



Local Emergency Management Arrangements

City of Swan

Local Emergency Management Arrangements – November 2014 - Final
Public Copy

City of Swan

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of s. 41 (1) of the Emergency Management Act 2005. This document has been endorsed by the City of Swan Local Emergency Management Committee (LEMC) and the City of Swan Council; and has been tabled with the District Emergency Management Committee (DEMC).

Chairperson
City of Swan LEMC

Date: 11 December 2014

Mayor
City of Swan Council

Date: 17 December 2014

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City of Swan Deputy Mayor	
City of Swan Administration	
City of Swan Place Offices: Altone, Ballajura, Bullsbrook, Ellenbrook & Gidgegannup	
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	
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East Metropolitan Regional Council (EMRC)	
Secretary State Emergency Management Committee	
Department of Food and Agriculture	
Water Corporation	

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Australian Red Cross Emergency Services WA	
Western Australian Local Government Association (WALGA)	

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	June 2014	Review and reissue of draft Local Emergency Management Arrangements to be utilised for LEMC EM exercise	Helen Kent
2	November 2014	Complete review and reissue	Helen Kent
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

¹ ADP -5 Emergency Management for Local Government

GLOSSARY OF TERMS

The following terms apply throughout these Arrangements:

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

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

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND and COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. *See also* **COMMAND and COORDINATION**.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL and COMMAND**.

DISTRICT – means the municipality of the City of Swan. This is the local government district not the emergency management district.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES– Department of Fire and Emergency Services.

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency’s functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Controlling Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the City of Swan and the City of Swan Council.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the City of Swan

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – 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 – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimise the potential harm to the community.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bushfire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
CoS	City of Swan
CPFS	Department for Child Protection and Family Support
DPaW	Department of Parks and Wildlife
DEMCC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
FRS	Fire and Rescue Service
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
LRCC	Local Recovery Coordination Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
SRC	State Recovery Controller

PART 1 – INTRODUCTION

1.1 Acknowledgments

The City of Swan Local Emergency Management Arrangements detail the City's 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 Secretariat including the *Local Community Emergency Management Arrangements Guide* and the LEMA and Local Recovery Plan templates.

Consideration of other Local Government Authority plans assisted in the compilation of these arrangements:

- City of Bayswater
- City of Joondalup
- City of Stirling
- City of Wanneroo
- Town of Bassendean

Errors, inaccuracies, missing external links and other problems

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

1.2 Authority

The City of Swan Local Emergency Management Arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005*.

These arrangements are to be endorsed by the City of Swan Local Emergency Management Committee and the City of Swan Council; and are to be tabled with the East Metropolitan District Emergency Management Committee to facilitate the compliance process.

1.3 Community Consultation

These arrangements were promoted on the City's website and community members were asked to comment on their accuracy, suitability and practicality.

The LEMA was provided to the members of the City of Swan Local Emergency Management Committee for their review and comment.

In 2013, the City of Swan completed a review of its emergency risk management process utilising methodology consistent with the National Emergency Risk Assessment Guidelines and the framework and structure outlined in the International Organization for Standardisation document *AS/NZS ISO 31000:2009, Risk Management*.

The City of Swan conducted consultation with community members within the City's local government area to ensure that community views were considered in the assessment of identified hazards that could potentially impact the City of Swan.

Face-to-face consultation occurred through the inclusion of emergency management and emergency services agencies and organisations along with key community contacts in the risk assessment workshops which were conducted as part of the emergency risk management process. Additionally, the City sought input from the broader community by requesting feedback via its website.

Further community engagement will be undertaken as part of the complete review and redevelopment of the City's LEMA following local government reform in 2015.

1.4 Document Availability

Copies of these arrangements will be distributed to the following and are free-of-charge during City of Swan Administration reception hours:

- City of Swan Administration
2 Midland Square, Midland WA 6056
Monday - Friday 8am - 4.30pm
- City of Swan website in PDF format - www.swan.wa.gov.au
- City of Swan Place Offices – Altone, Ballajura, Bullsbrook, Ellenbrook and Gidgegannup

1.5 Area Covered and Description of Local Government

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 estimated population was 124,782 in 2013.

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.

1.5.1 Physical Attributes:

Zoned Land Use:

Residential	1,756.5 ha
Residential Development	727.2 ha
Residential Redevelopment	61.2 ha
Industrial Development	251.1 ha
General Industrial	538.8 ha
Light Industrial	8.5 ha
Regional Reserves – Parks & Recreation	17,751.5 ha
Special Use Zones – Residential (e.g. Urban Growth Corridor, Ellenbrook, The Vines etc)	2,836.3 ha

1.5.2 Major Industries:

- Tourism
- Retail
- Manufacturing
- Property and business services
- Agriculture
- Whole trade
- Construction

1.5.3 Access

Access into and throughout the region is facilitated by an expansive road network, rail and bus services and the City's proximity to Perth airport.

Major Transport Arteries:

- Great Eastern Highway
- Great Northern Highway
- Roe Highway
- Reid Highway
- Toodyay Road

Rail Links:

Avon Valley Rail Link

Midland – Perth

1.5.4 Bordering Local Government Authorities

City of Bayswater

City of Belmont

City of Wanneroo

Shire of Chittering

Shire of Kalamunda

Shire of Mundaring

City of Stirling

Shire of Toodyay

Town of Bassendean

The City is divided into seven (7) wards:

Altone Ward	Beechboro, Bennett Springs, Caversham, Kiara, Lockridge, Whiteman
Ballajura Ward	Ballajura, Cullacabardee, Lexia, Malaga, Noranda, Whiteman
Ellenbrook Ward	Ellenbrook, Aveley
Swan Valley / Gidgegannup Ward	Baskerville, Bennett Springs, Belhus, Brabham, Brigadoon, Dayton, Caversham, Gidgegannup, Henley Brook, Herne Hill, Middle Swan, Millendon, Red Hill, West Swan, Whiteman
Guildford Ward	Guildford, Hazelmere, Perth Airport, South Guildford
Midland Ward	Bellevue, Jane Brook, Koongamia, Middle Swan, Midland, Midvale, Red Hill, Stratton, Swan View, Viveash, Woodbridge
North Ward	Bullsbrook, Lexia, Melaleuca, The Vines, Upper Swan

City of Swan Local Government Area Snapshot

Demographics

ABS: Estimated resident Population (2013)	124,782
Median age	34
Residents with Bachelor or higher degree	10.8%
Couples with children	37.2%
Number of residents born overseas	32,481

Business (2012/13)

Estimated number of businesses, including entries and exits	9,597
Estimated number of people who work at home	1,742
Largest industry sector by business counts	Construction
Largest industry sector by number of employees	Construction

Employment

% of workers who live and work in the City of Swan	30.9%
% of workers who live in the City of Swan but work outside	56.8%
% of residents commuting to work by private vehicle	74.3%
% of residents commuting to work by public transport	6.4%

1.6 Aim

The aim of the City of Swan Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the City.

1.7 Purpose

In accordance with the Emergency Management Act 2005, the purpose of these emergency management arrangements is to set out:

- a) the City of Swan's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the City of Swan;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to within the City of Swan;
- e) strategies and priorities for emergency management in the City of Swan;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.8 Scope

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

Furthermore:

- a) This document applies to the local government district of the City of Swan;
- b) This document covers areas where the City of Swan provides support to HMAs in the event of an incident;
- c) This document details the City of Swan's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The City of Swan's responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, State or Federal level.

1.9 Related Documents & Arrangements

1.9.1 Local Emergency Management Policies

POL-C-067 - Risk Management

POL-M-137 Risk Management Framework

1.9.2 Existing Plans & Arrangements

Local Plans

Table 1.1

Document	Owner	Location	Date
Local Emergency Management Plan for the Provision of Welfare Support Services - Midland District	Department for Child Protection and Family Support	CPFS Midland Office, CPFS DESO City of Swan Dataworks system document #2726837	July 2014

1.9.3 Agreements, Understandings & Commitments

Agreements between the City of Swan and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 1.2

Parties to the Agreement	Summary of the Agreement	Special Considerations
City of Swan City of Bayswater City of Joondalup City of Stirling City of Wanneroo Shire of Mundaring Shire of Kalamunda Town of Bassendean	<p>The Provision of Mutual Aid for Recovery During Emergencies</p> <p>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.</p> <p>This agreement expires June 2018.</p> <p>City of Swan Dataworks system document # 3331393</p>	

1.10 Special Considerations

- Bushfire Season -November to April
- Winter Storm Season – May to October
- Proximity to Perth Airport
- Dampier to Perth gas pipeline
- RAAF Base Pearce
- Rail link through Avon Valley
- Avon Descent - August each year
- Major arterial roads – vehicles carting dangerous goods

1.11 Resources

The City of Swan list of resources and service providers are shown in appendix (4) of these arrangements.

1.12 Roles & Responsibilities

1.12.1 Local Emergency Coordinator

The Local Emergency Coordinator is the Officer-in-Charge of the Police Station/s within the local government district.

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.12.2 Local Government

It is a function of a local government —

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

These functions include (but not limited to; administrating the LEMC in accordance with SEMP 2.5, completing an annual report & annual business plan in accordance with SEMP 2.6 and establishing and maintaining the local emergency management arrangements which includes a local recovery plan.

1.12.3 LEMC Chairperson

The LEMC Chairperson is appointed by the City of Swan in accordance with the EM Act 2005 [s.38 (a)].

- (a) Ensure the appointment of an Executive Officer
- (b) Ensure that Council is informed of emergency management discussions and significant outcomes from LEMC meetings

1.12.4 LEMC Executive Officer:

Provide executive support to the LEMC by:

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

1.12.5 Local Emergency Management Committee:

The City of Swan has established a Local Emergency Management Committee under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management 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 LEMC is not an operational committee and is established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator(s) (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC are [s. 39 of the Act]:

- a) To advise and assist the local government in establishing local emergency managements for the district;
- b) to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c) to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

1.12.6 Controlling Agency

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

The function of a Controlling Agency is to;

- a) to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- b) to control all aspects of the response to an incident.
- c) During Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

1.12.7 Hazard Management Agency

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]

The HMAs are prescribed in the Emergency Management Regulations 2006.

1.12.8 Function

Function:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 & 53 Act]
- Coordinate the development of the Westplan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

1.12.9 Combat Agencies

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

1.12.10 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.

1.12.11 Public Authorities

A public Authority is established under section 3 and prescribed by regulation. Under s35 SEMC may designate an area of the State and give responsibility for that section to a public authority as though they were a local government. In this case the public authority acts as a local government in respect of the roles, responsibilities and powers of a local government. To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

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Part 2

PLANNING

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the administration and planning requirements of the LEMC under the EM Act 2005, policies and procedures.

2.1 LEMC Membership

Committee Executive:

- Elected member as Chair
- Local Emergency Coordinator as Deputy Chair:
 - July to December– Officer in Charge Midland Police Station
 - January to June – Officer in Charge Ellenbrook Police Station
- Executive Officer – Emergency Management Officer

City of Swan:

- Executive Manager Place
- 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

Department for Child Protection and Family Support:

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

Department of Corrective Services:

- Bandyup Women’s Prison - Security Manager

Department of Education:

- Coordinator(s) Regional Operations North Metropolitan Region

Department of Fire and Emergency Services:

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

Department of Health:

- Swan / Kalamunda Health Service - Emergency Preparedness Officer

Department of Parks and Wildlife:

- 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 Health Service

Australian Red Cross:

- Team Leader for local government district

2.2 Meeting Schedule – Financial Year

- September
- December
- March
- June

2.3 LEMC Meeting Business

Agenda items to be considered, in line with the annual reporting requirements, should include:

- a) Confirmation of LEMA contact details and key stakeholders;
- b) Committee membership and resources;
- c) Status of LEMA including local recovery plans;
- d) Exercises that tested the LEMA;
- e) Subcommittees or working groups;
- f) Projects undertaken; and
- g) Key Achievements

Additional considerations should include:

- a) Local training needs or opportunities;
 - b) Funding opportunities, (for example the Natural Disaster Resilience Program-NDRP and All West Australian Reducing Emergencies - AWARE);
 - c) Incident Support Group activations/or incidents;
 - d) Emergency risk management processes - including and any treatment strategies; and
 - e) Post-incident reports and post exercise reports.
- a) Finalise the annual report and arrange for it to be forwarded to the relevant DEMC for annual report compilation.

2.3.1 LEMC Meeting Business Breakdown of Agenda Items

Standard Meeting Items:

- Contact details
- Post-incident reports
- Post-exercise reports
- Funding nominations and applications progress
- Emergency Risk Management / treatment strategies progress
- Review Local Emergency Management Arrangements (LEMA)
- Review LEMC business plan strategies and record key achievements

1st Quarter Meeting (July-Sep)

- Workshop/ finalise LEMC Business Plan for the next reporting period
- Seasonal preparedness - bushfire

2nd Quarter Meeting (Oct-Dec)

3rd Quarter Meeting (Jan-Mar)

- Review State Preparedness report
- Review Local Recovery Arrangements
- Seasonal Preparedness - Storm

4th Quarter Meeting (Apr-June)

- Finalise & approve LEMC Annual Report & Business Plan achievements
- Finalise LEMC Exercise Schedule

2.3.2 Additional Procedures

The LEMC, via the Chair, will provide an annual written report to the City of Swan Council.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The LEMC annual report is to contain, for the reporting period:

- a) a description of the area covered by the LEMC,
- b) a description of activities undertaken by it, including;
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
 - v. the level of development of the local recovery plan for the area covered by the LEMC,

- vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the LEMC Annual Business Plan.
- c) the text of any direction given to it by:
- i. the local government that established it.
- d) the major objectives of the annual business plan of the LEMC for the next financial year

2.5 The Annual Business Plan

State Emergency Management Policy 2.6 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. (SEMP 2.6 s25 (b)(vii) & s25(d)).

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

2.6 Emergency Risk Management

The City of Swan emergency risk management process was undertaken in 2013.

The current risk register is contained at appendix (3)

Part 3

RESPONSE

PART 3 – RESPONSE

The ERM process undertaken by the City of Swan has provided the foundation for developing these local emergency management arrangements including the identification and assessment of emergency risk faced by the community.

3.1 Risks – Emergencies Likely to Occur

Table 3.1

Hazard	Controlling Agency	HMA	WESTPLAN	Local Plan (Date)
Bushfire	DFES DPaW City of Swan – dependent of incident are, type and level	DFES	Fire	This information has been requested
Earthquake	DFES	DFES	Earthquake	
Flood	DFES	DFES	Flood	
Heatwave	Health	Health	Heatwave	
Severe Storm	DFES	DFES	Storm	
Transport emergency – Air Crash	WA Police	WA Police	Air Crash	
Transport emergency – Marine (recreational / tourist)	WA Police	WA Police	Marine Search and Rescue	
Transport emergency – Rail (passenger network)	PTA	PTA	Westplan Rail Crash PTA	
Transport emergency – Rail (freight network)	Brookfield	Brookfield	Westplan Brookfield Rail	
Transport emergency - Road	WA Police	WA Police	Road Crash	
Service Disruption – Electricity	Public Utilities Office (Coordinator of Energy)	Public Utilities Office (Coordinator of Energy)	Interim Westplan – Electricity Supply Interruption (May 2014)	
Service Disruption - Water	TBD	TBD	TBD	
Hazardous Materials – release from Facility	Per Westplan HAZMAT & Westplan CBRN (restricted document)		HAZMAT	
Hazardous Materials – transportation	Per Westplan HAZMAT & Westplan CBRN (restricted document)		HAZMAT	
Human Epidemic	Health	Health	Human Epidemic	
Exotic Animal Disease	Dept of Ag & Food	Dept Ag & Food	Animal & Plant Biosecurity	
Plant Disease	Dept Ag & Food	Dept Ag & Food	Animal & Plant Biosecurity	

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

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

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA 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.

3.3 Role

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.

3.4 Triggers for an ISG

The triggers for an incident support group are outlined under SEMP 4.1 & Operational Procedure 23 'Incident Level Declaration'. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically these can be if one of the following triggers are met;

- requires multi agency response;
- has a protracted duration;
- requires coordination of multi-agency resources;
- requires resources from outside the local area;
- some impact on critical infrastructure;
- has a medium level of complexity;
- has a medium impact on the routine functioning of the community;
- has potential to be declared an 'Emergency Situation'; and/or
- consists of multiple hazards.

SEMP 4.1 and OP 23 should be consulted for further detail.

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. As a general rule, ***the local recovery coordinator should be a member of the ISG from the onset***, to ensure consistency of information flow and transition into 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

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 or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.5 Emergency Coordination Centre (ECC) Information

The Emergency Coordination Centre is where the ISG meets during an emergency and provides the focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

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	9267 9267	Insight:9267 9267
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	9267 9267	Insight:9267 9267
2 nd Contact		

3.6 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the Controlling Agency.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.7 Critical Infrastructure

A list of the identified critical infrastructure within the City of Swan local government area is contained in appendix (1).

3.8 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.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.8.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' and the WA Community Evacuation in Emergencies Guide should be consulted when planning evacuation.

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Schools, hospitals, nursing homes, childcare facilities etc should each have separate emergency evacuation plans which show where their populations will assemble for transportation.

Whenever evacuation is being considered the Department for Child Protection and Family Support must be consulted during the planning stages. This is because CPFS has responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.9 Communities and Other Groups for Special Consideration

The City of Swan has identified these groups within its local government area and these are shown at appendix (2).

3.10 Refuge Sites

Refuge sites may depend on time, place and circumstances of the emergency and, therefore, are not documented in the City of Swan LEMA.

3.11 Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies issues and local land marks. (appendix 6)

3.12 Welfare

The Department for Child Protection and Family Support has the role of managing welfare support services. CPFS has developed a local emergency management plan for the provision of welfare support services for its Midland office operational area.

3.13 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS District Director to

- (a) Establish, chair and manage the activities of the Local Emergency Welfare Coordination Group (LWCG), where determined appropriate by the District Director;
- (b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Coordination Group;
- (d) Establish and maintain the Local Emergency Welfare Coordination Centre;

- (e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- (f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- (g) Represent the Department on the Incident Support Group when required

3.14 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to assist in the coordination of welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance at the local welfare centre including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

3.15 Register, Find and Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection and Family Support has responsibility for is recording who has been displaced and placing the information onto a State or National Register.

This primarily allows friends or relatives to locate each other but also has other applications. Because of the nature of the work involved CPFS has reciprocal arrangements with the Red Cross to assist with the registration process.

3.16 Welfare Centres

Welfare Centres may include: Evacuation Centres, Relief/Recovery Centres (commonly referred to as a 'one stop shop') and Accommodation Centres.

A list of the potential welfare evacuation / relocation centres within the City of Swan is noted at appendix (5)

3.17 Animals (including assistance animals)

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

The City will liaise with its pound service provider – Julie's Kennels – to assist in the accommodation of domestic cats and dogs during an emergency.

Part 4

RECOVERY

PART 4 RECOVERY

4.1 The Recovery Process

Recovery should be seen as a community development process, which should seek to develop the community rather than just return it to the previous level. This can be achieved with a well-managed recovery process.

Disaster recovery includes physical, environmental and economic elements, as well as psychosocial wellbeing.

Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

Successful recovery relies on the utilisation of the National Principles for Disaster Recovery:

- understanding the context;
- recognising complexity;
- using community-led approaches;
- ensuring coordination of all activities;
- employing effective communication; and
- acknowledgment and building capacity.

4.2 General Information

The City of Swan Local Recovery Plan was developed in accordance with the *Local Recovery Planning Guide* and is consistent with State-level arrangements.

4.3 Aim of Recovery

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing”.²

4.4 Transition from Response to Recovery

The Controlling Agency will liaise with the City of Swan to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to the City. The “handover” arrangements will be appropriately documented.

Where the City of Swan is the Controlling Agency it will undertake all responsibilities in transitioning from response to recovery as detailed in Westplan – Recovery Coordination:

- Liaise with the Local Recovery Coordinator appointed by the local government where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and Operations Area Support Group;
- undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Controller;

² (Emergency Management Act 2005)

- undertake a needs assessment in relation to the impact of the emergency on the local community including the identification of damage to or disruption of electricity, gas, water supplies, telecommunications, transport/road infrastructure and services, and liaise with the Local Recovery Coordinator, SRC and the providers of those services in relation to restoration; and
- conduct a formal “handover” of control of the emergency to a designated recovery controller.

4.5 Local Recovery Coordinator

The City of Swan has nominated City officers to fulfil the role of local recovery coordinator:

- Executive Manager Place
- Executive Manager Operations
- Altone Place Manager
- Ballajura Place Manager
- Ellenbrook Place Manager
- Midland Place Manager
- Rural Place Manager
- Manager Community Safety

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

4.6 Local Recovery Coordination Group

The role of the local recovery coordinating group is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the Local Recovery Plan.

4.7 Function of the Local Recovery Coordination Group

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

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

4.8 Local Recovery Coordination Group Composition

The Local Recovery Coordination Group is an operational group and its composition may vary depending on the nature, location(s) and complexity of an emergency event and its

subsequent recovery. Members may be co-opted in accordance with the identified recovery needs of the community.

Membership to be considered includes:

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	EM Office or other 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	
WA Police	
Department for Child Protection and Family Support	
Department of Health	
Department of Education	
Lifelines (power, gas, water etc)	
Main Roads WA	
Department of Agriculture	
St John Ambulance	
Swan Chamber of Commerce	
Community representatives	
Chair persons of sub-committees	

- Other persons/organisations determined as appropriate.

4.9 Priorities for Recovery

The Local Recovery Coordination Group should consider the following areas when recommending priorities and ensuring work is completed.

- Health and Safety of individuals and the Community
- Social recovery
- Economic recovery
- Physical recovery
- Environmental recovery

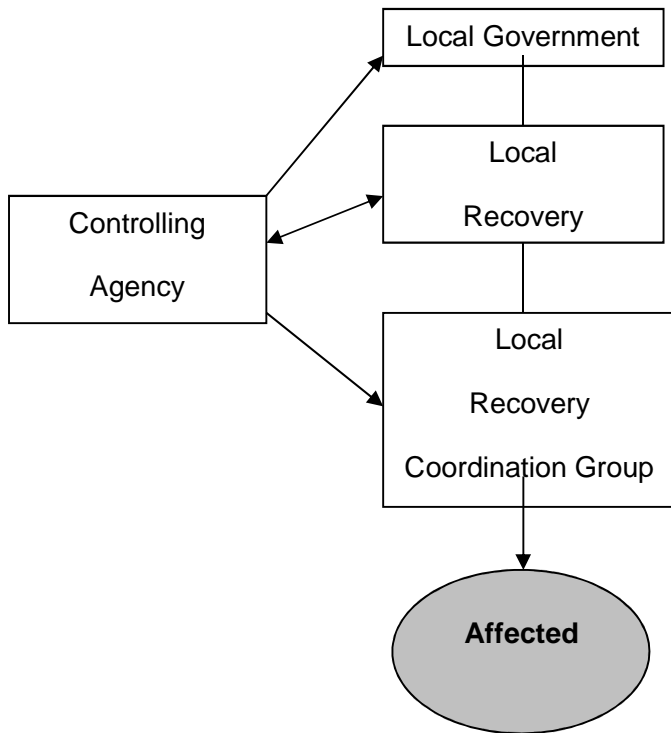
4.10 Financial Management in Recovery

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/Commonwealth government assistance schemes including -

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA);
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA).

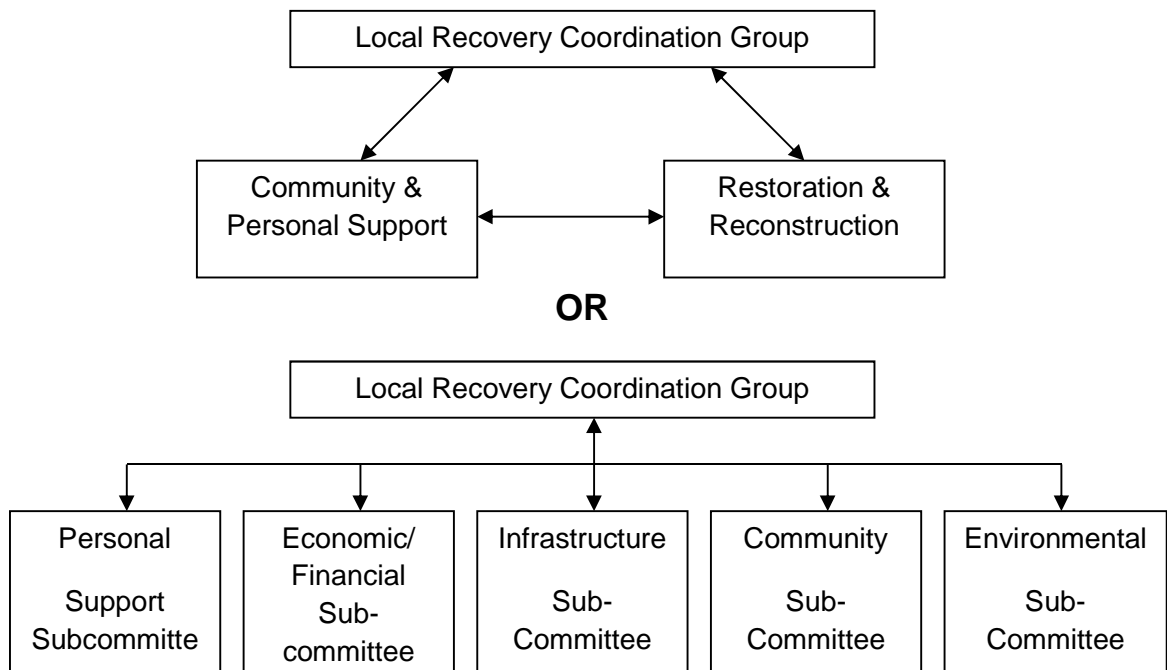
Government assistance schemes are NOT provided as an alternative to commercial insurance or other mitigation strategies.

Requests from individuals for relief aid over and above assistance available through defined State/Commonwealth government schemes may be referred to the Lord Mayor's Distress Relief Fund for consideration (See State Emergency Management Manual OP-19)



Recovery Committee Structures (following handover from CA to LRC)

(depending upon community impact and complexity of event)



Part 5

REVIEW OF
ARRANGEMENTS

Part 5: REVIEW OF ARRANGEMENTS

5.1 The Aim of Exercising

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

The exercising of a HMA's response to an incident is the responsibility of the HMA, however, it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

5.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management for Local Government*, Administrative Procedure 05 – *Emergency Management for Local Government* and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

5.4 Reporting of Exercises

Each LEMC must report their exercise schedule to the relevant DEMC. The DEMC compiles the reports and send the dates to the State Emergency Management Committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed they must be reported to the DEMC via the template found at 'C' of State EM Procedure TP-1 'Exercise Management'. (SEMP 3.1 s.23)

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management for Local Government* and Administrative Procedure 05 – *Emergency Management for Local Government* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to ADP 05 – *Emergency Management for Local Government (34)*, the LEMA (including recovery plans) are to be reviewed and amended:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring a significant recovery co-ordination;
- after training or drills that exercises the arrangements;
- every five years; and
- whenever the local government considers it appropriate.

5.6 Review of Local Emergency Management Committee Positions

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

The City of Swan Local Emergency Management Committee Terms of Reference articulates the membership, functioning and review of this committee.

5.7 Review of Resources Register

The Executive Officer shall have the resources register reviewed at each LEMC meeting as part of the LEMA review and updated as necessary.

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Appendices

Appendix 1: Critical Infrastructure

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This information contained in restricted document

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Appendix 3: Risk Register

Bushfire

Hazard description

Bushfire is generally described as fire in vegetation. Bushfires are an intrinsic part of WA's environment. The natural ecosystems have adapted to bushfire, while the diversity of the landscape has been shaped by fire. The vast majority of these fires are extinguished by our volunteer brigades and career fire fighters before they can escalate into major fires. On occasion, however, bushfires can intensify very rapidly threatening lives, property and the natural environment. As urban development spreads, the close proximity of these developments to natural bush land poses a constant threat that homes and people will be impacted by bushfires. The City has large tracts of bushland and State forest within its boundaries creating dangerous conditions for the community. While the City's brigades not only attend only a large number of fires within the boundaries of the City of Swan, but are also called to support DPaW and DFES in bushfire response in neighbouring communities. Bushfires impact people, infrastructure, the environment and the economy of the Local Government and business.

Impacts

PEOPLE - Potential loss of life or permanent, serious or minor injury to emergency service responders (fire fighters) or members of the community. Short, medium or long term displacement of persons. Emotional trauma for members of the affected community. Additional support required from the City to assist the community.

INFRASTRUCTURE - Residential (destruction of private dwellings including sheds and vehicles). Commercial (including structures, vehicles, produce), public including (structures residential). Essential service infrastructure impacted, damaged or destroyed. Public essential assets, (roads, bridges, footpaths) destroyed.

ENVIRONMENT - Damage and loss of biodiversity - flora & fauna habitat, erosion, air pollution, effects of runoff on the water catchment.

ECONOMY - Business continuity, financial loss for the Local Government and local business. Insurance premiums rise, increased regulation and enforcement.

PUBLIC ADMINISTRATION - Liability, litigation and public perception of preparedness, response and recovery mechanisms.

SOCIAL & CULTURAL - Social networks disrupted, walk trails, national and regional parks damaged and heritage listed buildings lost.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	5	3	4	5	Extreme

Earthquake

Hazard description

Australia is a tectonically stable region and has few earthquakes of any consequence in any given year. The earthquake hazard in a region can be described as the level of ground shaking that has a 10 per cent chance of being exceeded in 50 years. Calculation of the earthquake (the chance of an earthquake occurring in a year); an attenuation model (the degree to which the earthquake ground shaking intensity diminishes over distance from the source); and a site response model (how soils, sediments and weathered rock will affect the ground shaking during an earthquake.) Studies conducted during the natural hazard Risk in Perth (2005) Study identified that the highest risk from earthquakes in the study region was from moment impact levels of 5.0 of distances of less than 30 kilometres. The relative rarity of large earthquakes ensures that earthquakes are not prominent in the public consciousness. Notable events in WA's recent history having an impact on Perth was the 1968 Meckering quake with minor damage to buildings and road infrastructure recorded in the Perth area.

Impacts

PEOPLE - Death or serious injury due to building collapse. Health system overloaded with sick and injured people.

INFRASTRUCTURE - Damage to the built environment including public buildings, key infrastructure including electricity gas and water supply, building fires, rail infrastructure.

ENVIRONMENT - Damage to aspects of the natural environment including collapse of river banks, subsidence, structural damage to walk trails and paths.

ECONOMY - Economic losses to local industry and business due to loss of premises through total or partial collapse or being rendered uninhabitable.

SOCIAL - Social disruption through short and long term displacement or relocation of the affected community. Total loss of buildings of historical significance.

PUBLIC ADMINISTRATION - Cost of recovery borne by the Local Government for items not covered under WANDRRA. Cost of employing additional staff for the recovery effort which may last many years.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	4	3	4	2	Medium

Flood (Riverine)

Hazard description

Major flooding events in Western Australia are predominantly caused by heavy rainfall over extended periods of time resulting in the over flow of There are a number of factors contributing to whether a flood will occur; these include the volume, spatial distribution, intensity and duration of rainfall over the catchment; catchment conditions prior to the rainfall event; ground cover; topography; ground water tables; the capacity of the water coarse or stream network to convey the run-off; and tidal influences. This study's focus is on riverine flooding which may have the potential to cause damage to the built environment including private housing, industrial and commercial properties and affect the lives of people living in the community. The study will focus on the main tributaries of the Swan catchment impacting on the City of Swan, those being; the Avon River; Ellen Brook; Susannah Brook; the Helena River; and Jane Brook.

Impacts

PEOPLE - Possible deaths from drowning normally attributed to misadventure during flood events. Public health issues including water contamination. Inundation of heavily populated areas particularly newly established urban areas resulting in short to long term relocation of sections of the community.

INFRASTRUCTURE - Damage to the built environment including homes, commercial and industrial premises. Inundation of rural lands affecting primary production. Waste water and sewerage processing systems impacted and fail due to loss of power and inundation. Public assets damaged including bridges, roads, footpaths, drainage systems, parks, gardens and telecommunications systems. Damage to essential services infrastructure, power, water, gas, sewerage.

ENVIRONMENT - Erosion, loss of topsoil and sedimentation, mosquito infestation.

ECONOMY - financial losses to local business. Significant financial loss by the Local Government.

SOCIAL - Potential loss of heritage sites, walk trails or buildings of historical significance.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	3	3	3	3	Medium

Heat wave

Hazard description

A heatwave is a period of abnormal and uncomfortably hot weather, which could impact on human health, community infrastructure and services. The Western Australian Department of health has a technical definition of heatwave based on the minimum temperature threshold that is likely to impact on the health of the community, known as the 'Heat Health Temperature Threshold'. The average temperature is calculated from the forecast daily maximum and the forecast overnight temperature, which is the daily maximum for the following day. Where the average daily temperature for Perth is 32 degrees Celsius, a forecast maximum temperature of 40 degrees Celsius or above on three or more consecutive days for the Perth metro area, an alert will be triggered for a potential heatwave event. Contributing factors include: duration of the high temperatures; humidity and air quality; urban and rural design; and local acclimatisation. Heatwaves have killed more people than any other natural hazard experienced in Australia.

Impacts

PEOPLE - Death of vulnerable members of the community. Exacerbation of existing medical conditions.

PUBLIC ADMINISTRATION - Higher than normal burden of the health system and medical services.

SOCIAL - Disruption to rail transport brought about by heat distortion of rails and go-slow procedures of the PTA.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Medium	3	3	3	5	Medium

Severe Storm

Severe storms are localised events not usually affecting wide areas. Severe storms can occur anywhere in Western Australia and do so much more frequently than any other major natural hazard. Their devastating impact is often under-estimated and on average, each year, storms are responsible for more damage (as measured by insurance costs) than any other natural hazard. During the cooler months of the year the southwest of Western Australia experiences westerly winds that produce 80 per cent of the region's rainfall. Some of the more vigorous fronts produce severe wind gusts in excess of 90 km/h or may give rise to tornadoes and heavy hail. The level of threat to life and property may also be described in wind strength. Severe storms can be categorised as follows: Strong fronts and intense lows causing gale force winds including tornadoes. Severe thunder storms during the warmer months are infrequent events between October and April and only a small number of these storms are severe enough to cause widespread damage. Climatic change (Global Warming) may increase the likelihood of severe storm events.

Impacts

PEOPLE - Loss of life or serious injury of community members. Damage to private homes resulting in relocation of affected community members.

INFRASTRUCTURE - Damage to private homes. Damage to essential public assets including roads, bridges and footpaths.

ENVIRONMENT - Bushfires ignited by lightning strikes particularly as a result of dry season thunder storms. Wash a ways causing erosion and damage to walk trails and sensitive ecosystems.

ECONOMY - Flash flooding of low lying areas of the community impacting on roads, businesses etc. short term disruption to business. Short or long term power outages causing loss of perishable food items. Damage to uninsurable assets such as roads resulting in expenditure not covered under WANDRRA.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	3	2.5	3	4	High

Transport incident – air crash

Hazard description

The hazard is defined within Westplan Air Crash as an occurrence associated with the operation of an aircraft that takes place from the time any person boards the aircraft with the intention of flight until such time as all persons have disembarked, in which: a person is fatally or seriously injured as a result of being in or upon the aircraft or by direct contact with the aircraft; the aircraft incurs damage or structural failure, which adversely affects the structure, strength, performance of flight characteristics. Air crashes are relatively rare events and in most instances do not have direct impact on the community other than for the persons on the aircraft involved. Air crashes involving large commercial passenger aircraft are relatively rare events worldwide but with the close proximity of the built environment to airports, there is a risk that an aircraft on take-off or landing may impact the built environment. Aircraft crashes are likely to cause significant societal trauma.

Impacts

PEOPLE - Loss of life or serious injury to passengers and crew. Loss of life or serious injury to community groups/non passengers. Occurrence of engulfing fires on natural and built landscapes.

INFRASTRUCTURE - Damage to or destruction of infrastructure, roads, buildings etc.

ENVIRONMENT - Occurrence of large HAZMAT zones.

SOCIAL - Societal trauma, fear and anger.

ENVIRONMENT - Occurrence of large HAZMAT zones.

ECONOMY - Loss of economic input short or long term.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Low	5	2.5	5	2	High

Transport incident – marine recreational

Hazard description

The City of Swan has within its boundaries a number of river waterways and while most are used for small craft recreation, the Swan river in particular the upper reaches within the City of Swan Local Government Area are used by an increasing number of both recreational small craft and a host of commercially operated river craft of varying sizes operated as tourist vessels servicing the wine growing regions of the Upper Swan River. Where commercial and private craft mix on a relatively shallow and narrow stretch of waterway, there is always the potential that collisions may occur with disastrous results. Should a commercial vessel overturn or sink, there is a real risk that many lives will be lost or severe injury will occur.

Impacts

PEOPLE - Death or serious injury.

ENVIRONMENT - Pollution of the waterways by oils, fuels and fire debris.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Low	2	2	2	3	Medium

Transport accident – rail

Hazard description

The rail network is approximately 173 kilometres long and consists of numerous sections some dedicated to passenger services while the remainder caters for rail freight and other uses including maintenance activities. Rail infrastructure is operated by PTA with regard to passenger services while the freight network is operated within the boundaries of the City of Swan. A rail crash includes derailments and collisions with other rolling stock and road vehicles and pedestrians. Rail crash incidents usually occur at level crossings by Brookfield rail. Both passenger and rail freight systems operate both guarded and unguarded but can also occur due to rail infrastructure failure in the case of derailments.

Impacts

PEOPLE - Death or serious injury.

SOCIAL - Traffic congestion; vehicles caught between boom gates; road/rail collision; road vehicles using side street to circumvent congestion; increased danger to the public and community. Train services delayed or cancelled; train commuters stuck on stranded trains; overcrowding at stations waiting for trains; increase in road traffic. Third party investigations; closure of rail reserve - track affected, service delays.

ENVIRONMENT - Train derailments causing the spillage of hazardous materials into the natural environment.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	5	2	4	4	High

Transport accident – road

Hazard description

Westplan Road Crash defines a 'Road Crash Emergency' as a road crash which is beyond the resources of WA Police or which requires the coordination of a number of significant emergency management activities. Major arterial roads are used on a 24/7 basis. Within the City of Swan there are major transportation routes including; Rowe Highway; Great Eastern Highway and Great Northern Highway and Toodyay Rd. These roads are used by all types of heavy haulage configurations from rigid tray top trucks to large road trains. These large vehicles share these major roads with private vehicles and other commercial traffic including tourist coaches. Where heavy transport vehicles share the road infrastructure there is always a risk that a major incident requiring a multi-agency response is always a possibility and may have an impact on the local community.

Impacts

PEOPLE - Multiple deaths, serious life changing injuries. Evacuation of injured people requiring a coordinated approach.

SOCIAL - Social impacts of mass casualties where victims come from one part of the community. Road closures causing travel delays and flow-on impacts for other parts of the road network. Road closures causing an increase of traffic volumes on minor roads.

INFRASTRUCTURE - Damage caused to road surface and road furniture.

PUBLIC ADMINISTRATION - Cost of repair of local roads borne by Local Government.

ENVIRONMENT - Spillage of hazardous materials and response based products into the natural environment

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	4	2	4	4	High

Service disruption – electricity

Hazard description

Emergency events such as a large bushfire or severe storm increase the public focus on the managers of our utilities such as electricity, water, and gas when supplies of these commodities is disrupted due to infrastructure damage or failure. Service disruption usually occurs when infrastructure critical to the delivery of the utility to homes and businesses is either destroyed or severely compromised in some cases for several days. Loss of electricity supply for extended periods will have a flow-on effect across industry, business and community services such as health and water supply. The delivery of electricity to the greater metropolitan area in many instances is via an aging network of poles and wires located above the ground that is subject to failure from time-to-time. And in particular when emergency events such as severe storms and fire impact the infrastructure. In rural areas across the City of Swan, electricity infrastructure in bushland can be compromised by overhanging tree branches. These faults can often cause fires and in many instances the lines are not easily accessible to maintenance crews.

Impacts

SOCIAL - Significant loss of essential services to the community particularly water supply. Disruptions to public transport systems and road safety infrastructure causing traffic delays.

ECONOMY - Significant loss of service delivery to homes and business. Loss of production and stock. Business and essential services unable to provide normal services to the community. Long term disruption to supply of essential services.

PEOPLE - Long term power supply disruptions will affect technology dependent patients.

INFRASTRUCTURE - Reliance on back-up generators often in short supply during emergency events.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Moderate					High

Service disruption – water

Hazard description

Following an emergency event such as a major bushfire or severe storm, the public focus ultimately falls to the managers of our utilities such as electricity and water when supplies of the commodities is disrupted due to infrastructure loss or damage. Service disruption to the water supply usually occurs when infrastructure critical to delivery to homes, industry and business is either damaged or severely compromised sometimes for several days. Loss of potable water in the case of a catastrophic event such as an earthquake of Christchurch proportions would see large sections of the community without a water service. Water supply to the community is a critical utility that in many instances is delivered via an aging network of pipes that is subject to failure. High demands placed on water supply event, delivery of supplies of potable water to the affected community will require a joint operation and cooperation between WaterCorp and the City of Swan.

Impact

PEOPLE - Loss of potable water supply for extended periods will affect the health and wellbeing of the community.

INFRASTRUCTURE - Loss of water supply pressure will impact on the capacity of people to protect their homes during bushfires.

ECONOMY - Loss of potable water supplies will affect the ability of business and industry to operate.

ENVIRONMENT - During severe storm events and major flooding there is the likelihood that raw sewage will contaminate water ways and cause damage to the local ecosystems.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Moderate					Medium

HAZMAT release – facility

Hazard description

Hazardous substances are defined in terms of their direct health effects on people whereas dangerous goods are defined by their physical and chemical properties. Hazardous substances may be one or more of the following: dust and fibres; gas; vapours; smoke and fumes; and chemical substances. In safe secure storage situations, these substances offer no threat, but when released into the atmosphere through fire or explosion, the effects on the surrounding community can be deadly or debilitating. The major threat to the community through the release of hazardous substances is through industrial fires and the toxic smoke that can be blown over built up areas. In addition to smoke, particles including asbestos and other contaminants that may be carried in the smoke can be deposited over a wide area. Hazardous substances can find their way into local drainage systems and into wetlands via response mechanisms such as fire fighting.

Impacts

PEOPLE - health issues with potentially more serious impacts on children, the elderly, the chronically ill or those with allergies. Short term to long term relocation from contaminated areas that may require long term clean-up operations and rehabilitation.

ENVIRONMENT - Contamination of wetlands due to run-off from HAZMAT incidents including chemicals and agents used in response.

PUBLIC ADMINISTRATION - Clean-up costs may have a financial impact for Local Government and may require further consideration and qualification i.e. in excess of \$1M long term impact (pollution and environmental harm) to the natural environment including seepage into ground water or other water bodies.

SOCIAL - Impact realised when community open space or developments is located on old hazardous sites. Compensation, societal trauma, displacement.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	4	2	4	4	High

HAZMAT release – transport

Hazard description

Hazardous materials and dangerous goods are widely transported throughout Western Australia. Wherever they are transported within the community on public roads, there is a risk of an emergency occurring. They include: explosives; compressed gases; corrosive substances; poisons; radioactive materials; infectious substances; and flammable liquids and gases. With the movement by road of more varied and larger cargoes, the probability of accidents and incidents causing the spillage of substances and hazardous materials is increasing particularly as the mining sector has expanded greatly in recent years and is ever more reliant on road transport. The requirement for the transport of vast quantities of volatile and highly toxic substances by road is increasing. It is essential that the community s aware of the risk of spillage. The term spillage in this context is intended to relate to a leakage or spillage of a material (hazardous or otherwise) during transport. The term transport also includes hazardous materials in transit via rail or aircraft.

Impacts

PEOPLE - Death or serious injury or illness. Short term relocation of affected sections of the community.

ENVIRONMENT - Long term or irreversible damage to ground water and natural waterways through spillage, seepage or run-off. Short term, transient, reversible environmental impact.

SOCIAL - Road closures causing short term disruptions to traffic flow. Social impacts from immediate and long term impacts on the community from hazardous materials spills or emissions on people.

ECONOMY - Clean-up and recovery costs for Local Government.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
High	4	2	4	4	High

Human epidemic

Hazard description

For the purpose of the Westplan - Human Epidemic, a human epidemic is the occurrence of more cases of an infectious or transmissible disease than would be expected in the State's population or a sub-group of the State's population during a given time period and the management of which requires resources that exceed the capacity of existing health services. The transmissible nature of diseases that may cause a human epidemic means that special and immediate actions are required to limit the spread of disease from infected persons to the wider community.

Impacts

PEOPLE - Increased morbidity and mortality. Reduced Local Government services to the local community due to infection risk.

ECONOMY - Lost productivity through high worker illness. Economic losses to industry, business and Local Government through long term work place absences of staff.

SOCIAL - Closure of all public transport systems under extreme response measures. Over loaded public health system. Local Government services to the community cease to operate due to lack of staff through illness related absence. Public panic and general disorder, social disconnection.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Medium	5	2	4	3	High

Plant disease

Hazard description

Biosecurity safeguards Western Australia's agriculture, economy, environment and human health from the risks of introduced pests, diseases and weeds. As well as preventing new plant pests, weeds and diseases from arriving, biosecurity involves controlling those already present. New diseases and pests can not only impact on human health, but also damage agricultural or horticultural production, forestry and tourism and can adversely affect trade in international markets. The consequences of failing to protect Western Australia can affect jobs, health and lifestyles.

Impacts

ECONOMY - Crop failure resulting in industry shut down, loss of markets and heavy financial loss to primary producers. Reduced crop yields increased prices and reduced availability. Economic loss to communities and business generally. Quarantine restrictions affecting wide areas of the farming community and affecting tourism particularly in the Swan Valley.

SOCIAL - Loss of tourism will cause tourism based business to close or relocate loss of employment causing people will move away from the area.

PUBLIC ADMINISTRATION - Local Government's handling of the situation may bring public criticism through the recovery process.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Medium	3	3	3	3	Medium

Exotic animal disease

Hazard description

Animal diseases as identified in the Government and Industry Emergency Animal Disease Response Agreement (EADRA) for Australia as those animal diseases that are exotic to Australia and include Foot and Mouth Disease, Avian Influenza, Screw Worm, Fly Worm or any other endemic animal disease that is occurring in such a fulminant form that an emergency response is required to ensure that it does not become a large scale epidemic within Western Australia. Within the City of Swan, animals such as horses, poultry, sheep, cows along with domestic animals are in abundance. As has been evident in recent times, Equine Influenza and Hendra Virus effectively brought the transportation of horses to a complete stop and threatened to affect the racing industry Australia-wide. Newcastle Disease can decimate poultry populations of all kinds and like Avian Influenza it has been known to affect humans who have close contact with poultry. All of these diseases are avoidable given proper surveillance; testing and vaccination regimes are in place.

Impacts

PEOPLE - People may be infected with an exotic animal disease causing sickness and possible death in extreme cases.

SOCIAL -Loss of tourism due to quarantine will cause tourism based business to close and people may leave the district.

PUBLIC ADMINISTRATION - Local Government's handling of the situation may bring public criticism. Disposal of affected animals requires specially prepared landfill sites and local planning.

ECONOMY - Quarantine restrictions affecting wide areas of the farming community and will affect production and sales.

Confidence Rating	Maximum foreseeable consequence	Current mitigation control activities	Residual Consequence	Residual Likelihood	Level of Risk
Medium	3	2	2	2	Low

Appendix 4: Resources

This information contained in restricted document

Appendix 5: Welfare Evacuation / Relocation Centre Information

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0601	City of Swan	500 persons	Swan Park Recreation Centre Gray Drive, Midvale Ph: 9250 2120		4 x sports halls, 1 x meeting / function hall, 1 x aerobics room, 1 x pool - may be secured, 1 x crèche + secure playground. Internal & external video surveillance.	Main kitchen - commercial, 4 x bain marie, 1 x 4 plate domestic stove, 1 x cappuccino, 2 x ice cream freezer, 2 x glass door display type fridges, 1 x ice making machine, 2 x large chest freezers, 2 x microwaves, 2 x deep fryers, 1 x cool room, 1 x sandwich maker. Function/meeting Room - 1 cool room, 1 x 3 glass door display type fridge, good sized bar with sink. Negligible crockery, cutlery, cooking utensils.	TOTAL : FEMALE toilets x 18, Showers x 13 TOTAL: MALE toilets 11 pans + 7 urinals + Showers x 12. 2 x Sports Halls & Oval Change rooms MALE - 1 x pan, 1 x urinal, 3 x showers, FEMALE - 1 x pan, 3 x showers. 1 x Umpires room - has 1 x pan +1 x showers. FOYER - Male - 2 x urinals, 3 x pans, Female 4 x pans. Crèche 1 x pan. POOL DECK Area: Male 1 x urinal, 1 x pan; Female - 2 x pans Aquatic Area Change Rooms - MALE 5 x pans, 2 x urinals, 6 x showers, FEMALE 7 x pans, 5 x showers, DISABLED - 1 x pan, 1 x shower.
				Short Notice Contact	Adjacent 2 grassed sports fields could be used as a tent area or van sites accessing rear of the sports hall for ablutions & recreation activities.		
				City of Swan - After Hours Ph: 9267 9267 Ask for Building Maintenance & request access to the particular centre.	Evaporative air conditioners or large air extraction fans. Ample parking. Toilets - internal & external access. 2 x dedicated first aid rooms. Electric hot water system. 60 plastic chairs, 65 padded stackable chairs, 12 folding tables. 2 x exterior BBQs. Public telephones. Large reception area in main foyer, several small offices which, with notice could also be used. NB: Dedicated generator required in case of mains power failure to ensure pump in aquatic plant room continues to pump sewerage.		
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0602	City of Swan	2600 persons	Altone Park Leisure Centre 332 Benara Rd, Beechboro		Next to Altone Park Golf Course, Altone Park & lake; Library; front reception foyer; office; Offices leased (Beechboro Baptist Church); main hall with vehicle access; minor hall with vehicle access; Aerobics room with portable stage; swimming pool with reception may be isolated if required, small play area within aquatic area. First aid room with bed, stretcher & sink; 38 trestles; 250 grey padded chairs;	Large kitchen - 1 x 4 burner stove, 1x 440lt upright freezer and 2 large chest freezers, 1 microwave, 1 boiling water unit, 2 deep fryers, 1 cool room, 1 griddle plate, 1 sandwich maker. Kiosk: 2 microwaves, refrigerator / freezer, wall urn, 2 portable urns, 2 sinks. Function room: bar with refrigerator and sink, servery. Crèche: refrigerator, sink	Total Male: 6 urinals, 7 cubicle toilets, 7 showers. Total Female: 16 toilets, 8 showers. Total Child: 2 cubicles. Disabled 3 x toilets and 1 shower. Main Hall: Female: 4 cubicles, 3 showers, change room, 3 sinks; Male: 2 cubicles, urinal, 3 showers, change room, 3 sinks;

				<p>Internal video surveillance,</p> <p>Heating from gas consoles or strip heaters,</p> <p>car park; disabled access; covered entrance walkway;</p> <p>Crèche with quiet room, cot, toilets & kitchenette; secure outdoor covered play area;</p> <p>Function room; multi-purpose room partitioned, leads to paved courtyard;</p> <p>Also enclosed areas off the 2 meeting rooms. Stretcher, oxygen & first aid kit; storeroom with access to roof; kiosk; dining area; bar; kitchen; toilets; showers;</p> <p>5 phone lines; public phone; portable white boards; PA system; 2 gas bbqs on timer;</p> <p>Evaporative aircon or large extraction fans.</p>	<p>Hallways: 2 water fountains, drink machine, snack machine.</p>	<p>Minor Hall: Female: 4 cubicles, 3 showers, change room, 3 sinks; Male: 2 cubicles, urinal, 3 showers, change room, 3 sinks;</p> <p>Foyer: Female: 3 cubicles, 2 sinks;</p> <p>Male: 2 cubicles, urinal, 2 sinks;</p> <p>Unisex disable: cubicle, change table, sink;</p> <p>2x family/ disabled rooms (locked);</p> <p>Crèche: 2 child cubicles, 2 child sinks; baby wash basin; change table.</p>
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Other City of Swan Facilities Available for Use During Emergencies (other than evacuation/relocation centres)

***** NOT TO BE USED AS EVACUATION CENTRE/S UNLESS IDENTIFIED AND AUTHORISED BY THE CONTROLLING AGENCY AND CPFS *****

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0603	City of Swan	230 persons	Kingfisher Community Centre Corner Illawarra Crescent and Kingfisher Avenue, Ballajura		Large modern building; Home of City of Swan West Place Management	2 x 4 burner gas stoves, 2 x 440 refrigerators, 1 electric urns No crockery, cutlery, cooking utensils.	Interior access only - MALE - 1 x urinal & 1 x pan FEMALE - 3 x pans DISABLED - 1 x pan, = 1 x shower.
				Short Notice Contact	Main Hall 304.5sqm Lobby area Evaporative air conditioning		
				City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.	No public telephones Ample parking. Trestle tables and chairs available for 120 people 2 lighted grassed sports fields in close proximity. Child Health Centre / Clinic x 2 rooms. Kitchen.		
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0604	City of Swan	300 persons	South Ballajura Community Centre Corner of Bellefin Drive (off Marshall Rd Malaga) and Hamelin Drive, Ballajura		Modern facility with large entrance/reception foyer to a main hall	Main Kitchen - gas 5 burner stove with 2 ovens, 1 x 450 ltr refriderator, 1 x microwave 1 x boiling water unit. In the playgroup area small kitchen to prepare very light meals & heat babies bottles. 1 x 200 ltr fridge, 1 x microwave. Foyer could be used as the dining area. Main Hall has 21 folding tables, 5 solid tables & 90 chairs. Remainder of facility has 38 folding tables, 120 plastic stackable chairs No crockery, cutlery.	Deep sewerred; Gas consul heaters throughout; Evaporative air conditioners throughout. 6 ceiling fans in main hall 3 x male urinals 1 pan toilet, 5 x pans, Disabled 1 x pan, 1 x shower. Electric hot water system.
				Short Notice Contact	2 activity rooms, separate craft room with benches kitchen sink& hand basin. 1 large meeting room Has a serviced dedicated nappy change room. No telephone NB: This centre could support the Kingfisher Community Centre in an emergency.		
				City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.			

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0605	City of Swan	320	Gidgegannup Hall Toodyay Rd, near the intersection with Old Coach Rd, Gidgegannup, (on the LHS as you travel towards Toodyay)		Large traditional hall (261.0 sqm) in rural setting; Lesser Hall could be used as a dining area.	Kitchen - 1 x 5 burner gas stove, 2 x electric ovens, 1 x 350 ltr refrigerator, 1 x microwave, 1 x boiling water unit. 16 tables, 120 chairs.	Interior & exterior access to toilets. No showers.
				Short Notice Contact	Oval not grassed or suitable for use due to Pony Club activities.		
				City of Swan - After Hours - 9267 9267 Leave urgent message for Building Facilities Management requesting access to the building, a reason for the urgency and leave return contact name and telephone number.	Septic would require pumping if facility is used longer than 24 hours by large numbers. Some outdoor enclosed seating. Ample parking. Tank water.		
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0606	City of Swan	200 persons	Pickett Park Hall Maroubra Avenue which is off Chittering Road near the Fire Station		Located in Pickett Park; large traditional hall; located alongside an oval. Small kitchen.	Electric stove, 1 x 360 ltr + 1 x 400 ltr refrigerators 1 x microwave, 1 x boiling water unit, 13 folding tables + 140 stackable chairs.	Interior Access MALE - 1 x urinal, + 1 x pan FEMALE - 2 x pans. Sports change rooms - exterior access at rear of building - 2 x WCS + 2 x showers Septic sewerage system will require pumping in 24 hours of usage by a large number of people.
				Short Notice Contact	Small unenclosed playground.		
					Strip heating in both main hall and lesser hall.		
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0607	City of Swan	250 persons	Woodlake Village Community Centre Highpoint Boulevard, Ellenbrook		Modern facility with large foyer; main hall + 1 large meeting room 2 x interview Rooms. Evaporative air conditioning. Recreation/child activity room self-contained with its own kitchen, children's toilets, nappy change room, toy store and external enclosed area. Next to Woodlake Park; hall - looks out to Woodlake Park; Wall mounted radiant gas heaters.	Main kitchen - gas stove x 5 burner, 2 electric ovens, 1 x 350 ltr refrigerators, 1 x microwave, 1 x boiling water unit. ACTIVITY room - 1 x 4 burner gas stove, 1 x 390 ltr refrigerator, 1 microwave, 1 x boiling water unit. 16 tables, 120 chairs.	2 x children's toilets with interior & exterior access. MALE - 1 x pan, 2 x urinals FEMALE - 3 x pans DISABLED - 1x pan + 1 shower. Unisex - 1 x pan.

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
S0607	City of Swan WA Sports Centre Trust	1500 persons (3000 with portable toilets and showers)	Venues West Speed Dome Eddie Barron Drive Midvale WA 6056 PO Box 1816 Midland WA 6936		Land area 6 hectares.1000 sq m floor space in the centre of the dome. 3 m wide strip around track approx 250 m long. 700m track, 7 m wide. Large grassed outdoor area under trees for tents +/- parking. Plus 410 bay car park. Truck access into building. 1 current telephone connection, multiple available. Could be used as hardstand for portable toilets etc. Access to Roe Hwy could be created at rear of building. Four meeting rooms, each room 30m square. Some tables and chairs in each.	Commercial kitchen open canteen area with plastic tables and chairs, cool room, 3m x 3m, grill plates, fryers and bain maries. A larger cool room 10m x 3m. Contracted garbage disposal.	Toilets Male 2 x 2 cubicles + 1 long urinal, plus 1 block of 4 cubicles + 1 long urinal Toilets female 2 blocks of 7 cubicles + 1 block of 4 cubicles Showers 6 male, 6 female.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	300	International Shooting Complex WA Shooting Association Beechboro Rd (2km South of Gnangara Rd), Beechboro PO Box 768 Morley WA 6943		Carpark-400; Large assembly hall capacity 200, 5 medium size rooms capacity 60 per room, 200 dining capacity.	2 domestic stoves, 2 microwaves, 2 large 2 door refrigerators, large freezer; 200 theatre seating.	Ladies shower and toilet, men's showers and toilets. Two outside buildings with toilets.

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	100	Keith Maine Centre (KMC) Whiteman Park, Beechboro Rd Whiteman PO Box 2277 Malaga WA 6944		Belongs to CPFS; on the west side of Whiteman Park - 08 9249 2446, 0419 911 952; Car park capacity 50 ; disable access; CPFS office building with 24 computers linked to CPFS; dining hall with office & phone; 12 seater bus; 3 dormitories (10 beds each with shelves; Crèche with kitchenette, toilets & 2 bed bedroom; kitchen; laundry; toilets, showers; TV; Video/DVD; overhead/multimedia projector; 2 whiteboards (3 electronic); Lawn area; mini golf; shaded swimming pool (shallow & deep end up to 6 ft); shaded sand play area incl shed with toys; cricket pitch; outdoor volleyball sand area; 10 outdoor benches; BBQs under shaded area; sport hall-gymnasium; equipment shed; extra140 chairs16 trestle tables in storage; 4 small tables & 12 small chairs in crèche; 4 highchairs;30 mattresses, pillows, blankets (3 per bed) including 400 in the CPFS Emergency Services Unit storage facility; tents; first aid kit.	Commercial kitchen.	PPT Ablution block: Female: 3 cubicles, 3 showers, Disable cubicle & shower, sinks; Male: 2 cubicles, urinal, 3 showers; Laundry: washing machine, dryer, baby bath, bench; Crèche: adult cubicle, 2 child cubicles, change bench, change table, sink.
Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	30 – 300 people	Midland Sports Complex Lot 21 Patterson Drive, Middle Swan		Function Room Two meeting/seminar rooms 12 Grass tennis courts 4 hard courts with lights 2 Grass Bowling Green's under lights 1 synthetic bowling green under lights Fully Licensed Bar and catering facilities Commercial kitchen Internal & external video surveillance. Evaporative air conditioners or large air extraction fans. Split system, air conditioners in small meeting room. Heaters in every room.	Two commercial gas ovens Commercial dishwasher Store room & shelving Ample kitchen bench space 4 deep sinks, 1 hand wash basin.	Function Area Toilets – Male – two pans, 1 long urinal tray two basins. Female – 4 pans, two basins. Staff toilets – Male and female – 1 pan and shower each Sports/Outside toilets – Male - 2 pans, 2 urinals, 4 showers. Female – 4 pans, 4 showers.

Code	Locality	Capacity	Centre Name	Contact	Details	Kitchen	Conveniences
	City of Swan	300 Persons, 425 with portable bathroom facilities	Midland PCYC 11 Byers Rd Midland		Land area (inc building) 4051m2 Building size 1200m2 (aprox) 30 Parking bays 400m2 basketball court 100 chairs 20 large tables 1 telephone connection.	Open canteen area. 1 Stove. 2 Microwaves. 1 Sink. Fridge freezer. Chest freezer.	Toilets 2 Male + Urinal 3 Female Toilets Showers 2 Male 3 Female

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Appendix 7: Contacts

City of Swan and Emergency Management / Services Agencies Emergency Contacts

This information contained in restricted document