

CITY OF BELMONT
&
TOWN OF VICTORIA PARK

PUBLIC COPY

**LOCAL EMERGENCY
MANAGEMENT
ARRANGEMENTS**

*** To be read in conjunction with the Local Recovery Plan
and internal Business Continuity Plans ***



TOWN OF
VICTORIA PARK



Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S.41(1), S.41(2), S.41(3), S.41(4), S.43(1) and S.43(2) of the *Emergency Management Act 2005*, endorsed by the City of Belmont and Town of Victoria Park Local Emergency Management Committee and the Councils of the City of Belmont and Town of Victoria Park. The Arrangements have been tabled for noting with the East Metro District Emergency Management Committee and State Emergency Management Committee.



Mr Graeme Todd, City of Belmont
Chair
City of Belmont / Town of Victoria Park
Local Emergency Management Committee

29/05/2020

Date

Endorsed by City of Belmont - Refer Council Meeting of 26 May 2020

***Disclaimer:** These Arrangements have been produced by the City of Belmont and Town of Victoria Park in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City / Town expressly disclaim any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission*

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ANNEXURE 2: City of Belmont and Town of Victoria Park Local Recovery Plan

DISTRIBUTION LIST

Organisation	Position
Airservices Australia	Operational Manager
AFP Perth Airport	Superintendent
Belmont Forum	Centre Manager
Belmont State Emergency Service	Manager – Belmont SES
Boronia Pre-Release Centre	Assistant Superintendent Operations
City of Bayswater	Emergency Management Officer
City of Belmont	Mayor
City of Belmont	Deputy Mayor
City of Belmont	Chief Executive Officer
City of Belmont	Director Development & Communities
City of Belmont	Director Corporate & Governance
City of Belmont	Director Infrastructure Services
City of Belmont	Executive Manager People & Organisational Development
City of Belmont	Manager Business Planning & Improvement
City of Belmont	Manager City Facilities & Property
City of Belmont	Manager City Projects
City of Belmont	Manager Community Place-making
City of Belmont	Manager Design & Assets
City of Belmont	Manager Economic & Community Development
City of Belmont	Manager Finance
City of Belmont	Manager Governance
City of Belmont	Manager Human Resources
City of Belmont	Manager Information Technology
City of Belmont	Manager Infrastructure Development
City of Belmont	Manager Parks, Leisure & Environment
City of Belmont	Manager Planning Services
City of Belmont	Manager Safer Communities
City of Belmont	Manager Works
City of Belmont	Coordinator Community Safety & Crime Prevention
City of Belmont	Coordinator Marketing & Communications
City of Belmont	Senior Ranger
City of Belmont	Civic Centre – Front Counter
City of Kalamunda	Senior Fire & Emergency Management Officer
City of Swan	Emergency Management Officer
Crown Resorts Perth	Manager Emergency Planning & Medical Services
Curtin University	Emergency Planning Coordinator
District Emergency Management Committee	Chair & District Emergency Coordinator for East EM District
District Emergency Management Committee	Alternate Chair & District Emergency Coordinator
Department of Communities	Senior District Emergency Services Officer East Metro
Department Fire and Emergency Services	District Officer Perth
Department Fire and Emergency Services	District Officer Swan
Department Fire and Emergency Services	District Emergency Manager Advisor
Department Fire and Emergency Services	District Officer Natural Hazards North East Metro

Optus Stadium	General Manager Events & Operations
Perth Airport	Emergency Planning Manager
Perth Freight Terminal	HSE Advisor WA
Perth Racing	General Manager Operations
State Emergency Management Committee	SEMC Secretariat
Town of Victoria Park	Mayor
Town of Victoria Park	Deputy Mayor
Town of Victoria Park	Chief Executive Officer
Town of Victoria Park	Chief Operations Officer
Town of Victoria Park	Chief Financial Officer
Town of Victoria Park	Chief Planning Officer
Town of Victoria Park	Manager people & Culture
Town of Victoria Park	Manager Infrastructure Operations
Town of Victoria Park	Manager Corporate Services
Town of Victoria Park	Manager Information Systems
Town of Victoria Park	Manager Community
Town of Victoria Park	Manager Development Services
Town of Victoria Park	Manager Stakeholder relations
Town of Victoria Park	Manager Governance and Strategy
Town of Victoria Park	Manager Place Planning
Town of Victoria Park	Manager Street Improvement
Town of Victoria Park	Manager Technical Services
Town of Victoria Park	Manager Business Services
Town of Victoria Park	Coordinator Parking
Town of Victoria Park	Financial Controller
Town of Victoria Park	Safety Coordinator
WA Police - Belmont	Officer In Charge
WA Police - Cannington	Officer In Charge
WA Police - Kensington	Officer In Charge
Water Corporation	Emergency Management Coordinator
Western Power	Emergency Management Manager

AMENDMENT RECORD

Amendment Record			
No.	Date	Description	Amended by
1	January 2008	Consolidated Plan issued	R. Fishwick
2	June 2008	Complete Plan review	J. Burnett
3	December 2010	General Review	L. Howell
4	June 2012	Update of titles, contacts and distribution list	L. Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R. Lutey
6	September 2018	General Review and Amendments	L. Timol
7	26 May 2020	Major Review LEMA and Recovery Plan	L. Timol C. McCallum

Next major review due by: September 2024

GLOSSARY OF TERMS

Glossary - 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 Emergency Risk Management Guide](#).

ACRONYMS

General acronyms used in these arrangements

AFP	Australian Federal Police
ARFFS	Aviation Rescue Fire Fighting Service
ATSB	Air Transport Safety Bureau
CMT	Crisis Management Team
DC	Department for Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
EM Act	<i>Emergency Management Act 2005</i>
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
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act (s.3)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australian Police

1.1 DOCUMENT AVAILABILITY

Copies of these arrangements are available for inspection, free of charge, by members of the public on the Local Government websites for City of Belmont and Town of Victoria Park. Physical copies are available for inspection during office hours at:

City of Belmont (Front Counter)
215 Wright Street
CLOVERDALE WA 6105

Town of Victoria Park (Front Counter)
99 Shepparton Road
VICTORIA PARK WA 6101

The Local Emergency Management Arrangements (LEMA) can be made available in other languages upon request

1.2 REVIEW AND CONSULTATION

Local Emergency Management Committee (LEMC)

The LEMC reviewed the draft LEMA on two occasions before endorsing the final version to ensure ensured compliance with legislation and benchmarking against best practice. The LEMC is comprised of members from:

- Belmont Forum
- Belmont SES
- Boronia Pre-Release Centre
- Crown Perth
- Curtin University
- District Emergency Management Committee
- Dept. Communities
- Dept. Fire & Emergency Services
- Optus Stadium
- Pacific National
- Perth Airport
- Perth Racing
- WA Police (Belmont)
- WA Police (Cannington)
- WA Police (Kensington)
- Western Power

Internal Consultation

Both local governments consulted with internal departments to ensure the plan was tailored to the Belmont / Victoria Park local government areas.

The Community

The LEMA was put to the community for a one month consultation period. A survey, available both electronically and in hard copy was advertised through Belmont Connect, the Belmont Bulletin, Life in the Park Bulletin, the Southern Gazette, notice boards and on both councils websites.

1.3 FEEDBACK

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Errors, omissions or suggested improvements.

To provide feedback copy the relevant section/s, mark with the proposed changes and forward to:

Local Emergency Management Committee
Executive Officer
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

1.4 ACKNOWLEDGEMENTS

The City of Belmont / Town of Victoria Parks Local Emergency Management Arrangements have been compiled to address the City / Towns support to Hazard Management Agencies and to address the their responsibilities for recovery operations. These Arrangements were created with consideration of the State Emergency Management Committees LEMA Guideline and Model.

To benchmark and ensure best practice the City / Town also considered the Plans and Arrangements of other Local Government Authorities and would like to thank:

- City of Albany
- Town of Bassendean
- City of Canning
- City of Gosnells
- City of Kalamunda
- City of Mandurah
- City of Melville
- Shire of Mundaring
- City of Perth
- Shire of Serpentine Jarrahdale
- City of Wanneroo

1.5 AIM / PURPOSE / SCOPE

Aim

The aim of these arrangements is to detail how the City of Belmont and Town of Victoria Park will cope with the hazards facing their communities with particular reference to:

- the support of Hazard Management Agencies during their response to an emergency; and
- the primary responsibility of the local government authority for recovery management following an emergency.

Purpose

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

- a) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate (S.41(2) of the Emergency Management Act 2005).

Scope

These arrangements are to ensure the City of Belmont and Town of Victoria Park are prepared 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 only to the local government districts of the City of Belmont and the Town of Victoria Park
- This document covers areas where the City of Belmont and Town of Victoria Park provide support to HMAs in the event of an incident;
- This document details the City of Belmont and Town of Victoria Park's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Belmont and Town of Victoria Park's responsibilities in relation to recovery management.

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

1.6 AREA COVERED

The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. Perth Airport sits in the upper north-east of the area. The Swan River runs generally along the northern boundary of the area and the Perth-Armadale railway line runs north-south through Victoria Park.

Obvious constraints to movement are:

- The Swan River which runs generally along the northern boundary of the area;
- Major highways (Leach, Tonkin and Great Eastern); and
- The Perth-Armadale railway line which runs north-south through Victoria Park.

Swan River - there are four well-spaced road crossings:

- The Causeway Bridge, East Perth / Burswood;
- Windan Bridge, East Perth / Burswood;
- Garratt Road Bridge, Bayswater / Ascot; and
- Redcliffe Bridge, Bayswater / Ascot.

Major highway routes – crossing points are as follows:

- Leach Highway:
 - Orrong Road
 - Abernethy Road
 - Tonkin Highway
- Tonkin Highway:
 - Great Eastern Highway
 - Stanton Road/Second Street
 - Leach Highway
 - Abernethy Road and
 - Kewdale Road/Horrie Miller Drive
- Great Eastern Highway:
 - Graham Farmer Freeway/Orrong Road
 - Belgravia Street/Garratt Road
 - Tonkin Highway
 - Causeway/Albany Highway/Shepperton Road

The railway line - crossing points at:

- Riversdale Road
- Great Eastern Highway
- Roberts Street
- Archer Street
- Oats Street
- Welshpool Road
- Leach Highway

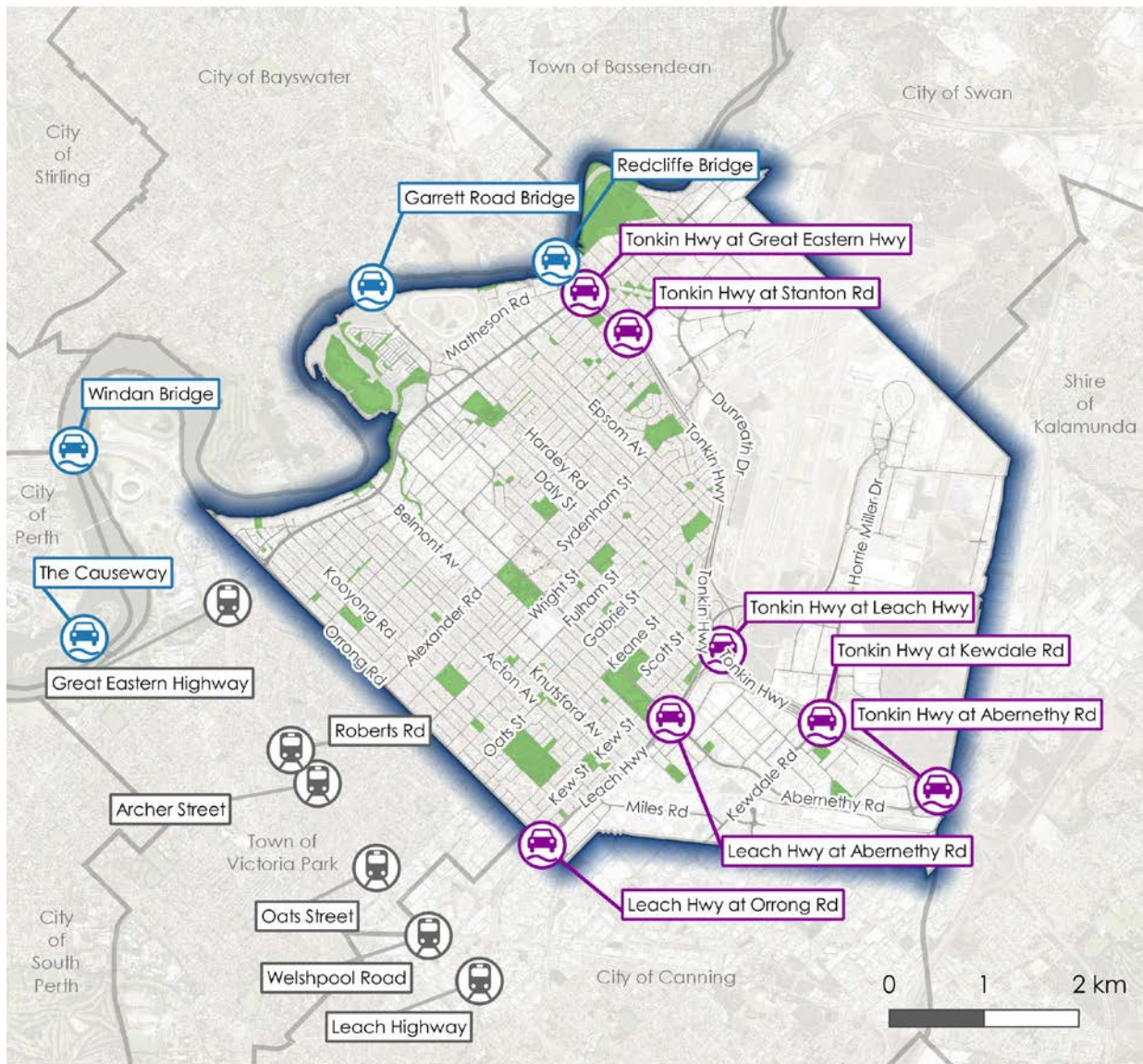
List of Suburbs	
City of Belmont	Town of Victoria Park
Ascot	Bentley (Part of)
Belmont	Burswood
Cloverdale	Carlisle
Kewdale	East Victoria Park
Perth Airport	Lathlain
Redcliffe	St James (Part of)
Rivervale	Victoria Park

Surrounding Local Authorities

- City of Bayswater (North)
- Town of Bassendean (North)
- City of Swan (North-East)
- City of Kalamunda (East)
- City of Canning (South)
- City of South Perth (West)
- City of Perth (North-West)
- Town of Vincent (North-West)

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

215 Wright Street

CLOVERDALE

Phone: 9477 7222

After Hrs: 1300 655 011

Operations Centre

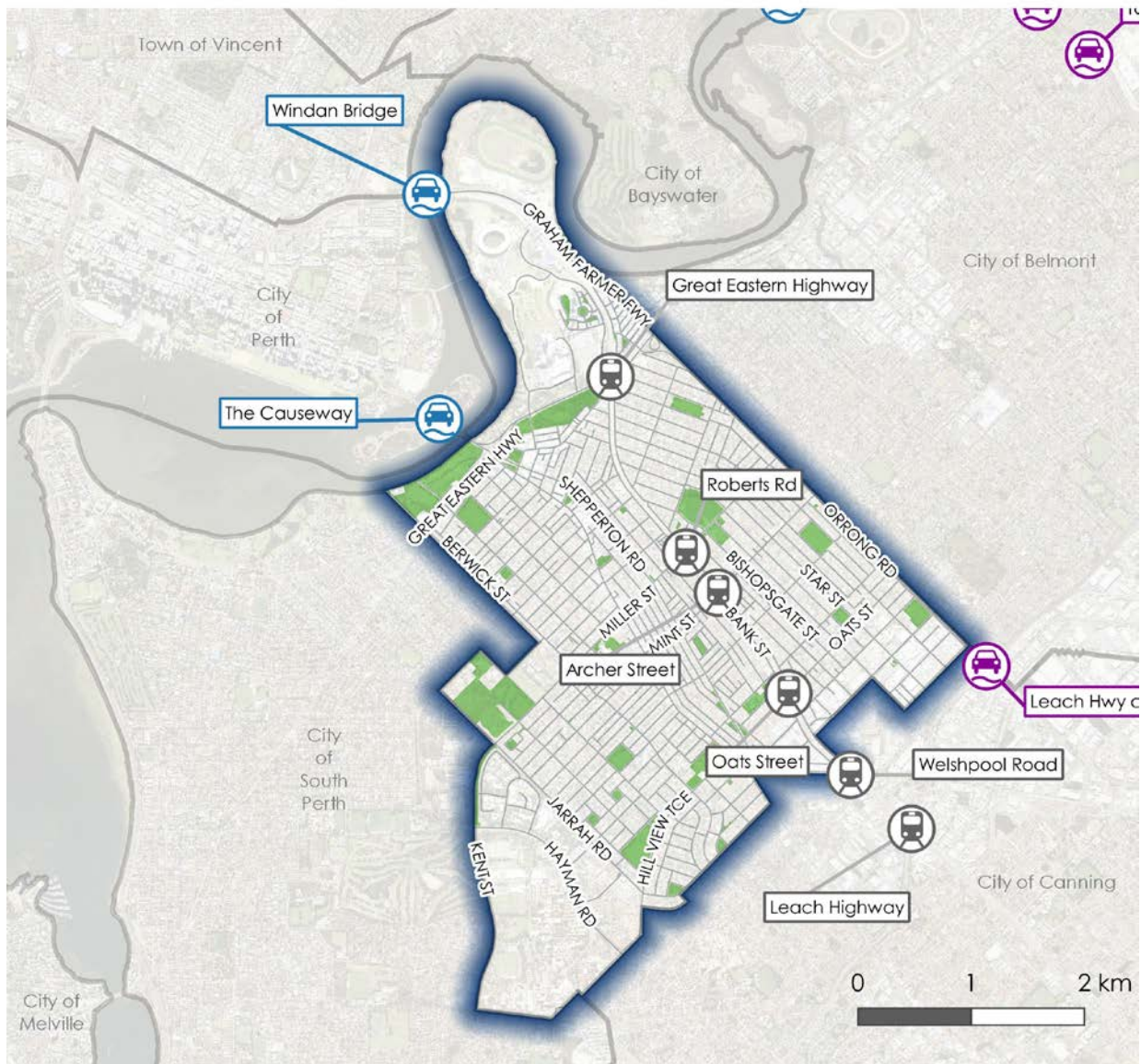
180 Planet Street

CARLISLE

Phone: 9477 7118

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

99 Shepperton road
 Victoria park WA 6100
 Phone: 9311 8111
 After Hrs: 9311 8188

Operations Centre

199 Star Street
 Welshpool WA 6106
 Phone: 9311 8111

1.7 KEY DEMOGRAPHICS

Population and Age

	City of Belmont	Town of Victoria Park	Totals
Population	41,510	36,601	78,111
Median age	34	34	34
0-9 years	5,010	3,772	8,782
10-19 years	3,409	2,602	6,011
20-29 years	7,796	7,833	15,629
30-39 years	7,877	7,287	15,164
40-49 years	5,156	4,529	9,685
50-64 years	6,500	5,605	12,105
65-79 years	4,074	3,313	7,387
80+ years	1,688	1,660	3,348

Source: www.abs.gov.au – 2018 Census

Languages Spoken

Top Languages other than English	City of Belmont	Town of Victoria Park
Mandarin	1,680	1428
Arabic	742	-
Cantonese	645	519
Italian	516	639
Tagalog	565	-
Korean	-	419
Indonesian	-	376

Source: www.abs.gov.au – 2016 Census

Land and business

	City of Belmont	Town of Victoria Park	Totals
Land Area (km ²)	39.80	17.62	57.42
Dwellings	18,460	16,946	35,406
Gross Regional Product (billions)	8.26	4.94	13.2
Local Jobs	55,601	35,645	91,246
Local Businesses	3,980	3,908	7,888

Source: www.economy.id.com.au

Key Industries

City of Belmont	Town of Victoria Park
Transport, Postal and Warehousing	Education and Training
Retail Trade	Arts and Recreation Services
Construction	Retail Trade
Manufacturing	Construction
Wholesale Trade	Accommodation and Food Services

Source: National Institute of Economic and Industry Research (NIEIR) ©2016.

1.8 RELATED DOCUMENTS & ARRANGEMENTS

The City of Belmont and the Town of Victoria Park has the following existing plans and arrangements.

*Also refer to the State Hazard Plans on the SEMC website <http://semc.wa.gov.au>

1.8.1 Local plans and procedures

City of Belmont		
Document	Owner	Currency
Asbestos (Management and Control of Asbestos in the Workplace)	OSH	12/08/2019
Business Continuity Plans - 2017	Various	04/04/2018
Community Services – Service Disruption Event Framework	HACC	09/03/2018
Crisis (Issues) Communications Management Plan	Marketing	03/07/2017
Crisis Notification – Declaration Process	Business Continuity	12/12/2019
Emergency and Evacuation Procedures – Various locations	OSH	25/01/2019
Emergency Procedures – After Hours – Civic Centre	OSH	20/07/2017
Emergency Response Guidelines for Persons Hiring Council Facilities	Building Services	28/02/2019
Entry in an Emergency (Form)	Compliance	30/04/2018
Guide for Opening and Coordinating a Welfare Evacuation Centre	Comm. Safety	27/05/2019
Harman Park Community Centre (Adult Day Care Centre) Risk Management Plan	Harman Park	29/08/2019
Homecare Services – Service Disruption Event Framework	HACC	09/03/2018
IT Disaster Recovery Plan 2018	IT	27/04/2018
JSEA Worksheet	OSH	23/07/2019
Marketing Event Plans	Marketing	Various
Records Disaster Recovery Plan 2017	Records	17/03/2020
Strategic Community Plan 2016-2036	Governance	27/08/2018
Work Instruction – Accessing Interpreting Services	Community	01/05/2018
Work Instruction – City of Perth Lord Mayor Disaster Appeals	Community	31/05/2017
Work Instruction - Emergency Management Call Outs – PPE	OSH	01/05/2019
Work Instruction – Harman Park Community Centre Vehicle Evacuation	Harman Park	19/02/2018
Work Instruction – Inclement Weather	OSH	01/10/2019
Work Instruction – Job Safety & Environmental Analysis (JESA)	OSH	01/05/2018
Work Instruction – Use and Monitoring of Defibrillator	OSH	28/06/2017
Work Instruction – Indefinite Road Access Closure	Works	07/05/2018
Work Instruction – Spill Response – (Major Spills – Request by Emergency Services)	Works	31/10/2018
Town of Victoria Park		
Document	Owner	Currency
Business Continuity Plan 2017	Various	Under Review
Communications Plan 2012	Marketing	
Emergency and Evacuation Procedures	OSH	
Information and Parking	OSH	
Marketing Events Emergency Plan (under review)	Marketing	
Strategic Community Plan 2017-2032	Various	

1.8.2 Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement
CoB	ToVP	Reciprocal agreement to share equipment and resources in an emergency event to the extent that they are available under the prevailing conditions.
ToVP	Burswood Casino	Use of facility in the event that own facility is unavailable in a 'crisis event'
ToVP	City of Canning	MOU for animal welfare during emergencies.
ToVP	Kensington School	Access to bushland located on school property for the purpose of hazard maintenance.

1.9 SPECIAL CONSIDERATIONS

1.9.1 After-hours, Weekends and Public Holidays

It should be noted that the business hours of the City of Belmont / Town of Victoria Park are Monday to Friday, 0830 – 1700.

Their Operations Centre's opening hours are Monday to Friday, 0600 – 1600.

In order to access the City / Towns' services and resources after hours or on weekend/public holidays, contact the relevant emergency contact phone numbers located in [Appendix 2](#).

1.10 CARE FACILITIES, CALD GROUPS AND MAJOR FACILITIES LOCATED WITHIN THE AREA

1.10.1 Aged & Disability Care, Childcare & Schools

Belmont – there are 19 Aged and Disability facilities, 9 Child Care centres and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

***See Appendix 5 for full listing and contact details.**

1.10.2 Cultural and Linguistically Diverse (CALD) Groups

The City of Belmont and Town of Victoria Park enjoy a large multicultural community, with a variety of languages being spoken in the home, including those from Asia, Europe and the Middle East.

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information.

Belmont – Dial TIS National (131 450) and quote code: [REDACTED] (Work Instruction 'Accessing Interpreting Services' maintained by the Cultural Diversity Engagement Officer).

Victoria Park – Dial TIS National (131 450).

**Note: At this stage, no directory of CALD groups is maintained, other than through pre-existing avenues for this such as accessing OMI's database for groups and associations within a region – http://www.omi.wa.gov.au/omi_db_organisations.cfm.*

1.10.3 Major facilities owned by other entities

Note: these entities have their own emergency plans and should be contacted directly in an emergency.

City of Belmont			
Facility	Owner	Location	Contact Details
Ascot Racecourse	Perth Racing	70 Grandstand Rd, Ascot WA 6104	
Located 8 km east of the Perth CBD. The headquarters of Perth Racing are positioned directly opposite. Major events held throughout the year including the Perth Cup. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Belmont Forum	Belmont Forum	227 Belmont Ave, Perth, WA 6105	
Indoor mall in Cloverdale with 130 stores and food court. Reading Cinemas located opposite. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			
Perth Airport	Perth Airport Pty Ltd	Perth Airport WA 6105	
Located 10 km east of the Perth CBD. Operates 24/7. Two runways (3 rd under construction). 4 major terminals. 30+ airlines flying in and out. ~1'500 international, domestic and regional flights per week. Rail connection to be completed by 2021. Potential major incidents: Crash Emergency, HAZMAT, Active Armed Offender, Terrorist Act.			
Perth Freight Terminal (MHF)* (Kewdale Rail)	Pacific National	Kewdale WA 6105	
Located in Kewdale, south of Perth Airport. Operates 24/7. Classed as a Major Hazard Facility (MHF). Schedule 15 Chemicals (eg toxic gases, corrosive materials, flammable liquids) handled on site for limited periods of time before being transported off site by either truck or train. Potential major incidents include: Fire, HAZMAT, Crash Emergency.			
Town of Victoria Park			
Facility	Owner	Location	Contact Details
Belmont Park Racecourse	Perth Racing	Goodwood Parade, Burswood WA 6100	
Perth's winter racecourse, located between Optus Stadium and the Swan River. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Boronia Pre Release Centre for Women	Department of Justice	14-16 Hayman Road Bentley WA 6102	
Manages minimum security female prisoners and their children preparing for re-entry into the community. Located in Bentley, across from Curtin University. Potential major incidents include: Fire, Active Armed Offender.			
Crown Perth	Crown Resorts	Great Eastern Hwy, Burswood WA 6100	
Consists of a casino, convention centre, theatre, ballrooms, restaurants, bars, nightclub, recreation facilities and 3 hotels. Located in Burswood, next to the Swan River. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			

Town of Victoria Park cont.			
Facility	Owner	Location	Contact Details
Curtin University	Department of Education	Kent St, Bentley WA 6102	
Largest university in WA with over 55,000 students. Located in Bentley, next to Boronia Pre Release and Canning College. Potential major incidents include Fire, HAZMAT, Crash, Active Armed Offender and Terrorist Act.			
Optus Stadium	Department of Sport and Recreation	333 Victoria Park Dr, Burswood WA 6100	
60,000 seat multipurpose venue. Train station next to venue. Located next to the Swan River and Belmont Park. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			
The Park Centre Shopping Plaza	Hawaiian Investments Pty Ltd	Cnr Sussex St & Albany Hwy, East Vic Park WA 6101	
Indoor mall in East Victoria Park with 54 stores. Located next to the Leisurelife Centre on Albany Hwy. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			

1.11 SEASONAL / MAJOR EVENTS

Seasonal Events and Major Community Events (Dates are approximates only)

Approx. Date	Event	Location	Attendance	Organiser
City of Belmont				
31 st Dec	Perth Cup	Ascot R/C	~ 20,000	Perth Racing
3 rd Sat in Feb	Kidz Fest	Garvey Park	~ 10,000	COB
3 rd Sun in Mar	Harmonise Cultural Festival	Faulkner Park	~ 5,000	COB
1 st or 2 nd Sun in Apr	Autumn River Festival	Garvey Park	~ 5,000	COB
May – Oct Saturdays	Winter Carnival	Belmont R/C	~1,500	Perth Racing
1 st Sun in Aug	Avon Descent Family Fun Day	Garvey Park	~ 2,000	COB
Oct – date varies	Opening Day	Ascot R/C	~ 7,000	Perth Racing
Oct to May Saturday's	Summer Carnival	Ascot R/C	~7,000	Perth Racing
Nov – Various dates	Let's Celebrate Belmont Festival	Various Locations	~ 15,000	COB
1 st Tues in Nov	Melbourne Cup	Ascot R/C	~ 20,000	Perth Racing
19 th Nov	Railway Stakes Day	Ascot R/C	~ 16,000	Perth Racing
26 th Nov	Winterbottom	Ascot R/C	~ 7,000	Perth Racing
1 st or 2 nd Fri in Dec	Carols in the Park	Faulkner Park	~ 2,500	COB
3 rd Dec	Kingston Town	Ascot R/C	~ 6,000	Perth Racing
Town of Victoria Park				
Various	Various events	Optus Stadium	Up to 60,000	Perth Stadium
26 th Jan	Australia Day	Foreshore	Walk through traffic only	ToVP
Last weekend Feb	Swanfish	McCallum / Taylor Park	500 - 1000	ToVP
2 nd Sun in Mar	Music by Moonlight	Burswood Park Foreshore	~ 4,000	ToVP
Last Thu to Sun in Apr	Perth Garden Festival	McCallum / Taylor Park	30,000 over 4 days	ToVP
3 rd Sun in May	Million Paws Walk	McCallum / Taylor Park	Walk throughs only, 1000 plus	ToVP / RSPCA
3 rd Sun in Sept	Perth Basant Festival	McCallum / Taylor Park	2000 plus	ToVP
3 rd Fri, Sat, Sun in Oct	Ride to Conquer cancer	McCallum / Taylor Park	1500 plus	ToVP
2 nd weekend in Nov	Perth 4WD Show	McCallum / Taylor Park	25,000 over 3 days	ToVP
Nov - Feb Every day	Splash City	Belmont R/C	Waiting for response	Splash City
2 nd Sat in Dec	Eventing in the Park	McCallum / Taylor Park	4000 plus	ToVP

*For Optus Stadium events visit <https://optusstadium.com.au/>

1.12 RESOURCES

1.12.1 Sharing of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

The City of Belmont and the Town of Victoria Park agree that in case of an emergency they will, to the extent that they are able, given each of their needs at the time, share their available resources for the purposes of responding to and recovering from the emergency event.

A full list of contacts and resources (vehicles and plant) is contained in [Appendix 2](#).

Note, the Operations Centre's opening hours are Monday to Friday, 0600 – 1600 and access to some vehicles and plant may not be possible outside of these hours.

1.12.2 Finance arrangements

[State EM Policy](#) 5.12, [State EM Plan](#) 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies.

While recognising the above, the City of Belmont and Town of Victoria Park are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

In accordance with State Emergency Management Policy section 5.12, agencies / local governments that have assisted in the response to emergencies may be eligible for reimbursement of some expenses, provided they are not related to the agencies core function.

The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the City of Belmont and Town of Victoria Park occurs, to ensure 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 Belmont and Town of Victoria Park have specific cost centres to which all costs will be allocated.

City of Belmont	
Cost Centre	Name of Cost Centre
914001	Emergency Response Reimbursements
914002	Emergency Response Reimbursements Event
Town of Victoria Park	
Cost Centre	Name of Cost Centre
14774.1289	Emergency Response

1.13 ROLES & RESPONSIBILITIES

Section 41(2)(b) of the Emergency Management Act 2005 states that local emergency management arrangements must set out the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

1.13.1 Local Government

The responsibilities of the local government are defined in S.36 of the Emergency Management Act 2005:

- a) Ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b) Manage recovery following an emergency affecting the community in its district; and
- c) Perform other functions given to the local government under *The Act*.

1.13.2 Council / Elected Members

During the response phase of any sizable emergency, the elected Council has no operational role. This is best left to the personnel trained in this area. However, the Community at large will look to their locally elected Government for assurance. Councillors should be prepared to view damage in their respective Wards (under escort from the HMA) and talk with their Ratepayers. The information gleaned from this process directly relates to the type of services which may be required during recovery.

1.13.3 Local Emergency Management Committee (LEMC)

The City of Belmont and Town of Victoria Park have established a Combined Local Emergency Management Committee under S.38(1) of the [Emergency Management Act 2005](#), which allows that two or more local governments may unite for the purposes of emergency management.

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

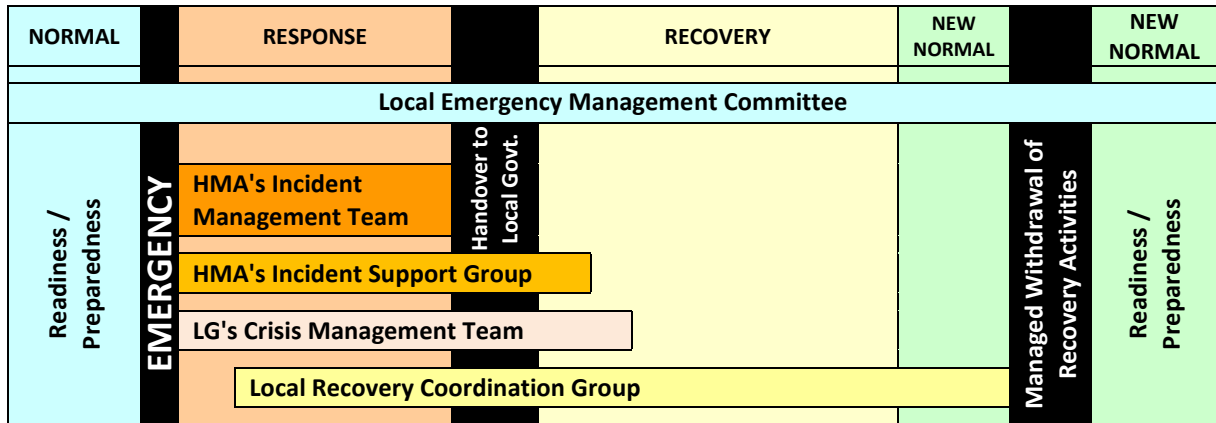
Under Section 39 of The Act the functions of the LEMC are to:

- a) to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- 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

Chair Person - Local Emergency Management Committee

The chairperson of the LEMC is appointed by the local government (Section 38 of the Act) and does not necessarily have to be an elected member. The Chair of the Belmont / Victoria Park LEMC is the City of Belmont’s Coordinator of Community Safety. The Deputy Chair is the Town of Victoria Park’s Safety Coordinator. The chairperson shall be responsible for:

- a) Overall management and effectiveness of the LEMC;
- b) Preparation of the agenda for the LEMC;
- c) Recording LEMC activity;
- d) Distribution of information documents/ correspondence; and
- e) Completion of the Annual and Preparedness Report.



1.13.4 Crisis Management Team (CMT)

While the Council undertakes a strategic role, the resources of the City must be made available to the HMA operationally and maintained for the duration of the event. This role falls to the City's Crisis Management Team who has the direct interface with the HMA during the incident. The Team should be capable of operating at full size for major incidents and can effectively be downsized to two positions (Incident Manager and Scribe) for low level incidents.

Incident Manager

The Incident Manager is responsible, under the Authority of the CEO, for the overall direction of the City or Town's response activities in an emergency situation. The Incident Manager fulfils all management functions and responsibilities until the incident requires additional appointments.

The Incident Manager will establish a Crisis Management Team who will coordinate the operational response to an emergency impacting on the City/Town and carry out tactical planning in order to make City/Town resources available to the HMA. Major responsibilities include:

- Briefing the CEO and Executive Leadership Team / C-Suite.
- Establishing coordination and communication with the HMA.
- Controlling City/Town personnel and resources under authority from the CEO.
- Establishing and maintaining effective liaison with outside responders and support agencies, including the HMA's Emergency Operation Centre when activated.

As the incident grows the Incident Manager may delegate certain operational functions to others, as shown in the structure below. Those appointed to the roles of Planning, Operations, Logistics and ISG Liaison together with the Incident Manager and Scribe make up the Crisis Management Team.

Other positions in the CMT:

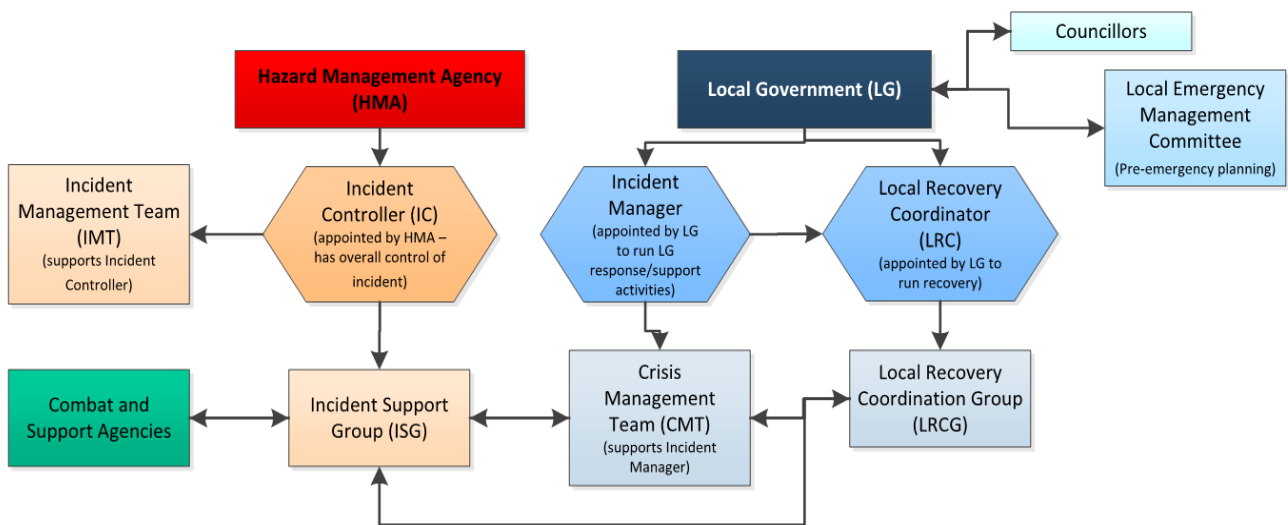
Scribe	The IMT Scribe is responsible for ensuring that all actions and information are recorded. The Scribe also ensures that all stationery requirements of the IMT are provided. In low level incidents the Incident Manager may also act as scribe.
Logistics Officer	Obtain and maintain human and physical resources, facilities, services and materials.
Operations Officer	Ensure the efficient tasking and application of resources to achieve resolution of the incident.
ISG Liaison Officer	Officer for deployment to a HMA's Emergency Operations Centre (EOC) or to the scene of the incident at the HMA's direction and request.

1.13.5 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group. Refer to Annexure 2: Local Recovery Plan for further information.

1.13.6 Local Recovery Coordination Group

The Local Recovery Coordination Group is the strategic decision making body for the recovery process. Refer to Annexure 2: Local Recovery Plan for further information.



Relationship between groups in response

1.13.7 Hazard Management Agencies (HMA)

Hazard Management Agencies are prescribed by the Emergency Management Regulations 2006 to be the hazard management agency for a particular hazard. HMA's are prescribed based on their functions, expertise and resources and are responsible for the prevention, preparedness and response to a hazard. Designated HMA's have the authority to declare an emergency situation and invoke the powers of The Act.

The HMA's for each hazard and its associated State Hazard Plan* are as follows:

**Note: A process is underway to convert all Westplans in to State Hazard Plans, and to amalgamate similar Westplans into one plan. This process is occurring over in a staged approach over a period of time. As they become available, the new State Hazard Plans will be made available and the corresponding Westplan/s will be removed.*

Hazard	Hazard Management Agency	State Hazard Plan / Westplan
Air Crash	WA Police	Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industries & Regional Development	Animal and Plant Biosecurity
Brookfield Rail	Brookfield Rail	Crash Emergency
Collapse	Dept. of Fire & Emergency Services (DFES)	Westplan Collapse
Cyclone	Dept. of Fire & Emergency Services	Westplan Cyclone
Earthquake	Dept. of Fire & Emergency Services	Westplan Earthquake
Electricity Supply Disruption	Energy Policy WA	Energy Supply Disruption
Fire	Dept. of Fire & Emergency Services	Fire
Flood	Dept. of Fire & Emergency Services	Westplan Flood
Gas Supply Disruption	Energy Policy WA	Energy Supply Disruption
Hazardous Materials Emergencies (HAZMAT)	Dept. of Fire & Emergency Services	HAZMAT
Heatwave	Dept. of Health WA	Heatwave
Human Epidemic	Dept. of Health WA	Human Biosecurity
Land Search	WA Police	Search and Rescue Emergency
Liquid Fuel Supply Disruption	Energy Policy WA	Energy Supply Disruption
Marine Oil Pollution	Dept. of Transport	Maritime Environmental Emergencies
Marine Transport Emergency	Dept. of Transport	Maritime Environmental Emergencies
Marine Search and Rescue	WA Police	Search and Rescue Emergency
Nuclear Powered Warships	WA Police	HAZMAT (Annex A)
Rail Crash	Public Transport Authority (PTA)	Crash Emergency
Road Crash	WA Police	Crash Emergency
Space Re-entry Debris	WA Police	HAZMAT (Annex B)
Storm	Dept. of Fire & Emergency Services / State Emergency Service	Westplan Storm
Terrorism	WA Police	Terrorist Act
Tsunami	Dept. of Fire & Emergency Services	Tsunami

1.13.8 Incident Controller (IC)

The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

1.13.9 Incident Management Team (IMT)

A group of incident management personnel comprising of the Incident Controller and the personnel he/she appoints to be responsible for the functions of operations, planning and logistics. This team, under the direction of the Incident Controller manages the response to an incident.

1.13.10 Incident Support Group (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people represented by all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations. Refer to Section 3.2 for further information.

1.13.11 Local Emergency Coordinator (LEC)

The LEC is appointed by the State Emergency Coordinator (the Commissioner of Police) and is based upon local government districts (as per Section 37 of the Act). The Officer in Charge of each WA Police district has been appointed as the LEC in the local government area that the district is in. There may be more than one LEC in each local government area. For Belmont/Victoria Park the LEC's are the Officers in Charge from the WA Police Subdistricts of Belmont, Canning and Kensington. Their role is to:

- a) assist HMA's in the provision of a coordinated response during an emergency in the district;
- b) provide advice and support to the LEMC in the development and maintenance of emergency management arrangements; and
- c) carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.13.12 Combat Agencies

Combat agencies are also prescribed by the Emergency Management Regulations 2006 and are responsible for specific emergency management activities. For example, the Department of Health and St John Ambulance are combat agencies for the emergency management activity of providing health services. An emergency operation may involve a number of combat agencies.

1.13.13 Support Agencies

Organisations whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation, Main Roads WA etc) or to provide support functions (e.g. food provision by the Salvation Army).

2.1 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 enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in the [State EM Policy](#) (item 3.2 Emergency Risk Management Planning).

Emergency Risk Assessment Workshops for the communities of the City of Belmont and Town of Victoria Park were conducted in early 2008 and subsequently reviewed in 2016. The Risk Assessment was carried out in accordance with the Standard **AS / NZ 4360 – Risk Management** and the Application Guide (Manual 5) produced by Emergency Management Australia (EMA). The provisions of this Standard are used throughout Australia by emergency and risk management practitioners.

The State Risk Project (local level) is currently reviewing local risks with an estimated completion time of 2021.

2.2 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The emergency risk management process conducted in 2016 identified 6 major hazards within the City of Belmont / Town of Victoria Park:

City of Belmont / Town of Victoria Park Risk Register			
Hazard	Action Priority	HMA	State Hazard Plan
Air Crash	1	WA Pol	Crash Emergency
Storm	2	DFES / SES	Severe Weather
Fire (Bushfire and Structural)	3	DFES	Fire
Road Crash	4	WA Pol	Crash Emergency
Rail Crash: PTA Network	5	WA Pol	Crash Emergency
Terrorism	6	WA Pol	Terrorist Act (restricted)

These arrangements are based on the premise that the HMA responsible for the below risks will develop, test and review appropriate emergency management plans for the hazards under their appointed responsibility.

Refer to [Appendix 3](#) for a copy of the City of Belmont / Town of Victoria Park' Risk Register.

2.3 EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

COB / TOVP Local Emergency Management Priorities and Strategies

Strategic Priority		Key Strategies
Risk	Develop an emergency management risk profile and promote mitigation activities that reduce the City/Towns risk profile.	Facilitate the assessment of a comprehensive emergency risk profile for the State through the State Risk Project: <ul style="list-style-type: none"> Facilitate the assessment of the State’s key risks at a local level. Report on the local level risk profile through SEMC. Assess and implement treatments to identified risks.
Capability	Contribute to an emergency management capability profile of the State and enhance local emergency management capabilities. Promote interoperability with state agencies and other key stakeholders.	Contribute to an emergency management capability picture for the State: <ul style="list-style-type: none"> Facilitate and report on the assessment of the LG's existing capability. Identify priority capability gaps. Report on the LG’s emergency preparedness: <ul style="list-style-type: none"> Provide an annual report on the emergency preparedness of the State. Inform resourcing decisions across the emergency management sector. Enhance Capability through targeted projects. Test LEMA and promote interoperability through multi-agency exercises.
Recovery	Enhance emergency recovery capability at the local level. Ensure the provision of coordinated recovery to the community if affected by an emergency.	Provide emergency recovery coordination: <ul style="list-style-type: none"> Maintain, review and test local recovery arrangements And plans. Monitor changes to the recovery arrangements framework established for local government. Ensure the provision of coordinated recovery to the community if affected by an emergency.
Assurance	Develop and maintain an emergency management assurance framework.	Maintain, review and test a systematic process of incident and exercise reporting and review to identify learnings across vulnerability and capability. Develop and report upon an Emergency Management Annual Business Plan through the Local Emergency Management Committee.
Community Engagement	Raise the profile of Emergency Management within the community.	Promote emergency awareness, preparedness and resilience within the community. Enhance the accessibility of information to the community.
Training & Development	Enhance local capability through training and development of all key staff.	Provide training to increase knowledge and capability of staff.

Part Three - Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The local governments Crisis Management Team will facilitate the City/Towns assistance/support (if the required resources are available) through the Incident Support Group when and if formed.

3.1 INCIDENT LEVELS

Emergencies are broadly grouped into three levels. The Incident Controller will assess / declare the incident level.

Level 1 incidents are broadly defined by meeting one or more of the following conditions:

- a) there are no significant issues
- b) there is a single or limited multi agency response (day to day business)
- c) there is minimal impact on the community
- d) the incident can be managed by a Controlling Agency Incident Management Team (IMT) only
- e) there is a low level of complexity

Level 2 incidents are broadly defined by meeting one or more of the following conditions:

- a) requires a multi-agency response
- b) has a protracted duration
- c) requires coordination of multi-agency resources
- d) there is some impact on critical infrastructure
- e) there is a medium level of complexity
- f) there is a medium impact on the community (health, safety, economic, technological or other)
- g) there is potential for the incident to be declared an 'Emergency Situation'
- h) the incident involves multiple hazards

Level 3 incidents are broadly defined by meeting one or more of the following conditions:

- a) requires significant multi agency response
- b) there is a protracted response duration
- c) there is significant impact on critical infrastructure
- d) there is significant coordination of multi-agency resources
- e) there is a high level of complexity
- f) there is significant impact on the community (health, safety, economic, technological or other)
- g) there are multiple incident areas
- h) evacuation and/or relocation of community is required
- i) there is actual or potential loss of life or multiple, serious injuries
- j) a declaration of an 'Emergency Situation' or 'State of Emergency' is required

3.2 INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people representing all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations.

3.2.1 Activation of an ISG

Activation of an incident support group as defined in [State EM Plan](#) Section 5.1.7 is done by the Incident Controller when the incident requires the coordination of multiple agencies, or if level 2 incident or higher is declared.

3.2.2 Membership of an ISG

The Incident Support Group is made up of liaison officers from agencies and community organisations directly involved in the response to and recovery from the incident.

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

Liaison Officers for the ISG must have the authority to commit resources and/or direct tasks.

For a major incident the **Local Recovery Coordinator** should be a member of the ISG from the onset, to allow consistency of information flow, situational awareness and handover to recovery.

3.2.3 Location and Frequency of Meetings

The location and 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. The following table identifies suitable locations (Emergency Coordination Centres) where they can meet within the local area:

If required, remote/online meetings (via MS Teams for example) will be considered.

Locations identified for ISG meetings

City of Belmont			
Centre Name	Address	Capacity and available resources	Contacts
City of Belmont Incident Support Group (ISG) Location	Civic Centre Rivervale Room 215 Wright Street CLOVERDALE Ph: 9477 7186	<ul style="list-style-type: none"> Capacity: 50ppl max Whiteboard 3 x Laptops EM Phones (x4) 2-Way system Fax Photocopier Maps O/head projector 	Contacts removed for confidentiality
City of Belmont Alternate ISG Location	Operations Centre Training Room 180 Planet Street CARLISLE Ph: 9477 7111	<ul style="list-style-type: none"> Whiteboard 3 x Laptops 2-Way system Fax Photocopier Maps O/head projector 	
Town of Victoria Park			
Centre Name	Address	Capacity and available resources	Contacts
Town of Victoria Park ISG Location	Civic Offices Meeting Room 3 99 Shepparton Road VICTORIA PARK	<ul style="list-style-type: none"> Capacity: 15-20ppl Whiteboards 5 x Computers 2 x Laptops 1 x Dedicated interactive screen Fax Photocopier Phone Line 	Contacts removed for confidentiality
Town of Victoria Park Alternate ISG Location	Crown Resorts Great Eastern Highway BURSWOOD	Conference room to be designated at time of emergency.	

3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION

3.3.1 During Response

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 HMA.

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 HMA will coordinate all media releases in relation to a particular emergency situation.

*For City of Belmont also refer to the Crisis (Issues) Communications Management Plan.

**The Mayor and CEO are the official spokespersons for the City/Town.

3.3.2 During Recovery

Upon commencement of the Recovery phase (ie upon the HMA handing the incident over to Local Government); responsibility for all communication to the public will become the responsibility of the City of Belmont / Town of Victoria Park.

A strategy will be developed specific to the situation and will direct the communication response. This strategy will be prepared by the Local Recovery Coordination Group (LRCG) in collaboration with the Mayor and CEO. The strategy will direct both internal and external communications.

3.3.3 General Enquiries

Frontline employees must be prepared to receive enquiries from a wide range of stakeholders. The LRCG will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no personnel are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller, a message should be taken so the called can be returned as soon as possible.

Depending on the incident level and volume of calls opening a call centre may be considered to provide information to the community.

A daily facts sheet and briefing will be provided to front counter staff and switchboard / call centre staff. The fact sheet will also be distributed to all staff and briefings held as required.

3.3.4 Communications Approvals/Sign-off Process

Communication material directly relating to or to be issued on behalf of the City of Belmont / Town of Victoria Park must be approved by the CEO, or the people to whom the CEO delegates authority to. It is the responsibility of the CEO to ensure that information relied upon in approving external communications is correct.

3.4 PUBLIC WARNING SYSTEMS

During emergencies one of the most critical components is getting information out to the public in a timely and efficient manner.

Public information systems for emergency alerts in WA are coordinated by DFES and the SEMC.

These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The City/Town may make use of this system in coordination with the DEMC, SEMC and DFES.

The City/Town also uses their websites and social media as useful tools to get information out to the community.

Refer to [Appendix 4](#) for the Local Public Warning and Communication Systems, including internal council systems, and local media.

Also refer to the City / Towns internal communications plans.

Comprehensive emergency management planning involves planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have 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.

4.1 SPECIAL NEEDS GROUPS

Belmont – there are 8 Aged and Disability facilities, 14 Group homes/Independent Living Units (Aged and Disability), 11 Child Care centres/Out of School Hours Care (OSHC) facilities and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

A detailed listing of the of these groups within the City of Belmont and Town of Victoria Park communities and their evacuation arrangements, are included at [Appendix 5](#).

4.2 ROUTES & MAPS

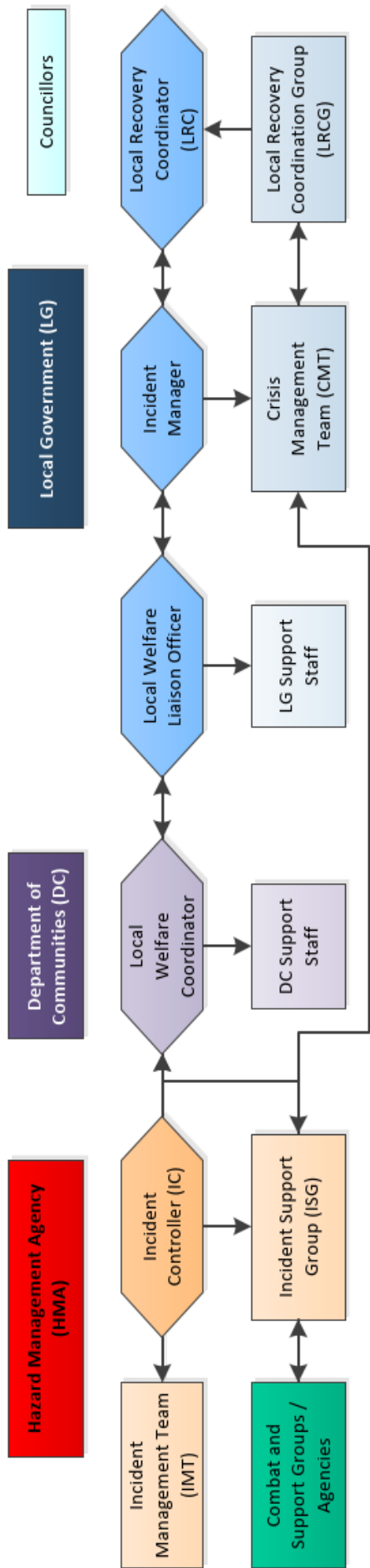
The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. This network is highly permeable and closure of part of the network is generally readily detoured around via the remainder of the network.

Refer maps at Section 1.6 and [Appendix 1](#).

4.3 WELFARE

The Department for Communities (DC) has the role of managing welfare. Refer to [Annexure 1](#) – Local Emergency Management Plan for the Provision of Welfare Support – Cannington Region.

Local Governments work with DC in Opening, Managing and Closing evacuation Centres.



4.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities 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.

4.3.2 Local Welfare Liaison Officer

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

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

The Local Welfare Liaison Officer at the Welfare Centre will usually be the Senior Staff Officer in attendance or their nominee.

The City Of Belmont has nominated the below positions as Local Welfare Liaison Officers

City of Belmont
Local Welfare Liaison Officers (Evac Centre Managers)
Manager Community Placemaking
Manager Economic and Community Development
Manager Safer Communities
Coordinator Community Placemaking
Coordinator Community Safety
Coordinator Community Development
Coordinator Community Projects

4.3.3 Evacuation and Welfare centres

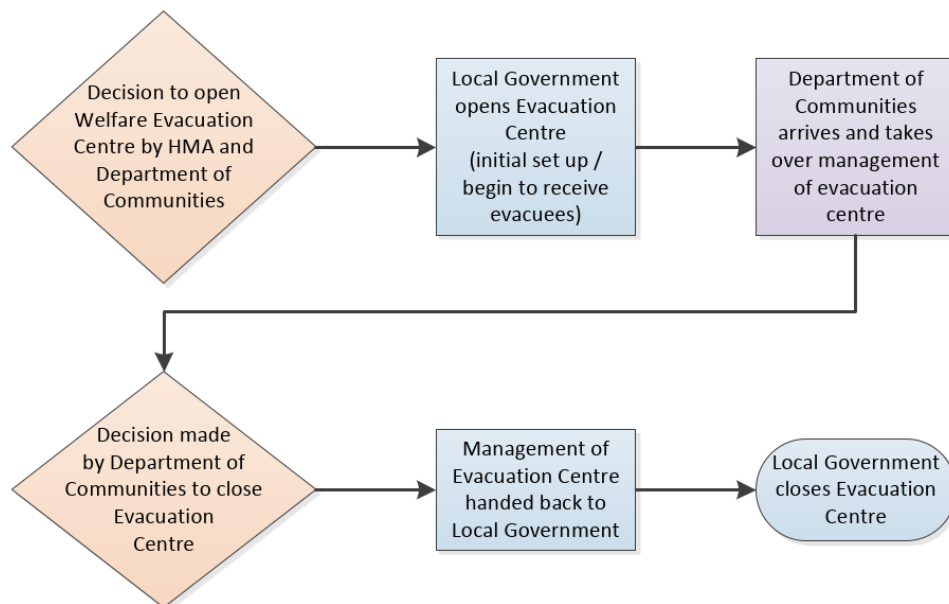
The following evacuation and welfare centres have been identified:

City of Belmont		
Place Name	Capacity	Address
Belmont Oasis Leisure Centre	500	Cnr Abernethy Rd and Alexander Rd, Belmont
Forster Park Hall	300	Cnr Abernethy Rd and Keane St, Cloverdale
Rivervale Community Centre	235	Cnr Surrey Rd & Francisco St, Rivervale
Redcliffe Community Centre	230	33 Morgan Rd, Redcliffe
Town of Victoria Park		
Place Name	Capacity	Address
Victoria Park Leisure Life Centre	1000	248 Gloucester Street , East Victoria Park

Members of the Media are not permitted to enter Welfare Centres. An area should be designated outside for them to set up.

Full details of Evacuation and Welfare Centres are included in the DC Local Emergency Management Plan for the Provision of Welfare Support - Cannington Region (refer [Annexure 1](#)).

***BELMONT – Refer to Guide and Checklist for Opening an Evacuation Centre.**



4.3.4 Animals (including assistance animals)

It is acknowledged that welfare of animals is an important consideration in an emergency. Within the City of Belmont and Town of Victoria Park, animals can be considered in three broad categories, assistance animals, domestic pets, large animals and each of these are treated differently in an evacuation situation.

Assistance Animals are welcome to be with their owners inside evacuation/welfare centres.

Domestic Pets are able to be brought to evacuation centres with their owners and some provision is made for dogs to be tied and for cats and other small animals in cages to be housed outside the evacuation/welfare centres. It is however, emphasised that all animals are the responsibility of the owners.

Large Animals cannot be accommodated at evacuation/welfare centres and owners need to have their own arrangements in place to effect evacuation if required.

4.3.5 Register.Find.Reunite

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

In the event that an evacuation centre has to be activated, initial set-up and manning will be by City of Belmont and Town of Victoria Park staff that will provide welfare until DC arrive.

Part Five - Recovery

Managing recovery is a legislated function of local government. The Local Recovery Plan is a compulsory sub-plan of the LEMA.

Refer to **Annexure 2 - Local Recovery Plan** for the City/Towns recovery arrangements.

5.1 LOCAL RECOVERY COORDINATORS

Local governments are required to nominate a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in the State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

Local Recovery Coordinator Details

City of Belmont		
Primary	Director Development & Communities	Contacts removed for confidentiality
Proxy	Director Corporate & Governance	
Proxy	Director Infrastructure Services	
Town of Victoria Park		
Primary	Chief Operations Officer	Contacts removed for confidentiality
Proxy	Chief Financial Officer	

6.1 THE AIM OF EXERCISING

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

6.1.1 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.

6.1.2 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

6.1.3 Reporting of exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

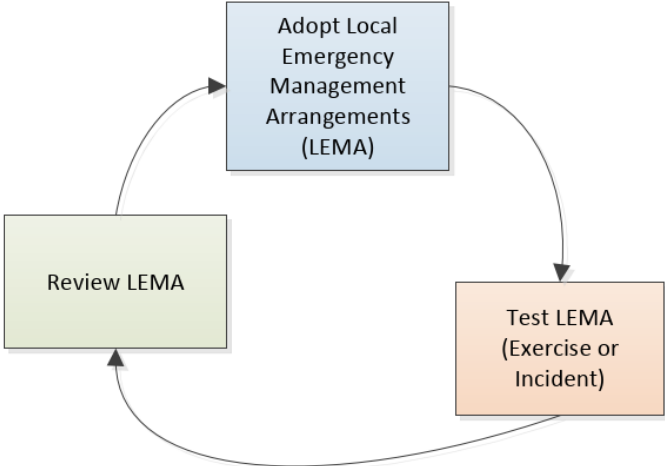
Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

6.2 REVIEW OF 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).

According to [State EM Policy](#) Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- 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 climate, environment and population changes; and
- circumstances may require more frequent reviews.



6.2.1 Review of Local Emergency Management Committee Positions

The City of Belmont and Town of Victoria Park, in consultation with the parent organisations of the LEMC members, shall determine the term and composition of LEMC positions.

6.2.2 Review of resources register

Each local government shall be responsible for having their part of the resources register checked and updated on a yearly basis.

6.3 ANNUAL REPORTING

SEMC issues an Annual and Preparedness report each year, which each local government is responsible for completing by the due date.

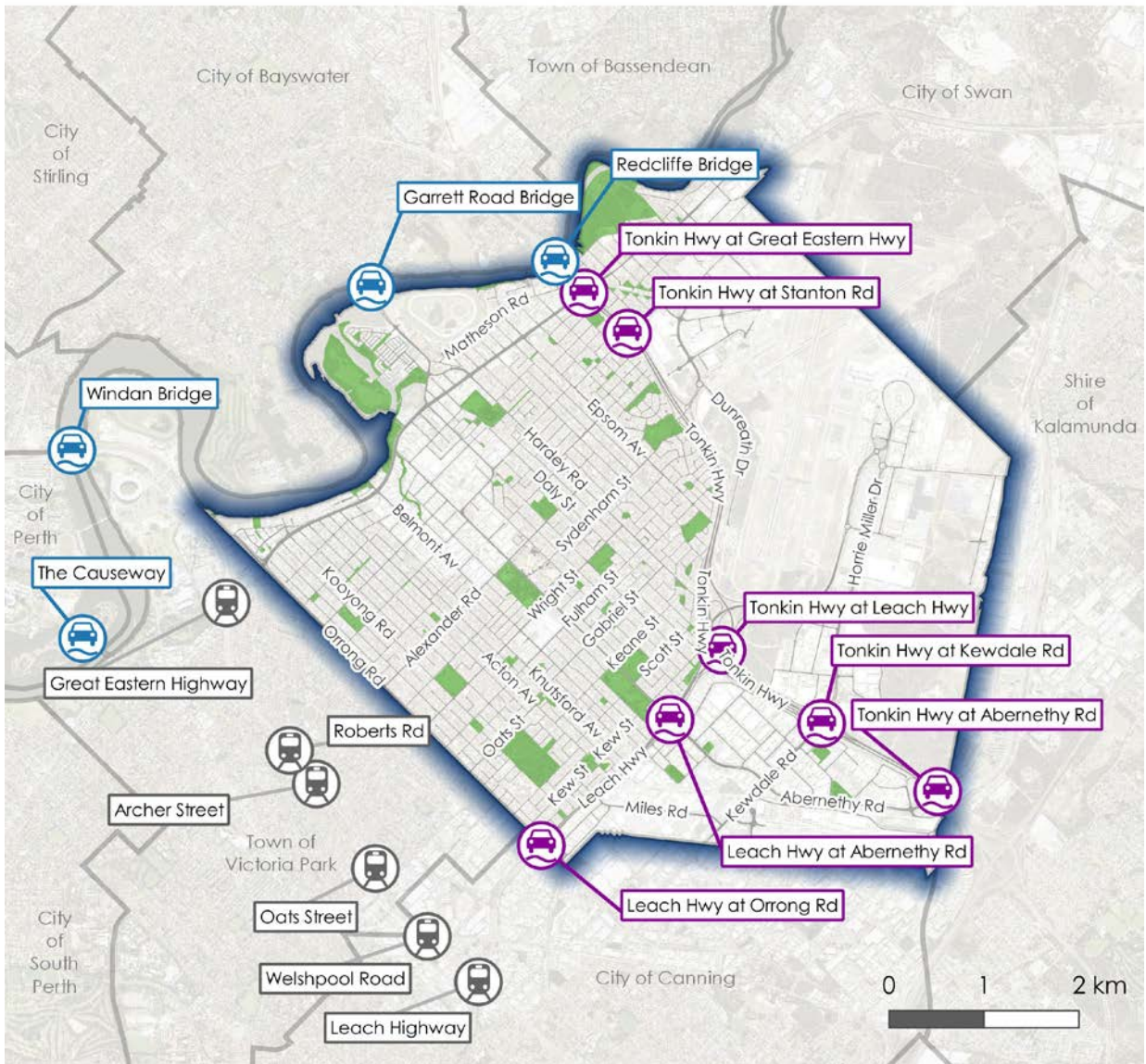
The information provided by the annual and preparedness reports is collated by SEMC into the State Preparedness Report which is tabled in Parliament.

APPENDIX 1:

**GEOGRAPHICAL MAPS - CITY OF BELMONT AND TOWN OF
VICTORIA PARK**

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings



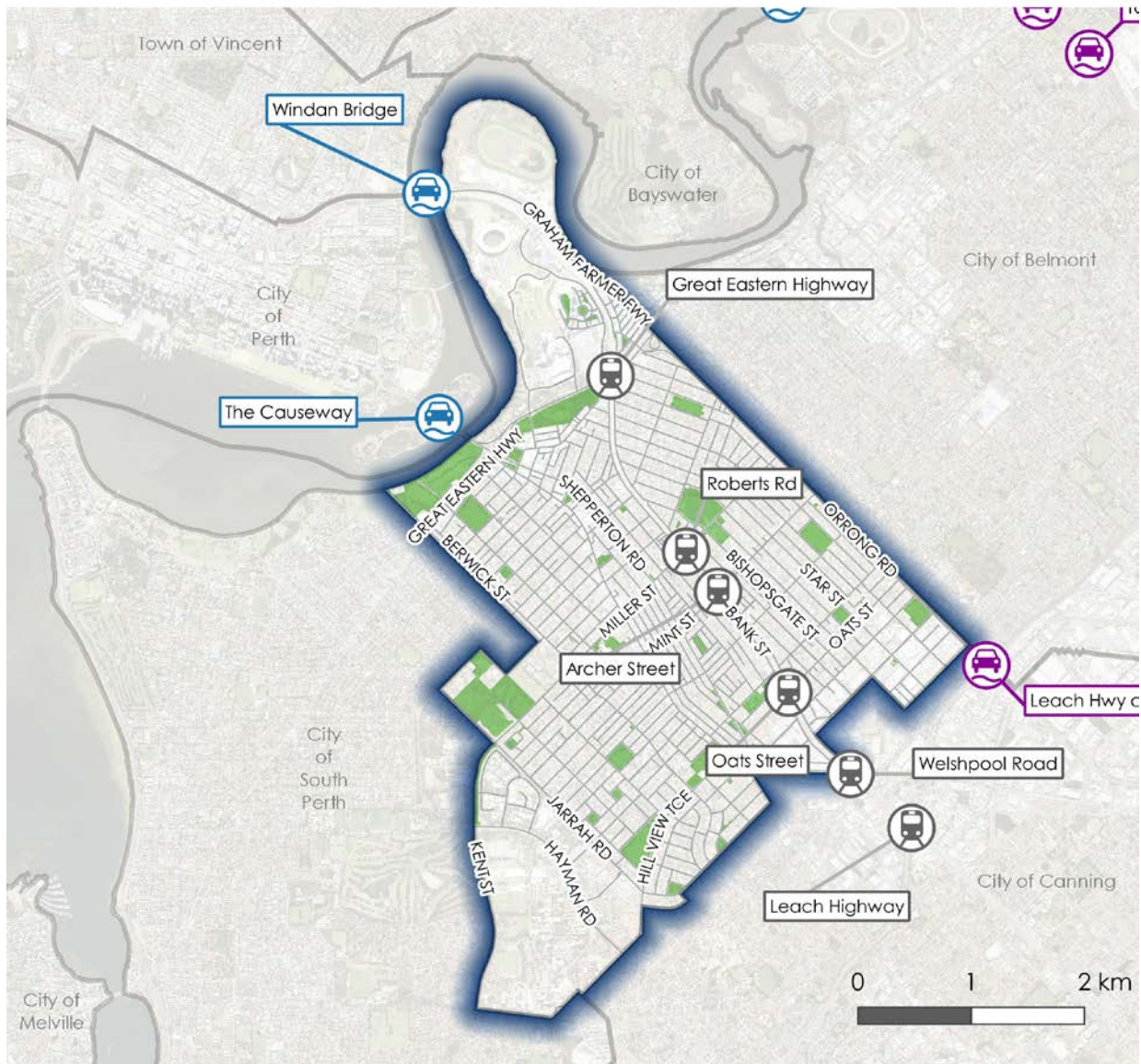
Vehicular Bridge Crossings



Railway Crossings

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

APPENDIX 2:

EMERGENCY CONTACT AND RESOURCE REGISTER

REMOVED FOR CONFIDENTIALITY

APPENDIX 3:

RISK REGISTER

City of Belmont / Town of Victoria Park Risk Register				
Hazard	Consequence	Likelihood	Level of Risk	Action Priority
Air Crash	Catastrophic	Unlikely	Extreme	1
Animal and Plant Biosecurity	Catastrophic	Unlikely	Extreme	1
Human Epidemic	Catastrophic	Unlikely	Extreme	1
Rail Crash: PTA Network	Catastrophic	Unlikely	Extreme	1
Terrorism	Catastrophic	Unlikely	Extreme	1
HAZMAT: Chemical	Major	Unlikely	High	2
Fire (Bushfire and Structural)	Major	Unlikely	High	2
Rail Crash: Brookfield Rail Network	Major	Unlikely	High	2
Earthquake	Major	Rare	High	2
Storm	Moderate	Likely	High	2
Electrical Supply Disruption	Moderate	Unlikely	Medium	3
Gas Supply Disruption	Moderate	Unlikely	Medium	3
Liquid Fuel Supply Disruption	Moderate	Unlikely	Medium	3
HAZMAT: Biological	Moderate	Rare	Medium	3
HAZMAT: Radiological	Moderate	Rare	Medium	3
Heatwave	Minor	Almost Certain	Medium	3
SAR Emergency (Persons lost or in distress requiring a Search and Rescue response)	Minor	Almost Certain	Medium	3
Road Crash	Minor	Likely	Medium	3
Flood	Minor	Unlikely	Low	4
Collapse (Cliff, landform, building)	Minor	Rare	Low	4
Space Debris Re-entry	Minor	Rare	Low	4

		Level of Risk				
Likelihood	Almost Certain	Medium	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	Rare	Very Low	Low	Medium	High	High
	Very Rare	Very Low	Very Low	Low	Medium	High
	Extremely Rare	Very Low	Very Low	Low	Medium	High
		Insignificant	Minor	Moderate	Major	Catastrophic
		Consequence				

Source - WA ERM Guide 2015 - Table 9: Risk matrix

Likelihood Level	Annual exceedance probability in % (AEP)	Average recurrence interval (ARI) (indicative)	Frequency (indicative)
Almost Certain	63% per year or more	1 year or less	Once or more per year
Likely	10 - <63% per year	1-10 years	Once per 10 years
Unlikely	1 - <10% per year	11-100 years	Once per 100 years
Rare	0.1 - <1% per year	101-1000 years	Once per 1000 years
Very Rare	0.01 - <0.1% per year	1001-10,000 years	Once per 10,000 years
Extremely Rare	<0.01% per year	10,000 years or more	Once per 100,000 years

Source - WA ERM Guide 2015 - Table 8: Likelihood level

City of Belmont / Town of Victoria Park Consequence Table					
	Insignificant	Minor	Moderate	Major	Catastrophic
People					
Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 8 deaths
Injuries / Illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 8 serious injuries	More than 8 critical injuries with long-term or permanent incapacitation or more than 80 serious injuries
Economy					
Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value < \$603,800	Decline of economic activity and/or loss of asset value > \$603,800	Decline of economic activity and/or loss of asset value > \$6,038,000	Decline of economic activity and/or loss of asset value > \$60,380,000	Decline of economic activity and/or loss of asset value > \$603,800,000
Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector
Environment					
Loss of species and/or landscapes	No damage to ecosystems at any level	Minor damage to ecosystems and species recognised at the local or regional level	Minor damage to ecosystems and species recognised at the state level	Minor damage to ecosystems or species recognised at the national level	Permanent destruction of an ecosystem or species recognised at the local, regional, state or national level
Loss of environmental value	Inconsequential damage to environmental values of interest	Minor damage to environmental values of interest	Significant damage to environmental values of interest	Severe damage to environmental values of interest	Permanent destruction of environmental values of interest
Public Administration	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	Governing bodies encounter significant reduction in the delivery of core functions	Governing bodies encounter severe reduction in the delivery of core functions	Governing bodies are unable to deliver their core functions
Governance Functions					
Social Setting					
Community wellbeing	Community social fabric is disrupted	Community social fabric is damaged	Community social fabric is broken	Community social fabric is significantly broken	Community social fabric is irreparably broken
Community Services	Existing resources sufficient to return the community to normal function	Some external resources required to return the community to normal function	Significant external resources required to return the community to normal function	Extraordinary external resources are required to return the community to functioning effectively	Community ceases to function effectively, breaks down
Culturally important objects	Minor damage to objects of cultural significance	Minor damage to objects of identified cultural significance	Damage or localised widespread damage to objects of identified cultural significance	Widespread damage or localised permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
Culturally important activities	Minor delay to a culturally important community event	Delay to or reduced scope of a culturally important community event	Delay to a major culturally important community event	Temporary cancellation or significant delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity

APPENDIX 4:

LOCAL PUBLIC WARNING AND COMMUNICATION SYSTEMS

**City of Belmont / Town of Victoria Park:
Local Public Warning and Communication Systems**

System	Details	Contact Person	Contact Number
City of Belmont	Belmont Bulletin	Contacts removed for confidentiality	
	Belmont Business Talk		
	CoB Website www.belmont.wa.gov.au		
	CoB Facebook www.facebook.com/BelmontCouncilWA		
	CoB Twitter https://twitter.com/belmontcouncil		
	CoB Notice Boards		
	CoB Email Distribution Lists		
Town of Victoria Park	Life in the Park		
	ToVP Website www.victoriapark.wa.gov.au/		
	ToVP Facebook www.facebook.com/TownofVictoriaPark/		
	ToVP Twitter https://twitter.com/townofvicpark		
	ToVP Notice Boards		
	ToVP Email Distribution Lists		
Newspapers	Southern Gazette		
	The Australian		
	The West Australian		
	The Sunday Times		
Radio Stations	ABC Radio		
	ABC National Radio		
	Triple J		
	6PF / 96FM		
	MIX 94.5 (Shared news room with 92.9)		
	92.9 (Shared news room with MIX 94.5)		
	Nova 93.7		
	Sunshine FM		
TV Stations	ABC		
	SBS		
	Channel 7		
	Channel 9		
	Channel 10		

***BELMONT - Also refer to the Crisis Communications Plan**

APPENDIX 5:

SPECIAL NEEDS GROUPS EVACUATION MANAGEMENT

REMOVED FOR CONFIDENTIALITY

ANNEXURE 1:

DEPARTMENT OF COMMUNITIES

**LOCAL EMERGENCY MANAGEMENT PLAN
PROVISION OF WELFARE
FOR THE CANNINGTON REGION**

REMOVED FOR CONFIDENTIALITY

ANNEXURE 2:

**CITY OF BELMONT
AND
TOWN OF VICTORIA PARK**

LOCAL RECOVERY PLAN

CITY OF BELMONT
&
TOWN OF VICTORIA PARK

PUBLIC COPY

LOCAL RECOVERY PLAN

*** To be read in conjunction with the Local Emergency Management Arrangements
and internal Business Continuity Plans ***



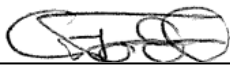
TOWN OF
VICTORIA PARK



Local Recovery Plan

The Local Recovery Plan (the Plan) has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements (LEMA) for the City of Belmont and Town of Victoria Park (the City/Town).

This Plan was endorsed by the City of Belmont and Town of Victoria Park Local Emergency Management Committee on DATE. The Plan has been tabled for noting with the South East Metropolitan District Emergency Management Committee and the State Emergency Management Committee.



Mr Graeme Todd , City of Belmont
Chair
City of Belmont/Town of Victoria Park
Local Emergency Management Committee

29/05/2020

Date

Endorsed by City of Belmont - Refer Council Meeting of 26 May 2020

Disclaimer: These Arrangements have been produced by the City of Belmont and Town of Victoria Park in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City / Town expressly disclaim any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission

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DISTRIBUTION LIST

As per the distribution list in the Belmont / Victoria Park LEMA (Local Emergency Management Arrangements).

AMENDMENT RECORD

Amendment Record			
No.	Date	Description	Amended by
1	January 2008	Consolidated Plan issued	R. Fishwick
2	June 2008	Complete Plan review	J. Burnett
3	December 2010	General Review	L. Howell
4	June 2012	Update of titles, contacts and distribution list	L. Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R. Lutey
6	September 2018	General Review and Amendments	L. Timol
7	May 2020	Major Review LEMA and Recovery Plan	L. Timol C. McCallum

Next major review due by: September 2024

GLOSSARY OF TERMS

Glossary - 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 Emergency Risk Management Guide](#).

ACRONYMS

General acronyms used in these arrangements

AFP	Australian Federal Police
ARFFS	Aviation Rescue Fire Fighting Service
ATSB	Air Transport Safety Bureau
DC	Department for Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	<i>Emergency Management Act 2005</i>
EPIC	Emergency Public Information Coordinator
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
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
P&W	Department of Parks and Wildlife
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act (s.3)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREP	Situation Reports
SOP	Standard Operating Procedures
WAPOL	Western Australian Police

Part One- Introduction

1.1 DOCUMENT AVAILABILITY

Copies of the Local Recovery Plan are available for inspection, free of charge, by members of the public on the Local Government websites for City of Belmont and Town of Victoria Park. Physical copies are available for inspection during office hours at:

City of Belmont (Front Counter)
215 Wright Street
CLOVERDALE WA 6105

Town of Victoria Park (Front Counter)
99 Shepparton Road
VICTORIA PARK WA 6101

The Local Recovery Plan can be made available in other languages upon request

1.2 FEEDBACK

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Executive Officer
Local Emergency Management Committee
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

1.3 PURPOSE / OBJECTIVES / SCOPE

Purpose

The aim of this Plan is to detail how the City of Belmont and Town of Victoria Park will facilitate the social, built, natural and economic recovery of their communities.

Objectives

The objectives of the Plan are to:

- Identify the activation of the Plan
- Outline the recovery management structure
- Provide a framework for recovery operations
- Outline the City/Towns recovery resources
- Ensure community participation in the recovery process
- Ensure the recovery process enhances social, economic and environmental values and improves community resilience
- Ensure staff are supported through the recovery process

Scope

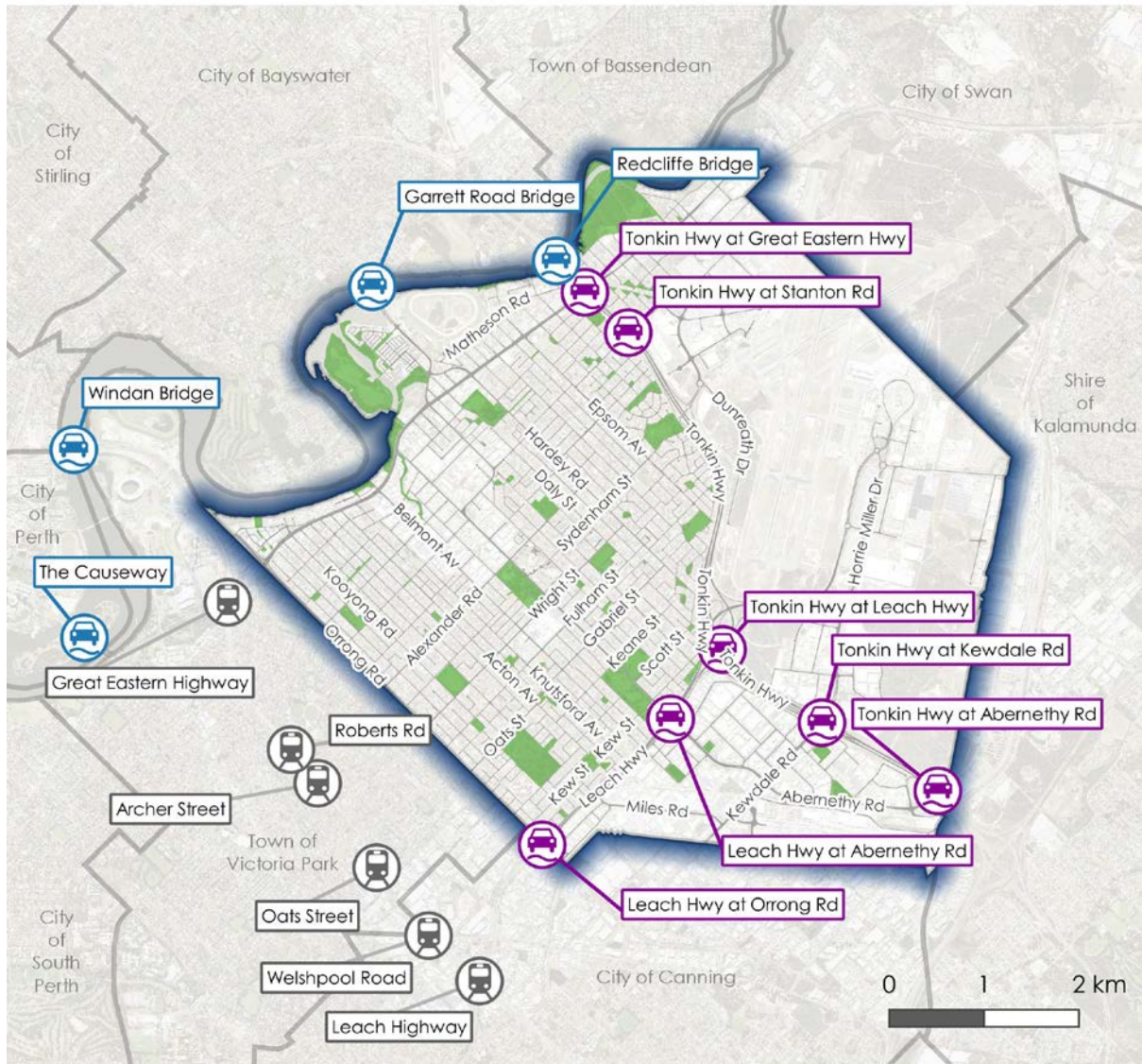
These arrangements are to ensure the City of Belmont and Town of Victoria Park are prepared to recover from emergencies should they arise.

This document is limited to the local government districts of the City of Belmont and the Town of Victoria Park

1.4 AREA COVERED

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

215 Wright Street

CLOVERDALE

Phone: 9477 7222

After Hrs: 1300 655 011

Operations Centre

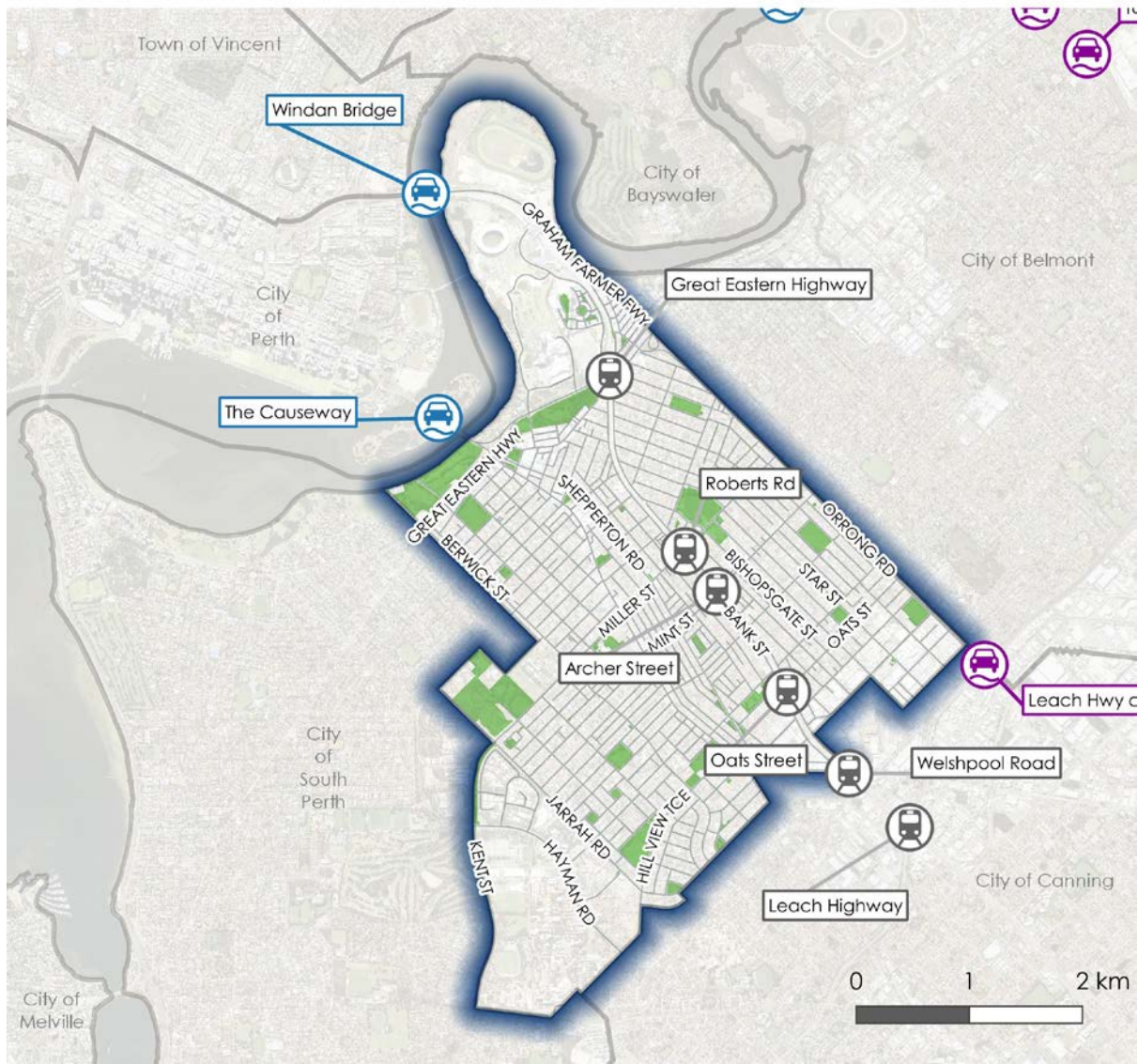
180 Planet Street

CARLISLE

Phone: 9477 7118

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

99 Shepperton road
 Victoria Park WA 6100
 Phone: 9311 8111
 After Hrs: 9311 8188

Operations Centre

199 Star Street
 Welshpool WA 6106
 Phone: 9311 8111

1.5 RELATED DOCUMENTS & ARRANGEMENTS

The City of Belmont and the Town of Victoria Park has the following existing plans and arrangements:

1.5.1 Local plans and procedures

City of Belmont		
Document	Owner	Currency
Asbestos (Management and Control of Asbestos in the Workplace)	OSH	12/08/2019
Business Continuity Plans - 2017	Various	04/04/2018
Community Services – Service Disruption Event Framework	HACC	09/03/2018
Crisis (Issues) Communications Management Plan	Marketing	03/07/2017
Crisis Notification – Declaration Process	Business Continuity	12/12/2019
Emergency and Evacuation Procedures – Various locations	OSH	25/01/2019
Emergency Procedures – After Hours – Civic Centre	OSH	20/07/2017
Emergency Response Guidelines for Persons Hiring Council Facilities	Building Services	28/02/2019
Entry in an Emergency (Form)	Compliance	30/04/2018
Guide for Opening and Coordinating a Welfare Evacuation Centre	Comm. Safety	27/05/2019
Harman Park Community Centre (Adult Day Care Centre) Risk Management Plan	Harman Park	29/08/2019
Homecare Services – Service Disruption Event Framework	HACC	09/03/2018
IT Disaster Recovery Plan 2018	IT	27/04/2018
JSEA Worksheet	OSH	23/07/2019
Marketing Event Plans	Marketing	Various
Records Disaster Recovery Plan 2017	Records	17/03/2020
Strategic Community Plan 2016-2036	Governance	27/08/2018
Work Instruction – Accessing Interpreting Services	Community	01/05/2018
Work Instruction – City of Perth Lord Mayor Disaster Appeals	Community	31/05/2017
Work Instruction - Emergency Management Call Outs – PPE	OSH	01/05/2019
Work Instruction – Harman Park Community Centre Vehicle Evacuation	Harman Park	19/02/2018
Work Instruction – Inclement Weather	OSH	01/10/2019
Work Instruction – Job Safety & Environmental Analysis (JESA)	OSH	01/05/2018
Work Instruction – Use and Monitoring of Defibrillator	OSH	28/06/2017
Work Instruction – Indefinite Road Access Closure	Works	07/05/2018
Work Instruction – Spill Response – (Major Spills – Request by Emergency Services)	Works	31/10/2018
Town of Victoria Park		
Document	Owner	Currency
Business Continuity Plan 2017	Various	Under Review
Communications Plan 2012	Marketing	
Emergency and Evacuation Procedures	OSH	
Information and Parking	OSH	
Marketing Events Emergency Plan (under review)	Marketing	
Strategic Community Plan 2017-2032	Various	

1.5.2 Agreements and Understandings

Parties to the Agreement		Summary of the Agreement
CoB	ToVP	Reciprocal agreement to share equipment and resources in an emergency event to the extent that they are available under the prevailing conditions.
ToVP	Burswood Casino	Use of facility in the event that own facility is unavailable in a 'crisis event'
ToVP	City of Canning	MOU for animal welfare during emergencies.
ToVP	Kensington School	Access to bushland located on school property for the purpose of hazard maintenance.

2.1 OVERVIEW

The *Emergency Management Act 2005* (the EM Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing’.

As the closest form of government to the local community, local governments are best placed to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State government departments and supporting agencies.

Section 36(b) of the EM Act states that: ‘It is a function of local government...to manage recovery following an emergency.’

2.2 NATIONAL PRINCIPLES FOR DISASTER RECOVERY

The National Principles for Disaster Recovery state that Disaster Recovery* is part of emergency management, which includes the broader components of prevention, preparedness, response and recovery. Planning for recovery is integral to emergency preparation.

*The terms ‘Disaster Recovery’ and ‘Emergency Recovery’ are interchangeable.

Disaster recovery includes physical, environmental and economic elements, as well as psychosocial wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies, contributing to a more resilient community

Successful disaster recovery relies on:

- An understanding of the community context
- Acknowledging the complex and dynamic nature of emergencies and communities
- Using community-led approaches, engaging the community 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; and
- Acknowledging and building upon community, individual and organisational capacity.

2.3 COMMUNITY RECOVERY VALUES

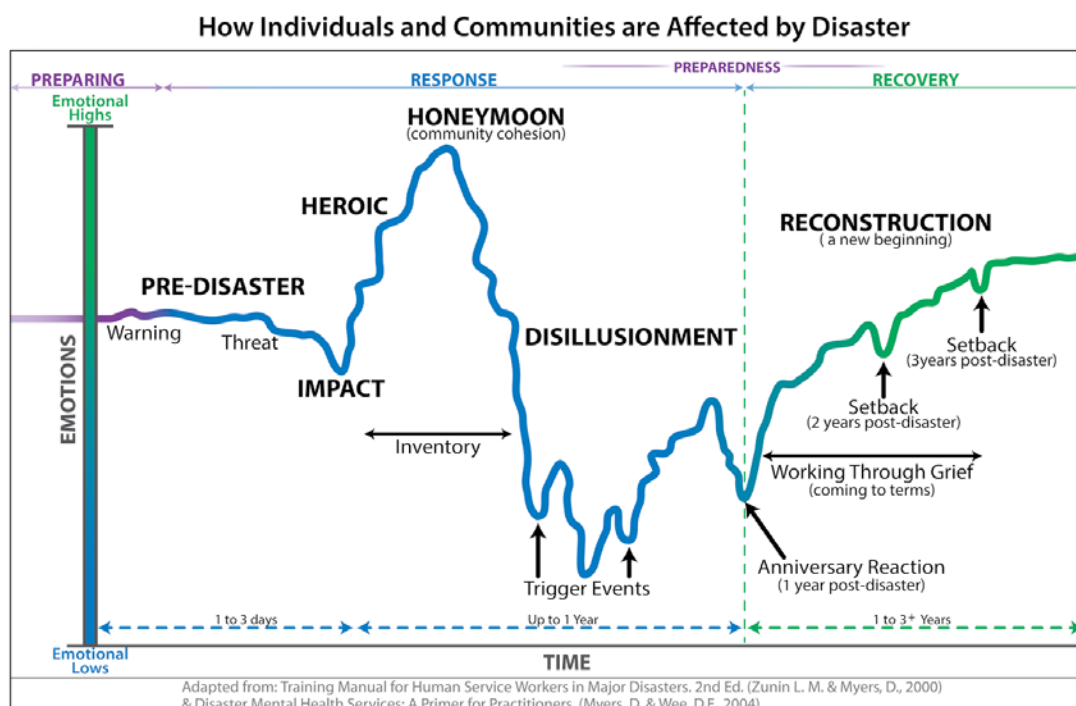
The City / Town will uphold the following recovery values in all recovery activities:

- Do no harm
- Provide leadership
- Foster collaboration
- Empower individuals
- Act quickly, plan for the long term
- Plan for the transition to the new normal
- Capture lessons learnt

2.4 COMMUNITY INVOLVEMENT

Best practice shows that communities threatened or impacted by an emergency recover better when actively involved in their own recovery.

Community representatives and key stakeholders will be a considered inclusion for each of the relevant Local Recovery Coordination Group (LRCG) sub-committees, depending on the nature and impact of the emergency.

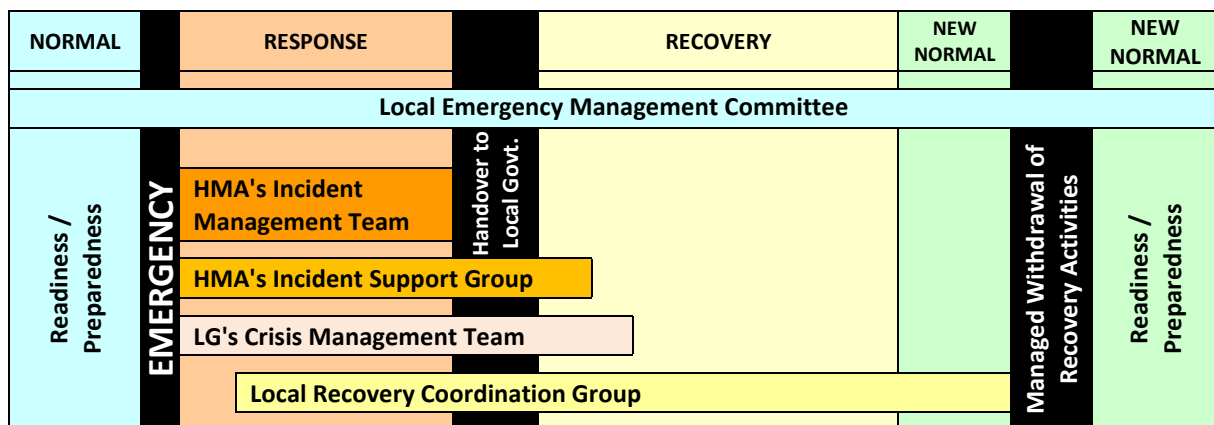


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email: hpdip.me.earlyid@ahs.ca

2.5 ACTIVATION OF THE LOCAL RECOVERY PLAN

In consultation with the Hazard Management Agency (HMA) and the Chief Executive Officer the Local Recovery Coordinator (LRC) for the City/Town will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members (see Section 3.4.1) who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

Where the decision is taken not to activate the Plan and convene the committee, the Incident Manager and LRC will monitor the situation and keep the CEO and core members of the LRCG advised accordingly.



Committees, Groups and Teams through the phases of readiness/preparedness, response and recovery.

2.6 TRANSITION TO RECOVERY

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery. The LRC should be available to take up the role while the emergency is still being attended to and the Incident Controller (IC) is managing response efforts.

The transition from response to recovery is ultimately the transfer of responsibility from the HMA to the Local Government. A key part of this is the handover of the Impact Statement (Section 4.5). The City/Town will only accept the handover of responsibility at the discretion of the CEO and LRC.

2.7 STRATEGIC LONG TERM RECOVERY PLAN

Where appropriate, a strategic long term recovery plan should be developed by key stakeholders engaged in the recovery. This plan shall be used to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience to future emergencies. This will include a process for capturing lessons learnt throughout the Recovery.

2.8 MANAGED WITHDRAWAL

As part of the strategic long term recovery plan, the recovery management structure will be gradually stood down as the capability of local authorities improves and as the community returns to a functional state. A plan for the transition to normal services will be organised through the LRCG.

The decision to conclude recovery efforts will be made by the LRCG and recorded in the appropriate meeting minutes. Public notification must be made to inform the community of this decision.

2.9 MANAGEMENT OF DONATIONS

2.9.1 Donation of Physical Goods

It is recognised that people in the wider community will want to help when there has been an emergency and to give to those impacted by the event. Whilst this desire to help is commendable **the City/Town will not accept the donation of physical goods.**

The public are to be advised of this stance immediately and encouraged instead to either:

- donate money
- donate their goods through organisations such as GIVIT, or
- to sell the goods they wish to give and donate the money made from the sale.

Any person/s or groups responsible for unwanted deliveries may be asked to remove them in accordance with Section 23 of the Litter Act 1979.

The council's spokesperson(s) will reinforce this position in all media statements.

2.9.2 Financial Donations

Agencies, community groups and organisations that wish to make financial donations to the community or the local government will be directed to the LRCG to make appropriate arrangements.

2.9.3 Lord Mayors Distress Relief Fund

Depending on the nature of the emergency, the State may activate the Lord Mayors Distress Relief Fund (LMDRF) for financial donations to be made to those individuals and families affected by the emergency. The LRC will liaise with the LMDRF in terms of managing the process with the LRCG.

The City of Belmont will follow its internal work instruction 'City of Perth Lord Mayor Disaster Appeals' regarding the process for management of the Appeals in line with Council Policy SB2 - Donations – Financial Assistance.

2.9.4 Offers of Assistance

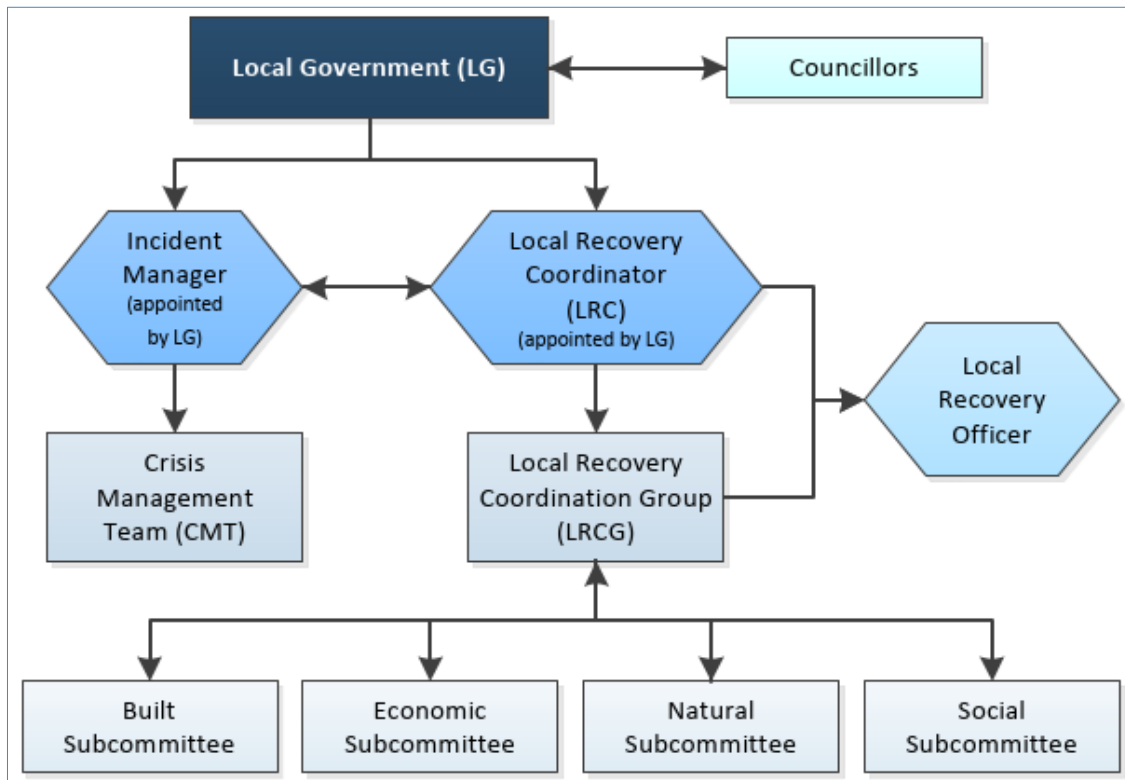
All public offers of assistance, such as donations of services are to be recorded on the Department of Communities (DC) Offers of Assistance form and be made available for public viewing (i.e. public notice board). Whilst DC and the City/Town may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

2.9.5 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the LCRG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

The City of Belmont will also refer to its Volunteer Policy Manual regarding the management of volunteers.

Part Three – Local Management Structure



3.1 HAZARD MANAGEMENT AGENCY (HMA)

The agency prescribed by the Emergency Management Regulations 2006 to control the prevention, preparedness and response activities to a hazard. The HMA appoints an Incident Controller (IC) and may convene an Incident Support Group (ISG) if required.

The HMA will initiate recovery activity during the response to that emergency. To facilitate recovery it will:

- Liaise with the Local Recovery Coordinator (LRC) and include him/her in the incident management arrangements including the ISG and Operations Area Support Group (OASG).
- Undertake an initial impact assessment for the emergency and provide that assessment to the LRC and the State Recovery Coordinator.
- Coordinate and complete the Impact Statement (Section 4.5), prior to cessation of the response, in accordance with the approved procedure, and in consultation with the ISG, all affected local governments and the State Recovery Coordinator.
- Provide risk management advice to the affected community.

3.2 LOCAL RECOVERY COORDINATORS (LRC)

In accordance with the Emergency Management Act 2005, S 41. (4) the following Local Recovery Coordinators have been appointed:

City of Belmont		
Primary	Director Development & Communities	Removed for confidentiality
Proxy	Director Corporate & Governance	
Proxy	Director Infrastructure Services	
Town of Victoria Park		
Primary	Chief Operations Officer	Removed for confidentiality
Proxy	Chief Financial Officer	

3.2.1 The Role and Functions of the Local Recovery Coordinator

Role

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

Functions

Ensure a Local Recovery Plan is established, maintained, tested and reviewed.
Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.
Provide advice to the Mayor and Chief Executive Officer on the requirement to activate the Plan and convene the LRCG and provide advice to the LRCG if convened.
Ensure the administrative functions of the LRCG are undertaken (if a Local Recovery Officer is not appointed).
Assess the community recovery requirements for each event in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies.
Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
Determine the resources required for the recovery process in consultation with the LRCG.
Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.

Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally
Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.
Ensure the recovery activities are consistent with the principles of community engagement and communication with the community is regular, timely and accurate.
Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

[Attachment 2](#) outlines a Local Recovery Coordinator/Coordination Group Action Checklist.

[Attachment 3](#) outlines an Operational Recovery Checklist

3.3 LOCAL RECOVERY OFFICERS

Dependent on the size and nature of the event, one or more Local Recovery Officers may be appointed to provide administrative support to the Local Recovery Coordinator, the LRCG and the LRCG Sub-Committees.

For small incidents this position may not be used.

The following staff have been identified for consideration:

City of Belmont	
Primary	Emergency Management Officer
Proxy	Senior Governance Officer
Town of Victoria Park	
Primary	Personal Assistant Chief Operations Officer
Proxy	Personal Assistant Chief Financial Officer
Proxy	Personal Assistant Chief Community Planner

3.4 THE LOCAL RECOVERY COORDINATION GROUP (LRCG)

3.4.1 Core Membership

The Local Recovery Coordination Group comprises a core membership of:

City of Belmont / Town of Victoria Park
Chair - CEO or as appointed by the CEO
Deputy Chair – as appointed by the CEO
CEO
Mayor
Local Recovery Coordinator
Local Recovery Officer (admin support – see section 3.3)
Executive Leadership Team (ELT) / C Suite
LEMC Chair / Deputy Chair
Media / Communications Officer
Department of Communities
HMA and Combat Agency

Dependent on the nature and size of the event, consideration will be given to additional members, including (but not limited to):

- Deputy Mayor and/or nominated Councillors
- Relevant Managers / Coordinators / Service Area Leaders
- Agencies as required (e.g. DFES, WAPOL, MRWA, DoE, PTA, Tourism WA Swan River Trust, Burswood Park Board)
- State Recovery Coordinator
- Facility managers as relevant (e.g. Belmont Forum, Crown Perth, Curtin Uni, Optus Stadium, Perth Airport, Perth Racing, Schools)
- Utility providers (ATCO Gas, NBN, Telcos, Western Power, Water Corporation)
- Non-government organisations (NGO's) (Red Cross, Lifeline)
- Other entities such as insurers and large industry representatives

As per section 2.5: where the decision has been made to activate the Plan, the Local Recovery Coordinator (LRC) for the City/Town will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

3.4.2 The Role and Functions of the LRCG

Role

The Local Recovery Coordination Group (LRCG) is the strategic decision making body for the recovery process.

Functions

The functions of the Local Recovery Coordination Group are:

- Establish subcommittees as required.
- Assess requirements, based on the impact assessment, for recovery activities relating to the social, built, business (economic) and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Develop an operational plan for the coordination of the recovery process that:
 - takes account of the local governments long term planning and goals
 - includes an assessment of the recovery needs and determines which recovery functions are still required
 - develops a timetable and identifies responsibilities for completing the major activities
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery
 - refer to [Attachment 4: Operational Recovery Plan Template](#) for template
- Oversee the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities.
- Facilitate the provision of services, public information, information exchange and resource acquisition.
- Provide advice to the State and other Local Government/s to ensure that recovery programs and services meet the needs of the community.
- Negotiate the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitor the progress of recovery, and receiving periodic reports from recovery agencies.

- Ensure a coordinated multi agency approach to community recovery:
 - Provide a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee.
 - Make appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

3.5 LRCG SUBCOMMITTEES

Best practice suggests 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 the following subcommittees, dependent on the nature and extent of the recovery:

- Social
- Natural / Environment
- Business / Economic
- Built

Each sub-committee will report their activities through their nominated Chair to the LRCG.

Additional sub-committees will be considered if required.

Community representatives and key stakeholders will be a considered inclusion for each of the relevant Local Recovery Coordination Group (LRCG) sub-committees, depending on the nature and impact of the emergency.



3.5.1 Social Subcommittee Functions

Objectives:

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

3.5.2 Natural / Environment Subcommittee Functions

Objectives:

- To provide advice and guidance to assist in the restoration of the natural environment post the event
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term

3.5.3 Built Subcommittee Functions

Objectives:

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

3.5.4 Business / Economic Subcommittee Functions

Objectives:

- To provide advice and guidance to assist in the restoration and strengthening of the City's economy post the event.
- 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.
 - The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
 - recognise the extent of loss suffered by individuals
 - complement other forms of relief and assistance provided by government and the private sector
 - recognise immediate, short, medium and longer term needs of affected individuals
 - 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

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

These positions will be confirmed or amended by the LRCG when launching the sub-committee structure.

LRCG Sub-Committee Structure – City of Belmont	
Social	
Manager Community Placemaking	Chair
Manager Safer Communities	Deputy Chair
Admin Officer - Community Development	Admin Support
Built	
Manager City Facilities and Property	Chair
Manager Works	Deputy Chair
Planning Support Officer	Admin Support
Business	
Manager Economic and Community Development	Chair
Manager Governance	Deputy Chair
Clerical Officer Governance	Admin Support
Natural	
Manager Parks, Leisure & Environment	Chair
Coordinator Parks, Leisure & Environment	Deputy Chair
Admin Officer Parks	Admin Support

4.1 STAFF

Consideration needs to be given to the demands of recovery operations as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the City/Town continue to fulfil their obligations to the community. The extent of the recovery operations should not be underestimated as recovery can be a complex and lengthy process. Depending on the nature of the event, some services may be required for months or even years to follow.

4.1.1 Staffing Levels

In the event of a large scale emergency staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate a request for assistance may be forwarded for consideration to the LRCG.

4.1.2 Stress and Fatigue

Directors and managers have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by the City/Town.

The current Employee Assistance Programs in place are:

City of Belmont – Lifeskills Australia

Town of Victoria Park – Benestar

4.1.3 Communication

Refer to the Crisis Communications Plan for the process of keeping staff up-to-date on all ongoing activities, needs, challenges and actions.

4.2 FINANCIAL ARRANGEMENTS

4.2.1 Insurance of Assets

The City of Belmont and Town of Victoria Park are insured through policies with the Local Government Insurance Scheme (LGIS).

4.2.3 Financial Records

To ensure accurate records of costs associated with an emergency, specific cost centres to which all costs associated with the recovery process have been allocated:

City of Belmont	
Cost Centre	Name of Cost Centre
	Emergency Response Reimbursements
	Emergency Response Reimbursements Event
Town of Victoria Park	
Cost Centre	Name of Cost Centre
	Emergency Response

4.2.2 Internal Funding

The following arrangements are in place to fund recovery activities:

- S6.8(1)(b) or (c) of the Local Government Act 1995 - 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.
- S6.11(2) of the Local Government Act 1995 - utilisation of 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.
- S6.20(2) of the Local Government Act 1995 - 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.

4.2.4 External Funding

The Disaster Recovery Funding Arrangements Western Australia (DRFAWA) are provided through the State Government. The State Administrator of DRFAWA is the Department of Fire and Emergency Services.

The LRC in liaison with the City/Town's financial Manager shall make immediate contact with DRFAWA Officers.

- DRFAWA officers can be contacted via:
 - Email drfawa@dfes.wa.gov.au
 - Phone 9395 9341
9395 9973
9395 9374
- More information is available at
<https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

4.3 RESOURCES AND KEY CONTACTS

A list of equipment and key contacts, both internal and external has been identified and is included as [Attachment 1 – Contacts and Resources List](#).

The City Of Belmont and Town of Victoria Park have a reciprocal agreement to share equipment and resources in an emergency, to the extent that the equipment and resources are available under the prevailing conditions.

When additional resources are required, the City/Town will attempt to use local contractors and resources first. This includes requesting support from other neighbouring councils.

4.4 BUSINESS CONTINUITY ARRANGEMENTS

Ensuring the local government continues to function, both while the emergency is occurring and during recovery, is essential. Financial, critical incident and business continuity arrangements should be enacted to ensure the council can continue providing essential services while managing the recovery process. This will be done through existing plans (refer to Section 1.5) and the LRCG and its sub-committees.

4.5 IMPACT STATEMENT

The Hazard Management Agency (HMA) will complete the 'Impact Statement' form in consultation with the Incident Support Group (ISG). This contains a detailed description of the impact on the affected community and provides the LRC with a starting point for recovery needs of individuals, the community and infrastructure.

A key part of the handover of responsibility from the HMA to the local government is the handover of the Impact Statement. The acceptance of this handover of responsibility is to occur at the discretion of CEO and LRC.

4.6 OUTREACH NEEDS ASSESSMENT

When a community is affected by an emergency it is essential to determine the needs of the community as they are often considerable. 'Outreach' is a technique whereby volunteers from the Australian Red Cross and other agencies partner with the local government to speak directly to impacted individuals. This assessment will determine what has been affected, what information is needed, what assistance is required, if they wish to be contacted for further information and their best contact details.

Depending on the extent of the incident, the use of Outreach will be considered by the LRCG in the immediate stages of recovery.

4.7 ONE STOP SHOP

Depending on the extent of the incident, a one stop shop may be established to provide a central location for the public go to access support services from Red Cross, Salvation Army and other services, as well as information regarding such things as insurance, accommodation and financial support.

The one stop shop is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the one stop shop. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

4.8 LOCAL RECOVERY COORDINATION CENTRE

The decision of where to establish the Local Recovery Coordination Centre (LRCC) will be made by the LRC and will depend upon the location, extent and severity of the emergency.

The following locations have been identified as suitable LRCC's:

City of Belmont			
Centre Name	Address	Capacity & Available Resources	Contacts
Primary Local Recovery Coordination Centre City of Belmont	City of Belmont Civic Centre Rivervale Room 215 Wright Street CLOVERDALE Ph: Removed	<ul style="list-style-type: none"> Capacity: 50ppl max Whiteboard 3 x Laptops EM Phones (x4) 2-Way system Fax Photocopier Maps O/head projector 	Removed for confidentiality
Alternate Local Recovery Coordination Centre City of Belmont	City of Belmont Operations Centre Training Room 180 Planet Street CARLISLE Ph: Removed	<ul style="list-style-type: none"> Capacity: Whiteboard 3 x Laptops 2-Way system Fax Photocopier Maps O/head projector 	
Town of Victoria Park			
Centre Name	Address	Capacity & Available Resources	Contacts
Primary Local Recovery Coordination Centre Town of Victoria Park	Town of Victoria Park Civic Offices Meeting Room 3 99 Shepparton Road VICTORIA PARK Ph: Removed	<ul style="list-style-type: none"> Capacity: 25ppl pax Whiteboards 5 x Computers 2 x Laptops 1 x Dedicated interactive screen Fax Photocopier Phone Line 	Removed for confidentiality
Alternate 1 Local Recovery Coordination Centre Town of Victoria Park	Town of Victoria Park Depot 199 Star Street WELSHPOOL Ph: Removed	<ul style="list-style-type: none"> Capacity: 50ppl pax Whiteboard 3 x Computers 1 x Dedicated interactive screen Fax Photocopier Phone Line 	
Alternate 2 Local Recovery Coordination Centre Town of Victoria Park	Crown Resorts Great Eastern Highway BURSWOOD Ph: Removed	<ul style="list-style-type: none"> <i>To be confirmed.</i> 	

Part Five – Communications

Recovery communications is the practice of sourcing, sending, managing and evaluating accurate information. Well planned and executed internal and external information, is vital in recovery.

5.1 COMMUNICATION PLAN

City of Belmont - communications will be undertaken using the 'City of Belmont Crisis (Issues) Communication Management Plan' which sits under the 'City of Belmont Communication Strategy' and will address the community and other target audiences by a variety of methods.

Town of Victoria Park - communications will be undertaken using the 'Town of Victoria Park Communications Plan', and will address the community and other target audiences by a variety of methods.

An incident specific 'Recovery Communications Plan' will also be developed and included as part of the overarching Operational Recovery Plan. Refer to the Crisis Communications Plan for a Template.

All crisis communications will follow a three step order of priority for action and information dissemination. These are:

1. People: staff and community welfare come first
2. Place: environmental conditions, including safety, roads, buildings, infrastructure and accessibility
3. Perception: public image, broader communication with confirmation of facts, regular updates and the recovery process followed

Public information will address:

- What we know
- What we don't know
- What we are doing
- What we want you to do

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

WHO ... Who needs information?	HOW ... What communication methods will be used?	WHERE ... Where will the information be provided?
<ul style="list-style-type: none"> • Affected community • Recovery workers • Support agencies • Vulnerable groups • Internal staff • Media 	<ul style="list-style-type: none"> • Social media • Website • Flyers/brochures/letters • Press releases • Face to face • Community meetings • Radio • TV 	<ul style="list-style-type: none"> • Public meeting venues • Evacuation centres • One-stop-shop locations • Notice boards • Online • TV • Radio

5.2 SPOKESPERSONS

The spokespersons for the City/Town will be the Mayor and Chief Executive Officer, or other officers as delegated by the Chief Executive Officer.

ATTACHMENT 1:

CONTACTS AND RESOURCES LIST

REMOVED FOR CONFIDENTIALITY

ATTACHMENT 2: LOCAL RECOVERY COORDINATOR / LRCG ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

Task Description	Complete
24 to 48 hours*	
Local Recovery Coordinator (LRC) to contact and alert key local contacts including Local Recovery Coordination Group (LRCG) members.	
LRC to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group (ISG) and Operations Area Support Group (OASG) where appropriate	
LRC to receive initial impact assessment from the Controlling Agency	
LRC to determine the need to activate the Recovery Plan	
LRCG to be convened and its members briefed. Ensure administrative support	
LRC and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Liaise with Media Manager and Spokesperson to further develop and implement event specific Communication Plan, including public information and internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	

Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available	
Manage offers of assistance, incl. volunteers, material aid and donated money	
Assess staffing needs	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities	
Discuss Outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services	
Manage restoration of essential infrastructure/utilities	
Brief media on the recovery program	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

*Timeframes are approximate only

ATTACHMENT 3: RECOVERY – OPERATIONAL CHECKLIST

Recovery Strategy	Commenced
Immediate/Short Term	
Ensure energy and communication supplies are adequate and stable	
Ensure and facilitate the completion of the immediate impact assessment	
Facilitate the provision of access to emergency funding	
Gather evidence to support requests for government assistance	
Assess staffing needs, consider request for assistance if required	
Establish a network for information provision to community	
Assist with the support of animal welfare needs	
Work within existing community organisations in the community	
Assume public information responsibilities from the Hazard Management Agency and provide information to the community and the media	
Create templates for impact assessment and for tracking assistance provided	
Establish a system for recording all expenditure during recovery	
Facilitate and advise on State and Australian government funding	
Provide a one stop shop for advice, information and assistance to community	
Identification and support to businesses and employers	
Dissuade donations of goods through Spokesperson	
Provide psychosocial support	
Conduct outreach program to community (if required)	
Assist and liaise with businesses to re-establish and open where practicable	
Re-establishment of transport needs	
Develop a comprehensive media/community strategy	
Provide assistance with insurance claims	
Establish communications for planned recovery strategies to the community	
Medium/Long Term	
Assist with the redevelopment of social networks and connections	
Support the community activities for the rescue and rehabilitation of wildlife	
Support the restoration of key natural habitat	
Restore banking and other financial solutions	
Recruit members of the community for recovery strategy planning	
Management of appeal funding to the affected community	
Facilitate the distribution of appeal funds	
Consider a strategy for the recovery process after the containment of contaminants	
Monitor and assist the rehabilitation of critical infrastructure	
Monitor and assist the restoration of residential buildings	
Support the restoration of the infrastructure network	
Improvements to infrastructure and services during reinstatement	
Prepare oral and written financial and non-financial reports and briefs	
Adjust capital works and maintenance programs	
Stage a public event of acknowledgement and community closure	

ATTACHMENT 4:

OPERATIONAL RECOVERY PLAN TEMPLATE

Suggested composition/layout following a major emergency

OPERATIONAL RECOVERY PLAN

Emergency: (type and location)

Date of Emergency:

Section 1 Introduction

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

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues.

Section 3 Organisational Aspects

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

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Recovery Communications Plan
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations
- Public information dissemination.
- Plan for transition to normal services.

Section 5 Administrative Arrangements

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

Section 6 Long-Term Recovery Plan

Where appropriate, a strategic long term recovery plan will be developed to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience to future emergencies.

Section 7 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by:

Chair
Local Recovery Coordination Group

Date: