



# Local Emergency Management Arrangements

**Public Version**

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### LOCALEMERGENCYMANAGEMENTARRANGEMENTS

These arrangements have been produced and issued under the authority of s.41(1) of the *Emergency Management Act 2005*, endorsed by the City of Gosnells Local Emergency Management Committee and the Council of the City of Gosnells. The Arrangements have been tabled for noting with the East Metropolitan District Emergency Management Committee and State Emergency Management Committee.

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Chair – Cr Peter Abetz  
Gosnells LEMC

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Date

Endorsed by Council

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Date

Resolution # 132, 12 June 2018

## TABLE OF CONTENTS

<b>DISTRIBUTION</b> .....	<b>5</b>
Amendment Record .....	5
Glossary of Terms .....	6
General acronyms used in these arrangements .....	6
<b>INTRODUCTION</b> .....	<b>7</b>
Community Consultation .....	7
Document Availability .....	7
Area covered .....	7
Aim .....	8
Purpose .....	8
Scope .....	8
<b>Related Documents &amp; arrangements</b> .....	<b>9</b>
Local Emergency Management Policies .....	9
Agreements, understandings & commitments .....	9
Resources .....	9
<b>ROLES &amp; RESPONSIBILITIES</b> .....	<b>10</b>
Local roles and responsibilities .....	10
Agency roles and responsibilities .....	11
<b>MANAGING RISK</b> .....	<b>12</b>
Emergencies likely to occur .....	12
<b>COORDINATION OF EMERGENCY OPERATIONS</b> .....	<b>13</b>
<b>Incident Support Group (ISG)</b> .....	<b>13</b>
Triggers for an ISG .....	13
Membership of an ISG .....	13
Frequency of Meetings .....	13
Location of ISG Meetings .....	14
Location one – City of Gosnells Civic Centre .....	14
Location two – City of Gosnells Emergency Operations Centre .....	14
Location three – Gosnells Police Station .....	14
Location four – Canning Vale Police Station .....	14
<b>Media Management and Public Information</b> .....	<b>15</b>
Public warning systems .....	15
Local Systems .....	15
Finance Arrangements .....	15
<b>Evacuation and Welfare</b> .....	<b>16</b>
Evacuation .....	16
Special needs groups .....	16
<b>Routes and Maps</b> .....	<b>16</b>
<b>Welfare</b> .....	<b>16</b>
Local Welfare Coordinator .....	16
Local Welfare Liaison Officer .....	17
Register.Find.Reunite .....	17

**Welfare Centres..... 17**  
Animals..... 17

**Recovery ..... 17**  
Local Recovery Coordinator..... 17

**Exercising ..... 18**  
The aim of exercising ..... 18  
Frequency of exercises ..... 18  
Types of exercises ..... 18  
Reporting of exercises..... 18

**Review of Local Emergency Management Arrangements ..... 19**  
Local Emergency Management Committee Positions ..... 19  
resources register..... 19

**Appendix 1 –..... 21**

**Map of the District..... 21**

**Appendix 2 –..... 23**

**Resources ..... 23**

**Appendix 3 –..... 25**

**Contacts ..... 25**

**Appendix 4 –..... 27**

**Special Needs Groups ..... 27**

**Appendix 5 –..... 29**

**Welfare Centre Information..... 29**

**Appendix 6 –..... 31**

**MOU’s and other arrangements ..... 31**

**Appendix 7 –..... 33**

**Local Recovery Plan ..... 33**

**Appendix 8 –..... 35**

**Critical Infrastructure..... 35**

**Appendix 9 –..... 37**

**Local Welfare Plan ..... 37**

**Appendix 10 –..... 39**

**LEMC Terms Of Reference..... 39**

## DISTRIBUTION

Distribution list	
Organisation	Number of copies
City of Gosnells:	11 Total
<ul style="list-style-type: none"> <li>Emergency Operations Centre</li> </ul>	1
<ul style="list-style-type: none"> <li>Mayor</li> </ul>	1
<ul style="list-style-type: none"> <li>LEMC Chairperson</li> </ul>	1
<ul style="list-style-type: none"> <li>CEO &amp; Directors</li> </ul>	5
<ul style="list-style-type: none"> <li>Local Recovery Coordinator</li> </ul>	1
<ul style="list-style-type: none"> <li>Manager Governance &amp; Compliance</li> </ul>	1
<ul style="list-style-type: none"> <li>Emergency Operations Officer</li> </ul>	1
WA Police Force:	3 Total
<ul style="list-style-type: none"> <li>Gosnells Station (OIC)</li> </ul>	1
<ul style="list-style-type: none"> <li>Canning Vale Station (OIC)</li> </ul>	1
<ul style="list-style-type: none"> <li>South East Metropolitan District Office</li> </ul>	1
Department of Fire & Emergency Services (DFES):	3 Total
<ul style="list-style-type: none"> <li>District Officer South East (SES)</li> </ul>	1
<ul style="list-style-type: none"> <li>District Officer South East (BFS)</li> </ul>	1
<ul style="list-style-type: none"> <li>District Officer Hills (FRS)</li> </ul>	1
State Emergency Service – Gosnells	1
Department of Communities	1
Armadale Health Service	1
City of Gosnells Bush Fire Brigade	1
Department of Biodiversity, Conservation and Attractions - Parks & Wildlife Service	1

## AMENDMENT RECORD

Number	Date	Amendment summary	Author
1			
2			
3			
4			
5			
6			
7			

## GLOSSARY OF TERMS

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

## GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
CFRS	Career Fire & Rescue Service
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
P&W	Parks and Wildlife Service – Department of Biodiversity, Conservation and Attractions
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPF	Western Australia Police Force

## INTRODUCTION

### COMMUNITY CONSULTATION

In preparation for the review of the Local Emergency Management Arrangements, through funding from the All West Australians Reducing Emergencies (AWARE), the City, in partnership with the City of Canning conducted a community emergency risk management survey. A Community Workshop was subsequently held to discuss the findings and work through the emergencies to discuss preventative and reactive measures.

The findings of the survey were included in the report to the funding body in 2015 and form the basis of the risk priorities of these arrangements

### DOCUMENT AVAILABILITY

Official copies are considered “controlled documents”, individually numbered and issued only to those organisations identified in the Distribution list.

Any changes to the distribution list shall be endorsed at a Local Emergency Management Committee meeting prior to amendments being made.

Restricted copies of this document are available for public viewing at the City of Gosnells Civic Centre or the City of Gosnells Website [www.gosnells.wa.gov.au](http://www.gosnells.wa.gov.au)

### AREA COVERED

These arrangements relate to the local government district of the City of Gosnells, inclusive of the suburbs of:

- Beckenham
- Canning Vale
- Gosnells
- Huntingdale
- Kenwick
- Langford
- Maddington
- Martin
- Thornlie
- Orange Grove
- Southern River

[Appendix 1– Map of the District](#)

## AIM

The aim of the City of Gosnells Local Emergency Management Arrangements is to provide a community focused, coordinated approach to the management of potential emergencies that may occur within the City.

## PURPOSE

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

- a. the City's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d. a description of emergencies that are likely to occur in the district;

## SCOPE

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore, this document:

- applies to the local government district of the City of Gosnells
- covers areas where the City of Gosnells provides support to HMAs in the event of an incident;
- details the City of Gosnells capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Gosnells responsibilities in relation to recovery management.

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



## RELATED DOCUMENTS & ARRANGEMENTS

### LOCAL EMERGENCY MANAGEMENT POLICIES

The City has no specific policies relating to Local Emergency Management.

### AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

The City has various agreements in place, these can be found in Appendix 6 – MOU's and other arrangements.

### RESOURCES

Resources are contained in the resources list at Appendix 2 – Resources

Access to resources must be in accordance with agreed arrangements. The Hazard Management Agency or Controlling Agency are responsible for costs incurred by the City, unless by agreement with the City at the time.

The City has limited on call staff who can provide assistance and access to resources. Staff can be contacted through the City's after hours Call Centre on 9397 3000. Given the availability of staff, access to resources may take some time. Specifically, Ranger Services are not on call after hours so an immediate response from that branch is not available. Further the City utilises traffic management contractors. Therefore, when there is a requirement for the City to provide this function, an immediate response is not available.

## ROLES & RESPONSIBILITIES

### LOCAL ROLES AND RESPONSIBILITIES

Local role	Description of responsibilities
Local Government	The responsibilities of the City of Gosnells are defined in Section 36 of <a href="#">the EM Act</a> .
Local Emergency Coordinator	<p>The responsibilities of the LEC are defined in Section 37 of <a href="#">the EM Act</a>. These include:</p> <ul style="list-style-type: none"> <li>• to provide advice and support to the LEMC in the development and maintenance of emergency management arrangements for the City</li> <li>• to assist hazard management agencies in the provision of a coordinated response during an emergency in the district</li> <li>• to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</li> </ul>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by DC, provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government and provides local knowledge and details contained in the LEMA.

## AGENCY ROLES AND RESPONSIBILITIES

The City of Gosnells liaises with a range of State agencies involved in operational aspects of an emergency, as per below summary.

Agency roles	Description of responsibilities
Controlling Agency	<p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;</li> <li>• control all aspects of the response to an incident.</li> <li>• During Recovery the Controlling Agency will ensure effective transition to recovery.</li> </ul>
Hazard Management Agency	<p>The HMAs are prescribed in the <a href="#">Emergency Management Regulations 2006</a>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<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>

## MANAGING RISK

### EMERGENCIES LIKELY TO OCCUR

The below table highlights the identified emergencies considered to be the greatest risk to the community, as identified in the 2015 community survey and emergency risk management workshops.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN
Road Crash	WA Police Force	Commissioner of Police	WA Police Force/ DFES	As required	Road Crash (2016)
Heatwave	Dept of Health	State Health Coordinator, Dept of Health			Heatwave (2016)
Storm (includes Cyclone)	DFES	FES Commissioner	Gosnells SES	As required	Storm (2016)
Fire (Building or Bush Fire)	DFES P&W Service Gosnells BFB	FES Commissioner	Maddington CFRS Gosnells BFB	As required	Fire (2016)
Air Crash	WA Police Force	WA Police Force	WA Police Force	As required	Aircrash (2016)
Gas Supply Disruption	Public Utilities Office Dept of Finance	Coordinator of Energy Public Utilities Office, Dept of Finance			Gas Supply Disruption (2016)
Hazardous Material/Chemical Spill	DFES	DFES	Maddington CFRS	As required	HAZMAT (2016)
Human Epidemic	Department of Health	State Human Epidemic Controller, Dept of Health			Human Epidemic (2016)

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

## COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The City of Gosnells is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### TRIGGERS FOR AN ISG

The activation of an ISG should be considered when any of the following occur:

- A Level 2 incident or above
- Any requirement for evacuation, either potential or actual
- A need to coordinate warning/information to the community during a multi-agency event
- Where there is a perceived need, relative to an impending hazard impact. (Flood, fire, storm surge)
- Multi agency response, where there is a need for collaborative decision making and the coordination of resources/information
- Where there is a need for regional support beyond that of a single agency.

### MEMBERSHIP OF AN ISG

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

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

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

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

#### LOCATION OF ISG MEETINGS

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the City of Gosnells. Contact details are as per [Appendix 3 – Contacts](#).

#### LOCATION ONE – CITY OF GOSNELLS CIVIC CENTRE

Address: 2120 Albany Highway Gosnells

	Agency	Position
1 <sup>st</sup> Contact	City of Gosnells	Emergency Operations Officer
2 <sup>nd</sup> Contact	City of Gosnells	Director Business Services - Recovery Coordinator
3 <sup>rd</sup> Contact	City of Gosnells	Supervisor Facilities Maintenance

#### LOCATION TWO – CITY OF GOSNELLS EMERGENCY OPERATIONS CENTRE

Address: 16 Horley Road, Beckenham

	Agency	Position
1 <sup>st</sup> Contact	City of Gosnells	Emergency Operations Officer
2 <sup>nd</sup> Contact	Gosnells SES	Local Manager
3 <sup>rd</sup> Contact	Gosnells BFB	Deputy Chief

#### LOCATION THREE – GOSNELLS POLICE STATION

Address: 2293 Albany Highway Gosnells

	Agency	Position
1 <sup>st</sup> Contact	Gosnells Police	Officer In Charge

#### LOCATION FOUR – CANNING VALE POLICE STATION

Address: 449 Nicholson Road, Canning Vale

	Agency	Position
1 <sup>st</sup> Contact	Canning Vale Police	Officer In Charge

## MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

## PUBLIC WARNING SYSTEMS

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

## LOCAL SYSTEMS

The City has the following sources of information:

Description	Contact Position
City Website <a href="http://www.gosnells.wa.gov.au">www.gosnells.wa.gov.au</a>	Manager Marketing & Community Events
Variable Messaging Signs (trailers)	Emergency Operations Officer
Electronic means of communication (E-Watch)	Coordinator Community Development & Safety
Media contact for the City of Gosnells	Manager Marketing & Community Events

## FINANCE ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. Whilst recognising the above, the City of Gosnells is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the City of Gosnells occurs to ensure the desired level of support is achieved.

## EVACUATION AND WELFARE

### EVACUATION

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#).

### SPECIAL NEEDS GROUPS

[Appendix 4 – Special Needs Groups](#) identifies locations which require special attention or resources during evacuations..

### ROUTES AND MAPS

The City has number of distributor roads running through it, namely Tonkin Highway, Roe Highway and Albany Highway. The Armadale passenger train line also passes through the City with stations at Seaforth, Gosnells, Maddington, Kenwick and Beckenham. Further, the Forestfield / Fremantle rail freight line passes through the City which is managed by Brookfield Rail.

A map of the locality is attached at [Appendix 1 – Map of the District](#)

### WELFARE

The Department of Communities (DC) has the role of managing welfare. DC have developed a local Welfare Emergency Management Plan for the district, [attached as Appendix 7 – District Welfare Plan](#).

### LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the DC District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Management Group when required.



#### LOCAL WELFARE LIAISON OFFICER

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

The City of Gosnells may also appoint a liaison officer, to provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

#### REGISTER.FIND.REUNITE

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

#### WELFARE CENTRES

Welfare Centre's are listed in [Appendix 5 – Welfare centre information](#)

#### ANIMALS

In many cases the emergency evacuation centers do not cater for animals, however a number of centres have grassed areas around where animals can be located on a short term basis. The City also has arrangements with two local animal establishments as indicated in the Agreements, understandings and commitments section. The City has limited capacity to transport animals so animal movements should be arranged by the owners of the animals and accommodated away from Welfare Centres unless there is no alternative.

Relevant MOU's are attached as [Appendix 6 – MOUS and other arrangements](#).

#### RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The City of Gosnells Local Recovery Plan is attached as [Appendix 7 – Local Recovery Plan](#)

#### LOCAL RECOVERY COORDINATOR

The City's nominated Local Recovery Coordinator is as per the contact directory, attached as [Appendix 3 - Contacts](#).

The Local Recovery Coordinator advises and assists the City and coordinates local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

## EXERCISING

### THE AIM OF EXERCISING

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

The exercising of a HMA's response to an incident is a HMA responsibility.

Exercising the emergency management arrangements will allow the LEMC to:

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

### FREQUENCY OF EXERCISES

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

### TYPES OF EXERCISES

Some examples of exercises types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

### REPORTING OF EXERCISES

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

Once the exercises have been completed, post exercise reports should be provided to the DEMC report.

#### REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

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

- contact lists are reviewed and updated quarterly (Refer to Appendix 3 – Contacts);
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

#### LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

The City of Gosnells, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

#### RESOURCES REGISTER

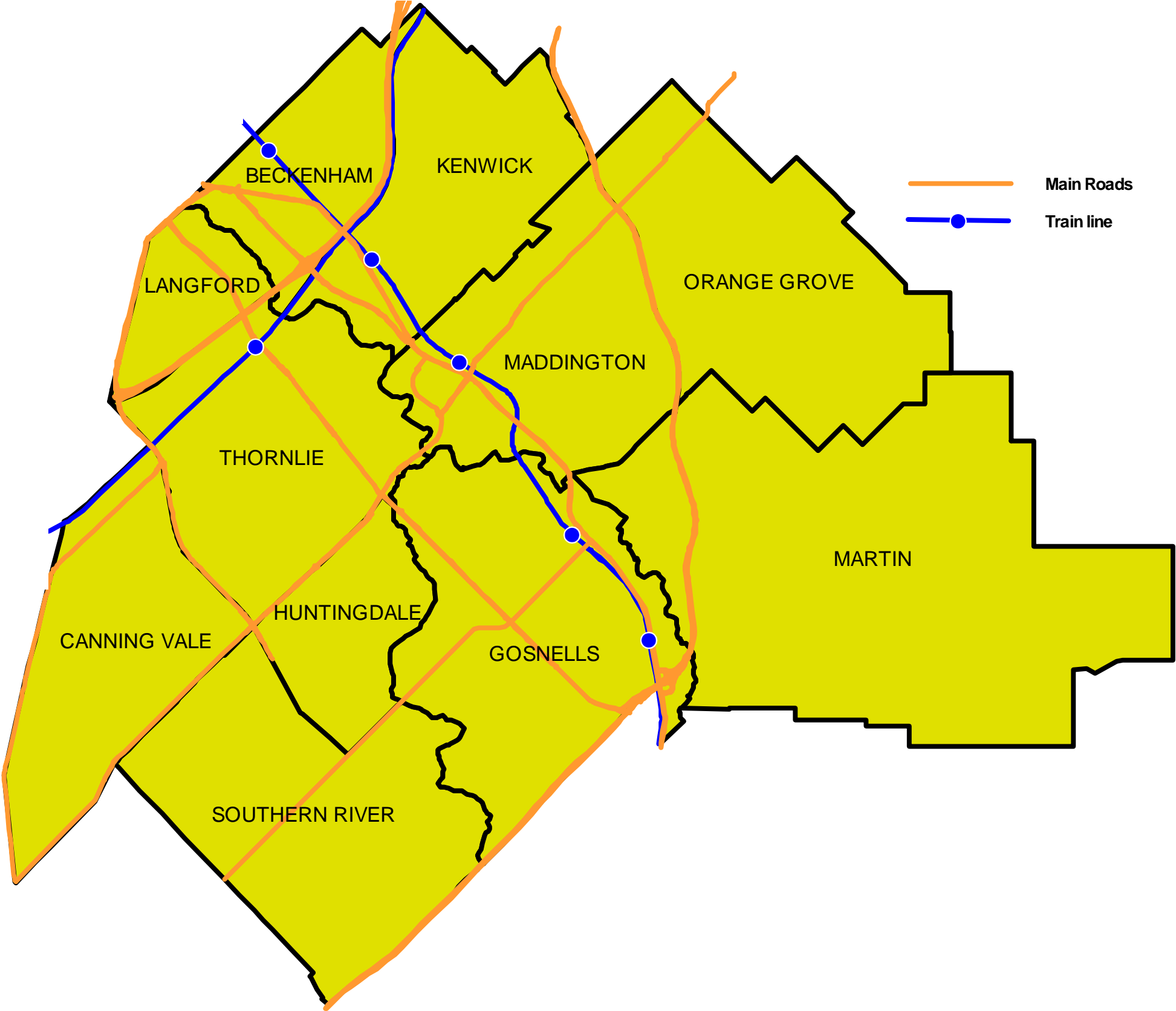
The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.



**APPENDIX 1 –  
MAP OF THE DISTRICT**



APPENDIX 1 – Map of the district







# **APPENDIX 2 – RESOURCES**



Confidential Information - Content Removed

# **APPENDIX 3 – CONTACTS**



Confidential Information - Content Removed

# **APPENDIX 4 – SPECIAL NEEDS GROUPS**





Confidential Information - Content Removed

**APPENDIX 5 –**

**WELFARE CENTRE INFORMATION**



Confidential Information - Content Removed

**APPENDIX 6 –**

**MOU'S AND OTHER ARRANGEMENTS**



Confidential Information - Content Removed

**APPENDIX 7 –  
LOCAL RECOVERY PLAN**







# Local Recovery Plan 2018



## Contents

Introduction .....	1
Authority .....	1
Purpose .....	1
Objectives .....	1
Scope .....	1
Related documents and arrangements .....	1
Resources.....	2
Financial Arrangements .....	2
Appendix 1 - Local Recovery Coordinator Action Checklist .....	9
Appendix 2 - City of Gosnells Local Recovery Coordination Group .....	11

## **Introduction**

Following the impact of a significant hazard on a community within the City of Gosnells, there may be the need to assist the community to recover from the effects of the disaster. Recovery is defined in the *Emergency Management Act 2005* as "the coordinated process of supporting emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing"

This Recovery Plan will assist the City of Gosnells and the community to achieve that goal.

## **Authority**

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements for the City of Gosnells. This plan has been endorsed by the City of Gosnells Local Emergency Management Committee and has been tabled for information and comment with the East Metropolitan District Emergency Management Committee. This plan has been approved by the City of Gosnells.

## **Purpose**

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

## **Objectives**

The objectives of the Plan are to:

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

## **Scope**

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

## **Related documents and arrangements**

The following documents are related to this Plan.

- City of Gosnells Local Emergency Management Arrangements (LEMA) 2017
- Memorandum of Understanding with City of Canning - Animal Welfare in Emergency Events
- Local Emergency Management Plan for the Provision of Welfare Support – City of Armadale, City of Gosnells, Shire of Serpentine Jarrahdale

The City also has informal agreements in regards to animal welfare with Dogs West and Hillside Farm. Relocation of animals to these facility will be negotiated on an as needs basis.

## **Resources**

The Hazard Management Authority (HMA) is responsible for the determination of resources required to combat hazards for which they have responsibility. The City of Gosnells conducted a broad analysis of resources available within the City and this is located in Appendix 2 of the City of Gosnells Local Emergency Management Arrangements. The Contact list that forms part of the LEMA is found at Appendix 3 in those Arrangements.

The Resources and Contacts list include:

- i. HMA, combat and support agencies;
- ii. Specialised services;
- iii. Local government staff and volunteers;
- iv. Operational plant machinery; and
- v. Transport vehicles.

## **Financial Arrangements**

The primary responsibility for safeguarding and restoration of public and private assets affected by an emergency rests with the owner. However, a range of financial disaster relief measures are available to assist communities recover from eligible natural events

The State Emergency Management Plan outlines the States Recovery Funding Arrangements. Relief programs include.

### **1. Western Australian Natural Disaster Relief and Recovery Arrangement (WANDRRA)**

To assist the recovery of communities whose social, financial and economic wellbeing has been severely affected, WANDRRA provides a range of relief measures to assist communities recover from an eligible natural event (i.e. bushfire, cyclone, earthquake, flood, landslide, storm, and tornado. The Department of the Premier and Cabinet (DPC) will activate the WANDRRA for those types of events if the anticipated cost of eligible measures will exceed the small disaster criterion (currently \$240,000). Assistance is not provided as compensation for damage or losses sustained or as a disincentive to self-help by way of commercial insurance and / or other appropriate strategies of disaster mitigation. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

### **2. Commonwealth Natural Disaster Relief and Recovery Arrangements**

Provides assistance to alleviate the financial burden on states and territories and also supports the provision of urgent financial assistance to disaster affected communities. Under these arrangements, the state government determines which areas receive NDRRA assistance and what assistance is available to individuals and communities.

Where the NDRRA is activated, the Australian Government will fund up to 75 per cent of the assistance available to individuals and communities. This contribution is delivered through a number of NDRRA measures and may include:

- Personal hardship and distress assistance
- Counter disaster operations
- Concessional loans or interest subsidies for small businesses and primary producers

- Transport freight subsidies for primary producers
- Loans and grants to churches, voluntary non-profit organisations and sporting clubs
- The restoration or replacement of essential public assets
- Community recovery funds.

The Office of Emergency Management (OEM) is responsible for the administration and management of the WANDRRA and NDRRA.

### **3. Department of Human Services Centrelink (Centrelink)**

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the Local Recovery Coordination Group.

### **4. Public Appeals – Lord Mayor’s Distress Relief Fund**

The business and operations of the Fund are conducted under the Constitution of the Lord Mayor’s Distress Relief Fund Inc under the following parameters:.

- The Lord Mayor’s Distress Relief Fund will provide aid for victims of events of a disastrous nature for Western Australians. A public appeal may be called.
- The Fund will primarily focus on the relief of distress and hardship of individuals.
- The Lord Mayor’s Distress Relief Fund may also choose to assist individuals who have experienced hardship following a minor localised disaster.
- Applications for assistance will include details of any other funding assistance provided to an individual to allow the Board to give a fair allocation to an individual.
- The Lord Mayor’s Distress Relief Fund will work closely with the Local Recovery Committee to ensure local issues are considered before deciding on a disbursement plan. The Local Recovery Committee authenticates applications and provides recommendations to the Board for financial assistance.
- All disbursements will ultimately be for the benefit of individuals.

### **5. Appeals and Donations**

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

### **6. Donations of Cash**

As per Section 6 – Recovery, of the State Emergency Management Plan all donations of cash should be directed to the Lord Mayors Distress Relief Fund

### **7. Donations of Service and Labour**

Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or, if established, the Local Recovery Coordination Committee.

## **8. Donations of Goods**

The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

### **Roles and Responsibilities**

#### **Local Recovery Coordinator**

The Director Business Services has been appointed as the Local Recovery Coordinator in accordance with the Emergency Management Act 2005, S41(4). The Manager Governance and Compliance will act in the role when the primary appointee is unavailable when an emergency occurs

The Local Recovery Coordinator is responsible for the development and implementation of the recovery arrangements for the local government

The functions of the Local Recovery Coordinator are:

- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordination Group;
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordination Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

#### **The Local Recovery Coordination Group**

The Local Recovery Coordination Group comprises of a core membership of:

- a. City of Gosnells Mayor (Chair)
- b. City of Gosnells Director Business Services

- c. City of Gosnells Director Planning and Development
- d. City of Gosnells Director Infrastructure
- e. City of Gosnells Director Community Engagement
- f. Local Emergency Coordinator (WA Police Force)
- g. Department of Communities representative

**Additional Members (where appropriate)**

- h. City of Gosnells
  - I. Chief Executive Officer
  - II. Manager Marketing and Community Events
  - III. Manager City Works
  - IV. Manager Governance and Compliance
  - V. Chief Financial Officer
  - VI. Manager Building Services
  - VII. Manager Development Services
  - VIII. Chief Engineer
- i. LEMC representatives (where appropriate)
- j. Relevant Hazard management Agency (where appropriate)
- k. Lifeline Agency representatives (where appropriate)
- l. Any other members drawn from government or non-government organizations including community groups with a major role to play in the recovery process.

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

The functions of the Local Recovery Coordination Group are:

- Establishing subcommittees as required;
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
  - takes account of the local government long term planning and goals;
  - includes an assessment of the recovery needs and determines which recovery functions are still required;
  - develops a timetable and identifies responsibilities for completing the major activities;
  - considers the needs of youth, seniors, people with disability, and culturally and linguistically diverse (CALD) people;
  - allows full community participation and access; and
  - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;



- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi agency approach to community recovery;
  - Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee; and
  - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

**Local recovery Coordination group subcommittees (where required)**

Dependent on the nature and extent of the recovery, consideration will be given to establish subcommittees for the below.

**Community (or social) subcommittee**

**Objectives**

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

**Environment (or natural) subcommittee**

**Objectives**

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

## **Infrastructure (or built) subcommittee**

### **Objectives**

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

## **Finance (or economic) subcommittee**

### **Role**

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

### **Functions**

- The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply;
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
  - recognise the extent of loss suffered by individuals;
  - complement other forms of relief and assistance provided by government and the private sector;
  - recognise immediate, short, medium and longer term needs of affected individuals; and
  - ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

## **Communication (Provision of Information) Plan**

### **Role**

Effective communication following an emergency or disaster achieves multiple objectives, including ensuring accurate and relevant information is distributed to the wider community in an appropriate and timely manner, providing an avenue through which concerns and issues from the community can be raised and addressed, and minimising risk or injury to members of the community.

### **Functions**

The City's Communications and Marketing office will use a variety of communications means to ensure key messages are shared with the community during an emergency or disaster, and throughout the recovery period, including but not limited to:

- speech notes
- printed materials (posters, flyers, brochures)
- media releases (print, broadcast and online news agencies)
- media briefings
- digital media (website content, emails etc)
- social media
- community meetings and briefs
- briefing notes for the City's Customer Contact Centre

Communications and Marketing will liaise with the CEO, Executive, Emergency Services personnel and government agencies to produce and distribute information relating to:

- the specific nature of the emergency
- its actual and potential impacts on the community
- priorities for action
- details of the recovery process
- plans in place to protect the wellbeing of local people
- available services and resources to assist the community

Communications and Marketing will also manage core messaging to mitigate any potential detrimental impact to the City's reputation during the crisis and recovery periods. To eliminate potential risks associated with inaccurate or unsuitable information being distributed, Communications and Marketing will coordinate regular updates of information to the community and other stakeholders.

Given the multicultural nature of the City of Gosnells community, the Communications and Marketing team will also ensure information relating to the emergency or disaster and the recovery period is made available for people who speak and read languages other than English, and provision will be made for communications with people with disability, seniors, and isolated and vulnerable people.

## Appendix 1 - Local Recovery Coordinator Action Checklist

Task Description	Complete
Within 48 Hours	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordination Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WANDRRA and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Utilise the City's Contact Centre for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services	
Manage restoration of essential infrastructure	
Brief media on the recovery program	

Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

\*Timeframes are approximate

## **Appendix 2 - City of Gosnells Local Recovery Coordination Group**

### **Operational Recovery Plan Template**

Emergency: (type and location)

Date of Emergency:

#### **Section 1 Introduction**

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

#### **Section 2 Assessment of Recovery Requirements**

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

#### **Section 3 Organisational Aspects**

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

#### **Section 4 Operational Aspects**

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



# **APPENDIX 8 – CRITICAL INFRASTRUCTURE**





Confidential Information - Content Removed

**APPENDIX 9 –  
LOCAL WELFARE PLAN**



Confidential Information - Content Removed

# **APPENDIX 10 – LEMC TERMS OF REFERENCE**



# APPENDIX 10 – LEMC Terms of Reference

## 1. NAME

The name of the Committee is the City of Gosnells Local Emergency Management Committee (LEMC)

## 2. PURPOSE:

- 2.1. Advise and assist the City of Gosnells in ensuring that Local Emergency Management Arrangements are established for its district;
- 2.2. Liaise with public authorities and other persons in the development, review and testing of Local Emergency Management Arrangements; and
- 2.3. Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the Emergency Management Regulations.

## 3. MEETINGS:

Meetings of the LEMC are to be held during the second month of each calendar quarter or more frequently as required.

The Chairperson or Local Emergency Coordinator may at any time convene a special meeting of the Local Emergency Management Committee.

### 3.1. Membership:

Core Membership of the LEMC shall comprise of the following:

- One City of Gosnells Councillor, appointed by Council (Chairperson)
- City of Gosnells staff:
  - Director Business Services (Local Recovery Coordinator)
  - Emergency Operations Officer (Executive Officer)
  - Manager Governance & Compliance
  - Manager Marketing & Community Events
- Officer in Charge – Gosnells Police Station (Local Emergency Coordinator)
- Officer in Charge – Canning Vale Police Station (Local Emergency Coordinator)
- Gosnells State Emergency Service Local Manager
- City of Gosnells Chief Bush Fire Control Officer
- Department of Fire and Emergency Services – Fire Services District Officer (Hills or Perth South East)
- Department of Communities, representative for the District
- Armadale Health Service, Emergency Management

Affiliate membership of the LEMC may include, but not be limited to:

- Department of Justice - Hakea Prison
- Department of Justice - Banksia Hill Detention Centre
- Western Power Field Services Coordinator
- City of Gosnells – Coordinator Health & Compliance
- City of Gosnells – Coordinator Ranger Services
- City of Gosnells – Coordinator Community Development & Safety
- Public Transport Authority
- Main Roads WA
- Amaroo Village representative

Co-opted members may attend as required but are not entitled to voting rights on the committee.



# APPENDIX 10 – LEMC Terms of Reference

## 3.2. Tenure of Membership:

Where a person is appointed as a member of the LEMC that person's membership continues until either;

- The person no longer holds office by virtue of which the person became a member;
- The person resigns from membership of the LEMC; or
- The LEMC is disbanded.

Committee members are encouraged to appoint a deputy member who may act in their place during any period in which that member is unable by reason of illness, temporary absence or other cause to attend a meeting.

## 3.3. Chairperson and Deputy Chairperson:

- The LEMC shall be chaired by the City of Gosnells Councillor appointed by Council.
- In the absence of the Chairperson meetings shall be chaired by the Local Recovery Coordinator.

## 3.4. Quorum:

The Quorum for a meeting of the LEMC is at least 50% of the number of the core membership as listed in Item 3.1.

## 3.5. Minutes:

The Executive Officer shall be responsible for the:

- Preparation of agendas
- Distribution of agendas a minimum of seven days prior to a scheduled meeting
- Taking of minutes of all business transacted at each meeting
- Tabling of minutes and associated actions to Council for endorsement
- Distribution of minutes to Committee Members