

# Local Emergency Management Arrangements

February 2018



## DISCLAIMER

The Local Emergency Management Arrangements have been produced by the City of Kwinana 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 of Kwinana expressly disclaims 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 any such omission.

## AUTHORISATION

These arrangements have been produced and issued under the authority of Section 41(1) of the *Emergency Management Act 2005* and have been endorsed by the City of Kwinana Local Emergency Management Committee (LEMC).

.....  
Chairperson  
Kwinana LEMC

.....  
Date

.....  
Endorsed by Council  
Chief Executive Officer  
Ms Joanne Abbiss

.....  
Date

The arrangements have subsequently been tabled with the District Emergency Management Committee (DEMC) on .....

The arrangements have also received endorsement of the Office of Emergency Management

(OEM) on.....

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## DISTRIBUTION

Agency Access	Full Access		Restricted Access	
	Online	File #	Online	File #
<b>City of Kwinana</b>				
Chief Executive Officer	password	F1		
Kwinana Local Emergency Management Committee Chairperson	password	F2		
Recovery Coordinator	password	F3		
Deputy Recovery Coordinator	password			
Local Welfare Liaison Officer	password	F4		
Deputy Local Welfare Liaison Officer	password			
Chief Bush Fire Control Officer	password	F5		
Community Emergency Services Officer	password	F6		
Animal Welfare	password	F7		
City of Kwinana Council Administration Offices – Customer Service				R1
City of Kwinana – Public Library				R2
Requatic Centre				R3
Koorliny Arts Centre				R4
City of Kwinana Website				R5
<b>Local Emergency Management Committee Members</b>				
WA Police – OIC Kwinana Station	password	F8		
DFES – Regional Office	password	F9		
Department Child Protection and Family Support	password	F10		
Rockingham Kwinana State Emergency Service	password	F11		
Department of Corrective Services – Casuarina Prison	password	F12		
Kwinana Industries Mutual Aid - KIC	password	F13		
<b>Other</b>				
District Emergency Management Committee	password	F14		
OEM Secretariat	password	F15		
Perth Motorplex				R6
Banksia Park Aged Care Facility				R7
Arc Infrastructure				R8

*Restricted Versions have appendices removed to maintain privacy.*

*All other LEMC representatives not listed above have online restricted access to the Kwinana LEMA*

## AMENDMENT RECORD

No.	Date	Amendment Details	By
1.	June 2003	<ul style="list-style-type: none"> <li>Local Emergency Management Plan reviewed and reformatted to conform to SEMC Policy No 3 – Statement and guide for Local Community Emergency Management Arrangements. Title changed to Kwinana Local Emergency Arrangements</li> </ul>	KLEMC
2.	April 2006	<ul style="list-style-type: none"> <li>Inclusion of section “How Emergency Management will be handled in the Town of Kwinana.</li> <li>Inclusion of Tsunami and its risk factors</li> <li>Inclusion of future considerations for pandemic in Kwinana</li> <li>Identification of HMO and AO</li> </ul>	KLEMC
3.	July 2008	<ul style="list-style-type: none"> <li>Inclusion of Kwinana Council “Business Continuity Plan”</li> <li>Inclusion of Equine Flu Strategies and Animal Welfare Response Plan</li> </ul>	KLEMC
4.	June 2009	<ul style="list-style-type: none"> <li>Inclusion of Risk Treatment Strategies &amp; Priorities in Part 3.</li> </ul>	KLEMC
5.	Dec 2011	<ul style="list-style-type: none"> <li>Insertion of reference to Business Continuity Plan only</li> <li>Insertion of reference to Welfare Support Plan only</li> </ul>	KLEMC
6.	April 2012	<ul style="list-style-type: none"> <li>Update Existing Arrangement Summary, Exercise and Review Process, City Demographics Mapping (Subdivision/ Evacuation), Resource list, and Public Warning Systems</li> <li>Remove and reference Business Continuity Plan, Welfare Support Plan, Health Support Plan, and Animal Welfare Plan.</li> <li>Insert LEMC Annual Business Plan 2012/13</li> </ul>	TW
7.	July 2013	<ul style="list-style-type: none"> <li>General reformat throughout document</li> <li>Update agency acronyms and resource listing</li> <li>Insert City of Kwinana Local Recovery Plan</li> <li>Insert City of Kwinana Local Evacuation Support Plan</li> <li>Update LEMC Annual Business Plan to 2013/14</li> <li>Reformat Community Emergency Risk Assessment</li> </ul>	TW
8.	July 2014	<ul style="list-style-type: none"> <li>Complete review of document</li> <li>Review of Risk Management to ensure compliance with ISO 31000:2009</li> </ul>	MC
9	September December 2017	<ul style="list-style-type: none"> <li>General reformat of document</li> <li>Update to reflect City’s new directorates and key positions</li> <li>Review and update of City Recovery Plan Part 5</li> </ul>	BM

The Local Emergency Management Arrangements contained within this document are subject to strict control and the following must be taken into account;

1. The LEMC conducts reviews and recommends amendments to the LEMA.
2. The City of Kwinana updates and maintains the master copy and any subsequent revised versions, together with the previous page to record the amendments and authorises them as required.
3. Any superseded versions must either be;
  - returned to the City of Kwinana “Attention – Community Emergency Services Officer” or,
  - Immediately destroyed.

**After initial issue, any subsequent version will be distributed electronically unless otherwise specifically requested.**

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## **PART 1**

# **INTRODUCTION**



## ACKNOWLEDGEMENTS

The City of Kwinana Local Emergency Management Arrangements have been compiled to address those areas where the City provides support to Hazard Management Agencies and other Agencies in the event of an emergency in addition to addressing the City's responsibility for recovery operations.

Consultation of the following Local Government Authorities arrangements assisted in ensuring best practice was adopted:

- City of Busselton
- City of Cockburn
- City of Rockingham
- City of Wanneroo
- Shire of Kalamunda
- Western Central LEMC

## COMMUNITY CONSULTATION

The local community was involved and consulted during the initial development of the arrangements via a comprehensive community survey conducted in 1990. Regular review and consultation with the community has continued since the initial establishment of the arrangements.

Community representatives who attend Kwinana LEMC meetings are involved in the review of these arrangements providing feedback where appropriate.

The community and other interested parties also have the opportunity to provide feedback via the City of Kwinana website where the arrangements are freely available for viewing with comments to be sent to [admin@kwinana.wa.gov.au](mailto:admin@kwinana.wa.gov.au) or mailed to:

Community Emergency Services Officer  
City of Kwinana  
PO Box 21  
KWINANA WA 6966

## DOCUMENT AVAILABILITY

Restricted copies of these arrangements are available to be viewed at:

- City of Kwinana website: [www.kwinana.wa.gov.au](http://www.kwinana.wa.gov.au)
- City of Kwinana Administration Building
- City of Kwinana Library
- Requatic Centre
- Koorliny Arts Centre

## AREA DESCRIPTION

The City of Kwinana is located on the western coastal strip, which allows the resident population to enjoy a Mediterranean type climate with a mean annual maximum temperature of 23.1°C and a mean annual minimum temperature of 13.2°C with an average annual rainfall for the district of 829mm.

The City's topography varies from coastal dunes to gently undulating hills dotted with wetlands and predominantly Bassendean soils to the east of the Freeway. The City of Kwinana is located in Perth's outer southern suburbs, between 25 and 37 kilometres south of the Perth Central Business District, 20kms from Fremantle and 12kms from Garden Island. The City is bound by the City of Cockburn to the north, City of Armadale to the north east, Shire of Serpentine Jarrahdale to the east, City of Rockingham to the south and the Indian Ocean to the west.

The City of Kwinana comprises a population of approximately 39,300 residents spread across the suburbs of Anketell, Bertram, Calista, Casuarina, Hope Valley, Kwinana Beach, Kwinana City Centre, Leda, Mandogalup, Medina, Naval Base, Orelia, Parmelia, Postans, The Spectacles, Wandi and Wellard.

The City is experiencing strong residential growth as well as hosting an industrial area that includes Major Hazard Facilities, significant critical infrastructure that supports local, state and national communities. The industrial area also consists of a strong contingent of various heavy and light industries that are serviced by goods and freight railway links to the west and north of the City. Prescribed Dangerous Goods routes to service the Kwinana Industrial Area include Thomas Road, Rockingham Road, Anketell Road and the Kwinana Freeway.

The Casuarina Prison, which is a maximum security correctional facility managed by the Department of Corrective Services is located in the City's eastern suburbs.

The City is serviced by the Kwinana Freeway, Rockingham Road, Thomas Road, Anketell Road as well as many other minor roadways. The Perth to Mandurah passenger railway line travels through the City with two passenger stations currently located at Kwinana and Wellard.

## AIM

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

## OBJECTIVES

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

- (a) the City of Kwinana policies for emergency management;
- (b) the roles and responsibilities of public authorities and other persons involved in emergency management within the City of Kwinana, including City staff with functional roles in emergency management;
- (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 within the City of Kwinana;
- (e) strategies and priorities for emergency management within the City of Kwinana;
- (f) other matters about emergency management within the City of Kwinana as prescribed by the regulations; and
- (g) other matters relating to emergency management that the City of Kwinana considers appropriate". (S. 41(2) of the Act).

## SCOPE

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

Furthermore, this document:

- (a) applies to all areas encompassed within the established boundaries of the City of Kwinana;
- (b) covers areas where the City of Kwinana provides support to Hazard Management Agencies and other agencies in the event of an incident occurring;
- (c) details the City of Kwinana's capacity to provide resources in support of an emergency, while still maintaining business continuity where possible; and
- (d) outlines the City of Kwinana responsibilities in relation to recovery management.

## RELATED DOCUMENTS & ARRANGEMENTS

To enable integrated and coordinated delivery of emergency management within the City of Kwinana, these arrangements and support plans are consistent with State Emergency Management policies and plans.

### SUPPORT PLANS AND ARRANGEMENTS

Document	Owner	Location	
		CESC office	CoK TRIM
Animal Welfare Support Plan	City of Kwinana	LEMA	D12/39884
Bushfire Management Arrangements	City of Kwinana	LEMA	D12/29925
Business Continuity Plan	City of Kwinana		D13/58153
DPAW Regional Park Response Plans	DPAW	FILE	
Public Health Plan	City of Kwinana		D11/93921
Influenza Pandemic Plan	City of Kwinana		D09/106236 [V3]
Kwinana Industries Mutual Aid Manual (KIMA)	Kwinana Industries Mutual Aid	FILE	
Local Recovery Management Manual	City of Kwinana	LEMA	D12/27280
Perth Motorplex Emergency Management Plan	Perth Motorplex	FILE	
Welfare Support Plan	CPFS	LEMA	D14/33331

## STATE EMERGENCY MANAGEMENT PLANS (WESTPLANS)

WESTPLAN	HMA	Link
Air Crash	WA Police	<a href="#">WESTPLAN Air Crash</a>
Animal and Plant Biosecurity	DAFWA	<a href="#">WESTPLAN Animal and Plant Pests and Diseases</a>
Arc Infrastructure Emergencies	Arc Infrastructure (Brookfield Rail)	<a href="#">WESTPLAN Brookfield Rail</a>
Collapse	DFES	<a href="#">WESTPLAN Collapse</a>
Cyclone	DFES	<a href="#">WESTPLAN Cyclone</a>
Earthquake	DFES	<a href="#">WESTPLAN Earthquake</a>
Emergency Public Information	SEMC PI sub-committee	<a href="#">WESTPLAN Emergency Public Information</a>
Fire	DFES	<a href="#">WESTPLAN Fire</a>
Flood	DFES	<a href="#">WESTPLAN Flood</a>
Gas Supply Disruption	Office of Energy	<a href="#">WESTPLAN Gas supply Disruption</a>
HAZMAT	DFES	<a href="#">WESTPLAN HAZMAT</a>
Heatwave	DPMU Department of Health	<a href="#">WESTPLAN Heatwave</a>
Human Epidemic	Department of Health	<a href="#">WESTPLAN Human Epidemic</a>
Land Search	WA Police	<a href="#">WESTPLAN Land Search</a>
Liquid Fuel Supply Disruption	Office of Energy	<a href="#">WESTPLAN Liquid Fuel Supply Disruption</a>
Marine Oil Pollution	Department of Transport	<a href="#">WESTPLAN Marine Oil Pollution</a>
Marine Transport Emergency	Department of Transport	<a href="#">WESTPLAN Marine Transport Emergency</a>
MARSAR	WA Police	<a href="#">WESTPLAN MARSAR</a>
Nuclear Powered Warships (Visits)	WA Police	<a href="#">WESTPLAN Nuclear Powered Warships</a>
Rail Crash – PTA	PTA	<a href="#">WESTPLAN PTA Rail Crash</a>
Road Crash	WA Police	<a href="#">WESTPLAN Road Crash Emergency</a>
Space Re-entry Debris (SPRED)	WA Police	<a href="#">WESTPLAN Space Re-entry Debris</a>
Storm	DFES	<a href="#">WESTPLAN Storm</a>
Telecommunications	DFES	<a href="#">WESTPLAN Telecommunications</a>
Tsunami	DFES	<a href="#">WESTPLAN Tsunami</a>
Welfare	CPFS	<a href="#">WESTPLAN Welfare</a>



## AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

Parties to the Agreement		Summary of the Agreement	Special Considerations
Local Government Strike Team/ Task Force Mutual Aid Agreement	City of Armadale City of Cockburn City of Gosnells City of Rockingham Shire of Serpentine Jarrahdale	Provision of Bushfire Strike Team/ Taskforce.	Local incidents of Bushfire will take priority over assistance requests from other Local Government areas. Assistance will be provided at the earliest opportunity.
Department of Corrective Services (DCS) - Casuarina Prison	City of Kwinana DFES DCS	DFES – Fire and Rescue Service to provide fire response to the facility in the event it is required.	Although the facility is located in the Local Government Fire district, DFES will provide an initial career response to fires. Escorts within the confines of the prison are required by DCS.
000 Service Agreement	City of Kwinana DFES	DFES to receive public reporting of fires at their 000 call centre and agree to pass on the information to the City of Kwinana	City of Kwinana may consider mobilising their fire appliances outside the scope of the DFES Communication centre but must report the mobilisation to them.
Mutual Aid	City of Kwinana City of Rockingham	Provision of services in an emergency	Local Operations will take priority over assistance to the City of Rockingham. Assistance will be provided at the earliest opportunity.
Mutual Aid	Kwinana Industries Mutual Aid City of Kwinana	Provision of equipment and Services in an emergency	Where the incident is severely impacting on the City of Kwinana, a request may be made but will be resourced subject to prevailing Industry need.

Organisation	Description	Comments	Contact
City of Kwinana	Specialist role or general administration support during emergencies outside the City of Kwinana	Environmental Health Officers, Engineering Staff, City Assist , Bushfire Brigades, Building Officers, etc.	Manager of Essential Services

Authority to release resources to assist in other Local Government districts will rest with the CEO or delegate. In any case the CEO and Mayor are to be informed of commitments outside of the district as soon as possible. The mutual aid agreement does not affect the Bushfire Strike Team/Task Force mutual aid agreement, which provides the Kwinana CBFCO delegated authority to commit fire fighting resources outside of the district without first consulting the CEO.

## SPECIAL CONSIDERATIONS

Important considerations are extensive within the City of Kwinana and include but are not limited to the following;

- ***After hours, Weekends and Public Holidays***

The City of Kwinana's City Assist service is maintained 24 hours a day. In order to access resources after hours, on weekends and public holidays, it may be a requirement to access staff through use of relevant emergency contact numbers.

After Hours City Assist Services 9439 0400 (please note this number will be diverted to Insight, a call centre, who will forward the message to the City Assist team on duty).

- ***Culturally and Linguistically Diverse (CaLD)***

The City of Kwinana is home to a multi cultural population with a variety of languages being spoken in the home. During an emergency event, language may become a communication barrier; a Telephone Interpreting Service (TIS) is available 24 hours a day to assist in providing or receiving information

131 450 (Telephone interpreting)

1300 655 082 (24 hr on site interpretation)

To access CaLD support services please refer to the Local Welfare Support Plan Rockingham Kwinana.

- ***Kwinana Industrial Area***

The City of Kwinana contains a significant amount of industry that both the Western Australian community and the State economy rely upon. The localities of Naval Base and Kwinana Beach host a number of Western Australian based major hazard facilities (MHF's) and the area may also warrant additional recovery requirements to be considered where an emergency event has resulted in a catastrophic failure of infrastructure in that area.

A large work force is based in this location with numbers fluctuating. It is also recognised that a substantial number of dangerous goods and heavy haulage vehicles enter and exit the area and rely on certain routes authorised for transportation.

Roads authorised for use by operators of these vehicles within the City of Kwinana are;

- Thomas Road
- Rockingham Road
- Anketell Road
- Kwinana Freeway

Any road closure affecting these roads will need to be communicated as a priority to the Kwinana Industrial Area, Main Roads WA and the WA Police.

- **Correctional Facilities**

The locality of Casuarina hosts one of Western Australia's maximum security prisons. Consultation with the Department of Correctional Services should be maintained during any emergency that may impact on services to this facility and/or whenever any recovery requirements are identified that could require special or additional resources to support the needs of the facility.

- **Environmental Values**

The area is subject to strict environmental conditions as a result of many areas within various areas of Kwinana resting above the Jandakot water aquifer. This water table is protected by local, state and federal legislation as it is an important source of ground water for the Perth Metropolitan area. There are a multitude of locations that are identified as wetlands, culturally sensitive, declared rare flora, threatened and priority ecological colonies and vast areas involving organic based soil.

The City is also subject to areas of *Phytophthora cinnamomi*, commonly known as dieback disease, mainly in the eastern areas of the City. It is important to establish and then maintain appropriate hygiene mechanisms when working in these areas.

- **Motorsport**

The City is also home for the Perth Motorplex, located on Anketell Road Kwinana Beach, which operates seasonally and has a capacity of up to 15,000 patrons. Emergency response plans are maintained for the site in the event of an emergency.

There is an off road vehicle area located in Thomas Road, Medina. The site is subject to a number of patrons, with activity in the area increasing during weekends and school and public holidays.

Both areas are located within the strategic buffer zone for the Kwinana Industrial Area and consideration to patrons in these areas will need to be maintained during an emergency.

- **Unexploded Ordinance Areas**

The City of Kwinana has areas of unsearched bushland which are subject to a Class 5 unexploded ordinance designation. Any emergency involving Mt Brown in Naval Base will be hindered by strict restriction on access to the site.

## RESOURCES

The Hazard Management Agency (HMA) for an incident is responsible for the determination of resources required to combat the hazards for which they have responsibility. The City of Kwinana has a list of resources that may be made available upon request and are available in [Appendix 2 - City Resources and Asset Register](#). This document shall be reviewed and updated annually.

## FINANCIAL ARRANGEMENTS

In recognition of the provisions of the State Emergency Management Policy 4.2 “Funding for Emergencies” which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

The principles of funding for emergencies is to ensure accountability for the expenditure incurred, the organisation with operational control of any resource shall be responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

## AUTHORITY TO INCUR EXPENSE BY CITY OF KWINANA

Where possible this should be discussed with the Chief Executive Officer or delegate. The decision maker must have appropriate authority.

Where other funding arrangements have not been arranged prior with the relevant HMA, the City of Kwinana accepts the responsibility for the management and funding of municipal resources and co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

## RESPONSE

All City of Kwinana resources are registered and identified in the City of Kwinana asset register located in [Appendix 2 – City Resources and Asset Register](#). Staff and resources are available for response to emergency situations in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.

## FUNDING AND GRANTS

City of Kwinana may apply for funding under State and National grants, or any other funding opportunities as they present, to secure funds to finance any natural disaster mitigation projects identified or as proposed.

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## **PART 2**

# **PLANNING**



## MEETING SCHEDULE

The City of Kwinana Local Emergency Management Committee meets four times a year in accordance with State Emergency Management Policy (SEMP) 2.5.

Meetings are to be scheduled for the second Tuesday of the months of March, June, September and December of each year with the dates confirmed by the Chair at the June meeting and circulated in July to all Committee members and those who have been co opted to the committee.

## LEMC CONSTITUTION & PROCEDURES

The Constitution and Procedures for the City of Kwinana LEMC have been determined by the State Emergency Management Committee (SEMC) in SEMP 2.5

## ANNUAL REPORTS ANNUAL BUSINESS PLAN

The City of Kwinana LEMC adopts an annual business plan and provides an annual report each financial year in accordance with SEMP 2.6 which reports on achievements as outlined in the business plan.

Contact the City of Kwinana for a copy of the business plan or associated annual reports.

## ROLES AND RESPONSIBILITIES

The City of Kwinana has established a Local Emergency Management Committee to oversee, plan and exercise the City's local emergency management arrangements. The committee comprises members from agencies, organisations and the community to ensure community risks are identified and that effective emergency management arrangements are in place.

### **Local Emergency Coordinator**

The local emergency coordinator for the City of Kwinana has the following functions (Section 37(4) of the Act) to:

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

The local emergency coordinator for the City of Kwinana is the Officer in Charge (OIC) of the Kwinana Police Station.

### **Chairperson Local Emergency Management Committee**

The Chairman of the LEMC is appointed by the Local Government (Section 38 of the Act). The chair of the City of Kwinana LEMC is an elected member nominated and appointed by the City of Kwinana Council under provisions of the *Emergency Management Act 2005*.

The Chairperson shall ensure:

- 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;
- e) Preparation of Annual Reports; and
- f) Distribution of Annual Reports to the DEMC.

Contact details for the Chair are located in [Appendix 1 – Emergency Contact](#) Directory within these arrangements.

### **Executive Officer - Local Emergency Management Committee**

Provide executive support to the Committee by:

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

The role of Executive Officer is fulfilled by the Chief Bushfire Control Officer but is supported administratively by the City's Essential Services Administration Officer who is contactable at the City of Kwinana Administration Office on (08) 9439 0200.

### **Local Emergency Management Committee**

A Local Emergency Management Committee has been established under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The Committee includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the area.

The Committee is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district. The membership of the Local Emergency Management Committee shall be reviewed annually.

The functions of the Local Emergency Management Committee are (Section. 39 of the Emergency Management Act) to:

- a) advise and assist the local government in establishing Local Emergency Management Arrangements for the district
- b) liaise with public authorities and other persons in the development, review and testing of the Local Emergency Management Arrangements; and
- c) carry out other emergency management activities as directed by State Emergency Management Committee or as prescribed by regulations.

Various State Emergency Management Plans or WESTPLANS and State Emergency Management Policies place responsibilities on Local Emergency Management Committees.

The following functions relate to areas not covered in other areas of these Arrangements:

- The Committee should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. ([WESTPLAN - Freight Subsidy Plan](#))
- The Committee may provide advice and assistance to the State Emergency Service and Dept of Fire and Emergency Service to develop a Local Tropical Cyclone Emergency Plan. ([WESTPLAN – Cyclone](#), [WESTPLAN - Flood](#) and [WESTPLAN - Tsunami](#)).

### **Local Government**

It is the role of the City of Kwinana (as defined within *Emergency Management Act 2005*) to;

- a) ensure that effective local emergency management arrangements are prepared and maintained, including a recovery plan;
- b) manage recovery following an emergency affecting the community; and
- c) perform other functions given to the Local Government under this Act.

These functions include, but not limited to; administrating the Local Emergency Management Committee in accordance with State Emergency Management Policy 2.5 and completing an Annual Report and Annual Business Plan in accordance with State Emergency Management Policy 2.6.

### **Hazard Management Agencies**

A Hazard Management Agency is “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.” (*Emergency Management Act 2005* S4(3))

Hazard Management Agencies are prescribed in the *Emergency Management Regulations 2006* and carry out the following functions:

- a) Undertake responsibilities where prescribed for these aspects (*Emergency Management Regulations*)
- b) Appointment of Hazard Management Officers (Section 55 *Emergency Management Act*)
- c) Declare / Revoke Emergency Situation (Section 50 & 53 *Emergency Management Act*)
- d) Coordinate the development of the WESTPLAN for that hazard (State Emergency Management Policy 2.2)
- e) Ensure effective transition to recovery by Local Government.

## **Hazard Combat Agencies**

### **Combat Agency Responsibilities:**

- a) Executing combative action in accordance with their statutory responsibilities.
- b) Executing tasks as allocated in the tactical response plan.
- c) Providing progress reports to the designated Incident Manager or Operations Area Manager.
- d) Providing progress reports to the higher levels of their parent organisation
- e) Provide an agency Liaison officer to participate as part of the Incident Management Group upon request of the HMA
- f) Attend post incident debriefs
- g) Contributing to a post operations report or post incident analysis.

## **Support Organisation**

An organisation whose response in an emergency is to restore essential services (i.e. Western Power, Water Corporation, Main Roads WA, etc) or to provide such support functions such as welfare, medical and health, transport, communications, engineering, etc. During an emergency event within its district, the City of Kwinana as a local government authority shall be responsible to act as support agency to the Hazard Management Agency in addition to the management of recovery activities.

### **Support Organisation Responsibilities:**

- a) Restoring essential services affected by the emergency.
- b) Providing "function" support as part of the tactical plan, e.g. Department for Community Development to provide welfare services.
- c) Managing their resources and those given to them in support of their specific function.
- d) Providing progress reports to the designated Incident Manager or Operations Area Manager.
- e) Providing progress reports to the higher levels of their organisation
- f) Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA
- g) Attend post incident debriefs
- h) Contributing a post operations report or post incident analysis.

## **Public Authorities & Others**

A public authority is established under Section 3 of the *Emergency Management Act 2005* and prescribed by regulation. Under section 35, the State Emergency Management Committee may designate an area of the State and give responsibility for that section to a public authority as though they were a local government. In this case the public authority acts as a local government in respect of the roles, responsibilities and powers of a local government.

# KWINANA LEMC MEMBERSHIP

## CORE MEMBERS

Agency	Position
City of Kwinana	Chair
City of Kwinana	Councillor Recovery Coordinators Local Welfare Liaison Officer Executive Officer Chief Bush Fire Control Officer Animal Welfare Liaison Environmental Health Services
WA Police	Local Emergency Coordinator Deputy Chair
Department of Communities	Local Welfare Coordinator
KIMA	Industry Representative
Rockingham Kwinana SES	Agency Representative
DFES	Agency Representative
Department of Corrective Services	Agency Representative
Community Member	Representatives

## SUPPORT MEMBERS

Agency	Position
Banksia Park Aged Care Facility	Agency Representative
Water/Gas/Electricity/telecommunications	Agency Representatives
Public Transport Authority	Agency Representative
Department of Biodiversity Conservation and Attractions	Agency Representative
Department of Agriculture & Food	Agency Representative
Department of Health	Agency Representative
St John Ambulance	Agency Representative
Department of Education	Agency Representative
Office of Emergency Management (OEM)	Agency Representative

The list above is not limited, with members co-opted as and when required. All LEMC secretarial and administration support is provided by the City of Kwinana.



# EMERGENCY RISK MANAGEMENT

In 1990 a workshop arranged by the State Emergency Services identified 8 major sources of risk (then known as disaster threats) for the City of Kwinana:

- Cyclone/Severe Storm
- Floods
- Bush Fire
- Severe Traffic Accidents/Rail Accident
- Hazardous Chemical Spills
- Industrial Accidents
- Exotic Animal Diseases
- Marine Accidents

A public meeting was held in March 1990 to discuss these identified disaster threats and to determine whether there was a need for City of Kwinana to develop a Local Emergency Arrangement (then a Counter Disaster Plan). As a result, some 20 local organisations were represented at this community consultation meeting, participants included representatives from the City of Kwinana, response agencies, community organisations and interested community members.

A further source of risk, earthquake, was added and it was agreed that local arrangements should be prepared.

Continuing review, consultation and refinement has resulted in the present list of identified local major risks for the City of Kwinana. These are assessed as having the potential to initiate a local emergency that may require a multi-agency response and activation of the LEMA management strategies either wholly or in part.

In order of frequency and priority these are:

1. Bush Fire
2. Severe Storm
3. Hazardous material (HAZMAT) Incident
4. Earthquake
5. Pandemic
6. Tsunami

A further development has been the identified - threat of the risk of a Pandemic. A risk analysis is being undertaken and a management plan developed. This plan is to be developed in conjunction with [WESTPLAN Health](#), Department of Health guidelines and then form part of the City of Kwinana Health Support Plan.

The City of Kwinana [Risk Register and Treatment Schedule](#) located in Part 7 of this document identifies the risks and treatment options.

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## **PART 3**

# **RESPONSE**



# RESPONSE

## RISKS – EMERGENCIES LIKELY TO OCCUR

The following is a table of emergencies that may occur within the City of Kwinana

Hazard	HMA	Local HCA	WESTPLAN	Local Plan
<b>Road Crash Emergency</b>	WA Police	WA Police	Road Crash	WA Police SOP
<b>Fire</b>				
<u>Bushfire</u>	DFES	City of Kwinana	Fire	Bush Fire Management Plan
<u>Bushfire (DBC&amp;A Land)</u>	DBC&A	DBC&A/ City of Kwinana		Regional Park Response Plan/Fire Operating Guide
<u>Structural Fire</u>	DFES	Hope Valley FRS		DFES SOP
<b>Severe Storm</b>	DFES	Rockingham/Kwinana SES	Storm	DFES SOP
<b>Hazardous Materials</b>	DFES	Hope Valley FRS	HAZMAT	DFES SOP
<b>Earthquake</b>	DFES	Rockingham/Kwinana SES	Earthquake	DFES SOP
<b>Tsunami</b>	DFES	Rockingham/Kwinana SES	Tsunami	DFES SOP
<b>Human Epidemic</b>	Department of Health	Rockingham General Hospital	Human Epidemic	DoH SOP
<b>Rail Emergency</b>				
<u>Urban Passenger</u>	Public Transport Authority	WA Police	Rail Crash PTA	WA POL SOP PTA SOP
<u>Freight Network</u>	Arc Infrastructure	WA Police	Rail Emergencies	WAPOL SOP Brookfield SOP

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

HMA's and combat agencies might require local government resources and assistance in emergency events and the City of Kwinana is committed to providing that assistance support where possible.

## ACTIVATION OF LOCAL ARRANGEMENTS

On becoming aware of, or on advice from the HMA Incident Controller, the Local Recovery Coordinator will make an assessment of the need for activating the recovery plan and advise the Chairman of the need to convene the Kwinana Recovery Committee if necessary.

Where the decision is not to convene the Kwinana Recovery Committee and activate the Kwinana Recovery Plan or other support plan because statutory and/or other agencies are adequately addressing the situation, the Kwinana Recovery Coordinator will continue to monitor the situation and keep the Kwinana Mayor and CEO briefed accordingly.

## INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator (OIC Kwinana Police) in consultation with the HMA to assist in the overall coordination of services and information during an incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### TRIGGERS FOR THE ACTIVATION OF AN ISG

The activation of an ISG should be considered when the following occur;

- a) A level 2 incident;
- b) Requirement for possible or actual evacuation;
- c) A need to coordinate warning/information to community during a multi agency event;
- d) Where there is a perceived need relative to an impending hazard impact;
- e) Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- f) Where there is a need for regional support beyond that of a single agency.

### MEMBERSHIP OF AN ISG

The Incident Support Group is made up of agencies or representatives that provide support to the Hazard Management Agency. The City of Kwinana Liaison Officer is to be a member of the ISG from the onset, to ensure consistency of information flow and seamless transition into recovery.

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

### EMERGENCY COORDINATION CENTRE (ECC) INFORMATION

The City of Kwinana has identified a primary and secondary emergency coordination centre, the two locations detailed on the following pages have been identified as suitable ECC's:



## LOCATION ONE

CITY OF KWINANA ADMINISTRATION		Cnr Sulphur and Gilmore Ave, Kwinana
Contact Name	Phone	Phone
City Assist	9439 0400	
Note - after hours these numbers are diverted to a call centre who will forward the message to City Assist		



*\*An alternate electrical power source is available for this site.*



## LOCATION TWO

CITY OF KWINANA WORKS DEPOT		2 Beacham Crescent, Medina
Contact Name	Phone	Phone
City Assist	9439 0400	
Note - after hours these numbers are diverted to a call centre who will forward the message to the on call Ranger		



Should these facilities not be available, other locations will be identified by the HMA Incident Controller or where relevant, the Local Recovery Coordinator.

## MEDIA MANAGEMENT AND PUBLIC INFORMATION

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with as per the [WESTPLAN – Public Information](#).

Participating agencies should only provide information to the public and media on issues that are directly their responsibility. All other matters are to be referred to the HMA.

## PUBLIC WARNING SYSTEMS

Public information systems for emergency alerts in Western Australia are coordinated by the HMA. These systems make use of ABC local radio stations and other services to provide community updates and directions from emergency services.

### PUBLIC EMERGENCY INFORMATION

Phone: 13 33 37

[www.dfes.wa.gov.au](http://www.dfes.wa.gov.au)

### ABC RADIO

720 ABC Radio Perth - 720 kHz (AM band)

### EMERGENCY ALERT SYSTEM

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for the community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location where there is immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with the authority of a HMA in emergency situations. (Refer to DFES Standard Operating Procedure 70 for activation).

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## **PART 4**

# **WELFARE**



## EVACUATION

State Emergency Management Policy 4.7 “Community Evacuation” should be consulted when planning an evacuation.

The responsibility for managing an evacuation rests with the HMA and the decision to evacuate will be based on an assessment of the nature and extent of the hazard.

The HMA is responsible for planning, communicating and effecting the evacuation, together with providing community members with appropriate information to make informed decisions. The HMA is also responsible for ensuring the welfare and safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WA Police may be the “Combat Agency” for carrying out the evacuation and they may use the assistance of other agencies such as DFES SES.

Whenever evacuation is being considered the Local Government and Department for Child Protection & Family Support shall be consulted.



## EVACUATION / WELFARE CENTRES

As referenced in the SEMC policy 4.7 - Community Evacuation, "The term 'evacuation centre' applies in the response phase, and the term 'welfare centre', suggesting the provision of extended services, applies in the recovery phase."

The following four community facilities have been identified as evacuation / welfare centres within the City of Kwinana:

- Requatic
- John Wellard Community Centre
- Wandi Hall
- Medina Hall

**It is important to note that people should not self evacuate to these locations unless notified via the HMA through the appropriate channels to do so.**

For further information on the above mentioned evacuation / welfare centres, refer to the Rockingham / Kwinana Welfare Support Plan. (The evacuation / welfare centres are also detailed in [Appendix 3 - Assembly Areas](#) of this document.)

## ASSEMBLY AREAS

Assembly areas are only to be used in situations where an interim assembly point is required. The preferred outcome would be to select the most appropriate welfare centre in the first instance so that displaced people do not need to be transferred at a later time.

It is important to remember that welfare centres and assembly areas are to be selected by the Incident Controller in consultation with CPFS and City of Kwinana.

Assembly areas are identified in [Appendix 3 – Assembly Areas](#).

## ROUTES & MAPS

The route for evacuation cannot be pre determined and must remain flexible as the location of an emergency incident can change. The Incident Controller will determine the suitability of any given evacuation routes in consultation with the ISG where appropriate.

Mapping can be supplied via a number of agencies on request during an incident as it occurs.

Such agencies include City of Kwinana, DFES, WA Police and DPAW. Mapping can also be sought from Landgate or Main Roads as required.

## ANIMALS

Animals displaced by emergency incidents will be accommodated in accordance with directions outlined within the Animal Welfare Plan for the City of Kwinana.

It is expected that specific details on welfare arrangements for displaced animals would be circulated as part of a developed communications plan to the community at the time of any evacuation.

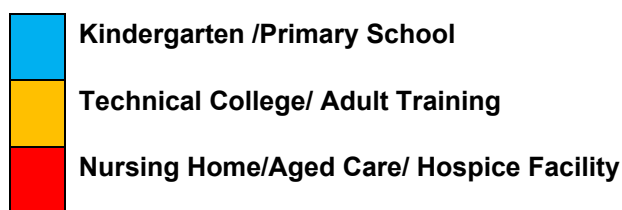
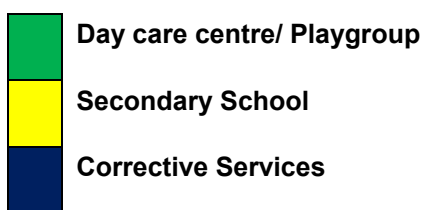
## SPECIAL NEEDS GROUPS

	Day care centre/ Playgroup
	Secondary School
	Corrective Services

	Kindergarten /Primary School
	Technical College/ Adult Training
	Nursing Home/Aged Care/ Hospice Facility

	Facility Name	Address	Contact
	Calista Primary School	1 Chilcott Street CALISTA	Ph: 9419 2355 Fax: 9419 1103
	Peter Carnley Anglican Community School	386 Wellard Road WELLARD	Ph: 9439 3499 Fax: 9439 3411
	Gilmore College	Gilmore Avenue KWINANA	Ph: 9411 1811 Fax: 9411 2494
	The Kings College	170 Bertram Road WELLARD	Ph: 9411 4100 Fax: 9411 4145
	Peter Carnley Campus	Cnr Gilmore Avenue & Summerton Rd CALISTA	Ph: 9439 4566
	Medina Primary School	Medina Avenue MEDINA	Ph: 9419 2510 Fax: 9439 1796
	North Parmelia Primary School	Durrant Avenue PARMELIA	Ph: 9439 2100 Fax: 9439 2474
	Orelia Primary School	Bolton Way ORELIA	Ph: 9419 1111 Fax: 9419 5955
	Leda Primary School	Feilman Way ORELIA	Ph: 9439 2299 Fax: 9419 4790
	St Vincent's Catholic Primary School	114 Parmelia Avenue PARMELIA	Ph: 9419 2631 Fax: 9419 5991
	Bertram Primary School	Champion Drive BERTRAM	Ph: 9419 1762 Fax: 9419 2052





	Facility Name	Address	Contact
	Bright Futures Kwinana Family Day Care	26 Bolton Way ORELIA	Ph: 9439 2476 Fax: 9439 2535
	Cuddles Childcare Centre	1 Ascot Parkway BERTRAM	Ph: 9419 1844 Fax: 9419 1844
	Frank Konecny Community Centre	Cnr Parmelia Avenue & Skottowe Parkway PARMELIA	Ph: 9439 2470 Fax: 9439 5594
	Junior Junction Child Care Centre	141 – 143 Meares Avenue PARMELIA	Ph: 9439 3409
	Kwinana Early Years Services	18 Hewison Road MEDINA	Ph: 9439 1838 Fax: 9439 1130
	Kwinana Out of School Care Inc.	PO Box 14 KWINANA	Ph: 9419 1598
	Wandi Playgroup	302 De Haer Road WANDI	Ph: Nil
	Wombat Wallow Child Care	8 Atkinson Road MEDINA	Ph: 9439 1743
	Bethanie House Adult Day Centre *	28 Christmas Avenue ORELIA	Ph: 9593 9885
	Little Bandits Child Care Centre	25 Pace Road MEDINA	Ph: 9419 7709
	Little Rascals Child Care Centre	6 English Retreat LEDA	Ph: 9439 2382
	Mission Australia Early Learning Services	11 Warner Road PARMELIA	Ph: 9419 5699
	Challenger TAFE	Lot 22 Hutchins Cove KWINANA	Ph: 9599 8780
	Casuarina Prison ^	288 Orton Road CASUARINA	Ph: 9411 5333
	Banksia Park Aged Care *	20 Bright Road CALISTA	Ph: 9419 1244 Fax: 9439 5282
	Orelia Transition Care Program *	14 Burke Place ORELIA	Ph: 9419 1224

\* May require specialist transportation and equipment

^ Not for evacuation - the Prison will coordinate its own arrangement in consultation with the HMA Incident Controller.

# WELFARE

The City of Kwinana in conjunction with Department for Child Protection & Family Services (CPFS) has identified a number of suitable facilities within the City which are designated as Welfare Centres. These centres are activated as required at the request of the Hazard Management Agency.

Refer to the Department for Child Protection and Family Support Welfare Support Plan as endorsed by the City of Kwinana for welfare evacuation centres.

CPFS has the legislated role of managing welfare. Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, accommodation, financial assistance, registration and enquiry services, personal requisites and emergency catering. Welfare activities are the responsibility of CPFS who will coordinate resources and undertake functions as found in the support plans.

- [WESTPLAN – Welfare](#)
- CPFS Welfare Support Plan for City of Kwinana
- City of Kwinana Recovery Plan

## **Local Welfare Coordinator**

The Local Welfare Coordinator shall be a nominated officer of the Department located in the Local Government area. Where the Department is not located within a Local Government area the Department, in conjunction with the Local Emergency Management Committee, will formally appoint a suitable person as the Local Welfare Coordinator. When the nominated Local Welfare Coordinator is not a Department Officer the nominated person will be clearly identified in the respective local emergency management arrangements.

## **Local Welfare Liaison Officer**

The City of Kwinana 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 will liaise with the Local Welfare Coordinator of CPFS.

## **Senior District Emergency Services Officer**

The Department for Child Protection and Family Services shall appoint a Senior District Emergency Services Officer (SDESO) to prepare, maintain and support local welfare plans for the City of Kwinana.

## **State & National Registration & Enquiry**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS has responsibility for, is recording who has been displaced and placing the information onto a State or National Register. This will primarily allow for friends and relatives to locate each other but also has many further applications.

Because of the nature of the work involved, CPFS have reciprocal arrangements with the Red Cross to assist with the registration process. Various Red Cross units established within the metropolitan area are available and may be called upon to assist as determined by CPFS as required. Refer [WESTPLAN – Registration and Reunification](#).

### **Media Management and Public Information**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the 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.

Refer to [Public Warning Systems](#) for further information.

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## **PART 5**

# **RECOVERY**



## RECOVERY PROCESS

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

It is important to identify that recovery operations should commence almost concurrently with the response process.

## AIM OF RECOVERY

The aim of recovery is to restore, as quickly as possible, quality of life to an affected area so that it is able to continue to function as part of the wider community.

Providing recovery services will assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted. At the same time, treatments should be identified and actioned where possible to make improvements within the community to prevent and reduce the future impact of emergencies.

## PLANNING FOR RECOVERY DURING OPERATIONS

The City of Kwinana Local Recovery Plan (LRP) forms part of the City of Kwinana Local Emergency Management Arrangements (LEMA), the authority for which is invested in the Kwinana Local Emergency Management Committee (LEMC).

The HMA will assess the requirement for recovery and restoration processes as soon as is practical after the impact of the emergency event and ensure that the Kwinana Recovery Coordinator is advised.

The maintenance and testing of the Local Recovery Plan is the responsibility of the Kwinana Recovery Coordinator in consultation with the Kwinana Recovery Management Committee and Kwinana LEMC.

## TRANSITION FROM RESPONSE TO RECOVERY

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the Incident Support Group (ISG) or the Incident Controller is to ensure the Local Recovery Coordinator (LRC) or delegate is notified of the event and the City of Kwinana Liaison Officer is included as a member of the ISG where necessary.

During the response, many of the agencies with recovery roles are often heavily committed, therefore, the inclusion of the City of Kwinana Liaison Officer in the ISG will ensure:

- a) Local Recovery Coordinator is informed
- b) the alignment of response and recovery priorities
- c) Liaison with the key agencies
- d) An awareness of the key impacts and tasks
- e) Identification of the recovery requirements and priorities as early as possible.

Where the transition from response involves mobilising the LRP, the Kwinana Local Recovery Committee and specifically the Chairperson and Deputy Chair, in consultation with the Local Recovery Coordinator will initiate the Local Recovery process..

Response and recovery activities will overlap and many of these activities may compete for the same resources, where they are limited.

In such circumstances, it is important to resolve such situations through negotiation between the Hazard Controlling Agency's Incident Controller and the City of Kwinana Liaison Officer and LRC.

## **KWINANA RECOVERY COORDINATOR (LRC)**

In conjunction with the Kwinana Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the City of Kwinana in liaison with the HMA Incident Controller, the LRC and other responsible agents.

The City of Kwinana Recovery Coordinator is the Director City Legal and the Deputy is the Manager Environmental Health.

## **LRC ROLES AND RESPONSIBILITIES**

The responsibilities of the LRC may include any or all of the following:

- Ensure the LR Plan is prepared, maintained and tested,
- Assessing the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for:
  - Advice to the Mayor/CEO on the requirement to activate the plan and convene the KRC; and
  - Initial advice to the LRMC, if convened.
- Assess the LRMC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRMC;
- Monitor the progress of recovery and provide periodic reports to the LRC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

## **LOCAL RECOVERY MANAGEMENT MANUAL**

- This manual has been prepared to sit outside of this document and is to be used to assist the Local Recovery Coordinator (LRC) and the Kwinana Recovery Committee (KRC) as a guide for preparing for and managing recovery within the City

## KWINANA RECOVERY COMMITTEE (KRC)

The Committee comprises of a base membership plus additional personnel depending on the type and magnitude of the event and how much of the community is affected.

The table below indicates the core membership of the committee. The Contact Details for the Members of the KRC are set out in the Contact Register.

Member	Position	Agency
Mayor/Chief Executive Officer	Chair	City of Kwinana
Council Delegate	Deputy Chair	City of Kwinana
Council Delegate	Executive Officer	City of Kwinana
Recovery Coordinator	Member	City of Kwinana
Deputy Recovery Coordinator	Member	City of Kwinana
District Welfare Officer	Local Welfare Coordinator	Dept of Communities
Kwinana Local Welfare Liaison Officer	Member	City of Kwinana
Animal Welfare Liaison Officer	Member	City of Kwinana
LEMC Chair	Committee Adviser	Kwinana LEMC

The chair and LRC will also ensure that the KLRC has the technical expertise and operational knowledge required to respond to the situation. Representation on the committee can be sourced from other agencies and community members as required or identified by the Committee.

## FUNCTION OF THE KWINANA RECOVERY COMMITTEE

The KLRC has the role to coordinate and support the local management of the recovery processes within the community following a major emergency in accordance with Office of Emergency Management (OEM) Policies, local plans and arrangements.

The KLRC responsibilities may include any or all of the following:

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



## PRIORITIES FOR RECOVERY

Priorities for Recovery in an emergency will be determined in accordance with Life, Property and Environment priorities and in line with the appropriate risk assessment strategies.

As such, specific priorities identified for community recovery must remain flexible as the incident presented can vary and should be determined only after careful consideration is made to the overall recovery needs of the community.

## FINANCIAL MANAGEMENT IN RECOVERY

Funding is not available for recovery planning, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, the Government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief Arrangements (NDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in [WESTPLAN - State Level Recovery Coordination](#).

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## **PART 6**

# **EXERCISE & REVIEW**



# EXERCISE

## AIM

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident as this is a HMA responsibility.

The arrangements are intended to be a blueprint for the City of Kwinana's response and recovery from a significant emergency and they must be verified for accuracy and functionality. Testing the local emergency management arrangements is important and provides the following benefits:

- Determining the effectiveness of your arrangements;
- Bringing together all relevant people and giving them knowledge of and confidence in each other;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing an opportunity for testing participating agencies' operational procedures and skills in simulated emergency conditions while testing the ability of the agencies to work together on common tasks; and
- Improving the arrangements in accordance with results found from debriefing the testing.

## FREQUENCY

The State Emergency Management Policy (SEMP) 3.1 – Emergency Management in Local Government, requires the LEMC to exercise their arrangements on an annual basis.

## TYPES

The following are three commonly used exercise styles:

- **Discussion Exercises** include orientation exercise, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.
- **Functional Exercises** are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as *tabletop exercises*.
- **Field Exercises** involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

# REPORTING OF EXERCISES

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMP 2.5 – Annual Reporting.

## REVIEW

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMP 2.5 – Emergency Management in Local Government Districts and replaced whenever the local government considers it appropriate (Section 42 of the Act). According to SEMP 2.5 – Emergency Management in Local Government Districts, 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 that may require more frequent reviews.

## **PART 7**

# **RISK REGISTER & TREATMENT SCHEDULE**



## INTRODUCTION

The risk register and treatment strategies have been compiled to analyse the risks from natural and man caused hazards that may be reasonably expected to have a major impact upon the City of Kwinana Local Government Area.

Risk evaluation criteria established for the purposes of this document were developed in accordance with the Australian/New Zealand Standard AS/NZS ISO 31000:2009 Risk management – Principles and guidelines and the National Emergency Risk Assessment Guidelines 2010 (NERAG).

The criteria serves to establish the community priorities based on the criteria; people, environment, economy, public administration, social setting and infrastructure.

Scope	Criteria	Impact Category Definitions
<b>People</b>	Any reasonably preventable accident or incident that causes or is likely to cause death, serious injury or affects the health and wellbeing of people is unacceptable	Loss of life or serious injury including near misses
<b>Environment</b>	Any Reasonably preventable accident or incident that results in damage to or loss of sensitive ecosystems and fauna is unacceptable	Includes damage to sensitive ecological areas and fauna
<b>Economy</b>	Any reasonably preventable accident or incident that affects the economy of the community is unacceptable	Includes private business, local industry and employment
<b>Public Administration</b>	Any reasonably preventable accident or incident that results in the loss or reduction in the capacity of the public administration to deliver normal services is unacceptable	Includes local government's ability to cope with the situation and deliver services
<b>Social Setting</b>	Any reasonably preventable accident or incident that results in the disruption of the social and cultural setting of the community is unacceptable	Includes the loss of community icons and community identity
<b>Infrastructure</b>	Any reasonably preventable accident or incident that results in substantial loss or damage to infrastructure is unacceptable	Including local government infrastructure, public amenities and lifelines

## SOURCES OF RISK

Sources of risk to which the Western Australian community may be exposed are identified and dealt with in accordance with State Emergency Management Plans ([WESTPLANS](#)). The sources of risk detailed on the following pages have been identified as likely to impact on the local community.

A list of consequences attributable to the identified sources of risk and how they might impact on the elements of the community is also included.

## IDENTIFIED SOURCES OF RISK

### Fire

#### Description:

Bush fires occur within all areas of the municipality. Fire behaviour can range from very mild to extremely unpredictable, dependent upon fuel loads, weather, topography, etc. The most severe fires occur from October through to April. There may be limited notification to the community in the initial stages of a fire, with the duration and impact being unpredictable. There is continual public awareness regarding the consequences and mitigation methods for bush fire throughout the State every year and locally by the City. Annual hazard reduction work is required to be undertaken prior to December and maintained by property owners through to March of the following year. The Bush Fires Act 1954 legislates for the control of bush fires throughout the State, this together with local government planning requirements aims to reduce the risk of bush fire to the community.

Structure fires occur occasionally within the City of Kwinana with varying degrees of damage sustained. The fires can involve both commercial and private structures and may occur at any time of the year. Structure fires can begin from a source within the premises (e.g. candle in a house, chemical reaction in a factory) or from an external source (e.g. bush fires or other structure fires). They are generally isolated incidents though they may cause some external impact. Structure fires can become intense very quickly dependent upon various factors such as fuel availability, fuel type and weather conditions, they may be controlled very quickly or can continue over a number of days.

#### Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death	Air pollution	Moderate financial loss	Minor disruption to normal services	Social networks	Long term loss of lifelines
Permanent Injury	Toxic substances in drains	Minor financial loss	Loss of reputation	Heritage listed buildings	Medium term loss of lifelines
Minor Injury	Disposal of toxic materials	Major financial loss		Areas of cultural significance	Short term loss of lifelines
Displacement	Water quality				Damage to public buildings
Human health	Ground water contamination				
Mental health/stress	Loss of flora/fauna habitat				
Financial impact					

#### Current PPRR Controls:

- Annual Fire Break Inspections
- Fire Mitigation Works
- Two active Volunteer Bush Fire Brigades
- Community Engagement
- Emergency preparation information to residents
- Career Fire and Rescue Brigade
- Volunteer Fire and Rescue Brigade

## Severe Storm

### Description:

Storms can affect the City of Kwinana throughout the year and are usually associated with abnormal weather patterns. Severe storms are generally to be expected during the winter months between June and August but can occur at other times of year as a result of cyclonic activity in the north of the State. During severe storms, wind gusts can exceed 100km/h and cause widespread damage to private dwellings, industrial and commercial properties and local government infrastructure.

The Bureau of Meteorology (BoM) produces weather forecasts and predictions which are updated regularly throughout the day. Public awareness is undertaken by the media and DFES by promoting a state of preparedness. The City of Kwinana undertakes drainage maintenance to reduce the risk of localised flooding, the City also conducts tree lopping around power lines and offers a curb side rubbish collection to reduce the incidence of loose materials during the winter season.

### Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death	Reduction of Flora and fauna habitat	financial loss	Partial loss of capacity	Social networks	Long term loss of lifelines
Permanent Injury	Erosion	Major	Minor disruption to normal services	Walk trails	Medium term loss of lifelines
Minor Injury	Air pollution	Moderate	Loss of reputation	Heritage listed buildings	Short term loss of lifelines
Displacement temporary and permanent	Affects on water catchment and water quality	Loss of business	Damage to reputation	Areas of cultural significance (Aboriginal sites)	Damage to public buildings
Psychological impact	Increase in weed infestation	Loss of employment			Damage to bridges and culverts
Population loss		Loss of tourism			
		Labour shortages			

### Current PPRR Controls:

- Emergency preparation information to residents
- Social Media Information
- Road Drainage maintenance
- Tree maintenance
- Building and Planning Standards
- Rockingham Kwinana SES
- Two active Volunteer Bush Fire Brigades
- Bulk rubbish collections



## Hazmat

### Description:

The movement of hazardous materials occurs at all times of the year via road and rail within the City of Kwinana. The use and storage of chemicals on private land and in commercial facilities is wide spread along the industrial strip. There is concern that an incident involving hazardous materials could impact heavily on the community, as these materials in various forms, are used and transported on a daily basis within the City.

Major Hazard Facilities (MHF) within Kwinana are required to have a safety plan as a condition of their license to operate and have a responsibility to ensure these safety plans, through risk management, plant design, procedures, testing and investment in safety, prevent or minimize any risk to the community of Kwinana.

### Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death	Flora and fauna habitat	Moderate financial loss	Minor disruption to normal services	Social networks	Medium term loss of lifelines
Permanent Injury	Air pollution	Minor financial loss	Damage to reputation	Short term displacement	Short term loss of lifelines
Minor Injury	Chemical contamination of water catchment		Cost of recovery/decontamination	Areas of cultural significance	Damage to public infrastructure
Displacement	Fire				
Short and long term health risk	Cleanup issues				
Rehabilitation	Rehabilitation of affected area				

### Current PPRR Controls:

- Emergency preparation information to residents
- Kwinana Industries Mutual Aid Manual
- Kwinana Industries Public Safety Committee and Liaison Group
- Career Fire And Rescue Brigade
- DFES HAZMAT

# Earthquake

## Description:

Earthquakes cannot be prevented but there are strategies that can mitigate the effects. These strategies include; suitable building regulations and design, training and exercising multi-agency responses, provision of suitable equipment and training for rescue teams, community awareness and education with regard to actions necessary when an earthquake occurs.

Preliminary tremors may be the only warning of an impending earthquake, giving little time to prepare. If preliminary tremors are experienced the community will be advised on actions to take through official communication processes.

Should an earthquake impact on the City of Kwinana, it is probable that neighboring communities and others across the metropolitan area will be affected. This being the case, the City would not be able to rely on immediate regional support.

## Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death	Flora and fauna habitat	Moderate financial loss	Major disruption to normal services	Social networks	Medium term loss of lifelines
Permanent Injury	Chemical contamination of water catchment	Minor financial loss	Minor disruption to normal services	Short term displacement	Short term loss of lifelines
Minor Injury	Cleanup issues		Damage to reputation	Long term displacement	Damage to public infrastructure
Displacement	Rehabilitation of affected area		Cost of recovery/decontamination	Areas of cultural significance	
Short and long term health risk					
Rehabilitation					

## Current PPRR Controls:

- Rockingham Kwinana SES
- Two active Volunteer Bush Fire Brigades
- Emergency Preparation Pack
- DFES Career and Volunteer Fire and Rescue Brigades
- Media team to inform the community

# Pandemic

## Description:

It is likely that different pandemics will pose ambiguity about the appropriateness of various actions. The Influenza Pandemic Plan should be used with flexibility depending on the seriousness of the infection, the population/s most affected and/ or the extent of the disease and its impact. These decisions will be made by the Chief Executive Officer on advice from the Department of Health, Manager Environmental Health Services and the Pandemic Management Cross Functional Team.

## Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death Permanent Injury Minor Injury Displacement Short and long term health risk Rehabilitation	Flora and fauna habitat	Major financial loss  Moderate financial loss  Minor financial loss	Major disruption to normal services  Damage to reputation  Cost of recovery/ decontamination	Social networks  Short term displacement  Long term displacement  Areas of cultural significance	Medium term loss of lifelines  Long term loss of lifelines

## Current PPRR Controls:

- Emergency preparation information to staff and residents
- Media team to inform the community
- Reinforce Containment Plans within the workplace and community as per instructions from government health officials
- Maintain the roster of support staff, relevant to each essential service Instruct all City of Kwinana staff to immediately advise if / when unavailable
- Initiate agreed strategies
- Implement daily monitoring of staff welfare and availability for all Teams. Report daily results to PMXFT

# Tsunami

## Description:

Tsunamis are recorded in Australia about once every two years and most are small and present little threat of land inundation to our coastal communities. However, the abnormal waves, tides and currents caused by even relatively small tsunami can be dangerous to swimmers and mariners.

The occurrence of the 26 December, 2004 Sumatra-Andaman earthquake, established that the tsunami source zone that lies off the coast of Sumatra, to the west of Java, poses a great hazard for the Perth area. It is now widely recognised that this subduction zone can produce some of the largest earthquakes in the world and the associated tsunamis are substantial enough to affect the entire Indian Ocean Basin including the coastline near Perth.

Tsunamis cannot be prevented but there are strategies that can mitigate the effects. These strategies include; standard operating procedures (SOP). ie: closure of beaches, training and exercising, multi-agency responses, community awareness and education with regard to actions necessary when a Tsunami is predicted.

## Consequences:

People	Environment	Economy	Public Administration	Social Setting	Infrastructure
Death	Flora and fauna habitat	Major financial loss	Major disruption to normal services	Social networks	Medium term loss of lifelines
Permanent Injury	Chemical contamination of water catchment	Moderate financial loss	Damage to reputation	Short term displacement	Long term loss of lifelines
Minor Injury	Cleanup issues	Minor financial loss	Cost of recovery/decontamination	Long term displacement	Damage to public infrastructure
Displacement	Rehabilitation of affected area			Areas of cultural significance	
Short and long term health risk					
Rehabilitation					

## Current PPRR Controls:

- Tsunami Warnings from DFES
- Rockingham Kwinana SES
- Emergency preparation information to residents
- Media team to inform the community
- Beach closure protocols

# RISK EVALUATION CRITERIA

CONSEQUENCE TABLE

Consequence Level	People	Environment	Economy	Public Administration	Social Setting	Infrastructure
<b>Catastrophic</b>	Widespread multiple loss of life (mortality > 1 in ten thousand), health system unable to cope, displacement of people beyond ability to cope	Widespread severe impairment or loss of ecosystem functions across species and landscapes, irrecoverable environmental damage	Unrecoverable financial loss > 3% of the government sector's revenues <sup>1</sup> , asset destruction across industry sectors leading to widespread business failures and loss of employment	Governing body unable to manage the event, disordered public administration without effective functioning, public unrest, media coverage beyond region or jurisdiction	Community unable to support itself, widespread loss of objects of cultural significance, impacts beyond emotional and psychological capacity in all parts of the community	Long-term failure of significant infrastructure and service delivery affecting all parts of the community, ongoing external support at large scale required
<b>Major</b>	Multiple loss of life (mortality > 1 in one hundred thousand), health system over-stressed, large numbers of displaced people (more than 24 hours)	Severe impairment or loss of ecosystem functions affecting many species or landscapes, progressive environmental damage	Financial loss 1-3% of the government sector's revenues <sup>1</sup> requiring major changes in business strategy to (partly) cover loss, significant disruptions across industry sectors leading to multiple business failures and loss of employment	Governing body absorbed with managing the event, public administration struggles to provide merely critical services, loss of public confidence in governance, media coverage beyond region or jurisdiction	Reduced quality of life within community, significant loss or damage to objects of cultural significance, impacts beyond emotional and psychological capacity in large parts of the community	Mid- to long- term failure of significant infrastructure and service delivery affecting large parts of the community, initial external support required
<b>Moderate</b>	Isolated cases of loss of life (mortality > than one in one million), health system operating at maximum capacity, isolated cases of displacement of people (less than 24 hours)	Isolated but significant cases of impairment or loss of ecosystem functions, intensive efforts for recovery required	Financial loss 0.3-1% of the government sector's revenues <sup>1</sup> requiring adjustments to business strategy to cover loss, disruptions to selected industry sectors leading to isolated cases of business failure and multiple loss of employment	Governing body manages the event with considerable diversion from policy, public administration functions limited by focus on critical services, widespread public protests, media coverage within region or jurisdiction	Ongoing reduced services within community, permanent damage to objects of cultural significance, impacts beyond emotional and psychological capacity in some parts of the community	Mid-term failure of (significant) infrastructure and service delivery affecting some parts of the community, widespread inconveniences
<b>Minor</b>	Isolated cases of serious injuries, health system operating within normal parameters	Isolated cases of environmental damage, one-off recovery efforts required	Financial loss 0.1-0.3% of the government sector's revenues <sup>1</sup> requiring activation of reserves to cover loss, disruptions at business level leading to isolated cases of loss of employment	Governing body manages the event under emergency regime, public administration functions with some disturbances, isolated expressions of public concern, media coverage within region or jurisdiction	Isolated and temporary cases of reduced services within community, repairable damage to objects of cultural significance, impacts within emotional and psychological capacity of the community	Isolated cases of short- to mid-term failure of infrastructure and service delivery, localised inconveniences
<b>Insignificant</b>	Near misses or minor injuries, no reliance on health system	Near misses or incidents without environmental damage, no recovery efforts required	Financial loss < 0.1% of the government sector's revenues <sup>1</sup> to be managed within standard financial provisions, inconsequential disruptions at business level	Governing body manages the event within normal parameters, public administration functions without disturbances, public confidence in governance, no media attention	Inconsequential short-term reduction of services, no damages to objects of cultural significance, no adverse emotional and psychological impacts	Inconsequential short-term failure of infrastructure and service delivery, no disruption to the public services

### LIKELIHOOD (NERAG)

Descriptor	Frequency	Average Recurrence Interval	Annual Exceedance Probability (AEP)
<b>Almost Certain</b>	Once or more per year	< 3 years	> 0.3
<b>Likely</b>	Once per ten years	3 – 30 years	0.031 – 0.3
<b>Possible</b>	Once per hundred years	31 – 300 years	0.0031 – 0.03
<b>Unlikely</b>	Once per thousand years	301 – 3,000 years	0.00031 – 0.003
<b>Rare</b>	Once per ten thousand years	3,001 – 30,000 years	0.000031 – 0.0003
<b>Very Rare</b>	Once per hundred thousand years	30,001 – 300,000 years	0.0000031 – 0.00003
<b>Almost Incredible</b>	Less than once per million years	> 300,000 years	< 0.0000031

### QUALITATIVE RISK MATRIX (NERAG)

Likelihood Level	Consequence Level				
	Insignificant	Minor	Moderate	Major	Catastrophic
<b>Almost Certain</b>	Medium	Medium	High	Extreme	Extreme
<b>Likely</b>	Low	Medium	High	High	Extreme
<b>Possible</b>	Low	Low	Medium	High	High
<b>Unlikely</b>	Low	Low	Medium	Medium	High
<b>Rare</b>	Low	Low	Low	Medium	Medium
<b>Very Rare</b>	Low	Low	Low	Low	Medium
<b>Almost Incredible</b>	Low	Low	Low	Low	Low

*Risk Matrix table above based on information derived from National Emergency Risk Assessment Guidelines 2010*

## CONFIDENCE LEVEL

The ratings for each of the confidence criteria will help rate the confidence in the overall risk assessment process. This rating is conducted for each risk at the end of the risk analysis phase. It is recorded in the risk register in order to communicate uncertainty and to support the decision making process concerning the need for detailed risk analysis, or the selection of risk treatment measures.

In general, if the overall confidence in the process is low, further analysis might be warranted, and a more detailed analysis should be conducted. Depending upon the significance of the decision, the confidence rating should be done in conjunction with an external party or otherwise validated by a third party, such as through peer review or other validation mechanism.

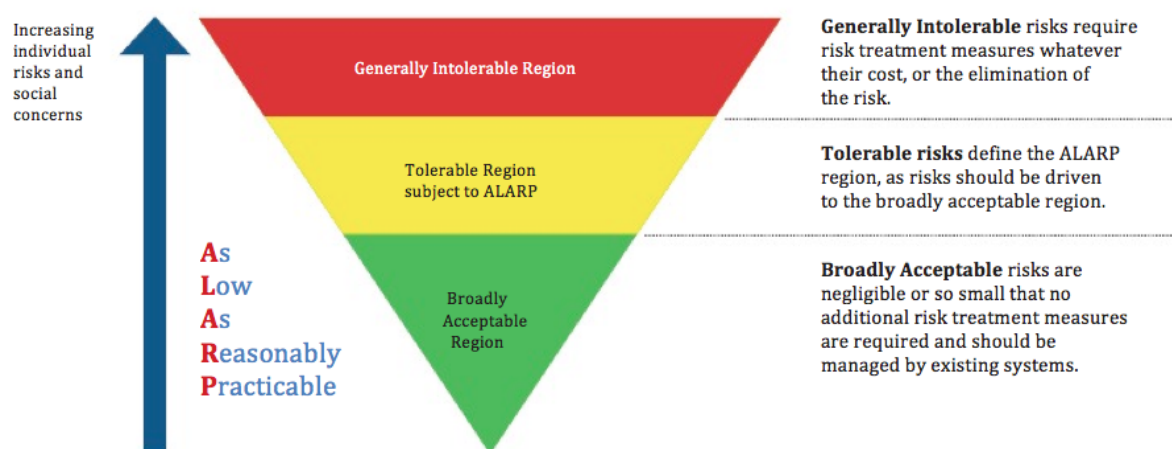
(Extracted from the National Risk Assessment Guide Exposure Draft 2009)

### CONFIDENCE LEVEL MATRIX

Confidence Criteria	Low Confidence	Moderate Confidence	High Confidence
<b>Data/Information</b>	Neither community nor hazard specific; anecdotal only	Community or hazard specific; validated historical or scientific	Community and hazard specific; validated historical and scientific
<b>Team Knowledge</b>	Neither hazard nor process (risk assessment) specific	Hazard or process specific	Hazard and process specific
<b>Agreement</b>	Neither on interpretations nor on ratings	On interpretation or ratings	On interpretation and ratings

## TOLERABILITY

The tolerability level indicated in the risk register utilises the As Low As Reasonably Practicable (ALARP) Principle. This principle aids in determining which risks require treatment depending on which region they fall into. The diagram below outlines the ALARP principle.



ALARP Principal above derived from National Emergency Risk Assessment Guidelines 2010



The colour of the ALARP categories indicated in the diagram on the previous page correlate to the risk schedule tolerability column detailed in the risk register. A tolerability result of “generally intolerable” requires further assessment in order to reduce the risk; a result of “tolerable subject to ALARP” requires further assessment where possible. Some risks that fall into “tolerable subject to ALARP” may well be accepted due to their nature and the organisational capabilities.

## RISK REGISTER REVIEW PROCESS

During a comprehensive review of the LEMA in 2014, an in-depth review of the risk management section was conducted by a sub-committee of the LEMC to ensure adherence to AS/NZS ISO 31000:2009. In particular, the criteria in which the risk statements were assessed against were updated and a reassessment was carried out utilising the risk tools developed by SEMC.

The risk statements listed in the risk register were developed based on the local major risks identified earlier in this document under [Emergency Risk Management](#). All other hazards will be dealt with by the relevant State Emergency Management Plan ([WESTPLAN](#)).

To ensure those that took part in the risk assessment workshop were assessing the statements within the same parameters, some realistic scenarios were developed to assist with the assessment process. These scenarios are detailed on the following pages and are the basis of the risk statement results.

To further assess and review the risk statements, a comprehensive risk review process may be considered in the future with the assistance of a risk management subject matter expert to facilitate the process.

## RISK REGISTER AND TREATMENT SCHEDULE

The risk review workshop utilised LEMC sub-committee members along with subject matter experts drawn from the City of Kwinana and other support organisations. The intent of the workshop was to compile and finalise a comprehensive risk register for the City of Kwinana.

The initial assessment detailed in the register was carried out without considering current controls and the probability factor was determined by assessing the probability that the risk statement would occur with the selected consequence resulting.

On completion of the initial assessment, those that resulted in a tolerability level of “tolerable subject to ALARP” or higher required further investigation. With the intention to bring the risk statement to an acceptable rating by reducing the risk, or increasing the confidence level, current practices were noted and additional treatment strategies were identified where required. These are collated in [Appendix 4 – City of Kwinana Risk Register and Treatment Schedule](#).

A reassessment of the risk statements was carried out with the treatment strategies factored in. The probability factor was determined by only considering what the probability of the risk statement occurring was. In doing this, it resulted in a more realistic risk rating that was consistent with local knowledge and experience.

For the several risks that still remained with a “tolerable subject to ALARP” rating, further consideration was given and it was decided to accept the risk due to their nature and the ability for the organisation to have in place and carryout response and recovery measures to support the community.

## RISK ASSESSMENT SCENARIOS

### Bushfire

A deliberately lit fire in The Spectacles on Wednesday XX January 20XX at approximately 1300hrs.

AEP – 1 (times per year)

- Extreme fire danger
- 38 degrees
- Strong North Easterly Winds with a late South West sea breeze expected around 5pm
- Fire lit near the edge of Spectacles Drive approximately half way between Anketell Rd and Thomas Rd
- The wetland area of The Spectacles is severely impacted
- Thick heavy smoke covers the residential areas on the southern side of Thomas Rd
- Spot fires up to 300m in front of the head fire
- Concern from residents with some choosing to self evacuate
- Some smoke damage to houses
- Several reports of evaporative air conditioners catching light due to embers

### Structural Fire

A structural fire at a high school in Kwinana on Tuesday XX March 20XX at 10am caused by electrical fault.

AEP – 1 in 50 years

- Fire in main building of the school
- Southerly wind direction until 12noon
- Evacuation required
- 20 children and a teacher treated for smoke inhalation and burns.
- Affected part of school irreparable

### HAZMAT - (inside industrial area)

A hazmat incident within the industrial strip of Kwinana as result of an explosion at one of the refinery plants on Friday XX February 20XX

AEP – 1 in 100 years

- Impact to the supply of fuels to power generation and commercial/domestic users.
- Toxic plumes remain over Kwinana due to variable winds

### HAZMAT - (outside industrial area)

A hazmat incident from the collision of a fuel tanker with a plastics truck causes vehicle fire, fuel spillage and toxic smoke to be blown over the residential area on Thursday XX August 20XX at 7am along Thomas Road.

AEP – 1 in 10 years

- Smoke remains for several hours within residential area
- Fuel spillage impacting on drainage system and ecologically sensitive areas
- Both drivers of vehicles injured

## RISK ASSESSMENT SCENARIOS CONTINUED

### Storm

A storm/mini tornado crossing the coast between Cockburn and Mandurah during the evening of Saturday XX July 20XX

AEP – 4 (times per year)

- Widespread damaging winds to 125km/hr resulting in damage to homes and property.
- Dangerous gusts up to 180km/hr causing significant damage and destruction to homes and property
- Heavy rainfall resulting in flash flooding.
- Higher than normal tides causing flooding of low-lying coastal areas
- Lightning/Thunder/Hail
- The suburbs of Medina and Orelia area heavily hit with surrounding suburbs of Kwinana also affected.
- 20 requests for assistance are recorded for property damage including:
  - Roof's lost
  - Structural damage
  - Water damage
- Estimated 300 homes are without power.
- Powerlines are damaged and over the road in several locations
- Fallen trees blocking roads
- Some displacement of people

### Earthquake

An earthquake of magnitude 6.4 strikes at midday on Friday January XX 20XX

AEP – 1 in 2500 years

- Epicenter is located 5km north-west of Rottnest island
- Significant shaking is experienced throughout the metro area
- Shaking up to MM7 is experienced within Kwinana = Damage negligible in buildings of good design and construction; slight to moderate damage to well-built ordinary structures; considerable damage in poorly built or badly designed structures; some chimneys broken.
- No potential for Tsunami from this event
- A number of aftershocks follow with the largest being 5.1

### Pandemic

An infectious disease Pandemic within the City of Kwinana involving a high degree of disruption to services and the requirement for action to protect staff and the community and to maintain essential services, on Tuesday XX March 20XX

AEP – 1 in 10 years

- The absence of 40-60% of staff during a pandemic period
- A pandemic period of between 12 and 26 weeks with a 2 - 3 week critical period of staffing levels possibly once or twice in this period
- Possible reduction in services and products consistent with staffing capability and reduced demand for the City of Kwinana services
- Possible increase/decrease in demand for certain products and services

## RISK ASSESSMENT SCENARIOS CONTINUED

### Tsunami

A Tsunami along the Kwinana coast on Saturday XX December 20XX at 10am caused by earthquake of magnitude of 9.2 off Java.

AEP – 1 in 10,000 years / 0.0001

- During high tide
- Height of Tsunami is approximately 20cm
- Unpredictable and strong currents causing damage to moorings and other marine based assets.
- Potential risk to beach users due to unpredictable waves/currents
- Approximately 4hr warning from earthquake



## **PART 8**

# **APPENDICES**

1. **EMERGENCY CONTACT DIRECTORY**
2. **CITY RESOURCES AND ASSET REGISTER**
3. **ASSEMBLY AREAS**
4. **RISK REGISTER AND TREATMENT SCHEDULE**







## **APPENDIX 1**

# **EMERGENCY CONTACT DIRECTORY**



## KWINANA LOCAL EMERGENCY MANAGEMENT COMMITTEE

NAME	POSITION	ORGANISATION
<b>MEMBERS</b>		
<b>Chair</b>		
Cr Dennis Wood	Chair	City of Kwinana
<b>Police – Local Emergency Coordinator</b>		
Greg Hutchinson	Senior Sergeant - OIC / Local Emergency Coordinator.	Kwinana Police Station
<b>City of Kwinana</b>		
Cr Matthew Rowse	Councillor	City of Kwinana
Michelle Bell	Local Recovery Coordinator	
Dave Gossage	Chief Bushfire Control Officer and Executive Officer	
Rodney De San Miguel	Community Emergency Services Officer	City of Kwinana
Natasha Dransfield	Manager Corporate Communications	City of Kwinana
Paul Garrat	Local Welfare Coordinator	City of Kwinana
Vacant	Welfare Liaison Officer	City of Kwinana
Darrell Monteiro	Environmental Health Services	City of Kwinana
Louis De Klerk	Animal Welfare Liaison	City of Kwinana
Ian Critchley JP	Community Representative	

Graeme O'Brien	Community Representative	
Barry Tait	Community Representative	
Lindsay Gates	Community Representative	
Paul Southam	District Officer – Perth South Coastal	DFES
Terry Stillitto	Local Welfare Coordinator	Department of Communities
Leigh Sage	Department of Biodiversity, Conservation and Attractions	Department of Biodiversity, Conservation and Attractions
( Vacant)	Deputy Manager Ops	Rockingham Kwinana SES
Lynn Cameron	Training Coordinator	Dept Agriculture and Food WA
( Vacant)	Deputy Superintendant Casuarina Prison	Dept Corrective Services
Shane Lehmann	Field Services Coordinator	Western Power
Chris Aleman		Rockingham Sea Rescue Group
Chris Oughton	KIMA Representative	KIMA
Mark Jeffs		Public Transport Authority
Scott Beaton		Dept of Health Rockingham Peel Group
Stephan MacCarthy		Water Corporation
<b>GUESTS</b>		
Merveen Cross	Community Emergency Management Officer	SEMC Secretariat
Rose Momberg		Banksia Park Aged Care
Peter Jones	Corp Officer	Salvation Army Kwinana

David Price	Deputy Manager TLC	Rockingham Kwinana
Mark Wyatts	Unit Manager	SES

INTERIM PLAN 2018



## CITY OF KWINANA CONTACT REGISTER

Name	Address/ Position	Contact No
<b>City Assist/Emergency Services</b>		
City Assist	City of Kwinana	9439 0400

### EMERGENCY CONTACTS

<b>LIFE THREATENING EMERGENCY</b>			
<b>POLICE</b>	<b>FIRE</b>	<b>AMBULANCE</b>	<b>000</b>

<b>NON LIFE THREATENING EMERGENCY</b>	
Crime Stoppers	1800 333 000
Police Non-Emergency	131 444
Police Operations	9222 1111
SES - Assistance	132 500

<b>DFES / DPAW</b>	
DFES Switchboard	9395 9300
Communications Centre	1800 198 140
DFES Communication Supervisor	9395 9202
District Officer Perth South Coastal (Bushfire)	9395 9468
District Officer Cockburn Sound (Fire & Rescue)	9395 9313
District Officer Perth South Coastal (SES)	9395 9474
DBC&A Fire	9405 1222

<b>WARNINGS AND ALERTS</b>
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DFES Public information Line	13 33 37
Bureau of Meteorology Recorded Information Line	1300 659 213
Australian Tsunami Threat Information Line	1300 878 6264 (1300 TSUNAMI)
National Security Hotline	1800 123 400

<b>EMERGENCY SOCIAL / WELFARE SUPPORT</b>	
Department of Child Protection Crisis Care	A/hrs 9223 1111 / 1800 199 008 Central Office 9222 2555
Australian Red Cross	1800 810 710
Centrecare	9325 6644
Centrelink	132 850
Lifeline	131 114
Crisis Care	9223 1111 (24hrs) / 1800 199 008
The Samaritans	9381 5725 / 135 247
The Salvation Army	9260 9500
Homeless Advisory Service	1800 065 892 ( 8am – 5pm) 9223 1111 (Crisis Care After Hours)
Insurance Council of Australia	1300 728 228
Anglicare - Emergency Relief WA	9419 2065 (All Saints Anglican Church) 9592 2699 (St Nicholas Church)
DFES Chaplain Pager service (leave a message and you will be called back)	9323 9496 (DFES Comcen Supervisor)
WA Natural Disaster Relief and Recovery Arrangements (WANDRRA)	9395 9404
Translating and Interpreting Service (TIS) National <a href="http://www.tisnational.gov.au">www.tisnational.gov.au</a>	131 450 (Telephone interpreting) 1300 655 082 (24 hr on site interpretation)



UTILITIES	
Western Power	131 351
Horizon Power	132 351
Alinta Energy (emergencies)	131 352
Water Corporation	131 385
Telstra (faults only)	132 203

ROADS / TRAFFIC	
Main Roads Western Australia	138 138 1800 800 009

ANIMALS / PLANTS	
RSPCA WA	9209 9300
DPAW Wild care helpline	9474 9055
<u>Department of Agriculture and Food</u> Emergency 24 hour Emergency Animal Disease Watch Hotline Pest and Exotic Plant disease Information	0417 910 082 1800 675 888 1800 084 881
Australian Quarantine and Inspection Service	1800 020 504
<u>Veterinarians</u> Kwinana Vet – 38 Meares Ave, Parmelia Baldivis Vet – 597 Baldivis Rd, Baldivis Murdoch Uni Vet Hosp. – Murdoch Dve, Murdoch	9419 1346 9542 1466 / emergency: 0499 150 404 9360 6454 / emergency: 1300 652 494
<u>Pet Food Suppliers</u> Medina Pet Foods – 2 Seabrook Way, Medina Advanced Pet Care – 40 Lionel St, Naval Base City Farmers – 75A Dixon Rd, Rockingham Anketell Stock Feeds – 779 Thomas Rd, Anketell Oakford Ag. & Garden Supp. – 6 Cumming Rd, Oakford Oakford Stockfeed – 965 Nicholson Rd, Oakford	9439 2854 9437 1161 9527 6005 9419 5771 9419 5598 9397 0199

<b>EARTH MOVING EQUIPMENT</b>	
Jandakot Earth Moving Brett Thomas	9524 1417 0408 957 126 (m)
Waste Stream Management	9439 1300
Bayside Earthmoving Brian Williams	9527 3086 0412 431 651 (m)
Firebreaks & Slashing Adrian Smith	9498 7124 0419 545 488
TAG Tree Services Pty Ltd – Joseph Boundy All types of tree work	9493 7755 0427 912 939

<b>WATER CARRIERS</b>	
Water on Wheels	9397 1663
CSBP – Office and A/H Security.	9411 8777

<b>LOCAL EMERGENCY SERVICES</b>	<b>(Not for reporting emergencies)</b>
Kwinana Police Station	9411 4311
Hope Valley Career Fire and Rescue Armstrong Road, Hope Valley	9410 2911
Kwinana Volunteer Fire and Rescue 10 Chisham Avenue, Kwinana WA 6167	Station 9419 4454 Captain –
Kwinana South Volunteer Bushfire Brigade Cnr Barker & Mortimer Road Casuarina WA 6170	Captain 9439 3743 Paggers 9476 0006 Group Call – 0881 146 984
Mandogalup Volunteer Bushfire Brigade 7 Mandogalup Drive Mandogalup WA 6167	Captain 9410 1931 Duty Phone 9437 9449 Paggers 9476 0006 Group Call – 0881 146 991
Rockingham Kwinana State Emergency Services (RK-SES)	Duty Manager Unit 9527 1652 Fax 9527 6177

**MISCELLANEOUS**

Kwinana Marketplace Centre Management	9439 1233
Harbour Master	9430 3305
Department of Transport	9431 1019
Navigation Safety	9216 8982
Marine Safety	9222 9922
Office of Road Safety	9323 4688
WA Planning Commission Land	9551 9000
	0434 368 419 (24hrs)
Coates Hire / Tru Blu Hire – Patterson Rd Kwinana	9419 6633
Kennards Hire – Myaree	9317 2934
Kennards Hire - Rockingham	9529 2555

# HAZARD MANAGEMENT AGENCIES

## LISTED BY HAZARD

This list of hazards/emergencies identifies the HMA responsible for that hazard/emergency.

The hazard/emergencies identified are not exhaustive and may be added to as required.

1.	Air Crash	West Australian Police	000 / 131444
2.	Dam Break	Water Corporation	000 / 131375
3.	Earthquake	DFES	000
4.	Exotic Animal Disease	Agriculture & Food (Dept. of)	000 / 1800 675 888
5.	Bush Fire (DEC Managed Land)	Gazetted Fire Districts: DFES Other: DPAW	000
6.	Fire (Rural & Urban)	Gazetted Fire Districts: DFES Other: Local Government Authorities	000
7.	Flood	DFES	000
8.	Fuel Shortage Emergencies	Consumer & Employment Protection (Dept Of) Energy Safe Directorate	000 / 1800 678 198
9.	Hazardous Materials C&R	DFES	000
10.	Human Epidemic	Health (department of)	000 / 1800 022 222
11.	Land Search	WA Police	000 / 131444
12.	Landslide	DFES	000
13.	Marine Oil Pollution	Planning & Infrastructure (Dept of)	000 / 9480 9924
14.	Marine Transport Emergencies	Planning & Infrastructure (Dept of)	000
15.	Nuclear Powered Warships	WA Police	000
16.	Offshore Petroleum Operations Emergencies	Industry & Resources (dept of)	000 0427 081 863 0414 609 889
17.	Rail Transport Emergencies Urban Passenger Network  Freight Network	Public Transport Authority Westnet Rail	000 / 9220 9999  1300 987 246 1300 087 246
18.	Road Transport Emergencies	WA Police	000 / 131444
19.	Sea Search & Rescue	WA Police	000 / 131444
20.	Space Re-Entry Debris	WA Police	000 / 131444
21.	Severe Storm	DFES	000
22.	Tropical Cyclone	DFES	000
23.	Tsunami	DFES	000
24.	Pandemic Infectious Disease	Department of Health WA	9222 2072

## **APPENDIX 2**

# **CITY RESOURCES AND ASSET REGISTER**



The following is a comprehensive table of vehicles and equipment that may be available to be recalled in the event of major emergency within the City of Kwinana.

#### CITY OF KWINANA – RESOURCES

Resource Type	# Available
<b>Communications</b> <ul style="list-style-type: none"> <li>• WAERN Base units</li> <li>• WAERN Handhelds</li> <li>• Mid Band Base Unit</li> </ul>	1 3 1
<b>Vehicles</b> (D10/46396 v4) Pool Vehicles <ul style="list-style-type: none"> <li>• Cars</li> <li>• Utilities</li> </ul> Non-pool Depot Vehicles <ul style="list-style-type: none"> <li>• Cars</li> <li>• Utilities</li> </ul> Non-pool Other Vehicles <ul style="list-style-type: none"> <li>• Cars</li> <li>• Utilities</li> <li>• People mover/Bus</li> </ul>	12 10 1 12 10 10 3
<b>Miscellaneous Plant</b> <ul style="list-style-type: none"> <li>• Quad Bike</li> <li>• One Tonne Crane attached to Ute</li> <li>• Mulcher – Howard ALCE 1950</li> <li>• Vermeer Woodchipper/Mulcher BC 1500</li> <li>• Crendon Squirrel Platform Cherrypicker</li> </ul>	2 1 1 1 1
<b>Trucks and Tractors</b> <ul style="list-style-type: none"> <li>• Tip Truck</li> <li>• Mulch Truck</li> <li>• 14 tonne tip truck</li> <li>• Tray Top Truck</li> <li>• Tray Top truck with hiab</li> <li>• 6 tonne drainage truck</li> <li>• Graffiti Truck</li> <li>• Cadet Fire Truck</li> <li>• Water Truck</li> <li>• Tractors</li> </ul>	5 1 1 3 2 1 1 1 1 1 2
<b>Earth Moving Equipment</b> <ul style="list-style-type: none"> <li>• Volvo Loader P387 (Small)</li> <li>• Volvo Loader L70F (Large)</li> <li>• Skid Steer Loader</li> <li>• Volvo Grader</li> <li>• Mini excavator with trailer</li> <li>• Caterpillar Roller</li> </ul>	1 1 1 1 1 1
<b>Trailers</b> <ul style="list-style-type: none"> <li>• 7 x 4 (Variety)</li> <li>• 7 x 4 box trailer with water tank</li> <li>• 15 x 7 Dropside dual axle Trailer</li> <li>• 10 x 5 Heavy Duty Box Trailer (signs)</li> <li>• Tandem Axle tilt trailer</li> <li>• Rangers Emergency Sign trailer 7x4</li> <li>• Plant Trailers (Various sizes)</li> </ul>	2 2 1 1 1 1 5

<b>Minor Plant and Equipment</b>	
Chainsaw	16
Quickcut saw	3
Brush cutter	17
Hedge cutter/trimmer	7
Edger	3
Triton Road Barriers 2/70km	18
4000 litre water tank	1
600 litre spot sprayer	1
High pressure cleaner	2
450 litre Graffiti remover trailer	1
Footpath Grinder	1
Concrete Saw	2
Bricksaw with stand	1
Laser Level	1
Traffic Counter	1
Heavy Duty Slasher	1
Rotary Mower	1
Trac Mower	1
Industrial Vacuum Cleaner	1
30 Amp Charger	1
Air Trolley Jack 20 tonne capacity	Various
Mechanical Tools	2
Welder	2
Cordless Hammer Drills	1
Portable Scaffolding	1

The following list identifies those vehicles that are owned by the City of Kwinana and operated by front line operational staff for both normal business activities and also during an emergency. These are not normally available as pool vehicles due to the specific equipment they contain, fitted to, or where specialist training is required to operate them correctly.



## **APPENDIX 3**

# **ASSEMBLY AREAS**



## ASSEMBLY AREAS

**FOR ADDITIONAL SPECIFIC DETAILS FOR THESE FACILITIES PLEASE REFER TO CITY OF KWINANA LOCAL WELFARE SUPPORT PLAN**

**UNLESS OTHERWISE MENTIONED IN THE COMMENTS COLUMN, CONTACT THE CITY ASSIST TEAM ON 9439 0400 FOR 24 HOUR ACCESS**

JOHN WELLARD COMMUNITY CENTRE			Runnymede Gate, Wellard
Street Smart Map Ref.	Facilities	Building	Comments
582 A1	Main Kitchen, Toilets, Courtyard, Creche kitchen, playground	Meeting Room, Reception area, Creche, Activity Rooms, Lift	Nominated Welfare Centre 400 Capacity





THOMAS KELLY PAVILION		Rowson Place, Medina	
Street Smart Map Ref.	Facilities	Building	Comments
551 D5	Kitchen, Toilets, Showers, parking	Club rooms, Pavilion	200 Capacity





THE REQUATIC			
Gilmore Avenue, Kwinana			
Street Smart Map Ref.	Facilities	Buildings	Comments
552 A6	Catering, Toilets	Change rooms, Pavilion	Nominated Welfare Centre 400 capacity





CASUARINA WELLARD COMMUNITY CENTRE			Barker St Casuarina
Street Smart Map Ref.	Facilities	Buildings	Comments
582 C2	Light catering, toilets, parking	Hall with kitchen	Contact Kwinana South VBFB for access



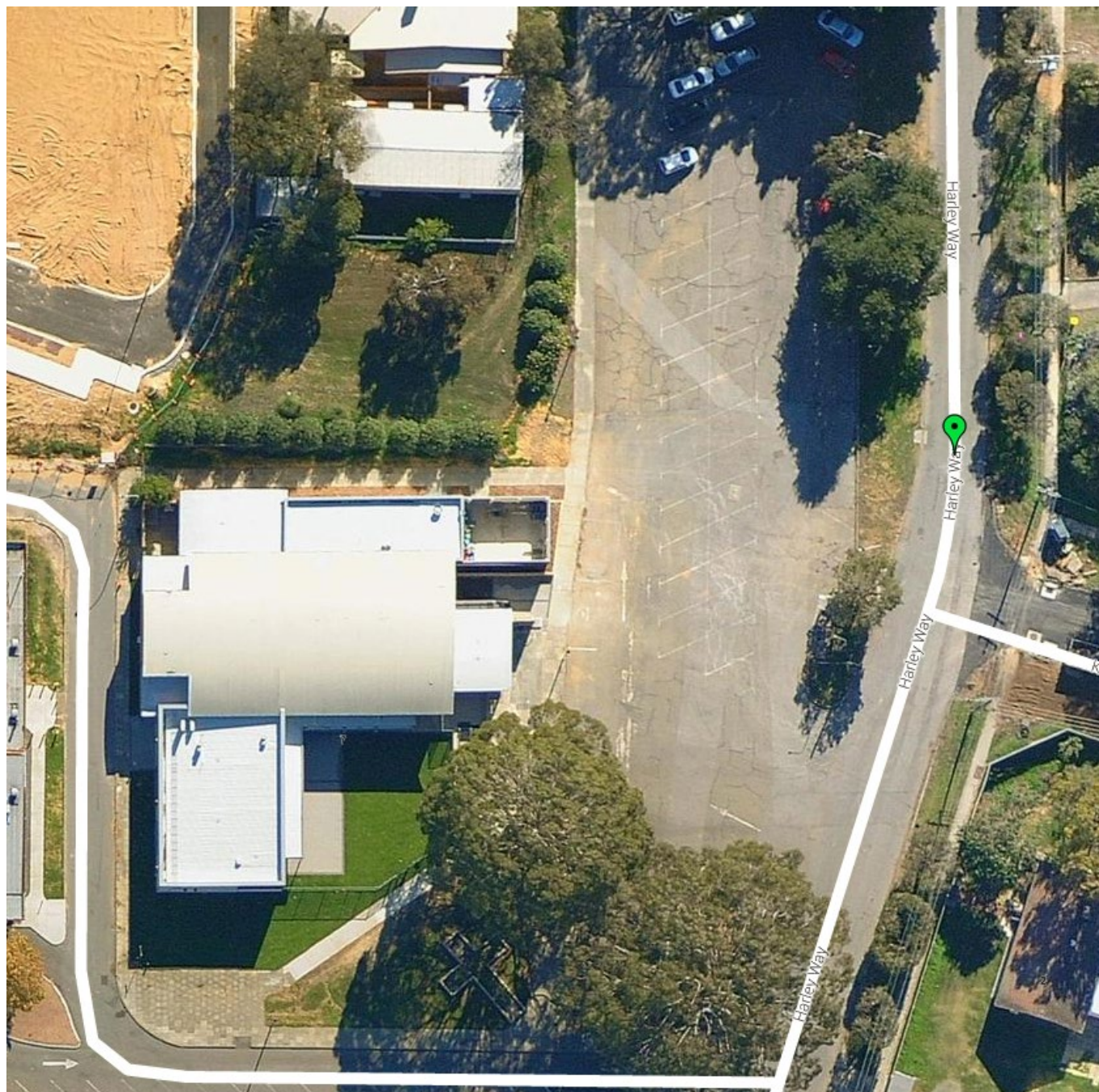


WANDI COMMUNITY CENTRE		302 De Haer Road Wandí	
Street Smart Map Ref.	Facilities	Buildings	Comments
523 C6	Light catering, toilets, parking	Large Hall Small Hall	<b>Nominated Welfare Centre</b> *Emergency ground Water supply on site (not tested) 150 capacity





MEDINA HALL			
Harley Way, Medina			
Street Smart Map Ref.	Facilities	Buildings	Comments
551 E5	Light catering, toilets, parking	Large Hall	Nominated Welfare Centre 300 Capacity





ALCOA SOCIAL CLUB		19 Hope Valley Rd Naval Base	
Street Smart Map Ref.	Facilities	Buildings	Comments
521 B5	Catering, toilets, parking	Hall with Kitchenette	



## **APPENDIX 4**

# **RISK REGISTER AND TREATMENT SCHEDULE**







## RISK REGISTER AND TREATMENT SCHEDULE

	Risk Statement	Impact Area	Maximum Consequence	% Probability	Likelihood	Risk Level	Confidence	Tolera-bility	Controls currently in place	Max Consequence	% Prob	Likelihood	Risk Level	Confidence	Tolera	Comments
There is potential that a <b>BUSH FIRE</b> in the City of Kwinana will cause:																AEP - 0.6321000
1	environmental damage to bushland areas which will in turn cause loss of significant fauna habitats and rare and endangered flora.	Environment	Moderate	100%	Almost Certain	High	High	2	<ul style="list-style-type: none"> <li>Annual Fire Break Inspections</li> <li>Fire / Weed Mitigation Works</li> </ul>	Minor	30%	Likely	Medium	High	4	<ul style="list-style-type: none"> <li>Fires will occur every year due to several reasons, mitigation works are carried out to minimise the effects.</li> <li>The City has a dedicated environment team to carryout recovery of natural areas.</li> <li>Accept Risk</li> </ul>
2	damage to infrastructure resulting in loss of essential services.	Infrastructure	Moderate	85%	Almost Certain	High	High	2	<ul style="list-style-type: none"> <li>Two active Volunteer Bush Fire Brigades</li> </ul>	Minor	4%	Possible	Low	High	5	
3	injury or death to people.	People	Minor	85%	Almost Certain	Medium	Moderate	2	<ul style="list-style-type: none"> <li>Community Engagement</li> <li>Emergency preparation information to residents via website</li> </ul>	Minor	3%	Possible	Low	High	5	
4	displacement to people.	People	Moderate	90%	Almost Certain	High	High	2	<ul style="list-style-type: none"> <li>Career Fire and Rescue Brigade</li> <li>Volunteer Fire and Rescue Brigade</li> </ul>	Moderate	1%	Possible	Medium	High	4	<ul style="list-style-type: none"> <li>Increase community engagement activities through street meets and brigade interaction to educate the community on preparing their properties</li> <li>Bush Fire Prone areas as defined by DFES to determine planning and building requirements to better place residents in a more favourable position to defend their properties.</li> <li>Accept Risk</li> </ul>
5	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Minor	85%	Almost Certain	Medium	High	3	<ul style="list-style-type: none"> <li>Agreements for support with neighboring LG's</li> </ul>	Minor	1%	Possible	Low	High	5	
6	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Minor	85%	Almost Certain	Medium	High	3	<ul style="list-style-type: none"> <li>JAFFA Arson Program</li> <li>Acid Sulphate Soil mapping</li> </ul>	Minor	3%	Possible	Low	High	5	
7	damage to infrastructure or property which will in turn cause financial losses.	Economy	Insignificant	100%	Almost Certain	Medium	High	4	<ul style="list-style-type: none"> <li>Rare &amp; Endangered Flora mapping</li> </ul>	Insignificant	4%	Possible	Low	Moderate	5	
There is potential that a <b>STRUCTURAL FIRE</b> in the City of Kwinana will cause:																AEP - 0.0198010
8	displacement to people.	People	Moderate	85%	Possible	Medium	Moderate	3	<ul style="list-style-type: none"> <li>Annual Fire Break Inspections</li> </ul>	Moderate	1%	Rare	Low	High	5	
9	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Moderate	70%	Possible	Medium	Moderate	3	<ul style="list-style-type: none"> <li>Fire Mitigation Works</li> </ul>	Moderate	1%	Rare	Low	High	5	
10	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Minor	95%	Possible	Low	Moderate	4	<ul style="list-style-type: none"> <li>Two active Volunteer Bush Fire Brigades</li> </ul>	Minor	5%	Unlikely	Low	Moderate	5	
11	pollution / contamination which will in turn cause environmental damage.	Environment	Minor	85%	Possible	Low	Moderate	4	<ul style="list-style-type: none"> <li>Basic Community Engagement</li> </ul>	Minor	5%	Unlikely	Low	Moderate	5	
12	damage to infrastructure or property which will in turn cause financial losses.	Economy	Insignificant	95%	Possible	Low	High	5	<ul style="list-style-type: none"> <li>Emergency preparation information to residents via website</li> </ul>	Insignificant	20%	Possible	Low	High	5	
13	damage to infrastructure resulting in loss of essential services.	Infrastructure	Insignificant	95%	Possible	Low	High	5	<ul style="list-style-type: none"> <li>Career Fire and Rescue Brigade</li> </ul>	Insignificant	5%	Unlikely	Low	High	5	
14	injury or death to people.	People	Minor	85%	Possible	Low	High	5	<ul style="list-style-type: none"> <li>Volunteer Fire and Rescue Brigade</li> </ul>	Minor	10%	Unlikely	Low	High	5	
There is potential that a <b>HAZMAT INCIDENT INSIDE THE INDUSTRIAL STRIP</b> within the City of Kwinana will cause:																AEP - 0.0099500
15	damage to infrastructure or property which will in turn cause financial losses.	Economy	Major	95%	Possible	High	Moderate	2	<ul style="list-style-type: none"> <li>Emergency preparation information to residents via website</li> </ul>	Moderate	2%	Rare	Low	High	5	
16	injury or death to people.	People	Major	90%	Possible	High	Moderate	2	<ul style="list-style-type: none"> <li>Kwinana Industries Mutual Aid Manual</li> </ul>	Moderate	3%	Rare	Low	High	5	
17	displacement to people.	People	Major	90%	Possible	High	Moderate	2	<ul style="list-style-type: none"> <li>Kwinana Industries Public Safety Committee and Liaison Group</li> </ul>	Moderate	1%	Rare	Low	High	5	
18	habitat loss and contamination which will in turn cause environmental damage.	Environment	Moderate	90%	Possible	Medium	Moderate	3	<ul style="list-style-type: none"> <li>Career Fire And Rescue Brigade</li> </ul>	Minor	1%	Rare	Low	Moderate	5	
19	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Moderate	90%	Possible	Medium	Moderate	3	<ul style="list-style-type: none"> <li>DFES HAZMAT</li> </ul>	Minor	1%	Rare	Low	Moderate	5	
20	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Minor	95%	Possible	Low	Moderate	4		Minor	4%	Unlikely	Low	Moderate	5	
21	damage to infrastructure resulting in loss of essential services.	Infrastructure	Insignificant	80%	Possible	Low	Moderate	5		Insignificant	3%	Rare	Low	Moderate	5	

	Risk Statement	Impact Area	Maximum Consequence	% Probability	Likelihood	Risk Level	Confidence	Tolera- bility	Treatment Strategies currently in place	Max Consequence	% Proba	Likelihood	Risk Level	Confidence	Toler	Comments
There is potential that a <b>HAZMAT INCIDENT OUTSIDE THE INDUSTRIAL AREA</b> within the City of Kwinana will cause:																AEP - 0.0951630
22	displacement to people.	People	Moderate	90%	Likely	High	Moderate	2	<ul style="list-style-type: none"><li>Emergency preparation information to residents via website</li><li>Kwinana Industries Mutual Aid Manual</li><li>Kwinana Industries Public Safety Committee and Liaison Group</li><li>Career Fire And Rescue Brigade</li><li>DFES HAZMAT</li></ul>	Minor	5%	Possible	Low	High	5	
23	habitat loss and contamination which will in turn cause environmental damage.	Environment	Minor	80%	Likely	Medium	Moderate	3		Minor	20%	Possible	Low	High	5	
24	damage to infrastructure resulting in loss of essential services.	Infrastructure	Minor	85%	Likely	Medium	Moderate	3		Minor	20%	Possible	Low	High	5	
25	injury or death to people.	People	Minor	80%	Likely	Medium	Moderate	3		Minor	10%	Possible	Low	High	5	
26	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Minor	95%	Likely	Medium	Moderate	3		Minor	5%	Possible	Low	High	5	
27	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Minor	95%	Likely	Medium	Moderate	3		Minor	3%	Unlikely	Low	Moderate	5	
28	damage to infrastructure or property which will in turn cause financial losses.	Economy	Insignificant	90%	Likely	Low	Moderate	4		Insignificant	1%	Unlikely	Low	Moderate	5	
There is potential that a <b>SEVERE STORM</b> in the City of Kwinana will cause:																AEP - 0.221199
29	injury or death to people.	People	Minor	90%	Likely	Medium	Low	2	<ul style="list-style-type: none"><li>Emergency preparation information to residents via website</li><li>Social Media Information</li><li>Road Drainage maintenance</li><li>Tree maintenance</li><li>Building and Planning Standards</li><li>Rockingham Kwinana SES</li><li>Two active Volunteer Bush Fire Brigades</li><li>Bulk rubbish collections</li></ul>	Minor	10%	Possible	Low	High	5	
30	displacement to people.	People	Moderate	90%	Likely	High	Moderate	2		Moderate	1%	Unlikely	Medium	High	4	<ul style="list-style-type: none"><li>Access to CPFS for temporary accommodation if required.</li><li>Evacuation plans in place.</li><li>Accept Risk</li></ul>
31	damage to infrastructure or property which will in turn cause financial losses.	Economy	Minor	80%	Likely	Medium	Moderate	3		Minor	10%	Possible	Low	High	5	
32	environmental damage which will result in a reduction of flora and fauna habitats.	Environment	Minor	85%	Likely	Medium	Moderate	3		Minor	2%	Possible	Low	High	5	
33	damage to infrastructure resulting in loss of essential services.	Infrastructure	Moderate	90%	Likely	High	High	3		Minor	1%	Unlikely	Low	Moderate	5	
34	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Minor	90%	Likely	Medium	Moderate	3		Minor	1%	Unlikely	Low	Moderate	5	
35	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Minor	90%	Likely	Medium	Moderate	3		Minor	1%	Unlikely	Low	Moderate	5	
There is potential that an <b>EARTHQUAKE</b> in the City of Kwinana will cause:																AEP - 0.0004000
36	damage to infrastructure or property which will in turn cause financial losses.	Economy	Major	85%	Unlikely	Medium	Moderate	3	<ul style="list-style-type: none"><li>Rockingham Kwinana SES</li><li>Two active Volunteer Bush Fire Brigades</li><li>Emergency preparation information to residents via website</li><li>DFES Career and Volunteer Fire and Rescue Brigades</li></ul>	Major	5%	Very Rare	Low	High	5	
37	habitat loss and contamination which will in turn cause environmental damage.	Environment	Moderate	90%	Unlikely	Medium	Low	3		Moderate	10%	Rare	Low	High	5	
38	displacement to people.	People	Major	95%	Unlikely	Medium	Moderate	3		Major	10%	Rare	Medium	High	4	<ul style="list-style-type: none"><li>Access to CPFS for temporary accommodation if required.</li><li>Evacuation plans in place.</li><li>Accept Risk</li></ul>
39	damage to infrastructure resulting in loss of essential services.	Infrastructure	Moderate	90%	Unlikely	Medium	Moderate	4		Moderate	20%	Rare	Low	High	5	
40	injury or death to people.	People	Moderate	90%	Unlikely	Medium	Moderate	4		Moderate	20%	Rare	Low	High	5	
41	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Moderate	80%	Unlikely	Medium	Moderate	4		Moderate	20%	Rare	Low	High	5	
42	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Minor	95%	Unlikely	Low	Moderate	5		Minor	20%	Rare	Low	Moderate	5	

There is potential that a <b>PANDEMIC DISEASE</b> within the City of Kwinana will cause:																	AEP - 0.0951630	
43	displacement to people.	People	Moderate	90%	Likely	High	Moderate	2	<ul style="list-style-type: none"><li>Reinforce Containment Plans within the workplace and community as per instructions from government health officials Kwinana Industries Public Safety Committee and Liaison Group</li><li>Initiate the Pandemic Roster for key staff and request non essential staff work from home. Provide masks and hand cleaner for essential on site staff</li><li>Maintain the roster of support staff, relevant to each essential service Instruct all City of Kwinana staff to immediately advise if / when unavailable</li><li>Initiate agreed strategies</li><li>Redeploy staff from other areas to assist with issues as required (technical / non-technical)</li><li>Implement daily monitoring of staff welfare and availability for all Teams. Report daily results to PMXFT</li></ul>	Minor	5%	Possible	Low	High	5			
44	Disruption to essential services resulting in loss of essential services.	Infrastructure	Minor	85%	Likely	Medium	Moderate	3		Minor	20%	Possible	Low	High	5			
45	injury or death to people.	People	Major	80%	Likely	Medium	Moderate	3		Minor	10%	Possible	Low	High	5			
46	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Minor	95%	Likely	Medium	Moderate	3		Minor	5%	Possible	Low	High	5			
47	Disruption to which will in turn cause financial losses.	Economy	Insignificant	90%	Likely	Low	Moderate	4		Insignificant	1%	Unlikely	Low	Moderate	5			
Risk Statement		Impact Area	Maximum Consequence	% Probability	Likelihood	Risk Level	Confidence	Tolera- bility	Treatment Strategies currently in place	Max Consequence	% Proba	Likelihood	Risk Level	Confidence	Toler	Comments		
	financial losses.								DFES			Incredible						
49	habitat loss and contamination which will in turn cause environmental damage.	Environment	Insignificant	95%	Rare	Low	High	5	<ul style="list-style-type: none"><li>Rockingham Kwinana SES</li><li>Emergency preparation information to residents</li><li>Media team to inform the community</li><li>Beach closure protocols</li></ul>	Insignificant	5%	Very Rare	Low	Moderate	5			
50	damage to infrastructure resulting in loss of essential services.	Infrastructure	Insignificant	95%	Rare	Low	High	5		Insignificant	5%	Very Rare	Low	Moderate	5			
51	injury or death to people.	People	Insignificant	95%	Rare	Low	High	5		Insignificant	1%	Almost Incredible	Low	Moderate	5			
52	displacement to people.	People	Insignificant	95%	Rare	Low	High	5		Insignificant	1%	Almost Incredible	Low	Moderate	5			
53	a disruption to normal services delivered by the Local Government to the community which in turn causes a loss of reputation.	Public Administration	Insignificant	95%	Rare	Low	High	5		Insignificant	1%	Almost Incredible	Low	Moderate	5			
54	damage to areas of heritage or cultural significance which will in turn cause damage or loss of community icons or identity.	Social Setting	Insignificant	95%	Rare	Low	High	5		Insignificant	1%	Almost Incredible	Low	Moderate	5			

# GLOSSARY OF TERMS

*For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009*

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

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

**BFB** – Bush Fire Brigade

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

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

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

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

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

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

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

**DISTRICT** – means the municipality of the City of Kwinana.

**DER** – means the Department of Environment Regulation

**DPAW** – means the Department of Parks and Wildlife

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

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

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

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

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

**FRS** – Fire and Rescue Service

#### **HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable or 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 (HMA)** – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized 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 or sudden event which, but for mitigating circumstances, could have resulted in an accident. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

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

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

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

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

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

**LG** – Local Government meaning the City of Kwinana.

**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 City President/Mayor (or a delegated person), executive support should be provided by the Local Government.

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)** – means the City of Kwinana Local Emergency Management Arrangements (this document).

**MUNICIPALITY** – Means the district of the Local Government.

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

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

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

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

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

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