City of Stirling Local Emergency Management Plan

Public Version 1.0

19 June 2023

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Authority & Endorsement

This Plan has been prepared in accordance with Section 41(1) of the Emergency Management Act 2005 and Section 6.3.2 Role of Local Government State EM Policy at page 35 and forms a part of the Local Emergency Management Arrangements for the City of Stirling.

This plan has been endorsed by the City of Stirling Local Emergency Management Committee and has been tabled for information and comment with the North Metropolitan District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

Councillor Elizabeth Re
City of Stirling, LEMC Chairperson

Approved by the City of Stirling LEMC on 19 August 2022

Mayor Mark Irwin
City of Stirling, Mayor

Approved by the City of Stirling Council on 18 October 2022

Disclaimer: This Plan has been produced by the City of Stirling in good faith and is derived from sources believed to be reliable and accurate at the time of publication. The reliability and accuracy of the information cannot be guaranteed, and the City expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Amendment record

Amendment Details		Amended by	Initial	Date
No		(Name)	Initial	Date
1	Complete replacement of 2016 Plan	EM Coordinator	KS	19 Aug 2022
2	Formatting, link and terminology update	EM Coordinator	KS	29 Sep 2022
3	Review and update of terminology and content in sections 3.2, 4.1, 4.2, 8.8, 9.3 and 11.2	EM Coordinator	KS	19 Jun 2023
4				
5				

Availability & Feedback

Members of the public can view a copy of the Local Recovery Plan on the City's website. Physical copies are available for inspection, during office hours, at the City's Administration Office and public libraries.

Amendments to this document, feedback or suggestions for its improvement can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post incident improvement opportunities.

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

Emergency Management Coordinator
City of Stirling
25 Cedric Street, Stirling WA 6021
Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Distribution

City of Stirling
Chief Executive Officer
Local Recovery Coordinator
Deputy Local Recovery Coordinator
Local Welfare Liaison Officer
Deputy Local Welfare Liaison Officer
Councillors
Directors (Can disseminate further to City Staff)
Coordinator Emergency Management
City Community Centres
City Recreation Centres
City of Stirling Intranet

Local Emergency Management Committee (LEMC)
LEMC Chairperson
LEMC Members
Executive Officer

Western Australia Police (WAPOL)
Joondalup Police District Office
District Emergency Management Committee
Mirrabooka Police Station
Morley Police Station
Scarborough Police Station
Bayswater Police Station

Department of Fire and Emergency Services (DFES)
Head Office
Osborne Park Fire Station
State Emergency Service – Stirling Unit Manager

Department of Communities
Senior District Emergency Services Officer Mirrabooka District

State Emergency Management Committee (SEMC)
North District Emergency Management Committee

St John Ambulance
St John Ambulance Service W.A. (Inc.)
St John Ambulance Operations Branch

WA Health Department
Disaster Preparedness and Management Unit
Osborne Park Hospital

Local Governments
City of Bayswater
City of Joondalup
City of Swan
City of Wanneroo
City of Vincent
Shire of Kalamunda
Shire of Mundaring
Town of Cambridge

Restricted Version

Public access
Customer Service – Cedric Street, Stirling
Public Libraries
City of Stirling Website

Glossary of Terms

For a detailed Glossary of Terms, refer to the State Emergency Management Glossary 2016 available on the SEMC Portal here.

COMBAT	To take steps to eliminate or reduce the effects of a hazard on the community.
COMBAT AGENCY	A combat agency prescribed under subsection 6(2) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
COMMUNITY EMERGENCY RISK MANAGEMENT (CERM)	See **RISK MANAGEMENT**.
CONTROL	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
CONTROLLING AGENCY	An agency nominated to control the response activities to a specified type of emergency.
COORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

DISASTER	See **EMERGENCY**
EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.
EMERGENCY MANAGEMENT	The management of the adverse effects of an emergency including: (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency. (b) Preparedness – preparation for response to an emergency (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
EMERGENCY RISK MANAGEMENT	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
EVACUATION	A risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the, movement of people to a safer location and their return.
EVACUATION CENTRE (OR WELFARE CENTRE)	Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

HAZARD	A situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons, or animals, or destruction of or damage to property or any part of the environment and is prescribed by the regulations.
HAZARD MANAGEMENT AGENCY (Commonly referred to as an HMA)	A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.
INCIDENT	An event accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies. A sudden event which, but for mitigating circumstances, could have resulted in an accident. An emergency incident or series of events which requires a response from one or more of the statutory response agencies.
INCIDENT AREA (IA)	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
INCIDENT CONTROLLER (IC)	the person designated by the relevant controlling agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology; however, the function remains the same].
INCIDENT MANAGEMENT TEAM (IMT)	A group of incident management personnel comprising the incident controller, and the personnel appointed to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT MANAGER	See **INCIDENT CONTROLLER**
INCIDENT SUPPORT GROUP (ISG)	A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.
LIFELINES	The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications, and transportation. Systems or networks that provide services on which the well-being of the community depends.
LOCAL EMERGENCY COORDINATOR (LEC)	That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the hazard management agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.
LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegate) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government. Its function is to advise and assist local government in ensuring Local Emergency Management arrangements are established for its district.
OPERATION(S)	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan**.**
RISK	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities, and the environment.

RISK MANAGEMENT	The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.
RISK REGISTER	A register of the risks within the local government, identified through the Community Emergency Risk Management process.
RISK STATEMENT	A statement identifying the hazard, element at risk and source of risk.
SUPPORT ORGANISATION	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.
TREATMENT OPTIONS	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimise the potential harm to the community.
WELFARE CENTRE (OR EVACUATION CENTRE)	Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Abbreviations & Acronyms

CA	Controlling Agency
CALD	Culturally and Linguistically Diverse
CMT	Crisis Management Team
CEO	Chief Executive Officer
CITY	City of Stirling
COMMUNITIES	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries & Regional Development
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
ECC	Emergency Coordination Centre
EM	Emergency Management
EM Act	Emergency Management Act 2005
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
IS	Impact Statement
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
MOU	Memorandum of Understanding
OIC	Officer in Charge
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
WAPOL	Western Australia Police

ABOUT THE CITY OF STIRLING

Area Covered

The City of Stirling is located about 10 kilometres north of Perth, has a population of over 226,000 and a rich, diverse natural and physical landscape covering approximately 104 sq km, including:

6.5 km of coastline
627 ha of parks, gardens, and developed reserves
616 ha of natural bushland
31 suburbs, from Railway Parade, Mount Lawley in the east, to Scarborough, Trigg, North Beach and Watermans Bay in the west
1,118 km of roads
984 km of footpaths
98,000 rated properties.

Suburbs

Balcatta	Gwelup	Mirrabooka	Tuart Hill
Balga	Hamersley	Mount Lawley	Watermans Bay
Carine	Herdsman	Nollamara	Wembley
Churchlands	Inglewood	North Beach	Wembley Downs
Coolbinia	Innaloo	Osborne Park	Westminster
Dianella	Joondanna	Scarborough	Woodlands
Doubleview	Karrinyup	Stirling	Yokine
Glendalough	Menora	Trigg	

See ***Appendix K – City of Stirling Demographics***

Maps

Locations within the City of Stirling are shown in ***Appendix A - Maps*** on the following maps:

- ***Map 1 – Local Area Map***
- ***Map 2 – Asset Risk Locations 1***
- ***Map 3 – Asset Risk Locations 2***

PART 1 INTRODUCTION

1.1 Authority

This document has been prepared in accordance with Section 41(1) of the Emergency Management Act 2005 and endorsed by the City of Stirling Local Emergency Management Committee and approved by the City of Stirling.

This plan and associated documents forming the City's Local Emergency Management Arrangements, was endorsed by the City of Stirling LEMC on 19 August 2022 and approved by the City of Stirling on 18 October 2022

1.2 Aim & Purpose

The aim of this document is to provide, in conjunction with other relevant documents, the Emergency Management Arrangements for the City of Stirling.

The purpose of this document is to maximise the safety and ensure the sound recovery of the community, preserving lives, livelihoods, and the environment in the event of an emergency incident within the City's local government district.

1.3 Objectives

The objectives of this document (as part of the Local Emergency Management Arrangements for the City of Stirling) are to:

Provide a description of emergencies likely to occur within the City
Describe the strategies and priorities for emergency management in the City
Ensure the effective and coordinated management of emergencies within the City
Provide a register of identified hazards and define the risk to the community
Identify the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management within the City
Set out other matters about emergency management in the local government district prescribed by the regulations; and
Set out other matters about emergency management in the local government district the local government considers appropriate. (Section 41(2) of the Emergency Management Act 2005)

1.4 Scope

These arrangements are designed to assist the community in preparation to deal with the identified emergencies in a coordinated manner should they arise.

It is not the intent of this document to detail the procedures for Hazard Management Agencies or controlling agencies to deal with an emergency; these should be detailed in the agency's operational plans.

The scope of these arrangements:

- Apply to the local government district of the City of Stirling
- Cover the areas where the City of Stirling provides support to hazard management or controlling agencies at emergencies
- Details the City of Stirling's capacity to provide resources in support of an emergency, while still maintaining business continuity, and the City's responsibilities in relation to recovery management
- Details the City of Stirling's responsibility in relation to recovery management.

This document is published to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from a district, state, or federal level.

1.5 Community Consultation

Consultation with the local community was conducted during the entire Community Emergency Risk Management (CERM) process and included, but was not restricted to:

- Consultation within the City of Stirling
- Extensive public survey
- Meetings with hazard management, combat and support agencies and Lifelines
- The City of Stirling LEMC
- Multiple internal working Groups

In future this consultation will be ongoing with regular updating of the Emergency Risks by the City and LEMC.

PART 2 RELATED PLANS & DOCUMENTS

2.1 Local Emergency Management Policies

Local government emergency management policies refer to any policies which are unique to the City of Stirling area including, bylaws or operational policies.

2.2 Existing Plans & Documents

To enable integrated and coordinated delivery of emergency management, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

Copies of relevant state plans including State Hazard Plans are available on the SEMC website.

State:

- State Emergency Management Hazard Specific Plans and support Plans (See ***Appendix H – Natural & Other Hazards***
- State Emergency Welfare Plan
- SEMC Arrangements

Local:

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

- City of Stirling Local Emergency Management Plan (this document)
- City of Stirling Local Recovery Management Plan (separate document)
- Community Emergency Risk Management Report 2013 (***CERM 2013***)
- Risk Statements and Register (separate document)
- Emergency Contacts directory (separate restricted document)
- Emergency Resources Register (separate restricted document)
- Emergency Welfare Plans (separate restricted documents)
- City of Stirling Crisis Communications Framework
- City of Stirling Business Continuity Plan's

There may be other documents that are electronically linked to any of the above documents.

2.3 Local Emergency Management and support Plans

Name	Detail(s)	Location
Communities Local Emergency Management Plan	Communities Welfare Plan for the Provision of Welfare Support, Mirrabooka District (supporting the City of Stirling)	***Appendix B1 – Local Emergency Management Plan for the Provision of Welfare Support***
Communities Local Emergency Management Support – Sub Plan	Communities Welfare Plan – Welfare / Refuge centre details for Communities Mirrabooka District	***Appendix B2 – Local Welfare Emergency Management Support – Welfare Centre Sub Plan***
Residential Aged Care Emergency Arrangements in the City of Stirling	The emergency evacuation and reception of residents between aged care facilities	***Appendix C – Aged Care Emergency Evacuation***
Residential Aged Care facilities -Self-help plan	The City of Stirling Residential Aged Care providers have agreed on a self-help plan for the emergency evacuation and reception of residents between aged care facilities.	***Appendix C – Aged Care Emergency Evacuation***
City of Stirling Local Recovery Plan	Outlines the City's resources, processes, and capacity for the Recovery phase of an emergency incident	***Appendix F – Local Recovery Plan***
City of Stirling Community Emergency Risk Management Report 2013 (CERM 2013)	Lists identified emergency risks and hazards, the treatment schedule and hazard plans for each emergency describing the hazard and existing / suggested treatments.	***Appendix I – Risk Register & Treatment Schedule***

Metropolitan North and East Recovery Group Partnering Agreement	Provision of mutual aid and recovery planning utilising an "All Agencies" approach in accordance with the State EM Policy Appendix B: EM Principles at page 89 and other policies	***Appendix F – Local Recovery Plan***
City of Stirling Crisis Communications Framework	Structured framework and processes to guide internal and external communication.	***City of Stirling SharePoint – Crisis Communications Framework***
City of Stirling Business Service Continuity Plans	Directorate specific plans aligned to the City's Risk Management Framework. Designed to respond to key scenarios as prescribed by the Business Continuity - Good Practice Guidelines.	***City of Stirling SharePoint – Business Continuity Plans***

2.4 Agreements, Understandings & Commitments

Letter of Agreement regarding emergency welfare or refuge centres	Agreement with the Department of Communities for the use of numerous City of Stirling facilities as welfare or refuge centres during emergency incidents.	***Appendix M – Community Evacuation Guidelines***
Metropolitan North and East Recovery Group Partnering Agreement	Provision of mutual aid and recovery planning utilising an "All Agencies" approach in accordance with the State EM Policy Appendix B: EM Principles at page 89 and other policies	***Attachment I of Appendix F – Local Recovery Plan***
City of Stirling Voluntary Emergency Service (Stirling State Emergency Service) agreement.	The Stirling State Emergency Service (SES) and the City of Stirling have entered an agreement for the SES to occupy facilities owned by the City.	

2.5 Special Considerations

Threat / Risk	Time	Impact
Health Pandemic	All Year	Continuity of services and reduced personnel
Reduced Staff	On Event	Reduced resources and personnel
Flooding	May - Sep	Low lying areas may be impacted
Severe Storm	May - Sep	Use of City resources and infrastructure
Heatwave	Nov – Feb	Higher strain on services at multiple beach precincts
Fire	Nov – Feb	Bushland and surrounding residential areas subject to smoke and ember
Rail transport incident	On Event	Restrictions to transport infrastructure
Earthquake	On Event	May disrupt infrastructure and transport needs
Tsunami	On-Event	High density coastal areas, impacts transport routes North and South
HAZMAT	On-Event	Osborne Park Business district, chemicals, and other challenging materials may be present

2.6 Places of cultural heritage importance to the City of Stirling

The City of Stirling places importance on the protection of certain properties and locations within the local government area. The properties are listed at:

Appendix G – Places of Cultural & Heritage Significance

PART 3 CONTACTS & RESOURCES

3.1 Emergency City Contacts

The City of Stirling internal and external contact directory information and callout priority list (restricted) is located within:

Appendix D - Emergency Contacts

3.2 Emergency Resources

The Control Agency is responsible for the determination of resources required for their specific hazards and operations. Where possible, City resources will be made available upon request.

The City of Stirling schedule of resources and service providers is identified in:
Appendix E – Emergency Resources

3.3 Financial Arrangements

The City of Stirling recognises the State EM Policy 5.12 Funding for Emergency Response at page 33 and the State EM Plan 5.4 Funding for Emergency Responses at page 51 which outline the responsibility for meeting costs associated with an emergency.

While recognising the provisions of State EM Policy and State EM Plan the City of Stirling is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The Chief Executive Officer, or delegate authority (Local Recovery Coordinator) should be approached immediately when emergency incident requiring resourcing by the City of Stirling occurs to ensure the desired level of support is achieved.

3.3.1 Recording of costs

To ensure accurate records of costs associated with an emergency, the City has a specific cost centre that all costs must be allocated to for each emergency incident. The City business units will be advised when this cost centre is to be used. The cost centre is available at ***Appendix L: Financial Arrangements (City of Stirling).***

For financial matters in relation to Recovery, refer to Section 3.9 in ***Appendix F: Local Recovery Plan***

PART 4 ROLES & RESPONSIBILITIES

4.1 Local Government

The term Local Government in this document refers to the *City of Stirling*.

It is a function of a local government (Section 36 of the Emergency Management Act 2005):

- subject to the Emergency Management Act 2005, to ensure that effective local emergency management arrangements are prepared and maintained for its district
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under this Act.

Included in the expectation of Local Governments emergency management activities may be:

- Implementing procedures that assist the community and emergency services to deal with incidents
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability
- Liaise with the incident controller (provide liaison officer)
- Participate in the ISG and provide local support
- Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

The Local Coordinator's action checklist and accompanying aide memoire for the Recovery phase of an emergency can be located within ***Recovery Appendix D – Local Recovery Coordinator / Local Recovery Coordination Group Checklists,*** of the ***Local Recovery Plan***

4.2 Local Emergency Management Committee (LEMC)

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations, and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements.

The functions of the Local Emergency Management Committee (LEMC) are:

- to advise and assist the local government in establishing local emergency managements for the district
- to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements, and
- to carry out other emergency management activities as directed by SEMC or prescribed by regulations. (Section 39 of the Emergency Management Act 2005)

Meetings

The Stirling LEMC meets every third Friday in February, May, August and November at 0830 hours at the City of Stirling, Cedric Street Stirling.

The Executive Officer of the LEMC can be contacted as follows:

Executive Officer
City of Stirling Local Emergency Management Committee
25 Cedric Street
Stirling WA 6021
Email: emergencymanagement@stirling.wa.gov.au

This section outlines the minimum administration and planning requirements of the LEMC under the terms of the Emergency Management Act 2005, the Emergency Management Regulations 2006.

Constitution & Procedures

In accordance with the State Emergency Management Plan and the City of Stirling LEMC Terms of Reference approved by the City of Stirling.

Annual Reports and Annual Business Plan

In accordance with the State Emergency Management Policy 7.1 Annual Reporting at page 40.

4.2.1 LEMC Membership

Members of the City of Stirling LEMC include representatives from City of Stirling Councillors and staff, state government agencies as well as business and community representatives.

The LEMC also facilitates training and exercises for emergency management.

A comprehensive list of LEMC membership and contact details can be found at ***Appendix D: Emergency Contacts***. The membership list is updated every three (3) months.

4.2.2 LEMC Chairperson

The Chairperson of the LEMC is appointed by the local government (Section 38 of the Emergency Management Act 2005).

An elected City of Stirling Councillor or senior officer is appointed as Chair of the City of Stirling LEMC and is responsible for the conduct of the LEMC's business. The Deputy Chair is also a City of Stirling Councillor or appointed senior officer.

4.2.3 LEMC Executive Officer

This role is performed by the City's Emergency Management Coordinator, and is responsible for providing executive support to the LEMC by:

- Provide secretariat support including:
  - Meeting agenda
  - Minutes and action lists
  - Correspondence
  - Maintain committee membership contact register
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including
  - Annual report
  - Annual business plan
  - Maintain Local Emergency Management Arrangements
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- Participate as a member of sub-committees and working groups as required.

In line with the 2023 DEMC LEMC handbook, if deemed suitable, an Administration Support Officer may be assigned to assist the Executive Officer with minute taking duties.

4.3 Local Recovery Coordinator (LRC)

The City of Stirling has nominated three (3) executive level staff members to undertake the role of Recovery Coordinators; their responsibilities are:

- Prepare, maintain and exercise the Local Recovery Coordination plan
- Assess the community recovery requirements for each emergency, in liaison with the hazard management agency to:
  - Provide advice to the City of Stirling Mayor or CEO on the requirement to activate the Local Recovery Coordination Arrangements and convene the Local Recovery Coordination Group.
  - Provide advice to the Local Recovery Coordination Group (LRCG)
  - Facilitate the acquisition and the appropriate application of materials, staff and financial resources
  - Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCG
  - Monitor the progress of recovery and provide periodic reports to the LRCG
  - Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services
  - Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery
  - Arrange for the conduct of a debriefing of all participating agencies and operations as soon as possible after stand-down
  - Ensure maximum community involvement
  - Ensure that immediate and long-term individual and community needs are met; and
  - During non-disaster periods, work in partnership with Hazard management agencies and Emergency Management WA to increase recovery awareness and promote recovery planning with key stakeholders.

NOMINATED POSITION	CONTACT
Director Infrastructure	Priority 1 (Default Local Recovery Coordinator)
Manager Engineering Services	Priority 2 (If above is not available)
Manager Facilities, Projects & Assets	Priority 3 (If above is not available)

Contact details for all above nominated positions are contained within ***Appendix D: Emergency Contacts***. Initial contact to access a Local Recovery Coordinator at the City of Stirling should be via:

The City of Stirling Emergency Management Coordinator
Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

4.4 Local Government Liaison Officer (to ISG/IMT)

During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.

The nominated position to perform this role is an available Director within the City other than the LRC. In the event no person is available, the City's Emergency Management Coordinator will be nominated.

However, consideration should be made to include an executive staff member as participation within an ISG may require this person to be able to commit physical and personnel resources.

NOMINATED POSITION	CONTACT
Director Corporate Services	Priority 1
Director Planning and Development	Priority 2 (If above is not available)
Director Community Development	Priority 3 (If above is not available)
Emergency Management Coordinator	Priority 4 (If executive member is not available)

4.5 Local Emergency Coordinator (LEC)

The local emergency coordinator for a local government district has the following functions (Section 37(4) of the Emergency Management Act).

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

NOMINATED POSITION	CONTACT
Emergency Management Coordinator	08 9205 8555

4.6 Local Recovery Coordination Group (LRCG)

LRCG Role

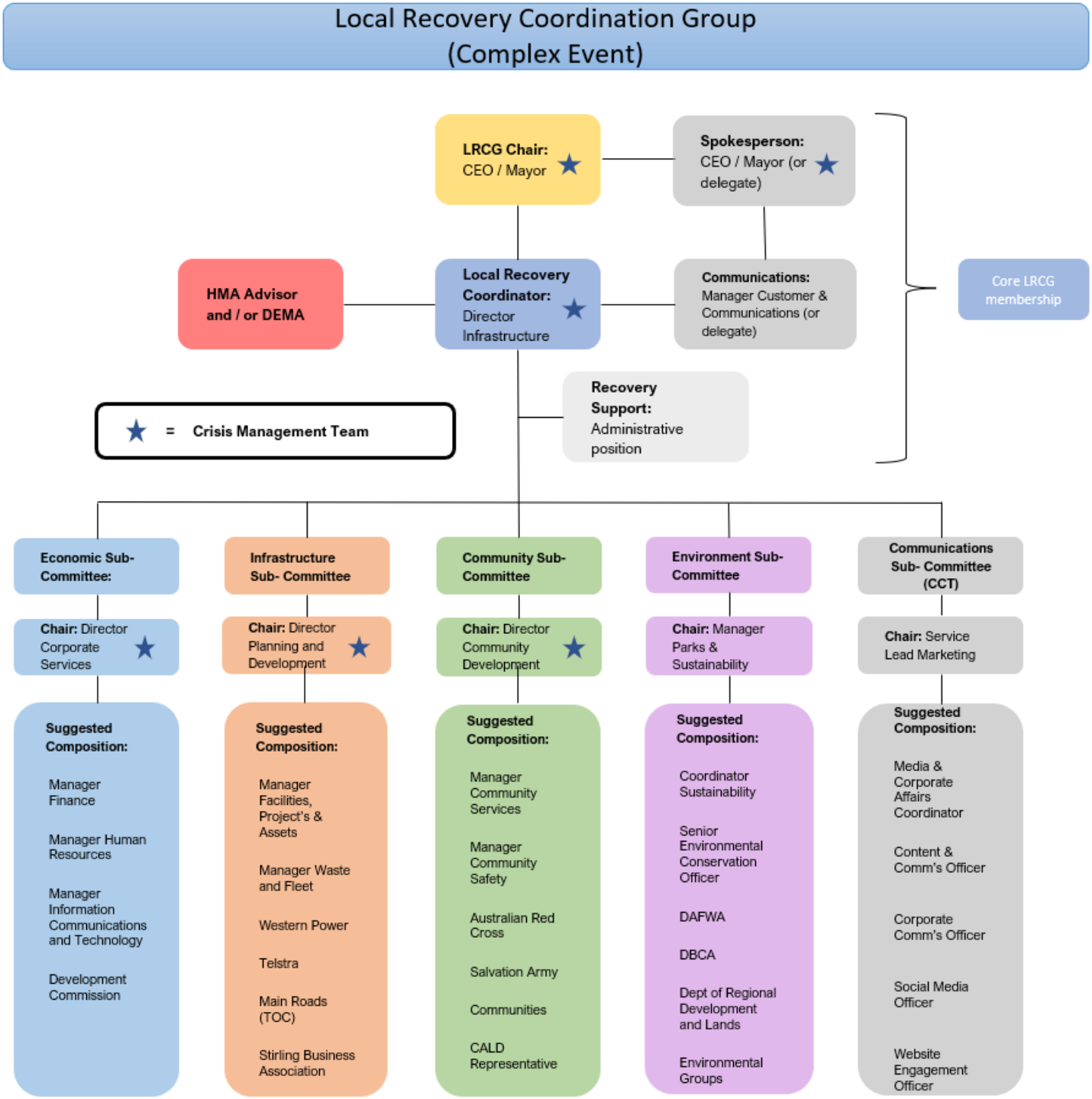
The Local Recovery Coordination Group's (LRCG) role is to coordinate and support local management of the recovery processes within the community after a major emergency in accordance with State EM Policies and the Local Recovery Plans.

LRCG Responsibilities

- The management, coordination, and support of local recovery processes within the community after a major emergency incident in accordance with State Emergency Management legislation and policies and the Local Emergency Management Arrangements (including the Local Recovery Plan.)
- Appointment of key positions within the group (committee);
- Establish sub-committees as required
- Assessing requirements for recovery activities relating to the restoration of the social, infrastructure, physical, health, environmental, and economic wellbeing of the community with the assistance of the Hazard management agencies
- Developing a recovery plan to coordinate the recovery process that:
  - Takes account of the City of Stirling 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 functions
  - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people
  - Allows full community participation, access and monitoring of the recovery process.
- Facilitating the provision of services, public information, information exchange and resourcing acquisition
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies
- Monitoring the progress of recovery and receive periodic reports from recovery agencies.

4.6.1 Local Recovery Coordination Group Membership

The City of Stirling Local Recovery Coordination Group (LRCG) that is established to manage the local recovery process will have the following membership structure. (Following handover from the HMA to the LRC).



Further information relating to the LRCG, and sub-committee membership, roles and responsibilities can be found in Recovery Appendix B Local Recovery Organisation within the ***City's Local Recovery Plan.***

4.7 Hazard Management Agency

A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed' (Section 4 Emergency Management Act 2005).

The Hazard Management Agencies are prescribed in the Emergency Management Regulations 2006. Their function is to:

- Undertake responsibilities where prescribed for these aspects (Emergency Management Regulations)
- Appoint Hazard Management Officers (Section 55 (1) of the Emergency Management Act)
- Declare / Revoke Emergency Situation (Sections 50 and 53 Emergency Management Act)
- Coordinate the development of the State specific plan for that hazard (State Emergency Management Policy Section 1.5)
- Ensure effective transition to recovery by Local Government
- Hazard management agencies are prescribed in Part 3 of the Emergency Management Regulations 2006.

4.8 Controlling Agency

A controlling agency is an agency nominated to control the response activities to a specified type of emergency. The function of a controlling agency is to;

- undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness
- control all aspects of the response to an incident.

During Recovery the controlling agency will ensure effective transition to recovery.

4.9 Combat Agencies

A combat agency as prescribed by Section 6 subsections (1) and (2) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.[1]

[1] State EM Glossary, page 6

4.10 Support Organisation

A support organisation 'provides essential services, personal or material support'[2] during an emergency. An example may be the Department of Communities along with key partnering agencies managing evacuation centres, and providing support services such as registration, counselling and meals.

4.11 Public Authorities & Other Non- Government Organisations

None to disclose until further notice, however, the LEMC membership currently contains stakeholders from the Stirling Business Association and select Community representatives.

During the City's recovery activities, key stakeholders and representatives will be sought from the community while acknowledging the significance of cultural and diversity makeup.

These representatives will be considered for inclusion on relevant LRCG sub-committees, depending on the nature and impact of the emergency.

[2] State EM Glossary, page 31

PART 5 RISK MANAGEMENT

The City of Stirling Community Emergency Risk Management (CERM) report was developed as a starting point to assist the community in their understanding and ability to participate in managing emergencies.

The report assists in maintaining the validity and currency of the Local Emergency Management Arrangements by identifying risks that could occur within the City and enabling the establishment of and confirmation of existing preventative, preparedness, response and recovery treatment options that can minimise or even eliminate damage caused by a hazard / emergency.

5.1 Hazards – Emergencies that may Occur within the City of Stirling

This document is based on the premise that the hazard management agency responsible for the hazards included in ***Appendix H – Natural & Other Hazards*** will develop, test and review appropriate emergency management plans for their hazard.

It is recognised by the City of Stirling that hazard management, controlling, combat and support agencies may require City of Stirling resources and assistance in responding to emergency management incidents. The City of Stirling is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

5.2 Risk Register & Treatment Schedule

In 2013 the City of Stirling completed a Community Emergency Management Risk Assessment of the local government area in conformity with the ISO 31,000:2018 Risk Management Standard.

The subsequent output of the process has been recorded and presented in a report together with a Workbook. Risks associated with several natural and technological hazards likely to impact the community are identified in the Workbook.

This document is produced for discussion at every LEMC meeting, a copy of this report is included in ***Appendix I – Risk Register & Treatment Schedule.***

PART 6 COORDINATION OF EMERGENCY OPERATIONS

6.1 Activation of this Local Emergency Management Plan

The hazard management agency, controlling agency, or the Local Emergency Coordinator (LEC) in consultation with the hazard management or controlling agency, is responsible for the implementation of these Arrangements and for activating the required organisations in accordance with these arrangements and the operational plans and procedures of the agencies.

6.2 Operational Levels

Operational Incidents are broadly classified into three (3) levels as detailed below. It is recognised that there will be some overlap between levels and the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident. The operational level is broadly defined as including more than one of the following:

Level 1 Incident

- Local response/resources required
- No significant issues
- Single or limited multi agency response (day to day business)
- Minimal impact on community
- Managed by a hazard management or controlling agency's Incident Management Team (IMT)[3] only
- Low risk of incident escalation.

Level 2 Incident

- Requires multi agency response
- Protracted duration
- Activation of an Incident Support Group (ISG)
- Resources required from outside the local area
- Medium level of media interest
- Medium level of complexity
- Medium impact on the community
- Potential declaration of an 'Emergency Situation'.

[3] Where applicable and relevant, the IMT should engage a multi-agency ISG early, including local government representation, to ensure local expertise and knowledge is utilised.

Level 3 Incident

- Requires significant multi agency response
- Protracted response duration
- Activation of an Operational Area Support Group (OASG)
- State or National resources required
- Significant level of media interest
- High level of complexity
- Significant impact on the community
- Multiple incident areas
- Significant political interest
- Potential declaration of an ‘Emergency Situation’ or ‘State of Emergency’.

Declaring the Incident Level

- The Incident Controller has a responsibility to assess the incident level.
- If assessed as a Level 2 or 3 incident, the Incident Controller must make an ‘incident level declaration’. The process for making and reviewing an incident level declaration is described in State Emergency Management Response Procedure 2.

6.3 Incident Support Group (ISG)

An ISG is convened by the hazard management agency or controlling agency or the local emergency coordinator in consultation with the hazard management or controlling agency to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role of the ISG

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

Activation of an ISG

Activated by the controlling agency incident controller (IC) when an incident requires the coordination of multiple agencies, or a Level 2 or 3 incident is declared.

Membership of an ISG

The ISG is made up of agencies / representatives that provide support to the controlling agency.

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

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

As a general rule, the Local Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

Frequency of ISG Meetings

Frequency of meetings will be determined by the incident controller and will generally depend on the nature and complexity of the incident.

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

6.4 Emergency Coordination Centre (ECC)

An Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

6.4.1 Emergency Coordination Centre (ECC) Location(s)

The following table identifies suitable ECC's within the District however, depending upon conditions at the time an ECC is required, alternative arrangements may have to be made as some are used as operational centres by Hazard Management Agencies.

PRIMARY LOCATION Engineering Offices, City of Stirling Operations Centre 16 Natalie Way, Balcatta WA 6021		**Phone**	Operational Version Only
1st Contact	City of Stirling Security	Operational Version Only	Operational Version Only
2nd Contact	City of Stirling Manager Engineering Operations	Operational Version Only	Operational Version Only
3rd Contact	City of Stirling Coordinator Emergency Management	Operational Version Only	Operational Version Only
ALTERNATE LOCATION Mirrabooka Police Complex 50 Chesterfield Drive, Mirrabooka WA 6061		Duty Officer Operational Version Only	
SECOND ALTERNATE LOCATION Stirling State Emergency Service Control Centre 33 Carcoola Street, Nollamara WA 6061			
1st Contact	Manager City of Stirling SES	Operational Version Only	
2nd Contact	City of Stirling SES Pager	Operational Version Only	

6.4.2 Activation and Closing of the Emergency Coordination Centre (ECC)

The decision to activate an ECC will be made by the HMA or CA's incident controller or the local emergency coordinator by request to the City of Stirling or the establishment of the ISG during an emergency. The ECC will provide a focal point for a coordinated approach to the emergency incident. The ECC will be closed as directed / decided by the local emergency coordinator.

PART 7 MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction to preserve life and property. Additionally, communication is required to keep them regularly informed and provide reassurance.

In an emergency and during the Response phase, the provision of information is the responsibility of the HMA/CA. The responsibility is handed to the Local Government (LG) when the HMA/CA provides an Impact Statement.

As the recovery process will involve a range of different organisations, there is a need for coordination of information to the media. It is likely these organisations will want to issue media releases for their areas of responsibility.

To maintain consistent with state level emergency public information planning see the State Support Plan Emergency Public Information.

For City specific information relating to media and communication during the Initial, Response and Recovery phases of an emergency incident, please refer to the ***Section 5.11*** *of the* ***City of Stirling's Local Recovery Plan.***

7.1 Public Warning Systems

During times of emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Community members should not rely on a single source of information about emergencies. Multiple methods of disseminating public information are used by WA's emergency management agencies and it is recommended that community members keep themselves fully informed about emergencies by observing their surroundings and accessing more than one source of information.

7.2 Standard Emergency Warning Signal (SEWS)

SEWS is a distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message relating to a major emergency/disaster. It is intended for use as an alert signal to be played on public media (such as radio, television, public address systems, mobile sirens), to draw listeners attention to a following emergency warning. It is meant to attract listener's attention to the fact that they should take notice of the emergency message.

Click to hear the SEWS sound

(Turn up the sound on your device)

Messages with the SEWS sound preceding them are broadcast with the authority of a hazard management agency.

DFES Public Information System

When there is an incident that threatens lives or property, DFES activates the public information system.

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

DFES's recorded information line – 13 DFES (13 3337)

A staffed community information line may be setup. The number is publicised on the recorded information line when available. A TV crawler displaying messages at the bottom of the screen may be used.

Emergency Alert

Emergency Alert is the national telephone warning system and is one of many ways emergency services such as police, fire and emergency services, can warn a community of a likely or actual emergency.

Emergency Alert is not used in all circumstances. Whether emergency services decide to issue telephone warnings through Emergency Alert will depend on the nature of the incident.
The warning system sends voice messages to landline telephones and text messages to mobile telephones within a specific area defined by the emergency service organisation issuing the warning message, about likely or actual emergencies such as fire, flood, or extreme weather events.

Radio / Television - Emergency Radio Broadcasts

ABC 720 Radio broadcasts emergency information at quarter to and quarter past the hour, during a major emergency where there is imminent danger they will break into programming. Alerts provided by hazard management agencies are read out word for word.

Details of ABC Television, ABC and Commercial Radio available within the City of Stirling are included in ***Appendix J – Television & Radio Services***

Radio / Television - Emergency information

Additional information is available from the ABC Emergency website at –
http://www.abc.net.au/news/emergency/state/wa/

7.3 Local Public Communication System(s)

During emergency incidents / incidents that affect the community the City of Stirling will use its website and social media accounts to keep the community updated on the status of the incident.

City of Stirling website: http://www.stirling.wa.gov.au/
City of Stirling Facebook: https://www.facebook.com/citystirlingwa

For additional information around the City's capacity for and approach toward public communication during an emergency event, please see the City's Crisis Communications Framework.

Media Spokesperson

The City of Stirling will nominate a media spokesperson using the process identified within the Crisis Communications Framework. In order to activate this plan, the Crisis Management Representative (Manager Customer and Communications) will need to be contacted.

For specific information relating to media and communication during the Initial, Response and Recovery phases of an emergency incident, please refer to the ***Section 5.11*** *of the* ***Appendix F – Local Recovery Plan.***

PART 8 EVACUATION & WELFARE

Evacuation is a risk management strategy which may need to be implemented, particularly in regard to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

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

Some legislation, such as the **Bush Fires Act 1954** and the **Emergency Management Act 2005**, provide for the incident controller to direct the movement of people into, around and out of the incident area. Decisions to utilise these powers are not taken lightly and are made to ensure the safety of community members, particularly when an emergency is likely to threaten lives. Community members should take heed of such directions; lives have been lost in emergencies because of not following these lawful directions.

8.1 Evacuation Management

The responsibility for managing evacuation rests with the Controlling Agency. The controlling agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The controlling agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements with other agencies / stakeholders have been made.

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

In most cases the WA Police will be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the State Emergency Service.

Whenever evacuation is being considered the Department of Communities (Communities) must be consulted during the planning stages. Communities has the responsibility under State arrangements to maintain the welfare of evacuees, refer to Section 5.5.4. of the State Support Plan Emergency Welfare (Interim).

State Emergency Management Policy Section 5.7 Community Evacuation at page 30 should be consulted when planning community evacuations.

8.2 Community Evacuation Guidelines

Operational copies of this document should include a copy of the City of Stirling document titled ***Appendix M – Community Evacuation Guidelines***

Or

A copy can be obtained from the City of Stirling Emergency Management SharePoint page or from:

Coordinator Emergency Management
Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

8.3 Evacuation / Welfare Centres (City of Stirling)

Welfare / evacuation centres within the City of Stirling have been identified following consultation between the City of Stirling and the Department of Communities (Communities).

Principal routes are from affected areas to community assembly locations and then to evacuation departure points or evacuation / welfare centres will be selected by the Hazard Management or Controlling agencies properly advised to those agencies facilitating any evacuation process.

See Appendix 4 - Welfare Centres in the City of Stirling, of ***Appendix M – Community Evacuation Guidelines.***

8.4 Primary access routes to evacuation / welfare centres City of Stirling

See Appendix 5 – Primary access routes to evacuation centres, of ***Appendix M – Community Evacuation Guidelines***

8.5 Primary exit routes from the City of Stirling

To exit City of Stirling

The City of Stirling lies in the northern parts of the Perth Metropolitan Region. There are major roads and a railway that exit to the north and south and major roads to the east of the City that would allow mass evacuation from the City. The main exit routes (Primary Distributor Roads) are as follows:

Exit to North	Wanneroo Road Mitchell Freeway Marmion Avenue
Exit to South	Wanneroo Road Mitchell Freeway
Exit to East	West Coast Highway Reid Highway Morley Drive

The Metropolitan rail system, Joondalup line runs down the centre of the Mitchell Freeway, north and south

A map of the major roads exiting the City can be found in Appendix 6 – Primary exit routes from the City of Stirling of the Community Evacuation Guidelines in ***Appendix M – Community Evacuation Guidelines***

8.6 Traffic Direction / Management

Traffic management shall be in accordance with State Emergency Management Policy, Section 5.8 'Traffic management' at page 38, State Emergency Management Plan, Section 5.3.3 Traffic management during emergencies at page 53 and the SEMC's Traffic Management During Emergencies Guide.

Where possible the City will provide assistance to the community in directing them to Evacuation/Welfare Centres and ensuring management of traffic at the Evacuation/Welfare Centres.

Traffic management on the City's roads will remain the responsibility of WA Police however the City of Stirling may be called upon to assist.

8.7 Security

The hazard management agency or controlling agency should ensure, as far as practicable, the security of the area evacuated and the protection of remaining personnel and property.[4] This may be facilitated by regular patrols of the area where safe and practicable to do so. City of Stirling may receive and action requests from the hazard management agency or controlling agency for assistance in providing security to evacuated areas if it is safe to do so and the required / appropriate resources are available.

8.8 At Risk & Special Needs Groups

There are significant variations in ethnic and cultural backgrounds in the population within the City of Stirling. Details of the population and its diversity are included in ***Appendix K – City of Stirling Demographics***. Due to the compact urban nature of the City of Stirling, full details of all people who may be classed as Special Needs have not been included in this document other than those for which the City already has information on record.

8.8.1 Residential Aged Care Facilities

The Residential Aged Care facilities within the City of Stirling have plans for the emergency evacuation and reception of residents between aged care facilities should they be affected by an emergency incident.

This document can be found at ***Appendix C – Aged Care Emergency Evacuation***.

[4] WA Community Evacuation in Emergencies Guideline

8.8.2 Housebound Residents

Details of those residents that are housebound can be obtained by contacting the City of Stirling Meals on Wheels service through the Community Services Business Unit at 08 9205 8555.

*Direct contact number restricted to the operational version of this document

8.8.3 Traumatised people – Community

During short term evacuations where a person or people have been involved in or witnessed traumatic events, contact the Department of Communities for professional counselling or other required support.

8.8.4 Traumatised People – City of Stirling staff

Further information about dealing with City of Stirling staff members who may be affected by traumatic incidents is available by referring to the document City of Stirling Post Traumatic Incident Management available from the City Emergency Management SharePoint site or from:

Coordinator Emergency Management
Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

8.8.5 Other high-risk persons

As the City offers numerous welfare, care and community programs to isolated or high-risk persons, it is worth contacting the Manager of Community Services to identify the persons who utilise these programs.

In addition, Silver Chain has approximately 2,500 clients within the City's district and can be contacted on (08) 9242 0242 (Osborne Park)

8.9 Animals (including assistance animals)

Operational copies of this document include a copy of the City of Stirling document titled ***Appendix N – Animal Welfare Plan*** or;

A copy can be obtained from the City of Stirling Emergency Management SharePoint page or from:

City of Stirling Coordinator Emergency Management
Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

8.10 WELFARE

The Department of Communities (Communities) has the role of managing welfare during emergency incidents.

8.10.1 Local Welfare Plan

Refer to ***B1 – Local Emergency Management Plan for the Provision of Welfare Support*** for a copy of Communities Mirrabooka District Local Emergency Management Plan for the provision of welfare support (City of Stirling)

8.10.2 Local Welfare Coordinator

The Local Welfare Coordinator is a nominated officer of the Department of Communities located in the Local Government area. The details of this officer are listed in Communities Mirrabooka District Emergency Management Plan for the Provision of Welfare Support City of Stirling. See ***B1 – Local Emergency Management Plan for the Provision of Welfare Support.***

8.10.3 Local Welfare Liaison Officer

The City of Stirling will appoint a Local Government Liaison Officer to the Department of Communities. This role will assist Communities concerning Local Welfare or Evacuation Centres, including the management of emergency welfare centres or shelters such as building opening, closing, security and maintenance.

Initially the designated Liaison Officer is the Manager Community Services

POSITION	CONTACT
Manager Community Services	Operational Version Only

8.10.4 District Emergency Services Officer

The Department of Communities (Communities) Senior District Emergency Services Officer (SDESO) prepares local welfare plans. The SDESO for the City of Stirling is contained in the Emergency Contacts Register which is included as ***Appendix D – Emergency Contacts***.

8.10.5 Registration and Reunification

Refer to ***B1 – Local Emergency Management Plan for the Provision of Welfare Support*** for a copy of Communities Mirrabooka District Local Emergency Management Plan for the Provision of Welfare Support (City of Stirling)

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

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

8.10.6 Welfare or Refuge Centres

Refer to, ***B2 – Local Welfare Emergency Management Support – Welfare Centre Sub Plan.***

PART 9 RECOVERY

Refer to the City of Stirling's Local Recovery Plan at ***Appendix F – Local Recovery Plan*** for full details.

9.1 The Recovery Process

9.1.1 General Information

Recovery is a significant component within Australia's comprehensive approach to emergency management (Prevention, Preparedness, Response, and Recovery). Applied at national, state and local levels, a variety of recovery actions deliver significant positive results for those communities affected by disasters or emergencies.

9.1.2 Aim of Recovery

The aim of Recovery from an emergency incident is to provide a coordinated process of supporting disaster affected communities in the reconstruction of the physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.5 Considerations include "community, psycho-social, infrastructure, economic and environmental recovery.6

9.2 Financial Management in Recovery

See ***Appendix L – Financial Arrangements (City of Stirling)***

[5] Australian Emergency Manual, Disaster Recovery, Emergency Management Australia 2004
[6] CSMAC 2004, Review of community support and recovery arrangements following disaster, FACS 2004

9.3 Local Recovery Plan

Section 36 of the Emergency Management Act 2005 requires local governments to manage the recovery process following an emergency that has affected its community. Because of the significance of this requirement a separate recovery plan has been drawn up that includes the local recovery arrangements.

See separate document titled City of Stirling Local Recovery Plan at ***Appendix F – Local Recovery Plan***

9.3.1 Priorities for Recovery

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

- Health and Safety of individuals and the Community
- Infrastructure
- Economy
- Environment
- Public administration
- Social setting

When identifying priorities consideration should be given to the risk evaluation criteria developed during the Emergency Risk Management process. (Risk Evaluation – community values);

9.3.2 Planning for Recovery during Response Operations

Planning for recovery is integral to preparing for emergencies and is not simply a post emergency consideration. Recovery commences with planning and responding to an emergency and continues until after the affected community can manage on its own.

Disaster recovery is applied in a non-discriminatory manner, based on respect. It acknowledges the existing environment and is centred on the impacted community which is broadly defined, and includes groups linked by location, industry, culture, impact, interest etc.

9.3.3 Local Response / Recovery Coordination Interface

Response and recovery activities may overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the hazard management or controlling agency incident manager (IM), emergency coordinator (EC) and the local recovery coordinator (LRC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

9.3.4 Transition from Response to Recovery

The hazard management or controlling agency will liaise with the City of Stirling to prepare for a transition from response to recovery and at an agreed point will transfer responsibility for the recovery activity to the City.

The “handover” arrangements will be appropriately documented as set out in State EM Recovery Procedures 4 Comprehensive Impact Assessment at page 190.

Further details about the above transition, including a template and guideline for a Comprehensive Impact Assessment can be located within: ***Appendix F: City of Stirling Local Recovery Plan***

PART 10 EXERCISING

10.1 Reference

The following State Emergency Management Committee documents relate to the exercising of Emergency Management Arrangements / Plans State-wide and at State, District and Local levels:

- State EM Policy 4.8 Exercising and training at page 20
- State EM Plan 4.7 Exercises and training at page 22
- State EM Preparedness Procedures 19 Exercise management at page 77

10.2 Aim

The aim of any exercise conducted by the Local Emergency Management Committee (LEMC) should be to assess the Local Emergency Management Arrangements; not a hazard management agency response to an incident (this is a hazard management agency responsibility.)

10.3 Frequency

The LEMC will hold an exercise annually.

10.4 Types

Exercises may be planned and delivered in the following manner:

Discussion (Seminars, Workshops, Desktop) - designed to stimulate discussion of issues or to assess plans, arrangements, policies, and procedures. They can be undertaken as a stand-alone activity or as a prelude to other exercises.

Tabletop - a group discussion guided by a simulated emergency incident.

Functional (Drill or Games style) - exercises are a repetitive, methodical activity undertaken to reinforce specific skills, procedures, or arrangements. They are designed to test or evaluate individual capabilities, multiple functions, or interagency relationships.

Field Exercise or Full Deployment - exercises are large scale, complex activity conducted in real time under simulated conditions with deployment of personnel and other resources. They are designed to achieve maximum realism and test organisational performance, interagency cooperation, communications links, personnel, and equipment

Or combinations of these as required.

PART 11 REVIEWING & REPORTING

11.1 Reference

The State EM Preparedness Procedures 8 Local Emergency Management Arrangements at page 37 provides details of any review that should be undertaken of these Local emergency management Arrangements.

11.2 Review(s)

Emergency management arrangements

Local emergency management arrangements are to be reviewed in accordance with the procedures outlined in State EM Preparedness Procedures 8 Local Emergency Management Arrangements at page 37 by the person or persons directed by the City of Stirling Local Emergency Management Committee.

LEMC positions

The City of Stirling in consultation with the parent organisation of members and in compliance with the LEMC Terms of Reference shall determine the term and composition of LEMC positions.

Resources register

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

Frequency

The local government shall ensure the review of local arrangements on the following basis:

- Contact lists are reviewed and updated quarterly
- A review is conducted after an incident in which the local emergency management arrangements were implemented
- After training or drills that exercise the local arrangements
- After an incident or event requiring the activation of and ISG or after an incident requiring significant recovery coordination
- An entire review undertaken every five years, as risks might vary due to climatic, environmental and demographic changes
- Whenever the local government considers it appropriate. and
- Where circumstances that may require more frequent reviews.

11.3 Annual Reporting

Annual reports will be submitted as required by the SEMC.
The annual report of the LEMC is to be completed and submitted to the Executive Officer of the DEMC within two weeks of the end of the financial year for which the annual report is prepared.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The Office of Emergency Management will issue an appropriate annual report template.

11.4 Exercise Reporting

Exercises should be reported to the District Emergency Management Committee as required by:

- State EM Policy 7.1 Annual reporting at page 40
- State EM Preparedness Procedure 17 Annual reporting at page 58

APPENDICIES

Appendix A - Maps

Map 1 – Local Area Map



Map 1 is available for general publication

Map 2 – Asset Risk Locations 1



Map 2 is restricted to operational officers only

Map 3 – Asset Risk Locations 2



Map 3 is restricted to operational officers only

If these maps are not included with this document, they are available as follows:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix B – Communities Local Emergency Welfare Plan

B1 – Local Emergency Management Plan for the Provision of Welfare Support



Link: ***This information is restricted to operational officers only***

B2 – Local Welfare Emergency Management Support – Welfare Centre Sub Plan



Link: ***This information is restricted to operational officers only***

The City assists with the maintenance and consultation processes for both of these documents, however, they are owned by the Department of Communities (Communities).

For information, please contact Communities:

Senior District Emergency Services Officer Metro North – Perth, Joondalup & Mirrabooka
Department of Communities
190 Stirling Street, Perth 6000
Telephone: Restricted
Mobile: Restricted
Email: Restricted

These documents are also available as follows:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix C – Aged Care Emergency Evacuation

If this plan is not included with this document, please see separate document titled:

Residential Aged Care Emergency Arrangements in the City of Stirling



CURRENTLY RESTRICTED DOCUMENT

***LINK:** This information under review and is restricted to operational officers only*

This document is also available as follows:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix D – Emergency Contacts



RESTRICTED INFORMATION

This information is restricted to operational officers only and not for release to the public for security and privacy reasons.

This document is also available as follows:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix E Emergency Resources



RESTRICTED INFORMATION

LINK: ***This information is restricted to operational officers only***

This information is restricted to operational officers only and not for release to the public for security and privacy reasons.

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix F – Local Recovery Plan



UNRESTRICTED INFORMATION

LINK: ***City of Stirling Local Recovery Plan 2022***

If not attached to this document the plan can be obtained from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix G – Places of Cultural & Heritage Significance



UNRESTRICTED INFORMATION

LINK: ***Places of Cultural& Heritage Significance to the City of Stirling***

This list of places of cultural heritage significance to the City of Stirling is maintained by the City of Stirling, if not attached to this document and cannot be accessed by the link above, a copy or details can be obtained from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix H – Natural & Other Hazards



UNRESTRICTED INFORMATION

LINK: ***List of the Natural & Other Hazards that may affect the City of Stirling***

This is a list of the natural & other hazards that may affect the City of Stirling is maintained by the City of Stirling, if not attached to this document and cannot be accessed by the link above, a copy or details can be obtained from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix I – Risk Register & Treatment Schedule



UNRESTRICTED INFORMATION

LINK: 2020 City of Stirling Risk Register & Treatment Schedule.

Copies are available from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix J – Television & Radio Services



UNRESTRICTED INFORMATION

LINK: ***Television & Radio Services available in the City of Stirling***

If the document is not attached to this plan, please click on the link above or obtained a copy from the:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix K – City of Stirling Demographics



UNRESTRICTED INFORMATION

LINK: City of Stirling demographics

If the document is not attached to this plan please click on the link above or obtained a copy from the:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix L – Financial Arrangements (City of Stirling)



RESTRICTED INFORMATION

LINK: ***Emergency Financial Arrangements for the City of Stirling***

This information is restricted to operational officers only and not for release to the public for security and privacy reasons.

Copies are available from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix M – Community Evacuation Guidelines



RESTRICTED INFORMATION

LINK: ***Click here to see the City of Stirling Community Evacuation Guidelines (DRAFT)***

This information is restricted to operational officers only and not for release to the public for security and privacy reasons.

These guidelines are for operational staff only. If the document is not attached to this document, it can be obtained from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au

Appendix N – Animal Welfare Guidelines



RESTRICTED INFORMATION

This information is restricted to operational officers only and not for release to the public for security and privacy reasons.

These guidelines are for operational staff only. If the document is not attached to this plan, it can be obtained from:

- City of Stirling internal Emergency Management SharePoint site
- City of Stirling Coordinator – Emergency Management who can be contacted at

Telephone: 08 9205 8555
Email: emergencymanagement@stirling.wa.gov.au