



Local Emergency Management Arrangements 2017

LEMC endorsement date: 20/03/2017

Full review required: 20/3/22

Maintained by: Executive Officer to LEMC

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Certificate of Approval

The City of Rockingham Local Emergency Management Arrangements (LEMA) has been prepared by the City of Rockingham Local Emergency Management Committee to address the City's Legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the City of Rockingham Local Emergency Management Arrangements:

- Local Recovery Arrangements
- Risk Register and Treatment Schedule
- Contacts and Resources Directory
- Register of Vulnerable People and Organisations (Vulnerable Communities Plan)
- Local Emergency Management Arrangements for the Provision of Welfare Support, known as the Local Welfare Plan (Department of Child Protection and Family Support).

In accordance with State Emergency Management Policy 2.5 and ADP5, this plan has been endorsed and noted by the following entities:

City of Rockingham Local Emergency Committee - Endorsement

City of Rockingham Council - Endorsement

South Metropolitan District Emergency Management Committee - Noting

State Emergency Management Committee - Noting.

City of Rockingham Local Emergency Management Committee

Cr Matthew Whitfield

Date: 20/03/2017

Chairperson

City of Rockingham Council

Date: [Click here to enter a date.](#)

Mayor

Version Control

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

- What you do or do not like about the document;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson
Local Emergency Management Committee
PO Box 2142
Rockingham DC 6967

Alternately via email to customer@rockingham.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	
1	05/01/2017	Acronym SRC State Recovery Controller added to Annex A	J Lane	Draft 0.04
2	05/01/2017	Acronym OEM Office of Emergency Management Added to Annex A. Other references to SEMC Website removed	J Lane	Draft 0.04
3	05/01/2017	Amendment to State EM Policy relating to Directed Evacuation P22.	J Lane	Draft 0.04
4	05/01/2017	References to Local Recovery Committee removed and replaced with Local Recovery Coordination Group as per approved SEMC amendment	J Lane	Draft 0.04

Distribution List

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City of Rockingham Website	1
City of Rockingham Libraries	1
LEMC Membership	
Local Emergency Coordinator – WA Police, Rockingham	1
DFES District Officer	1
Child Protection and Family Services Dept. of Rockingham/Kwinana State Emergency Service	1
Department of Environment and Conservation	1
Rockingham Volunteer Sea Rescue Group	1
Other Committees	
South Metropolitan District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

This Plan has been prepared and endorsed by the City of Rockingham LEMC. They have been presented and endorsed by the City of Rockingham Council in compliance to the *Emergency Management Act 2005* s41. The Plan has been tabled for information and comment with the South Metropolitan DEMC.

Endorsement Date

This Plan was endorsed by the City of Rockingham LEMC on: 20/03/2017

Area Covered

The City of Rockingham Local Emergency Management Arrangements have been prepared for the area Gazetted as the City of Rockingham Local Government District. The City of Rockingham is located in Perth's outer southern suburbs, about 40 kilometres south-west of the Perth CBD. The City of Rockingham is bounded by the City of Kwinana in the north, the Serpentine-Jarrahdale Shire in the east, the Shire of Murray and the City of Mandurah in the south and the Indian Ocean in the west.

The City encompasses a total land area of about 260 square kilometres, including significant areas of coastline and parkland.

Suburbs within the City of Rockingham include:

- Baldivis
- Coo loongup
- East Rockingham
- Garden Island
- Golden Bay
- Hillman
- Karnup
- Peron
- Port Kennedy
- Rockingham
- Safety Bay
- Secret Harbour
- Shoalwater
- Singleton
- Waikiki
- Warnbro

Purpose

The purpose of this plan is to document:

1. The City of Rockingham's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the City of Rockingham district;
3. A list of natural and technological hazards that may impact the local community;
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that the local government considers appropriate

Scope

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the City of Rockingham, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community.

Consequently similar plans may require differentiated levels of prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the City of Rockingham, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this Plan is limited to and includes:

- The geographical boundaries of the City of Rockingham;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Existing Plans and Supporting Documents

To enable integrated and coordinated delivery of emergency management support within the City of Rockingham, this Plan is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the City of Rockingham.

State Plans and Policy

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the OEM website www.oem.wa.gov.au alternately electronic links are included throughout this document that provide a direct link to specific documents as they are referenced.

Local Arrangements

The following documents form the Local Emergency Management Arrangements for the City of Rockingham:

- Local Emergency Management Arrangements;
- Local Recovery Plan;
- Emergency Contacts and Resources Register;
- Risk Register and Treatment Schedule;
- Register of Vulnerable People and Organisations (Vulnerable Communities Plan)
- Animal Welfare Plan
- Local Emergency Management Arrangements for the Provision of Welfare Support – CPFS Local Welfare Plan (Department of Child Protection and Family Support);

Agreements Understandings and Commitments

Parties to the Agreement	Summary of the Agreement
City of Armadale, City of Cockburn, City of Gosnells, City of Kwinana, Shire of Kalamunda, Shire of Serpentine Jarrahdale and City of Rockingham	Mutual Aid Agreement for the provision of Strike Teams to combat bushfire.
Memorandum of Understanding, Department of Parks and Wildlife & City of Rockingham	Cooperative Multi Agency Fire Operations Operating Principles
Memorandum of Understanding City of Rockingham, City of Mandurah, Shire of Murray	Emergency/disaster event cost recovery and resource sharing

Additional Support

Organisation	Description	Comments	Contacts
City of Rockingham	Provision of administration and specialist support.	Health Officers, Building Surveyors, Rangers, Engineers	Coordinator Emergency Services

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of the [State EM Procedures](#), the City of Rockingham 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 Rockingham occurs, to ensure the desired level of support is achieved.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the *Emergency Management Act 2005* a local government is to establish one or more local emergency management committees for the local government district. The functions of an LEMC are described in [Part 7 of the State EM Preparedness Procedures](#)

Local Government Emergency Management Planning

[Section 41](#) of the *Emergency Management Act 2005* sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Special Considerations

- Australia Day, Churchill Park – annually on 26 January
- Easter Carnival, Village Green – annually in April
- Spring Festival, Village Green – annually in November
- New Year's Eve, Churchill Park – annually on 31 December

The City also has a number of tourist attractions which at any one time may have a significant number of people attending. These places are:

- Penguin Island
- Point Peron
- Point Peron Boat Ramp
- Rockingham Foreshore
- Various beaches along the coastline
- Rockingham City Shopping Centre
- Secret Harbour Shopping Centre
- Baldivis Shopping Centre
- Lark Hill Sports Complex
- Mike Barnett Sports Complex
- Aqua Jetty, Warnbro
- Rockingham Aquatic Centre

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the *Emergency Management Act 2005*.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under the [State EM Plan with reference to Section 5 Response](#) and [Part 4 of the State EM Response Procedures](#).

Once a formal transition from response to recovery has been agreed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan for guidance.**

Local Emergency Operations Centres

The local EOC for an emergency will be designated by the HMA "Incident Manager". Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre (Response)

City of Rockingham Administration Centre

Civic Boulevard, Rockingham

Contact	Designation	Phone	Mobile
1 st Contact	Coordinator Emergency Management	(08) 9528 0344	0417 961 541
2 nd Contact	Manager Compliance and Emergency Liaison	(08) 9528 0436	0437 284 437

Alternative 1. Emergency Operations Centre

Rockingham/Kwinana SES Headquarters

Crocker Street, Rockingham

Contact	Designation	Phone	Mobile
1 st Contact	SES Unit Manager		0419754441
2 nd Contact	Dep. Manager TLC	(08) 9528 0344	0406991059

Alternate electrical power source available

Alternative 2. Emergency Operations Centre

Baldivis Volunteer Fire & Emergency Service Station

Cnr Tranby/Eighty Road, Baldivis

Contact	Designation	Phone	Mobile
1 st Contact	Captain		0429 107 303
2 nd Contact	Response Officer		0439 947 523

Incident Control Vehicle with generator available

Alternative 3 Emergency Operations Centre

Rockingham Volunteer Sea Rescue Group Headquarters

Point Peron Boat Ramps, Rockingham

Contact	Designation	Phone	Mobile
1 st Contact	Operations Officer		0417 929 021
2 nd Contact	Communications Officer		0424 074 526

PART 2 – Planning

Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district. At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

The Local Emergency Coordinator for the local government district is the Officer in Charge Rockingham Police Station.

Local Emergency Management Committee (LEMC)

The City of Rockingham has established an LEMC to plan, administer and test this plan and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex E](#).

LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer to [Annex G](#).

LEMC Executive

Chair	Councillor appointed by the City of Rockingham
Deputy Chair	OIC Rockingham Police Station
Executive Officer	Coordinator Emergency Services

Risk Register & Treatment Schedule

The LEMC has embarked upon a five year process to systematically identify and analyse natural and technological hazards likely to impact of the City of Rockingham local government district and neighbouring local government areas. Initial identification processes of the hazards most likely to have an impact has been completed and those identified hazards form the basis for this Plan. Those hazards are listed at [Annex E](#). Risk analysis will be undertaken as an ongoing process of the LEMC based on the AS/NZS ISO 31,000:2009 Risk Management Standard and processes outlined in the National Emergency Risk Assessment Guide. The LEMC will monitor and review its risk registers and assign appropriate risk management strategies.

PART 3 – Response

Emergency Management Structure and Response Levels

The City of Rockingham Emergency Management Plan is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The City is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

To ensure a timely response to any of the hazards identified in [Annex E](#), local or district contact details for HMA, Combat and Supporting Agency are listed below:

HMA Combat and Support Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	Cockburn Central 9395 9300 Perth South Coastal 9395 9483 SES Assistance 13 2500
Department of Parks and Wildlife	9219 8000
WA Police	24 Hrs. 13 14 44 Non-Emergency Rockingham Police Complex 9528 8000
Department of Environment Regulation	6467 5000
Child Welfare and Community Support Dept. of	CPFS Emergency Services 9222 2800 Rockingham 9527 0100 or 9527 0101 Crisis Care 9223 1111 Country free call: 1800 199 008

HMA's, Controlling and Support Agencies may require resources held by the local government and assistance to manage the emergency. The City is committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

The City of Rockingham will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the City of Rockingham will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident. For duties of the (LGLO) refer to [Annex C](#).

City of Rockingham Incident Management

The successful resolution of any incident whether internal or external affecting the City of Rockingham is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the City of Rockingham must take responsibility for ensuring the City's response to an emergency event is coordinated and informed.

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the City's systems and resources;
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability.

Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in the [State EM Plan Part 5 Response](#).

The City of Rockingham Liaison Officer will attend all meetings of the ISG as '**liaison officer**' and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in [Annex C](#)

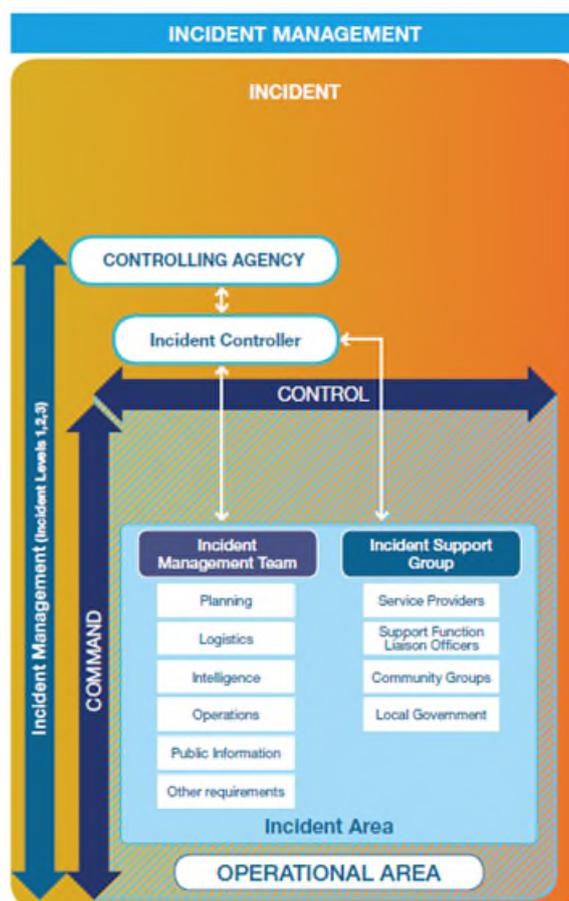


Figure 1: Establishment of an ISG

Community Evacuation

[\(Refer to State EM Policy 5.7.8 and 5.7.9\)](#)

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the City of Rockingham.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with [The State EM Plan 5.3.2 Community Evacuation](#).

Reference can also be made to the [Western Australia Community Evacuation in Emergencies Guide](#).

Evacuation Management

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA/Controlling Agency. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to provide an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

The hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Emergency Alert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency warning messages: - Verbal messages transmitted by the electronic media.

Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, culturally and linguistically diverse (CALD) people, FIFO workers and tourists. The City of Rockingham has undertaken a community engagement project to identify vulnerable persons and groups within the community. The Vulnerable Communities Plan will be added as a supporting plan to the LEMA.

Community Evacuation Organisations and Responsibilities

Agency/Task	Responsible Person/Position/Agency
HMA/Controlling Agency	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
City of Rockingham	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the City of Rockingham, provide a liaison officer to support the CPFS
Department for Child Protection & Family Support and the City of Rockingham	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	<ul style="list-style-type: none"> • WA Police
Traffic management	<ul style="list-style-type: none"> • WA Police initially • Traffic contractors as appointed by MRWA or the City of Rockingham
Welfare	<ul style="list-style-type: none"> • Department of Child Protection and family Support (CPFS), and City of Rockingham

Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this Plan in the event an incident occurs.

The following table details the welfare centres owned by the City of Rockingham available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

City of Rockingham Pre-determined Evacuation Centres

Building Name	Site Address	Capacity	Contact details
ROCKINGHAM AUTUMN CENTRE	McNichol St, Rockingham	260	Coordinator Emergency Management 0417 961 541
MIKE BARNETT SPORTS CENTRE	Dixon Rod, Rockingham	500	
WARNBRO YMCA	Okehampton Rd, Warnbro	600	
COASTAL COMMUNITY CENTRE	Tangadee Rd, Golden Bay	250	

City of Kwinana Pre-determined Evacuation Centres

Building Name	Site Address	Capacity	Contact details
JOHN WELLARD COMMUNITY CENTRE	Cnr Runnymede Gate and the Strand, Wellard	400	1st call – 9377 8000 2nd call – 0408 069 226 3rd call – 0419 955 254
ZONE YOUTH SPACE	Gilmore Drive, Kwinana	400	
MEDINA HALL	Harley Drive, Medina	400	
WANDI HALL	DeHaer Rd, Kwinana	400	

The above local government owned buildings have been identified by the City of Rockingham and the City of Kwinana in consultation with the Department for Child Protection and Family Support as suitably constructed and equipped evacuation centre for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: CPFS is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register.Find.Reunite.' system and associated forms which can be located at <https://register.redcross.org.au> or by calling the Red Cross Duty Officer on 0408 930 811'

CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres.

Welfare Support

CPFS is responsible for the coordination of welfare support services and undertakes the provision of services to support the physical and psychological needs of a community affected by an emergency". This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites.

Provision of Welfare Support

Welfare provisions are outlined in the [State EM Plan 5.5.4 Welfare](#).

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Department for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the City of Rockingham Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The City of Rockingham will provide an officer to be Liaison/Support between CPFS and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in [Annex D:](#)

PART 4 – Recovery

Introduction

Authority

The Local Recovery Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [s.41 (4)] and [State EM Plan Part 6 Recovery](#) and forms part of the City of Rockingham Local Emergency Management Arrangements.

Area Covered

The City of Rockingham Local Recovery Plan has been prepared for the area Gazetted as the City of Rockingham Local Government District.

Purpose

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

Objectives

The objectives of this Plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the City of Rockingham;
- 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 management; and
- Provide a framework for recovery operations for the City of Rockingham.

Scope

The scope of this Recovery Plan is limited to the boundaries of the City of Rockingham. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas. Related documents and arrangements

The following documents are related to this Plan

- City of Rockingham Local Emergency Management Arrangements
- City of Rockingham Resources & Contacts Register
- City of Rockingham Asset Management Plan;
- Local Emergency Management Plan for the Provision of Welfare Support (Department for Child Protection and Family Support), known as the CPFS Local Welfare Plan.

Local Government

The City of Rockingham is required by State legislation Section 41 (4) of the *Emergency Management Act 2005*, to ensure that a Local Recovery Plan is prepared for its local government district within the Local Emergency Management Arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

State Plans and Policy

The State Emergency Management Plan in conjunction with the following supporting plans:

- State Emergency Welfare Plan and its annexes of Reception and Registration and Reunification

Local Recovery Resources

The Local Recovery Coordinator for the City of Rockingham is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The City of Rockingham resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the City of Rockingham, should an emergency occur.

The internal and external local resources available for recovery have been identified and are included in [Annex J](#).

Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The City of Rockingham has arrangements in place to insure its assets. Assets are recorded and managed through the Authority System. The City of Rockingham has in place an Asset Management Plan.

The Manager Engineering Services will be involved early in the recovery process.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities to recover from an eligible natural event. The City of Rockingham will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx>.

The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures, outside existing policies, must be submitted to the Premier for consideration.

Financial preparation

The City of Rockingham will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;

- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the Mayor or President in an emergency and then reported to the next ordinary meeting of the Council;
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the Mayor or President has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government in order to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in SEMC Procedure OP-19 – Managing of Public Fundraising and Donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

(Refer to [Annex O](#) for suggested media release relating to donation of goods)

Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

Local Recovery Coordinator

The City of Rockingham Council has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The City of Rockingham may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Appointee
LRCG Chair	Mayor
Local Recovery Coordinator	Director Engineering & Parks Services
Deputy	Director Community Development

The Local Recovery Coordinator is responsible for the development and implementation of the Local Recovery Arrangements for the local government. The functions of the LRC are explained in [Annex I](#)

Local Recovery Coordination Group (LRCG)

The Local Recovery Coordination Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

[The State EM Plan 4.7](#). Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an [Incident Support Group \(ISG\)](#), either actual or notional;
- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures **and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;** and
- Improving the arrangements in accordance with the results of exercise debriefings.

It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by [State EM Policy Preparedness 4.8](#).

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements. Where possible, the community should be encouraged to participate in or observe the exercise.

Review of this Plan

The Local Emergency Management Arrangements will be reviewed on a continual basis and particularly where they have been activated for any reason. The Plan will, at a minimum, be reviewed at least every five (5) years.

The Executive Officer of the LEMC is responsible for ensuring the review of the plan occurs.

ANNEX A: Glossary of Terms and Acronyms

CONTROLLING AGENCY - An agency nominated to control the response activities to a specified type of emergency.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A District Emergency Management Committee established under section 31(1) of the *Emergency Management Act 2005*.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

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

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

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

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

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under section 38 of the Emergency Management Act 2005.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- 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 – Coordinated activities of an organisation or a government to direct and control risk.

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO	Chief Executive Officer
CEMO	Community Emergency Management Officer
CPFS	Department for Child Protection and Family Support
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
LEC	Local Emergency Coordinator
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
SEMC	State Emergency Management Committee
SEMCS	State Emergency Management Committee Secretariat
SEMP	State Emergency Management Policy
SES	State Emergency Service
SRC	State Recovery Controller
WAP	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements

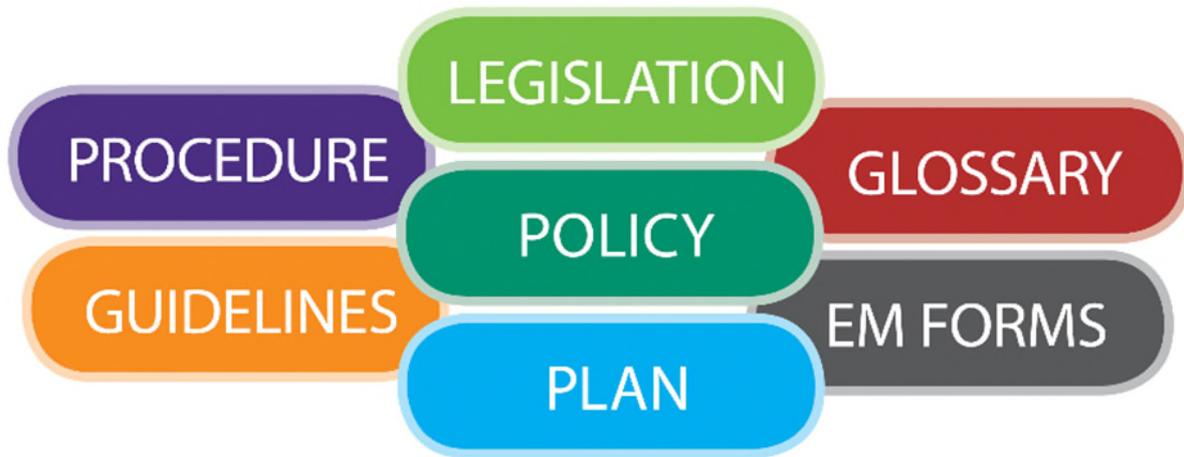


Figure 2: State Arrangements

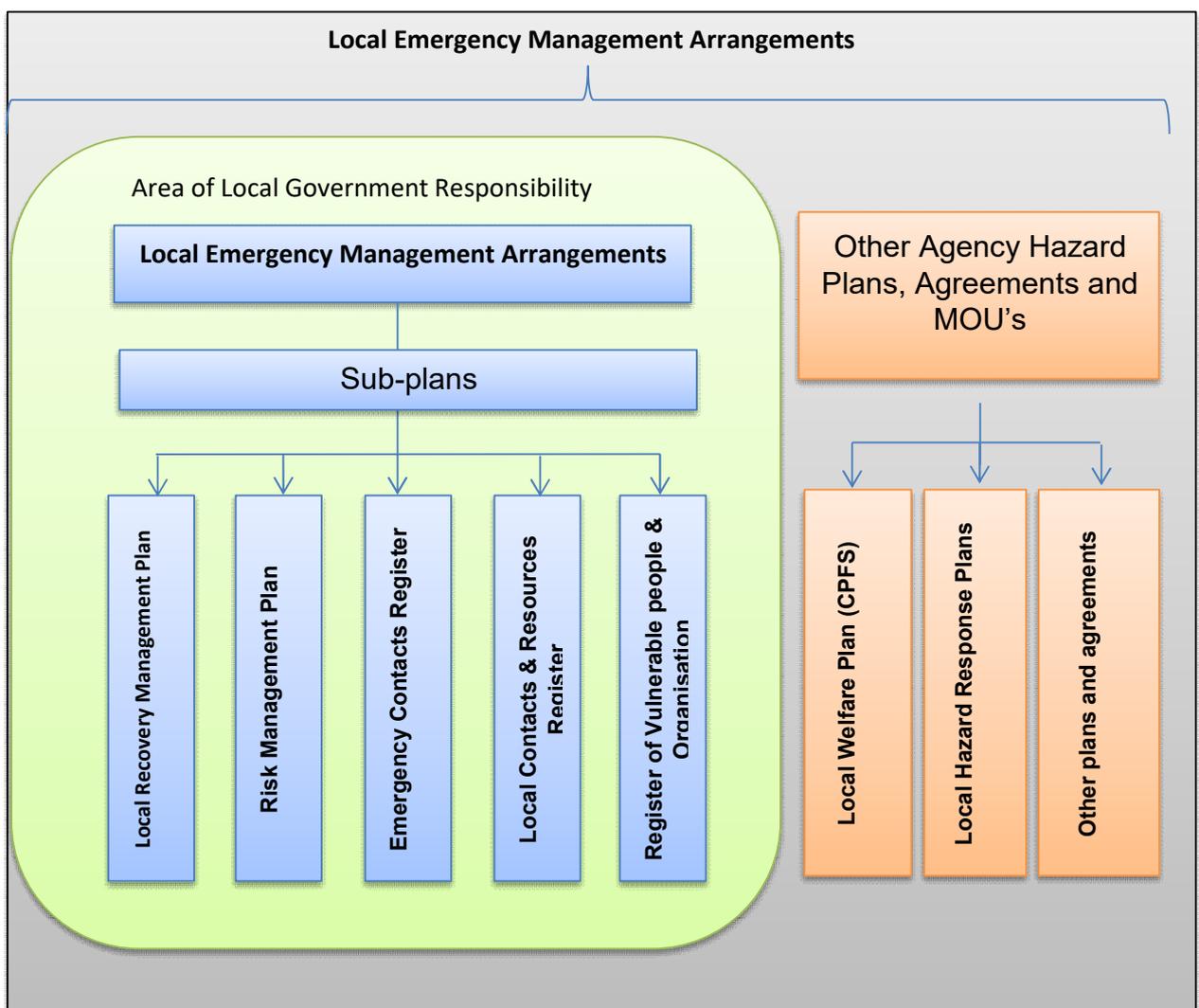


Figure 3: Local Arrangements

ANNEX C: Local Government Liaison Officer (LGLO)

ROLE AND RESPONSIBILITIES

The City of Rockingham will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

[The State EM Plan Response page 31](#) sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard Management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

The IC of the HMA or Controlling Agency will provide the following information:

- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;

- Record of outcomes of the meeting;
- Details of the next scheduled meeting.

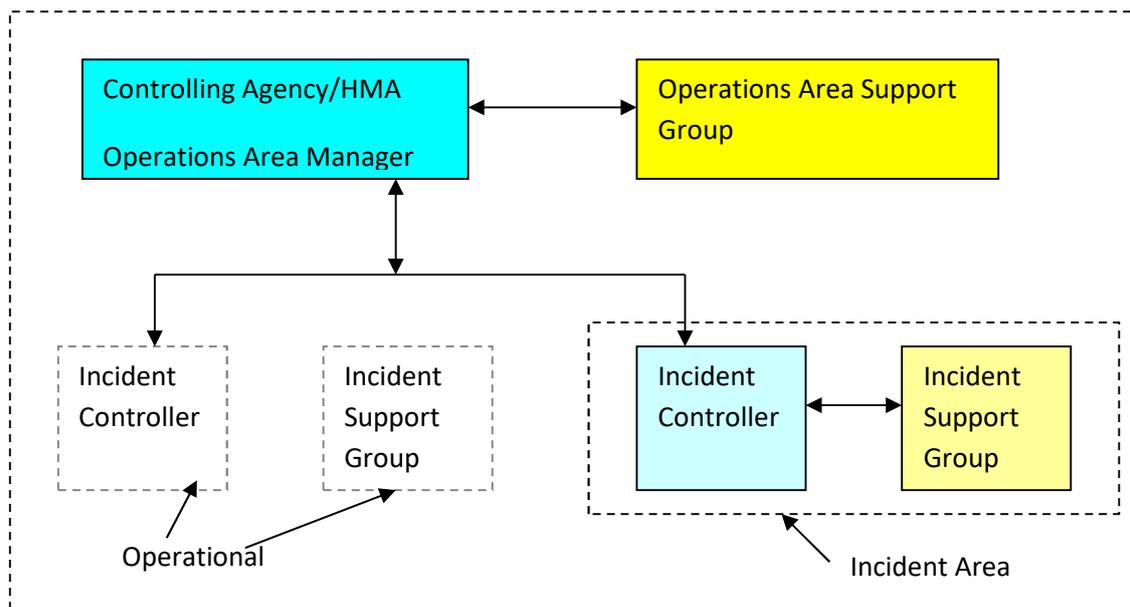


Figure 4: Multi Agency Support Structure

ANNEX D: Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the CPFS where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The City of Rockingham will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the CPFS Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the City of Rockingham ;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;
- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWC.

ANNEX E: Hazards Identified

Hazard	HMA	Controlling Agency	WESTPLAN	Local Plan
Road Crash	WA Police	WA Police	Road Crash	
Bushfire	Local Government DPAW DFES (Gazetted Fire District)	City of Rockingham DPAW Rockingham FRS	Fire	Beeliar Regional Parks Response Plan DFES SOP's
Storm	DFES-SES	Rockingham/Kwina na SES	Storm	DFES SOP's
Hazardous Materials	DFES	Rockingham FRS	HAZMAT	DFES SOP's
Tsunami	DFES-SES	Rockingham/Kwina na SES	Tsunami	
Human Epidemic	Department of Health	Rockingham General Hospital	Human Epidemic (2001)	
Rail Transport Emergencies Urban Passenger	Public Transport Authority	WA Police	Rail Crash	
Freight Network	WestNet Rail		Brookfield Rail Crash	
Sea Search	WA Police	WA Police	MARSAR	
Marine Oil Spill	Dept. of Transport	Dept. of Transport	Marine Oil Pollution	

The following table identifies the impact and likelihood level of hazards identified through the risk management process.

The placement of hazards on the matrix is based on an average assessment of consequence and likelihood across all risk statements. It is provided as an indicator only and must not be relied upon in isolation to make assessments of the risks to the community posed by the listed hazards. All hazard assessments are based on worst case scenario.

Hazard Matrix – hazards identified as likely to impact and associated risk level

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain				Tsunami	
Likely		Road Crash, Land Search, Sea Search, Rail Crash	Bushfire, Storm, Heatwave	Marine Oil Spill, Human Epidemic	
Unlikely			HAZMAT		
Rare					
Very rare					
Extremely rare					

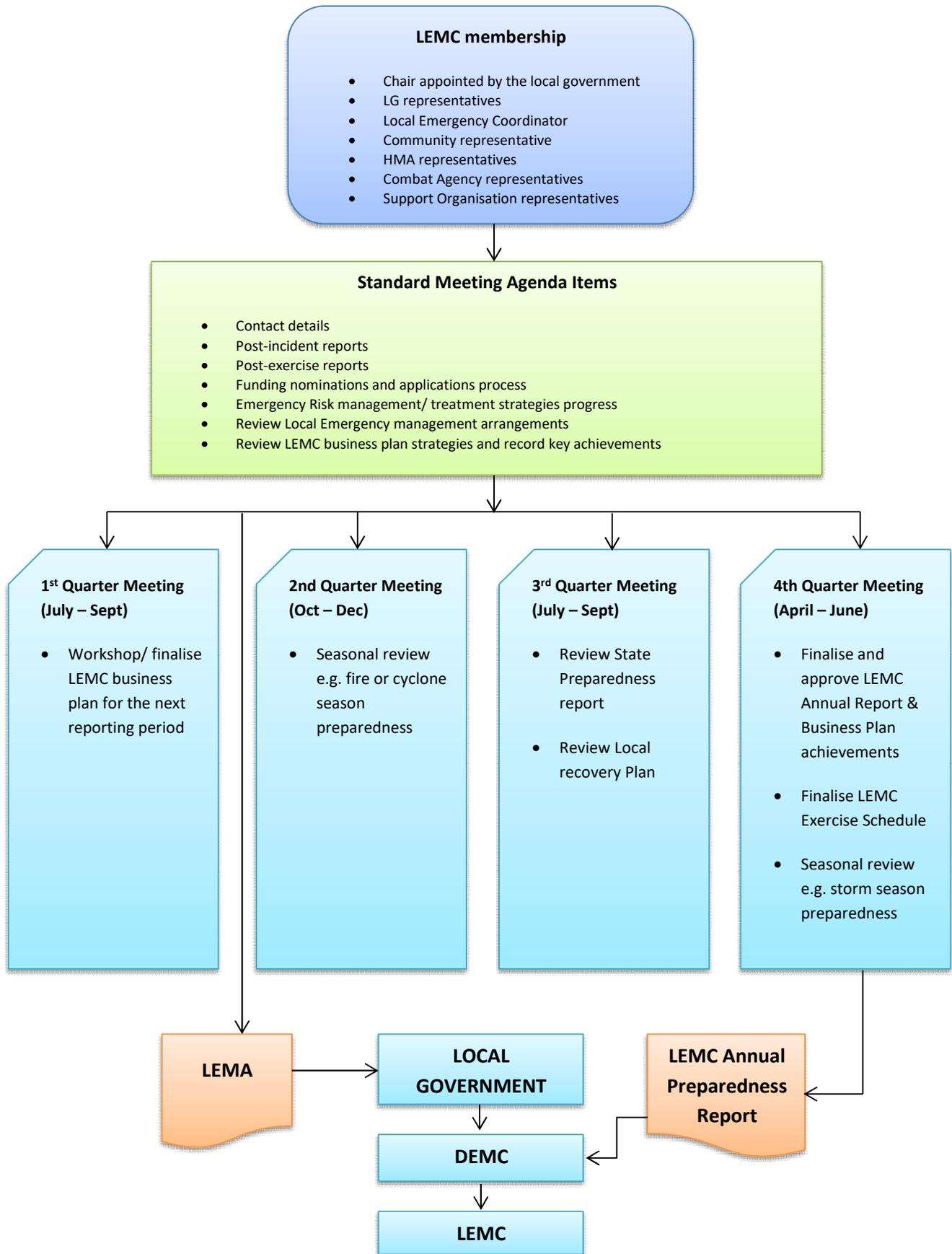
Hazard Matrix guide to levels of risk

Likelihood	Consequence level				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	Moderate	High	Extreme	Extreme
Likely	Low	Moderate	High	Extreme	Extreme
Unlikely	Low	Low	Moderate	High	
Rare	Very Low	Low	Moderate	High	High
Very rare	Very Low	Very Low	Low	Moderate	High
Extremely rare	Very Low	Very Low	Low	Moderate	High

ANNEX F: LEMC Members

Agency	Position
City of Rockingham	
City Councillor	LEMC Chair
Coordinator Emergency Services	LEMC Executive Officer
Emergency Services Officer	LEMC
Other Agencies	
Dept. of Fire and Emergency Services	Member
WA Police OIC Rockingham Police Station	LEMC Deputy Chair
Dept. for Child Protection and Family Services	Member
OEM	District Advisor
Australian Red Cross	Member
Kwinana Industries Council	Member
Rockingham/Kwinana SES	Member
Secret Harbour Surf Lifesaving Club	Member
Rockingham Peel Group (Rockingham Hospital)	Member
Community Representative	Member
Salvation Army	Member
Parks and Wildlife	Member
Rocking Volunteer Sea Rescue	Member
HMAS Stirling	Member

ANNEX G – Suggested LEMC meeting business cycle



ANNEX H: Roles and responsibilities of the Local Recovery Coordinator (LRC)

Role

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

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;
- 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 City's Mayor 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 LRCG;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;
- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery program;
- 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 recovery 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.

ANNEX I: Roles and functions of the Local Recovery Coordination Group (LRCG)

Role

The role of the Local Recovery Coordination Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- 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 goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure 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 by:
 - Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
 - Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

ANNEX J: Local Recovery Resources

City of Rockingham

Department	Management area	Capability
Executive	Chief Executive Officer	<ul style="list-style-type: none"> • General Management Services • Governance and Councillor Support • Economic Development • Strategy Coordination • Human Resource Development
	Director Community Development	<ul style="list-style-type: none"> • Community Infrastructure • Community Support and Safety Services • Library and Information Services • Community Capacity Building
	Mayor	<ul style="list-style-type: none"> • Chair Local Recovery Coordination Group • Address public meetings • Authorise media releases
	Director Corporate Services	<ul style="list-style-type: none"> • Financial Services • Customer and Corporate Support • Information Systems • Community and Leisure Facilities • Waste and Landfill Services
	Director Engineering and Parks	<ul style="list-style-type: none"> • Parks Development and Parks Operations • Asset Management • Capital Projects • Engineering Operations and Engineering Services
	Director Planning and Development Services	<ul style="list-style-type: none"> • Strategic Planning and Environment • Statutory Planning • Building Services • Health Services • Rockingham City Centre Development • Compliance & Emergency Management Liaison
	Director Legal Services and General Council	<ul style="list-style-type: none"> • Strategic and Operational Legal Advice • Oversight of Statutory Compliance • Litigation and Tribunal Management • Legal Training and Capacity Building

Supporting organisations

Organisation	Responsible area	Capability
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support • Recovery advice and training
Department for Child Protection & Family Support	District Community Support Officer	<ul style="list-style-type: none"> • Provide a representative to the LRCG if required and available. • Coordinate emergency welfare services as part of the recovery process (Westplan Recovery). • Manage the provision of the Personal Hardship and Distress Measures under the WANDRRA if activated.
Department of Parks & Wildlife		<ul style="list-style-type: none"> • Wildlife information and support • Environmental advice • Regional Parks Fire Agency
Disability Services Commission		<ul style="list-style-type: none"> • Community support resources for persons with disabilities
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> • Insurance and risk management advice
Department of the Premier & Cabinet	WANDRRA Manager	<ul style="list-style-type: none"> • WANDRRA advice and support
	State Recovery Coordinator	<ul style="list-style-type: none"> • State recovery advice • Coordination of State resources
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> • Mental health services for the community • Community help programs
State Emergency Management Committee Secretariat	District Emergency Management Advisor	<ul style="list-style-type: none"> • Recovery support and advice
Water Corporation	Local Manager	<ul style="list-style-type: none"> • Water restoration and service advice
Western Power	Local Manager	<ul style="list-style-type: none"> • Power restoration and service advice

ANNEX K: Suggested Composition Local Recovery Coordination Group and Subcommittees

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
City of Rockingham	Chair LRCG	1
	Local Recovery Coordinator -	1
	Chief Executive Officer	1
	Director Corporate Services	1
	Director Engineering & Parks	1
	Director Manager Planning &	1
	Development Services	1
	Director Community Development	1
Hazard Management Agency/s	Incident Controller or District Manager	2
Department for Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Secretariat	District Emergency Management Advisor	1
Department of the Premier and Cabinet	State Recovery Coordinator	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community representation	Affected community representative or elected member	As required

LRCG- Finance Subcommittee (Event specific) Role statement contained in [Annex F](#)

Agency Represented	Title	Number of reps
City of Rockingham	Chair –Director Corporate Services	1
	Executive assistance	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee (Event specific)

Agency Represented	Title	Number of Representatives
City of Rockingham	Chair – Director Planning and Development Services	1
	Executive assistance	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

LRCG- Environment Subcommittee (Event specific)

Agency Represented	Title	Number of Representatives
City of Rockingham	Chair – Director Engineering and Parks	1
	Executive assistant	1
Department of Environment & Regulation (DER)	District officer	1

LRCG – Community Subcommittee (Event specific)

Agency Represented	Title	Number of Representatives
City of Rockingham	Chair – Director Community Development	1
	Executive assistant	1
Department of Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

ANNEX L: Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The City of Rockingham Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Community Sub Committee

- The primary objectives of the Community Subcommittee will include:
- To provide advice and guidance to assist in the restoration and strengthening of community well-being post incident;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the City of Rockingham Local Recovery Coordination Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Rockingham will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The City of Rockingham Local Recovery Coordination Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the City of Rockingham is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Rockingham Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the City of Rockingham Local Recovery Coordination Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The City of Rockingham Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees is to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Representative

- Link to community. Receive guidance and perspective from the community.

Objectives of Environment Subcommittee

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

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a *financial interest* in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:
- *A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*
- If a member of the Subcommittee has an *impartiality interest* in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.
- *Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*
- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Rockingham will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

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

Probity

The Environment Subcommittee acknowledges that the City of Rockingham is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Rockingham Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the City of Rockingham Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The City of Rockingham Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Committee

The primary objective, if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordination Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the [Click here to enter text](#).which occurred on [Click here to enter text](#). in the City of Rockingham.

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does

not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of [Click here to enter text](#). which occurred on the [Click here to enter text](#).

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.

In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:

- 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.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.

When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.

The Subcommittee does not have any powers of delegation.

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Rockingham will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

Reporting

The City of Rockingham Local Recovery Coordination Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the City of Rockingham is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Rockingham Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the City of Rockingham Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The City of Rockingham Local Recovery Coordination Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community
- Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

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

Conduct of Meetings

The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.

When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.

If a member of the subcommittee has a *financial interest* in any matter before the subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

A person has a financial interest in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

If a member of the subcommittee has an *impartiality interest* in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

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Other matters arising concerning the orderly and proper conduct of meetings of the subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.

The subcommittee does not have any powers of delegation.

All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the City of Rockingham will provide this secretarial support.

Meetings of the Subcommittee are not open to the public.

Reporting

The City of Rockingham Local Recovery Coordination Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the City of Rockingham is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Rockingham Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the City of Rockingham Local Recovery Coordination Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

ANNEX M: Operational Recovery Plan template
City of Rockingham

Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (NDRRA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

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

Endorsed by

Chair, Local Recovery Coordination Group

Dated:

ANNEX N: Potential Recovery Governance Structures

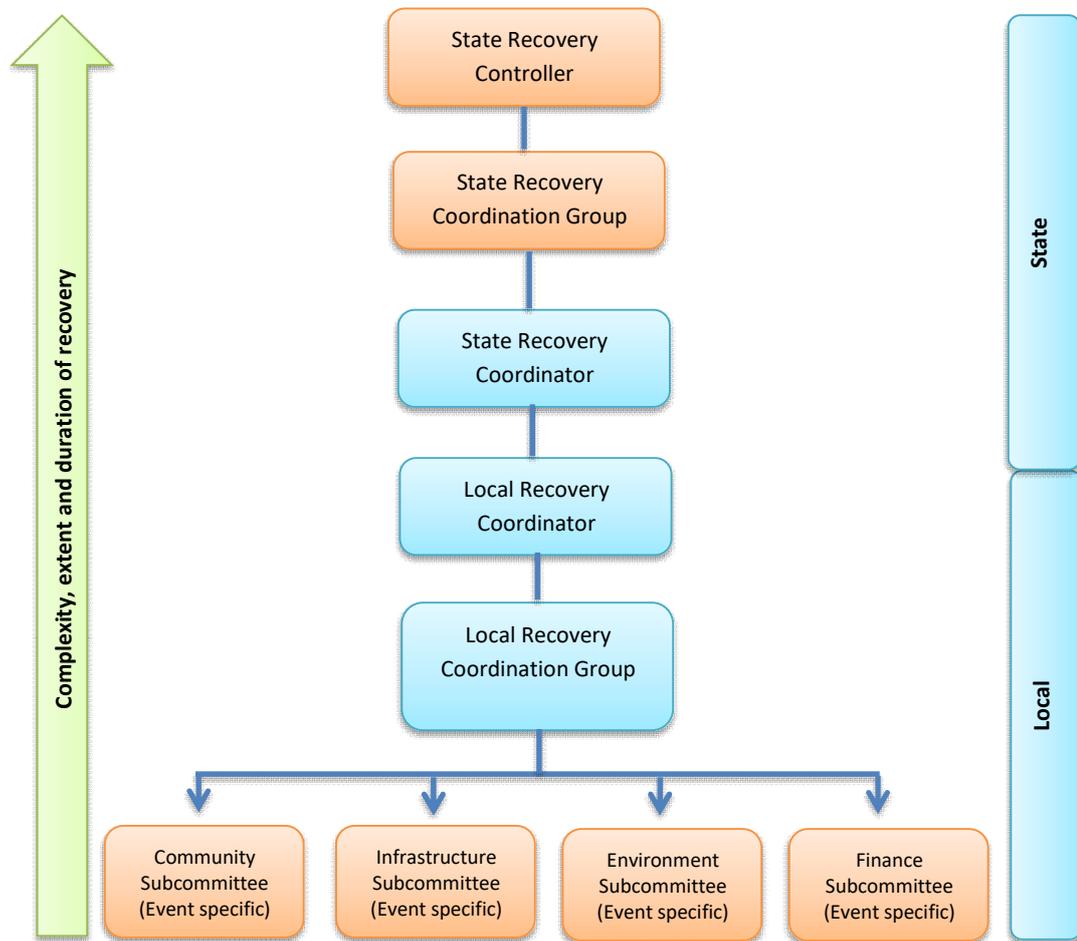


Figure 5: SEMC Local Recovery Guidelines

ANNEX O: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we have the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any material goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters. You may like to visit GIVIT organisation or visit their website at givit.org.au.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross.

These avenues for donations will be widely advertised so watch the media.

Thank you for your generous support.

Mayor

City of Rockingham