

CITY OF BELMONT
&
TOWN OF VICTORIA PARK

**LOCAL EMERGENCY
MANAGEMENT
ARRANGEMENTS**

*** To be read in conjunction with the Local Recovery Plan
and internal Response/Business Continuity Plans ***

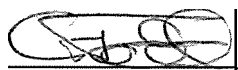


TOWN OF
VICTORIA PARK



Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of 5.41(1), 5.41(2), 5.41(3), 5.41(4), 5.43(1) and 5.43(2) of the Emergency Management Act 2005, endorsed by the City of Belmont and Town of Victoria Park Local Emergency Management Committee and the Councils of the City of Belmont and Town of Victoria Park. The Arrangements have been tabled for noting with the East Metro District Emergency Management Committee and State Emergency Management Committee.



29/05/2020

Mr Graeme Todd, City of Belmont
Chair
City of Belmont/ Town of Victoria Park
Local Emergency Management Committee

Date

Endorsed by City of Belmont - Refer Council Meeting of 26 May 2020

***Disclaimer:** These Arrangements have been produced by the City of Belmont and Town of Victoria Park in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City I Town expressly disclaim any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission*

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ANNEXURE 2: City of Belmont and Town of Victoria Park Local Recovery Plan

DISTRIBUTION LIST

Organisation	Position
Airservices Australia	Operational Manager
AFP Perth Airport	Superintendent
Belmont Forum	Centre Manager
Belmont State Emergency Service	Manager – Belmont SES
Boronia Pre-Release Centre	Assistant Superintendent Operations
City of Bayswater	Emergency Management Officer
City of Belmont	Mayor
City of Belmont	Deputy Mayor
City of Belmont	Chief Executive Officer
City of Belmont	Director Development & Communities
City of Belmont	Director Corporate & Governance
City of Belmont	Director Infrastructure Services
City of Belmont	Executive Manager People & Organisational Development
City of Belmont	Manager Business Planning & Improvement
City of Belmont	Manager City Facilities & Property
City of Belmont	Manager City Projects
City of Belmont	Manager Community Place-making
City of Belmont	Manager Design & Assets
City of Belmont	Manager Economic & Community Development
City of Belmont	Manager Finance
City of Belmont	Manager Governance
City of Belmont	Manager Human Resources
City of Belmont	Manager Information Technology
City of Belmont	Manager Infrastructure Development
City of Belmont	Manager Parks, Leisure & Environment
City of Belmont	Manager Planning Services
City of Belmont	Manager Safer Communities
City of Belmont	Manager Works
City of Belmont	Coordinator Community Safety & Crime Prevention
City of Belmont	Coordinator Marketing & Communications
City of Belmont	Senior Ranger
City of Belmont	Civic Centre – Front Counter
City of Kalamunda	Senior Fire & Emergency Management Officer
City of Swan	Emergency Management Officer
Crown Resorts Perth	Manager Emergency Planning & Medical Services
Curtin University	Emergency Planning Coordinator
District Emergency Management Committee	Chair & District Emergency Coordinator for East EM District
District Emergency Management Committee	Alternate Chair & District Emergency Coordinator
Department of Communities	Senior District Emergency Services Officer East Metro
Department Fire and Emergency Services	District Officer Perth
Department Fire and Emergency Services	District Officer Swan
Department Fire and Emergency Services	District Emergency Manager Advisor
Department Fire and Emergency Services	District Officer Natural Hazards North East Metro

Optus Stadium	General Manager Events & Operations
Perth Airport	Emergency Planning Manager
Perth Freight Terminal	HSE Advisor WA
Perth Racing	General Manager Operations
State Emergency Management Committee	SEMC Secretariat
Town of Victoria Park	Mayor
Town of Victoria Park	Deputy Mayor
Town of Victoria Park	Chief Executive Officer
Town of Victoria Park	Chief Operations Officer
Town of Victoria Park	Chief Financial Officer
Town of Victoria Park	Chief Community Planner
Town of Victoria Park	Manager People & Culture
Town of Victoria Park	Manager Infrastructure Operations
Town of Victoria Park	Manager Business Services
Town of Victoria Park	Manager Technology & Digital Strategy
Town of Victoria Park	Manager Community
Town of Victoria Park	Manager Development Services
Town of Victoria Park	Manager Stakeholder Relations
Town of Victoria Park	Manager Governance and Strategy
Town of Victoria Park	Manager Place Planning
Town of Victoria Park	Principal Traffic and Design Coordinator
Town of Victoria Park	Manager Technical Services
Town of Victoria Park	Coordinator Parking and Rangers
Town of Victoria Park	Financial Manager
Town of Victoria Park	Safety Coordinator
WA Police - Belmont	Officer In Charge
WA Police - Cannington	Officer In Charge
WA Police - Kensington	Officer In Charge
Water Corporation	Emergency Management Coordinator
Western Power	Emergency Management Manager

AMENDMENT RECORD

Amendment Record			
No.	Date	Description	Amended by
1	January 2008	Consolidated Plan issued	R. Fishwick
2	June 2008	Complete Plan review	J. Burnett
3	December 2010	General Review	L. Howell
4	June 2012	Update of titles, contacts and distribution list	L. Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R. Lutey
6	September 2018	General Review and Amendments	L. Timol
7	26 May 2020	Major Review LEMA and Recovery Plan	L. Timol C. McCallum
8	Dec 2021	Minor Review, Position name changes	

Next major review due by: September 2024

GLOSSARY OF TERMS

Glossary - Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management Guide](#).

ACRONYMS

General acronyms used in these arrangements

AFP	Australian Federal Police
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
CMT	Crisis Management Team
DC	Department for Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
EM Act	<i>Emergency Management Act 2005</i>
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act (s.3)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australian Police

1.1 DOCUMENT AVAILABILITY

Copies of these arrangements are available for inspection, free of charge, by members of the public on the Local Government websites for City of Belmont and Town of Victoria Park. Physical copies are available for inspection during office hours at:

City of Belmont (Front Counter)
215 Wright Street
CLOVERDALE WA 6105

Town of Victoria Park (Front Counter)
99 Shepparton Road
VICTORIA PARK WA 6101

The Local Emergency Management Arrangements (LEMA) can be made available in other languages upon request

1.2 REVIEW AND CONSULTATION

Local Emergency Management Committee (LEMC)

The LEMC reviewed the draft LEMA on two occasions before endorsing the final version to ensure ensured compliance with legislation and benchmarking against best practice. The LEMC is comprised of members from:

- Belmont Forum
- Belmont SES
- Boronia Pre-Release Centre
- Crown Perth
- Curtin University
- District Emergency Management Committee
- Dept. Communities
- Dept. Fire & Emergency Services
- Optus Stadium
- Pacific National
- Perth Airport
- Perth Racing
- WA Police (Belmont)
- WA Police (Cannington)
- WA Police (Kensington)
- Western Power

Internal Consultation

Both local governments consulted with internal departments to ensure the plan was tailored to the Belmont / Victoria Park local government areas.

The Community

The LEMA was put to the community for a one month consultation period. A survey, available both electronically and in hard copy was advertised through Belmont Connect, the Belmont Bulletin, Life in the Park Bulletin, the Southern Gazette, notice boards and on both councils websites.

1.3 FEEDBACK

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Errors, omissions or suggested improvements.

To provide feedback copy the relevant section/s, mark with the proposed changes and forward to:

Local Emergency Management Committee
Executive Officer
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

1.4 ACKNOWLEDGEMENTS

The City of Belmont / Town of Victoria Parks Local Emergency Management Arrangements have been compiled to address the City / Towns support to Hazard Management Agencies and to address the their responsibilities for recovery operations. These Arrangements were created with consideration of the State Emergency Management Committees LEMA Guideline and Model.

To benchmark and ensure best practice the City / Town also considered the Plans and Arrangements of other Local Government Authorities and would like to thank:

- City of Albany
- Town of Bassendean
- City of Canning
- City of Gosnells
- City of Kalamunda
- City of Mandurah
- City of Melville
- Shire of Mundaring
- City of Perth
- Shire of Serpentine Jarrahdale
- City of Wanneroo

1.5 AIM / PURPOSE / SCOPE

Aim

The aim of these arrangements is to detail how the City of Belmont and Town of Victoria Park will cope with the hazards facing their communities with particular reference to:

- the support of Hazard Management Agencies during their response to an emergency; and
- the primary responsibility of the local government authority for recovery management following an emergency.

Purpose

The purpose of these emergency management arrangements is to set out:

- a) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- 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 occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- 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 Emergency Management Act 2005).

Scope

These arrangements are to ensure the City of Belmont and Town of Victoria Park are prepared 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 HMAs' individual plans.

Furthermore:

- This document applies only to the local government districts of the City of Belmont and the Town of Victoria Park
- This document covers areas where the City of Belmont and Town of Victoria Park provide support to HMAs in the event of an incident;
- This document details the City of Belmont and Town of Victoria Park's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Belmont and Town of Victoria Park's responsibilities 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.

1.6 AREA COVERED

The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. Perth Airport sits in the upper north-east of the area. The Swan River runs generally along the northern boundary of the area and the Perth-Armadale railway line runs north-south through Victoria Park.

Obvious constraints to movement are:

- The Swan River which runs generally along the northern boundary of the area;
- Major highways (Leach, Tonkin and Great Eastern); and
- The Perth-Armadale railway line which runs north-south through Victoria Park.

Swan River - there are four well-spaced road crossings:

- The Causeway Bridge, East Perth / Burswood;
- Windan Bridge, East Perth / Burswood;
- Garratt Road Bridge, Bayswater / Ascot; and
- Redcliffe Bridge, Bayswater / Ascot.

Major highway routes – crossing points are as follows:

- Leach Highway:
 - Orrong Road
 - Abernethy Road
 - Tonkin Highway
- Tonkin Highway:
 - Great Eastern Highway
 - Stanton Road/Second Street
 - Leach Highway
 - Abernethy Road and
 - Kewdale Road/Horrie Miller Drive
- Great Eastern Highway:
 - Graham Farmer Freeway/Orrong Road
 - Belgravia Street/Garratt Road
 - Tonkin Highway
 - Causeway/Albany Highway/Shepperton Road

The railway line - crossing points at:

- Riversdale Road
- Great Eastern Highway
- Roberts Street
- Archer Street
- Oats Street
- Welshpool Road
- Leach Highway

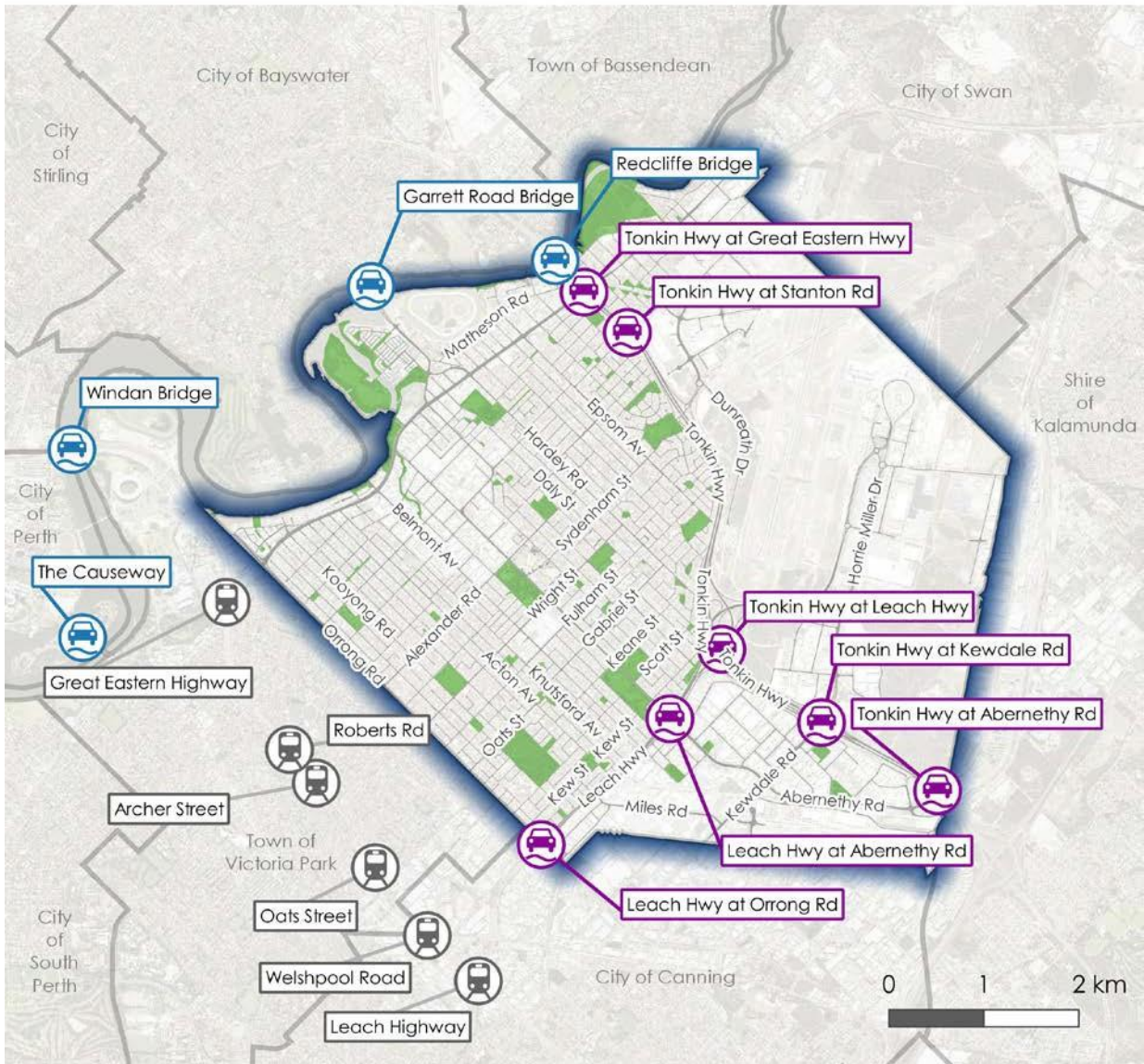
List of Suburbs	
City of Belmont	Town of Victoria Park
Ascot	Bentley (Part of)
Belmont	Burswood
Cloverdale	Carlisle
Kewdale	East Victoria Park
Perth Airport	Lathlain
Redcliffe	St James (Part of)
Rivervale	Victoria Park

Surrounding Local Authorities

- City of Bayswater (North)
- Town of Bassendean (North)
- City of Swan (North-East)
- City of Kalamunda (East)
- City of Canning (South)
- City of South Perth (West)
- City of Perth (North-West)
- Town of Vincent (North-West)

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

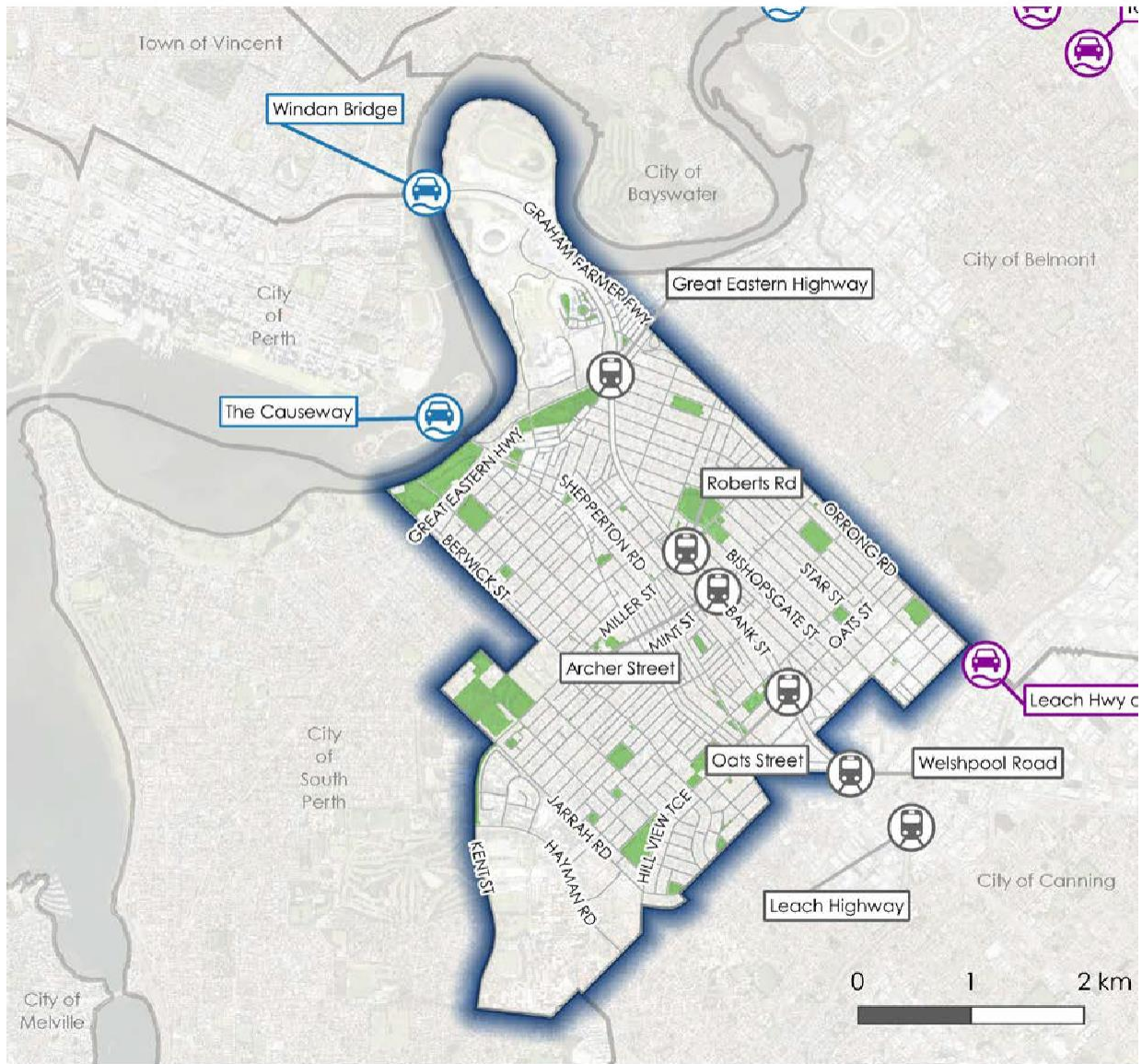
215 Wright Street
 CLOVERDALE
 Phone: 9477 7222
 After Hrs: 1300 655 011

Operations Centre

180 Planet Street
 CARLISLE
 Phone: 9477 7118

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

99 Shepperton road
 Victoria park WA 6100
 Phone: 9311 8111
 After Hrs: 9311 8188

Operations Centre

199 Star Street
 Welshpool WA 6106
 Phone: 9311 8111

1.7 KEY DEMOGRAPHICS

Population and Age

	City of Belmont	Town of Victoria Park	Totals
Population	42,806	37,784	78,111
Median age	34	34	34
0-9 years	4,698	3,555	8,253
10-19 years	3,465	2,790	6,255
20-29 years	7,694	7,421	15,115
30-39 years	7,329	6,964	14,293
40-49 years	5,008	4,330	9,338
50-64 years	6,153	5,189	11,342
65-79 years	3,736	2,953	6,689
80+ years	1,603	1,784	3,414

Source: www.abs.gov.au – 2018 Census

Languages Spoken

Top Languages other than English	City of Belmont	Town of Victoria Park
Mandarin	1,680	1428
Arabic	742	-
Cantonese	645	519
Italian	516	639
Tagalog	565	-
Korean	-	419
Indonesian	-	376

Source: www.abs.gov.au – 2016 Census

Land and business

	City of Belmont	Town of Victoria Park	Totals
Land Area (km ²)	39.80	17.62	57.42
Dwellings	18,460	16,946	35,406
Gross Regional Product (billions)	8.26	4.94	13.2
Local Jobs	55,601	35,645	91,246
Local Businesses	3,980	3,908	7,888

Source: www.economy.id.com.au

Key Industries

City of Belmont	Town of Victoria Park
Transport, Postal and Warehousing	Education and Training
Retail Trade	Arts and Recreation Services
Construction	Retail Trade
Manufacturing	Construction
Wholesale Trade	Accommodation and Food Services

Source: National Institute of Economic and Industry Research (NIEIR) ©2016.

1.8 RELATED DOCUMENTS & ARRANGEMENTS

The City of Belmont and the Town of Victoria Park has the following existing plans and arrangements.

*Also refer to the State Hazard Plans on the SEMC website <http://semc.wa.gov.au>

1.8.1 Local plans and procedures

City of Belmont		
Document	Owner	Currency
Asbestos (Management and Control of Asbestos in the Workplace)	OSH	12/08/2019
Business Continuity Plans - 2020	Various	26/03/2020
Crisis (Issues) Communications Management Plan	Marketing	08/02/2021
Crisis Notification – Declaration Process	Business Continuity	15/05/2020
Emergency and Evacuation Procedures – Various locations	OSH	23/06/2020
Emergency Management Handbook	Emergency	21/12/2020
Emergency Management Plan 2021-2024	Emergency	09/03/2020
Emergency and Evacuation Procedures – After Hours – Civic Centre	OSH	19/06/2019
Emergency and Evacuation Procedures – After Hours – Library	OSH	19/06/2019
Emergency and Evacuation Procedures – Operations Centre Carlisle	OSH	25/01/2019
Emergency Evacuation Plan – Belmont Community Hub	OSH	02/12/2020
Emergency Evacuation Plan – Civic Centre	OSH	11/08/2020
Emergency Evacuation Plan – Ruth Faulkner Library	OSH	11/08/2020
Emergency Response Guidelines for Persons Hiring Council Facilities	Building Services	23/06/2020
Entry in an Emergency (Form)	Compliance	27/04/2021
Environment – Civic Centre – Main Spill Kit	Environment	29/04/2021
Environment – Civic Centre – Supplementary Spill Kit	Environment	29/04/2021
Environment – Operations Centre – Oil and Fuel High Performance Spill Kit	Environment	03/08/2018
Environment – Operations Centre – Spill Kit HazChem	Environment	03/08/2018
Fire Panel Instructions – Civic Centre	OSH	29/03/2019
Guide for Opening and Coordinating a Welfare Evacuation Centre	Comm. Safety	30/05/2019
Hold-up, Duress/Request for Assistance Procedure	Comm. Safety	25/09/2020
Identifying and Managing Business Continuity Critical Activities	Business Continuity	15/05/2020
IT Disaster Recovery Plan 2018	IT	06/07/2021
JSEA Worksheet	OSH	23/07/2019
Marketing Event Plans	Marketing	Various
Records Disaster Management Plan 2020	Records	17/03/2020
Safety Management Plan	OSH	13/11/2020
Spill Response	Environment	12/04/2019
Work Instruction – Accessing Interpreting Services	Community	04/06/2019
Work Instruction – Accessing Onsite Interpreting Services	Community	04/06/2019
Work Instruction – City of Perth Lord Mayor Disaster Appeals	Community	11/06/2020
Work Instruction - Emergency Management Call Outs – PPE	OSH	01/05/2018
Work Instruction – Inclement Weather	OSH	01/10/2019
Work Instruction – Job Safety & Environmental Analysis (JESA)	OSH	01/05/2018

Town of Victoria Park		
Document	Owner	Currency
Business Response/Continuity Plan 2020	People & Culture	
Communications Plan 2012 (under review)	Comms	
Emergency and Evacuation Procedures Nov 2021 completed	People & Culture	
Covid Response/Planning documents (Viki, Town intranet)	BCG/CMG	
Strategic Community Plan 2022-2032 (Being re - DRAFTed)	Various	

1.8.2 Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement
CoB	ToVP	Reciprocal agreement to share equipment and resources in an emergency event to the extent that they are available under the prevailing conditions.
ToVP	Burswood Casino	Use of facility in the event that own facility is unavailable in a 'crisis event' Being reviewed
ToVP	City of Canning	MOU for animal welfare during emergencies.
ToVP	Kensington School	Access to bushland located on school property for the purpose of hazard maintenance.

1.9 SPECIAL CONSIDERATIONS

1.9.1 After-hours, Weekends and Public Holidays

It should be noted that the business hours of the City of Belmont / Town of Victoria Park Administration Buildings are Monday to Friday;

Town of Victoria Park - 0830 – 1700.

City of Belmont - 0830 -1445

Their Operations Centre's (Depots) opening hours are Monday to Friday

Town of Victoria Park – Not open to public – Operation times - 0500 -1630

City of Belmont - 0900 - 1600

In order to access the City / Towns' services and resources after hours or on weekend/public holidays, contact the relevant emergency contact phone numbers located in [Appendix 2](#).

1.10 CARE FACILITIES, CALD GROUPS AND MAJOR FACILITIES LOCATED WITHIN THE AREA

1.10.1 Aged & Disability Care, Childcare & Schools

Belmont – there are 19 Aged and Disability facilities, 9 Child Care centres and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

***See Appendix 5 for full listing and contact details.**

1.10.2 Cultural and Linguistically Diverse (CALD) Groups

The City of Belmont and Town of Victoria Park enjoy a large multicultural community, with a variety of languages being spoken in the home, including those from Asia, Europe and the Middle East.

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information.

Belmont – Dial TIS National (131 450) and quote code: CO64549 (Work Instruction 'Accessing

Interpreting Services' maintained by the Cultural Diversity Engagement Officer).

Victoria Park – Dial TIS National (131 450).

**Note: At this stage, no directory of CALD groups is maintained, other than through pre-existing avenues for this such as accessing OMI's database for groups and associations within a region – http://www.omi.wa.gov.au/omi_db_organisations.cfm.*

1.10.3 Major facilities owned by other entities

Note: these entities have their own emergency plans and should be contacted directly in an emergency.

City of Belmont			
Facility	Owner	Location	Contact Details
Ascot Racecourse	Perth Racing	70 Grandstand Rd, Ascot WA 6104	
Located 8 km east of the Perth CBD. The headquarters of Perth Racing are positioned directly opposite. Major events held throughout the year including the Perth Cup. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Belmont Forum	Belmont Forum	227 Belmont Ave, Perth, WA 6105	
Indoor mall in Cloverdale with 130 stores and food court. Reading Cinemas located opposite. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			
Perth Airport	Perth Airport Pty Ltd	Perth Airport WA 6105	
Located 10 km east of the Perth CBD. Operates 24/7. Two runways (3 rd under construction). 4 major terminals. 30+ airlines flying in and out. ~1'500 international, domestic and regional flights per week. Rail connection to be completed by 2021. Potential major incidents: Crash Emergency, HAZMAT, Active Armed Offender, Terrorist Act.			
Perth Freight Terminal (MHF)* (Kewdale Rail)	Pacific National	Kewdale WA 6105	
Located in Kewdale, south of Perth Airport. Operates 24/7. Classed as a Major Hazard Facility (MHF). Schedule 15 Chemicals (eg toxic gases, corrosive materials, flammable liquids) handled on site for limited periods of time before being transported off site by either truck or train. Potential major incidents include: Fire, HAZMAT, Crash Emergency.			
Town of Victoria Park			
Facility	Owner	Location	Contact Details
Belmont Park Racecourse	Perth Racing	Goodwood Parade, Burswood WA 6100	
Perth's winter racecourse, located between Optus Stadium and the Swan River. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Boronia Pre Release Centre for Women	Department of Justice	14-16 Hayman Road Bentley WA 6102	
Manages minimum security female prisoners and their children preparing for re-entry into the community. Located in Bentley, across from Curtin University. Potential major incidents include: Fire, Active Armed Offender.			
Crown Perth	Crown Resorts	Great Eastern Hwy, Burswood WA 6100	
Consists of a casino, convention centre, theatre, ballrooms, restaurants, bars, nightclub, recreation facilities and 3 hotels. Located in Burswood, next to the Swan River. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			

Town of Victoria Park cont.			
Facility	Owner	Location	Contact Details
Curtin University	Department of Education	Kent St, Bentley WA 6102	
Largest university in WA with over 55,000 students. Located in Bentley, next to Boronia Pre Release and Canning College. Potential major incidents include Fire, HAZMAT, Crash, Active Armed Offender and Terrorist Act.			
Optus Stadium	Department of Sport and Recreation	333 Victoria Park Dr, Burswood WA 6100	
60,000 seat multipurpose venue. Train station next to venue. Located next to the Swan River and Belmont Park. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			
The Park Centre Shopping Plaza	Hawaiian Investments Pty Ltd	Cnr Sussex St & Albany Hwy, East Vic Park WA 6101	
Indoor mall in East Victoria Park with 54 stores. Located next to the Leisurelife Centre on Albany Hwy. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			

1.11 SEASONAL / MAJOR EVENTS

Seasonal Events and Major Community Events (Dates are approximates only)

Approx. Date	Event	Location	Attendance	Organiser
City of Belmont				
31 st Dec	Perth Cup	Ascot R/C	~ 20,000	Perth Racing
3 rd Sat in Feb	Kidz Fest	Garvey Park	~ 10,000	COB
3 rd Sun in Mar	Harmonise Cultural Festival	Faulkner Park	~ 5,000	COB
1 st or 2 nd Sun in Apr	Autumn River Festival	Garvey Park	~ 5,000	COB
May – Oct Saturdays	Winter Carnival	Belmont R/C	~1,500	Perth Racing
1 st Sun in Aug	Avon Descent Family Fun Day	Garvey Park	~ 2,000	COB
Oct – date varies	Opening Day	Ascot R/C	~ 7,000	Perth Racing
Oct to May Saturday's	Summer Carnival	Ascot R/C	~7,000	Perth Racing
Nov – Various dates	Let's Celebrate Belmont Festival	Various Locations	~ 15,000	COB
1 st Tues in Nov	Melbourne Cup	Ascot R/C	~ 20,000	Perth Racing
19 th Nov	Railway Stakes Day	Ascot R/C	~ 16,000	Perth Racing
26 th Nov	Winterbottom	Ascot R/C	~ 7,000	Perth Racing
1 st or 2 nd Fri in Dec	Carols in the Park	Faulkner Park	~ 2,500	COB
3 rd Dec	Kingston Town	Ascot R/C	~ 6,000	Perth Racing
Town of Victoria Park				
Various	Various events	Optus Stadium	Up to 60,000	Perth Stadium
15 Jan	Perth Summer Jam	McCallum Park Basketball Courts	1000 - 2000	ToVP
26 th Jan	Australia Day	Foreshore	Walkthrough traffic only	ToVP
11, 12 & 13 Feb	Big boys toys expo	McCallum / Taylor Park	8,000	ToVP
6 March	For the Love	McCallum / Taylor Park	8,000	ToVP
3 rd Sun in May	Million Paws Walk	McCallum / Taylor Park	Walk throughs only, 1000 plus	ToVP / RSPCA
2 nd weekend in Nov	Perth 4WD Show	McCallum / Taylor Park	35,000 over 3 days	ToVP
Nov - Feb Every day	Splash City	Belmont R/C	Waiting for response	Splash City

*For Optus Stadium events visit <https://optusstadium.com.au/>

1.12 RESOURCES

1.12.1 Sharing of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

The City of Belmont and the Town of Victoria Park agree that in case of an emergency they will, to the extent that they are able, given each of their needs at the time, share their available resources for the purposes of responding to and recovering from the emergency event.

A full list of contacts and resources (vehicles and plant) is contained in [Appendix 2](#).

Their Operations Centre's (Depots) opening hours are Monday to Friday

Town of Victoria Park – Not open to public – Operation times - 0500 -1630

City of Belmont - 0900 – 1600

Access to some vehicles and plant may not be possible outside of these hours.

1.12.2 Finance arrangements

[State EM Policy](#) 5.12, [State EM Plan](#) 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies.

While recognising the above, the City of Belmont and Town of Victoria Park are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

In accordance with State Emergency Management Policy section 5.12, agencies / local governments that have assisted in the response to emergencies may be eligible for reimbursement of some expenses, provided they are not related to the agencies core function.

The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the City of Belmont and Town of Victoria Park occurs, to ensure the desired level of support is achieved.

Additional funding of emergency and recovery activities may also be accessed under the Local Government Act 1995:

- S 6.8(1)(b) or (c) - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council.

S 6.11(2) - to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.

- S 6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

To ensure accurate records of costs associated with an emergency, the City of Belmont and Town of Victoria Park have specific cost centres to which all costs will be allocated.

City of Belmont	
Cost Centre	Name of Cost Centre
914001	Emergency Response Reimbursements
914002	Emergency Response Reimbursements Event
Town of Victoria Park	
Cost Centre	Name of Cost Centre
14774.1289	Risk Management/Emergency Management

1.13 ROLES & RESPONSIBILITIES

Section 41(2)(b) of the Emergency Management Act 2005 states that local emergency management arrangements must set out the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

1.13.1 Local Government

The responsibilities of the local government are defined in S.36 of the Emergency Management Act 2005:

- a) Ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b) Manage recovery following an emergency affecting the community in its district; and
- c) Perform other functions given to the local government under *The Act*.

1.13.2 Council / Elected Members

During the response phase of any sizable emergency, the elected Council has no operational role. This is best left to the personnel trained in this area. However, the Community at large will look to their locally elected Government for assurance. Councillors should be prepared to view damage in their respective Wards (under escort from the HMA) and talk with their Ratepayers. The information gleaned from this process directly relates to the type of services which may be required during recovery.

1.13.3 Local Emergency Management Committee (LEMC)

The City of Belmont and Town of Victoria Park have established a Combined Local Emergency Management Committee under S.38(1) of the [Emergency Management Act 2005](#), which allows that two or more local governments may unite for the purposes of emergency management.

The LEMC is not an operational committee but rather an organisation established by the local government to assist in the development of the local emergency management arrangements (LEMA).

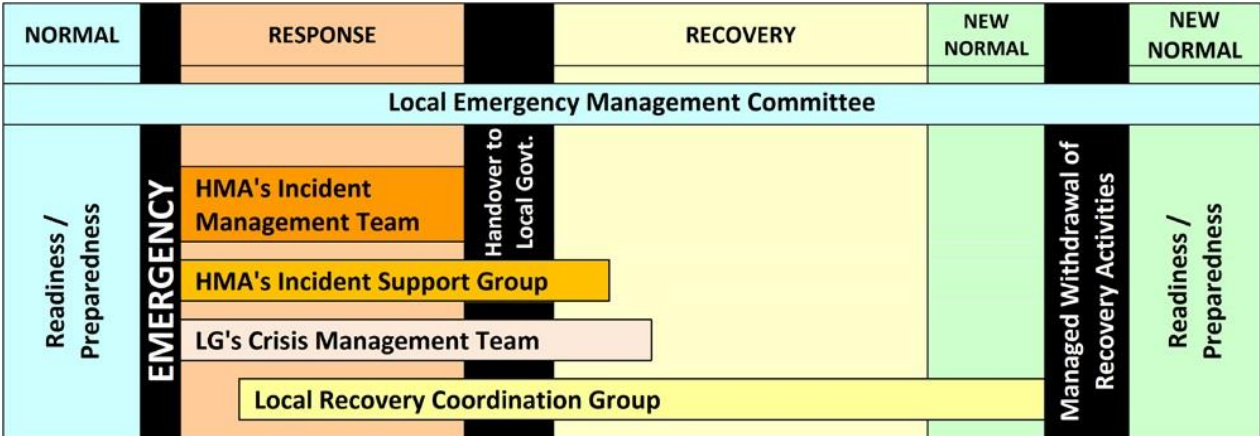
Under Section 39 of The Act the functions of the LEMC are to:

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

Chair Person - Local Emergency Management Committee

The chairperson of the LEMC is appointed by the local government (Section 38 of the Act) and does not necessarily have to be an elected member. The Chair of the Belmont / Victoria Park LEMC is the City of Belmont’s Coordinator of Community Safety. The Deputy Chair is the Town of Victoria Park’s Safety Coordinator. The chairperson shall be responsible for:

- a) Overall management and effectiveness of the LEMC;
- b) Preparation of the agenda for the LEMC;
- c) Recording LEMC activity;
- d) Distribution of information documents/ correspondence; and
- e) Completion of the Annual and Preparedness Report.



Committees, Groups and Teams through the phases of readiness/preparedness, response and recovery.

1.13.4 Crisis Management Team (CMT)

While the Council undertakes a strategic role, the resources of the City must be made available to the HMA operationally and maintained for the duration of the event. This role falls to the City’s Crisis Management Team who has the direct interface with the HMA during the incident. The Team should be capable of operating at full size for major incidents and can effectively be downsized to two positions (Incident Manager and Scribe) for low level incidents.

Incident Manager

The Incident Manager is responsible, under the Authority of the CEO, for the overall direction of the City or Town’s response activities in an emergency situation. The Incident Manager fulfils all management functions and responsibilities until the incident requires additional appointments.

The Incident Manager will establish a Crisis Management Team who will coordinate the operational response to an emergency impacting on the City/Town and carry out tactical planning in order to make City/Town resources available to the HMA. Major responsibilities include:

- Briefing the CEO and Executive Leadership Team / C-Suite.
- Establishing coordination and communication with the HMA.
- Controlling City/Town personnel and resources under authority from the CEO.
- Establishing and maintaining effective liaison with outside responders and support agencies, including the HMA’s Emergency Operation Centre when activated.

As the incident grows the Incident Manager may delegate certain operational functions to others, as shown in the structure below. Those appointed to the roles of Planning, Operations, Logistics and ISG Liaison together with the Incident Manager and Scribe make up the Crisis Management Team.

Other positions in the CMT:

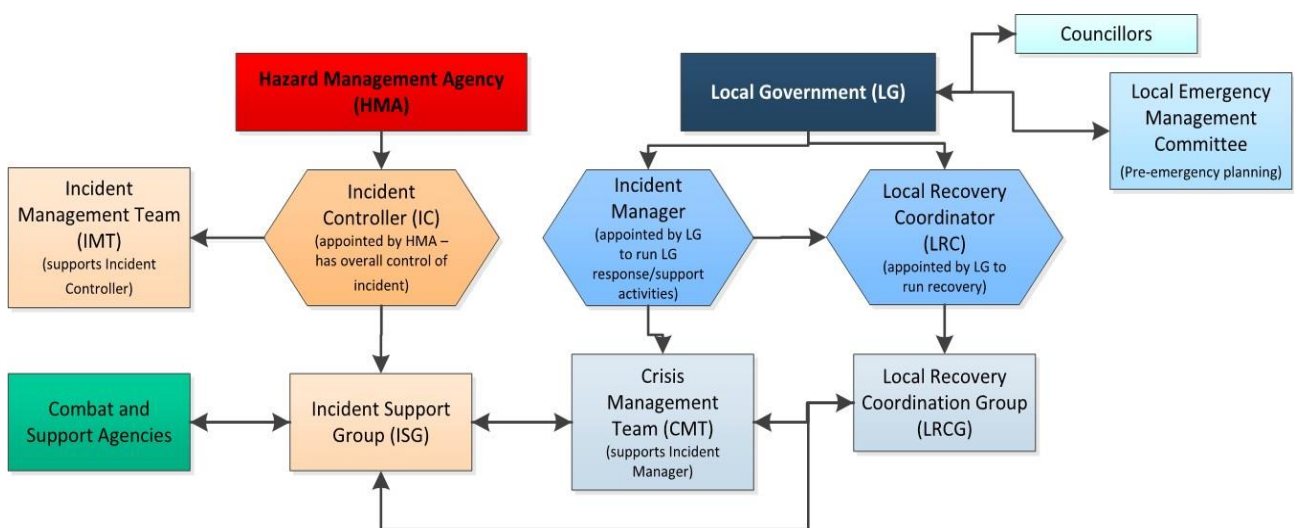
Scribe	The IMT Scribe is responsible for ensuring that all actions and information are recorded. The Scribe also ensures that all stationery requirements of the IMT are provided. In low level incidents the Incident Manager may also act as scribe.
Logistics Officer	Obtain and maintain human and physical resources, facilities, services and materials.
Operations Officer	Ensure the efficient tasking and application of resources to achieve resolution of the incident.
ISG Liaison Officer	Officer for deployment to a HMA’s Emergency Operations Centre (EOC) or to the scene of the incident at the HMA’s direction and request.

1.13.5 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group. Refer to [Annexure 2: Local Recovery Plan](#) for further information.

1.13.6 Local Recovery Coordination Group

The Local Recovery Coordination Group is the strategic decision making body for the recovery process. Refer to [Annexure 2: Local Recovery Plan](#) for further information.



Relationship between groups in response

1.13.7 Hazard Management Agencies (HMA)

Hazard Management Agencies are prescribed by the Emergency Management Regulations 2006 to be the hazard management agency for a particular hazard. HMA's are prescribed based on their functions, expertise and resources and are responsible for the prevention, preparedness and response to a hazard. Designated HMA's have the authority to declare an emergency situation and invoke the powers of The Act.

The HMA's for each hazard and its associated State Hazard Plan* are as follows:

**Note: A process is underway to convert all Westplans in to State Hazard Plans, and to amalgamate similar Westplans into one plan. This process is occurring over in a staged approach over a period of time. As they become available, the new State Hazard Plans will be made available and the corresponding Westplan/s will be removed.*

Hazard	Hazard Management Agency	State Hazard Plan / Westplan
Air Crash	WA Police	Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industries & Regional Development	Animal and Plant Biosecurity
Brookfield Rail	Brookfield Rail	Crash Emergency
Collapse	Dept. of Fire & Emergency Services (DFES)	Westplan Collapse
Cyclone	Dept. of Fire & Emergency Services	Westplan Cyclone
Earthquake	Dept. of Fire & Emergency Services	Westplan Earthquake
Electricity Supply Disruption	Public Utilities Office	Energy Supply Disruption
Fire	Dept. of Fire & Emergency Services	Fire
Flood	Dept. of Fire & Emergency Services	Westplan Flood
Gas Supply Disruption	Public Utilities Office	Energy Supply Disruption
Hazardous Materials Emergencies (HAZMAT)	Dept. of Fire & Emergency Services	HAZMAT
Heatwave	Dept. of Health WA	Heatwave
Human Epidemic	Dept. of Health WA	Human Biosecurity
Land Search	WA Police	Search and Rescue Emergency
Liquid Fuel Supply Disruption	Public Utilities Office	Energy Supply Disruption
Marine Oil Pollution	Dept. of Transport	Maritime Environmental Emergencies
Marine Transport Emergency	Dept. of Transport	Maritime Environmental Emergencies
Marine Search and Rescue	WA Police	Search and Rescue Emergency
Nuclear Powered Warships	WA Police	HAZMAT (Annex A)
Rail Crash	Public Transport Authority (PTA)	Crash Emergency
Road Crash	WA Police	Crash Emergency
Space Re-entry Debris	WA Police	HAZMAT (Annex B)
Storm	Dept. of Fire & Emergency Services / State Emergency Service	Westplan Storm
Terrorism	WA Police	Terrorist Act
Tsunami	Dept. of Fire & Emergency Services	Tsunami

1.13.8 Incident Controller (IC)

The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

1.13.9 Incident Management Team (IMT)

A group of incident management personnel comprising of the Incident Controller and the personnel he/she appoints to be responsible for the functions of operations, planning and logistics. This team, under the direction of the Incident Controller manages the response to an incident.

1.13.10 Incident Support Group (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people represented by all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations. Refer to Section 3.2 for further information.

1.13.11 Local Emergency Coordinator (LEC)

The LEC is appointed by the State Emergency Coordinator (the Commissioner of Police) and is based upon local government districts (as per Section 37 of the Act). The Officer in Charge of each WA Police district has been appointed as the LEC in the local government area that the district is in. There may be more than one LEC in each local government area. For Belmont/Victoria Park the LEC's are the Officers in Charge from the WA Police Subdistricts of Belmont, Canning and Kensington. Their role is to:

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

1.13.12 Combat Agencies

Combat agencies are also prescribed by the Emergency Management Regulations 2006 and are responsible for specific emergency management activities. For example, the Department of Health and St John Ambulance are combat agencies for the emergency management activity of providing health services. An emergency operation may involve a number of combat agencies.

1.13.13 Support Agencies

Organisations whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corp, Main Roads WA etc) or to provide support functions (e.g. food provision by the Salvation Army).

2.1 EMERGENCY RISK MANAGEMENT

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in the [State EM Policy](#) (item 3.2 Emergency Risk Management Planning).

Emergency Risk Assessment Workshops for the communities of the City of Belmont and Town of Victoria Park were conducted in early 2008 and subsequently reviewed in 2016. The Risk Assessment was carried out in accordance with the Standard **AS / NZ 4360 – Risk Management** and the Application Guide (Manual 5) produced by Emergency Management Australia (EMA). The provisions of this Standard are used throughout Australia by emergency and risk management practitioners.

The State Risk Project (local level) is currently reviewing local risks with an estimated completion time of 2021.

2.2 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The emergency risk management process conducted in 2016 identified 6 major hazards within the City of Belmont / Town of Victoria Park:

City of Belmont / Town of Victoria Park Risk Register			
Hazard	Action Priority	HMA	State Hazard Plan
Air Crash	1	WA Pol	Crash Emergency
Storm	2	DFES / SES	Severe Weather
Fire (Bushfire and Structural)	3	DFES	Fire
Road Crash	4	WA Pol	Crash Emergency
Rail Crash: PTA Network	5	WA Pol	Crash Emergency
Terrorism	6	WA Pol	Terrorist Act (restricted)

These arrangements are based on the premise that the HMA responsible for the below risks will develop, test and review appropriate emergency management plans for the hazards under their appointed responsibility.

Refer to [Appendix 3](#) for a copy of the City of Belmont / Town of Victoria Park' Risk Register.

2.3 EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

COB / TOVP Local Emergency Management Priorities and Strategies

Strategic Priority		Key Strategies
Risk	Develop an emergency management risk profile and promote mitigation activities that reduce the City/Towns risk profile.	Facilitate the assessment of a comprehensive emergency risk profile for the State through the State Risk Project: <ul style="list-style-type: none"> Facilitate the assessment of the State's key risks at a local level. Report on the local level risk profile through SEMC. Assess and implement treatments to identified risks.
Capability	Contribute to an emergency management capability profile of the State and enhance local emergency management capabilities. Promote interoperability with state agencies and other key stakeholders.	Contribute to an emergency management capability picture for the State: <ul style="list-style-type: none"> Facilitate and report on the assessment of the LG's existing capability. Identify priority capability gaps. Report on the LG's emergency preparedness: <ul style="list-style-type: none"> Provide an annual report on the emergency preparedness of the State. Inform resourcing decisions across the emergency management sector. Enhance Capability through targeted projects. Test LEMA and promote interoperability through multi-agency exercises.
Recovery	Enhance emergency recovery capability at the local level. Ensure the provision of coordinated recovery to the community if affected by an emergency.	Provide emergency recovery coordination: <ul style="list-style-type: none"> Maintain, review and test local recovery arrangements And plans. Monitor changes to the recovery arrangements framework established for local government. Ensure the provision of coordinated recovery to the community if affected by an emergency.
Assurance	Develop and maintain an emergency management assurance framework.	Maintain, review and test a systematic process of incident and exercise reporting and review to identify learnings across vulnerability and capability. Develop and report upon an Emergency Management Annual Business Plan through the Local Emergency Management Committee.
Community Engagement	Raise the profile of Emergency Management within the community.	Promote emergency awareness, preparedness and resilience within the community. Enhance the accessibility of information to the community.
Training & Development	Enhance local capability through training and development of all key staff.	Provide training to increase knowledge and capability of staff.

Part Three - Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The local governments Crisis Management Team will facilitate the City/Towns assistance/support (if the required resources are available) through the Incident Support Group when and if formed.

3.1 INCIDENT LEVELS

Emergencies are broadly grouped into three levels. The Incident Controller will assess / declare the incident level.

Level 1 incidents are broadly defined by meeting one or more of the following conditions:

- a) there are no significant issues
- b) there is a single or limited multi agency response (day to day business)
- c) there is minimal impact on the community
- d) the incident can be managed by a Controlling Agency Incident Management Team (IMT) only
- e) there is a low level of complexity

Level 2 incidents are broadly defined by meeting one or more of the following conditions:

- a) requires a multi-agency response
- b) has a protracted duration
- c) requires coordination of multi-agency resources
- d) there is some impact on critical infrastructure
- e) there is a medium level of complexity
- f) there is a medium impact on the community (health, safety, economic, technological or other)
- g) there is potential for the incident to be declared an 'Emergency Situation'
- h) the incident involves multiple hazards

Level 3 incidents are broadly defined by meeting one or more of the following conditions:

- a) requires significant multi agency response
- b) there is a protracted response duration
- c) there is significant impact on critical infrastructure
- d) there is significant coordination of multi-agency resources
- e) there is a high level of complexity
- f) there is significant impact on the community (health, safety, economic, technological or other)
- g) there are multiple incident areas
- h) evacuation and/or relocation of community is required
- i) there is actual or potential loss of life or multiple, serious injuries
- j) a declaration of an 'Emergency Situation' or 'State of Emergency' is required

3.2 INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people representing all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations.

3.2.1 Activation of an ISG

Activation of an incident support group as defined in [State EM Plan](#) Section 5.1.7 is done by the Incident Controller when the incident requires the coordination of multiple agencies, or if level 2 incident or higher is declared.

3.2.2 Membership of an ISG

The Incident Support Group is made up of liaison officers from agencies and community organisations directly involved in the response to and recovery from the incident.

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

Liaison Officers for the ISG must have the authority to commit resources and/or direct tasks.

For a major incident the **Local Recovery Coordinator** should be a member of the ISG from the onset, to allow consistency of information flow, situational awareness and handover to recovery.

3.2.3 Location and Frequency of Meetings

The location and frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. The following table identifies suitable locations (Emergency Coordination Centres) where they can meet within the local area:

Locations identified for ISG meetings

City of Belmont			
Centre Name	Address	Capacity and available resources	Contacts
City of Belmont Incident Support Group (ISG) Location	Civic Centre Rivervale Room 215 Wright Street CLOVERDALE Ph: 9477 7186	<ul style="list-style-type: none"> • Capacity: 50ppl max • Whiteboard • 3 x Laptops • EM Phones (x4) • 2-Way system • Fax • Photocopier • Maps • O/head projector 	
City of Belmont Alternate ISG Location	Operations Centre Training Room 180 Planet Street CARLISLE Ph: 9477 7111	<ul style="list-style-type: none"> • Whiteboard • 3 x Laptops • 2-Way system • Fax • Photocopier • Maps • O/head projector 	
Town of Victoria Park			
Centre Name	Address	Capacity and available resources	Contacts
Town of Victoria Park ISG Location	Civic Offices Meeting Room 3 (Djeran) 99 Shepperton Road VICTORIA PARK	<ul style="list-style-type: none"> • Capacity: 15-20ppl • Whiteboards • 5 x Computers • Laptops • 1 x large screen • Fax • Photocopier • Phone Line 	
Town of Victoria Park Alternate ISG Location	Crown Resorts Great Eastern Highway BURSWOOD	Conference room to be designated at time of emergency.	

3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION

3.3.1 During Response

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 HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public. The media officer appointed by and representing the responsible HMA will coordinate all media releases in relation to a particular emergency situation.

*For City of Belmont also refer to the Crisis (Issues) Communications Management Plan.

**The Mayor and CEO are the official spokespersons for the City/Town.

3.3.2 During Recovery

Upon commencement of the Recovery phase (ie upon the HMA handing the incident over to Local Government); responsibility for all communication to the public will become the responsibility of the City of Belmont / Town of Victoria Park.

A strategy will be developed specific to the situation and will direct the communication response. This strategy will be prepared by the Local Recovery Coordination Group (LRCG) in collaboration with the Mayor and CEO. The strategy will direct both internal and external communications.

3.3.3 General Enquiries

Frontline employees must be prepared to receive enquiries from a wide range of stakeholders. The LRCG will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no personnel are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller, a message should be taken so the called can be returned as soon as possible.

Depending on the incident level and volume of calls opening a call centre may be considered to provide information to the community.

A daily facts sheet and briefing will be provided to front counter staff and switchboard / call centre staff. The fact sheet will also be distributed to all staff and briefings held as required.

3.3.4 Communications Approvals/Sign-off Process

Communication material directly relating to or to be issued on behalf of the City of Belmont / Town of Victoria Park must be approved by the CEO, or the people to whom the CEO delegates authority to. It is the responsibility of the CEO to ensure that information relied upon in approving external communications is correct.

3.4 PUBLIC WARNING SYSTEMS

During emergencies one of the most critical components is getting information out to the public in a timely and efficient manner.

Public information systems for emergency alerts in WA are coordinated by DFES and the SEMC.

These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The City/Town may make use of this system in coordination with the DEMC, SEMC and DFES.

The City/Town also uses their websites and social media as useful tools to get information out to the community.

Refer to [Appendix 4](#) for the Local Public Warning and Communication Systems, including internal council systems, and local media.

Also refer to the City / Towns internal communications plans.

Comprehensive emergency management planning involves planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions. Consideration also needs to be given to receiving evacuees from other local governments.

4.1 SPECIAL NEEDS GROUPS

Belmont – there are 8 Aged and Disability facilities, 14 Group homes/Independent Living Units (Aged and Disability), 11 Child Care centres/Out of School Hours Care (OSHC) facilities and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

A detailed listing of the of these groups within the City of Belmont and Town of Victoria Park communities and their evacuation arrangements, are included at [Appendix 5](#).

4.2 ROUTES & MAPS

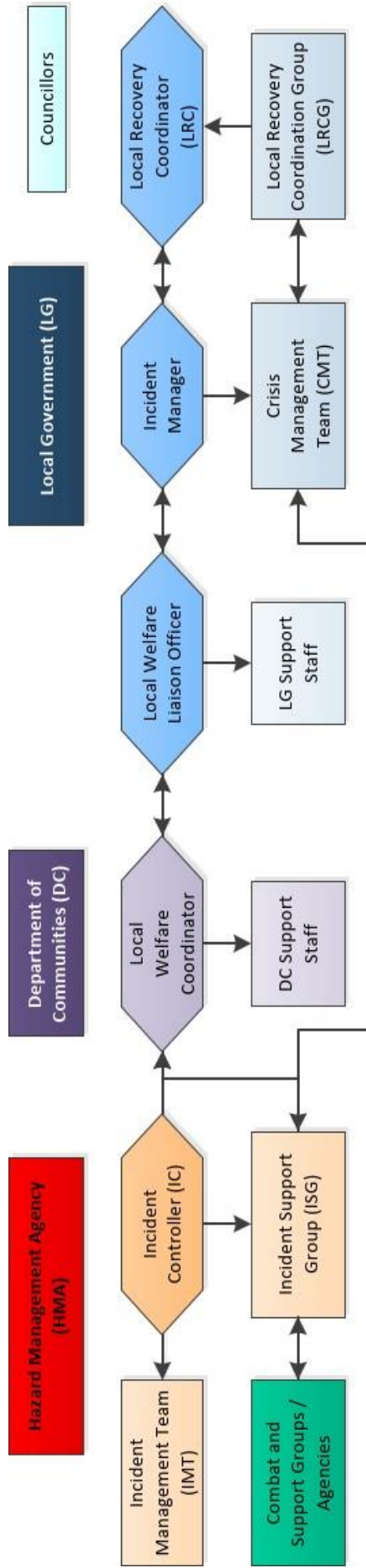
The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. This network is highly permeable and closure of part of the network is generally readily detoured around via the remainder of the network.

Refer maps at Section 1.6 and [Appendix 1](#).

4.3 WELFARE

The Department for Communities (DC) has the role of managing welfare. Refer to [Annexure 1](#) – Local Emergency Management Plan for the Provision of Welfare Support – Cannington Region.

Local Governments work with DC in Opening, Managing and Closing evacuation Centres.



4.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), 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 Committee;
- d) Establish and maintain the Local Welfare Emergency 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 Management Group when required.

4.3.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Department of Communities Local Welfare Coordinator.

The Local Government will appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Local Welfare Liaison Officer at the Welfare Centre will usually be the Senior Staff Officer in attendance or their nominee.

The City Of Belmont has nominated the below positions as Local Welfare Liaison Officers

City of Belmont
Local Welfare Liaison Officers (Evac Centre Managers)
Manager Community Placemaking
Manager Economic and Community Development
Manager Safer Communities
Coordinator Community Placemaking
Coordinator Community Safety
Coordinator Community Development
Coordinator Community Projects
Town of Victoria Park
Leisure Facilities Program manager
Administration Officer Leisure Life
Safety Coordinator

4.3.3 Evacuation and Welfare centres

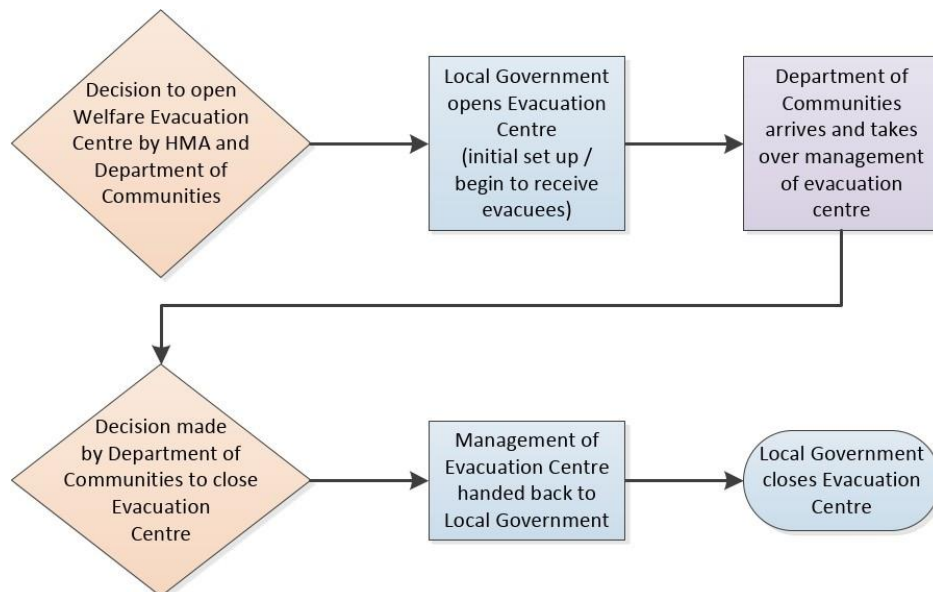
The following evacuation and welfare centres have been identified:

City of Belmont		
Place Name	Capacity	Address
Belmont Oasis Leisure Centre	500	Cnr Abernethy Rd and Alexander Rd, Belmont
Forster Park Hall	300	Cnr Abernethy Rd and Keane St, Cloverdale
Rivervale Community Centre	235	Cnr Surrey Rd & Francisco St, Rivervale
Redcliffe Community Centre	230	33 Morgan Rd, Redcliffe
Town of Victoria Park		
Place Name	Capacity	Address
Victoria Park Leisure Life Centre	1000	248 Gloucester Street , East Victoria Park

Members of the Media are not permitted to enter Welfare Centres. An area should be designated outside for them to set up.

Full details of Evacuation and Welfare Centres are included in the DC Local Emergency Management Plan for the Provision of Welfare Support - Cannington Region (refer [Annexure 1](#)).

***BELMONT – Refer to Guide and Checklist for Opening an Evacuation Centre.**



4.3.4 Animals (including assistance animals)

It is acknowledged that welfare of animals is an important consideration in an emergency. Within the City of Belmont and Town of Victoria Park, animals can be considered in three broad categories, assistance animals, domestic pets, large animals and each of these are treated differently in an evacuation situation.

Assistance Animals are welcome to be with their owners inside evacuation/welfare centres.

Domestic Pets are able to be brought to evacuation centres with their owners and some provision is made for dogs to be tied and for cats and other small animals in cages to be housed outside the evacuation/welfare centres. It is however, emphasised that all animals are the responsibility of the owners.

Large Animals cannot be accommodated at evacuation/welfare centres and owners need to have their own arrangements in place to effect evacuation if required.

4.3.5 Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas DC has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved DC have reciprocal arrangements with the Red Cross to assist with the registration process.

In the event that an evacuation centre has to be activated, initial set-up and manning will be by City of Belmont and Town of Victoria Park staff that will provide welfare until DC arrive.

Part Five - Recovery

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

Refer to **Annexure 2 - Local Recovery Plan** for the City/Towns recovery arrangements.

5.1 LOCAL RECOVERY COORDINATORS

Local governments are required to nominate a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in the State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

Local Recovery Coordinator Details

City of Belmont			
Primary	Director Development & Communities	Juliette Gillan	
Proxy	Director Corporate & Governance	Robin Garrett	
Proxy	Director Infrastructure Services	Melanie Reid	
Town of Victoria Park			
Primary	Chief Community planner	Natalie Martin Goode	
Proxy	Acting Chief Financial Officer	Luke Ellis	

6.1 THE AIM OF EXERCISING

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

The exercising of a HMA's response to an incident is a HMA responsibility 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.

6.1.1 Frequency of exercises

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

6.1.2 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

6.1.3 Reporting of exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

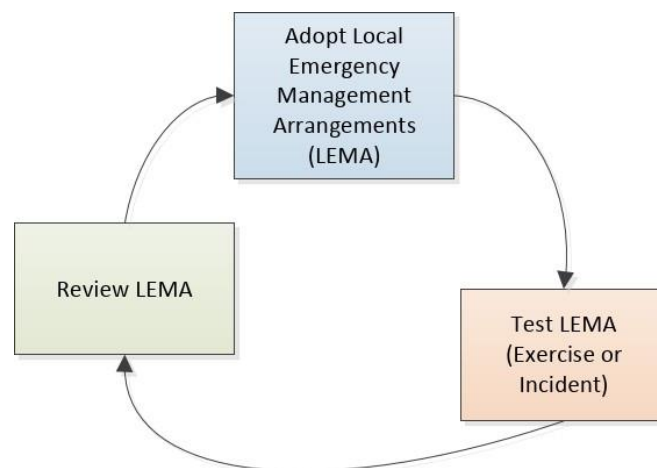
Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

6.2 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to [State EM Policy](#) Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.



6.2.1 Review of Local Emergency Management Committee Positions

The City of Belmont and Town of Victoria Park, in consultation with the parent organisations of the LEMC members, shall determine the term and composition of LEMC positions.

6.2.2 Review of resources register

Each local government shall be responsible for having their part of the resources register checked and updated on a yearly basis.

6.3 ANNUAL REPORTING

SEMC issues an Annual and Preparedness report each year, which each local government is responsible for completing by the due date.

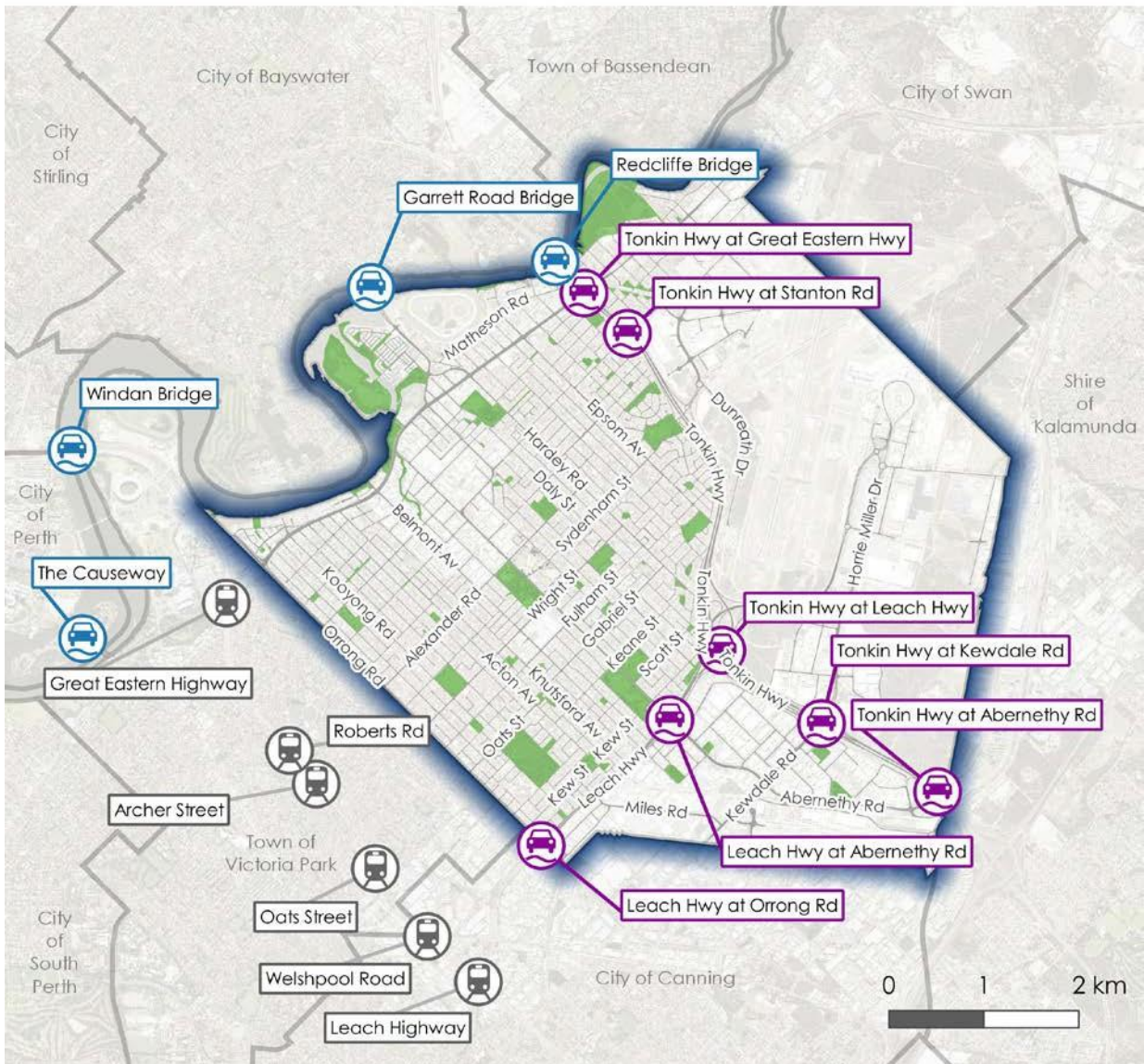
The information provided by the annual and preparedness reports is collated by SEMC into the State Preparedness Report which is tabled in Parliament.

APPENDIX 1:

GEOGRAPHICAL MAPS - CITY OF BELMONT AND TOWN OF VICTORIA PARK

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings



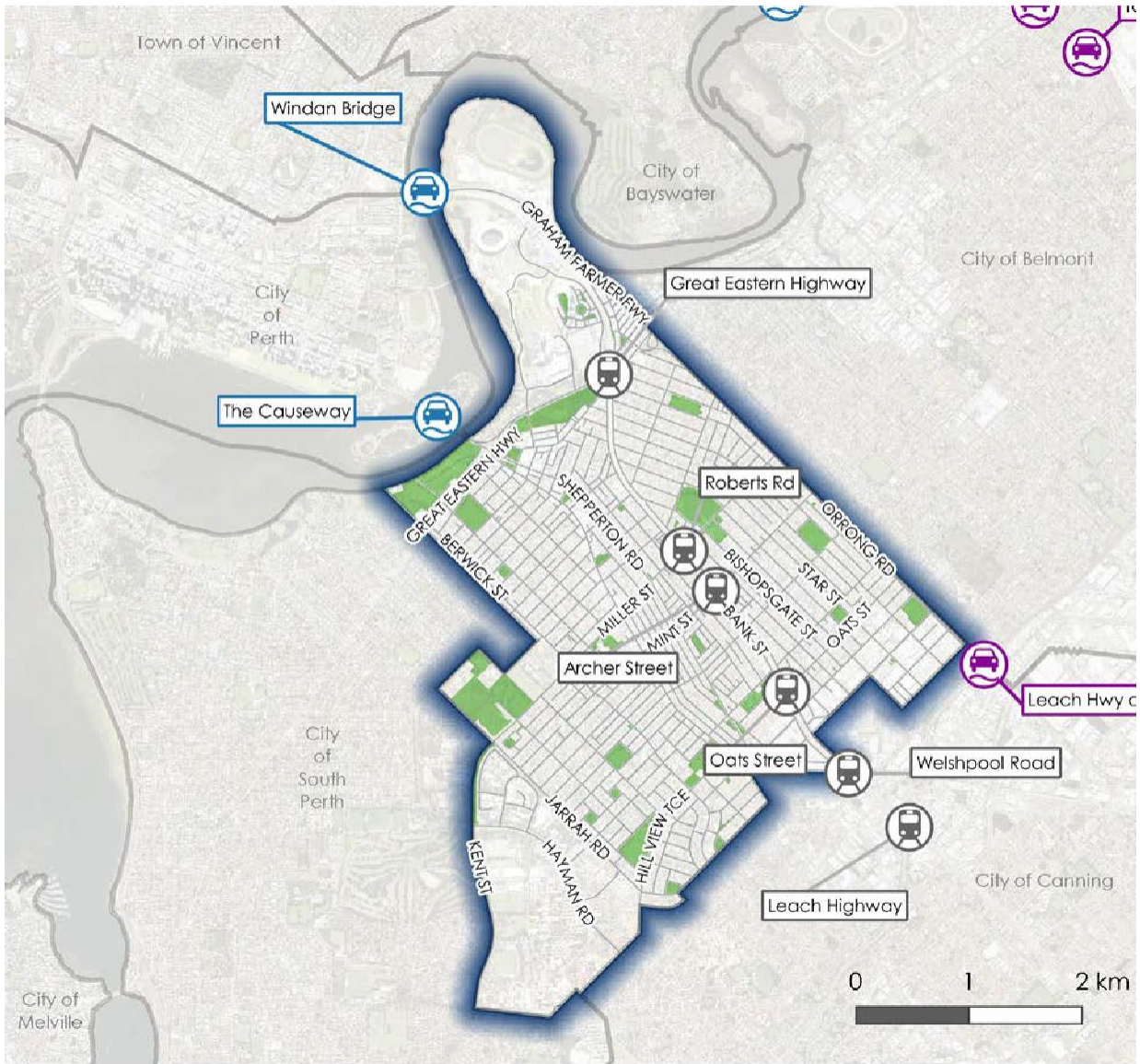
Vehicular Bridge Crossings



Railway Crossings

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

APPENDIX 2:

EMERGENCY CONTACT AND RESOURCE REGISTER

Contacts - Crisis Management Team

City of Belmont

Name	Council Position	IMG Position	Bus Hrs	Mobile
Steve Morrison	Manager Works	Incident Manager / ISG Liaison Officer		
Kevin Davidson	Manager Safer Communities	Incident Manager / ISG Liaison Officer		
Graeme Todd	Coordinator Community Safety	Incident Manager / ISG Liaison Officer		
Jackie Parker	Manager Parks, Leisure & Environment	Incident Manager / ISG Liaison Officer		
Juliette Gillan	Director Development and Communities	Incident Manager / ISG Liaison Officer		
Melanie Reid	Director Infrastructure Services	Incident Manager / ISG Liaison Officer		
Joe Trusso	Coordinator Works	Incident Manager / ISG Liaison Officer		
Jodi Ogilvie	Coordinator Parks	Incident Manager / ISG Liaison Officer		
Craig Mackenzie	Coordinator Health	Incident Manager / ISG Liaison Officer		
Joe Trusso	Coordinator Works	Logistics / Operations Officer		
James Weston	Supervisor Works	Logistics / Operations Officer		
Jodi Ogilvie	Coordinator Parks	Logistics / Operations Officer		
VACANT	Senior Supervisor Parks	Logistics / Operations Officer		
Craig Mackenzie	Coordinator Health	Logistics / Operations Officer		
Hamed Abo El Atta	Community Safety & Crime Prevention Officer	Logistics / Operations Officer		
Natasha Griggs	Manager Community Placemaking	Local Welfare Liaison Officer		
Kevin Davidson	Manager Safer Communities	Local Welfare Liaison Officer		
Marta Makuch	Coordinator Community Development	Local Welfare Liaison Officer		
Joel Warner	Coordinator Community Projects	Local Welfare Liaison Officer		
Ryan De Casale	Coordinator Community Placemaking	Local Welfare Liaison Officer		
Graeme Todd	Coordinator Community Safety	Local Welfare Liaison Officer		
Juliette Gillan	Director Development & Communities	Local Recovery Coordinator		
Robin Garrett	Director Corporate & Governance	Local Recovery Coordinator		
Melanie Reid	Director Infrastructure Services	Local Recovery Coordinator		
John Cristie	Chief Executive Officer	Spokesperson		
Phil Marks	Mayor	Spokesperson		
Leila Timol	Emergency Management Officer	Scribe		
Katie Spalding	Coordinator Marketing and Communication	Media / Crisis Comms		
Denise Morton	Media and Communications Officer	Media / Crisis Comms		
Greg Dally	Business Continuity Advisor	Business Continuity		
After Hours Call Outs	Security	Security		

DFES MEDIA ENQUIRIES 9225 5955 / DFES MEDIA LIAISON OFFICER

Contacts - Crisis Management Team**Town of Victoria Park**

Name	Council Position	IMG Position Description	Bus Hrs	Mobile
Chip McCallum	Coordinator – Safety	Incident Manager / ISG Liaison Officer	████████	████████
Gregor Wilson	Infrastructure Operations Manager	Incident Manager / ISG Liaison Officer/ Logistics Officer	████████	████████
Paul Gravatt	Manager Community	Logistics / Scribe	████████	████████
Michal Lowenhoff	Coordinator Parking % Rangers	Logistics / Scribe	████████	████████
Roz Ellis	Principal Customer relations	Admin Support / Local Welfare Liaison Officer	████████	████████
Emergency 24hr service	Duty Ranger	Security	████████	████████
Natalie Adams	Chief Operations Officer	Local Recovery Coordinator	████████	████████
Luke Ellis	Acting Chief Financial Officer	Local Recovery Coordinator	████████	████████
Natalie Martin Goode	Chief Community Planner	Local Recovery Coordinator	████████	████████

DFES MEDIA ENQUIRIES 9225 5955 / DFES MEDIA LIAISON OFFICER (PAGER) 9476 0179

Welfare Evacuation Centres			
City of Belmont			
Facility	Location	Bus Hrs	Mobile
Rivervale Community Centre	Cnr Francisco and Surrey Roads Rivervale		
Redcliffe Community Centre	33 Morgan Road, Redcliffe		
Forster Park Hall	Cnr Keane Street and Abernethy Road Cloverdale		
Belmont Oasis	Tenant Contact: Jason Clarke		

Welfare Evacuation Centre Support Officers

Local Welfare Liaison Officers - See Crisis Management Team list

Team #	Name	Suburb	Bus. Hours	After Hrs Contact Numbers	Division	Additional info
Team 1	Janet Barnes	Belmont	7418	[REDACTED]	Governance	
	Jim Polinelli	Lathlain	7286	[REDACTED]	Design & Assets	
	Phillip McLoughlin	South Perth	7419	[REDACTED]	Marketing	
	Stephanie Barrett	Bedford	7294 (Mon-Wed)	[REDACTED]	Infrastructure Services	
	Suresh Bajracharya	Nollamara	7282	[REDACTED]	Infrastructure Development	
Team 2	Hamed Abo El Atta	Gosnells	7416	[REDACTED]	Community Safety	
	Paul Goddard	Swan View	7435	[REDACTED]	Community Placemaking	
	Judith Lilly	Boya	7161	[REDACTED]	Records	
	Marta Makuch	Leeming	7442	[REDACTED]	Community Development	Can speak Polish
Team 3	Leila Timol	Woodvale	7430 (Mon, Thur, Fri)	[REDACTED]	Community Safety	
	Shane Blanchard	Baldivis	7443	[REDACTED]	Community Safety	

Welfare Evacuation Centres

Town of Victoria Park

Facility	Location	Bus Hrs	Mobile
Victoria Park Leisure Life Centre	248 Gloucester Street , East Victoria Park		

Welfare Evacuation Centre Support

Team #	Name	Suburb	Bus. Hours	After Hrs Contact Numbers	Division	Additional info
Team 1	Chip McCallum			0437 890 082	CEO	
	Kellie Winterbourn			0437 962 199	Finance	
	Hayden Cooney			0430 018424	Finance	
	Michal Lowenhoff			0448 639 766	Planning	

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
Aged & Community Services	Trevor Lovelle	Chief Executive Officer Aged & Community Services WA			
Airservices Australia	Darryl McCormick	A/g Senior Operational Standards Officer			
	Jay Johnson	A/g Operations Manager			
Ascot Racecourse	Tony Favazzo	General Manager - Operations			
ATCO Gas	Faults and Emergencies				
	General Number				
	Neil Thornton	Operations Manager, South			
	Chris Olley	Senior Engineer Risk and Safety			
Belmont Forum	Shane McLean	Centre Manager			
Belmont Oasis	Jason Clarke	Manager			
Belmont Racecourse	Tony Favazzo	General Manager - Operations			
Belmont SES	Craig Romero	Manager – Belmont SES			
Crown Perth	Brian Lee	General Manager - Security and Surveillance			
	Nick Dimond	Manager - Emergency Planning and Medical Services			
Curtin University	Kate Oliver	Emergency Planning Manager			
Dept. Biodiversity Conservation & Attractions	Rob Towers	Regional Fire Coordinator			
Dept. Communities	On Call Duty Officer (24 Hours)				
	Ryan Hamblion	Senior District Emergency Services Officer			
	Kelly Hoare	Case Support Officer			
Dept. Community Services (Housing)	Nadeem Khan	Regional Manager - Housing Authority			
Dept. Education	Will Davis	Coordinator Regional Operations South Metro Education			
Dept. Enviro. Regulation	Ken Raine	Senior Manager Pollution Response			
Dept. Justice	Luke Thatcher	Principal Officer Emergency Management			
Dept. PIRD	Dr Vincent Lanoiselet	Senior Research Officer Plant Biosecurity			
Dept. Fire and Emergency Services (DFES)	Public Information Line				
	Communication Centre (Non Emergencies)				
	Chris Kin-Maung	District Officer - South East Metropolitan Operations			
	Matt Folini	District Officer - Swan, North East Metro Region			
	John Manocchio	District Officer - Perth, Metro Operations			
	Merveen Cross	District EM Advisor - Metropolitan Operation			
	Peter Sutton	Superintendent South East Region			
DFES SES	Mr Chris Kin-Maung	District Officer Natural Hazards North East Metro			

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
District Emergency Management Committee (East Metro DEMC)	Peter De La Motte	Chair - WAPOL - Superintendent / District Emergency			
	Ricky Chadwick	Alternate Chair - WAPOL - Superintendent / Alternate District Emergency Coordinator			
	Peter Sutton	Deputy Chair - DFES - Superintendent South East Region			
GIVIT	Sarah Tennant	National Stakeholder Management			
Hospitals	Armadale Health Service - Public - 3056 Albany Hwy, Mount Nasura				
	Bentley Health Service - Public - 31-59 Mills St, Bentley				
	Fiona Stanley Hospital - Public - 11 Robin Warren Dr, Murdoch				
	Joondalup Health Campus - Public - Grand Blvd & Shenton Ave, Joondalup				
	Perth Children's Hospital - Public - 15 Hospital Ave, Nedlands				
	Royal Perth Hospital - Public - Victoria Square, Perth				
	Sir Charles Gairdner - Public - Hospital Ave, Nedlands				
	St John of God Midland - Public and Private - 1 Clayton St, Midland				
Main Roads WA	John Pintabona	Traffic Operations Centre			
	Alex Hendrick-Daly	Real Time Traffic Operations Manager (RTTOM)			
NBN	Ebony Aitken	WA Corporate Affairs Manager			
Optus Stadium	Chris Loftus-Hills	General Manager, Events and Operations			
	Dorian Hughes	Operations Manager			
	Rebecca Purcell	Events Manager			
Perth Airport	Greg Pobar	Emergency Planning Coordinator			
Perth Freight Terminal	Shay Preedy	Operations Manager			
	Mark Mykytuik	HSE Advisor WA			
Perth Racing	Tony Favazzo	General Manager - Operations			
Public Transport Authority	Moreno Parrella	Manager Risk and Emergency Management			
Red Cross	Duty Officer Emergency Control				
	Erin Fuery	State Manager Emergency Services			
	Karen Edmeades	State Coordinator, Resilience & Recovery			
	Harry Deluxe	State Coordinator – Operations & Workforce			
	Trung Tren	Operations Project Officer (Mon - Wed)			
Salvation Army	Ben Day	Director of Emergency Services			
	Primary (24 Hour Message Service)				
St John Ambulance	Steve Hall	Manager Emergency Management Unit			
	Nik Stewart	Emergency Management Coordinator			
	Tara Doyle	Acting General Manager for Metro Operations			
State Animal Welfare Emergency Coordinator	Amanda Nardi-Wallace	Animal Welfare Regulation Sustainability and Biosecurity Department of Primary Industries			
SES - State Emergency Service	SES Emergency Assistance				
	Craig Romero	Manager Belmont SES			

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
State Recovery Coordinator	Ricky Curtis	DFES Assistant Commissioner - Resilience & Recovery			
	Suellen Flint	Deputy State Recovery Coordinator			
Telstra	Shane Kinnear	Emergency Services Liaison Officer (ESLO)			
	Brian Young	Deputy ESLO			
WA Police	Police Communications South East Metro (24 Hours)				
	Duty Inspector (24 Hour)				
	Steve Martyn	Officer in Charge - Belmont			
	Kareene Santoro	Officer in Charge - Kensington			
	Ray Anderson	Officer in Charge - Cannington			
Water Corporation (13 13 75)	24-hour emergency line				
	Manager Control Centre Operations				
	Alf Fordham	Manager Incident and Emergency Management			
Western Power (13 13 51)	24-hour emergency line				
	Shane Lehmann	Field Services Coordinator Field Operations			
	John McFadyen	Emergency Management Manager			

Local Emergency Management Committee

City of Belmont / Town of Victoria Park

Organisation	Name	Title	Contact #	Email
Belmont Forum	Mr Shane McLean	Center Manager		
Belmont SES	Mr Craig Romero	Manager – Belmont SES		
Boronia Pre-Release Centre	Mr Adrian Rivalland	A/Assistant Superintendent Operations		
	Mr Wade Isard	Senior Officer Security		
City of Belmont	Mr Graeme Todd (Chair)	Coordinator Community Safety & Crime Prevention		
	Ms Leila Timol	Emergency Management Officer		
	Mr Luke Willcock	Manager Economic and Community Development		
	Mr Greg Dally	Business Continuity Adviser		
	Mr Michael Molyneux	Senior Ranger		
	Ms Amy Lloyd-Bostock	Risk & Business Continuity Officer		
Crown Perth	Mr Daniel Gaywood	Manager – Emergency Planning and Medical Services		
Curtin University	Ms Kate Oliver	Emergency Planning Coordinator		
Dept. Communities	Ms Kelly Hoare	Case Support Officer		
	Mr Ryan Hamblion	Senior District Emergency Services Officer		
DFES	Mr John Manocchio	DO Perth		
	Mr Matt Folini	DO Swan		
	Mr Chris Kin-Maung	District Officer Natural Hazards North East Metro		
DFES District Advisor	Ms Merveen Cross	District Emergency Management Advisor		
Optus Stadium	Mr Bob Gorham	Safety & Risk Process Manager		
	Mr Chris Loftus-Hills	General Manager - Events and Operations		
	Mr Dorian Hughes	Operations Manager		
	Ms Rebecca Purcell	Events Manager		
Perth Airport	Mr Greg Pobar	Emergency Planning Coordinator		
	Mr Tony Sewell	General Manager Security and Emergency		
	Mr Dayel Tovey	Security Screening Manager		
Perth Freight Terminal	Mr Mark Mykytiuk	HSE Advisor WA		
Perth Racing	Mr Tony Favazzo	General Manager – Operations		
	Mr Jon Bell	Safety & Security Coordinator		
	Ms Emma Campbell	Safety & Security Supervisor		
Town of Victoria Park	Mr Chip McCallum	Safety Coordinator		
	Mr Gregor Wilson	Manager Infrastructure Operations		
	Mr Matt Reed	Principal Customer Relations		
WA Police	Snr Sgt Glen Beros	Officer-in-Charge – Kensington		
	Snr Sgt Daniel Grieves	Officer-in-Charge – Belmont		
	Snr Sgt Ray Anderson	Officer-in-Charge – Cannington		
Western Power	Gareth Lock	Field Supervisor – Operational Maintenance		

Resources
City of Belmont

Plant Type	Make Model Description...	Plate	Plant #	Section / Driver / Operator	Tare / Agg / GCM
	Crime Prevention VMS				
Bus	Toyota Hiace 3.0L T/Diesel Auto 10 seat incl driver. 6 seat with two wheel chairs(chair lift-E.step)	1CZY517	MB01032	Community Serv	2360/3202
Bus	Toyota Coaster Delux 14 seat incl driver Chairlift El Step Auto	1DKY247	MB03030	Adult Day Centre / Anne Hall	3320
Bus	Toyota Coaster Seating 21 including Driver. El Step, Man	1BZN394	MB05030	Senior Citizens	3245
Bus	Toyota Hiace 3L Die 4s Auto. 10 seat incl driver Elect Step	1DJS231	MB06030	Adult Day Centre / Anne Hall	2050
Bus	Toyota Hiace 2.5L Turbo D SLWB Seats 12 including Driver. Elect Step. Man	1BYF272	MB07020	Comm Service	2100
Bus	Toyota Hiace 3L T.Die SLWB 10 seat incl driver (E.step) Cargo Bay Auto	1CZN325	MB09010	HACC	2160
Bus	Toyota Hiace Commuter 3L Diesel Auto. Electric Step. 10 seat incl driver, Cargo barrier	1DZP832	MB10010	Adult Day Centre / Anne Hall	2160
Bus	Toyota Hiace Commuter 3L Diesel Auto / El Chairlift, Step. Seats 10 including driver	1EAN733	MB11010	Adult Day Centre / Anne Hall	2420
Chipper	Wood Chipper Vermeer BC 1000 XL (towed by truck TK24)	1TNE869	CH01030	Parks E Arbor (Ron)	1950
Excavator	Excavator KOM PC100 -3 (84HP @2200rpm) 62Kw, 10t	1BPM392	CN02010	Works (W1)	TARE 10700
Loader	Loader Front End Case 521E XT / Die	1ECP568	CN03040	Works Operations Centre (W1)	12,000
Loader	Loader F.End Volvo L60 F	1CXR628	CN04030	Works (W1)	T=12,200
Loader	Loader F. End Volvo L50E 74.9Kw Bucket 1.5m3	1CTO531	CN05030	Drainage Loader (W1)	8630
Grader	Grader Caterpillar 120M 114kW	1DHD524	CN06030	Works (W1)	15,990
Roller	Hamm 3307. Vibe 7t	1BZH459	CN07020	Works (W1)	6700kg
Roller	Roller Ammann AV12 1.5tonne	1COJ186	CN08030	Works Flocon Crew (W2)	1500
Roller	Roller Ave Barford DC 14 Steel Drum 11.5t	8AF090	CN09010	Works (W1)	11520kg
Roller	Pacific RollPac 16. Rubber tyre 6t/11t (ballast)	8DL006	CN10010	Works (W1)	T=6260 Ballast=11337
Loader Skid Steer	Skid Steer New Holland L218	1EGJ978	CN11050	Works (.....) (W2)	2513
Forklift	Toyota 42-7FG25	20652	FK01020	Operations Centre	4100
Tractor	Case JXU 85 Cab 4WD	1DAE023	TA01040	Parks S Tractors (Gary Watchorn) (PS G1)	4050
Tractor	Case JXU 85 Cab 4WD	1DAE024	TA02040	Parks North Tractors (Mick O'S) (PN G2)	4050
Tractor	AGCO MF 5420 4WD Dyna4	1DXV287	TA03040	Parks South Tractor (Steve McQuade) (PS G1)	3800
Maint Utility Vehicle	Toro Workman MDX Intl	1DOP765	TA04020	Parks N Faulkner Park (PN G2)	544/1293
Truck	Fuso Canter FEB71ER3WFAC 3t 2way Tip Crew Cab / Auto	1DXE459	TK02040	Parks North Mowing (Anthony Nixon) (P2)	3840/7500/1100
Truck	Isuzu FRR500 Med	1CLF010	TK01030	Works Flocon Crew (Roy) (W2)	5220/10400/16000

Resources					
City of Belmont					
Plant Type	Make Model Description...	Plate	Plant #	Section / Driver / Operator	Tare / Agg / GCM
Truck	FUSO FM65FH2RFAA - Water truck	1DMK239	TK04030	Water Tank 6,800 Lts Fuel tank 400Lts	6720/15000/25000
Truck	Isuzu NPR 275 SRS Tray - Crane 1t	1CKI671	TK05030	Sign Truck (W1)	2680/5200/8700
Truck	Mitsubishi Canter JLFFEB71E0KJ00214 Crew Cab 3 way Tip	1EDA586	TK06040	Parks S Maintenance (Eric Auf Der Mauer) (P1)	4520/7500/11000
Truck	Fuso Canter FE85DGOKJ10211 Crew Cab 2 way tip Rear & RH	1DOS036	TK07040	Parks South Mowing (Grant Douglas) (P1)	4160/7500/11000
Truck	Isuzu FSR850 L Dual Tip. 8T side tip RH, 176kW. 6s Man. 2 Axle	1CWM234	TK08040	Works (Skid Steer Crew) (W2)	5680/14000/20000
Truck	Mercedes Actros 2644 LS 350KW Prime Mover	1DWN791	TK09040	Works (Owen) (W1)	Tare=9140 AGG=23000 GCM=43000
Truck	Hino Ranger Pro 6 FD1JLPA 5t Crew Cab - Crane	1CIR325	TK11030	Works Drainage (W1)	5280/10400/16000
Truck	Hino FG8. 8t dual tipping	1DDV862	TK12040	Works Drainage (W1)	7040/15000/24000
Truck	Mitsubishi FV51JKD2RFAB 12t tip	1DAY539	TK13040	Works () (W1)	10000/22500/42500
Truck	Hino FG8 500 Series 1628 Med Six Dual Tip	1DQK903	TK15040	Works road crew (W1)	6820/15000/24000
Truck	Hino 700 FS420 / FS1ELKD 12t tip	1DQZ176	TK16040	Works () (W1)	10780/22500
Truck Sweeper	Road Sweeper MacDonald Johnson RT655 / Hino Pro 9 Auto (Aux Eng Iveco N45)	1DAN894	TK19040	Works Sweeper (W1)	9270/15000/15100
Truck	Hino 500 Series 1426 Medium FE7JJMA-QAU	1DWY782	TK20040	Parks E Arbor () (P1)	6140/14000/22000
Truck	FUSO FE84DEWSRFAB Crew Cab 2.2t Tip - Crane 1t	1DLO973	TK23030	Parks South Landscape (Kim Rowcliffe) (P1)	4220/6500/10000
Truck	Isuzu NPR400 Crew cab Tipper	1CQY560	TK24010	Parks North Landscape (Austin Western) (P2)	2760/7500/11000
Truck	Mitsubishi Canter FE85DGWSRFAB 3t Tip Crew Cab - Crane 1t	1DSI375	TK25010	Parks South Tree Maint (Lawrence Vassallo) (P1)	4400/7500/11000
Trailer	Trailer Hand Tip	8UU772	TL01010	Carpenters	190/750
Trailer	Trailer Twin Axle	1TJK970	TL02030	Skid Steer Crew	1420/5000
Trailer	Trailer Twin Axle	1TAS508	TL04020	Flocon Roller	550/3000
Trailer	Trailer Custom Built	1TOF147	TL05030	Parks N Landscape Crew	240/750
Trailer	Trailer Twin Axle 8x5	1TJT800	TL06020	Painter Jim martin	440/2000
Trailer	Trailer Low Loader LOW / LOAD	7WD197	TL07010	Works Low Loader	t6880/a29600/load2272 0 (gtmr 29.6t)(Licence Max height 4.3m)
Trailer	Trailer Semi Tip SEMI / TIP	1TIM108	TL08030	Works Semi Trl	ATM32 t
Trailer	Trailer 6X4 single axle. Rear loading ramp	8WZ962	TL09020	Con Cutter ex paint	190/750
Trailer	Trailer 6X4 single axle. Hungry boards	8UU749	TL12010	Parks E Area 1 (David)	190/750
Trailer	Trailer 4.25m x 1.	1TJD995	TL13030	Parks North Mowing (Anthony)	900/3400
Trailer	Trailer 1.87m x 4.90m twin axle.full width rear ramp	1TJI829	TL14030	Parks S Maintenance (Eric)	1060/3000
Trailer	Trailer 6X4 single axle	8WK928	TL18010	Parks E Enviro Crew	203/750
Trailer	Trailer 8x4 4.25m x 1.	1TJD998	TL20020	Parks South Mowing (Grant Douglas)	900/3400

Resources**City of Belmont**

Plant Type	Make Model Description...	Plate	Plant #	Section / Driver / Operator	Tare / Agg / GCM
Trailer	Trailer	9RR390	TL21010	Works	440/750
Trailer	Trailer T/Axle 8X5	1TBC094	TL22010	Works re-instatement	350/2000
Trailer	Trailer custom built Aggr 2000	1TOJ394	TL27020	Parks South Landscape (Adam)	330/750
Trailer	Trailer 6X4	1TIX760	TL28010	Rangers / Health	240/750
Trailer	Trailer 7X5	1TJN755	TL29010	Parks E Area 2 (Darren)	250/750
Trailer	Trailer VMS Board with Radar & Spare Tyre	1TMZ663	TL30010	Graham Todd	840/1240
Trailer	Trailer 5' x 3' 6" 750 kg agg	1TNY097	TL31010	Parks Faulkner Park	190/750
Trailer	Trailer Radar Speed Display AD300 RSD	1TOJ089	TL32010	Traffic section	370

Resources			
City of Belmont			
Type	Make / Model	Serial #	Plant #
Arrow Engine	Traffic Management Arrow Engine	9RR390	GE37010
Blower	Stihl BG86C	287432220	GA30080
Blower	Stihl BG86C	286350546	GA68070
Blower	Stihl BG86C	285473190	GA69080
Blower	Stihl BG86C	284075521	GA70070
Blower	Stihl BG86C	285473428	GA71060
Blower	Stihl SH85 Shredder / Vac	272650344	GA88020
Blower	Stihl BG85	269672779	GA93010
Blower	Stihl BG86C	285473207	GA94020
Blower	Stihl BG86C	284075368	GA95020
Blower	Stihl BG86C	285473204	GA98020
Blower	Stihl BR600 Z Backpack	291850143	GR04020
Blower	Stihl BG86C	292464241	GR05020
Blower	Tanaka TBC2510N	B048358	GE54010
Blower	Stihl BG86	281378938	GE56010
Blower	Stihl BG86	281378582	GE57010
Blower	Stihl BG86C	285473657	GA80050
Blower	Stihl BG600 Backpack Blower	STV42820011614	GR00030
Brushcutter	B/Cut TanTBC4200DX	F138253	GA14120
Brushcutter	B/Cut TanTBC4200DX	F138267	GA15150
Brushcutter	B/Cut TanTBC4200DX	E094217	GA16130
Brushcutter	B/Cut TanTBC4200DX	E094228	GA17130
Brushcutter	B/Cut TanTBC4200DX	E053127	GA18100
Brushcutter	B/Cut TanTBC4200DX	F138264	GA19140
Brushcutter	B/Cut TanTBC4200DX	H042098	GA64120
Brushcutter	B/Cut TanTBC4200DX	E094220	GA65080
Brushcutter	B/Cut TanTBC355DH	RO24255	GA66010
Brushcutter	B/Cut TanTBC4200DX	E094236	GA72080
Brushcutter	B/Cut TanTBC4200DX	E094216	GA73070
Bucket rake	Project Industries, Skeleton Rake Bucket		GE52010
Cement Mixer	Cement Mixer Cromco 3.5 CuFt TU.M1	3655010	GE46010
Chainsaw	Saw / C Stihl MS200T 12"	172236940	GA02080
Chainsaw	Saw / C Stihl MS230 16"	173497874	GA03050
Chainsaw	Saw / C Stihl 023 16"	49453214	GA04020
Chainsaw	Saw / C Stihl MS192T 12"	285275768	GA05060
Chainsaw	Saw / C Stihl MS230 16"	162745446	GA06050
Chainsaw	Saw / C 12" Stihl 019T	49775809	GA08050
Chainsaw	Saw / C Stihl 019T 12"	256742091	GA10060
Chainsaw	Stihl MS200T 12"	173157631	GA11100
Chainsaw	Stihl MS201T 12"	176829829	GA12100
Chainsaw	Stihl MS190T 12"	268365286	GA13070
Chainsaw	Stihl MS192T 12"	280317522	GA74060
Chainsaw	Saw / C Stihl NS460 Magnum	173791288	GA75050
Chainsaw	Stihl MT192T 12"	285548191	GA86030
Chainsaw	Saw / C Tanaka 15" ECV 3801	D111899	GE01030
Chainsaw	Stihl MS311 Farmboss	174648830	GE02020
Charger	Truck Pac ES1224	981025	GE45010
Compactor	Wacker VPH70	WACKER	GE13030
Compactor	Mikasa Compactor MVH306DSYN	1943	GE15030
Compactor	Compactor BPU 5045A	1834980	GE21040
Compactor	Wacker VPH70	6071362	GE53020

Resources			
City of Belmont			
Type	Make / Model	Serial #	Plant #
Compressor	Compressor Acauto25 2.5HP 24 Ltr 240V	CE10986	GA82010
Compressor	Honda	Honda	GE14010
Compressor	Westair Rotary Model SCR101-10-T 150psi / 10 bar	GEN38	GE38020
Earth Auger	Stihl BT121C	170371990	GA25020
Edger 1w	Atom Pro Force 20506	96661	GA21100
Edger 1w	Atom Pro 560	GCAMT-2799258	GA81050
Edger 1w	Atom Pro Force 20560	GX350096479	GA83050
Edger 1w	Atom Pro Force 20506	1340464	GA90020
Edger 3w	Edger D&F Edgemaster	1928	GA20080
Edger 3w	Edger D&F Edgemaster	GCAGT-1406254	GA22090
Edger 3w	Edgemaster C12	GCBPT-1399864	GA23080
Edger 3w	Edgemaster C12	GCAFT-2823480	GA24090
EWP	Elevated Work Platform JLG / Lift Pod	S156712170023	GE60010
Forks	Pallet Forks (Skid Steer)		GE49010
Generator	Gentec / EP5900HSR / Eng Honda GX340 / ULP	548156	GE09020
Generator	Generator	G002397260	GE12010
Generator	Generator Robin 2Kva 1600W EY20-3	ROBIN	GE31020
Generator	HONDA DGUH2 2.5KVA	9810088	GE42010
Hedge Trimmer	Stihl HS81R Hedgetrimmer 750mm D/S	165691769	GA29060
Hedge Trimmer	Stihl HS45 600mm blade	802258540	GA61050
Hedge Trimmer	Stihl HS81T Hedgetrimmer	175892327	GA62080
Hedge Trimmer	Stihl / HS45 blade 600mm	803687464	GA97030
Hedge Trimmer	Stihl KM Trimmer KM-HL attachment KM130R Head	280669102	GR01010
Hedge Trimmer	Stihl KM Trimmer KM-HL attachment KM130R Head	281430207	GR03010
Hedge Trimmer	Stihl HS45	803716876	GR09010
Motor	Honda DP4H VE26/4	39121	GE24020
Motor	Motor HONDA F1620	30472	GE39010
Mower	K-Line VR6 Finishing Mower	20066	GA85040
Mower K-Line	K-Line VR6 Finishing Mower	VR61127	GA56050
Mower Procut	Mower Rotary 2.4M Bladerunner	FM24-06	GA57030
Mower Self Propelled	Deutscher H660	1581	GR02010
Mower Slasher	Slasher HOWARD 1.7m	32632U	GA55020
Mower tow Behind Reg	Peruzzo Tiger Flail Mower	1TME032	GA48030
Mower Cylinder	Mow Cylinder MEY	MEY58	GA58020
Mower Cylinder	Mow Cylinder MEY 24 TC SBP	70544	GA59030
Mower Rotary	MowRot HONDA 21"	1000976	GA50030
Mower Rotary	MowRot HONDA 21"	5040879	GA53030
Outboard Motor	Out/B MERCURY 3.3	G612163	GE41010
Pressure Cleaner	Karcher / K2.400 1.6kw	19939	GA92020
Pressure Cleaner	Gerni Neptune 5-61 FAX	2010945710	GE26040
Pressure Cleaner	Hydrablaster - HC5061	35722	GE55010
Pump	Honda - GX160	K0920278	GA67020
Pump	Pump Honda / Davy	Water Pump	GE20010
Pump	Kohler K D 350	5798162	GE33030
Pump	Flextool P212G-13X32-6 submersible trash pump	43425	GE40020
Pump	Flexidrive P212G-13x32-6	31717	GE27020
Punt	Punt and Oars	GAR78	GA78020
Rammer	Mikasa - MIK-MT455	U7154	GE11060
Rammer	Rammer	STANLEY	GE32010

Resources			
City of Belmont			
Type	Make / Model	Serial #	Plant #
Rodder	Rodder	3131	GE35020
Roller	Bomag BW55E	101620028803	GE58010
Saw Concrete	Stihl / TS500i / Two Stroke	174852213	GE03060
Saw Concrete	Saw / Q Ole Mac 980TTA	1333273620	GE04060
Saw Concrete	Taman / FSG620	1051070	GE06040
Saw Concrete	Saw Brick BIANCO	BIANCO	GE07010
Saw Concrete	Stihl / TS500i / Two Stroke	175734104	GE44090
Saw Pole	Saw / Pole Stihl KM130R (Trimmer)	286700956	GA76060
Saw Pole	Stihl / HT75 / ULP	364554005	GA77070
Saw Pole	Stihl / HT75 / ULP	364554077	GA79050
Saw Pole	Stihl HT75 extendable	363899524	GR08010
Screening Plant	Quarry Screen TRAC 4000	O10904	GE51020
Sprayer	QuickSpray SS30 400Litre	10226	GA96020
Sprayer Chemical	Selectra TR25-D	73926/10	GA87010
Trench Box	Flat Out Welding / Trench Support Frame		GE59010
Turf Cutter	Turfcutter Ings	INGS63	GA63020
Vacuum	Stihl KV650SPHFB Billy Goat	4120139	GR06020
Vacuum Cleaner	Cleaned Vacuum	17096911680	GE50010
Water Cart	Jen-Ell 1000 Ltr Chariot (Eng Honda GX200 6.5) + Trailer	1TDB193	GA84010
Water Cart	Jen-Ell 1000 Ltr Fire Fighter Ubit + Trailer	1TKY840	GR07010
Welder	Welder	MOSA	GE30010
Welder MIG	WIA/Weldmatic 335 CP113-1	1132A1203008007	GE29020

Resources**Town of Victoria Park**

Plant #	Type	Description	Department
129	< 3T	Nissan 1.5T : 146VPK	Street Operations Engineering
280	4x4 Tractor	Kubota M8540 : 142VPK	Park Operations Reserves
460	12Kva Generator	Crommelins 6HP :	Street Operations Engineering
180	Beaver Tail	John Papas 8X4 : 158VPK	Park Operations Reserves
331	Beaver Tail	Park Body BT : 154VPK	Street Operations Engineering
408	Bicycle	Electric	Renew Life
494	Blower	Stihl BG86 :	Park Operations Reserves
493	Blower	Stihl BG86 :	Park Operations Reserves
492	Blower	Stihl BG86 :	Park Operations Reserves
483	Blower	Stihl BG86 :	Street Operations Waste
463	Blower	Stihl BG86 :	Park Operations Reserves
462	Blower	Stihl BG86 :	Park Operations Reserves
440	Blower	Stihl BG86 :	Park Operations Reserves
419	Blower	Stihl BG86 :	Park Operations Reserves
420	Blower	Stihl BG86 :	Park Operations Reserves
413	Brushcutter	Stihl FS250 :	Park Operations Reserves
414	Brushcutter	Stihl FS250 :	Park Operations Reserves
416	Brushcutter	Stihl FS250 :	Park Operations Reserves
417	Brushcutter	Stihl FS250 :	Park Operations Reserves
418	Brushcutter	Stihl FS38 :	Park Operations Reserves
461	Chainsaw	Stihl MS362 :	Park Operations Streetscape
484	Chainsaw	Stihl MS391 :	Park Operations Streetscape
485	Chainsaw	Stihl MS362 :	Park Operations Streetscape
495	Chainsaw	Stihl MS261 :	Park Operations Streetscape
425	Chainsaw	Stihl MS251 :	Park Operations Reserves
426	Chainsaw	Stihl MS251 :	Park Operations Reserves
458	Concrete Mixer	Crommelins EY153 :	Street Operations Engineering
112	Concrete Saw	Crommelins 6HP :	Street Operations Engineering
409	Concrete Saw	Makinex FS150 :	Street Operations Engineering
291	Crew Cab (4x2) GVM 45-7500kg	Hino 816 : 161VPK	Park Operations Streetscape
42	Crew Cab (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 160VPK	Park Operations Reserves
374	Cutoff Saw	Husqvarna TS350 :	Street Operations Engineering
113	Dinghy Tinnie	Quintrex 315 :	Park Life
422	Edger	MowMaster DWIN20 :	Park Operations Reserves
284	ERG BL3 : Dig Depth 4-5m	Caterpillar 432E : 140VPK	Street Operations Engineering
319	ERG SSL4 : 650-850kg	Caterpillar 226B : 170VPK	Street Operations Engineering
39	Flocon (4x2) GVM 11-16000kg	Hino Ranger Pro : 138VPK	Street Operations Engineering
441	Front Deck	Kubota F3680 : 147VPK	Park Operations Reserves
442	Front Deck	Kubota RCK72 :	Park Operations Reserves
234	Front Deck	Kubota RCK60 :	Park Operations Reserves
156	Graffiti	Crommelins 6HP :	Street Operations Waste
332	Graffiti	Aussie 5.5HP :	Street Operations Waste
167	Heavy Tandem	Custom Made 3.5T : 149VPK	Street Operations Engineering
312	Hedger	Stihl Kombi :	Park Operations Streetscape
354	Hedger	Stihl HS81 :	Park Operations Streetscape
355	Hedger	Stihl HS81 :	Park Operations Streetscape
140	Jackhammer	Wacker EHB11 :	Street Operations Engineering
171	Light Single	Loadstar 7X5 : 156VPK	Park Operations Streetscape
174	Light Single	John Papas 6X4 : 153VPK	Street Operations Engineering

Town of Victoria Park

Plant #	Type	Description	Department
178	Light Single	John Papas 6X4 : 175VPK	Sporting Life
179	Light Single	Sykes 8X5 : 176VPK	Street Operations Engineering
173	Light Tandem	Polmac 6X4 : 1TQU220	Regulatory Support Rangers
176	Light Tandem	Polmac 8X5 : 157VPK	Street Operations Engineering
177	Light Tandem	Custom Made 10X6 : 150VPK	Park Operations Streetscape
378	Light Tandem	Loadstar 7X5 : 1TQC580	Regulatory Support Rangers
6	O Wt 200-300kg	Wacker DPU6055 :	Street Operations Engineering
315	O Wt 50-75kg	Wacker VPH70 :	Street Operations Engineering
119	O Wt 75-100kg	Wacker BS602 :	Street Operations Engineering
316	O Wt 75-100kg	Wacker WP1550 :	Street Improvement
240	Pavement	MacDonald Johnston CN200 : 177VPK	Street Operations Waste
33	Pavement	Digga 1600FR :	Street Operations Engineering
410	Pavement	Hako CM600 : 136VPK	Street Operations Waste
351	Polesaw	Stihl HT75 :	Park Operations Reserves
381	Polesaw	Stihl HT75 :	Park Operations Streetscape
421	Polesaw	Stihl HT75 :	Park Operations Reserves
239	Pressure	Aussie 5.5HP :	Street Operations Waste
406	Pressure	Gerni Neptune :	Fleet Management
147	Mowers Pushed	Mey 30" :	Park Operations Reserves
150	Mowers Pushed	Dwyer & Felton VMM30 :	Park Operations Reserves
229	Mowers Pushed	Mey 26T :	Park Operations Reserves
313	Mowers Pushed	Honda HRU216 :	Park Operations Reserves
359	Mowers Pushed	Honda HRU216 :	Park Operations Reserves
424	Mowers Pushed	Honda 21SP :	Park Operations Reserves
350	Quick Cut Saw	Stihl TS760 :	Street Operations Engineering
341	Road Truck Mounted	MacDonald Johnston VS651 : 162VPK	Street Operations Waste
238	Self Prop Smooth Drum (ERG RR6) < 5T	Bomag BW55E :	Street Operations Engineering
281	Slasher Tractor Mounted	Jarrett TM232 :	Park Operations Reserves
251	Speed Alert Mobile	AD Engineering AD308 : 151VPK	Renew Life
38	Tipper (4x2) GVM 11-16000kg	Hino Ranger Pro : 137VPK	Street Operations Engineering
43	Tipper (4x2) GVM 11-16000kg	Mitsubishi Fuso : 145VPK	Street Operations Engineering
403	Tipper (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 124VPK	Street Operations Engineering
36	Tray (4x2) GVM 11-16000kg	Hino Ranger Pro : 139VPK	Street Operations Engineering
44	Tray (4x2) GVM 45-7500kg	Isuzu NPR300 : 131VPK	Street Operations Waste
194	Water < 1000L	Fibre Furn 900L :	Park Operations Streetscape
403	Tipper (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 124VPK	Street Operations Engineering
36	Tray (4x2) GVM 11-16000kg	Hino Ranger Pro : 139VPK	Street Operations Engineering
469	Tray (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 131VPK	Street Operations Waste
194	Water < 1000L	Fibre Furn 900L :	Park Operations Streetscape
513	Concrete Grinder	Diamond	Street Life
488	Trash Pump	Honda	Street Life

APPENDIX 3:

RISK REGISTER

City of Belmont / Town of Victoria Park Risk Register				
Hazard	Consequence	Likelihood	Level of Risk	Action Priority
Air Crash	Catastrophic	Unlikely	Extreme	1
Storm	Moderate	Likely	High	2
Fire (Bushfire and Structural)	Moderate	Likely	High	3
Road Crash	Moderate	Almost Certain	High	4
Rail Crash: PTA Network	Major	Unlikely	High	5
Terrorism	Major	Unlikely	High	6
Human Epidemic	Major	Rare	High	7
Animal and Plant Biosecurity	Major	Unlikely	Medium	8
Heatwave	Minor	Almost Certain	Medium	9
HAZMAT: Chemical	Minor	Likely	Medium	10
Liquid Fuel Supply Disruption	Moderate	Unlikely	Medium	11
Electrical Supply Disruption	Moderate	Unlikely	Medium	12
Rail Crash: Brookfield Rail Network	Moderate	Unlikely	Medium	13
HAZMAT: Biological	Moderate	Rare	Medium	14
HAZMAT: Radiological	Moderate	Rare	Medium	15
Land Search	Minor	Likely	Medium	16
Flood	Minor	Unlikely	Low	17
Gas Supply Disruption	Minor	Unlikely	Low	18
Collapse (Cliff, landform, building)	Minor	Rare	Low	19
Earthquake	Minor	Rare	Low	20
Space Debris Re-entry	Moderate	Very Rare	Low	21

		Level of Risk				
Likelihood	Almost Certain	Medium	Medium	High	Extreme	Extreme
	Likely	Low	Medium	High	Extreme	Extreme
	Unlikely	Low	Low	Medium	High	Extreme
	Rare	Very Low	Low	Medium	High	High
	Very Rare	Very Low	Very Low	Low	Medium	High
	Extremely Rare	Very Low	Very Low	Low	Medium	High
		Insignificant	Minor	Moderate	Major	Catastrophic
		Consequence				

Source - WA ERM Guide 2015 - Table 9: Risk matrix

Likelihood Level	Annual exceedance probability in % (AEP)	Average recurrence interval (ARI) (indicative)	Frequency (indicative)
Almost Certain	63% per year or more	1 year or less	Once or more per year
Likely	10 - <63% per year	1-10 years	Once per 10 years
Unlikely	1 - <10% per year	11-100 years	Once per 100 years
Rare	0.1 - <1% per year	101-1000 years	Once per 1000 years
Very Rare	0.01 - <0.1% per year	1001-10,000 years	Once per 10,000 years
Extremely Rare	<0.01% per year	10,000 years or more	Once per 100,000 years

Source - WA ERM Guide 2015 - Table 8: Likelihood level

City of Belmont / Town of Victoria Park Consequence Table					
	Insignificant	Minor	Moderate	Major	Catastrophic
People					
Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 8 deaths
Injuries / illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 8 serious injuries	More than 8 critical injuries with long-term or permanent incapacitation or more than 80 serious injuries
Economy					
Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value < \$603,800	Decline of economic activity and/or loss of asset value > \$603,800	Decline of economic activity and/or loss of asset value > \$6,038,000	Decline of economic activity and/or loss of asset value > \$80,380,000	Decline of economic activity and/or loss of asset value > \$603,800,000
Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector
Environment					
Loss of species and/or landscapes	No damage to ecosystems at any level	Minor damage to ecosystems and species recognised at the local or regional level	Minor damage to ecosystems and species recognised at the state level	Minor damage to ecosystems or species recognised at the national level	Permanent destruction of an ecosystem or species recognised at the local, regional, state or national level
Loss of environmental value	Inconsequential damage to environmental values of interest	Minor damage to environmental values of interest	Significant damage to environmental values of interest	Severe damage to environmental values of interest	Permanent destruction of environmental values of interest
Public Administration	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	Governing bodies encounter significant reduction in the delivery of core functions	Governing bodies encounter severe reduction in the delivery of core functions	Governing bodies are unable to deliver their core functions
Governance Functions					
Social Setting					
Community wellbeing	Community social fabric is disrupted	Community social fabric is damaged	Community social fabric is broken	Community social fabric is significantly broken	Community social fabric is irreparably broken
Community Services	Existing resources sufficient to return the community to normal function	Some external resources required to return the community to normal function	Significant external resources required to return the community to normal function	Extraordinary external resources are required to return the community to functioning effectively	Community ceases to function effectively, breaks down
Culturally important objects	Inconsequential / short term impacts	Minor damage to objects of cultural significance	Minor damage to objects of identified cultural significance	Damage or localised widespread damage to objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
Culturally important activities	Minor delay to a culturally important community event	Isolated / temporary reductions	Damage to a major culturally important community event	Delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity

APPENDIX 4:

LOCAL PUBLIC WARNING AND COMMUNICATION SYSTEMS

**City of Belmont / Town of Victoria Park:
Local Public Warning and Communication Systems**

System	Details	Contact Person	Contact Number
City of Belmont	Belmont Bulletin	Coordinator Community Safety, Graeme Todd	
	Belmont Business Talk		
	CoB Website www.belmont.wa.gov.au		
	CoB Facebook www.facebook.com/BelmontCouncilWA		
	CoB Twitter https://twitter.com/belmontcouncil		
	CoB Notice Boards		
	CoB Email Distribution Lists		
Town of Victoria Park	Life in the Park	Safety Coordinator & EM Liaison Officer, Chip McCallum	
	ToVP Website www.victoriapark.wa.gov.au/		
	ToVP Facebook www.facebook.com/TownofVictoriaPark/		
	ToVP Twitter https://twitter.com/townofvicpark		
	ToVP Notice Boards		
	ToVP Email Distribution Lists		
Newspapers	Southern Gazette	Sophie Moore	08 6330 9127
	The Australian	Paige Taylor	08 9326 9872
	The West Australian	Chief of Staff	08 9482 3111
	The Sunday Times	Rod Savage	08 9326 9422
Radio Stations	ABC Radio	Guy Bevilaqua	08 9220 2820
	ABC National Radio	Chief of Staff	02 8333 1404
	Triple J	Chief of Staff	02 9333 2905
	6PF / 96FM	Lisa Barnes	08 9325 7398
	MIX 94.5 (Shared news room with 92.9)	Adam Hemmings	08 9382 0160
	92.9 (Shared news room with MIX 94.5)	Adam Hemmings	08 9382 0929
	Nova 93.7	Lexi Moyle	08 9489 1937
	Sunshine FM	Bevan Jones	08 9313 0800
TV Stations	ABC	Kim Jordan	08 9220 2700
	SBS		1800 500 727
	Channel 7	Natalie Bonjolo	08 9344 0777
	Channel 9	Shaun Menegola	08 9449 9999
	Channel 10	Dougal Wallace	08 9344 0777

****BELMONT - Also refer to the Crisis Communications Plan***

APPENDIX 5:

SPECIAL NEEDS GROUPS EVACUATION MANAGEMENT

Special Needs Groups - Aged, Disability, Childcare, Schools
City of Belmont

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Aged and Disability Care					
Aegis - Aged Care Group	Aegis Karalee - 68 Lyall Street, Redcliffe WA 6104	aegis@aegiscare.com.au Michael Cross - 6254 8200	Nursing Home	Yes	Yes
	Aegis Lakeside - 33 Stanton Road, Redcliffe WA 6104	Karalee - 9277 1099 Lakeside - 94797179 Parkview - 9262 9100	Assisted Living Facility - Low Care		
	Aegis Parkview - 6 Drummond Street, Redcliffe WA 6104		Assisted Living Facility - High Care		
Belmont Nursing Home (Hall & Prior Aged Care Group)	5 Kemp Place, Rivervale WA 6105 (parking at 14 Cleaver Tce)	kraig@hallprior.com.au 0419 046 740 9321 1388	Residential Aged Care Home	Yes	Yes - clients will be transferred to another facility managed by the organisation outside Belmont area
Brightwater Redcliffe Aged Care Facility	23 Johnson Road, Redcliffe WA 6104	paula.parrick@brightwatergroup.com - 9479 2300 - 9479 2381 - 08 9479 2340	Residential Aged Care Home	Yes - developed using Australian Standards and sites conduct regular ER training, drills and exercises	Yes - relocate to another Brighwater facility or homecare
	17-19 Manuel Cres, Redcliffe, WA 6104				
Disability Support Group Homes (Nulsen Disability Services)	35 Mckeon Street, Redcliffe	care@nulsen.com.au	Group Home for people with disabilities	Yes - Each home has an emergency evacuation map and procedure, evacuation drills are held 4 x per year and all staff have training on emergency evacuation and fire extinguishers at induction	No
	15 Towie Street, Cloverdale				
	34 Somers Street, Belmont				
	Rivervale - 24 St Kilda Rd				
	Rivervale - 67 Surrey Rd				
Faulkner Park Retirement Village (Belmont Retirement Villages Board of Management)	39 Elizabeth Street, Cloverdale WA 6105	info@scrosswa.org.au	Managed by Southern Cross Care WA	Yes	No - residents must advise Wardens of their alternative location arrangements
Harman Park Community Centre (City of Belmont)	21 Harman Street, Belmont WA 6104	HACC Team Leader		Yes	No (Anne is not aware)
Identity WA	1/26 Finnan Street 2/26 Finnan Street 374 Fisher St 283 Keymer St 56 Morrison Road	9474 3315	Disability Group Homes	Yes	No

Special Needs Groups - Aged, Disability, Childcare, Schools

City of Belmont

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Aged and Disability Care continued...					
Independent Living Units - Ascot Close (Southern Cross Care WA)	115 Epsom Avenue, Redcliffe WA 6104	info@scrosswa.org.au	Property of City of Belmont, management contracted out	No - SCC will be creating a plan in due course	No - SCC will be creating a plan in due course
Independent Living Units - Gabriel Gardens (Southern Cross Care WA)	132 Gabriel Street, Cloverdale WA 6105				
Independent Living Units - Orana (Southern Cross Care WA)	196-198 St Kilda Road, Rivervale WA 6103				
Independent Living Units - Wahroonga (Southern Cross Care WA)	128-130 Roberts Road, Rivervale WA 6103				
Rocky Bay Disability Services	14 Resolution Drive, Ascot WA 6104	9537 5357	Group Home for people with	Yes	No
Marist Lodge (Catholic Homes)	12-14 Lapage Street, Belmont, WA 6104	catholichomes@catholichomes.com - 1300 244 111 maristlodge@alliancecatering.com.au - 9277 9599	40-bed aged care home	Yes - Drills twice a years	No
Childcare Centres					
Aussie Kids Childcare and Education Services	242 Knutsford Avenue, Kewdale WA 6105	(08) 9479 5500	Child Care Centre	Yes - assembly point in carpark	No
Belmont Oasis Leisure Centre Child Care	Cnr Abernethy and Alexander Roads, Belmont WA 6104	admin@belmontoasis.com.au	Child Care Centre	Yes - no special assistance follow Oasis centre procedures	No - no special assistance follow Oasis centre procedures
Camp Australia - Cloverdale Primary School OSHC	180 Fisher St, Cloverdale WA 6105	oshc@campaustralia.com.au	Outside school hours care	Yes	No
Cloverdale Childcare Centre	50 Pearl Road, Cloverdale WA 6105	cloverdlaecc@amnet.net.au	Child Care Centre	Yes - assembly point in carpark	Yes/No- relocation to closest park for activities (day duration) no long term arrangement in place
Jellybeans Child Care Belmont	95 Daly Street, Belmont WA 6104	6155 9900 belmont@jellybeanchildcare.com.au	Child Care Centre	Yes	No
Lady Gowrie Child Care Centre	23 Paterson Road, Kewdale WA 6105	kewdale@gowrie-wa.com.au	Child Care Centre	Yes	No
Mulberry Tree Child Care Ascot	128 Tibbradden Circle, Ascot WA 6104	ascot@mulberrytree.com.au	Child Care Centre	Yes	No
Mulberry Tree OSHC - Redcliffe Primary School	62 Kanowna Ave E, Redcliffe WA 6104	(08) 9277 2569	Outside school hours care	Yes	No

Special Needs Groups - Aged, Disability, Childcare, Schools

City of Belmont

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Childcare Centres					
Ngala Early Learning and Development Services	7 George Wiencke Drive, Perth Domestic Airport	eldsperthairport@ngala.com.au	Child Care Centre	Yes - agreement with Rio Tinto's to be included in their evacuation plan.	Yes - relocate to Abernethy Road facility. Automated SMS to alert families of location.
Nido Early School	2 Brindley Street, Belmont WA 6104	6244 2046 belmont@nidoearyschool.com.au	Child Care Centre	Yes	No
Young Smarties	126A Alexander Road, Rivervale WA 6103	info@youngsmarties.com.au	Child Care Centre	Yes - monthly drills are in place	No
Schools					
Australian Islamic College Primary & High School	139 President Street, Kewdale WA 6105	info@aic.wa.edu.au khurshida@aic.wa.edu.au	Primary and High School	Yes	No
Belmay Primary School	410 Sydenham St, Cloverdale WA 6105	Belmay.ps@education.wa.edu.au philippa.gillett@education.wa.edu.au	Primary School	Yes - incorporated with South East Metro Language Development Centre	No - only option for this is to take our students off school grounds and onto the verges surrounding the school, as we do not have access to transport
Belmont City College	106 Fisher Street, Belmont WA 6104	belmontcc@belmontcc.wa.edu.au darrel.lemercier@education.wa.edu.au	High School	Yes - collaboration with Dynamiq ER Planning	Yes/No - relocate to Cloverdale Oval (day duration, not long term)
Belmont Primary School	213 Great Eastern Highway, Belmont WA 6104	belmont.ps@education.wa.edu.au stephanne.dann@education.wa.edu.au	Primary School	Yes	No
Carlisle Primary School	271 Orrong Road, Kewdale WA 6105	carlisle.ps@education.wa.edu.au 08 94703800	Primary School	Yes	No
Cloverdale Education Support Centre	180 Fisher St, Cloverdale WA 6105	cloverdale.ps@education.wa.edu.au lee.brady@education.wa.edu.au	Special needs primary school	Yes	No
Cloverdale Primary School	180 Fisher St, Cloverdale WA 6105		Primary School	Yes	No
Kewdale Primary School	264 Kew St, Street Kewdale WA 6103	kewdale.ps@education.wa.edu.au brian.simpson@education.wa.edu.au	Primary School	Yes	No
Notre Dame Catholic Primary School	360 Daly St, Cloverdale WA 6105	admin@nds.wa.edu.au winsor.darryl@nds.wa.edu.au	Primary School	Yes - Evacuation Plan (tennis court) and a Lock Down Plan in place	No

Special Needs Groups - Aged, Disability, Childcare, Schools

City of Belmont

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Schools					
Redcliffe Primary School	62 Kanowna Ave E, Redcliffe WA 6104	redcliffe.ps@det.wa.edu.au chad.sexton-finck@education.wa.edu.au	Primary School	No - plan currently not in place, due to old plan outdated. New evacutaion plan will be in place before end of term	No
Rivervale Primary School (nee Tranby)	99 Acton Ave, Rivervale WA 6103	Tranby.ps@education.wa.edu.au mark.burns@education.wa.edu.au	Primary School	Yes	No
South East Metro Language Development Centre	276 Epsom Ave, Cloverdale WA 6105	veronica.oneil@education.wa.edu.au	Special needs primary school	Yes - incorporated with Belmay PS	No - only option for this is to take our students off school grounds and onto the verges surrounding the school, as we do not have access to transport
St Augustine's Catholic Primary School	34 Gladstone Rd, Rivervale WA 6103	admin@staugustines.wa.edu.au admin@cathednet.wa.edu.au	Primary School	Yes - onsite evacuation plan	Yes/No - relocate to Jack Ring Reserve (day duration, not long term)
St Maria Goretti's Catholic School	64 Morrison St, Redcliffe WA 6104	admin@smg.wa.edu.au barrett.martin@cathednet.wa.edu.au	Primary School	Yes	No

Special Needs Groups - Aged, Disability, Childcare, Schools**Town of Victoria Park**

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Aged and Disability Care					
Burswood Private Nursing Home	16 Duncan St, Victoria Park WA 6100	burswoodcare@roshana.com.au	Mental Health Facility	Yes	
Mercy Place, Lathlain	63 Archer Street, Carlisle, 6101				
Windsor Park Aged Care Home	110 Star Street, Carlisle WA 6101	smcdavitt@hallprior.com.au		Yes	
Childcare Centres					
Billabong CCC Sussex Street	5 Sussex St, East Victoria Park WA 6101	billabongccc@iinet.net.au	Child Care Centre		
Cuddles child care	76-80 Oats Street, Carlisle, WA, 6101	carlisle@cuddleschildcare.com.au	Child Care Centre		
Good start Carlisle	166 Rutland Ave, Carlisle WA 6101	cwt@goodstart.org.au	Child Care Centre		
Holy name early learning	25 Marchamley Pl, Carlisle WA 6101	holy.name@cathednet.wa.edu.au	Child Care Centre		
Kidz planet family day care	9/980 Albany Hwy, East Victoria Park WA 6101	info@kidzplanet.com.au	Child Care Centre		
Lathlain Playgroup	12 Lathlain Pl, Lathlain WA 6100	lathlainplaygroup@gmail.com	Child Care Centre		
Nurture and nature private pre school	17 Basinghall St, East Victoria Park WA 6101	info@nurtureandnature.com.au	Child Care Centre		
WA bright kids family day care	868 Albany Hwy, East Victoria Park WA 6101	wabrightkidsfdc@gmail.com	Child Care Centre		
Schools					
Carson Street Education Support Primary School	19 Carson St, East Victoria Park WA 6101	carsonst@iinet.net.au	Special needs primary school		
East Victoria Park Primary School	30 Beatty Ave, East Victoria Park WA 6101	info@eastvictoriaparkps.wa.edu.au	Primary School		
Kent St Senior High School	89 Kent St, Kensington WA 6151	Kentstreet.shs@education.wa.edu.au	High School		
Millen Primary School	Playfield St, East Victoria Park WA 6101	millen.ps@education.wa.edu.au	Primary School	Yes	
Perth Montessori	150 Burswood Rd, Burswood WA 6100	admin@perthmontessori.wa.edu.au	Primary and High School		

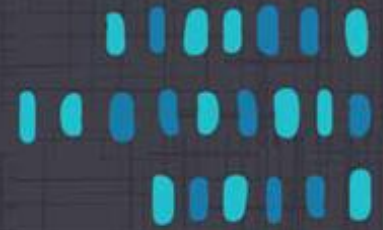
Special Needs Groups - Aged, Disability, Childcare, Schools**Town of Victoria Park**

Property	Address	Contact details	Notes	Evacuation Plan Y/N	Relocation Plan Y/N
Schools continued...					
Regent College Primary School	22 Colombo St, Victoria Park WA 6100		Primary School	Yes	
South Bank Montessori	265 Berwick St, East Victoria Park WA 6101	info@southbankmontessori.com.au	Kindy and Pre-Primary		
Ursula Frayne Catholic College	15 Duncan St, Victoria Park WA 6100	admin@ursulafrayne.wa.edu.au	Primary and High School		
Victoria Park Christian School	27 Colombo St, Victoria Park WA 6100	vpcs@adventist.org.au	Primary School	Yes	
Victoria Park Primary School	1 Cargill St, Victoria Park WA 6100	victoriapark.ps@education.wa.edu.au	Primary School		

ANNEXURE 1:

DEPARTMENT OF COMMUNITIES

**LOCAL EMERGENCY MANAGEMENT PLAN
PROVISION OF WELFARE
FOR THE CANNINGTON REGION**



Local Emergency Welfare Plan

CANNINGTON REGION

(SUPPORTING CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH)

(Updated September 2018)

Prepared by

Department of Communities - Emergency Services

Tabled and accepted at the

LOCAL EMERGENCY MANAGEMENT COMMITTEE on (City of Canning/City of South Perth – 6th November, 2018)(City of Belmont/Town of Victoria Park – 10th November, 2018)



This Plan can be activated for hazards defined under the WA State Emergency Management Arrangements eg State Hazard Plan - Heatwave, State Hazard Plan – Fire, State Hazard Plan – Crash Emergency, State Hazard Plan - HAZMAT.

To activate this Plan call the Department of Communities Emergency Services On Call Coordinator on **0418 943 835, 24 hours/ 7 days**

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Contact details

To make comment on this plan please contact

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Senior District Emergency Services Officer
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Department of Communities
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M:

Amendment List

AMENDMENT		DETAILS	AMENDED BY
NO.	DATE		NAME
	Sep 2018	Complete Review and Reissue.	Ryan Hamblion
1			
2			
3			
4			
5			
6			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

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1. Introduction

1.1 Outline

The Local Emergency Welfare Plan is to be read in conjunction with the State Emergency Welfare Plan, both prepared by the Department of Communities (Communities).

The State and Local Emergency Welfare Plans are support plans which document the strategic management and coordination of welfare services in emergencies, as part of the Western Australian State Emergency Management (EM) Arrangements.

The scope of this local plan includes:

- Communities responsibilities for the planning, response and recovery stages for the management and coordination of welfare services, including resources, within the identified geographical boundaries;
- agreed responsibilities of emergency management partnering agencies, coordinated by Communities to provide welfare services during emergencies.

1.2 Exercise and review period

This plan is to be exercised at least annually, and will be reviewed every two years, with Appendices and contact details reviewed quarterly and after each activation.

1.3 Welfare services definition

The provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency. To assist in coordinating the provision of welfare services, six (6) functional areas have been identified:

- **emergency accommodation including welfare centres** – see Appendix 5
- **emergency catering** – see Appendix 7
- **emergency clothing and personal requisites** – see Appendix 8
- **personal support services** – see Appendix 9
- **registration and reunification** – see Appendix 6
- **financial assistance** - in Western Australia there are a number of financial assistance programs that may be put in place following a major emergency. Communities has the provision of some financial assistance being available for assessed immediate needs. This is determined at the time of the emergency using the principle of needs on a case-by-case basis for affected persons, as approved by Communities State Welfare Coordinator/ Communities Emergency Services Coordinator.

2. Preparedness and Operation of this Plan

2.1 Organisational responsibilities

The development and maintenance of this plan is allocated to the Communities District Emergency Services Officer, in consultation with members of the Emergency Welfare Coordination Group (EWCG), if there is one, and the Local Emergency Management Committee (LEMC). A contact list of the organisations that constitute the EWCG is provided in Appendix 2 and their agreed organisational responsibilities are provided in Appendix 3.

2.2 Special considerations

LGs plan for special considerations as per the State EM Policy 4.6.1 –

EM planning must consider where special arrangements will be required. For example any groups within the community whose circumstances may create barriers to obtaining information, understanding instructions, or reacting to an emergency. This includes but is not limited to:

- children and youth;
- older people;
- people with disability;
- those who are medically reliant;
- Aboriginal and Torres Strait Islanders;
- individuals from culturally and linguistically diverse (CaLD) backgrounds;
- isolated individuals and communities; and
- transient individuals and communities.

In addition, EM planning must consider special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 -

Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, “Hearing” Dogs and Disability Aid Dogs. The City of Canning has developed a community safety trailer to help support residents and their pets in the event of a community evacuation. All City of Canning welfare centres adjoin school and/or sporting ovals. In an evacuation event the trailer would be deployed to the grounds of the nominated welfare centre and although animals are not allowed inside welfare centres, owners who have no other options may bring their pets to the approved location to receive animal welfare provision and support. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in local emergency management arrangements. Also see Appendix 5 Emergency Accommodation, point 5.5 Children, organisations, educational and care facilities.

Communities prioritises its response in line with its operational capacity, and relies on those agencies or organisations which provide support to these groups having suitable plans and response capabilities in place, prior to an emergency to cater for these groups’ needs.

2.3 Resources – Preparedness and Operational

Communities has primary responsibility for managing and coordinating welfare services resources. This plan is based on the utilisation of resources existing within a community and to supplement those resources when required at the State level. In some emergencies interstate/national resources may be required. Requests for additional resource support should be made by the Local Welfare Coordinator to the State Welfare Coordinator/Emergency Services Coordinator. Communities is responsible for appointing Welfare Coordinators as follows:

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Communities State Welfare Coordinator (SWC)	<p>The title “State Welfare Coordinator” used throughout this plan is the Communities representative appointed by the Communities Director General (DG). This role is delegated to the Director Emergency Services. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Coordination of all emergency welfare support services at the State level; (b) Represent the DG on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required; (c) Act as the DG’s representative on the following: <ul style="list-style-type: none"> • SEMC Response and Capability Subcommittee; • SEMC Recovery Subcommittee; • SEMC Community Engagement Subcommittee; • Other State and national level committees as appropriate. (d) Chairing the State Welfare Emergency Committee (SWEC); (e) Coordination of all partnering agencies within the State Welfare Coordination Centre.
Communities Emergency Services Coordinator (ESC)	<p>This role may be delegated by Communities Emergency Services (ES) Director to the rostered Communities ES On Call Officer during activation and operations to carry out Communities emergency management functions. The ESC is the link between the Local Welfare Coordinators and the State Welfare Coordinator and, where applicable, with the relevant HMA/Controlling Agency. The ESC is authorised to activate responses to emergencies and approve emergency expenditure and utilisation of resources to meet the emergency welfare requirements. Responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish the State Welfare Coordination Centre and manage centre functions during operation; (b) Activate responses to emergency situations, authorise emergency expenditure and utilise resources to meet those responses; (c) Assist the State Welfare Coordinator with their functions as required; (d) Manage emergency welfare services functions as required; (e) Provide support to country staff/offices involved in emergencies; (f) Represent Communities on the State Emergency Coordination Group (SECG) and State Recovery Coordination Group (SRCG) as required.
Communities District Welfare	<ul style="list-style-type: none"> (a) Represent Communities on District Emergency Management Committees (DEMCs) to address

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Representatives	<p>emergency welfare support matters (Communities District Director or proxy);</p> <ul style="list-style-type: none"> (b) Ensure the arrangements of this plan are clearly understood at the district level; (c) Clarify Communities policy on emergency welfare matters where required; (d) Refer matters of a contentious nature to Communities Emergency Services for resolution; (e) Ensure development, testing and maintenance of Local Emergency Welfare Plans for the district in which the Local Government (LG) areas fall; (f) Appointing Local Welfare Coordinators for each Local Emergency Management Committee (LEMC); (g) Represent Communities on Operational Area Support Groups (OASGs) as required.
Senior District Emergency Services Officer (SDESO)	<ul style="list-style-type: none"> a) As a local emergency management resource, develop local arrangements, procedures and resources eg EM Kits; b) Develop, test and maintain the Local Emergency Welfare Plans for the district in which the Local Government/s (LG) areas fall; c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions and exercises annually; d) Liaise and establish networks and partnerships with agencies; e) Assist with activations if available; f) Team Leader – Early Response Teams g) Assist and support the District Welfare representatives and Local Welfare Coordinators to carry out their roles.
Communities Local Welfare Coordinators (LWC)	<p>Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within an LG area/s.</p> <p>A Communities LWC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the activities of the local Emergency Welfare Coordination Groups (EWCG), where determined appropriate by the District Director; (b) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (c) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (d) Represent Communities on the Incident Support Group (ISG) when required.
Communities	In some circumstances Welfare Centre Coordinators

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
Welfare Centre Coordinator (WCC)	<p>(WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:</p> <ul style="list-style-type: none"> (a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre. (b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; (c) Remaining at the centre to manage the centre operations.
Local Government Welfare Support	<ul style="list-style-type: none"> a) When an emergency event takes places within the boundaries of an LG, they may be activated by the HMA or by Communities to provide the initial welfare response to evacuating community members. This is primarily due to their close proximity to the emergency event and their ability to quickly identify and open a pre- determined welfare centre. If the activation request is from the HMA the LG should contact Communities to inform and consult with them of the activation to open a welfare centre. The role of the LG in these early stages would be to ensure that evacuees have a safe location to relocate to, and that they can be provided with basic needs and services until such time as Communities can arrive to take on the coordination role of the welfare centre. Basic needs and services may include refreshments, registration, basic information, and personal support. On arrival of Communities, the LG would then provide a handover to the designated Communities Welfare Coordinator, and take on the LG Welfare Liaison Officer role as a support to Communities. b) In some circumstances the emergency event may not escalate to a significant level, and the LG may determine that they are able to continue to operate the welfare centre without the need for deployment of Communities staff. If this situation arises the LG must seek approval from Communities to retain the coordination role and have this decision documented formally. c) In some circumstances it may not be possible for Communities to attend the welfare centre due to geographical distances, road conditions, conflicting events, or other unforeseen circumstances. In these cases the LG may be asked to continue to provide the coordination role for the welfare centre, with support and advice being available from Communities via telephone

Welfare Resource	Responsibilities during Preparedness, Operation and Recovery
	<p>or other means. In these situations Communities would approve in advance any required expenditures in relation to operating the welfare centre, and would meet these costs if required.</p> <p>If LGs elect to undertake their own welfare arrangements without Communities consultation, LGs are responsible for their own costs.</p>

2.4 Training

Training, both internally and inter-agency, will be determined by Communities and Emergency Welfare Coordination Groups. All training is to ensure staff and volunteers of Communities and partnering agencies have the necessary skills to provide appropriate welfare services under this plan, and in accordance with their roles and responsibilities.

2.5 Plan Activation Procedures

Communities will activate this plan from two sources:

- (1) As per State Emergency Management Policy 5.3.4 'A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request'.
- (2) The State Welfare Coordinator/Emergency Services Coordinator based on information provided internally and/or externally, may identify the need to activate this support plan.

Regardless of who first identifies the need, the HMA/Controlling Agency and Communities State Welfare Coordinator (SWC), Emergency Services Coordinator (ESC) or Local Welfare Coordinator shall confer and agree that this plan should be activated; discuss the safe location of welfare centres and welfare services required. If activated at the local level the Local Welfare Coordinator will advise Communities SWC/ESC.

Once this decision is made the State or Local Welfare Coordinator shall assess the immediate welfare services required and activate Communities and partnering agencies if required and available. See Appendix 1 Communities Standard Operating Procedures for activation procedures.

Communities, representing partnering agencies, should be included as a member of the ISG and OASG, if formed, and will appoint an appropriate Communities representative accordingly.

2.6 Plan Activation Stages

The plan will normally be activated in stages. In an impact event for which there is no warning period, these stages may be condensed with stages being activated concurrently.

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Activation Stage number	Activation Stage name and actions
Stage 1	<p>Alert: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided from within Communities.</p> <ul style="list-style-type: none"> (a) Partnering agencies are alerted by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies alert their own personnel; (c) Additional information allowing partnering agencies time to arrange preliminary preparations is provided; (d) Key personnel are briefed on action to be taken; (e) Establish liaison as appropriate with the HMA/Controlling Agency and/or Emergency Coordinator.
Stage 2	<p>Activation: By the HMA/Controlling Agency or by Communities SWC/ESC based on information provided internally and/or externally.</p> <ul style="list-style-type: none"> (a) On behalf of the HMA/Controlling agency, and in consultation with the welfare centre owners, the Local Welfare Coordinator organises for the designated welfare centre to be opened if required. The safest and most appropriate centre needs to be agreed on by the HMA, LG and Communities; (b) Required partnering agencies are activated by the SWC/ESC or Local Welfare Coordinator and proceed to the welfare centre; (c) Welfare services are provided under the coordination of the Local Welfare Coordinator with partnering agencies assisting as required; (d) Communications are maintained with the HMA/Controlling Agency, Emergency Coordinator, Local Welfare Coordinator and partnering agencies; (e) Welfare services requirements are continuously monitored and reviewed by the Local Welfare Coordinator and adjusted accordingly. (f) If required, requests for additional resource support at the local level should be made by the Local Welfare Coordinator to the SWC/ESC.
Stage 3	<p>Stand Down: HMA/Controlling Agency to officially notify Communities to Stand Down; or SWC/ESC or Local Welfare Coordinator to request of HMA/Controller Agency to Stand Down if they assess welfare services no longer required.</p> <ul style="list-style-type: none"> (a) Partnering agencies are informed of the Stand Down by the SWC/ESC or Local Welfare Coordinator; (b) Partnering agencies stand down in accordance with relevant procedures for their agency;

Activation Stage number	Activation Stage name and actions
	<ul style="list-style-type: none"> (c) Partnering agencies are to advise the SWC/ESC or Local Welfare Coordinator when stand down has been completed; (d) Communities to officially hand back the welfare centre facility to the owner and coordinate cleaning and any repairs required whilst the facility operated as a welfare centre; (e) The SWC/ESC or Local Welfare Coordinator advises partnering agencies of debriefing arrangements which will be conducted as soon as practicably possible; (f) Post operation reports to be written by Communities – see 2.9.

2.7 Public Information Management

The HMA/Controlling Agency is responsible for the provision and management of media and public information during emergencies, and all non-welfare matters will be referred to them. Communities and partnering agencies to this plan should only provide information to the public and the media on issues that are directly their responsibility, and with approval from the Communities SWC/ESC.

If the **Register.Find.Reunite. system** is activated, Communities SWC/ESC will give approval for Australian Red Cross to provide R.F.R. information to the HMA/Controlling Agency, or the State Emergency Public Information Coordinator (SEPIC).

2.8 Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, State EM Plan 5.2.5. Communities Local Welfare Coordinator is to contact Communities SWC/ESC to seek approval before there is any exchange of information.

2.9 Debriefs and Post Operation Reports

The Local Welfare Coordinator conducts a debrief of participating staff and agencies as soon as practical after all agencies are stood down. This is to identify lessons learnt through the activation for continuous improvement of any future activations. Following this, the Local Welfare Coordinator, or appointed Communities officer, writes the Post Operation Report.

3 Recovery

3.1 Recovery Definition

The Emergency Management Act 2005 (s. 3) defines recovery as the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing.

As per the State Emergency Management Plan and the State Emergency Welfare Plan, it is the responsibility during recovery for the Department of Communities to coordinate the welfare components of recovery in line with the services outlined in this Plan for people affected by an emergency.

3.2 Emergency relief and assistance in recovery

Where possible, all offers of assistance and donations, including donated goods and services, should be coordinated through the Local Recovery Committee to avoid duplication of effort and confusion, State EM Policy 6.9.

Communities, as a support organisation, is not responsible for the coordination or collection of monetary donations or donated goods or services; restocking perishables or transporting people to/from homes and communities.

3.3 Financial Assistance in recovery

Sourced from State EM Plan 6.10 –

Through **Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)**, the State Government provides a range of relief measures to assist communities recover from an eligible natural event

Department of Communities may provide some financial assistance in recovery for individuals and families if WANDRRA is activated. This assistance is to alleviate the personal hardship or distress arising as a direct result of an eligible natural disaster, and is assessed on a case by case basis by Communities SWC/ESC. Some categories are subject to income and/or assets testing.

Other financial assistance that may be available after an emergency are:-

- **Department of Human Services Centrelink (Centrelink)** – will ensure payments to its existing clients in the area affected by the emergency are not disrupted. It can often provide financial assistance to any person whose livelihood has been affected by the emergency. Where possible, Centrelink should be invited to join the Local Recovery Coordination Group.
If activated by the Australian Government, Centrelink can administer –
 - **Australian Government Disaster Recovery Payment (AGDRP)** - a one-off payment to assist people who have been significantly affected by a disaster. It is not for minor damage or inconvenience.
 - **Australian Government Disaster Recovery Allowance (AGDRA)** - a short term payment to assist individuals who can demonstrate their income has been affected as a direct result of a declared disaster. .
- **Public Appeals – Lord Mayor’s Distress Relief Fund** – City of Perth established and manage this fund to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia.

3.4 Cessation of recovery

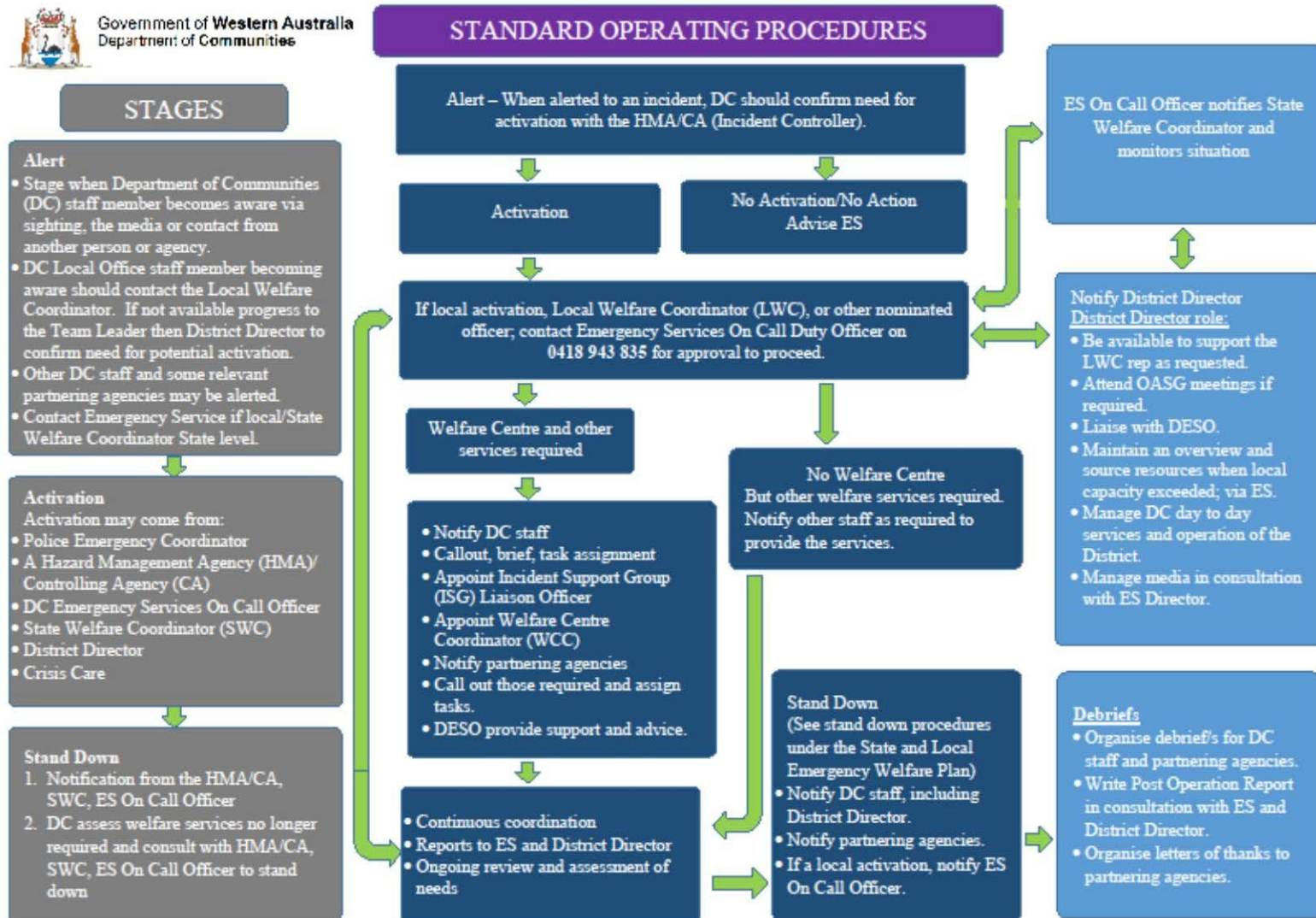
Communities cessation of welfare services in recovery will be dependent on community needs, access to existing community services, and individuals’ and

communities' resilience. Accordingly Communities cessation may vary from other recovery services.

3.5 Review of recovery activities

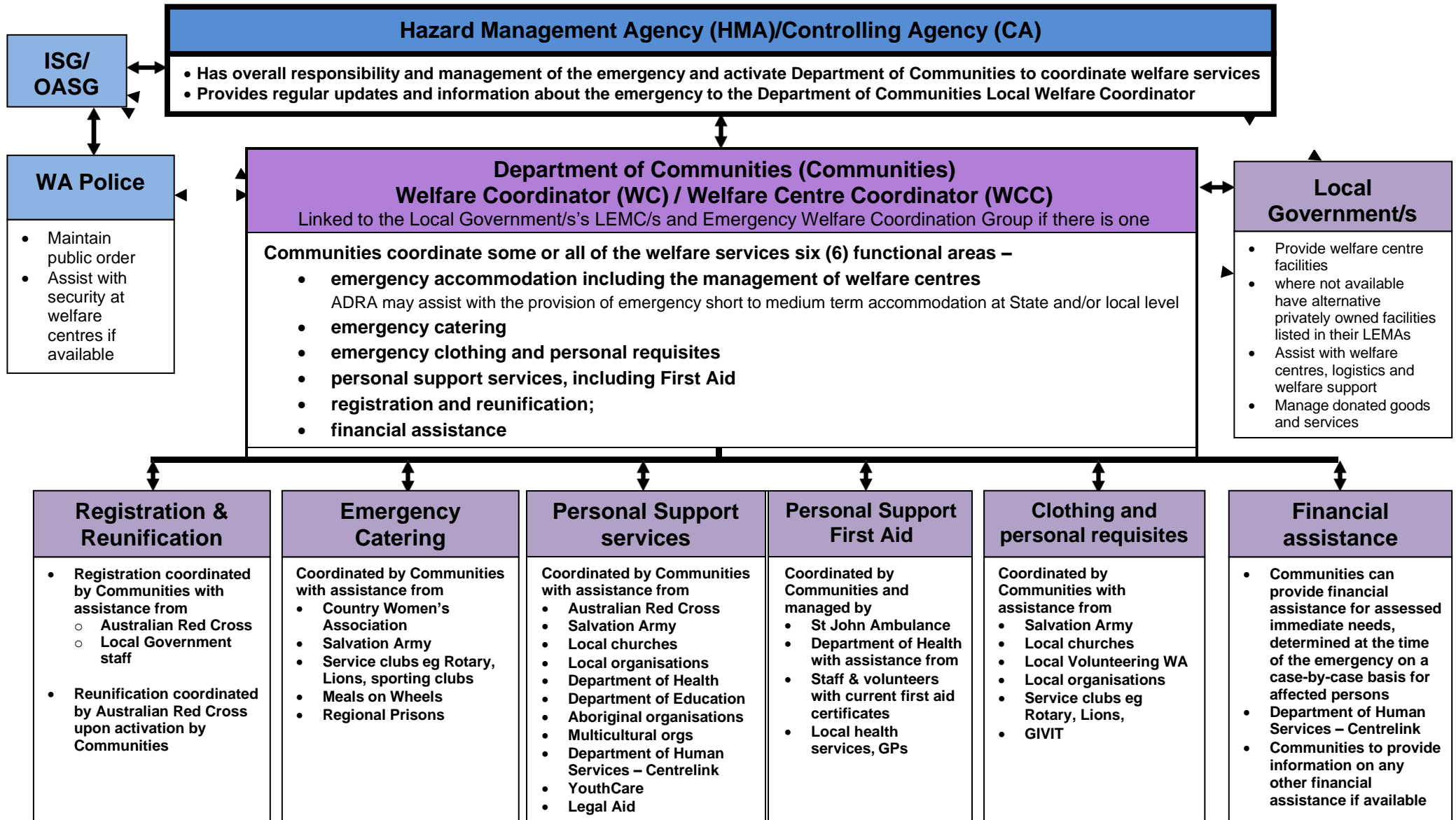
Communities will undertake an evaluation of the effectiveness of its own recovery activities including an assessment of preparedness for any future event.

Appendix 1 – Department of Communities Standard Operating Procedures



Appendix 2 – Local Emergency Welfare Coordination

Please see Appendix 4 – Organisational Responsibilities for details of each partnering agency’s responsibilities.



Appendix 3 –Emergency Welfare Coordination Group/Partnering Agencies

- In some locations where there are enough local partnering agencies, Communities will establish an Emergency Welfare Coordination Group.
- This coordination group is an advisory, consultative and referral group to oversee and assist in the planning and operation of local level welfare services. Their agreed organisational responsibilities are provided in Appendix 4.
- All partnering agencies staff and volunteers assisting Communities in accordance with this plan are required to comply with Communities policies, including those relating to working with children, volunteers, Occupational Health and Safety and emergency management.
- In multi-agency responses Team Leaders for each functional area may be appointed, i.e. Registration Team Leader, Emergency Catering Team Leader.

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Department for Communities (DC)			
Functions include: Overall Coordination * Accommodation * Financial Assistance * Counseling Personal Support * Personal Requisites * Registration			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Ryan Hamblion Senior District Emergency Service Officer			
Second contact Andrea Nixon District Director	-		
Third contacts-Canning/Sth Perth Tracey Watters Local Welfare Coordinator	-		
Third contacts - Belmont/Vic Park Kelly Hoare Local Welfare Coordinator	-		

City of Canning			
Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Shane Mallon Executive Manager Safe Canning			
Second Contact Shirley Elliott Leader Safe Communities			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

City of South Perth Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Patrick Quigley Manager Community Culture & Recreation			
Second Contact Mark Taylor Director Infrastructure Services			
Third contact David Fyfe Infrastructure Planning Officer			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

City of Belmont Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Graeme Todd Coordinator Community Safety			
Second Contact Steve Morrison Manager Works			
Third Contact Juliette Hammah Director Community and Statutory Services			
Third contact CoB Switchboard / After hours call centre			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Town of Victoria Park Functions include: Coordination Assistance * Provision of facilities to use as Evacuation Centres Financial Assistance/Appeals * Assistance with Pets			
Name/Position	Email	Work Hours	After Hours Contact
First contact Crispian (Chip) McCallum Safety Coordinator			
Second Contact			
Third contact			
Forth Contact			

Red Cross Functions include: Registration of evacuees * Manage Inquiry * Personal support (1st, 2nd, and 3rd contact used for day to day business. For emergency responses refer to after hours contact numbers in 3rd column)			
Name/Position	Email	Work Hours	After Hours Contact
First Contact Carolyne Doherty Emergency Services Coordinator			
Second Contact Erin Fuery Emergency Services Manager			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Salvation Army Functions include: Catering * Emergency Clothing/Personal requisites * Personal support			
Name/Position	Email	Work Hours	After Hours Contact
First contact Ben Day Director of Emergency Services			

Country Women's Association Functions Include: Catering support * Personal services * Emergency clothing/personal requisites			
Name/Position	Email	Work Hours	After Hours Contact
First contact Valerie Moylan Location ??	-		Activated by Salvation Army
Second contact Fran Sillitto Location ??			
Third contact Lesley Langley Location ??			

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Department of Human Services (Centrelink)			
Functions include: Financial Assistance * Counseling			
Name/Position	Email	Work Hours	After Hours Contact
First contact Sheryle Penny Service Support Manager – Cannington, Gosnells, Bunbury	-		
Second contact Service Support Manager - Victoria Park & Belmont	- -		

Police			
Functions Include: Maintain public order at evacuation centre as required			
Name/Position	Email	Work Hours	Mobile
Kensington Glen Beros OIC	-		
Cannington Peter ARANCINI OIC	-		
Belmont Peter WOOLLONS OIC	-		

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

St John Ambulance (Volunteers) Functions Include: First aid only			
Name/Position	Email	Work Hours	After Hours Contact
St Johns – Apart from medical emergencies all activations must be approved by the ESU On Call Emergency Services Coordinator on 0418 943 835			
Melissa Rorke Event Operations Manager	-		
Manager EM Unit Steve Hall	-		

Youth Care Functions Include: Personal Support and Pastoral Care			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Youth Care PCIR	-		

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

DFES/SES Functions Include: Logistics Support			
Name/Position	Email	Work Hours	After Hours Contact
First contact DFES COMCEN 24/7	-		
Second Contact DISTRICT OFFICER Natural Hazards South East	-		

DFES/COMMUNITY LIAISON UNIT (CLU) Functions Include: Public information * Liaison between Incident controller and community			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Suzanne Blyth Community Liaison Unit	-		

VOLUNTEERING WA Functions Include *Management of Volunteers *Management of Donated Goods *Personal Support			
Name/Position	Email	Work Hours	After Hours Contact
1st Contact Jen Wyness Senior Manager Services	-		

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

DEPARTMENT FOR HEALTH Functions Include: Personal Support			
Name/Position	Email	Work Contact	After Hours Contact
1st Contact (24/7) On Call Duty Officer (Department of Health) Disaster Preparedness and Man. Unit			

Appendix 4 – Organisational Responsibilities

- Partnering agencies that may be engaged by Department of Communities (Communities) to assist in fulfilling their welfare obligations as part of the Local Emergency Welfare Plan.
- Communities as an emergency management support organisation coordinates emergency welfare services when activated via this plan – the Local Emergency Welfare Plan.
- To coordinate emergency welfare services requires the support of a number of statutory, private and voluntary organisations, known as partnering agencies. These responsibilities are allocated on a state-wide basis and have been determined by agreement between the respective agencies at the State level via the State Welfare Emergency Committee and Communities.
- At the local level these responsibilities may be varied to suit the capabilities and availability of welfare organisations. The responsibilities are negotiated between Communities and the agency at the local level and are reflected in this Appendix.
- The allocated responsibilities do not restrict one agency from assisting another, regardless of its primary role.
- Should a partnering agency not be able to manage its primary responsibilities, support with those responsibilities may be requested from the Local Welfare Coordinator. Ultimately, Communities is responsible for these functions where no partnering agency assistance is available.

Agency / Organisation Name	Normal role if engaged
Department of Communities (Communities) – Lead Welfare Agency	(1) Coordinate all functional areas of an emergency welfare response during emergencies; (2) Appoint the Local Welfare Coordinators to support each Local Government area; (3) If applicable, establish and manage the activities of the Cannington Emergency Welfare Coordination Group including the provision of secretariat support; (4) Provide staff and operate the Welfare Centres if required; (5) Coordinate all welfare resources utilised under this plan; (6) Coordinate the welfare functional areas of: (a) Emergency Accommodation; (b) Emergency Catering; (c) Emergency Clothing and Personal Requisites; (d) Personal Support Services; (e) Registration and Reunification; (f) Financial Assistance; (7) Provide representatives to various emergency management committees and coordination groups as required.
Department of Communities -	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support

**Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK,
CITY OF CANNING, CITY OF SOUTH PERTH**

Agency / Organisation Name	Normal role if engaged
Disability Services	Services where agreed and available; (3) Provide strategic policy advice regarding the provision of welfare services to people with disabilities; (4) Assist with other welfare functional areas where agreed.
Department of Communities - Housing	(1) Provide a Support Agency Officer/s as required; (2) Provide access to staff to assist with Personal Support Services where agreed and available; (3) Provide strategic policy advice regarding the provision of emergency accommodation; (4) Assist with other welfare functional areas where agreed.
ADRA - Adventist Development and Relief Agency	(1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of emergency short to medium term accommodation; (3) Provide regular updates to Communities, including a list of all emergency accommodation organised for evacuees; (4) Assist with other welfare functional areas where agreed.
Australian Red Cross	(1) Provide a Support Agency Officer/s as required; (2) Assist with Registration at Welfare Centres; (3) Manage and operate the Register.Find.Reunite. system; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
Country Women's Association	(1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Emergency Catering at Welfare Centres; (3) Assist with the provision of Personal Support Services; (4) Assist with the provision of Emergency Clothing and Personal Requisites; (5) Assist with other welfare functional areas where agreed.
Department of Education	(1) Provide a Support Agency Officer/s as required ; (2) Provide access to facilities for Emergency Accommodation where available; (3) Provide access to facilities for Emergency Catering where available; (4) Provide access to staff to assist with Personal Support Services, including School Psychology Service where agreed and available; (5) Assist with other welfare functional areas where agreed.
Department of Fire and	(1) Provide a Support Agency Officer/s as required; (2) Engage "face to face" two way communication and liaison

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

Agency / Organisation Name	Normal role if engaged
Emergency Services (DFES) Community Liaison Unit	with affected communities through a point of public interface e.g. at a welfare centre distributing relevant incident information such as traffic management information, and support the facilitation of public meetings and other community based communications.
Department of Health	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide a comprehensive response to mental health effects of an emergency, as outlined in the Mental Health Disaster Subplan; (3) Provide health response as outlined in the State Health Emergency Response Plan; (4) Assist with the provision of Personal Support Services at Welfare Centres; (5) Assist with other welfare functional areas where agreed.
Department of Human Services – Centrelink	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Financial Assistance to people affected by the emergency in accordance with DHS Centrelink guidelines, policies and the Social Security Act; (3) Provide support services or referral advice to appropriate agencies; (4) Assist with other welfare functional areas where agreed.
Department of Local Government, Sport & Cultural Industries, including Office of Multicultural Interests Divsn	<p><i>Negotiate at the local level how the Department of Local Government, Sport and Cultural Industries could assist;</i></p> <ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy advice regarding the provision of welfare services within a multicultural framework; (3) Assist with other welfare functional areas where agreed.
GIVIT – online donation management system	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer as required to be a reference source regarding donated goods.
Legal Aid Western Australia	<ol style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide relevant legal information for emergency impacted persons and/or communities; (3) Assist with other welfare functional areas where agreed.
Local Churches/ Church Ministers Fellowship	<ol style="list-style-type: none"> (1) Provide a Support Agency Liaison Officer/s as required; (2) Assist with the provision of Personal Support Services; (3) Assist with other welfare functional areas where agreed.
Local Government Welfare Support	<p><i>Negotiate at the local level with individual Local Governments any additional responsibilities eg Ranger Services.</i></p> <ol style="list-style-type: none"> (1) Provide a Local Government Welfare Liaison Officer as required;

**Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK,
CITY OF CANNING, CITY OF SOUTH PERTH**

Agency / Organisation Name	Normal role if engaged
	<ul style="list-style-type: none"> (2) Assist with the welfare functional area of Emergency Accommodation by utilising Local Government facilities as Welfare Centres, and where not available have alternative privately owned facilities listed in their LEMAs; (3) Assist Communities -to provide the initial welfare response to evacuating community members. See above 2.3 Local Government Welfare Support Response. (4) Assist with other welfare functional areas where agreed.
Salvation Army	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide Emergency Catering at Welfare Centres; (3) Provide Emergency Clothing and Personal Requisites such as toiletries and other incidentals to those affected as required; (4) Assist with the provision of Personal Support Services; (5) Assist with other welfare functional areas where agreed.
St John Ambulance	<p>Please call Communities Emergency Services - 0418 943 835 to approve cost before contacting SJA. If an ambulance is required please call 000/112/106.</p> <ul style="list-style-type: none"> (1) Provide a Support Agency Officer /s as required; (2) Provide qualified First Aiders at Welfare Centres, where required and available; (3) Assist with other welfare functional areas where agreed.
Volunteering WA	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Provide strategic policy and advice regarding the provision of volunteering services within the welfare emergency management environment; (3) Manage affiliated and spontaneous non-affiliated Volunteers; (4) Assist with other welfare functional areas where agreed.
WA Police	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Maintain public order where required; (3) Assist with other welfare functional areas where agreed.
YouthCare	<ul style="list-style-type: none"> (1) Provide a Support Agency Officer/s as required; (2) Assist with the provision of Personal Support Services at Welfare Centres where available including practical support, emotional support and pastoral care support. (3) Assist with other welfare functional areas where agreed

Appendix 5 – Emergency Accommodation

The provision of temporary shelter for persons rendered homeless by an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, is coordinated and assessed by Communities.

Please note - in the event of an evacuation, people may make their own accommodation arrangements eg stay with family or friends locally (if this is safe) or in another town.

Points of clarification:

5.1 Establishment of welfare centres

As per State EM Policy -

- (a) 5.7.3 - The Controlling Agency is responsible for the management of evacuation during an incident, and this continues during an emergency response.
- (b) 5.7.4 - Local governments, HMAs, relevant EMAs (i.e. Support Organisations and Controlling Agencies), in consultation with relevant Local Emergency Management Committees (LEMCs), must identify and advise of refuge site and welfare centres including evacuation centres appropriate for the hazard. The welfare centres should be documented in the LEMA, and are also recorded on the State Welfare Centre Database which HMAs and Controlling Agencies have access to.
- (c) 5.9.5.5 - LEMCs must ensure that LEMA identify appropriate facilities and existing infrastructure within their boundaries are available for use by EMAs or note where there are no facilities.

Therefore the establishment and management of welfare centres by Communities is on behalf of the HMA or Controlling Agency, in consultation with welfare centre owners. This could be local governments or private facility owners. Welfare centres are established as emergency facilities from which Communities coordinate accommodation, food, clothing, financial assistance, registration, personal support and other welfare services until alternative arrangements can be made.

5.2 Welfare centres definition

In Western Australia welfare centres are a facility that may provide for evacuation, reception, accommodation and relief and recovery (commonly referred to as a 'one-stop- shop') for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase where LGs take responsibility as the lead agency in recovery. For the purposes of this plan all such facilities are classified as Welfare Centres.

5.3 Safety considerations

To ensure the safety of evacuees and welfare centre staff and volunteers, Communities will not establish welfare centres –

- in Bushfire Emergency Warning areas, and will only establish welfare centres in Bushfire Watch and Act areas with the assurance of the HMA/Controlling Agency that it is deemed safe to do so;
- if there is not safe access routes to the welfare centres;
- if there are structural concerns about the facility, and/or health concerns eg no running water, no drinking water, non-functioning sewage system, gas or chemical leaks in the area.

5.4 Children, organisations, educational and care facilities

As per State EM Plan 5.3.2 Community Evacuation, Stage 4: Shelter –

Children and vulnerable people in Evacuation Centres

Unaccompanied children, without direct parental or responsible adult supervision, should be evacuated into the care of the Department of Communities at the evacuation centre.

The preferred option for agencies, organisations or educational and care facilities such as women's refuges, men's hostels, group homes, is for them to have arrangements in place to either evacuate to a similar facility or shelter in place if safe.

If it is necessary to evacuate to a welfare centre, supervisory staff or members with responsibility for the care, supervision or provision of services to children and their clients must remain at the centre and continue to supervise and provide services until such time as alternative arrangements are made. This may include children being returned to parents or other responsible adult approved by that agency, organisation or educational and care facility.

Agencies, organisations and educational and care facilities at evacuation centres should liaise with the welfare coordinator at these centres for further advice and assistance in relation to unaccompanied children.

Services specifically for children and families, including child and family friendly spaces at Welfare Centres, are to be considered at the local level and included in local emergency management arrangements, State EM Plan 4.6.1 Special Considerations.

5.5 Animals in welfare centres

For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception only of Assistance animals e.g. Guide Dogs, "Hearing" Dogs and Disability Aid Dogs. The City of Canning has developed a community safety trailer to help support residents and their pets in the event of a community evacuation. All City of Canning welfare centres adjoin school and/or sporting ovals. In an evacuation event the trailer would be deployed to the grounds of the nominated welfare centre and although animals are not allowed inside welfare centres, owners who have no other options may bring their pets to the approved location to receive animal welfare provision and support. Some local governments may have an Animal Welfare Plan for them to coordinate the management of animals and pets in emergencies.

5.6 Responsibility for the welfare centre premises

Communities will take responsibility for the premises utilised as welfare centres from the time of their operations until their closure. Communities shall exercise reasonable care in the conduct of its activities, and agree to replace or reimburse for supplies used in the operation of welfare centres.

As Communities operate welfare centres on behalf of the relevant HMA/Controlling Agency, in the event of any claim for unusual damage incurred as a result of the use of a facility as a welfare centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim. The owner/s of the facilities agrees to utilise their building insurance

in the event of damage resulting from the actual disaster event to the structure of the building.

Communities will utilise contract cleaners or pay for the use of the facilities' cleaners to restore the facilities directly utilised as welfare centres back to serviceable condition, if requested.

5.7 School evacuations

If a school needs to evacuate upon receiving advice/instructions from the Incident Controller or HMA, they should try to evacuate to another school as a first option, or self-manage in a Communities designated welfare centre. Schools can evacuate to the community welfare centre with the schools' students under the duty of care and responsibility of the evacuated school.

Schools should use resources within the school such as gym mats, blankets if they have them, any food in school canteens etc. However if these resources are not available and Communities have spare items, these items will be shared with the school. If schools and Communities do not have these resources available, Communities will share any information on sourcing items as listed in the Local Emergency Welfare Plan.

5.8 State Welfare Centres

In some circumstances, particularly in larger State level sized emergencies, facilities in a local area in which an emergency or disaster has occurred may not be suitable/sufficient to ensure the safety of all evacuees, welfare staff and volunteers. In these circumstances local governments or private facility owners may be asked for use of their facility as a 'State Welfare Centre' to assist affected members of other local government areas. At these times it would be the expectation that the State Welfare Centre would operate in a similar manner with the same procedures as if operating as a Local Welfare Centre as outlined in this plan.

See over for the list of Pre-determined Welfare Centres.

Appendix 5 - List of Pre-Determined Welfare Centres

Note:

Capacity normal use

‘Capacity normal use’ is shown as the official registered capacity of the building in accordance with licensing for building use. As a guide when being used as a welfare evacuation centre CPFS would recommend utilising only one third of capacity for a short term evacuation (I.E. not overnight), or one third capacity for overnight or longer evacuations.

CITY OF BELMONT				
NAME	CAPACITY	ADDRESS	GPS	CONTACT
Belmont Oasis Leisure Centre	500	Cnr Alexander Road and Abernethy Road, Belmont	-31.960156, 115.931198	
Redcliffe Community Centre	230	33 Morgan Rd, Redcliffe	-31.946334, 115.947189	
Rivervale Community Centre	235	Cnr Francisco Street and Surrey Rd, Rivervale	-31.962972, 115.913037	
Forster Park Hall	300	Cnr Abernethy Road and Keane Street, Cloverdale	-31.967898, 115.943786	

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

TOWN OF VICTORIA PARK				
NAME	CAPACITY	ADDRESS	GPS	CONTACT
The Leisure Life Centre	1000	Cnr Kent and Gloucester Street, Victoria Park	-31.984554, 115.899527	
Brown Stadium	1000	Cnr Bishopsgate St and Goddard St, Lathlain <i>*Centre is currently under Construction</i>	-31.972318, 115.906328	

CITY OF CANNING				
NAME	CAPACITY	ADDRESS	GPS	CONTACT
Lynwood Wandarah Hall	200	Edgeware St, Lynwood	-32.034393, 115.929009	
Riverton Leisureplex	500	Cnr Riley Rd and High Rd, Willetton	-32.037911, 115.902383	
Bentley Community Centre	150	Nyamup Rd, Bentley	-32.010050, 115.909514	
Cannington Leisureplex	500	Cnr Wharf St and Sevenoaks Parade, Cannington	-32.010423, 115.940479	

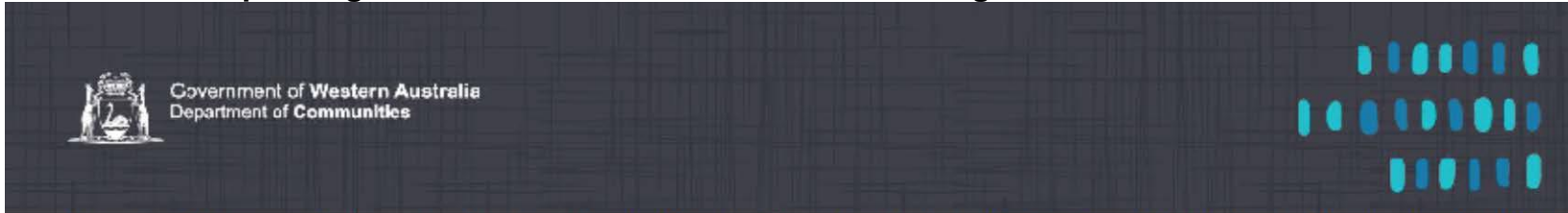
CITY OF SOUTH PERTH				
NAME	CAPACITY	ADDRESS	GPS	CONTACT
South Perth Community Hall	450	Cnr Sandgate St and South Tce, South Perth	-31.988078, 115.866464	
George Burnett Leisure Centre	800	Corner Manning Rd and Elderfield Rd, Karawara	-32.011582, 115.877455	
Collins Street Centre	200	2-4 Collin St, Cnr Shaftesbury St, South Perth	-31.980780, 115.875947	
John McGrath Pavilion	195	97 Hensman Street, South Perth	-31.986446, 115.866525	
Manning Community Centre	270	2 Conochie Crescent, Manning	-32.015353, 115.867273	

Appendix 6 – Welfare function of Registration and Reunification

- This functional area enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally.
- To facilitate the accounting of persons affected by such incidents, Communities may use the registration and reunification Register.Find.Reunite. system or other options as appropriate. The Register.Find.Reunite. system has been developed at the State and national level. In Western Australia this system is activated by Communities and managed by the Australian Red Cross on behalf of Communities.
- The system provides for the registration and reunification of affected persons using standardised forms. Stocks of these forms are held by Communities offices, the Australian Red Cross State Inquiry Centre and its local teams and some local governments to be readily available for immediate use at welfare centres.
- In addition, impacted individuals may choose to register themselves online using the Register.Find.Reunite. system once it has been activated.

See over for Communities Standard Operating Procedures for the welfare function of Registration and Reunification.

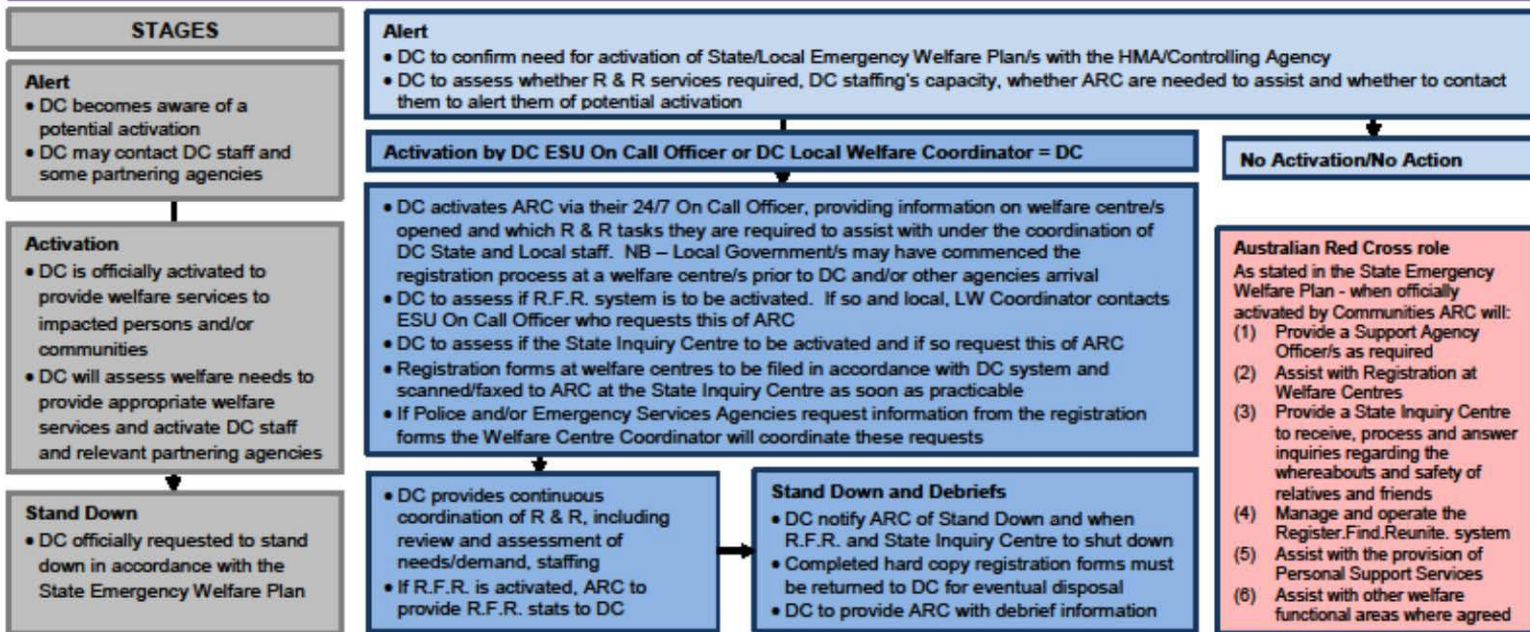
Communities Standard Operating Procedures for the welfare function of Registration and Reunification



Department of Communities Emergency Services - Standard Operating Procedures for the welfare function of Registration and Reunification Dec 2017

Registration and Reunification (R & R) is one of the 6 welfare functional areas Department of Communities (DC) is responsible for under the WA Emergency Management Act 2005 and State Emergency Management Arrangements. Welfare arrangements are detailed in the State Emergency Welfare Plan and Local Emergency Welfare Plans. Registration and reunification enables individuals within an emergency affected community to be traced, families reunited and inquiries about individuals coordinated, intrastate, interstate or internationally. To facilitate the accounting of persons affected by such incidents, DC may use the registration and reunification Register.Find.Reunite. (R.F.R.) system or other options as appropriate. R.F.R. has been developed at the State and national level. In Western Australia this system is activated by DC as the commissioning agency and managed by the Australian Red Cross (ARC) as a partnering agency, on behalf of DC. ARC operates the State Inquiry Centre when authorised by the DC State Welfare Coordinator.

Registration and Reunification Standard Operating Procedures – State and Local Levels



Appendix 7 – Emergency Catering Services

Communities will coordinate the establishment of an emergency catering service for those rendered homeless, evacuees and welfare workers engaged during an event. Dependent on the catering requirements, Communities may engage a variety of service providers to provide this service, such as voluntary groups, fast food outlets or hospital, hotel, motel or public catering services. Communities cannot accept other prepared food e.g. sandwiches, cakes, sausage rolls, unless the person/organisation has a Food Handling Certificate issued by the local government.

Responsibility for the provision of meals for non-welfare emergency workers is the responsibility of the HMA/Controlling Agency.

A resource list of catering agencies and other options is included below.

<p>Salvation Army Head Quarters – Emergency Services – 0407 611 466 ES Trailer 50-100 (Local); Truck,+ Mobile Cool Room 100-250+ (HQ) To activate and in accordance with the State Agreement/Partnership – discuss requirements further with CPFS Duty Officer and then Salvation Army Duty Officer rather than local contacts</p>
<p>Emergency Services Unit - State Catering Resource List The Emergency Services Unit of the Department for Communities maintains a resource list of potential providers of meals, including Breakfast, Lunch, and Dinner. In the case of large and protracted emergency events requiring catering for large numbers of evacuees, the ESU On Call Duty Officer can be contacted and a request made to activate one of these service providers.</p>
<p>Country Women’s Association – will support the Salvation Army Head Office: 1174 Hay Street West Perth 9321 6041</p>

WATER SUPPLIERS

Name	Type of Supplies	Contact Details	After Hours Contact
Water Corporation Manager Control Centre Operations (MCCO)	Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations		

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

City of Belmont		
NAME	ADDRESS	CONTACT
Domino's Pizza	200 Great Eastern Hwy, Belmont	9416 2720
Belmont Tavern	174 Wright St, Cloverdale	9277 2077
McDonalds (24hr)	Cnr Fulham St and Abernethy Rd, Belmont	9478 1373
McDonalds (24hr)	Cnr Great Eastern Hwy and Lyall St, Ascot	9478 3480
Nando's	227 Belmont Ave, Belmont	1300 626 367
Pizza Hut	268 Belmont Ave, Cloverdale	1300 749 924
Red Rooster	Cnr Fulham St and Abernethy Rd, Belmont	9277 6899
Subway	Cnr Fulham St and Belmont Ave, Belmont	9475 0880
Subway	45-55 Great Eastern Hwy, Rivervale	9355 1335
Zambrero	327 Abernethy Road, Cloverdale	9477 6955

Town of Victoria Park		
NAME	ADDRESS	CONTACT
Oporto	Berwick St, Victoria Park	9474 5555
Dominos	410 Albany Hwy, Victoria Park	6330 8120
Pizza Hut	800 Albany Hwy, Victoria Park	1300 749 924
Subway	789 Albany Hwy, Victoria Park	9355 3333
Nando's	789 Albany Hwy, Victoria Park	1300 626 367
Balmoral Hotel	901 Albany Hwy, Victoria Park	9355 4533

City of Canning		
NAME	ADDRESS	CONTACT
Mcdonalds	Albany Hwy, Cannington	9358 6000
Domino's	100 Randford Rd, Canningvale	9484 6120
Red Rooster	Amheart Rd, Canningvale	9456 2088
Subway	1382 Albany Hwy, Cannington	9356 3300
Subway	126 Bannister Rd, Canningvale	9455 5251
Hungry Jacks	1381 Albany Hwy, Cannington	6263 5925

City of South Perth		
NAME	ADDRESS	CONTACT
Subway	133 Canning Hwy, South Perth	9367 7200
Oporto	Berwick St, Victoria Park	9474 5555
Hungry Jacks	11 Canning Hwy, South Perth	9474 2209
The Windsor Hotel	112 Mill Point Rd, South Perth	9474 2229
Sopranos Pizzeria	130 Mill Point Rd, South Perth	9367 1231

Appendix 8 – Emergency Clothing and Personal Requisites

Communities coordinates the provision of essential clothing and personal requisites, to persons affected by an emergency. This function includes the provision of basic necessities such as toiletry packs, blankets, towels, mattresses, pillows, bedding, disposable nappies, and sanitary needs, as required.

Where possible, new clothing, or financial assistance for the purchase of new clothing, should be provided to eligible persons as soon as practicable. The use of 'recycled' clothing is a last resort.

A resource list of emergency clothing and personal requisites suppliers and options is included below. This lists organisations and retail outlets who agree to participate in these arrangements, and ensures that acceptable procedural matters have been established.

City of Belmont		
NAME	ADDRESS	CONTACT
Kmart	Belmont Ave, Belmont	6272 9600
Big W	Abernethy Rd, Cloverdale	6318 9906
Coles	227 Belmont Ave, Cloverdale	6247 6600
Woolworths	227 Belmont Ave, Cloverdale	6318 9984
Caltex	111 Great Eastern Hwy, Rivervale	9277 2886
Coles Express	Wright St, Belmont	9477 4599
BP	Resolution Drive, Ascot	9277 4758
Amcal	227 Belmont Ave, Cloverdale	9277 7771
Belmont Family Pharmacy	40 Belvidere St, Belmont	9277 2784
Cloverdale Family Pharmacy	377 Belgravia St, Cloverdale	9277 5205

Town of Victoria Park		
NAME	ADDRESS	CONTACT
Kmart	Albany Hwy, Victoria Park	6330 8300
Coles	Albany Hwy, East Victoria Park	9472 3299
Woolworths	127 Sheperton Rd, Victoria Park	6318 9975
Coles Express	66 Kent St, East Victoria Park	9361 2121
BP	Archer Rd, Carlisle	9361 7210
IGA	860 Albany Hwy, East Victoria Park	9470 2344
Friendlies Chemist	968 Albany Hwy, East Victoria Park	6110 0579
Chemist Warehouse	348 Albany Hwy, Victoria Park	9361 8917
Park Centre Chemist	789 Albany Hwy, East Victoria Park	9361 0010

**Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK,
CITY OF CANNING, CITY OF SOUTH PERTH**

City of Canning		
NAME	ADDRESS	CONTACT
Kmart	1382 Albany Hwy, Cannington	6254 7600
Target	Albany Hwy, Cannington	9356 4400
Big W	Willeri Drive, Riverton	6318 9908
Coles	1382 Albany Hwy, Cannington	9451 4160
Woolworths	1382 Albany Hwy, Cannington	6318 9933
Woolworths	20 Strelitzia Ave, Forrestfield	6318 9942
Caltex	1346 Albany Hwy, Cannington	
BP	73 Manning Rd, Como	9450 4117
BP	Short St, Cannington	9458 1098
Chemist Wharehouse	1425 Albany Hwy, Cannington	9358 5888
Wizard Pharmacy	100 Ranford Rd, Canningvale	9456 5000
Cannington Medical Centre	10 Hamilton St, Cannington	9356 7556

City of South Perth		
NAME	ADDRESS	CONTACT
Coles	Angelo St, South Perth	6436 4500
BP	9 Mends St, South Perth	9368 1156
Coles Express	3 Canning Hwy, South Perth	9474 5611
IGA	262 Canning Hwy, Como	9367 5455
Amcal Chemist	144 Coode St, Como	9367 1584
Mends St Pharmacy	15 Mends St, South Perth	9367 1185
South Perth 7 Day Chemist	143 Canning Hwy, South Perth	9474 1958

Appendix 9 – Personal Support Services

Communities will coordinate and provide personal support services, and where necessary, will work with other specialist agencies to ensure affected persons receive the necessary personal support to cope with the effects of loss, stress, confusion, trauma and family disruption. These include specialised counselling and psychological services and other appropriate services.

Personal Support Services can include practical assistance, emotional support, information, referral to other services, advocacy, advice, counselling and psychological services.

Information and advisory services may include other relief measures not necessarily provided by Communities, such as availability of grants and other forms of financial assistance, healthcare, provision of child care and financial counselling.

A list of relevant agencies and services is included below.

Advocacy and Counselling Services

Name	Contact Person and Address	Contact Details	
Communities Psychological Services	Contact Communities Emergency Services	On Call phone	
Telephone Help Services			
Rural Link Dept of Health Statewide Services	Availability 4.30pm – 8:30am Monday to Friday and 24 hours Saturday, Sunday and public holidays. During business hours connected to local community mental health clinic	1800 552 002 1800 720 101 - TTY	
HealthDirect		1800 022 222	
WA Poisons Information Centre (WAPIC)	24hr advice on the management of poisonings or suspected poisonings, poisoning prevention, drug information and the	13 1126 – 24 hour service	

Local Emergency Welfare Plan - CITY OF BELMONT, TOWN OF VICTORIA PARK, CITY OF CANNING, CITY OF SOUTH PERTH

	identification of toxic agents.		
Beyondblue Support Service	24 hour telephone service Chat online (3pm - 12am) - https://www.youthbeyondblue.com	1300 22 4636	
Lifeline Crisis support, suicide prevention	24 hour telephone service Crisis support chat 7.00pm – midnight (Sydney time) 7 days. Outside of these hours call Lifeline - https://www.lifeline.org.au/get-help/online-services/crisis-chat	13 11 14	
Samaritans Crisis Line Anonymous Crisis Support	24 hour telephone service	135 247	
Suicide Call Back Service Telephone, video and online professional counselling	For at risk, carers and the bereaved Online chat and video counselling – https://www.suicidecallbackservice.org.au/need-to-talk/	1300 659 467	

Translation, Interpretive and Hearing (AUSLAN) Services

<p>Translating and Interpreting Service (TIS National) 24/7 Some groups may be eligible for TIS' free interpreting services – ring TIS on 131 450 for more information. Costs are a guide only as they may change –</p> <ul style="list-style-type: none"> • Immediate phone interpreting including ATIS phone interpreting: 131 450 - 15mins @ \$34.22 - 4.1.18 • Pre booked Service – 1300 655 081 - 30mins @ \$82.89 – 4.1.18 <p>Text Emergency Calls TTY – Dial 106</p>	
--	--

Appendix 10 – Key Contact Lists

Lifelines

LIFELINES – PUBLIC INFORMATION	PHONE/FAX
Life threatening emergency	Emergencies 000 / 112 / 106
DFES Public Information Line	13 DFES (13 3337) www.dfes.wa.gov.au/Pages/default.aspx
Emergency WA website for emergency warnings	https://www.emergency.wa.gov.au/
Bureau of Meteorology website WA Tropical Cyclone Information WA Land Weather and Flood Warnings WA Coastal Marine Warnings Australian Tsunami Threat Information (1300 TSUNAMI)	http://www.bom.gov.au/index.php 1300 659 210 1300 659 213 1300 659 223 1300 878 6264
Main Roads Western Australia (MRWA) - Primary public contact point for road closure information	Phone: 138 138 Fax: 9323 4400 www.mainroads.wa.gov.au
ATCO Gas Australia	Faults (public no) – 13 13 52 Head Office 6163 5000
National Broadband Network (NBN)	No phone number listed on the NBN website https://www.nbnco.com.au/ https://www.nbnco.com.au/learn-about-the-nbn/what-happens-in-a-power-blackout/emergencies-and-outages.html
DBP Dampier Bunbury Pipeline	Faults – 1800 019 919 Head Office – 942 3800
Horizon Power	Faults – 13 23 51 Residential – 1800 267 926
Optus	131 344
Public Transport Authority	Emergency (public no) – 9220 9999 Head Office – 136 213
SES – Public assistance Communities making requests to SES go through the DFES Communication Centre (COMCEN) – 9395 9210 or 9395 9209. NB – SES may have limited capacity to assist due to other DFES operational requirements	132 500
Telstra	Faults – 13 20 00 Head Office – 13 22 03
Water Corporation – Public assistance 24/7 Water Corporation - Manager Control Centre Operations (MCCO) - 1300 483 514 Can assist with water and waste water infrastructure, Water Corp assets, access to key personnel, reps at All Hazard Liaison Group meetings, support for ISG, OASG and IMT, other support or info during operational situations	Faults (public no) -13 13 75 Head Office – 9420 2420 Accounts and General - 13 13 85 24/7 Manager Control Centre Operations (MCCO) - 1300 483 514

Appendix 11 – Distribution List:

This plan has been distributed electronically to:

Department of Communities

- Emergency Services SharePoint site
- Cannington District Director – Andrea Nixon
- City of Belmont – Kelly Hoare
- Town of Victoria Park – Kelly Hoare
- City of Canning – Tracey Watters
- City of South Perth – Tracey Watters
- Senior District Emergency Services Officer – Ryan Hamblion

Local Emergency Management Committee

- City of Belmont, Town of Victoria Park, City of Canning, City of South Perth Local Emergency Management Committees (Edited version for any copies the public have access to – Appendices not included as contain personal names and phone numbers. This is for people’s confidentiality and particularly Department of Communities staff)

Partner Agencies

- Red Cross
- Salvation Army
- CWA
- Department of Human Services
- Police
- St. John Ambulance
- Youthcare
- DFES
- Volunteering WA

ANNEXURE 2:
TOWN OF VICTORIA PARK
LOCAL RECOVERY PLAN

LOCAL RECOVERY PLAN

*** To be read in conjunction with the Local Emergency Management Arrangements
and internal Business Continuity/Response Plans ***



TOWN OF
VICTORIA PARK

Local Recovery Plan

The Local Recovery Plan (the Plan) has been prepared in accordance with Section 41(4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Management Arrangements (LEMA) for the Town of Victoria Park (the Town).

This Plan was endorsed by the City of Belmont and Town of Victoria Park Local Emergency Management Committee on 9 March 2020. The Plan has been noted by the South East Metropolitan District Emergency Management Committee and the State Emergency Management Committee.

Mr Crispian McCallum, Town of Victoria Park
Vice Chair
City of Belmont/Town of Victoria Park
Local Emergency Management Committee

Date

Disclaimer: *These Arrangements have been produced by the City of Belmont and Town of Victoria Park in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City / Town expressly disclaim any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission*

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DISTRIBUTION LIST

As per the distribution list in the Belmont / Victoria Park LEMA (Local Emergency Management Arrangements).

AMENDMENT RECORD

Amendment Record			
No.	Date	Description	Amended by
1	January 2008	Consolidated Plan issued	R. Fishwick
2	June 2008	Complete Plan review	J. Burnett
3	December 2010	General Review	L. Howell
4	June 2012	Update of titles, contacts and distribution list	L. Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R. Lutey
6	September 2018	General Review and Amendments	L. Timol
7	May 2020	Major Review LEMA and Recovery Plan	L. Timol C. McCallum
8	Dec 2021	Minor review of Recovery Plan, change of personnel and contact details	C McCallum

Next major review due by: September 2024

GLOSSARY OF TERMS

Glossary - Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management Guide](#).

ACRONYMS

General acronyms used in these arrangements

AFP	Australian Federal Police
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
DC	Department for Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	<i>Emergency Management Act 2005</i>
EPIC	Emergency Public Information Coordinator
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IM	Incident Manager (Town Emergency Management Liaison Officer)
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMDRF	Lord Mayors Distress relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
P&W	Department of Parks and Wildlife
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act (s.3)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREP	Situation Reports
SOP	Standard Operating Procedures
WAPOL	Western Australian Police

1.1 DOCUMENT AVAILABILITY

Copies of the Local Recovery Plan are available for inspection, free of charge, by members of the public on the Local Government website for Town of Victoria Park. Physical copies are available for inspection during office hours at:

Town of Victoria Park (Front Counter)
99 Shepperton Road
VICTORIA PARK WA 6101

The Local Recovery Plan can be made available in other languages upon request

1.2 FEEDBACK

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

- What you do and don't like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Errors, omissions or suggested improvements.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Executive Officer
Local Emergency Management Committee
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

1.3 PURPOSE / OBJECTIVES / SCOPE

Purpose

The aim of this Plan is to detail how the Town of Victoria Park will facilitate the social, built, natural and economic recovery of their communities.

Objectives

The objectives of the Plan are to:

- Identify the activation of the Plan
- Outline the recovery management structure
- Provide a framework for recovery operations
- Outline the City/Towns recovery resources
- Ensure community participation in the recovery process
- Ensure the recovery process enhances social, economic and environmental values and improves community resilience
- Ensure staff are supported through the recovery process

Scope

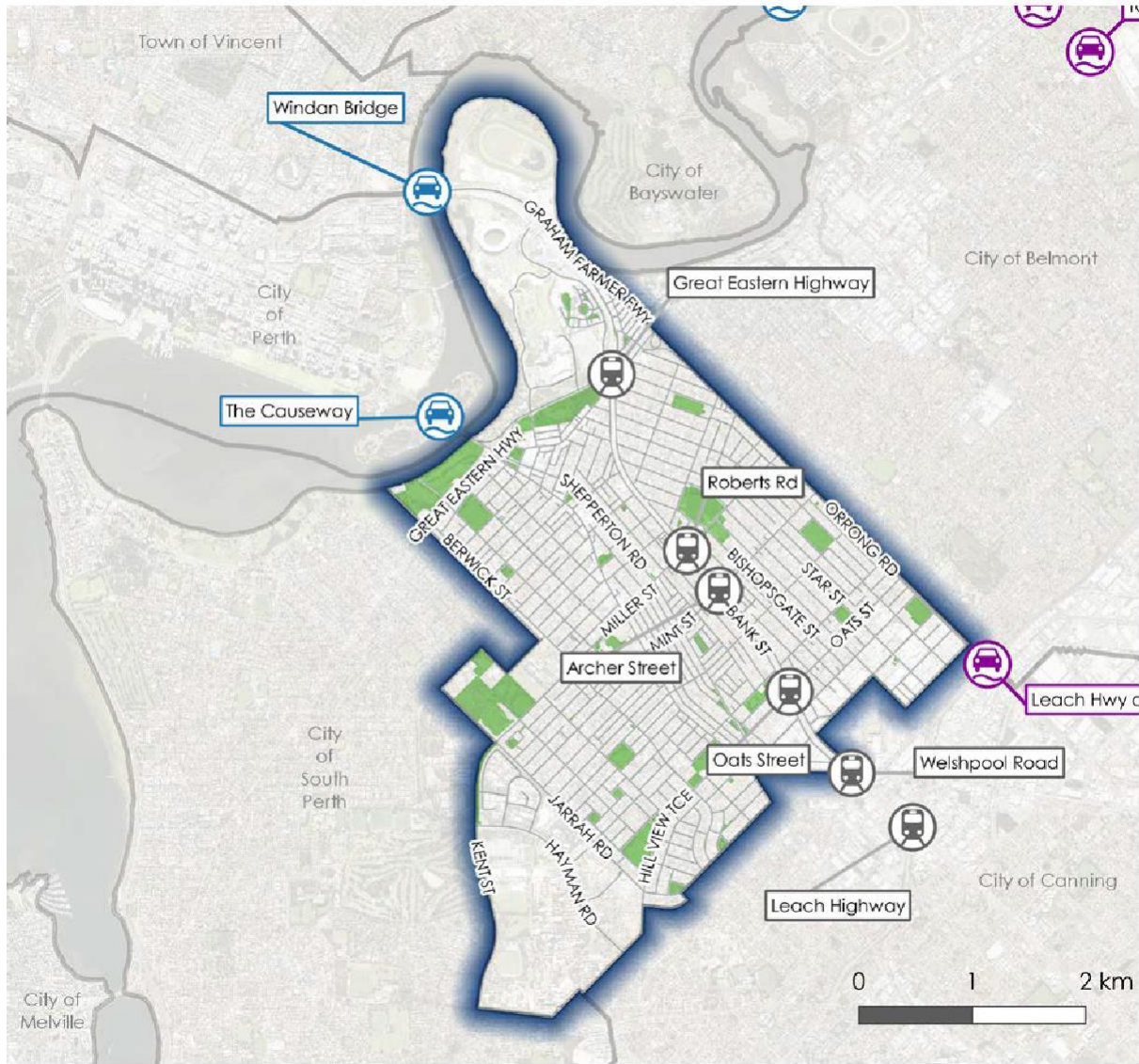
These arrangements are to ensure the Town of Victoria Park is prepared to recover from emergencies should they arise.

This document is limited to the local government districts of the Town of Victoria Park

1.4 AREA COVERED

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings



Vehicular Bridge Crossings



Railway Crossings

Administration Centre

99 Shepperton road
 Victoria Park WA 6100
 Phone: 9311 8111
 After Hrs: 9311 8188

Operations Centre

199 Star Street
 Welshpool WA 6106
 Phone: 9311 8111

City of Belmont & Town of Victoria Park Combined LEM Arrangements
 Endorsed by LEMC: 9 March 2020
 Next Full Review Scheduled 2024

1.5 RELATED DOCUMENTS & ARRANGEMENTS

Town of Victoria Park has the following existing plans and arrangements:

1.5.1 Local plans and procedures

Town of Victoria Park		
Document	Owner	Currency
Business Continuity/Response Plan 2020	People & Culture	
Crisis Communication Plan (with Comms team for review)	Comms	
Emergency and Evacuation Procedures (updated Nov 21)	People & Culture	
Strategic Community Plan 2017-2032	Various	

1.5.2 Agreements and Understandings

Parties to the Agreement		Summary of the Agreement
CoB	ToVP	Reciprocal agreement to share equipment and resources in an emergency event to the extent that they are available under the prevailing conditions.
ToVP	Burswood Casino	Use of facility in the event that own facility is unavailable in a 'crisis event'
ToVP	City of Canning	MOU for animal welfare during emergencies.
ToVP	Kensington School	Access to bushland located on school property for the purpose of hazard maintenance.

2.1 OVERVIEW

The *Emergency Management Act 2005* (the EM Act) defines recovery as ‘the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing’.

As the closest form of government to the local community, local governments are best placed to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State Government departments and supporting agencies.

Section 36(b) of the EM Act states that: ‘It is a function of local government...to manage recovery following an emergency.’

2.2 NATIONAL PRINCIPLES FOR DISASTER RECOVERY

The National Principles for Disaster Recovery state that Disaster Recovery* is part of emergency management, which includes the broader components of prevention, preparedness, response and recovery. Planning for recovery is integral to emergency preparation.

*The terms ‘Disaster Recovery’ and ‘Emergency Recovery’ are interchangeable.

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 disaster recovery relies on:

- An understanding of the community context
- Acknowledging the complex and dynamic nature of emergencies and communities
- Using community-led approaches, engaging the community and empowering them to move forward
- A planned, coordinated and adaptive approach based on continuing assessment of impacts and needs
- Effective communication with affected communities and other stakeholders and
- Acknowledging and building upon community, individual and organisational capacity.

2.3 COMMUNITY RECOVERY VALUES

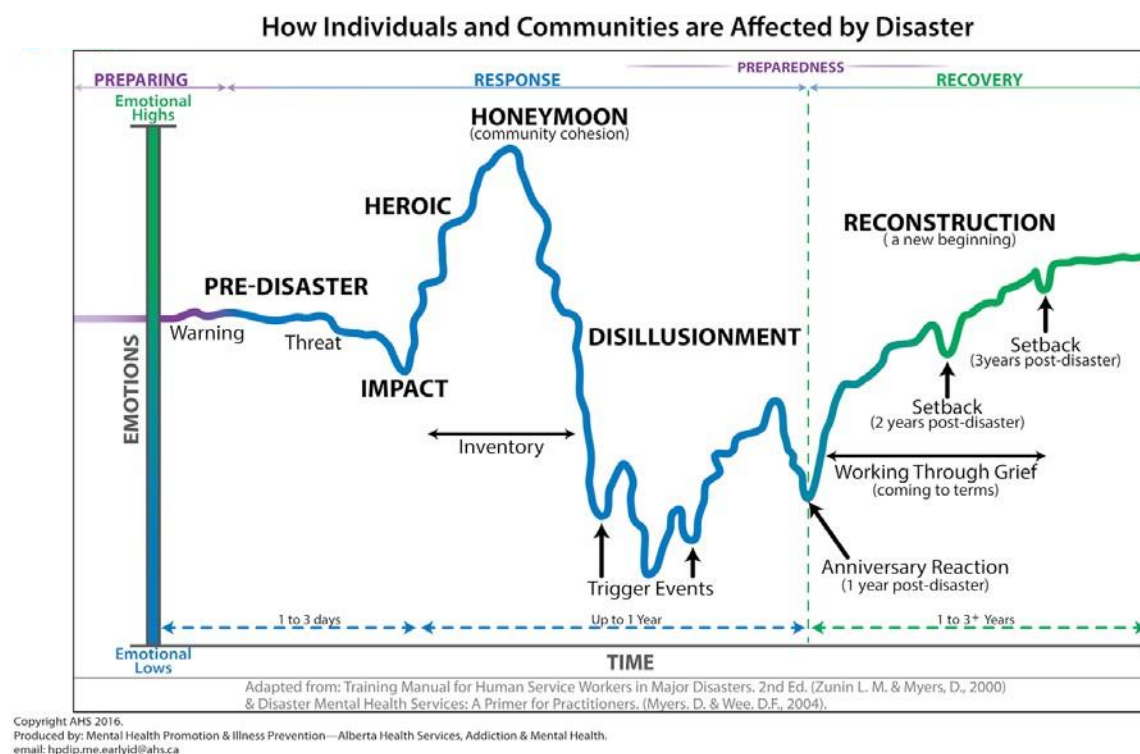
The Town will uphold the following recovery values in all recovery activities:

- Do no harm
- Provide leadership
- Foster collaboration
- Empower individuals
- Act quickly, plan for the long term
- Plan for the transition to the new normal
- Capture lessons learnt

2.4 COMMUNITY INVOLVEMENT

Best practice shows that communities threatened or impacted by an emergency recover better when actively involved in their own recovery.

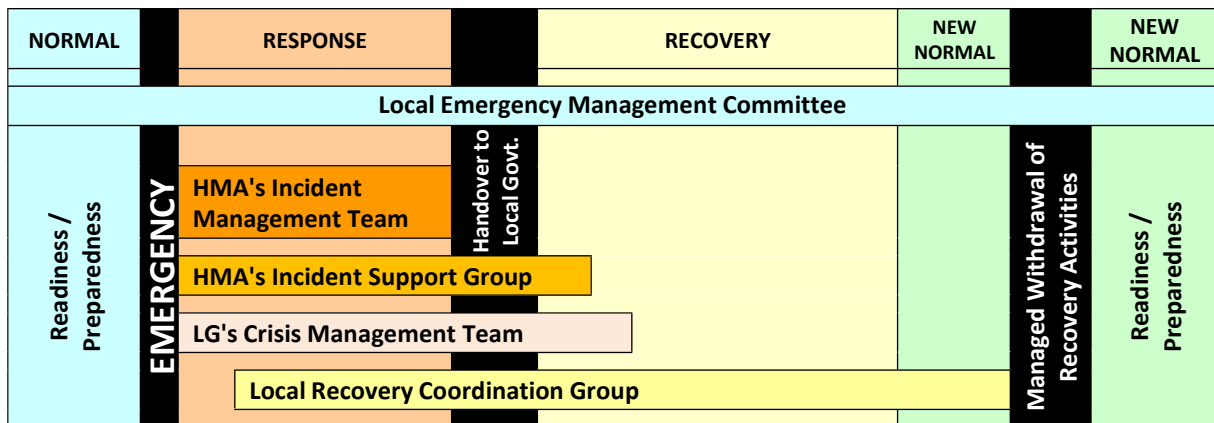
Community representatives and key stakeholders will be a considered inclusion for each of the relevant Local Recovery Coordination Group (LRCG) sub-committees, depending on the nature and impact of the emergency.



2.5 ACTIVATION OF THE LOCAL RECOVERY PLAN

In consultation with the Hazard Management Agency (HMA) and the Chief Executive Officer the Local Recovery Coordinator (LRC) for the Town will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members (see Section 3.4.1) who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

Where the decision is taken not to activate the Plan and convene the committee, the Towns Emergency Management Liaison officer and LRC will monitor the situation and keep the CEO and core members of the LRCG advised accordingly.



Committees, Groups and Teams through the phases of readiness/preparedness, response and recovery.

2.6 TRANSITION TO RECOVERY

Recovery starts while response activities are still in progress, and key decisions taken during the response phase are likely to directly influence and shape recovery. The LRC should be available to take up the role while the emergency is still being attended to and the IC is managing response efforts.

The transition from response to recovery is ultimately the transfer of responsibility from the HMA to the Local Government. A key part of this is the handover of the Impact Statement (Section 4.5). The Town will only accept the handover of responsibility at the discretion of the CEO and LRC.

2.7 STRATEGIC LONG TERM RECOVERY PLAN

Where appropriate, a strategic long term recovery plan should be developed by key stakeholders engaged in the recovery. This plan shall be used to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience to future emergencies. This will include a process for capturing lessons learnt throughout the Recovery.

2.8 MANAGED WITHDRAWAL

As part of the strategic long term recovery plan, the recovery management structure will be gradually stood down as the capability of local authorities improves and as the community returns to a functional state. A plan for the transition to normal services will be organised through the LRCG.

The decision to conclude recovery efforts will be made by the LRCG and recorded in the appropriate meeting minutes. Public notification must be made to inform the community of this decision.

2.9 MANAGEMENT OF DONATIONS

2.9.1 Donation of Physical Goods

It is recognised that people in the wider community will want to help when there has been an emergency and to give to those impacted by the event. Whilst this desire to help is commendable **the Town will not accept the donation of physical goods.**

The public are to be advised of this stance immediately and encouraged instead to either:

- donate money
- donate their goods through organisations such as [GIVIT](#) (Donation management organization) , or
- to sell the goods they wish to give and donate the money made from the sale.

Any person/s or groups responsible for unwanted deliveries may be asked to remove them in accordance with Section 23 of the Litter Act 1979.

The council's spokesperson(s) will reinforce this position in all media statements.

2.9.2 Financial Donations

Agencies, community groups and organisations that wish to make financial donations to the community or the local government will be directed to the LRCG to make appropriate arrangements.

2.9.3 Lord Mayors Distress Relief Fund

Depending on the nature of the emergency, the State may activate the Lord Mayors Distress Relief Fund (LMDRF) for financial donations to be made to those individuals and families affected by the emergency. The LRC will liaise with the LMDRF in terms of managing the process with the LRCG

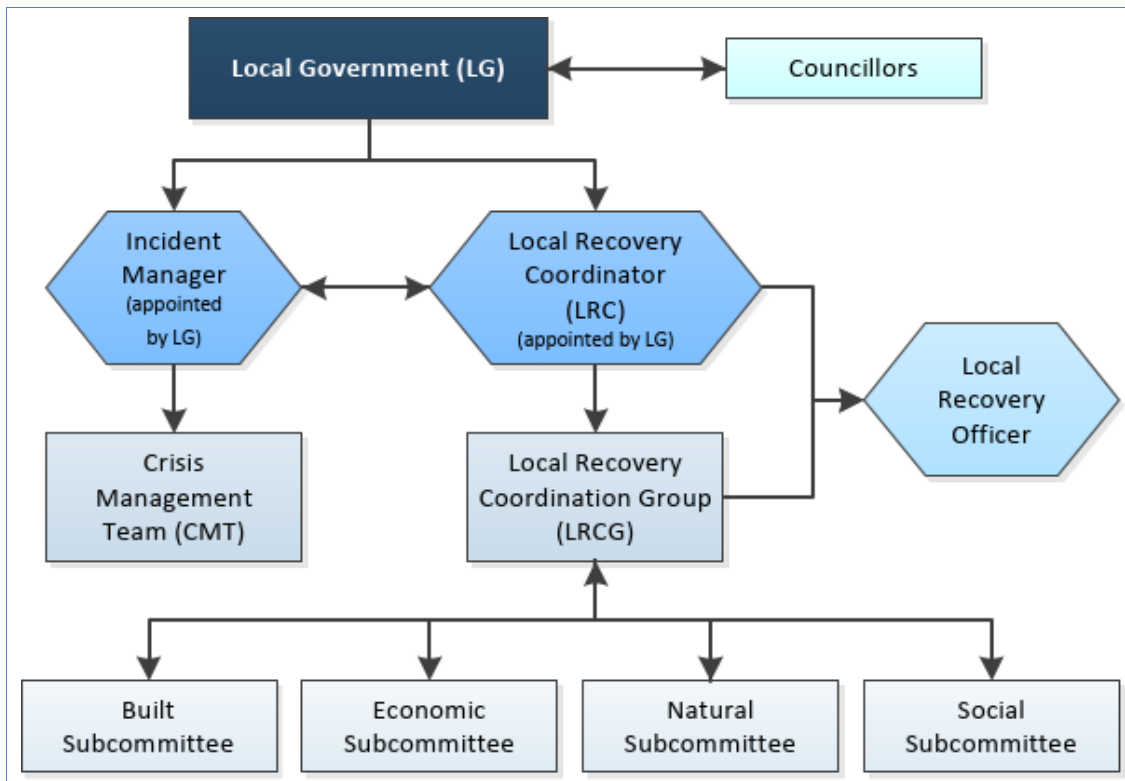
2.9.4 Offers of Assistance

All public offers of assistance, such as donations of services are to be recorded on the Department of Communities (DC) Offers of Assistance form and be made available for public viewing (i.e. public notice board). Whilst DC and the Town may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

2.9.5 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the LCRG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

Part Three – Local Management Structure



3.1 HAZARD MANAGEMENT AGENCY (HMA)

The agency prescribed by the Emergency Management Regulations 2006 to control the prevention, preparedness and response activities to a hazard. The HMA appoints an IC and may convene an Incident Support Group (ISG) if required.

The HMA will initiate recovery activity during the response to that emergency. To facilitate recovery it will:

- Liaise with the Local Recovery Coordinator (LRC) and include him/her in the incident management arrangements including the ISG and Operations Area Support Group (OASG).
- Undertake an initial impact assessment for the emergency and provide that assessment to the LRC and the State Recovery Coordinator.
- Coordinate and complete the Impact Statement (Section 4.5), prior to cessation of the response, in accordance with the approved procedure, and in consultation with the ISG, all affected local governments and the State Recovery Coordinator.
- Provide risk management advice to the affected community.

3.2 LOCAL RECOVERY COORDINATORS (LRC)

In accordance with the Emergency Management Act 2005, S 41. (4) the following Local Recovery Coordinators have been appointed:

Town of Victoria Park			
Primary	Chief Community Planner	Natalie Martin Goode	
Proxy	Chief Financial Officer	Duncan Olde	

3.2.1 The Role and Functions of the Local Recovery Coordinator

Role

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

Functions

Ensure a Local Recovery Plan is established, maintained, tested and reviewed.
Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.
Provide advice to the Mayor and Chief Executive Officer on the requirement to activate the Plan and convene the LRCG and provide advice to the LRCG if convened.
Ensure the administrative functions of the LRCG are undertaken (if a Local Recovery Officer is not appointed).
Assess the community recovery requirements for each event in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies.
Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
Determine the resources required for the recovery process in consultation with the LRCG.
Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
/
Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established.
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally

Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.

Ensure the recovery activities are consistent with the principles of community engagement and communication with the community is regular, timely and accurate.

Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

[Attachment 2](#) outlines a Local Recovery Coordinator/Coordination Group Action Checklist.

[Attachment 3](#) outlines an Operational Recovery Checklist

3.3 LOCAL RECOVERY OFFICERS

Dependent on the size and nature of the event, one or more Local Recovery Officers may be appointed to provide administrative support to the Local Recovery Coordinator, the LRCG and the LRCG Sub-Committees.

For small incidents this position may not be used.

The following staff have been identified for consideration:

Town of Victoria Park	
Primary	Personal Assistant Chief Operations Officer
Proxy	Personal Assistant Chief Financial Officer
Proxy	Personal Assistant Chief Community Planner

3.4 THE LOCAL RECOVERY COORDINATION GROUP (LRCG)

3.4.1 Core Membership

The Local Recovery Coordination Group comprises a core membership of:

Town of Victoria Park
Chair - CEO or as appointed by the CEO
Deputy Chair – as appointed by the CEO
CEO
Mayor
Local Recovery Coordinator
Local Recovery Officer (admin support – see section 3.3)
Executive Leadership Team SMT / C Suite
LEMC Chair / Deputy Chair – Emergency Management Liaison Officer
Media / Communications Officer
Department of Communities
HMA and HMA Combat Agency

Dependent on the nature and size of the event, consideration will be given to additional members, including (but not limited to):

- Deputy Mayor and/or nominated Councillors
- Relevant Managers / Coordinators / Service Area Leaders
- Agencies as required (e.g. DFES, WAPOL, Main Roads Western Australia, Department of Education, Public Transport Authority, Tourism WA Swan River Trust, Burswood Park Board)
- State Recovery Coordinator
- Facility managers as relevant (e.g. Belmont Forum, Crown Perth, Curtin Uni, Optus Stadium, Perth Airport, Perth Racing, Schools)
- Utility providers (ATCO Gas, National Broadband Network, Telcos, Western Power, Water Corp)
- Non-government organisations (NGO's) (Red Cross, Lifeline)
- Other entities such as insurers and large industry representatives

As per section 2.5: where the decision has been made to activate the Plan, the Local Recovery Coordinator (LRC) for the Town will activate the Plan by convening the Local Recovery Coordination Group (LRCG). This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

3.4.2 The Role and Functions of the LRCG

Role

The Local Recovery Coordination Group (LRCG) is the strategic decision making body for the recovery process.

Functions

The functions of the Local Recovery Coordination Group are:

- Establish subcommittees as required.
- Assess requirements, based on the impact assessment, for recovery activities relating to the social, built, business (economic) and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Develop an operational plan for the coordination of the recovery process that:
 - takes account of the local governments long term planning and goals
 - includes an assessment of the recovery needs and determines which recovery functions are still required
 - develops a timetable and identifies responsibilities for completing the major activities
 - considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery
 - refer to [Attachment 4: Operational Recovery Plan Template](#) for template
- Oversee the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities.
- Facilitate the provision of services, public information, information exchange and resource acquisition.
- Provide advice to the State and other Local Government/s to ensure that recovery programs and services meet the needs of the community.
- Negotiate the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitor the progress of recovery, and receiving periodic reports from recovery agencies.

- Ensure a coordinated multi agency approach to community recovery:
 - Provide a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee.
 - Make appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

3.5 LRCG SUBCOMMITTEES

Best practice suggests establishing one or more subcommittees to assist the Local Recovery Coordinator and Coordination Group by addressing specific components of the recovery process.

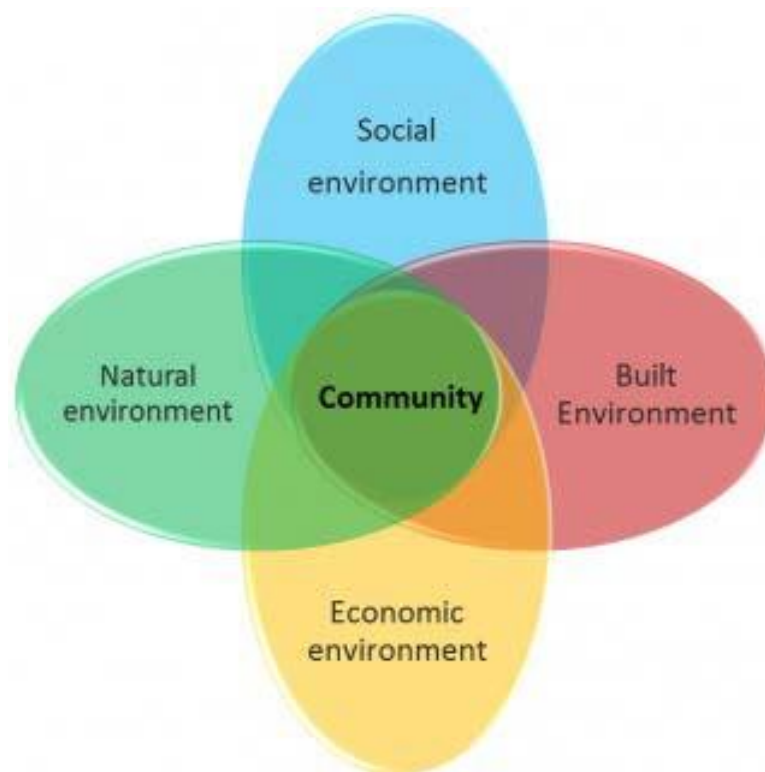
Consideration will be given to establishing the following subcommittees, dependent on the nature and extent of the recovery:

- Social
- Natural / Environment
- Business / Economic
- Built

Each sub-committee will report their activities through their nominated Chair to the LRCG.

Additional sub-committees will be considered if required.

Community representatives and key stakeholders will be a considered inclusion for each of the relevant Local Recovery Coordination Group (LRCG) sub-committees, depending on the nature and impact of the emergency.



3.5.1 Social Subcommittee Functions

Objectives:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs

3.5.2 Natural / Environment Subcommittee Functions

Objectives:

- To provide advice and guidance to assist in the restoration of the natural environment post the event
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term

3.5.3 Built Subcommittee Functions

Objectives:

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

3.5.4 Business / Economic Subcommittee Functions

Objectives:

- To provide advice and guidance to assist in the restoration and strengthening of the City's economy post the event.
- To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.
 - The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - ensure the principles of equity, fairness, simplicity and transparency apply
 - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
 - recognise the extent of loss suffered by individuals
 - complement other forms of relief and assistance provided by government and the private sector
 - recognise immediate, short, medium and longer term needs of affected individuals
 - ensure the privacy of individuals is protected at all times
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical

The Town has nominated the below positions to act in the roles of Chair, Deputy Chair and Admin support for the LRCG Sub-Committees.

These positions will be confirmed or amended by the LRCG when launching the sub-committee structure.

LRCG Sub-Committee Structure	
Social	
Manager Place Planning	Chair
Manager Community Development	Deputy Chair
TBA	Admin Support
Built	
Manager Development Services	Chair
Principal Building Surveyor	Deputy Chair
TBA	Admin Support
Business	
Finance Manager	Chair
Manager Business Services	Deputy Chair
TBA	Admin Support
Natural	
Manager Infrastructure Operations	Chair
Environment Officer	Deputy Chair
TBA	Admin Support

4.1 STAFF

Consideration needs to be given to the demands of recovery operations as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Town continue to fulfil their obligations to the community. The extent of the recovery operations should not be underestimated as recovery can be a complex and lengthy process. Depending on the nature of the event, some services may be required for months or even years to follow.

4.1.1 Staffing Levels

In the event of a large scale emergency staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate a request for assistance may be forwarded for consideration to the LRCG.

4.1.2 Stress and Fatigue

Directors and managers have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by the City/Town.

The current Employee Assistance Program provider is:



4.1.3 Communication

Refer to the Crisis Communications Plan for the process of keeping staff up-to-date on all ongoing activities, needs, challenges and actions.

4.2 FINANCIAL ARRANGEMENTS

4.2.1 Insurance of Assets

The Town of Victoria Park is insured through policies with the Local Government Insurance Scheme (LGIS).

4.2.3 Financial Records

To ensure accurate records of costs associated with an emergency, specific cost centres to which all costs associated with the recovery process have been allocated:

Town of Victoria Park	
Cost Centre	Name of Cost Centre
14774.1289	Emergency Response

4.2.2 Internal Funding

The following arrangements are in place to fund recovery activities:

- S6.8(1)(b) or (c) of the Local Government Act 1995 - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council.
- S6.11(2) of the Local Government Act 1995 - utilisation of a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- S6.20(2) of the Local Government Act 1995 - to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

4.2.4 External Funding

The Disaster Recovery Funding Arrangements Western Australia (DRFAWA) are provided through the State Government. The State Administrator of DRFAWA is the Department of Fire and Emergency Services.

The LRC in liaison with the Towns financial Manager shall make immediate contact with DRFAWA Officers.

- DRFAWA officers can be contacted via:
 - Email drfawa@dfes.wa.gov.au
 - Phone 9395 9341
9395 9973
9395 9374
- More information is available at <https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>

4.3 RESOURCES AND KEY CONTACTS

A list of equipment and key contacts, both internal and external has been identified and is included as [Attachment 1 – Contacts and Resources List](#).

The City Of Belmont and Town of Victoria Park have a reciprocal agreement to share equipment and resources in an emergency, to the extent that the equipment and resources are available under the prevailing conditions.

When additional resources are required, the City/Town will attempt to use local contractors and resources first. This includes requesting support from other neighbouring councils.

4.4 BUSINESS CONTINUITY ARRANGEMENTS

Ensuring the local government continues to function, both while the emergency is occurring and during recovery, is essential. Financial, critical incident and business continuity arrangements should be enacted to ensure the council can continue providing essential services while managing the recovery process. This will be done through existing plans (refer to Section 1.5) and the LRCG and its sub-committees.

4.5 IMPACT STATEMENT

The Hazard Management Agency (HMA) will complete the 'Impact Statement' form in consultation with the Incident Support Group (ISG). This contains a detailed description of the impact on the affected community and provides the LRC with a starting point for recovery needs of individuals, the community and infrastructure.

A key part of the handover of responsibility from the HMA to the local government is the handover of the Impact Statement. The acceptance of this handover of responsibility is to occur at the discretion of CEO and LRC.

4.6 OUTREACH NEEDS ASSESSMENT

When a community is affected by an emergency it is essential to determine the needs of the community as they are often considerable. 'Outreach' is a technique whereby volunteers from the Australian Red Cross and other agencies partner with the local government to speak directly to impacted individuals. This assessment will determine what has been affected, what information is needed, what assistance is required, if they wish to be contacted for further information and their best contact details.

Depending on the extent of the incident, the use of Outreach will be considered by the LRCG in the immediate stages of recovery.

4.7 ONE STOP SHOP

Depending on the extent of the incident, a one stop shop may be established to provide a central location for the public go to access support services from Red Cross, Salvation Army and other services, as well as information regarding such things as insurance, accommodation and financial support.

The one stop shop is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the one stop shop. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

4.8 LOCAL RECOVERY COORDINATION CENTRE

The decision of where to establish the Local Recovery Coordination Centre (LRCC) will be made by the LRC and will depend upon the location, extent and severity of the emergency.

The following locations have been identified as suitable LRCC's:

Town of Victoria Park			
Centre Name	Address	Capacity & Available Resources	Contacts
Primary Local Recovery Coordination Centre Town of Victoria Park	Town of Victoria Djeran Park Civic Offices Djeran Meeting Room 99 Shepperton Road VICTORIA PARK Ph: 9311 8127	<ul style="list-style-type: none"> • Capacity: 25ppl pax • Whiteboards • 5 x Computers • 2 x Laptops • 1 x screen • Fax • Photocopier • Phone Line • MS Teams enabled 	Natalie Martin Goode Chip McCallum
Alternate 1 Local Recovery Coordination Centre Town of Victoria Park	Town of Victoria Park Depot Meeting Room/lunch Room 199 Star Street WELSHPOOL Ph: 9373 5571	<ul style="list-style-type: none"> • Capacity: 50ppl pax • Whiteboard • 3 x Computers • 1 x Dedicated interactive screen • Fax • Photocopier • Phone Line • MS Teams enabled 	
Alternate 2 Local Recovery Coordination Centre Town of Victoria Park	Crown Resorts Great Eastern Highway BURSWOOD Ph:	<ul style="list-style-type: none"> • <i>To be confirmed.</i> 	Nick Dimond Brian Lee

Recovery communications is the practice of sourcing, sending, managing and evaluating accurate information. Well planned and executed internal and external information, is vital in recovery.

5.1 COMMUNICATION PLAN

Town of Victoria Park - communications will be undertaken using the 'Town of Victoria Park Communications Plan' and will address the community and other target audiences by a variety of methods.

An incident specific 'Recovery Communications Plan' will also be developed and included as part of the overarching Operational Recovery Plan. Refer to the Crisis Communications Plan for a Template.

All crisis communications will follow a three-step order of priority for action and information dissemination. These are:

1. People: staff and community welfare come first
2. Place: environmental conditions, including safety, roads, buildings, infrastructure and accessibility
3. Perception: public image, broader communication with confirmation of facts, regular updates and the recovery process followed

Public information will address:

- What we know
- What we don't know
- What we are doing
- What we want you to do

Key groups who need to receive recovery information, the methods available and potential locations where information can be provided are detailed below:

WHO ... Who needs information?	HOW ... What communication methods will be used?	WHERE ... Where will the information be provided?
<ul style="list-style-type: none"> • Affected community • Recovery workers • Support agencies • Vulnerable groups • Internal staff • Media 	<ul style="list-style-type: none"> • Social media • Website • Flyers/brochures/letters • Press releases • Face to face • Community meetings • Radio • TV 	<ul style="list-style-type: none"> • Public meeting venues • Evacuation centres • One-stop-shop locations • Notice boards • Online • TV • Radio

5.2 SPOKESPERSONS

The spokespersons for the Town will be the Mayor and Chief Executive Officer, or other officers as delegated by the Chief Executive Officer.

ATTACHMENT 1:

CONTACTS AND RESOURCES LIST

Contacts - Crisis Management Team**Town of Victoria Park**

Name	Council Position	IMG Position Description	Bus Hrs	Mobile
Chip McCallum	Coordinator – Safety	Incident Manager / ISG Liaison Officer		
Gregor Wilson	Manager Infrastructure Operations	Incident Manager / ISG Liaison Officer/ Logistics Officer		
Paul Gravett	Manager Community Development	Logistics / Scribe		
Michal Lowenhoff	Coordinator Parking & Rangers	Logistics / Scribe		
Roz Ellis	Manager Stakeholder Relations	Admin Support / Local Welfare Liaison Officer		
Emergency 24hr service	Duty Ranger	Security		
Natalie Adams	Chief Operations Officer	Local Recovery Coordinator		
Luke Ellis	Acting Chief Financial Officer	Local Recovery Coordinator		
Natalie Martin Goode	Chief Planning Officer	Local Recovery Coordinator		

DFES MEDIA ENQUIRIES 9225 5955 / DFES MEDIA LIAISON OFFICER (PAGER) 9476 0179

Welfare Evacuation Centres**Town of Victoria Park**

Facility	Location	Bus Hrs	Mobile
Victoria Park Leisure Life Centre	248 Gloucester Street , East Victoria Park	9329 4202	0437 890 082

Welfare Evacuation Centre Support

Team	Name	Suburb	Bus. Hours	After Hrs Contact Numbers	Division	Additional info
Team	Chip McCallum				CEO	
	Hayden Cooney				Finance	
	Kellie Winterbourn				Finance	
	Michal Lowenhoff				Finance	

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
Aged & Community Services	Trevor Lovelle	Chief Executive Officer Aged & Community Services WA			
Airservices Australia	Darryl McCormick	A/g Senior Operational Standards Officer			
	Jay Johnson	A/g Operations Manager			
Ascot Racecourse	Tony Favazzo	General Manager - Operations			
ATCO Gas	Faults and Emergencies				
	General Number				
	Neil Thornton	Operations Manager, South			
	Chris Olley	Senior Engineer Risk and Safety			
Belmont Forum	Shane McLean	Centre Manager			
Belmont Oasis	Jason Clarke	Manager			
Belmont Racecourse	Tony Favazzo	General Manager - Operations			
Belmont SES	Craig Romero	Manager – Belmont SES			
Crown Perth	Brian Lee	General Manager - Security and Surveillance			
	Nick Dimond	Manager - Emergency Planning and Medical Services			
Curtin University	Kate Oliver	Emergency Planning Manager			
Dept. Biodiversity Conservation & Attractions	Rob Towers	Regional Fire Coordinator			
Dept. Communities	On Call Duty Officer (24 Hours)				
	Ryan Hamblion	Senior District Emergency Services Officer			
	Kelly Hoare	Case Support Officer			
Dept. Community Services (Housing)	Nadeem Khan	Regional Manager - Housing Authority			
Dept. Education	Will Davis	Coordinator Regional Operations South Metro Education			
Dept. Enviro. Regulation	Ken Raine	Senior Manager Pollution Response			
Dept. Justice	Luke Thatcher	Principal Officer Emergency Management			
Dept. PIRD	Dr Vincent Lanoiselet	Senior Research Officer Plant Biosecurity			
Dept. Fire and Emergency Services (DFES)	Public Information Line				
	Communication Centre (Non Emergencies)				
	Chris Kin-Maung	District Officer - South East Metropolitan Operations			
	Matt Folini	District Officer - Swan, North East Metro Region			
	John Manocchio	District Officer - Perth, Metro Operations			
	Merveen Cross	District EM Advisor - Metropolitan Operation			
	Peter Sutton	Superintendent South East Region			
DFES SES	Mr Chris Kin-Maung	District Officer Natural Hazards North East Metro			

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
District Emergency Management Committee (East Metro DEMC)	Peter De La Motte	Chair - WAPOL - Superintendent / District Emergency			
	Ricky Chadwick	Alternate Chair - WAPOL - Superintendent / Alternate District Emergency Coordinator			
	Peter Sutton	Deputy Chair - DFES - Superintendent South East Region			
GIVIT	Sarah Tennant	National Stakeholder Management			
Hospitals	Armadale Health Service - Public - 3056 Albany Hwy, Mount Nasura				
	Bentley Health Service - Public - 31-59 Mills St, Bentley				
	Fiona Stanley Hospital - Public - 11 Robin Warren Dr, Murdoch				
	Joondalup Health Campus - Public - Grand Blvd & Shenton Ave, Joondalup				
	Perth Children's Hospital - Public - 15 Hospital Ave, Nedlands				
	Royal Perth Hospital - Public - Victoria Square, Perth				
	Sir Charles Gairdner - Public - Hospital Ave, Nedlands				
	St John of God Midland - Public and Private - 1 Clayton St, Midland				
Main Roads WA	John Pintabona	Traffic Operations Centre			
	Alex Hendrick-Daly	Real Time Traffic Operations Manager (RTTOM)			
NBN	Ebony Aitken	WA Corporate Affairs Manager			
Optus Stadium	Chris Loftus-Hills	General Manager, Events and Operations			
	Dorian Hughes	Operations Manager			
	Rebecca Purcell	Events Manager			
Perth Airport	Greg Pobar	Emergency Planning Coordinator			
Perth Freight Terminal	Shay Preedy	Operations Manager			
	Mark Mykytuik	HSE Advisor WA			
Perth Racing	Tony Favazzo	General Manager - Operations			
Public Transport Authority	Moreno Parrella	Manager Risk and Emergency Management			
Red Cross	Duty Officer Emergency Control				
	Erin Fuery	State Manager Emergency Services			
	Karen Edmeades	State Coordinator, Resilience & Recovery			
	Harry Deluxe	State Coordinator – Operations & Workforce			
	Trung Tren	Operations Project Officer (Mon - Wed)			
Salvation Army	Ben Day	Director of Emergency Services			
	Primary (24 Hour Message Service)				
St John Ambulance	Steve Hall	Manager Emergency Management Unit			
	Nik Stewart	Emergency Management Coordinator			
	Tara Doyle	Acting General Manager for Metro Operations			
State Animal Welfare Emergency Coordinator	Amanda Nardi-Wallace	Animal Welfare Regulation Sustainability and Biosecurity Department of Primary Industries			
SES - State Emergency Service	SES Emergency Assistance				
	Craig Romero	Manager Belmont SES			

External Contacts					
Organisation	Contact Name	Title	Bus Hrs	Mobile	Email
State Recovery Coordinator	Ricky Curtis	DFES Assistant Commissioner - Resilience & Recovery			
	Suellen Flint	Deputy State Recovery Coordinator			
Telstra	Shane Kinnear	Emergency Services Liaison Officer (ESLO)			
	Brian Young	Deputy ESLO			
WA Police	Police Communications South East Metro (24 Hours)				
	Duty Inspector (24 Hour)				
	Steve Martyn	Officer in Charge - Belmont			
	Kareene Santoro	Officer in Charge - Kensington			
	Ray Anderson	Officer in Charge - Cannington			
Water Corporation (13 13 75)	24-hour emergency line				
	Manager Control Centre Operations				
	Alf Fordham	Manager Incident and Emergency Management			
Western Power (13 13 51)	24-hour emergency line				
	Shane Lehmann	Field Services Coordinator Field Operations			
	John McFadyen	Emergency Management Manager			

Local Emergency Management Committee

City of Belmont / Town of Victoria Park

Organisation	Name	Title	Contact #	Email
Belmont Forum	Mr Shane McLean	Center Manager		
Belmont SES	Mr Craig Romero	Manager – Belmont SES		
Boronia Pre-Release Centre	Mr Adrian Rivalland	A/Assistant Superintendent Operations		
	Mr Wade Isard	Senior Officer Security		
City of Belmont	Mr Graeme Todd (Chair)	Coordinator Community Safety & Crime Prevention		
	Ms Leila Timol	Emergency Management Officer		
	Mr Luke Willcock	Manager Economic and Community Development		
	Mr Greg Dally	Business Continuity Adviser		
	Mr Michael Molyneux	Senior Ranger		
	Ms Amy Lloyd-Bostock	Risk & Business Continuity Officer		
Crown Perth	Mr Daniel Gaywood	Manager – Emergency Planning and Medical Services		
Curtin University	Ms Kate Oliver	Emergency Planning Coordinator		
Dept. Communities	Ms Kelly Hoare	Case Support Officer		
	Mr Ryan Hamblion	Senior District Emergency Services Officer		
DFES	Mr John Manocchio	DO Perth		
	Mr Matt Folini	DO Swan		
	Mr Chris Kin-Maung	District Officer Natural Hazards North East Metro		
DFES District Advisor	Ms Merveen Cross	District Emergency Management Advisor		
Optus Stadium	Mr Bob Gorham	Safety & Risk Process Manager		
	Mr Chris Loftus-Hills	General Manager - Events and Operations		
	Mr Dorian Hughes	Operations Manager		
	Ms Rebecca Purcell	Events Manager		
Perth Airport	Mr Greg Pobar	Emergency Planning Coordinator		
	Mr Tony Sewell	General Manager Security and Emergency		
	Mr Dayel Tovey	Security Screening Manager		
Perth Freight Terminal	Mr Mark Mykytiuk	HSE Advisor WA		
Perth Racing	Mr Tony Favazzo	General Manager – Operations		
	Mr Jon Bell	Safety & Security Coordinator		
	Ms Emma Campbell	Safety & Security Supervisor		
Town of Victoria Park	Mr Chip McCallum	Safety Coordinator		
	Mr Gregor Wilson	Manager Infrastructure Operations		
WA Police	Snr Sgt Kareene Santoro	Officer-in-Charge – Kensington		
	Snr Sgt Daniel Grieves	Officer-in-Charge – Belmont		
	Snr Sgt Ray Anderson	Officer-in-Charge – Cannington		
Western Power	Gareth Lock	Field Supervisor – Operational Maintenance		

Resources**Town of Victoria Park**

Plant #	Type	Description	Department
129	< 3T	Nissan 1.5T : 146VPK	Street Operations Engineering
280	4x4 Tractor	Kubota M8540 : 142VPK	Park Operations Reserves
460	12Kva Generator	Crommelins 6HP :	Street Operations Engineering
180	Beaver Tail	John Papas 8X4 : 158VPK	Park Operations Reserves
331	Beaver Tail	Park Body BT : 154VPK	Street Operations Engineering
408	Bicycle	Electric	Renew Life
494	Blower	Stihl BG86 :	Park Operations Reserves
493	Blower	Stihl BG86 :	Park Operations Reserves
492	Blower	Stihl BG86 :	Park Operations Reserves
483	Blower	Stihl BG86 :	Street Operations Waste
463	Blower	Stihl BG86 :	Park Operations Reserves
462	Blower	Stihl BG86 :	Park Operations Reserves
440	Blower	Stihl BG86 :	Park Operations Reserves
419	Blower	Stihl BG86 :	Park Operations Reserves
420	Blower	Stihl BG86 :	Park Operations Reserves
413	Brushcutter	Stihl FS250 :	Park Operations Reserves
414	Brushcutter	Stihl FS250 :	Park Operations Reserves
416	Brushcutter	Stihl FS250 :	Park Operations Reserves
417	Brushcutter	Stihl FS250 :	Park Operations Reserves
418	Brushcutter	Stihl FS38 :	Park Operations Reserves
461	Chainsaw	Stihl MS362 :	Park Operations Streetscape
484	Chainsaw	Stihl MS391 :	Park Operations Streetscape
485	Chainsaw	Stihl MS362 :	Park Operations Streetscape
495	Chainsaw	Stihl MS261 :	Park Operations Streetscape
425	Chainsaw	Stihl MS251 :	Park Operations Reserves
426	Chainsaw	Stihl MS251 :	Park Operations Reserves
458	Concrete Mixer	Crommelins EY153 :	Street Operations Engineering
112	Concrete Saw	Crommelins 6HP :	Street Operations Engineering
409	Concrete Saw	Makinex FS150 :	Street Operations Engineering
291	Crew Cab (4x2) GVM 45-7500kg	Hino 816 : 161VPK	Park Operations Streetscape
42	Crew Cab (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 160VPK	Park Operations Reserves
374	Cutoff Saw	Husqvarna TS350 :	Street Operations Engineering
113	Dinghy Tinnie	Quintrex 315 :	Park Life
422	Edger	MowMaster DWIN20 :	Park Operations Reserves
284	ERG BL3 : Dig Depth 4-5m	Caterpillar 432E : 140VPK	Street Operations Engineering
319	ERG SSL4 : 650-850kg	Caterpillar 226B : 170VPK	Street Operations Engineering
39	Flocon (4x2) GVM 11-16000kg	Hino Ranger Pro : 138VPK	Street Operations Engineering
441	Front Deck	Kubota F3680 : 147VPK	Park Operations Reserves
442	Front Deck	Kubota RCK72 :	Park Operations Reserves
234	Front Deck	Kubota RCK60 :	Park Operations Reserves
156	Graffiti	Crommelins 6HP :	Street Operations Waste
332	Graffiti	Aussie 5.5HP :	Street Operations Waste
167	Heavy Tandem	Custom Made 3.5T : 149VPK	Street Operations Engineering
312	Hedger	Stihl Kombi :	Park Operations Streetscape
354	Hedger	Stihl HS81 :	Park Operations Streetscape
355	Hedger	Stihl HS81 :	Park Operations Streetscape
140	Jackhammer	Wacker EHB11 :	Street Operations Engineering
171	Light Single	Loadstar 7X5 : 156VPK	Park Operations Streetscape
174	Light Single	John Papas 6X4 : 153VPK	Street Operations Engineering

Town of Victoria Park

Plant #	Type	Description	Department
178	Light Single	John Papas 6X4 : 175VPK	Sporting Life
179	Light Single	Sykes 8X5 : 176VPK	Street Operations Engineering
173	Light Tandem	Polmac 6X4 : 1TQU220	Regulatory Support Rangers
176	Light Tandem	Polmac 8X5 : 157VPK	Street Operations Engineering
177	Light Tandem	Custom Made 10X6 : 150VPK	Park Operations Streetscape
378	Light Tandem	Loadstar 7X5 : 1TQC580	Regulatory Support Rangers
6	O Wt 200-300kg	Wacker DPU6055 :	Street Operations Engineering
315	O Wt 50-75kg	Wacker VPH70 :	Street Operations Engineering
119	O Wt 75-100kg	Wacker BS602 :	Street Operations Engineering
316	O Wt 75-100kg	Wacker WP1550 :	Street Improvement
240	Pavement	MacDonald Johnston CN200 : 177VPK	Street Operations Waste
33	Pavement	Digga 1600FR :	Street Operations Engineering
410	Pavement	Hako CM600 : 136VPK	Street Operations Waste
351	Polesaw	Stihl HT75 :	Park Operations Reserves
381	Polesaw	Stihl HT75 :	Park Operations Streetscape
421	Polesaw	Stihl HT75 :	Park Operations Reserves
239	Pressure	Aussie 5.5HP :	Street Operations Waste
406	Pressure	Gerni Neptune :	Fleet Management
147	Mowers Pushed	Mey 30" :	Park Operations Reserves
150	Mowers Pushed	Dwyer & Felton VMM30 :	Park Operations Reserves
229	Mowers Pushed	Mey 26T :	Park Operations Reserves
313	Mowers Pushed	Honda HRU216 :	Park Operations Reserves
359	Mowers Pushed	Honda HRU216 :	Park Operations Reserves
424	Mowers Pushed	Honda 21SP :	Park Operations Reserves
350	Quick Cut Saw	Stihl TS760 :	Street Operations Engineering
341	Road Truck Mounted	MacDonald Johnston VS651 : 162VPK	Street Operations Waste
238	Self Prop Smooth Drum (ERG RR6) < 5T	Bomag BW55E :	Street Operations Engineering
281	Slasher Tractor Mounted	Jarrett TM232 :	Park Operations Reserves
251	Speed Alert Mobile	AD Engineering AD308 : 151VPK	Renew Life
38	Tipper (4x2) GVM 11-16000kg	Hino Ranger Pro : 137VPK	Street Operations Engineering
43	Tipper (4x2) GVM 11-16000kg	Mitsubishi Fuso : 145VPK	Street Operations Engineering
403	Tipper (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 124VPK	Street Operations Engineering
36	Tray (4x2) GVM 11-16000kg	Hino Ranger Pro : 139VPK	Street Operations Engineering
44	Tray (4x2) GVM 45-7500kg	Isuzu NPR300 : 131VPK	Street Operations Waste
194	Water < 1000L	Fibre Furn 900L :	Park Operations Streetscape
403	Tipper (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 124VPK	Street Operations Engineering
36	Tray (4x2) GVM 11-16000kg	Hino Ranger Pro : 139VPK	Street Operations Engineering
469	Tray (4x2) GVM 45-7500kg	Isuzu NPR75-190 : 131VPK	Street Operations Waste
407	Water	[Unknown] [Unknown] :	Street Life
194	Water < 1000L	Fibre Furn 900L :	Park Operations Streetscape
513	Concrete Grinder	Diamond	Street Life
488	Trash Pump	Honda	Street Life

ATTACHMENT 2: LOCAL RECOVERY COORDINATOR / LRCG ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

Task Description	Complete
24 to 48 hours*	
Local Recovery Coordinator (LRC) to contact and alert key local contacts including Local Recovery Coordination Group (LRCG) members.	
LRC to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group (ISG) and Operations Area Support Group (OASG) where appropriate	
LRC to receive initial impact assessment from the Controlling Agency	
LRC to determine the need to activate the Recovery Plan	
LRCG to be convened and its members briefed. Ensure administrative support	
LRC and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Liaise with Media Manager and Spokesperson to further develop and implement event specific Communication Plan, including public information and internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals	
Determine the need to establish subcommittees, and determine functions and membership if necessary	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	

Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so, what assistance measures are available	
Manage offers of assistance, incl. volunteers, material aid and donated money	
Assess staffing needs	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities	
Discuss Outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services	
Manage restoration of essential infrastructure/utilities	
Brief media on the recovery program	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

*Timeframes are approximate only

ATTACHMENT 3: RECOVERY – OPERATIONAL CHECKLIST

Recovery Strategy	Commenced
Immediate/Short Term	
Ensure energy and communication supplies are adequate and stable	
Ensure and facilitate the completion of the immediate impact assessment	
Facilitate the provision of access to emergency funding	
Gather evidence to support requests for government assistance	
Assess staffing needs, consider request for assistance if required	
Establish a network for information provision to community	
Assist with the support of animal welfare needs	
Work within existing community organisations in the community	
Assume public information responsibilities from the Hazard Management Agency and provide information to the community and the media	
Create templates for impact assessment and for tracking assistance provided	
Establish a system for recording all expenditure during recovery	
Facilitate and advise on State and Australian government funding	
Provide a one stop shop for advice, information and assistance to community	
Identification and support to businesses and employers	
Dissuade donations of goods through Spokesperson	
Provide psychosocial support	
Conduct outreach program to community (if required)	
Assist and liaise with businesses to re-establish and open where practicable	
Re-establishment of transport needs	
Develop a comprehensive media/community strategy	
Provide assistance with insurance claims	
Establish communications for planned recovery strategies to the community	
Medium/Long Term	
Assist with the redevelopment of social networks and connections	
Support the community activities for the rescue and rehabilitation of wildlife	
Support the restoration of key natural habitat	
Restore banking and other financial solutions	
Recruit members of the community for recovery strategy planning	
Management of appeal funding to the affected community	
Facilitate the distribution of appeal funds	
Consider a strategy for the recovery process after the containment of contaminants	
Monitor and assist the rehabilitation of critical infrastructure	
Monitor and assist the restoration of residential buildings	
Support the restoration of the infrastructure network	
Improvements to infrastructure and services during reinstatement	
Prepare oral and written financial and non-financial reports and briefs	
Adjust capital works and maintenance programs	
Stage a public event of acknowledgement and community closure	

ATTACHMENT 4:

OPERATIONAL RECOVERY PLAN TEMPLATE

Suggested composition/layout following a major emergency

OPERATIONAL RECOVERY PLAN

Emergency: (type and location)

Date of Emergency:

Section 1 Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan.

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues.

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Recovery Communications Plan
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration
- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations)
- Public information dissemination.
- Plan for transition to normal services.

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6 Long-Term Recovery Plan

Where appropriate, a strategic long term recovery plan will be developed to achieve holistic, long- term, enduring recovery for the individuals, families and communities affected by an emergency and build resilience to future emergencies.

Section 7 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by:

Chair
Local Recovery Coordination Group

Date:

