



Local Emergency Management Arrangements

Public version



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Endorsement

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

Councillor Patty Jones

02 March 2023

Chair

Date

City of Swan LEMC

Endorsed by Council

Date

Ordinary Meeting of Council Item 3.4

10 May 2023

Distribution

Distribution list	
Organisation	Version type
Local Emergency Management Committee Members (Appendix One)	Electronic restricted
Central District Emergency Management Committee Members	Electronic restricted
State Emergency Management Committee	Electronic restricted
City of Swan Place Offices: Altone, Ballajura, Bullsbrook, Ellenbrook, Midland & Gidgegannup	Hard copy public
City of Swan Website	Electronic copy public
City of Swan Chief Executive Officer	Electronic restricted
City of Swan Mayor & Deputy Mayor	Electronic restricted
East Metropolitan Regional Council (EMRC)	Electronic restricted
Surrounding local governments; Town of Bassendean, City of Bayswater, City of Belmont, City of Stirling, City of Wanneroo, Shire of Chittering, Shire of Kalamunda, Shire of Mundaring, Shire of Toodyay.	Electronic restricted

Amendment record

Number	Date	Amendment summary	Author
1	01 November 2022	Review and reissue of draft	Community Safety
2	01 May 2023	Minor amendments prior to Council endorsement	Community Safety
3			
4			
5			
6			
7			

Glossary of terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State Emergency Management (EM) Glossary <https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary> or the WA Emergency Management procedures <https://www.wa.gov.au/government/document-collections/emergency-management-procedures>

District: means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

Municipality: means the district of the local government.

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

Section One – Introduction

The City of Swan Local Emergency Management Arrangements (LEMA) detail the municipality Emergency Management arrangements and are developed to ensure an understanding between agencies and stakeholders involved in managing emergencies within the local government area.

The City of Swan acknowledges the use of resources provided by the State Emergency Management Committee including the *Local Community Emergency Management Arrangements Guide* and associated templates.

If there are any errors, inaccuracies, missing external links or other problems noted in this document please advise the City of Swan by email: swan@swan.wa.gov.au

Review and consultation

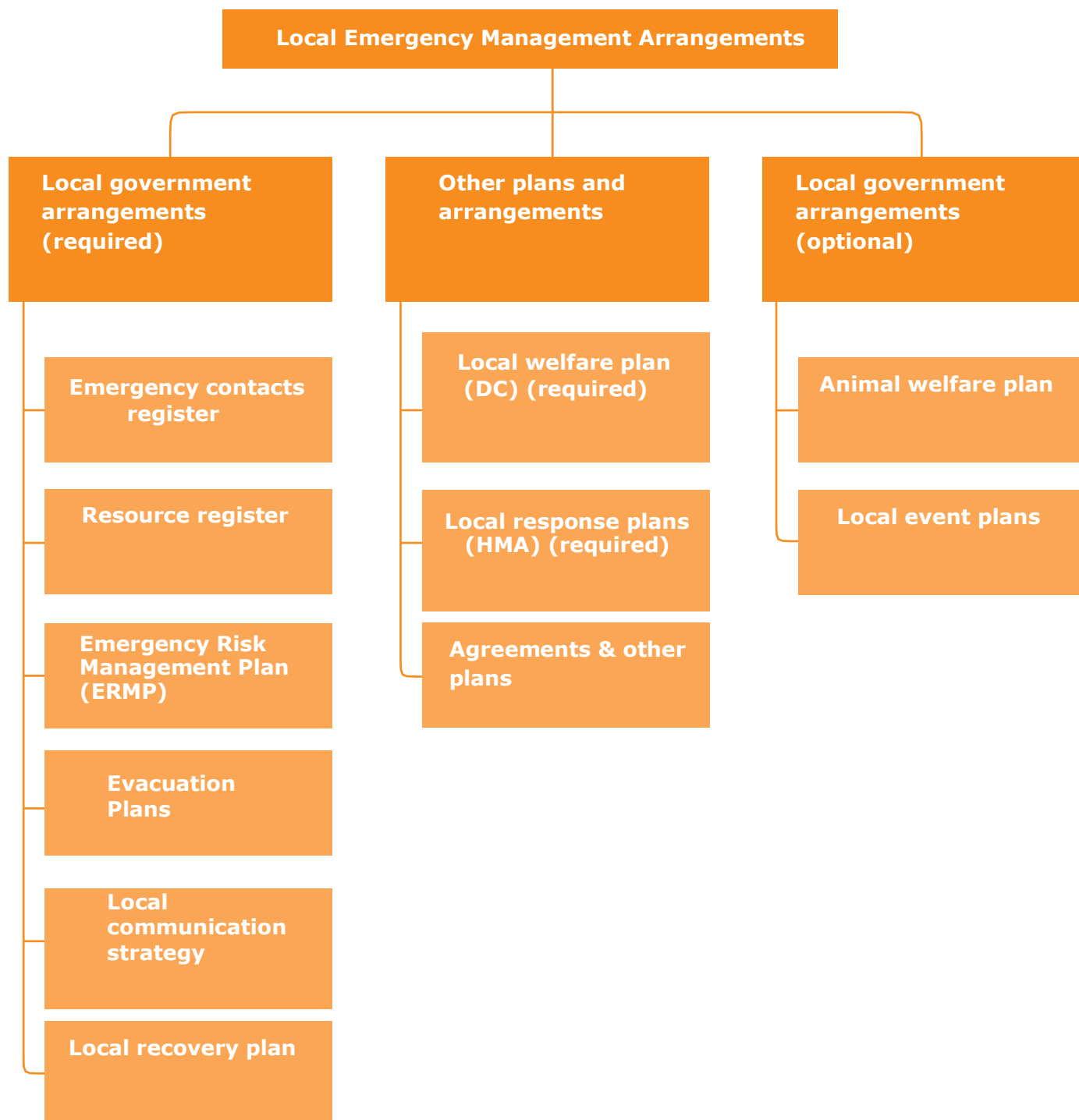
These arrangements were promoted on the City's website and community members were asked to comment on their accuracy, suitability and practicality. These arrangements were also provided to the members of the City of Swan Local Emergency Management Committee (LEMC) for their review and comment.

Further community engagement will be undertaken as part of the continuous improvement of the City's LEMA and implementation of prevention, preparedness, response and recovery activities within the municipality.

Further copies are available from www.swan.wa.gov.au and City of Swan Place Offices: Beechboro, Ballajura, Bullsbrook, Ellenbrook, Gidgegannup and Midland.

Structure

The diagram below represents documents which can form parts of the LEMA.



Aim

The City of Swan LEMA details emergency management arrangements and ensures an understanding between agencies and stakeholders involved in managing emergencies within the City.

Purpose

The purpose of these arrangements is to set out:

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management;
- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005*).

Scope

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

Furthermore:

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

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

Section Two - Prevention and Preparedness

Local Emergency Management Committee

Role and function

The City of Swan has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to review, test and implement these arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The local government, in consultation with the parent organisation of members determines the term and composition of LEMC positions.

It is important to note the LEMC is not an operational committee and is established by the local government to ensure that local emergency management arrangements are developed, continuously reviewed, tested and implemented for the district.

Appendix One provides the Key Contacts and Resources for the LEMC while Appendix Two provides greater detail on the LEMC governance and function.

Testing and exercising

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

The exercising of a HMA's response to an incident is a HMA responsibility however these are often either incorporated into an LEMC exercise or activate LEMC members.

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

Annual reporting

A copy of the Annual Business Plan for the LEMC is available on request from the Executive Officer.

The annual report of the LEMC is submitted to the DEMC and SEMC. This report is completed via the Annual and Preparedness (Capability Survey) Report which is tabled in Parliament by the SEMC.

Agency agreements & plans

Alongside these arrangements, a number of other agreements are also in place; these are designed to assist stakeholders in the municipality when responding to an emergency incident, these plans and agreements are listed below.

Agreements

Parties to the Agreement		Summary of the Agreement
City of Swan City of Bayswater City of Joondalup City of Stirling City of Wanneroo Shire of Mundaring Shire of Kalamunda Town of Bassendean		The Provision of Mutual Aid for Recovery During Emergencies The partnering agreement was developed by the Metropolitan North and East Recovery Group to assist participating local governments in provision of recovery activities and services following an emergency. City of Swan ECM set ID # 3115979
City of Swan Julie's Boarding Kennels and Cattery		RFT14SR24-SOR – Provision of a Cat and Dog Collection and Impoundment Services Provision for the emergency accommodation of cats and dogs (pets) in the event of an emergency incident.

Plans

Document	Owner	Location	Date
Local Emergency Management Plan for the Provision of Welfare Support Services – Midland District	Department of Communities	DC Midland Office	September 2019
Animal Management Plan	City of Swan	City of Swan	July 2022
Business Continuity Plans	City of Swan	City of Swan	
POL-C-067- Risk Management	City of Swan	City of Swan	
POL-M-137 Risk Management Framework	City of Swan	City of Swan	

About the City of Swan

The City of Swan encompasses an area of about 1,044km² which extends from Ballajura and Malaga in the west, Gidgegannup in the east, Bullsbrook to the north and South Guildford and Helena Valley to the south. The City's population was estimated at 158,691 residents in 2021.

The City is a blend of residential, commercial, industrial and rural land. It consists of rapidly growing residential suburbs, several national parks and reserves, major commercial and industrial areas and historically important town-sites and rural areas.

Appendix Three provides a map of the City of Swan municipality

Emergency risk management plan

In recent years the City has engaged with the State Risk Project and has subsequently taken further action on assessing priority emergency risks at a local level. The City also has an endorsed Bushfire Risk Management Plan.

Local risk considerations

The table below identifies the emergencies that are likely to occur within the City of Swan, these have been derived from the local emergency risk management planning process.

In 2022 the top seven identified incident risks for the City of Swan are Bushfire, Flood, Severe Storm, Heatwave, Human Epidemic, Exotic Animal Disease and Hazardous Materials incident.

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

Appendix Four provides the Emergency Risk Management Plan

Hazard	Agency	HMA	State Hazard Plan	Local Considerations
Bushfire	DFES DBCA City of Swan (location and level dependent)	FES Commissioner	Fire	Bushfire Season – Generally November to April Major events throughout City in bushfire prone areas.
Earthquake	DFES	DFES	Collapse, Search and Rescue Emergency	Heritage buildings Guildford
Flood	DFES	DFES	Flood	Flood Risk from both Swan & Avon Rivers Avon Descent – Yearly during August
Heatwave	Health	Health	Heatwave	Socio-economic status of some residents reducing coping options during heatwave.
Severe Storm	DFES	DFES	Storm	Winter Storm Season - May to October
Transport emergency – Air Crash	WA Police	WA Police	Crash Emergency	Proximity to Perth Airport. RAAF Base Pearce Bullsbrook. Flight paths for both civilian and military aircraft.

Transport emergency – Marine (recreational / tourist)	Dept of Transport	Dept of Transport	Maritime Environmental Emergencies	Swan River in particular tourist/party boats.
Transport emergency – Rail (passenger network)	PTA	PTA	Crash Emergency	Midland to Perth rail line. Ellenbrook rail line commencing soon.
Transport emergency – Rail (freight network)	ARC Infrastructure	ARC Infrastructure	Crash Emergency	Freight rail link through Avon Valley.
Transport emergency - Road	WA Police	WA Police	Crash Emergency	Major arterial roads with vehicles carting dangerous goods.
Service Disruption – Electricity	Energy Policy WA	Energy Policy WA	Energy Supply Disruption	Impacts on local businesses, community and economy.
Service Disruption - Water	Water Corporation	Water Corporation	Water Supply Disruption	Impact on at risk residents and economic activities reliant on water supply.
Service Disruption - Gas	Energy Policy WA	Energy Policy WA	Energy Supply Disruption	Dampier to Bunbury gas pipeline.
Hazardous Materials – release from Facility	DFES	DFES	Hazardous Materials Emergencies [HAZMAT]	Industrial Estates in Malaga, Hazelmere and Bullsbrook.
Hazardous Materials – transportation	DFES	DFES	Hazardous Materials Emergencies [HAZMAT]	Major arterial roads with vehicles carting dangerous goods.
Human Epidemic	Dept of Health	Dept of Health	Human Biosecurity	COVID-19 pandemic response.
Exotic Animal Disease	DPIRD	DPIRD	Animal and Plant Biosecurity	Brigadoon Equestrian industry, local farming activities including chicken, pig, sheep and cattle farming.
Plant Disease	DPIRD	DPIRD	Animal and Plant Biosecurity	Avon Valley National Park, Swan Valley viticulture.
Terrorist	WA Police	WA Police	Terrorist Act (restricted)	Major events in Midland, Guildford, Ellenbrook and the Swan Valley.

Section Three - Response

City of Swan support

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the City of Swan 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 in an emergency event requiring resourcing by the City of Swan to ensure the desired level of support is achieved. To assist with this process the City of Swan Mayor may also authorise expenditure in advance to respond to an emergency under section 6.8(1) of the Local Government Act (1995).

Roles & responsibilities (Local government and agency)

Appendix Five identifies the roles and responsibilities of the Hazard Management Agency (HMA), support organisations and a local government during response and recovery including considerations for the formation of an **Incident Support Group (ISG)**.

Resources

During an emergency management event a diverse range of resources may be required. **Appendix One** provides key contacts and potential resources which may be available during an emergency.

Review of resources register

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

Critical infrastructure

A list of the identified critical infrastructure within the City of Swan local government area is contained within **Appendix Six**.

Evacuation

Evacuation is a risk management strategy which may need to be implemented by emergency managers to mitigate the potential loss of, or harm to, life. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the LEMC will work with local communities on evacuation planning for identified high risk locations, people or assets.

Schools, hospitals, nursing homes, childcare facilities etc. should each have separate emergency evacuation plans which show where their populations will assemble for transportation and the location they will be evacuated to.

Appendix Seven identifies priority locations and community members who may have greater difficulty or additional support needs during an evacuation.

Public information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency; this information will be rebroadcast by the City of Swan using its additional media channels during an emergency where appropriate.

Appendix Eight identifies the Public Information Plan

Welfare

The Department of Communities has the role of managing welfare. The Department of Communities have developed Local Welfare Emergency Management Plans for each region in Western Australia.

Appendix Nine provides the Local Welfare Emergency Management Plan

Evacuation centres

The City of Swan has three identified evacuation and welfare centres, depending on the nature and location of an emergency incident will depend which centre is opened, it is important to confirm the location of a welfare centre at the time of an emergency event. Similarly, residents may be directed to an evacuation centre outside of the City of Swan dependent on the emergency.

Name	Suburb	Address
Beechboro Community Hub	Beechboro	332 Benara Rd, Beechboro
Ethel Warren Bullsbrook Community Centre	Bullsbrook	1 Maroubra Ave, Bullsbrook
Swan Active Midland	Midvale	16 Gray Dr, Midvale

Animals

The City of Swan Community Safety team will work collaboratively and cooperatively with relevant stakeholders in relation to animal management matters that are a result of an emergency.

Appendix Ten provides the Animal Management Plan for the City of Swan which may be utilised during an emergency. This plan is complemented by arrangements identified in the State Emergency Animal Welfare Plan.

Section Four - Recovery

Local Recovery Plan

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA.

Appendix Eleven provides the Local Recovery Plan for the City of Swan.

Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator. The City of Swan has nominated City officers to fulfil the role of local recovery coordinator:

- Executive Manager Community Wellbeing
- Executive Manager Operations
- Manager Community Safety

The appointment of the Local Recovery Coordinator will be determined by the CEO and the Executive Manager Community Wellbeing dependent on staff availability and the nature of the event.

Section Five - Review and Continual Improvement

Post incident review

Following any significant emergency management event, a post incident review will occur; dependent on the impacts of the incident will depend on the depth, scope and who conducts the review, as a minimum this information will be provided to LEMC members to identify improvement opportunities; it may also be shared with the community and other stakeholders.

LEMA review

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and an entire review is undertaken every five (5) years.

Appendix 01 Contact List (Restricted)

Appendix 02 LEMC Terms of Reference

TERMS OF REFERENCE

LOCAL EMERGENCY MANAGEMENT COMMITTEE



ESTABLISHMENT

The City of Swan Local Emergency Management Committee (LEMC) is established in accordance with the Emergency Management Act 2005 (the Act) which states that "local government is to establish one or more local emergency management committees for the local government's district." (s.38)

OBJECTIVES OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

The objectives of the City of Swan Local Emergency Management Committee are in accordance with the Emergency Management Act's identified functions of LEMCs (s. 39):

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements;
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.

DUTIES AND RESPONSIBILITIES

- To assist in the preparation and endorsement of the City of Swan Local Emergency Management Arrangements (LEMA)
- To review the LEMA in accordance with State Emergency Management Policy
- To ensure appropriate exercising of the LEMA including the local recovery plan
- To prepare an annual business plan of proposed committee emergency management strategies, activities and priorities
- To prepare an annual report of the Committee's activities in accordance with State Emergency Management Policy

MEMBERSHIP

Members of this committee are appointed in accordance with the Emergency Management Act 2005 and in accordance with State Emergency Management Policy.

Chairman appointed by the relevant local government [s. 38(3) (a) of the Act];

Local Emergency Coordinator appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act]

Representatives from local emergency management agencies in the local government district and any other representatives determined by the local government.

Members or designated proxy:

- Elected member as Chair (City of Swan Councillor)
- Local Emergency Coordinator as Deputy Chair:
July to December– Officer in Charge Midland Police Station
January to June – Officer in Charge Ellenbrook Police Station

City of Swan:

- Executive Manager Community Wellbeing
- Executive Manager Operations
- Manager Community Safety
- Manager Health and Building Services
- Nominated Local Recovery Coordinator(s) if not noted above

WA Police:

- Officer-in-Charge of Ellenbrook Police Station
- Officer-in-Charge of Kiara Police Station
- Officer-in-Charge of Midland Police Station
- Officer-in-Charge of Ballajura Police Station

Department for Communities:

- Senior District Emergency Services Officer
- Team Leader- Responsible Parenting Team, Midland Office

Department of Justice:

- Bandyup Women's Prison - Security Manager

Department of Education & Training:

- Coordinator(s) Regional Operations North Metropolitan Region

Department of Fire and Emergency Services:

- District Officer Darling Range
- Community Emergency Services Manager - Swan

St John of God Public and Private Hospital Midland:

- Emergency Management Coordinator

Department of Biodiversity, Conservation & Attractions:

- Coordinator Perth Hills District
- Fire Operations Officer Swan Coastal District

RAAF Base Pearce

- Air Base Executive Officer
- Base Support Operations Manager

St John Ambulance

- Area Manager – Metropolitan Ambulance Service

Australian Red Cross:

- Team Leader for local government district

Rise Network:

- Director Corporate Services

The Executive Officer is responsible for the functional activities of the LEMC and, as such, will attend these meetings in an advisory capacity and provide guidance to the committee. The Executive Officer is not a member of this committee and does not have voting rights.

Membership Term:

The LEMC Chair will preside for a period of two (2) years in line with local government elections.

The LEMC composition will be reviewed annually.

QUORUM

Quorum for a meeting is conditional on a representative or proxy from a minimum of five (5) member organisations participating in the vote.

A decision of the Committee does not have effect unless quorum is met.

POWERS OF THE LOCAL EMERGENCY MANAGEMENT COMMITTEE

The committee has no delegated powers under the Local Government Act 1995 and is to advise and make recommendations to Council and community only.

MEETING FREQUENCY AND STRUCTURE

The LEMC will meet every three (3) months as part of the financial year cycle and as required.

AGENDA AND MINUTES

The draft agenda for the committee meetings will be distributed to all members two (2) weeks prior to the meeting.

Minutes of the meeting will be taken and will be distributed to all members within 14 working days of the meeting date.

REPORTING

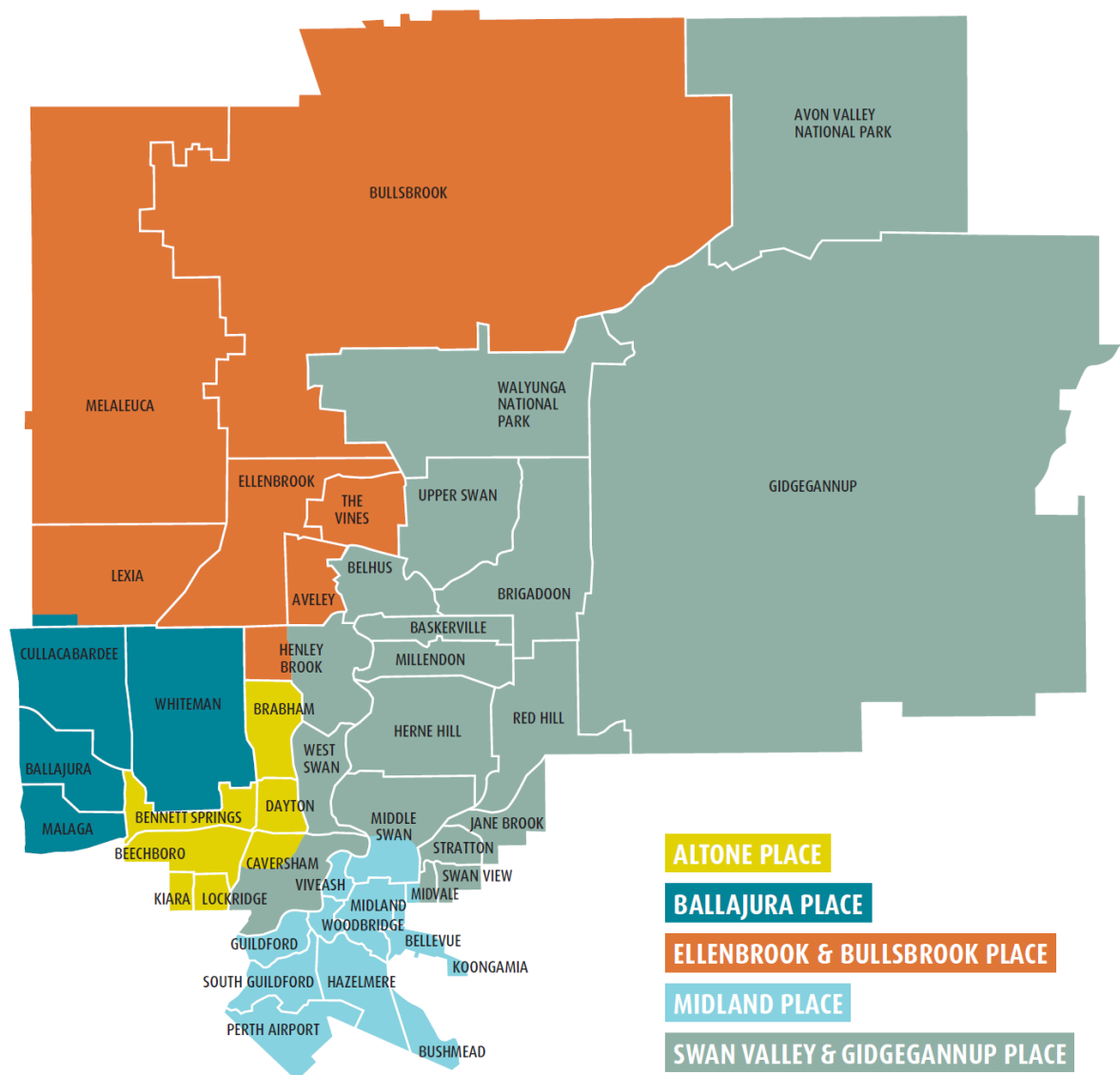
The LEMC will report to the Central Metropolitan District Emergency Management Committee in accordance with State Emergency Management Policy.

The LEMC will provide a written annual business plan to Council for noting.

Administration

Business Unit Name		Officer Title		Contact:
Community Safety				
Risk Complexity Classification		Review Frequency		Yearly
		Next Due		December 2023
Version	Decision Reference	Synopsis		
1.				
2.				
3.				

Appendix 03 City of Swan Map



Appendix 04 Emergency Risk Management Plan (Restricted)

Appendix 05 Local Government & Other Agency Roles

Roles & Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following tables summarizes the key roles.

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none">• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.• control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none">• Undertake responsibilities where prescribed for these aspects [EM Regulations]• Appoint Hazard Management Officers [s55 Act]• Declare / revoke emergency situation [s 50 & 53 Act]• Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy Section 1.5]• Ensure effective transition to recovery by local government

Combat Agency	A Combat Agency as prescribed under subsection(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Local role	Description of responsibilities
Local government	The responsibilities of the City of Swan are defined in Section 36 of the EM Act .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.

<p>Local government – Incident management</p>	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.
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INCIDENT SUPPORT GROUP (ISG)

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

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are:

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

Membership of an ISG

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

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

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

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

Frequency of Meetings

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

Potential Locations of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

Location Name	Address
City of Swan Operations Centre	Cnr Bishop Rd & Gt Northern Hwy Middle Swan
Ellenbrook Place Office	90 Main St Ellenbrook
West Gidgegannup VBFB	Cnr Toodyay and O'Brien Rd, Gidgegannup

Ethel Warren Bullsbrook Community Centre	1 Maroubra Ave, Bullsbrook WA
Ballajura Place Office	Kingfisher Community Centre, Kingfisher Ave, Ballajura
Altone Place Office, Beechboro Community Hub	332 Benara Rd, Beechboro

Appendix 06 Critical Infrastructure (Restricted)

Appendix 07 Key Evacuation Maps (Separate Document)

Appendix 08 Public Information Plan (Restricted)

Appendix 09 Local Emergency Welfare Plan – Metro East (Restricted)

Appendix 10 Local Animal Emergency Management Plan (Restricted)

Appendix 11 Local Recovery Plan (Public Version below)

Local Recovery Plan

Public version



Local Recovery Management Plan

Declaration

This plan has been produced and issued under the authority of the City of Swan Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

Councillor Patty Jones

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Chairperson

Date: 02 March 2023

Councillor David Lucas

.....

City of Swan Mayor

Endorsed by Council

Date: 10 May 2023

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Distribution List

Organisation	Version type
Local Emergency Management Committee Members (Appendix One)	Electronic restricted
Central District Emergency Management Committee Members	Electronic restricted
State Emergency Management Committee	Electronic restricted
City of Swan Place Offices: Altone, Ballajura, Bullsbrook, Ellenbrook, Midland & Gidgegannup	Hard copy public
City of Swan Website	Electronic copy public
City of Swan Chief Executive Officer	Electronic restricted
City of Swan Mayor & Deputy Mayor	Electronic restricted
East Metropolitan Regional Council (EMRC)	Electronic restricted
Surrounding local governments; Town of Bassendean, City of Bayswater, City of Belmont, City of Stirling, City of Wanneroo, Shire of Chittering, Shire of Kalamunda, Shire of Mundaring, Shire of Toodyay.	Electronic restricted

AMENDMENT RECORD

Suggested amendments or additions to these arrangements should be forwarded to the City of Swan by email: swan@swan.wa.gov.au.

Major amendments or additions will be referred to the City of Swan Local Emergency Management Committee for consideration and/or approval.¹

Amendments promulgated are to be certified in the following table when entered.

No.	Date	Amendment Details	By
1	01 November 2022	Review and reissue of draft	Community Safety
2	01 May 2023	Minor amendments prior to Council endorsement	Community Safety
3			
4			
5			
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1. INTRODUCTION

Following the impact of an emergency there is often a need to assist the community to recover from its effects, community recovery is a coordinated process of supporting the affected community in the reconstruction and restoration of:

- physical infrastructure
- managing psychosocial wellbeing
- the economy; and
- the environment.

Section 36b of the *Emergency Management Act 2005* states:

“It is a function of a local government – to manage recovery following an emergency affecting the community in its district;”

Section 41 (4) of the *Emergency Management Act 2005* states:

“Local emergency management arrangements are to include a recovery plan and the nomination of a recovery coordinator”.

1.1 Authority

The City of Swan Local Recovery Plan has been prepared in accordance with the *Emergency Management Act 2005*, section 41(4). It is to be endorsed by the City of Swan Local Emergency Management Committee and the City of Swan Council. It is to be tabled for information and comment with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

1.2 Aim

The aim of the City of Swan Local Recovery Management Plan is to detail the recovery management arrangements to be implemented following an emergency within the City's local government area alongside assisting in the effective coordination of reconstruction activities and the restoration of the community's quality of life, so that it can continue to function effectively.

1.3 Objectives

The objectives of the plan are to:

- prescribe the organisations, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- establish a basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operations and the implementation of recovery activities;
- ensure effective and coordinated management of recovery within the local government area;
- ensure the plan complies with State Emergency Management Arrangements;
- detail the roles and responsibilities of Controlling agencies, emergency services, support organisations and local government.

1.4 Scope

The scope of this recovery plan is limited to the boundaries of the City of Swan local government. It details the recovery arrangements for the community and does not detail how individual organisations will conduct recovery activities within their core business areas.

This plan recognises the leadership, expertise, knowledge and relationships that exist within any community and advocates the utilisation of these in the recovery phase of an emergency.

This plan is a sub-plan to the City of Swan Local Emergency Management Arrangements (LEMA).

2. RELATED DOCUMENTS

Document	Owner	Location	Date
Local Emergency Management Plan for the Provision of Welfare Support Services – Midland District	Department of Communities	DC Midland Office	February 2022
Animal Management Plan	City of Swan	City of Swan	November 2022
Business Continuity Plans	City of Swan	City of Swan	
POL-C-067- Risk Management	City of Swan	City of Swan	
POL-M-137 Risk Management Framework	City of Swan	City of Swan	

3. AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Parties to the Agreement	Summary of the Agreement
City of Swan City of Bayswater City of Joondalup City of Stirling City of Wanneroo Shire of Mundaring Shire of Kalamunda Town of Bassendean	The Provision of Mutual Aid for Recovery During Emergencies The partnering agreement was developed by the Metropolitan North and East Recovery Group to assist participating local governments in provision of recovery activities and services following an emergency.
City of Swan Julie's Boarding Kennels and Cattery	RFT14SR24-SOR – Provision of a Cat and Dog Collection and Impoundment Services Provision for the emergency accommodation of cats and dogs (pets) in the event of an emergency incident.

4. RECOVERY PLANNING

4.1 Recovery Framework

Recovery involves the interaction, communication, collaboration and coordination between the Hazard Management Agency (HMA) or Controlling Agency for an emergency, local government and the community, community organisations, emergency management agencies and public authorities.

The City of Swan local recovery arrangements will be guided by the *National Principles for Disaster Recovery as the basis for successful recovery*.

The National Principles for Disaster Recovery are:

- Understanding the context – successful recovery is based on an understanding of the community context
- Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities
- Using community led approach – successful recovery is responsive and flexible engaging communities and empowering them to move forward
- Ensuring coordination of all activities – successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs.
- Employing effective communication – successful recovery is built on effective communication with affected communities and other stakeholders
- Acknowledging and building capacity – successful recovery recognises, supports and builds on community and individual and organisational capacity.

As the recovery process involves individuals and communities, the following will form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan.

- a. The community has a right to be involved in the decision making and management of all aspects of the recovery process;
- b. The community has a 'right to know' as information is an essential part of the recovery process;
- c. Every person has a right to effective assistance until long-term recovery is achieved;
- d. Both the affected person and the community have a responsibility to account for financial and material resources used;
- e. The community has a right to know the criteria for the determination of financial support and grants; and
- f. The community has a right to expect the maintenance of family cohesion.

4.2 Understanding the Effects of Disasters and Emergencies

Emergencies and disasters have impacts on the social, built, economic and natural environments of a community.

4.2.1 Social Environment Effects

The social environment considers the impact an event may have on the health and wellbeing of individuals, families and communities. This environment is primarily concerned with safety, security and shelter, health and psychosocial wellbeing. Emergencies and disasters can cause major societal and personal upheavals, and

reactions within a community may be diverse. Common feelings experienced may include shock, fear, anger, helplessness, sadness, guilt and shame. These feelings will affect individual and community behaviour. Effects may be immediate or long term.

4.2.2 Built Environment

Damage to infrastructure such as communication systems, transport systems, energy supplies, water and sewerage systems, food distribution, health facilities, education facilities and buildings may cause serious disruptions to a community and significantly affect their ability to function normally. Damage to these services will also significantly impact the delivery of recovery services.

4.2.3 Economic Environment Effects

The primary economic effects of emergencies and disasters are physical damage to infrastructure alongside stock and loss of income through reduced trading. The consequences of reduced trading or production can include bankruptcy, forced sale, business closure, loss of experienced workers, a depleted customer base and reduced population. These consequences may be exacerbated by a reduction of disposal income within the community.

4.2.4 Natural Environment Effects

The natural environment considers the impact that an event may have on a healthy and functioning environment which underpins the economy and society. Components of the natural environment include air and water quality; land degradation and contamination; plant and animal damage/loss; and national parks, and cultural and heritage sites.

The resources available and contact details for recovery have been identified and are included under the **LEMA Appendix 1**.

4.3 Communities and Other Groups for Special Consideration

Communities and other groups for special consideration are contained under **LEMA Appendix 6**.

The City also has a wide range of demographic information available via; <https://profile.id.com.au/swan> and has a database of key community groups.

4.4 Local Recovery Coordination Centre

A Recovery Coordination Centre will be established if extensive recovery activities are to be undertaken.

The Local Recovery Coordination Centre is where the Local Recovery Coordination Group is based during an emergency and the recovery phase and assists in a coordinated approach to recovery services.

The purpose of the Local Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The following communication systems are required when establishing an LRCC (dependant on the scale of the incident):

- a) Phone
- b) Wi fi connection

Each LRCC will have the following facilities available (dependant on the scale of the incident):

- (a) Meeting rooms
- (b) Ablutions; and
- (c) Kitchen/food preparation Area.

City of Swan designated local recovery coordination centres and the contact details for opening each site:

Location One:

City of Swan Operations Centre, "Old Council Chambers"
Cnr Bishop Road and Great Northern Highway, Middle Swan

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact		
2 nd Contact		

Location Two:

City of Swan Administration Centre
Address – 2 Midland Square, Morrison Road, Midland

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact		
2 nd Contact		

Location Three:

Ellenbrook Place Office
Address – 90 Main Street, Ellenbrook

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact		
2 nd Contact		

Location Four:

Ethel Warren Bullsbrook Community Centre
Address – Maroubra Avenue, Bullsbrook

	Contact & Phone Number/s (Business Hours) 9267 9267	Contact & Phone Number/s (After Hours)
1 st Contact		
2 nd Contact		

4.5 Recovery Centre

The 'One-Stop' Recovery Centre model, where all services offering support are represented, is an effective method of providing the affected community with access to information and assistance from relevant recovery service providers at a central point, if

a significant event occurs, the City will work to coordinate establishment of a 'One Stop' Recovery Centre.

4.6 State-Level Support

Responsibility for coordinating recovery arrangements rests with the affected local government however state-level assistance may be required where the delivery of recovery services, or the coordination required to deliver recovery services, exceeds the capacity of the local government.

In such instances, the Local Recovery Coordinator will liaise with the State Recovery Coordinator to determine the most appropriate way for the State to provide support to the Local Recovery Coordination Group.

4.7 Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Additional support for communities and individuals may be available through defined State or Commonwealth government assistance schemes including:

- Disaster Recovery Funding Arrangements Western Australia (DRFAWA) –
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA).

Government assistance schemes are NOT provided as an alternative to commercial insurance or other mitigation strategies.

Requests from individuals for relief aid over and above assistance available through defined State or Commonwealth government schemes may be referred to the Lord Mayor's Distress Relief Fund if activated.

4.8 Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business. The use of the platform GIVIT will also be encouraged, if activated.

4.9 Donations of Cash

The Local Recovery Coordination Group will encourage the use of the Lord Mayor's Distress Relief Fund, if activated, for people wanting to make cash donations.

4.10 Donations of Service and Labour

Any donations of services or labour to assist with the recovery process will be considered by the affected local government or, if established, the Local Recovery Coordination Group for suitability.

4.11 Donations of Goods

If donations of specific goods are required to assist affected persons to recover from an emergency these will be arranged by non- government organisations. The distribution of the donated goods will be undertaken by the organisation/s concerned.

4.12 Disaster Recovery Funding Arrangements (DRFAWA)

To assist the recovery of communities whose social, financial, and economic well-being has been severely affected by a natural disaster, the State Government has established the DRFAWA, providing a range of eligible measures designed to help those within disaster affected communities.

Assistance is not provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of disaster mitigation. Insurable assets such as houses and vehicles will not be eligible under the DRFAWA.

4.13 Declaration of Eligible Natural Disasters

Before any DRFAWA relief or recovery measures can be accessed, a disaster must be declared a “natural disaster”, in accordance with the criteria specified under the DRFA.

The DRFA criteria for the declaration of an eligible disaster are as follows:

Must be an **eligible event**; and

The anticipated cost to the State of **eligible measures** must exceed the **small disaster criterion**, being the amount of \$240,000.

(Further information concerning the terms 'eligible event' and 'eligible measures' follow.)

4.14 Eligible Events

The DRFA **ONLY** apply for those events resulting from any, or a combination of, the following natural hazards: Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.

4.15 Eligible Measures

The DRFA comprises a range of eligible measures that have been approved by the State Government. An eligible measure means an act of relief or recovery that is:

carried out to alleviate damage or distress arising as a direct result of a natural disaster; **and**

of a type described below as a Category A, B, C or D measure.

Category A measure

Is a form of emergency assistance that is given to individuals to alleviate their personal hardship or distress arising as a direct result of a natural disaster.

Category B measure

Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster:

Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure

A community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by natural disaster.

Category D measure

An act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

DRFA-WA Guidelines -

https://www.dfes.wa.gov.au/recovery/recoveryresources/Disaster_Recovery_Funding_Arrangements_WA%28INTERACTIVE%29.pdf

4.16 Administration and Management of the DFRAWA

The Department of Fire and Emergency Services (DFES) is responsible for the overall administration of the DRFA and the relationship with the Commonwealth, however if

funding is provided via local government, there is also then a significant requirement of local government to also account for and manage the acquittal of this funding.

5. ROLES AND RESPONSIBILITIES

5.1 Local Recovery Coordinator

The appointment of the Local Recovery Coordinator will be determined by the CEO and the Executive Manager Place at the time of the event.

The Local Recovery Coordinator has two broad areas of responsibilities and will undertake the following:

In conjunction with the Local Recovery Coordination Group, the Local Recovery Coordinator is responsible for the development & implementation of recovery arrangements for the City including the following:

- (a) Assist in the preparation, maintenance and testing of the local recovery plan
- (b) Ensure the training, educating, and exercising of organisations and their personnel in the recovery management arrangements; and
- (c) Coordinate the promotion of community awareness with respect to the recovery arrangements.

During recovery operations:

- In liaison with the Controlling Agency, Local Emergency Coordinator and other responsible agencies, determine the need to activate this Local Recovery Plan and convene the Local Recovery Coordination Group
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process
- Contribute to the resolution of community and political problems which emerge during the recovery process
- Ensure maximum community involvement and long-term individual and community needs are met in the recovery process
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Coordination Group
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordination Group; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after standing down and submission of post operations report.

Execution of the above responsibilities may result in the following tasks being undertaken:

- Organise and manage the resources, staff and systems necessary for the immediate and long-term recovery
- Advocate on behalf of the affected community with government departments, voluntary organisations, local government, the wider community, businesses, and other organisations involved in the recovery process
- Liaise, consult and, where necessary, coordinates or direct voluntary agencies and community groups and the wider community to achieve the most effective and appropriate recovery
- Liaise, consult, and coordinate local government departments in order to achieve the most effective and appropriate recovery
- Provide information to the government, bureaucracy, community, and media

- Mediate where conflicts occur during the relief and recovery process
- Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

5.2 The Local Recovery Coordinating Group (LRCG)

The Local Recovery Coordinator will consult with the CEO in relation to the establishment of the Local Recovery Coordination Group (LRCG). Suggested representatives are detailed in **Appendix 2** of this document and members will be co-opted as required depending on the scale and nature of the event or emergency.

The LRCG is to coordinate and support local management of the recovery processes within the community after a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The LRCG is responsible for:

- maintaining the recovery process in accordance with SEM Policy 6 6.1 – 6.10 which includes the National Disaster Recovery Principles; and
- appointment of key positions within the committee and the sub-committees
- assessing requirements for the restoration of the social, infrastructure, physical health, environmental, and economic wellbeing of the community
- establishing subcommittees as required
- ensuring a coordinated multi-agency approach to community recovery; and
- making recommendations to LEMC to improve the community's recovery preparedness for future events.

The functions of the LRCG include assisting the Local Recovery Coordinator prepare, implement, and review the Local Recovery Plan for a specific recovery event, including within the plan confirming tactical priorities that:

- meets the immediate needs of the community
- considers local government long term planning and goals
- includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required
- develops a timetable for completing the major functions
- considers the needs of youth, aged, disabled and non-English speaking people
- allows for the monitoring of the progress of recovery
- allows full community participation and access
- effectively uses the State and Commonwealth agencies
- provides for public access to information on the proposed programs and subsequent decisions and actions; and
- allows consultation with all relevant community groups.

5.3 LRCG Subcommittees (Where required)

Depending on the magnitude or complexity of the recovery efforts, it may be appropriate to consider establishing one or more sub-committees to assist the Local Recovery Coordinator in addressing specific components of the recovery process.

Consideration will be given to the establishment of the following subcommittees based on the requirements of, and impacts to, the affected community.

- Clean-up, restoration, and reconstruction
- Social support
- Economic and financial management
- Environmental
- Data management and communications

5.4 Roles of Participating Organisations

5.4.1 Controlling Agency

- Provide a representative to the LRCG
- Advise the Local Recovery Coordinator when an event threatens or has impacted the community
- Initiate the recovery process
- Participate in the development of the local recovery plan; and
- Advise the Local Recovery Coordinator when withdrawing from the recovery process.

5.4.2 Department for Communities

- Provide a representative to the Local Recovery Coordination Group; and
- Provide the welfare components of the initial recovery process including –
 - Emergency accommodation
 - Emergency catering
 - Emergency clothing and personal requisites
 - Personal services (including counselling)
 - Registration and Reunification – register, find, reunite
 - Financial assistance

5.4.3 Lifeline and State Agencies

- (a) Provide a representative to the Local Recovery Coordination Group
- (b) Undertake repairs and restoration to services; and
- (c) Assist the recovery effort with resources and expertise available from within the service.

5.5 Key Local Government Roles and Responsibilities

Local Recovery Coordinator

In accordance with the Emergency Management Act 2005 S 41. (4), the City of Swan has appointed a Local Recovery Coordinator/s for its local government district.

The City of Swan positions nominated as Local Recovery Coordinators are:

- Executive Manager Community Wellbeing
- Executive Manager Operations
- Manager Community Safety

The responsibilities of the Local Recovery Coordinator include:

- Day to day prepare, maintain, and exercise the Local Recovery Plan (with Community Safety team support.)

During an emergency, assess the community recovery requirements for each emergency on known information and to then:

- Provide advice to the City's Mayor/CEO on the requirement to activate the Plan and convene the LRCG.
- Provide advice to the LRCG.
- Facilitate the acquisition and the appropriate application of materials, staff and financial resources.
- Coordinate local recovery activities in accordance with plans, strategies and policies determined by the LRCG.
- Monitor the progress of recovery and provide periodic reports to the LRCG.
- Liaise with the State Recovery Coordinator on issues where State-level support is required or where there are problems with local services.
- Ensure that regular reports are made to the State Recovery Coordination Group on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.
- Facilitate maximum community involvement.
- Ensure that immediate and long- term individual and community needs are met.
- During non-disaster periods, work in partnership with emergency management agencies to increase recovery awareness and promote recovery planning with key stakeholders.

The Local Recovery Coordination Group

Role:

To coordinate and support local management of the recovery processes within the community, after a major emergency in accordance with State Emergency Management Policies and the Local Recovery Plan.

Responsibilities:

- Appointment of key positions within the committee
- Establishing subcommittees as required
- Assessing requirements for recovery activities relating to the physical, psychological, economic, environmental, and general wellbeing of the community with the assistance of the Controlling Agency
- Facilitating the provision of services, public information, information exchange and resource acquisition
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies
- Monitoring the progress of recovery; receive periodic reports from recovery agencies
- Ensuring a coordinated multi-agency approach to community recovery
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Appendix 2 provides a suggested Composition of the LRCG.

5.6 Recovery Contacts Register

A register with the recovery contact details for agencies, groups and organisations with responsibilities under this Plan is contained in **Appendix 1** of the LEMA.

5.7 Resources

Recovery may require additional or different resources than those required during the response for an emergency event.

Appendix 1 of the LEMA identifies relevant local government resources along with details of resources that may be available to the local government from external sources in the event of an emergency incident and its subsequent recovery.

6. RECOVERY OPERATIONS

6.1 Advice

The warning of an impending emergency or that an emergency has already occurred will come from the Controlling Agency via the Incident Support Group to the Local Recovery Coordinator, who will then notify or form the Local Recovery Coordination Group (LRCG).

6.2 'Transition' from Response to Recovery

The City of Swan recognises that recovery commences while response activities are still in progress and that key decisions made during the response phase may directly influence and shape recovery.

To this end, the Local Recovery Coordinator or other senior City officer should attend the Incident Support Group or Operational Area Support Group meetings as appropriate.

The LRCG will be called together as soon as practical, which may be during the response phase, for a briefing of the emergency incident and to detail the relevant procedures to assist in the smooth transition from response to recovery.

This Group will:

- identify and align response and recovery priorities
- consult and communicate with relevant agencies
- gain an understanding of the impacts and the tasks required to remedy, resolve or mitigate the impacts
- identify recovery priorities as soon as reasonably practical

'Transition' from response to recovery shall be formalised by the completion of the Controlling Agency *Comprehensive Impact Assessment* Document which will be provided by the HMA.

6.3 Activation of this Plan

1. To facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as practical after the impact of an event.
This will be undertaken by the Local Recovery Coordinator, in liaison with the Controlling Agency, the Local Emergency Coordinator and appropriate recovery organisations.
2. Based upon the assessment of the recovery and restoration requirements and the advice of the Controlling Agency, the Local Recovery Coordinator will advise the Chairman of the Local Recovery Coordination Group as to whether the Local Recovery Coordination Group should convene; and
3. Where the decision is taken not to activate the plan or convene the Local Recovery Coordination Group because statutory agencies are coping with the situation, the

local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordination Group advised accordingly.

Once the plan has been authorised for activation, the local recovery coordinator is responsible for implementing the recovery processes of the plan.

6.4 Method of Operations

- Recovery arrangements will normally be instigated by the Controlling Agency, in the first instance, with statutory organisations providing recovery services that are part of their emergency management responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordination Group advised accordingly.
- In major events, recovery management may be passed to the City of Swan via the Local Recovery Coordination Group working through the designated Local Recovery Coordinator; and
- The recovery effort will be managed through regular meetings of the Local Recovery Coordination Group, to ensure development, implementation, and monitoring of the operational recovery plan.

6.5 Recovery Strategies and Activities

6.5.1 Community Involvement Strategies

- Maximise the use of local resources, groups, and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison with emergency teams, volunteer groups, community organisations and create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain cooperative relationships between volunteers and imported specialists
- Use local suppliers; and
- Empower the community as quickly as possible.

6.5.2 Recovery Activities

To assist the Local Recovery Coordinator and the Local Recovery Coordination Group a list of recovery activities that may need to be undertaken together with suggested strategies is shown below:

6.5.3 Activities to be Considered by the LRCG

- Temporary Accommodation
- Coordinating counselling services
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services, and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies; and

- Revision of Land Use or Town Planning schemes.

6.5.4 Recovery Assistance Strategies

- Consideration given to the needs of vulnerable community cohorts
- Make food, shelter, clothing, health, and emergency finance available
- Deliver services in a simple & caring manner
- Ensure evacuation or recovery centres cater for privacy and individual care
- Ensure emergency and recovery workers receive ongoing support, debriefing, relief and rest; and
- Maximise financial aid and minimise material aid.

6.5.5 Accountability Strategies

1. Ensure the affected community is involved in the allocation and distribution of material and financial resources; and
2. assist the community in ensuring there is accountability in the use of resources.

6.5.6 Strategies for Grants, Loans and Gifts

1. Ensure there is community involvement in determining criteria
2. Communicate entitlement criteria for financial support and grants immediately
3. Alterations to criteria must be communicated clearly to the community
4. Consider non-English speaking groups in designing information for grants; and
5. Maintain confidentiality.

6.5.7 Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement; and
- ensure policies and processes provide family's the best ability to recover.

6.5.8 Recovery Information Strategies

- Provide regular updates on –
 - current state and extent of the disaster,
 - actual and proposed official response
 - desired community response
 - advice to isolated families
- Endeavour to ensure that all affected persons have an understanding of the situation and the opportunity for personal counselling; and
- Provide for advocacy by agencies and organisations.

Information may be made available to the public using a combination of the methods such as:

1. Public meetings
2. One Stop Recovery Centre
3. Door knocks
4. Outreach programs
5. Information sheets; and

6. Community newsletters
7. Social media

6.6 Stand Down

The recovery management structure will gradually be stood down as the City's capability to manage the services improves and when recovery personnel and programs are no longer required.

6.7 Post Recovery Analysis

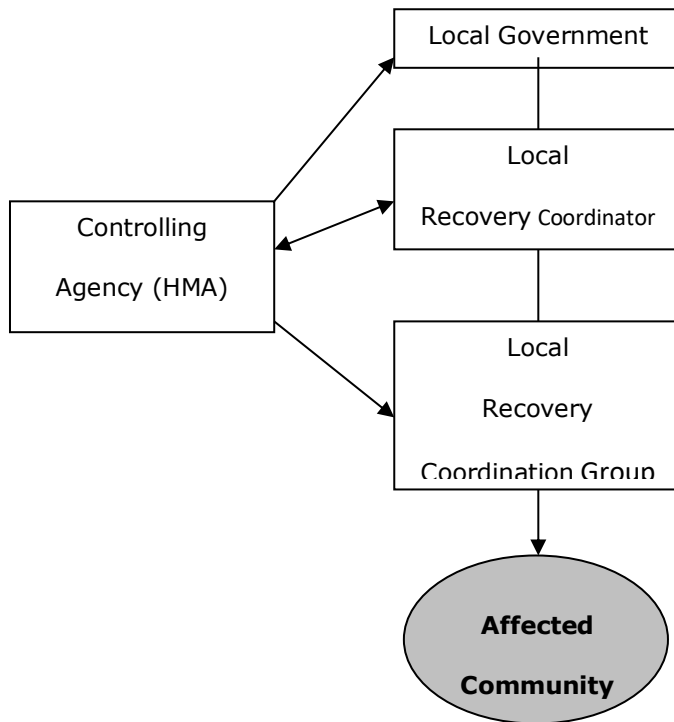
The Local Recovery Coordinator will facilitate a Post Recovery Analysis (PRA) of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

6.8 Post Recovery Reports

The Local Recovery Coordinator with the assistance of the City of Swan and other relevant agencies will produce a post recovery report which will be provided to the Hazard Management Agency.

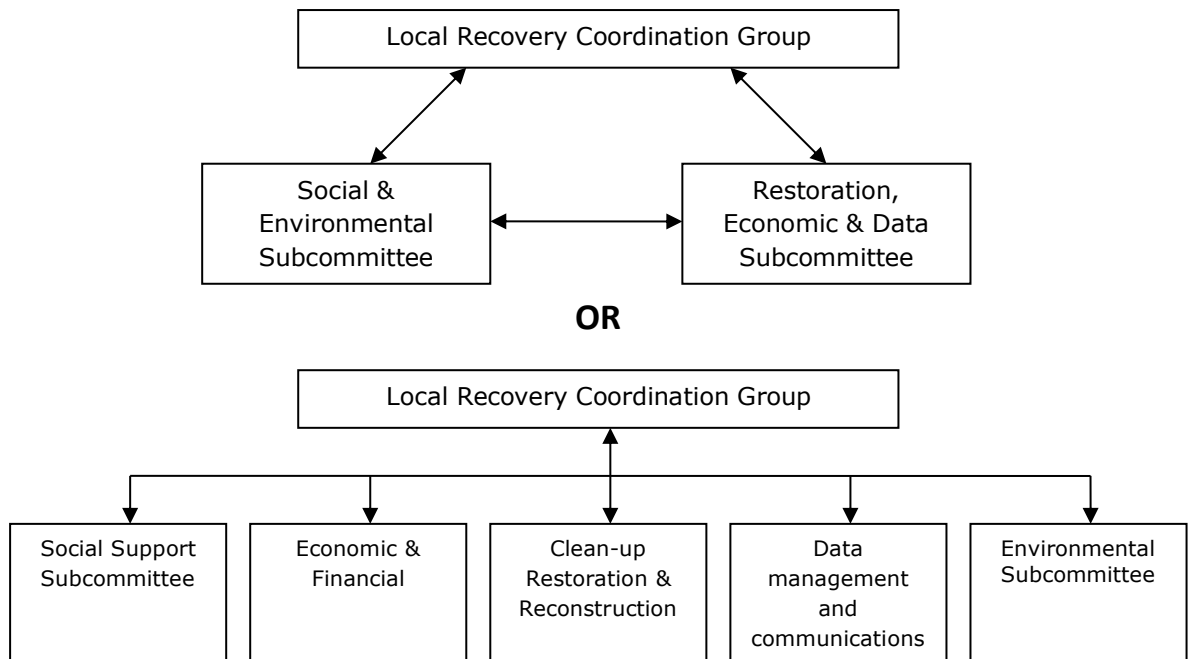
APPENDIX 1: LOCAL RECOVERY ORGANISATION

Initial Recovery Management Structure *(during response phase)*



Recovery Committee Structures *(following handover from Controlling to LRC)*

(Depending upon community impact and complexity of event)



APPENDIX 2: LOCAL RECOVERY COORDINATION GROUP

Membership to be considered includes (template to be completed when officers appointed to positions):

Organisation	Suggested Representative
Chairperson - City of Swan	Chair of LEMC & Recovery Planning Committee, Mayor or CEO
City of Swan	Local Recovery Coordinator
Executive Officer - City of Swan	Business Support Officer or another appropriate officer
City of Swan	Construction and Maintenance
City of Swan	Manager Fleet and Waste Services
City of Swan	Manager Health and Building Services
City of Swan	Manager Community Safety
City of Swan	Manager Lifespan Services
City of Swan	Manager Financial Services
Controlling Agency / HMA	DFES/WA Police generally
WA Police	Local OIC
Department of Primary Industries and Regional Development	
Department of Health	
Department of Education	
Department of Biodiversity and Conservation and Attractions	
Department of Communities	
Main Roads WA	
DFES	
St John Ambulance	
Red Cross	
Utilities (power, gas, water etc)	
Community representatives	
Chairpersons of sub-committees	
ARC Infrastructure	
Swan Chamber of Commerce	
Other not-for profit organisations	

- Other persons/organisations determined as required/appropriate.

APPENDIX 3: LOCAL RECOVERY ACTIVITIES

Transition From Response:		OK
IC shall include the LRC in critical response briefings		
LRCG shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency		
LRCG shall ensure that agencies with response and recovery obligations are aware of their continuing role		
LRCG to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.		
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place		
Management Structure (the LRCG will):		
Ensure the appointment of an LRC has occurred		
Activate a recovery coordination centre if required		
Facilitate representative subcommittees to coordinate and action recovery tasks and disseminate decisions, as required		
Ensure and facilitate the completion of the impact assessment		
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media		
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.		
Prepare oral and written financial and non-financial reports and briefs.		
Promote Community Involvement (the LRCG will):		
Work within existing community organisations		
Recruit representatives of the affected community into recovery planning		
Establish strategies for uniting the community behind agreed objectives		
Provide information centres for advice, information and assistance during the recovery period		
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).		

Impact Assessment -managerial issues (the LRCG will):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the "big picture")	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCG will):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance) 	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCG will):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	

State Government Involvement (the LRCG will):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate recovery subcommittees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCG will):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the CA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: <ul style="list-style-type: none"> • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged 	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCG will:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	

Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child Protection and Family Support	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures LRC will:	
Take the opportunity, while doing the hazard analysis, to: <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional 	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCG will:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCG will:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal will:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long-term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

APPENDIX 4: OTHER REFERENCE DOCUMENTS

Comprehensive Impact Assessment (DFES)

Local Recovery Coordinator Checklist (DFES/ECM)

Operational Sequence guide/ checklist (DFES/ECM)

Operational Recovery Template (ECM)

Local Recovery Coordination Group standard reporting – Recovery Report (ECM)

Post Incident Analysis Proforma (DFES)

Wooroloo Bushfire Recovery Plan