

Local Emergency Management Arrangements (LEMA) Plan 2020

LEMC Endorsement date: 11/09/2020

Full review required: 2025

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CERTIFICATE OF APPROVAL

The City of South Perth Local Emergency Management Arrangements (LEMA) have been prepared by the City of South Perth to address the City's Legislative responsibility under Section 36 and Section 41 of the *Emergency Management Act 2005* and the Emergency Management Regulations 2006.

This document forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the City of South Perth Local Emergency Management Arrangements:

- Local Recovery Plan
- Risk Register and Treatment Schedule
- Emergency Contacts Register
- Resources/Assets Register
- Department of Communities Local Emergency Welfare Plan for the Cannington Region (Supporting City of Belmont, Town of Victoria Park, City of Canning, City of South Perth) for the provision of Welfare Support.

In accordance with State Emergency Management Policy 2.5 and State EM Preparedness Procedure 7, this Plan has been endorsed and noted by the following entities:

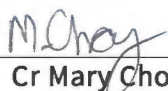
City of Canning/South Perth Local Emergency Management Committee - Endorsement

City of South Perth Council - Endorsement

East Metropolitan District Emergency Management Committee – Tabled for noting

State Emergency Management Committee – Tabled for noting

City of South Perth & City of Canning
Local Emergency Management Committee



Cr Mary Choy, City of South Perth
LEMC Co-Chairperson

11 September 2020
Date

VERSION CONTROL

Document Title	City of South Perth Local Emergency Management Arrangements 2020		
Document ID	D-20-18291	Version	1 – Endorsed by LEMC September 2020
Original Date	June 2020	Next Review Date	2025
Prepared by	Inoka Edirisinghe, Emergency Management Consultant		

AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve this document.

Feedback can include:

- Constructive feedback on the content;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies; and
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section mark the proposed changes & forward to:

E-mail : enquiries@southperth.wa.gov.au

Alternatively by mail addressed to:

Community Development Coordinator
City of South Perth
Cnr Sandgate Street & South Terrace
South Perth WA 6151

The City will refer any correspondence to the Local Emergency Management Committee (LEMC) for consideration and or approval.

All amendments are to be listed in the below table when updated and the details provided to the next available meeting of the LEMC.

Number	Date	Amendment Summary	Author
1	11 September 2020	Version endorsed by LEMC	Inoka Edirisinghe, Emergency Management Consultant
2			
3			
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ACKNOWLEDGEMENTS

The City of South Perth acknowledges the use of material provided by The Attorney Generals Department (Emergency Management), Australian Institute for Disaster Resilience (AIDR), WA State Emergency Management Committee Secretariat, DFES, WALGA EM and other WA State Government Departments and local governments in the preparation of this document.

DISTRIBUTION LIST

Copies of the Local Emergency Management Arrangements (LEMA) for the City of South Perth are issued to the organisations listed below.

Organisation	Number of copies
City of South Perth (Mayor, CEO, LEMC Chair, Local Recovery Coordinators, Leadership Team)	21
City of Canning	1
Department of Fire and Emergency Services (Canning/South Perth)	1
Canning/South Perth SES	1
Department of Communities	1
St. John Ambulance	1
WA Police Force (Cannington Police Station)	1
WA Police Force (Kensington Police Station)	1
WA Police Force (Canning Vale Police Station)	1
District Emergency Management Advisor - DFES	1
East Metropolitan DEMC	1
State Emergency Management Committee	1

An electronic version of the LEMA is also available on the City of South Perth website (contact details redacted for confidentiality).

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either [Section 3 of the *Emergency Management Act 2005*](#) or as defined in the [State EM Glossary](#) or the [WA EM Prevention and Mitigation Procedure 1](#)

TERM	DEFINITION
Combat	To take steps to eliminate or reduce the effects of a hazard upon the community.
Combat Agency	A combat agency prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person 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.
Comprehensive Approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. <i>Syn.</i> 'disaster cycle', 'disaster phases' and 'PPRR'
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency.
Coordination	The bringing together of organisations and elements to ensure effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically within an organisation, as a function of the authority to command and horizontally across organisations as a function of the authority to control.
District	Means the municipalities of Subiaco, Nedlands, Cambridge, Cottesloe, Vincent, Claremont, Mosman Park and Peppermint Grove. This is the local government district <u>not</u> the emergency management district.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

Emergency Management	The management of the adverse effects of an emergency including:- <ul style="list-style-type: none"> a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency. b) Preparedness – preparation for response to an emergency c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
Emergency Management Agency	A Hazard Management Agency, a combat agency or a support organisation as prescribed under the provisions of <i>the Emergency Management Act 2005</i> .
Emergency Risk Management	A systematic process that produces a range of measures that, on being implemented, contribute to the safety and wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.
Hazard Management Agency	A public authority or other person, prescribed by regulations because of that agency’s functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.
Incident	An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.
Incident Controller	The person appointed by the Controlling Agency for the overall management of an incident within a designated incident area
Incident Support Group	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
Essential Services	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
Local Emergency Coordinator	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 <i>Incidents</i> and <i>Operations</i> .

Local Emergency Management Committee	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.
Local Recovery Coordinator	The Local Recovery Coordinator has two broad areas of responsibility:- <ul style="list-style-type: none"> • Responsibility for their own Local Government area local recovery management arrangements. • Coordinate and report on local recovery activities for a particular emergency event, in accordance with plans, strategies and policies determined by the Local Recovery Coordinating Committee.
Municipality	Means the district of the local government.
Operations	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan.
Prevention	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. <i>See also</i> COMPREHENSIVE APPROACH.
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. <i>See also</i> COMPREHENSIVE APPROACH.
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. <i>See also</i> COMPREHENSIVE APPROACH.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.
Risk	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. <ul style="list-style-type: none"> - The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. - A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. - Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk.
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
Risk Statement	A statement identifying the hazard, element at risk and source of risk.
State Emergency Management Plan	A plan prepared under section 18 of the Emergency Management Act 2005 to outline the State arrangements for the emergency management of hazards and support functions (formerly known as WESTPLANS).
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.
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
Welfare Centre	Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

GENERAL ACRONYMS AND REFERENCES

The following acronyms are used in these arrangements

ACRONYM	EXPANSION
CEO	Chief Executive Officer
DPIRD	Department of Primary Industries and Regional Development
DC	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	Emergency Management Act 2005
EMA	Emergency Management Agency
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LGIMT	Local Government Incident Management Team
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SECT	State Exercise Coordination Team
SEMC	State Emergency Management Committee
SES	State Emergency Service
SOP	Standard Operating Procedures
SRC	State Recovery Coordinator
SRCG	State Recovery Coordinating Group
SSP-AWE	State Support Plan – Animal Welfare in Emergencies

PART 1

INTRODUCTION

1.0 INTRODUCTION

1.1 Authority

This document has been prepared in accordance with [Section 41\(1\) of the Emergency Management Act 2005](#) and approved and endorsed by the City of South Perth Council, and endorsed by the Cities of Canning/South Perth Local Emergency Management Committee on: **(11/09/2020)**.

The document has been tabled for information and comment with the East Metropolitan District Emergency Management Committee.

1.2 Aim

The aim of these arrangements is to detail how the City of South Perth will cope with the hazards facing its communities with particular reference to:

- the support of Hazard Management Agencies (HMAs) during their response to an emergency; and
- the primary responsibility of the local government authority for Recovery Management following an emergency.

1.3 Purpose

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

- a) the City of South Perth's preparedness and the capacity in fulfilling the legislative responsibilities of an emergency that may impact the community within its Local Government District;
- b) the roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the City of South Perth;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in b) above;
- d) a description of emergencies that may impact the City of South Perth;
- e) strategies and priorities for emergency management in the City of South Perth;
- f) other matters about emergency management in the City of South Perth prescribed by the regulations; and
- g) other matters about emergency management that the City of South Perth considers appropriate ([S.41\(2\) of the Emergency Management Act 2005](#) (EM Act)).

1.4 Scope

These arrangements are to ensure that the City of South Perth has a plan to deal with the identified emergencies should they arise. It is not the intent of this 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 boundary of the City of South Perth;

- This document details the City of South Perth's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of South Perth's responsibilities in relation to recovery management.

These arrangements are to serve as a plan to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.5 Community Consultation

The City of South Perth has consulted with relevant emergency management stakeholders in the development of these Local Emergency Management Arrangements.

1.6 Area Covered

The City of South Perth Local Emergency Management Arrangements have been prepared for the area Gazetted as the City of South Perth Local Government District.

1.6.1 Community Profile

The City of South Perth is located about four kilometres south of the Central Business District of Perth. It is bounded by the Swan River in the north and north-west, the Town of Victoria Park and the City of Canning in the east and the Canning River in the south and south-west. The rivers not only support a diverse range of bird life, fauna and flora but also serve as valuable public recreational areas. The City has detailed plans for the management of its rivers, parks and reserves.

Encompassing a total land area of approximately 20 km² or 1,983 hectares, the City of South Perth local government area comprises of seven suburbs with a population of 41,989 with 20,232 dwellings based on 2016 Census by the Australian Bureau of Statistics, forecasted to increase to 46,703 in 2021.

1.6.2 Suburbs by Population, Area and Density:

CITY OF SOUTH PERTH Population by Suburb/ Area and Density 2018 ABS ERP			
Suburb	Population	Area (km ²)	Density (persons/ha)
SOUTH PERTH	12,686	5.0	24.20
COMO	14,890	6.0	22.92
KENSINGTON	4,463	2.0	22.26
KARAWARA	2,081	1.0	21.30
WATERFORD	2,365	2.0	15.15
SALTER POINT	2,986	2.0	16.12
MANNING	4,127	2.0	24.39
TOTAL	43,554	20	

1.6.3 Geographic Area



1.7 Related Documents & Arrangements

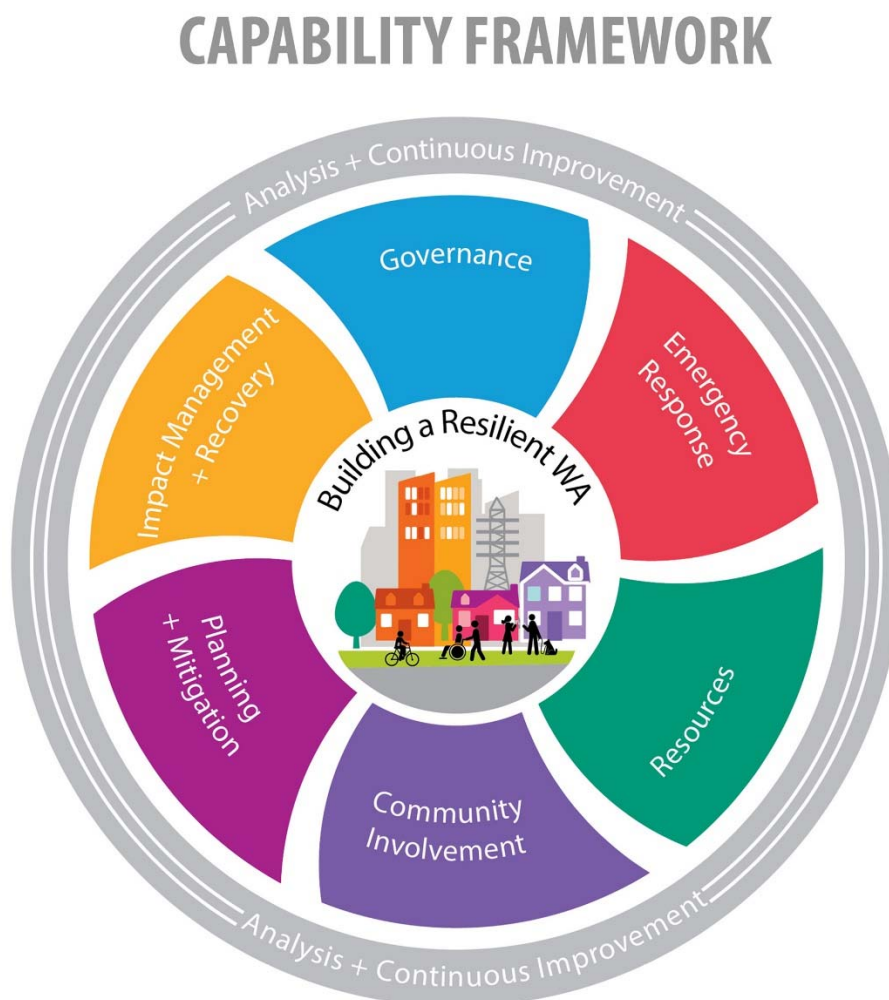
To enable integrated and coordinated delivery of emergency management support within the City of South Perth, this document is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (former WESTPLANS).

1.7.1 State Plans and Policy

WA State Capability Framework, SEMC Policy Statements guiding Local Government, State Emergency (Hazard) Plans and Support Plans, can be viewed on the [State Emergency Management Committee Business Unit website](#).

1.7.1.1 WA State Capability Framework

In development of the Local Emergency Management Arrangements for its local government district, the City of South Perth has strived to utilise and align these plans with the WA State Capability Framework.



[WA State Capability Framework](#)

1.7.1.2 WA State Plans

The State Emergency Management Plan documents the all-hazard EM arrangements in the State and identifies public authorities and other organisations with roles and responsibilities under these.

State Hazard Plans (formerly referred to as Westplans) have been prepared by the Hazard Management Agencies (HMAs) and emergency management agencies with advice and support of SEMC.

State Emergency Support Plans have been developed for a range of support functions and services that are not hazard specific but support EM arrangements across all-hazards, such as welfare, health support & public information.

WA EM plans align with the National EM Plans where applicable. State Emergency Management Committee.

1.7.2 Local Emergency Management Policies & Plans

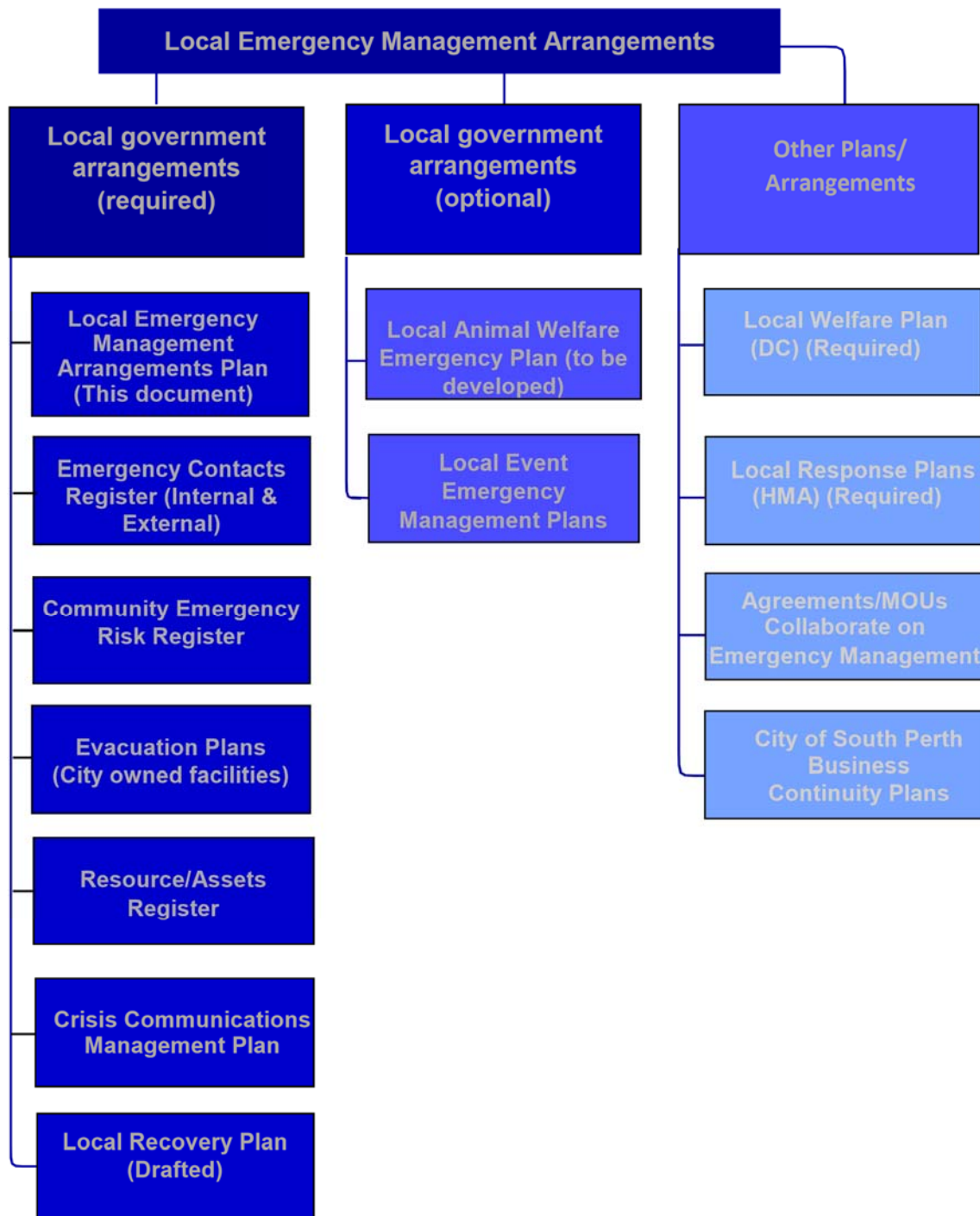
1.7.2.1 Local Emergency Management Policies

The City of South Perth has no specific Emergency Management policies at the time of this plan being adopted.

1.7.2.2 Local Emergency Management Plans

The Local Emergency Management Plans for the City of South Perth, including the Local Emergency Management Arrangements, Local Recovery Plan and other supporting plans and documents, have been developed to be compliant with the State Emergency Management legislation, plans, policies, procedures and the Planning Framework for the Local Governments.

1.7.2.3 Planning Framework for Local Governments



1.7.2.4 Existing Local Plans, Arrangements, and Strategic & Corporate Framework

Relevant local plans and arrangements that currently exist for the City of South Perth local government area are listed below for reference purposes.

1.7.2.4 (a) Local Plans – City of South Perth

Document	Owner	Currency	Location
Local Emergency Management Plan (this document)	Community, Culture and Recreation	Current	D-20-18291
Local Recovery Plan	Community, Culture and Recreation	Current	D-20-28214
Community Emergency Risk Register	Community, Culture and Recreation	Current	D-20-57925
Business Continuity Plans	Governance	Current	RM/303-1
Facility Emergency Evacuation Plans	OSH	Current	http://icosp.cosp.internal/hr/OSHPages/OSH-Incident-Management-Emergency-Planning.aspx
Crisis Communications Management Plan	Marketing & Communication	Current	D-20-21186
Major Events Emergency Management Plans	Community, Culture and Recreation	Current at each event date	<ul style="list-style-type: none"> • Australia Day Event: D-20-4529, D-20-4531, D-20-4534, D-20-4575 • South Perth Sounds Concert: D-19-1810 • Hello Manning Festival: D-19-2409

1.7.2.4 (b) Agreements, understandings and commitments

Type	Parties to the Agreement	Summary of the Agreement
MOU	Cities of Perth, South Perth, Subiaco, Vincent, Town of Victoria Park	To explore possible collaboration opportunities on strategic issues impacting on the participating local governments
MOU	Cities of South Perth & Canning, Town of Victoria Park and Curtin University of Technology	To explore possible collaboration opportunities & establishment of a co-operative relationship.
MOU	City of South Perth & Shenton Park Dogs' Refuge	To formalise the commitment to assist in the evacuation, care and welfare of the dogs displaced by an emergency situation.
MOU	City of South Perth & Cat Haven	To formalise the commitment to assist in the evacuation, care and welfare of the cats displaced by an emergency situation.

1.7.2.4 (c) Strategic & Corporate Framework

Strategic Context	Strategic Summary	Strategic Linkage
Strategic Community Plan 2020-2030	Outlines the community aspirations, priorities and vision for the future of the City and sets out the key strategies required to achieve these over a ten year period.	1.3.2 Develop and implement effective Emergency Management Arrangements
Corporate Business Plan 2020-2024	Translates the community aspirations of the SCP into operational priorities, outlining in detail the actions, services and performance measurements required for delivery over a four year period.	1.3.2 Emergency Management. Continue with the development of the City's Local Emergency Management Arrangements (LEMA) suite of plans. Assist with the coordination of the Local Emergency Management Committee in partnership with City of Canning.
Risk Management Framework (Internal)	Provides the architecture for a common platform for all internal risk management activities undertaken by the City, from individual functional, process or project based assessments to whole-of-organisation assessments.	Risk Management Plans (RMP) - Internal Risk Register (Internal)

1.8 Emergency Contacts for the City of South Perth

CITY OF SOUTH PERTH EMERGENCY MANAGEMENT ROLES				
Officer	Designation	Directorate	EM Role	Contact
[REDACTED]	Mayor	Council	Council Spokesperson	[REDACTED]
[REDACTED]	Councillor	Council / LEMC Chair	Liaison with LEMC	[REDACTED]
[REDACTED]	CEO	Office of CEO	Executive Leadership	[REDACTED]
[REDACTED]	Director Corporate Services	Corporate Services	Executive Leadership	[REDACTED]
[REDACTED]	Director Infrastructure Services	Infrastructure Services	Executive Leadership	[REDACTED]
[REDACTED]	Director Development & Community Services	Development & Community Services	Executive Leadership	[REDACTED]
[REDACTED]	Manager Community, Culture and Recreation	Development & Community Services	Local Recovery Coordinator	[REDACTED]

CITY OF SOUTH PERTH EMERGENCY MANAGEMENT ROLES				
Officer	Designation	Directorate	EM Role	Contact
[REDACTED]	Community Development Coordinator	Development & Community Services	Deputy Local Recovery Coordinator	[REDACTED]
[REDACTED]	Manager Finance	Corporate Services	Finance Advice	[REDACTED]
[REDACTED]	Manager Governance	Chief Executive Office	Governance Advice	[REDACTED]
[REDACTED]	Manager Human Resources	Chief Executive Office	HR Advice	[REDACTED]
[REDACTED]	Manager Information Systems	Corporate Services	IT Advice	[REDACTED]
[REDACTED]	Manager Stakeholder & Customer Relations	Corporate Services	Stakeholder & Customer Relations Advice	[REDACTED]
[REDACTED]	Manager Development Services	Development and Community Services	Development Services Advice	[REDACTED]
[REDACTED]	Manager Library Services	Development and Community Services	Library Services Advice	[REDACTED]
[REDACTED]	Manager Strategic Planning	Development and Community Services	Strategic Planning Advice	[REDACTED]
[REDACTED]	Manager Business & Construction	Infrastructure Services	Business & Construction Advice	[REDACTED]
[REDACTED]	Manager Assets & Design	Infrastructure Services	Assets & Design Advice	[REDACTED]
[REDACTED]	Manager Programs Delivery	Infrastructure Services	Programs Delivery Advice	[REDACTED]
[REDACTED]	Ranger Services Coordinator	Chief Executive Office	Local Government ISG Liaison Officer	[REDACTED]
[REDACTED]	Recreation Development Coordinator	Development & Community Services	Local Government Welfare Liaison Officer	[REDACTED]
[REDACTED]	Marketing Coordinator	Chief Executive Office	Emergency Communications Officer	[REDACTED]

CITY OF SOUTH PERTH EMERGENCY MANAGEMENT ROLES				
Officer	Designation	Directorate	EM Role	Contact
[REDACTED]	Customer Service Coordinator	Corporate Services	Emergency Support Officer	[REDACTED]

1.9 Special Considerations

The City of South Perth has a number of special considerations that may impact emergency management arrangements and delivery of related services in the event of an emergency.

1.9.1 Critical Infrastructure within the City of South Perth

Item	Location	Owner	Contact Details
Civic Centre	Cnr Sandgate & South Terrace, South Perth WA6151	City of South Perth	9474 0777
Operations Centre	199 Thelma Street, COMO WA6152	City of South Perth	9474 0777
Canning Bridge	Canning Highway, Como WA6152	Public Transport Authority of WA	9326 2000
Narrows Bridge	Kwinana Freeway, South Perth WA6151	Public Transport Authority of WA	9326 2000
Mt. Henry Bridge	Kwinana Freeway, Salter Point WA6152	Public Transport Authority of WA	9326 2000
Canning Bridge Station	Como WA6152	Public Transport Authority of WA	9326 2000
Kwinana Freeway	From Narrows Bridge to Mt. Henry Bridge	Main Roads WA	138 138
Canning Highway	From Berwick Street to Canning Bridge	Main Roads WA	138 138
Mandurah Rail Line	From Narrows Bridge to Mt. Henry Bridge	Public Transport Authority of WA	9326 2000
Power supply network	Various (refer to power supply map)	Western Power	13 13 51
Gas supply network	Various (refer to gas supply map)	ATCO Gas	13 13 56
Water supply network	Various (refer to water supply map)	Water Corporation	13 13 75
Sewage network	Various (refer to sewage map)	Water Corporation/ City of South Perth	13 13 75 9474 0777
Telecommunication network	Various	NBN	1800 687 626
Mobile telephone transmission towers	Various	Telstra Optus Vodafone	13 22 00 133 937 1300 801 122

1.9.2 Places of Cultural/Heritage Importance to the City of South Perth

The following table depicts some of the heritage sites that have been listed under “Category A” of the City’s Local Heritage Inventory, which could be referred for further details on <https://southperth.wa.gov.au/development/planning/local-heritage>.

Property	Location	Description
Canning Bridge	Canning Highway, Como	The bridge supported on timber piles, spans the Canning River at the narrowest point where the river flows into the Swan River in Como & Applecross.
Narrows Bridge	Kwinana Freeway, South Perth	The Narrows Bridge comprises three separate structures which appear to form one single bridge.
Old Mill and Cottage	Melville Place, South Perth	The Old Mill is a traditional circular, stone structure, and has aesthetic value as a rare example of a stone and shingle industrial structure built in the 1830s in good condition
Milyu Nature Reserve and Marine Park	Kwinana Freeway, South Perth	Situated on the western side of the Kwinana Freeway, the Marine Park has an area of about 95 ha, extending out into the river in a triangular shape between Judd Street and South Terrace. It consists of tidal flats and the fringing belt of vegetation adjacent to the Kwinana Freeway on reclaimed land.
Perth Zoo	20 Labouchere Road, South Perth	Opened on 17 October 1898, the 41 acre facility has become a focal point of family entertainment since its earliest days.
Clontarf Aboriginal College	295 Manning Road, Waterford	A former orphanage, farm and school dating from 1901 to 1973, containing buildings in a variety of styles.

1.9.3 Aboriginal Heritage sites within the City of South Perth

The following aboriginal heritage sites were derived from the Department of Planning, Lands and Heritage (<https://maps.daa.wa.gov.au/AHIS/>).

Registered Aboriginal Site ID	Name of Site	Location	Description
24319	Wadjup	Waterford	Ceremonial, Camp, Meeting Place, Named Place Currently used by Noongar people
3536	Swan River	South Perth	Mythological
3538	Canning River	Salter Point	Mythological, Named Place, Ochre, Water Source
21218	Clontarf East Field Site 1	Waterford	Artefacts / Scatter
3705	Foreshore Camping Ground	South Perth/Como	Camping, hunting place
3166	Hurlingham Road	South Perth	Artefacts/Scatter
119	Winjan	Salter Point	Historical
3865	Boongala Close	Como	Artefacts/Scatter
	Millers Pool	South Perth	Historical site
4406	Como/Milyu Nature Reserve and Marine Park	Kwinana Freeway, South Perth	Fish Trap

1.9.4 Major facilities owned by other entities within the City of South Perth district.

Facility	Owner	Location	Contact Details	EM Plan
Canning Bridge Station	Public Transport Authority	Kwinana Freeway, Como WA6152	9326 2000	Yes
Technology Park (western portion)	Department of Jobs, Tourism, Science and Innovation (managed by Burgess Rawson WA Pty Ltd.)	2 Brodie-Hall Dr, Bentley WA 6102	9288 0288	Yes
Waterford Plaza Shopping Centre	Midpoint Holdings Managed by Lease Equity	230 Manning Road, Karawara WA6152	9450 6095	Yes
South Perth Hospital	South Perth Hospital Inc.	76 South Terrace, South Perth WA 6151	9367 0222	Yes
Mends Street Precinct	Various	Mends Street	Various	Yes
Angelo Street Precinct	Various	Angelo Street	Various	Yes
Preston Street Precinct	Various	Preston Street	Various	Yes
Perth Zoo	<ul style="list-style-type: none"> - Part of Department of Biodiversity, Conservation and Attractions - Administered by the Zoological Parks Authority 	20 Labouchere Road, South Perth WA 6151	9474 0444	Yes

In the event of an emergency these entities have their own emergency plans and should be contacted directly.

1.9.5 Seasonal Events and Major Community Events

The Seasonal Events and Major Community Events Calendar is developed for each financial year.

Please refer the Seasonal Events and Major Community Events calendar ([RM8 folder W21694-1](#)) of the pertinent financial year for details.

1.9.6 Special Needs Groups

The Controlling Agency that is planning evacuation would need to be able to identify people and locations, which may require special attention and/or resources.

Special needs groups may be:

- Aged Care Facilities & Retirement Villages
- Childcare Centres
- Schools & Colleges
- Hospitals & Nursing Homes
- Play Groups
- Persons with disabilities
- Culturally and Linguistically Diverse (CaLD) communities

These sectors should have their own evacuation arrangements, however, the Controlling Agencies may need to assist these groups when impacted by a widespread emergency event. Please refer **Annexure 5** for details (where available).

1.9.7 Volunteer Management

It is acknowledged that volunteers (including spontaneous volunteers) may bring skills, local knowledge, an understanding of local resources and the trust of the affected community that would be useful in assisting people who are impacted during an emergency.

The City of South Perth has a [Management Practice – Volunteer Procedures \(M646\)](#) that would assist with the management of volunteers during a disaster response & recovery effort within the City of South Perth local government district.

Effective management of potential spontaneous volunteers and directing them towards affiliations such as Volunteering WA, who has a role in managing affiliated and spontaneous non-affiliated volunteers during an emergency, would benefit the response and recovery effort. The City should liaise with Volunteering WA to discuss their capacity for managing affiliated and spontaneous non-affiliated volunteers following a local emergency. In addition, the City will also liaise with existing local community groups who have volunteers to discuss their potential involvement in undertaking tasks to assist the community.

1.10 Financial Arrangements

State EM Policy 5.12, State EM Plan 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City of South Perth 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, if an emergency event requiring resourcing by the City of South Perth occurs, to ensure that the desired level of support is achieved.

Additional funding of emergency and recovery activities may also be accessed under the Local Government Act 1995:

- S 6.8(1)(b) or (c) - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the Mayor in an emergency and then reported to the next ordinary meeting of the Council.
- S 6.11(2) - to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where “the mayor has authorised expenditure in an emergency.” This would still require a formal decision of the Council before money can be accessed.
- S 6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

To ensure accurate records of costs associated with an emergency, the City of South Perth will establish specific cost centres, as and when required, to which all costs will be allocated for each incident of emergency. The City's business units will be advised when such cost centre is created and to be used.

PART 2

PLANNING

2.0 PLANNING

2.1 Local Roles & Responsibilities

2.1.1 Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions (Section 37(4) of the Emergency Management Act) -

- to provide advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements for the district;
- to assist hazard management and controlling agencies in the provision of a coordinated response during an emergency in the district; and
- to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Local Emergency Coordinator (LEC) for the City of South Perth Local Government District is the Officer in Charge (OIC) of the Kensington Police Station.

2.1.2 Local Government

The term Local Government in this document refers to the City of South Perth.

It is a function of a local government (Section 36 of the Emergency Management Act 2005):

- subject to the Emergency Management Act 2005, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under this Act.

Included in the expectation of Local Governments emergency management activities may be:

- Implementing procedures that assist the community and emergency services deal with incidents
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability
- Liaise with the Incident Controller (provide a Liaison Officer)
- Participate in the ISG and provide local support
- Where an identified evacuation centre is a building owned and operated by the local government, provide a Liaison Officer to support the Department of Communities.
- Report any matters likely to impact the City's internal systems and resources

The City of South Perth staff will be activated to fulfil the following main roles during an emergency response and recovery event. The allocation of staff will be assessed and determined according to the size and complexity of the emergency event.

2.1.2.1 Council Spokesperson (Mayor/CEO)

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 public and liaise with the Media on behalf of the City during the Recovery Phase. The role will also assist with meeting high profile visitors and community members.

2.1.2.2 Local Recovery Coordinator (Manager Community, Culture & Recreation) & Deputy Local Recovery Coordinator (Community Development Coordinator)

To ensure the development and maintenance of effective recovery management arrangements for the City of South Perth. In conjunction with the Local Recovery Committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

2.1.2.4 Emergency Welfare Liaison Officer (Recreation Development Coordinator)

During an evacuation where a City of South Perth facility is utilised by the Department of Communities (DC), provide advice, information and resources regarding the operation of the facility.

2.1.2.5 Local Government Liaison Officer for the ISG (Ranger Services Coordinator)

During a major emergency, the Local Government Liaison Officer assists the Recovery Coordinator by attending ISG meetings to represent the City of South Perth, provides local knowledge and provides details contained in the LEMA.

2.1.2.6 Emergency Communications Officer (Marketing Coordinator)

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 South Perth Crisis Communications Management Plan.

2.1.2.7 Emergency Support Officer (Customer Service Coordinator)

The Emergency Support Officer will provide logistical support and clerical assistance to all City of South Perth staff activated during an emergency event.

2.2 Local Emergency Management Committee (LEMC)

The Cities of Canning and South Perth have established a joint LEMC under the provisions of S.38(1) of the Emergency Management Act 2005 and State EM Preparedness Procedure 7 to plan, administer and test the individual plans and other plans and documents that make up the Local Emergency Management Arrangements of each of the partners.

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

The functions of the Local Emergency Management Committee (LEMC) are:

- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- b) to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

(Section 39 of the Emergency Management Act 2005)

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 term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

2.2.1 LEMC Meeting Frequency

The Cities of Canning & South Perth LEMC meets every first Tuesday in February, May, August and November at 0830 hours, hosted by the two Cities on alternate meetings, in line with the meeting and business cycle as recommended in [State Emergency Management Preparedness Procedure 7](#).

2.2.2 LEMC Membership

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 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.

City of South Perth/City of Canning LEMC Agency Representation	
City of South Perth	WA Police (Belmont)
City of Canning	WA Police (Canning Vale)
DFES (FRS)	Perth Zoo
DFES (SES)	Curtin University
Department of Communities	St. John Ambulance
WA Police (Cannington)	ACTIV Foundation
WA Police (Kensington)	

2.2.2.1 LEMC Chairperson

The Chairperson of the LEMC is appointed by the Local Government (Section 38 of the Emergency Management Act 2005) and provides leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

Nominated Elected Members from the City of South Perth and the City of Canning share the Chairperson role for the LEMC meetings.

2.2.2.2 LEMC Deputy Chair

The role of the Deputy Chair is shared by the Officers in Charge of Cannington Police Station and the Kensington Police Station, alternatively.

2.2.2.3 LEMC Executive Officer

Provide executive support to the LEMC by:

- Providing secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Maintenance of committee membership contact register;
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:
 - Annual Report;
 - Annual Business Plan;
 - Maintenance of Local Emergency Management Arrangements;
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- Participate as a member of sub-committees and working groups as required.

The Executive Officer duties of the combined LEMC are shared by the two cities on a rotational basis.

2.3 Agency Roles & Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency.

2.3.1 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' (Section 4 Emergency Management Act 2005). The Hazard

Management Agencies are prescribed in the Emergency Management Regulations 2006. Their function is to:

- Undertake responsibilities where prescribed for these aspects (Emergency Management Regulations]
- Appointment of Hazard Management Officers (Section Emergency Management Act)
- Declare / Revoke Emergency Situation (Sections 50 and 53 Emergency Management Act)
- Coordinate the development of the State Hazard Plans (former WESTPLANS) for that hazard (State Emergency Management Policy 1.5)

Ensure effective transition to recovery by Local Government

Hazard management agencies are prescribed in Part 3 of the Emergency Management Regulations 2006.

2.3.2 Controlling Agency

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

The function of a controlling agency is to;

- undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- control all aspects of the response to an incident.

During Recovery, the controlling agency will ensure effective transition to recovery.

2.3.3 Combat Agencies

A combat agency, as prescribed by Section 6 subsections (1) and (2) of the Emergency Management Act 2005, is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

2.3.4 Support Organisations

A support organisation prescribed under Section 6 subsections (3) and (4) 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 providing support functions prescribed by the regulations in relation to that organisation.

A support organisation 'provides essential services, personal or material support' during an emergency. An example may be the Department of Communities along with key partnering agencies managing evacuation centres, and providing support services such as accommodation, catering, clothing & personal requisites, personal support services, registration & reunification and financial assistance.

PART 3

**EMERGENCY
RISK
MANAGEMENT**

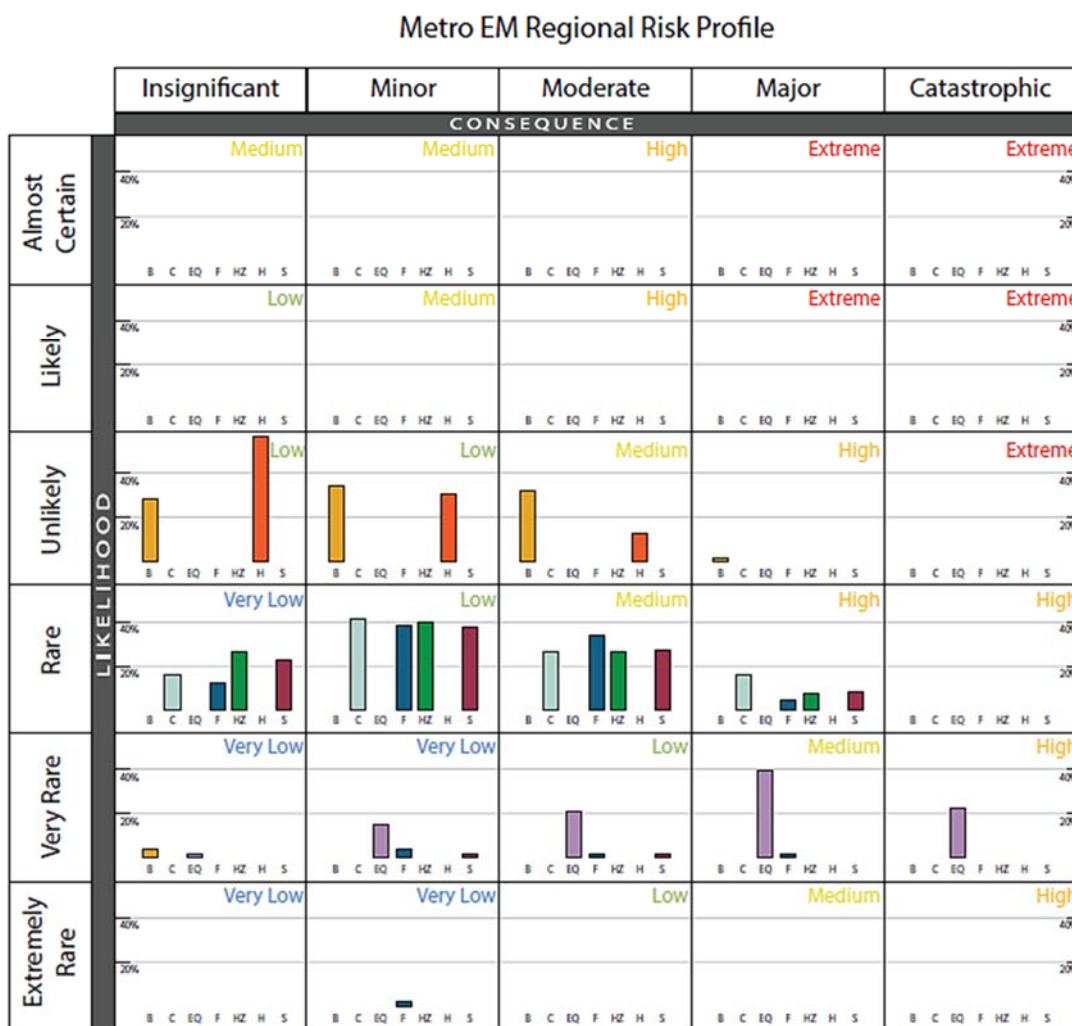
3.0 EMERGENCY RISK MANAGEMENT

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments, the joint Cities of Canning & South Perth LEMC, HMAs and other relevant agencies 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.

3.1 Risk Identification

3.1.1 Risk Profile for Metropolitan Region

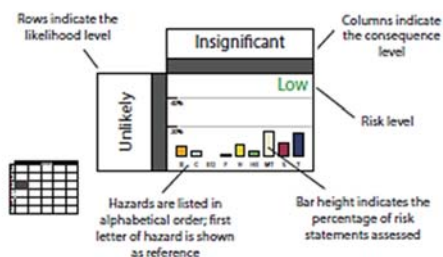
The figure below depicts the percentage of risk statements for each hazard assessed in the Perth Metropolitan Region categorised by their likelihood, consequence and risk level developed through the State Risk Project (District). SEMC Metropolitan Emergency Management Districts Risk Assessment Report



Legend

- Bushfire (B)
- Cyclone (C)
- Earthquake (EQ)
- Flood (F)
- HAZMAT (HZ)
- Heatwave (H)
- Storm (S)

Key



3.1.2 Hazards Identified for Western Australia, Perth Metropolitan Area & City of South Perth

State Hazards

The state government through its State Emergency Management Committee has identified the most likely current hazards that could occur within the state are (in no particular order):

1. Bushfire
2. Cyclone
3. Earthquake
4. Heatwave
5. Flood
6. Storm and
7. Tsunami.

Perth Metropolitan Area Hazards

The State Emergency Management Committee has identified the most likely current hazards that could occur within the Perth metropolitan area are (in no particular order):

1. Storm
2. Heatwave
3. Hazardous materials (HAZMAT)
4. Earthquake
5. Bushfire
6. Cyclone and
7. Flood.

City of South Perth Hazards selected for assessment

From a local context, the major hazards identified that could potentially affect the City of South Perth area are listed below (in no particular order):

1. Storm
2. Hazardous Materials (HAZMAT)
3. Air Crash
4. Heatwave
5. Flood
6. Earthquake

Note: *The above foreseeable hazards was further analysed below to determine the most significant risks in priority order for the City of South Perth. The City's Local Emergency Management Arrangements (this document) is based on the premise that the Hazard Management Agency responsible for the above risks will develop, test and review appropriate emergency management plans for the hazards under their appointed responsibility.*

3.2 Emergency Risk Management Process

The process and mandate for local governments to undertake risk management is detailed in the State Emergency Management Policy (Section 3.2 Emergency Risk Management Planning).

3.2.1 Consultation

Stakeholder input for risk identification was undertaken by way of consultation with identified stakeholders with subject matter expertise from within the City of South Perth, the State/Local emergency management community, including the joint Cities of Canning/South Perth LEMC members.

3.2.2 Risk Assessment & Analysis

Through participating in the Joint Emergency Risk Assessment Workshops conducted in July, September & November 2019, the City of South Perth has assessed the hazards that were identified for its local government Area. These hazards and risk assessments will be reviewed annually every five years.

Risk assessments were carried out in line with AS/NZS ISO 31000:2009 to analyse and evaluate the most significant risks for the City of South Perth.

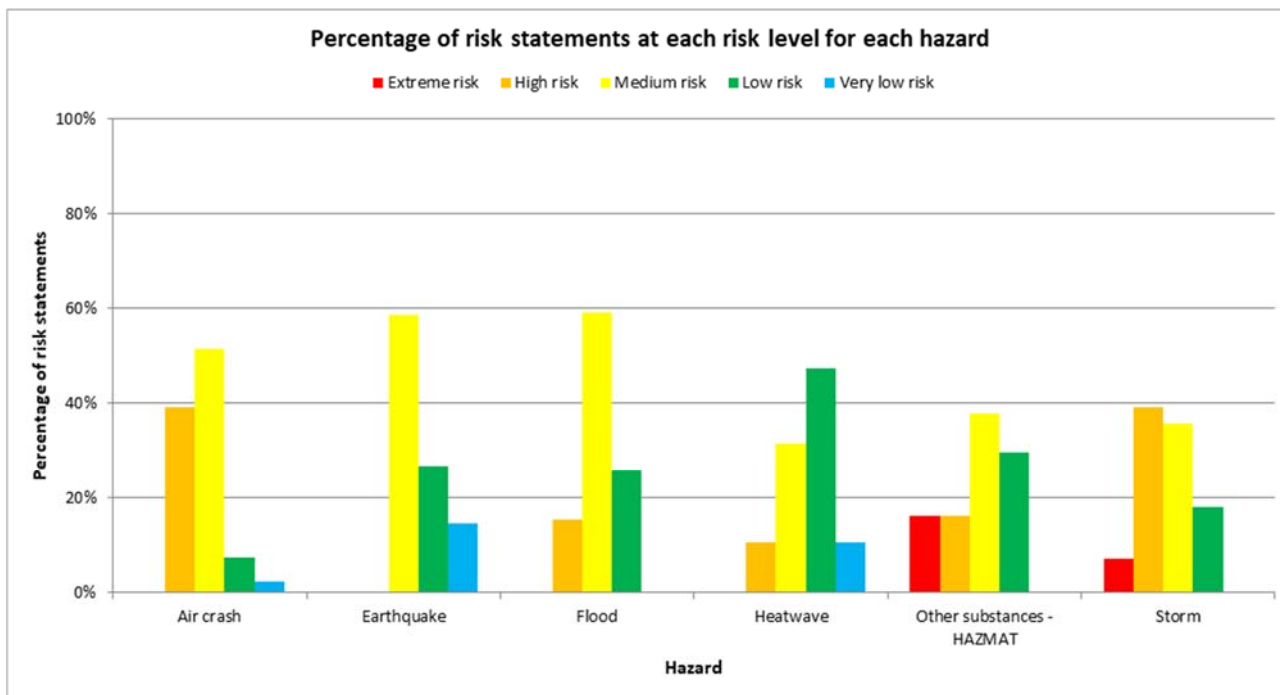
The WA Risk Register Tool was used to capture the data for the risk statements for each hazard assessed for the level of consequence, likelihood and confidence level. The risk level and the priority levels were auto generated and a treatment action recommended for each risk statement.

Once all six hazards identified were assessed, a comprehensive risk analysis was undertaken to determine the five priority hazards for the City as required. The City's Emergency Risk Register (**Annexure 3**) has been developed subsequent to the risk analysis. Once analysed, the five hazards for the City to progress to the Treatment Phase have been determined as follows, in order of priority:

1. HAZMAT
2. Storm
3. Air Crash
4. Flood
5. Heatwave

Note: *Since earthquake did not pose a high level of consequences for the City subsequent to the risk analysis (see graph below), this hazard has not been progressed for analysis at the treatment phase. If subsequent information is presented to the City to illustrate an increase in the earthquake consequence level, the City will consider development of earthquake treatment.*

The following graph was automatically generated and derived from the City of South Perth Risk Register for all hazards assessed. It shows the percentage of risk statements at each risk level for each hazard that was assessed.



3.3 Review of Hazards

The above hazards identified in the City’s Local Emergency Management Arrangements (this document) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government decides it is appropriate to consider new/emerging/obsolete hazards (see ‘Section 9 – Evaluation’ for more information).

Note: Beginning of the year 2020 saw the worldwide health emergency in the spreading of the Novel Coronavirus, believed to have originated in China, into other countries, which resulted in COVID-19 being declared a pandemic by the World Health Organisation. The situation escalated very fast due to international travel and many countries closed their borders and implemented many measures to reduce the rate of spreading of the virus. However, at the time of endorsement of this plan, the full impacts of COVID-19 have not been established as the health emergency was still unfolding. The consequences of COVID-19 will not be quantifiable until such time that the situation stabilises. Therefore, the City of South Perth may consider conducting required Risk Assessments and Risk Analysis of the Human Epidemic hazard as part of the process of the next review of the LEMA. Depending on the results of the risk assessment and analysis, the City would determine the inclusion of Human Epidemic in the City’s Risk Register.

3.4 Emergency Risk Register, Mitigation & Treatment Plans

The City of South Perth has developed a Risk Register resulting from the Risk Assessments undertaken for the six identified hazards for its local government area. Further, the Emergency Risk Register is included in this document under Annexure 3. Once developed, the Emergency Risk Management Plan will become a part of the LEMA for the City. Mitigation and Treatment Plans will be developed in due course by the HMAs for the said hazards.

3.5 Emergency Risk Management Strategies and Priorities

Priority	Strategy
Identify Risks	Formulate treatment plans for the priority risks as identified.
Community Awareness	<ul style="list-style-type: none"> - Conduct community Awareness sessions - Public Warning Systems - EM page on City of South Perth website
Access to resources	Keep City of South Perth's Contact & Resource/Asset Registers up to date
Providing Support to the HMA	Keep LEMA up to date and staff trained in EM responsibilities.
Open evacuation centres	<ul style="list-style-type: none"> - Maintain a register of trained Welfare Centre support staff. - Keep facilities evacuation ready. - Keep Emergency Kits updated (South Perth Community Hall and George Burnett Leisure Centre).
Inter-organisational contacts, communication and knowledge	Holding regular LEMC meetings and attendance at DEMC meetings.
Training & Exercising LEMA	<ul style="list-style-type: none"> - Welfare Centre and Recovery training for staff - Set up Early Response Teams - Emergency Operational procedure for the City of South Perth - Exercise the LEMA including Recovery plans
Media Management	The Local Recovery Coordinator in liaison with the Media Officers (Corporate Communications) will manage the public information during the recovery phase of the emergency. The Mayor or CEO are the spokesperson/s. Also refer to the "Crisis Communication Management Plan."

PART 4

RESPONSE

4.0 RESPONSE

4.1 Emergency Management Structure & Response Levels

The Local Emergency Management Arrangements for the City of South Perth are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and Plans as applicable to local governments.

Upon the occurrence of an emergency incident, the HMA will make an assessment of the severity or likely impact of the event and make an informed decision of the level to be assigned as identified below. Local response refers to the level of support required by the event level assigned.

It is recognised that the HMAs and combat agencies may require local government resources and assistance in an emergency on the local level. The City of South Perth is committed to providing assistance/support if the required resources are available, where reasonably practicable, through the Incident Support Group, if and when formed.

The process for making and reviewing an incident level declaration is described in [State Emergency Management Response Procedure 2](#).

EVENT LEVEL	LOCAL RESPONSE
<p>Level 1</p> <p>(No significant issues, single agency response, minimal community impact)</p>	<ul style="list-style-type: none"> - there are no significant issues; - there is a single or limited multi-agency response (day-to-day business); - the incident area is limited in extent (i.e. to one jurisdiction or district); - the response duration is within a single shift; - resources can be sourced from one local government district; - there is minimal impact on the community and critical infrastructure; - the incident can be managed by a Controlling Agency IMT only; - there is a low level of complexity; and/or - there is potential for low incident escalation.
<p>Level 2</p> <p>(Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency situation)</p>	<ul style="list-style-type: none"> - a limited multi-agency response is required; - coordination of multi-agency resources is required; - 6 Agencies such as DPIRD, DoT Marine, Public Utilities Office and WA Health may use different level classifications for their incidents, which may align to national or industry level classifications. - there is a duration covering multiple shifts; - there is medium term impact on critical infrastructure; - resources are sourced from district or State level; - there is a medium level of complexity; - one or two incident areas are involved; - there is a medium impact on the community (health, safety, economic, technological or other);

EVENT LEVEL	LOCAL RESPONSE
	<ul style="list-style-type: none"> - there is potential for the incident to be declared an ‘emergency situation’; and/or - the incident involves multiple hazards.
<p>Level 3</p> <p>(Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)</p>	<ul style="list-style-type: none"> - requires significant coordination of a multi-agency response; - there is a protracted response duration; - there is significant impact on critical infrastructure; - resources need to be sourced from State, National and even International level; - there is a high level of complexity; - there is significant impact on the routine functioning of the community (health, safety, economic, technological or other); - there are multiple incident areas; - evacuation and/or relocation of community is required; - there is actual or potential loss of life or multiple, serious injuries; and/or - a declaration of an ‘emergency situation’ or ‘state of emergency’ is likely.

4.2 Coordination of Emergency Operations

A concerted effort is required by all relevant levels of governments, government departments, non-government, private and community/volunteer agencies to deliver a coordinated response during an emergency, depending on the magnitude and the impact of the incident.

4.2.1 Emergency actions

The City of South Perth will receive warnings in the form of weather alerts and relevant information from the Hazard Management Agency regarding emergency events occurring in or likely to impact the district of the local government. The local government officers responsible for emergency management will ensure that the City of South Perth reacts to emergencies in a timely and purposeful way in-line with State Emergency Management plans, policy and procedure.

To ensure a timely response to any of the hazards that may occur, City of South Perth’s internal and external local/district contact details for HMA, Combat and Supporting Agencies are listed within the Emergency Contacts Register – Internal & External (Non-public document) under **Annexure 1**.

HMA, Controlling and Support Agencies may require resources held by the City of South Perth and assistance to manage the emergency. The City is committed to providing assistance/support if the required resources are available. The Resource/Assets Register (Non-public document) could be found under Annexure 2.

4.2.2 Local Government’s Involvement in Response

The City of South Perth ensures that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the City of South Perth will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG), should one be called, and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

4.2.3 Activation of the Local Emergency Management Plan

The Hazard Management Agency, Controlling Agency or the Local Emergency Coordinator (LEC), in consultation with the hazard management or controlling agency, is responsible for the activation of the relevant Hazard Plans and for activating the required organisations, including the Local Government in accordance with these arrangements, and the operational plans and procedures of the respective agencies.

4.3 Incident Support Group (ISG)

The ISG is convened by the Incident Controller appointed by the Controlling Agency 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.

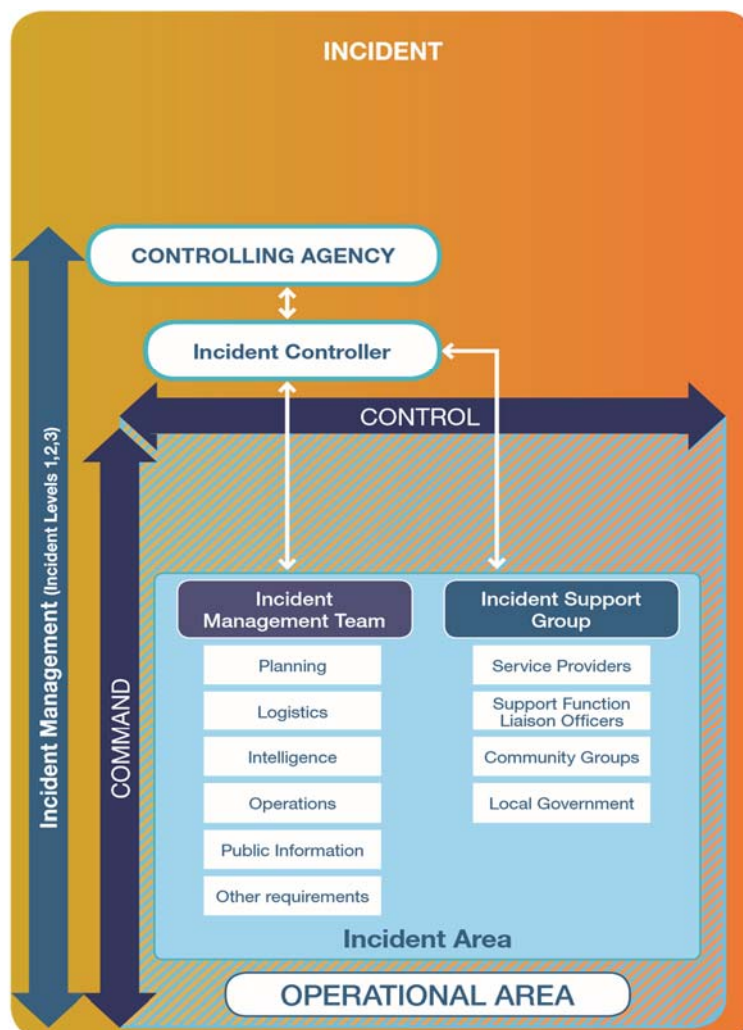


Figure 6: Establishment of ISG

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4.3.1 Role of the ISG

The role of the ISG is to provide support to the Incident Management Team. The ISG is a group of officers representing the different agencies who may have involvement in the incident.

4.3.2 Triggers for an ISG

The triggers for an Incident Support Group are defined in the State EM Policy Statement 5.2.2 and the State EM Plan Section 5.1.

These are;

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

4.3.3 Membership of an ISG

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

The Local Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and official 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.

4.3.4 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.

4.3.5 Location of Emergency Coordination Centres (ECCs) for 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, which could be used as Emergency Coordination Centres (ECCs) within the City of South Perth Local Government District:

	Centre Name	Address	Capacity and available resources	Contacts
City of South Perth	ECC Location 1	City of South Perth Civic Centre Reception Room Cnr Sandgate Str. and South Terrace SOUTH PERTH WA6151 Tel: 9474 0777	<ul style="list-style-type: none"> Capacity: 100 people max O/head projector WiFi connectivity 	[REDACTED]
	ECC Location 2	City of South Perth Operations Centre Conference Room 199 Thelma Street COMO WA 6152 Tel: 9474 0777	<ul style="list-style-type: none"> Capacity: 30 people max O/head projector WiFi connectivity 	[REDACTED]
	ECC Location 3	George Burnett Leisure Centre Seminar Room 1 Seminar Room 2 Cnr Manning Rd and Elderfield Rd, KARAWARA WA 6152 Tel: 9474 0855	<ul style="list-style-type: none"> Capacity: 84 (standing) Capacity: 58 (standing) 	[REDACTED]

4.3.6 Activation and Closing of the ECC

The decision to activate an ECC will be made by the hazard management or controlling agencies' Incident Controller or the Local Emergency Coordinator by request to the City of South Perth or the establishment of the ISG during an emergency.

The ECC will be closed as directed / decided by the Local Emergency Coordinator.

4.4 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/HMA ([State Emergency Management Policy 5.6 Public Information](#)).

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.). However, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public. The media officer, appointed by and representing the responsible Controlling Agency/HMA, will coordinate all media releases in relation to a particular emergency situation.

4.4.1 City of South Perth Spokesperson

Upon commencement of the Recovery phase, i.e. upon the HMA officially handing the incident over; the responsibility for all communication to the public will become the responsibility of the City of South Perth.

The Local Recovery Coordinator, in liaison with the Media Officers, will manage the public information during the recovery phase of the emergency. Direct communications with the public will only be through the Mayor and CEO (by delegated authority) as the official spokespersons for the City of South Perth.

4.4.2 Communications Approvals/Sign-off Process


Communication material directly relating to or to be issued on behalf of the City of South Perth must be approved by the Manager of Governance of the City of South Perth. It is the responsibility of the CEO to ensure that information relied upon in approving external communications is correct.

4.4.3 Crisis Communications Management Plan

The City of South Perth has developed a Crisis Communications Management Plan to guide the management of communication during a crisis/emergency. The Crisis Communications Management Plan forms a part of the LEMA suite of documents for the City of South Perth. The City will activate this plan during an emergency management situation in its Local Government District.

4.4.4 Public Warning Systems

During times of an emergency, one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. The Hazard Management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

DESCRIPTION	CONTACT
RADIO	
<ul style="list-style-type: none"> • ABC Local radio 720 <p>Official emergency broadcasting station for Perth region. Provides emergency updates, advice and information. Warnings will be replayed at regular intervals until the emergency is over</p>	<p>ABC Local Radio (720 AM) 6PR and other news bulletins</p>
COMMUNITY LIAISON	
<ul style="list-style-type: none"> • DFES Community Liaison Officer <p>Depending on the size of the incident, a DFES Liaison officer may be appointed to provide face to face communications between the IMT and the affected community</p>	<p>0427 080 689</p> <p>Refer contact register EM Handbook</p>
CALL CENTRES/ Public Information Lines	
<ul style="list-style-type: none"> • DFES public information line (current emergencies & alerts) 	<p>133 337 www.dfes.wa.gov.au</p>
EMERGENCY WARNING SYSTEMS	
<ul style="list-style-type: none"> • DFES Emergency WA <p>Provides information on current alerts and warnings about emergencies, fire danger ratings and declared total fire bans</p> <ul style="list-style-type: none"> • Emergency Alert Telephone Warning System <p>National telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are considered under threat.</p> <p>Emergency Alert is not used for every incident DFES responds to and activation and area is determined by the DFES Incident Controller.</p> <p>All landline and mobile phones (including silent numbers) are automatically registered based on their service address.</p> <p><i>NB: Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed.</i></p> <ul style="list-style-type: none"> • Standard Emergency Warning Signal (SEWS) <p>Is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a mayor emergency or disaster. The signal is intended for use as an alert signal to be played on public media such as radio, TV, PA systems.</p> <p>What should I do if I hear the SEWS Broadcast?</p> <ul style="list-style-type: none"> • Stop what you are doing. • Listen carefully to the information provided. • Act as directed. 	<p>www.emergency.wa.gov.au</p> <p>www.emergencyalert.gov.au</p> <p>Click on icon to listen to the SEWS sound</p>  <p>sews.mp3</p>
SOCIAL MEDIA AVENUES	
<p>DFES:</p> <ul style="list-style-type: none"> • DFES on Twitter (twitter.com/dfes_wa) 	<p>DFES</p>
INTERNET/ WEB SITES	

<ul style="list-style-type: none"> • City's website • DFES • SEMC Business Unit • Emergency WA • BOM (Bureau of metrology) 	<p>southperth.wa.gov.au dfes.wa.gov.au semc.wa.gov.au emergency.wa.gov.au bom.wa.gov.au</p>
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4.4.5 Local Systems

Following are the Local Public Warning and Communication Systems currently available in the City of South Perth, including internal council systems and local media.

DESCRIPTION	CONTACT
SOCIAL MEDIA AVENUES	
<ul style="list-style-type: none"> • City of South Perth: • Twitter • Facebook • Peninsula Snapshot eNewsletter • Instagram 	Communication via City's Marketing & Communications Team
INTERNET/ WEB SITES	
<ul style="list-style-type: none"> • City's website 	southperth.wa.gov.au
COMMUNITY INFO TEMPLATES	
<ul style="list-style-type: none"> • What we know • What we don't know • What we are going to do • What we want you to do 	Refer: Crisis Communication Management Plan Marketing & Communications Team

PART 5

COMMUNITY EVACUATION

5.0 COMMUNITY EVACUATION

Evacuation is defined as a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return (*WA Community Evacuation in Emergencies Guideline*).

5.1 Evacuation Timelines

An evacuation may be either pre-warned, or immediate.

5.1.1 Pre-warned Evacuation

A pre-warned evacuation is where the nature of the hazard allows for the receipt of sufficient and reliable information to prompt a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges).

5.1.2 Immediate Evacuation

An immediate evacuation is where a hazard impact forces immediate action, allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).

5.2 Types of Evacuation

5.2.1 Self Evacuation

Self-evacuation may occur in response to general awareness of or information about an emergency, either prior to, or in the absence of a recommendation or direction to leave. It may occur as a consequence of the issuing of an 'Advice' level of community warning (or other first level of warning, depending on the hazard), or in response to a perceived risk through personal observation or other source of information.

5.2.2 Controlled Evacuation

The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

5.2.3 Recommended Evacuation

A controlled evacuation whereby an HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

5.2.4 Directed Evacuation

An HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

5.3 Evacuation Management

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA/Controlling Agency.

The *Emergency Management Act 2005 (Section 67)* allows for the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons, animals or vehicles from the emergency area or any part of the emergency area during an emergency situation or state of emergency.

Criteria to be considered prior to a decision to evacuate are outlined in the SEMC's *Western Australia Community Evacuation in Emergencies Guidelines*.

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA/Controlling Agency, the local government 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.

5.4 Evacuation Centres

Whenever evacuation is being considered, the Department of Communities (DC) must be consulted during the planning stages. As part of Western Australian State Emergency Management (EM) Arrangements, DC has the responsibility of maintaining the welfare of the evacuees.

DC in conjunction with the City of South Perth has identified five (5) priority City owned facilities suitable for use as evacuation centres as listed below. This information is available in the Local Emergency Welfare Plan for the Cannington Region prepared by DC (Annexure 4)

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The Department of Communities will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or Department of Communities.

CITY OF SOUTH PERTH				
NAME	CAPACITY	ADDRESS	GPS	CONTACT
South Perth Community Hall	450	Cnr Sandgate St and South Tce, South Perth	-31.988078, 115.866464	Main Contact: 9474 0777 (24/7)
George Burnett Leisure Centre	800	Corner Manning Rd and Elderfield Rd, Karawara	-32.011582, 115.877455	Priority Contact 1: [REDACTED] Manager Community, Culture and Recreation
Collins Street Centre	200	2-4 Collin St, Cnr Shaftesbury St, South Perth	-31.980780, 115.875947	[REDACTED]
John McGrath Pavilion	195	97 Hensman Street, South Perth	-31.986446, 115.866525	Priority Contact 2: [REDACTED] Coordinator Community Development
Manning Community Centre	270	2 Conochie Crescent, Manning	-32.015353, 115.867273	[REDACTED] Priority Contact 3: [REDACTED] Coordinator Recreation Development [REDACTED]

5.5 Special Needs Groups

As discussed under Part 1.8.5 of this document, the City of South Perth has taken into consideration the Special Needs Groups and is planning on creating awareness of the importance of each of the facilities/groups of having their own emergency management plans and reciprocal agreements, should there be a need for the same during an emergency.

A summary of the Special Needs Groups within the City of South Perth communities and their evacuation arrangements (where available), are included at Annexure 5.

5.6 Evacuation Routes & Maps

The City has 203 km (approx.) of major and minor road network within its boundaries. The major transport arteries for the City of South Perth are the Kwinana Freeway, Canning Highway and Manning Road. The Kwinana Freeway runs north/south on the western boundary of the city along the Swan and Canning Rivers and includes the Passenger rail services with a station at Canning Bridge. Canning Highway carries mostly light vehicular traffic commencing in Fremantle and continuing east to Victoria Park. Manning Road connects the Kwinana Freeway with both Leach Highway and Albany Highway to the south east of the city.

This network is highly interconnected and closure of part of the network could generally be efficiently detoured to the remainder of the network.

The Incident Controller will need to take into consideration the location of the nominated welfare centre for that particular emergency and select the most appropriate routes for the evacuation.

A map of the City of South Perth local government district depicting access routes is included under **Annexure 6**. Detailed electronic maps are accessible on City of South Perth website (URL: <https://southperth.wa.gov.au/residents/home-and-neighbourhood/view-online-maps>).

PART 6

EMERGENCY WELFARE

6.0 EMERGENCY WELFARE SERVICES

The Department of Communities (DC) is responsible for providing Emergency Welfare services during emergency incidents (*r.32 Emergency Management Regulations 2006*).

Emergency Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency.” These include:

- Emergency Accommodation
- Emergency Catering
- Emergency Clothing & Personal Requisites
- Personal Support Services
- Registration & Reunification
- Financial Assistance

6.1 Local Emergency Welfare Plan

The current Local Emergency Welfare Plan for the Cannington Region prepared by DC is available under (Annexure 4). Further, copies of the said plan is available in the Emergency Kits that are stored at the South Perth Community Hall and George Burnett Leisure Centre.

The activation of the Local Emergency Welfare Plan would be initiated by the HMA/Controlling Agency in consultation with DC. Once agreement is reached to activate the plan, a Welfare Centre in a safe location would be identified as well as welfare services required.

6.2 Plan Activation Stages

Activation Stage number	Activation Stage name and actions
Stage 1	<p>Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities.</p> <p>(a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator;</p> <p>(b) Partnering agencies alert their own personnel;</p> <p>(c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided;</p> <p>(d) Key personnel are briefed on action to be taken;</p> <p>(e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.</p>
Stage 2	<p>Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.</p> <p>(a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities;</p>

Activation Stage number	Activation Stage name and actions
	(b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre; (c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies; (e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.
Stage 3	Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required. (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with relevant procedures for their agency; (c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed; (d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre; (e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

6.3 Local Welfare Roles & Responsibilities

6.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC 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 Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required.

6.3.2 Local Welfare Liaison Officer

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

The City of South Perth will appoint a Local Welfare Liaison Officer upon activation by the HMA/DC. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, provision of initial basic welfare needs and services (refreshments, registration, basic information & personal support), closing, security and maintenance.

The Local Welfare Liaison Officer at the Welfare Centre will be the Recreation Development Coordinator or their nominee.

6.3.3 District Emergency Services Officer

The Senior District Emergency Services Officer (SDESO) appointed by DC has prepared the Local Emergency Welfare Plan for the Cannington District. The contact details of the SDESO for the City of South Perth are contained in the Emergency Contacts Register - External under Annexure 1.

6.4 Registration and Reunification

One of the possible effects of emergencies on the communities of Western Australia is the likelihood of people being rendered homeless, becoming evacuees and/or family members becoming separated. This could generate a large number of inquiries from friends and relatives either intrastate, interstate or internationally.

The support service of Registration and Reunification provides for individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated.

The State Welfare Coordinator will activate and implement Registration and Reunification when necessary, and it can be activated at any stage of an emergency to assist with response and recovery operations (*State Emergency Welfare Plan Annex A – Registration and Reunification 2016*).

Department of Communities is entrusted with the responsibility of Registration and Reunification function during an emergency.

6.4.1 Register.Find.Reunite

In order to facilitate the function of registration and reunification, Register.Find.Reunite electronic system has been developed.

It is designed to record personal details of the persons affected by an emergency and to provide relatives, close friends or authorised agencies with basic details on the location and safety of persons affected by an emergency.

The Register.Find.Reunite system is managed and operated by the Australian Red Cross on behalf of the Department of Communities.

6.4.2 Registration Process

Registration with Register.Find.Reunite is voluntary by the individuals who have been evacuated. However, registration with the service is encouraged since it would help reassure their loved ones who inquire after them of their safety and whereabouts.

Registration can be achieved as follows:

- ***Registration at the Welfare/Evacuation Centres***

The system provides for the registration of affected people using standardised forms at the Welfare/Evacuation Centre.

The Local Government Welfare Liaison Officer would initially inform the evacuees of the facility and make the forms available on arrival at the Welfare/Evacuation Centre.

These forms are stored in the Emergency Kit for initial set-up of the Welfare/Evacuation centre.

The responsibility will be handed over upon DC's arrival to coordinate the Welfare function.

- ***Registration via Register.Find.Reunite Online Portal***

Once activated, the evacuees who wish to register would be able to access the Register.Find.Reunite system on <https://register.redcross.org.au/> to register their details.

- ***Via Telephone***

Evacuees can also access this service to register using telephone lines by using the dedicated telephone number that would be announced for that particular emergency.

6.5 Animals (including assistance animals)

Animals as referenced herein bear classification as per the *Appendix B – Glossary of the State Support Plan – Animal Welfare*, which are:

- livestock;
- horses;
- companion animals;
- animals in Perth Zoo or wildlife parks; and
- wildlife

The City of South Perth LEMA Plan (this document) and Local Animal Welfare Emergency Plan (when developed), will refer and address the categories of animals that are applicable to the City.

6.5.1 Animal Welfare Roles and Responsibilities

The owner or carer of an animal is responsible for the welfare of that animal and should include consideration of its welfare in preparedness for, response to and recovery from an emergency.

Should an incident meet the definition of an emergency in line with section 5.3 of the State Emergency Management Policy, then the State Support Plan – Animal Welfare in Emergencies (SSP-AWE) is available as part of the State Emergency Management framework (A copy included under Annexure 7).

In an emergency, when the capability of the owner or carer and any local arrangements are no longer sufficient or effective, then:

- DPIRD is responsible for coordinating the provision of animal welfare services to support the owner or carer or local arrangements for the animal categories of livestock, horses and companion animals.
- The Department of Biodiversity Conservations and Attractions (DBCA) is responsible for coordinating the provision of animal welfare services to animals in Perth Zoo and advising the owner or carer of wildlife and wildlife parks. Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife.

(Under 1.4 Roles & Responsibilities of State Support Plan - Animal Welfare in Emergencies)

6.5.2 Animals & Emergency Welfare/Evacuation Centres

It is acknowledged that welfare of animals is an important consideration in an emergency. However, section 2.1 of the SSP-AWE indicates that the owner or carer should ensure they have a reasonable level of preparedness for their animals and that local governments may identify emergency arrangements in their LEMAs and develop a Local Animal Welfare Emergency plan to address the considerations within their area. The City of South Perth Local Animal Welfare Emergency Plan is in the process of being developed to support the owners or carers of animals within its local government district in providing for the welfare of their animals in an emergency.

Companion animals, other than recognised assistance animals, are not permitted within Welfare/Evacuation Centres in accordance with human health and safety considerations. Owners or Carers arriving at Welfare/Evacuation Centres with animals, other than recognised assistance animals, will be advised of temporary arrangements available for their animals including tethering and caging outside of evacuation facilities where suitable.

Once developed, support arrangements for the owners or carers of animals other than assistance animals will be included in the Local Animal Welfare Emergency Plan, which would become part of LEMA suite of plans.

Owners or Carers should, where possible, seek their own arrangements for displaced animals in the event of an emergency.

6.5.3 Support for Animal Welfare in Emergencies

The DPIRD State Animal Welfare Emergency Coordinator can provide support in preparing for animal welfare in emergencies via sawec@dprid.wa.gov.au

DPIRD has a representative on the East Metropolitan District Emergency Management Committee and can be contacted via the District Emergency Management Advisor.

The engagement of the State arrangements for animal welfare in emergencies are outlined in section 3.1 SSP-AWE.

PART 7

RECOVERY

7.0 RECOVERY

7.1 What is Recovery?

According to the United Nations Office for Disaster Risk Reduction (UNISDR), recovery is:

“The restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and ‘build back better’, to avoid or reduce future disaster risk (UNISDR 2017).”

Section 3 of the Emergency Management Act 2005 defines Recovery as “the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment, the community, psychosocial and economic wellbeing.”

Recovery is the process of coming to terms with the impacts of a disaster and managing the disruptions and changes caused, which can result, for some people, in a new way of living. Being ‘recovered’ is being able to lead a life that individuals and communities value living, even if it is different to the life they were leading before the disaster event.

The impacts of disasters on affected individuals and communities can be profound, long lasting and life changing. Therefore, recovery is a long-term, multilayered social and developmental process that is more than simply the replacement of what has been destroyed and the rehabilitation of those affected. At its centre, recovery is the complex process of individuals and communities who have been impacted by a disaster event working to resolve the impacts that the event has had on the trajectory of their lives. Recovery provides an opportunity to improve aspects beyond previous conditions by enhancing social infrastructure, natural and built environments, and economies. *Australian Institute for Disaster Resilience – Community Recovery Handbook*.

7.2 Principles for Disaster Recovery

The National Principles for Disaster Recovery identify that successful recovery relies on:

- Understanding the community context.
- Recognising the complex and dynamic nature of emergencies and communities.
- Using community-led approaches that are responsive, flexible, engaging communities and empowering them to move forward.
- A planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
- Effective communication with affected communities and other stakeholders.
- Recognising, supporting and building on community, individual and organisational capacity.

7.3 Legislation for Recovery Management

Managing recovery following an emergency affecting the community is a legislated function of the Local Government (*Section 36(b) of the Emergency Management Act 2005*).

Local governments are also required to ensure the preparation and maintenance of LEMA that includes the identification of a Local Recovery Coordinator and a Local Recovery Plan for its local government district (*Section 41(4) of the Emergency Management Act 2005*).

7.4 Recovery Plans and Policy

7.4.1 State Plans & Policy

Document Title	Document Owner
The State Emergency Management Plan in conjunction with the following supporting plans and guides:	<u>SEMC</u>
State Emergency Welfare Plan (Interim)	<u>SEMC</u>
5.12 State Emergency Policy - Funding for Emergency Response	<u>SEMC</u>
6.10 State Emergency Management Plan Financial Assistance	<u>SEMC</u>
State EM Recovery Procedure 1 - Management of Public Fundraising and Donations	<u>SEMC</u>
State EM Recovery Procedure 2 Emergency Management Funding (DRFA-WA)	<u>SEMC</u>
Recovery Procedure 4 - Comprehensive Impact Assessment	<u>SEMC</u>
Disaster Recovery Funding Arrangements Western Australia (DRFA-WA) Guide for Local Government	<u>DFES</u>
Lord Mayor's Distress Relief Fund	<u>LMDRF Board</u>

7.4.2 Local Recovery Plan

The purpose of a Local Recovery Plan is to assist communities to rebuild in a way that enhances social, economic and environmental values. SEMC provides Local Recovery Plan guidelines to assist Local Governments in preparation of their plans. <https://semc.wa.gov.au/emergency-management/guidelines/Documents/LocalRecoveryGuideline.pdf>

The City of South Perth has developed a [Local Recovery Plan \(D-20-28214\)](#) for its local government district, which forms part of the Local Emergency Management Arrangements suite of documents.

7.5 Recovery Process

7.5.1 Priorities for Recovery

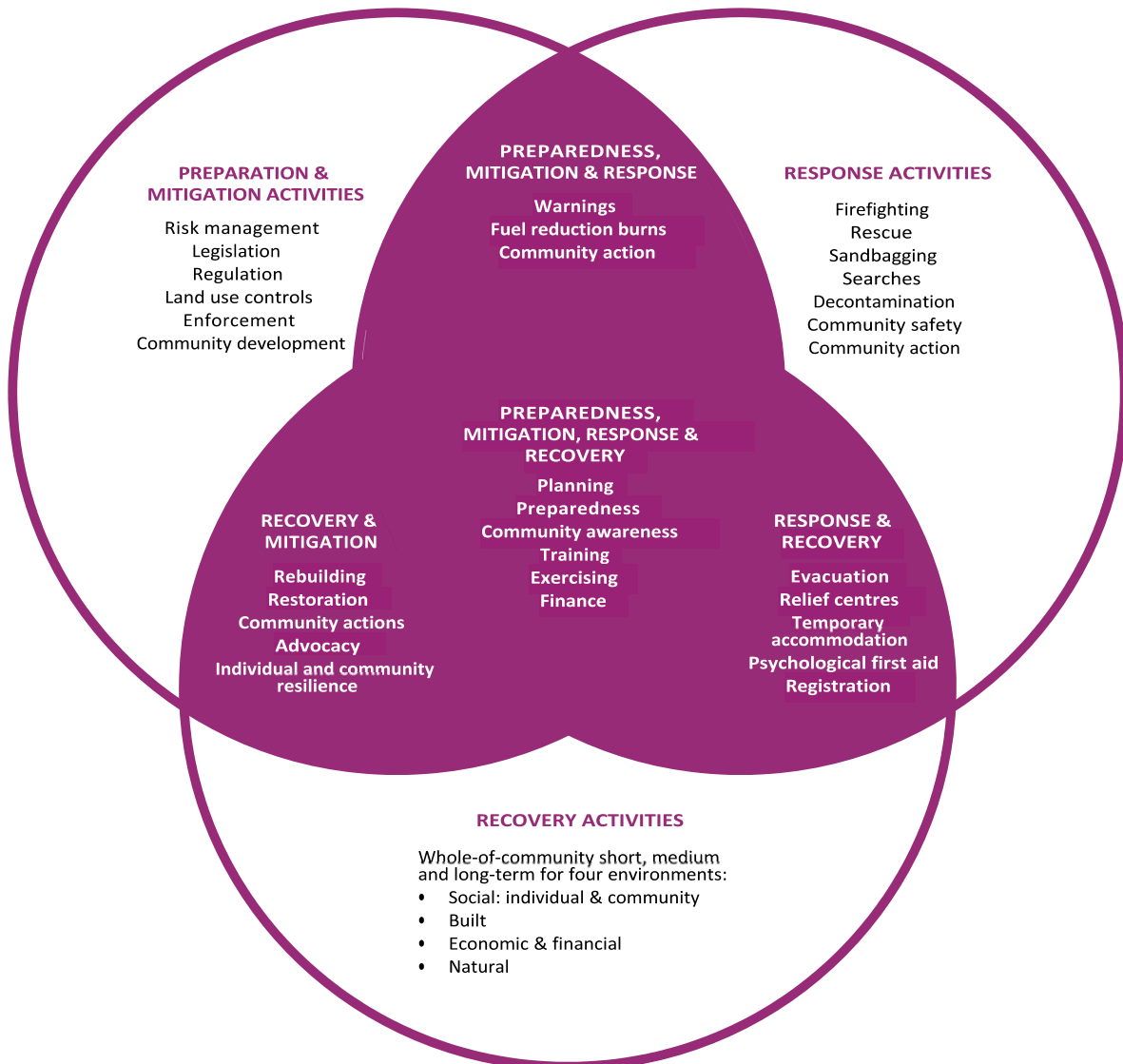
The following recovery priorities should be taken into consideration when planning for and implementing recovery measures.

- Safety & wellbeing of community members
- Social Recovery
- Economic Recovery
- Physical Recovery

- Environmental Recovery
- Public Administration

7.5.2 Response/Recovery Interface

Planning for recovery needs to be incorporated in emergency management in the comprehensive approach of PPRR. The following figure highlights the importance of recovery in all four phases and identifies as a critical interface with the impacted community in the response phase.



Australian Institute for Disaster Resilience – Community Recovery Handbook.

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

7.5.3 Planning for Recovery during Response Operations

Planning for recovery is integral to preparing for emergencies and is not simply a post emergency consideration. Recovery activities commence from the initial response phase and planning for recovery should be undertaken from the beginning with the aim to meet the affected community's longer-term needs. The Controlling Agency should prepare an Impact statement and provide such statement to the Local Recovery Coordinator to facilitate planning for recovery for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity.

During the response phase, many of the agencies with significant recovery roles are already heavily committed. The Local Recovery Coordinator needs to be involved in ISG meetings and briefings in order to understand the extent of impact to identify recovery requirements and efficiently align response and recovery priorities.

7.5.4 Transition from Response to Recovery

The Controlling Agency will liaise with the City of South Perth to prepare for the transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to the City as detailed in Section 6 of the State Recovery Policy. The “handover” arrangements will be appropriately documented.

- Liaise with the Local Recovery Coordinator appointed by the City of South Perth 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 of 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 Statement on the affected area of the emergency. The [SEMC Impact Statement Guide and Template](#) have been added as **Annexure 8** of these arrangements for reference.

7.6 Recovery Roles & Responsibilities

Recovery is a complex operation, which requires a comprehensive input from the local government. It is a legislative requirement under S41(4) of the Emergency Management Act 2005 for a local government to include a Recovery Plan in its LEMA. Recovery activities will be explained in more detail in the City of South Perth Local Recovery Plan once developed. This section identifies the key roles and responsibilities of those assigned a recovery role and outlines activities to be undertaken to ensure recovery processes are commenced in a timely manner.

7.6.1 Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group.

The LRC is to advise and assist local government and coordinate local recovery activities as outlined in the State EM Plan Section 6, State EM Policy Section 6 & State EM Recovery Procedures 1-4.

The City of South Perth has appointed and trained a Primary & a Deputy Local Recovery Coordinator (*S41(4) of Emergency Management Act 2005*). Further staff will be trained in due course as relief positions for coverage, should there be a need, in a major emergency event for long-term recovery.

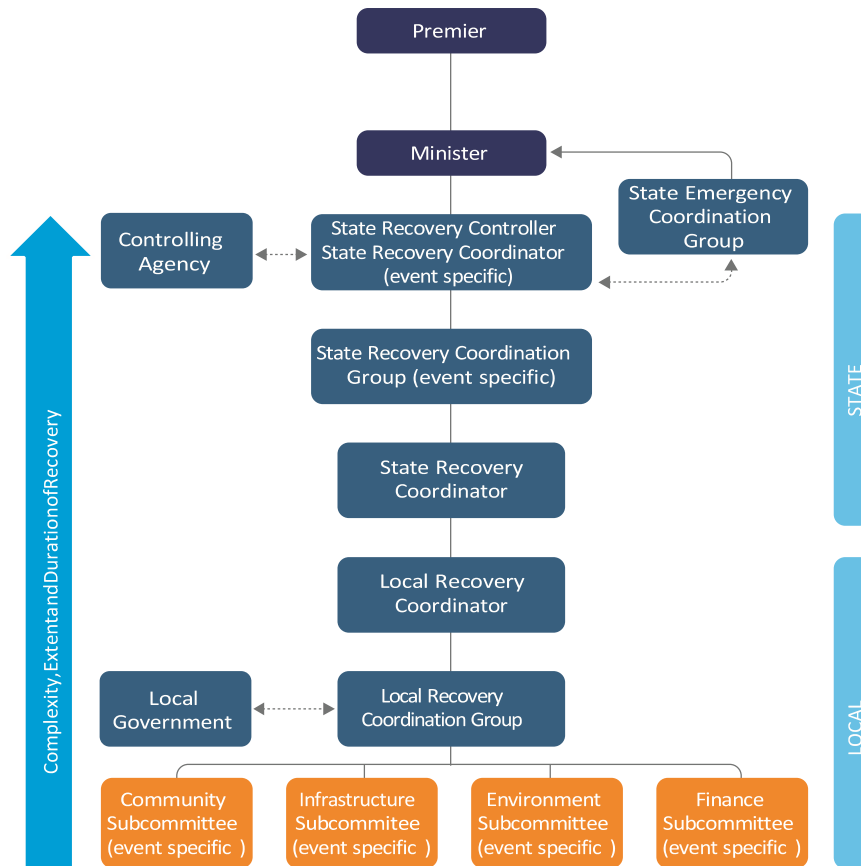
Recovery Role	Position	Name	Contact Details
Local Recovery Coordinator	Manager Community, Culture & Recreation	[REDACTED]	[REDACTED]
Deputy Local Recovery Coordinator	Community Development Coordinator	[REDACTED]	[REDACTED]

7.6.2 Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group is the strategic decision making body for the local recovery function. 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 SEMC Policies, Guidelines, Local Plans and arrangements.

The LRCG can expand or contract as the emergency management process requires. When forming the LRCG, the LRC will consider the nature, location, severity and the extent of impact of the event. The LRC will also ensure that technical expertise and operational knowledge required to respond to the situation is represented at the LRCG.

7.6.3 Recovery Coordination Structure



Recovery Coordination Structure – State EM Plan

The function and the membership of the LRCG will be discussed in detail in the Local Recovery Plan for the City of South Perth, which will be developed in due course.

7.7 Communication in Recovery

Effective management of communication following an emergency can be used to promote community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.

It is important to identify what needs to be communicated, to whom and when, and to develop information gathering, processing and dissemination channels.

Provision of public information must be relevant, clear, planned, targeted and sustained. Effective information management is the key to rebuilding community confidence. Only with the return of confidence will the community invest in its own recovery.

The information that needs to be communicated in the recovery process depends on the characteristics of the event in terms of type, location, severity and effects on the community. The City of South Perth will activate its Crisis Communications Management Plan, as necessary, which would assist in the communication function during the recovery phase.

PART 8

EXERCISING

8.0 EXERCISING

The City of South Perth will conduct an annual capability analysis against the SEMC Capability Framework (as depicted on page 19) as a baseline to determine the exercise needs of the City.

8.1 The Aim of Exercising

Testing and exercising is essential to ensuring that emergency management arrangements are workable and effective. Testing and exercising the capabilities of the Local Government is important to ensure that the individuals and the organisation remain aware of what is available as well as required of them during an emergency response situation.

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

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness and capabilities 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 capabilities, 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.

8.2 Frequency of exercises

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

8.3 Types of exercises

Some examples of exercises types include:

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

8.4 Reporting of exercises

As stipulated in the State EM Procedure (page 78), Exercise Schedules must be submitted to the State Exercise Coordination Team (SECT) for Emergency Management Agencies (EMAs), public authorities and DEMCs or to the DEMC for local governments prior to the start of the calendar year (State EM Policy section 4.10).

To enhance the visibility of exercising across the State, it is recommended all agencies conducting exercises under the State EM Framework add their single-agency, multi-agency and state-level exercises to the State Exercise Management Calendar on the SEMC Website. The Executive Officer of the SECT will monitor and confirm that all relevant exercises have been added to the State Exercise Calendar.

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC as soon as practicable.

Where capability gaps have been identified through these exercises, the local government will propose any improvement plans specifying strategies for closing these identified gaps.

PART 9

REVIEW & REPORTING

9.0 REVIEW AND REPORTING

9.1 Review

9.1.1 Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (S.42 of the EM Act).

However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following circumstances:

- contact lists are reviewed and updated quarterly;
- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climatic, environmental and population/demographics changes; and
- where circumstances may require more frequent reviews.

9.1.2 LEMC Positions

The Cities of Canning/South Perth, in consultation with the parent organisation of members and in compliance with the LEMC Terms of Reference, shall determine the term and composition of LEMC positions.

9.1.3 LEMC Contact List

The Executive Officer shall have the LEMC Contact List checked and updated on an annual basis, while ongoing amendments occur at each LEMC meeting.

9.2 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the relevant DEMC within two (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 relevant DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report, which is tabled in Parliament.

The SEMC issues the annual report template each year.

LIST OF ANNEXURES

ANNEXURE	DESCRIPTION	RECORD NO.
ANNEXURE 1	Emergency Contacts Register: Internal & External	
	Internal	D-19-28323
	External	D-19-28543
ANNEXURE 2	Resource/Assets Register	D-19-57896
ANNEXURE 3	Emergency Risk Register	D-20-57925
ANNEXURE 4	Local Emergency Welfare Plan for the Cannington Region	D-20-19768
ANNEXURE 5	Special Needs Groups	
	5.1 Aged Care Facilities & Retirement Villages	D-19-57904
	5.2 Childcare Centres	D-19-57907
	5.3 Schools & Colleges	D-19-57908
	5.4 Hospitals & Nursing Homes	D-19-57909
	5.5 Play Groups	D-19-57910
ANNEXURE 6	Map of the City of South Perth	D-19-38771
ANNEXURE 7	State Support Plan - Animal Welfare in Emergencies	D-20-60937
ANNEXURE 8	<u>SEMC Impact Statement Guide & Template</u>	D-20-7437
	(October 2019 – Version: 01.00)	D-20-19741

ANNEXURES

ANNEXURE 1

EMERGENCY CONTACTS REGISTER

INTERNAL & EXTERNAL

D-19-28323 [Emergency Contacts Register - Internal](#)

D-19-28543 [Emergency Contact Register - External](#)

ANNEXURE 2

RESOURCE/ASSETS REGISTER

D-19-57896 [Resources/Assets Register](#)

ANNEXURE 3

EMERGENCY RISK REGISTER

D-20-57925 [Emergency Risk Register](#)

ANNEXURE 4

LOCAL EMERGENCY WELFARE PLAN FOR THE CANNINGTON REGION

D-20-19768 [Local Emergency Welfare Plan for the Cannington Region](#)

ANNEXURE 5

SPECIAL NEEDS GROUPS

- D-19-57904 [Aged Care Facilities & Retirement Villages](#)
- D-19-57907 [Child Care Centres](#)
- D-19-57908 [Schools & Colleges](#)
- D-19-57909 [Hospitals & Nursing Homes](#)
- D-19-57910 [Play Groups](#)

ANNEXURE 6

MAP OF THE CITY OF SOUTH PERTH

D-19-38771 [Map of the City of South Perth](#)

ANNEXURE 7

STATE SUPPORT PLAN - ANIMAL WELFARE IN EMERGENCIES

D-20-60937 [State Support Plan - Animal Welfare in Emergencies](#)

ANNEXURE 8

SEMC IMPACT STATEMENT GUIDE & TEMPLATE

D-20-7437 [SEMC Impact Statement Guide](#)

D-20-19741 [SEMC Impact Statement Template](#)