergency Management Arrangements should be reviewed appropriately:

- After an event or incident that requires the activation of an Incident Support Group or significant recovery coordination
- After training or drills that exercise the arrangements
- Every five (5) years
- Any other time the City of Cockburn considers appropriate; or
- A unanimous decision by the Cockburn Local Emergency Management Committee.

The review may entail only minor administrative amendments which are to be noted or adopted by the Cockburn Local Emergency Management Committee accordingly, or a more significant change to document structure which requires tabling at City of Cockburn Council, District Emergency Management Committee and State Emergency Management Committee.

4.3 Exercising

Testing and exercising are essential to ensure that the Local Emergency Management Arrangements are workable and effective for the Cockburn Local Emergency Management Committee. The testing and exercising of arrangements are an important role of the Committee and ensures that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a Hazard Management Agency's response to an incident is the responsibility of the Hazard Management Agency; however, it could be incorporated into a Cockburn Local Emergency Management Committee exercise.

Exercising the Local Emergency Management Arrangements will allow the Cockburn Local Emergency Management Committee and City of Cockburn staff to:

- Test the effectiveness of the Local Emergency Management Arrangements
- Bring together members of Cockburn Local Emergency Management Committee/City of Cockburn staff and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions, and
- Test the ability of separate agencies to work together on common tasks, and to assess the effectiveness of coordination between them.

Exercising should occur at least once annually for staff and the Cockburn Local Emergency Management Committee to test local emergency management arrangements, including procedures and knowledge.

4.4 Lessons Management

Lessons management should be guided by the State Emergency Management Committee's advice and guides. In the absence of official guidance, refer to the [Australia Disaster Resilience Handbook on Lessons Management](#).

Some important aspects of lessons management to note include:

Debrief as soon as practicable after an event to learn and improve through discovery
Capture **specific observations** and avoid being general
Regularly track and report the implementation of lessons

See the [City of Cockburn Emergency Debrief Template](#) (DOC Set ID: 12470898) to be completed after an emergency.

Appendix One – Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State Emergency Management Glossary](#) or the WA Emergency Risk Management procedure, or where appropriate in the *Local Government Act 1995*.

For ease of use, terms have also been provided below.

AIIMS or Australasian Interservice Incident Management System	A nationally adopted structure to formalise a coordinated approach to emergency incident management.
all hazards approach	the 'all hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.
capability	collective ability to undertake prevention, preparedness, response and recovery activities to reduce the impact of emergencies and to create a better prepared, more resilient and safer state
Combat Agency	a Combat Agency prescribed under section 6(1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
Controlling Agency	an agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: • legislation other than the Emergency Management Act 2005; or • by agreement between the relevant Hazard Management Agency and one or more agencies
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. See also exercise.
discussion exercise	a discussion exercise is an indoor exercise employing a carefully prepared scenario to test and practice various aspects of emergency management planning, procedures or training synonym: <i>tabletop exercise, model exercise or syndicate exercise see also exercise</i>
emergency	the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response
emergency relief and support	the provision of immediate and ongoing social services to alleviate, as far as practicable, the effects on individuals impacted by an emergency. Communities has the primary responsibility for coordinating the provision of ERS services across six functional domains: • emergency accommodation • emergency food • emergency clothing and personal requisites • personal support services • registration and reunification • financial assistance
evacuation	the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return
evacuation centre	a centre that provides individuals impacted by an emergency with basic human needs which may include accommodation; food; personal support; clothing and personal requisites; registration and reunification; and financial assistance
exercise	simulation of emergency management events, through discussion or actual deployment of personnel, in order to: • train personnel; • review/test the planning process or other procedures; • identify needs and/or weaknesses; • demonstrate capabilities; and • practice people in working together see also discussion exercise, field exercise, table top exercise and tactical exercise without troops
field exercise	an exercise activity in which emergency management organisations and agencies take action in a simulated situation, with deployment of personnel and other resources to achieve maximum realism. It is conducted actually on the ground, in real time but under controlled

	conditions, as though it were a real emergency
hazard	an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006
HMA or Hazard Management Agency	a public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard
Impact Statement	<p>An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. Where required an Impact Statement must be completed prior to the transfer of responsibility for management of recovery to the affected local government(s). The Controlling Agency is to convene a meeting with the affected local government(s) and the State Recovery Coordinator to review and sign the Impact Statement. The information collected in an Impact Statement provides a point-in-time, concise summary of –</p> <ul style="list-style-type: none"> • known and emerging impacts, • management actions currently in place, • responsible agencies, • future management actions required, and • changes to responsibility for impact management
incident	the occurrence or imminent occurrence of a hazard
incident control centre	the location where the Incident Controller and, where established, members of the incident management team provide overall direction of response activities in an emergency situation synonym: emergency operations centre
Incident Controller	the person designated person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same]
incident	the process of controlling the incident and coordinating resources

management	
IMT or incident management team	a group of incident management personnel comprising the Incident Controller, and the personnel they appoints to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident
ISG or Incident Support Group	a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency
LEC or Local Emergency Coordinator	the person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator
mitigation	measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment
multi-agency response	an incident of high fire incidence over short periods of time in any administrative unit, usually overtaxing the normal initial attack capability of the unit
OASG or Operational Area Support Group	a group of agency/organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency
PPRR	an abbreviation for prevention, preparedness, response and recovery
recovery hub	any centre established within or near the disaster area to meet the immediate needs of emergency affected persons which will be the focal point for the delivery of emergency relief and support services to the community but does not provide accommodation
resilience	the ability of a system, community or society, exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structure and functions. This is determined by the degree to which the community has the necessary resources and is capable of organising itself

	both prior to and during times of need
risk	<p>a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:</p> <ul style="list-style-type: none"> the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood; a measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and • expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability
shelter in place	the advice to community to remain in their location, this may be an open space, building, indoors or other suitable place of shelter, usually with additional advice from emergency services as to how to take actions to reduce their exposure to the hazard
situation report (SITREP)	a brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known
table top exercise	<p>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 probing 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</p>

Appendix Two – Cockburn Local Emergency Management Committee Terms of Reference

1. Name

Cockburn Local Emergency Management Committee (or simply Cockburn LEMC)

2. Authority

The Cockburn Local Emergency Management Committee is established under section 38 of the *Emergency Management Act 2005* in accordance with the State Emergency Management Framework.

The Cockburn Local Emergency Management Committee is not an operational committee nor a committee of the Council but rather the organisation established by the local government to assist in the preparation of Local Emergency Management Arrangements for its district.

The Cockburn Local Emergency Management Committee does not have the authority or power to commit the Council or the City of Cockburn or any association, organisation, group or individual to expenditure without the City's endorsement.

3. Aim

The aim of the Cockburn Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and key local stakeholders representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

4. Objectives

The City of Cockburn has established a Local Emergency Management Committee, hereafter referred to as the Cockburn Local Emergency Management Committee, under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements. The Cockburn Local Emergency Management Committee includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community and achieve the objectives of the group. The objectives are to:

1. Develop Local Emergency Management Arrangements that are practical to all stakeholders and service agencies
2. Ensure that Local Emergency Management Arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios
3. Participate in inter-local government relations to further emergency management cooperation within the emergency management district
4. Build resilience and engage with the community through safety and awareness

campaigns, and by disseminating information through social media, media outlets, and public events

5. Participate in interagency training exercises that improve the capabilities and knowledge of the Cockburn Local Emergency Management Committee, local stakeholders, and hazard management agencies
6. Exercise the Local Emergency Management Arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement
7. Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community; and
8. Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

5. Duties and Responsibilities

- Advise and assist the City of Cockburn in ensuring that Local Emergency Management Arrangements are established and maintained for its district.
- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the Cockburn Local Emergency Management Committee during the financial year to the District Emergency Management Committee for the district.

6. Meeting Management

6.1 Chairperson

The Chairperson should be an elected member of the City of Cockburn Council, typically the Mayor. Council is to appoint the Chairperson and an elected member as the Chairperson's proxy to represent Council.

6.2 Deputy Chair

The Cockburn Local Emergency Coordinator should be appointed as Deputy Chair and take on the role of Chairperson in the absence of the Chairperson. The Deputy Chair provides support and advice to the Cockburn Local Emergency Management Committee Chair and Executive Officer as required.

6.3 Executive Officer

The Cockburn Local Emergency Management Committee Executive Officer is the City of Cockburn Fire and Emergency Management Manager. The Executive Officer is responsible for coordinating the development and submissions of documents in accordance with legislative and policy requirements including the:

- Annual report
- Annual Business Plan
- Local Emergency Management Arrangements, including maintaining the contact register.
- ensuring the provision of professional and timely secretariat support including:
 - development and distribution of the meeting agenda, minutes, and action lists
 - maintaining a register of correspondence
 - maintenance of the Cockburn Local Emergency Management Committee membership contact list
- facilitating the provision of relevant emergency management advice to the Chair and Cockburn Local Emergency Management Committee as required
- participating as a member of Cockburn Local Emergency Management Committee sub-committees and working groups as required
- facilitating two-way communication between the Cockburn Local Emergency Management Committee and the Executive Officer of the relevant District Emergency Management Committee to undertake day-to-day emergency management business as required from both a local and district level

6.4 Minute Taker

The Minute Taker is to provide administrative support to the Cockburn Local Emergency Management Committee Chair and Executive Officer as required, including the preparation of minutes. The Minute Taker is to be the City of Cockburn Fire and Emergency Management Officer.

6.5 Cockburn Local Emergency Management Committee Members

Cockburn Local Emergency Management Committee members can provide support to the Committee by:

- attending and actively participating in meetings
- advising the Executive Officer of non-attendance and arranging for a proxy
- contributing to the agenda and reviewing all meeting papers prior to the meeting

- completing meeting actions as required
- bringing copies of relevant documents
- reading and being familiar with the Terms of Reference
- representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation
- participating in emergency management activities

6.6 Quorum

A quorum for the Committee will be at least 40% of its voting membership.

6.7 Minutes and Agendas

The Executive Officer is responsible for preparing agendas of all business transacted at each meeting.

A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members at least one week prior to the scheduled meeting.

Copies of the meeting minutes will be made available to the City of Cockburn Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

6.8 Schedule

Meetings will be held typically quarterly and scheduled by the Executive Officer.

Additional meetings will be convened if and as required at the discretion of the Chairperson.

6.9 Membership notes:

- Special guests may be invited to attend committee meetings as determined by the Cockburn Local Emergency Management Committee Executive Officer, in consultation with the Cockburn Local Emergency Management Committee Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.

- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the Cockburn Local Emergency Management Committee Executive Officer to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the Cockburn Local Emergency Management Committee via resolution of the committee.

7. Membership

7.1 Agency Members (Voting):

- Australian Red Cross
- Dept of Fire and Emergency Services
 - District Emergency Management Advisor
 - District Officer, South Coastal
 - District Officer, State Emergency Services
- Dept of Communities
- Dept Primary Industries and Regional Development
- St John Ambulance
- WA Police, Officer in Charge
 - Cockburn
 - Murdoch
 - Fremantle
- At least community representatives, not otherwise representing an emergency management agency

7.2 Local Government Members (Voting):

- Chairperson (Elected Member)
- Chief Bush Fire Control Officer
- Fire and Emergency Management Manager (Executive Officer)
- Fire and Emergency Management Officer
- Environmental Health Coordinator
- Minute Taker (non-voting, if not a position above)
- Local Recovery Coordinator (if not a position above)

7.3 Invited Guests (Non-voting) may include:

- Adventure World
- Australian Marine Complex
- Cockburn Marine Rescue
- Cockburn Surf Life Saving Club
- Dept of Biodiversity, Conservation and Attractions

- Dept of Education
- Fiona Stanley Hospital
- Jandakot Airport
- Jandakot Volunteer Bush Fire Brigade
- Main Roads
- Murdoch University
- South Coogee Volunteer Bush Fire Brigade
- Water Corporation
- Western Power

8. Role and Responsibilities

The Cockburn Local Emergency Management Committee plays a vital role in assisting our communities become more prepared for major emergencies by;

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

9. Decision-Making

The LEMC is to make decisions, such as the adoption of Local Emergency Management Arrangements, by consensus. A motion is carried if a majority of the Committee members (voting), either present at the meeting or via email, vote in favour of the motion.

10. Plan of Activities

Activities the Cockburn Local Emergency Management Committee should undertake annually includes the following;

- Training and upskilling of members including presentations, such as
 - agency roles
 - hazard management
 - risk management or
 - emerging hazards or risks.
- Local Emergency Management Arrangement Document updates and endorsement
- Exercise (Desktop or Field)
 - hazard focused
 - scenario based
- Risk assessment

- Local Emergency Management Arrangements familiarisation, including a dive into one section or plan within the Local Emergency Management Arrangements for the purpose of preparation and review.

**City of Cockburn**

Whadjuk Boodjar

9 Coleville Crescent, Spearwood WA 6163

PO Box 1215, Bibra Lake DC WA 6965

Telephone: 08 9411 3444

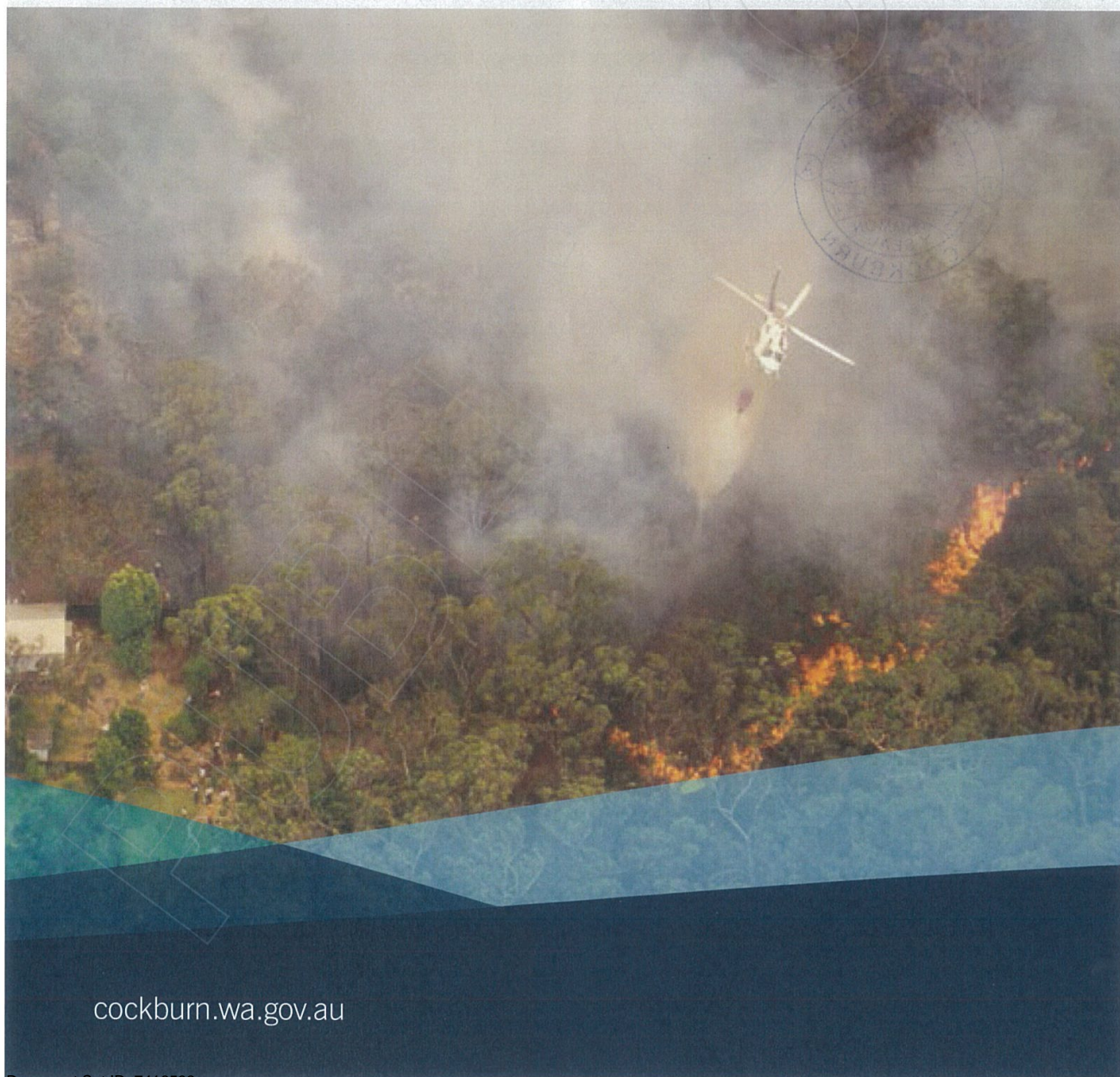
Email: customer@cockburn.wa.gov.au

[City of Cockburn website: www.cockburn.wa.gov.au](http://www.cockburn.wa.gov.au)



City of Cockburn

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2018



cockburn.wa.gov.au

Document Set ID: 7416592
Version: 1, Version Date: 10/04/2018

CITY OF COCKBURN LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of s. 41 (1) of the *Emergency Management Act 2005*. This document has been endorsed by the City of Cockburn Local Emergency Management Committee (LEMC) and the City of Cockburn Council.

This document has been tabled for review by the State Emergency Management Committee and District Emergency Committee.



The **COMMON SEAL** of the
CITY OF COCKBURN

Was hereunto affixed in the presence of:

Stephen Cain
Chief Executive Officer
City of Cockburn

4th day of the 4th month 2018

A handwritten signature in blue ink, which appears to read 'Logan Howlett'.

Logan Howlett JP
Mayor – City of Cockburn
City of Cockburn

04 day of the 04 month 2018

CONTENTS

CITY OF COCKBURN LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	2	RESOURCE REGISTER	21
CONTENTS	3	Resources Schedule – Vehicle	21
DOCUMENT DISTRIBUTION	6	Resources Schedule – Facilities	24
Unrestricted Copies	6	ROLES & RESPONSIBILITIES	50
Restricted Copies	8	Local Roles and Responsibilities	50
AMENDMENT RECORD	9	Activation of City Staff	52
GLOSSARY OF TERMS & ACRONYMS USED	10	Emergency Management Activation Kit	53
INTRODUCTION	12	LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	54
Authority	12	LEMC Roles and Responsibilities	54
Community Consultation	12	LEMC Functions	56
Document Availability	12	LEMC Meeting Schedule	57
Area Covered	13	Annual Reporting	57
Aim	13	AGENCY ROLES AND RESPONSIBILITIES	58
Purpose	13	MANAGING RISK	60
Scope	14	Emergency Risk Management	60
Review Process	14	Description of Emergencies Likely to Occur	60
RELATED DOCUMENTS & ARRANGEMENTS	16	Emergency Management Strategies and Priorities	65
Local Emergency Management Policies	16	COORDINATION OF EMERGENCY OPERATIONS	66
Summary of Supporting Documents	18	Incident Support Group (ISG)	66
Community Emergency Risk	18	Triggers for an ISG	66
Bushfire Brigade Local Law 2000	18	Membership of an ISG	66
Fire Control Order	18	Frequency of Meetings	66
City of Cockburn Business Continuity Plan	18	Location of ISG Meetings	67
City of Cockburn Crisis Communications Plan	18	MEDIA MANAGEMENT AND PUBLIC INFORMATION	68
Site Specific Evacuation Plans	18	Public Warning Systems	68
Animal Welfare Plan	19	Media Holding Statements	68
Vulnerable Communities Plan	19	Local Systems	68

FINANCE AND SPONTANEOUS VOLUNTEERING ARRANGEMENTS 69

Management of Funds	69
Public Appeals & State/Federal Support	69
Donation of Goods	69
Spontaneous Volunteering	70
Volunteer Coordination	70
Volunteer Insurance	70
Volunteer Reception Centres	70
Registration Requirements	71
Rostering	71
Supervision	71
Support	71
Standing Down of Volunteers	71
Finance Arrangements and	
Donation of Goods Media Statement	72

EVACUATION AND WELFARE 73

Evacuation	73
Special Needs Groups	73
Routes & Maps	73
Evacuation and Welfare Roles	81
Local Welfare Coordinator	81
Local Welfare Liaison Officer	81
Register.Find.Reunite	81
Animals	81
Welfare Centres	81

RECOVERY 83

The Recovery Process	83
General Information	83
Aim of Recovery	83
Transition from Response to Recovery	83
Local Recovery Coordinator	84
Role	84
Functions	84
Local Recovery Coordination Group (LRCG)	86
Function of the Local Recovery Coordination Group	86
Priorities for Recovery	86
LRCG Composition	87
LRCG Subcommittee Role Statements	88
Governance & Community Subcommittee	88
Engineering & Works Subcommittee	88
Planning & Development Subcommittee	88
Objectives	88
Finance & Corporate Subcommittee	89
Lord Mayor Distress Relief Fund (LMDRF)	
Eligibility Criteria and Levels of Financial Assistance	89
Owners/Owner Occupiers	89
Occupiers	90
External Representation on the Local Recovery Coordination Group	90
Department of Communities -	

Child Protection and Family Support	90
Department of Agriculture and Food WA	90
Main Roads Western Australia	90
Essential Services (Including Power, Telecommunications, Water and Gas Western Power/Horizon Power, Telstra, Water Corporation, Alinta Gas)	91
Department of Education (or Local School Representative)	91
Local Health Services Provider (Department of Health or Local Health Officer)	91
Department of Environment Regulation	91
Lord Mayor's Distress Relief Fund	91
Possible Locations of LRCG Meetings	92
LRCG Financial Arrangements	92
REVIEW OF ARRANGEMENTS	94
The Aim of Exercising	94
Types of Exercises	94
Exercise Frequency	95
Annual LEMA Review	95
APPENDIX 1 – MAP OF THE CITY OF COCKBURN	96
APPENDIX 2 - LEMA CONTACTS REGISTER	97
APPENDIX 3 – ACTIVATION OF GIVIT	103
APPENDIX 4 – COMPREHENSIVE IMPACT ASSESSMENT THE OFFICE OF EMERGENCY MANAGEMENT IMPACT ASSESSMENT FORM	112
APPENDIX 5 – OPERATIONAL RECOVERY PLAN TEMPLATE	139
APPENDIX 6 – LRCG ACTION CHECKLIST	140



DOCUMENT DISTRIBUTION

Unrestricted Copies

Table 1 - Unrestricted Copies

ORGANISATION	NUMBER OF COPIES
City of Cockburn – Critical Records	1
City of Cockburn – Mayor	1
City of Cockburn – Emergency Management Coordinator	1
City of Cockburn – Recover Coordinators and Local Role Appointed Staff	8
City of Cockburn – Chief Bushfire Control Officer	1
Deputy Chief Bushfire Control Officer's	2
South Coogee Volunteer Bushfire Brigade	1
Jandakot Volunteer Bushfire Brigade	1
Success Fire and Rescue Station	1
Murdoch Fire and Rescue Station	1
Cockburn State Emergency Services	1
Cockburn Volunteer Sea Search & Rescue	1
Office of Emergency Management	3
Murdoch Police Station	1
Cockburn Police Station	1
Fremantle Police Station	1
South Metropolitan Police District – Superintendent	1
WA Police – Emergency Management Unit	1
State Emergency Services – District Officer	1
Department of Fire and Emergency Services	1
Australian Defence Force – HMAS Stirling	1
Department of Child Protection and Family Support	2
Department of Parks and Wildlife	2
Department of Health	1
Fiona Stanley Hospital	1
St Johns Ambulance	2
Red Cross	1
Water Corp	1
Main Roads WA	1



PUBLIC COPY

ORGANISATION	NUMBER OF COPIES
Perth Transport Authority	1
Brookfield Rail	1
Western Australia Local Government Association	1
City of Kwinana	1
City of Serpentine Jarrahdale	1
City of Armadale	1
City of Canning	1
City of Melville	1
City of Fremantle	1

PUBLIC COPY

Restricted Copies

Table 2 - Restricted Copies

ORGANISATION	NUMBER OF COPIES
City of Cockburn Administration Building (Front Counter)	1
City of Cockburn – Spearwood Library	1
City of Cockburn – Success Library	1
City of Cockburn – Coolbellup Library	1
City of Cockburn Youth Centre	1
Wally Hagen Stadium (Welfare Centre)	1
Aubin Grove Community Centre (Welfare Centre)	1
Beeliar Community Centre (Welfare Centre)	1
Success Regional Sports Centre (Welfare Centre)	1
Jandakot Airport Holdings	1
Rosslyn Hill Mining	1
Murdoch University	1
Kwinana Industries Council	1

AMENDMENT RECORD

Amendments entered into table 3 (below) at time of amendment.

Table 3 - Amendment Record

NO.	DATE	AMENDMENT DETAIL	BY

Suggested amendments or additions to these arrangements should be forwarded to the City of Cockburn's Emergency Management Coordinator; customer@cockburn.wa.gov.au

Major amendments or additions will be referred to the City of Cockburn Local Emergency Management Committee (LEMC) for consideration and/or approval.



GLOSSARY OF TERMS & ACRONYMS USED

GLOSSARY OF TERMS

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

Combat Agency: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

District: means an area of the State that is declared to be a district under *Section 2.1 Local Government Act 1995*.

Controlling Agency: An agency nominated to control the response activities to a specified type of emergency.

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the *EM Act*.

Municipality: Means the district of the Local Government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The degree of susceptibility and resilience of the community and environment to hazards.

*The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

ACRONYMS USED WITHIN THESE ARRANGEMENTS

Table 4 - Acronyms used within these arrangements

BFB	Bushfire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
CoC	City of Cockburn
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DOC	Department of Communities
DPaW	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EM Act	Emergency Management Act 2005
ERMP	Emergency Risk Management Plan
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Committee
LWEC	Local Welfare Emergency Committee
NDRRA	Commonwealth Natural Disaster Relief & Recovery Arrangements
OEM	Office of Emergency Management
SEC	State Emergency Coordinator
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
SRC	State Recovery Controller
WANDRRA	WA Natural Disaster Relief & Recovery Arrangements



INTRODUCTION

Authority

The City of Cockburn LEMA has been prepared in accordance with *section 41(1)* of the *Emergency Management Act 2005*.

These arrangements have been endorsed by the City of Cockburn Local Emergency Management Committee (LEMC) and adopted by the City of Cockburn Council; and are to be tabled with the South Metropolitan District Emergency Management Committee.

The City of Cockburn LEMC is established under *section 38* of the *Emergency Management Act 2005*. The LEMC function is to advise and assist the Local Government with emergency management activities, reducing risk within the community and ensure the Local Emergency Management Arrangements are established and maintained for its applicable Local Government district.

Community Consultation

During the creation of the City of Cockburn Local Emergency Management Arrangements 2018 (hereafter: LEMA), consultation with stakeholders were carried out, ensuring the LEMA was adequately representing the community within Cockburn and needs to recover from an emergency event.

Stakeholder consultation was carried out with members of the City's LEMC throughout its scheduled meetings and on a case by case basis for agency specific advice.

Engagement with the community was undertaken by interest group, allowing for the use of specific engagement tools best suited for the community's members background. Specific interest groups included seniors, people from a Culturally and Linguistically Diverse (CALD) background and youth.

Disability inclusion was also taken into consideration and the LEMA have been created to reflect the needs of people with a disability within the City's community.

Document Availability

Copies of the LEMA will be available upon request at the City of Cockburn Administration Building and City of Cockburn public libraries.

Additionally, the LEMA is available via the City of Cockburn website - www.cockburn.wa.gov.au/emergencymanagement

All Organisations listed within the distribution list of the LEMA will receive the applicable number of copies of these arrangements. Distribution is as shown within the table one (1) and two (2) of the LEMA.



Area Covered

The City of Cockburn is located in Perth's outer southern suburbs, about 15-20 kilometres from the Perth CBD. The City of Cockburn encompasses a land area of 167Km² which extends from the coast of Western Australia within the Jervious Bay to the flatland of boarding the City of Armadale to the East. The City's Northern most boundaries are shared with the Cities of Fremantle and Melville, the southern part of the City borders Kwinana, in close proximity to the Kwinana Industrial Complex.

The City of Cockburn municipal boundaries extend further west of the coast to include the Islands of Rottnest Island and Carnac Island located about 10 and 18 kilometres off-shore respectively.

By Government Gazettal 27 November 2009 the Rottnest Island Authority has taken over the control and responsibility to of the under *Part 3* of the *Emergency Management Act 2005*. Due to this Arrangement, the Rottnest Island Authority has been considered outside the scope of these Arrangements. Rottnest Island Authority has created a set of Local Emergency Management Arrangements to assist in the event of an activation of their Local Recovery Committee.

A boundary Map of the City of Cockburn is attached to this LEMA as *appendix 1 – Map of the City of Cockburn*.

Aim

The LEMA is an overarching document and associated sub-plans which the City of Cockburn is responsible for developing, maintaining and testing.

The aim of the LEMA is to detail the emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the City.

Purpose

The purpose of these emergency management arrangements is to set out:

1. The local government's policies for emergency management;
2. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
3. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
4. A description of emergencies that are likely to occur in the local government district;
5. Strategies and priorities for emergency management in the local government district;
6. Other matters about emergency management in the local government district prescribed by the regulations; and
7. Other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005 EM Act*).



Scope

The LEMA are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this Hazard Management Agencies (HMA) document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans. Furthermore:

- This document applies to the local government district of the City of Cockburn;
- This document covers areas where the City of Cockburn provides support to HMAs in the event of an incident;
- This document details the City of Cockburn capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Cockburn in relation to recovery management.

These arrangements are to serve as a guideline to be used at the Local level. Incidents may arise that require action or assistance from District, State or Federal level.

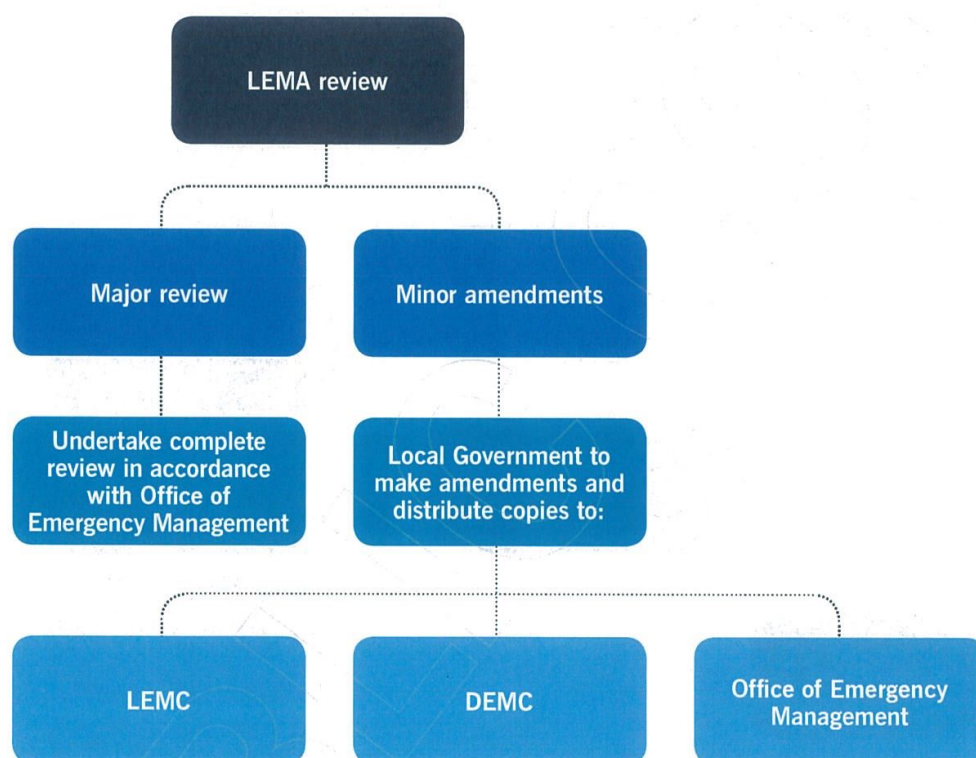
Review Process

These LEMA must be reviewed regularly. The LEMA should be reviewed:

- After an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination
- After training or drills that exercise the arrangements
- Every five (5) years
- Any other time the City of Cockburn considers appropriate
- A unanimous decision by the City's Local Emergency Management Committee (LEMC).

The review may entail only minor administrative amendments, or a more significant change to document structure. Figure 1 below demonstrates either process for peer review adoption of the amendments.

Figure 1 - Review Process



RELATED DOCUMENTS & ARRANGEMENTS

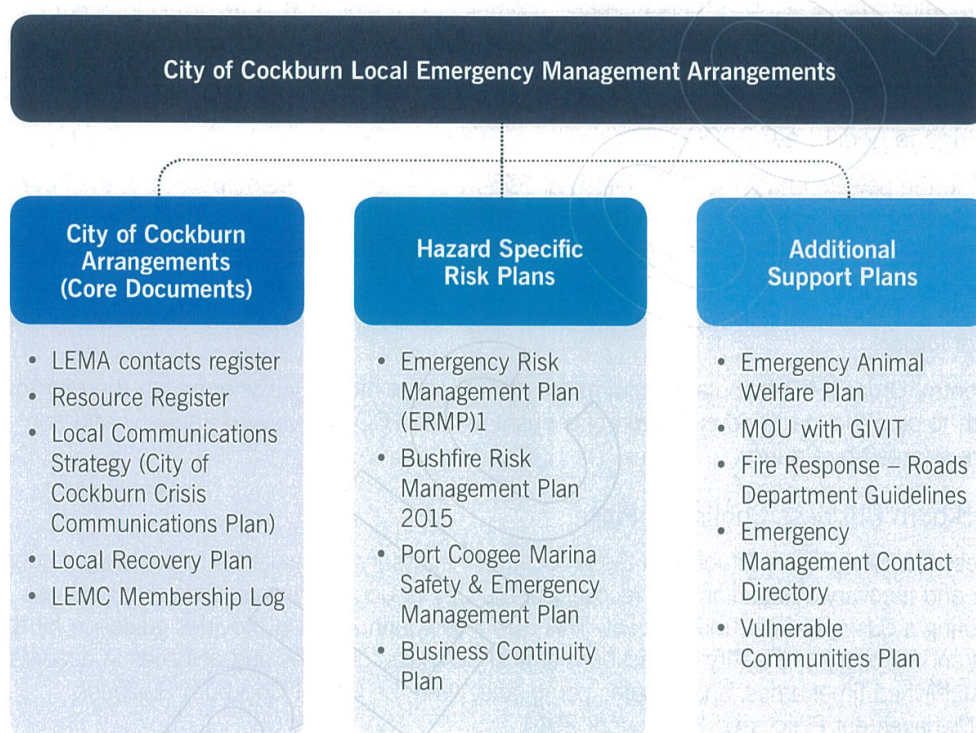
Local Emergency Management Policies

The City has a number of documents relating to Emergency Management and the reduction of community risk. *Figure 2: overview of City EM Documents* highlights their association. *Figure 3* shows the makeup of the City's LEMA and support from other documentation.

Figure 2 - Overview of City EM Documents



Figure 3 - Makeup of LEMA





Summary of Supporting Documents

Community Emergency Risk

Local Community Emergency Risk Management describes emergencies that are likely to occur, define roles and responsibilities within the community, list resources, and coordinate operations and activities. They also identify any agreements between the City and emergency management agencies.

Bushfire Brigade Local Law 2000

In pursuant to the powers under the Bush Fires Act 1954 and all other powers enabling it, the Council of the City of Cockburn resolved on the 21 November 2000 to make the following local law. The Local Law covers the structure and administration of the City's Bushfire Brigades and appoints certain responsibilities to officer bearers.

Fire Control Order

The Fire Control Order (FCO) stipulates minimal requirements of property owner within the City to comply with to stop the start and extension of a bushfire. The FCO is reviewed annually and any changes are adopted by Council.

City of Cockburn Business Continuity Plan

This Business Continuity Plan establishes the procedures necessary to ensure the emergency response, resumption and recovery, restoration and recovery of the City of Cockburn operations and business activities during a business interruption event. This business continuity plan provides guidance for the resumption and recovery of the City of Cockburn critical business functions and activities in accordance with pre-established timeframes, and ensures compliance with the City of Cockburn Business Continuity Management Policy and Framework 2014.

City of Cockburn Crisis Communications Plan

This plan provides the organisation with communication processes pre, during and after a crisis. It outlines step by step how internal and external communications should be managed. This Crisis Communication Plan forms an integral part of the City's overall policy SC51 - Enterprise Risk Management.

Site Specific Evacuation Plans

The City has a number of site specific Emergency Plans, these plans are created due to unique risk posed by certain locations and activities undertaken. Currently the City has two locations that would directly affect the community; these are the Cockburn ARC sporting complex and the Port Coogee Marina.



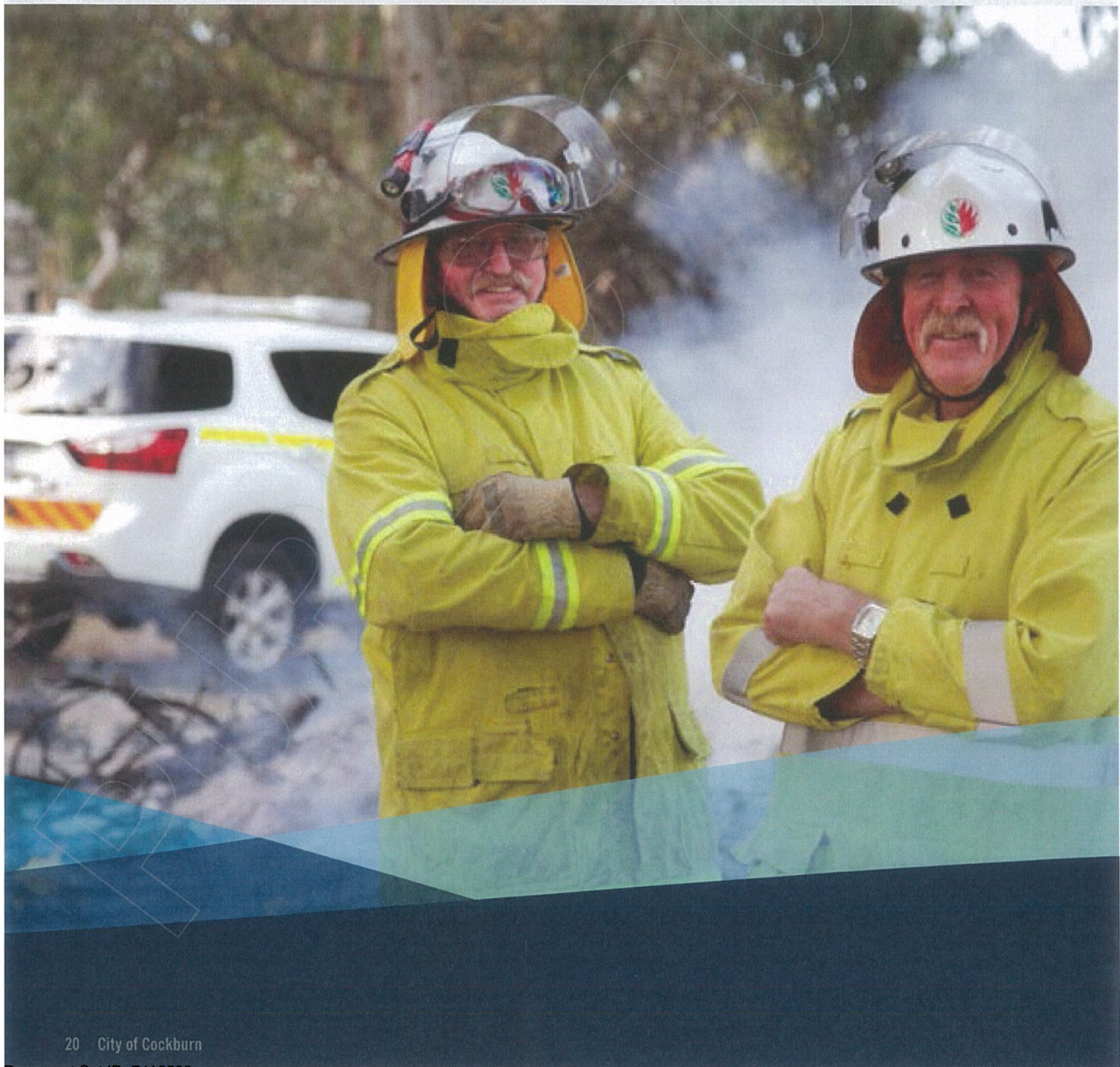
Animal Welfare Plan

The welfare of animals closely aligns to the post-event recovery of their owner's family recovery. The City's Animal Welfare Plan, assist in the management of animals and livestock relocation and welfare during an emergency and recovery.

Vulnerable Communities Plan

The City's Vulnerable Communities Plan identifies vulnerable use facilities such as schools and aged care facilities within the City. The Plan has set up a self-supportive coordination groups with support and greater preparedness advocacy from the City.

RESOURCES



20 City of Cockburn

Document Set ID: 7416592

Version: 1, Version Date: 10/04/2018

RESOURCE REGISTER

Resources Schedule – Vehicle

Table 5 - Resources Schedule – Vehicle

Vehicle Type	Special Features	Registration	Name Of User	Contact Details	Location of Keys
Emergency Services					
Toyota Land Cruiser	BFB Light Tanker Spec	1DAQ - 568	Jandakot Volunteer Bushfire Brigade		Kept in Vehicle
Toyota Land Cruiser	BFB Light Tanker Spec	1EZY - 791	South Coogee Bushfire Brigade		Kept in Vehicle
Isuzu 3.4	BFB Light Tanker Spec	1GEH - 032	South Coogee Bushfire Brigade		Kept in Vehicle
Isuzu 12.2	BFB 12.2 Spec	1DMM - 606	Jandakot Bushfire Brigade		Kept in Vehicle
Isuzu 2.4	BFB 2.4 Spec	1CDL - 696	South Coogee Bushfire Brigade		Kept in Vehicle
Mitsubishi Triton	All terrain tyres, steel bull bar and towbar	1DGI - 395	South Coogee Bushfire Brigade		South Coogee Vehicle bay drawer
Ford Ranger	Cargo Pod, towbar, portable fridge, all terrain tyres	1EPR - 908	Cockburn CESM		Stored by user
Isuzu M-UX	All terrain tyres, steel bull bar and towbar	1GCR - 666	CoC, EM Coordinator		Stored by user



Vehicle Type	Special Features	Registration	Name Of User	Contact Details	Location of Keys
Utility 4WD's					
All-Terrain Vehicle John Deere 4x4	Nil	1GBD - 421 (Plant No. 5342)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1EZK - 498 (Plant No. 2776)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1EZK - 499 (Plant No. 2686)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1ETS - 238 (Plant No. 2696)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1ETS - 237 (Plant No. 2573)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1ENB - 110 (Plant No. 2875)	Rangers & Community Safety Services		Rangers Building
Isuzu D Max +Utility 4x4 with animal pod	Animal pod and VHF radio	1EOM - 534 (Plant No. 2855)	Rangers & Community Safety Services		Rangers Building
Mitsubishi Triton GLX	Nil	1GDG - 200 (Plant No. 2964)	Waste (Landfill)		Stored by user
Ford Ranger	Nil	1EOV - 503 (Plant No. 4253)	Waste (Landfill)		Stored by user
Mitsubishi Triton	Nil	1EPA - 221 (Plant No. 2405)	Waste (Landfill)		Stored by user
Mitsubishi Triton Ute 4x4 with Workshop canopy	Nil	1EBB - 961 (Plant No. 2964)	Plant/Workshop		Stored by user
Mitsubishi Triton Ute 4x4 with workshop canopy	Nil	1ELC - 290 (Plant No. 2704)	Plant/Workshop		Stored by user
Ford Ranger	Nil	1ESS - 520 (Plant No. 2425)	Facilities		Stored by user




Vehicle Type	Special Features	Registration	Name Of User	Contact Details	Location of Keys
People Mover					
Toyota Hi-Ace Commuter	14 Seater	1DWS - 985	Light Fleet		Stored at Depot
Toyota Hi-Ace Commuter		1DTP - 838	Community		Stored at Depot
Ford Transit Bus	12 Seater	1DSK - 628	Community		Stored at Depot
Kia Grand Carnival	8 Seater	1EOK - 924	Light Fleet		Stored at Depot
Mitsubishi Rosa Bus	22 Seater	1EWR - 786	Community		Stored at Depot
Toyota Hi-Ace Commuter		1CXC - 354	Community		Stored at Depot
Mitsubishi Rosa Bus	22 Seater	1GCX - 392	HACC		Stored at Depot
BCI	33 Seater Bus	1CZW - 439	Community		Stored at Depot
Kia Grand Carnival	8 Seater	1EVG - 812	Health Svcs		Stored at Depot

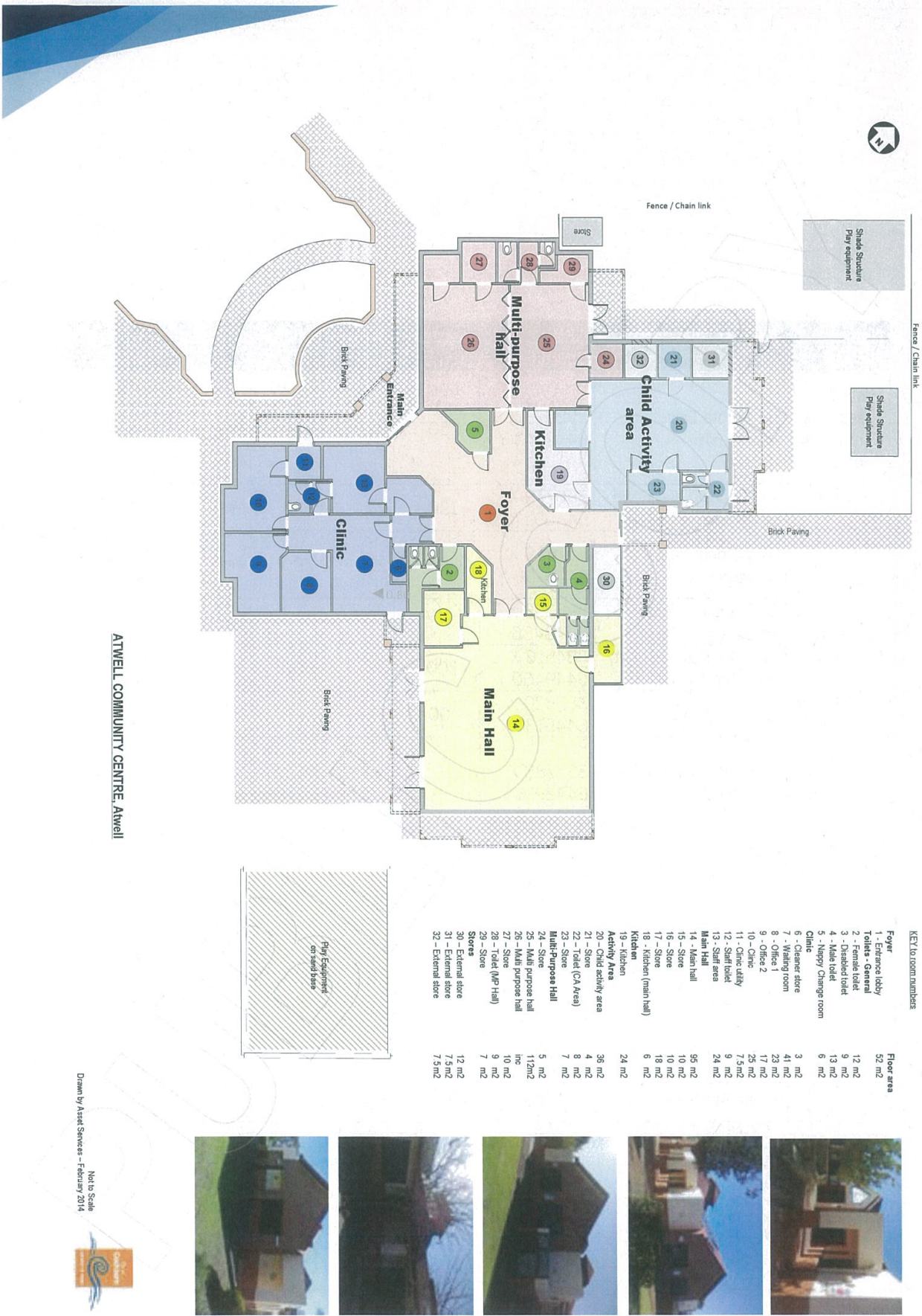
Resources Schedule – Facilities

Table 6 - Resources Schedule – Facilities

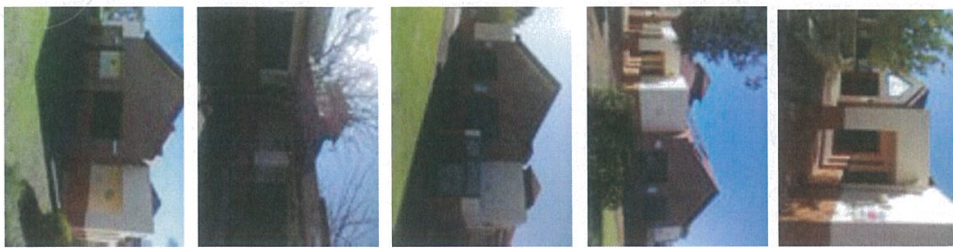
Name of Facility	Address	GPS Coordinates	Capacity	Tables	Chairs	Kitchen	Special Features
Atwell Community Centre	9 Lombe Gardens, Atwell 6164	393227 X 6443853 Y	+50-100	50	230	Yes	Child activity area
Atwell Reserve Clubrooms	Brenchley Drive, Atwell 6164	392757 X 6443316 Y	+150			Yes	Change rooms
Aubin Grove Sporting Facility	71 Camden Boulevard, Aubin Grove 6164	392900 X 6439878 Y	+200	15	112	Yes	Change rooms/child activity area
Banjup Community Hall	41 Oxley Drive, Banjup 6164	395728 X 6440463 Y	+100	15	100	Yes	Change rooms
Beale Park Clubrooms	15 Hamilton Road, Spearwood 6163	384571 X 6447853 Y	+150			Yes	Change rooms
Beale Park Baseball Clubrooms	1 Kent Street, Spearwood 6163	384600 X 6447850 Y				Yes	Change rooms
Bibra Lake Community Centre	132 Parkway Drive, Bibra Lake 6163	390673 X 6448726 Y	+50	10	70	No	Outdoor fenced off area
Cockburn ARC	31 Veterans Parade, Cockburn Central 6164	391525 X 6444968 Y				Yes	
Coogee Community Hall	19 Arlington Loop, Coogee 6166	383634 X 6446245 Y	+150	26	170	Yes	
East Beeliar Community Centre	33 Lakefront Avenue, Beeliar 6164	388435 X 6444226 Y	200	36	200	Yes	Change rooms/Meeting rooms
Edwards Park Clubrooms	10 Lintott Way, Spearwood 6163	385391 X 6447008				Yes	
Goodchild Park Clubrooms	30 Plantagenet Crescent, Hamilton Hill 6163	385568 X 6449171 Y				Yes	Change rooms



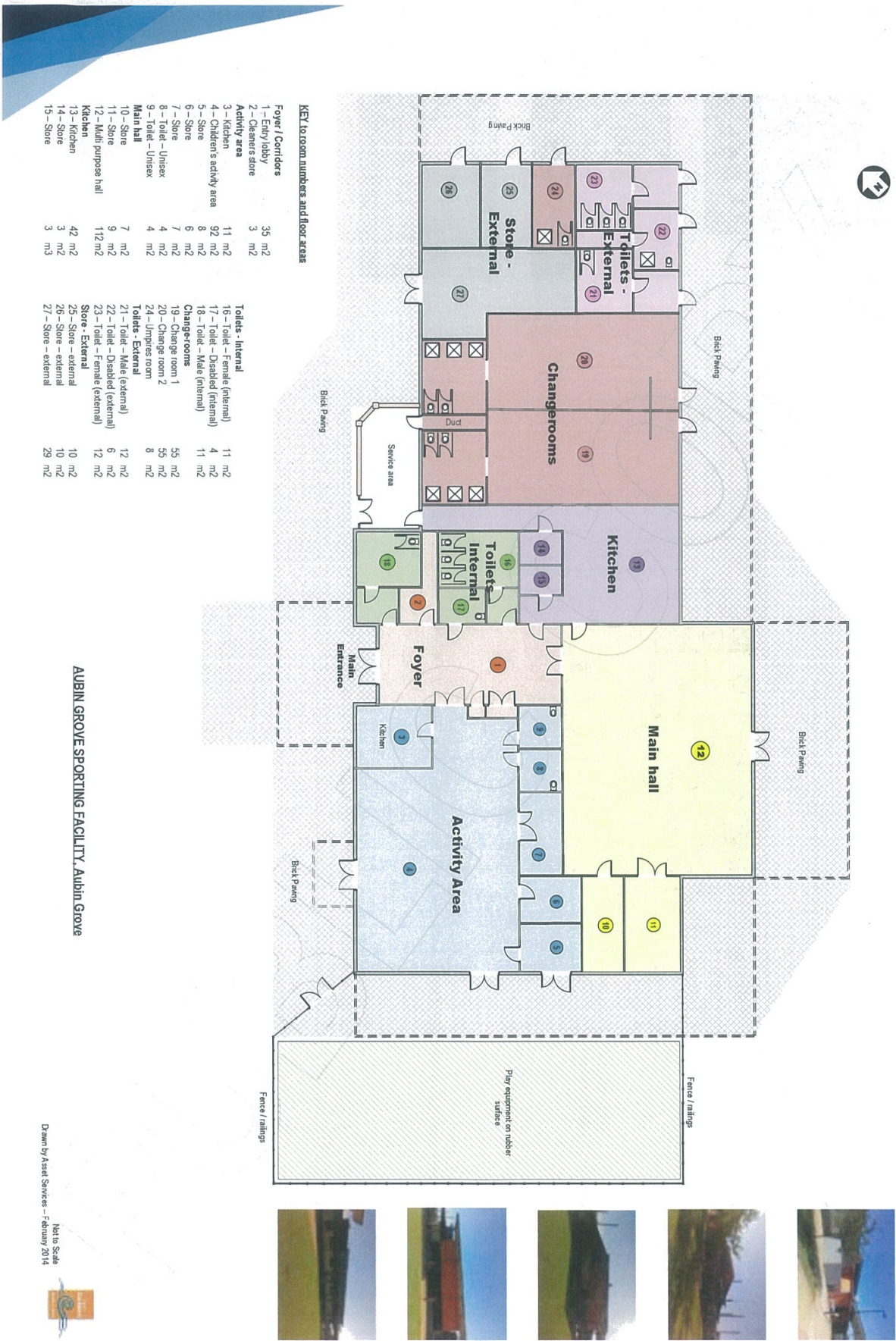
Name of Facility	Address	GPS Coordinates	Capacity	Tables	Chairs	Kitchen	Special Features
Harvest Lakes Community Centre	62 Aurora Drive, Atwell, 6164	392973 X 6442243 Y	+150	32	114	Yes	Change rooms/ Outdoor fenced off area
Jandakot Hall	770 North Lake Road, South Lake 6164	390779 X 6445927 Y	+130	24	120	Yes	
Len Packham Clubrooms	96 Cordelia Ave, Coolbellup 616	387658 X 6449798 Y	+200	28	200	Yes	Change rooms
Lucius Park Clubroom	83 Hamilton Road, Spearwood 6163	384352 X 6448436 Y				No	
Memorial Hall	435 Carrington Street, Hamilton Hill 6163	384516 X 6449460 Y	+200	37	300	Yes	Change rooms
Santich Park Clubrooms	19 Beckett Close Munster 6166	385520 X 6445130 Y	+100			Yes	Change rooms
South Coogee Agriculture Hall	739 Rockingham Road Munster 6166	385788 X 6442916 Y				Yes	Meeting room
Southwell Community Centre	8 Caffery Place, Hamilton Hill 6163	385757 X 6449058				Yes	Meeting rooms/ Courtyard
Success Recreational Facility	359 Hammond Road, Success 6164	391438 X 6442324 Y	+500	35	220	Yes	Change rooms/ Meeting Rooms/ Club room/ Function rooms
Yangebup Community Hall	20 Swallow Drive Yangebup 6164	388539 X 6445804 Y	210	34	220	Yes	Change rooms/ Activity area



Not to Scale
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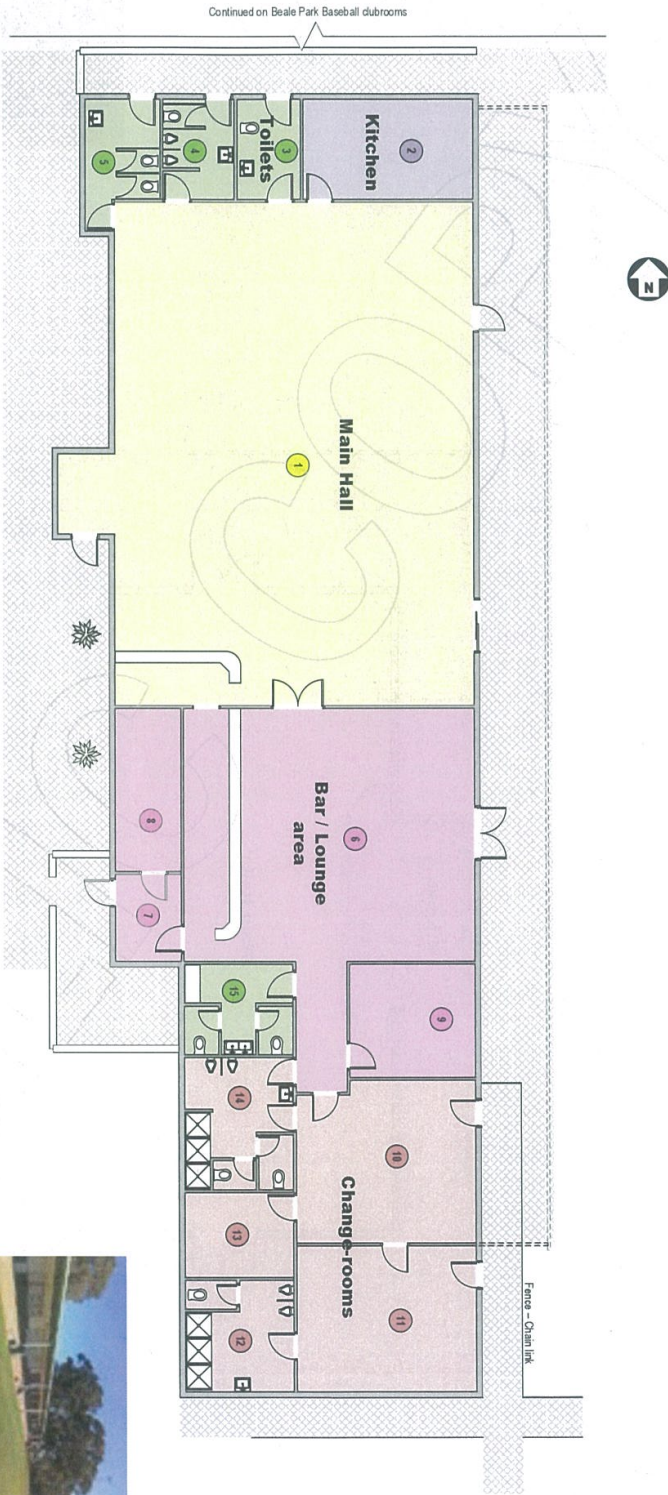


KEY to room numbers and Floor area

Main Hall	
1 – Main Hall	240 m ²
Kitchen	
2 – Kitchen	22 m ²
Toilets	
3 – Toilet – Disabled off hall	8 m ²
4 – Toilet – Male off hall	10 m ²
5 – Toilet – Female off hall	10 m ²
13 – Toilet – Female	10 m ²
Bar / Lounge area (multi-purpose area)	
6 – Bar / Lounge area	90 m ²
7 – Res entry foyer	9 m ²
8 – Cool room	15 m ²
9 – Office	12 m ²
Change-rooms	
10 – Change room 1	55 m ²
11 – Change room 2	36 m ²
12 – Toilet & showers 2	9 m ²
13 – Physiotherapy	9 m ²
14 – Toilet & showers 1	10 m ²

BEALE PARK CLUBROOMS, Spearwood

Our Park is a RSpace



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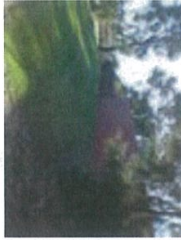


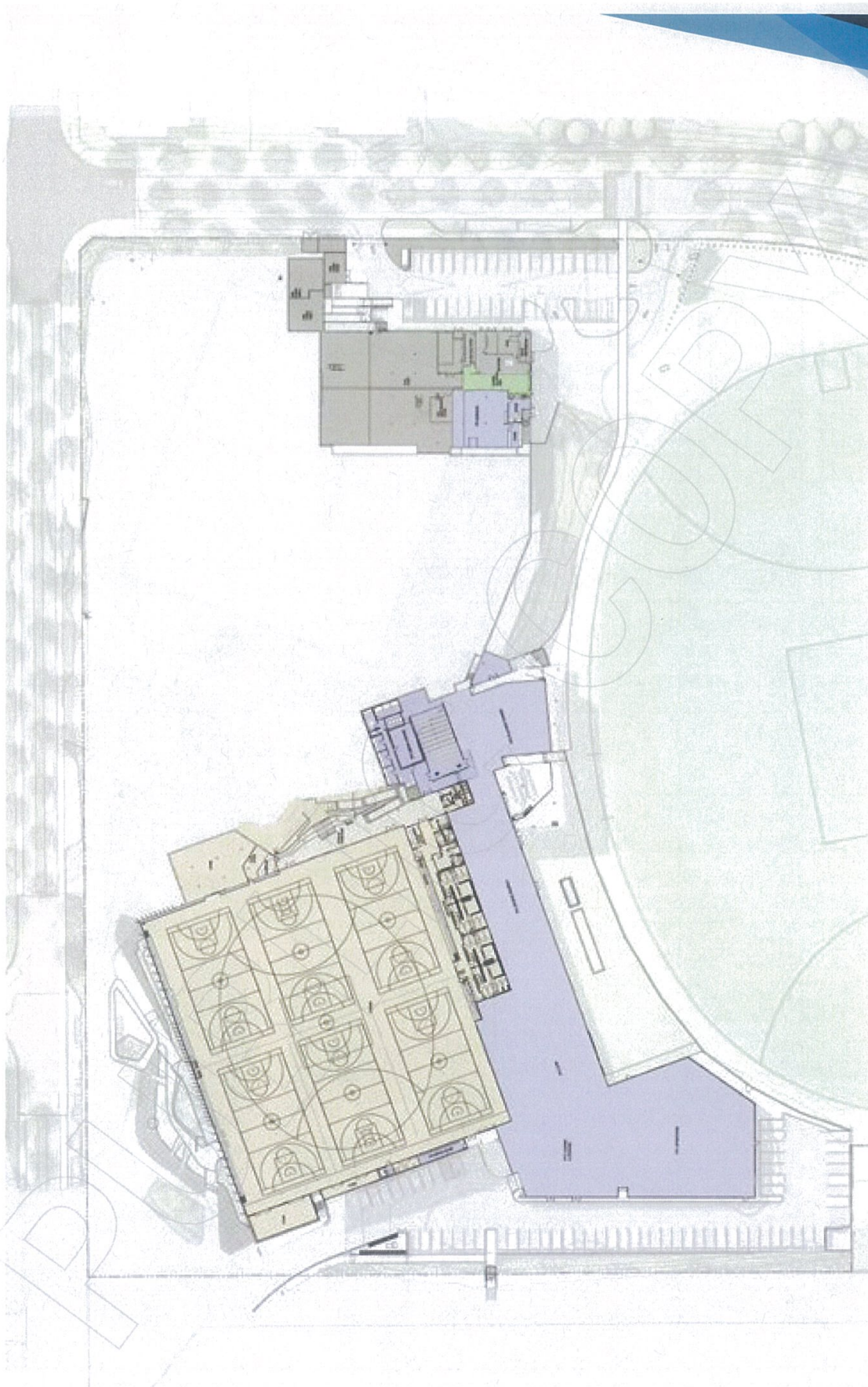




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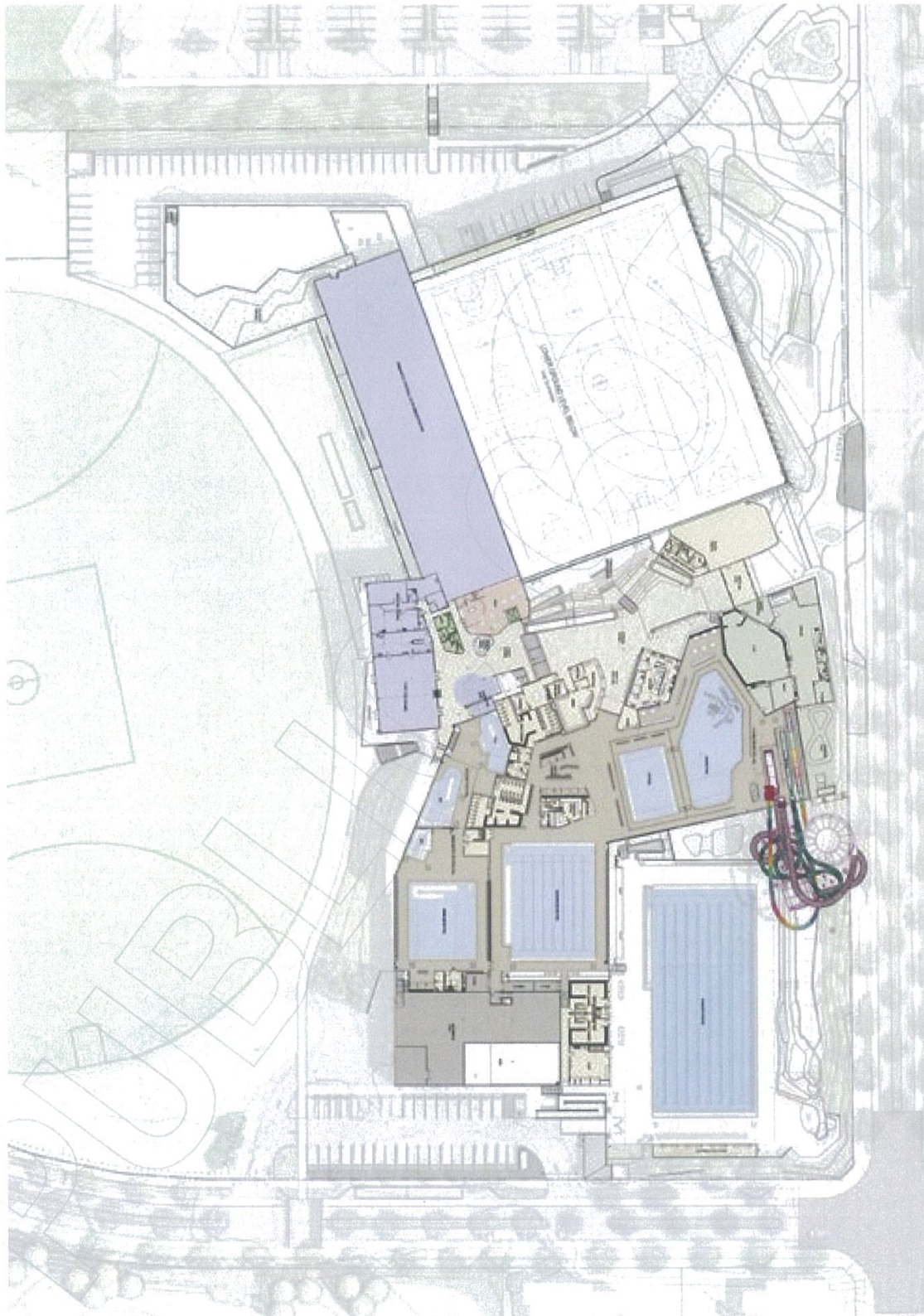
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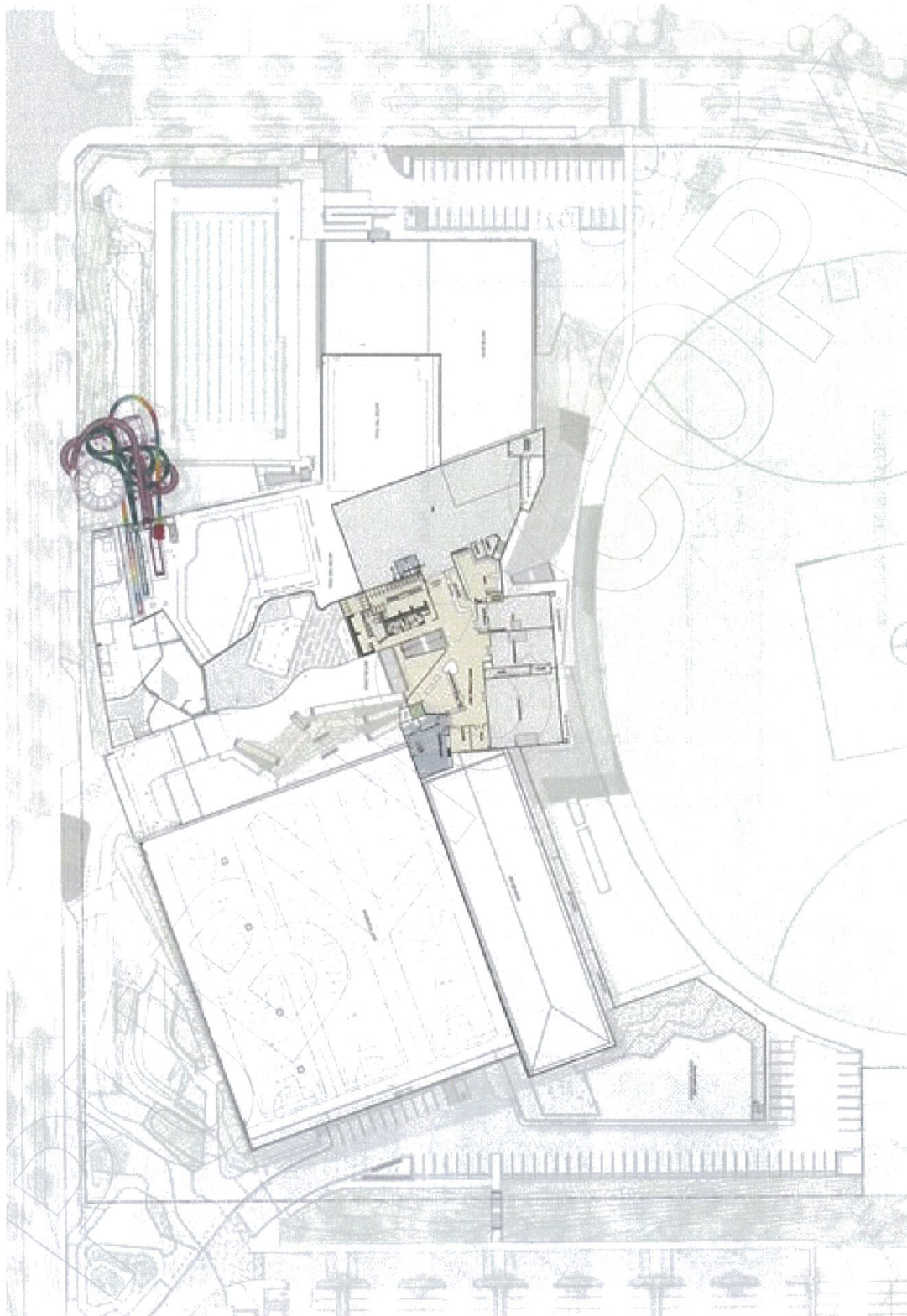




Cockburn ARC Lower Ground

Cockburn ARC Upper Ground





Cockburn ARC Level One



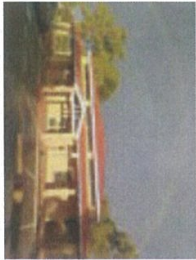
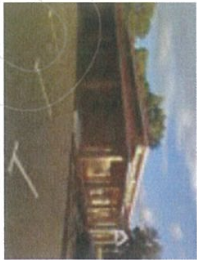
COOGEE COMMUNITY HALL, Coogee



KEY to room numbers

Main Hall	
1 – Main hall	220 m2
2 – Multi-purpose room	23 m2
3 – Store	29 m2
Kitchen	
4 – Kitchen	21 m2
Toilets - General	
5 – Toilet – Female	11 m2
6 – Toilet – Male	15 m2
7 – Passage	12 m2

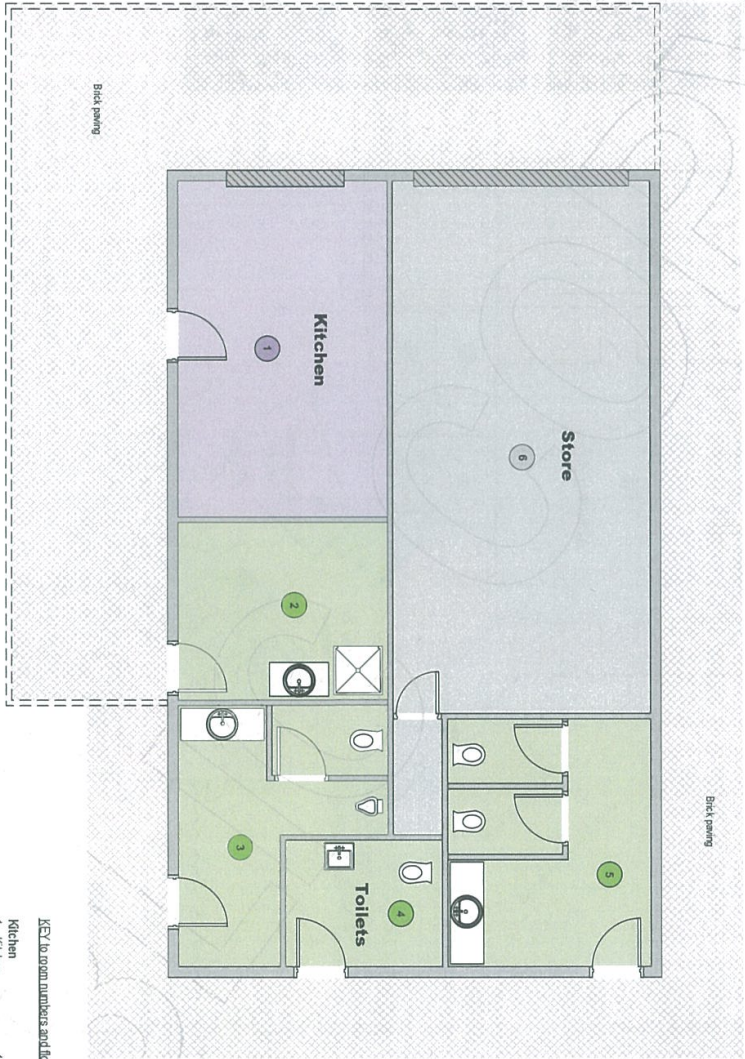
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EDWARDS PARK CLUBROOMS, Spearwood



KEY to room numbers and floor area

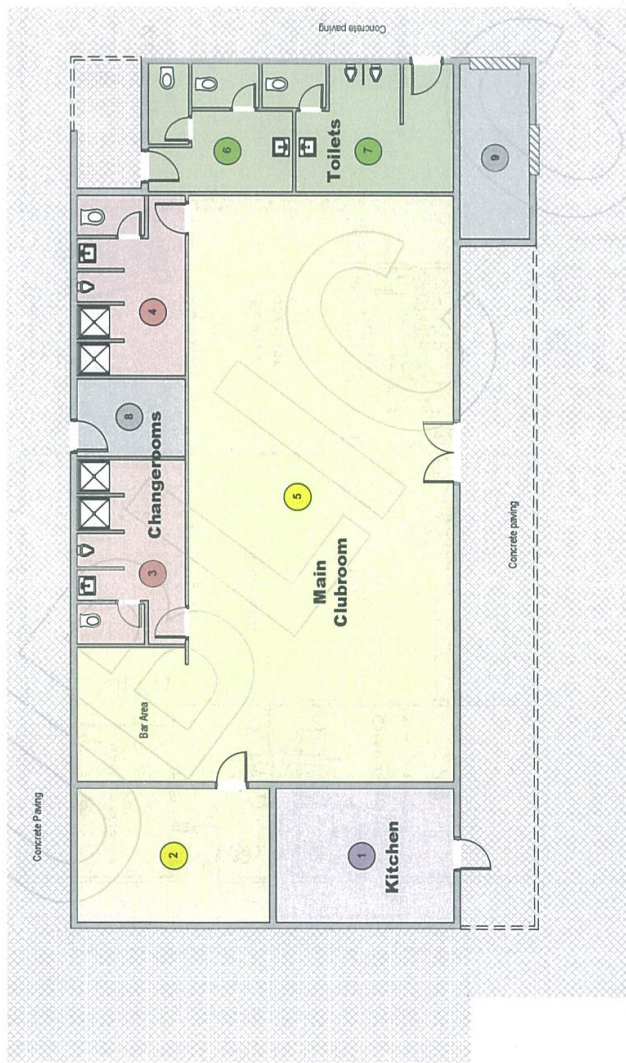
Kitchen	15 m ²
1 - Kitchen	
Toilets - External	9 m ²
2 - Urn/tea room	8 m ²
3 - Toilet - Male	5 m ²
4 - Toilet - Disabled	9 m ²
5 - Toilet - Female	
External - Store	35 m ²
6 - Store	

Drawn by Asset Services - March 2014





Car park is in RSpec



KEY to room numbers

Kitchen	18 m2
1 - Kitchen	
Main Clubroom	16 m2
2 - Store (lean room)	
5 - Clubroom and bar area	112 m2
Change-rooms	12 m2
3 - Change room - Male	
4 - Change room - Female	12 m2
Toilets - External	12 m2
6 - Toilet - Public - Female	
7 - Toilet - Public - Male	12 m2
External Store	12 m2
8 - Store	
9 - Store	

GOODCHILD PARK CLUBROOMS, Hamilton Hill

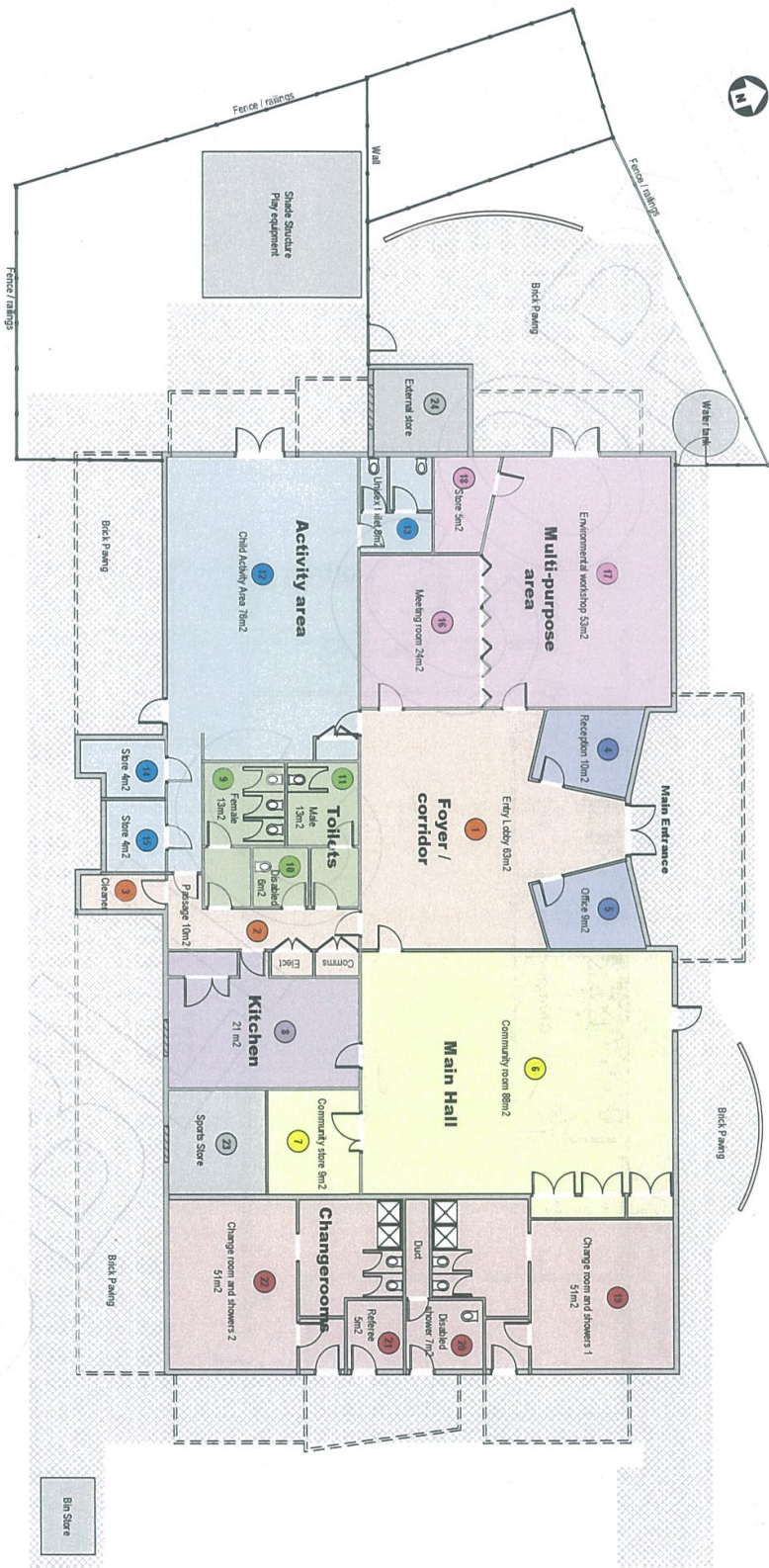


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Drawn by Asset Services - February 2014



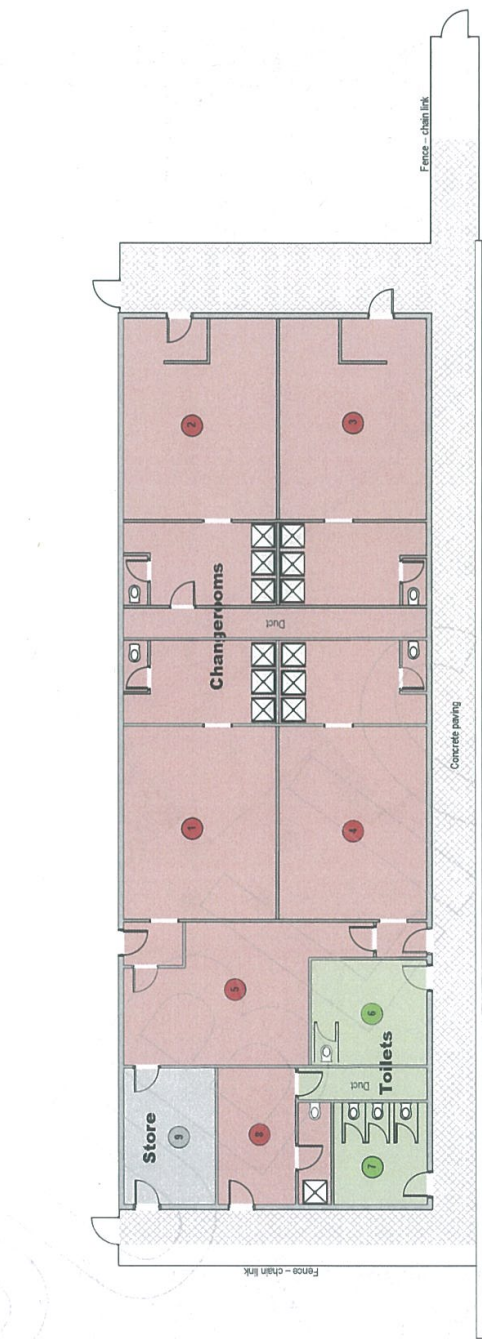
HARVEST LAKES COMMUNITY CENTRE, Atwell

Notes Scale
Drawn by Asset Services - February 2014







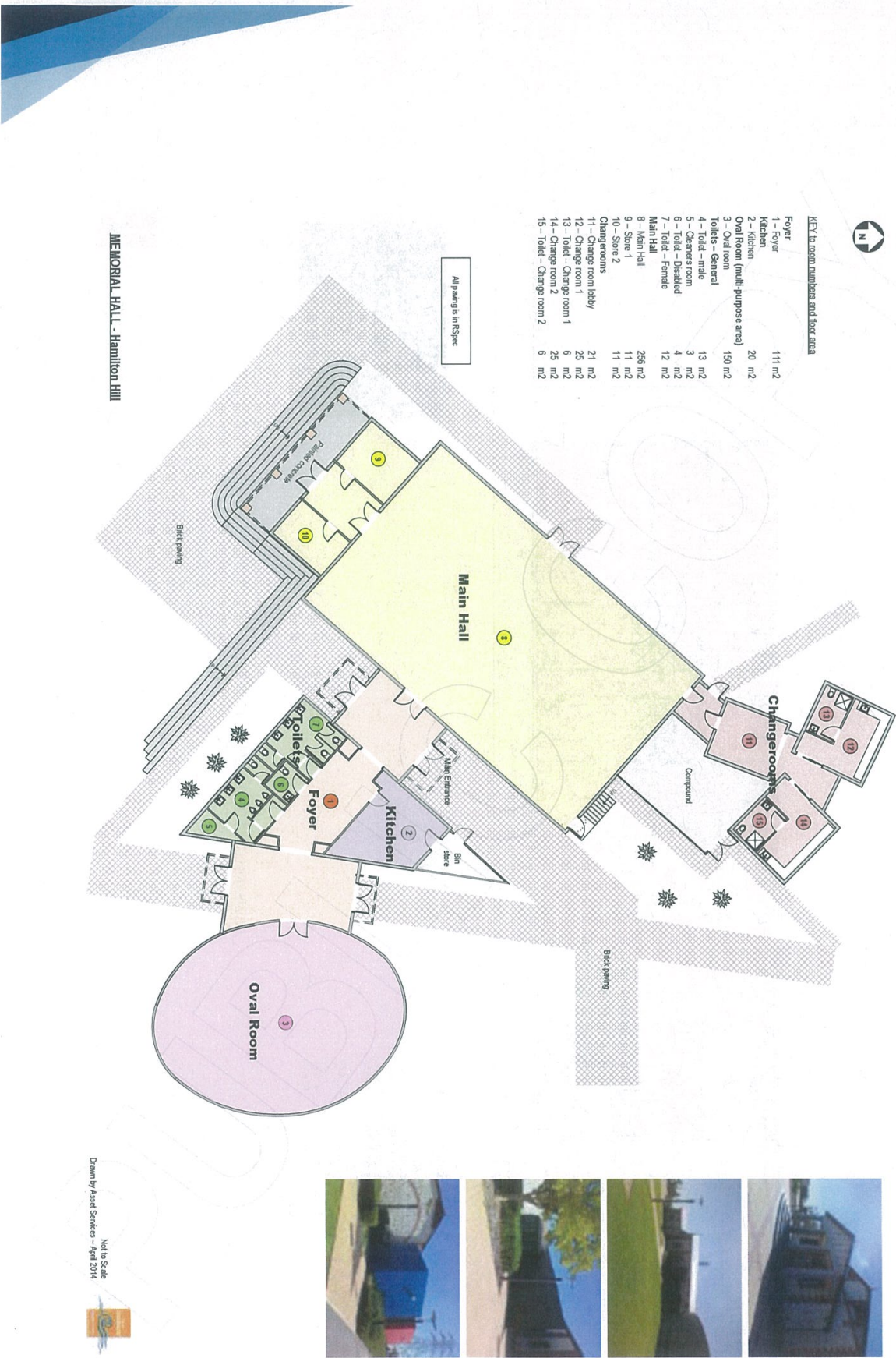


KEY to room numbers and floor areas

Change rooms	14 m ²
1 - Change room 1 (NW)	14 m ²
2 - Change room 2 (NE)	14 m ²
3 - Change room 3 (SE)	14 m ²
4 - Change room 4 (SW)	14 m ²
5 - Team area	10 m ²
8 - Referees room	10 m ²
Toilets - External	10 m ²
6 - Toilet - Male	10 m ²
7 - Toilet - Female	10 m ²
Store	
9 - Store	

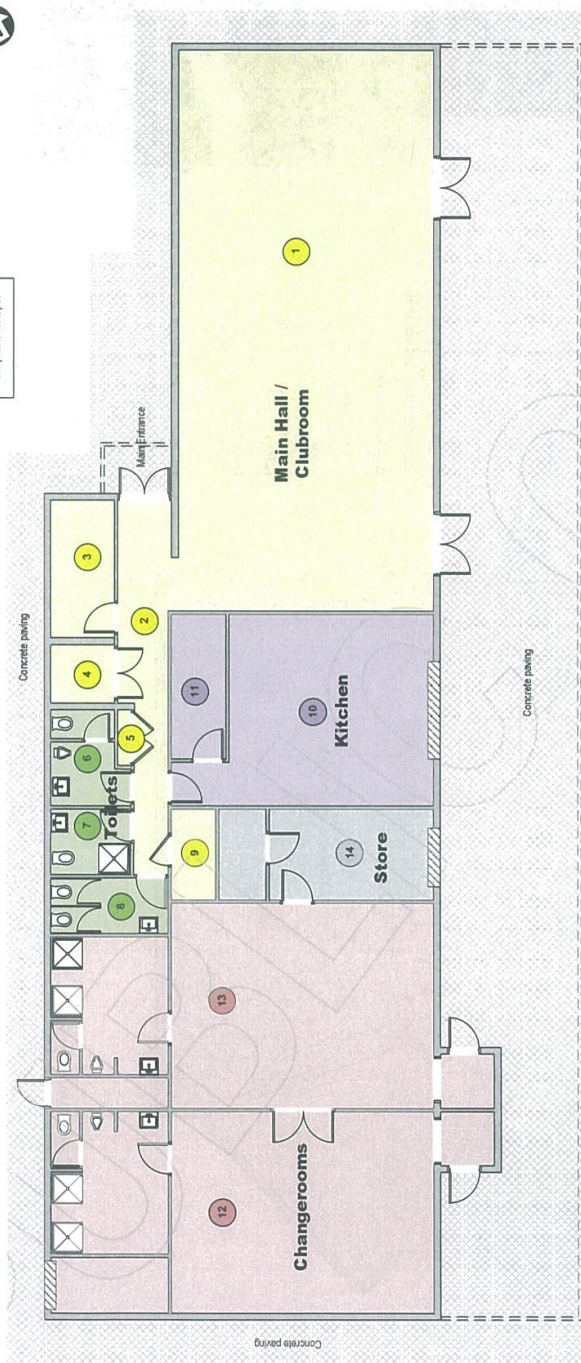
LUCIUS PARK CLUBROOMS - Hamilton Hill







Car park is in RSpec



KEY to room numbers and floor areas

Main hall / clubroom	
1- Main hall	135 m ²
2- Passage	16 m ²
3- Office	8 m ²
4- Changing store	3 m ²
5- Changing store	1 m ²
6- Toilets	2 m ²
7- Toilet - Male	3 m ²
8- Toilet - Disabled	3 m ²
9- Toilet - Female	3 m ²
10- Kitchen	37 m ²
11- Pantry	7 m ²
Change rooms	
12- Change room & showers 1	68 m ²
13- Change room & showers 2	68 m ²
14- External store	8 m ²

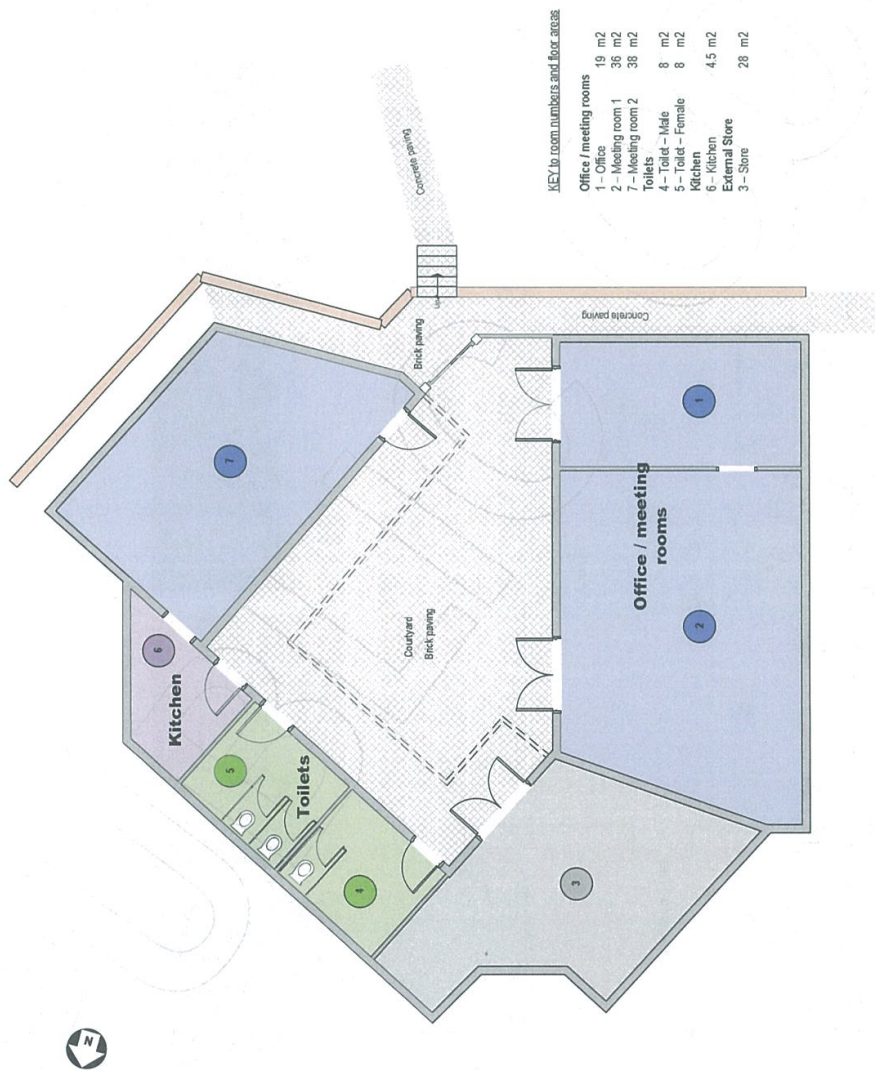


SANTICH PARK CLUBROOMS, Munster

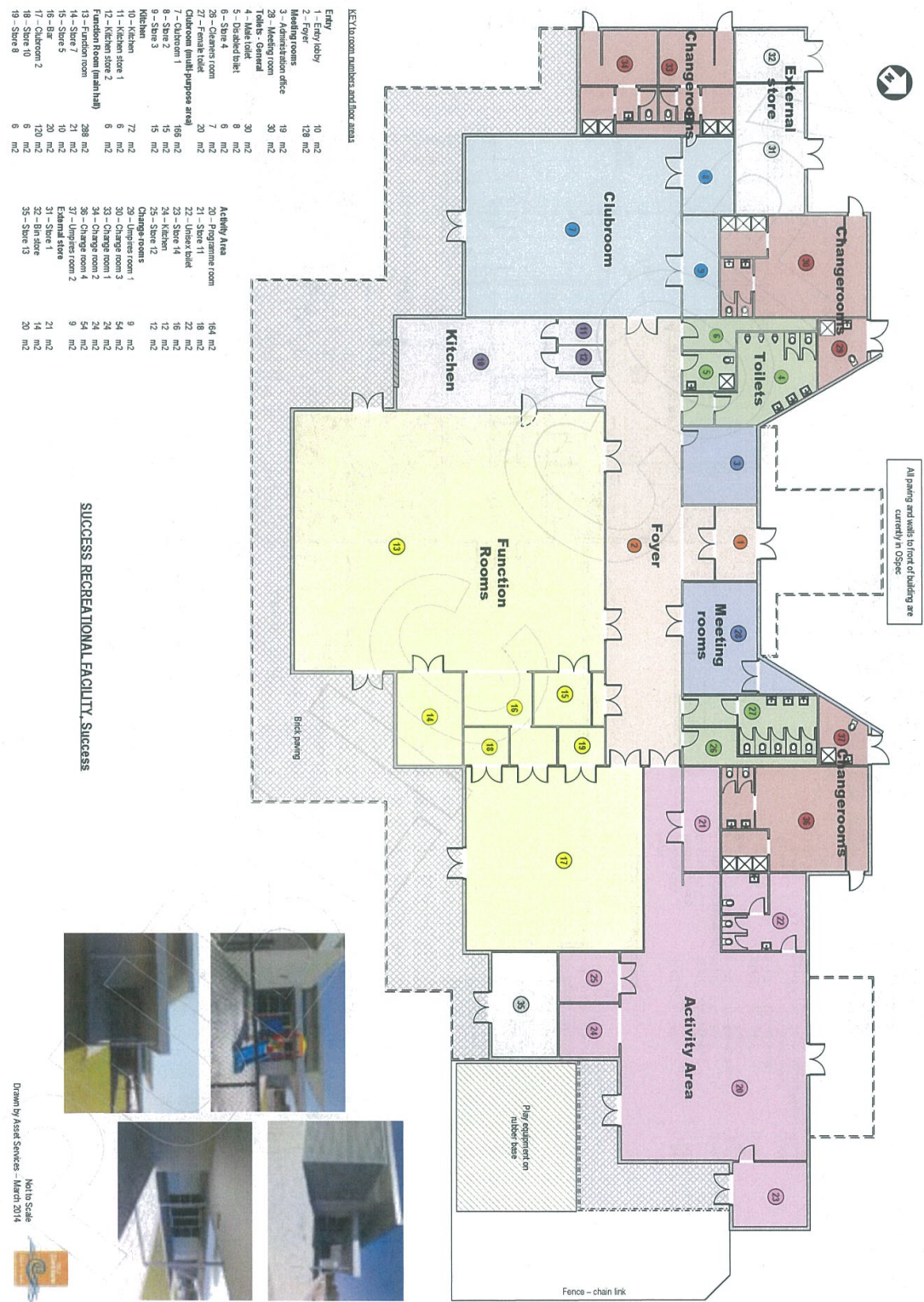
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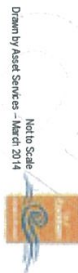
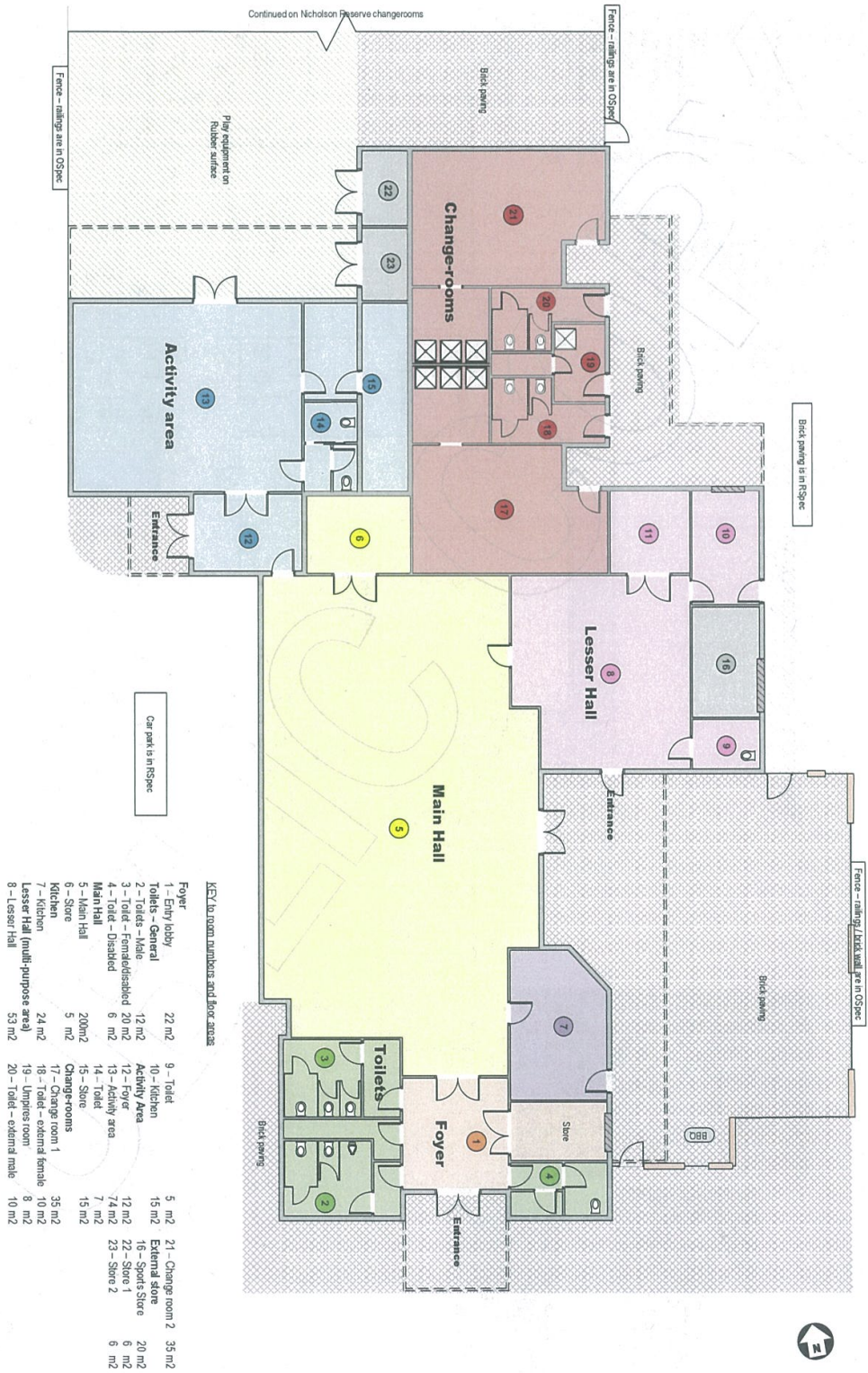
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SOUTHWELL COMMUNITY CENTRE - Hamilton Hill



YANGEBUP COMMUNITY CENTRE - Yangebup



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ROLES & RESPONSIBILITIES



Document Set ID: 7416592
Version: 1, Version Date: 10/04/2018

Local Emergency Management Arrangements 49



ROLES & RESPONSIBILITIES

Local Roles and Responsibilities

Detailed within Table 7 are the roles and responsibilities of City staff involved in the City's response during an emergency event. The list is not exhaustive and depending on the size and complexity of an emergency event, the City's Management may elect to add additional support roles as required to form a LRGC.

The roles below have been identified to ensure the City can meet the needs of the community during an emergency but also compliant to the City's responsibilities under *Section 36* of the *Emergency Management Act 2005*.

Table 7 - City of Cockburn Appointed Roles

Local Role	Description of Responsibilities
Council Spokesperson	This role will be undertaken by an elected member, most likely the Mayor or Deputy Mayor. The role is to assist disseminate key information to the public and liaise with the Media on behalf of Council. The role will also assist with meeting with high profile visitors and community members.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the City of Cockburn. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Emergency Management Coordinator	During an emergency the Emergency Management Coordinator attends ISG meetings to represent the City of Cockburn, provides local knowledge input and provides details contained in the LEMA. This role provides advice to City management on the response when required.
Emergency Welfare Liaison Officer	During an evacuation where a City of Cockburn facility is utilised by Department of Communities (DoC) provide advice, information and resources regarding the operation of the facility.
Emergency Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer assist the Recovery Coordinator and Emergency Management Coordinator by attending ISG meetings to represent the City of Cockburn, provides local knowledge input and provides details contained in the LEMA
Emergency Communications Officer	During a major emergency the Emergency Communications Officer provides updates and distributes media communications as required in accordance with 5.3.1 of the State Emergency Management Policy and the City of Cockburn Crisis Communications Plan.
Emergency Support Officer	The Emergency Support Officer will provide logistical support and clerical assistance to all City of Cockburn staff activated during an emergency event.



In addition to the roles designated within Table 7, the Local Recovery Coordinator is appointed under Section 41(4) of the Emergency Management Act 2005 and as such will need to ensure the following activities are under taken;

- Prepare, maintain and exercise the Local Recovery Plan
- Assess the community recovery requirements for each emergency
- Provide advice to the City's Mayor/CEO on the requirement to activate the Plan and convene the LRCG
- Provide advice to the LRCG
- Facilitate the acquisition and the appropriate application of materials, staff and financial resources
- Coordinate local recovery activities in accordance with plans, strategies and policies determined by the LRCG
- Monitor the progress of recovery and provide periodic reports to the LRCG
- Liaise with the State Recovery Coordinator on issues where State-level support is required or where there are problems with local services
- Ensure that regular reports are made to the State Recovery Coordination Group on the progress of recovery
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down
- Ensure that immediate and long-term individual and community needs are met
- During non-disaster periods, work in partnership with emergency management agencies to increase recovery awareness and promote recovery planning with key stakeholders.

Activation of City Staff

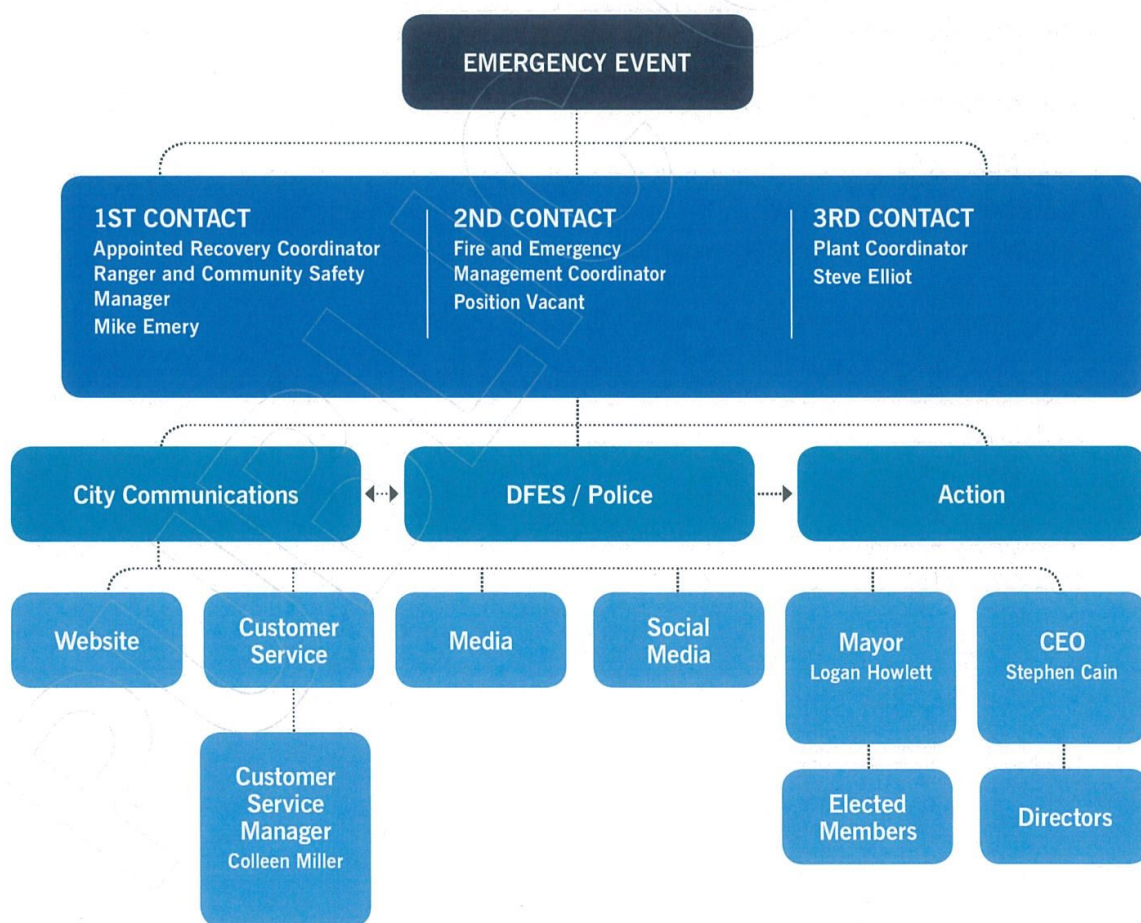
The City has a progressive activation process of its staff to assist in emergencies. Ensuring the call out staff is efficient, the City should be advised of all escalating emergencies as soon as possible. The City can assist the Combat Agency with support, local knowledge and if possible assistance.

Activating City staff at the onset of an emergency will allow for improved transition to recovery, assistance in the development of the Comprehensive Impact Assessment Form (Appendix 4) and the Operational Recovery Plan.

The City has a rotational roster of three emergency contacts, these contact can be used to active the City's support to emergencies.

Figure 1 below is the City designated callout process for all emergencies, relating to community or organisational.

Figure 4 - Activation of City Staff



Emergency Management Activation Kit

The City has an Emergency Management Activation Kit stored at the City depot. Items within the kit include a tablet computer and wireless internet access modem to register evacuees with the Red Cross Register.Find. Reunite service.

Additional Evacuation caches are stored at the following locations;

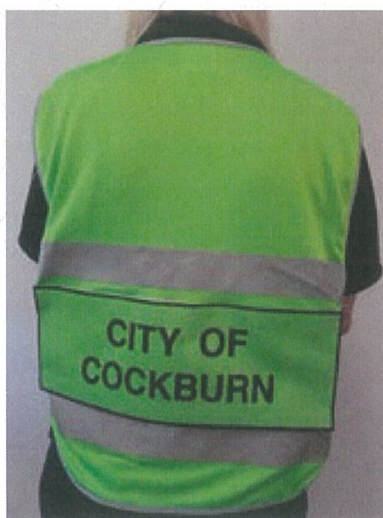
- Beeliar Community Centre
- Cockburn ARC
- Wally Hagen Stadium
- Cockburn Seniors Centre
- Success Regional Sports Centre

The activation caches include;

- Various stationery
- Note pads and clip board files
- Green National Registration & Inquiry System forms and instructions
- Torch (with batteries) or wind up torch
- City of Cockburn Emergency Tabards
- Mobile phone charger to suit staff phones
- Wet ones and antiseptic gel
- Rubbish bags

If City staff assist at an Emergency Evacuation Centre, it is important they wear the City's Emergency Tabards. These Tabards help assist evacuees understand which agency is represented at the Evacuation Centre and the role of individual officers.

[Image 1 - City of Cockburn Emergency Identification Tabard](#)





LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

LEMC Roles and Responsibilities

The City of Cockburn has established a LEMC under *Section 38(1)* of the *Emergency Management Act 2005* to oversee, plan and test the LEMA.

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

The LEMC is not an operational committee but rather the organisation established by the City to assist in the development of local emergency management arrangements for its district.

- The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by
- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The City's LEMC membership composition will change from time to time and change in size depending risk and emergency events. Appendix 2 will be updated quarterly to ensure its accuracy. Updated list will be sent to the Office of Emergency Management and the LEMC members.

The term of appointment of LEMC members shall be determined by the City of Cockburn in consultation with the parent organisation of the members.

Table 8 - LEMC Roles & Responsibilities

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the City district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – LEMA; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and • working groups as required.



LEMC Functions

The LEMC functions are defined by section 39 of the EM Act in relation to the district or area for which it is established to:

- Advise and assist the Local Government in ensuring LEMA are established for its district; – liaise with public authorities and other persons in the development, review and testing of LEMA;
- Carry out other EM activities as directed by the OEM or prescribed in the EM Regulations;
- Prepares and submits to the DEMC for the district an annual report on its activities undertaken during the financial year (s. 40(1) EM Act);
- Must exercise local-level arrangements at least annually (State EM Policy Section 4.8);
- Must conduct at least one local-level exercise involving their local government area at least annually and ensure scenarios applied consider a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises (State EM Policy Section 4.8);
- Must share information on planned exercises with its DEMC (State EM Policy Section 4.8);
- Must provide copies of post-exercise reports for each local-level exercise conducted to the DEMC Chair for inclusion in the OEM's annual report (State EM Policy Section 4.11);
- Local governments, HMAs, relevant EMAs (i.e. Support Organisations) and Controlling Agencies, in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard (State EM Policy Section 5.7); and
- Must ensure LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs (including the CPFS) or note where there are no facilities (State EM Policy Section 5.9.5).

LEMC Meeting Schedule

To ensure the City of Cockburn LEMC is able to complete its objectives defined within *LEMC Functions* section of these arrangements table 9 (below) suggests Agenda items to be considered by the Committee.

Table 9 - Meeting Schedule

Meeting Period	Proposed Agenda Items
1 st Quarter	<ul style="list-style-type: none"> Workshop/ finalise LEMC Business Plan for the next reporting period Seasonal preparedness – All Hazard
2 nd Quarter	<ul style="list-style-type: none"> Review State Preparedness report Review Local Recovery Arrangements Seasonal Preparedness - Bushfire
3 rd Quarter	<ul style="list-style-type: none"> Review State Preparedness report Review Local Recovery Arrangements Seasonal Preparedness – All Hazard
4 th Quarter	<ul style="list-style-type: none"> Finalise & approve LEMC Annual Report Finalise LEMC Exercise Schedule Seasonal Preparedness – Storm

Annual Reporting

The Annual Report of the LEMC is to be completed and submitted to the District Emergency Management Committee (DEMC) within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the Annual Report to the Executive Officer of the DEMC. The Office of Emergency Management issue the Annual Report template.

The information provided by the LEMC annual report is collated into the Office of Emergency Management Annual Report which is tabled in State Parliament.

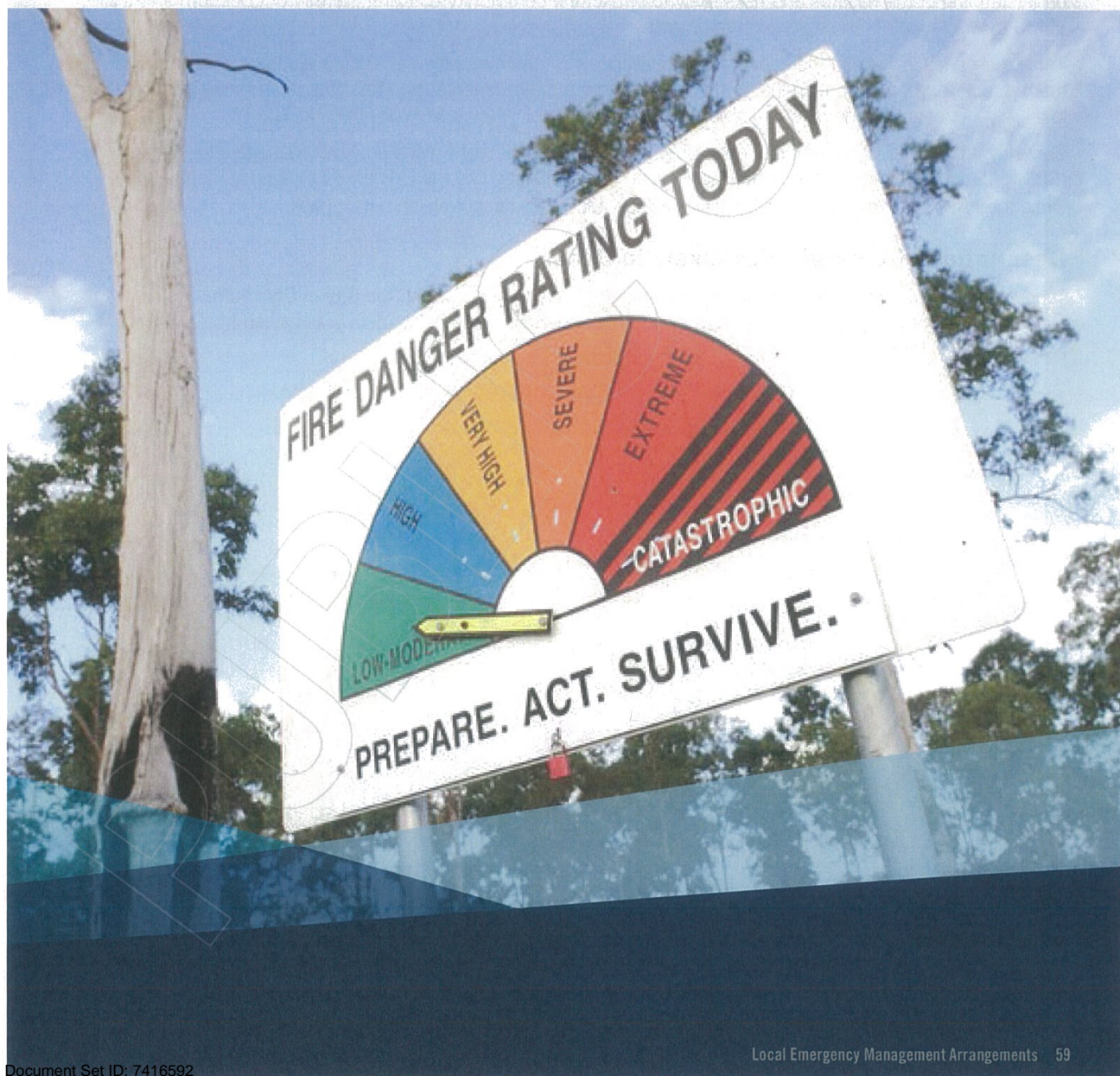
AGENCY ROLES AND RESPONSIBILITIES

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

Table 10 - Agency Roles and Responsibilities

Agency Roles	Description Of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency. [s 5.2.1 EM Policy]</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency Specific legislation for Prevention and Preparedness. • Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by the City.
Combat Agency	<p>A Combat Agency as prescribed under <i>subsection (1)</i> of the <i>EM Act</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

MANAGING RISK





MANAGING RISK

Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enabling the City of Cockburn and its LEMC to work together to implement treatments.

This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in *State EM Policy Section 3.2*.

Currently, the City of Cockburn is undertaking a review of the current Emergency Risk Management Plan (ERMP) in accordance with the State Risk Project, being managed by the Officer of Emergency Management. Once the ERMP is completed, a risk register will be added as a sub-plan of these LEMA.

Description of Emergencies Likely to Occur

Table 11 below provides a brief extract of emergencies likely to occur within the City of Cockburn. Notwithstanding the ERMP processes currently being undertaken, the below data was gained from hazard advice received through members of the City's LEMC.

Table 11 - Description of emergencies likely to occur

Hazard	Hazard	Hazard Management Agency	Associated Organisations
1	Air Crash	Commissioner of Police	WA Police
2	Fire	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> Department of Fire and Emergency Services (DFES) within gazetted fire districts or where DFES brigade or unit established; Department of Parks and Wildlife (P&W) on land it manages outside gazetted fire districts; and Local Government in local government districts outside of gazetted fire districts and P&W land.
3	Heatwave	State Health Coordinator	WA Health
4	Actual or impending spillage, release or escape of oil or an oily mixture that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment (marine oil pollution)	Marine Safety, General Manager	Department of Transport (DoT), Marine Safety <ul style="list-style-type: none"> State waters; shipping and pilotage waters; and Port waters (Level 2/3). Port Authority <ul style="list-style-type: none"> Port waters (Level 1). Petroleum titleholder <ul style="list-style-type: none"> State waters (Level 1).
5	Marine Search— for persons lost or in distress on inland waterways within the limits of a port or in a fishing vessel or pleasure craft within the limits of a port or at sea	Commissioner of Police	WA Police



Hazard	Hazard	Hazard Management Agency	Associated Organisations
6	Actual or impending event involving a ship that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment (marine transport emergency)	Marine Safety, General Manager	DoT Marine Safety <ul style="list-style-type: none"> State waters; shipping and pilotage waters; and port waters (Level 2/3). Port Authority <ul style="list-style-type: none"> port waters (Level 1).
7	Radiation Escape from a Nuclear Powered Warship	Commissioner of Police	WA Police
8	Rail Crash	PTA Network (passenger) - Public Transport Authority (PTA)	<ul style="list-style-type: none"> PTA; or WA Police or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of the PTA.
		ARC Infrastructure Network (freight) - ARC Infrastructure	<ul style="list-style-type: none"> ARC Infrastructure; or WA Police or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of ARC Infrastructure.
9	Road Crash	Commissioner of Police	WA Police
10	Storm	Fire and Emergency Services Commissioner	DFES
11	Animal or plant, pests or diseases	Agriculture Director General	Department of Agriculture and Food WA

Hazard	Hazard	Hazard Management Agency	Associated Organisations
12	Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	DFES
13	Cyclone	Fire and Emergency Services Commissioner	DFES
14	Earthquake	Fire and Emergency Services Commissioner	DFES
15	Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Public Utilities Office, Department of Finance (Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)
16	Flood	Fire and Emergency Services Commissioner	DFES
17	Loss of or interruption to the supply of natural gas, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Public Utilities Office (Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)
18	Actual or impending spillage, release or escape of a biological substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.	State Health Coordinator	WA Health



Hazard	Hazard	Hazard Management Agency	Associated Organisations
19	Actual or impending spillage, release or escape of a (a) chemical, (b) radiological or (c) other substance (HAZMAT) that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
20	Human Epidemic	State Human Epidemic Controller	WA Health
21	Land Search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police
22	Loss of or interruption to the supply of liquid fuel as defined in the Liquid Fuel Emergency Act 1984 (Cwlth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Public Utilities Office (Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)
23	Space Re-entry Debris	Commissioner of Police	WA Police
24	Terrorist Act	Commissioner of Police	WA Police
25	Tsunami	Fire and Emergency Services Commissioner	DFES

Hazards are not in order of likelihood to occur.

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

Emergency Management Strategies and Priorities

Table 12 Priority risks identified within table 11 (above) based on likelihood of these event occurring.

Table 12 - Risk Strategies

Priority	Strategy
Fire	Refer to Bushfire Risk Management Plan ¹
Road Crash	Existing engineering controls in place ¹
Storm	Existing Response Plan ¹
Marine Search	Existing Response Plan ¹
Marine Oil Pollution	Existing regulatory controls ¹
Air Crash	Existing regulatory controls ¹
Marine Transport Emergency	Existing regulatory controls ¹
Rail Crash	Existing regulatory controls ¹
Heatwave	Existing Response Plan ¹
Flood	Existing regulatory controls ¹

¹ Final treatment strategies will finalised upon completion of the City of Cockburn Community Emergency Risk Management Plan.



COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The City of Cockburn is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Incident Support Group (ISG)

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

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EMP Plan Section 5.1. These are;

- a) Where an incident is designated as Level 2 or higher; or
- b) Multiple agencies need to be coordinated.

Membership of an ISG

The ISG is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the ISG.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

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

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

Frequency of Meetings

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



Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District.

Table 13 provides a list of buildings that would be fit for use as an ISG meeting point.

Table 13 - Possible ISG Meeting Locations

Building Name	Address	Suitable Meeting Size	Equipment Available
City of Cockburn Administration Building	9 Coleville Crescent Spearwood	100+	Projector and conference facilities
City of Cockburn Operations Centre	52 Wellard Street Bibra Lake	40	Projector and conference facilities
Cockburn Volunteer Emergency Services Complex	91 Buckley street Cockburn Central	50	Presentation facilities
Cockburn ARC Function Room	31 Veterans Parade, Cockburn Central	25	

Entry into these building for ISG meeting will be facilitated by the City's Emergency Management Coordinator.



MEDIA MANAGEMENT AND PUBLIC INFORMATION

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

Public Warning Systems

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

Media Holding Statements

The City of Cockburn Media and Communications service unit has prepared a number of all hazard media holding statements that may be used by the Council spokesperson or designated media officer.

These statements are part of the City of Cockburn Crisis Communications Plan.

Local Systems

The City of Cockburn has the below local based systems in place;

- FFRS App for mobilisation of volunteer SES and BFB units;
- Disaster Aware App for Cockburn Residents;
- City of Cockburn Facebook Page;
- City of Cockburn Twitter Account.

Within the City, all Perth Commercial radio channels are received, in addition to this there is are two local radio station Sport 91.3 FM and Radio Fremantle 107.9 FM which are both located at 153 Rockingham Rd, Hamilton Hill.



FINANCE AND SPONTANEOUS VOLUNTEERING ARRANGEMENTS

Management of Funds

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multiagency emergencies. While recognising the above, the City of Cockburn is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately as an emergency event requiring resourcing by the City occurs to ensure the desired level of support is achieved

Public Appeals & State/Federal Support

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Additional support for communities and individuals may be available through defined State/Commonwealth government assistance schemes including -

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA);
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA).

Government assistance schemes are not provided as an alternative to commercial insurance or other mitigation strategies.

Requests from individuals for relief aid over and above assistance available through defined State/Commonwealth government schemes may be referred to the LMDRF for consideration (See State Emergency Management Policy - State EM Recovery Procedure 1).

Donation of Goods

The City has entered into a Memorandum of Understanding with GIVIT. GIVIT offers all West Australian Local Governments a free Emergency Recovery Service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occurs post-emergency and ensures offers of good quality goods and services are allocated to meet specific need.

GIVIT's unique online portal allows the public and corporates to see exactly what is required by communities and enables people to pledge items and services to meet these needs.

GIVIT's virtual warehouse removes the need for front-line services to physically collect, sort and store donations. This significantly reduces the administrative and financial burden for recovery agencies and relieves the need to redirect valuable resources away from critical response and recovery activities.

Working with the City of Cockburn and frontline services, GIVIT will identify and, if necessary, broker donations to meet specific community needs.

Further Information on the activation of GIVIT is attached as appendix 3 of these Arrangements.



Spontaneous Volunteering

Potential spontaneous volunteers can be highly skilled and may have local knowledge, an understanding of available resources and the trust of the affected community. Using local spontaneous volunteers can aid with community recovery and help build community resilience.

Effective management of potential spontaneous volunteers offers an opportunity to direct individuals towards affiliation with agencies involved in response and recovery.

Volunteer Coordination

The City's Community Development Service area will oversee the coordination and enrolling spontaneous volunteers. This will include;

- liaising with the Recovery Coordinator to ascertain skills/capacity needs
- accepting referrals and conducting initial screening
- conducting spontaneous volunteer induction training
- incorporating the spontaneous volunteer into the agency's normal rostering system
- conducting spontaneous volunteer performance management.

Volunteer Insurance

Any registered volunteers (whether that be one-off or long term volunteers), inducted and acting under the direct control of the City are covered under the Volunteer Personal Accident policy.

The following policy benefits may apply in the event of a claim:

- Lump sum payment of up to \$1,000,000 for a permanent disablement;
- Weekly injury benefit of up to \$6,500 per week for up to 104 weeks– an income supplement if the volunteer is unable to undertake their usual employment;
- Broken bones benefit of up to \$5,000 – a lump sum payment if the person suffers a broken bone; and
- Non-Medicare medical expenses of up to \$20,000 – medical expenses incurred that are not eligible for any full or partial Medicare rebate. This expense cover does not include gap payment following a Medicare rebate.

Volunteer Reception Centres

The City will utilise the existing Cockburn Volunteer Resources Centre to register spontaneous volunteers.

The Resources centre is located at the City of Cockburn Senior's Centre 9 Coleville Crescent Spearwood. Should this facility not be appropriate, an alternative location will be designated by the Recovery Coordinator.



Registration Requirements

The minimal registration requirements for City support spontaneous volunteers will include;

- name
- age
- gender
- address
- contact details
- emergency contact details
- availability, both immediate and long term
- current occupation
- details of skills and previous expertise, particularly tasks performed recently
- details of previous emergency management experience
- languages spoken
- details of checks, licences etc
- details of any limitations (e.g. health)

Rostering

There is a duty of care to the spontaneous volunteer, the community in which they are working and the organisation that is deploying them. It is important to consider what an acceptable shift length is and how many shifts a volunteer can work before taking a break. Australian Red Cross guidelines, for example, state that staff and volunteers can be deployed for a maximum of five days before taking a two-day break. Each individual must have a minimum of 10 hours off between shifts.

Supervision

The level of supervision that is appropriate will depend on the task the spontaneous volunteer is being asked to complete and the level of previous experience they have. Regardless, it is important to buddy the spontaneous volunteer with someone who is more experienced. Avenue's to supervise volunteers via appropriate City staff should be considered. This ensures that they have someone to go to if they have questions about the task, their role or working with affected people.

Support

Some spontaneous volunteers may be affected by their volunteering experiences and require ongoing support. Ongoing support should be provided and depending on the scale of the emergency a specific plan is created to deal with ongoing support of volunteers is added to the Operation Recovery Plan.

Standing Down of Volunteers

Once the need for spontaneous volunteers is reduced and there is a normalisation of services, remaining volunteers will need to be stood down. The ending of spontaneous volunteers should happen at the earliest convenience and volunteers wishing to continue assisting the community should be directed to regular volunteer groups still assisting with the recovery effort.



Finance Arrangements and Donation of Goods Media Statement

The City has a number of media holding statements available within the appendix 3 of these Arrangements and the City's Crisis Communications Plan.

The following media statement may be used in the relation to the donation of goods, money or spontaneous volunteering if other preformed media statements are not relevant.

The City of Cockburn is not collecting physical donations. This may change in the future. At present our advice is to wait and see if physical donations are needed in the coming hours/days/weeks/months or to make a financial donation to the Lord Mayor's Distress Fund above. We will update our website as we hear more.

Please DO NOT take donations to the evacuation centre.

Community members may wish to register with Volunteering WA to assist in possible clean up and recovery activities. For further information on volunteering please visit <https://volunteeringwa.org.au/> or (08) 9482 4333

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the City with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning, the Office of Emergency Management has endorsed the Western Australian Community Evacuation in Emergencies Guideline which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

Special Needs Groups

Due to the complexity of welfare for special needs groups, the City has created a Vulnerable Communities Plan.

The Vulnerable Communities Plan identifies a number of at risk communities such as schools, nursing homes, child care centres and caravan parks.

Routes & Maps

Access within the City of Cockburn is primary by the extensive bituminised road network, major entry's into the City are by the Kwinana Freeway and Roe Highway. Stock/Rockingham Road provided the main transport corridor for trucks moving to the Fremantle Port area and coastal industrial estates in the suburbs south of Perth.

The City would actively encourage all first responders to use the UBD mapping currently available.

Image 2 shows main arterial roads used by the community.

The City has two main rail lines within its municipal boundaries. Firstly, the passenger Perth to Mandurah network, running alongside the Kwinana Freeway, managed and maintained by the Public Transport Authority. The second line is runs across the City in an East to West direction, this rail network is primarily used for the transportation of bulk commodities, this occasionally includes lead concentrate from mining operations. The commercial rail network is managed by Brookfield Rail.

Jandakot Airport (Image 3) is located in the North Eastern corner of the City of Cockburn. Jandakot Airport is one of the busiest airports within the Australia, primarily supporting pilot training academies' and some smaller regional flights for the mining industry. A number of air transport companies provide dangerous goods aerial transportation from Jandakot Airport on a regular basis. Jandakot airport has three runways currently in use, with a fourth commencing construction. The existing runways are;



- 06L/24R - 1,392m × 30m;
- 06R/24L - 1,150m × 18m; and
- 12/30 - 990 m × 30 m.

The Largest aircraft flown into Jandakot to date is a Boeing 737. The Largest aircraft regularly flown from Jandakot is the Fairchild Metro II operated by Casair and Lear Jet 35A turbine aircraft. The Fairchild Metro II can hold up to 19 passengers, however due to Jandakot Runway length normally, holds 14 for mine site transfers. The Lear Jet 35A has a heavier maximum take-off weight but normally holds fewer passengers.

Within the City of Cockburn there are two jetties and the Port Coogee Marina complex. The jetties located at Woodman Point (historically referred to as Ammunition Jetty) and Coogee Beach. Both Jetties have restricted vehicle access.

The GPS coordinates are;

Coogee Beach Jetty – 383286 X - 6446519 Y

Woodman Point/Ammunition Jetty – 382899 X – 6445136 Y

The Port Coogee Marina Complex - 383047 - 6447613 Y

The Port Coogee Marina has six public berths. The public jetty (Jetty F) has a longer berthing face, but approximately 0.5 m shallower depths and the gate is locked between 8 pm and 8 am each night, the City's staff identified within *Activation of City Staff – figure 1* can assist with out of hours access.

Available depth, as of most recent 2012 survey: 3.4 m + tide (seabed level of -3.2 m Fremantle Low Water Mark).

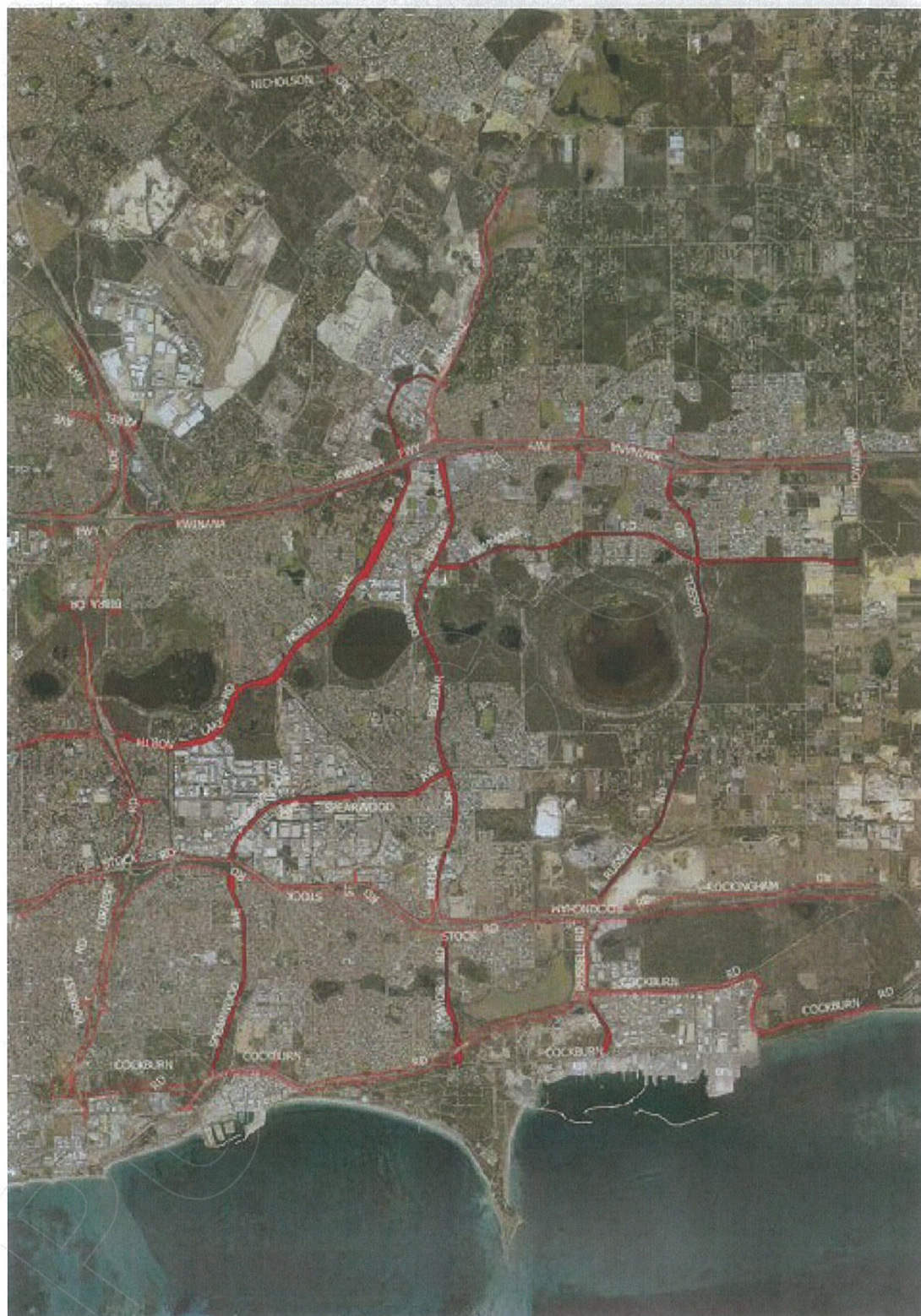
Maximum vessel length: 20 m is the maximum permitted length of any vessel entering Port Coogee, as per the City's Waterways Local Law. In an emergency situation a vessel of up to 30 m length could physical be accommodated at the fuel jetty with a suitably skilled skipper, depending on the vessel's draft and the tide level at the time.

See the attached hydrographic survey (image 6) for full information on depths and navigable areas within the Marina. Depths on this plan are expressed relative to Mean Sea Level – take away 0.55 m from depths to get depths relative to Lowest Astronomical Tide.

Maximum jetty loading: Jetties are not design for vehicle access. Maximum point load of 4.5 kN (460 kg)

Jetty access: The width of gangway and pathway ramps connecting to the carpark is 1.5 m

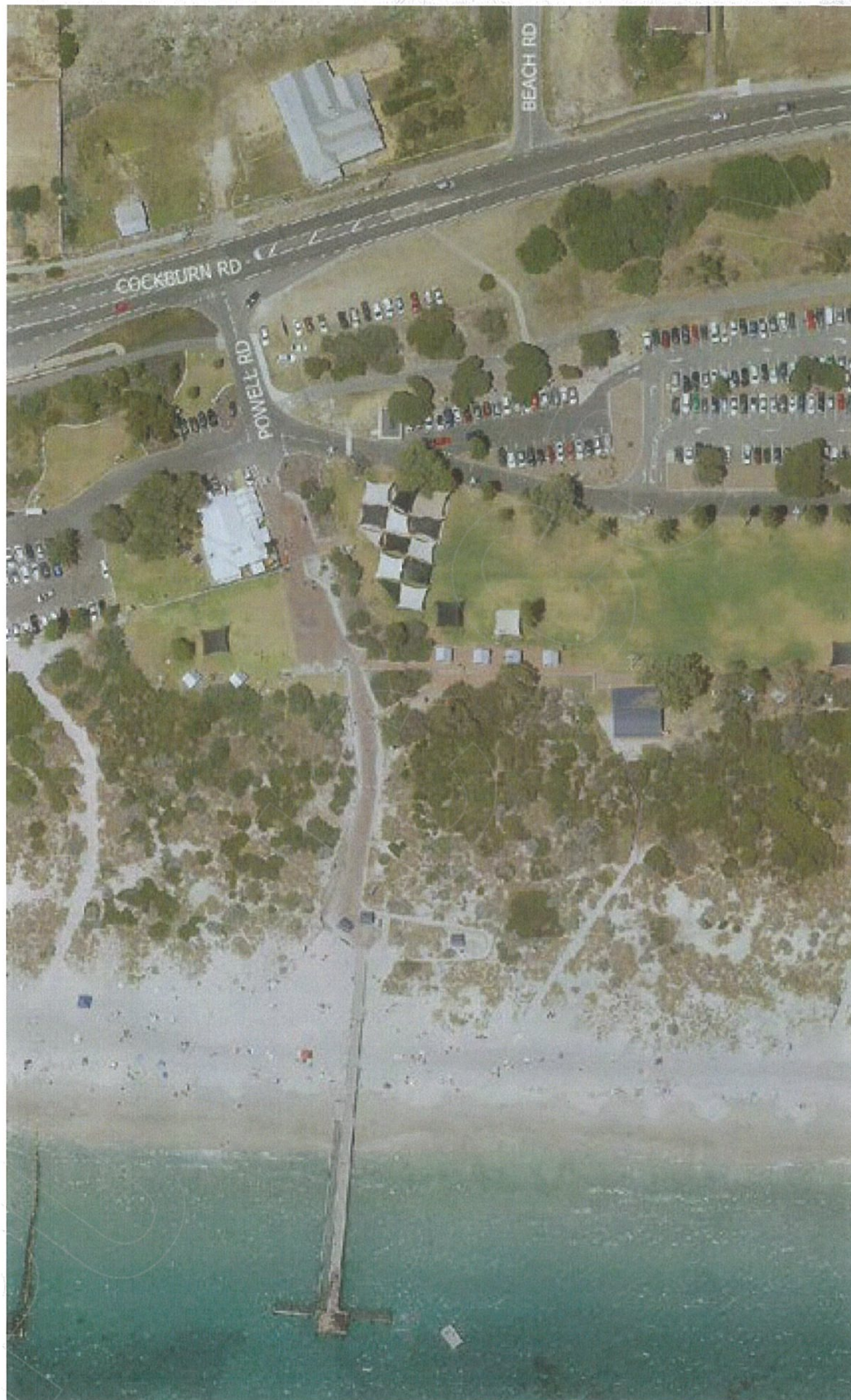
The Port Coogee Marina also has its own site specific Marina Emergency Plan that highlights evacuation details and the management of minor Marina specific emergencies.



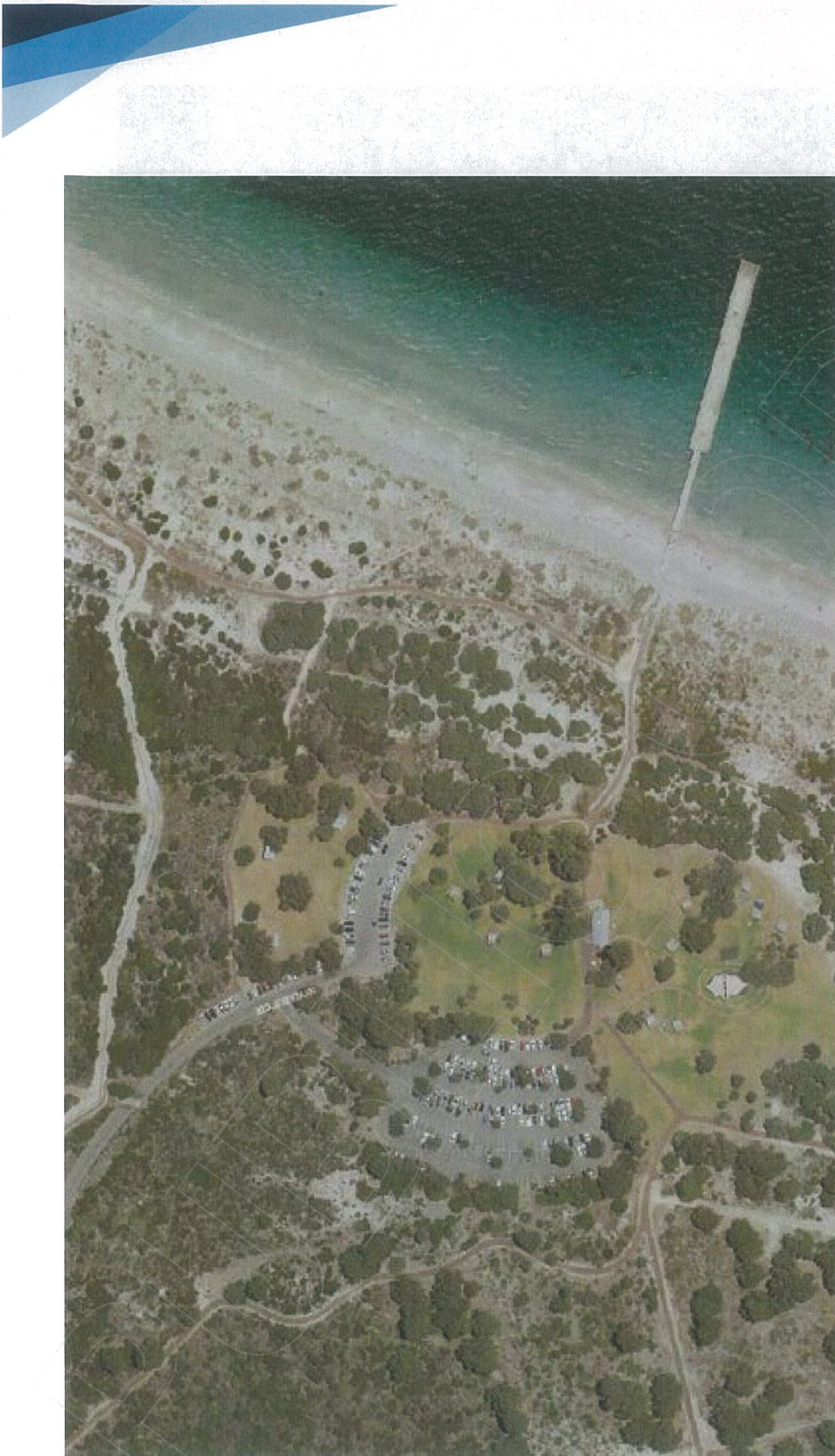
[Image 2 - Main Arterial Roads Within City of Cockburn](#)



[Image 3 – Overview of Jandakot Airport](#)



[Image 4 - Coogee Beach Jetty](#)



[Image 5 - Woodman Point Jetty](#)



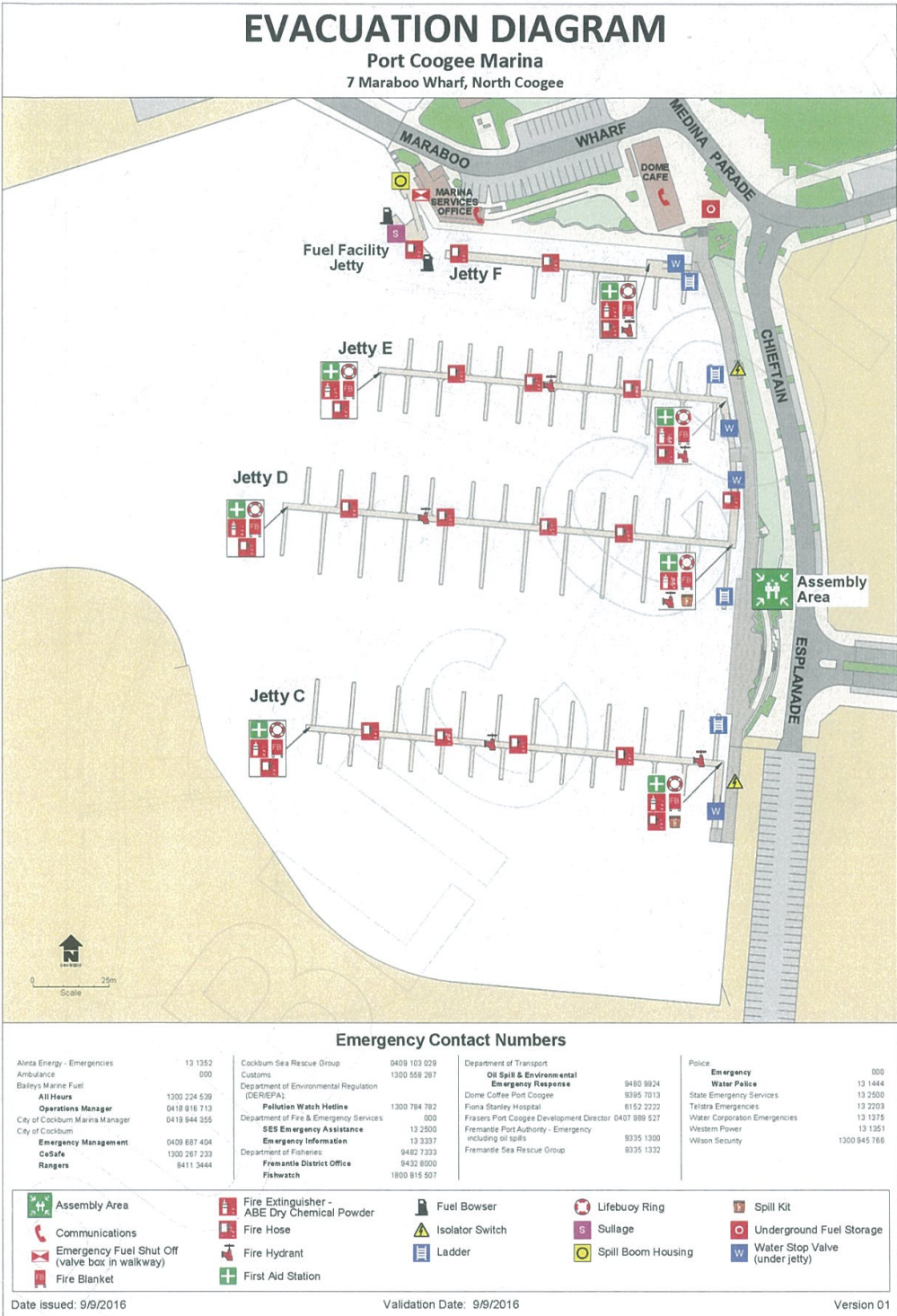


Image 7 - Port Coogee Marina



Evacuation and Welfare Roles

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities Child Protection and Family Support services (CPFS) District Director to

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the LEMC and LRC;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the ISG when required

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the City to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The City should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for CPFS to arrive.

Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

Animals

Due to the complexity of welfare for animals, the City has created an Animal Welfare Plan specifically for this purpose.

Welfare Centres

Welfare centres that are available for use have been identified in the *Resources Schedule – Facilities* of these arrangements.

RECOVERY



RECOVERY

The Recovery Process

Recovery should be seen as a community development process, which should seek to develop the community rather than just return it to the previous level. This can be achieved with a well-managed recovery process.

Disaster recovery includes physical, environmental and economic elements, as well as psychosocial wellbeing.

Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

Successful recovery relies on the utilisation of the National Principles for Disaster Recovery:

- Understanding the context;
- Recognising complexity;
- Using community-led approaches;
- Ensuring coordination of all activities;
- Employing effective communication; and
- Acknowledgment and building capacity.

General Information

The City of Cockburn Local Recovery Management Plan 2015 was developed in accordance with the Local Recovery Planning Guide and is consistent with State-level arrangements.

Aim of Recovery

In accordance with the Emergency Management Act 2005, Recovery management is the, coordinated process of supporting emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

Transition from Response to Recovery

The Controlling Agency will liaise with the City of Cockburn to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to the City. The “handover” arrangements will be appropriately documented.

Where the City of Cockburn is the Controlling Agency it will undertake all responsibilities in transitioning from response to recovery as detailed in section 6 of the State Recovery Policy;

- Liaise with the Local Recovery Coordinator appointed by the City of Cockburn and include them in the incident management arrangements including the ISG and Operations Area Support Group;



- Undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Undertake a needs assessment in relation to the impact of the emergency on the local community including the identification of damage to or disruption of electricity, gas, water supplies, telecommunications, transport/road infrastructure and services, and liaise with the Local Recovery Coordinator, SRC and the providers of those services in relation to restoration; and
- Conduct a formal “handover” of control of the emergency to a designated recovery controller.

To aid the transition to recovery all Hazard Management Agencies should complete an impact assessment on the affect area of the emergency. The Office of Emergency Management Impact Assessment form has been added as appendix 4 of these Arrangements.

Local Recovery Coordinator

The City of Cockburn has nominated the following (in no particular order) City officers to fulfil the role of LRC:

1. Manager Community Development
2. Emergency Management Coordinator
3. Manager of Recreation and Community Safety
4. Ranger & Community Safety Manager

The City will use the above-nominated staff in numerical order of superiority. Three (3) staff have been selected to ensure continuity during leave and ordinary business arrangements.

Nomination of a Recovery Coordinator will be mutually agreed to by a decision of the nominated Recovery Coordinators or by the City's CEO.

Role

The LRC is responsible for the development and implementation of recovery arrangements for the City, in conjunction with the LRCG. Image 6, provides a graphical representation of this structure.

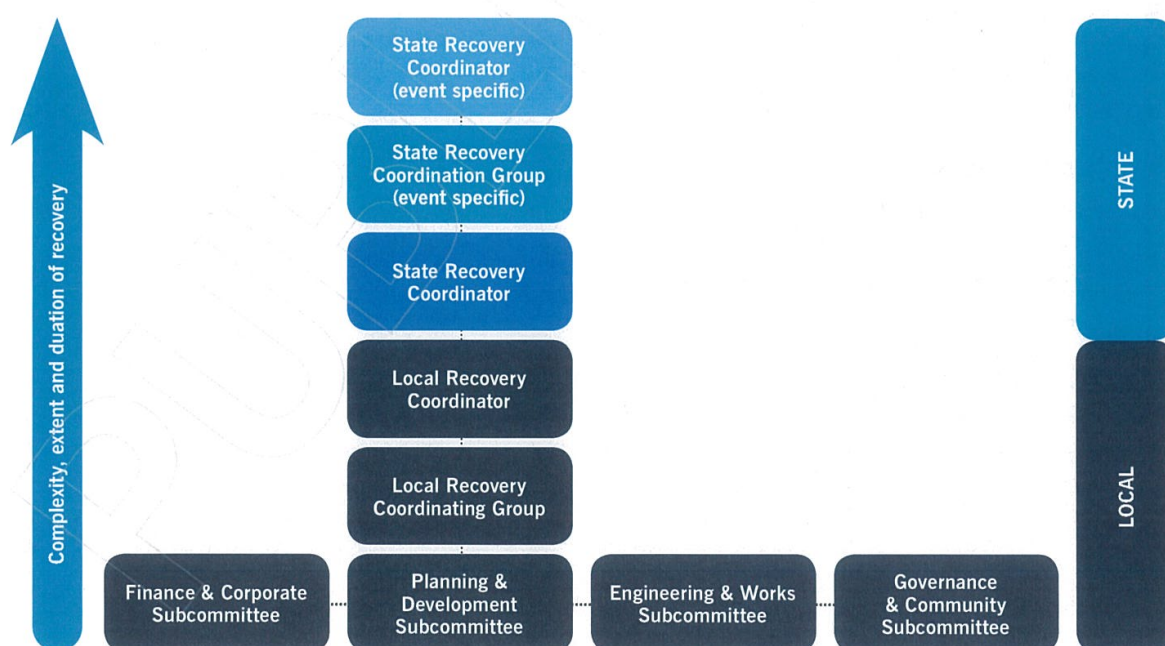
Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the ISG and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;

- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and

Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Figure 5 - Relation Of Recovery Coordinator





Local Recovery Coordination Group (LRCG)

The role of the LRCG is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the Local Recovery Management Plan.

Function of the Local Recovery Coordination Group

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

- Appointment of key positions within the committee and, when established, the subcommittees;
- Establishing subcommittees, as required and appointing appropriate chairpersons for those subcommittees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of the recovery processes;
- Develops a timetable and identifies responsibilities for completing significant recovery activities;
- Providing advice to State Government agencies, to ensure that recovery programs and services meet the community;
- Activation and coordination of the recovery coordination centre, if required;
- Negotiating the most effective use of available resources, whether State, Commonwealth or private;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations based on lessons learned, to the LEMC to improve the community's recovery preparedness.

Priorities for Recovery

The LRCG should consider the following areas when recommending priorities and ensuring work is completed.

- Health and Safety of individuals and the Community
- Social recovery
- Economic recovery
- Physical recovery
- Environmental recovery

LRCG Composition

The LRCG is an operational group and its composition may vary depending on the nature, location(s) and complexity of an emergency event and its subsequent recovery. Members may be co-opted in accordance with the identified recovery needs of the community.

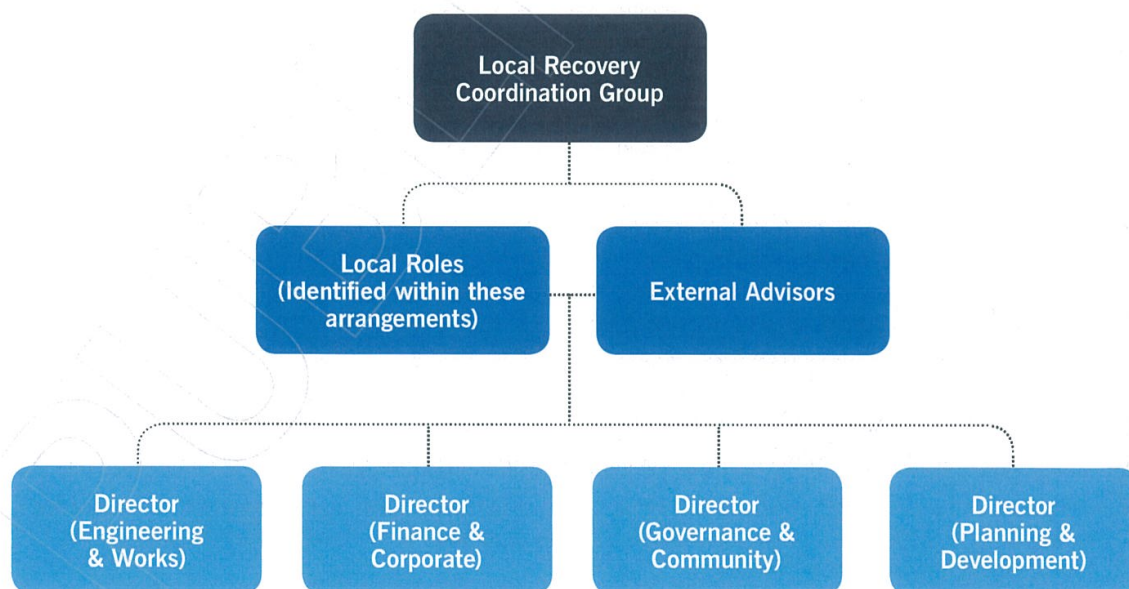
Membership to be considered for the LRCG includes the identified local roles from *Table 7 - City of Cockburn Appointed Roles* of these Arrangements. Further to the identified roles, the LRCG will comprise of the Directors of each service area for the City of Cockburn.

The proposed structure will allow for high level input whilst maintaining direct contact with the key roles identified within Figure 6 (below) of these Arrangements. Directors of each relevant service area can then ensure adequate staff are available to assist as required and not unnecessarily affect business continuity on the unaffected community.

The LRCG will be chaired by the designated Recovery Coordinator, who will report to the City's CEO. The Recovery Coordinator will advise the CEO on the performance of the LRCG, and any impasses.

External Advisors may be part of the LRCG composition. Depending on the nature of emergency and size, key external advisors may be able to assist in specific recovery roles.

Figure 6- Local Recovery Coordination Group (LRCG)





LRCG Subcommittee Role Statements

Governance & Community Subcommittee

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the City for consideration to assist in the restoration and strengthening of community wellbeing; and
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Engineering & Works Subcommittee

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To assess and recommend medium and long term priority areas to the City of Cockburn for consideration to assist in the restoration of the natural environment in the medium to long term;
- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Planning & Development Subcommittee

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife;
- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;



Finance & Corporate Subcommittee

Role

To make recommendations to the LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Objectives

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply;
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - recognise the extent of loss suffered by individuals;
 - complement other forms of relief and assistance provided by government and the private sector;
 - recognise immediate, short, medium and longer term needs of affected individuals; and
 - ensure the privacy of individuals is protected at all times
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical; and
- Ensure Business Continuity is considered at all times during the recovery.

Lord Mayor Distress Relief Fund (LMDRF) Eligibility Criteria and Levels of Financial Assistance

To simplify monetary donations, these arrangements have implemented five levels of varying assistance provided, for LMDRF.

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.



Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- Level Five – shall apply in those instances where there has been partial damage/ loss of house contents and other personal effects.

External Representation on the Local Recovery Coordination Group

The following list details the assigned and/or potentiation roles and responsibilities of organisations that may be participants in the recovery phase of an emergency.

Department of Communities - Child Protection and Family Support

- Provide a representative to the LRCG;
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance (State EM Plan Section 5.4); and
- Manage the provision of the Personal Hardship and Distress measures under the WA Natural Disaster Relief Arrangements, including counselling, emergency assistance and temporary accommodation (State EM Plan Section 6.10 and WANDRA).

Department of Agriculture and Food WA

- Provide a representative to the LRCG;
- Provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies; and
- Manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the WANDRA (State EM Plan Section 6.10 and WANDRA).

Main Roads Western Australia

- Provide a representative to the LRCG;
- Assess and report on damage to State/Federal road infrastructure that may impact on the community;
- In conjunction with the City assist with the assessment of damage to local roads and issue of advice of roads closure/alternate transport route; and
- Assist the City 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 WANDRRA.

Essential Services (Including Power, Telecommunications, Water and Gas Western Power/ Horizon Power, Telstra, Water Corporation, Alinta Gas)

- Provide a representative to the LRCG (co-opted as required);
- Assess and report on damage to essential services and progress of restoration of services; and
- Facilitate restoration of priority services as requested by the LRCG. Regional Development Commission/ Business Enterprise Centre (if available)/ Small Business Development Corporation
- Provide a representative to the LRCG (co-opted as required);
- Assist with the assessment of the impact of the emergency on small business; and
- Provide advice on and facilitate access to available business support services/ funding support, e.g. WANDRA small business support measures.

Department of Education (or Local School Representative)

- Provide a representative to the LRCG (co-opted as required); and
- Advice on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health or Local Health Officer)

- Provide a representative to the LRCG;
- Advise on health, environmental health and medical issues arising from the emergency; and
- Coordinate the local health components of the recovery process.

Department of Environment Regulation

- Provide advice on environmental protection, clean up and waste management.

Lord Mayor's Distress Relief Fund

- Liaise with the LRCG 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";
- As required set up a local appeals committee in conjunction with the LRCG; and
- Provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance.



Possible Locations of LRCG Meetings

Table 14 - Possible Locations Of LRCG Meetings

Building Name	Address	Suitable Meeting Size	Equipment Available
City of Cockburn Administration Building	9 Coleville Crescent Spearwood	100+	Projector and conference facilities
City of Cockburn Operations Centre	52 Wellard Street Bibra Lake	40	Projector and conference facilities
Cockburn Integrated Health Facility	11 Wentworth Parade Success	30	Presentation facilities

LRCG Financial Arrangements

The City has arrangements in place to insure its assets are adequately insured. In addition to insurance, the City has;

- Natural hazards cash reserve;
- Identified bushfire response account; and
- If needed, borrowing arrangements.

The State EM Policy Section 6 and State EM Plan Section 6 outlines the States recovery funding arrangements. Relief programs include:

- WANDRRA;
- Centrelink; and
- LMDRF. Information on these relief arrangements can be found in State EM Plan Section 6.10.

REVIEW OF ARRANGEMENTS



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Version: 1, Version Date: 10/04/2018

Local Emergency Management Arrangements 93



REVIEW OF ARRANGEMENTS

The LEMA shall be reviewed and amended in accordance with State EM Preparedness Procedure 7 or 8 and replaced whenever the City considers it appropriate (S.42 of the EM Act).

According to State EM Preparedness Procedure 7 the LEMA (including recovery plans) are to be reviewed and amended:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring a significant recovery co-ordination;
- After training or drills that exercises the arrangements;
- Every five years; and
- Whenever the City considers it appropriate.

The Aim of Exercising

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

The exercising of a HMAs response to an incident is the responsibility of the HMA, however, it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre

- Locating and activating resources on the Emergency Resources Register

Exercise Frequency

The State Emergency Management Policy Preparedness Procedure 7, 8 and 19 requires the LEMC to exercise their arrangements on an annual basis.

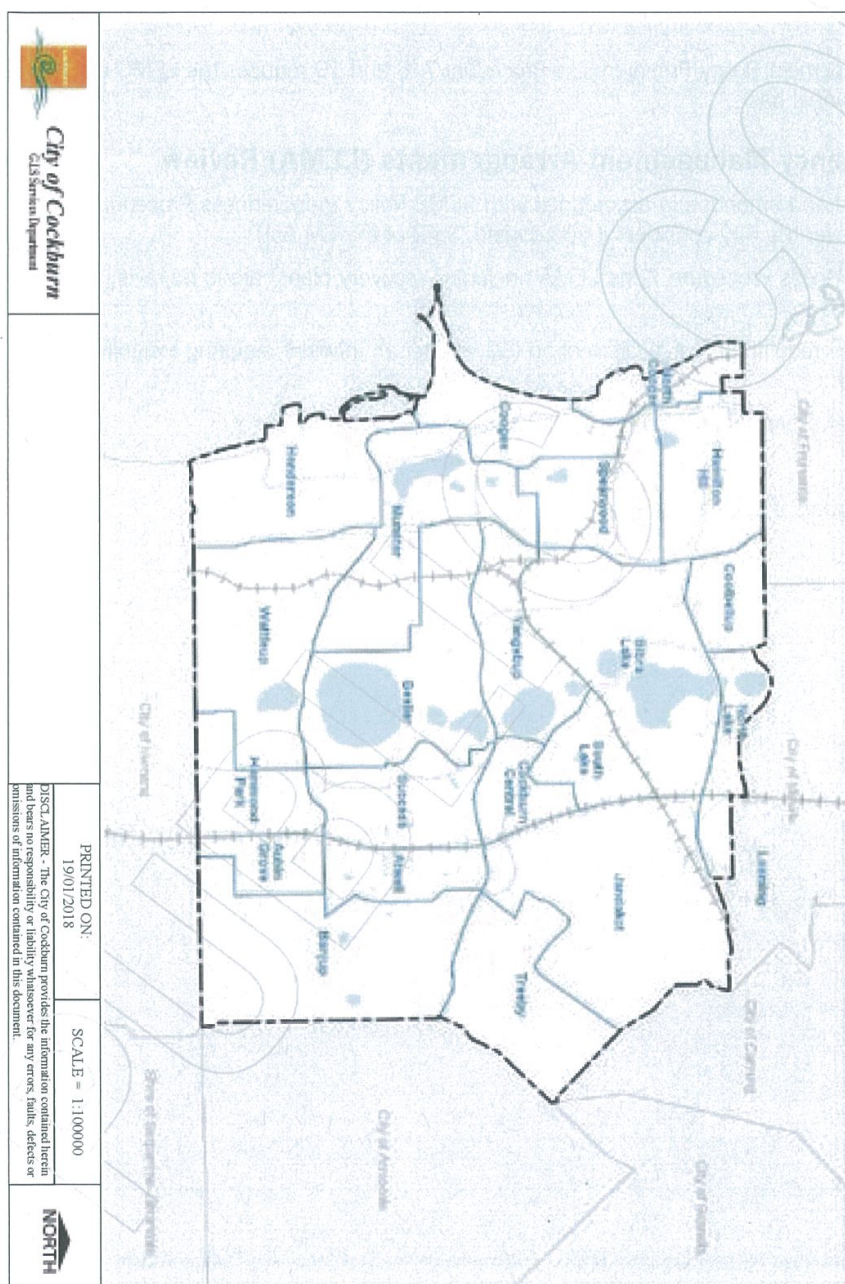
Annual Local Emergency Management Arrangements (LEMA) Review

The LEMA shall be reviewed and amended in accordance with SEMP Policy Preparedness Procedure 7, 8 and 19 and replaced whenever the City considers it appropriate (S.42 of the EM Act).

According State EM Preparedness Procedure 7 the LEMA (including recovery plans) are to be reviewed and amended:

- After an event or incident requiring the activation of an ISG or after an incident requiring a significant recovery co-ordination;
- After training or drills that exercises the arrangements;
- Every five years; and
- Whenever the City considers it appropriate.

APPENDIX 1 – MAP OF THE CITY OF COCKBURN



APPENDIX 2 - LEMA CONTACTS REGISTER

THIS DOCUMENT IS RESTRICTED TO POLICE AND LEMC MEMBERS USE ONLY

Organisation	Rank/Title	Name	Phone	Email
LEMC MEMBERS				
CITY OF COCKBURN	Mayor	LOGAN HOWLETT		
CITY OF COCKBURN	Deputy Mayor	LEE-ANNE SMITH		
CITY OF COCKBURN	Councillor	CAROL REEVE FOWKES		
CITY OF COCKBURN	Ranger & Community Safety Manager	MIKE EMERY		
CITY OF COCKBURN	Fire & Emergency Management Coordinator	position vacant		
CITY OF COCKBURN	Fire & Emergency Management Officer	JANAYA MENEHINI		
CITY OF COCKBURN	Environmental Health Manager	NICK JONES		
CITY OF COCKBURN	Environmental Health Coordinator	PHIL OORJITHAM		
CITY OF COCKBURN	3rd Contact - CoC	STEVEN ELLIOT		
DFES	Chief Bushfire Control Officer	PAUL MADDERN		
DFES	District Officer COCKBURN	ANDREW SEUREN (Acting)		
DFES - SES	District Officer (SES)	WILLIAM BLACKSHAW		




Organisation	Rank/Title	Name	Phone	Email
South Coogee Volunteer Bush Fire Brigade	Captain	BRAD BRIERLEY		
Jandakot Volunteer Bush Fire Brigade	Captain	JARRAD FOWLER		
SES COCKBURN SES	Unit Manager	STEVE WELLS		
SES COCKBURN SES	Deputy Unit Manager	ALLISON LAMB		
SS&R COCKBURN	Commander	BRAD NICHOLAS		
Dept. of Biodiversity, Conservation and Attractions	Regional Parks Unit Manager	SHAWN DEBONO		
Dept. of Biodiversity, Conservation and Attractions	Regional Parks Unit Manager	ROBBIE CAMPBELL		
Dept. Environmental Regulation	Pollution Response	24 hour number		
Dept. of Communities	24 Hour Activation Number	24 Hour Number		
Dept. of Communities	Senior District Emergency Services Officer	TERRY SILLITTO		
Dept. of Communities	Senior Practice Development Officer	SALLY KIRK		
Fiona Stanley Hospital	Emergency Management Officer	JEREMY RICHARDSON		
Fiona Stanley Hospital	Senior OSHE Specialist	KEITH SATIE		



Organisation	Rank/Title	Name	Phone	Email
Jandakot Airport Holdings	Operations Manager	KEVIN SMITH		
Jandakot Airport Holdings	Operations Coordinator	JAQUI GILL		
SEMC	District Advisor	MERVEEN CROSS		
WA POLICE	OIC Cockburn	S/SGT JAMES BRADLEY		
WA POLICE	OIC Murdoch			
Water Corporation		TBD		
Australian Red Cross	Duty Officer/Es Coordinator	HARRY DELUXE		
St. John Ambulance Service		STEVE HALL		



Name	Contact Number	Position	After Hours Availability	
EMERGENCY MANAGEMENT TRAINED				
Samantha Seymour –Eyles		Manager Corporate Communications		
Sophie Row		Communications & Marketing Coordinator		
Antonia Santich		Media and Communications Officer		
Michele Nugent		Media and Communications Officer		
Colleen Miller		Customer Service Coordinator		
Nathan Johnston		Recreation Development Officer		
Gail Bowman		Manager Community Development		
Jill Zumach		Child Care & Seniors Manager		
Barbara Freeman		Family & Community Development Manager		
Simone Sieber		Community Development Coordinator		
Deanie Carbon		Community Engagement Officer		
James Ngoroyemoto		Governance & Risk Management Coordinator		



Name	Contact Number	Position	After Hours Availability	
Gemma Dix		Senior Administration Officer		
Doug Vickery		Manager Infrastructure Services		
Nelson Mauricio		Manager Financial Services		
Sinta Ng		Accounting Services Manager		
Keith Fitzpatrick		Manager Information Services		
Samantha Baron		Safety & Injury Management Coordinator		
Patricia Orr		Senior Environmental Health Officer		
Phil O.		Environmental Health Coordinator		
Margot Tobin		Executive Manager Strategy & Civic Support		



Names	Contact Number	Availability	Languages	Proficiency
STAFF WITH A SECOND LANGUAGE				
Ada Wong			Cantonese (Chinese)	Fluent
Sylvia Hanna		After hours	Arabic	Average
Celina da Costa		After hours	Portuguese	Fluent
Cenette Cadafalch		After hours	Spanish	Fluent
Jennifer Perez		After hours	French	Fluent
Sandra Swann		After hours	Indonesian & Javanese	Fluent
Pardeep Chouhan		After hours	Hindi, Punjabi & Urdu	Fluent
Gary Singh		After hours	Punjabi or Hindi	Fluent

LOCAL WELFARE LIAISON OFFICER				
Logan Howlett				
Mandy Symons				
Nick Jones				
Phill Oorjitham				
Gurdeep (Gary) Singh				
Karen Russell				
Michael Emery				
Steve Elliott				
Clare Brown				
Janaya Meneghini				
Stephen Atherton				

APPENDIX 3 – ACTIVATION OF GIVIT

**MEMORANDUM OF UNDERSTANDING**

GIVIT Listed Ltd
and
[PARTY]

This Memorandum of Understanding is made between GIVIT Listed of Level 2B, 300 Murray Street Perth and [PARTY] of [ADDRESS] to manage the donation of goods in times of emergency and is not legally binding on either party.

1. Background

GIVIT offers all West Australian Local Governments a free Emergency Recovery Service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occurs post-emergency and ensures offers of good quality goods and services are allocated to meet specific need.

GIVIT is supported by its Founding National Partner IAG, and by the Bankwest Foundation in Western Australia to coordinate offers of assistance during times of emergency.

GIVIT's unique online portal allows the public and corporates to see exactly what is required by communities and enables people to pledge items and services to meet these needs.

GIVIT's virtual warehouse removes the need for front-line services to physically collect, sort and store donations. This significantly reduces the administrative and financial burden for recovery agencies and relieves the need to redirect valuable resources away from critical response and recovery activities.

Working with local government emergency management committees and front-line services, GIVIT will identify and, if necessary, broker donations to meet specific community needs.

2. Rationale/Scope

GIVIT will manage all offers of donated goods including corporate offers of assistance for [PARTY] in the event of a emergency.

3. Goals and Objectives

PO Box 3061
Newstead, QLD 4006
Australia
ABN: 21 137 408 201

givit.org.au



Goals of the partnership

- To reduce the amount of unsolicited donations received by [PARTY] in times of an emergency.
- To meet the immediate material needs of the local community in times of an emergency.

Objectives of the partnership

- During emergencies, all goods are to be donated through the GIVIT online platform (givit.org.au) and distributed to those in need via local emergency management committees and/or existing welfare agencies.
- During emergencies, council and local welfare agencies will request goods and services through the GIVIT online platform (givit.org.au) to meet the needs of affected members of the local community.
- During emergencies, GIVIT will broker donations on behalf of [PARTY] and local welfare agencies to meet specific community needs.

4. Contact Information

Organisation: GIVIT Listed LTD

Contact: Anna Presser

Title: WA State Manager

Address: Level 2B, 300 Murray Street Perth WA 6000

Telephone:

Email:

Organisation:

Contact:

Title:

Address:

Telephone:

Email:

5. Roles and Responsibilities

With respect to the management of donated goods in times of emergency, GIVIT will:

Prior to an emergency

- Raise awareness of GIVIT and GIVIT's online platform to prospective local donors to promote the matching of generosity to meet community need.

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Australia

ABN: 21 137 408 201

givit.org.au



- Engage local community groups to encourage them to register with GIVIT, request items of need through the GIVIT website and reserve items pledged into the GIVIT virtual warehouse.
- Through ongoing media messages, educate the public about the need for targeted quality donations during times of emergency.

During an emergency

- Provide a reliable online platform to handle all donations.
- Receive spontaneous donations into GIVIT's virtual warehouse.
- Liaise with pre-determined council contact and key local welfare agencies to ensure needs of the local community are listed on the GIVIT website.
- Liaise with Local Emergency Coordinator or approved delegate and key local welfare agencies to ensure quality goods get to those in need within the local community.
- Utilise GIVIT's media and social media channels to inform the public of the correct channel for donating and the needs of the local community during and after an event.
- Provide [PARTY] with daily email of significant offers of assistance.
- Broker donations on behalf of [PARTY] and local welfare agencies to meet specific community needs.
- Purchase items from local businesses wherever possible.
- Arrange transportation of major donations.

With respect to the management of donated goods and services in times of emergency, [PARTY] will:

Prior to an emergency

- Integrate GIVIT into [PARTY]'s Local Emergency Management Arrangements
- Provide GIVIT WA State Manager a single point of contact in times of emergency.
- Promote that, if goods are to be donated, they should be directed via the GIVIT online platform (givit.org.au) to meet the needs of established welfare agencies, including but not limited to:
 - Directing people who want to donate from the Council website to the GIVIT website
 - Incorporating GIVIT messages into Call Centre scripts
 - Informing local welfare agencies of the GIVIT service
 - Including GIVIT key messages in Council newsletter

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Australia
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During an emergency

- Notify GIVIT WA State Manager of local emergency activation.
- Inform GIVIT WA State Manager of the material needs of the local community.
- Encourage council personnel, local agencies and council service providers to request items required by the local community through the GIVIT website.
- When required, provide logistics support to GIVIT to deliver needed items to affected members of the local community.
- Promote that, if goods are to be donated, they should be directed via the GIVIT online platform (givit.org.au) to meet the needs of established welfare agencies, including but not limited to:
 - Providing GIVIT key messages to key council spokespeople
 - Including GIVIT key messages in relevant media releases

6. Meetings

To accomplish these objectives, partners will meet at least annually for the purpose of planning, monitoring and evaluating outcomes. Following an emergency event, parties will meet to evaluate the effectiveness of the service. If required, due to geographic constraints, meetings will take place via telephone or video conference.

7. Communication, Information Sharing and Consultation Processes

During an emergency, GIVIT will provide [PARTY] regular donation status updates through a predetermined point of contact. As part of the evaluation of the program, GIVIT will provide [PARTY] with a summary of donation activity following an emergency.

8. Conflict Resolution

This agreement can be dissolved by any party at any time. Disputes, where possible and appropriate, will be resolved in the first instance by the persons involved. If [PARTY] is still dissatisfied with the outcome the matter should be elevated to GIVIT's CEO Juliette Wright to discuss any unresolved issues.

9. Review and Evaluation

A three year review of the partnership will be undertaken to assess the effectiveness of the service to meet its goals and objectives.

If in the event of an emergency, a review will be conducted at the completion of the recovery phase.

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10. Resources

GIVIT will provide [PARTY] with:

- Access to GIVIT's online donation management portal.
- Access to GIVIT's volunteer base to help broker needs of the local community following an emergency.
- A single point of contact in times of emergency - Anna Presser, WA State Manager.
- Communication materials including:
 - Speaking notes
 - Media release
 - Call Centre scripts
 - Website content
 - Newsletter copy

[PARTY] will provide GIVIT with:

- A single point of contact in times of emergency.
- Access to [PARTY]'s media team to help promote the GIVIT service among local constituents prior to fire season.
- A list of local welfare agencies to ensure GIVIT is aware of the needs of the local community.
- Appropriate opportunities to promote the GIVIT service among key members of the council, welfare agencies and local community; including but not limited to an invitation to present at the Local Government Emergency Management Committee Meeting or Human Services Recovery Sub-committee; inclusion in Council newsletter, inclusion in Council's Get Ready activities.

11. Authorisation

This document is a statement of understanding and is not intended to create legal obligations on either party.

GIVIT

Name: Anna Presser

Title: WA State Manager

Date:

Signature _____

PO Box 3061
Newstead, QLD 4006
Australia
ABN: 21 137 408 201

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[PARTY]

Name:

Title:

Date:

Signature _____

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Newstead, QLD 4006
Australia
ABN: 21 137 408 201

givit.org.au

Document Set ID: 7416592

Version: 1, Version Date: 10/04/2018



Attachment

GIVIT Key Messages

- GIVIT is established in Western Australia to help manage donated good and services during the recovery of an emergency.
- GIVIT is a national, innovative online not-for-profit connecting those who have with those who need. Its purpose is to ensure quality donated goods and services get to where they are needed most by connecting and inspiring an online network of givers.
- GIVIT's role is to support local charities, community groups and councils in the affected regions by helping them obtain exactly what is needed to assist those impacted. GIVIT's website and app allow everyday Australians to see exactly what is required and donate easily, safely and effectively to those who need it most.
- GIVIT's unique online virtual warehouse matches donated goods and services, thereby eliminating the need for organisations to physically collect, sort and store unsolicited donations. This significantly reduces the administrative and financial burden for governments and charities, saving valuable resources for critical recovery activities.
- 100% of funds received by GIVIT during an emergency are spent on urgently needed items and where ever possible, the items are purchased locally.
- GIVIT does not transport goods; however GIVIT will utilise its transport contacts during periods of emergency.
- To see what is needed or to donate, please visit givit.org.au.

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Newstead, QLD 4006
Australia
ABN: 21 137 408 201

givit.org.au



GIVIT SPEAKING NOTES

- GIVIT is managing all offers of donated goods and services during this emergency. If you want to donate goods or services directly to communities affected by the emergency please register your offer at givit.org.au.
- Please visit the GIVIT website to see exactly what is urgently required. The list of needs will be continuously updated. Please do not send donations at this time unless requested.
- 100% of money donated via GIVIT's website will be used to purchase essential goods. GIVIT always, wherever possible, purchases goods from local providers to support the affected local economy.
- Please ensure all donated items are of a high quality. It is about giving exactly what is needed while respecting the dignity of the recipient by only giving quality donations.
- If you are a charity or front line service provider and want to access donated goods and services, register via GIVIT's website.
- GIVIT will be working with front-line services long-term to help residents rebuild their lives. We ensure that those in need get exactly what they need when they need it the most.

CALL CENTRE SCRIPT

Offer	Script
Person wanting to donate an item	"GIVIT is assisting with the management of donated goods during this emergency. Please go to givit.org.au to see exactly what is needed in the affected communities and offer your items.
Person wanting to donate item – with no internet access	"Unfortunately all GIVIT donations must be recorded online to ensure agencies working on the front line have access to details about your donation" **The telephone operator can fill in the online form on the callers behalf: givit.org.au/give-items or email GIVIT with the donors phone number and details: info@givit.org.au
Corporate offers of assistance.	"GIVIT is managing all corporate offers of assistance for this emergency. Please visit givit.org.au where you can pledge your items or see exactly what is needed in the affected communities."
Person requesting access to donated items	"All items have been donated through a not-for-profit organisation called GIVIT. Please contact one of your local charities such as the Australian Red Cross, St Vincent de Paul Society or the Salvation Army which will be able to access items generously donated on your behalf.
Charity wanting goods for their client.	GIVIT is working closing with council and frontline services to manage all offers of donated goods and services during this emergency. Please register at givit.org.au/charity-registration to request exactly what you require for your clients.

COMMUNITY SERVICE ANNOUNCEMENT

GIVIT has produced a 30 second radio CSA to use during times of emergency and peace, with different variations for each weather event.

For a copy, please contact info@givit.org.au and we will send it to you via Dropbox or a USB.



Comprehensive Impact Assessment

APPENDIX 4 – COMPREHENSIVE IMPACT ASSESSMENT THE OFFICE OF EMERGENCY
MANAGEMENT IMPACT ASSESSMENT FORM

THE OFFICE OF EMERGENCY MANAGEMENT IMPACT ASSESSMENT FORM

A comprehensive impact assessment is to be completed for all Level 2 and Level 3 incidents* prior to the withdrawal of responding agencies.

The Controlling Agency for the emergency is responsible for coordinating the comprehensive impact assessment in consultation with members of the Incident Support Group.

The draft comprehensive impact assessment is to be provided to all members of the Incident Support Group for comment and clarification prior to it being finalised.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the emergency to the affected local government/s, the Controlling Agency is to convene a meeting with the affected local government/s and the State Recovery Coordinator.

At this meeting, the comprehensive impact assessment and the status of the emergency situation will be discussed. A copy of the completed comprehensive impact assessment will be provided to the affected local governments and the State Recovery Coordinator for their consideration prior to this meeting.

* Please note that completion of a comprehensive impact assessment is not required in circumstances where there are no significant impacts requiring recovery activity. This will be determined through the initial impact assessment and in consultation with the State Recovery Coordinator. The indicators within the comprehensive impact assessment can be deleted/modified/added as appropriate to individual incidents.

Comprehensive Impact Assessment

TABLE OF CONTENTS

1. ASSESSMENT DETAILS	115
2. INCIDENT DETAILS	116
3. IMPACT SUMMARY	117
4. RISK ASSESSMENT SUMMARY	118
5. PUBLIC INFORMATION AND COMMUNICATIONS	119
6. SIGNATORIES	120
APPENDIX A – CONTRIBUTING AGENCIES	121
APPENDIX B – DETAILED IMPACT SUMMARY	122
Appendix B1 – Population Impacts	122
Appendix B2 – Property Impacts	124
Appendix B3 – Service Impacts	125
Appendix B4 – Infrastructure Impacts	130
Appendix B5 – Local Critical Industry Impacts	131
Appendix B6 – Environmental Impacts	132
Appendix B7 – Affected Local Government Impacts	133
APPENDIX C – RESIDENTIAL PROPERTY DAMAGE ASSESSMENT REPORT	134
APPENDIX D – RISK ASSESSMENT	135
APPENDIX E – RISK ASSESSMENT MATRIX AND DEFINITIONS	136
APPENDIX F – INDIVIDUAL CONTRIBUTING AGENCY REPORT	137
APPENDIX G – WANDRRA EXPENSES	138



Comprehensive Impact Assessment

LIST OF TABLES

TABLE 1.1: ASSESSMENT DETAILS	115
TABLE 2.1: INCIDENT DETAILS	116
TABLE 3.1: IMPACT SUMMARY	117
TABLE 4.1: RISK ASSESSMENT SUMMARY	118
TABLE 5.1: PUBLIC INFORMATION AND COMMUNICATIONS	119
TABLE 6.1: CONTRIBUTING AGENCIES	121
TABLE 6.2: POPULATION IMPACTS	122
TABLE 6.3: PROPERTY IMPACTS	124
TABLE 6.4: SERVICE IMPACTS	125
TABLE 6.5: INFRASTRUCTURE IMPACTS	130
TABLE 6.6: LOCAL CRITICAL INFRASTRUCTURE IMPACTS	131
TABLE 6.7: ENVIRONMENTAL IMPACTS	132
TABLE 6.8: AFFECTED LOCAL GOVERNMENT IMPACTS	133
TABLE 6.9: RESIDENTIAL PROPERTY DAMAGE ASSESSMENT REPORT	134
TABLE 6.10: RISK ASSESSMENT	135
TABLE 6.11: INDIVIDUAL CONTRIBUTING AGENCY REPORT	137
TABLE 6.12: WANDRRA EXPENSES	138



Comprehensive Impact Assessment

COMPREHENSIVE IMPACT ASSESSMENT

The information contained within this comprehensive impact assessment has been prepared based on the best information available at the time and date listed below. The information could become out of date without notice as further assessments are undertaken and new information becomes available. It has been prepared to facilitate local recovery management. A list of agencies contributing to this assessment, and their contact details, is located at Appendix A.

1. ASSESSMENT DETAILS

Table 1.1: Assessment details

Assessment date:	
Assessment time:	
Version/sequence number:	
Assessment Coordination Officer:	Name: Position: Agency: Phone: Email:



Comprehensive Impact Assessment

2. INCIDENT DETAILS

Table 2.1: Incident details

Incident name:	
Incident number:	
Incident address/location:	
Incident type/description:	
Date commenced:	
Controlling Agency:	
Local Government(s) affected:	
Maps attached:	YES / NO
Additional information attached? (describe)	
Has the ISG been stood down?	YES / NO

3. IMPACT SUMMARY

The following provides an overall summary of the key high-level issues arising from this emergency. More detailed information regarding the impacts and issues arising from this emergency are provided in **Appendix B**.

(Instruction: Delete examples. Complete the table below using the significant/high-level issues identified at **Appendix B – Detailed Impact Assessment**)

Table 3.1: Impact summary

Issue	Agency	Current Status	Comment (including support required, estimated time to completion)
<i>e.g. number of people evacuated</i>			
<i>e.g. road blocks in place</i>			
<i>e.g. depleted local govt staff</i>			
<i>e.g. number of customers without power</i>			

Comprehensive Impact Assessment

4. RISK ASSESSMENT SUMMARY

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency.

Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management and communication with the affected community.

(Instruction: Delete examples. Transfer 'risk' and 'level of risk' information from **Appendix D – Risk Assessment**. Complete remainder of table in conjunction with responsible agencies.)

Table 4.1: Risk assessment summary

Risk	Level of Risk ¹	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. exposure to asbestos	e.g. extreme		
e.g. debris	e.g. high		
e.g. fatigue of local gov't staff	e.g. high		

¹ Appendix E details the risk assessment process to be used to determine the level of risk.

Comprehensive Impact Assessment

5. PUBLIC INFORMATION AND COMMUNICATIONS

The following table summarises the key messages given to the public in relation to this emergency.

(Instruction: Delete examples. Must include information on how the risks from section 4. *Risk Assessment Summary* above have been communicated to the public. Attach supporting information where relevant, e.g. press releases)

Table 5.1: Public information and communications

Message	Given by	How	Date
e.g. risk of falling limbs / trees	DFES	Press release	11/3/13
e.g. how to apply for financial assistance	CPFS	Community meeting	12/3/13
	Local Government	LG information sheet	12/2/13



Comprehensive Impact Assessment

6. SIGNATORIES

As a minimum, the following personnel must be present at the 'transfer of responsibility' meeting to discuss the content of this comprehensive impact assessment and, if in agreement to do so, transfer management of the event from the Controlling Agency to the relevant Local Government/s for full recovery efforts. If required, the provision of specific recovery support to the local governments can be negotiated and documented at this time.

PREPARED BY:

Incident Controller	
Name:	
Agency	
Time and Date:	
Signature:	

AGREED BY: (Instruction: Complete one table for each receiving Local Government)

Local Government	
Name:	
Position:	
Local Government:	
Time and Date:	
Signature:	

COPY TO:

State Recovery Coordinator/State Recovery Controller	
Name:	
Agency:	
Time and Date:	
Signature:	

Comprehensive Impact Assessment

APPENDIX A – CONTRIBUTING AGENCIES

The below agencies contributed information to this comprehensive impact assessment.

(Instruction: add/delete agencies as applicable to the emergency)

Table 6.1: Contributing agencies

Agency	Point of Contact and details		Consulted (Yes/No/N/A)	ISG/OASG member (Yes/No/NA)
	In hours	Out of hours		
Aqwest (water supplier in Bunbury)				
Assoc. of Independent Schools of WA				
ATCO Gas				
Australian Red Cross				
ARC Infrastructure				
Busselton Water				
Catholic Education WA				
Dampier Bunbury Pipeline (gas)				
Dept of Agriculture and Food WA				
Dept for Child Protection and Family Support				
Dept of Defence				
Dept of Education				
Dept of Environment Regulation				
Dept of Fire and Emergency Services				
Dept of Health				
Dept of Parks and Wildlife				
Dept of Planning				
Dept of Transport Marine Safety				
Horizon Power				
Local Government (specify)				
Main Roads WA				
NBN Co.				
Public Transport Authority				
Telstra				
Verve Energy				
WA Housing Authority				
WA Police				
Watercorp				
Western Power				



Comprehensive Impact Assessment

APPENDIX B – DETAILED IMPACT SUMMARY

The following provides a detailed summary of the impacts arising from this emergency and their current status.

Note: The organisation/s listed in the 'agency/source' column are suggested and may not be exhaustive. The Controlling Agency may need to approach alternative or additional data sources in some circumstances (for example, CPFS may be able to provide additional information on people unaccounted for using the Register.Find.Reunite. database).

Appendix B1 – Population Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM1 indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.2: Population impacts

B1. POPULATION IMPACTS				
Category	Agency/ Source	Impact	Current Status	Comments
*Number of deaths	WA Police			
*Number injured	Health			
Number of exacerbations of existing illness	Health/SJA			
Number exposed to hazardous materials	DER/DFES			
Number of vulnerable people requiring assistance	Health (incl HACC) / Disability Services / LG / CPFS			
Number of evacuation centres open and their locations	CPFS			
*Number of people currently in each evacuation centre	CPFS			

¹ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

Comprehensive Impact Assessment

B1. POPULATION IMPACTS				
Category	Agency/ Source	Impact	Current Status	Comments
Number of people in temporary accommodation and their location	CPFS			
Number of people requiring intermediate or long term accommodation	CPFS			
*Number of people unaccounted for	Controlling Agency ²			
*Number of people isolated	DFES			
Communities closed	DFES			
Community outreach activities underway	CPFS / Red Cross / LG			
Significant issues with pets and/or assistance animals ³	RSPCA / LG / CPFS (evac centres)			
Contamination / exposures:				
Asbestos	DER / Health			
CCA treated timber	DER / Health			
Marine hydrocarbons (including oil)	DoT Marine Safety			
Chemicals/other hazardous materials (specify)	DER			
Potable water	Health/ LG / Water Corp			
Diseases (specify)	Health			
Number of people contaminated	Health			
Number of people in quarantine	Health			

² CPFS (via the Register.Find.Reunite. database) and WA Police may also be able to provide additional information on the number of people unaccounted for.

³ Livestock impacts are covered under 2. Property Impacts.



Comprehensive Impact Assessment

Appendix B2 – Property Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM⁴ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.3: Property impacts

B2. PROPERTY IMPACTS					
Category	Agency/ Source	Impact		Current Status	Comments
*Residential buildings	DFES USAR (refer to Appendix C) / LG	# destroyed:			
		# damaged and uninhabitable:			
		# damaged but habitable:			
		# no damage:			
*Community buildings ⁵	DFES / LG	# destroyed:			
		# damaged:			
*Heritage/ cultural buildings and sites ⁴	DFES / LG	# destroyed:			
		# damaged:			
*Business buildings, including commercial and industrial (excludes rural)	DFES / LG	# destroyed:			
		# damaged:			
		# closed:			
Parks & Wildlife visitor sites / infrastructure	P&W				
*Rural buildings	DFES / LG	# destroyed:			
		# damaged:			
Fencing	DAFWA	km destroyed:			
*Livestock	DAFWA / RSPCA	# fatalities:			
		# missing:			

⁴ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

⁵ Together these two categories constitute the NIAM category of 'other buildings'

Comprehensive Impact Assessment

Appendix B3 – Service Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM⁶ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.4: Service impacts

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)					
Category	Agency/ Source	Impact	Current Status	Comments	
Essential Services					
Electricity	Western Power / Horizon Power / PUO	# customers impacted*:			
		Impact on critical infrastructure:			
Gas	ATCO / Dampier Bunbury Pipeline	# customers impacted*:			
		Impact on critical infrastructure:			
Fuel / oil companies	PUO ⁷ (as the first point of contact)	# customers impacted:			
		Impact on critical infrastructure:			
Water supply	Water Corp / LG	# customers impacted*:			
		Impact on critical infrastructure:			

⁶ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

⁷ PUO will act as the contact point for fuel/oil companies in WA, including BP Australia, Caltex, Motor Trades Association WA, Puma, Viva Energy and Woolworths.



Comprehensive Impact Assessment

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)					
Category	Agency/ Source	Impact		Current Status	Comments
Sewerage (including waste water and re-use schemes)	Water Corp / LG	# customers impacted*:			
		Impact on critical infrastructure:			
Waste management	Local government	Impact on critical infrastructure:			
Telecommunications	Telstra / NBN Co	# customers impacted*:			
		Impact on critical infrastructure:			
Emergency Services					
Police ⁸	WA Police	# police buildings destroyed*:			
		# police buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Fire ⁷	DFES / P&W / LG	# fire buildings destroyed*:			
		# fire buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			

⁸ Together these categories constitute the NIAM category of 'emergency services'.

Comprehensive Impact Assessment

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)					
Category	Agency/ Source	Impact		Current Status	Comments
Ambulance ⁷	SJA	# SJA buildings destroyed*:			
		# SJA buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Aviation emergency services ⁷	Perth Airport Emergency Planning Manager	# aviation buildings destroyed*:			
		# aviation buildings damaged*:			
		Significant capability losses e.g. staff, aircraft, vehicles, infrastructure			
Other emergency services ⁷ (e.g. SES facilities, EM HQs)	DFES / LG	# other emergency services buildings destroyed*:			
		# other emergency services buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			



Comprehensive Impact Assessment

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)					
Category	Agency/ Source	Impact		Current Status	Comments
Community Services					
Hospitals ⁹	Health	% destroyed*:			
		% functional*:			
		Closed:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Primary care facilities ⁸	Health	% destroyed*:			
		% functional*:			
		Closed:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Residential group home and aged care facilities	Health / CPFS / LGs	# destroyed*:			
		# damaged*:			
		Closed:			
Home And Community Care (HACC)	LG / Health (Aged and Community Care Directorate)	Impact on service provision and/or clients?			
*Correction centres / prisons	Corrective Services	# destroyed:			
		# damaged:			

⁹ Together these categories constitute the NIAM category of 'hospitals & primary care facilities'.

Comprehensive Impact Assessment

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)				
Category	Agency/ Source	Impact	Current Status	Comments
Educational Services				
*Childcare centres ¹⁰	Dept Local Govt and Communities/ Local Govt / Education	# destroyed:		
		# damaged:		
		# closed:		
Schools ⁹	Education / Catholic Education / Assoc. of Independent Schools of WA	# destroyed*:		
		# damaged*:		
		# closed*:		
		# students impacted:		
*Training centres / universities	Dept Training	# destroyed:		
		# damaged:		
		# closed:		

¹⁰ Together these categories constitute the NIAM category of 'educational/child care facilities'.



Comprehensive Impact Assessment

Appendix B4 – Infrastructure Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹¹ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.5: Infrastructure impacts

B4. INFRASTRUCTURE IMPACTS				
Category	Agency/ Source	Impact	Current Status	Comments
Main roads ¹²	MRWA	# closed*:		
		Other impacts?		
Local roads ¹¹	LG / P&W	# closed*:		
		Other impacts?		
Bridges ¹¹	MRWA / P&W	# closed*:		
Rail – passenger	PTA	# lines closed*:		
		Speed restrictions?		
Rail – freight	Brookfield	# lines closed*:		
		Speed restrictions?		
Ports	Port Auth / DoT Marine Safety	# destroyed*:		
		# damaged*:		
		# ships impacted*:		
Airfields (including heliports)	DFES / LG / private operators	# destroyed*:		
		# damaged*:		
		% functional*:		
Major drainage	Main Roads / LGs / DoW / Water Corp	Significant impacts:		

¹¹ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

¹² Together these categories constitute the NIAM category of 'roads/bridges'.

Comprehensive Impact Assessment

Appendix B5 – Local Critical Industry Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹³ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.6: Local critical infrastructure impacts

B5. LOCAL CRITICAL INDUSTRY IMPACTS (include affected local industries e.g. agriculture, mining, fisheries, forest products industry, tourism, wineries, retail, other large employers)					
Category	Agency/ Source	Impact		Current Status	Comments
*Agricultural land	DAFWA	# hectares destroyed:			
		# hectares damaged:			
*Agricultural production	DAFWA	% total agric production lost:			
Major irrigation	LG	Significant impacts:			

¹³ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Comprehensive Impact Assessment

Appendix B6 – Environmental Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹⁴ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included. Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.7: Environmental impacts

B6. ENVIRONMENTAL IMPACTS					
Category	Agency/ Source	Impact		Current Status	Comments
*Water catchments	Water Corp / DER	# km ² contaminated:			
Wetlands	P&W	# hectares affected:			
*Coastline	DoT Marine Safety / LG	# km affected:			
Marine area	P&W / DoT Marine Safety	# km ² affected:			
		Impact & recovery monitoring			
*National parks	P&W	# hectares affected:			
Declared fauna	P&W	# fatalities* (estimated ¹⁵):			
		# injured* (estimated ¹⁴):			
		Species endangerment?			
Declared flora	P&W	Species endangerment?			
Reserves and parks	LG	# hectares affected:			
Is mosquito control required?	Health				
Issues with environment contamination?	DER				

¹⁴ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

¹⁵ Note: in the majority of cases, P&W will be unable to provide this information.

Comprehensive Impact Assessment

Appendix B7 – Affected Local Government Impacts

Instructions: Information must be provided against all impacts marked with * even if it is a NIL response as these are the NIAM¹⁶ indicators.

Add/delete/modify the remaining categories and agency/source as appropriate to this emergency.

The LEMA may identify additional assets to be included.

Wherever possible, maps indicating the location of impacts are to be attached.

Table 6.8: Affected local government impacts

B7. AFFECTED LOCAL GOVERNMENT IMPACTS (complete one table per local government)					
Local Government:					
Category	Agency/ Source	Impact		Current Status	Comments
Local gov't staff affected	LG	% of staff available:			
		key personnel impacts:			
Critical LG buildings impacted	LG	# destroyed:			
		# damaged:			
		# closed:			
Core services affected	LG				
MoUs activated	LG				
Insurances	LG				
Sufficient recovery infrastructure available? (e.g. offices, ablution facilities)	LG				

¹⁶ National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.



Comprehensive Impact Assessment

APPENDIX C – RESIDENTIAL PROPERTY DAMAGE ASSESSMENT REPORT

This following information has been drawn from (insert source, i.e. multi-agency damage assessment team) which was undertaken on the (insert date).

Instructions: Local government officers with local knowledge should be involved in obtaining the below information to strengthen its accuracy.

Table 6.9: Residential property damage assessment report

Property address or lot number	Status (1. no damage, 2. minor damage – habitable, 3. major damage – habitable, 4. major damage – not habitable, 5. destroyed)	Owner Details	Has owner been advised? (if 'Yes', when and by who)

Comprehensive Impact Assessment

APPENDIX D – RISK ASSESSMENT

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment.

(Instructions: Delete examples provided. Complete the below table for identified risks using the risk assessment matrix at **Appendix E**. Transfer relevant information from the table below to the *Risk Assessment Summary* table in section 4 above)

Table 6.10: Risk assessment

Risk	Context / description	Likelihood	Consequence	Level of Risk
e.g. exposure to asbestos	Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of the community may handle the disposal of asbestos incorrectly.	Likely	Major	Extreme
e.g. debris	There is still loose debris that has not been removed during the response phase. There is a risk of further injury or damage from this debris in high winds.	Likely	Moderate	High
e.g. fatigue of local gov't staff	The majority of local government staff have either been directly impacted by the emergency or involved in responding to the emergency. There is a risk of staff fatigue, which in turn will impact the local government's ability to function and recover.	Almost certain	Major	Extreme
e.g. power supply restoration	Horizon Power is restoring power supplies however impacted residents will need to be certified by an electrician prior to grid reconnection. There is a risk of properties not being suitable for reconnection to the power supply network.	Possible	Moderate	Medium
e.g. poor hygiene	Due to the loss of water and power there are potential health risks associated with poor hygiene.	Likely	Moderate	High



Comprehensive Impact Assessment

APPENDIX E – RISK ASSESSMENT MATRIX AND DEFINITIONS

The following definitions and risk assessment matrix should be used to inform completion of **Appendix D – Risk Assessment**.

Likelihood Rating

Likelihood Level	Description
Almost certain	Expected to occur in most circumstances
Likely	Will probably occur in most circumstances
Possible	Might occur at some time
Unlikely	Not expected but could occur at some time
Rare	May occur in exceptional circumstances

Consequence Rating

Likelihood Level	Description
Insignificant	No injuries, no damage
Minor	Small number of injuries, some damage
Moderate	Medical treatment required, localised damage
Major	Death or extensive injuries, significant damage
Catastrophic	Multiple persons affected by death/severe injury, extensive damage

Risk Assessment Matrix

Risk assessment matrix		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Low	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Possible	Very low	Low	Medium	High	High
	Unlikely	Very low	Low	Low	Medium	Medium
	Rare	Very low	Very low	Very low	Low	Low

Comprehensive Impact Assessment

APPENDIX F – INDIVIDUAL CONTRIBUTING AGENCY REPORT

Individual agencies who are contributing information to this comprehensive impact assessment can use this form to provide their information to the Controlling Agency, if desired.

Table 6.11: Individual contributing agency report

Agency:		
Issue/Current Status and Interdependencies	Actions Required	Estimated time of completion

Signature:

Name:

Position:

Date:



Comprehensive Impact Assessment

APPENDIX G – WANDRRA EXPENSES

The following information is required to enable the Executive Director of the Office of Emergency Management to resolve whether to activate the assistance measures available under the Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA).

Table 6.12: WANDRRA expenses

Information to be attached by the Controlling Agency				
List of affected Local Governments:				<input type="checkbox"/>
Map of affected area:				<input type="checkbox"/>

Category of Expenditure ¹⁷	Estimated eligible WANDRRA cost \$	Responsible Agency	Contact Details	Comments
Personal Hardship and Distress assistance to individuals and families		Dept for Child Protection and Family Support		
Road Infrastructure (State and Local)		Main Roads WA		
Road Infrastructure within National Parks		Dept of Parks and Wildlife		
Damaged State housing stock		WA Housing Authority		
Interstate assistance costs (fire and emergency services)		Dept of Fire and Emergency Services		
Repair of uninsurable local government assets other than roads		Affected local governments		
Hazards created as a direct result of the event which local government is responsible for addressing (e.g. asbestos, mosquito control)		Affected local governments		
Total	\$			

¹⁷ Additional WANDRRA eligible costs (e.g. agricultural assistance) can be added to the table if deemed appropriate for a specific incident.

APPENDIX 5 – OPERATIONAL RECOVERY PLAN TEMPLATE

Local Recovery Coordination Group 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; and
- 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 City infrastructure);
- Estimates of costs of damage;
- Temporary accommodation requirements (includes details of evacuation centres);
- Additional personnel requirements (general and specialist);
- Human services (personal and psychological support) requirements; and
- Other health issues.

Section 3 Organisational Aspects

Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process.

Details the inter-agency relationships and responsibilities

Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the 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 of government agencies to restore essential services and policies for mitigation against future emergencies;
- Includes the City's program for community services restoration;
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations; and
- 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.



APPENDIX 6 – LRCG ACTION CHECKLIST

TASK DESCRIPTION	COMPLETE
WITHIN 48 HOURS	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the City.	
Local Recovery Coordinator and the City to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the City's internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
WITHIN 1 WEEK	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
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	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
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.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	



TASK DESCRIPTION	COMPLETE
WITHIN 1 WEEK	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
WITHIN 12 MONTHS	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

*Descriptions and timeframes are only indicative.



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