

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

CITY OF BELMONT
&
TOWN OF VICTORIA PARK

PUBLIC COPY



City of
Belmont



TOWN OF
VICTORIA PARK



LEMA

Local
Emergency
Management
Arrangements

General Plan 2025



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2. Roles & Responsibilities	6. Higher Risk Persons & Groups Plan	10. LG Information & Maps
3. Risk Register	7. Communities - Emergency Relief & Support Plan	11. Templates- LEMC Special Agenda, Sitrep & Media Guide
4. Contacts & Resources Directory	8. Animal Welfare in Emergencies Plan	12. MoU – City of Belmont & Town of Victoria Park & MoU - Town of Victoria Park & Crown

1. Administration



1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Belmont and Town of Victoria Park and have been tabled with the Local Emergency Management Committee.

Date: _____
Chair Local Emergency Management Committee
Chairperson
City of Belmont

Date: _____
Local Emergency Coordinator
Belmont Police Station OIC

Date: _____
Chief Executive Officer
City of Belmont

Date: _____
Chief Executive Officer
Town of Victoria Park

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 the information cannot be guaranteed, and the City of Belmont and Town of Victoria Park expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.2 Distribution

Full Unrestricted Version

City of Belmont

Town of Victoria Park

Surrounding Local Government Authorities (listed on Page 13)

Australian Red Cross

Belmont Forum

Belmont - State Emergency Service

Boronia Pre-Release Centre

Crown Resorts Perth

Curtin University

Department of Communities

Department of Fire and Emergency Services (East District)

District Emergency Management Advisors (DEMA)

Department of Primary Industry & Regional Development (DPIRD)

Main Roads WA

Optus Stadium

Perth Airport

Perth Freight Terminal

Perth Racing

Public Transport Authority (PTA)

Salvation Army

St Johns Ambulance

State Emergency Management Committee (SEMC)

WA Police - Belmont

WA Police - Cannington

WA Police - Kensington

Water Corporation

Western Power

Public Access Restricted Version

City Of Belmont

City of Belmont Administration Offices – Front Counter/Reception

City of Belmont Ruth Faulkner Library

City of Belmont Website: www.belmont.wa.gov.au

Town Of Victoria Park

Town of Victoria Park Administration Offices – Front Counter/Reception

Town of Victoria Park Library

Town of Victoria Park Website: www.victoriapark.wa.gov.au



1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

City of Belmont

215 Wright Street, Cloverdale

(During normal business hours)

City of Belmont website: www.belmont.wa.gov.au

Town of Victoria Park

99 Shepperton Road, Victoria Park

(During normal business hours)

Town of Victoria Park website: www.victoriapark.wa.gov.au



1.4 Amendment Record

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:

City of Belmont

Chief Executive Officer

Locked Bag 379

COVERDALE WA 6985

Ph: (08) 9477 7222

Email: belmont@belmont.wa.gov.au

Town of Victoria Park

Chief Executive Officer

Locked Bag 437

VICTORIA PARK WA 6979

Ph: (08) 9311 8111

Email: admin@vicpark.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration.

The LEMC must approve all amendments and enter them in the Amendment Register below:

Amendment		Details Of Amendment	Amended By
No	Date		
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
8	January 2025	Complete rewrite and redevelopment	L Winter / B Mentz / M Corfield / I Freeman



1.5 Glossary of Terms and Acronyms

Refer **Appendix 1** for glossary directly related to this document.

For the State glossary for the emergency management sector in Western Australia – [Click Here](#).



1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the City of Belmont and Town of Victoria Park, these arrangements, support plans and other related documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
 - Emergency Relief and Support
 - Emergency Public Information
 - Animal Welfare in Emergencies
- National EM Plans.

1.6.2 Local Emergency Management Plans

The following emergency management plans support the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- City of Belmont and Town of Victoria Park Local Recovery Plan 2025 (Stand-alone plans)
- Business Continuity Plan (Stand-alone plan)
- City of Belmont and Town of Victoria Park Risk Analysis (see **Appendix 3**)
- City of Belmont and Town of Victoria Park Higher Risk Persons & Groups Plan (see **Appendix 6**)
- City of Belmont and Town of Victoria Park Animal Welfare in Emergencies Plan (see **Appendix 8**)

1.6.3 Related Documents

City of Belmont

- Business Continuity Plans
- Strategic Community Plan
- Community Services – Service Disruption Event Framework
- Crisis (Issues) Communications Management Plan
- Crisis Notification – Declaration Process
- Emergency Procedures – After Hours – Civic Centre
- Emergency Response Guidelines for Persons Hiring Council Facilities
- Guide for Opening and Coordinating an Emergency Relief & Support Centre
- Entry in an Emergency (Form)
- IT Disaster Recovery Plan
- JSEA Worksheets
- Marketing Event Plans
- Records Disaster Recovery Plan
- Work Instruction – Various

Town of Victoria Park

- Business Continuity Plan
- Communications Plan
- Emergency and Evacuation Procedures
- Information and Parking
- Marketing Events Emergency Plan
- Strategic Community Plan



1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to City/ Town, being bylaws or operational policies. The City of Belmont and Town of Victoria Park policies relating to emergency management include:

- Emergency Management Guideline – See **Appendix 5(a)** & Emergency Management – Management Practice – See **Appendix 5(b)**.



1.8 Agreements, Understandings and Commitments

1.8.1 Mutual Aid Agreement

The City of Belmont and Town of Victoria Park along with other local governments, organisations and agencies signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the memorandum is to:

- Facilitate the provision of mutual aid, between, during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in times of difficulty.
- Demonstrate capacity and willingness by working cooperatively and sharing resources where possible.

Agreement Parties	Description
City of Belmont and Town of Victoria Park	Reciprocal agreement to share equipment and resources.
Crown Perth	Use of facility in the event that Town of Victoria Park facility is unavailable.

For further information in regard to MOU's and agreements with the City/ Town – See **Appendix 12**.



1.9 Special Considerations

The City of Belmont and Town of Victoria Park has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Storm Season	May - October
Flooding Event	Riverine Flooding (Swan River)
Public Events	
<ul style="list-style-type: none"> Arts and Cultural festival – 5000 people Perth Cup – 20,000 people Kidz Fest – 10,000 people Harmony Cultural Festival – 5,000 people Avon Decent Family Fun Day - 1,000 people Ascot Open Day - 7,000 people Ascot Summer Carnival - 7,000 people Ascot Racecourse Melbourne Cup - 20,000 people Ascot Railway Stakes Day - 16,000 people Ascot Winterbottom - 7,000 people Ascot Kingston Town - 6,000 people Christmas in the Park – 6,000 people Australia Day Perth Garden Festival - 30,000 people Remembrance Day Perth 4WD Show - 25,000 people Summer Street Party – 25,000 people Twilight Soiree - 1500 	March December October - November March 1 st Sunday in August October October to March 1 st Tuesday in November November November December Held in December 26 th January March November November November to February Everyday December
Major Facilities:	
<ul style="list-style-type: none"> Ascot Racecourse Belmont Park Racecourse Perth Airport (Domestic/ International) Perth Freight Terminal (Kewdale Rail) Belmont Forum (130 Stores) Curtin University (55,000 Students) Crown Perth (3 Hotel & Casino Complex) Optus Stadium (60,000) Boronia Pre Release Centre for Women The Park Centre Shopping Plaza 	All Year (Including Perth Cup) All Year All Year All Year All Year All Year All Year All Year All Year All Year All Year
Road/ Rail Transport:	
<ul style="list-style-type: none"> Albany Highway Tonkin Highway Leach Highway 	All Year All Year All Year

Consideration	Season
Orrong Rd/ Graham Farmer Freeway	All Year
Perth Freight Lines, Kewdale	All Year
Redcliffe Train Station/ Perth Airport Line	All Year
Perth/ Armadale/ Thornlie Line	All Year
Shepperton Rd	All Year
Higher Risk Persons in Belmont: <ul style="list-style-type: none"> ○ 12 Aged Care Facilities ○ 4 Childcare Centre ○ 15 Schools 	All year All year All year
Higher Risk Persons in Victoria Park: <ul style="list-style-type: none"> ○ 14 Aged Care Facilities ○ 14 Childcare Centre ○ 13 Schools 	All year All year All year
Bio Security and Health Hazards	All year

2. Overview



2.1 Area Covered

The City of Belmont and Town of Victoria Park are located less than 10km east of Perth CBD across the Swan River. The combined area of the two Local Governments totals to 58 square kilometres.

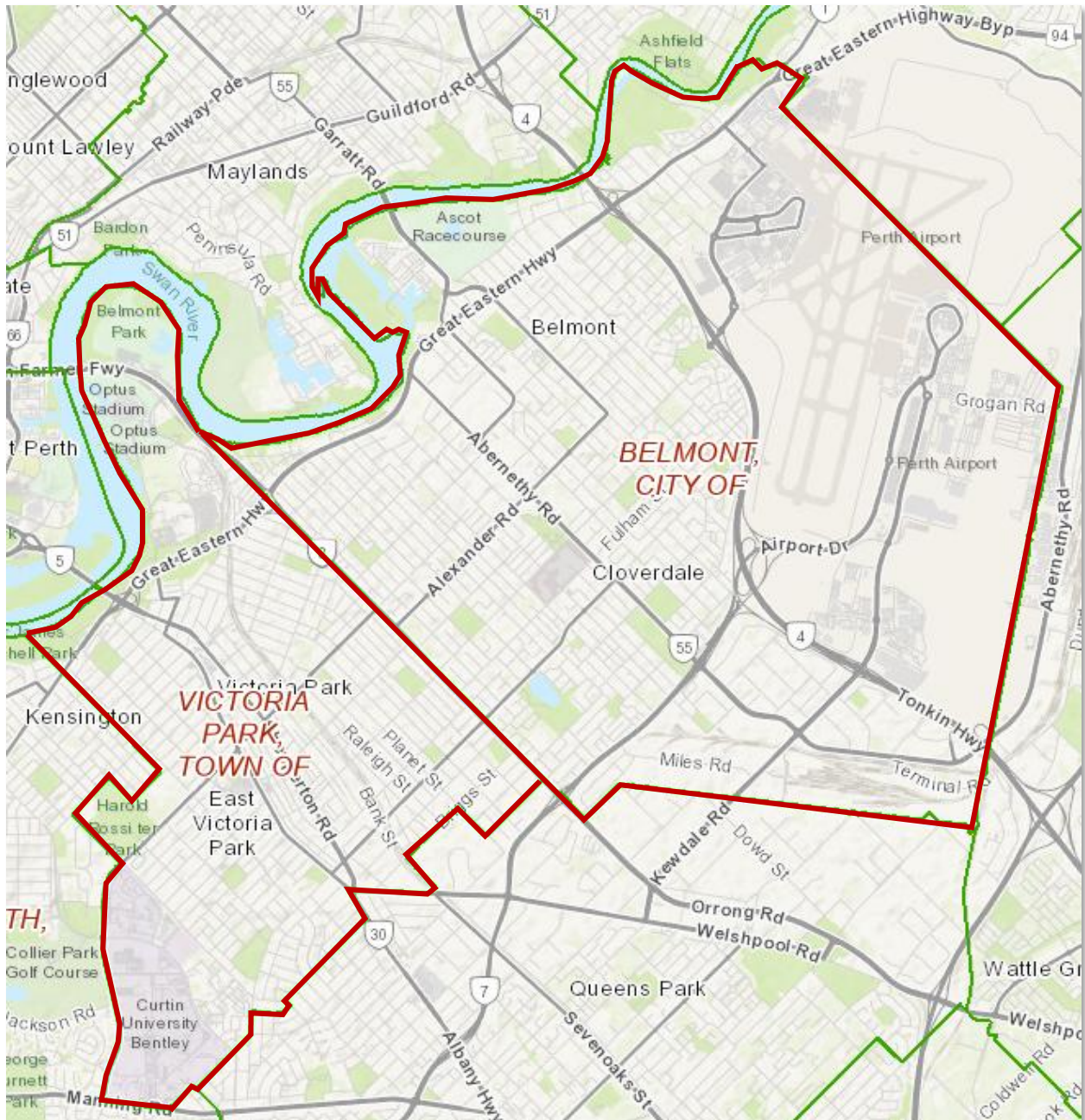


Figure 1: Map of the City of Belmont and Town of Victoria Park

Suburbs of each Local Government area:

CITY OF BELMONT	TOWN OF VICTORIA PARK
Dwellings: 22,643 (Area 40 sq km)	Dwellings: 18,136 (Area 18 sq km)
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 Governments:

City of Bayswater (North)	City of Canning (South)
Town of Bassendean (North)	City of South Perth (West)
City of Gosnells	City of Perth (North-West)



2.2 History and Culture

The City of Belmont and Town of Victoria Park area, like much of the broader Perth region, is situated on the traditional lands of the Whadjuk Noongar people, one of the 14 language groups within the Noongar Nation. The Swan River holds profound cultural and spiritual significance for the Whadjuk Noongar, as it is linked to the Waugal, a powerful creation spirit believed to have formed the river and its surrounding features. A culturally significant site near the Causeway is known as 'Matta Gerup' (knee deep).

European settlement began in 1829 with the establishment of the Swan River Colony. The City of Belmont, established in 1961, attained City status in 1979. Initially focused on agriculture and horse racing, Belmont has grown into a diverse area combining residential, industrial, and commercial development, with Perth Airport as a major feature. The Town of Victoria Park was historically an inner suburb of the City of Perth until 1994, when it became a separate local government area. Today, it is a vibrant, multicultural suburb known for its dynamic community and is home to prominent landmarks such as Optus Stadium and Crown Perth.



2.3 Population and Demographics

The City of Belmont and Town of Victoria Park's population and demographics information is summarised below. Additional Census 2021 data for City/ Town can be found [here](#).

City of Belmont

42,806 Population	1.6% Annual Growth	296 Natural Increase	725 Net Overseas Migration	-339 Net Internal Migration
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All data are from 30 June 2020, unless stated otherwise.

Town of Victoria Park

37,784 Population	2.1% Annual Growth	135 Natural Increase	921 Net Overseas Migration	-293 Net Internal Migration
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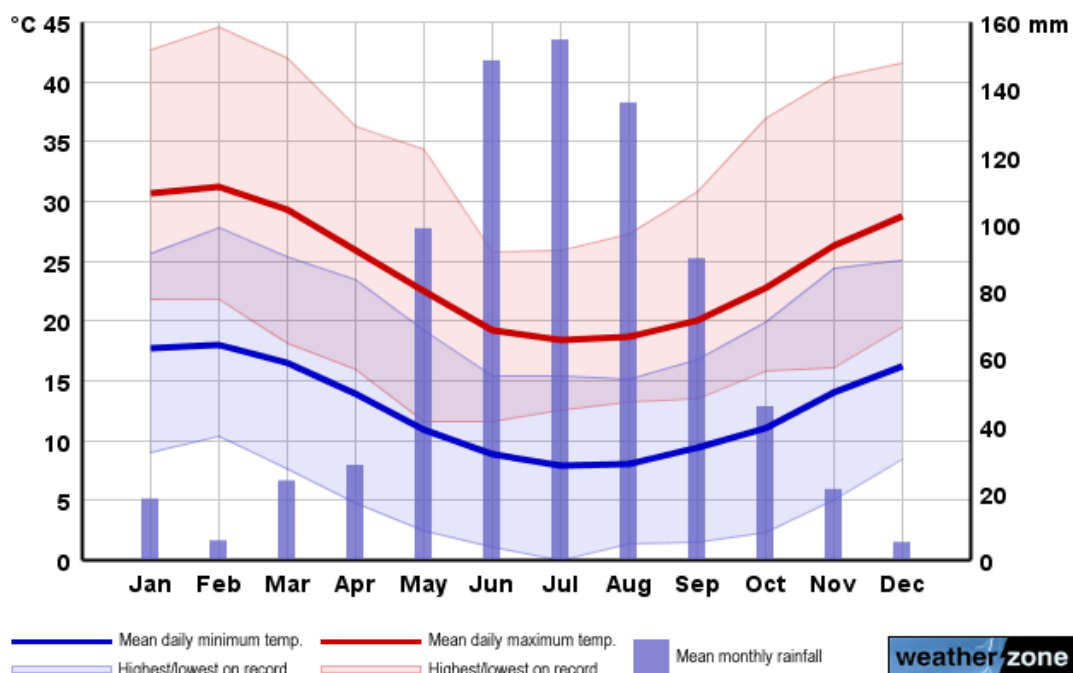
All data are from 30 June 2020, unless stated otherwise.

Source: <https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas>
The Town of Victoria Park has a Community Profile that states that the population is 42,352.
 - <https://profile.id.com.au/victoria-park>



2.4 Climate

The climate of the City of Belmont and Town of Victoria Park (East Perth) is described as hot, dry summers and light winters. The average annual temperature ranges from 17-31°C in summer to 8-19°C in winter. The average rainfall in City of Belmont and Town of Victoria Park (East Perth) is estimated to be 730 mm, depending on location, and occurs mainly in winter from June to August.





2.5 Topography

The City of Belmont and Town of Victoria Park, located in east of Perth, features a generally flat to gently undulating topography, with some slight rises, particularly in the northern areas. It lies along the Swan River's southern banks, with low-lying, flat land near the river's edge, including wetlands and reclaimed land. The area has been heavily developed, though the natural landscape retains traces of its historical watercourses and wetlands. The topography's relatively flat nature makes it ideal for urban development, contributing to Belmont's mix of residential, commercial, and recreational spaces.



2.6 Economic Profile

The City of Belmont has a diverse economy driven by manufacturing, logistics, retail, and service sectors. Its proximity to Perth Airport and the CBD supports industries such as warehousing, distribution and business services. The retail sector is growing, with Belmont Forum as a key hub, and the tourism and hospitality industries benefit from the city's location near the Swan River. The workforce is varied, with employment across retail, logistics, construction, and services, making Belmont an economically vibrant area.

The Town of Victoria Park has a vibrant and diverse economy, with key sectors including retail, hospitality, professional services, and residential development. The town's proximity to Perth's CBD and key transport routes, such as the Graham Farmer Freeway, makes it a hub for both businesses and residents. The retail sector is strong, with both large shopping centres and local boutique stores. The hospitality industry thrives with numerous cafes, restaurants, and entertainment venues. Ongoing residential development and revitalisation projects contribute to a growing local economy. Employment is spread across a variety of industries.



2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, major arterial roads and rail networks, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the City of Belmont and Town of Victoria Park community.

2.7.1 Electrical Supply

Power to all developments within the City of Belmont and Town of Victoria Park is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

2.7.2 Gas Supply

Gas is supplied to households and businesses via a gas network managed by ATCO Gas.

2.7.3 Sewerage System

The City of Belmont and the Town of Victoria Park are serviced by sewerage infrastructure. The sewerage systems in these areas are managed by the Water Corporation. City of Belmont and the Town of Victoria Park does not have its own dedicated sewage treatment plant. Wastewater from east of Perth is typically transported to one of the nearby regional treatment plants such as Subiaco Wastewater Treatment, Woodman Point or Beenyup Plants.

2.7.4 Water Supply

The water supply for the City of Belmont and the Town of Victoria Park is managed by the Water Corporation, with water sourced primarily from dams, groundwater, and desalination plants. The water undergoes treatment at local plants before being distributed through an extensive pipeline network to residential, commercial, and industrial customers. The system includes storage in reservoirs and water towers to maintain supply pressure and ensure reliable distribution.

2.7.5 Medical Services

Royal Perth Hospital	197 Wellington Street, Perth	(08) 9224 2244
Bentley Hospital	18-56 Mills Street, Bentley	(08) 9416 3666
Belmont City Medical Centre (not for emergency care)	321 Abernethy Road, Cloverdale	(08) 9277 3999
Victoria Medical Group	734 Albany Hwy, Victoria Park	(08) 9473 7888

The closest hospitals to the City of Belmont and the Town of Victoria Park are Royal Perth Hospital, located west of the area across the Swan River, and Bentley Hospital, situated to the south. Only Royal Perth Hospital offers emergency care service, however both offer medical services and outpatient treatment.

2.7.6 Transport & Airport Facilities

ROAD:

The City of Belmont and Town of Victoria Park has a comprehensive road network that enhances transportation and access in the region. Key transport links include:

Albany Highway	Connects Perth to Albany and other regional centres
Great Eastern Highway	Connects Perth to the East /West transport route
Leach Highway	Connect Fremantle with the Perth Airport
Tonkin Highway	Connects Armadale to Perth and to the Great Northern Highway
Shepperton Rd	Connects Perth to South East Corridor
Orrong Rd/ Graham Farmer Freeway	Connects Perth to South East Corridor which leads to the Kewdale Welshpool industrial areas and key arterials to Leach, Tonkin and Roe Highways.
Welshpool Road	Connects Shepperton Road past several arterial Roads

The City of Belmont has 234 kilometres of sealed roads, and the Town of Victoria Park has 175 kilometres of sealed roads; neither local government has unsealed roads. To see updates on current road conditions visit [Main Roads Travel Map - Map](#)

AIRPORT:

Perth Airport, located about 10 km east of the Perth CBD and is Western Australia's primary aviation hub, serving both domestic and international flights. It features four main terminals split across two precincts and supports travel for passenger and freight traffic, plus the mining and resources sector with FIFO services. The airport is connected by road via the Tonkin and Great Eastern Highways, public transport, and the Airport Line train.

RAILWAY:

The Perth train network consists of five main lines and is an integral part of public transportation in the Perth metropolitan area, managed by Transperth. For Perth railway line maps – [click here](#).

The railway line flyovers within the City of Belmont and the Town of Victoria Park are located at:

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

BRIDGES:

There are several bridges that service the City of Belmont and Town of Victoria Park areas and all from significant arterial accesses to and from the Perth City and key industrial locations, as well as the Perth Airport precinct and these are as follows:

The Causeway Bridge	East Perth / Burswood	Causeway
Windan Bridge	East Perth / Burswood	Graham Farmer Freeway
Garratt Road Bridge	Bayswater / Ascot	Garratt Road
Mooro-Beeloo Bridge (Redcliffe Bridge)	Bayswater / Ascot	Tonkin Highway
Stanton Rd Bridge (connects Redcliffe to Perth Airport Precinct)	Ascot/Perth Airport Precinct	Tonkin Highway
Leach Highway Flyover/ Interchange (connects Perth Airport/ Tonkin Hwy)	Kewdale/Perth Airport Precinct	
Kewdale Rd/ Horrie Miller Drive (Kewdale Industrial Area Perth Airport Indust. District)	Kewdale/Perth Airport Precinct	
Tonkin Hwy Bridge - Fly over/ Abernathy Rd Kewdale Industrial District	Kewdale/Perth Airport Precinct	
Leach Hwy Flyover / Orrong Rd	Kewdale / Welshpool	
Leach Hwy Flyover / Abernathy Rd	Kewdale	
Tidewater Way Bridge Over Swan River entering Black Swan Island	Ascot	

2.7.7 Communications Infrastructure

For maps of Telstra mobile coverage [click here](#).

2.7.8 Public Facilities

City/ Town has basic social infrastructure facilities that can assist with the response and recovery process, including:

CITY OF BELMONT			
Facility	Location	Contact	Description
Belmont Hub	213 Wright Street, Cloverdale	(08) 9477 7150	Multipurpose community centre, Library, meeting rooms, toilets, kitchen, internet, tables/ chairs
Civic Centre	215 Wright Street, Cloverdale	(08) 9477 7222	Main Council Administration Building. Limited Meeting Rooms, toilet, kitchen facilities, Council Chambers
Belmont Oasis Leisure Centre	Cnr Abernethy Rd and Alexander Road, Belmont	(08) 9277 1622	Large stadium (500 people), fixed stand seats, multipurpose room, gym, creche, café/ kitchen, showers, toilets, pool
Centenary Park Community Centre	105 Daly Street, Belmont	(08) 9477 7222	Main hall (150 people), Lesser Hall, meeting rooms, kitchen, chairs/ tables, playground, toilets
Forster Park Community Centre	278 Keane Street, Cloverdale	(08) 9477 7222	Main Hall (200 people), multipurpose room, kitchen, table/ chairs, toilets
Middleton Park Community Centre	13 Middleton Street, Cloverdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground, Oval
Miles Park Community Centre	289 Belgravia Street, Cloverdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground, Oval, basketball court
Peet Park Community Centre	Sydenham Street, Kewdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground,
Redcliffe Park Community Centre	33 Morgan Road, Redcliffe	(08) 9477 7222	Main Hall (180 people), multipurpose room, meeting rooms, kitchen, table/ chairs, toilets, playground
Rivervale Community Centre	Francisco Street, Rivervale	(08) 9477 7222	Main Hall (160 people), meeting rooms, kitchen, table/ chairs, toilets, playground

TOWN OF VICTORIA PARK

Facility	Location	Contact	Description
Victoria Park Community Centre	248 Gloucester Street, East Victoria Park	(08) 9361 1999 hello@vicparkcc.org.au	Two multipurpose rooms (50 people), toilets, chairs/ tables, kitchen, internet, Projector, PA System.
Bentley Technology Park "The Hub"	2 Brodie-Hall Dr, Bentley	(08) 9451 0888 admin@techparkwa.com.au	Function room, meeting rooms, toilets
Burswood Water Sports Centre	1 Camfield Drive, Burswood	0418 903 312	Meeting rooms, toilets, grass area, kitchen
Connect Victoria Park	5 Mackie Street, Victoria Park	(08) 9361 2904 admin@connectvictoriapark.org	Main Hall (100 people), stage, meeting rooms, toilets, kitchen
Harold Hawthorne Centre	2 Memorial Avenue, Carlisle	(08) 9470 1155 reception@hhcentre.org	Main Hall (250 people), stage, meeting rooms, toilets, kitchen
Kensington PCYC	51 Anketell Street, Kensington	(08) 9367 1282 kensingtonpcyc@wapcyc.com.au	Meeting rooms, indoor courts, internet, kitchen, toilets
Leisurelife Centre	34 Kent Street, East Victoria Park	(08) 9373 5450 bookings@vicpark.wa.gov.au	Function rooms (150 people), meeting rooms, toilets/ showers, kitchen
Perron Place	61 Kitchener Avenue, Victoria Park	(08) 9311 8276 bookings@perronplace.org.au	Multi use hall (120 people), office spaces, computer lab, kitchen, internet, recording studio, shed, display screens
Star Street Uniting Church	43/45 Star Street, Carlisle	(08) 9470 3218 starstuca@bigpond.com	Main Hall (81 people), Worship space (100 people), The hub (93 people), tables/ chairs, kitchen, toilets, courtyard
State Tennis Centre	282 Victoria Park Drive, Burswood	(08) 6462 8300 wainfo@tennis.com.au	Hopman room (110 people), Champions room (20 people), meeting room, tables/ chairs, staffed facility, deck & café, toilets
Subud Community Centre	222 Shepperton Road, East Victoria Park	0433 077 567 perth.hall.manager@subud.org.au	Main hall (100 people), meeting room, kitchen, internet, courtyard, toilets

TOWN OF VICTORIA PARK

Vic Park Community Space	660 Albany Highway, Victoria Park	(08) 9373 5450 admin@vicpark.wa.gov.au	Large meeting room, small meeting room, breakout area, chairs/ tables, kitchen, toilet,
Victoria Park/ Carlisle Bowling Club	18 Kent Street, East Victoria Park	(08) 9470 3100 functions@vicparkbowls.com.au	Main Hall (250 people), bar, kitchen, chairs/ tables, PA systems, toilets
Victoria Park Centre for Arts	12 Kent Street, East Victoria Park	(08) 6454 1803 info@vicparkarts.org.au	Meeting room (50 people), studio, gallery, toilets
Victoria Park RSL	1 Fred Bell Parade, East Victoria Park	(08) 9361 8802 info@victoriaparkrsl.org.au	Conference room (250 people), meeting room, bar, alfresco, kitchen, toilets, BBQ

For City of Belmont 'Our Venues' Local Directory – [Click Here](#)

For Town of Victoria Park 'Venues for Hire' Local Directory – [Click Here](#)

Contacts and other relevant information for listed facilities can be found in City of Belmont and Town of Victoria Park Contacts and Resources Directory – see **Appendix 4**.

2.7.9 Emergency Services

The following emergency services are available and resourced to assist the City of Belmont and Town of Victoria Park when responding to emergency incidents.

Agency	Location	Contact
All Emergencies Call 000		
Department of Fire & Emergency Services (DFES)	Emergency Service Complex, 20 Stockton Bend, Cockburn Central	(08) 9395 9300
Department of Biodiversity Conservation and Attractions (DBCA)	17 Dick Perry Avenue Technology Park, Western Precinct, Kensington	(08) 9219 9000 enquiries@dbca.wa.gov.au
Department of Primary Industries and Regional Development (DPIRD)	1 Nash Street, Perth	(08) 9368 3333 1300 374 731 enquiries@dpird.wa.gov.au
Department of Communities	5 Newman Court, Fremantle	1800 176 888 ersregions@communities.wa.gov.au
Main Roads	Don Aitken Centre Waterloo Crescent East Perth	138 138 enquiries@mainroads.wa.gov.au
Perth Airport	2 George Wiencke Drive, Perth Airport Western Australia	(08) 9478 8888
Public Transport Authority (PTA)	116 West Pde, East Perth	(08) 9326 2000 (08) 9220 9999 (24/7 emergency) enquiries@pta.wa.gov.au
Royal Perth Hospital	197 Wellington Street, Perth	(08) 9224 2244
St Johns – Station East Perth	2 Glyde Street, Perth	(08) 9334 1222
State Emergency Service (SES) (Main Headquarters (Bunker))	91 Leake Street, Belmont	(08) 9277 7619
State Emergency Service (SES) Belmont / Victoria Park	314A Kew Street, Kewdale	0417 094 538
WA Police – Belmont	273 Abernethy Road, Cloverdale	(08) 9424 2700
WA Police – Kensington	25 George Street, Kensington Cannington	(08) 9474 7555
WA Police – District Office Cannington	1325 Albany Hwy, Cannington	(08) 9451 0000

3. Emergency Management Planning



3.1 Aim and Purpose

Aim of this LEMA is to **minimise** the effects of, ensure a coordinated response to, and provide an effective recovery from, an emergency affecting City of Belmont and Town of Victoria Park.

Purpose of this LEMA is to **maximise** safety and ensure sound recovery of the City of Belmont and Town of Victoria Park community, preserving lives, livelihoods and environment, in the event of an emergency.



3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around the City of Belmont and Town of Victoria Park

Describe strategies and priorities for emergency management within the City of Belmont and Town of Victoria Park

Explain matters pertaining to emergency management within the City of Belmont and Town of Victoria Park prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi-agency approach with community engagement, relating to emergencies within the City of Belmont and Town of Victoria Park



3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

This LEMA only:

Apply to the area of the City of Belmont and Town of Victoria Park

Cover areas where the City of Belmont and Town of Victoria Park provides support to HMAs at an emergency incident

Detail the City of Belmont and Town of Victoria Park's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers or see the [LEMC Handbook](#)



3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the City of Belmont and Town of Victoria Park's **Contacts and Resources Directory** information (confidential) for specific details of resources available.



3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate). See **Appendix 12**.



3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The City of Belmont and Town of Victoria Park recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The CEO, or delegate authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the City of Belmont and Town of Victoria Park, to ensure the desired level of support is achieved. E.g.: Local Recovery Coordinator- Local Liaison Officer.

3.7.2 Response

All City of Belmont and Town of Victoria Park resources are registered and identified in the City/ Town asset register located in the ***Contacts and Resource Directory*** (see ***Appendix 4***).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and States and Territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if States are to claim financial assistance from the Commonwealth.

See the ***Local Recovery Plan 5.2.1*** for further details.

»»» ACTION

- **City/ Town to appoint a single person to the position of Finance Officer to ensure in-house accounting and documentation processes are in-line with DRFAWA's reporting and claim requirements.**
- **City/ Town to allocate an account number immediately an operation is mounted to provide and record the necessary funding required.**
- **In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the City/ Town is to seek recovery funding – see Local Recovery Plan.**

4. Local Emergency Management Committee



4.1 Introduction

The City of Belmont and Town of Victoria Park has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

For more information see the [LEMC Handbook](#) that provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.



4.2 LEMC Role

The LEMC performs a vital role when assisting the City of Belmont and Town of Victoria Park and its community to be prepared for major emergencies by:

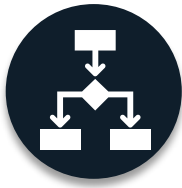
Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMAs/CAs to develop localised hazard plans

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

Investigate community engagement initiatives towards emergency awareness and emergency management information



4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer on the second Monday of every March, June and September and the first Monday of December. The LEMC shall meet quarterly or more frequently as required by [Emergency management procedures](#) 3.7.

Each LEMC meeting should consider, but not be restricted to, the following matters:

Confirming local emergency management contact details of key stakeholders
Reviewing any post-incident reports and post exercise reports generated since last meeting
Progressing emergency risk management processes
Progressing treatment strategies arising from emergency risk management process
Progressing development or review of local emergency management arrangements
Progressing and investigation of a range of community engagement initiatives
Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



4.4 LEMC Membership

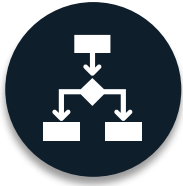
LEMC membership includes the City of Belmont and Town of Victoria Park representatives and the Local Emergency Coordinator OIC WAPOL. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

The City of Belmont and Town of Victoria Park, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities, see **Appendix 2**.

4.4.1 LEMC Members

Agency	Position	Voting
City of Belmont Town of Victoria Park	LEMC Chair	✓
	LEMC Deputy Chair	✓
	Local Recovery Coordinator (LEC)	✓
	Local Government Liaison Officer (LGLO)	✓
	Local Government Executive Officer	✓
	Local Government Managers	✓
	Media/ Communications Officer	✓
	Administration Support Officer	✓
Australian Red Cross	Representative	✓
Belmont Forum	Manager	✓
Belmont SES	Manager	✓
Boronia Pre-Release Centre	Representative	✓
Crown Perth	Representative	✓
Curtin University	Representative	✓
Department of Communities	Emergency Relief and Support Officer	✓
Department of Fire & Emergency Services (DFES)	District Emergency Management Advisor (DEMA)	
Department of Fire & Emergency Services (DFES)	District Officer(s) Emergency Management	✓
Department of Primary Industries & Regional Development (DPIRD)	Representative	✓
Main Roads	Representative	✓
Optus Stadium	Representative	✓
Perth Airport	Representative	✓
Perth Freight Terminal	Representative	✓
Perth Racing	Representative	✓
Public Transport Authority	Representative	✓
Salvation Army	Representative	✓
St Johns Ambulance	Representative	✓
WA Police - Belmont	OIC / Local Emergency Coordinator	✓
WA Police – Cannington	OIC	✓
WA Police - Kensington	OIC	✓
Water Corporation	Representative	✓
Western Power	Representative	✓

The list above is not limited, with members co-opted as, and when, required.



4.5 LEMC Reporting

4.5.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31st October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.



4.6 LEMC Special / Emergency Meetings

A special meeting for LEMC members may be convened by the LEMC Chair of the City of Belmont or the Town of Victoria Park, with notification provided to the CEOs of both Local Government Authorities. The Local Emergency Coordinators (OIC Police Belmont, OIC Kensington) shall be consulted regarding any extraordinary or special LEMC meeting.

Extraordinary meetings can be called for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

Refer to ***Special Agenda template*** in ***Appendix 11(a)***.

5. Managing Risk



5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.'

The City of Belmont and Town of Victoria Park and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the City of Belmont and Town of Victoria Park and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The City of Belmont and Town of Victoria Park's Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) – see **Appendix 2**.



5.2 Risks Identified

The City of Belmont and Town of Victoria Park has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2018) Risk Management – Principles and Guidelines as directed by SEMC.

Emergency Risk Assessment Workshops for the communities of the City of Belmont and Town of Victoria Park were conducted in early 2020.

The greatest risks identified were:



Air Crash



Storm



Fire



Road Crash



Rail Crash



Terrorism

The relevant HMA's are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard. There are 29 State Hazards in Western Australia under State emergency legislation to view State Risk Profile Fact Sheets – [click here](#)

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



5.3 Risk Management Planning

The City of Belmont and Town of Victoria Park are committed to developing and implementing local Emergency Risk Management strategies according to their priority.

The City of Belmont and Town of Victoria Park's Risk Register from 2020 can be viewed at **Appendix 3**.

Note: The Risk Register is currently under review through the State Risk Project.

6. Response & Coordination Emergency Operations

The Emergency Management Act 2005 allows Hazard Management Agency/s (HMA)'s to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - **Appendix C** to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The City of Belmont and Town of Victoria Park recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed. For Contacts and Resources see **Appendix 4**.



6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the HMA/Controlling Agency (CA) Incident Controller (IC) must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

Town/ City will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the City/ Town's LRG as necessary

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the City of Belmont and Town of Victoria Park's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



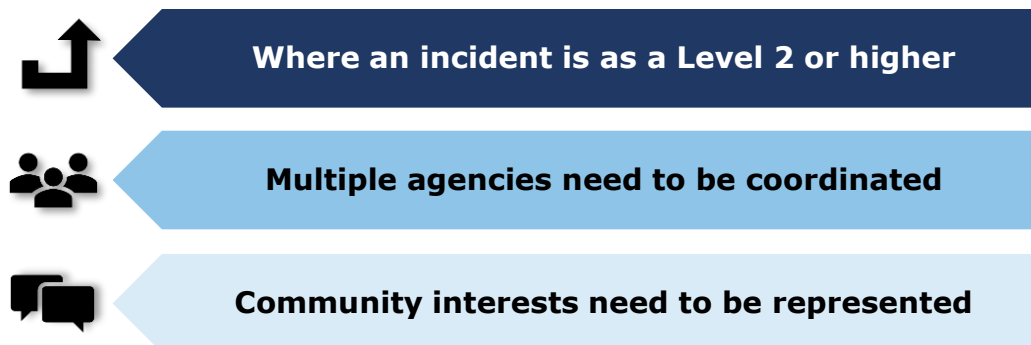
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The City of Belmont and Town of Victoria Park is committed to providing assistance/support, if required resources are available, through the ISG if, and when, informed.

6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The City of Belmont and Town of Victoria Park's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved, and consequences caused by an emergency. Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination. **The IC is responsible for the location** of meetings in consultation with the City of Belmont and Town of Victoria Park.

The following table identifies suitable locations where ISG meetings can be held within City of Belmont and Town of Victoria Park.

City Of Belmont			
Venue	Address	Contact	Facilities
Belmont Civic Centre Rivervale Room - Primary	215 Wright Street, Cloverdale	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.
Belmont Operations Centre Training Room - Secondary	180 Planet Street, Carlisle	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.

Town Of Victoria Park			
Venue	Address	Contact	Facilities
Victoria Park Administration Centre Djeran Meeting room (Meeting Room 3) - Primary	99 Shepperton Road, Victoria Park	(08) 9311 8111	Meeting room, internet, whiteboard, photocopier, 2-way
Crown Perth - Secondary	Great Eastern Highway, Burswood	(08) 9362 8888	Conference room, internet

Where possible, ISG meetings may also be made available virtually, via an appropriate platform.



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations.

For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'.

Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

City of Belmont			
Venue	Address	Contact	Facilities
Belmont Civic Centre	215 Wright Street Cloverdale	(08) 9477 7222	Meeting room, internet, laptops kitchens, whiteboards, projector, photocopier
Belmont Operations Centre Training Room	180 Planet Street Carlisle	(08) 9477 7222	Meeting room, internet, laptops kitchens, whiteboards, projector, photocopier

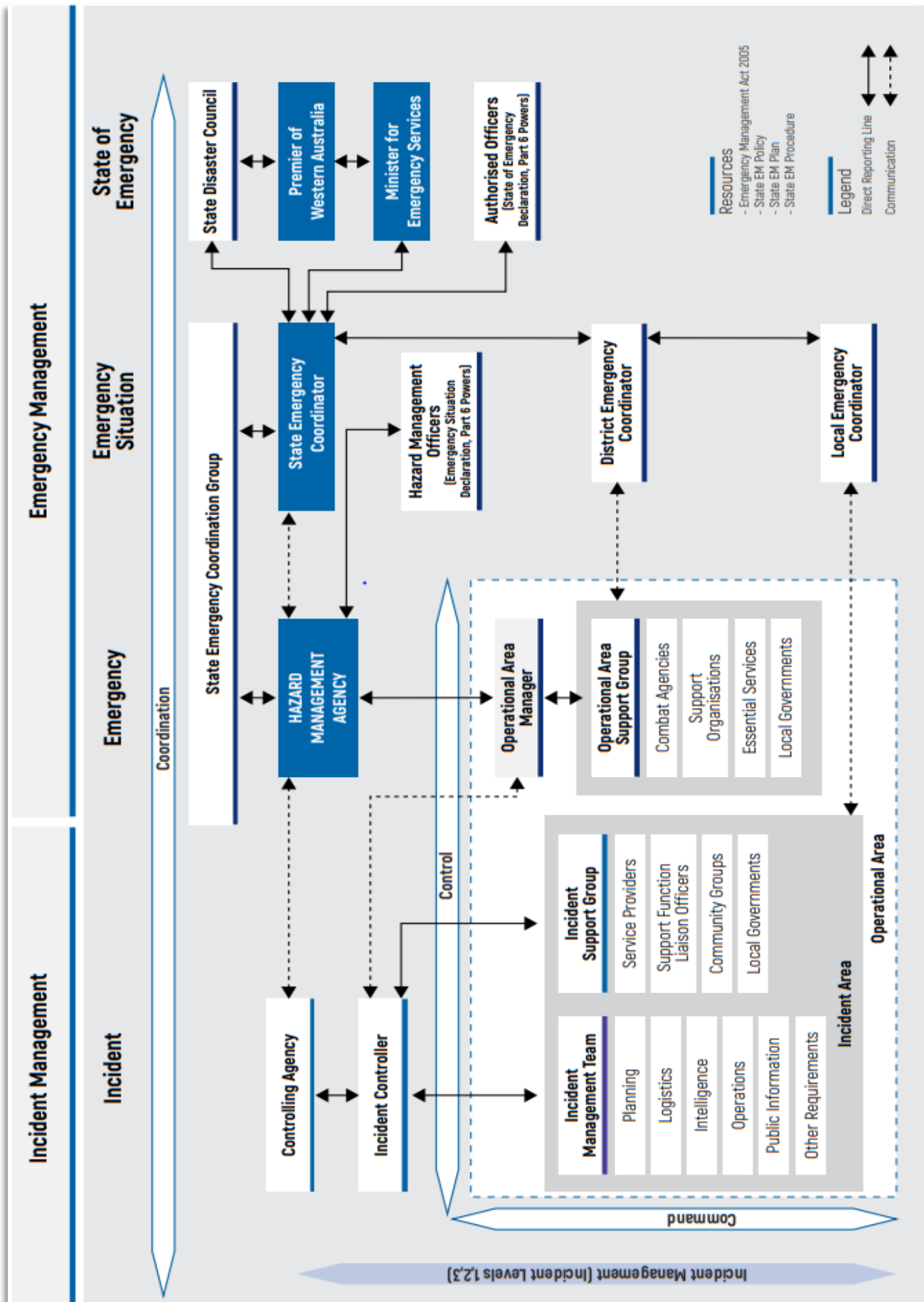
Town Of Victoria Park			
Venue	Address	Contact	Facilities
Victoria Park Depot Meeting Room	199 Star Street, Welshpool	(08) 9311 8111	Meeting room, photocopier, internet, whiteboard



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



7. Media Management & Public Information

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMA/CA's are responsible for disseminate information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement, and the following principles will apply:

HMA's will manage all media releases under State Support Plan – Public Information

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the HMA / CA's

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

All media releases issued by any agency at State level will reflect multi-agency involvement



7.1 Public Communication Systems

7.1.1 Local Government Local Communication Systems

The City of Belmont and Town of Victoria Park has the ability to support official emergency messaging through local communication systems including:

Website page

Local newsletters

Social media

Community notice boards

Emergency Management SMS system

Community/ Local radio stations

Any information for release to the media or public must be forwarded and approved by the CEO. The Mayors of the City of Belmont and Town of Victoria Park are the spokespersons to make statements to the press on behalf of the City of Belmont and Town of Victoria Park. The City of Belmont and Town of Victoria Park CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 Standard Emergency Warning Signal



A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- 1 •Possible loss of life or a major threat to many properties or the large-scale environment
- 2 •Impact is expected within 12 hours or is occurring at the time
- 3 •A large number of people need to be warned
- 4 •One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#).

7.1.3 Emergency WA



Emergency WA

Emergency WA is Western Australia's trusted source for emergency information. You can find information about alerts and warnings for emergencies across Western Australia, along with other useful information such as Fire Danger Ratings, Total Fire Bans, Prescribed Burns and Burn Offs. Access at <https://www.emergency.wa.gov.au>

7.1.4 Emergency WA App



The Emergency WA app is Western Australia's trusted, official source for fast and accurate information during emergencies – helping you make informed decisions to stay safe. The app, available in the [App Store](#) or [Google Play](#), delivers instant notifications on a mobile device about warnings, incidents, Total Fire Bans and elevated Fire Danger Ratings in your area.

Information on Emergency WA comes directly from emergency responders. The app provides all the features of the Emergency WA website with the ability to set up customised notifications, so you receive the types of alerts that are important to you.

7.1.5 Emergency Alert System

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

7.1.6 DFES Public Information Line

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

7.1.5 Additional Information Outlets

Local ABC Radio	720 AM or 531AM
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

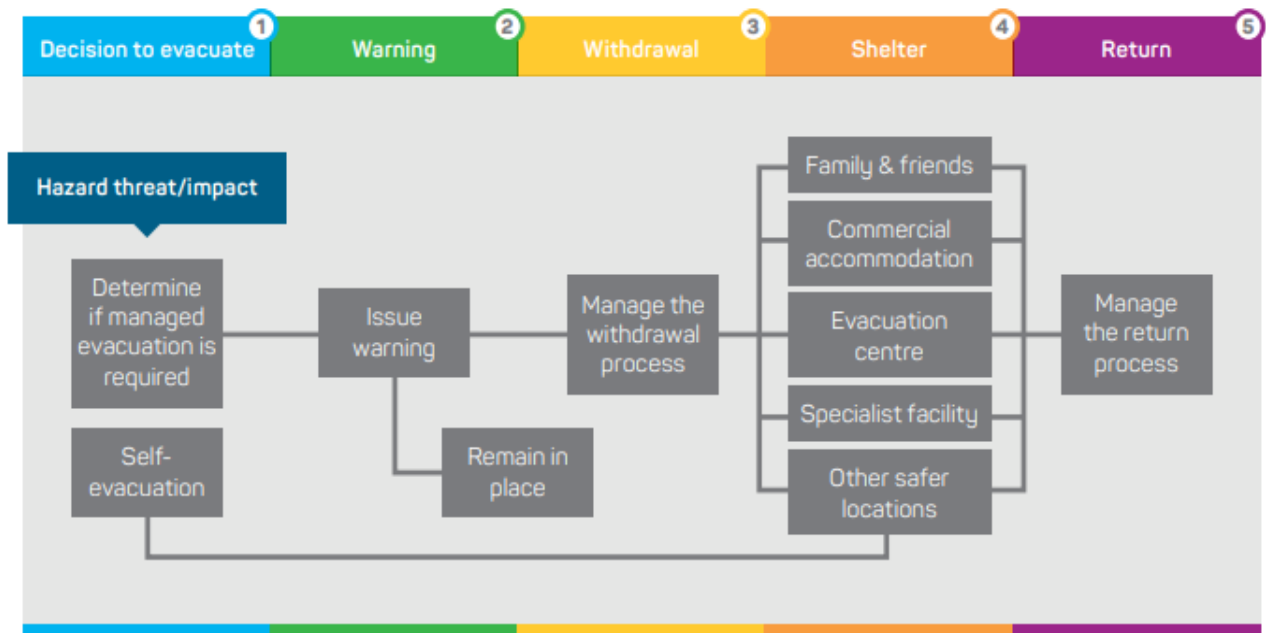
»»» ACTION

- The City/ Town acknowledges that public information and media management is critical in times of emergency.
- HMAs/CA IC responsible for information/media releases in response phase of incident.
- The City/ Town media releases are coordinated by the City/ Town's delegated Officer approved by CEO.
- The MAYOR or CEO (or delegated person) are the only parties to give public statements to media.
- Public warning systems shall be used, when necessary, under HMAs/CA IC authority.
- The City/ Town will support official emergency information by reiterating the messages via the City/ Town's communication avenues (Social media) website, SMS, etc.).

8. Evacuation

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement, should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, '**shelter in place**' or '**prepare, stay and defend**', should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

8.1.3 Combat Agency for Evacuation

WAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation, may be necessary.

8.1.4 Evacuation Centres

The Department of Communities is mandated to provide emergency accommodation (Evacuation Centres) as per the State Support Plan Emergency Relief & Support. With the support of the City of Belmont and Town of Victoria Park, Communities will ensure the Evacuation Centres are audited and considered fit for purpose. – see **Appendix 9**.

CITY OF BELMONT			
Building Name	Site Address	Capacity	Contact details
Belmont Oasis Leisure Centre	Cnr Abernethy Rd and Alexander Rd, Belmont	500	(08) 9277 1622
Forster Park Hall	Cnr Abernethy Rd and Keane St, Cloverdale	300	(08) 9477 7222
Rivervale Community Centre	Cnr Surrey Rd & Francisco St, Rivervale	235	(08) 9477 7222
Redcliffe Community Centre	33 Morgan Rd, Redcliffe	230	(08) 9477 7222

TOWN OF VICTORIA PARK			
Building Name	Site Address	Capacity	Contact details
Victoria Park Leisurelife Centre	34 Kent Street, East Victoria Park	500	(08) 9373 5450



8.2 Higher Risk Persons and Groups

City of Belmont and Town of Victoria Park relies on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as aged, tourist facilities, children, physical disabilities, could be considered 'Higher Risk Persons'. **Appendix 6 - Higher Risk Persons and Groups Plan**, provide guidance around working with and actions in evacuation assisting groups.



8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation. Extensive mapping information can be obtained from the City of Belmont, Town of Victoria Park and other State agencies.



8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks ensuring evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount considering strategic control priorities that identify roles and actions for the emergency response, where there are concurrent risks or competing priorities. Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant City of Belmont and Town of Victoria Park officers. For Department of Communities Local Emergency Relief and Support Plan– see **Appendix 7**.

»»» ACTION

- **HMAs/CA IC makes decisions to evacuate.**
- **LEMC and the City/ Town assist by pre-planning for evacuation.**
- **All alternatives to be considered.**
- **Decision to evacuate made as soon as possible.**
- **Higher Risk Persons and Groups to be a special consideration in an evacuation.**
- **Routes and maps sourced via City/ Town Intramaps or Google maps or partner agencies.**
- **Ensure evacuation centre protocols and procedures are enacted – See Local Emergency Relief and Support Plan - Appendix 7.**

9. Emergency Relief & Support

The Dept of Communities (Communities) is mandated to provide Emergency Relief and Support in alignment with the State Support Plan: Emergency Relief and Support.

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:



The Local Emergency Relief and Support Plan (LERSP **Appendix 7**) has been developed by Communities to provide information about the activation, management and coordination of emergency relief and support before during and after an emergency.



9.1 Communities Local Evacuation Centre Coordinator (LECC)

See - **Appendix 2** for description of Roles and Responsibilities.



9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

The City of Belmont and Town of Victoria Park nominates and appoints the Local Government Liaison Officer (LGLO) to assist the LECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A City of Belmont and Town of Victoria Park staff member will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities.



9.3 Register Find Reunite

Is a service that lets family, friends and emergency services know that you are safe in the event of an emergency. Communities will activate Australian Red Cross when these services are required during emergencies.

Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The City of Belmont and Town of Victoria Park in conjunction with Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC (see **Appendix 7** for the City of Belmont and Town of Victoria Park's nominated Evacuation Centres, and **Appendix 9** for the Emergency Evacuation Centre's Directory).

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

9.4.1 Animals in Emergencies

Animals are not permitted within Evacuation Centres. The only exception to this rule is certified guide dogs who have the appropriate national and international recognised standard of training.

The City of Belmont and Town of Victoria Park will support and assist with animal management wherever possible through the **Animal Welfare in Emergencies Plan (Appendix 8)**.

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The City of Belmont and Town of Victoria Park **Animal Welfare in Emergencies Plan** (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

»»» ACTION

- **Communities are responsible for managing relief and support of people.**
- **DPIRD is responsible for managing the welfare of animals.**
- **Communities develops, maintains and enacts CoB Local Emergency Relief & Support Plan.**
- **The City/ Town Deputy Chair is the LGLO.**
- **Register Find Unite responsibility actioned by Communities supported by Australian Red Cross.**
- **Identified Evacuation Centres refer to Emergency Evacuation Centres – Appendix 7.**
- **Rangers to support DBCA, DPIRD in animal support actions.**

10. Recovery

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which can be viewed and read in conjunction with this Plan.

The City of Belmont and Town of Victoria Park LRP (***both stand-alone plans***) guides and establishes sound recovery management, concepts, principles and values for City of Belmont and Town of Victoria Park staff, partnering agencies and community following significant impact from any emergency.

11. Exercising & Review



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate 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 coordination between them

11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. The September LEMC meeting, where possible will combine the LEMC meeting with an exercise.

11.1.2 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.



11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the City of Belmont and Town of Victoria Park considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists reviewed and updated quarterly – Contacts and Resource Directory (**Appendix 4**)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

12. Appendix

1	Glossary of Terms and Acronyms
2	Roles and responsibilities
3	Risk Register
4	Emergency Contacts and Resources Directory
5	(a) CoB EM Guideline (b) ToVP EM – Manag. Practice (c) LEMC TOR
6	Higher Risk Persons & Groups Plan
7	Department of Communities – Local Emergency Relief and Support Plan
8	Animal Welfare in Emergencies Plan
9	Evacuation Centre Directory
10	Specialty Maps: Major Features Location & Hazardous Locations Map
11	Templates: (a) LEMC Special Agenda, (b) SitRep, (c) Media Guide
12	Memorandum of Understanding – City of Belmont & Town of Victoria Park & Memorandum of Understanding – Town of Victoria Park & Crown

GLOSSARY OF TERMS & ACRONYMS

Glossary of Terms

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

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency	A Combat Agency prescribed under section 6(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
Command (Vertically within an Organisation)	The direction of members and resources of an organisation in the performance of the organisation's roles and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations
Controlling Agency (CA)	An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: <ul style="list-style-type: none"> o legislation other than the Emergency Management Act 2005; or o by agreement between the relevant Hazard Management Agency and one or more agencies
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to

Term	Meaning
	resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the <i>Local Government Act 1995</i>
District Emergency Management Advisor (DEMA)	The person appointed by the State Emergency Coordinator to provide advice and support to their District Emergency Management Committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator
District Emergency Management Committee (DEMC)	A District Emergency Management Committee established under section 31(1) of the <i>Emergency Management Act 2005</i>
Emergency	<p>The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
Emergency Management (EM)	<p>The management of the adverse effects of an emergency including:</p> <ul style="list-style-type: none"> o prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency; o preparedness - preparation for response to an emergency; o response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and o recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing
Emergency Risk Management	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary)
"Function" Support Coordinator	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular

Term	Meaning
	support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i>
Hazard Management Agency (HMA)	A public authority, or other person, prescribed by the <i>Emergency Management Regulations 2006</i> to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard
Incident	The occurrence or imminent occurrence of a hazard
Incident Area	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident
Incident Controller (IC)	The person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation [note: agencies may use different terminology, however, the function remains the same]
Incident Management Team (IMT)	A group of incident management personnel comprising the Incident Controller, and the personnel they appoint to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident
Incident Support Group (ISG)	A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a

Term	Meaning
	coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the <i>Emergency Management Act 2005</i>
Municipality	Means the district of the local government
Operation	An Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
Operations Area	The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more incident areas
Operations Area Manager	The person designated by the relevant HMA, responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	A group of agency/organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency
Preparedness	Preparation for response to an emergency
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing
Risk	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:

Term	Meaning
	<ul style="list-style-type: none"> o the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood; o a measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and o expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability
Risk Management	Coordinated activities of an organisation or a government to direct and control risk
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Management Committee (SEMC)	Committee established under section 13 of the <i>Emergency Management Act 2005</i>
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relation to that agency
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies which minimise the potential harm to the community.
Vulnerability	The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time

Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFB	Bush Fire Brigade
BRMS	Bushfire Risk Management System (BRMS)
CA	Control Agency
CEO	Chief Executive Officer
CoB	City of Belmont
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge

Appendix 1



City of
Belmont



TOWN OF
VICTORIA PARK

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOP	Standard Operating Procedures
ToVP	Town of Victoria Park
VBFS	Volunteer Bush Fire Service
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
LWAPOL	Local Western Australian Police

Roles & Responsibilities

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E. For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see [State EM Plan](#) – Appendix C.

Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the COLLAPSE OF A STRUCTURE OR LANDFORM (collapse)	Fire and Emergency Services Commissioner	DFES
CYCLONE	Fire and Emergency Services Commissioner	DFES
EARTHQUAKE	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> • DFES within gazetted fire districts or where DFES brigade or unit established. • DBCA on land it manages outside gazetted fire districts. • City of Belmont and Town of Victoria Park in City of Belmont and Town of Victoria Park districts outside of gazetted fire districts and DBCA land.

Appendix 2



City of
Belmont



TOWN OF
VICTORIA PARK

Type of Hazard	Hazard Management Agency	Controlling Agency
FLOOD	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL SUBSTANCE that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
HEATWAVE	Chief Executive Officer, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Officer, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

City of Belmont and Town of Victoria Park

Roles and Responsibilities

Local role	Description of Responsibilities
City of Belmont and Town of Victoria Park	<ul style="list-style-type: none"> Responsibilities of the City of Belmont and Town of Victoria Park (the City/ Town) as a Local Government are defined in Section 36, EM Act: Ensure that effective local emergency management arrangements are prepared and maintained for its district Manage recovery following an emergency affecting the community in its district Perform other functions given to the City/ Town under the Act The City/ Town also accepts responsibility for management of its resources The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies Development and testing of LEMA
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> The responsibilities of LEC are defined in Section 36 of the EM Act For 'the City/ Town' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Belmont and Kensington Police Station OIC's having the following functions: <ul style="list-style-type: none"> To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
LG Liaison Officer (Emergency Relief & Support)	<ul style="list-style-type: none"> During an evacuation where a City of Belmont or Town of Victoria Park facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility
LG Liaison Officer (to the ISG/IMT)	<ul style="list-style-type: none"> During a major emergency, the liaison officer attends ISG meetings to represent City of Belmont and Town of Victoria Park, provides local knowledge input and provides details contained in the LEMA

Local role	Description of Responsibilities
City of Belmont and Town of Victoria Park – Incident Management	<ul style="list-style-type: none"> Where an identified evacuation centre is a building owned and operated by the City/ Town, provide a liaison officer to support Communities. Ensure planning and preparation for emergencies is undertaken Implement procedures that assist community and emergency services to deal with incidents Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role Keep appropriate records of incidents that have occurred to ensure continual improvement of City/ Town's emergency response capability Liaise with the incident controller (provide liaison officer) Participate in ISG and provide local support
Other City of Belmont and Town of Victoria Park Officers	<p>As determined by the Incident, the following Officers are members of the Local Recovery Group:</p> <ul style="list-style-type: none"> City / Town Chief Executive Officer City / Town Local Recovery Coordinator City / Town Council Representatives City / Town Environmental Health City / Town Senior Ranger/ EM Officer City / Town Chief Bush Fire Control Officer Local Unit Manager State Emergency Services

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness Control all aspects of the response to an incident During Recovery ensures effective transition to Recovery to LG

Agency	Description Of Responsibilities
Hazard Management Agency	<p>HMA is a public authority or individual who, due to their functions under any written law, or their specialised knowledge, expertise, and/or resources, is responsible for emergency management (EM) or the specified aspect of EM in the designated area of the hazard for which they are prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery by City of Belmont and Town of Victoria Park
Combat Agency	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>
Support Agency	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency • Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis

Emergency Relief and Support

Agency	Description Of Responsibilities
Department of Communities (Communities)	<ul style="list-style-type: none"> • Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by Communities District Director • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans • Represent Communities and the emergency relief and support services function on the LEMC and Local Recovery Group • Establish and maintain the Local Evacuation Centre • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities • Coordinate provision of emergency relief and support services during response and recovery of emergency • Represent Communities on the Incident Support Group when required
City/ Town Local Government Liaison Officer (Emergency Relief and Support)	<ul style="list-style-type: none"> • Coordinate emergency relief and response on behalf of the City/ Town • Coordinate initial arrangements in lieu of Communities Local Evacuation Coordinator attendance • Provide assistance to the Local Evacuation Centre/s including <ul style="list-style-type: none"> ◦ Maintenance of establishments ◦ Security of establishments ◦ Opening and closing establishments
Australian Red Cross	<ul style="list-style-type: none"> • Undertake process recording displaced persons for National Register • In partnership with the City/ Town and Communities undertake Outreach and in support in affected areas
City/ Town Rangers	<ul style="list-style-type: none"> • Assist with Animal Management in effected areas and at Evacuation Centres

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

Appendix 3



Source: VMA Risk Register Tool (WARR)

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					
	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 species and/or landscapes					
			Significant loss or impairment of an ecosystem or species recognised at the local or regional level	Significant loss or impairment of an ecosystem or species recognised at the state level	Severe damage to or loss of an ecosystem or species recognised at the national or state level
				Severe damage to or loss of an ecosystem or species recognised at the local or regional level	Significant loss or impairment of an ecosystem or species recognised at the 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					
			Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions	Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions	
Social Setting					
Community wellbeing	Community social fabric is disrupted Existing resources sufficient to return the community to normal function No permanent dispersal	Community social fabric is damaged Some external resources required to return the community to normal function No permanent dispersal	Community social fabric is broken Significant external resources required to return the community to normal function Some permanent dispersal	Community social fabric is significantly broken Extraordinary external resources are required to return the community to functioning effectively Significant permanent dispersal	Community social fabric is irreparably broken Community ceases to function effectively, breaks down Community disperses in its entirety
Community Services					
Culturally important objects	Inconsequential / short term impacts Minor damage to objects of cultural significance	Isolated / temporary reductions Damage to objects of identified cultural significance	Ongoing reductions Damage or localised widespread damage to objects of identified cultural significance	Reduced quality of life Widespread damage or localised permanent loss of objects of identified cultural significance	Community unable to support itself 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:

Contacts and Resources Directory

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City of Belmont

Emergency Management Guideline

1. Overview

The purpose of the Emergency Management Guideline is to provide a framework for the mitigation and management of emergency incidents within the City of Belmont designated municipal area. Emergencies are those which endanger or threaten to endanger lives, property, or the environment, and which require a significant and coordinated response, and cannot be addressed through normal operational procedures.

Effective emergency management arrangements enhance the community's resilience against emergencies through strategies that apply prevention, preparedness, response, and recovery (PPRR) activities.

The City of Belmont has been designated as a specified area under Part 3 Section 35 of the [Emergency Management Act 2005](#). For the purposes of managing emergencies in Belmont, this designation places the responsibilities for emergency management upon the City.

2. Objectives

The key objectives of the guideline are to:

- Minimise impact from emergencies within the City of Belmont on community, staff and property
- Coordination of successful disaster recovery for community using the Local Recovery Plan
- Reduce the consequences of emergencies by providing and supporting the Belmont Local Emergency Management Committee who utilise sound emergency management and risk management principles

3. Scope

This guideline applies to all emergency incidents in the areas encompassed by the City of Belmont, as defined in the [Local Government Act \(1995\)](#).

These arrangements serve as a guide to emergency management at the local level. An emergency may escalate and require management at a district or state level.

4. Definitions

Designated City Officer

City of Belmont staff member or contractor designated as a representative of the City in regard to performance of duties related to emergency management/ response as required.

Emergency

The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management

The management of the adverse effects of an emergency including prevention, preparedness, response, and recovery (PPRR).

Hazard Management Agency (HMA)

A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazard

An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

Incident Controller

The person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Local Emergency Management Committee (LEMC)

A local emergency management committee established under Section 38 of the *Emergency Management Act 2005*.

Local Emergency Coordinator

The person appointed by the State Emergency Coordinator (WA Commissioner of Police) to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

5. Expectations

The City of Belmont expects.

Effective Local Emergency Management Arrangements (LEMA), inclusive of specific local emergency plans, will be prepared and maintained for City of Belmont, consistent with the State Emergency Management Policy, State Emergency Management Plan, and relevant State Hazard Plans, State Support Plans and National Plans.

Advice and support will be provided to the City of Belmont / Town of Victoria Park combined LEMC in the development of the Local Emergency Management Arrangements (LEMA).

Emergency management activities will be undertaken in accordance with the endorsed LEMA.

Potential risks within the City of Belmont will be assessed and strategies developed to eliminate or reduce the likelihood of emergencies occurring in accordance with the ISO 31000: 2018 Risk Management – Guidelines.

Designated City officers will assist hazard management agencies in the provision of a coordinated response during an emergency incident within the City of Belmont area.

Measures will be maintained wherever possible, ensuring that should an emergency occur, resources and services are capable of coping with the effects of the incident.

Following an emergency, appropriate action will be taken to return the site and/ or infrastructure to normal operational conditions, and to develop and implement strategies to identify and manage the ongoing social and psychological needs of those affected by the emergency (i.e., Recovery phase).

Other emergency management activities e.g. evacuation, emergency relief and support provision etc. will be undertaken in accordance with the advice of the Local Emergency Coordinator.

6. Roles and Responsibilities

The City Chief Executive Officer is responsible for developing and implementing the procedures to ensure compliance with this guideline.

All City staff have a responsibility to comply with the guideline and to provide support as requested by the Incident Controller/ Local Emergency Coordinator during an emergency incident.

7. Statutory Compliance

The guideline reflects the requirements of:

- Emergency Management Act 2005
- Emergency Management Regulations 2006
- State Emergency Management Policy (2023) and State Emergency Management Plan (2024)
- Belmont and Victoria Park Local Emergency Management Arrangements (LEMA 2025)
- Belmont and Victoria Park Local Recovery Plan (2025)

8. Effective Date

This guideline is effective from June 2025

9. Review Date

This guideline will be reviewed every two (2) years.

10. Custodian

The City Chief Executive Officer is responsible for the development and management of the Emergency Management Guideline

11. Guideline Authorisation

This guideline details the City of Belmont’s requirements for emergency management within its designated area.

Signed: _____ Date: _____
City of Belmont
CEO

12. Guideline Revision

Rev	Revision Description	Revision by	Issue Date	Page

Appendix 5(b):

Town of Victoria Park Management Practice – Emergency Management

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Appendix 5(c):

City of Belmont & Town of Victoria Park Terms of Reference

**REMOVED
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Appendix 6:

Higher Risk Persons & Group Plan

**REMOVED
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Appendix 7:

Local Emergency Relief & Support Plan – Cannington Region

**REMOVED
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Appendix 8:

Animal Welfare in Emergencies Plan (AWEP)

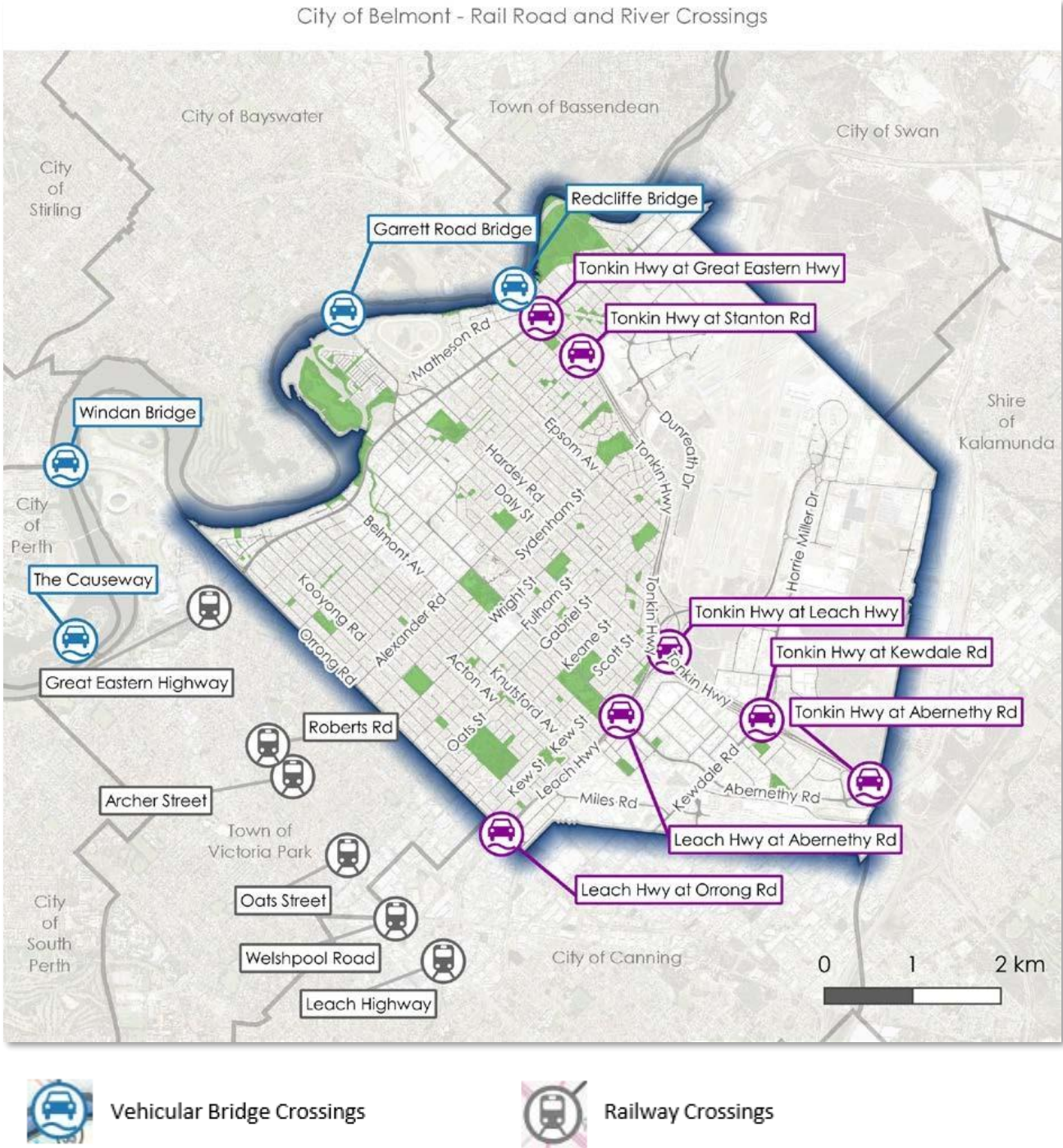
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Appendix 9:

Evacuation Centre Directory

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City of Belmont



Town of Victoria Park

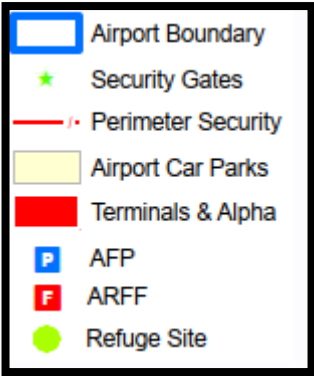


Vehicular Bridge Crossings

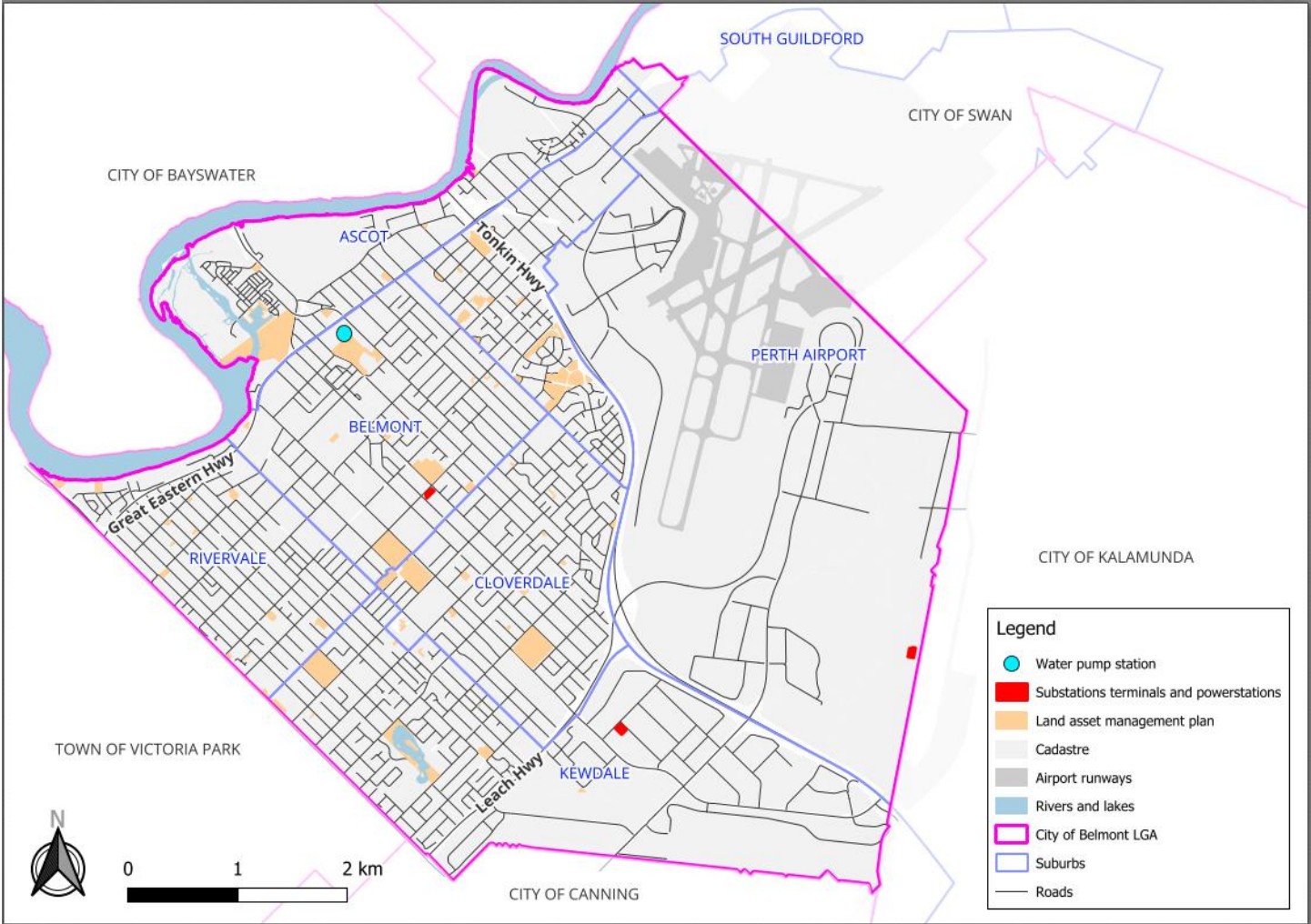


Railway Crossings

Perth Airport



City of Belmont - GIS Map



Appendix 11(a):

Special Local Emergency Management Committee (LEMC) Agenda Template

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Appendix 11(b):

Situation Report Template

**REMOVED
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Appendix 11(c):

Disaster Recovery Communications Planning Template

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Appendix 12:

City of Belmont & Town of Victoria Park Memorandum of Understanding

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LEMA

Local
Emergency
Management
Arrangements

Local Recovery Plan 2025



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4. (a)–Rec. Op. Sequence (b)–Recovery Flow Chart	8. Emerg. Relief & Supp. & Health Services	12. Conflict Resolution Guide

1. Administration



1.1 Amendments

to the Plan should be recorded. The following table shows an example of an amendment record.

No	Details of Amendment	Review / Amendment Date	Initials
1	Consolidated Plan issued	January 2008	R Fishwick
2	Complete Plan review	June 2008	J Burnett
3	General review	December 2010	L Howell
4	Update of titles, contacts, and distribution list	June 2012	L Howell
5	Full re-write in-line with new SEMC Guidelines and Model	June 2017	R Lutey
6	General review and amendments	September 2018	L Timol
7	Major review LEMA and Recovery Plan	May 2020	L Timol/ C McCallum
8	Complete rewrite and redevelopment	January 2025	LR Winter, B. Mentz, M. Corfield





1.2 Endorsement – City of Belmont Local Recovery Plan

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Belmont and have been tabled with the District Emergency Management Committee.

Date: _____
Chair Local Emergency Management Committee
City of Belmont

Date: _____
Local Emergency Coordinator
Belmont Police Station OIC

Date: _____
Chief Executive Officer
City of Belmont

Disclaimer: This Plan has been produced by the City of Belmont in good faith and is derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and City of Belmont expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.3 Acronyms

(The) Act	Emergency Management Act 2005 (WA)
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
Communities	Department for Communities
DFES	Department of Fire and Emergency Services
DRFAWA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IS	Impact Statement
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LECC	Local Evacuation Centre Coordinator
LEMC	Local Emergency Management Committee
LGLO	Local Government Liaison Officer (Relief and Support)
LEMA	Local Emergency Management Arrangements
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
LRP	Local Recovery Plan (this document)
OIC	Officer in Charge
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service



1.4 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on City of Belmont's website. Physical copies are available for inspection, during office hours at the City's Administration Offices.



1.5 Feedback

Feedback on this Plan is invited and can include:

- What you do and do not like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions, or suggested improvements
- Post-incident improvement opportunities.

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

City of Belmont

Chief Executive Officer

Locked Bag 379

CLOVERDALE WA 6985

Ph: (08) 9477 7222

Email: belmont@belmont.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.





1.6 Distribution

Full Unrestricted Version

City of Belmont

Town of Victoria Park

City of Bayswater

Town of Bassendean

City of Canning

City of Gosnells

Australian Red Cross

Belmont Forum

Belmont - State Emergency Service

Boronia Pre-Release Centre

Crown Resorts Perth

Curtin University

Department of Communities

Department of Fire and Emergency Services (East District)

District Emergency Management Advisors (DEMA)

Department of Primary Industry & Regional Development (DPIRD)

Main Roads WA

Optus Stadium

Perth Airport

Perth Freight Terminal

Perth Racing

Public Transport Authority (PTA)

Salvation Army

St Johns Ambulance

State Emergency Management Committee (SEMC)

WA Police - Belmont

WA Police - Cannington

WA Police - Kensington

Water Corporations

Western Power

Public Access Restricted Version

City of Belmont Administration Offices – Front Counter/Reception

Ruth Faulkner Library

City of Belmont Website: www.belmont.wa.gov.au



1.7 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with City of Belmont's Local Emergency Arrangements.

Details are held by City of Belmont's Administration Offices at:

City of Belmont

215 Wright Street, Cloverdale (*During normal business hours*)

City of Belmont website: www.belmont.wa.gov.au

For related State Plans, Policy, Legislation, Procedures and Guidelines and Resources - [click here.](#)



1.8 Agreements, Understanding and Commitments

1.8.1 Mutual Aid Agreement

The City of Belmont is in an agreement, along with other local governments, organisations and agencies, for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this agreement is to:

- Facilitate the provision of mutual aid during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in time of difficulty.
- Demonstrate the capacity and willingness by working cooperatively and share resources within the region.

The parties included in this agreement are:

City of Belmont

Town of Victoria Park

For other Agreements, Understandings and Commitments in place for the City of Belmont refer to LEMA – General Plan for further information.

2. Recovery



2.1 Overview

The [Emergency Management Act 2005](#) (WA) (the 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'.

During, and following, an emergency, the City of Belmont is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with, or directly support, the City of Belmont.

City of Belmont recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, City of Belmont, and its Local Recovery Group (LRG), adopt the National Principles of Disaster Recovery, while also aligning these to strong recovery values when engaged in recovery activities.



2.2 Authority

This LRP has been prepared in accordance with the Act and endorsed by City of Belmont's LEMC and City of Belmont Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).



2.3 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.



2.4 City of Belmont Recovery Principles

City of Belmont Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

Understanding the **CONTEXT**

City of Belmont recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

Recognising **COMPLEXITY**

City of Belmont acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using **COMMUNITY-LED** approaches

City of Belmont recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

COORDINATING all activities

City of Belmont will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

COMMUNICATING effectively

City of Belmont understands the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see **Appendix 3**) is activated to ensure community and partners are always informed and heard.

Building **CAPACITY**

City of Belmont appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.



2.5 Recovery Values

City of Belmont will apply sound disaster recovery **Values** to all activities by:

1. Considering consequences of actions ensuring **NO HARM** to disaster affected communities
2. Providing **LEADERSHIP** for City of Belmont's communities
3. Recognising City of Belmont's key role is to foster **COLLABORATION** between partner agencies and community
4. **EMPOWERING** individuals and groups to effectively carry out recovery activities
5. **ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)
6. **TRANSITION** to normal services will be part of the Recovery Long-Term Strategy
7. **CAPTURING** lessons learnt for building capacity and resilience for the City of Belmont community



2.6 City of Belmont Vision & Values

The City of Belmont's vision is to be home to a diverse and harmonious community, thriving from the City's opportunities of its unique, riverside location.

- | | |
|---------------------|---|
| Teamwork | People building relationships to work together to achieve common goals. |
| Leadership | To focus and inspire people to achieve. |
| Integrity | To act in an honest, professional, open and accountable manner. |
| Innovation | To create new, innovative and alternative ways of working. |
| People Focus | To work safely. To communicate and consult in order to understand people's needs. |



2.7 Community Development in Recovery

Community development is a process that empowers individuals and groups within a community to collectively identify and address their needs, challenges, and aspirations. This method is particularly valuable in recovery, highlighting the essential role of Local Government Community Development Officers.

Community Development Officers are skilled professionals in engaging residents, coordinating community initiatives, advocating for vulnerable/ higher risk populations, and fostering capacity building. Their expertise and knowledge uniquely position them to support and advise in recovery planning.

Key opportunities for Community Development Officers in recovery include:

Providing opportunities for disaster-affected people to 'have their say' and enable people to have power to influence (when they may feel powerless following the impact of an emergency)

Working 'with' people rather than 'doing things to' or 'for' them

Supporting people to come to terms with their different life circumstances and move forward into a new, changed reality, which may provide new adaptive socioeconomic and disaster preparedness opportunities

Source: [Community Recovery – Handbook 2](#) (Australia Disaster Resilience).



2.8 Threats

As the City of Belmont is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
Storm Season	March - October
Flooding Event	Riverine Flooding (Swan River)
Public Events: <ul style="list-style-type: none"> Perth Cup – 20,000 people Kidz Fest – 10,000 people Harmony Cultural Festival – 5,000 people Avon Decent Family Fun Day - 1,000 people Ascot Open Day - 7,000 people Ascot Summer Carnival - 7,000 people Ascot Racecourse Melbourne Cup - 20,000 people Ascot Railway Stakes Day - 16,000 people Ascot Winterbottom - 7,000 people Ascot Kingston Town - 6,000 people Christmas in the Park – 6,000 people Australia Day 	December October - November March 1 st Sunday in August October October to March 1 st Tuesday in November November November December Held in December 26 th January
Major Facilities: <ul style="list-style-type: none"> Ascot Racecourse Perth Airport (Domestic/ International) Perth Freight Terminal (Kewdale Rail) Belmont Forum 	All Year (Including Perth Cup) All Year All Year All Year
Road/ Rail Transport: <ul style="list-style-type: none"> Tonkin Highway Leach Highway Great Eastern Highway Orrong Road/ Graham Farmer Freeway Perth Freight Line, Kewdale Redcliffe Train Station 	All Year All Year All Year All Year All Year All Year
At Risk Persons in Belmont: <ul style="list-style-type: none"> 12 Aged Care Facilities 4 Childcare Centres 15 Schools 	All year All year All year
Bio Security and Health Hazards	All year



2.9 Scope

This LRP is limited to the boundaries of the City of Belmont. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to City of Belmont's Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.



2.10 Geographic Location

The area covered by this Plan is the geographic area covered by the City of Belmont under the Local Government Act (1995). The City is located in the eastern part of the Perth metropolitan area, Western Australia, and lies approximately 7 kilometres from the Perth Central Business District (CBD). It is bordered by the Swan River to the north and east, providing a scenic waterfront and recreational areas.

Geographically, the City is characterised by a mix of residential, commercial, and industrial zones, with a notable concentration of businesses near key transport hubs, including the Perth Airport and the Great Eastern Highway. It is well connected by major roads, including the Tonkin Highway, Great Eastern Highway, and Graham Farmer Freeway, offering easy access to both the CBD and surrounding areas. The suburb is also served by public transportation, with bus routes and train services available, making it convenient for commuters.

The area is flat with few significant elevation changes. The Swan River also runs along the eastern boundary, providing waterfront access and scenic views. The City of Belmont is known for its diverse community, proximity to Perth's airport and convenient access to both city amenities and natural spaces.



The City of Belmont includes the suburbs of:

Ascot	Belmont	Cloverdale	Kewdale
Perth Airport	Redcliffe	Rivervale	

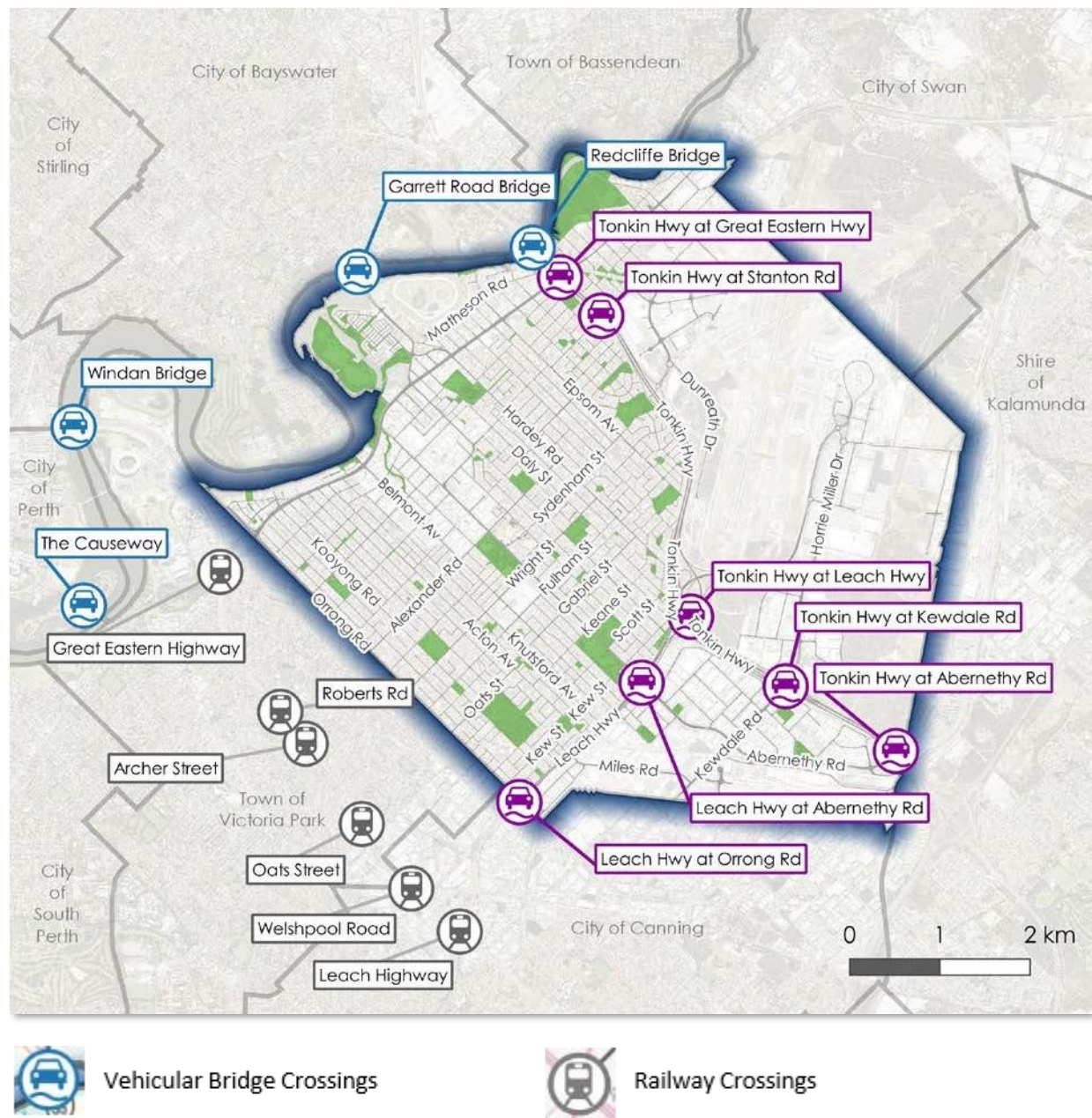


Figure 1: Location of the City of Belmont

3. Activation & Actions



3.1 Activation of Recovery

Activation of the LRP will occur upon CEO approval and based on advice offered by the HMA/CA, and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:



The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently.

As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.

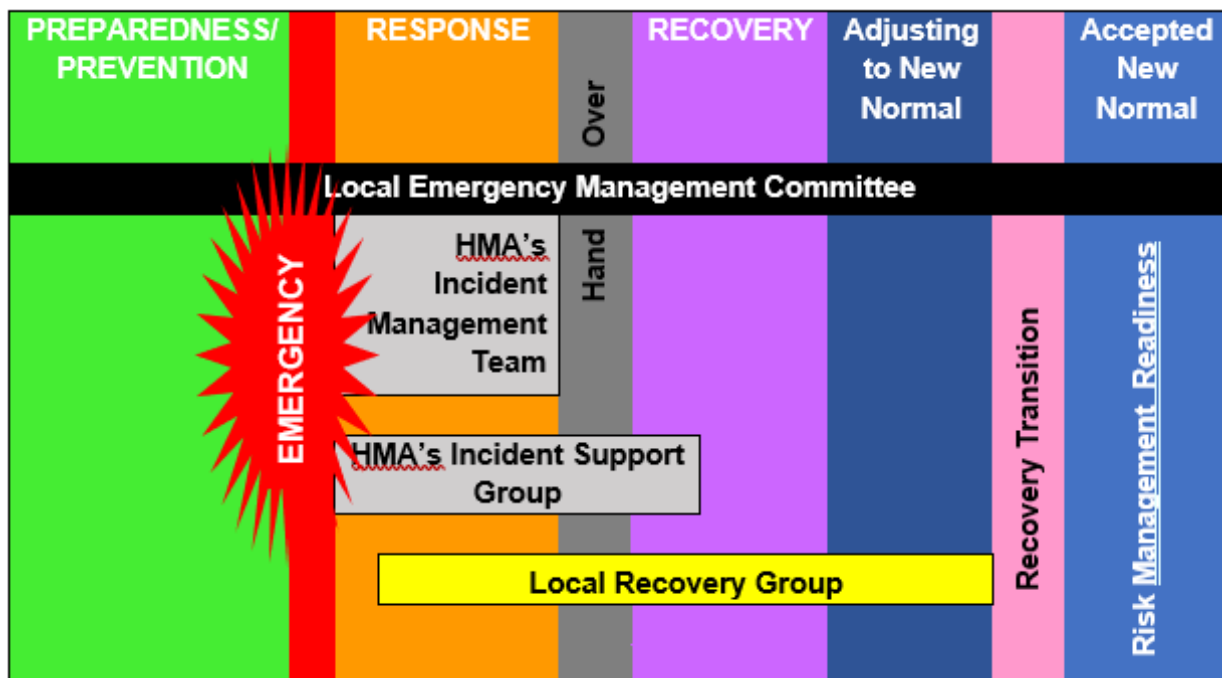


Figure 1: Phases of emergency management (PPRR)

3.1.2 Stages of Recovery

After a disaster event, an affected community needs to face a new reality and embark on their journey of recovery. Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. The City of Belmont understands accompanying a community through all the phases of disaster recovery requires a long-term commitment.

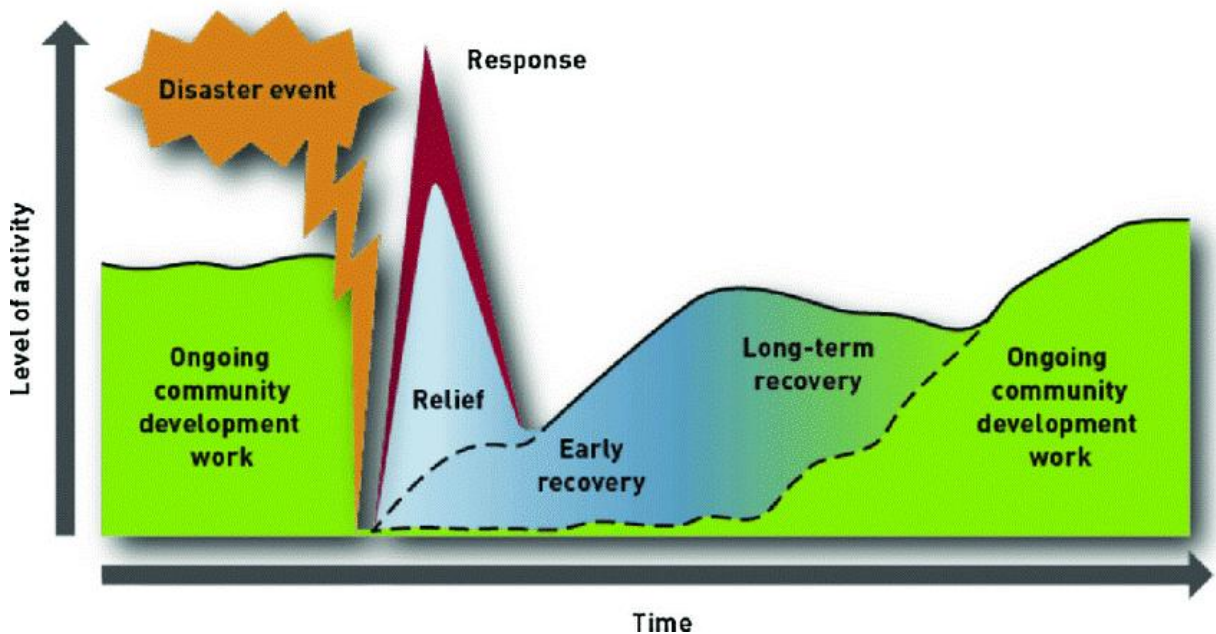


Figure 2: Effect of Disaster on Ongoing Community Development and Interface with Relief and Recovery

Source: [Community Recovery – Handbook 2](#)

»»» ACTION

- **HMA/CA, DBCA and LRC consults and advises City of Belmont CEO of recovery activation.**
- **Assessment of assistance is determined.**
- **Local Recovery Plan is activated.**



3.2 Response to Recovery Responsibilities

The City of Belmont will initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible the LRG will be assembled so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

The Local Recovery group will:

Understand key impacts and tasks

Connect with key agencies and community

Include the LRC in ISG meetings from onset

Identify recovery requirements and priorities as early as possible

Handover of event management from response to recovery from the HMA/CA to the City of Belmont shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to City of Belmont's CEO.

The CEO has discretion accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA. ***Acceptance should not occur unless the CEO and the LRC and LRG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.***

»»» ACTION

- **Recovery initiated while response still in progress.**
- **LRC to attend ISG meetings and liaise with IC.**
- **LRG convened and briefed on incident ensuring coordinated recovery recommendations.**
- **CEO to sign off response to recovery handover with HMA/CA on completion of IS providing an acceptable and agreeable standard.**
- **CEO to sign off response to recovery handover with HMA/CA IS completed.**



3.3 Impact Statement & Needs Assessment

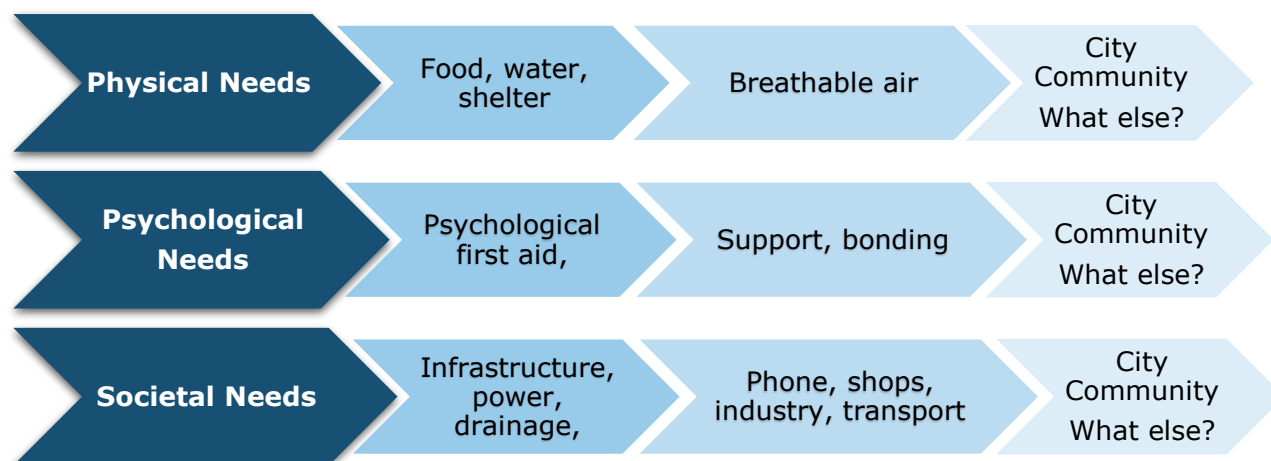
3.3.1 Impact Statement (IS)

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The Impact Statement will be completed as recommended in the [State Emergency Management Procedure 5.4](#).

The State Recovery Team has developed an [Impact Statement Template](#) and [Impact Statement Guide](#) to assist Controlling Agencies in Level 2 or 3 incidents where there are impacts requiring recovery activities.

3.3.2 Needs Assessment

A **Needs Assessment** of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



Needs:

Broadly be defined as:

What has been affected?	Require contact for further information?
What information is needed?	Best contact details?
What assistance is required?	Information on assistance for neighbours?

Needs Outreach:

Involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Consider trained volunteers from Australian Red Cross (ARC) partner with the City of Belmont and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

Establishes contact ASAP with the affected

Captures data to assist the LRG prioritise allocation of resources

Provides opportunity to share critical information with affected community

Refer to **Appendix 3 -(Emergency Event) Recovery Communication & Engagement Plan** and see **Attachment 3 – Outreach Needs Assessment & Initial Contact Form**.

3.3.3 Sources of Information - Impact & Needs Assessment

The IS and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

HMA/CA

Insurance assessors

Business associations (Chamber of Commerce)

City of Belmont Building Surveyors, Engineers and Environmental Health Officers and Rangers

Emergency Relief and Support agencies – identifying persons in need of immediate assistance

Australian Red Cross (ARC) has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA

Outreach Needs Assessment form can be found at:

(Appendix 3 - (Emergency Event) Recovery Communication & Engagement Plan and see Attachment 3 – Outreach Needs Assessment & Initial Contact Form).

»»» ACTION

- Recovery initiated while response still in progress.
- LRG to attend ISG meetings and liaise with IC.
- LRG gathered and briefed ensuring recovery begins.
- CEO to sign off response to recovery handover with HMA/CA IS provided.
- Recovery initiated while response still in progress.
- LRG Outreach Needs Assessment will be actioned ASAP, when safe, after event.
- Red Cross contacted ASAP to establish partnership in recovery activities.



3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP).

The ORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for an ORP template.

»»» ACTION

- **LRG/LRC to prepare ORP where significant reconstruction and restoration is required.**



3.5 Long-Term Recovery Strategy

The Recovery Process is most successful when it is designed to evolve, change and ultimately assist the community in returning to normal. This transition requires a comprehensive strategy that gradually integrates the recovery services into existing mainstream services. The Long-Term Recovery Strategy should be developed to achieve a holistic and enduring recovery for the community.

To build resilience in future emergencies, the economic environment, infrastructure and natural environment need to be considered. Where appropriate, the City of Belmont will develop a collaborative, comprehensive recovery strategy with and for the community. This will also incorporate how the community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing.

»»» ACTION

- **City of Belmont to develop a collaborative, comprehensive and inclusive long-term community recovery strategy, which may include any changes in community needs and further outreach activities.**
- **City of Belmont to identify potential partnerships with existing community organisations and services and ascertain their capacity to support recovery process in the medium and long term.**



3.6 Managed Withdrawal

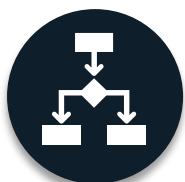
The City of Belmont and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing community development, while working towards maintaining the community's health and wellbeing.

»»» ACTION

- **City of Belmont will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.**
- **LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue.**



4. Operational Recovery Management



4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1**.



4.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with [State Emergency Management Policy](#) and Local Recovery Plan (LRP). Local Recovery Group (LRG) membership will expand or contract depending on recovery and community needs and requirements.

4.2.1 Membership

Chairperson	City of Belmont CEO/Mayor
Local Recovery Coordinator	LRG Representative, as appointed by the CEO
Executive Officer	City of Belmont CEO to nominate a Senior Officer
City of Belmont and Town of Victoria Park LEMC members	LEMC – members are required
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended: <ul style="list-style-type: none">• HMA/CA (initially)• Department of Fire and Emergency Services (initially)• WA Police (initially)• Department Biodiversity Conservation & Attractions• Department of Communities• Lifelines• Main Roads WA• St John Ambulance Service (initially)• Department of Health• Department of Food and Agriculture WA• Insurance Council of Australia
Non-Government Organisations	ARC, local service clubs, aged care, schools, others as required
Identified Community Members	To be identified depending on event and location

4.2.2 Functions - Local Recovery Group.

Appoints key positions within the LRG

Establishes sub-committees as required

Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies

Develops an ORP to coordinate a recovery process that considers:

- **Long-term planning and goals for City of Belmont**
- **Assessing recovery needs and determining recovery functions still required**
- **Developing a timetable, identifying responsibilities for completing major functions**

Needs of youth, aged, disabled, culturally linguistically diverse (CaLD)

Allowing full community participation and access

Allowing monitoring and reporting of the recovery process

Facilitates provision of services, exchange of public information and acquisition of resources

Negotiates effective use of available resources and support from State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

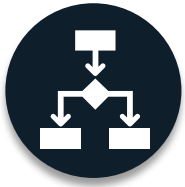


4.3 Community Involvement – Cultural & Diversity Inclusiveness

The City of Belmont is a diverse and harmonious community with a strong emphasis on relationships, honesty and a crucial focus on community needs. During the City's recovery, including priorities, strategies and decision-making, the City will strive to involve the affected community's values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRG sub-committees, depending on the emergency's nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.



4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency, sub-committees may be established to assist LRG by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to LRG. For a full list of functions of various sub-committees see **Appendix 1**.



4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to the City of Belmont. The structure of the State Recovery Coordination is shown below.

4.5.1 State Recovery Coordinator/State Recovery Controller

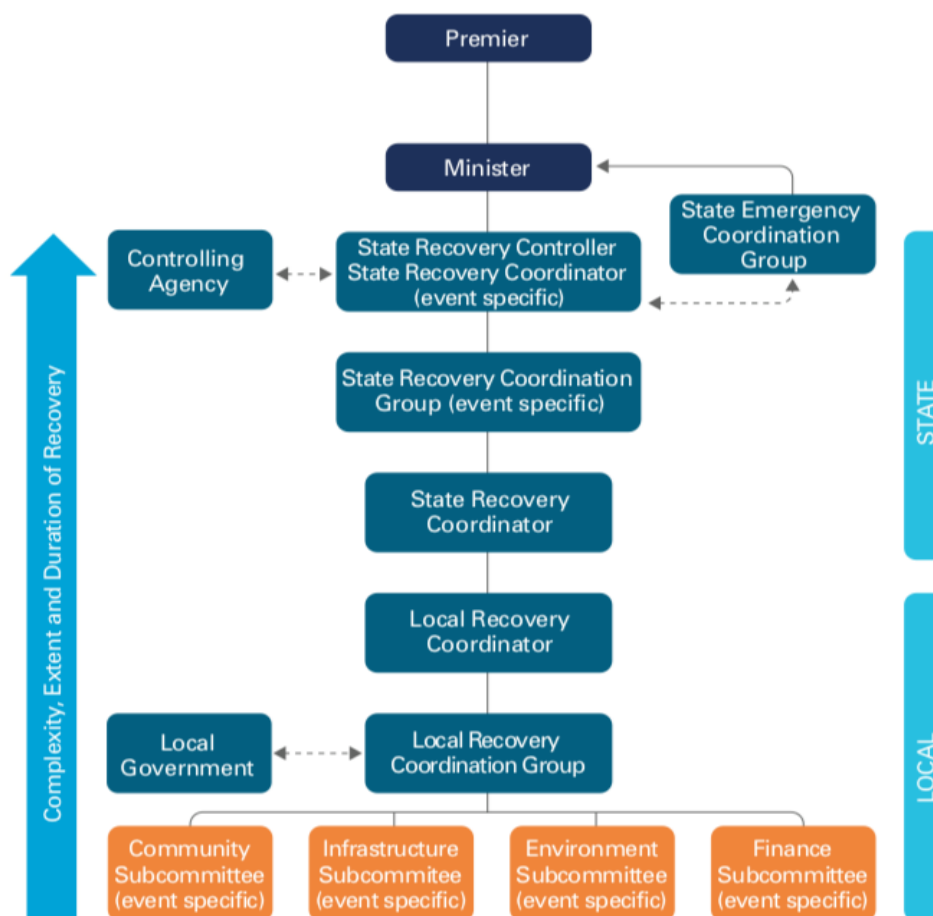


Figure 3: State Government Coordination Structure

Note: Refer to **Appendix 1 – City of Belmont Local Recovery Group Management Structure and Functions** on **Page 2**, regarding the **City’s sub-committee structure**.

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee. The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **SRC**, this is done when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

4.5.2 State Recovery Coordination Group

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a state level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

»»» ACTION

- **City of Belmont will establish an LRG management structure relevant to event size and complexity.**
- **LRG will establish membership from City of Belmont staff, supporting agencies and community members.**
- **LRG will operate within recognised functions and relevant sub-committee structure.**
- **LRG will actively encourage and invite community participation within the LRG.**
- **LRG will actively engage with State Government to maximise recovery resources and synergies between Local and State recovery activities.**

5. Financial Management



5.1 Financial Management

5.1.1 Insurance

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

5.1.2 Financial Records

The City of Belmont will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with the recovery process, are easily identifiable and accessible at any time.

5.1.3 Internal Finance

Responsibilities for expending City of Belmont funds:

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the sequence guide activations (**Appendix 4(a)**) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level required to enable funds to be spent. (Refer to **Appendix 2 – Recovery Roles and Responsibilities of City of Belmont Staff**).

»» ACTION

- All invoicing and costs related with the emergency is allocated against emergency cost centres.
- CEO and/or nominated senior officer have authority to expend funds on emergency event.



5.2 Financial Assistance

The State Emergency Management Policy

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.

Financial Assistance in Recovery

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan Section 6.10](#)).

5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)

[Disaster Recovery Funding Arrangements-Western Australia](#) (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

- A coordinated multi-agency response is required.
- State expenditure exceeds the small disaster criterion (\$240,000 not including insurance related expenditure), and
- It must be a terrorist event or one of 10 specific natural disasters.

Once the emergency has been determined as a large-scale costly event, City of Belmont shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: drfawa@dfes.wa.gov.au
Phone: 1800 920 659
Website: [Recovery Funding - Department of Fire and Emergency Services](#)

5.2.2 Premiers Natural Disaster Recovery Fund

Premier's Natural Disaster Recovery Fund will help bridge the gap of existing support mechanisms funded through Local, State and Commonwealth Government allocations, by tailoring support to the needs of the specific community and assessing applications and allocating funds in a timely manner.

The new recovery fund, (will vary up to \$20,000 depending on the cohort and assessed need), will provide financial support to individuals, households, local businesses and community groups facing ongoing disruption and losses as they recover from natural disasters. The new recovery fund can be activated in addition to the Premier's Relief Payments, which are made available following significant natural disaster events and offer immediate financial assistance to residents to go towards paying for items such as food and clothing.

Funds will be distributed by partners, The Australian Red Cross and the Western Australian Council of Social Services (WACOSS) following an assessment process.

5.2.3 Premiers Relief Payments

The Premier's Relief Payment aims to help Western Australians affected by emergencies by providing financial assistance to cover expenses like food, clothing, personal effects, transport, and emergency accommodation.

Full Payment: A one-off payment of \$4,000 per household for eligible applicants whose home was destroyed or suffered severe damage and is uninhabitable.

Partial Payment: A one-off payment of \$2,000 per household for eligible applicants whose home suffered partial damage.

Applications for the Premier's Relief Payment on the Department of Fire and Emergency Services website <https://recovery.dfes.wa.gov.au/#premiers-relief-payment>.

5.2.4 Centrelink

When a major disaster has significantly affected individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested payment to eligible adults (\$1,000) and eligible children (\$400). For more information, visit <https://www.humanservices.gov.au/individuals/help-emergency>

»»» ACTION

- On advice an emergency is an eligible event, and significant resources have been expended LRC will direct City of Belmont to contact DRFAWA Officers for advice and guidance.
- Premier Relief Payments and Recovery Funds can be Access as Required.
- In an eligible major disaster, LRC will assist affected individuals connect with Centrelink for assistance payments.
- For significant emergency events, immediately begin to track costs in case claims can be presented to DRFAWA.

6. Appeals, Donations & Volunteers

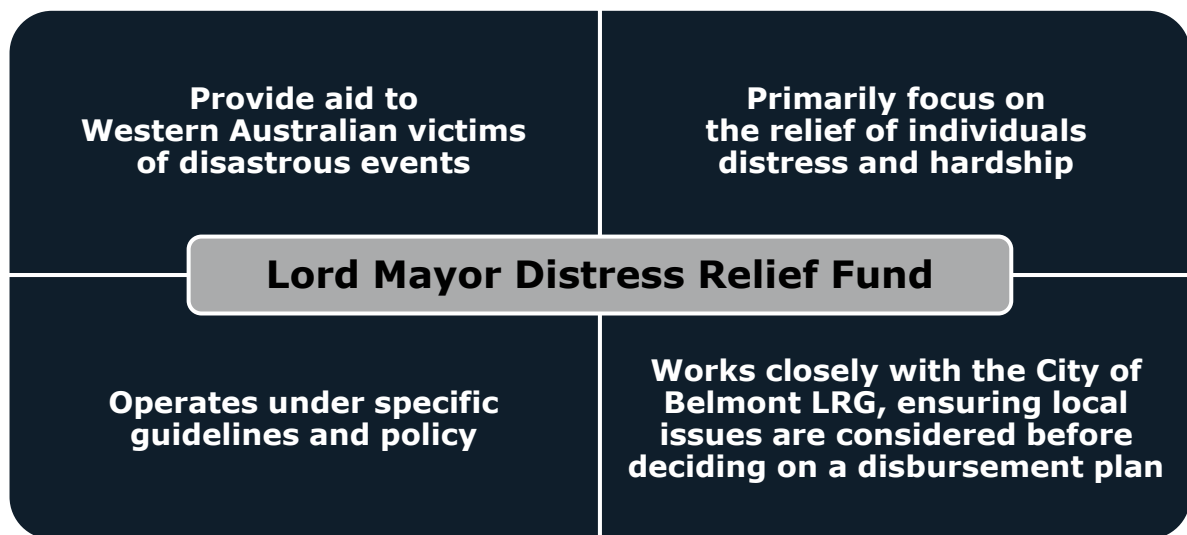


6.1 Appeals and Donations

6.1.1 Lord Mayors Distress Relief Fund

City of Belmont will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF).

The LMDRF primary focus is to:



LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: <http://www.appealswa.org.au>

6.1.2 Donations of goods

At every opportunity, donations of physical goods should be discouraged due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the [National Guidelines for Managing Donated Goods](#) for best practice management.

6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened.

[State EM Procedures](#) Pg. 176, Management of Public Fundraising and Donations.

6.1.4 Non-Government Organisations (NGO) Assistance

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. All offers or requests should be coordinated through the LRG. **See Section 7 for further details.**

6.1.5 Donations of Service and Labour

The City of Belmont or its LRG should coordinate any donations of services/labour to assist with recovery.

6.1.6 Managing Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the City of Belmont and its LRG will determine the process to deal with this situation and if support agencies are required to assist managing volunteers.

The likely sources of volunteers are:

Community groups

Various sporting and social clubs

Members of the public

Religious organisations

Volunteers attached to organisations and service clubs should be covered under the Work Health Safety Act 2020 and, therefore, have work health and safety duties.

For more information refer to the [Work health and safety for volunteer organisations guide](#).

»»» ACTION

- **On advice of eligibility following a disaster, LRC will direct City of Belmont Officers to contact LMDRF for advice and guidance.**
- **Spokesperson to advise that City of Belmont will not accept donations of goods.**
- **All financial donations will be direct through the LMDRF.**
- **Offers of assistance will be directed to LRG.**

7. Emergency Relief Organisations & Volunteers - (Not for Profit)



7.1 Australian Red Cross

The Australian Red Cross has over `100 years' experience of dealing with people in crisis.

A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to, and recover from disasters.



7.2 Disaster Relief Australia

Disaster Relief Australia (DRA) unites the skills and experiences of Aust. Defence Force veterans, emergency responders and motivated civilians to deploy Disaster Relief Teams throughout Australia. DRA operates nationally at disaster relief and recovery operations. When deployed, DRA integrates into existing emergency management arrangements.

DRA can operate independently or as part of an integrated task force offering capabilities and services:

Work order management	Home repairs
Spontaneous volunteer management	Route clearance and property access
Incident management	Medical & health support to vulnerable communities
Damage and impact assessments	Aerial damage assessment and mapping
Debris management and restoring access	Resilience and capacity building
Logistics management & humanitarian aid	

For further information on how DRA can support and enhance community recovery activities for local governments, following an emergency, contact Annette Turner Duggan, Disaster Relief Team Manager WA, [REDACTED]



7.3 Rapid Relief Team

Rapid Relief Team (RRT) delivers hope and relief to people across the globe. Whether it be fire, flood or humanitarian need, RRT expands their support services to meet the need at hand. Their mission is to serve people with care and compassion in their time of need.

Contact details action.au@rrtglobal.org website address <https://www.rrtglobal.org>



7.4 Emergency Volunteers WA.

Emergency Volunteer WA (managed by Volunteering WA) is the peak body for volunteering in Western Australia. Their role is to connect people to community groups who need help outside of formal frontline emergency services roles.

Volunteering WA is a member of the State Emergency Relief and Support Committee (SERSC).

During times of crisis, Volunteering WA may be activated dependant of the Dept. of Communities needs to support the community, by recruiting volunteers and directing offers of gratuitous support from the community.

For more information and registration contact at:
emergency.volunteer.org.au

»»» ACTION

- **LRG will refer managing the volunteers to local service clubs and support organisations.**
- **LRC and LRG will give consideration to requesting volunteer agency assistance.**
- **LRG will refer volunteers to Emergency Volunteering at <https://emergency.volunteer.org.au> and local service clubs and support organisations.**

8. Facilities & Resources



8.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and will determine which are required to combat the hazards.



8.2 City of Belmont Contacts & Resources and Assets Directory

The '**Contacts and Resources Directory**' can be found in City of Belmont's **Local Emergency Management Arrangements (LEMA) - General Plan - Appendix 4**.

This document is reviewed and updated quarterly at each LEMC meeting and contains:

**City Emergency
Contact Details**

**Contact details of
Service Providers**

**Contacts details for
Resources**



8.3 Community Recovery Facilities Recovery Centre & One-Stop-Shop

The purpose of a **Recovery Centre (RC)** and a **One-Stop-Shop (OSS)** is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information, and tasks.

The LRC will decide where to establish the RC (which could be ongoing for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent, and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as a suitable RC:

Venue	Address	Contact	Facilities
Belmont Civic Centre Rivervale Room - Primary	215 Wright Street, Cloverdale	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.
Belmont Operations Centre Training Room - Secondary	180 Planet Street, Carlisle	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.

Depending on the incident's severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Guidelines for establishing the RC and OSS can be viewed at **Appendix 7**.

»»» ACTION

- **LRC/ LRG to determine location for RC and establish as soon as possible.**
- **OSS to be established immediately following event and located appropriately.**



8.4 City of Belmont & Recovery Staff

8.4.1 Staff considerations

The City of Belmont must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

8.4.2 Staffing levels

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

City of Belmont must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRG for consideration.

(Refer to *Local Emergency Management Arrangements (LEMA) - General Plan - Appendix 12*).

8.4.3 Stress & fatigue

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff; make allowances for any staff members who live in the affected community and have been personally touched by the situation. City of Belmont management should consider additional support for staff, depending on the disaster's nature and impact.

Senior staff should access the City of Belmont current Employee Assistance Programs for staff as necessary.

8.4.4 Staff communication

Regularly brief staff to keep up to date with all activities and recovery progress. Disseminate situation reports throughout the workplace. As staff interact with community members every day, they can relate the City and LRG's current extensive activities and actions.

The City of Belmont will arrange a formal debriefing for all staff as they transition from recovery back to normal duties.

ACTION

- **City of Belmont staff to be regularly briefed on current situation and activities within recovery.**
- **Stress and fatigue of City of Belmont staff to be monitored and assistance provided where appropriate.**
- **As soon as possible, determine increase in staffing level to meet demands (refer 1.8.1).**

9. Roles & Responsibilities



9.1 Local Emergency Management Committee (LEMC)

City of Belmont's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist City of Belmont, manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.



9.2 Local Recovery Coordinator (LRC)

City of Belmont's LRC has been appointed in accordance with the [Emergency Management Act 2005](#), Section 41(4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. See **Appendix 2**.



9.3 Local Recovery Group (LRG)

City of Belmont's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

LRG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.



9.4 City of Belmont Roles & Responsibilities

A comprehensive list of the LRC's duties, roles and responsibilities for disaster recovery and identified City of Belmont staff can be viewed in **Appendix 2**.



9.5 External Agencies Recovery Roles & Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

9.5.1 Department of Communities

The [State Emergency Management Plan](#), section 5.5.4, states Communities has the primary responsibility for coordinating the provision of Emergency Relief & Support services across six functional domains:



9.5.2 Higher Risk Persons and Groups (Vulnerable, Disadvantaged and Disabilities)

City of Belmont has a diverse range of community members at Higher Risk. These could be the vulnerable, disadvantaged and persons with disabilities. The City of Belmont will strive to ensure inclusion of this group of community members being well considered in recovery efforts.

All community members at Higher Risk, are encouraged to have a Person-Centred Emergency Prepared Plan in place. More information around P-CEP can be found at: <https://collaborating4inclusion.org/pcep/pcep-tools/>

Further information can be found within the City of Belmont Higher Risk Persons & Groups Plan including community contacts and supporting agencies, found in: **Local Emergency Management Arrangements (LEMA) - General Plan - Appendix 6.**

A complete list of agencies and their roles and responsibilities can be viewed in the [State Emergency Management Plan](#) at [Appendix E](#).

»»» ACTION

- All City of Belmont staff could be engaged in various stages of disaster recovery.
- Specific City of Belmont staff identified in this Plan should be familiar with the roles and responsibilities involved with disaster recovery.
- Dept of Communities is the lead agency in emergency relief and support.
- External agencies should be engaged and used wherever possible.



10. Communications

Recovery communication is the practice of sending, gathering, managing, evaluating, and disseminating information.

In an emergency and during the response phase, the HMA/CA manages communications.

The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.



10.1 Recovery Communications Plan

A template for the (Emergency event) Recovery Communication & Engagement Plan has been developed to guide recovery communications. It details a vision, mission, and direction for communicating with the affected community and is provided to the LRG.

The **(Emergency event) Recovery Communication & Engagement Plan** is located in **Appendix 3**.



10.2 Spokesperson/s

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

»»» ACTION

- **The (Emergency event) Recovery Communication & Engagement Plan will be used to provide guidance in public information and communications.**
- **For further guidance refer Communication in Recovery Guidelines <https://www.wa.gov.au/government/document-collections/emergency-management-guidelines>**

11. Stand Down

Recovery doesn't have a definite end date; however, City of Belmont will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on City of Belmont and the community.



11.1 Debriefing

The City of Belmont's Officer responsible for Human Resources will instigate a formal debriefing session(s) for all staff and through the Employee Assistance Program (EAP) as required, while City of Belmont transitions from recovery back to normal duties.



11.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery ([State EM Policy](#) 6.10 - Review of Recovery Activities).

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by the City of Belmont and its LRG.

See **Appendix 11 - Post Incident Analysis – Emergency and Recovery Management**, and **Appendix 10 - Local Recovery Group - Standard Reporting Template**.

»» ACTION

- **A formal Post Recovery Analysis will be held for LRG for evaluation and application of lessons learnt (see Appendix 11).**
- **A formal debrief will be held for City of Belmont staff for evaluation and application of lessons learnt.**
- **Assistance will be made available through EAP for any staff working in the recovery process.**
- **Formal report compiled by LRC for council and State Recovery Coordinator.**

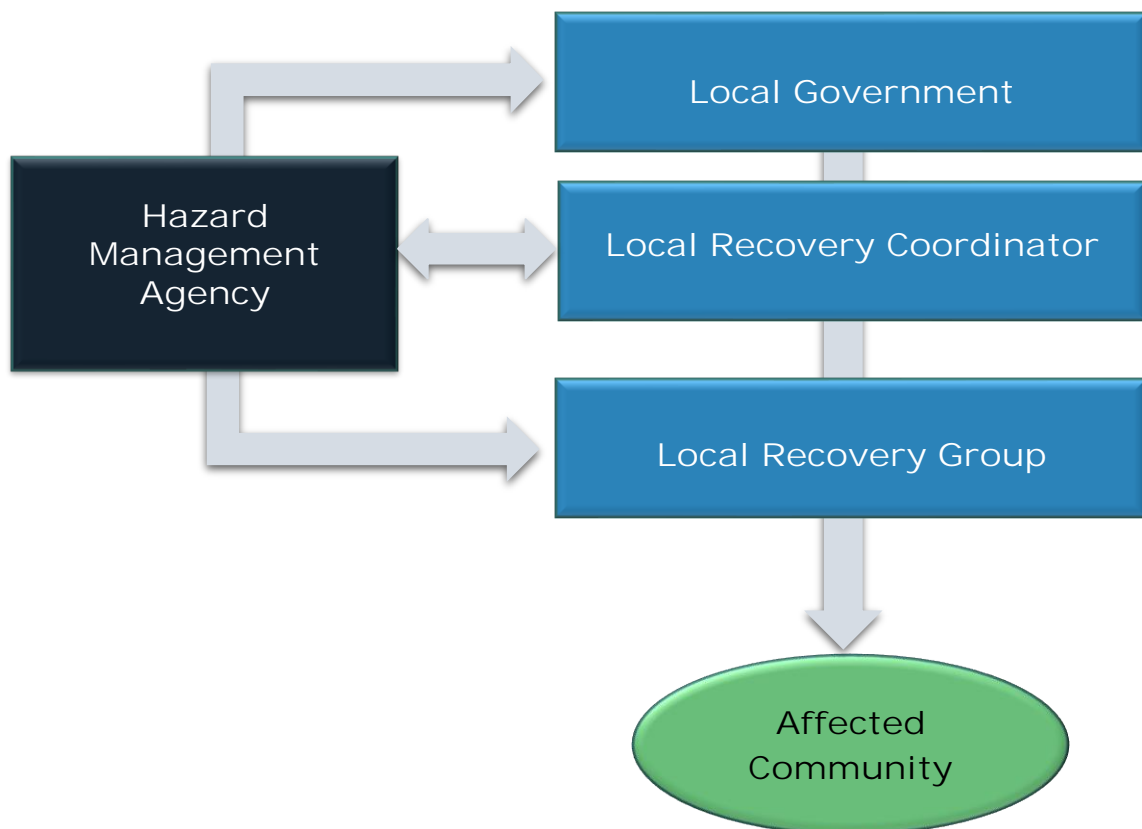
12. Appendix

1	Local Recovery Group Management Structure and Functions
2	Recovery Roles and Responsibilities – City of Belmont Staff
3	(Emergency Event) Recovery Communication & Engagement Plan
4	(a)Recovery Operational Sequence Guide / Checklist + (b)Recovery Action Flow Chart
5	Recovery Action Checklist
6	Operational Recovery Plan
7	Local Recovery Centre Guidelines & Event Guidelines
8	Emergency Relief and Support and Health Guidelines
9	Local Recovery Plan - Action Items
10	Local Recovery Group – Standard Reporting Template
11	Post Incident Analysis – Emergency and Recovery Management
12	Principles Conflict Resolution Guide

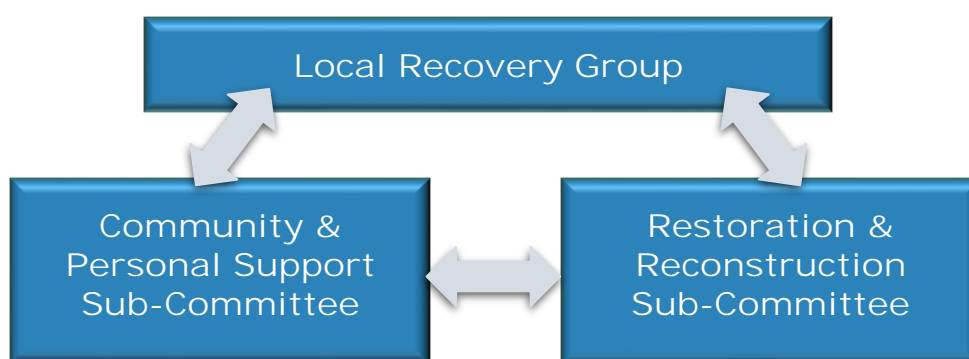
Appendix 1

City of Belmont Local Recovery Group Management Structure and Functions

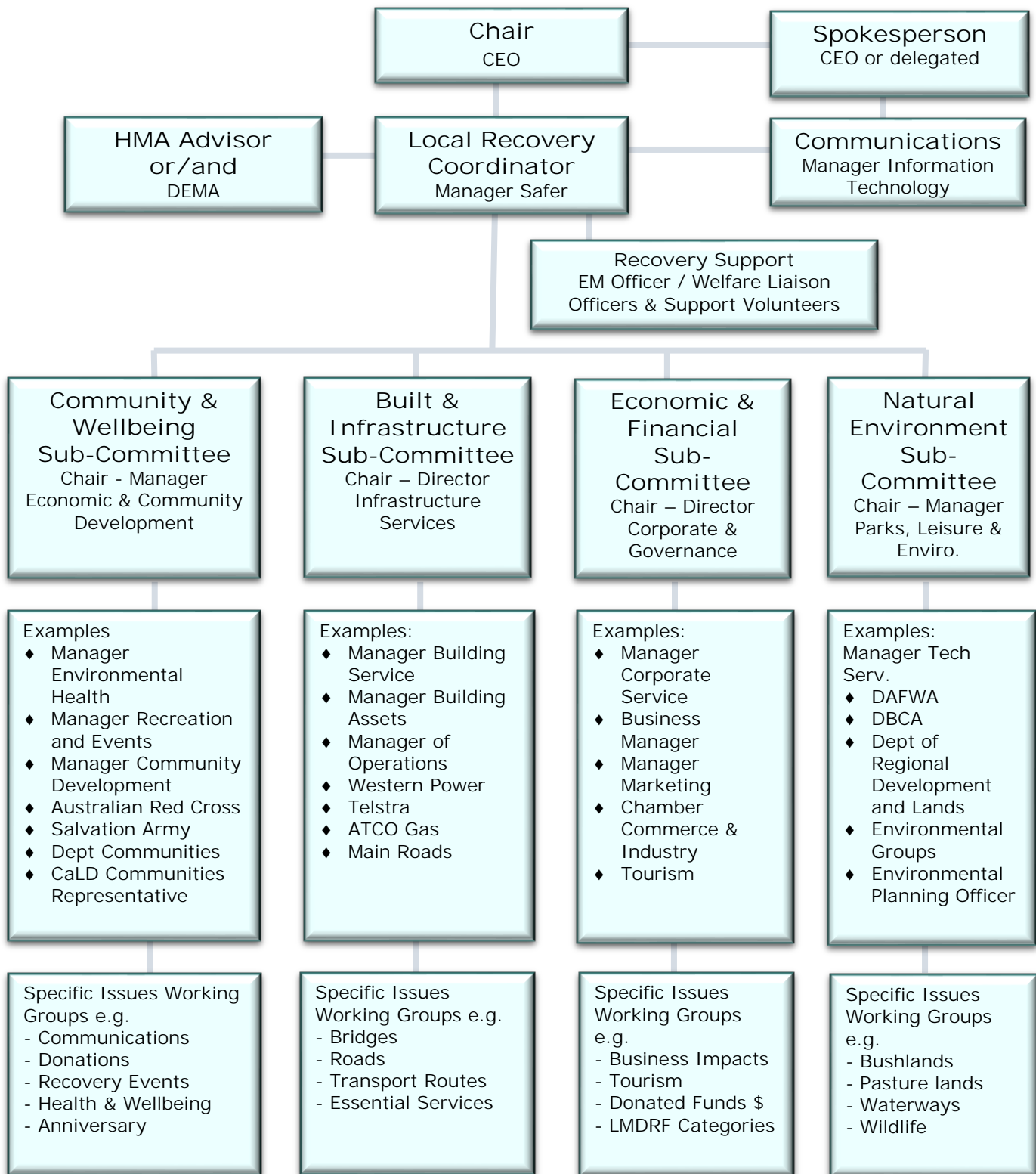
1.1 Initial Recovery Management Structure during Response phase



1.2 Partial Recovery Management Structure – Initial (Depending on community impact and complexity of event)



1.3 Full Management Structure (Comprehensive/Complex Event)



1.4 Local Recovery Group Sub-Committee Functions



Social Community Wellbeing Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event

Facilitates understanding of needs of affected community in relation to its wellbeing

Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs

Assesses and recommends medium and long-term priority areas to City of Belmont for consideration to assist with restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long-term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved



Built Infrastructure Sub-Committee

Functions:

Assesses requirements for restoration of services and facilities with assistance from responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required

Reports progress of restoration and reconstruction process to the City of Belmont Recovery Group

Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term



Finance Economics Sub-Committee

Functions:

Provides advice and guidance to assist in restoration and strengthening of the City economy after the event

Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event

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

1. Ensure the principles of equity, fairness, simplicity and transparency apply
2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance
3. Recognise the extent of loss suffered by individuals
4. Complement other forms of relief and assistance provided by government and the private sector
5. Recognise immediate-, short-, medium- and longer-term needs of affected individuals
6. Ensure the privacy of individuals is protected at all times.

Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical



Natural Environment Sub-Committee

Functions:

Provides advice and guidance to assist with restoration of natural environment post event

Facilitates understanding of needs of affected community in relation to environmental restoration

Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assesses and recommends medium and long-term priority areas to the City of Belmont for consideration to assist in the restoration of the natural environment in the medium to long- term

Appendix 2:

Recovery Roles & Responsibilities

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Appendix 3:

(Emergency event) Recovery Communications & Engagement Plan

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Appendix 4(a):

Recovery Operational Sequence Guide/ Checklist

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Appendix 4(b):

Recovery Actions Flow Chart

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Appendix 5

Recovery Action Checklist

Checklist: Recovery actions for Local Recovery Group and Local Recovery Coordinator

Please use the right-hand column to record your progress

Transition from Response	IC shall include the LRC in critical response briefings	✓
	LRC shall ensure the IC is aware of recovery requirements and tasks prior to terminating the state of emergency	✓
	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	LRG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia and if so, what assistance measures are available	
	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	Ensure HMA completes an Impact Statement, and it is available for handover	
Management Structure	Ensure the appointment of a Deputy LRC has occurred	
	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	Ensure and facilitate the completion of the Needs and Impact assessment	
	Assume public information responsibilities from response agency and provide information to the Authority's Coordinator Corporate Communications to disseminate to the community	
	Facilitate/advise on State/Federal Disaster Relief Funding, (DPIRD, Centrelink) and facilitate/advise on private aid and funding	
	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	Provide adequate administration support to all recovery functions	
	Provide a succinct reporting system to the City of Belmont, State RC, LRG, community	

	Recruit and work with representatives of the affected community and include in recovery planning	
	Establish strategies for uniting the community behind agreed objectives (events, meetings)	
	Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	Enact Recovery Communication Plan for sharing information and enabling listening	
Impact and Needs Assessment	Use intelligence/planning information from the response operation and ensure LRC is liaising with HMA through response	
	Confirm the total area of impact for determination of survey focus	
	Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	Link with parallel data-gathering work	
	Identify and close information gaps (establish the "big picture").	
	Assess the financial and insurance requirements of affected parties	
	Gather evidence to support requests for government assistance	
	Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments – Technical	Establish and define the purpose of inspection/assessment and expected outcomes	
	Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	Collect, interpret and analyse data	
	Establish a method/process to determine the type of information needed for this recovery operation: <ul style="list-style-type: none"> How and who will gather the information (single survey) How information will be shared How information will be processed and analysed How the data will be verified (accuracy, currency and relevance) 	
	Manage the process to minimise calling back	
	Coordinate, select and brief staff	
	Maintain confidentiality and privacy of assessment data	

Data Management	Allocate responsibility for data management tasks ensuring proper process of relevant data transfer	
	Use templates/spreadsheets for impact assessment and for tracking assistance provided	
State Government Involvement	Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRG Sub-Committees and RCC, as required	
	Instigate liaison with DFES Recovery Officers (DRFAWA) for the recovery claim process	
	Attend ASAP to requests for information from government agencies	
Public Information	Ensure spokesperson available (CEO, delegated) to speak with the media	
	Manage public information in accordance with Recovery Communication Plan	
	Identify priority information needs	
	Monitor social media, and media and counter misinformation	
Rehabilitation and Assistance	Establish a mechanism for receiving expert technical advice from lifeline groups	
	Monitor and assist rehabilitation of critical infrastructure	
	Prioritise recovery assistance in line with community needs	
	Prioritise public health to restore health services and infrastructure	
	Assist and liaise with businesses to re-establish and reopen	
	Restore community and cultural infrastructure (including education facilities)	
	Restore basic community amenities for meetings and entertainment	
	Facilitate emergency financial assistance through the Department for Communities (Communities)	
	Be aware of need to adjust capital works and maintenance programs	

Implementation of Risk Management Measures	While doing the hazard analysis: <ul style="list-style-type: none"> Identify essential services and facilities in high-risk areas Consider the restoration betterment options for essential services 	
	Identify betterment options based on research and consultation	
	Undertake urgent hazard reassessment based on new (event) information and relate to the Town's Emergency Risk Management Plan	
Financial Management	Review financial strategies including use of Budget line items for tracking all recovery expenses	
	Communicate with financial agencies, including insurance companies	
	Keep financial processes transparent, appeal monies, etc.	
	Liaise with LMDRF for process and protocols for managing appeals system	
	Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets, contractors) for DRFAWA claims	
Reporting	Provide a succinct reporting system to the City of Belmont, State RC, LRG, community	
	Provide adequate administration support to all recovery functions	
Recovery Long-Term Strategy (including Managed Withdrawal)	Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
	Stage a public event of acknowledgement and community closure	
Recovery Post Analysis Report (Lessons Learnt)	Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards preparing a Recovery Lessons Learnt Report	
	Conduct a debrief and Post Recovery Analysis with the City of Belmont staff and elected members towards preparing a Lessons Learnt Report	

Appendix 6

Operational Recovery Plan Template

Operational Recovery Plan

Emergency Event: (Type and location)

Date of Emergency: _____

HMA/CA Incident Level: ____ Declared as: _____

Section 1

Introduction:	
Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the Emergency Management Act 2005

Section 2

Assessment of Recovery Requirements:	
Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary <u>Impact Statement</u> (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.

Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.
Health issues	Medical/Health personnel and City EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:
Details the composition, structure and reporting lines of the groups, sub-committees and working groups 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 Local Recovery Coordinator.

Section 4

Operational Aspects:	
Details resources available and required	Give list of resources deployed and confer with the LRG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding.
Includes the local government program for	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.

community services restoration	
Financial arrangements	Assistance programs <u>DRFAWA</u> , insurance, public appeals, <u>LMDRE</u> , and physical and monetary donations.
Public information dissemination	From the Communication Plan outline what and how your communication is being staged.

Administrative Arrangements:	
Administration of recovery funding	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.
Information management processes	How is the management and recording process being undertaken.
Reporting rhythm	Who, when and how is the reporting being undertaken.

Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

Signed by: _____
Chairperson Local Recovery Group or Local Recovery Coordinator

Date: _____

Appendix 7:

Local Recovery Centre Guidelines & Event Guideline

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Appendix 8

Emergency Relief and Support and Health Services

Relief activities meet the immediate food, shelter and security requirements of those affected by the emergency. Whereas Recovery activities provide information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following link provides related support plans and detailed information:

[Emergency Management Support Plans](#)

The City of Belmont Local Emergency Relief and Support Plan provides local contingencies for health, emergency relief and support are to work in conjunction with State Agencies and other Non-Profit Organisations.

Principles:

The recovery principles of health and wellbeing after emergencies are:

Response and recovery actions actively support individuals, families and businesses

Community and Wellbeing Sub-committee encourages community to participate in community recovery decision-making

The overall needs assessment of individuals and families is evaluated as early as possible

Personal support strategies are integral to overall recovery management process

Measures are taken to mitigate the effects of future emergencies on community

Recovery programs be coordinated to support and enhance community

Strategies:

Strategies to implement the principles of community and wellbeing recovery following an emergency are shown in conceptual, management and service delivery classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Conceptual:

- Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs)
- Support and promote individuals, families and businesses of the affected community
- Support and promote community improvements
- Purchase replacement goods and services locally via local businesses and trades people wherever practical
- Maintain the integrity of local community groups and experts and their capabilities
- Build on existing organisations and networks through activating available systems within the community
- Encourage support of local community groups and experts
- Encourage agencies to employ local residents
- Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process
- Avoid duplication of services and identify gaps

Management:

- Identify all aspects of community and wellbeing that may be required
- Establish liaison between community and wellbeing groups, community and government agencies in the community
- Establish Community and Wellbeing Sub-Committee representatives from Health and Wellbeing groups, the community and government agencies
- Provide community with information about recovery process and resources available through the Community and Wellbeing Sub-Committee via Communication Plan processes
- Ensure community participation in the Community and Wellbeing Sub-Committee
- Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process
- Identify gaps in Community and Wellbeing services for consideration in risk management processes
- Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Service Delivery:

Ensure service delivery personnel are aware of the range of services available and appropriate referral processes

Ensure service delivery personnel are aware of the local welfare circumstances pre- and post-emergency

Ensure service delivery personnel have good interpersonal skills and understanding of the local community

Provide community and wellbeing services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to community and wellbeing and recovery information and services

Appendix 9:

Local Recovery Plan- Action Items

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Appendix 10

Local Recovery Group Standard Reporting Template

LOCAL RECOVERY GROUP – RECOVERY REPORT

<Insert Emergency Situation Here>

City of Belmont Recovery Group

Report No:

To: Chairperson, SRG/State Recovery Coordinator

Situation Update:

Should include full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.

Proposed Activities:

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

Special Assistance:

Requirements:

Includes support from other agencies, LRG intervention with priorities.

Financial Issues:

May include support from LRG for additional funding from Treasury.

Recommendations:

Name & Signature: _____

Position: _____

Date: _____

Appendix 11

Post Incident Analysis – Emergency and Recovery Management

Issue	Comment	Recommendations
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Any issues working/liasing with other agencies/ organisations?		

Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		
Was an Impact Statement Assessment form completed – YES or NO		
If Yes, was this been signed off and accepted by the CEO? YES or NO		

Appendix 12:

Principles of Conflict Resolution Guide

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