



Western Central Local Emergency Management Arrangements

7 March 2013.

Additional Copies

Copies of these Local Emergency Management Arrangements are available on websites of the participating local governments.

This version is based on the template provided by State Emergency Management Committee through the District Emergency management Committee in October 2012, through the office of Insp. Craig Parkin Assistant District Officer, Central Metropolitan District Police Office.

Endorsed by Western Central Local Emergency Management Committee

Date - 7 March 2013

Arrangements tabled at District Emergency Management Committee

Date _____

Arrangement sent to State Emergency Management Committee

Date _____

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Distribution

The following controlled copies of the Western Central Emergency Management Arrangements have been issued to the Positions / Agencies indicated. These are the ONLY copies of the document which will receive amendments as part of the Document Control System. The Agencies listed are responsible for amending any copies made under internal arrangements. The Executive Officers council web-site contains the latest version containing all amendments.

ORGANISATION	COPIES #
Australian Army	1
Australian Red Cross – Western Australia	1
Botanic Gardens and Park Authority	1
Central Metropolitan DEMC	1
City of Perth and Kings Park & Botanical Gardens LEMC	1
Council – City of Bayswater	1
State Emergency Management Secretariat	1
Council – City of Fremantle	1
Council – City of Nedlands	1
Council – City of Perth	1
Council – City of Stirling	1
Council – City of Subiaco	1
Council – Shire of Peppermint Grove	1
Council – Town of Cambridge	1
Council – Town of Claremont	1
Council – Town of Cottesloe	1
Council – Town of East Fremantle	1
Council – Town of Mosman Park	1
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Public Transport Authority	1
St John Ambulance Australia – WA Operations	1
Surf Life Saving Association	1
Swan River Trust	1
University of Western Australia – Security and Parking Department	1
Western Central LEMC	1

Amendment Record

Amendment		Detail	Amended By
No.	Date		Initials
1	Dec. 2008	Initial Issue	
2	Mar 2013	First Review based on SEMC Template and City of Wanneroo Arrangements	

Glossary of Terms

The following Glossary of Terms applies to these Arrangements, Plans & Procedures. For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary

TERM	DEFINITION
Combat	To take steps to eliminate or reduce the effects of a hazard upon the community.
Combat Agency	A combat agency prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Comprehensive Approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. <i>Syn.</i> 'disaster cycle', 'disaster phases' and 'PPRR'
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency	an agency nominated to control the response activities to a specified type of emergency.
Coordination	The bringing together of organisations and elements to ensure effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources and operates, vertically within an organisation, as a function of the authority to command and horizontally across organisations as a function of the authority to control.
District	Means the municipalities of Subiaco, Nedlands, Cambridge, Cottesloe, Vincent, Claremont, Mosman Park and Peppermint Grove. This is the local government district <u>not</u> the emergency management district.
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
Emergency Management	The management of the adverse effects of an emergency including:- <ol style="list-style-type: none"> a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency. b) Preparedness – preparation for response to an emergency c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

TERM	DEFINITION
Emergency Management Agency	A Hazard Management Agency, a combat agency or a support organisation as prescribed under the provisions of <i>the Emergency Management Act 2005</i> .
Emergency Risk Management	A systematic process that produces a range of measures that, on being implemented, contribute to the safety and wellbeing of communities and the environment.
Hazard	<ul style="list-style-type: none"> a) a cyclone, earthquake, flood, storm, tsunami or other natural event b) a fire c) a road, rail or air crash d) a plague or an epidemic e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth f) any other event, situation or condition that is capable or causing or resulting in <ul style="list-style-type: none"> (i) loss of life, prejudice to the safety or harm to the health of persons or animals or (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations
Hazard Management Agency	A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.
Incident	An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.
Incident Controller	The person appointed by the Controlling Agency for the overall management of an incident within a designated incident area
Incident Support Group	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
Lifelines	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.
Local Emergency Coordinator	That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> .
Local Emergency Management Committee	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.
Local Recovery Coordinator	<p>The Local Recovery Coordinator has two broad areas of responsibility:-</p> <ul style="list-style-type: none"> • Responsibility for their own Local Government area local recovery management arrangements. • Coordinate and report on local recovery activities for a particular emergency event, in accordance with plans, strategies and policies determined by the Local Recovery Coordinating Committee.

TERM	DEFINITION
Operations	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also EMERGENCY OPERATION.
Prevention	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See <i>also</i> COMPREHENSIVE APPROACH.
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See <i>also</i> COMPREHENSIVE APPROACH.
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See <i>also</i> COMPREHENSIVE APPROACH.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.
Risk	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> - The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. - A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. - Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk.
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
Risk Statement	A statement identifying the hazard, element at risk and source of risk.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community
Welfare Centre	Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

TERM	DEFINITION
WESTPLANS	At the State level, the Risk Analysis for the State of Western Australia has identified a number of Hazards, which will require Emergency management. These in turn have been assigned to HMA's. These Agencies, usually Government Departments, are required to prepare the State level Plan for the particular hazard. These are known as WESTPLANS (followed by the name of the hazard of function

Western Central Local Emergency Management Arrangements

PART 1

INTRODUCTION

Part One Introduction

Each State and Territory of Australia has established its particular arrangements to manage emergencies and have enacted legislation to give effect to these arrangements. In Western Australia, the Emergency Management Act was proclaimed in 2005. Prior to this, a number of "Policies" were in place under the authority of a Cabinet Minute, which have been incorporated into the new Act and the ongoing regulations which are under development.

In compliance with the Emergency Management Act, 2005, and other "State Policy Statements", the Western Central Local Emergency Management Committee was formed on May 18th, 2005.

The Western Central Local Emergency Management Committee is a non-operational cooperative group that carries out emergency management planning activities and maintains local emergency management arrangements within the areas bounded by the following local government authorities:

- City of Nedlands
- City of Subiaco
- City of Vincent
- Shire of Peppermint Grove
- Town of Cambridge
- Town of Claremont
- Town of Cottesloe
- Town of Mosman Park

These Arrangements should be read in conjunction with State Emergency Management Policy Statements & Plans.

1.1 Authority

The Western Central Local Emergency Management Arrangements are prepared for endorsement by the Western Central Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005.

THIS IS A CONTROLLED DOCUMENT AND IS NOT TO BE ALTERED EXCEPT BY Western Central Local Emergency Management Committee Executive. Strict version control must be maintained to ensure active copies are up to date.

1.2 Community Consultation

During 2009 and into 2010 the Western Central Local Emergency Management Committee commissioned, with a grant from the AWARE funding programme, the Local Government Insurance Service to undertake a comprehensive community Risk Management process in accordance with AS/NZS ISO 31000:2009 Risk Management Standard.

The process included community survey and workshops to identify and rate risks and workshops and meetings with relevant agencies to manage and mitigate the risk.

The emergency risk management process has been documented in a separate Report titled *Western Central District Community Emergency Risk Management 2010* prepared by the consultants working with Local Government Insurance services to complete the process.

1.3 Document Availability

Copies of these Arrangements are available on websites of the participating local governments and the State Emergency Management Secretariat extranet site or may be viewed at the offices of either of the eight local governments comprising the Western Central Local Emergency Management Committee during their respective office hours.

1.4 Area Covered (Context)

The Western Central Local Emergency Management Committee comprises an area of 74.8km² in metropolitan Perth, Western Australia, The border adjoins the Cities of Perth, Stirling and Fremantle and is bounded by the Swan River in the south and the Indian Ocean in the west.

The Western Central Local Emergency Management Committee is comprised by the Cities of Subiaco, Vincent and Nedlands, the Towns of Cottesloe, Mosman Park, Cambridge and Claremont and the Shire of Peppermint Grove. Refer to Part Seven, Annex A for Western Central Local Emergency Management Committee local government boundaries. The population of the region is approximately 114,600 people. The region also includes national and state sporting facilities, major hospitals, a number of beaches, major train routes and has the added risk of a high volume of traffic, using the freeway, major highways, train and bus services.

For a more detailed of each local government area see Annex A & B in Part Seven.

1.5 Aim

These Arrangements have the following broad aims and objectives:

- Enable the Western Central Local Emergency Management Committee to meet its emergency management role and responsibilities
- Document cooperative agreements relating to emergency planning, response and recovery within the Western Central area
- Identify, analyse, evaluate and prescribe treatment options for risks and hazards that pose a threat to life and or property
- Maintain a current resource and contacts register for participating agencies and organisations to assist the community in prevention, preparedness, response and recovery
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency management; and
- Provide a document with sufficient detail in community emergency management, formatted in a manner that facilitates regular review, testing and evaluation to effectively accommodate change.

1.6 Purpose

The purpose of these emergency management arrangements is to document the management of identified risks and provides specific detail on;

- The Prevention of
- Preparation for
- Response to; and
- Recovery from

any emergency affecting the Western Central Community.

These principles apply nationwide and are collectively referred to as PPRR or the Comprehensive Approach.

1.7 Scope

These Arrangements:-

- Apply to all areas encompassed within the established boundaries of the local government districts within the Western Central Local Emergency Management Committee
- cover areas where the local governments in the Western Central Local Emergency Management Committee provide support to Hazard Management Agencies and other agencies in the event of an emergency event

- In particular, the Recovery Plan, details the responsibilities of the local government members of the Western Central Local Emergency Management Committee in recovery operations and the restoration and reconstruction of services and facilities within the community which are detailed in the Recovery Plan
- serve as a guide to emergency management at the local level. An emergency situation may graduate and be required to be managed at a district, regional or state level.

1.8 Related Documents & Arrangements

This document interfaces and should be read in conjunction with the;

- Standing Operating Procedures of participating agencies
- Applicable current State Emergency Management Committee Policy Statements
- The State level Hazard Management Plans (WESTPLANS)
- The Metropolitan Regional Emergency Management Arrangements
- Department for Child Protection, Perth & Fremantle Districts, Local Welfare Emergency Management Support Plan.
- Eight member local government Recovery Plans

1.9 Agreements, Understandings & Commitments

Stakeholders in emergency management in the Western Central area have agreed to form the Western Central Local Emergency Management Committee for the purpose of preparing for and managing emergencies which may occur within or which may affect this district. Participation in the Western Central Local Emergency Management Committee requires that members and attendee organisations contribute, within reason, support to emergency management planning, response and recovery activities which may include:

- Cooperating with a Local Emergency Coordinator, Hazard Management Agency, support organisations or other emergency management stakeholders before, during or after an emergency incident to ensure the best outcome for the community within the Western Central district
- Sharing or providing resources to an emergency management effort, when required and in line with organisational capability, to assist an emergency response or mitigate the effects of an emergency incident within the Western Central district
- Provision of a facility or site for use as an Emergency Control Centre or Incident Management Centre during an emergency, when required and in line with organisational capability
- Providing for the use of established State or Local Welfare Centres
- Contribution to Local Emergency Management Committee planning and preparation activities
- Participation in the Local Emergency Management Committee's emergency training and exercises as applicable.

These arrangements reflect the agreed responsibilities of organisations with hazard management, combat, support or coordination roles related to emergencies that could impact on the Western Central emergency management district.

1.10 Resources

Agencies participating in the Western Central Local Emergency Management Committee are doing so to generate a more effective emergency management outcome for the local community through organisational cooperation. This includes the sharing of relevant resources and equipment, within reason, which, when requested, would benefit a specific emergency effort. Resources included within this agreement include equipment, vehicles, consumables (sand bags, etc) and personnel. A request for the provision of resources must be directed through the Local or District Emergency Coordinator that is managing the emergency incident at the time.

As an emergency incident within the district could easily impact across the areas of responsibilities of a number of participating organisations, this pre-arranged resource sharing and assistance agreement

could potentially have great benefit in reducing the impact of an incident by allowing quicker or more effective emergency response.

The Hazard Management Agency is responsible for the determination of resources required for the hazards for which they have responsibility. Local government resources have been identified and these resource lists are located in the Recovery Plan, refer Part Seven, Appendices.

1.11 Financial Arrangements

State Emergency Management Committee Policy Statement No. 4.2 outlines funding for emergencies:-

It states;

“Emergency Management agencies undertaking emergency response and recovery activities, particularly multi-agency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to agencies’ core functions and programs while other costs may be associated with the provision of services and resources in support of Hazard Management Agencies. In addition, private organisations, because of their expertise and resources, may also be called upon to support Hazard Management Agencies at some cost.”

To ensure accurate records of costs associated with an emergency each Local Government members of the Western Central Local Emergency Management Committee is advised to setup a specific cost centre relating to all costs incurred during the emergency.

Refer to State Emergency Management Policy Statement No. 4.2, for criteria for meeting costs associated with emergencies.

In relation to funding emergency management activities including prevention, preparation, response and recovery, organisations participating in the Western Central Local Emergency Management Committee are responsible for:

- Maintaining adequate available financial resources to allow them to carry out the roles for which they have been given responsibility within the Emergency Management Act (2005), current policy statements and other applicable requirements
- Initially meeting all costs incurred in contributing personnel, equipment and support to a cooperative emergency management effort within the Western Central district
- Ensuring all personnel, equipment and support activities provided for emergency management within the Western Central district are covered by appropriate and adequate insurance provisions
- Contributing, equally and as necessary, to administrative costs incurred in the running of the Western Central Local Emergency Management Committee.

Possible sources of funding assistance include:-

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief & Recovery Arrangements (NDRRA)
- Centrelink
- Lord Mayors Distress Relief Fund

‘Local Government bears the burden of infrastructure replacement with 75% of the total cost being born by the Lord Mayors Distress Relief Fund, in a declared emergency, with the remaining 25% born by the ratepayers’ Source - Local Government Emergency Management Work book , WALGA, 2007 p.8.

Western Central Local Emergency Management Arrangements

PART 2

PLANNING

Part Two Planning

2.1 Western Central Local Emergency Management Committee Meeting Schedule

Matters relating to constitution and operation of the Committee are as prescribed in the adopted Terms of Reference most recently approved in December 2009. The documents are not reproduced in these Arrangements. Meetings are held on the first Thursday every three months, being March June, September and December.

2.2 Western Central Local Emergency Management Committee Constitution & Procedures.

Matters relating to constitution and operation of the Committee are as prescribed in the adopted Terms of Reference most recently approved in December 2009. The documents are not reproduced in these Arrangements.

2.3 Annual Reports.

The Western Central Local Emergency Management Committee Annual Reports are prepared in accordance with Policy requirement and are published to the State Emergency Management Secretariat Extranet site annually. The documents are not reproduced in these arrangements.

2.4 Annual Business Plan

The Western Central Local Emergency Management Committee Annual Business Plans are prepared in accordance with Policy requirements and are published to the State Emergency Management Secretariat Extranet site annually. The documents are not reproduced in these Arrangements.

2.5 Roles & Responsibilities

2.5.1 Local Emergency Coordinator

The Local Emergency Coordinator is the Officer in Charge of the Police Station that is responding to the emergency event.

The Local Emergency Coordinator for a district has the following functions [s. 37(4) of the Emergency Management Act]:-

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

2.5.2 Local Government

It is a function of a local government:-

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

These functions include, but not limited to; administrating the Local Emergency Management Committee in accordance with State Emergency Management Policy 2.5, completing an Annual

Report and Annual Business Plan in accordance with State Emergency Management Policy 2.6 and establishing and maintaining the Local Emergency Management Arrangements which includes a local Recovery Plan.

2.5.3 Chairperson - Local Emergency Management Committee

The Chairperson is appointed by the Western Central Local Emergency Management Committee Membership.

The Chairperson shall be responsible for:-

- Overall management and effectiveness of the Committee
- Preparation of the agenda for the Committee
- Recording Committee's activity
- Distribution of information documents/correspondence
- Preparation of Annual Reports; and
- Distribution of Annual Reports to the District Emergency Management Committee.

2.5.4 Executive Officer - Local Emergency Management Committee:

Provide executive support to the Committee by:-

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

2.5.5 Local Emergency Management Committee

A Local Emergency Management Committee has been established under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The Committee, which meets quarterly on the first Thursday of March, June, September and December, includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the communities. A recommended membership is as follows:-

- Chairperson
- Deputy Chair
- Executive Officer
- Local Emergency Coordinator
- Local Recovery Coordinator
- Emergency Management Agencies
- Welfare Support Agencies
- State Government Agencies
- Local Industry representatives
- Culturally and Linguistically Diverse representatives
- Special Needs Group representatives.

The Committee is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The membership of the Local Emergency Management Committee shall be reviewed annually to ensure relevancy to the committee, however members (depending on their relevancy) may be added or removed as required.

The functions of the Local Emergency Management Committee are [S. 39 of the Emergency Management Act]:-

- To advise and assist the local governments in establishing Local Emergency Management Arrangements for the district
- to liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements; and
- to carry out other emergency management activities as directed by State Emergency Management Committee or as prescribed by regulations.

Other Functions of the Local Emergency Management Committee:-

Various State Emergency Management Plans or WESTPLANS and State Emergency Management Policies place responsibilities on Local Emergency Management Committees. The following functions relate to areas not covered in other areas of these Arrangements:-

- The Committee should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - Freight Subsidy Plan)
- The Committee may provide advice and assistance to the State Emergency Service and Dept of Fire and Emergency Service to develop a Local Tropical Cyclone Emergency Plan. (WESTPLAN – Cyclone, Flood and Tsunami).

2.5.6 Controlling Agency

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

The function of a Controlling Agency is:-

- to undertake all responsibilities as prescribed in Agency specific legislation for prevention and preparedness
- to control all aspects of the response to an incident; and
- During recovery the Controlling Agency will ensure effective transition to recovery by Local Government.

2.5.7 Hazard Management Agency

A Hazard Management Agency is 'a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [Emergency Management Act 2005 S4(3)]

Hazard Management Agency's are prescribed in the Emergency Management Regulations 2006.

Function:-

- Undertake responsibilities where prescribed for these aspects [Emergency Management Regulations]
- Appointment of Hazard Management Officers [Section 55 Emergency Management Act]
- Declare / Revoke Emergency Situation [Section 50 & 53 Emergency Management Act]

- Coordinate the development of the WESTPLAN for that hazard [State Emergency Management Policy 2.2]
- Ensure effective transition to recovery by Local Government.

2.5.8 Combat Agencies

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

2.5.9 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.

2.5.10 Public Authorities

A public authority is established under Section 3 of the Emergency Management Act 2005 and prescribed by regulation. Under section 35, the State Emergency Management Committee may designate an area of the State and give responsibility for that section to a public authority as though they were a local government. In this case the public authority acts as a local government in respect of the roles, responsibilities and powers of a local government. To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'

2.6 Emergencies Risk Management

The Emergency Risk Management process has identified, by community survey, a schedule of potential hazards listed in rank of likelihood of occurring, refer to section 3.1. The Emergency Risk Management Register will be updated every 5 years.

An annual training needs analysis will be undertaken by the Western Central Local Emergency Management Committee, as well as promoting any upcoming training.

During 2009 and into 2010 the Western Central Local Emergency Management Committee commissioned, with a grant from the AWARE funding programme the Local Government Insurance Service to undertake a comprehensive Community Risk Management process in accordance with AS/NZS ISO 31000:2009 Risk Management Standard. The process included community survey and workshops to identify and rate risks and workshops and meetings with relevant agencies to manage and mitigate the risk.

The Emergency Risk Management process has been documented in a separate Report titled "Western Central District Community Emergency Risk Management 2010" prepared by the consultants working with Local Government Insurance Service to complete the Emergency Risk Management process.

2.7 Special Considerations

During periods where severe wind or flash flooding is impacting the community, the participating local government resources may be depleted due to additional deployment requirements. This would include resources such as manpower, vehicles and equipment. It should be noted that the business hours of Western Central Local Emergency Management Committee local government members, are generally Monday to Friday 08:30 to 17:00 hours, In order to access the Western Central Local Emergency Management Committee's local government services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the Western Central Local Emergency Management Committee Emergency Contacts Directory, refer to Annex F Part Seven, Support Organisation Contacts.

The geographic location of the Western Central district and the nature of some of the facilities and areas that it contains give rise to the following special considerations:

- Large tracts of urban bushland in and adjacent to the district present significant bushfire risks during the warmer months. Bold Park and Kings Park are large local urban bushland areas, however, a number of smaller local bushland areas including Shenton Park Bushland, Allen Park, Perry Lakes, Hollywood Reserve, Buckland Hill Park and Department of Defence Lands are also of note
- Large scale sporting and entertainment events are frequently staged at local facilities including nib Stadium, Paterson Stadium, Leederville Oval, Royal Showgrounds, Claremont Oval and Challenge Stadium. These events can attract large crowds and should be considered in relation to aspects of mass public gatherings including significant traffic congestion, large scale pedestrian movement and other issues that may impact on an emergency incident
- A key seasonal consideration for the district during warmer months is beach, river front and coastal area usage. Significant numbers of people use the areas directly adjacent the ocean and river foreshores in most areas of the district. Emergency incidents occurring during warmer periods could be affected by the movement of persons from coastal and river front locations
- Annual events staged in the local area that generate wide spread interest could impact on emergency incident planning and response within the district. The City to Surf fun run and Australia Day fireworks display (Swan River) are examples of such events
- Major hospitals, including Sir Charles Gardiner, Princess Margaret, King Edward Memorial, Hollywood and St John of God require special consideration during an emergency with specialized evacuation of patients required
- There is an increase in the number of heavy haulage vehicles using the road network in the area, creating the potential for major disruption, in the event of an emergency
- The Special Air Service Headquarters on West Coast Highway maintains a munitions/explosives store and these explosives are transported through residential areas, along with gas containers etc
- Special consideration needs to be made regarding the adjoining Local Governments of the City of Perth and the partnership approach that needs to apply in managing hazards and risks on behalf of the community.
- Major road and rail networks that operate within the local government areas.

Local governments, either alone or in conjunction with adjacent local government are the approval Authority for all Special Events conducted in their precincts. The approval process in place requires all event organisers to:

- Conduct a Risk Analysis for their Event
- Complete Treatment Strategies to minimize the Risks
- Pay for all Adopted Treatment Strategies
- Prepare an Event Emergency Management Plan
- Coordinate all traffic management and
- Pay all Council and sundry fees required for the Event.

Despite these measures, Special Events, such as the Royal Agricultural Show, Football matches and concerts present an emergency management risk. The Event Plans produced by the Organiser's, must dovetail into the Local Arrangements as part of the "All Hazards" approach.

2.8 WESTPLANS

At the State level, the Risk Analysis for the State of Western Australia has identified a number of hazards, which will require emergency management consideration. These in turn have been assigned to Hazard Management Agency's. These Agencies, usually Government Departments, are required to prepare the State level Plan for the particular hazard. These are known as WESTPLANS (followed by the name of the hazard of function), see below:-

HAZARDS	HMA	WESTPLAN
Air Transport Emergencies	WA Police	Air Crash (2009)
Animal and Plant Bio-security	Department of Agriculture	Animal & Plant Bio-Security (2008)
Bushfire	Dept Fire and Emergency Services, Dept. Environment and Conservation, Local Government in rural areas	Bushfire (Draft) (2010)
Chemical, Biological, Radiological, Nuclear	Dept Fire and Emergency Services	RESTRICTED (Contact)
Collapse	Dept Fire and Emergency Services	Collapse (2008)
Dam Break	Water Corporation	Dam Break (2004)
Earthquake	Dept Fire and Emergency Services	Earthquake (2003)
Fire Urban	Dept Fire and Emergency Services	Urban Fire (2000)
Hazardous Materials(including radioactive materials)	Dept Fire and Emergency Services	HAZMAT (2010)
Human Epidemic	Department of Health	Human Epidemic (2008)
Land Search and Rescue	WA Police	Land SAR (2007)
Road Transport Emergencies	WA Police	Road Crash (2008)
Storm/Tempest	Dept Fire and Emergency Services	Storm (2004)
Rail Freight Emergencies	Westnet Rail	Westnet Rail (2008)
Terrorist Act	WA Police	RESTRICTED (Contact)

For a copy of all WESTPLANS refer to www.dfes.wa.gov.au

Western Central Local Emergency Management Arrangements

PART 3

RESPONSE

Part Three Response

3.1 Risk – Emergencies Likely to Occur

In accordance with the Emergency Management Act 2005 - Section 36(a), it is a function of Local Government to ensure that effective Local Emergency Management Arrangements are prepared and maintained to deal with hazards and risks that their communities face.

The Western Central Local Emergency Management Committee has undertaken risk assessment in the Western Central District in accordance with Australian/New Zealand Standard for Risk Management 4360:2004.

The Committee will facilitate a review of the risk analysis for the communities every five years to ensure the validity of the hazard data and for the inclusion of any additional relevant hazards identified in local emergency risk management activities.

No.	Hazard	Hazard Management Agency	Local Combat Role	WESTPLAN
1	Heatwave	Depart of Health		Heatwave
2	Severe Storm	Dept Fire and Emergency Services	State Emergency Service	Storm
3	Road transport emergency	WA Police	Dept Fire and Emergency Services	Traffic Crash
4	Urban fire	Dept Fire and Emergency Services	State Emergency Service	Urban Fire
5	Human epidemic	Depart of Health		Human Epidemic
6	Bush fire	Dept Fire and Emergency Services		Urban Fire
7	Sea search & rescue	WA Police	State Emergency Service	
8	Marine oil pollution	Dept of Transport		Marine Oil Pollution
9	Environmental disaster	Dept Environment and Conservation		
10	Recreational marine incident	WA Police		
11	Fuel shortage emergency	Federal Government Appointed Officer		
12	Hazardous material emergency	Dept Fire and Emergency Services		HAZMAT
13	Chemical, biological, radiological, nuclear	Dept Fire and Emergency Services		
14	Terrorism	WA Police		Terroist Act
15	Cyclone	Dept Fire and Emergency Services	State Emergency Service	Cyclone
16	Animal & plant pests & disease	Dept of Agriculture		Animal and Plant Biosecurity
17	Flood	Dept Fire and Emergency Services	State Emergency Service	Flood
18	Earthquake	Dept Fire and Emergency Services	State Emergency Service	Earthquake
19	Collapse	Dept Fire and Emergency Services		Collapse
20	Tsunami	Dept Fire and	State Emergency	Tsunami

No.	Hazard	Hazard Management Agency	Local Combat Role	WESTPLAN
		Emergency Services	Service	
21	Land search & rescue	WA Police		Land search & Rescue
22	Rail freight emergency	Perth Transport Auth.		
23	Air transport emergency	WA Police		Air Crash
24	Space-Re-entry	WA Police		

Consistent with the Emergency Management Act (2005), the effectiveness of these Local Emergency Management Arrangements are reliant upon relevant Hazard Management Agencies developing, testing and reviewing plans for managing the hazards for which they are responsible.

The following references should be considered in coordinating an emergency response to a specific hazard type affecting the Western Central area:

- WESTPLANS managed by the Government of Western Australia.
- Specific hazard plans developed and maintained by the HMA responsible for managing that hazard type in line with the Emergency Management Act 2005.

3.2 Activation of Local Arrangements

3.2.1 Graduated Response

Emergency operations in Western Australia are based on the principle of “Graduated Response”. The principle of a graduated response identifies the responsibility for resourcing and responding to an emergency commences at a local level. Where the incident develops beyond the capacity of the local level response, support from District resources may be required. Further State resources may be provided should District resources prove inadequate.

Detail of the graduate response principle can be examined in more detail by viewing State Emergency Management Policy 4.1.

3.3 Emergency Coordination or Control Centres

The Western Central Local Emergency Management Committee has designated ‘primary’ and multiple ‘alternate’ locations for use as a base for emergency response operations as required. These locations could be used as:

- An Emergency Coordination Centre from which the Local Emergency Coordinator, Hazard Management Agency or combat agency can manage requests for assistance and resources
- An Incident Control Centre from which a Local Emergency Coordinator, Hazard Management Agency or combat agency could coordinate the response to an emergency incident and establish an Incident Management Group
- A base for recovery operations during and after an emergency incident at which a Local Recovery Committee could meet.

The Western Central Local Emergency Management Committee has identified the following locations for use as an Emergency Control Centre or Incident Control Centre, if required and suitable, they are detailed in Part Seven Annex G.

Organisations cooperating through the Western Central Local Emergency Management Committee will make personnel available to staff an Emergency Control Centre or Incident Control Centre as requested by a Local Emergency Coordinator or in order to fulfill their organisation’s responsibilities as required by the Emergency Management Act 2005 and State Emergency Management Policies and Regulations.

3.4 Media Management and Public Information.

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

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the Incident Support Group to avoid conflicting messages being given to the public.

3.5 Public Warning Systems

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

3.5.1 Local Systems

The Western Central Local Emergency Management Committee presently utilises local radio stations, Department of Fire and Emergency Service's web-site for media releases and relies on the Emergency Alert System that is in place.

3.5.2 Standard Emergency Warning Signal

The State Emergency Warning System is a distinctive sound broadcast used immediately before an urgent safety message over radio or television.

3.5.3 Department of Fire and Emergency Services Public Info Line

- Dept Fire and Emergency Services recorded information line – 1300 657 209
- Dept Fire and Emergency Services website – www.dfes.wa.gov.au
- State Emergency Service assistance – 132 500

3.5.4 Australian Broadcasting Commission - Radio

Local ABC radio – Call Sign 6WF, Frequency 720 AM Perth

3.5.5 Emergency Alert System

Emergency Alert System automatically delivers to at risk individuals and households both through landline and mobiles in pre-defined geographic areas. It does not replace the need for the community to remain vigilant and look after their own safety.

Messages broadcast by Emergency Alert are made with the authority of a Hazard Management Agency in emergency situations.

3.5.6 Local Government Authorities

All major media outlets will provide regular news bulletins. Residents may call the local government for assistance. Therefore it is advisable, even if the Dept Fire and Emergency Services system is being used, to ensure staff/volunteers are briefed and available to take calls from the public.

3.6 Evacuation

The need for an evacuation from locations within the Western Central district will be determined by the Hazard Management Agency.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

3.7 Welfare

The Department for Child Protection has the role of managing welfare. Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, accommodation, financial assistance, registration and reunification services, personal requisites and emergency catering. Welfare activities are the responsibility of the Department for Child Protection who will coordinate resources and undertake functions as found in the support plans.

- WESTPLAN – Welfare
- Department for Child Protection Perth & Fremantle District Local Emergency Management Plan for the Provision of Welfare Support

3.7.1 Local Welfare Coordinator

The Local Welfare Coordinator shall be a nominated officer of the Department located in the Local Government district. Where the Department is not located within a Local Government area the Department, in conjunction with the Local Emergency Management Committee, will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a Department Officer the nominated person will be clearly identified in the respective Local Emergency Management Arrangements.

3.7.2 Local Welfare Liaison Officer

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance. The Local Welfare Liaison Officer will liaise with the Local Welfare Coordinator of the Department for Child Protection.

3.7.3 Senior District Emergency Services Officer

The Department for Child Protection shall appoint a Senior District Emergency Services Officer to prepare local welfare management plans. The Senior District Emergency Services Officer for the Western Central Local Emergency management Committee is contained in Contacts Register, Refer Part Seven Annex F.

3.7.4 Vulnerable Groups

The district contains an extensive array of facilities that may house more vulnerable groups of residents, from public housing through to aged care facilities, nursing homes and hospitals. Local Government need to identify these groups within their Recovery Plans

3.8 Resources

The Hazard Management Agency is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Western Central Local Emergency Management Committee has conducted a broad analysis of resources available within the district and collated these in the Emergency Resources Register, together with a Contacts Directory located in Part Seven.

The Register and Directory shall be reviewed and updated quarterly. They include information pertaining to:

- Hazard Management Agency and combat and support agencies;
- Specialised services;
- Local Government staff and volunteers;
- Emergency Evacuation Centres’
- Local Government facilities (building etc);
- Operational plant machinery
- Transport vehicles; and
- Various plant equipment

Western Central Local Emergency Management Arrangements

PART 4

RECOVERY

Part Four Recovery

4.1 The Recovery Process

Under the Emergency Management Act 2005, (S.36) local governments have a requirement to manage the recovery process following an emergency that has affected its community.

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

4.2 General Information

Given the Western Central Local Emergency Management Committee is comprised by eight local governments the plan is for each to have its own Recovery Plan based on the guidelines offered in these Arrangements.

4.3 Aim of Recovery

The aim of recovery is to restore, as quickly as possible, quality of life to an affected area so that it is able to continue to function as part of the wider community.

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

4.4 Transition from Response to Recovery

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Controller, Local Recovery Coordinator and the Local Emergency Coordinator. However, where an agreement cannot be achieved, preference is to be given to the response requirements.

4.5 Local Recovery Coordinator

Each local government comprising the Western Central Local Emergency Management Committee will need to appoint a Local Recovery Coordinator in accordance with the Emergency Management Act, section 41(4). By appointing and training more than one person to undertake the role of the Local Recovery Coordinator, coverage is ensured in the event the primary appointee is unavailable when an emergency occurs.

A schedule of Local recovery Coordinators with contact numbers is contained in Annex H

4.6 Local Recovery Co-ordinator Roles and Responsibilities

The responsibilities of the Local Recovery Coordinator may include any or all of the following:-

- Prepare, maintain and test the Local Recovery Plan
- Assess the community recovery requirements for each event, in consultation with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, for:-
 - Advice to the Mayor/Chief Executive Officer on the requirement to activate the plan and convene the Local Recovery Coordination Committee and
 - Initial advice to the Local Recovery Coordination Committee, if convened.
- Undertake the functions of the Executive Officer to the Local Recovery Coordination Committee

- Assess the Local Recovery Coordination Committee requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the Hazard management Agency during the initial stages of recovery implementation
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the Local Recovery Coordination Committee
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Committee
- Liaise with the Chair of the State Recovery Coordinating Committee or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

4.7 Local Recovery Coordination Committee (LRCC)

The Local Recovery Coordinating Committee can expand or contract as the emergency management process requires. When forming the Local Recovery Coordinating Committee, the Local Recovery Coordinator will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The Local Recovery Coordinator will also ensure that the Local Recovery Coordinating Committee has the technical expertise and operational knowledge required to respond to the situation.

4.8 Function of the Recovery Coordination Committee

Each participating local government would need to appoint a Local Recovery Coordination Committee.

The Local Recovery Coordination Committee has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Committee Policies, local plans and arrangements.

The Local Recovery Coordination Committee responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate
- Develop plans for the coordination of recovery processes
- Activation and coordination of the Emergency Control Centre if required
- Negotiating the most effective use of available resources
- Ensuring a coordinated multi-agency approach to community recovery and
- Making appropriate recommendations, based on lessons learned, the Local Emergency Management Committee to improve the community's recovery preparedness.

4.9 Recovery Committee Composition

Because these Arrangements affect eight local governments, the Recovery Committee would normally be formed in the local government area where the emergency has occurred, so it is not practical to nominate specific persons to the roles. The Local Recovery Coordination Committee that is established to manage the local recovery process would have the following membership structure:

Position	Suggested Representative
Chairperson	Nominated Local Government Representative (eg: Mayor, CEO)
Executive Officer	Nominated Local Government Representative
Local Recovery Coordinator	Nominated Local Government Representative
Executive Public Liaison Officer	Nominated Local Government Representative
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
State Government	Controlling Agency Dept Fire & Emergency Services WA Police Department for Child Protection Lifelines Main Roads WA St John Ambulance Department of Environment & Conservation

Western Central Local Emergency Management Arrangements

PART 5

EXERCISING AND REVIEWING

Part Five Exercising and Reviewing

5.1 The Aim of Exercising

Testing the emergency management arrangements is at least as important as writing them. Testing, in the form of exercises play an important role in moulding and adjusting preparedness, response and recovery management and will be undertaken regularly. The arrangements are intended to be a blueprint for the Districts response and recovery from a major occurrence and they must be verified for accuracy and functionality. Emergency Management exercise outcomes will be a key input into the regular review of these Arrangements.

The benefits of the testing include:

- Determining the effectiveness of the Arrangements
- Bringing together all relevant people giving them knowledge of and confidence in each other
- Help educate the community about local arrangements and programs
- Providing an opportunity for testing participating agencies' operational procedures and skills in simulated emergency conditions
- Test the abilities of separate agencies to work together on common tasks, and to assess their effectiveness and capacity to operated in a coordinated manner.
- Improving the Arrangements in accordance with results found from debriefing after the testing.

5.2 Frequency of Exercises

It is a requirement of State Emergency Management Policy 3.1 that at least one exercise that tests these Arrangements be conducted each reporting year, between 1 July and the following 30 June.

5.3 Reporting of Exercises

Exercises shall be reported to the District Emergency management Committee via the Annual Report using the format as detailed in State Emergency Management Policy 2.5 – Annual Reporting.

5.4 Testing Local Arrangements

The Western Central Local Emergency Management Committee on behalf of all the councils has established the following testing, exercising and reviewing mechanisms:

- Emergency management exercise(s) aligned to priority local emergency risks shall be targeted annually. The exercise shall be planned, directed and conducted by an appropriate sub-committee of the Western Central Local Emergency Management Committee
- The Executive Officer shall retain the details of emergency exercises undertaken, which shall be incorporated into the Annual Report to the District Emergency Management Committee
- Local governments, in cooperation with the Western Central Local Emergency Management Committee, shall undertake the review of the Emergency Management Arrangements in order to update relevant information and accommodate changing circumstances.

5.5 Review of Local Emergency Management Arrangements

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

According to Policy 2.5 – Emergency Management in Local Government Districts, the Arrangements (including Recovery Plans) are, unless circumstance require more frequent reviews, to be reviewed and amended as follows:-

- contact lists are reviewed and updated quarterly
- a review is conducted after training that exercises the arrangements
- an entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and

Western Central Local Emergency Management Arrangements

PART 6

Support Plans

Part Six Supporting Plans

6.1 Recovery Plan

The statutory requirements and principles of Recovery are outlined in Part Four.

As discussed earlier the Western Central Local Emergency Management Committee is comprised of eight local government districts, the intent being that each of the participating local government will develop individual Recovery Plan, Appoint their own Local Recovery Coordinator and Recovery Coordination Committee.

No single Recovery plan is included within these Arrangement, however, for access by Hazard management Agencies, Incident Controllers or Incident Support Groups, the appointed Recovery Coordinators and their Contact details are provided in Part Seven Annex H

6.2 Support Plans

The following is a schedule of supporting plans that Hazard Management Agencies will need to be aware of during response to emergency events.

Plan/Arrangements	Dated
<u>Local Hazard Plans</u> Identified through Emergency Risk Management process.	
<u>Support Plans:</u> <ul style="list-style-type: none">• Dept Child Protection Local Emergency Management Plan for the Provision of Welfare Support.• Fire Management and Response Plan for Kings park and Botanic Garden and Bold Park.	July 2012 2012
Emergency Contacts Directory	See Part 7 Annex D, E & F
Emergency Evacuation Centres	Contained in Recovery Plans
WC-LEMC Asset Register	See Part 7 Annex G
<u>Other local governments:</u> <ul style="list-style-type: none">• City of Fremantle – Local Arrangements• City of Perth – Local Arrangements• City of Bayswater – Local Arrangements• City of Stirling – Local Arrangements	

Western Central Local Emergency Management Arrangements

PART 7

APPENDICES

Note:- This Part include otherwise private contact detail and is not for public distribution.