

LOCAL RECOVERY PLAN 2025

LEMC Endorsement date:
Full review required: 2030
Noted by SEMC date:
Maintained by: Executive Officer LEMC/
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Certificate of Approval

The Local Recovery Plan (LRP) has been prepared in accordance with **Section 41(4)** of the [Emergency Management Act 2005](#) and the [Emergency Management Regulations 2006](#) and forms a part of the Local Emergency Management Arrangements (LEMA) for the City of South Perth.

This document forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA). The City's LEMA has been summarised to develop a 'handbook' version, designed to serve as a quick reference guide in the field (internal use only).

The LEMA consists of four key documents:

1. Local Emergency Management Arrangements
2. Local Recovery Plan (this document)
3. Vulnerable Communities Plan
4. Emergency Animal Management Plan

These documents are backed by the following support plans:

1. Crisis Communications Plan – internal use only
2. Business Continuity Plan – internal use only
3. Local Emergency Relief and Support Plan (Department of Communities) D-25-13654

In accordance with [State Emergency Management Policy 2.5](#) and [State EM Preparedness Procedure 7](#), this document has been endorsed and noted by the following entities:

- South Perth/Canning Local Emergency Committee - Endorsement
- City of South Perth Council - Endorsement
- South Metropolitan District Emergency Management Committee – Review/Noting
- State Emergency Management Committee – Noting

City of South Perth and Canning Local Emergency Management Committee (LEMC)

[Sign here]

Date:

5/8/25



LEMC Co-Chairperson:

City of South Perth Mayor Greg Milner

Version Control

Document Title	City of South Perth Local Emergency Management Arrangements 2025		
Document ID	D-20-18291	Version	1 – Endorsed by LEMC September 2020
Original Date	June 2020	Next Review Date	2025
Prepared by	[REDACTED], Emergency Management Consultant		
Document ID	D-25-19586	Version	2 – Endorsed by LEMC August 2025
Original Date	June 2025	Next Review Date	2030
Prepared by	[REDACTED], Community Safety & Emergency Management Officer		

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- Out-of-date information or practices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
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it via email to emergencymanagement@southperth.wa.gov.au

Alternatively, by mail addressed to:

Executive Officer (South Perth)
South Perth/Canning Local Emergency Management Committee
Cnr Sandgate Street & South Terrace
South Perth WA 6151

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

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

Number	Date	Amendment Summary	Author
1	11 September 2020	Version endorsed by LEMC	[REDACTED], Emergency Management Consultant
2	5 August 2025	Version endorsed by LEMC	[REDACTED], Community Safety & Emergency Management Officer
3			
4			
5			
6			
7			
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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)	22
City of Canning	1
Department of Fire and Emergency Services (Canning/South Perth)	1
Canning/South Perth SES	1
Department of Communities	1
Department of Primary Industry & Regional Development	1
St. John Ambulance	1
WA Police Force (Kensington Police Station)	1
WA Police Force (Cannington Police Station)	1
WA Police Force (Canning Vale Police Station)	1
WA Police Force (Belmont 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).

General Terms

Terms	
Controlling Agency	An agency nominated to control the response activities to a specific type of emergency.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property, or the environment, and which is beyond the resources of a single organisation, or which requires the coordination of a number of significant emergency management activities.
Emergency Management	Emergency management means the management of the adverse effects of an emergency including – <ol style="list-style-type: none"> 1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency. 2. Preparedness – preparation for response to an emergency. 3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery. 4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
Hazard Management Agency (HMA)	Hazard Management Agency (HMA) prescribed given their functions under written law or because of their specialised knowledge, expertise, and resources in respect of a particular hazard. HMA's will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed.
Incident	An emergency, which impacts upon a localised community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State Level.
Recovery	Includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic, and physical wellbeing.

General Acronyms and References

Acronyms	
CEO	Chief Executive Officer
Communities	Department of Communities
CoSP	City of South Perth
DEMC	District Emergency Management Committee
DLRC	Deputy Local Recovery Coordinator
DRA	Disaster Recovery Arrangements
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	Emergency Management Act 2005
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
LERO	Local Emergency Relief Officer
LGA	Local Government Authority
LGERSLO	Local Government Emergency Relief and Support Liaison Officer
LMDRF	Lord Mayor's Disaster Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
NGO	Non-Government Organisation
NDRRA	Natural Disaster Relief & Recovery Arrangements (CW)
OASG	Operations Area Support Group
OIC	Officer in Charge (Police)
PPRR	Prevention, Preparedness, Response, Recovery
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Services
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
SRC	State Recovery Coordinator
SRCG	State Recovery Coordinating Group

PART 1 – INTRODUCTION

1.1. Authority

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

1.2. Purpose

The purpose of the Local Recovery Plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

1.3. Objectives

The objectives of the plan are to:

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

1.4. Scope

The scope of this recovery plan is limited to the boundaries of the City of South Perth and forms a part of its Local Emergency Management Arrangements. It details the local recovery arrangements for the community.

1.5. What is Recovery?

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

- (a) **Prevention** - the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency; and

- (b) **Preparedness** - preparation for response to an emergency; and
- (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” (*s. 3 [EM Act](#)*).

Recovery requires a coordinated process to effectively support communities impacted by an emergency across the social, built, economic and environmental recovery environments.

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

The extent of recovery activity will, however, depend on the nature and magnitude of the emergency. In some circumstances, it may be necessary for the State Government to have an increased level of involvement.

This higher-level coordination operates only to ensure that the affected community has equitable and appropriate access to available resources. The management of recovery remains the responsibility of the affected local government(s).

Local governments are responsible for preparing and maintaining local recovery arrangements, including identifying a Local Recovery Coordinator and ensuring a Local Recovery Plan is included within the Local Emergency Management Arrangements (LEMAs) as detailed in *[State EM Policy sections 2.5 and 6.3](#)* and *[State EM Plan sections 6.3 – 6.6](#)*. The Local Recovery Plan addresses the restoration of emotional, social, economic, and physical wellbeing of a community, the reconstruction of infrastructure and the provision of support services following an emergency.

1.6. Recovery Principles

Recovery forms the fourth element of the PPRR approach to emergency management which is applied in Western Australia. A community’s ability to cope with the impact of emergencies depends mainly on whether it, along with the Hazard Management Agencies (HMAs), has prepared plans, arrangements, and programs for each of the four components.

Western Australia’s recovery activities are underpinned by the National Principles for Disaster Recovery:

Understand the context: Successful recovery is based on an understanding of the community context, with each community having its own history, values, and dynamics.

Recognise the complexity: Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.

Use community-led approaches: Successful recovery is community-centered, responsive, and flexible, engaging with community and supporting them to move forward.

Coordinate all approaches: Successful recovery requires a planned, coordinated, and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and needs.

Communicate effectively: Successful recovery is built on effective communication between the affected community and other partners.

Recognise and build capacity: Successful recovery recognises, supports, and builds on individual, community and organisational capacity and resilience.



[*National Principles for Disaster Recovery - Australian Disaster Resilience Knowledge Hub*](#)

1.7. Community-led Recovery

Disaster-affected people, households and communities understand their needs better than any of the professional, government, non-government, or corporate supporters. They have the right to make their own choices about their own recovery. It is well recognised that the processes used by government and other key recovery agencies to interact with, and support communities are critical and can impact either positively or negatively on the capacity of individuals and groups to manage their own recovery process. Recovery should:

- assist and enable individuals, families, and the community to actively participate in their own recovery.
- recognise that individuals and the community may need different levels of support at various times.
- be guided by the communities' priorities.
- channel effort through pre-identified and existing community assets, including local knowledge, existing community strengths and resilience.
- build collaborative partnerships between the community and those involved in the recovery process.
- recognise that new community leaders often emerge during and after a disaster, who may not hold formal positions of authority.
- recognise that different communities may choose different paths to recovery.

PART 2 - RELATED DOCUMENTS AND ARRANGEMENTS

This Plan belongs to a suite of documents collectively referred to as the City's Local Emergency Management Arrangements (LEMA) and should be implemented whenever a disaster affects the City of South Perth.

The LEMA consists of four key documents:

1. Local Emergency Management Arrangements
2. Local Recovery Plan (this document)
3. Vulnerable Communities Plan
4. Emergency Animal Management Plan

These documents are backed by the following support plans:

1. Crisis Communications Management Plan – *internal use only*
2. Business Continuity Plan – *internal use only*
3. Local Emergency Relief and Support Plan – *Department of Communities*

The following documents are related to this plan:

Plan	Owner	Currency	Location
Local Emergency Management Plan	Governance	Current	D-25-19586
Local Recovery Plan (this document)	Community, Culture and Recreation	Current	D-25-19583
Vulnerable Communities Plan	Community, Culture and Recreation	Current	D-25-19595
Emergency Animal Management Plan	Governance	Current	D-25-19599
Business Continuity Plans	Governance	Current	W21826
Crisis Communications Management Plan	Marketing & Communication	Current	D-20-21186

Local Emergency Relief and Support Plan	Department of Communities	Current	D-25- 13654
Facility Emergency Evacuation Plans	OSH	Current	http://icosp.cosp.internal/hr/OSHPages/OSH-Incident-Management-Emergency-Planning.aspx
Community Emergency Risk Register	Governance	Current	D-20-57925

2.1. Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) are in place between the City of South Perth and other local governments, organisations, or industries in relation to the provision of additional resources in recovery.

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 and 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.

PART 3 – RESOURCES AND MANAGING RECOVERY

The resources available and contact details for recovery have been identified and are included in **Attachment 1**.

The following table identifies suitable Local Recovery Coordination Centres in the local government area:

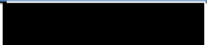





Centre Name	Address	Capacity and available resources	Contacts
Location 1	City of South Perth Civic Centre - Reception Room Corner Sandgate Street and South Terrace SOUTH PERTH WA 6151 Tel: 9474 0777	Capacity: 100 people max O/Head Projector and Wi-Fi Connectivity	 Director Infrastructure Services  
Location 2	City of South Perth Operations Centre – Conference Room 199 Thelma Street COMO WA 6152 Tel: 9474 0777	Capacity: 30 people max O/Head Projector and Wi-Fi Connectivity	As above
Location 3	George Burnett Leisure Centre Corner Manning Road and Elderfield Road KARAWARA WA 6152 Tel: 9474 0855 Seminar Room 1 Seminar Room 2	Capacity: 84 people (standing) Capacity: 58 people (standing)	 Manager Community, Culture and Recreation  

Table 1: Local Recovery Coordination Centres

3.1. Controlling Agency

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

- liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group (ISG) and Operational Area Support Group (OASG). It is recommended that where the Controlling Agency establishes both an ISG and an OASG for an emergency that a local government rationalise its officers' participation in these meetings e.g. the Local Recovery Coordinator may be best situated to attend the ISG meetings with a relevant senior manager or the Chief Executive Officer attending the OASG;
- provide known or emerging impacts to the Local Recovery Coordinator and the State Recovery Coordinator, as soon as possible.
- coordinate completion of the Impact Statement prior to the transfer of responsibility for management of recovery to the affected local government(s), in accordance with [State EM Recovery Procedure section 5.4](#), and in consultation with the ISG, all affected local governments and the State Recovery Coordinator; and
- provide risk management advice to the affected community (in consultation with the HMA).

3.2. Determination of Level of State Involvement

The level of state involvement in recovery will be determined after consideration of the emergency's recovery needs. This may lead to the engagement of the State Recovery Coordinator, establishment of a State Recovery Coordination Group and/or the appointment of a State Recovery Controller, as detailed in [State EM Plan sections 6.6 and 6.7](#). A list of criteria to be considered as triggers for escalation of recovery activity are included in Appendix G of the [State EM Plan](#). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

3.3. Assessment and Local Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This will be based on the information in the Impact Statement provided by the Controlling Agency and the Local Recovery Plan contained in the LEMAs. Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordination Group should develop a specific Local Operational Recovery Plan setting out the recovery process to be implemented. A Local Operational Recovery Plan template is available in **Appendix Six** on the [SEMC website](#).

3.4. Effective Communication in Recovery

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process. The Communicating in Recovery Guidelines have been developed to guide local governments on best practice recovery communications.

3.5. Financial Arrangements

The State Emergency Management documents outline the responsibilities for funding during multi-agency emergencies. While recognising the provisions of the [*State Emergency Management Procedures – Emergency Management Funding*](#), the City 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 when an emergency event occurs requiring resourcing by the City, to ensure the desired level of support is achieved.

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.

The *State Emergency Management Policy* section 6 and *State Emergency Management Plan* section 6 outlines the States recovery funding arrangements. Relief programs may include:

- [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA)
- [Services Australia \(Centrelink\)](#)
- [Lord Mayor's Distress Relief Fund](#) (LMDRF)
- [Disaster Recovery Arrangements](#) (DRA)
- [Premier's Natural Disaster Recovery Fund](#)

3.6. Managing Donations

3.6.1 Goods

The City will not solicit or accept donated goods due to the difficult nature of managing physical items, such as assessing suitability, storage, and distribution.

A Public announcement will be made by the City's spokesperson as soon as possible to inform all regarding this stance.

3.6.2 Monetary

The donation of money is the best form of donation following a disaster as it can be collected and distributed with much greater ease than goods.

In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

PART 4 - ROLES AND RESPONSIBILITIES

The role and responsibilities of those involved in recovery are outlined below.

4.1. Local Recovery Coordinator

The Manager Community, Culture & Recreation has been appointed as the Local Recovery Coordinator in accordance with the EM Act s. 41(4). The Coordinator Community Development will act in the role when the primary appointee is unavailable when an emergency occurs.

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

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

Table 2: Local Recovery Coordinators

The functions of the Local Recovery Coordinator are:

Pre-Event

- Prepare, maintain, and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government.
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness, and resilience.
- Identify at-risk groups within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people.
- Consider potential membership of the LRCG prior to an event occurring.

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group (ISG) and Operational Area Support Group meetings.

- Ensure local government actively participates in ISG meetings and provides advice to the HMA and Supporting Organisations relating to the LEMA.
- Consider membership of the LRCG, during an emergency, which is event specific, based on the four recovery environments: social, built, economic and natural, or as required.
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency.
- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s).

Post-Event

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

The Local Recovery Coordinator Action Checklist is found within **Attachment 2**.

4.2. The Local Recovery Coordination Group

The City of South Perth Local Recovery Coordination Group is comprised of the following core membership:

Core Members

- Local Recovery Coordinator
- Key local government staff and elected members
- Community Recovery Coordinator and/or Community Liaison Officer
- Controlling Agency
- District Emergency Management Advisor

- Local government networks, community members and community groups/associations/committees, such as environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools and chambers of commerce and industry.

Potential Members – Event Specific

- Australian Red Cross
- Chamber of Commerce and Industry WA / Small Business Development Corporation
- Department of Biodiversity, Conservation and Attractions
- Department of Communities
- Department of Education (or Local School Representative)
- Department of Fire and Emergency Services (DFES)
- Department of Health (or Local Health Services Provider/Officer)
- Department of Local Government, Sport, and Cultural Industries
- Department of Planning, Lands and Heritage
- Department of Primary Industries and Regional Development
- Department of Water and Environmental Regulation
- Essential Services Network Operators Reference Group representative
- Essential Services such as:
 - Alinta Gas
 - Telstra Corporation
 - Water Corporation
 - Western Power/Horizon Power.
- Insurance Council Australia
- Main Roads Western Australia
- Public Information Reference Group representative
- Volunteering WA
- Western Australia Police Force
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as: Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia, and Public Donations criteria for financial assistance:

- State Recovery (DFES)
- Lord Mayor’s Distress Relief Fund (City of Perth)

The role of the Local Recovery Coordination Group is to coordinate and support local management of the recovery processes within the community. The functions of the Local Recovery Coordination Group are:

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate.
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure.
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available.
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated.
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required.
- Prepare a Communications Plan where appropriate.
- Depending on the extent of damage, develop an event specific Local Operational Recovery Plan which allows full community participation and access, as well as:
 - taking account of the local government's long-term planning and goals
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups, or individuals and culturally and linguistically diverse people.
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted.
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community.
- Negotiate most effective use of State and Commonwealth agencies' resources.
- Monitor the progress of recovery and request periodic reports from recovery agencies.
- Provide recovery public information, information exchange and resource acquisition.
- Coordinate offers of assistance, including volunteers, services, and donated money.
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects.
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness.
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

The Local Recovery Coordination Group Aide Memoire and the Action Checklist is found within **Attachment 3**.

4.3. Local Recovery Coordination Group Sub-Committees

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

Consideration will be given to establishing subcommittees across the four recovery environments (social, built, economic and natural), depending on the nature and extent of the recovery:

- **Social** Sub-Committee
- **Built** Sub-Committee
- **Economic** Sub-Committee
- **Natural** Sub-Committee.

The City of South Perth has nominated the below positions to act in the roles of Chair, Deputy Chair and Administration support for the LRCG Sub-Committees.

These positions will be confirmed/amended by the LRCG when launching the sub committees.

LRCG Sub-Committee Structure – City of South Perth	
SOCIAL	
Chair	Director Development and Community Services
Administration Support	Administration Officer
BUILT	
Chair	Director Infrastructure Services
Administration Support	Administration Officer
ECONOMIC	
Chair	Director Corporate Services
Administration Support	Administration Officer
NATURAL	
Chair	Director Infrastructure Services
Administration Support	Administration Officer

Table 3: LRCG Sub-Committee Chairperson

Composition of the LRCG is fluid and dependent upon the nature of the incident and available resources. The Aide Memoire for the LRCG Sub-Committee is found within **Attachment 4**.

4.4. Communication Plan

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

WHAT?	WHO ...?	HOW ...?	WHERE ...?
What needs to be communicated?	Who needs information?	How will the information be disseminated?	Where will the information be provided?
<ul style="list-style-type: none"> • What has happened in the community? • What areas are how they have been affected? • What do the community see as issues and priorities. • What is recovery likely to involve. • What services and resources are available for the wellbeing and the recovery of the community? • What is expected of the community to achieve recovery? 	<ul style="list-style-type: none"> • Affected community • Recovery workers • Support agencies • Vulnerable groups • Internal staff • Media 	<ul style="list-style-type: none"> • Community meetings • Social media • City Website • Flyers/brochures/letters • Press releases • Face to face • Radio • Television • Text messaging • E-mail newsletters 	<ul style="list-style-type: none"> • Public meeting venues • Recovery centres • One-stop-shop locations (HUB) • Notice boards • City Website • E-mail • Television • Radio

Table 4: Communication Plan

APPENDIX

Appendix A - Contact Listing and Recovery Resources

This listing was last updated on 15 July 2025.

City of South Perth Emergency Management Roles				
Staff Member	Designation	Directorate	EM Role	Contact
[REDACTED]	Mayor	Council	Spokesperson	[REDACTED]
[REDACTED]	A/CEO	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]
[REDACTED]	Coordinator Community Development	Development & Community Services	Deputy Local Recovery Coordinator	[REDACTED]

Staff Member	Designation	Directorate	EM Role	Contact
[REDACTED]	Manager Community Learning and Libraries	Development and Community Services	Library Services Advice	[REDACTED]
[REDACTED]	Manager Development Services	Development and Community Services	Development Services	[REDACTED]
[REDACTED]	Manager Finance	Corporate Services	Finance Advice	[REDACTED]
[REDACTED]	Manager Governance	Corporate Services	Governance Advice	[REDACTED]
[REDACTED]	Manager People and Performance	Corporate Services	HR Advice	[REDACTED]
[REDACTED]	Manager Information Systems	Corporate Services	IT Advice	[REDACTED]
[REDACTED]	Manager Customer, Communications & Engagement	Corporate Services	Customer, Communications & Engagement Advice	[REDACTED]
[REDACTED]	Manager Engineering Services	Infrastructure Services	Business and Construction Advice	[REDACTED]
[REDACTED]	Manager Waste and Fleet	Infrastructure Services	Facilities, Waste and Fleet Advice	[REDACTED]
[REDACTED]	Manager Assets and Infrastructure Support and Planning	Infrastructure Services	Asset and Infrastructure Advice	[REDACTED]
[REDACTED]	Manager Parks and Environment	Infrastructure Services	Parks and Environment Advice	[REDACTED]

Staff Member	Designation	Directorate	EM Role	Contact
[REDACTED]	Ranger Services Coordinator	Corporate Services	Local Government ISG Liaison Officer	[REDACTED]
[REDACTED]	Communications & Marketing Coordinator	Corporate Services	Emergency Communications Officer	[REDACTED]
[REDACTED]	Customer Service Coordinator	Corporate Services	Emergency Support Officer	[REDACTED]
[REDACTED]	Environmental Health Coordinator	Development & Community Services	Environmental Health Advice	[REDACTED]
[REDACTED]	Senior Environmental Health Officer	Development & Community Services	Environmental Health Advice at LEMC	[REDACTED]
[REDACTED]	Recreation Development Coordinator	Development & Community Services	Local Government Liaison Officer	[REDACTED]
[REDACTED]	Community Safety & Emergency Management Officer	Governance	Executive Officer for Local Emergency Management Committee (LEMC) – South Perth	[REDACTED]

Table 5: Internal Contact Listing

Organisation	Committee Member	Role	Phone	Email
City of South Perth (CoSP)				
		Mayor & LEMC Co-Chair		
		Community Safety & Emergency Management Officer CoSP Executive Officer LEMC		
		Coordinator Ranger Services		
		Senior Environmental Health Officer		
City of Canning (CoC)				
		Director Customer & Community		
		Manager Community Safety		
		Coordinator Community Safety Operations		
		Safe Communities Officer & Joint CoC Executive Officer LEMC		
		Safe Communities Officer & Joint CoC Executive Officer LEMC		

Organisation	Committee Member	Role	Phone	Email
		Senior Environmental Health Officer		
		Environmental Health Officer		
WA Police				
		Inspector/District Officer, Cannington District		
		Senior Sergeant, OIC Kensington Police Station		
		Senior Sergeant, OIC Canning Vale Police Station		
		Senior Sergeant, OIC Cannington Police Station		
		Senior Sergeant, OIC Belmont Police Station		
DFES				
		District Officer SE Metro Operations		
		District Officer – Natural Hazard, Metro South East		
		District EM Advisor (DEMA)		
DFES - SES				
		Local Manager Canning/South Perth SES		

Organisation	Committee Member	Role	Phone	Email
Department of Communities				
		Regional Coordinator - South Metro		
		Metro Regional Officer		
		Regional Manager - Metro		
Department of Primary Industry and Regional Development				
		Emergency Preparedness Coordinator LEMC Proxy		
		Research Scientist, Preparedness & Response		
Perth Zoo				
		Security and Visitor Services Coordinator		
St John Ambulance				
		Operations Lead Central District Blue/ Red Shift		
		Operations Lead Central District Green/ Black Shift		
		A/Emergency Management Capability Coordinator		

Organisation	Committee Member	Role	Phone	Email
Water Corporation				
		Manager South Civil (PRFS)		
		Operation Manager (PRFS) LEMC Proxy		
Curtin University				
		Manager, Emergency Management Preparedness		
Westfield Carousel				
		Senior Risk & Security Manager		
Southern Cross WA				
		Senior Manager Risk and Assurance		
Bethanie Group				
		Emergency Management Consultant		

Table 6: City of South Perth/Canning LEMC Contact Listing

Emergency Services

Organisation	Phone	Mobile
Police	000 or 131 444	
Police Communications South-East Metro 24 Hours	9374 4812	
Duty Inspector 24 Hours	9374 4025	
Local Police Stations		
Kensington Police Station	9474 7555	
Belmont Police Station	9424 2700	
Cannington Police Station	9451 0000	
Canning Vale Police Station	9456 9555	
State Emergency Service (SES)		
Unit Manager Canning/South Perth SES		0423 332 484
Duty Officer 24 Hours/7 Days		0418 948 658
Fire and Rescue Service (FRS)		
Canning and South Perth District Officer	9478 8326	0407 772 199
Local Fire Stations		
Kensington Fire Station	9367 1222	
Welshpool Fire Station	9351 9250	
Department of Fire and Emergency Services (DFES)		
DFES Public Information Line	13 33 37	
DFES Communications Centre (Non-Emergencies)	9395 9209	
District Officer South-East Metro Operations	6424 1503	0418 843 139
District EM Advisors	9478 8344	

Director Community Preparedness	9395 9975	0448 342 457
State Recovery Coordinator		0428 072 669
Deputy State Recovery Coordinator	9395 9418	0427 080 689
DFES Media Enquiries	9225 5955	
DFES Media Liaison Officer (Pager)	9476 0179	
Medical and Social Services		
Department of Communities		
On Call Duty Officer – Emergency Relief and Support activation 24/7		0418 943 835
Senior District Emergency Services Officer		0427 429 042
Department of Housing		
Cannington District	1800 093 325	
Hospitals - Public		
Royal Perth Hospital	9224 2244	
Sir Charles Gairdner Hospital	6457 3333	
Perth Children’s Hospital	6456 2222	
Fiona Stanley Hospital	6152 2222	
King Edward Hospital	9340 2222	
St John Ambulance	000	
Manager Emergency Management Unit	9334 1455	0427 113 237
Emergency Management Coordinator	9334 1455	0437 174 533
District Area Manager – South-East District		0457 337 880
Red Cross		
Emergency Control Duty Officer (24 Hours)		0408 930 811
State Manager Emergency Services		0409 749 345

Organisation	Phone	Mobile
Salvation Army		
Primary (24 Hour Message Service)	9209 1142	
Director of Emergency Services		0407 611 466
Centrelink Human Services		
Victoria Park and Cannington District	13 24 68	
Emergency Information Line Monday to Friday (8am - 5pm during a natural disaster)	180 22 66	
Indigenous Service Officer		1800 136 380
Multicultural Services		
Multicultural Services Centre of WA – North Perth	9328 2699	
Multicultural Services Centre WA – Cannington	9258 5188	0418 275 786
Health Services		
Derbarl Yerrigan Health Service	9421 3888	
Health Direct Australia (Advice Only)		1800 022 222
Mental Health Emergency Response Line	9224 8888	1300 555 788
Health Department Enquiries	9222 4222	
Health Department - Disaster Preparedness Unit (24 Hours)	9328 0553	
Disability Services – West Perth	9426 9200	
Other Services		
Interpreter Service (on site) – Multilingual Interpreter	13 14 50	1300 655 082
Department of Human Services Multilingual Phone Service	13 12 02	
Chamber of Commerce and Industry WA	9365 7555	1300 422 492

Access Plus WA Deaf	9441 2677	
Volunteering WA – Spontaneous Volunteers	9482 4333	
Department of Education		
Manager, Security and Emergency Management	9264 4825	0417 910 388
Coordinator Regional Operations South Metropolitan Education Regional Office	9336 9545	0477 355 419
Assistant Regional Executive Director	9336 9536	0439 967 378
Disaster Recovery Funding Arrangements WA		
DRFAWA	9395 9973	0438 784 074
Lord Mayors Appeal Public Donations management/assistance		1300 998 227
Public Utilities and Infrastructure		
Airport Control Centre		
Emergency Only	9478 8500	
Airport Safety (24 Hours)	9478 8572	
Alinta/Atco Gas		
Faults/Emergency	13 13 52	
General Number	6163 5000	
Water Corporation		
Manager Control Centre Operations (24 Hours/7 days)		1300 483 514
Faults/Emergency	13 13 75	
Western Power		
Faults/Emergency	13 13 51	
Department of Main Roads		
Traffic and Road Closure Information	13 81 38	

Organisation	Phone	Mobile
Department of Transport		
Freight/Rail Movement Safety	13 11 56	
Public Transport Authority of Western Australia (Transperth PTA)		
Emergency 24 Hours	9220 9999	13 33 37
Arc Infrastructure – Emergency Only		1300 987 246
Manager Risk & Emergency Management	9326 2247	0466 779 293
WA Government Railways Commission	9326 2337	0408 742 715
Telstra		
Faults/Emergency	13 22 03	
For Telstra connection to wireless phone service during and emergency	13 22 00	0418 748 197
Western Power/Alinta Gas/Telstra		
Emergency Services Unit (ESU Duty Officer)		0418 943 835
Environmental and Wildlife		
Department of Water and Environmental Regulations		
General Number	6364 7000	
WA Water Police		
All Marine/River related incidents	9442 8600	
Pollution Response Unit (DWER)		
Oil Spill Response Unit (OSRU) (24 Hour)	9480 9924	0424 212 819
Pollution Hotline (24 Hours)		1300 784 782
Contaminated Sites (24 Hours)		1300 762 982

Department of Biodiversity, Conservation and Attractions (DBCA)		
Head Office and All Fire related incidents/issues	9219 9000	
River Pollution (e.g. oil spills/dead fish)	9278 0900	0419 192 845 (After Hours)
Department of Parks and Wildlife (DPaW) – Rivers and Estuary Division		
River pollution, destruction of vegetation, aquatic deaths/incidents, foreshore damage, littering, unauthorised works/development and commercial operations.	9278 0900	9219 9000
Department of Primary Industries Regional Development (DPIRD)		
State Animal Welfare Emergency Coordinator		0439 289 663
Manager Emergency Preparedness	9368 3818	0436 478 073
General Number In State or Regional emergencies, DPIRD may provide assistance for natural disasters/incidents that may comprise animal welfare. LGA's are responsible for straying tock and carcass disposal on public land. If animals present a traffic hazard or public risk contact WAPOL on 131 444.	9368 3333	
Wildcare		
Native Marine related incidents	9431 1100	9486 6462
Wildlife helpline (DBCA)	9474 9055	
Wildlife Watch (to report illegal wildlife activity)		1800 449 453
Wildlife helpline (DBCA)	9368 3333	

Table 7: External Contact Listing

Name of Facility	Address	Capacity
George Burnett Leisure Centre <i>Emergency.Evacuation.Centre</i>	Cnr Manning Road & Elderfield Road, Karawara, 6152	158 sleeping 368 standing
South Perth Community Hall	Cnr Sandgate Street & South Terrace, South Perth, 6151	405 standing
Manning Community Hall <i>Emergency.Evacuation.Centre</i>	2 Conochie Crescent, Manning, 6152	67 sleeping 270 standing
John Mc Grath Pavilion & Hall <i>Emergency.Evacuation.Centre</i>	97 Hensman Street, South Perth, 6151	<u>Pavilion</u> 49 sleeping 195 standing <u>Hall</u> 41 sleeping 165 standing
Maning Senior Citizens Centre	3 Downey Drive, Manning, 6152	340 standing
South Perth Senior Citizens Centre	53 Coode Street, South Perth, 6151	226
Collins Street Centre	2-4 Collins Street, South Perth, 6151	200
Moresby Street Hall	Moresby Street, Kensington, 6151	130
Morris Mundy Pavilion	Oxford Street, Kensington, 6151	98
Collier Pavilion	Thelma & Murray Street, Como, 6152	50

Table 8 Internal Recovery Resources – Facilities

Equipment/ Vehicle Type	Description	Quantity
Pumps		
	Sludge Pump	1
	Trailer mounted, (max flow 160,000 L/hr = 44.4L/sec (Max head 35m)	2
Small Plant		
	Air Blowers	45
	Axes	6
	Bagged Cement	1 pallet
	Chain Saws	24
	Chains/Slings	Various
	Cromlins Plate Compactor	4
	Wacker Neuson BS60 Compactor	2
	Concrete Saw	2
	Makinex Concrete Saw	2
	Unimec 350 Concrete Mixer	1
	Crow Bars	6
	Mowmaster Edger	7
	Generators	3
	Single Phase Generator	2
	Pacelink PLG-CM110S Generator	1
	Kango Rotary Hammer	1
	Picks	10
	Pole Chain Saws	5
	Stihl Pressure Washer	1
	Reflective Cones	150
	Road Signs	Various
	Ropes	200m
	Sand	20 Cubic m
	Sandbags	150+
	Shovels	20
	Cigweld Transmig 1751	1
	Gemie Truck Wash	1
Heavy Plant		
	Hyundai Loader integrated tool carrier 4WD Articulated with attachments	1
	Case Track Loader 4 in one with sweeper attachment	1
	Telehandler (4WS-4WD) with attachments	1

	3.5 Tonne Excavator with attachment	1
	Backhoe (Recycling Centre)	1
	Hako Street Sweeper	1
	Wiedenmann 500 turf maintenance	1
	Toro Rake-o-vac	1
	Genie GS1932 scissor lift	1
	Cushman hauler pro-utility cart	1
	Clubcar 2521Q – utility cart	1
	Turf Tac 36 Scarifier	1
	Redexim DS1200 sand spreader	1
	Textron Ryan 18 turf cutter	1
	Imnants root pruner	1
	Reel mower self-propelled	2
	Mower slasher deck	2
	Tractor	5
	Portable waste bins *30m ³ and #15m ³	*1 & #2
Vehicle Type		
Trailers		
	8 x 5 caged with ramp single axle	2
	8 x 4 caged	2
	8 x 5 enclosed tandem	1
	Mobile CCTV Trailer	1
	5m tandem flat bed with ramp	1
	Dosing trailer	1
	1000 water tanks on trailers	1
	8 x 5 tandem – scissor lift	1
	Weed techniques steam trailer	1
	Boat trailer	1
	Heavy duty mow trailer dual axle with ramp	3
	6 x 4 hydroquip	1
	Polmac heavy duty skid street trailer	1
	Hydraulic tipper custom	1
Utilities		
Ute - Dmax	Tray back with Hiab	1
Ute - Dmax	Tray back – Retic	2
Ute - Dmax	Well body - Canopy	9
Ute - Dmax	Well body – Canopy – Rangers	6
Ute - Dmax	Well body – Soft tonneau	3
Ute - Dmax	Tray back – Tipper	4

Ute - Dmax	Tray back – Single cab	2
Ute - Dmax	Tray back – Single cab - Carpenter	1
Ute - Dmax	Tray back – Quickspray fixed unit	1
Ute - Ford	Tray back – Space cab	1
Trucks		
Truck – Hook lift	Isuzu 8x4 Truck Heavy (HR HC) Hook Lift (8x4) GVM≥24000kg	1
Truck – Water cart	6800 Litre Water Cart – Truck Medium (MR) 4 Tray (4x4) GVM 8-11000kg	1
Truck - Flocon	Truck Medium (MR) 6 Flocon (4x2) GVM 8-11000kg	1
Truck - Tipper	Truck Medium (MR) 4 Tipper (4x2) GVM 8-11000kg	8
Truck – Hiab crane	Truck Medium (MR) 4 Tipper (4x2) GVM 8-11000kg	1
Truck – Kevrik crane	Truck Medium (MR) 4 Tipper (4x2) GVM 8-11000kg	3
Truck – Kevrik crane	Truck Light (C) 4 Tray (4x2) GVM 25-4500kg	2
Truck	Truck Medium (MR) 4 (4x2) GVM 8-11000kg	1
Truck - Hybrid	Hybrid flat deck with hydraulic tail lift	1

Table 9: Internal Recovery Resources – Equipment & Vehicles

External Resource	Location	Phone
Machine Hire/Hardware		
Bunnings East Victoria Park	1010 Albany Highway, East Victoria Park 6101	6250 4600
Bunnings Willetton	135 High Road, Willetton, 6155	9259 2800
Bunnings Subiaco	55 Salvado Road, Subiaco, 6008	9380 2600
Bunnings Belmont	Abernethy Road & Alexandra Road, Belmont, 6104	9373 4800
Bunnings Melville	126 N Lake Road, Melville, 6156	9329 1300
Bunnings Cannington	27 Liege Street, Cannington, 6107	6350 5600
Kennards Hire Belmont	149 Francisco Street, Belmont, 6104	6279 2100
Kennards Hire North Perth	370 Charles Street, North Perth, 6006	9202 7300
Kennards Hire Site Services	404 Orrong Road, Welshpool, 6106	9253 8200
Coates Hire Belmont	18 Wheeler Street, Belmont, 6104	9475 8100
All Fence U Rent (Temporary Fence Hire)	80 Collingwood Street, Osborne Park, 6017	0408 877 300
Generator Hire		
Generators Australia	22 Enterprise Court, Canning Vale, 6155	6258 4195
Coates Hire Cannington	1512 Albany Highway, Cannington, 6107	13 15 52 or 6318 1630
PR Power	20 Niche Parade, Wangara, 6065	6117 9777
Catering & Water Supplies		
Catering can be purchased from various local retail outlets	N/A	N/A
Water Corporation Trailer with 2000 bottles available 24/7	629 Newcastle Street, Leederville, 6007	13 13 85

Table 10: External Recovery Resources

The City of South Perth has a Community Directory which can be accessed via the following link:

https://www.mycommunitydirectory.com.au/Western_Australia/South_Perth

Appendix B - Local Recovery Coordinator Aide Memoire and Action Checklist

Aide Memoire

This Aide Memoire provides City officers with a quick reference to the process of local recovery activities. The Aide Memoire is by no means comprehensive, and you are encouraged to be fully conversant with the Emergency Management Handbook and Local Recovery Plan.

- Recovery Governance Structure – Refer EM Handbook – Recovery
- Recovery Checklist – See below
- Recovery Strategy Checklist - EM Handbook – Recovery
- Recovery Roles and Responsibilities (Part 4 – this plan)

Actions to be followed when an emergency occurs:

1. Ascertain what has happened and where.
2. Make immediate contact with the designated HMA and ask:
 - a. Has an IMT been formed?
 - b. Where is the IMT located?
 - c. Is an ISG meeting scheduled?
 - d. What assistance if any is required from the City of South Perth?
3. Advise the CEO and Mayor.
4. Advise relevant officers within the City of South Perth that an emergency event has occurred.
5. Refer steps listed in the Emergency Management Handbook

Attending ISG meetings

If requested to attend a meeting of the ISG you may be requested to make decisions relating to City resources such as equipment and evacuation facilities. Be prepared to respond to these requests. *Use the Emergency Management Handbook as your reference.* Ask questions such as:

- a. The current response level
- b. Area impacted/people impacted
- c. Damage assessment (Initial Impact Assessment) – The need for recovery
- d. What messages are being (or should be) transmitted to the affected community?

Staff briefings

Conduct regular City officer briefings to ensure their role is clear. (Regular and often).

Initial activation of the LRCG

Information about the emergency event may be sketchy in the early stages. The role of the LRC is to be ready for an escalation of effort should the situation change. **Refer to steps listed in the Emergency Management Handbook**

- a. Advise the Chair of the LRCG of the need to commence recovery activities.
- b. Advise prospective members and agencies of the City's intention to commence the recovery process.
- c. Assess the community recovery requirements for the event (ISG meetings).
- d. Assume the role of executive officer for the LRCG.

Assess the needs of neighbouring local governments (Request assistance if required).

Local Government	Phone	Mobile
City of Belmont		
215 Wright Street, Cloverdale WA 6105	9477 7222	1300 655 011
City of Canning		
1317 Albany Highway, Cannington WA 6107	131 444	1300 422 664
City of Melville		
10 Almondbury Road Booragoon WA 6154	1300 635 845	1300 653 643 (CSS)
Town of Victoria Park		
99 Shepperton Road Victoria Park WA 6100	9311 8111	9311 8188 (After Hours)

Table 11: Neighbouring Local Government Authorities

Longer Term Recovery Activities

1. Ensure the LRCG considers the importance of preparing an Operational Recovery Plan.
2. Determine the resources required for the recovery process in consultation with the LRCG (Depending upon the size of the event and the local area impact consider staffing levels and fatigue management).
3. Assess the need for subcommittees as required by the event.
4. Coordinate local area recovery activities.
5. Monitor the progress of recovery activities in accordance with plans and strategies identified by the LRCG.

6. Monitor the progress of recovery and provide periodic reports as required by the LRCG and the State Recovery Coordinating Group if established.
7. Liaise with the State Recovery Coordinator on issues where State level recovery is required or where there are problems encountered by obtaining services from government agencies.
8. Facilitate the acquisition and appropriate application of resources necessary to ensure an effective recovery program.
9. Ensure recovery activities are consistent with the principles of community engagement.

Cessation Of the Recovery Process

Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as practicable after cessation of the recovery arrangements. Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan within.

LRC Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Prior to an Emergency

- ☐ Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.
- ☐ Prepare, maintain, and test Local Recovery Plan in conjunction with local government for endorsement by the Council.
- ☐ Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.
- ☐ Identify at-risk groups such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
- ☐ Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.

Within 48 hours

- ☐ Contact and alert key local contacts.
- ☐ Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff, or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.

- ☐ Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.
- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock, and companion animals.
- ☐ Ensure Controlling Agency starts recovery activities during the response to that emergency.
- ☐ Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.
- ☐ During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.
- ☐ Consider support required such as resources to maintain records, including a record/log of events, actions, and decisions.
- ☐ Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.
- ☐ Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).
- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.

Within 1 week

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.
- ☐ In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore, and rehabilitate the social, built, economic, natural, and psychosocial wellbeing of the community.

- ☐ Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.
- ☐ Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.
- ☐ Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA. If so, ensure an understanding of what assistance measures are available and the process requirements for assistance.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts, and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.
- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.
- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 to 12 months (or longer-term recovery)

- ☐ Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.
- ☐ Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.
- ☐ Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.
- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.

Appendix C - Local Recovery Coordination Group Aide Memoire and Action Checklist

LRCG Aide Memoire

This Aide Memoir provides City officers with a quick reference to the process of local recovery activities. The Aide Memoir is by no means comprehensive, and you are encouraged to be fully conversant with the Local Recovery Plan.

- Recovery Governance Structure – Refer EM Handbook – Recovery
- Recovery Checklist – See below
- Recovery Strategy Checklist – EM Handbook - Recovery
- Potential Internal Sub-Committee Structure – Refer EM Handbook – Recovery
- Potential External Sub-Committee Structure – Refer EM Handbook - Recovery
- Recovery Roles and Responsibilities (Part 4 – this plan)

Attending Meetings of the LRCG

Information about the emergency event may be sketchy in the early stages. The role of the LRCG is to be ready for an escalation of effort should the situation change.

The Emergency Management Handbook outlines the structure of the LRCG and subcommittees.

LRCG Position	Primary	Proxy
LRCG Chair	CEO	CEO Delegate
Local Recovery Coordinator	Manager Community, Culture and Recreation	Deputy Recovery Coordinator

Table 12: LRCG Chair and LRC

LRCG Key Actions

- a. The Chair in consultation with the Local Recovery Coordinator and the HMA will identify whether an emergency event has been of sufficient magnitude to warrant the activation of it.
- b. As key staff of the City of South Perth you may be required to attend meetings of the LRCG.
- c. Ensure that you are prepared to engage in the process of recovery as long as your contribution is required by the LRCG. (the Makeup of the LRCG will change as the recovery progresses).

- d. If you have been invited to attend meetings of the LRCG it may be because your everyday role will in some way assist the recovery process.
- e. Establishing subcommittees as required.
- f. Assessing requirements based on the impact assessment, for recovery activities relating to the social, build, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- g. Developing an operational plan for the coordination of the recovery process for the event that takes into account of the local government long term planning goals.
- h. Make an informed assessment of the recovery needs and determine which recovery functions are still required.
- i. Develops a timetable and identifies responsibilities for completing the major activities.
- j. Considers the needs of youth, the aged, people with disability and culturally and linguistically diverse (CALD) people.
- k. Allows for full community participation and access.
- l. Allows for the monitoring of the progress of recovery.
- m. Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities.
- n. Facilitating the provision of services, public information, information exchange and resources.
- o. Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community.
- p. Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- q. Monitoring the progress of recovery and receiving periodic reports from recovery agencies.
- r. Ensuring a coordinated multi-agency approach to community recovery by providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee.
- s. Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.
- t. Cessation of recovery process.
- u. Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as practicable after cessation of the recovery arrangements.
- v. Arrange for an evaluation of the effectiveness of recovery activities in relation to the recovery plan within 12 months of the emergency.

LRCG Action Checklist

Please note this checklist is a guide and is not exhaustive. Timeframes are approximate.

Within 1 week

- ☐ Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.
- ☐ Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.
- ☐ District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.
- ☐ Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural, and psychosocial wellbeing of the affected community.
- ☐ Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.
- ☐ Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts, and providing timesheets for paid labour).
- ☐ Determine the acquisition and appropriate use of resources necessary for effective recovery.
- ☐ Consider recovery information and arrangements for at-risk groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.
- ☐ Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).
- ☐ Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.
- ☐ Ensure recovery activities are consistent with the National Principles for Disaster Recovery.

Within 1 month

- ☐ Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).
- ☐ Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so, ensure an understanding of what assistance measures are available and the process requirements for assistance.

- ☐ Consider establishing a call centre with prepared responses for frequently asked questions.
- ☐ Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources, and priorities.
- ☐ Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information, and assistance.
- ☐ Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.
- ☐ Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.
- ☐ Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation, and financial assistance (liaise with the Department of Communities).
- ☐ Manage restoration of essential infrastructure.
- ☐ Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.
- ☐ Monitor the progress of recovery and receive periodic reports from recovery agencies.

Within 12 months (or longer-term recovery)

- ☐ Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.
- ☐ Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.
- ☐ Implement transitioning to mainstream services.

Operational Recovery Plan Template

City of South Perth Operational Recovery Plan

Emergency Type and Location:

Date Emergency Occurred:

Section 1 – Introduction

- Incident description
- Purpose of this plan
- Authority

Section 2 – Assessment of recovery requirements

- Details of loss and damage:
- Residential:
- Commercial:
- Industrial:
- Transport:
- Essential Services: *(include State and local government infrastructure)*
- Estimates of damage costs:
- Temporary accommodation requirements: *(includes evacuation centres)*
- Additional personnel requirements:
- Human services: *(personal and psychological support requirements)*
- Other health issues:

Section 3 – Organisational Aspects

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

Section 4 – Operational Aspects

- Resources available:
- Resources required:
- Redevelopment plans: *(includes mitigation proposals)*
- Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs, and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*
- Financial arrangements:
(Assistance programs (NDRRA), insurance, public appeals, and donations)
- Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative Arrangements

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

Section 6 – Conclusion

(Summarises goals, priorities, and timetable of the plan).

Endorsed by:

[Insert Name & Signature]

Chair, Local Recovery Coordination Group

Date:

Appendix D - Local Recovery Coordination Group Subcommittees Aide Memoire

Aide Memoire

This Aide Memoir provides City officers with a quick reference to the process of local recovery activities relating to the Social Environment. The Aide Memoir is by no means comprehensive, and you are encouraged to be fully conversant with the Emergency Management Handbook.

Sub-committees are to use the Recovery Operational Plan Template and Recovery Checklist and Recovery Strategy to determine immediate, mid- and long-term actions and priorities:

- Recovery Governance Structure -Refer EM Handbook – Recovery
- Recovery Checklist - EM Handbook – Recovery
- Recovery Strategy Checklist - EM Handbook – Recovery
- Potential Internal Sub-Committee Structure - EM Handbook – Recovery
- Potential External Sub-Committee Structure - EM Handbook – Recovery
- Recovery Roles and Responsibilities (Part 4 – this plan)

Subcommittees

Social Environment

The social environment considers the impact an event may have on the health and wellbeing of individuals, families, and communities. This environment is primarily concerned with safety, security and shelter, health, and psychosocial wellbeing. Emergencies and disasters can cause major societal and personal upheavals, and reactions within a community may be diverse. Common feelings experienced may include shock, fear, anger, helplessness, sadness, guilt, and shame. These feelings will affect individual and community behaviour. Effects may be immediate or long term. Recovery plans should include psychological support strategies.

Objectives of Social Environment Subcommittee

The primary objectives of the Social Environment Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post incident.
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing.
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing.
- To assess and recommend medium- and long-term priority areas to the Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Reporting

The City's Local Recovery Coordinating Group may, from time to time, direct the Social Subcommittee to provide reports and other information as specified.

- Recognise immediate, short, medium and longer term needs of affected individuals.
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Built Environment

The built environment considers the impact that an event may have on essential physical infrastructure – those constructed assets that underpin the functioning of a community. Damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings may cause serious disruption to a community and significantly affect their ability to function normally.

Damage to these services will also significantly impact the delivery of recovery services. Recovery plans should include strategies for working with service providers and re-establishing vital infrastructure.

While capturing impacts to the built environment, it is also recommended to assess the amount and types of waste likely to be generated as a result of the emergency and recovery efforts. Capturing the amount of waste likely to be produced will assist in the development of an emergency waste management plan and allow for waste management to be provided in a coordinated manner.

Objectives of Built Environment Subcommittee

The primary objectives of the Built Environment Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community.
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged.
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short, and long-term.
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges, and culverts.

Reporting

The City's Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports, and other information as specified.

Recognise immediate-, short-, medium- and longer-term goals for the restoration of infrastructure community infrastructure.

Economic Environment

The economic environment considers the impact that an event may have on the economic position of the area and sometimes the broader region affected by an event. The direct economic effects of emergencies and disasters are physical damage to infrastructure, and stock and loss of income through reduced trading.

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

- Ensure the principles of equity, fairness, simplicity, and transparency apply.
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance.
- Recognise the extent of loss suffered by individuals.
- Complement other forms of relief and assistance provided by government and the private sector.
- Recognise immediate-, short-, medium- and longer-term needs of affected individuals.
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.
- Recognise immediate-, short-, medium- and longer-term goals for the restoration of economic and financial needs of the local government and community infrastructure.

Eligibility Criteria

Eligibility criteria should be put in place early in the process to ensure affected community members receive the benefits and support they are entitled to. Below is a sample only of eligibility criteria that could be applied.

Sample of eligibility criteria and levels of financial assistance:

Owners/Owner occupiers

For owners/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

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

Occupiers

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

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

Reporting

The Local Recovery Coordinating Group may, from time to time, direct the Economic/Financial Subcommittee to provide to them, reports, and other information as specified.

Natural Environment

The natural environment considers the impact that an event may have on a healthy and functioning environment, which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and animal damage/loss; and national parks, and cultural and heritage sites.

Objectives of Natural Environment Subcommittee

- To provide advice and guidance in the immediate and long-term treatment and restoration of affected areas of the community and surrounding environment.
- To provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate the understanding of the needs of the impacted community in relation to environmental restoration.
- To assess and recommend priority areas, projects, and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- To assess and recommend medium- and long-term priority areas to the City of South Perth Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.
- Recognise immediate, short, medium, and longer term needs to restore aspects of the environment affected by the emergency event.

Reporting

The City's Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports, and other information as specified in the direction.