

City of Cockburn

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 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



The **COMMON SEAL** of the

CITY OF COCKBURN

Was hereunto affixed in the presence of:

Stephen Cain

Chief Executive Officer

City of Cockburn

4 day of the 4 month 2018

Logan Howlett JP

Mayor - City of Cockburn

City of Cockburn

04 day of the 04 month 2018

Logan Howthe

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## DOCUMENT DISTRIBUTION

## **Unrestricted Copies**

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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

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

## **Restricted Copies**

## Table 2 - Restricted Copies

ORGANISATION			NUMBER OF	COPIES
City of Cockburn Administration Building (Front Counter)				1
City of Cockburn – Spearwood Library	9			1
City of Cockburn - Success Library				1
City of Cockburn - Coolbellup Library	/	1		1
City of Cockburn Youth Centre				1
Wally Hagen Stadium (Welfare Centre)				1
Aubin Grove Community Centre (Welfare Centre)	1			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.

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## 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
НМА	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.

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

#### 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 167Km<sup>2</sup> 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 boarders 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.

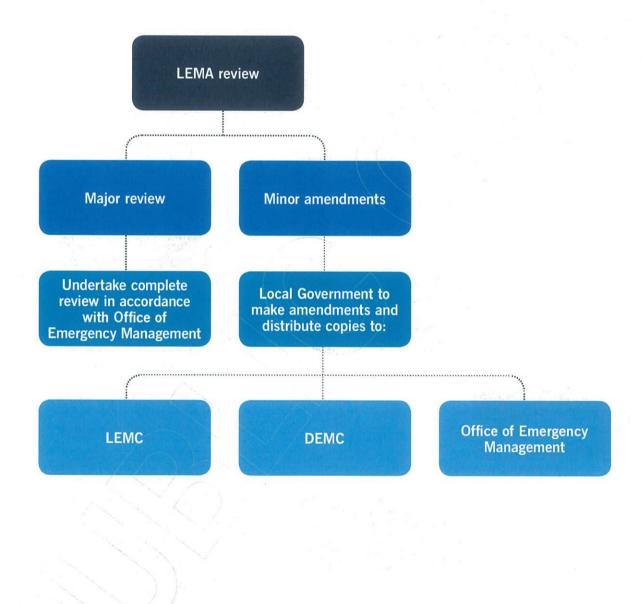
#### **Review Process**

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

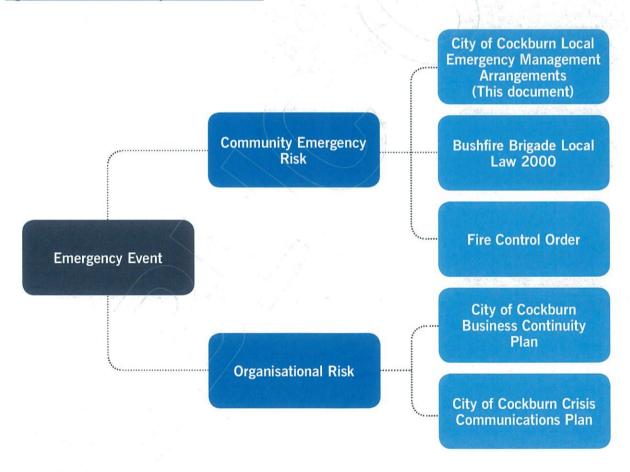


## **RELATED DOCUMENTS & ARRANGEMENTS**

## **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

## City of Cockburn Local Emergency Management Arrangements

#### City of Cockburn Arrangements (Core Documents)

- · LEMA contacts register
- Resource Register
- Local Communications Strategy (City of Cockburn Crisis Communications Plan)
- · Local Recovery Plan
- LEMC Membership Log

#### Hazard Specific Risk Plans

- Emergency Risk Management Plan (ERMP)1
- Bushfire Risk Management Plan 2015
- Port Coogee Marina Safety & Emergency Management Plan
- Business Continuity Plan

## Additional **Support Plans**

- Emergency Animal Welfare Plan
- MOU with GIVIT
- Fire Response Roads Department Guidelines
- Emergency Management Contact Directory
- Vulnerable Communities Plan

## **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.

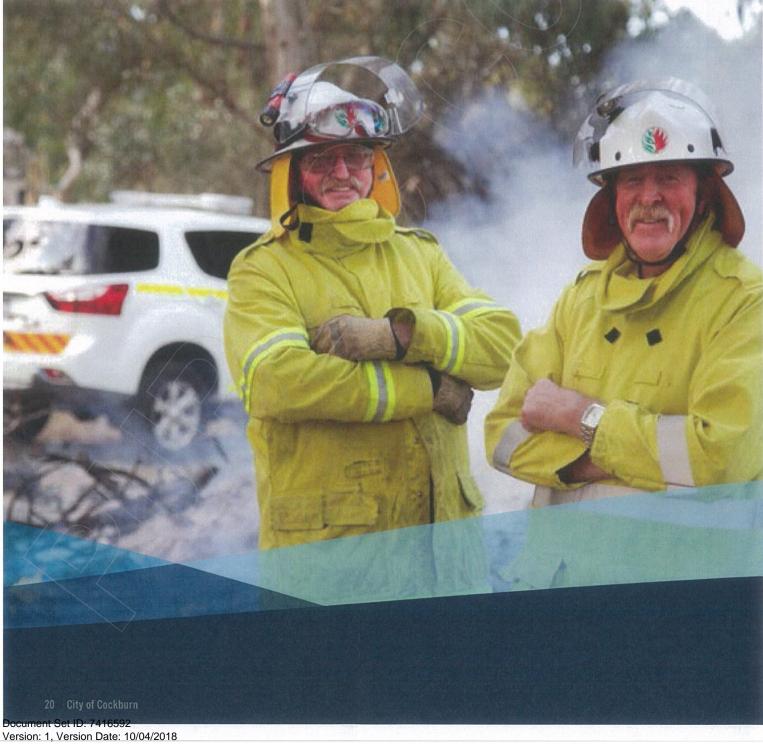
### Animal Welfare Plan

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**



## RESOURCE REGISTER

## Resources Schedule - Vehicle

Table 5 - Resources Schedule - Vehicle

Vehicle Type	Special Features	Registration	Name Of User	Contact Details	Location of Keys
<b>Emergency Serv</b>	ices				
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
lsuzu 12.2	BFB 12.2 Spec	1DMM - 606	Jandakot Bushfire Brigade	9	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 (Plan No. 5342)	Rangers & Community Safety Services		Rangers Building
lsuzu 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
lsuzu 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

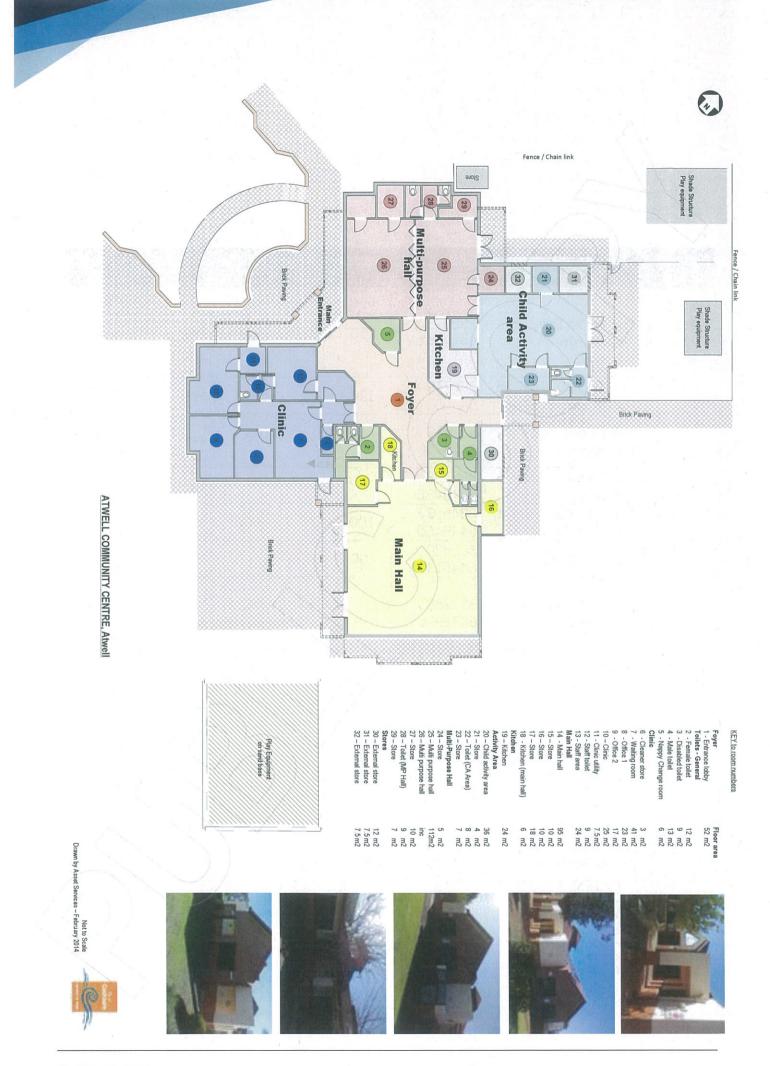
Vehicle Type	Special Features	Registration	Name Of User	Contact Details	Location of Keys
People Mover					
Toyota Hi-Ace Commuter	14 Seater	1DWS - 985	Light Fleet		Stored at Depot
Toyota Hi-Ace Commuter		1DTP - 838	Community	(	Stored at Depot
Ford Transit Bus	12 Seater	1DSK - 628	Community		Stored at 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

<u>Table 6 - Resources Schedule - Facilities</u>

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			1	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



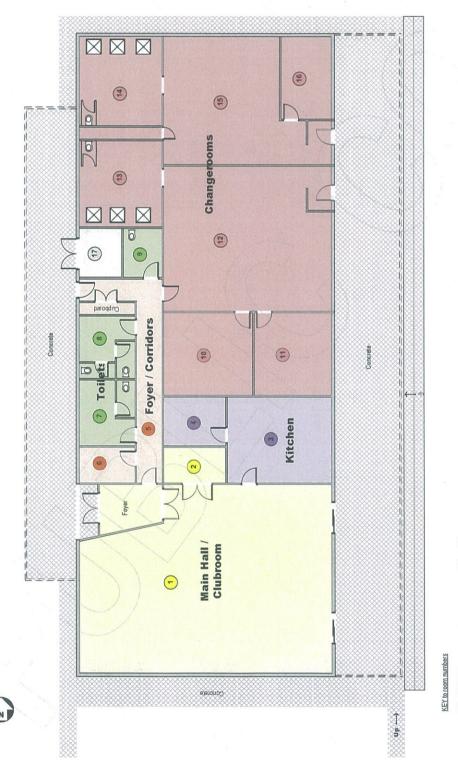






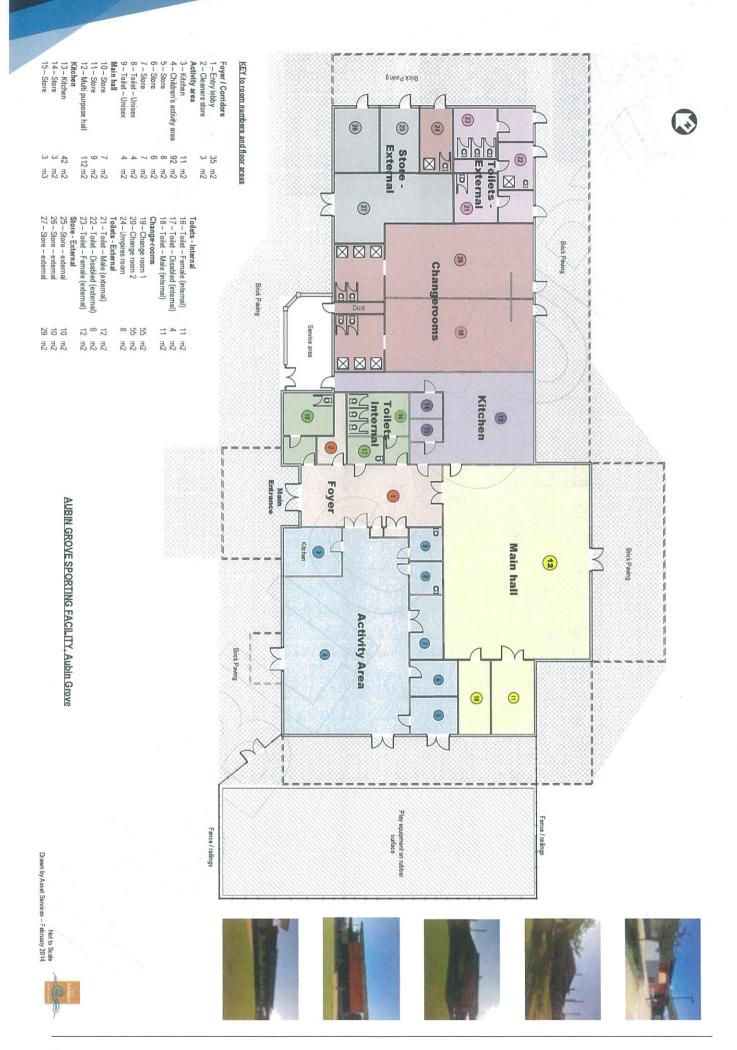






ATWELL RESERVE CLUBROOMS, Atwell

Main Hall / Ciubroom			External otore
1 - Main hall and foyer	119	m2	17 - External sports store
2 - Chair store	00	m2	
Kitchen			
3 - Kitchen	27	m2	
4 - Kitchen store 1	10	m2	
Foyer / Corridors			
5 - Hallway	15	m2	
6 - Store	4	m2	
Toilets			
7 - Toilet - Male	1	m2	
8 - Toilet - Female	1	m2	
9 - Toilet - Disabled	4	m2	
Changerooms			
10 - Property store	18	m2	
11 - Trainers room	4	m2	
12 - Change room 1	28	m2	
13 - Change room showers 1	15	m2	
14 - Change room showers 2	15	m2	
15 - Change room 2	38	m2	
16 - Store	12	m2	



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Not to Scale Drawn by Asset Services - February 2014







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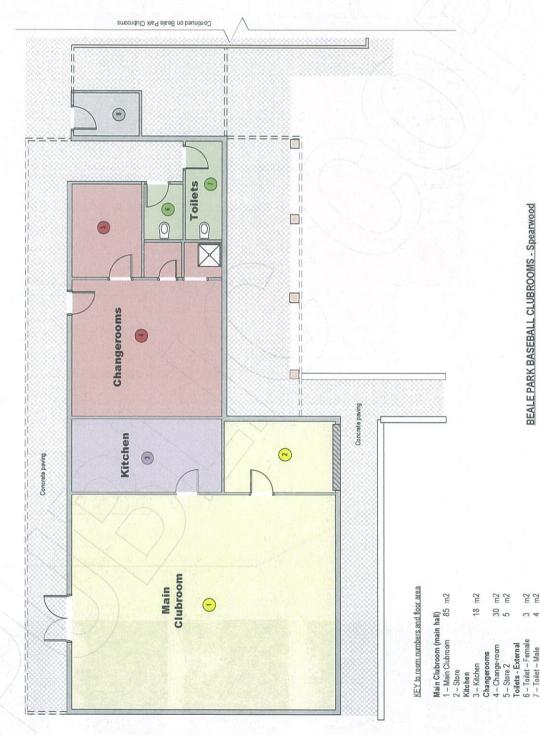






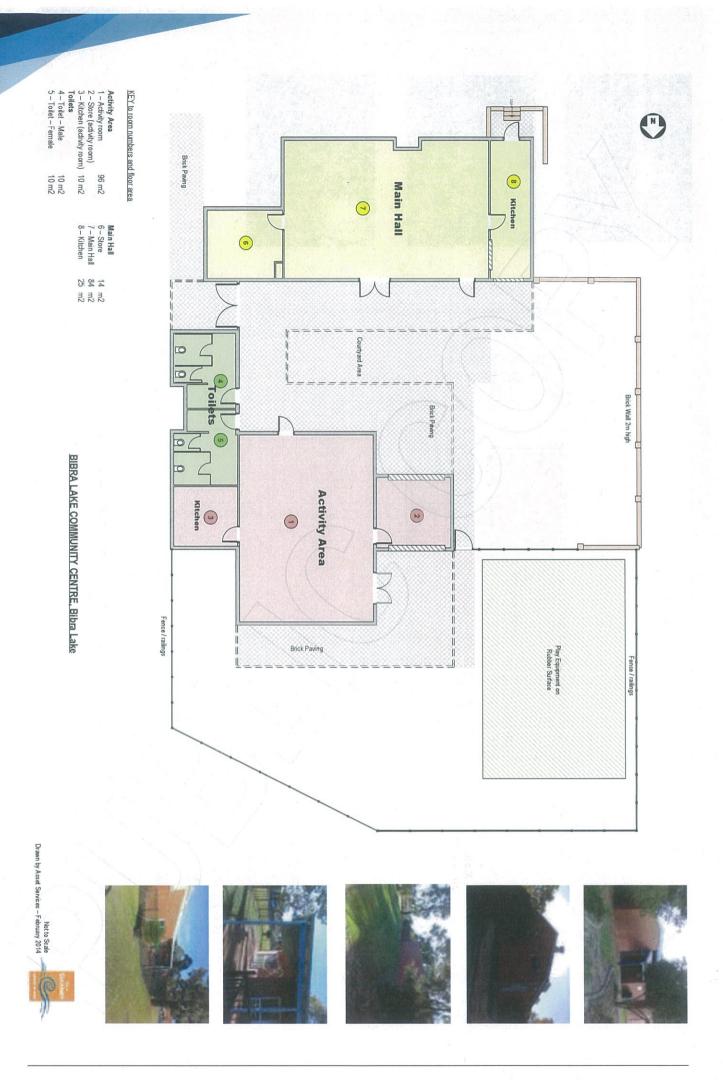
Car Park is in RSpec



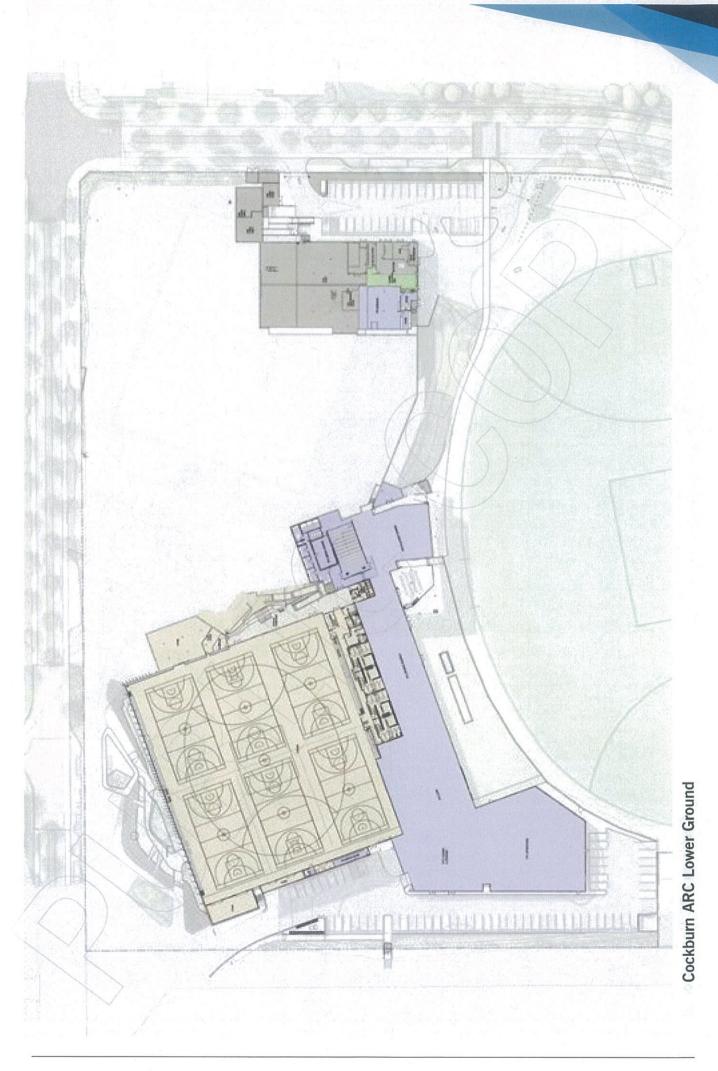


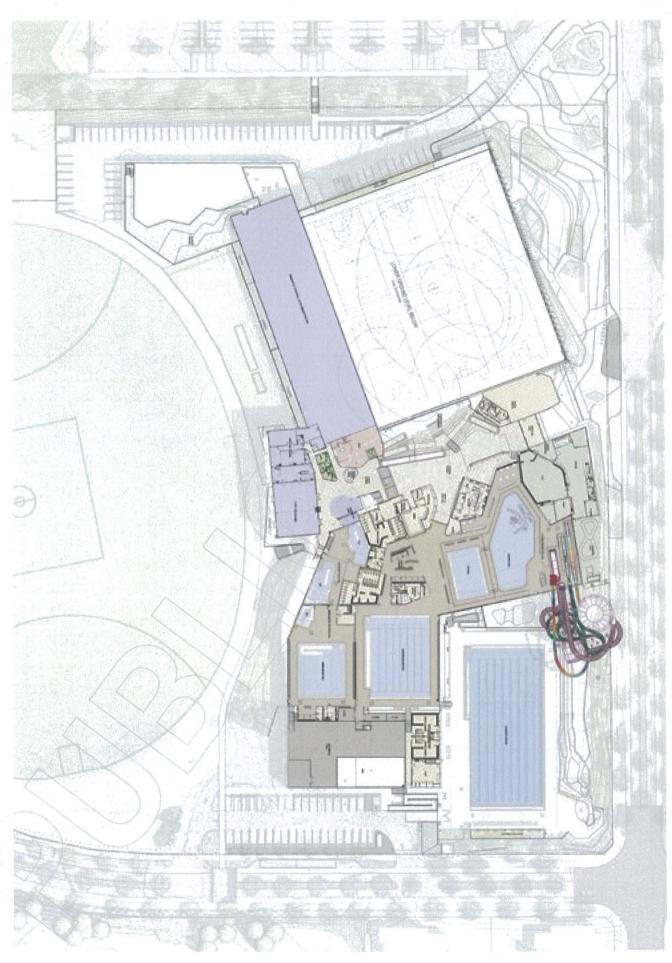
BEALE PARK BASEBALL CLUBROOMS - Spearwood

Local Emergency Management Arrangements 31



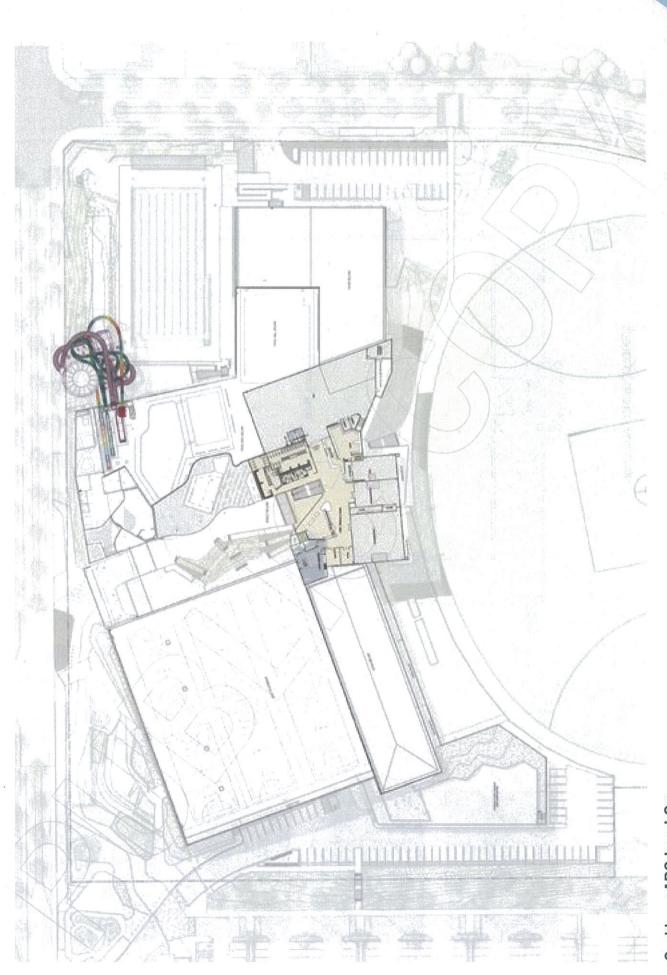
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Cockburn ARC Upper Ground

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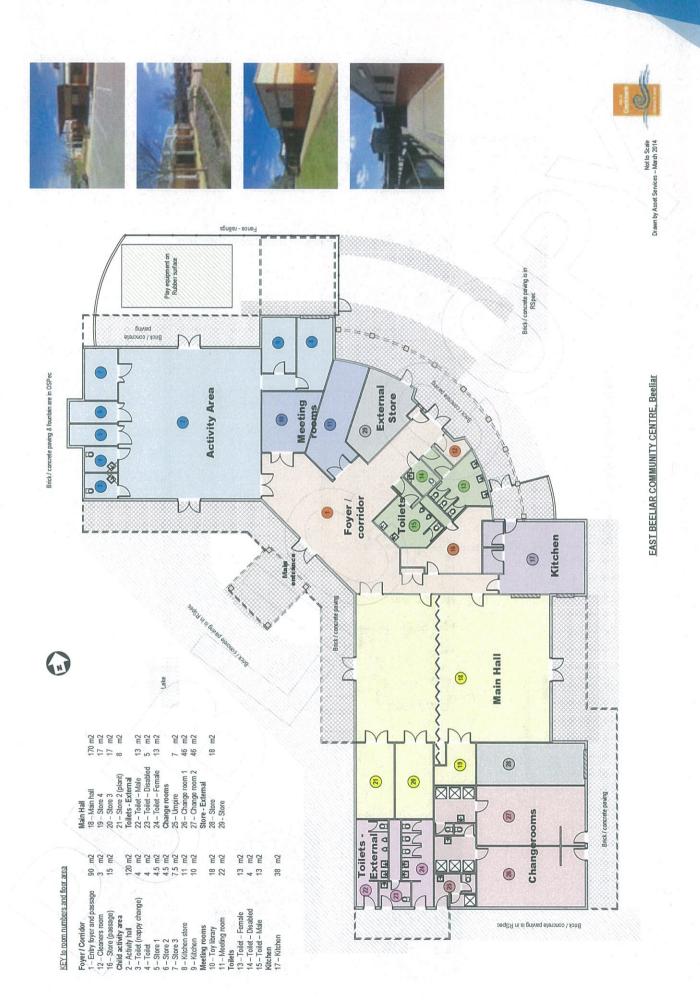


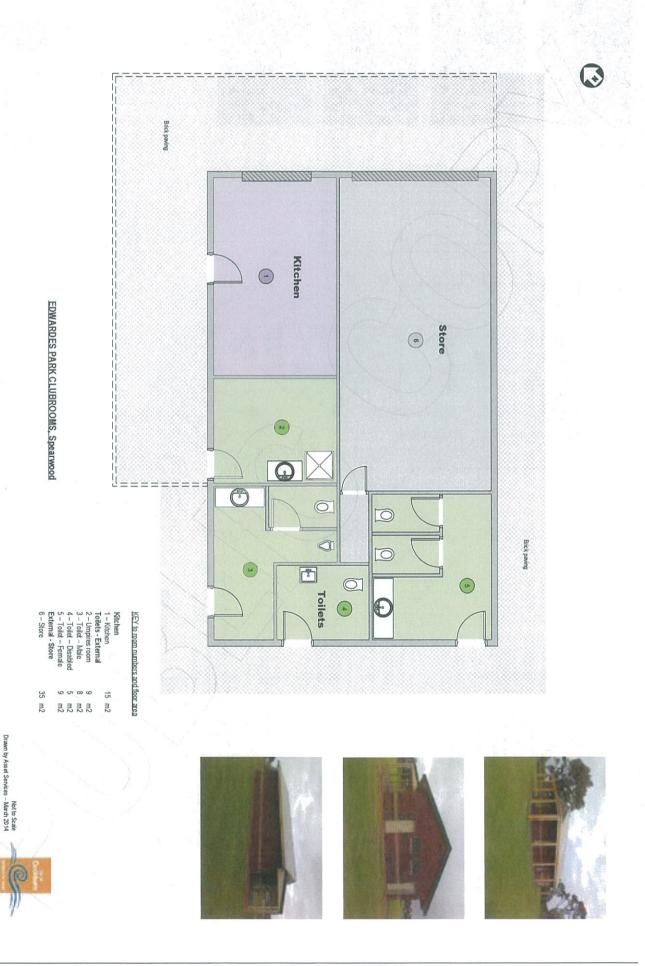


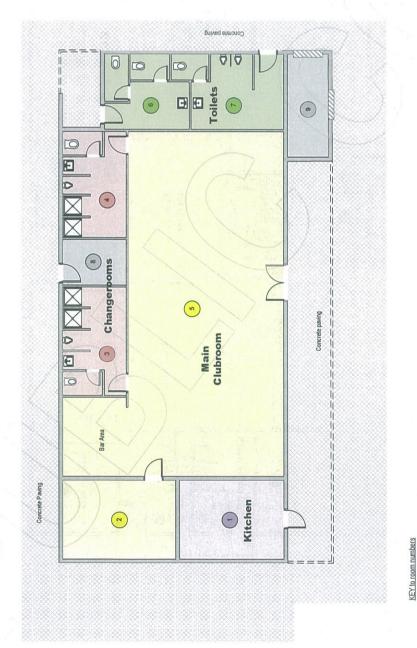










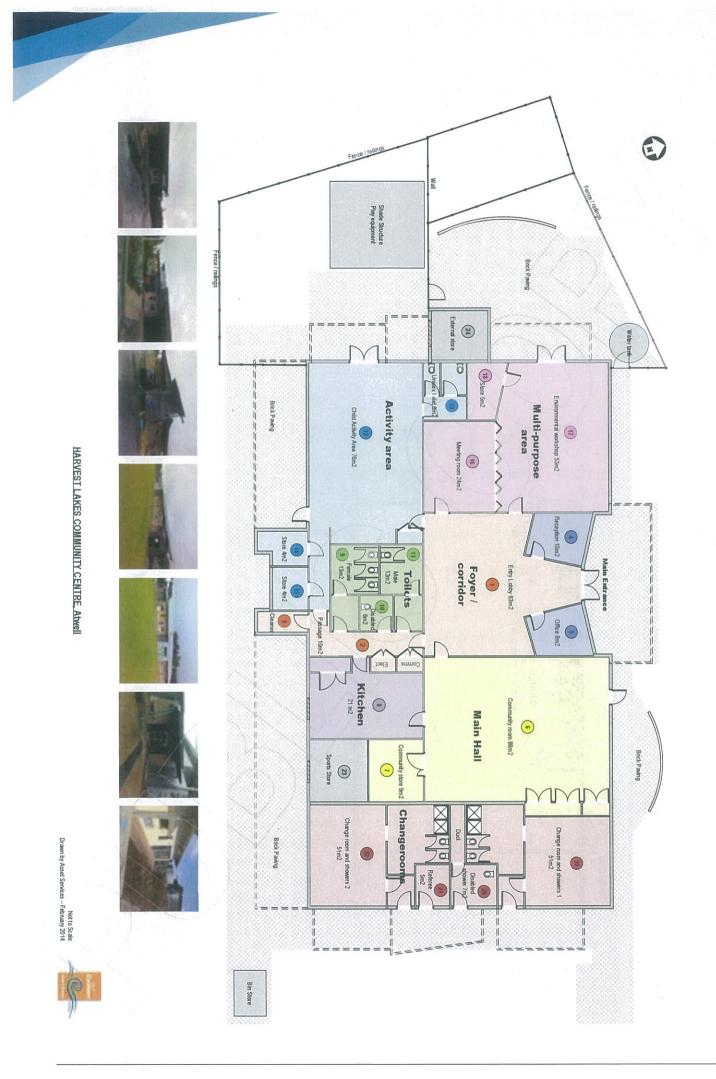


GOODCHILD PARK CLUBROOMS, Hamilton Hill

12 m2 12 m2 12 m2 12 m2

3

Car park is in RSpec





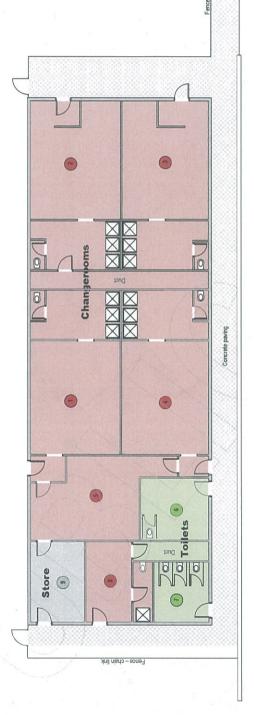
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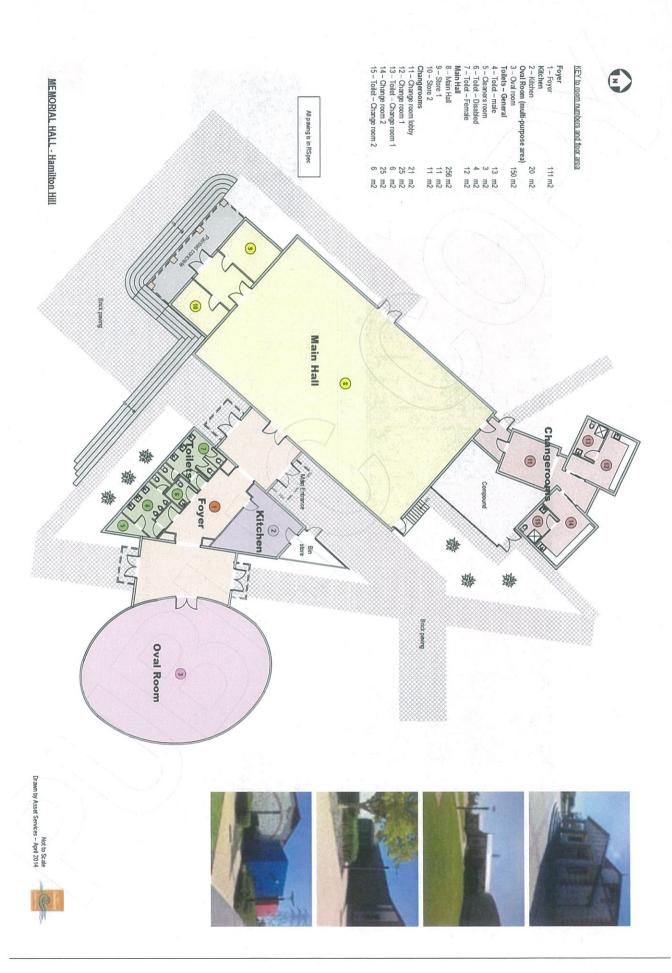








10 m<sup>2</sup> 10 m2 10 m2 m2 m2 m2 KEY to room numbers and floor areas Changerooms
1 — Change room 1 (NW)
2 — Change room 2 (NE)
3 — Change room 3 (SE)
4 — Change room 4 (SW)
5 — Team area
8 — Refrees room
Toilets - External
6 — Toilet - Male
7 — Toilet - Female
Store
9 — Store









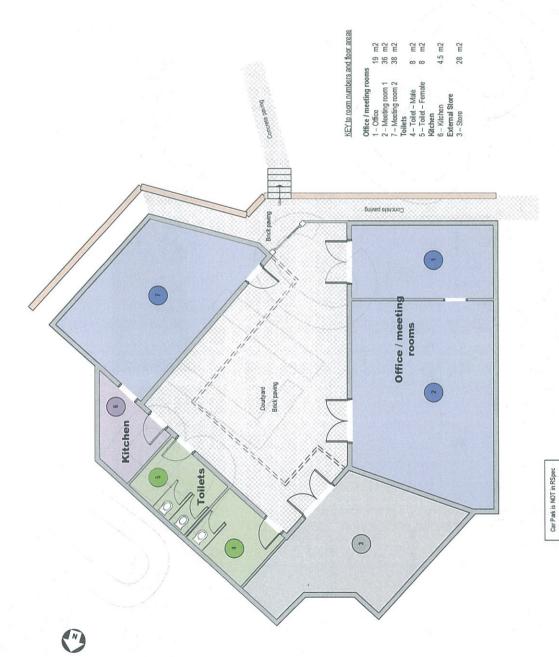




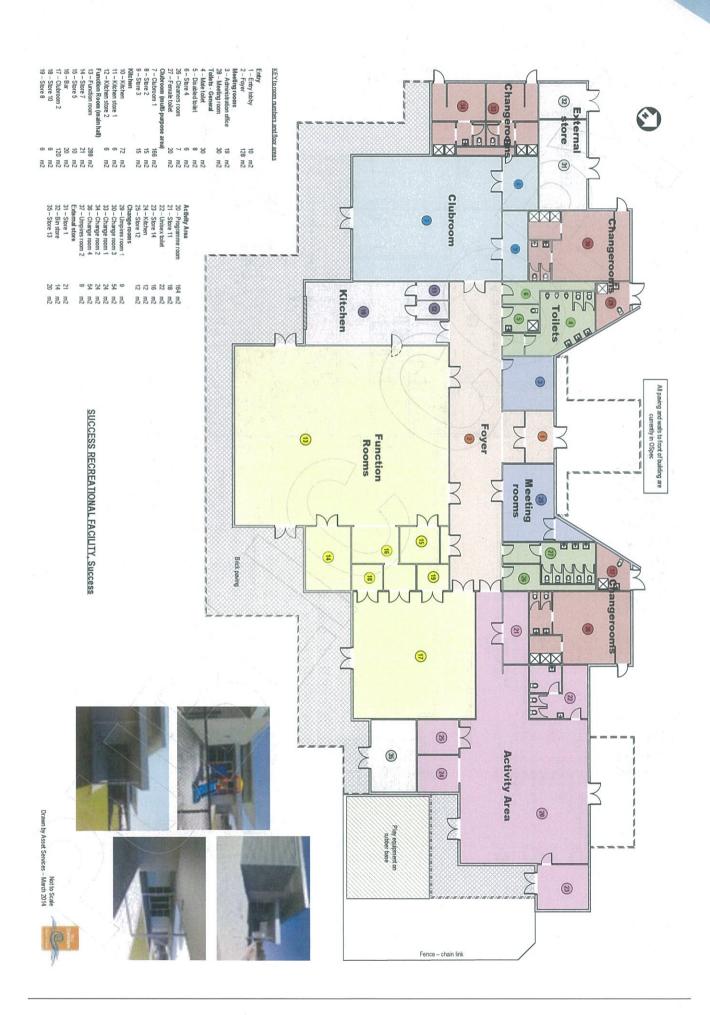


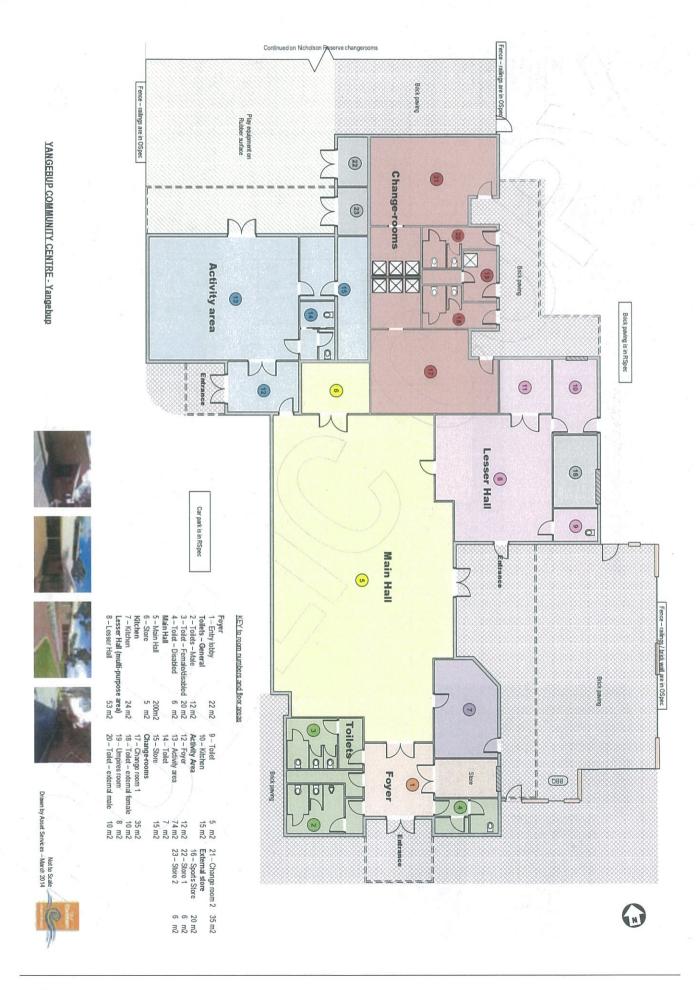


Not to Sc awn by Asset Services – February 20



SOUTHWELL COMMUNITY CENTRE - Hamilton Hill





# **ROLES & RESPONSIBILITIES**



# **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
- 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**

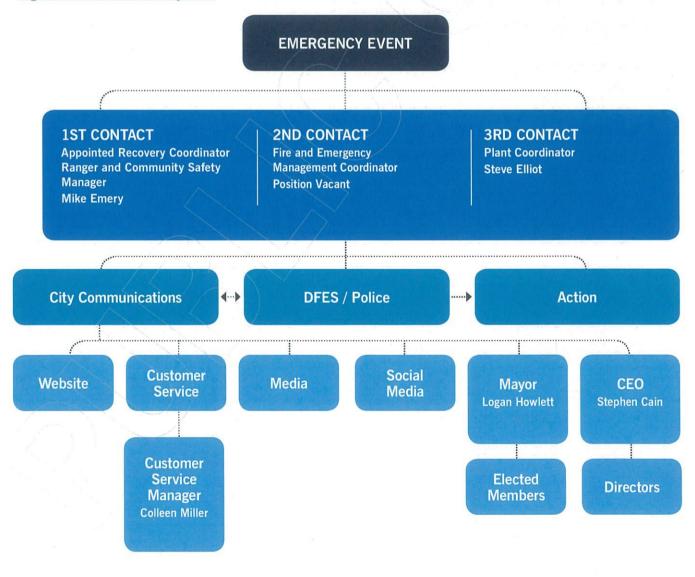
The City has a progressive activation process of its staff to assist in emergencies. Ensuring the call out staff is efficient, the City should be advised of all escalating emergencies as soon as possible. The City can assist the Combat Agency with support, local knowledge and if possible assistance.

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 emergences.

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

Figure 4 - Activation of City Staff



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# **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:	
	Provide secretariat support including:	
	<ul> <li>Meeting agenda;</li> </ul>	
	<ul> <li>Minutes and action lists;</li> </ul>	
	<ul> <li>Correspondence;</li> </ul>	
	<ul> <li>Committee membership contact register;</li> </ul>	
	<ul> <li>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;</li> </ul>	
	<ul> <li>Annual Report;</li> </ul>	
	<ul> <li>Annual Business Plan;</li> </ul>	
	- LEMA;	
	<ul> <li>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> </ul>	
	<ul> <li>Participate as a member of sub-committees and</li> </ul>	
	<ul> <li>working groups as required.</li> </ul>	

#### **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 <sup>st</sup> Quarter	Workshop/ finalise LEMC Business Plan for the next reporting period
	Seasonal preparedness – All Hazard
2 <sup>nd</sup> Quarter	Review State Preparedness report
	<ul> <li>Review Local Recovery Arrangements</li> </ul>
	Seasonal Preparedness - Bushfire
3 <sup>rd</sup> Quarter	Review State Preparedness report
	<ul> <li>Review Local Recovery Arrangements</li> </ul>
	<ul> <li>Seasonal Preparedness – All Hazard</li> </ul>
4 <sup>th</sup> Quarter	Finalise & approve LEMC Annual Report
	Finalise LEMC Exercise Schedule
	<ul> <li>Seasonal Preparedness – Storm</li> </ul>

# **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.

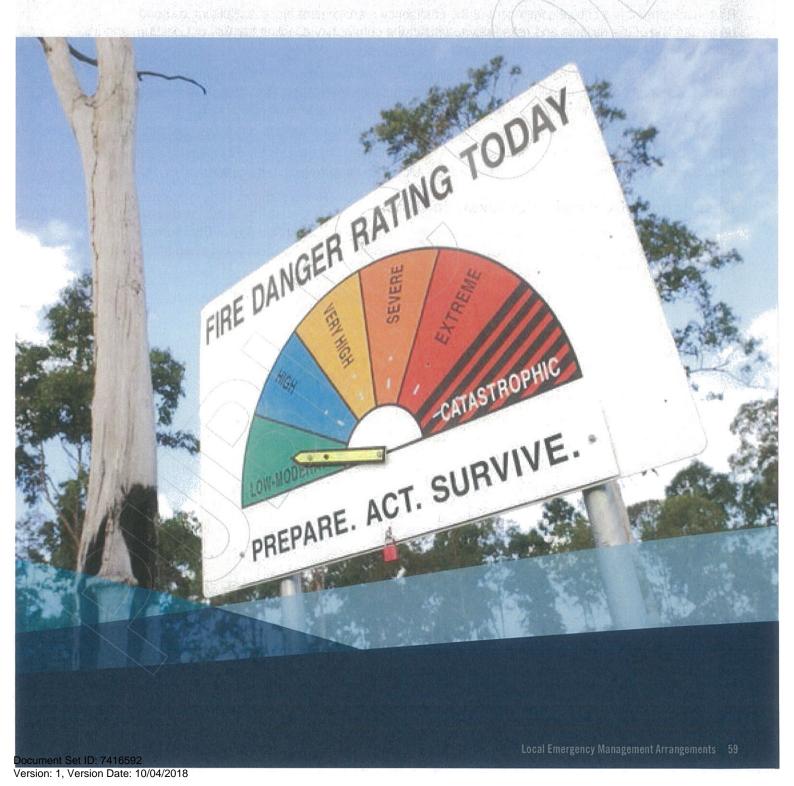
# AGENCY ROLES AND RESPONSIBILITIES

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	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]		
	The function of a Controlling Agency is to;		
	<ul> <li>Undertake all responsibilities as prescribed in Agency Specific legislation for Prevention and Preparedness.</li> </ul>		
	Control all aspects of the response to an incident.		
	During Recovery the Controlling Agency will ensure effective transition to recovery.		
Hazard Management Agency	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]		
	The HMAs are prescribed in the Emergency Management Regulations 2006.		
	Their function is to:		
	<ul> <li>Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> </ul>		
	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	A Combat Agency as prescribed under <i>subsection</i> (1) 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.		
Support Organisation	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)		

# **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 it's 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	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
y.			<ul> <li>Local Government in local government districts outside of gazetted fire districts and P&amp;W land.</li> </ul>
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  • State waters;  • shipping and pilotage waters; and  • Port waters (Level 2/3).  Port Authority  • Port waters (Level 1).  Petroleum titleholder  • 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	<ul> <li>DoT Marine Safety</li> <li>State waters;</li> <li>shipping and pilotage waters; and</li> <li>port waters (Level 2/3).</li> <li>Port Authority</li> <li>port waters (Level 1).</li> </ul>
7	Radiation Escape from a Nuclear Powered Warship	Commissioner of Police	WA Police
8 Rail Crash		PTA Network (passenger) - Public Transport Authority (PTA)	<ul> <li>PTA; or</li> <li>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.</li> </ul>
,		ARC Infrastructure Network (freight) - ARC Infrastructure	<ul> <li>ARC Infrastructure; or</li> <li>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.</li> </ul>
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	Fire and Emergency	DFES
	(a) chemical,	Services Commissioner	
	(b) radiological or	Commissioner	
	(c) other substance (HAZMAT)	n / g = *-	
54)	that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	all and an artist of the second secon	
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 likeliness 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 Manageme		
Road Crash	Existing engineering controls in place <sup>1</sup>	
Storm	Existing Response Plan <sup>1</sup>	
Marine Search	Existing Response Plan <sup>1</sup>	
Marine Oil Pollution	Existing regulatory controls <sup>1</sup>	
Air Crash	Existing regulatory controls <sup>1</sup>	
Marine Transport Emergency	Existing regulatory controls <sup>1</sup>	
Rail Crash	Existing regulatory controls <sup>1</sup>	
Heatwave	Existing Response Plan <sup>1</sup>	
Flood Existing regulatory controls <sup>1</sup>		

<sup>&</sup>lt;sup>1</sup> 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	<b>Equipment Available</b>
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	0

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.

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# 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 provide 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, reaming 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:

- $06L/24R 1,392m \times 30m$ ;
  - $06R/24L 1.150m \times 18m$ : 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.

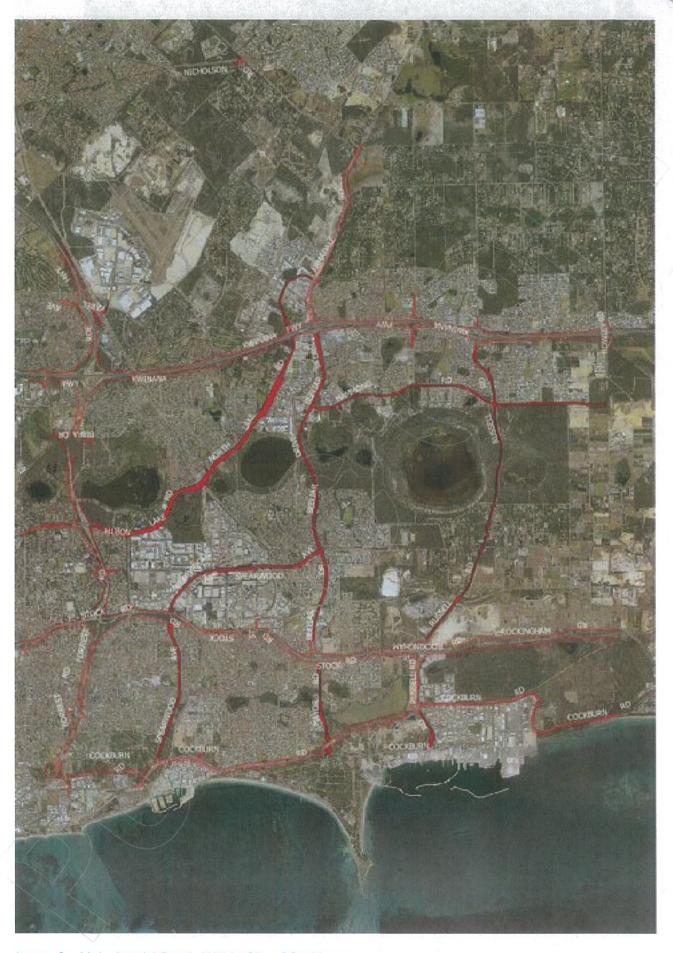


Image 2 - Main Arterial Roads Within City of Cockburn

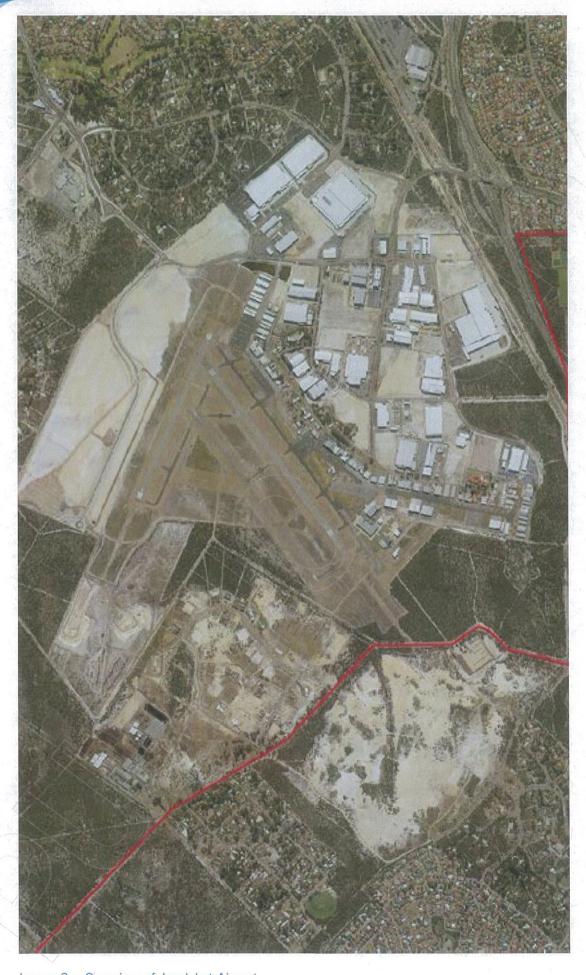


Image 3 – Overview of Jandakot Airport

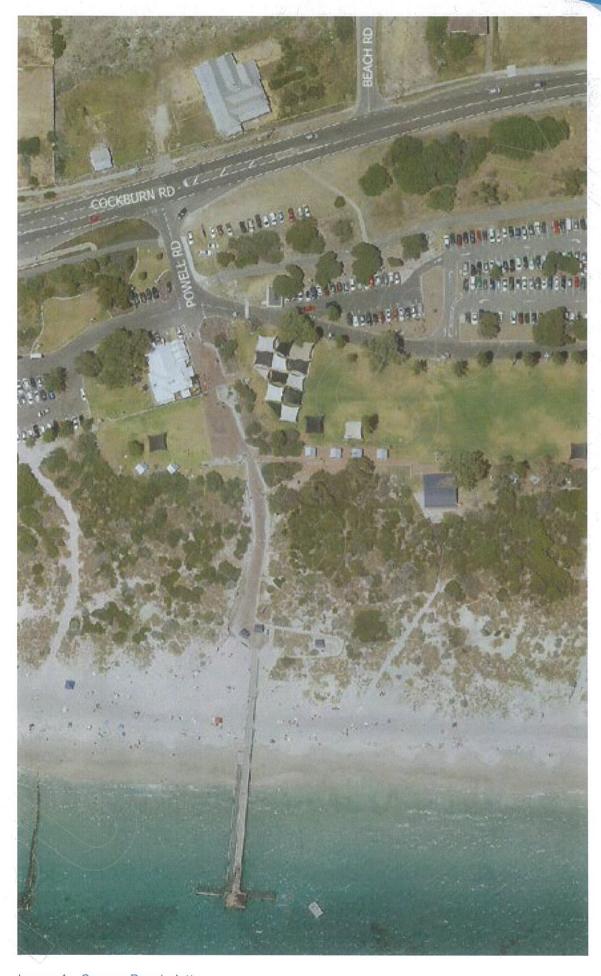


Image 4 - Coogee Beach Jetty



Image 5 - Woodman Point Jetty



Image 6 - Hydrographic survey for Port Coogee Marina

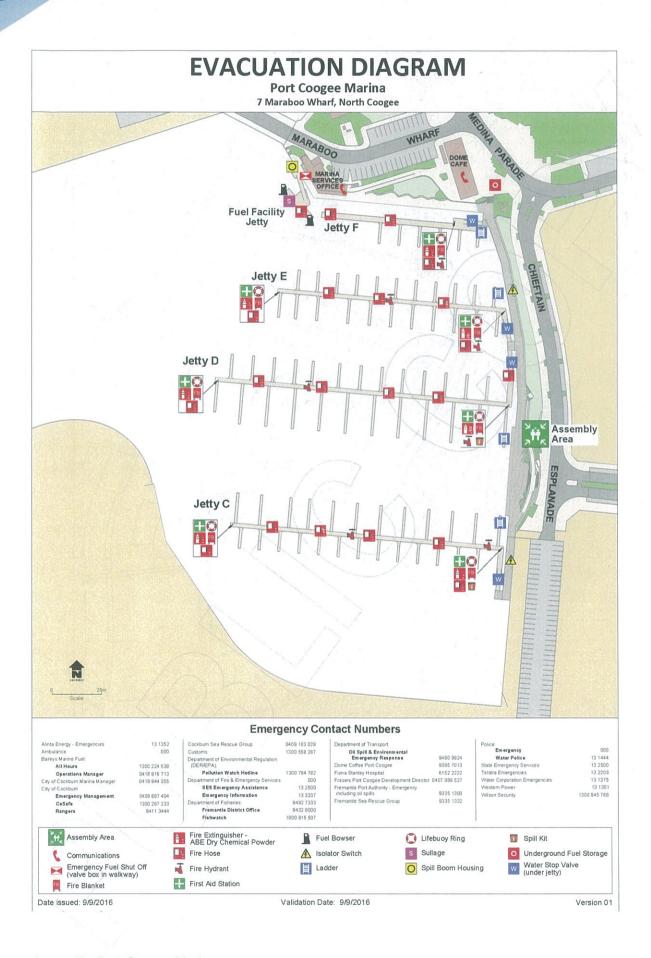


Image 7 - Port Coogee Marina

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

### **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:
- 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.

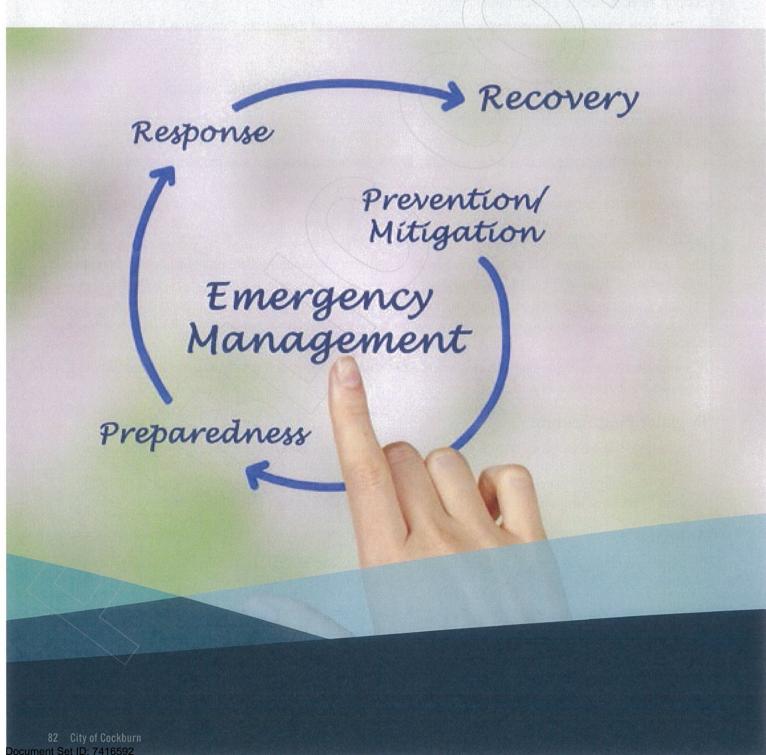
#### Animals

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**



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

# **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
- 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.

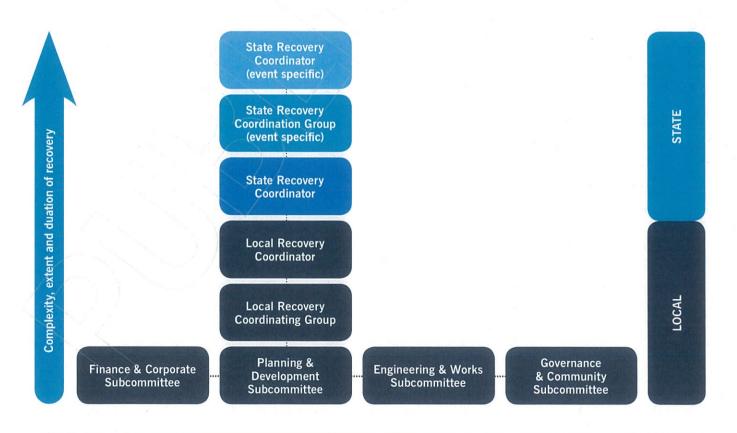
### **Functions**

- 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, weather 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.

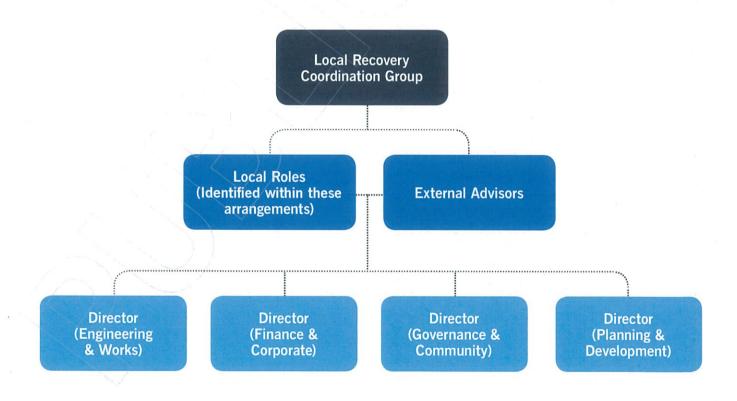
Membership to be considered for the LRCG includes the identified local roles from Table 7 - City of Cockburn Appointed Roles of these Arrangements. Further to the identified roles, the LRCG will comprise of the Directors of each service area for the City of Cockburn.

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

<b>Building Name</b>	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**



# **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.

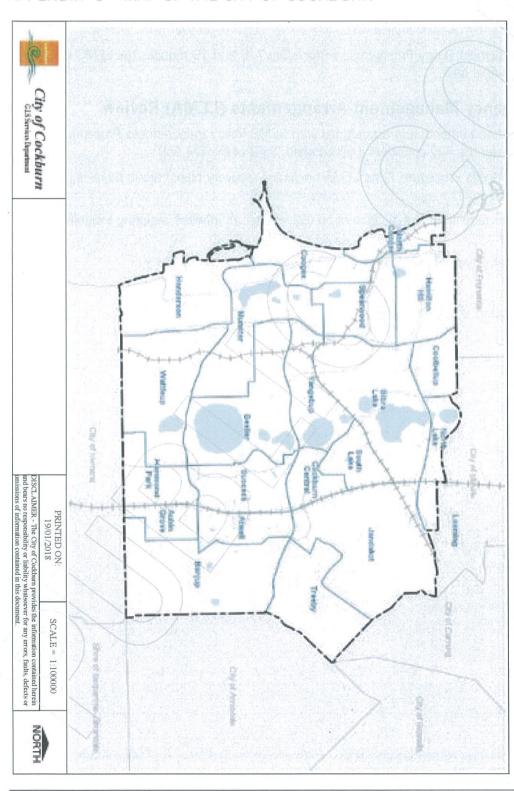
# Annual Local Emergency Management Arrangements (LEMA) Review

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 MEMBER	S			
CITY OF COCKBURN	Mayor	LOGAN HOWLETT		
CITY OF COCKBURN	Deputy Mayor	LEE-ANNE SMITH	1/2	
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 MENEGHINI		
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	Carrier Control of September 1997	
Jandakot Airport Holdings	Operations Coordinator	JAQUI GILL		
SEMC	District Advisor	MERVEEN CROSS		(4. ))
WA POLICE	OIC Cockburn	S/SGT JAMES BRADLEY	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
WA POLICE	OIC Murdoch			
Water Corporation		TBD	1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1	13.7
Australian Red Cross	Duty Officer/Es Coordinator	HARRY DELUXE		7
St. John Ambulance Service		STEVE HALL		

Name	Contact Number	Position	After Hours Availability
EMERGENCY MAI	NAGEMENT TR	RAINED	
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	4 4	Manager Community Development	
Jill Zumach		Child Care & Seniors Manager	
Barbara Freeman		Family & Community Development Manager	
Simone Sieber	5)	Community Development Coordinator	
Deanie Carbon		Community Engagement Officer	
James Ngoroyemoto		Governance & Risk Management Coordinator	

			and the last transfer of the same of the s	
Name	Contact Number	Position	After Hours Availability	
Gemma Dix		Senior Administration Officer		The second second
Doug Vickery		Manager Infrastructure Services		
Nelson Mauricio		Manager Financial Services		
Sinta Ng		Accounting Services Manager		
Keith Fitzpatrick		Manager Information Services	- 1, 2	
Samantha Baron		Safety & Injury Management Coordinator	9	9
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 SE	COND 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 LI	ISON OFFICER
Logan Howlett	
Mandy Symons	
Nick Jones	
Phill Oorjitham	
Gurdeep (Gary) Singh	
Karen Russell	
Michael Emery	
Steve Elliott	
Clare Brown	
Janaya Meneghini	
Stephen Atherton	



#### 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 frontline 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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- 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
  - o Including GIVIT key messages in Council newsletter

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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

givit.org.au



[PARTY]

Name:

Title:

Date:

Signature \_\_\_

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givit.org.au



#### 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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givit.org.au

# **GIVIT SPEAKING NOTES**

- GIVIT is managing all offers of donated of 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.

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 <u>not</u> 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.

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#### 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:		To -	
Version/sequence number:			
Assessment Coordination	Name:		
Officer:	Position:		
	Agency:		
	Phone:		
	Email:		



# 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)
e.g. number of people evacuated			
e.g. road blocks in place			
e.g. depleted local govt staff			
e.g. number of customers without power			
		The same of	
			1
		9	

# 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 <sup>1</sup>	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		
-		77 44	
2			
			, 2
			7
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*Boy			
	) ] .	-	
	27		
8 7 7		-	x
May 1	N 2		

<sup>&</sup>lt;sup>1</sup> **Appendix E** details the risk assessment process to be used to determine the level of risk.

# 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	CPFS	Community meeting	12/3/13
financial assistance	Local Government	LG information sheet	12/2/13
	e de la companya della companya della companya de la companya della companya dell	# F	
		Landa de la companya	
		7 - 7 - 100	Lest.

# 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:	A CANADA CANADA CANADA
Agency	
Time and Date:	
Signature:	E & B

## 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:		

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# 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

	Point of Contact and details		Consulted	ISG/OASG
Agency	In hours	Out of hours	(Yes/No/N/A)	member (Yes/No/NA)
Aqwest (water supplier in Bunbury)		1 - / - 6 appending	Tradition of	FIRST TRANS
Assoc. of Independent Schools of WA			1/29/11/11/20	
ATCO Gas	1		1 Jan Breit	digitation of
Australian Red Cross				
ARC Infrastructure				
Busselton Water	W 7	7.0		A CONTRACT OF THE CONTRACT OF
Catholic Education WA			7 - 7 - 7 - 7	24
Dampier Bunbury Pipeline (gas)				
Dept of Agriculture and Food WA		1 12 7	2	
Dept for Child Protection and Family Support				
Dept of Defence	1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	1119 - 1119	1 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2	150 H 1500
Dept of Education		FI .		1 (1)
Dept of Environment Regulation				
Dept of Fire and Emergency Services				T. e.
Dept of Health				
Dept of Parks and Wildlife	\ -			E 1
Dept of Planning	V		, , , ,	
Dept of Transport Marine Safety			(* E) & (* (*)]	7 1 29
Horizon Power	,			
Local Government (specify)		100	( San 20 28 )	La Variable
Main Roads WA	(4)			
NBN Co.	2.0		No. of the leaf	
Public Transport Authority				16.7
Telstra				420
Verve Energy			7 2	\$1.00 m
WA Housing Authority			· 1	
WA Police			19	100
Watercorp				
Western Power				

# 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 I	MPACTS			
Category	Agency/ Source	Impact	Current Status	Comments
*Number of deaths	WA Police			
*Number injured	Health			647
Number of exacerbations of existing illness	Health/SJA			No. I
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			

<sup>&</sup>lt;sup>1</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

Category	Agency/ Source	Impact	<b>Current Status</b>	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 <sup>2</sup>		San Japan	ti Ha
*Number of people isolated	DFES			
Communities closed	DFES	A		
Community outreach activities underway	CPFS / Red Cross / LG			
Significant issues with pets and/or assistance animals <sup>3</sup>	RSPCA / LG / CPFS (evac centres)			
Contamination / exp	osures:			
Asbestos	DER / Health			
CCA treated timber	DER / Health			
Marine hypdrocarbons (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			

<sup>&</sup>lt;sup>2</sup> 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.

<sup>&</sup>lt;sup>3</sup> Livestock impacts are covered under 2. Property Impacts.

# 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

Category	Agency/ Source	Impac	ct	<b>Current Status</b>	Comments
*Residential	DFES USAR	# destroyed:			
buildings	(refer to Appendix C) / LG	# damaged and uninhabitable:			
		# damaged but habitable:			1
		# no damage:		. 2	
*Community	DFES / LG	# destroyed:		4	
buildings <sup>5</sup>		# damaged:	17	7.	
*Heritage/	DFES / LG	# destroyed:			
cultural buildings and sites <sup>4</sup>		# damaged:			
*Business	DFES / LG	# destroyed:			
buildings,		# damaged:			
including commercial and industrial (excludes rural)		# closed:			
Parks & Wildlife visitor sites / infrastructure	P&W			d to the set	
*Rural buildings	DFES / LG	# destroyed:		100	
<u> </u>	3	# damaged:	Fig. 1		
Fencing	DAFWA	km destroyed:	= 12.75		0 6 -
*Livestock	DAFWA /	# fatalities:			1
	RSPCA	# missing:			

<sup>&</sup>lt;sup>4</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

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<sup>&</sup>lt;sup>5</sup> Together these two categories constitute the NIAM category of 'other buildings'

## 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

Category	Agency/ Source	Imp	pact	<b>Current Status</b>	Comments
<b>Essential Service</b>	s				
Electricity	Western Power / Horizon Power	# customers impacted*:			3750 077 077 0
	/ PUO	Impact on critical infrastructure:	j j		, ,
Gas	ATCO / Dampier Bunbury	# customers impacted*:			
Pipelir	Pipeline	Impact on critical infrastructure:			
Fuel / oil companies	PUO <sup>7</sup> (as the first point of	# customers impacted:			
	contact)	Impact on critical infrastructure:			E.
Water supply	Water Corp / LG	# customers impacted*:			
		Impact on critical infrastructure:			

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

<sup>&</sup>lt;sup>7</sup> 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.

B3. SERVICE IMPACTS (ensure local providers/services are included in the table)						
Category	Agency/ Source	Imp	act	<b>Current Status</b>	Comments	
Sewerage (including waste water and	Water Corp / LG	# customers impacted*:	× 2			
re-use schemes)		on critical infrastructure:		No. 1		
Waste management	Local government	Impact on critical infrastructure:				
Telecommunications	Telstra / NBN Co	# customers impacted*:			6 v	
	NBN CO	Impact on critical infrastructure:				
Emergency Service	S		$\langle \cdot \rangle$			
Police <sup>8</sup>	WA Police	# police buildings destroyed*:				
		# police buildings damaged*:				
		Significant capability losses e.g. staff, vehicles, infrastructure				
Fire <sup>7</sup>	LG	# fire buildings destroyed*:				
		# fire buildings damaged*:				
		Significant capability losses e.g. staff, vehicles, infrastructure				

 $<sup>^{\</sup>rm 8}$  Together these categories constitute the NIAM category of 'emergency services'.

Category	Agency/ Source	Imp	act	<b>Current Status</b>	Comments
Ambulance <sup>7</sup>	SJA	# SJA buildings destroyed*:	100		
		# SJA buildings damaged*:			×,//
		Significant capability losses e.g. staff, vehicles, infrastructure			
Aviation emergency services <sup>7</sup>	Perth Airport Emergency Planning	# aviation buildings destroyed*:			
	Manager	# aviation buildings damaged*:			a a
	Significant capability losses e.g. staff, aircraft, vehicles, infrastructure				
Other emergency services <sup>7</sup> (e.g. SES facilities, EM HQs)	mergency ervices <sup>7</sup> (e.g. ES facilities,	# other emergency services buildings destroyed*:			-
		# other emergency services buildings damaged*:			
		Significant capability losses e.g. staff, vehicles, infrastructure			

Category	Agency/ Source	Impact		<b>Current Status</b>	Comments
Community Serv	vices				
Hospitals <sup>9</sup>	Health	% destroyed*:			
		% functional*:			
		Closed:			
		Significant capability losses e.g. staff, vehicles, infrastructure			
Primary care	Health	% destroyed*:		( A	
facilities <sup>8</sup>		% functional*:	The second second		1 - 1 1 1 1 1 1 1 1
		Closed:			1
		Significant capability losses e.g. staff, vehicles, infrastructure			
Residential	Health / CPFS /	# destroyed*:			
group home	LGs	# damaged*:	UP II		
and aged care facilities		Closed:			
Home And Community Care (HACC)	LG / Health (Aged and Community Care Directorate)	Impact on service provision and/or clients?			
*Correction	Corrective	# destroyed:			
centres / prisons   Serv	Services	# damaged:			a v

 $<sup>^{9}</sup>$  Together these categories constitute the NIAM category of 'hospitals & primary care facilities'.

Category	Agency/ Source	Imp	pact	<b>Current Status</b>	Comments
<b>Educational Se</b>	rvices				
*Childcare	Dept Local	# destroyed:	- /	September 19 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1	
centres <sup>10</sup>	Govt and	# damaged:	( (		Y
Communities/ Local Govt / Education	# closed:				
Schools <sup>9</sup>	Education /	# destroyed*:	11		
	Catholic	# damaged*:		Var Variable and	81 to 8000
	Education / Assoc. of	# closed*:	1. 1. 1		
Inc	Independent Schools of WA	# students impacted:			F. 47.
*Training	Dept Training	# destroyed:	A I	×	11
centres /		# damaged:			
universities		# closed:		-	8

<sup>&</sup>lt;sup>10</sup> Together these categories constitute the NIAM category of 'educational/child care facilities'.

## 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 NIAM<sup>11</sup> 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

Category	Agency/ Source	Impact	<b>Current Status</b>	Comments
Main roads <sup>12</sup>	MRWA	# closed*:		
	8.	Other impacts?		
Local roads <sup>11</sup>	LG / P&W	# closed*:	4	
	4	Other impacts?		
Bridges <sup>11</sup>	MRWA / P&W	# closed*:		
Rail – passenger	PTA	# lines closed*:		
		Speed restrictions?		
Rail – freight	Brookfield	# lines closed*:		
		Speed restrictions?		18
Ports	Port Auth / DoT	# destroyed*:		
	Marine Safety	# damaged*:		
		# ships impacted*:		1
Airfields	DFES / LG /	# destroyed*:		
(including	private operators	# damaged*:	4	
heliports)		% functional*:		d ·
Major drainage	Main Roads / LGs / DoW / Water Corp	Significant impacts:		<sub>50</sub> 8

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<sup>&</sup>lt;sup>11</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

<sup>&</sup>lt;sup>12</sup> Together these categories constitute the NIAM category of 'roads/bridges'.

## **Appendix B5 - Local Critical Industry Impacts**

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		<b>Current Status</b>	Comments
*Agricultural land	DAFWA	# hectares destroyed:			
		# hectares damaged:	er y		
*Agricultural production	DAFWA	% total agric production lost:	, s		1
Major irrigation	LG	Significant impacts:			

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

## 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 NIAM<sup>14</sup> 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

Category	Agency/ Source	Impa	ct	<b>Current Status</b>	Comments
*Water catchments	Water Corp / DER	# km² contaminated:			
Wetlands	P&W	# hectares affected:	0.00		
*Coastline	DoT Marine Safety / LG	# km affected:			
Marine area	P&W / DoT	# km² affected:			
	Marine Safety	Impact & recovery monitoring			
*National parks	P&W	# hectares affected:	-		9
Declared fauna	P&W	# fatalities* (estimated <sup>15</sup> ):			
		# injured* (estimated <sup>14</sup> ):			7
		Species endangerment?			
Declared flora	P&W	Species endangerment?	5 M 1		
Reserves and parks	LG	# hectares affected:		1	
Is mosquito control required?	Health				
Issues with environment contamination?	DER				i.

<sup>&</sup>lt;sup>14</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

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

<sup>&</sup>lt;sup>15</sup> Note: in the majority of cases, P&W will be unable to provide this information.

## **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

Local Governme		TEITH IMI ACTO (CO	simplete one table	e per local governn	
Category	Agency/ Source	Imp	act	<b>Current Status</b>	Comments
Local gov't staff affected	LG	% of staff available:			e e e e e e e e e e e e e e e e e e e
	key personnel impacts:				
Critical LG	LG	# destroyed:	La file		
buildings		# damaged:			
impacted		# closed:			
Core services affected	LG			,	
MoUs activated	LG				
Insurances	LG	,			E
Sufficient recovery infrastructure available? (e.g. offices, ablution facilities)	LG				

<sup>&</sup>lt;sup>16</sup> National Impact Assessment Model indicators. Used by the State to negotiate emergency relief funding with the Commonwealth.

# 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)
			1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1 1
		5	
	36		
	C. C		
			i i
	i		

# 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

# 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 <b>could occur</b> 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**

Ri	isk assessment	Consequence				
	matrix	Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Low	Medium	High	Extreme	Extreme
poo	Likely	Low	Medium	High	Extreme	Extreme
Likelihood	Possible	Very low	Low	Medium	High	High
Like	Unlikely	Very low	Low	Low	Medium	Medium
=	Rare	Very low	Very low	Very low	Low	Low

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# 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		

0			15.	
51	gr	าล	tu	re:

Name:

Position:

Date:

# 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:	170
Map of affected area:	

Category of Expenditure <sup>17</sup>	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	\$			

<sup>&</sup>lt;sup>17</sup> 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	1
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.	ž.
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	χ. γ
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	

<sup>\*</sup>Descriptions and timeframes are only indicative.



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