Memorandum of Cooperation - Provision of Emergency Support

Local Government
Emergency Management Districts:

- South Metropolitan
- East Metropolitan

2025 - 2030

CITY OF Armadale

City of Kwinana

CITY OF MANDURAH

Shire of Murray

City of Melville

City of Cockburn
wetlands to waves

SHIRE OF WAROONA
SEA TO SCARP

Shire of Serpentine Jarrahdale

City of Rockingham

1. Purpose

To create a framework that promotes trusted partnerships for the sharing of emergency management information and knowledge, as well as the provision of support for disaster recovery activities.

2. Participants to the Agreement

The following Local Governments are parties to this Memorandum of Understanding:

- City of Armadale
- City of Cockburn
- City of Kwinana
- City of Mandurah
- City of Melville
- Shire of Murray
- City of Rockingham
- Shire of Waroona
- Shire of Serpentine Jarrahdale

3. Objectives

Under this Memorandum, the participants intend to:

- Establish channels for the regular exchange of information relating to all facets of emergency management, with a focus on, but not limited to the following areas:
    1. Strengthen collaborative partnerships
    2. Identify, assess and manage risk posed by localities that cross local government boundaries
    3. Seek opportunities for joint grant applications
    4. Focus on continuous improvement by identifying and sharing lessons that enhance local emergency management arrangements
- Share resources (plant and equipment) during and post incidents
- Uphold a commitment to provide support for recovery management, this may include human resources to support business as usual activities
- Seek opportunities to jointly participate in emergency management training, support and contribute to regional annual exercises
- Assist with the coordination and exchange of information between subject matter experts, government agencies, industry, academia and non-government organisations to build participant awareness and emergency readiness capability

4. Defintions

Designated Delegate means an individual appointed by the Chief Executive Officer to make decisions on matters affecting the Local Government's participation in the provision of emergency support activities.

Desktop exercise means a discussion that may focus on a pre-set area on which a prepared scenario is used to illustrate the deployment of resources and anticipated actions taken in response to a specific incident.

Disaster means a serious disruption of the functioning of a community or a society at any scale due to hazardous events interacting with conditions of exposure, vulnerability and capacity, leading to one or more of the following: human, material, economic and environmental losses and impacts. The effect of the disaster can be immediate and localised, but is often widespread and could last for a long period of time. The effect may test or exceed the capacity of a community or society to cope using its own resources, and therefore may require assistance from external sources, which could include neighbouring jurisdictions, or those at the national or international levels[1].

Evacuation Centre means a facility that provides affected people with basic human needs including accommodation, food and water.

LG Support Agency means the Local Government(s) offering and/or providing aid, support or assistance under the provisions of this memorandum.

LG Support Recipient means the Local Government(s) seeking and/or receiving aid, support or assistance under the provisions of this memorandum.

Recovery activities means the provision of support for disaster-affected communities in the restoration or improvement of livelihoods and health, as well economic, physical, social, cultural and environmental assets and systems of disaster-affected community or society, aligning with the principles of sustainable development and 'build forward better' to avoid or reduce future disaster risk[1].

All other terms used within this memorandum have the same meaning and intent as described in the Australian Disaster Resilience Knowledge Hub Glossary of Terms.

5. Supplementary Information

This memorandum is supported by supplementary documents that have been endorsed by the relevant party representatives. These documents are listed in the Appendix, however do not form part of the Agreement:

- Organisation Contact Information
- Evacuation Centre Summary

1. Australian Disaster Resilience Knowledge Hub Glossary of Terms

6. Governance

Party representatives will meet annually for the purpose of reviewing the memorandum to ensure the content remains current, relevant and fit for purpose and that all parties remain committed to upholding the objective intentions.

Responsibility for coordinating the annual meeting will follow a rotational basis and will be scheduled during the months of July/ August or September (based on operational demands). The meeting schedule will occur as per the below order:

1. City of Armadale
2. City of Cockburn
3. City of Kwinana
4. City of Melville
5. City of Mandurah
6. Shire of Murray
7. City of Rockingham
8. Shire of Serpentine Jarrahdale
9. Shire of Waroona

Parties to this memorandum agree in principle to participate in a post-incident debrief after any emergency or incident that requires the activation of this memorandum. It will be the responsibility of the LG Support Recipient to coordinate the debrief with relevant local governments.

7. Terms of Agreement

Parties to this memorandum agree in principle to the below terms:

7.1 The LG Support Recipient will ensure that before any request for support is made, their own capacity and resources in relation to the disaster have been, or are about to be exhausted.

7.2 Unless otherwise agreed between the relevant parties, any assistance provided will initially be limited to a period of up to ten (10) business days.

7.3 The LG Support Agency will ensure adequate insurance is in place if providing any resources (including but not limited to physical – plant and equipment and human resources).

7.4 Unless otherwise agreed between the relevant parties, the LG Support Agency will be responsible for all costs associated with employee remuneration during the provision of support.

7.5 Costs associated with the provision of plant and equipment by the Support Agency will be agreed between relevant parties.

7.6 All requests for aid are to be made to the LG Support Agency Chief Executive Officer (or designated delegate).

7.7 During the term of the memorandum, party representatives will participate in a minimum of one (1) desktop exercise that is based on an objective intent.

8. Duration, Amendment, Withdrawal and Termination

8.1 This memorandum will come into effect from the date all parties sign and will be valid until 30 June 2030.

8.2 The parties acknowledge that the provisions of this memorandum are not intended to create binding legal obligations between them.

8.3 The terms of this memorandum may be amended in writing by agreement of all parties.

8.4 Any party may withdraw from this memorandum at any time by providing one (1) months' notice in writing to the other parties.

8.5 Notwithstanding clause 8.1, this memorandum may be terminated at any time, in writing by mutual agreement of all parties.

8.6 In the event that one or more parties withdraw, the memorandum will be amended accordingly and reauthorised by the remaining parties.

8.7 The parties acknowledge that:

a) nothing in this memorandum authorises a party to incur costs or expenses on behalf of another party; and

b) a party has no authority to act for, or to create or assume any responsibility, obligation or liability on behalf of, another party.

Appendix

The following documents are supplement to this memorandum and do not form part of the memorandum itself (refer to clause 5):

a) Organisation Contact List – Memorandum Parties

b) Evacuation Centre Summary

This Memorandum is Made Between

City of Armadale



07/08/2025

Joanne Abbiss
Chief Executive Officer

Date

City of Cockburn



28/02/2025

Daniel Simms
Chief Executive Officer

Date

City of Kwinana



29/07/2025

Wayne Jack
Chief Executive Officer

Date

City of Mandurah



26/05/2025

Casey Mihovilovich
Chief Executive Officer

Date

City of Melville



08/07/2025

Gail Bowman
Chief Executive Officer

Date

Shire of Murray		27/05/2025
	Dean Unsworth Chief Executive Officer	Date
City of Rockingham		22/10/2025
	Michael Parker Chief Executive Officer	Date
Shire of Serpentine / Jarrahdale		25/09/2025
	Paul Martin Chief Executive Officer	Date
Shire of Waroona		06/05/2025
	Mark Goodlet Chief Executive Officer	Date