

City of Wanneroo

PUBLIC VERSION
November 2024
24/123807v3

Local Emergency Management Arrangements

1. DISCLAIMER

The Local Emergency Management Arrangements have been produced by the City of Wanneroo 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 Wanneroo 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 such omission.

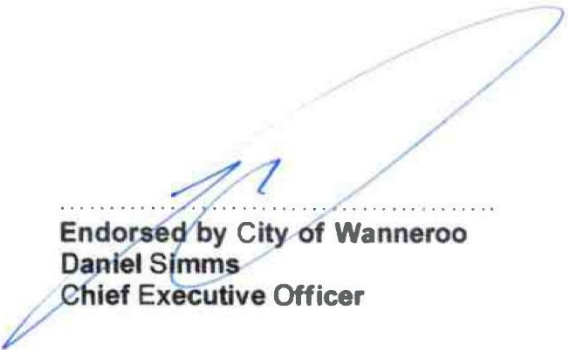
2. AUTHORITY

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the City of Wanneroo / City of Joondalup Local Emergency Management Committee (LEMC) and has been tabled for noting with the District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).



.....
Chairperson
Wanneroo - Joondalup Local Emergency Management Committee
City of Joondalup
Cr Christine Hamilton-Prime, JP

14/02/2023
.....
Date



.....
Endorsed by City of Wanneroo
Daniel Simms
Chief Executive Officer

30/03/2023
.....
Date

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2 DISTRIBUTION

Distribution List – Restricted Version		
Organisation	Printed	Electronic
City of Joondalup		1
Department of Fire and Emergency Services North Coastal Office		1
Western Australian Police – Joondalup District Office		1
Western Australian Police – Clarkson		1
Western Australian Police – Wanneroo		1
Western Australian Police – Warwick		1
Western Australian Police – Yanchep		1
Local Emergency Management Committee - City of Wanneroo / City of Joondalup		
City of Wanneroo Internal Distribution	Printed	Electronic
Mayor		1
Chief Executive Officer		1
Director Community and Place	1	
Director Corporate Strategy and Performance		1
Director Assets		1
Director Planning and Sustainability		1
Manager Community Safety and Emergency Management	2	
Emergency Risk Management Specialist		1
Manager Community Development		1
Emergency Management Specialist	2	
Coordinator Community Safety		1
CESM / CBFCO		1
Senior Rangers		4
Emergency Management Officer	1	
Local Emergency Recovery Coordination Centre (Civic Centre)	1	
Local Emergency Recovery Coordination Centre (Wanneroo Fire Station)	1	
Evacuation Centre Activation Kits (Wanneroo Fire Station)	3	
Community Safety and Emergency Management Service Unit		1

Distribution List – Public Version		
Organisation	Printed	Electronic
Library – Wanneroo	1	
Library – Girrawheen	1	
Library – Clarkson	1	
Library – Yanchep / Two Rocks	1	
Australian Red Cross		1
Department of Biodiversity, Conservation and Attractions – Wanneroo		1
City of Bayswater		1
City of Kalamunda		1
City of Stirling		1
City of Swan		1
Town of Bassendean		1
Shire of Mundaring		1
Department of Communities		1
Department of Education - Student Services (Joondalup)		1
Department of Transport (Hillarys Marina)		1
District Emergency Management Committee – North West Metropolitan		1
Department of Fire and Emergency Services State Emergency Services – Wanneroo		1
Department of Fire and Emergency Services Fire Rescue Services (Joondalup)		1
Joondalup Health Campus		1
Path Transit (Joondalup)		1
Western Australian Police – Hillarys		1
Shire of Gingin		1
Public Transport Authority/Transperth Train Operations - Joondalup		1
State Emergency Management Committee of Western Australia – Secretary		1
St John Ambulance Service		1

3 AMENDMENT RECORD

No.	Date	Amendment Details	Author & date
1	Nov 2004	Draft Plan	11/2004
2	Oct 2007	Review	10/2007
3	Mar 2011	Redraft	RG 03/2011
4	April 2011	Review	RG 04/2011
5	Nov 2011	Amend Emergency Contact Numbers	RG 11/2011
6	Dec 2011	Review	RG 12/2011
7	Feb 2012	Review and Amend	RG 02/2012
8	August 2012	Review and Amend (Emergency Management Risk Register)	RG 08/2012
9	January 2013	Amend – Contacts	RG 01/2013
10	June 2013	Review and Amend – Contacts, Acronyms, CPFS Plans	RG 06/2013
11	October 2013	Review and Amend	RG 11/10/2013
12	December 2014	Review and Amend	RG 16/12/2014
13	February 2015	Review and Amend	RG 02/2015
14	August 2015	Amend Emergency Contact Numbers	RG /08/2015
15	October 2015	Review and Amend	MD 10/2015
16	February 2016	Amend Emergency Contacts and Flowchart	MD 02/2016
17	May 2016	Amend Contacts & Emergency Flowchart	RG 05/2016
18	July 2016	Amend Contacts & Emergency Flowchart	RG /07/2016
19	September 2016	Amend Contacts & Emergency Flowchart	BK 30/09/2016
20	February 2017	Amend Aged Care Facilities Location Map & Contact details	MD 27/02/17
21	July 2017	5 Year Legislative Requirement - Full Review	RG 07/ 2017
22	August 2018	Amend Contacts & Emergency Flowchart	RG 29/08/2018
23	March 2019	Review and Amend	RG 13/03/2019
24	November 2019	Amend Emergency Animal Welfare Support Plan, Operational Recovery Plan Section 3 – Organisational Structure	SC 20/11/2019
25	March 2020	Updated Agreements, Understanding and Commitments; Evacuation and Welfare; Annexure 2 – Schools and Day Care Centres	SC 10/03/20
26	November 2020	Add COVID19 Evacuation Centre Capacity Limits – Addendum	SC 16/11/2020
27	December 2020	Relocate Map of Localities and Ward Boundaries, Map of District Evacuation Routes	SC 29/12/2020
28	May 2021	Update Map of Emergency Evacuation Centres, list of Evacuation Welfare Centres	SC 13/05/2021

No.	Date	Amendment Details	Author & date
29	Nov 2021	New version of Aged Care Emergency Arrangements.	SC 01/10/2021
30	Nov 2021	Amend Contacts & Emergency Flowchart	SC 05/11/2021
31	Nov 2021	Update Local Emergency Welfare Plan, and Wanneroo Welfare Centres Sub Plan & Checklists	SC 30/11/2021
32	Dec 2021	Update Map of Localities and Ward Boundaries	SC 13/12/2021
33	Mar 2022	Amend Contacts & Emergency Flowchart	SC 18/03/2022
34	June 2022	Update Emergency Resource Register	SC 03/06/2022
35	July 2022	Amend Contacts	SC 29/07/2022
36	Sept 2022	Update Emergency Flowchart	SC 29/09/2022
37	Oct 2022	Include Human Epidemic / Pandemic in Risk Register	SC 03/10/2022
38	Oct 2022	Review and amend Area Covered, Community Demographics, Emergency Resource Register. Delete and update references to Westplans.	SC 27/10/2022
39	Jan 2023	Amend Contacts & Emergency Flowchart; Added Neighbouring Local Government Authority details, Evacuation Centre Guide & Checklist, Swipe Card Control Instructions; Public Wi-Fi Services at Community Facilities including NBN community wi-fi.	SC 20/01/2023
40	Feb 2023	Update Acronyms; COWLEMG Roles and Responsibilities; LRCG Organisational Structure; LRCG Sub groups Terms of Reference; LERCC & Local Emergency Coordination Centre details; Added Recovery Meeting Templates; Document References; Financial Arrangements for DRFAWA.	SC 02/02/2023
41	Feb 2023	Update cover page and section pages 1 - 4	RG 03/02/2023
42	June 2023	Amend Contacts, update Metropolitan North & East Partnering Agreement.	SC 07/06/2023
43	Nov 2023	Add Coastal Hazard Risk Management and Adaption Plan; Shire of Gingin Partnering Agreement Emergency Recovery Support. Update Distribution list; Retirement Lifestyle Villages contacts; Schools and Day care contacts; Local Emergency Animal Welfare Plan; Guide and Checklist for Opening and Coordination of a Welfare Evacuation Centre; LERCC Locations; COWLEMG Roles and Responsibilities; COW Local Emergency Activation Flowchart; Emergency Resource Register Contact Lists.	SC 03/11/2023
44	Jan 2024	Update Local Emergency Activation Flowchart. Amend Emergency Resource Register Contact Lists.	SC 08/02/2024

No.	Date	Amendment Details	Author & date
45	April 2024	Update Local Emergency Activation Flowchart and Terms of Reference.	CG 09/04/2024
46	May 2024	Add DPIRD to LEMC Membership List; update LEAWP – Stock Brand information and links; update evacuation centre capacity limits; add VMS trailers to Plant and Equipment; amend Emergency Resource Register Contact Lists.	CG 31/05/2024
47	June 2024	Update Aged Care and Disability Support Sector contact details; update LEAWP definitions; Update Distribution Lists	CG 06/06/2024
48	August 2024	Update LEAWP – complete review and update	CG 22/08/2024
49	Oct 2024	Add Yanchep to Rail Link wording.	CG 01/10/2024
50	Nov 2024	Update Appendix 23.11.6 and 23.11.7; Annexure 7 and 8; Update Local Emergency Activation Flowchart; Updated Risk information; Updated Communications Plan.	CG 22/11/2024

4 FEEDBACK / CONTACT

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

Feedback can include:

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

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
City of Wanneroo / City of Joondalup Local Emergency Management Committee
City of Wanneroo
Locked Bag 1
WANNEROO WA 6946

5 GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary or the WA Emergency Risk Management procedure.

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

Municipality: means the district of the local government.

General acronyms used in these arrangements:

CEO	Chief Executive Officer
CESM/CBFCO	Community Emergency Services Manager/Chief Bush Fire Control Officer
COWLEMG	City of Wanneroo Local Emergency Management Group
COW	City of Wanneroo
COJ	City of Joondalup
CSEM	Community Safety and Emergency Management
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
VBFB	Volunteer Bush Fire Brigade
WAPOL	Western Australian Police

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Part 1

Introduction

6 PART ONE – INTRODUCTION

6.1 COMMUNITY CONSULTATION

In 2017 the City of Wanneroo (COW) conducted an internal review of the Emergency Risks within the district and the revised risk register has been incorporated into these Arrangements.

A full review of the City's risk assessment process is scheduled for the second half of 2017. This review will be conducted in partnership with the State Emergency Management Committee Business Unit utilising the new state risk assessment process. Outcomes from the revised risk assessment will be included in this document upon completion.

6.2 DOCUMENT AVAILABILITY

Copies of these arrangements can be found:

- City of Wanneroo website: www.wanneroo.wa.gov.au ;
- City of Wanneroo Administration Building, 23 Dundobar Road, Wanneroo;
- Stakeholder and Local Emergency Management Committee (LEMC) agencies;
- Adjoining local governments;
- City of Wanneroo Libraries – Wanneroo, Girrawheen, Clarkson, Yanchep/Two Rocks;
- Related Committees;
- DFES Regional Office Joondalup;
- DFES Metropolitan Operations, Cockburn; and
- District Emergency Management Committee (DEMC).

6.3 AREA COVERED

The City of Wanneroo lies within the Perth Metropolitan area and has a population of approximately 216,450 with over 78,055 dwellings. The City covers an area of 687 km² and is located approximately 22km from Perth CBD.

The City consists of the following 36 suburbs:

Alexander Heights, Alkimos, Ashby, Banksia Grove, Butler, Carabooda, Carramar, Clarkson, Darch, Eglinton, Girrawheen, Gnaragara, Hocking, Jandabup, Jindalee, Koondoola, Landsdale, Madeley, Marangaroo, Mariginiup, Merriwa, Mindarie Neerabup, Nowergup, Pearsall, Pinjar, Quinns Rocks, Ridgewood, Sinagra, Tamala Park, Tapping, Two Rocks, Wangara, Wanneroo, Woodvale, Yanchep.

6.3.1 Administration Centres

City of Wanneroo Administration Centre

23 Dundobar Road

WANNEROO

Phone: (08) 9405 5000

After Hours: 1300 13 83 93

Ashby Operations Centre

1204 Wanneroo Road

ASHBY

Phone: (08) 9405 5000 Fax: (08) 9405 5498

After Hours: 1300 13 83 93

6.3.2 Surrounding Local Authorities

City of Joondalup	(to the south-west)
City of Stirling	(to the south)
City of Swan	(to the south-east)
Shire of Gingin	(to the north)
Shire of Chittering	(to the east)

6.3.3 Access

Major Transport Arteries:

Mitchell Freeway, Marmion Avenue and Wanneroo Road.

Primary Roads:

Gnangara Road, Marangaroo Drive, Mirrabooka Avenue, Alexander Drive, Ocean Reef Road, Pinjar Road, Joondalup Drive, Hester Avenue, Connolly Drive, Yanchep Beach Road, Two Rocks Road, Breakwater Drive.

Rail Link:

Clarkson, Butler, Alkimos, Eglinton and Yanchep stations are located within the City of Wanneroo; however several stations including Currambine, Joondalup and Edgewater are close to the City's boundaries, linking the City by rail to Perth.

6.3.4 Physical Attributes

The City of Wanneroo has 32km of coastline running from Two Rocks to Tamala Park (north to south). There are substantial areas of bushland including national parks and forest reserves, as well as extensive agricultural, rural and semi-rural areas mainly to the north and north-east. Coastal areas (west) and the south of the City are largely urban.

Zoned Land Use:

Rural (Rural and Rural - Water Protection):	89.9 km ²
Regional Reservations (State Forest & Parks and Recreation):	414.6km ²
Industrial:	18.3 km ²
Urban (Urban & Urban Deferred):	136.8 km ²

Wetlands/Lakes:

The eastern shore of Lake Joondalup, Lake Neerabup, Lake Nowergup, Lake Carabooda, Loch McNess, Lake Gnangara, Badgerup Lake, Lake Jandabup, Lake Mariginiup, Lake Adams, Lake Pinjar.

Regional Reserves:

Badgerup Reserve, Kingsway Reserve, Koondoola Regional Bushland, Neerabup National Park, Yanchep National Park, Yellagonga Regional Park.

6.4 AIM

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

6.5 PURPOSE

In accordance with the *Emergency Management Act 2005*, the purpose of the LEMA is to set out:

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

6.6 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 HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore these arrangements:

- apply to the local government district of the City of Wanneroo;
- covers areas where City of Wanneroo provides support to Hazard Management Agencies in the event of an incident;
- details City of Wanneroo capacity to provide resources in support of an emergency, while still maintaining business continuity;
- serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level; and
- describes the City of Wanneroo responsibilities in relation to recovery management.

7 RELATED DOCUMENTS AND ARRANGEMENTS

The City of Wanneroo has no specific policies in place for EM.

7.1 EXISTING STRATEGIES, PLANS AND ARRANGEMENTS

7.1.1 Local Plans

Table 1: Local strategies and plans

Document	Owner	Location	Date
Carco.com.au Raceway Emergency Response Plan	Carco.com.au Raceway	City of Wanneroo Administration Centre	2023
Emergency Animal Welfare Support Plan	City of Wanneroo	City of Wanneroo Administration Centre	2023

Document	Owner	Location	Date
Urban Forest Strategy 2022	City of Wanneroo	City of Wanneroo Administration Centre	2022
Local Emergency Welfare Plan	Department of Communities	Joondalup District Office	2021
Wanneroo Welfare Centres Sub Plan & Checklists	Department of Communities	Joondalup District Office	2021
Coastal Management Plan 2021	City of Wanneroo	City of Wanneroo Administration Centre	2021
Residential Aged Care Emergency Arrangements	City of Wanneroo	City of Wanneroo Administration Centre	2021
Climate Change Adaption and Mitigation Strategy	City of Wanneroo	City of Wanneroo Administration Centre	2020/21 – 2025/26
Pandemic Plan	City of Wanneroo	City of Wanneroo Administration Centre	2021
Yellagonga Integrated Catchment Management Plan 2021 -26	City of Wanneroo	City of Wanneroo Administration Centre	2021
Aquamotion Emergency Response and Evacuation Plan	City of Wanneroo	City of Wanneroo Administration Centre	2019
Coastal Hazard Risk Management and Adaption Plan	City of Wanneroo	City of Wanneroo Administration Centre	2018
Local Recovery Plan	City of Wanneroo	City of Wanneroo Administration Centre	2017
Operational Recovery Plan	City of Wanneroo	City of Wanneroo Administration Centre	2017
Environmental Health Plan	City of Wanneroo	City of Wanneroo Administration Centre	2017-2018
Yellagonga Regional Park Fire Response Plan	DFES	City of Wanneroo Administration Centre	2013

7.2 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

In the event of an emergency, additional support may be sought from neighbouring or other LGAs that may be able to offer assistance through providing additional resources.

Table 2: Agreements, understandings & commitments

Document	Owner	Location	Date
Shire of Gingin Partnering Agreement for the Provision of Emergency Recovery Support and Evacuation Centre Operations	<ul style="list-style-type: none"> City of Wanneroo Shire of Gingin 	City of Wanneroo Administration Centre	2023
Metropolitan North & East Recovery Group – Partnering Agreement for the Provision of Emergency Recovery Support	<ul style="list-style-type: none"> City of Wanneroo City of Joondalup City of Stirling City of Bayswater City of Swan Town of Bassendean Shire of Mundaring Shire of Kalamunda 	City of Wanneroo Administration Centre	2023
Residential Aged Care Emergency Arrangements Memorandum of Understanding Aged Care Sector Network within the City of Wanneroo	<ul style="list-style-type: none"> Bethanie Beachside Brightwater Care Italian Aged Care Jacaranda Lodge John Bryant Tuart and Karri Lodge Vivian Bullwinkel Lodge Regents Gardens Lake Joondalup Wanneroo Community Nursing Group 	City of Wanneroo Administration Centre	2021

7.3 SPECIAL CONSIDERATIONS

7.3.1 After-Hours, Weekends and Public Holidays

It should be noted that the business hours of the City of Wanneroo are from Monday to Friday 08:30 to 17:00 hours, however the Ashby Operations Centre located at 1204 Wanneroo Road, Ashby is operational from 06:00 hours.

In order to access City of Wanneroo services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the City of Wanneroo Emergency Resource Register.

7.3.2 Children

The City of Wanneroo has a high proportion of children and young people, with 19% of its population aged from 0 to 11 years and over 28% aged 0 to 17. During an emergency event, children will have unique physiological, psychological, developmental and educational needs. Department of Communities, Children and Family Services Coordinator and Deputy are available to provide advice and information to ensure the best outcomes for children when their families and communities are affected by an emergency.

During an emergency, the City of Wanneroo will liaise with the Department of Communities Emergency Relief and Support Services Unit Duty Officer, for further advice and assistance.

A breakdown of the community demographics for the City of Wanneroo is provided at [Annexure 1](#).

7.3.3 Linguistically Diverse

The City of Wanneroo comprises a multicultural population with a large variety of languages being spoken in the home, including those from Asia, Europe and the Middle East.

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information. A breakdown of the top ten (10) countries of birth found in the City is provided at [Annexure 1](#).

7.3.4 Remote Areas

Of the 684 square kilometres of area covered by the City of Wanneroo, the majority of the population and development exists in the southern half. There are areas that lie to the north and northeast, which in relation to EM may be described as being remote.

Understandably, these areas have limited capabilities regarding EM. Without the readily accessible resources that accompany urbanisation, difficulty may be experienced in managing the risks faced by a community. For example, a community may have to rely on local volunteer emergency services during the early stages of a major emergency before additional support can be deployed on location. Remote areas within the City of Wanneroo have been identified as being vulnerable to hazards faced by the community.

7.3.5 Severe Weather Conditions

During periods where severe wind or flash flooding is impacting the community, the City of Wanneroo's resources may be depleted due to additional deployment requirements. This would include resources such as available staff, vehicles and equipment. This circumstance is most likely to occur during the winter, however severe thunderstorms and the effect of cyclonic weather conditions from the north-west of the state are not uncommon during the summer months.

7.3.6 CARCO.com.au Raceway

Established in 1927 the WA Sporting Car Club (WASCC) is the largest car club in WA and the longest established promoter of circuit car racing in Australia. The WASCC is the leaseholder and operator of CARCO.com.au Raceway, located on Wattle Avenue, Neerabup. The Club organises and conducts all four-wheel motor racing events at the Raceway, including the V8 Supercars and national and club level race meetings. Due to the popularity of some events, traffic congestion may be experienced on roads surrounding the CARCO.com.au Raceway, both during access to and egress from the venue.

8 RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The City of Wanneroo has conducted a broad analysis of resources available within the City of Wanneroo and collated these in the City of Wanneroo Emergency Resource Register, which include City of Wanneroo Plant and Equipment. These documents shall be reviewed and updated quarterly.

They include information pertaining to:

- HMA, combat and support agencies;
- Specialised services;
- Local Government Authority (LGA) staff and volunteers;
- Emergency Evacuation Centres;
- City of Wanneroo facilities (building etc.);
- Operational plant machinery;
- Transport vehicles; and
- Various plant equipment.

Details of identified resources are provided in the City of Wanneroo Resource Register at [Part 4].

8.1 FINANCIAL ARRANGEMENTS

The provision of the State EM Policy 5.12 - Funding for Emergency Response and the State EM Plan 5.4 - Funding for Emergency Responses, outlines the responsibility for meeting costs associated with an emergency.

8.2 AUTHORITY TO INCUR EXPENSE BY THE CITY OF WANNEROO

Where possible this should be discussed with the Chief Executive Officer (CEO) or his/her nominated senior officer. The decision maker must:

- have appropriate authority; and
- be able to make a quick decision.

9 ROLES AND RESPONSIBILITIES

9.1 LOCAL ROLES AND RESPONSIBILITIES

Table 3: Local roles and responsibilities

Local Role	Description of responsibilities
Local Government Authority (LGA)	The responsibility of the City of Wanneroo is defined in Section 36 of the <i>EM Act 2005</i> .
Local Emergency Coordinator (LEC)	The responsibilities of the LEC are defined in Section 36 of the <i>EM Act 2005</i> . There are 4 WAPOL subdistricts (Wanneroo, Clarkson, Yanchep and Warwick) within the COW and therefore 4 LECs. In the event of an emergency, the LEC may request the assistance of the WAPOL Northwest District – Joondalup Emergency Management Officer.
Local Recovery Coordinator (LRC)	To ensure the development and maintenance of effective recovery management arrangements for the LGA. In conjunction with the Local Recovery Coordination Group (LRCG) to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Support Officer	During an evacuation where a LGA facility is utilised by Department of Communities, provides advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the LG Liaison Officer attends ISG meetings to represent the LGA, provides local knowledge, input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken; • Implement procedures that assist the community and emergency services deal with incidents; • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of the City's emergency response capability; • Liaise with the incident controller [provide LG Liaison Officer]; • Participate in the ISG and provide local support; and • Where an identified evacuation centre is a building owned and operated by the LGA, provide a LGA Liaison Officer to support the Department of Communities.

9.2 CITY OF WANNEROO LOCAL EMERGENCY MANAGEMENT GROUP (COWLEMG):

To facilitate the undertaking of its EM responsibilities, the City of Wanneroo has established the COWLEMG. Where appropriate the COWLEMG members (as identified on the City of Wanneroo's Local Emergency Activation Flowchart) will convene when the scale of an emergency dictates the requirement for the provision of any of the functions the Group may be responsible to perform.

Refer to Part 3 (Annexure 2) – City of Wanneroo Local Emergency Activation Flowchart.

9.3 LEMC ROLES AND RESPONSIBILITIES

The City of Wanneroo, in partnership with the City of Joondalup have established a LEMC under Section 38(1) of the *EM Act 2005* to oversee, plan and test the LEMA.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and EM arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the LGA to assist in the development of local EM arrangements for its district.

The LEMC plays a pivotal role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- Providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings.
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none">• Provide secretarial support including:<ul style="list-style-type: none">- Meeting agenda;- Minutes and action lists;- Correspondence;- Committee membership contact register.• Coordinate the development and submission of committee documents in accordance with legislative policy requirements including:<ul style="list-style-type: none">- Annual Report;- Annual Business Plan;- Local EM Arrangements.• Facilitate the provision of relevant EM advice to the Chair and Committee as required; and• Participate as a member of sub-committees and working groups as required.

The LEMC membership must include at least one local representative from relevant stakeholder groups, and the LEC. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

A list of the City of Wanneroo / City of Joondalup LEMC membership is provided at Part 4.

9.4 AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the LGA will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Local Role	Description of responsibilities
Hazard Management Agency	<p>A HMA is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed.' [<i>EM Act 2005</i> s4].</p> <p>The Hazard Management Agencies are prescribed in the EM Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations]; • Appoint Hazard Management Officers [s55 <i>EM Act 2005</i>]; • Declare / revoke emergency situation [s 50 & 53 <i>EM Act 2005</i>]; • Coordinate the development of relevant State Hazard Plans [State EM Policy Section 1.5]; and • Ensure effective transition to recovery for the LGA..
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specific type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; • Control all aspects of the response to an incident; • During Recovery, the Controlling Agency will ensure effective transition to recovery.
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>EM Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. [<i>State EM Glossary</i>].</p>
Public Authority	<p>A Public Authority is established under Section 3 and prescribed by Regulation. Under Section 35, the State Emergency Management Committee (SEMC) may designate an area of the State and give responsibility for that Section to a Public Authority as though they were a LGA. In this case the Public authority acts as a LGA in respect of the roles, responsibilities and powers of a LGA. To date, the Rottnest Island Authority is the only agency that has been classed as a 'Public Authority'.</p>

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10 MANAGING RISK

10.1 EMERGENCY RISK MANAGEMENT

Risk management is a critical component of the emergency risk management process. Building a sound understanding of the hazards and risks likely to impact the community enable the City of Wanneroo and it's LEMC to work together to implement treatments.

This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for the City to undertake risk management is detailed in State EM Policy Section 3.2.

The City's LEMC has taken into account that there are special considerations and critical infrastructure that needs to be considered when assessing risks that may affect our community.

Special Considerations:

There are variables and considerations that must be considered with risk planning and management. Some are listed as follows:

- Seasonal hazards – the City has a high fire risk rating. This is particularly heightened during the summer months; and
- Higher Risk Groups – While this can be inclusive of diverse demographic representation, these may include (but not limited to) people who reside in remote areas of the City, the elderly, those with health issues (including mental health), their carers, migrants, young people and people experiencing socio-economic disadvantage.

Critical (Built) Infrastructure:

The following assets/infrastructure located within the City of Wanneroo have been classified as critical infrastructure:

- Road networks (major and minor) – Main Roads WA and City of Wanneroo
- Rail Network – Public Transport Authority (PTA) and Arc Infrastructure
- Communications – Telstra and NBN
- Water pipes – Water Corporation
- Pump Stations – Water Corporation
- Sewerage – Water Corporation
- Power transfer stations – Western Power

The City of Wanneroo has undertaken a comprehensive Emergency Risk Assessment and the priority risks are addressed in these arrangements.

10.2 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The hazards assessed in detail were earthquake, fire, heatwave, rail transport incident and severe storm. The inclusion of these hazards does not exclude the need for emergency responders to consider the impact of the other hazards on the community and have mitigation strategies in place.

Currently, the City is committing to safeguarding the health of City employees, customers and the community by ensuing contingency plans are in place, which include provisions for the COVID-19 pandemic. Special consideration has been noted for the inclusion of human epidemic/pandemic, which will be included in future risk management processes and treatment strategies documented.

Table 4 below lists the hazards identified as likely to cause an emergency within the City of Wanneroo:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan
Fire	City of Wanneroo	DFES	COW Bushfire Brigades	City of Wanneroo	Fire
	Department of Biodiversity, Conservation & Attractions (DBCA)		DBCA	Department of Communities	
	DFES		DFES	DFES	
				WAPOL	
Storm	DFES	DFES	DFES	Department of Health	Storm
Heatwave	Department of Health	Department of Health	Joondalup Health Campus		Heatwave
Earthquake	DFES	DFES	COW		Earthquake
Rail Crash	Public Transport Authority	PTA Brookfield Rail	Western Australian Police (WAPOL)		Crash Emergency
Human Epidemic / Pandemic	Department of Health	Department of Health	Joondalup Health Campus		Human Biosecurity

The City of Wanneroo Emergency Risk Register Summary is provided at Annexure 3.

10.3 EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

The following describes the priorities and strategies adopted for the treatment of hazards likely to occur within the City.

Table 5: Local EM strategies and priorities:

Priority	Strategy
1	Ongoing fire mitigation activities on its estate and the community through risk reduction burns, mechanical work, spraying / weeding, firebreak inspections, support to volunteer bushfire brigades and community education programs.
2	Maintenance of comprehensive Local Recovery Arrangements to support the community following an emergency.
3.	Pre winter program of works to prevent impact of severe storms including tree pruning, drainage maintenance and community education programs.
4.	Identification and provision of community facilities for use as evacuation centres during and following an emergency.

11 COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the Hazard Management Agencies, Control Agencies and Combat Agencies may require LGA resources and assistance in EM. The City of Wanneroo is committed to providing assistance and support, if the required resources are available, through the Incident Support Group (ISG).

12 INCIDENT SUPPORT GROUP

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

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

12.1 TRIGGERS FOR AN ISG

The triggers for an ISG are defined in State EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are:

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

12.2 MEMBERSHIP OF AN ISG

The ISG is made up of agencies' representatives that provide support to the Controlling Agency. EM agencies may be called on to be Liaison Officers on the ISG.

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

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

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

12.3 FREQUENCY OF MEETINGS

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

12.4 LOCATION OF ISG MEETINGS

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the district in preferred order.

Facility contact details are located in the City of Wanneroo Emergency Resource Register [Part 4].

Table 6: Identified ISG Locations:

Facility Name	Address
Quinns Rocks Volunteer Bush Fire Brigade (VBFB) Station	Hidden Valley Retreat Clarkson
City of Wanneroo Ashby Operations Centre	1204 Wanneroo Road Ashby
Wanneroo Police Station	1 Friars Drive Sinagra
Northwest Metropolitan District Police Office	1st Floor, 5 Davidson Terrace Joondalup

13 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 take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Controlling Agencies manage public information as part of their standard operating procedures. During the response to an emergency, responsibility for the management of the emergency public information function rests with the Controlling Agency, in consultation with the HMA.

The City's Chief Bush Fire Control Officer (or Incident Controller) is the media spokesperson for **Level 1** fire-related incidents, which are under the management of the City of Wanneroo only during the response phase.

The Mayor is the City of Wanneroo's media spokesperson (as detailed in the *Local Government Act 1995*) during the recovery phase and will provide clear, relevant and targeted information to assist the community build their own capacity.

Communication with the public must adhere to the following principals:

- **Timeliness** – regularly updating the public on the incident;
- **Cooperation** – being responsive and considerate to enquiries, deadlines and any other needs of the public;
- **Sensitivity** – prioritising the community and guarding sensitive information as required;
- **Transparency** – remaining honest and open about the situation and progress;
- **Simplicity** – ensuring communication is easily understood and consistent;
- **Accuracy** – sharing only confirmed facts, never making assumptions or giving false information; and
- **Accountability** – accepting responsibility if appropriate and reasonable.

The LRC or LGA Liaison Officer will form part of the ISG and will be briefed on communication issues during the emergency from the HMA.

Communicating in the Prevention Stage

Prevention is defined as “the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency”.

The City of Wanneroo employs several practices in order to aid the prevention of emergencies and these are communicated to the public. One example is the Firebreak Order which is reviewed and distributed to the public annually which requires fire hazards to be reduced.

Communicating in the Preparedness Stage

Preparedness is defined as “the preparation for response to an emergency”.

Through increasing community preparedness, EM Agencies and relevant LG personnel can educate stakeholders, networks and communities on potential emergency risks, impacts and personal responsibility, therefore promoting community resilience. By doing so, an EM Agency can:

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for storms, floods and bushfires);
- Raise personal awareness of risks and the need for adequate insurance;
- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas; and
- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

Communicating in the Response Stage

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community (or part of it) should it be under threat from an emergency and will decide how best to communicate the evacuation request to community members.

Communicating in the Recovery Stage

Recovery communications refer to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Generally, the responsibility of handling the Recovery Stage always falls to the City of Wanneroo.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

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

13.1 PUBLIC WARNING SYSTEMS

During significant incidents the Controlling Agency utilises a range of public mediums to provide information and warnings to the community under threat. No single method will ever meet all the requirements of the situation and agencies should utilise those mediums most suitable to both the incident and the community affected. Some of the systems which may be used include Emergency Alert, ABC Radio, DFES and the City of Wanneroo public web sites.

13.1.1 Emergency Alert

‘Emergency Alert’ is a national warning system utilised by the state. It is a telephony-based emergency warning system that allows the Incident Controller to send both voice and text-based

emergency warning messages to landline and mobile telephones with a service address (landline) or location (mobile) within a designated area based on location and urgency.

Click on the link for further details - <http://www.emergencyalert.gov.au/>

13.1.2 Standard Emergency Warning Signal

The Standard Emergency Warning Signal (SEWS) is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens it aims to draw listeners' attention to the emergency warning that follows.

People are strongly advised to become familiar with the sound.

SEWS broadcasts are authorised by the Department of Fire and Emergency Services (DFES) or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events.

The Controlling Agency may also utilise the SEWS as an audio prefix to emergency warnings as described in the State EM Plan Section 5.3.1 and State EM Response Procedure 3. 8.1.3

SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

When deciding to issue SEWS, the authorities will consider the following four (4) factors:

1. Possible loss of life or a major threat to a large number of properties or the large scale environment;
2. Impact is expected within 12 hours or is occurring at the time;
3. A large number of people need to be warned; and
4. One or more incidents are classified as destructive.

13.1.3 Local Public Communication Systems

There are no specific local emergency warning systems utilised within the City of Wanneroo. Sources of public information and emergency warnings available within the City are:

DFES Public Information

- Emergency WA website – www.emergency.wa.gov.au
- Emergency Information – 13 3337 (13 DFES)
- DFES Facebook – dfeswa
- DFES Twitter - @dfes_wa
- State Emergency Services (SES) Emergency Assistance – 132 500
- Fire or life-threatening emergencies - 000

ABC Radio

- Local ABC radio 720 AM Perth

City of Wanneroo

- City of Wanneroo Facebook – CityofWanneroo
- City of Wanneroo Twitter - @CityofWanneroo

14 FINANCIAL ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 6.7 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City of Wanneroo is committed to expending such necessary funds within its budgetary constraints as required to ensure the safety of its residents and visitors.

The City provides an annual budget allocation for the provision of support during emergencies. The CEO is to be approached immediately, when an emergency event requiring additional resourcing by the City of Wanneroo occurs, to ensure the desired level of support is achieved.

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15 EVACUATION AND WELFARE

15.1 EVACUATION

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

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

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

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

Schools, hospitals, nursing homes, childcare 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 WAPOL may be the "combat agency" for carrying out the evacuation and they may use the assistance of other agencies such as the DFES.

Whenever evacuation is being considered the Controlling Agency must consult with the City of Wanneroo and the Department of Communities during the planning stages. This is because Department of Communities and LGAs have responsibility under State Arrangements to maintain the welfare of evacuees under the State Emergency Welfare Plan.

15.1.1 Special Needs Groups

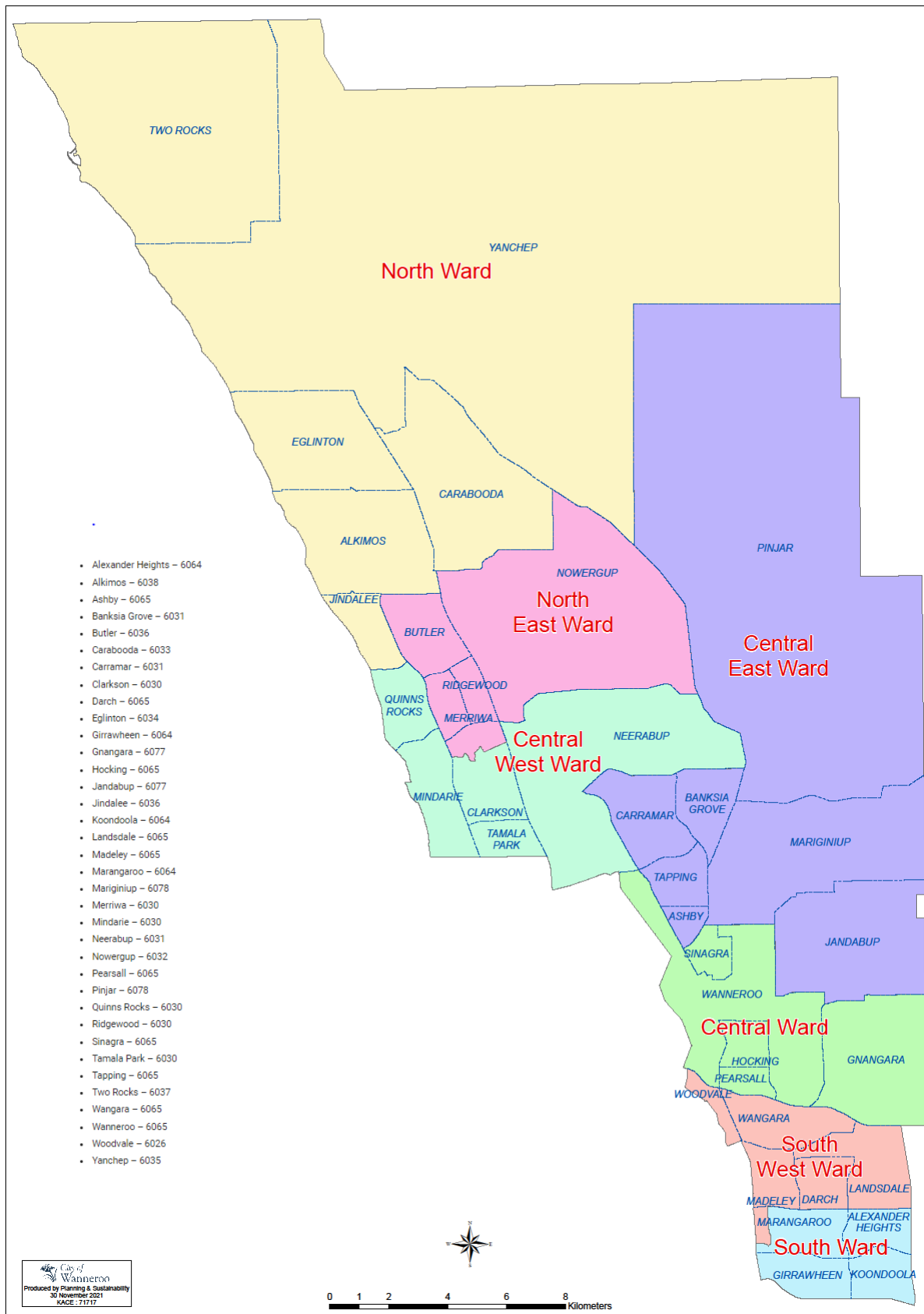
There are eleven (11) Residential Aged Care Centres listed within the City of Wanneroo. There are thirteen (13) Retirement / Lifestyle Villages listed and two (2) Disability Support Services.

Whenever evacuation is being considered, the Residential Aged Care Emergency Arrangements should be referred to [Annexure 4].

The following information, which will assist with the planning of evacuations within the City of Wanneroo, can be found in the Annexures of this plan:

- Linguistically Diverse communities;
- Suburb Population Statistics;
- Residential Aged Care Centres;
- Retirement / Lifestyle Villages;
- Disability Support Services;
- Primary and Secondary Schools and Day Care Centres;
- Emergency Animal Welfare Support Plan.

15.1.2 Map of Localities and Ward Boundaries

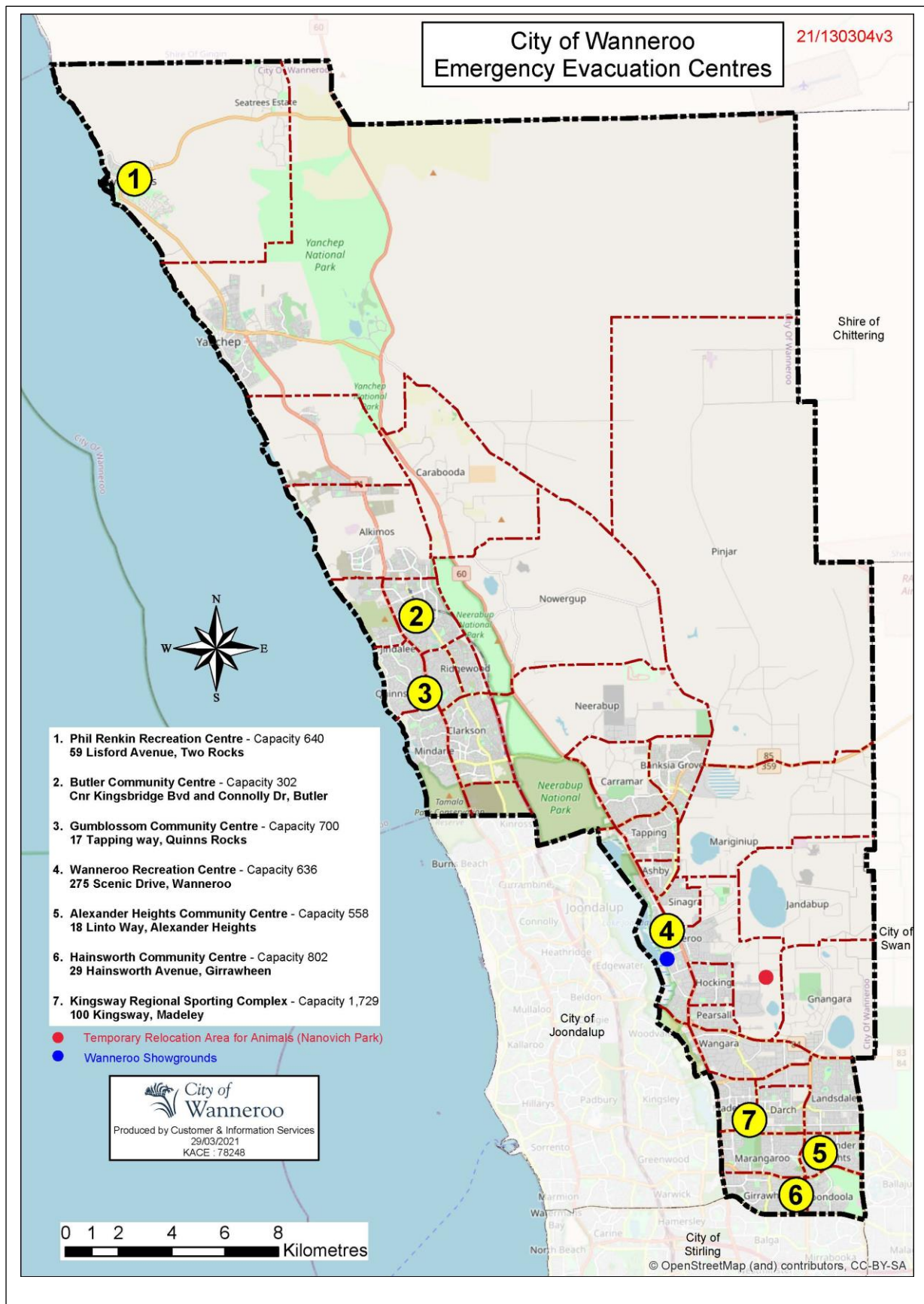


15.1.3

Map of District Evacuation Routes



15.1.4 Map of Evacuation Centres in the City of Wanneroo



15.2 WELFARE

The Department of Communities have the 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 the Department of Communities who will coordinate resources and undertake functions as found in the support plans.

- State Emergency Welfare Plan;
- Department of Communities Local Emergency Welfare Plan supporting City of Wanneroo and City of Joondalup; and
- Wanneroo Evacuation Centres Sub Plan & Checklists

15.2.1 Local Welfare Coordinator

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

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent Department of Communities and the emergency welfare function on the Local EM Committee and LRCG;
- Establish and maintain the Local Welfare Emergency Coordination Centre (ECC);
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent Department of Communities on the Incident Management Group when required.

15.2.2 Local Government Support Officer

The City of Wanneroo has appointed the Director Community and Place as Local Government Support 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 Government Support Officer will liaise with the Local Welfare Coordinator from the Department of Communities.

15.2.3 Local Welfare Plans & Checklists

The Department of Communities shall appoint a Senior District Emergency Services Officer (SDESO) to prepare local welfare management plans. The Local Emergency Welfare Plan is provided at [Annexure 6](#).

The Wanneroo Welfare Centres Sub Plan & Checklists for the Joondalup Region supports the City of Wanneroo and is provided at [Annexure 7](#).

15.2.4 Welfare / Evacuation Centres

The City of Wanneroo and the Department of Communities have identified those community facilities owned and operated by the City suitable for use as Welfare/Evacuation Centres. A list of these facilities detailing capacity and duration of stay is provided in the **City of Wanneroo Emergency Resource Register** at *Part 4*.

Department of Communities has provided a Guide and Checklist for Opening and Coordination of a Evacuation Centre and a copy is attached at [Annexure 8](#).

Swipe card controls for opening City of Wanneroo community centres including evacuation centres can also be found at [Annexure 9](#).

15.2.5 Register-Find-Reunite

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

Hard copy registrations are to be emailed to waeoc@redcross.org.au, then securely held for the Department of Communities, as they are the owner of the collected information.

15.2.6 Management of Animals (including assistance animals)

There are many property owners and residents throughout City of Wanneroo that own and/or manage livestock, horses and other large animals. There are also a number of boarding kennels and catteries that may require special consideration during an emergency.

Community members transporting, accommodating/boarding and caring for animals during emergencies including owners/managers of livestock operations, agistment centres and boarding kennels and catteries may require additional assistance if and when their personal emergency plans and private arrangements become insufficient.

The City of Wanneroo Rangers will work in close cooperation with other agencies and stakeholders, including the Department of Primary Industries and Regional Development and the Department of Communities, on animal welfare matters arising from evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance. If required, arrangements for the temporary relocation of animals will be provided by City of Wanneroo Rangers during an emergency.

EM planning must include special arrangements for animals as per the State Emergency Welfare Plan 2.3.6 – Animals in Welfare Centres. For health and safety reasons no animals, pets, are permitted in welfare/evacuation centres with the exception only for assistance animals, for example, guide dogs, hearing dogs and disability aid dogs.

Commercial operations which house large number of animals such as poultry will be included in post Impact Statements and recovery operations.

Further information regarding Emergency Animal Welfare is included in the City of Wanneroo Emergency Animal Welfare Support Plan at [Annexure 5](#).

16 EXERCISING, REVIEWING AND REPORTING

16.1 THE AIM OF EXERCISING

The aim of any exercise conducted by the LEMC is to assess the Local EM Arrangements, not a HMA's response to an incident as this is a HMA responsibility. Testing local EM arrangements is as important as writing them. The arrangements are intended to be a blueprint for the City of Wanneroo's response and recovery from a significant emergency and they must be verified for accuracy and functionality. The benefits of the testing include:

- Determining the effectiveness of the 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.

16.2 FREQUENCY OF EXERCISES

State EM Policy [S4.8 –*Exercising*], requires the LEMC to exercise their arrangements every year to ensure they remain up to date and accurate. The City of Wanneroo will exercise these arrangements at least annually either alone or in partnership with the City of Joondalup.

16.3 TYPES OF EXERCISES

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*; and
- *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.

16.4 REPORTING OF EXERCISES

Exercises shall be reported to the North Metropolitan DEMC via the LEMC Annual Report as detailed in State EM Policy [S7.1.3 – Annual Reporting].

The City of Wanneroo / City of Joondalup LEMC on behalf of both the Cities has established the following testing, exercising and reviewing policy:

- Two (2) EM exercises aligned to priority local emergency risks shall be targeted annually (one for each City). The exercise shall be planned, directed and conducted by an appropriate sub-committee of the City of Wanneroo / City of Joondalup LEMC;

- The LEMC Executive Officer (appointed local government officer) shall retain the details of emergency exercises undertaken, which shall be incorporated into the LEMC annual report to the North Metropolitan DEMC; and
- A City of Wanneroo local government officer in cooperation with the City of Wanneroo / City of Joondalup LEMC shall undertake the review of these EM arrangements in order to update relevant information and accommodate changing circumstances.

17 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These LEMA shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the LGA considers it appropriate (*Section 42 EM Act*). The review will be conducted in accordance with State EM Policy Section 2.5 as follows:

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

17.1 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

The membership of the LEMC shall be reviewed annually to ensure relevancy to the Committee, however members (*depending on their relevancy*) may be added or removed as required.

17.2 REVIEWING LOCAL RESOURCES REGISTER

The City's Emergency Resources Register [*Part 4*] shall be reviewed at least annually however amendments can be made as changes to type, availability or contact details occur.

18 ANNUAL REPORTING

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

The information provided by the LEMC annual report is collated into the SEMC Annual Report, which is tabled in Parliament. The SEMC issue the annual report template.

PART 1 ANNEXURES

19 ANNEXURE 1 –COMMUNITY DEMOGRAPHICS

19.1 LINGUISTICALLY DIVERSE

Australian Bureau of Statistics, Census of Population and Housing for City of Wanneroo (2021)

CITY OF WANNEROO Country of Birth - Top 10 overseas birthplaces		
Enumerated data	Number	%
United Kingdom	31,250	14.9
New Zealand	7,173	3.4
South Africa	6,791	3.2
India	4,238	2.0
Vietnam	3,670	1.8
Philippines	2,763	1.3
Ireland	2,023	1.0
Zimbabwe	1,597	0.8
Malaysia	1,491	0.7
Burma (Myanmar)	1,406	0.7
Speaks English Only	156,289	74.7
Speaks another language, and English well or very well	37,834	18.1
Speaks another language , and English not well or not at all	6,390	3.1
Not Stated	8,596	4.1
Total Population	209,109	100.0

19.2 SUBURB POPULATION STATISTICS (FROM 2021 CENSUS)

Suburb	0 - 4	5 – 11	12 – 17	18 - 24	25 - 34	35 - 49	50 - 59	60 - 69	70 - 84	85+	Total
Alexander Heights	457	704	612	732	948	1,485	1,108	1,008	611	100	7,772
Alkimos	1,019	1,283	764	826	2,030	2,401	983	528	327	35	10,203
Ashby	199	272	172	211	371	574	295	273	395	93	2,850
Banksia Grove	1,118	1,500	970	996	2,262	2,683	1,002	543	258	19	11,351
Butler	996	1,533	1,338	1,420	1,909	3,051	1,578	875	692	72	13,473
Carabooda	12	37	48	33	55	91	74	61	33	8	444
Carramar	398	763	750	689	718	1,646	1,138	626	399	40	7,178
Clarkson	1,068	1,397	998	1,288	2,462	3,026	1,727	1,143	712	71	13,904
Darch	392	830	848	802	711	1,823	1,012	466	411	54	7,347
Eglinton	459	439	251	326	867	788	291	191	96	0	3,705
Girrawheen	591	818	685	848	1,361	1,877	1,004	857	764	98	8,897
Gnangara	40	73	93	125	76	159	205	243	294	32	1,347
Hocking	515	800	624	577	990	1,723	778	592	353	30	6,987
Jandabup	5	16	26	31	18	51	48	53	52	0	291
Jindalee	276	360	368	395	526	943	647	337	168	7	4,044
Koondoola	256	392	332	444	500	768	443	362	376	47	3,919
Landsdale	1,324	1,845	1,316	1,373	2,261	3,746	1,860	1,026	566	75	15,401
Madeley	442	686	594	499	767	1,682	740	563	641	198	6,805
Marangaroo	609	907	774	956	1,339	2,013	1,363	1,228	1,040	258	10,483
Mariginiup	36	81	74	78	76	138	137	148	93	5	876
Merriwa	319	540	431	470	654	1,008	574	434	755	401	5,587
Mindarie	277	620	746	857	559	1,459	1,558	843	770	167	7,867
Neerabup	6	6	10	10	8	28	20	14	11	0	112
Nowergup	3	11	15	24	15	41	37	25	20	0	189
Pearsall	349	419	308	344	764	987	479	331	247	19	4,244
Pinjar	0	9	5	9	3	11	17	5	3	0	74
Quinns Rocks	471	850	882	892	1,012	1,828	1,461	827	546	85	8,861
Ridgewood	271	467	433	432	630	911	562	336	514	68	4,623
Sinagra	305	392	227	268	586	705	295	190	132	5	3,100

Tapping	620	1,183	965	857	1,059	2,361	1,232	647	562	75	9,547
Two Rocks	253	455	302	234	440	729	570	454	346	35	3,822
Wangara	0	0	0	0	0	0	0	0	0	0	43
Wanneroo	699	1,058	834	911	1,492	2,324	1,479	1,441	1,510	368	12,113
Woodvale	402	884	854	852	731	1,866	1,496	1,425	875	177	9,579
Yanchep	892	1,361	939	756	1,491	2,254	1,331	954	901	151	11,022
Total	14,748	22,166	17,790	18,741	29,094	45,485	26,088	17,721	14,653	2,623	209,109

19.3 RESIDENTIAL AGED CARE CENTRES

Contact								
Facility Name	Address	(This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	# Respite Beds	Dementi a Needs	High Care Needs	Low Care Needs	Total
Aegis Anchorage	340 Anchorage Dr MINDARIE		Ageing in Place, Booked Respite Program, Extra Services, High Care Needs, Low Care Needs, Admissions, Secure Dementia Care, Secure Garden	2 (High Care)		56	46	102
Aegis Shorehaven	49 Scotthorn Dr ALKIMOS		High Care Needs, Low Care Needs, Secure Dementia Care					134
Bethanie Beachside	629 Two Rocks Rd YANCHEP		Ageing in Place, Double Rooms, Facility Owned Pets, High Care Needs, Low Care Admissions, Secure Dementia Care, Secure Garden		80	140	20	160
Brightwater Aged Care Madeley	95 Imperial Circuit MADELEY		Ageing in Place, Booked Respite Program, High Care Needs, Low Care Needs, Secure Dementia Care, Secure Garden	1	25	73	11	110
Villa Terenzio	33 Kent Road MARANGAROO		High Care Needs, Aging in Place, Ethnicity Specific: <i>Italian</i> , Secure Dementia Care		44	106	31	181

Facility Name	Address	Contact (This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	# Respite Beds	Dementia Needs	High Care Needs	Low Care Needs	Total
Jacaranda Lodge Wanneroo	55 Belgrade Rd WANNEROO		High Care Needs, Low Care Needs, Secure Dementia Care		15	50		65
Juniper John Bryant	95 Rawlinson Dr MARANGAROO		Ageing in Place, Secure Dementia Care, High Care Needs		42	42		42
RAAFA Karri & Tuart Lodge	19 Hughie Edwards Dr MERRIWA		Ageing in Place, High Care Needs, Secure Dementia Care			110		110
RAAFA Vivian Bullwinkle	85 Hester Ave MERRIWA		Ageing in Place, Booked Respite Program, High Care Needs	1 (High/Low Care)		77	2	79
Regents Gardens Residential Resort Lake Joondalup	33 Drovers Place WANNEROO		Ageing in Place, Booked Respite Program, Double Rooms, Extra Services, High Care Needs, Secure Garden, Dementia Care	1 (High Care)	85	100		100
Wanneroo Community Nursing Home	9 Amos Rd WANNEROO		Ageing in Place, Booked Respite Program, High Care Needs, Secure Dementia Care		22	43		65

19.4 RETIREMENT /LIFESTYLE VILLAGES

Facility Name	Address	Contact	Features	Number of Units
		(This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)		
Belgrade Park Retirement Village	55 Belgrade Rd WANNEROO		Over 55's lifestyle and retirement living.	192
Bethanie Beachside Retirement Village	80 Lindsay Beach Blvd YANCHEP		Lifestyle and retirement living.	45
Brightwater Retirement Living Kingsway Court	6 Countess Link MADELEY		Over 55's lifestyle and retirement living.	168
Fairway Villages The Green	Lakelands Country Club Clubhouse Lane GNANGARA		Over 55's lifestyle and retirement living.	290
Harbourside Village	7 Honiara Way MINDARIE		Lifestyle and retirement living.	88
Casa Cabrini Retirement Village	33 Kent Rd MARANGAROO		Retirement living.	11

Facility Name	Address	Contact (This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000)	Features	Number of Units
Lake Joondalup Lifestyle Village	1140 Wanneroo Road ASHBY		Lifestyle and retirement living.	310
Lakelands Lifestyle Village	289 Sydney Rd GNANGARA WA		Over 55's lifestyle and retirement living.	102
Pineview Lifestyle Village	48 Ashley Road TAPPING		Lifestyle and retirement living.	132
RAAFA Retirement Living Cambrai Living	85 Hester Ave MERRIWA		Lifestyle and retirement living.	273
RAAFA Retirement Living Merriwa Estate	19 Hughie Edwards Dr MERRIWA		Lifestyle and retirement living.	240
Regents Gardens Lake Joondalup The Bungalows	8 Regents Garden Blvd WANNEROO		Lifestyle and retirement living.	62
The Rise by Teman	76 Ridgewood Blvd RIDGEWOOD		Over 55's lifestyle and retirement living.	240

19.5 DISABILITY SUPPORT SERVICES

Facility Name	Address	Contact		
		(This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management –9405 5000)	Features	Number of Units
Brightwater Marangaroo Transitional Accommodation Program	38 Brookland Cres MARANGAROO		Transitional Accommodation Program (Disability) – from Hospital to Home	23 beds across 4 houses
Sunflower Care Services	22 Dartford Cres MARANGAROO		Supported Accommodation & Respite for Intellectually Disabled People.	10 (High /Low care respite beds)

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20 ANNEXURE 2 – SCHOOLS AND DAY CARE

20.1 PRIMARY SCHOOLS

Primary Schools	Address	Phone Number	Students / Staff
ALEXANDER HEIGHTS			
Alinjarra Primary School	33 Northumberland Avenue, Alexander Heights	9462 9950	325
ALKIMOS			
Alkimos Primary School	340 Benenden Ave, Alkimos	9562 9800	658
Alkimos Beach Primary School	200 Leatherback Boulevard, Alkimos	9561 7200	526
Northshore Christian Grammar	50 Scotthorn Drive, Alkimos	1300 388 905	610
Shorehaven Primary School	91 Shorehaven Blvd, Alkimos	9561 4800	737 / 80
St James Anglican School	2 Graceful Blvd, Alkimos	6336 8330	1,101/ 130
BANKSIA GROVE			
Banksia Grove St St John Paul II Catholic Primary School	6 Kurrajong Boulevard, Banksia Grove	9303 7101	288 / 34
Banksia Grove Primary School (Neerabup)	14 Viridian Drive, Banksia Grove	9233 6333	415 / 60
Grandis Primary School [Bushfire Plan 19/491778]	220 Grandis Blvd, Banksia Grove	9233 6500	736 / 83
BUTLER			
Brighton St Francis of Assisi Catholic Primary School	1051 Connolly Drive, Butler	9562 9500	775
Butler Primary School	30 Tollesbury Ave, Butler	9561 7700	523 / 84
East Butler Primary School	7 Amersham Crescent, Butler	9561 7777	297
John Butler Primary College	Halesworth Parade, Butler	9561 4300	404
CARRAMAR			
Carramar Primary School	71 Houghton Drive, Carramar	9405 0600	584
CLARKSON			
Clarkson Primary School	16 Aldersea Circle, Clarkson	6207 5200	269 / 50
Somerly Primary School	15 Somerly Drive, Clarkson	6206 4200	492 / 68
St Andrews Catholic Primary School	60 Victorsen Parade, Clarkson	9407 8000	357
DARCH			
Ashdale Primary School	51 Ashdale Boulevard, Darch	6207 4500	690 / 105
Kingsway Christian College	157 Kingsway, Darch	9302 8777	1,325
EGLINTON			
Eglinton South West Primary School – new Feb 2025	110 Heath Ave, Eglinton		-
GIRRAWHEEN			
Emmanuel Christian Community School	50 Casserley Ave, Girrawheen	9342 7377	441 / 40-60
Hudson Park Primary School	23 Arnos Way, Girrawheen	9342 4300	201
Our Lady Of Mercy Primary School	55 Hudson Avenue, Girrawheen	9207 7677	327
Roseworth Primary School	30 Stebbing Way, Girrawheen	6240 4000	301
Roseworth Education Support Centre	30 Stebbing Way, Girrawheen	6240 4040	70

Primary Schools	Address	Phone Number	Students / Staff
HOCKING			
Hocking Primary School	50 Gungurru Avenue, Hocking	9404 8373	588
St Elizabeth's Catholic Primary School	30 Ranworth Rd, Hocking	9303 7600	170
KOONDoola			
Burbridge Primary School	46 Burbridge Avenue, Koondoola	9345 6700	67 / 70
Koondoola Primary School	50 Burbridge Avenue, Koondoola	9343 1044	249 / 57
Waddington Primary School	15 Henniker Way, Koondoola	9342 7511	96 / 20
LANDSDALE			
Carnaby Rise Primary School	Pomodora Avenue, Landsdale	6401 8100	659
Landsdale Primary School	19 Warradale Terrace, Landsdale	9408 3850	779 / 90
Landsdale Christian School	77 Queensway, Landsdale	9309 1830	139
Landsdale Gardens Primary School	50 Amistad Road, Landsdale	6401 8150	225
MADELEY			
Madeley Primary School	Martindale Avenue, Madeley	9302 3611	484 / 40
MARANGAROO			
Marangaroo Primary School	88 Giralt Road, Marangaroo	9343 2055	185
Rawlinson Primary School	27 Rawlinson Drive, Marangaroo	9247 9000	425 / 65
MERRIWA			
Alkimos Baptist College	60 Seagrove Boulevard, Merriwa	9406 8189	235
Merriwa Primary School	67 Baltimore Parade, Merriwa	6206 2340	348
Merriwa Education Support Centre	67 Baltimore Parade, Merriwa	6206 2330	86
MINDARIE			
Mindarie Primary School	90 Rothesay Heights, Mindarie	9407 1100	719
Peter Moyes Anglican School	29 Elliston Parade, Mindarie	9304 5588	See secondary school
Quinns Baptist College	8 Salerno Drive, Mindarie	9305 8882	See high school
PEARSALL			
Pearsall Primary School	Willespie Drive, Pearsall	9405 7845	612
QUINNS ROCKS			
Quinns Beach Primary School	5 James Cook Avenue, Quinns Rocks	9561 7400	450 / 70
Quinns Rocks Primary School	6 Rees Drive, Quinns Rocks	6206 5200	365
SINAGRA			
St Anthony's Primary School	7 Servite Terrace, Sinagra	9303 7500	490
TAPPING			
Spring Hill Primary School	50 Spring Hill, Tapping	9404 5178	741 / 80
St Stephens School Tapping	50 St Stephens Crescent, Tapping	9306 7100	See high school
Tapping Primary School	87 St Stephens Crescent, Tapping	9404 6033	481 / 48
TWO ROCKS			
Atlantis Beach Baptist College	Breakwater Drive, Two Rocks	9544 3000	See high school
Two Rocks Primary School	51 Resolute Drive, Two Rocks	9561 6888	417
WANNEROO			
East Wanneroo Primary School	32 High Road, Wanneroo	6207 3600	344
Wanneroo Primary School	15 Shaw Road, Wanneroo	9306 0500	430 / 60
YANCHEP			
Yanchep Lagoon Primary School	15 Primary Road, Yanchep	9561 1155	426 / 55
Yanchep Beach Primary School	100 Lindsay Boulevard, Yanchep	9561 6080	622

Primary Schools	Address	Phone Number	Students / Staff
Yanchep Rise Primary School	110 Moorpark Ave, Yanchep	9562 8340	400 / 46

20.2 SECONDARY SCHOOLS

Secondary Schools	Address	Phone Number	Students / Staff
ALKIMOS			
Alkimos College	101 Santorini Promenade, Alkimos	9561 7300	989
St James Anglican School	2 Graceful Blvd, Alkimos	6336 8330	1,101 / 130
BANKSIA GROVE			
Joseph Banks Secondary College	40 Joseph Banks Boulevard, Banksia Grove	9303 7400	1,437
BUTLER			
Butler College	15 McCormack Boulevard, Butler	9561 4200	1,250 / 200
Irene McCormack Catholic College	18 Bradman Drive, Butler	9562 2400	902
CLARKSON			
Clarkson Community High School	16 Walyunga Boulevard, Clarkson	9400 1777	365
DARCH			
Ashdale Secondary College	75 Westport Parade, Darch	9302 7100	1,900 / 220
GIRRAWHEEN			
Emmanuel Christian Community School	3 Salcott Road, Girrawheen	9342 7377	300 / 40-50
Girrawheen Senior High School	39 Calvert Way, Girrawheen	9247 0555	469
KOONDoola			
Mercy College	Mirrabooka Ave and Beach Rd, Koondoola	9247 9247	1,155
MERRIWA			
Alkimos Baptist College	60 Seagrove Boulevard, Merriwa	9406 8189	235
MINDARIE			
Mindarie Senior College	14 Elliston Parade, Mindarie	6207 5500	794
Peter Moyes Anglican School	Elliston Parade, Mindarie	9304 5500	1,400
Quinns Baptist College	8 Salerno Drive, Mindarie	9305 8882	1,140
TAPPING			
St Stephens School Tapping	50 St Stephens Crescent, Tapping	9306 7100	814 / 201
TWO ROCKS			
Atlantis Beach Baptist College	Breakwater Drive, Two Rocks	9544 3000	300 / 40
WANNEROO			
Wanneroo Secondary College	56 Quarkum Street, Wanneroo	6401 9800	1,355
YANCHEP			
Yanchep Secondary College	21 Ravensbourne Street, Yanchep	9562 8000	800

20.3 DAY CARE CENTRES

Day Care Centres	Address	Phone Number	Children / Staff
ALEXANDER HEIGHTS			
Alexander Heights Early Learning Centre	95 Azelia Street, Alexander Heights	9247 3491	Max 61
Wanjoo Club	Alinjarra Primary School 33 Northumberland Ave, AH	0411 129 539	Max 150
ALKIMOS			
Alkimos School of Early Learning	44 Santorini Prom, Alkimos	9541 0950	93 / 15
Atlantis After School - Alkimos	Alkimos Primary School 340 Benenden Ave, Alkimos	0499 901 159	Max 90
Atlantis After School - Alkimos Beach	Leatherback Blvd, Alkimos	0478 568 287	Max 80
Keiki Early Learning Shorehaven	91 Shorehaven Blvd, Alkimos		Max 80
Keiki Early Learning Trinity Alkimos	12K Longstaff Avenue, Alkimos	6500 2700	Max 62
Sparrow Early Learning Alkimos	Unit 3, 3 Bulwark Ave, Alkimos	9562 5466	Max 72
Tribe Beach Early Learning	10 Turnstone Street, Alkimos	9509 7705	Max 96
BANKSIA GROVE			
Busy Bees at Banksia Grove	1 Fairywren Street, Banksia Grove	9306 1088 1300 851 331	Max 77
Camp Australia OSHC	Grandis Primary School 220 Grandis Blvd, BG	0406 927 518	Max 90
Care for Kids School of Early Learning - Banksia Grove	2 Glasshouse Drive, Banksia Grove	6361 7413	Max 74
Go Bananas Outside School Hours Care - Banksia Grove	14 Viridian Dr, Banksia Grove	9301 5133	Max 92
Goodstart Early Learning Banksia Grove	10 Viridian Drive, Banksia Grove	9404 7337 1800 222 543	Max 82
Mercycare Early Learning Service Banksia Grove	300 Joseph Banks Blvd, Banksia Grove	6298 9852	Max 100
Nido Early School Banksia Grove	1001 Joondalup Drive, Banksia Grove	9206 5822	Max 62
Skoolz Out	40 Joseph Banks Blvd, Banksia Grove	0430 304 333	Max 44
St Paul II OSHClub	6 Karrajong Blvd, Banksia Grove	0421 343 731	Max 36
Tall Tree Early Learning	103 Greenvale Place, Banksia Grove	6156 1300	Max 129
BUTLER			
Atlantis Outside School Care Butler	Butler Primary School 26 Tollesbury Ave, Butler		Max 70
Sparrow Early Learning Butler	14 Marchwood Blvd, Butler	9562 5744	Max 90
Sparrow Early Learning East Butler	Unit 1, 2 Captiva App, Butler	9562 4500	Max 72
CARRAMAR			
Buttercup Childcare and Early Learning Centre	63 Houghton Drive, Carramar	9206 0144	Max 60
Carramar CSHClub	71 Houghton Dr, Carramar	0422 256 119	Max 100

Day Care Centres	Address	Phone Number	Children / Staff
CLARKSON			
Atlantis Child Care Centre	Unit 20, 61 Ocean Keys Blvd, Clarkson	9407 9911 ext 1	Max 223
Care for Kids OSHC Clarkson	8 Aldersea Circle, Clarkson	9408 5966	Max 54
Care for Kids School of Early Learning – Clarkson	34 Ladera Drive, Clarkson	9408 5966	Max 90
Clarkson Early Learning Centre	22 Ainsbury Parade, Clarkson	9305 7307	Max 36
Clarkson Safe n Sound Daycare	2 Dewar Mews, Clarkson	9407 7606	Max 35
Goodstart Early Learning Ocean Keys	60 Burnett Drive, Clarkson	9407 9644 1800 222 543	Max 99
Keiki Early Learning Catalina	48 Roulettes Pde, Clarkson	6205 5011	Max 85
Somerly PS TheirCare	15 Somerly Dr, Clarkson	0427 122 623	Max 50
St Andrews OSHClub	60 Victorsen Pde, Clarkson	0432 678 211	Max 50
DARCH			
Ashdale OSHClub	Ashdale Primary School Ashdale Blvd, Darch	0417 506 734	Max 70
Busy Bees on Ashdale	15 Ashdale Boulevard, Darch	9303 9507 1300 851 331	Max 94
Goodstart Early Learning - Darch	83 Furniss Road, Darch	9302 5044 1800 222 543	Max 85
YMCA WA Ashdale Early Learning Centre	44 Westport Parade, Darch	9303 9264	Max 55
EGLINTON			
Busy Bees at Amberton Beach	101 Heath Ave, Eglinton	6371 8967	Max 104
GIRRAWHEEN			
Goodstart Early Learning Girrawheen	2 Wade Court, Girrawheen	9343 4711 1800 222 543	Max 99
Kids Academy OSHC	Our Lady of Mercy 55 Hudson Ave, Girrawheen	1300 105 343	Max 40
HOCKING			
Camp Australia OSHC	St Elizabeth Catholic Primary 30 Ranworth Rd, Hocking	0450 262 864	Max 36
Hocking Stars Early Learning Centre	4 Gungurru Ace, Hocking	9306 4935	Max 135
Hocking Stars Early Learning Centre (Turin)	1 Turin Ent, Hocking	9206 2002	Max 80
Nido Early Learning Hocking	176 Nicholas Road, Hocking	9306 4316	Max 62
Zig Zags OSHC	50 Gungarra Ave, Hoking	0421 369 516	Max 80
JINDALEE			
Bloom Early Education - Jindalee	6 Cockleshell Brace, Jindalee	9562 1900	Max 84
Matisse Early Learning	36 Marlinspike Blvd, Jindalee	9544 3717	Max 87
KOONDoola			
Waddington PS TheirCare	Waddington Primary School 15 Henniker Way, Koondoola	1300 072 410	Max 50
YMCA Mercy College OSHC	Cnr Mirrabooka Ave & Beach Rd, Koondoola		Max 39
LANDSDALE			
Camp Australia OSHC	Carnaby Rise Primary School Pomodora Ave, Landsdale		Max 50

Day Care Centres	Address	Phone Number	Children / Staff
Landsdale Early Learning and Enrichment	215 Landsdale Road, Landsdale	6305 0999	Max 114
Landsdale Gardens OSHC	50 Armistad Rd, Landsdale	0479 058 157	Max 60
Landsdale OSHC	Landsdale Primary School The Broadview, Landsdale	0458 001 975	Max 91
Landsdale School of Early Learning	2 Denman Gardens, Landsdale	6300 4703	Max 63
Mercycare Early Learning Centre Landsdale	5/127 The Broadview, Landsdale	9302 2087	Max 65
Tall Tree Early Learning	42 Warradale Tce, Landsdale	6319 2080	Max 129
MADELEY			
Camp Australia OSHC	Madeley Primary School Martindale Ave, Madeley	0413 588 434	Max 70
Goodstart Early Learning Madeley	17 Kingsway Road, Madeley	9309 3855 1800 222 543	Max 72
Nido Early Learning Kingsway	168 Wanneroo Road, Madeley	6117 5099	Max 82
MARANGAROO			
Great Beginnings Marangaroo	2 Parin Road, Marangaroo	9342 7440	Max 72
Kids Academy OSHC	Marangaroo Primary School 88 Giralt Rd, Marangaroo	0400 478 800	Max 50
Marangaroo Child Care Centre	11 Bradford Place, Marangaroo	9343 6629	Max 38
Rawlinson PS TheirCare	Rawlinson Primary School 27 Rawlinson Dr, Marangaroo		Max 60
MERRIWA			
Branches Early Learning Centre	5 Seagrove Blvd, Merriwa	9305 7527	Max 86
Compass Early Learning Centre	869 Connolly Drive, Merriwa	6144 9800	Max 80
Goodstart Early Learning Merriwa	16 Hughie Edwards Drive, Merriwa	9305 8633 1800 222 543	Max 82
Montessori Early Childhood Centre	12 Jenolan Way, Merriwa	9304 6222	Max 62
MINDARIE			
Keiki Early Learning Mindarie Keys	Unit 1, 18 Anchorage Drive, Mindarie	9407 9388	Max 70
Keiki Early Learning Mindarie Primary	Mindarie Primary School 90 Rothesay Heights, Mindarie	0448 588 166	Max 80
Atlantis After School – Peter Moyes	Peter Moyes Anglican Elliston Pde, Mindarie	0499 949 769	Max 80
PEARSALL			
Camp Australia OSHC	Pearsall primary School Willespie Dr, Pearsall	0450 776 859	Max 60
Pearsall Child Care Centre	45 Ashbrook Ave, Pearsall	9206 5388	Max 71
QUINNS ROCKS			
Busy Bees at Quinns Beach	218 Santa Barbara Pde, Quinns Rocks	1300 851 331	67 / 20
Go Bananas Outside School Hours Care Quinns Rocks	6 Rees Drive, Quinns Rocks	0410 664 332	Max 34
Milestones Early Learning Quinns Rocks	9/10 Mindarie Drive, Quinns Rocks	9305 9320	41 / 12

Day Care Centres	Address	Phone Number	Children / Staff
SINAGRA			
Goodstart Early Learning Sinagra	12 Cetara Chase, Sinagra	9306 2711 1800 222 543	Max 97
Mini Bambini	54 Santa Rosalia Vista, Sinagra	6204 7657	Max 125
TAPPING			
Goodstart Early Learning Centre Tapping	58 Clarkson Ave, Tapping	9306 2711 1800 222 543	Max 82
Keiki Early Learning Tapping	87 St Stephens Cres, Tapping		Max 70
TWO ROCKS			
Cuddles Early Learning & Childcare - Two Rocks	23-27 Gift Way, Two Rocks	9554 0870	Max 100
Atlantis After School – Two Rocks	Two Rocks Primary School 51 Resolute Dr, Two Rocks		Max 60
YANCHEP			
Atlantis Child Care Centre Yanchep	93 Lindsay Beach Blvd, Yanchep	9561 1180	Max 62
Atlantis Early Learning Yanchep Vertex	319 Castlemead Dr, Yanchep	6156 4501	Max 94
Atlantis Outside School Care Yanchep Beach	100 Lindsay Beach Blvd, Yanchep	0458 087 030	Max 120
Busy Bees Yanchep	29 Morwell Street, Yanchep	1300 851 331	Max 96
Great Beginnings Yanchep	121 Moorpark Ave, Yanchep	9548 9002	100 / 18
New Horizons OSHC – Yanchep Rise	110 Moorpark Ave, Yanchep		Max 60
Tiny Kingdom Early Learning Centre Yanchep	61-63 Lagoon Drive, Yanchep	9561 5909	Max 73
WANNEROO			
Camp Australia OSHC	Wanneroo Primary School 15 Shaw Rd, Wanneroo		Max 90
Care for Kids OSHC	East Wanneroo Primary School 32 High Rd, Wanneroo	0448 896 011	Max 75
Green Leaves Early Learning	4 San Rosa Rd, Wanneroo	6404 2711	Max 83
Kidz Biz Early Learning	3 Keane Street, Wanneroo	9300 5100	Max 84
Little Dimples Early Learning Centre	40 Backshall Place, Wanneroo	9306 3444	Max 38
Little Wanderers Wanneroo	10 Neville Dr, Wanneroo	9405 7006	Max 36
Skoolz Out	Wanneroo Recreation Centre 275 Scenic Dr, Wanneroo	0430 304 344	Max 38
Sonas Early Learning & Care	P1 950 Wanneroo Rd, Wanneroo	6184 6056	Max 86
Sparrow Early Learning East Wanneroo	42 Scott Rd, Wanneroo	9206 0426	Max 53

NOTE: Family Day Care Centres are NOT listed. Family Day Care offers education and care for up to seven children aged from birth to 13 years, including the educators' own children, in the educator's own home. Only four of the children can be below pre-primary school age.

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21 ANNEXURE 3 – RISK REGISTER

The City of Wanneroo Emergency Risk Register is a stand-alone document which supports the LEMA and includes all identified risks associated with the hazards assessed and their risk level. Those risks which were rated as having an extreme or high risk level and achieved a treatment priority of 1 or 2 (requires treatment) include identified treatment strategies. The implementation of treatment strategies are the responsibility of the HMA, Support Organisations and the City. It is important to remember that risk statements that were assessed as medium and low will still have significant impact on parts of the community, in particular, the vulnerable members within the community. These risks will continue to be monitored annually for changes.

HAZARD RISK SUMMARY

21.1 FIRE

HAZARD: FIRE

Cause:

- Lightning strike;
- Arson;
- Unauthorised burning, authorised fires becoming uncontrollable; and
- Fire initiated by mechanical fault, technological failure (pole top fires, etc.).

Impacts:

- Loss of life and/or serious injury;
- Threats to the safety and wellbeing of the community;
- Displacement of community members;
- Environment damage – Flora and fauna, ecologically sensitive areas (wetlands, coast fringe);
- Disruption to essential services and critical infrastructure;
- Loss/ damage to private and commercial buildings (incl. contents); and
- Loss/ damage to City assets (e.g. buildings, playground equipment).

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES as the HMA; • Agencies / Organisations responsible for bush fire risk areas; • City of Wanneroo; and • Community members (land & home owners).
Preparedness	<ul style="list-style-type: none"> • DFES as HMA; • Agencies / Organisations responsible for bush fire risk areas; • City of Wanneroo; and • Community members.
Response	<ul style="list-style-type: none"> • DFES as HMA; • Agencies / Organisations responsible for bush fire risk areas (DBCA); • Combat Support Agencies (WAPOL, Department of Communities); and • City of Wanneroo.
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • General community health issues associated with displacement and trauma; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term & long term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Joondalup responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; and • Impact on transport network through damage - restricted access to community services.

21.2 STORM

HAZARD: STORM

Cause:

A slow moving cold weather front producing a severe thunderstorm warning. The weather front includes zones of severe activity, including dangerous winds, large hail, heavy rainfall and flash flooding.

Impacts:

- Damage to private and commercial dwellings/ buildings;
- Impact on people – displacement;
- Demands on emergency responders – capacity to manage surge demand;
- Environmental damage – flooding, coastal erosion, damage to wetland areas;
- Financial impost – cost to insurance industry, private expenses (repair costs).

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES; • Bureau of Meteorology (BoM); and • City of Wanneroo (CoW).
Preparedness	<ul style="list-style-type: none"> • DFES as the designated HMA for Storm; • COW for mitigation strategies to City Assets; • Community members; and • All forms of media outlets.
Response	<ul style="list-style-type: none"> • DFES; • SES as the designated Combat Agency; • Bureau of Meteorology; • Department of Communities; and • Utility services (power, water & transport).
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Wanneroo responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; • Impact on transport network through damage - restricted access to community services; • Loss of/ structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; and • Medical facilities unable to cope with increased demand.

21.3 HEATWAVE

HAZARD: HEATWAVE

Cause:

The Bureau of Meteorology defines a heatwave as three or more days in a row when both daytime and night-time temperatures are unusually high (in relation to the local long-term climate and the recent past). There is no single temperature threshold for a heatwave in Australia. This weather could have an impact on human health, infrastructure and services. Heatwaves have killed more people than any other natural hazard experienced in Australia.

Impacts:

- Cause death(s) or serious illness (heat related);
- Damage to critical infrastructure such as roads, railways and bridges;
- Impacts industries, both economically and functionally, through damage to infrastructure and power supply outages;
- Disruption to normal business, absenteeism, health impacts and loss of tourism may result in significant economic loss; and
- Disruption of normal support services, community activities and reduction in the community wellbeing.

Responsibility	
Prevention	<ul style="list-style-type: none"> • Department of Health • State Health Coordinator (SHC); • Bureau of Meteorology (BoM); • Government and private industry; and • City of Wanneroo (COW).
Preparedness	<ul style="list-style-type: none"> • SHC as the HMA (within WA Health); • City of Wanneroo; • Community members; and • All forms of media outlets.
Response	<ul style="list-style-type: none"> • Bureau of Meteorology; • WA Health; • Department of Communities; and • Utility services (power, water and transport).
Recovery	<ul style="list-style-type: none"> • COW assigned responsibility for community recovery; and • LRCG.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life or serious illness (heat related) within community; • Loss of structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; • Medical facilities unable to cope with increased demand; and • Increase in the level of criminal and anti-social behaviour caused by the breakdown of community resilience.

21.4 EARTHQUAKE

HAZARD: EARTHQUAKE

Cause:

An earthquake is the sudden release of stress built up within the earth's crust. Most earthquakes occur along plate boundaries. However, areas within plates, such as Australia, do experience occasional large intraplate earthquakes. Western Australia has a long history of this type of event and earthquakes of magnitude 4 or less (on the Richter scale) are reasonably common (for example, 1968 Meckering 6.9 and in 2010 Kalgoorlie 5.0).

Impacts:

- Damage to buildings and infrastructure from shaking and movement along fault lines;
- Fire is common after an earthquake, especially when gas or downed power lines are present;
- Rock fall, landslides and toppling of masonry can be triggered;
- Injury and death are possible from the all above; and
- Disruption of normal services.

Responsibility	
Prevention	<ul style="list-style-type: none"> • DFES; and • City of Wanneroo;
Preparedness	<ul style="list-style-type: none"> • DFES as the designated HMA; • Geoscience Australia; • Community members; • The City of Wanneroo for mitigation strategies to City Assets.
Response	<ul style="list-style-type: none"> • DFES; • SES as the designated Combat Agency; • Geoscience Australia; • Department of Communities; • State Emergency Coordination Group (SECG); • Defence Aid to the Civil Community; and • Utility services (power, water & transport).
Recovery	<ul style="list-style-type: none"> • City of Wanneroo; • LRC; • LRCG; • WA Government (WANDRRA); • Insurance Industry; • Building Industry; • WANDRRA; • Defence Aid to the Civil Community; and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious injury to community members and responders; • Damage to private and commercial infrastructure causing economic loss; • Damage to the environment (Flora & Fauna); • Displacement of persons (short term); • Financial losses to private and commercial interests; • Disruption to essential services and the delivery of their core business; • City of Wanneroo responsible for recovery efforts; • Loss of community confidence in public administration; • Personal hardship – loss of personal effects, employment and income avenues; • Impact on transport network through damage - restricted access to community services; • Loss of structural damage to community infrastructure – public buildings, drainage systems, transport networks – heat related issues; • Wide spread power cuts to private dwellings and commercial industry; • Disruption to the business sector – lost productivity and economic losses through loss of power and absenteeism; • The challenge to manage the quantity of waste resulting from building demolition; and • Medical facilities unable to cope with increased demand.

21.5 RAIL CRASH

HAZARD: RAIL CRASH

Cause:

The Public Transport Authority (PTA) operates approximately 180 kilometres of rail network including a Transperth metropolitan passenger service that passes through the City of Wanneroo district. The electrified narrow-gauge rail system consists of two rail lines (north – south bound) and there are five rail stations within the City – Clarkson, Butler, Alkimos, Eglinton and Yanchep.

A rail incident may result from derailment caused by mechanical failure within the carriage, fault in the rail system, collision between other rolling stock or road vehicles, vandalism or terrorist activity and power loss to the electric system.

Impacts:

- Loss of life and serious injury;
- Damage to rail network system and infrastructure;
- Disruption to transport system resulting in absenteeism, traffic congestion, economic loss and reduced productivity; and
- Loss of confidence in the public transport system.

Responsibility	
Prevention	<ul style="list-style-type: none"> • The Public Transport Authority is the HMA; • WAPOL (Controlling Agency during an emergency where agreed); and • Preparing, reviewing and exercising State Hazard Plan – PTA Rail Crash.
Preparedness	<ul style="list-style-type: none"> • Public Transport Authority; • WAPOL; and • Support Agencies/ Organisations.
Response	<ul style="list-style-type: none"> • PTA responsible for response operations (HMA); • WAPOL (delegated as Control Agency); • Main Roads Department; • City of Wanneroo; and • WA Health – Joondalup Health Campus.
Recovery	<ul style="list-style-type: none"> • PTA; • City of Wanneroo; and • Support organisations (counselling, welfare support).
Potential Consequences	<ul style="list-style-type: none"> • Significant loss of life and serious injuries; • Damage to rail infrastructure including rolling stock and rail control systems; • Collateral damage to infrastructure adjacent to the rail network (road systems, bridges, underpasses); • Short and long-term disruption to traffic flow resulting in congestion – delays and increased travel times; • Short term surge on health services impacting on the ability of the hospital system to deal with demand; • Loss of confidence in the public transport system causing economic loss to the government; and • Medical facilities unable to cope with increased demand.

21.6 HUMAN EPIDEMIC / PANDEMIC

HAZARD: HUMAN EPIDEMIC / PANDEMIC

Cause:

Pandemics are often, but not always, caused by influenza viruses. An influenza pandemic occurs when a new influenza virus subtype emerges, to which there is little or no immunity. In the absence of immunity, the new subtype can spread rapidly worldwide to become a pandemic, potentially causing high numbers of cases of severe disease and deaths. The pandemic strain eventually becomes one of the seasonal influenza viruses.

Impacts:

- Impact on people – may cause death or chronic illness;
- Widespread impact on normal community activities including travel and public gatherings;
- Financial impacts to the local economy due to absenteeism, health impacts and loss of tourism;
- LGA's ability to deliver essential services to the community will be impacted;
- Disruption of normal support services, community activities and reduction in community wellbeing;
- Emergency services ability to respond to incidences will be impacted;
- Added pressure on local public health system;
- Will restrict the maintenance of essential services.

Responsibility	
Prevention	<ul style="list-style-type: none"> • Government of Western Australia - Western Australian Government Pandemic Plan & State Hazard Plan – Human Biosecurity; • Department of Health; • Department of Communities – State Support Plan Emergency Welfare; • Department of Primary Industries and Regional Development – State Hazard Plan Animal and Plant Biosecurity; • City of Wanneroo – LEMA including risk management planning & Business Continuity Planning; and • Local hospitals and health services – Local Pandemic Plans.
Preparedness	<ul style="list-style-type: none"> • Government of Western Australia – Structured risk management processes; • Department of Health – Immunisation program & community education; • Department of Communities – Advice and support for higher risk communities; • Department of Primary Industries and Regional Development; • City of Wanneroo – LEMC & Crisis Management Team; • Local hospitals and health services.
Response	<ul style="list-style-type: none"> • Department of Health – HMA & SHICC; • Department of Communities – coordinate welfare related resources and assistance; • Department of Primary Industries and Regional Development – transmissible infectious diseases; • WAPOL- State Emergency Coordinator and law enforcement; • City of Wanneroo – provide Environmental Health Officers and provide local resources & activate crisis management team; • Local hospitals and health services – deliver public health services; and • Utility services (power, water and transport) – manage continuity of supply.
Recovery	<ul style="list-style-type: none"> • Government of Western Australia – supporting State and local recovery efforts; • City of Wanneroo assigned responsibility for community recovery, and activate Crisis Management Team; • LRCG – manages recovery efforts; • Disaster Relief Funding Arrangements Western Australia; and • Welfare support groups & organisations.
Potential Consequences	<ul style="list-style-type: none"> • Loss of life and serious illness within community; • Overloading of the health system – Local and State; • Personal hardship – social isolation, loss of employment and income avenues; • Disruption to the business sector – lost productivity and economic losses through absenteeism; • Escalation of lawlessness; • Disruption to essential services including schools, childcare and shopping centres; • Food shortages; • Public transport restricted or closed; • Reduction of LGA and State Government essential services; and • Loss of utilities due to absenteeism impacting dwellings and commercial industry.

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22 ANNEXURE 4 – AGED CARE EMERGENCY ARRANGEMENTS

A full copy of the Residential Aged Care Emergency Arrangements is held by the City of Wanneroo. Below is the Memorandum of Understanding between the Aged Care Sector Network within the City of Wanneroo.



MEMORANDUM OF UNDERSTANDING

Aged Care Sector Network Within The City of Wanneroo

THE PROVISION OF MUTUAL AID FOR RECOVERY DURING EMERGENCIES

JUNE 2021

22.1 DISCLAIMER

This document should be read in conjunction with the ***Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents Between Aged Care Facilities***. The arrangements will be between the Aged Care Providers within the City of Wanneroo. The City of Wanneroo holds no responsibility as to the implementation or use of the ***Memorandum of Understanding (MOU) or the Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents Between Aged Care Facilities***. The City of Wanneroo is responsible only for the maintenance of these documents.

The City of Wanneroo advises Aged Care providers to implement or use these existing Residential Aged Care Emergency Arrangements in conjunction with the latest COVID-19 health/safety precautions provided by the Department of Health WA.

ACRONYMS

CEO	Chief Executive Officer
FM	Facility Manager
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
MOU	Memorandum of Understanding

22.2 PURPOSE

The Aged Care Sector Network Memorandum of Understanding (forms part of the Residential Aged Care Emergency Arrangements, a sub plan of the City's LEMA aims to provide a practical support and resource sharing network agreement in the event of a **declared disaster** situation in and around the City of Wanneroo where the impact requires evacuation of residents for a period of up to **12 hours**. Parties to this agreement will provide (within their capacity) available assistance on request to any other aged care facility in the City of Wanneroo in the event of an emergency situation.

The purpose of this mutual aid evacuation plan is to minimise the risk to frail elderly residents living in Aged Care Facilities from identified hazards and provide valuable support to staff and residents to ensure continuity of care and an effective/efficient post event return to their community.

The Australian Government provides for "*Quality of Care Principles 2014*". These principles set out the responsibilities of approved providers in providing care and services for residential and home care. The principles specify the care and services that an approved provider of residential care is to provide, set out the Accreditation Standards that must be met by a residential care service to achieve accreditation, specify the care and services that an approved provider of home care is to provide, and set out the Home Care Standards that a home care provider is expected to meet as a part of quality review.

Standard 4 – services and supports for daily living states:

"The organisation provides safe and effective services and supports for daily living that optimise the consumer's independence, health, well-being and quality of life."

22.3 PARTNERING OBJECTIVES

This Memorandum of Understanding is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the said request for mutual aid on the ability of the Aged Care Facility to assist:

- To provide a safe and timely evacuation process;
- To ensure minimal impact upon the aged care community;
- To ensure effective warning and information systems are established;
- To provide for the care and welfare of the aged care community throughout all evacuation management stages;
- To ensure any financial impact is minimised; and
- To fulfil the facilities responsibilities for the continuing care of residents as required under the *Aged Care Act 1997*.

22.4 IMPLEMENTATION OF THE EMERGENCY PLAN

The decision to evacuate will be made by the Incident Management Team's (IMT) Incident Controller (IC) of the HMA that is designated to respond to the emergency in accordance with the City of Wanneroo LEMA. The implementation of the LEMA in the event of an emergency that requires evacuation of residents from the facility will be coordinated by the IMT who will also determine the receiving facility or facilities and liaise with the persons outlined in the City of Wanneroo Residential Aged Care Emergency Arrangements.

For the purpose of this Agreement, support will generally be required for up to a twelve (12) hour period (maximum twenty-four [24] hours).

22.5 FINANCIAL ARRANGEMENTS

Both the State and Commonwealth Department of Health expect the Aged Care Sector to manage the costs of an emergency situation within the subsidy income already provided as well as their own insurance.

Parties to this Agreement will provide cooperation and support by way of equipment and other resources as required and available to other Aged Care Facilities in the City of Wanneroo for the period required up to a maximum of 24 hours or to an agreed time.

All matters relating to recompense of costs will be agreed to by the evacuating residential facility and the receiving residential facility.

22.6 INSURANCE

It is expected that the required insurance specification for the Aged Care Sector covers for staff and residents being transferred to other facilities in the event of an emergency situation. The cover is provided through building and contents, workers compensation, business continuity, public liability and professional indemnity insurances.

22.7 AGED CARE FACILITIES NETWORK RESOURCES

The City of Wanneroo will maintain the Aged Care Sector Network database and update on an annual basis. The City of Wanneroo Residential Aged Care Emergency Arrangements for the Emergency Evacuation and Reception of Residents between Aged Care Facilities will form a sub-plan of the City's LEMA.

22.8 AGED CARE FACILITY EMERGENCY PLANS

Each facility will provide an instant identification method that includes critical health information on residents and identifies their facility. Any staff provided by the sending facility will identify themselves on the arrival at the receiving facility. The sending facility shall agree to release all necessary information, for example, medical records and contact records (relatives, carers, general practitioners) to the receiving facility to ensure continuity of care for residents and their carers. Normal confidentiality procedures of the aged care sector will be maintained. Control of the public information available to the media will be redirected to the police. WA Health Department will provide personal details of residents as required to the relevant agencies and emergency services in the event of an emergency.

22.9 SUPPORT FOR STAFF PRE AND – POST EVENT

Each aged care facility will determine their own process for debriefing and the support of staff after an event and may request further assistance from the City of Wanneroo recovery plan as required.

The City of Wanneroo aged care sector network will undertake a debriefing and review of the arrangements plan after any event where the procedures have been activated.

22.10 ACCREDITATION REQUIREMENTS

The Aged Care Sector is expected to fulfil their responsibilities for the continuing care of residents as required under the *Aged Care Act 1997*.

22.11 DURATION AND AMENDMENT

This Agreement shall not be altered or modified in any respect except by the agreement of all parties in writing.

This Agreement will be reviewed annually to ensure it is current and appropriate to the needs of all parties. The annual review will also determine if each signatory wishes to extend or terminate their involvement.

This document is not legally binding or enforceable. It is a statement of cooperation between the signatories in the event of an emergency situation and as such, individuals may withdraw, in writing at any time without prejudice or penalty.

22.12 AGED CARE SECTOR NETWORK

(As at 6 June 2024)

Facility Name	Contact Details <small>This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000</small>
Bethanie Beachside 629 Two Rocks Road YANCHEP	
Brightwater Aged Care Madeley 95 Imperial Circuit MADELEY	
Italian Community Villa Terenzio 33 Kent Road MARANGAROO	
Jacaranda Lodge Wanneroo 55 Belgrade Road WANNEROO	
Juniper John Bryant 95 Rawlinson Dr MARANGAROO	
RAAFA Tuart and Karri Lodge 19 Hughie Edwards Drive MERRIWA	
RAAFA Vivian Bullwinkel Lodge 85 Hester Avenue MERRIWA	
Regents Gardens Residential Resort Lake Joondalup 33 Drovers Place WANNEROO	
Wanneroo Community Nursing Home 9 Amos Road WANNEROO	

22.13 INDEPENDENT LIVING AGED CARE SECTOR

(As at 6 June 2024)

Facility Name	Contact Details
This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000	
Belgrade Park Retirement Village 55 Belgrade Rd WANNEROO	
Bethanie Beachside Retirement Village 80 Lindsay Beach Boulevard YANCHEP	
Brightwater Retirement Living Kingsway Court 6 Countess Link MADELEY	
Italian Community Casa Cabrini 33 Kent Road MARANGAROO	
RAAFA Retirement Living Cambrai Village 85 Hester Avenue MERRIWA	
RAAFA Retirement Living Merriwa Estate 19 Hughie Edwards Drive MERRIWA	
Regents Gardens Lake Joondalup The Bungalows 8 Regents Garden Blvd WANNEROO	
The Rise by Teman 76 Ridgewood Blvd RIDGEWOOD	

22.14 DISABILITY SUPPORT SECTOR

(As at 6 June 2024)

Facility Name	Contact Details
	This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000
Brightwater Marangaroo Transitional Accommodation Program 38 Brookland Cres MARANGAROO	

22.15 SIGNATORIES – SECTION 1

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management
– 9405 5000

TWO PAGES

SIGNATORIES continued...

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management
– 9405 5000

22.16 SIGNATORIES – SECTION 2

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management
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SIGNATORIES continued...

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22.17 SIGNATORIES – SECTION 3

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ONE PAGE

23 ANNEXURE 5 – EMERGENCY ANIMAL WELFARE SUPPORT PLAN



Local Emergency Animal Welfare Plan

23.1 AMENDMENT RECORD

Amendment		Details	Amended By
No.	Date		Initials
1	Mar 2011	Review	RG
2	Dec 2013	Review	RG
3	Jan 2018	Review	JC
4	Nov 2019	Update veterinary clinics and Pet Food Suppliers.	SC
5	Feb 2021	Review in line with new State Support Plan – Animal Welfare in Emergencies.	SC
6	Oct 2023	Updated Definitions; Roles and Responsibilities; DPIRD Fact Sheets; Wildlife Parks & Wildlife; Emergency Animal Welfare Team & Incident Control; Temporary Animal Evacuation Centres; Donated Goods; Additional Requests for Assistance; Recovery; List of known properties with Livestock; List of known properties where horses are accommodated; Dog/Cat Registration by Suburb; List of Emergency Animal Welfare Contacts; List of Local Animal and Pet Suppliers; List of Veterinary Clinics; List of Boarding Kennels. Added Temporary Relocation Area for Animals Guidelines; Resource List. Deleted Equipment List for Temporary Animal Evacuation Centre.	SC
7	May 2024	Update Stock Brand information and links.	CG
8	June 2024	Add definition for Assistance Animal	CG
9	July 2024	Updated Introduction; updated Objectives; add wildlife to Definitions; updated Purpose; updated Roles and Responsibilities – owner/carer; updated Scope and Risk Profile; updated Costs; updated Horses; updated Donated Goods to include Offers of Assistance; add Offers of Assistance Form; add Customer Request Form	CG
10	August 2024	Updated LEAWP to define the owner/carer responsibilities throughout document; updated definitions	CG

23.2 DEFINITIONS

Animal	The Animal Welfare Act 2002 (AW Act) defines an animal as: (a) A live vertebrate; or (b) A live invertebrate of a prescribed kind, Other than a human or a fish.
Animals in Perth Zoo or Wildlife Parks	All animals kept in Perth Zoo or establishments licensed by the Department of Biodiversity, Conservation and Attractions.
Animal welfare	Animal welfare refers to the state of the animal, and how an animal is coping with the conditions in which it lives. An animal is considered in a good state of welfare if it is healthy, comfortable, well-nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as fear, pain, or distress.
Animal Welfare Emergency Group (AWEG)	Formed to assist DPIRD in coordinating animal welfare services during an emergency where the State Support Plan – Animal Welfare in Emergencies has been engaged
Assistance Animal	An assistance animal (being a dog or other animal) assists people with a disability such as vision or hearing loss, other physical disabilities, or psychosocial disability. Assistance animals are specially trained to alleviate the effects of a person's disability, are recognised under the <i>Disability Discrimination Act 1992</i> and must be given full access to public facilities, including evacuation centres.
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Committee for Animal Welfare in Emergencies (CAWE)	Established by DPIRD to collaborate on how the animal welfare considerations outlined in the State Support Plan – Animal Welfare in Emergencies can be practically implemented into emergency management throughout WA.
Companion animal	Any animal other than horses kept primarily for companionship, hobbies, sport or work (other than horses) and would usually accompany the family when they leave the property i.e. dogs, cats, rabbits, rodents, fish, birds. Companion animals are not Assistance Animals.
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency.
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
Hazard Management Agency	A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.
Impacted Area	Any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.
Livestock	As per the National Livestock Identification System, livestock includes: <ul style="list-style-type: none"> • cattle • sheep • goats • pigs

	<ul style="list-style-type: none"> • camels • deer • alpacas • llamas • horses • Poultry
Wildlife	All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

23.3 INTRODUCTION

The City of Wanneroo (the City) acknowledges that emergencies and natural disasters are complex events that have a significant impact on the welfare of animals and their owners, often limiting the ability of people to fulfil their animal welfare obligations. Owners and carers inability to care for their animals can lead to significant distress in already trying situations.

During an emergency, many domestic, equine and livestock animals require evacuation or become displaced. The aim of this Local Emergency Animal Welfare Plan is for animal owners to reference in the event of a disaster occurring within the City's local government (LG) boundaries, where animals must be relocated to a holding area during or after a disaster and pet owners have been relocated to an emergency evacuation centre.

In the first instance owners and carers are responsible for the welfare of their pets and livestock at all times, including disaster situations. If safe to do so, owners and carers should seek to evacuate their animals to the property of friends and family outside of the impacted area.

The City can provide assistance with urgent animal welfare needs, including emergency shelter, food, and veterinary needs.

This Local Emergency Animal Welfare Plan should be implemented whenever an emergency affects the City and where animal welfare is compromised.

For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception only of Assistance animals e.g. Guide dogs, Hearing dogs and Disability Aid dogs.

The City will work in close cooperation with community members and other stakeholders on animal welfare matters arising out of an emergency evacuation and shall agree on the distribution of duties, depending on resources available in each instance.

23.3.1 Objectives

This plan has the following overarching objectives to ensure animals are better considered and protected from suffering during and immediately following emergencies. The City's main objectives are to:

- Provide alternative temporary refuge for animals for collection by their owners or carers at an appropriate time.
- Assist with reuniting owners and animals both during and after emergency events.

- c) Ensure the safety of both animals, the community, road users and emergency services personnel, by impounding stray and wandering animals.
- d) Provide immediate welfare for distressed animals.

23.3.2 Purpose

The purpose of this plan is to provide the City with a plan that integrates arrangements for animal welfare with the City's emergency management arrangements to ensure that animals are planned for, and their welfare is appropriately addressed in an emergency. In implementing this plan the following principles apply:

- Protection and preservation of human life is foremost.
- The responsibility for the welfare of animals remains with the owner or person in charge of the animal.
- Recognition that the bonds between people and their animals impact on their well-being, decision-making and behaviour in an emergency.

23.3.3 Authority for the Plan

This plan has been produced by the City in line with State Emergency Management Policy statement 4.6.1. It has been endorsed by the City of Wanneroo/City of Joondalup Local Emergency Management Committee, tabled at the District Emergency Management Committee and noted at the State Emergency Management Committee.

23.3.4 Associated Documents / Legislation

The primary animal welfare legislation in Western Australia is the *Animal Welfare Act 2002*. It establishes legislative powers to prevent cruelty to animals, and encourages the considerate treatment of animals, and improves the level of community awareness about the prevention of cruelty to animals.

This plan should also be read in conjunction with relevant Emergency Management legislation including the Animal Welfare in Emergencies State Support Plan and the State Support Plan Emergency Welfare (Interim).

This plan forms part of the City of Wanneroo Local Emergency Management Arrangements which also includes the Metropolitan North and East Recovery Group Partnering Agreement for the Provision of Emergency Recovery Support 2022-2023.

Consideration should also be given to the *Traffic Management During Emergencies Guidelines* regarding the management and closure of roads during an emergency and/or evacuation.

23.3.5 Roles and Responsibilities

Owner / Carer: The Animal Welfare in Emergencies State Support Plan states that the owner or carer of an animal is responsible for the welfare of that animal and should include planning for its welfare in preparedness for response to, and recovery from an emergency.

In the first instance, owners and carers are responsible for the welfare of their pets and livestock at all times, including disaster situations. If safe to do so, owners and carers should seek to evacuate their animals to the property/s of friends and family outside of the impacted area. The (HMA) may identify an area where animals can be accommodated, and what alternate options may be available.

Any person in charge of an animal has a primary duty of care to ensure it is protected from unreasonable pain or suffering. Personal safety plans and emergency household/property plans should include contingencies for animals regardless of whether they will remain at the property or be relocated during an emergency.

Individual's emergency animal welfare planning must include determining whether animals will be left on the property or relocated. If animals are being left behind, those in charge of the animals should take pre-emptive action by planning for the animals' needs and take action early so welfare concerns can be addressed. If the plan is to relocate animals, the person in charge should arrange transport and a means to secure and accommodate the animal so they can be relocated and accommodated in a timely and safe manner.

Local Governments: The City acknowledges that during an emergency, standards of animal care may be compromised, as those in charge of animals may need to relocate quickly, potentially leaving animals behind, or may be restricted in their ability to care for animals. In such cases, local government arrangements may assist.

Western Australian Local Government Association (WALGA): Is the representative for member Local Governments on the Committee for Animal Welfare in Emergencies (CAWE) and may be the initial Local Government representative on the Animal Welfare Emergency Group (AWEG) if formed. Terms of Reference for the CAWE and the AWEG can be found on the DPIRD Agricultural and Food website: [DPIRD | Agriculture and Food | Engagement and events](https://www.agric.wa.gov.au/animalwelfare/engagement-and-events) (<https://www.agric.wa.gov.au/animalwelfare/engagement-and-events>)

Department of Primary Industries and Regional Development (DPIRD): In the event that this Local Emergency Animal Welfare Plan becomes insufficient due to the nature, size and context of the emergency, then DPIRD has the authority to activate the Animal Welfare in Emergencies State Support Plan at the request of the Controlling Agency.

Department of Biodiversity Conservation and Attractions (DBCA): Will provide support where wildlife and wildlife parks are impacted.

23.4 SCOPE AND RISK PROFILE

The scope of this plan covers the arrangements for animal welfare in emergencies within the geographical boundaries of the City and where animal owners, carers and/or managers require support.

This plan is applicable to all hazards except animal and plant biosecurity. The City has a limited agricultural industry within its boundaries, however any significant outbreak of disease is still likely to have an impact on the community. The Department of Primary Industries and Regional Development - Agriculture and Food Western Australia (DPIRD) is the HMA for Animal and Plant Pests and Diseases. The City may be requested to provide community level resources and assistance to comply with their incident management and is responsible for recovery efforts. Refer to WESTPLAN Animal & Plant Biosecurity State Hazard Plan for further information.

The animal categories included within the scope of this plan are livestock, horses, companion animals, animals in wildlife parks and wildlife.

This plan does not include the routine management of animal welfare during non-emergencies.

23.5 ANIMAL CATEGORIES IDENTIFIED IN THE CITY OF WANNEROO

23.5.1 Livestock

As per the National Livestock Identification System (NLIS), livestock includes cattle, sheep, goats, pigs, camels, deer, alpacas, llamas, horses and poultry. For the purpose of emergency animal welfare planning, horses have been addressed separately below.

There are a number of properties throughout the City where livestock are accommodated. Property owners and managers are responsible for the welfare of livestock accommodated on their properties before, during and after emergencies. The City may need to provide assistance to the property owners and managers where household emergency management planning becomes insufficient.

During an emergency, livestock should be contained within the property (wherever possible internal gates left open with external gates left closed). All attempts should be made to restrict livestock access to roadways, ensure they have access to feed and water, and have room to exercise.

If livestock is found wandering, when resources become available all attempts should be made to identify and contact the owners. Where livestock are not claimed, arrangements may have to be made to relocate the animals to a more permanent holding facility.

Property owners and managers are encouraged to prepare household emergency management plans that include arrangements for their livestock. Reference is made to fact sheets, which provide owners and carers of livestock with relevant emergency preparedness information, and can be found on the DPIRD Agricultural and Food website:

[DPIRD | Agriculture and Food | Resources](#) .

The National Livestock Identification System (NLIS) is a livestock identification and tracking system used in Australia. People with livestock in Western Australia are legally required to have their livestock properly identified and registered with the NLIS. This system can be used in an emergency to assist in the identification of relocated or stray livestock.

For information and assistance with using the database contact the **NLIS Helpdesk on 1300 926 547**.

Refer Appendix A – Accessing the Stock Brand and PIC Register

Refer Appendix B – List of known properties with livestock

23.5.2 Horses

There are many properties throughout the City where horses are stabled/housed and where equestrian activities take place. Property owners and managers are responsible for the welfare of horses accommodated on their property before, during and after emergencies.

In the first instance, encourage community members to seek private arrangements with family and friends, or to seek private arrangements with other community members. Emergency assistance may be available by contacting:

WA Horse Emergency	https://www.wahorsecouncil.com.au Email horsecouncilwa@gmail.com	Website page - registration required
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Emergency Support (EASE) WA	Animal Evacuation	https://www.facebook.com/EASEWA Email easewa1@gmail.com	Facebook Page	Public
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The City may need to provide assistance to the property owners and managers where household emergency management planning becomes insufficient.

Property owners and managers are encouraged to prepare household/property emergency management plans that include arrangements for their horses. Reference is made to fact sheets, which provide owners and carers of horses with relevant emergency preparedness information, and can be found on the DPIRD Agricultural and Food website:

[DPIRD | Agriculture and Food | Resources](#).

Refer Appendix C – List of known properties where horses are accommodated and where equestrian activities take place.

23.5.3 Companion Animals

Companion animals refer to any animals other than horses kept primarily for companionship, hobbies, sport or work. These may include dogs and cats as well as other smaller animals such as birds, fish, chickens, rabbits and guinea pigs. Companion animals may also be referred to as pocket pets and may include exotic and unusual pets such as frogs, lizards, snakes or hermit crabs.

Owners and carers of animals are responsible for the welfare needs of their animals before, during and after emergencies. The City may need to provide assistance to owners/carers where household emergency management planning becomes insufficient.

Owners and carers are encouraged to prepare household emergency management plans that include arrangements for their companion animals. Reference is made to fact sheets, which provide owners and carers of companion animals with relevant emergency preparedness information, and can be found on the DPIRD Agricultural and Food website:

[DPIRD | Agriculture and Food | Resources](#) .

Dogs and cats accommodated within the City must be registered and microchipped. The City's database may be used in the identification and return of stray or displaced animals. As of October 2023, there are currently 25,9167 dogs and 6,126 cats registered throughout the City.

Companion animals are not Assistance Animals. Assistance animals are specially trained to alleviate the effects of a person's disability, are recognised under the *Disability Discrimination Act 1992* and must be given full access to public facilities, including evacuation centres.

Companion animals are not Assistance Animals.

Refer Appendix D – Dog/Cat Registration by Suburb

23.5.4 Wildlife Parks & Wildlife

Emergencies, natural disasters and other animal species can have a significant impact on native animals particularly on vulnerable or threatened populations.

The City is home to many different wildlife species including the western grey kangaroo, emus, echidna, brush tail possums, bush wallabies, quenda, ash-grey mouse and honey possums and many snakes. Wildlife may also include dolphins, whales, seals and other marine animals. Koalas are kept in a natural environment in Yanchep National Park.

DBCA is responsible for coordinating the provision of emergency animal welfare services and advising the owner or carer of wildlife in wildlife parks during emergencies.

Wildlife parks within the City of Wanneroo where consideration may be needed include:

Wildlife Park	Location
Yanchep National Park	2K Indian Ocean DR YANCHEP
Neerabup National Park	200 Burns Beach RD NEERABUP
Koondoola Regional Bushland	380 Marangaroo DR KOONDOOLA
Yellagonga Regional Park	1109 Ocean Reef Rd WANNEROO

Prior to being taken into care or under control or supervision, there is no owner or carer for wildlife living in their natural habitat. Where an emergency is likely to impact wildlife in a wildlife park, DBCA is responsible for providing assistance and should be contacted for advice about suitable temporary containment and other welfare needs of wildlife.

For advice on sick, injured, orphaned or displaced native animals, DBCA runs the **Wildcare Helpline Phone: (08) 9474 9055**. This is a 24-hour a day, seven days a week telephone referral service operated by volunteers. The Wildcare Helpline provides a service for the public who find sick or injured native wildlife and are seeking advice on where to find care for the animal. It is also able to provide advice on snakes, stranded whales and dolphins, seals and sealions. The Wildcare Helpline operates between 8am and 5pm and is supported after hours by the **WA Wildlife Hospital Phone: (08) 9417 7105**.

Native Animal Rescue operates 9am – 5pm Monday to Friday and 9am – 5pm Saturday and Sunday and can also be contacted on **(08) 9249 3434** for advice and support.

Refer Appendix E - List of Emergency Animal Welfare Contacts

23.6 COSTS

An owner / carer of an animal has the primary duty of care and is therefore responsible for any costs incurred for the provision of transport, board and care. Where possible animal owners/carers are to be encouraged to supply food and equipment when evacuating their animal/s.

Where an animal is accommodated at the Wanneroo Animal Care Centre, no fees or charges shall be imposed for animals cared for during an emergency, provided the animal(s) is/are collected within 7 days after the danger has passed.

During an emergency, the City may incur substantial costs associated with animal welfare. These may include engaging contractors, shelter fees, veterinary expenses, food and other welfare needs.

It is essential that throughout the response effort, all costs associated with emergency animal welfare are assigned to a common general ledger code and are recorded and collected for possible reimbursement from the Disaster Relief Funding Arrangements in Western Australia (DRFAWA).

23.7 PREPAREDNESS

The City has this Local Emergency Animal Welfare Plan in place which is maintained and regularly updated. The City also engages with WALGA as their representative on the Committee for Animal Welfare in Emergencies.

The City is committed to providing information and support to owners/carers on their responsibility for their animals in emergencies. Relevant preparedness information is provided through a range of community education and engagement activities. The City also maintains a sample Pet Emergency Kit which is used for community education.

23.8 RESPONSE

23.8.1 Emergency Animal Welfare Team and Incident Control

The Emergency Animal Welfare Team (EAWT) includes all persons involved in animal welfare activities during an emergency and may include Animal Care Officers, Rangers and Community Safety and Emergency Management staff. The EAWT is led by the City's Coordinator Community Safety. The Local Recovery Coordinator is responsible for activating the EAWT.

Depending on the size and context of the emergency, the EAWT may also consist of management and/or other staff within the City, Department of Fire and Emergency Services (DFES), DPIRD, DBCA, RSPCA Officers, WA Police, Department of Communities, State Emergency Services (SES), Volunteer Bush Fire Brigade volunteers, veterinarians and any other person accepted by the EAWT to assist in the emergency.

As the Lead of the EAWT, the City's Coordinator Community Safety will report to and communicate with the Local Recovery Coordinator. The Lead of the EAWT is required to attend Incident Support Group meetings, along with the Local Recovery Coordinator to provide the Hazard Management Agency with regular updates on emergency animal welfare related issues.

During an emergency, members of the EAWT will work from a central location to receive calls, dispatch officers and keep a log of personnel/resources in the field. The primary central location for the City's Local Emergency Recovery Coordination Centre is located at:

Primary

Eucalyptus / Paperbark / Myrtle Rooms
Ground Floor Civic Centre
23 Dundobar Road
WANNEROO
Phone: 9405 5280
Fax: 9405 5499

Should this primary location be inoperable, a decision will be made to set up the Local Emergency Recovery Coordination Centre at:

Secondary

Ashby Operations Centre
Building 1, 1204 Wanneroo Road
ASHBY
Phone: 9405 5280
Fax: 9405 5499

Operational members of the EAWT may operate outside of the Local Emergency Recovery Coordination Centre as required. Animals, or animal related issues, may be presented to a member of the EAWT at an evacuation centre, the Wanneroo Animal Care Centre, a person's home or an undetermined location. Animals may present with or without their owner/carer. In each instance, communication between members of the EAWT in the field and at the Local Emergency Recovery Coordination Centre will determine the most appropriate course of action at that time.

23.8.2 Situation and Intelligence

Members of the EAWT will have copies of and will be familiar with the Local Emergency Animal Welfare Plan and the *Animal Welfare Act 2002*.

Information and updates relating to the emergency, the response effort and animals in the emergency will be provided by the EAWT Lead following Incident Support Group (ISG) meetings.

The EAWT Lead is responsible for ensuring information and decisions relating to the most appropriate courses of action at that time, are accessible to EAWT members.

Information and updates may include most appropriate courses of action for the management of animals presenting at evacuation centres, stray animals and the rescue of animals and injured animals.

23.8.3 Public Information

The Hazard Management Agency for the incident has the primary responsibility for public information. The release of information to the public will be undertaken according to procedures set out in the Local Emergency Management Arrangements.

Any specific messages relating to local animal welfare during the emergency will be released with the approval of the EAWT Lead and the Local Recovery Coordinator. Information may include how the general public should make requests for assistance or enquiries relating to emergency animal welfare. Information may relate to transport, boarding, food and other welfare needs, veterinary expenses, search and rescue of animals during the emergency.

23.8.4 Response Activities

Animal owners/carers evacuating an incident zone with or without their animal(s) are primarily responsible for their animals welfare before, during and after an emergency. Emergency/Household property plans should include contingencies for animals regardless of whether they will remain at the property or be relocated during an emergency.

If animals are being left behind, those in charge of the animals should take pre-emptive action by planning for the animals' needs, and take action early so welfare concerns can be addressed.

If the plan is to relocate animals, the person in charge should arrange transport and a means to secure and accommodate the animal so they can be relocated and accommodated in a timely and safe manner. Accommodating animals should at first, involve relocating to family and friends outside of the impact area or be taken to an agistment centre or boarding facility.

If required and where possible, the City will assist with transporting, accommodating and caring for animals during an emergency in the following ways:

23.8.5 Transportation and Evacuation Route Options

Transporting animals between their home and an evacuation location is primarily the responsibility of the owner/carer. In the first instance, the owner/carer will be required to use private or professional means for transport.

Where the owner/carer has insufficient arrangements to transport their animal(s), the City may be able to assist. The City has limited access to ranger vehicles that may be used to transport animals where needed.

Evacuation Route Options are provided in the Local Emergency Management Arrangements and will be used under the direction of the EAWT Lead, Local Recovery Coordinator and/or the Hazard Management Agency.

23.8.6 Temporary Animal Evacuation Centres

Temporary animal shelter arrangements should include provision for the registration, treatment and short-term housing of animals. When implementing animal shelter arrangements, consideration should be given to:

- * Animal admission, identification and record keeping
- * Secure and functional holding facilities
- * Feed and water requirements
- * Access to veterinary treatment for injuries, illness and humane destruction
- * Identification and contacting of owners
- * Animals requiring specialist attention (i.e. wildlife)
- * Separation of species, including requirements for control of any animal that has been declared dangerous
- * Staff and others health and safety

During an emergency response, the EAWT Lead, in collaboration with the Local Recovery Coordinator, and at the request of the Hazard Management Agency, may activate the Memorandum of Understanding between the City and the Wanneroo Trotting and Training Club for the use of Nanovich Park as a Temporary Relocation Area for Animals.

The primary location for the City's Temporary Relocation Area for Animals is at:

Primary

Nanovich Park

Wanneroo Trotting and Training Club

139 Benmuni Road

WANNEROO

Contact: Max Rayner (President, Wanneroo Trotting and Training Club)

Mobile: Details held by City of Wanneroo

Email: Details held by City of Wanneroo

If this primary location is unavailable or not suitable, a decision may be made to set up a Temporary Relocation Area for Animals at the:

Secondary

Wanneroo Showgrounds

Ariti Ave

WANNEROO

Contact: Acting Manager Community Facilities

Phone: Details held by City of Wanneroo

Limited resources for use in an activation are stored onsite in a sea container at Nanovich Park. Items stored in this activation kit include relevant documentation and forms, stationery, safety equipment, signage, ropes, leads, bowls and troughs, tarpaulins and some cleaning equipment.

There is the option to relocate this sea container to an alternative site if required.

Please note: Livestock fencing, animal food and water, crates, cages, marquees, shade and shelter are not included in this activation kit and need to be purchased / hired at the time of activation.

Refer Appendix F – Guidelines Temporary Relocation Area for Animals

Refer Appendix G – Temporary Relocation Area for Animals During Emergencies Resource List

The EAWT will implement the following processes when managing accommodated animals during emergencies:

- a) Keep a record of animal Evacuation Points in use for animal accommodation purposes during the emergency including facilities available, capacity and contact details.

Refer Appendix H – Record of Evacuation Points

- b) For each animal presented to a member of the EAWT, an Animal Registration Log will be maintained for all evacuated animals including number of species, description of animal(s), name and contact details of the owner if known, and any additional comments that may be useful i.e. where and when found and physical condition of the animal.

Refer Appendix I – Animal Registration Log

- c) Each animal presenting to a member of the EAWT, an Individual Animal Registration Form will be completed and include owner details, animal details, who brought the animal in, emergency housing details and where the animal is relocated to. A photograph of the animal being registered will also be taken. After the emergency, return or collection details will be recorded on this form as well.

Refer Appendix J – Individual Animal Registration Form

- d) Animals will be secured and confined to an area where it is not likely to injure itself or be injured by other animals.
- e) It is the responsibility of the animal's owner/carer to ensure that their animal is fed, watered and their facilities regularly cleaned. Animal food suppliers shall be contacted to obtain food where possible.

Refer Appendix K – List of Local Animal and Pet Suppliers

- f) Any apparent injury or illness will be reported to a veterinarian, if necessary, for treatment or euthanising as soon as practical. Animals suffering from contagious illness shall be segregated to prevent infection of other animals.

Refer Appendix L – List of Veterinary Clinics

23.8.7 Stray Animals

The management of stray animals will follow the same procedures as set out in the *Animal Welfare Act 2002*. Any stray animals that present will be transported by City Rangers to the Wanneroo Animal Care Centre.

The Hazard Management Agency is responsible for the management of stray animals that are reported within an incident zone. Any reports received by the City regarding a stray animal in the incident zone, should be directed to the EAWT Lead immediately. The EAWT Lead will communicate with the Local Recovery Coordinator and the Hazard Management Agency to rescue stray animals in an incident zone.

23.8.8 Rescue of Animals and Injured Animals

The EAWT Lead will coordinate the rescue of animals as required and where possible.

Every effort will be made to minimise the level of pain and suffering of affected animals with the resources available.

If an animal is rescued and requires veterinary treatment, measures will be taken to provide the necessary treatment as soon as possible.

23.8.9 Access to Properties

To keep the community safe during and after emergencies, roads and access routes may be closed until an incident area is deemed safe.

A restricted access area is a designated area within an incident area which authorised persons can enter for a period of time and for a specific purpose.

A restricted access permit may be granted to residents that live in a restricted access area for valid reasons such as collecting pets, transporting stock feed or tending to livestock.

Restricted access permits are issued once the Incident Controller deems it safe for persons to enter a restricted access area. Once deemed safe, a restricted access permit issuing unit is established in a suitable location, generally in a local community area. The location and details of an issuing unit for a specific incident is communicated through alerts and warnings issued by DFES.

Refer Appendix M – Restricted Access Permits

23.8.10 Animal Welfare Assessment, Triage and Treatment

Animal Welfare Assessment, triage and treatment will follow the same procedures as set out in the *Animal Welfare Act 2002*.

23.8.11 Euthanasia and Disposal

It is the responsibility of the person in charge of the animal to arrange for the humane destruction of affected animals where the animals will continue to suffer if they remain alive, or where the animals have little or no chance of survival.

For animals in the care of the City or where alternative accommodation has been arranged, wherever possible, destruction activities will take place in consultation with the owner. However, where

reasonable attempts have been made to locate the owner and the owner cannot be found, authorisation for destruction in the owner's absence is provided if it is humane to do so.

Destruction of an animal in these circumstances will be undertaken by a veterinarian, police officer or other qualified persons. Under no circumstances, will a member of the EAWT from the City euthanize an animal. If any doubt exists about the pain or suffering of an animal, it is appropriate to seek a veterinarian's advice.

Whilst it is prohibited to destroy native wildlife under the Wildlife Act, registered veterinary practitioners and appropriately accredited officers who destroy wildlife in accordance with the *Animal Welfare Act 2002* are exempt.

The timing of disposal of a carcass is critical since delay may pose a risk to human health and the environment, but also the morale of emergency personnel and the affected community.

Farm disposal of animal carcasses resulting from an emergency may be undertaken through incineration and/or landfill. Domestic pets may be taken to a pet crematorium or stored in a veterinarian freezer.

Refer Appendix N – Offers of Assistance Form

23.8.12 Donated Goods and Offers of Assistance

In many emergency situations, members of the public/businesses will donate bedding, food and other items for the upkeep of animals. Accepting donations of goods will only be supported in circumstances where a particular need has been identified.

All offers of donations should be directed to the Local Emergency Recovery Coordination Centre, for approval by the EAWT Lead, prior to acceptance.

Donations will only be accepted when a particular need has been identified and authorised by the Local Recovery Coordination Group, to assist in the care of animals until the end of the emergency.

All public offers of assistance, such as donations of services and accommodation are to be recorded on the Department of Communities Offers of Assistance form (Appendix N) and be made available for public viewing at activated evacuation centre.

Whilst the Department of Communities and the City may facilitate this process they will not endorse any service providers or be held accountable for the quality of assistance provided.

23.8.13 Reunite

Any stray or unclaimed animals residing in the Wanneroo Animal Care Centre will follow the City's business as usual procedures.

All found animals are to be listed in the Found Animal Register and listed on the City's website for public viewing. Where this online service is not available a physical list of animals is to be displayed at an appropriate venue (i.e evacuation center or recovery coordination centre) using the Found Animal Register public display.

23.8.14 Additional Requests for Assistance

All incoming requests for assistance from the public regarding animal welfare (i.e rescues, roaming, lost and found) shall be recorded using the Customer Request Form (Appendix Q). These forms are available in each of the Evacuation Centre activation kits.

When deemed necessary the EAWT can request assistance from veterinarians or anyone with special animal care knowledge. This includes requests to other local governments for assistance.

Alternative temporary shelter arrangements may involve neighbouring local governments according to the existing Metropolitan North and East Partnering Agreement for the Provision of Emergency Recovery Support. The EAWT Lead and the Local Recovery Coordinator are responsible for activating this Agreement (22/466892).

Alternative temporary shelter arrangements may be utilised with animals transported to local boarding kennels and veterinary clinics.

The Hazard Management Agency may ask for assistance from the EAWT for specialist equipment such as chainsaws where required.

Refer Appendix O – List of Boarding Kennels
Refer Appendix P – Task / Resource Request Form
Refer Appendix Q – Customer Request Form

23.9 RECOVERY

Many of the response activities relating to animal welfare will transition into the recovery phase of the incident response. All effort will be made to return responsibility for animal welfare to the owner or carer once the response effort has ended.

The City acknowledges the challenges that may prohibit an owner or carer from taking full responsibility, such as restricted access, loss of critical services and infrastructure and temporary accommodation options that do not permit animals.

Ongoing community engagement is very important and the impacts to mental wellbeing should be considered in all communication whether it relates directly to animal welfare or not.

The City will have the responsibility for recovery and will consider the impacts of animal loss on the community both socially and economically.

23.10 EVALUATION AND REVIEW


In the interests of continuous improvement, the City will evaluate their own operational performance in relation to animal welfare responsibilities following an emergency.

Requests for input and feedback from participating emergency management agencies, City of Wanneroo staff and assisting community members will be made and will contribute to an After-Action Review.

23.11 APPENDICES

23.11.1 APPENDIX A: Accessing the Stock Brand and PIC Register

← ↻ 🏠 🔒 <https://brandssearch.dpir.wa.gov.au>

 Department of
Primary Industries and
Regional Development

Western Australia stock brand, hive and PIC registers

View details of all registered livestock brands, Property Identification Codes (PICs) and bee hives registered in Western Australia.

[Search Western Australia Brand and PIC register](#)


[Stock Brand](#)
[Property Identification Code \(PIC\)](#)
[Available Brand](#)
[Available Earmark](#)
[Owner/Trading Name](#)
[Property](#)
[Multiple PIC/Brand/Registration Number](#)

[Search Western Australia Beekeeper Register](#)

[Hive Brand Register](#)

Search Western Australia Brand and Pic Register

← ↻ 🏠 🔒 <https://brandssearch.dpir.wa.gov.au/livestock.html>

 Department of
Primary Industries and
Regional Development

[Stock Brand](#) | [Property Identification Code \(PIC\)](#) | [Available Brand](#) | [Available Earmark](#) | [Owner/Trading Name](#) | [Property](#) | [Multiple PIC/Brand/Registration Number](#) | [Home](#)
[Hive Brand Register](#)

Western Australia Brand and PIC Register PRD03.0905 06/06/24 ...

Search by Brand / Earmark / Pig tattoo [Clear All](#) 🗑️

Brand ^① 🔍 ✕ **Earmark** 🔍 ✕


Registration 🔍 ✕ **Owner** 🔍 ✕

Registration Number/Pig Tattoo Certificate Number Owner Name Trading As

Brand	Earmark	Reg. No.	Pig Tattoo	Owner Name	Town	Party ID	Expiry	Reg Status
6JR2	117B.096E	26007	26/007	"YES DEAR" FARM	TOODYAY	200421538	06/12/2024	Registered
PW61	108B.033F	30637	30/637	1066 HOLDINGS PTY LTD ATF THE M & P WOOLHOUSE FAMILY TRUST	KARRINYUP	200523419	02/02/2025	Registered
2OGO	028B.093A	09953	09/953	2 OCEANS GRAZING PTY LTD ATF MUIR FAMILY TRUST	ROSSMOYNE	200525792	06/04/2025	Registered
OKK0	048B.033A	07041	07/041	210 AIRWAYS PTY LTD	PERTH	200512805	23/08/2027	Registered
3CS0	013C.111A	02034	02/034	3CS CONTRACTING	NORTHAMPTON	200410966	12/01/2027	Registered
1HF0	006D.006A	05422	05/422	3RZ CONTRACTING PTY LTD A/F GASCOYNE TRUST	DIANELLA	200458532	02/11/2024	Registered
6JR2	108D.067A	26009	26/009	40 LESLIE ROAD PTY LTD	WANDI	200568621	09/08/2026	Registered
5DP0	015C.011A	02696	02/696	5DP PTY LTD	OSMINGTON	200482226	06/10/2025	Registered
5PH0	028B.112E	10736	10/736	5PH GRAZING	ESPERANCE	200383531	09/02/2027	Registered
8PZ0	002C.097E	11249	11/249	8PZ PLOZZA FARMING	LEEMAN	200546311	28/11/2025	Registered
J8A1	080D.050E	25519	25/519	9CC GROUP PTY LTD ATF 9CC TRUST	KOJONUP	200481993	09/05/2025	Registered
AA71	029B.047A	19508	19/508	A & A APARICIO	TOODYAY	200522217	21/12/2024	Registered
V350	012D.017E	15524	15/524	A & A DE VOS	ALBANY DC	200293314	29/12/2026	Registered
APR0	043R.025A	00157	00/157	A & A FARMER	MCKKFRING	200548105	11/01/2026	Registered

Brands Search (dpird.wa.gov.au) – Stock Brand

← ↻ 🏠 🔒 https://brandssearch.dpird.wa.gov.au/livestock.html?query=brand



Department of
Primary Industries and
Regional Development

[Stock Brand](#) | [Property Identification Code \(PIC\)](#) | [Available Brand](#) | [Available Earmark](#) | [Home](#)
[Owner/Trading Name](#) | [Property](#) | [Multiple PIC/Brand/Registration Number](#) | [Hive Brand Register](#)

Western Australia Brand and PIC Register PRD03.09.05 06/06/24 ...

Search by Brand / Earmark / Pig tattoo [Clear All](#) 🗨

Brand ⓘ

 🔍 ✕

Earmark

 🔍 ✕

Registration

 🔍 ✕

Owner

 🔍 ✕


Registration Number/Pig Tattoo Certificate Number

Owner Name Trading As

Brand	Earmark	Reg. No.	Pig Tattoo	Owner Name	Town	Party ID	Expiry	Reg Status
6JR2	117B.096E	26007	26/007	"YES DEAR" FARM	TOODYAY	200421538	06/12/2024	Registered
PW61	108B.033E	30637	30/637	1066 HOLDINGS PTY LTD ATF THE M & P WOOLHOUSE FAMILY TRUST	KARRINYUP	200523419	02/02/2025	Registered
2OG0	028B.093A	09953	09/953	2 OCEANS GRAZING PTY LTD ATF MUIR FAMILY TRUST	ROSSMOYNE	200525792	06/04/2025	Registered
OKK0	048B.033A	07041	07/041	210 AIRWAYS PTY LTD	PERTH	200512805	23/08/2027	Registered
3CS0	013C.111A	02034	02/034	3CS CONTRACTING	NORTHAMPTON	200410966	12/01/2027	Registered
1HF0	006D.006A	05422	05/422	3RZ CONTRACTING PTY LTD A/F GASCOYNE TRUST	DIANELLA	200458532	02/11/2024	Registered
8JR2	108D.067A	26009	26/009	40 LESLIE ROAD PTY LTD	WANDI	200568621	09/08/2026	Registered
5DP0	015C.011A	02696	02/696	SDP PTY LTD	OSMINGTON	200482226	06/10/2025	Registered

Brands Search (dpird.wa.gov.au) - Owner

← ↻ 🏠 🔒 https://brandssearch.dpird.wa.gov.au/livestock.html?query=owner



Department of
Primary Industries and
Regional Development

[Stock Brand](#) | [Property Identification Code \(PIC\)](#) | [Available Brand](#) | [Available Earmark](#) | [Home](#)
[Owner/Trading Name](#) | [Property](#) | [Multiple PIC/Brand/Registration Number](#) | [Hive Brand Register](#)

Western Australia Brand and PIC Register PRD03.09.03 06/06/24 ...

Search by Owner/Trading Name [Clear All](#) 🗨

Owner Name ⓘ

 🔍 ✕

Trading Name

 🔍 ✕

Party ID

 🔍 ✕

City/Town

 🔍 ✕

Postcode

 🔍 ✕

Brand	Earmark	Owner Name	Trading Name	City/Town	Postcode	Party ID
6JR2	117B.096E	"YES DEAR" FARM		TOODYAY	6566	200421538
PW61	108B.033E	1066 HOLDINGS PTY LTD ATF THE M & P WOOLHOUSE FA...		KARRINYUP	6018	200523419
2OG0	028B.093A	2 OCEANS GRAZING PTY LTD ATF MUIR FAMILY TRUST	2 OCEANS GRAZING	ROSSMOYNE	6148	200525792
OKK0	048B.033A	210 AIRWAYS PTY LTD	LUMEAH FARM	PERTH	6000	200512805
3CS0	013C.111A	3CS CONTRACTING		NORTHAMPTON	6535	200410966
1HF0	006D.006A	3RZ CONTRACTING PTY LTD A/F GASCOYNE TRUST	3RZ CONTRACTING	DIANELLA	6059	200458532
8JR2	108D.067A	40 LESLIE ROAD PTY LTD	AS TRUSTEE FOR THE LESLIE ROAD UNIT TRUST	WANDI	6167	200568621
5DP0	015C.011A	SDP PTY LTD	WATSON FAMILY TRUST	OSMINGTON	6285	200482226
5PH0	028B.112E	5PH GRAZING		ESPERANCE	6450	200383531
6JTB	006C.003E	6JTB PTY LTD		ESPERANCE	6744	200516744

Brands Search (dpird.wa.gov.au) - Property

Regional Development
GOVERNMENT OF WESTERN AUSTRALIA

[Stock Brand](#) | [Property Identification Code \(PIC\)](#) | [Available Brand](#) | [Available Earmark](#) | [Home](#)
[Owner/Trading Name](#) | [Property](#) | [Multiple PIC/Brand/Registration Number](#) | [Hive Brand Register](#)

Western Australia Brand and PIC Register

Search by Property [Clear All](#)

Property Name Property ID Shire

Property Name	Property ID	Shire	Brand	Owner Name	Party ID
CARLOTTA FAMILY TRUST	3204772	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
CARLOTTA FARM	1577050	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
RIMA	3204771	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
CARLOTTA FAMILY TRUST	3204772	WANNEROO	8CF0	CARLOTTA FARM	100528390
CARLOTTA FARM	1577050	WANNEROO	8CF0	CARLOTTA FARM	100528390
RIMA	3204771	WANNEROO	8CF0	CARLOTTA FARM	100528390
DOG POUND	3156570	WANNEROO		CITY OF WANNEROO	100466800
TRANDOS CHICKEN FARM	1576650	WANNEROO	7TC0	D TRANDOS & SONS	100418820
DRESS CIRCLE FARM	1576180	WANNEROO	6DC2	DRESS CIRCLE FARM PTY LTD	100525470
RESERVE 24794 LANDSDALE PARK	1577330	WANNEROO	L500	FAMILY SUPPORT WA INC	200479824
PERRY FARM 5	1604180	WANNEROO	P5G0	INGHAMS ENTERPRISES PTY LTD	100465980
PINJAR FARM 6	1577460	WANNEROO	P5G0	INGHAMS ENTERPRISES PTY LTD	100465980
THE FARM	3220927	WANNEROO	8HN2	IR & HM HARRISON	200290936
ZAGAR FARM	3144200	WANNEROO	P3G1	MILNE AGRIGROUP	200475387
ARIN PARK NURSERY	3182243	WANNEROO	AT21	MR AW THOMAS	200493379
TERRANOVA	3180125	WANNEROO	1CT0	MR C TERRANOVA	200399049
GLEN RANNOCH	3148903	WANNEROO	WJ50	MR KJ WINTERTON	200421558
CARLOTTA FAMILY TRUST	3204772	WANNEROO	6RR2	RIMA LOT 11	200416655
CARLOTTA FARM	1577050	WANNEROO	6RR2	RIMA LOT 11	200416655
RIMA	3204771	WANNEROO	6RR2	RIMA LOT 11	200416655
CARLOTTA FAMILY TRUST	3204772	WANNEROO	9MA2	RIMA POULTRY TRUST	100729690
CARLOTTA FARM	1577050	WANNEROO	9MA2	RIMA POULTRY TRUST	100729690
RIMA	3204771	WANNEROO	9MA2	RIMA POULTRY TRUST	100729690
DIOS PARK	3156111	WANNEROO	S3B0	SE BUKTENICA	200430794
JADE PARK RACING	3183715	WANNEROO	OJP0	SJ LAU & DJ PONTING	200482758
TARONGA FARM	3155331	WANNEROO	BAG2	TARONGA FARM	100527720
LAKE PINJAR STUD	3156208	WANNEROO	PX60	THE TRUSTEE FOR THE GWILLIAM FISHING TRUST	200464826
WANNEROO SHOW GROUNDS	3163080	WANNEROO		WANNEROO SHOWGROUNDS	200421016
CLUB CAPRICORN RESORT	3168157	WANNEROO	T3W0	YANCHEP SUN CITY	100582360

For assistance contact Brands Office on [1300 926 547](tel:1300926547) or [email brands Bunbury](mailto:brands@bunbury.wa.gov.au) [Brands Portal](#)
Detailed instructions for searching the Brand Register can be found at the Stock Brand and PIC Register [Search Guide](#) webpage

When searching an asterick (*) can be used in place of any unknown characters. Right click on required record, click on "Drill through" and all information will be displayed.

ACTING NORTHAMPTON
DIANELLA
WANDI
OSMINGTON
ESPERANCE

Copy
Show as a table
Include
Exclude
Drill through
Brand Details

Hover cursor over required line and a pop up screen will appear with information relating to that record.

GOVERNMENT OF
WESTERN AUSTRALIA

[Stock Brand](#) | [Property Identification Code \(PIC\)](#) | [Available Brand](#) | [Available Earmark](#) | [Home](#)
[Owner/Trading Name](#) | [Property](#) | [Multiple PIC/Brand/Registration Number](#) | [Hive Brand Register](#)

Western Australia Brand and PIC Register

PRD03.09.03
07/06/24 00:

Search by Property [Clear All](#)

Property Name ⓘ

Property ID

Shire

*

Search

Wanneroo

Property Name	Property ID	Shire	Brand	Owner Name	Party ID
CARLOTTA FAMILY TRUST	3204772	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
CARLOTTA FARM	1577050	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
RIMA	3204771	WANNEROO	7CN0	CARLOTTA FAMILY TRUST	200416652
CARLOTTA FAMILY TRUST	3204772	WANNEROO	8CF0	CARLOTTA FARM	100528390
CARLOTTA FARM	1577050	WANNEROO	8CF0	CARLOTTA FARM	100528390
RIMA	3204771	WANNEROO	8CF0	CARLOTTA FARM	100528390
DOG POUND		Brand	Shire	PIC Type	Reg. Status
TRANDOS CHICKEN FARM	WBPD0043		WANNEROO	Pound	Registered
DRESS CIRCLE FARM		Registration	First Reg.	Expiry	Trading Name
RESERVE 24794 LANDSDALE PARK	43044		14/08/2020	13/08/2026	
PERRY FARM 5		Earmark	Ear (Cattle)	Ear (Sheep)	
PINJAR FARM 6					
THE FARM					
ZAGAR FARM					
ARIN PARK NURSERY					
TERRANOVA					
GLEN RANNOCH					
CARLOTTA FAMILY TRUST					
CARLOTTA FARM					
RIMA					
CARLOTTA FAMILY TRUST					
CARLOTTA FARM					
RIMA					
DIOS PARK					
JADE PARK RACING	3183715	WANNEROO	0JP0	SJ LAU & DJ PONTING	200482758
TARONGA FARM	3155331	WANNEROO	8AG2	TARONGA FARM	100527720
LAKE PINJAR STUD	3156208	WANNEROO	PX60	THE TRUSTEE FOR THE GWILLIAM FISHING TRUST	200464826
WANNEROO SHOW GROUNDS	3163080	WANNEROO		WANNEROO SHOWGROUNDS	200421016
CLUB CAPRICORN RESORT	3168157	WANNEROO	T3W0	YANCHEP SUN CITY	100582360

Owner Name
CITY OF WANNEROO

Postal Address
C/- CEO CITY OF WANNEROO LOCKED BAG 1 WA...

PIC
WBPD0043

Property Name
DOG POUND

ID
3156570

Address
1204 WANNEROO ROAD ASHBY ...

Status
Active

For assistance contact Brands Office on [1300 926 547](tel:1300926547) or [email brands Bunbury](mailto:email@brands.bunbury.wa.gov.au). [Brands Portal](#)
Detailed instructions for searching the Brand Register can be found at the Stock Brand and PIC Register [Search Guide](#) webpage

23.11.2 APPENDIX B: List of known properties with Livestock

The following properties with livestock have been identified within the City and may require consideration during and after an emergency:

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

23.11.3 APPENDIX C: List of known properties where horses are accommodated and where equestrian activities take place

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

23.11.4 APPENDIX D: Dog / Cat Registration by Suburb

SUBURB	TOTAL NUMBER OF CATS	TOTAL NUMBER OF DOGS
Alexander Heights	251	834
Alkimos	457	1574
Ashby	109	455
Banksia Grove	473	1423
Butler	581	1966
Carabooda	12	101
Carramar	335	1186
Clarkson	693	2042
Darch	189	723
Eglinton	151	628
Girrawheen	344	1012
Gnangara	27	266
Hocking	289	972
Jandabup	8	76
Jindalee	129	714
Koondoola	100	301
Landsdale	390	1485
Madeley	209	738
Marangaroo	307	1124
Mariginiup	30	244
Merriwa	258	752
Mindarie	330	1438
Neerabup	3	24
Nowergup	10	39
Pearsall	171	554
Pinjar	2	14
Quinns Rock	407	1751
Ridgewood	192	673
Sinagra	139	428
Tapping	397	1480
Two Rocks	143	772
Wangara	3	19
Wanneroo	558	2082
Woodvale	18	82
Yanchep	511	1876

(As of October 2023)

EMERGENCY ANIMAL WELFARE CONTACTS		Additional Information
Department of Primary Industry and Regional Development (DPIRD)	3 Baron Hay Court SOUTH PERTH Main line: 9368 3333 Emergencies: 9368 3688 / 9368 3132	Animal Disease Hotline: 1800 675 888 Exotic Plant/Pest Hotline: 1800 084 881 NLIS Helpdesk: 1300 926 547 Cherie Sandilands T: 9368 3818 M: 0436 478 073 Brett Hopley M: 0438 377 320
Native Animal Rescue	170 Camboon Rd MALAGA WA Phone: 9249 3434 Email: enquiries@nativeanimalrescue.org.au	<ul style="list-style-type: none"> Mon – Fri 9am – 5pm Sat & Sun 9am – 5pm Advice and support Wildlife (free)
RSPCA WA	108 Malaga Dr MALAGA General Enquiries: 9209 9309 Adoptions & Shelter: 9209 9300 Inspectors: 1300 278 3589	Pound <ul style="list-style-type: none"> Mon-Fri: 10am-5pm Sat, Sun, Public holidays (except Christmas Day, Boxing day & Good Friday): 10am-4pm Advice and support for all animals when local arrangements have been exhausted Ambulatory services Humane euthanasia
Wanneroo Animal Care Centre	1204 Wanneroo Road ASHBY T: 9405 5000 D: 9405 5237 A/H: 1300 138 393	Centre is closed Christmas Day and Good Friday.
Wildcare Helpline (DBCA)	17 Dick Perry Ave KENSINGTON Helpline: 9474 9055	<ul style="list-style-type: none"> Wildlife (free) including native animals, dolphins, whales, seals, snakes
Wildlife Rescue Australia	Telephone: 1300 596 457	<ul style="list-style-type: none"> 24/7 call centre operated by volunteers trained to assist in all aspects of animal rescues.

23.11.6 APPENDIX F: Guidelines Temporary Relocation Area for Animals – Nanovich Park



Temporary Relocation Area for Animals - Guidelines.pdf

23.11.7 APPENDIX G: Temporary Relocation Area for Animals – Resource List



Temporary Relocation Area for Animals - Resource List.pdf

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23.11.8 APPENDIX H: Record of Evacuation Points

Event and Location

Used to create a list of possible evacuation points such as showgrounds, boarding kennels, pound, ovals, etc. Are portable yards required/available?

Name of Facility	Facilities Eg water, troughs, fencing etc	Capacity (number animal description &	Telephone Contact Numbers	Address	Contact Person

23.11.9 APPENDIX I: Animal Registration Log

EVENT AND LOCATION: _____ **Page No:** _____

Officer Name: _____ **Date:** _____

ENTRY NO.	NO. STOCK	SPECIES	DESCRIPTION	OWNER	ADDRESS	PHONE	COMMENT
1.							
2.							
3.							
4.							
5.							
6.							
7.							
8.							
9.							
10.							
11.							

23.11.10 APPENDIX J: Individual Animal Registration Form

EVENT AND LOCATION:

DATE:

ENTRY NO:

Part A: OWNER DETAILS							
Name:						Phone:	
Address:						Mobile:	
Alternative contact details:							
Name of current veterinarian:							
Part B: ANIMAL DETAILS							
No	Animal Name	Type Dog, Horse, Pig, etc	Breed	Description Colour	Collar/Tag	Tag No.	Comments
1							
2							
3							
4							

Animal/s received from (name):

Name		Date	Signature (owner/agent)
Part C: EMERGENCY HOUSING CONTACT DETAILS			
Name:			Phone:
Address Animal Located:			Mobile:
Part D: ANIMAL RELOCATION DETAILS			
Relocated to:			Phone:
Address:			Mobile:
Animals received by (Name):			Signature
Date:			
Part E: RETURN OR COLLECTION DETAILS			
Name:			Phone:
Address:			Mobile:
Animals received by (Name):			Signature
Date:			

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23.11.11 APPENDIX K: List of Local Animal Pet Suppliers

Better Pets and Gardens (preferred supplier)	Contact details:	Additional Information
Better Pets and Gardens	46 Prindiville Dr WANGARA T: 9309 6300	<ul style="list-style-type: none"> Mon-Fri: 8am-5.30pm Sat: 8am-5pm Sun & Pub Hols: 9am-5pm (Closed News Years Day, Good Friday, Christmas Day, Boxing Day) Food and supplies for dogs, cats, birds, fish, small animals
Food Suppliers	Contact details:	Additional Information
Backyards to Barnyards	Unit 1 / 1 Dellamarta Rd WANGARA T: 9409 4500	<ul style="list-style-type: none"> Mon-Fri: 8.30am-5pm Sat: 9am-3pm Equestrian supplies Stock feed Pet supplies
Petbarn	17/61 Key Largo Drive CLARKSON T: 9408 5100	<ul style="list-style-type: none"> Mon-Wed & Fri: 8.30am-6pm Thurs: 8.30am-7pm Sat: 8.30am-5pm Sun: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
Petbarn	3A Hobsons Gate CURRAMBINE T: 9304 2722	<ul style="list-style-type: none"> Mon-Wed & Fri: 8.30am-6pm Thurs: 8.30am-7pm Sat: 8.30am-5pm Sun: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
Petbarn	7 Honeybush Dr JOONDALUP T: 6430 5425	<ul style="list-style-type: none"> Mon-Wed & Fri: 8.30am-6pm Thurs: 8.30am-7pm Sat: 8.30am-5pm Sun: 11am-5pm Dogs, cats, birds, fish, reptiles, small animals
Europa Saddlery	412 Great Northern Hwy MIDDLE SWAN T: 9250 5000	<ul style="list-style-type: none"> Mon-Fri: 8.30am-4.30pm Equestrian supplies and saddlery
Ocean Keys Pets	6 Ocean Keys Blvd CLARKSON T: 9407 7670	<ul style="list-style-type: none"> Mon-Fri: 9.30am-5pm Sat: 9.30am-5pm Sun: 10.30am-4pm Pet supplies for small animals (not reptiles)
Pet Stock	T6 / 11 Injune Way JOONDALUP T: 9301 1566	<ul style="list-style-type: none"> Mon-Wed & Fri: 9am-6pm Thurs: 9am-7pm Sat: 9am-5pm Sun: 11am-5pm Pet supplies for small animals

Wanneroo Stockfeeders	1/64 Callaway Street WANGARA T: 9302 3844 A/H: 0420 805 277 (Charlotte)	<ul style="list-style-type: none"> · Mon-Fri: 8.30am-5.30pm · Sat: 9am-3pm · Sun: 10am-3pm · Supplies for animals large and small
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23.11.12 APPENDIX L: List of Veterinary Clinics

VETERINARY CLINICS		
Animal Hospital Murdoch University	Nyarrie Dr MURDOCH 24/7: 1300 652 494	<ul style="list-style-type: none"> · 24-hour emergency and critical care · Livestock · Equine · Dogs, cats, small animals · Birds, fish, exotic pets · Dental · Ambulatory services
Belvoir Equine Hospital	Lot 158 West Swan Rd BELHUS 24/7: 9296 6666	<ul style="list-style-type: none"> · Mon-Fri: 8am-5pm · 24-hour emergency care · Equine · Ambulatory
Brighton Vet	20A/5 Kingsbridge Blvd BUTLER Telephone: 9562 5555	<ul style="list-style-type: none"> · Mon-Fri: 8am-6.30pm · Sat: 9am-12noon · Sun: 10am-11am · Dogs, cats · Wildlife (free) · Dental
Drovers Vet Hospital Contacts: Dr Wayne Shipham Caslin Myers * Offered to assist where possible with boarding, advice, treatment. * Capacity for 2 birds, 3 cats, 2 large dogs, 3 small dogs	1937 Wanneroo Rd WANNEROO T: 9306 3911 A/H: 0417 789 355	<ul style="list-style-type: none"> · Mon-Fri: 8am-7pm · Sat & Sun: 8am-5pm · Closed public holidays · Dogs, cats, birds, · Wildlife (free) · Dental · Humane euthanasia
Edgewater Veterinary Hospital	639 Wanneroo Rd WANNEROO T: 9306 1160	<ul style="list-style-type: none"> · Mon-Fri: 8am-6pm · Sat: 8am-12 noon · Livestock · Equine · Dogs, cats, birds, rabbits · Wildlife (free)
Emergency Vet Hospital	1 Chokolich St WANGARA T: 9200 4460	<ul style="list-style-type: none"> · 24 hours, 7 days · Dogs, cats, small animals
Kingsway Veterinary Centre	Kingsway Shopping Centre 168 Wanneroo Rd MADELEY Telephone: 9309 9993	<ul style="list-style-type: none"> · Mon-Fri: 9am-7pm · Sat: 9am-4.30pm · Sun: 10am-12noon · Dogs, cats · Wildlife (free) · Dental
Northern Perth Mobile Vet CoW contract for Euthanasia	Mob: 0478 618 754 Email: DrRob@ NorthernPerthMobileVet.com.au	<ul style="list-style-type: none"> · Servicing City of Wanneroo and surrounds

Perth Vet Emergency	Unit 3/162 Wanneroo Rd YOKINE T: 9207 5200	<ul style="list-style-type: none"> · Mon-Fri: 6pm-8am · Sat & Sun & public holidays: 24-hour emergency care · Companion animals · Wildlife (free)
The Unusual Pet Vets	4 / 325 Harborne Street OSBORNE PARK T: 6117 7450	<ul style="list-style-type: none"> · Mon-Fri: 8.30am-6pm · Sat: 9am-5pm · Sun: 10am-4pm · Rabbits, Birds, Reptiles, Guinee Pigs, Ferrets, Rats, Mice, Amphibians, Fish.
Valley Equine Veterinary Centre	7 Cathedral Ave UPPERSWAN T: 9296 3884	<ul style="list-style-type: none"> · 24 hours / 7 days a week emergency service · Equine · Dental
WA Wildlife Hospital	172 Hope Rd BIBRA LAKE 24/7: 9417 7105	<ul style="list-style-type: none"> · 24/7 phone service operated by volunteers.
Vet24	59 Erindale Rd BALCATT T: 6318 5300	<ul style="list-style-type: none"> · 24/7 · General · Emergency · Referral
Vetwest Animal Hospital	7/4 Hobsons Gate CURRAMBINE T: 9404 1144	<ul style="list-style-type: none"> · Mon-Fri: 7.30am-7pm · Sat & Sun: 8am-5pm · Dogs, cats, birds, pocket pets · Wildlife (free) · Dental · Humane euthanasia
Vetwest Animal Hospital	2 Banks Ave HILLARYS T: 9404 1133	<ul style="list-style-type: none"> · Mon-Fri: 7.30am-7pm · Sat & Sun: 8am-5pm · Public holidays: 8am-5pm · Dogs, cats, birds, pocket pets · Wildlife (free) · Dental · Humane euthanasia
Vetwest Animal Hospital	2/4 Bergen Way MINDARIE T: 9404 1155	<ul style="list-style-type: none"> · Mon-Fri: 7.30am-7pm · Sat & Sun: 8am-5pm · Dogs, cats, birds, pocket pets · Wildlife (free) · Dental · Humane euthanasia

Vetwest Animal Hospital	5 San Rosa Rd WANNEROO T: 9404 1177	<ul style="list-style-type: none"> · Mon-Fri: 7.30am-7pm · Sat & Sun: 8am-5pm · Dogs, cats, birds, pocket pets · Wildlife (free) · Dental · Humane euthanasia
WA Veterinary Emergency & Specialty	640 Beeliar Dr SUCCESS Telephone: 9412 5700	<ul style="list-style-type: none"> · Mon-Fri: Evenings · Sat & Sun & public holidays: Open 24 hours · Dogs, cats · Dental
WA Veterinary Emergency & Specialty	1/640 Beeliar Dr SUCCESS 24/7: 9412 5700	<ul style="list-style-type: none"> · Open 24 hours · Dogs, cats · Dental
Wanneroo Veterinary Hospital * Offered to assist where possible with boarding, advice, transport.	923 Wanneroo Rd WANNEROO T: 9405 1122	<ul style="list-style-type: none"> · Mon-Fri: 7.30am-6.30pm · Sat: 8am-12.30pm · Sun: 9am-12 noon · Dogs, cats · Small wildlife (free) · Dental
Yanchep Veterinary Hospital	156 Yanchep Beach Rd YANCHEP T: 9561 2438	<ul style="list-style-type: none"> · Mon-Fri: 8.30am-6pm · Sat: 9am-1pm · Companion animals · Wildlife (free) · Euthanasia & cremation

What happens if I am denied a restricted access permit?

If you have been denied a restricted access area permit, you can make another permit request with the necessary information and documentation for your application to be reassessed.

What are the risks of entering a restricted access area?

Areas impacted by an incident can present many hazards to the community. Restricted access areas may have:

- fallen or falling trees;
- toxic or hazardous materials;
- energised power lines;
- fire or smoke; and
- stray animals.

It is the permit holder's responsibility to monitor the community alerts and warnings while in the restricted access area.

Where can I find more information?

For more information about restricted access permits visit:



www.dfes.wa.gov.au/permits

To find out the location of the issuing unit for a specific incident, you will need to monitor the alerts and warnings issued by DFES via:



www.emergency.wa.gov.au



13 3337 (13 DFES)



[www.twitter.com/dfes_wa](https://twitter.com/dfes_wa)



www.facebook.com/dfeswa



RSS feeds – subscribe via
www.emergency.wa.gov.au



ABC local radio or 6PR emergency bulletins

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DFES/M116_3/02



Restricted Access Permits

To keep the community safe during and after emergencies, roads and access routes may be closed until the area is deemed safe.



What is a restricted access area?

A restricted access area is a designated area within an incident area which authorised persons can enter for a period of time and for a specific purpose.

What is a restricted access permit?

A restricted access permit may be granted for valid reasons, such as residents, business owners or utility companies inspecting vital assets and property inside a restricted access area.

Restricted access permits are issued with specific conditions, such as the address authorised to visit, how long the permit is valid for and whether the permit holder can re-enter the area.

The permit can be a sticker to be placed on a vehicles' windscreen or a paper permit. The permit must be shown at vehicle control points along with a current identity document.

What is a vehicle control point?

Vehicle control points are locations near restricted access areas that allow permit holders entry to the area once their permit and identification have been validated. Restricted access area permits specify which vehicle control point the permit holder can enter the area through.

Where can I get a restricted access permit?

Restricted access permits are issued once the Incident Controller deems it safe for persons to enter a restricted access area.

Once deemed safe, a restricted access permit issuing unit is established in a suitable location, generally in a local community area.

To find out the location of the issuing unit for a specific incident, you will need to monitor the alerts and warnings issued by DFES.

Due to ever changing conditions and resource requirements during incidents, issuing restricted access permits may temporarily stop and your patience is appreciated in these situations.

Who can apply for a restricted access permit?

Permits may be issued to residents, business owners, utility companies or other approved persons to:

- enable them to activate their emergency plan;
- collect valuables and/or pets;
- transport various commodities such as milk, water, stock feed and store supplies;
- tend to livestock; or
- undertake other approved activities.

What documentation do I need to apply for a restricted access permit?

To be issued with a restricted access permit you must provide:

- valid identity documents that show the property address within the restricted access area. This can be in the form of a current drivers licence or other personal identity documents, such as a passport, along with proof of the affected address;
- vehicle details, including the make, model, colour and registration number; and
- your contact details.

If representing an organisation, you must provide your agency identification as well as contact and vehicle details.

What conditions apply to restricted access permits?

Permits may contain conditions to ensure the permit holders safety in the restricted access area. The conditions could include:

- time restrictions;
- speed restrictions;
- illumination of headlight requirements;
- access entry and exit points; and
- re-entry conditions.

Why was I denied a restricted access permit?

Restricted access permits may not be issued if the area you want to access has not been deemed safe for entry or you do not:

- meet the required criteria;
- have the necessary identification or contact details; or
- have sufficient access to communications, such as a mobile phone or radio that fire and emergency services can contact you on while you are inside the restricted access area.

23.11.15 APPENDIX O: List of Boarding Kennels

BOARDING KENNELS AND PET TAXI		
Australann Dog Boarding Kennels	8 Hawkins Rd WANNEROO M: 0400 743 948	<ul style="list-style-type: none"> · Mon-Fri: 10am-12noon and 4pm-5pm · Sat: 10am-12noon · Sun: 5pm-5.30pm · Small, medium, big dogs
Canine Country Club	290 Neaves Rd MARIGINIUP T: 9306 1999	<ul style="list-style-type: none"> · Mon-Fri: 9am-11am and 4pm-5pm · Sat: 8am-10am · Sun: 4pm-5pm · Dog and cat boarding
Lake Adams Pet Resort	45 Adams Rd MARIGINIUP T: 9306 2341	<ul style="list-style-type: none"> · Mon-Fri: 9am-12noon · Tues: 8am-9am · Wed-Sun: 9am-12noon · Dog and cat boarding
Northern Districts Cattery	160 Pinjar Road WANNEROO T: 9306 1312 T: 9306 8300	<ul style="list-style-type: none"> · Mon-Fri: 9am-5pm · Sat-Sun: 9am-11am
Northern Suburbs Pet Chalets	156 Neaves Rd MARIGINIUP T: 0409 905 757	<ul style="list-style-type: none"> · Mon,Tues,Thurs,Fri,Sat: 10am-12noon, 4pm-6pm · Wed: Closed · Sun: 4pm-6pm · Dogs of all breeds and sizes
Perth Pet Taxi	T: 0498 358 676	<ul style="list-style-type: none"> - Mon-Sat: 6am-6pm - Special occasions:48 hours notice - Vet & Vaccination visits - Transport for pets big and small
Hanrob pet Hotels Perth	49 Adams Rd WANNEROO T: 9306 2767	<ul style="list-style-type: none"> - Pet taxi pick up

23.11.16 APPENDIX P: Task / Resource Request Form

TASK/RESOURCE REQUEST FORM		
JOB NUMBER:		
1. PERSON MARKING REQUEST		
Name:	Title:	Phone:
2. REQUEST DETAILS		
Detailed description of Task/Resource:		
Location (where is the task to be completed/resource destination):		
Date & Time (time for completion of task/resource to be delivered)		
Date:	Start Time:	Finish Time:
	am/pm	am/pm
Contact Person (the person to whom those undertaking the task will go/will receive the resource):		
Name:	Phone Number:	
3. ACTION DETAILS		
Referred to (the person who will take action on the request):		
Name:	Phone Number:	
Referral Date & Time:		
Date:	Time:	am/pm
ESTIMATED COST \$		
Approved (approval of task/resource):		
Service Unit Manager:		
Name (print): -----Signature:-----		
Title: -----		
4. COMMENTS (eg Circumstances/Action Taken)		
5. COMPLETION DETAILS		
Name: (person who reports task completed/resource delivered)		
Date:	Time:	am/pm
Purchase/resourced from:		
FINAL COST: \$		

23.11.17 APPENDIX Q: Customer Request Form

City of Wanneroo Customer Request Form

Officer Name _____ Time: _____ Date: ____/____/____

Customer Name _____

Address _____ Email _____

Mobile Number _____ Home ☎ _____

Location of Issue: _____

Nearest cross street / road / Reserve / City facility / other _____

☐ Council Property/Reserve

☐ Private Property

Nature of Request: please ✓

<input type="checkbox"/> Dog	<input type="checkbox"/> Pigs
<input type="checkbox"/> Cat	<input type="checkbox"/> Cattle
<input type="checkbox"/> Horse	<input type="checkbox"/> Chickens
<input type="checkbox"/> Sheep	

Description:

Priority Rating:

☐ Low (weeks / months)

☐ Medium (days)

☐ High (hours)

Other Agencies involved/required

☐ Police

☐ SES

☐ DFES

☐ DPIRD

☐ DPAW

☐ Other _____

Action Taken:

(circle) Emailed / Phoned / SMS / Handed to: _____

Officer Name: _____ Time: _____ Date: ____/____/____

Officer Notes: _____ Job duration: _____

_____ Signed _____

☐ CRM issued: _____ ☐ CRM closed: ____/____/____

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24 ANNEXURE 6 - DEPARTMENT OF COMMUNITIES LOCAL WELFARE PLAN FOR THE CITY OF WANNEROO

Attachments are restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

25 ANNEXURE 7 – DEPARTMENT OF COMMUNITIES WANNEROO WELFARE CENTRES SUB PLAN & CHECKLISTS

Attached is the Wanneroo Welfare Centres Sub Plan & Checklists:



City of Wanneroo Evacuation Centres and Supplementary information.PDF

26 GUIDE AND CHECKLIST FOR CITY OF WANNEROO OPENING AND COORDINATION OF AN EVACUATION CENTRE

Attached is the Guide and Checklist for City of Wanneroo Opening and Coordination of a Welfare Evacuation Centre:



Local Government - Evacuation Centre - Opening Checklist - July 2024.pdf

27 SWIPE CARD CONTROLS

Attached are Swipe Card Control instructions for activating and deactivating, opening and exiting City of Wanneroo community centres including evacuation centres.



Local Emergency
Management Arrang

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28 ANNEXURE 8 – LEMC MEMBERSHIP LIST

Organisation	Position
City of Wanneroo	Elected Member
	Director Community and Place (or delegate)
	Manager CSEM
	EM Specialist
	Coordinator Health Services
	EM Officer
City of Joondalup	Elected Member
	Director Infrastructure Services
	EM Officer
	Principal Environmental Health Officer
WAPOL	Inspector North West Metropolitan District;
	LECs (OIC's Wanneroo, Joondalup, Warwick, Hillarys, Ballajura, Clarkson, Warwick and Yanchep Police Stations)
	EM Officer
DFES	Fire and Rescue Service (FRS) District Manager
	Community Emergency Services Manager / Chief Bush Fire Control Officer (CESM / CBFCO)
	State Emergency Service Wanneroo / Joondalup Local Manager
	District Emergency Management Advisor – Metropolitan
Department of Communities	District Emergency Services Officer Joondalup District Local Welfare Coordinator
DBCA (Parks & Wildlife Service)	Fire Operations Officer
DPIRD	Emergency Response - Incident and Emergency Management - Sustainability and Biosecurity
Additional key Stakeholders	
Edith Cowan University	
WAPOL Academy	
North Metropolitan TAFE	Joondalup Campus
Joondalup Health Campus	(Ramsay Health)
Red Cross	
Hillarys Boat Harbour	
Coastal Emergency Group	

LEMC contact details are provided in the [City of Wanneroo Emergency Resources Register \[Part 4\]](#).

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Part 2

City of Wanneroo Local Recovery Plan

29 PART TWO – CITY OF WANNEROO LOCAL RECOVERY PLAN

29.1 AUTHORITY

This Local Recovery Plan (the Plan) has been prepared in accordance with Section 41(4) of the *Emergency Management Act 2005* (WA) and forms part of the LEMA for the City of Wanneroo. This plan has been endorsed by the City of Wanneroo / City of Joondalup LEMC. It has been tabled for information and comment with the DEMC. This plan has been approved by the City of Wanneroo Council.

29.2 PURPOSE

The purpose of this plan is to describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility.

29.3 OBJECTIVES

The objectives of the Plan are to:

- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery; and
- Provide a framework for recovery operations.

29.4 SCOPE

The scope of this Plan is limited to the boundaries of the City of Wanneroo and forms a part of its LEMA. It details the recovery plan for the community.

29.5 THE 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.

29.6 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.

29.7 PRINCIPLES OF RECOVERY

The City's recovery activities are underpinned by the National Principles for Disaster Recovery:

- ✓ Understand the **CONTEXT** Successful recovery is based on an understanding of the community context.
- ✓ Recognising **COMPLEXITY** Successful recovery acknowledges the complex and dynamic nature of emergencies and communities.

- ✓ Using **COMMUNITY-LED** approaches: Successful recovery is responsive and flexible, engaging communities and empowering them to move forward.
- ✓ Ensuring **COORDINATION** of all activities: Successful recovery requires a planned, coordinated and adaptive approach, based on continuing assessment of impacts and needs.
- ✓ Employing effective **COMMUNICATION**: Successful recovery is built on effective communication with affected communities and other stakeholders.
- ✓ Acknowledges and building **CAPACITY**: Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

30 RELATED DOCUMENTS AND ARRANGEMENTS

30.1 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Table 7: Agreements, understandings & commitments

Document	Owner	Location	Date
Shire of Gingin Partnering Agreement for the Provision of Emergency Recovery Support and Evacuation Centre Operations	<ul style="list-style-type: none"> City of Wanneroo Shire of Gingin 	City of Wanneroo Administration Centre	2023
Metropolitan North & East Recovery Group – Partnering Agreement for the Provision of Emergency Recovery Support	<ul style="list-style-type: none"> City of Wanneroo City of Joondalup City of Stirling City of Bayswater City of Swan Town of Bassendean Shire of Mundaring Shire of Kalamunda 	City of Wanneroo Administration Centre	2023
Local Emergency Recovery Coordination Centre Procedures	<ul style="list-style-type: none"> City of Wanneroo 	City of Wanneroo Administration Centre	2023
Residential Aged Care Emergency Arrangements Memorandum of Understanding Aged Care Sector Network within the City of Wanneroo	<ul style="list-style-type: none"> Bethanie Beachside Brightwater Care Italian Aged Care Jacaranda Lodge John Bryant Tuart and Karri Lodge Vivian Bullwinkel Lodge Regents Gardens Lake Joondalup Wanneroo Community Nursing Group 	City of Wanneroo Administration Centre	2021

31 IMPACT STATEMENT

Under the State EM Recovery Procedure 4, it is a requirement for the respective HMA/Controlling Agency to coordinate the completion of a Comprehensive Impact Assessment (CIA) for Level three emergencies and Level Two emergencies where recovery activities are required prior to the cessation of the response phase of an emergency.

A recent review of the CIA found the document to be complex and found that it would be replaced with a new document called an Impact Statement (IS) to create greater efficiencies and streamline the IS process.

The Impact Statement (IS) is conducted by the HMA during the response phase of the operation to determine the Type, Severity and extent of damage caused to the community.

The IS provides the Local and State Recovery Coordination Groups with the information to determine the priorities for recovery planning and the level of resourcing which is required.

Impact Statement Template and Guide are provided as Annexure 11.

32 RESOURCES

The City of Wanneroo maintains a comprehensive Emergency Resource Register. This register contains a wide range of information including, but not limited to:

- Key contacts;
- Local Emergency Coordination Centres;
- Identified evacuation and welfare centres;
- Support Agencies and Essential Services;
- Local Medical Services, Pharmacies and Hospitals
- Child Care Centres,
- Interpreter Services;
- Church Groups and Temples
- Key Animal Services Contacts
- Catering, Supermarkets and Department Stores
- Transport Services and Bus Hire Companies
- Courier and Freight Services
- Traffic Management and Hire Services
- City of Wanneroo Plant and Equipment

The City of Wanneroo has procedures in place and maintains equipment to activate a Local Emergency Recovery Coordination Centre in the following locations:

Table 8: Locations for Local Emergency Recovery Coordination Centres

Location	Capacity and Available Resources
Eucalyptus / Paperbark / Myrtle Rooms Ground Floor Civic Centre 23 Dundobar Rd WANNEROO Primary location	Video Conferencing Projector Facsimile Photocopier Whiteboards EM Phone System (5 phones) Cisco Switch Leads & extensions Stationery kit Procedures & forms Maps Tabards AM / FM Radio
Ashby Operations Centre Building 1 1204 Wanneroo Rd ASHBY Secondary location	Smartboard Facsimile Photocopier Whiteboards

The Emergency Resource Register provides further information and is provided at [Part 4].

32.1 FINANCIAL ARRANGEMENTS

The City of Wanneroo has arrangements in place through the Local Government Insurance Scheme to insure its assets.

Where possible, State government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans. Any recommendations for the implementation of financial assistance measures outside existing policies must be submitted to the Premier for consideration.

The State EM Policy Section 6 and State EM Plan Section 6 outline the States recovery funding arrangements. Relief programs include:

- Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)**
Through DRFAWA, the State government provides a range of relief measures to assist communities recover from eligible natural disaster events (i.e. bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado and tsunami) and terrorist acts. DFES is the State's administrator of the DRFAWA;

The City of Wanneroo may activate the Partnering Agreement – Metropolitan North & East Recovery Group (Mutual Aid During Recovery) and engage the services of a neighbouring LGAs (or external contractor) to undertake eligible Disaster Recovery Funding Arrangements Western Australia (DRFAWA) activities within the City of Wanneroo jurisdiction (e.g. clean-up activities).

Claims submitted for reimbursement will be reviewed the same as if City of Wanneroo engages an external contractor. Therefore City of Wanneroo should apply the same level of governance and assurance with procurement and payment processes, including obtaining quotes to ensure costs are known prior to undertaking any work and incurring any costs. Examples of eligible costs may include:

Accommodation

Full 'reasonable' cost recovery which is inclusive of accommodation and meals costs. **Alcohol however is ineligible for reimbursement.**

Vehicle

If Local Government 'A' provides a vehicle with their Parks Maintenance crew to the impacted Local Government 'B', the rates charged by Local Government 'A' should be on a cost recovery basis only. **The Local Government vehicle owner cannot charge a rate that includes a profit margin.** Alternatively, the impacted Local Government 'B' can be reimbursed for hire car costs from an external provider (but only for the time the Local Government 'A' crew are undertaking the work).

Equipment

The purchase of equipment such as a chainsaw or post driver is ineligible (as this is not a consumable item and has a life beyond the particular event).

- Hire of such equipment, or the replacement of parts such as the chainsaw chain and cost of oil and petrol however, is eligible.

Pruning

- This must be necessary, and as a direct result of the event.
- Pruning to remove damaged branches / limbs for example is eligible, whereas **'general' parks maintenance pruning is ineligible.**

In general, when using own resources, City of Wanneroo:

- can claim costs including:
 - salaries / wages costs for 'works' or 'depot' staff who undertake eligible activities (including ordinary and overtime hours)
 - use of internal plant and equipment
- **cannot** claim costs for:
 - salaries / wages costs for 'office' staff who prepare the DRFAWA claims for submission.

The information / documentation City of Wanneroo should provide when submitting a claim for use of own resources includes:

- Signed timesheets of 'works / depot' staff stating ordinary and overtime hours only related to eligible activities; documented on the timesheet and supported by a statement signed by the relevant Director (for 'office' staff, only overtime costs can be claimed (not ordinary hours);
- Payslips from the City of Wanneroo payroll system showing the actual staff costs or general ledger reports identifying individual employees and the relevant costs;
- Operating costs for internal plant and equipment ensuring the use demonstrates cost effectiveness supported by a schedule of rates for wet / dry hire of City of Wanneroo plant and equipment.

- **Department of Human Services Centrelink**

In an emergency, Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted. In addition, it can often provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink is represented on the State Emergency Welfare Committee and, where possible, should be invited to join the LRCG.

- **Public Appeals - Lord Mayor's Distress Relief Fund (LMDRF)**

The LMDRF was established in 1961 to provide relief of personal hardship and distress arising from natural disasters occurring within Western Australia. The perpetual fund is a registered charitable body and has approval of the Australian Taxation Office for tax deductibility of contributions. All donations of cash resulting from a public appeal should be directed to the LMDRF in accordance with State EM Recovery Procedure 1.

- **Volunteers and Donations**

Where possible, all offers of, or requests for, volunteer assistance with recovery activities should be coordinated through the local recovery coordinating group to avoid duplication of effort. Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the local recovery coordinating group. Spontaneous volunteers and spontaneous donations of goods and services should also be coordinated and managed through the LRCG.

Further information can be found in the State EM Plan at:

https://www.wa.gov.au/system/files/2024-03/state_emergency_management_plan_3.08.pdf

33 ROLES AND RESPONSIBILITIES

The roles and responsibilities of those involved in recovery are outlined below.

33.1 LOCAL RECOVERY COORDINATOR

The City of Wanneroo Manager CSEM has been appointed as the LRC in accordance with the *Emergency Management Act 2005*, S 41, (4). Where the primary appointee is unavailable when an emergency disaster occurs the EM Specialist will act as the Deputy LRC and fulfil this role.

[ref: PART 4 - City of Wanneroo Emergency Resource Register].

33.1.1 Role

The LRC is responsible for the development and implementation of the recovery arrangements for the LGA.

33.1.2 Functions

The functions of the LRC are:

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the ISG and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, LEC and other responsible agencies;
- Provide advice to the Mayor and the CEO on the requirement to convene the LRCG and to provide to the LRCG if convened;

- Ensure the functions of the Executive Officer are undertaken for the LRCG;
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the LRCG;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate allocation of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community engagement;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

A copy of the LRC Role, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at *Part 3*.

33.2 LOCAL RECOVERY COORDINATION GROUP

The LRCG comprises a core membership of the following positions:

- Local Recovery Coordinator (LG);
- Deputy Recovery Coordinator (LG);
- Local Emergency Coordinator (WAPOL);
- Local Recovery Coordination Group Executive Officer (LG); and
- Local Welfare Officer (Department of Communities).

33.2.1 Role

The LRCG is to coordinate and support local management of the recovery processes within the community.

33.2.2 Functions

The functions of the LRCG are:

- Establishing sub groups as required;
- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - Takes into account of the LGAs long term planning and goals;
 - Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - Develops a timetable and identifies responsibilities for completing the major activities;
 - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
 - Allows full community participation and access; and
 - Allows for the monitoring of progress of recovery;

- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
- Facilitating the recovery of services, public information, information exchange and resource acquisition;
- Providing advice to the State and LGAs to ensure that recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies; and
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies:
 - Ensuring a coordinated multi agency approach to community recovery;
 - Providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside of the direct control of the LRCG; and
 - Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

A copy of the LRCG Role, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at [Part 3].

33.3 LOCAL RECOVERY COORDINATION GROUP SUB GROUPS (WHERE REQUIRED)

It may be appropriate to consider establishing one or more sub groups to assist the LRCG by addressing specific components of the recovery process.

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

Community	Social
Infrastructure	Built
Environment	Natural
Finance	Economic

A copy of the LRCG Sub Group's Roles, Functions and Action Checklist is contained in the City of Wanneroo Operational Recovery Plan at [Part 3].

33.4 COMMUNICATION PLAN

During the response phase, the HMA has the task of managing communications in an emergency. The HMA officially hands this responsibility to the LGA leading the recovery via the "Impact Statement", in the transition to the recovery management phase. Coordinating the affected community in recovery, including communications, rests with the LGA. To support effective recovery, the City will provide regular, up to date information about the recovery effort and engage in constant ongoing dialogue using a community-led approach.

The Mayor is the City of Wanneroo's media spokesperson (as detailed in the *Local Government Act 1995*) during the recovery phase and will provide clear, relevant and targeted information to assist the community build their own capacity.

Communication with the public must adhere to the following principals:

- **Timeliness** – regularly updating the public on the incident;
- **Cooperation** – being responsive and considerate to enquiries, deadlines and any other needs of the public;

- **Sensitivity** – prioritising the community and guarding sensitive information as required;
- **Transparency** – remaining honest and open about the situation and progress;
- **Simplicity** – ensuring communication is easily understood and consistent;
- **Accuracy** – sharing only confirmed facts, never making assumptions or giving false information; and
- **Accountability** – accepting responsibility if appropriate and reasonable.

The LRC or LGA Liaison Officer will form part of the ISG and will be briefed on communication issues during the emergency from the HMA.

Communicating in the Recovery Stage

Recovery communications refer to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency. Generally the responsibility of handling the Recovery Stage always falls to the City of Wanneroo.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

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

The City's Communications and Brand Team will liaise with the relevant HMA and other agencies to ensure recovery information is up to date and concise.

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

Who needs information?	How – what communication methods will be used?	Where will the information be provided?
<ul style="list-style-type: none"> • Affected community • Recovery workers • Vulnerable groups 	<ul style="list-style-type: none"> • Social Media • Twitter • Website 	<ul style="list-style-type: none"> • City of Wanneroo Civic Centre, Evacuation Centres, Community Centres, Libraries other relevant public meeting venues; and • Potential one-stop-shop

Part 3

Operational Recovery Plan

34 PART THREE - OPERATIONAL RECOVERY PLAN

34.1 SECTION 1 – THE EVENT

Introduction

Background

Aim / Purpose of Plan

Authority for Plan:

This plan has been developed under the provisions of the *Emergency Management Act 2005* and the City of Wanneroo / City of Joondalup LEMC.

34.2 SECTION 2 – IMPACT STATEMENT

Assessment of Recovery Requirements

Loss and damage assessment to residential, commercial and industrial buildings transport, essential services (including State and LGA infrastructure);

Estimated cost of damage;

Temporary accommodation requirements (includes details of evacuation centers);

Additional personnel requirements (general & specialist);

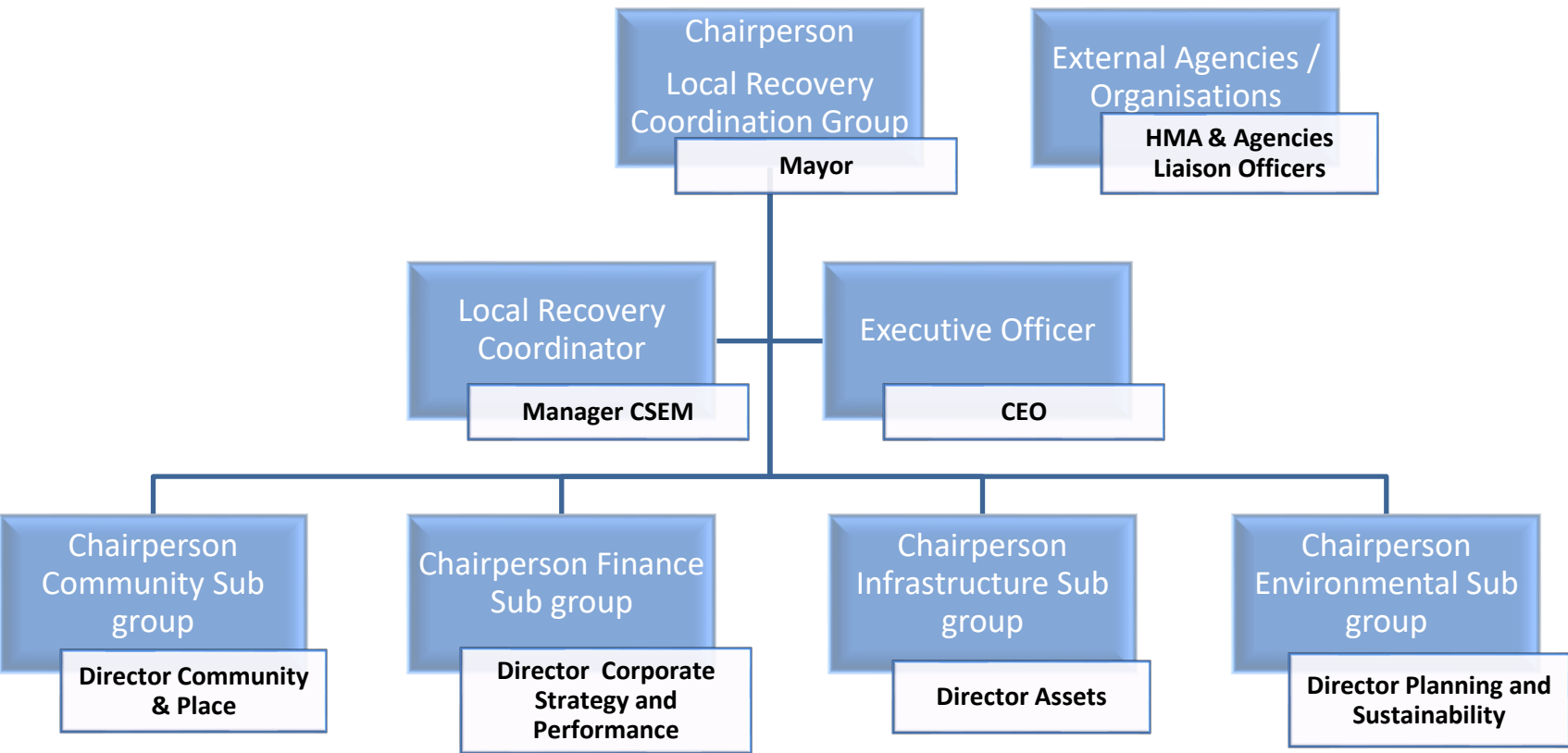
Human services (personal & psychological support) requirements

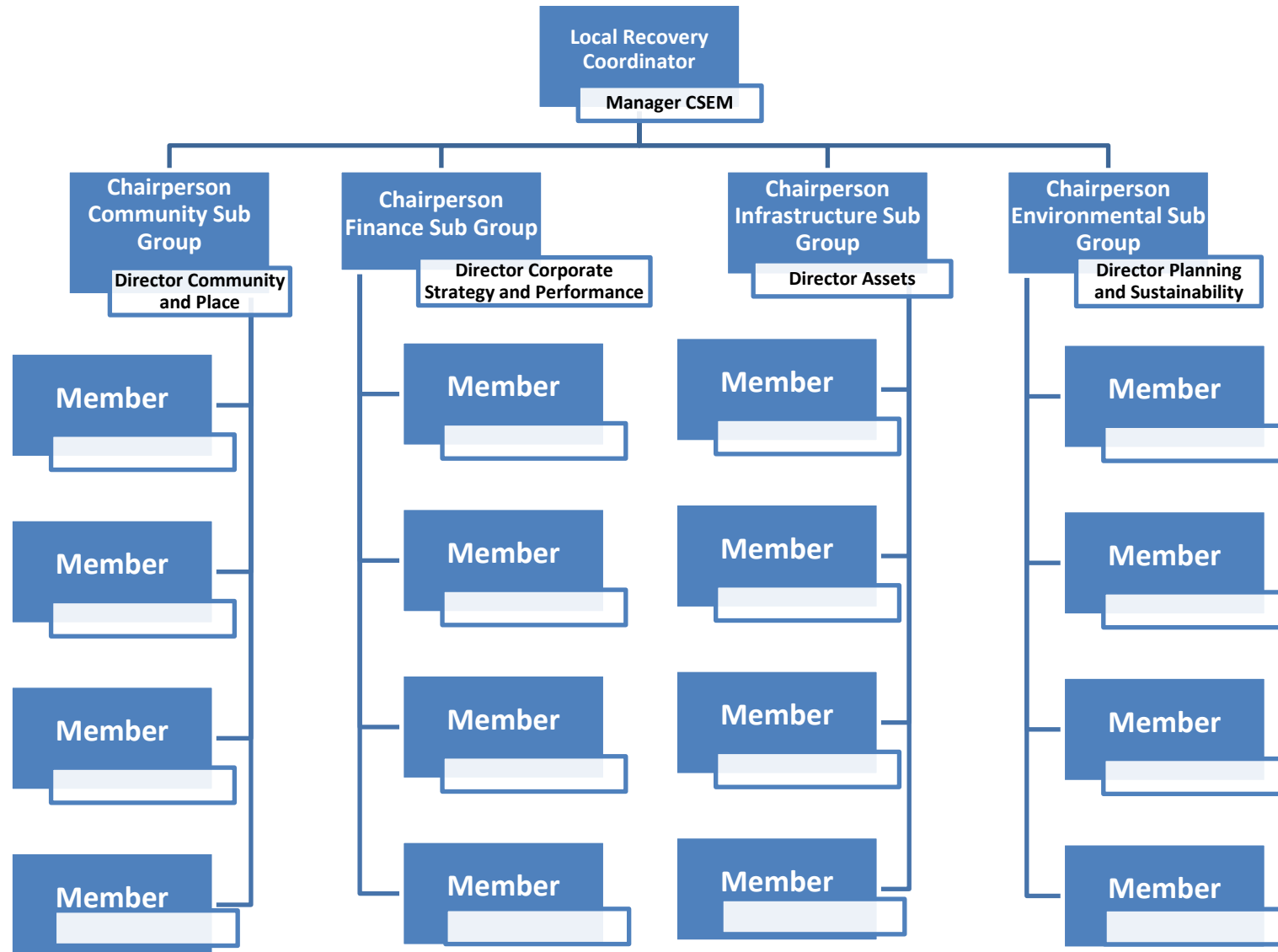
Health Services

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34.3 SECTION 3 – ORGANISATIONAL STRUCTURE

LOCAL RECOVERY COORDINATION GROUP





34.4 SECTION 4 – ROLES AND RESPONSIBILITIES

Local Recovery Coordinator
ROLE The LRC is responsible for the development and implementation of the recovery arrangements for the LGA.
FUNCTIONS <ul style="list-style-type: none"> • Ensure the Local Recovery Plan is established; • Liaise with the Controlling Agency, including attending the ISG and Operations Area Support Group meetings where appropriate; • Assess the community recovery requirements for each event, in conjunction with the HMA, LEC and other responsible agencies; • Provide advice to the Mayor and the CEO on the requirement to convene the LRCG and to provide to the LRCG if convened; • Ensure the functions of the Executive Officer are undertaken for the LRCG; • Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate; • Determine the resources required for the recovery process in consultation with the LRCG; • Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG; • Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordination Group, if established; • Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally; • Facilitate the acquisition and appropriate allocation of the resources necessary to ensure an effective recovery; • Ensure the recovery activities are consistent with the principles of community engagement; • Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and • Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Local Recovery Coordination Group
ROLE The LRCG is to coordinate and support local management of the recovery processes within the community.
FUNCTIONS <ul style="list-style-type: none"> • Establishing sub groups as required; • Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate; • Developing an operational plan for the coordination of the recovery process for the event that: <ul style="list-style-type: none"> - Takes into account of the LGAs long term planning and goals; - Includes an assessment of the recovery needs and determines which recovery functions are still required; - Develops a timetable and identifies responsibilities for completing the major activities; - Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people; - Allows full community participation and access; and - Allows for the monitoring of progress of recovery

<ul style="list-style-type: none"> Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities;
<ul style="list-style-type: none"> Facilitating the recovery of services, public information, information exchange and resource acquisition;
<ul style="list-style-type: none"> Providing advice to the State and LGAs to ensure that recovery programs and services meet the needs of the community;
<ul style="list-style-type: none"> Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
<ul style="list-style-type: none"> Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
<ul style="list-style-type: none"> Ensuring a coordinated multi agency approach to community recovery: <ul style="list-style-type: none"> Providing a central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside of the direct control of the LRCG; and Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Local Recovery Community Sub Group
OBJECTIVES
<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration and strengthen the community well-being post the event;
<ul style="list-style-type: none"> To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and events to assist with the strengthening of community wellbeing;
<ul style="list-style-type: none"> To assess and recommend medium and long term priority areas to the LGA for consideration to assist in the restoration and strengthening of community wellbeing; and
<ul style="list-style-type: none"> To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

Local Recovery Environment Sub Group
OBJECTIVES
<ul style="list-style-type: none"> To provide advice and guidance to assist in the restoration of the natural environment post the event;
<ul style="list-style-type: none"> To facilitate understanding on the needs of the impacted community in relation to environmental restoration;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and events to assist with the strengthening of community wellbeing;
<ul style="list-style-type: none"> To assess and recommend priority areas, projects and community education to assist with the recovery process in the medium and short term regarding the restoration of the environment including weed management and impacts on wildlife; and
<ul style="list-style-type: none"> To assess and recommend medium and long term priority areas to the LGA for consideration to assist in the restoration of the natural environment in the medium to long term.

Local Recovery Infrastructure Sub Group
OBJECTIVES
<ul style="list-style-type: none"> Assist in assessing requirements for the restoration of services and facilities in conjunction with responsible agencies where appropriate;
<ul style="list-style-type: none"> To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and

- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

Local Recovery Finance Sub Group

ROLE

To make recommendations to the Lord Mayors Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

OBJECTIVES

- The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
- Ensure the principles of equity, fairness, simplicity and transparency apply;
- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals; and
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from corporate the sector to affected individuals, where practical.

Lord Mayor's Distress Relief Fund

Eligibility Criteria and Levels of financial Assistance Criteria

OWNERS / OWNER OCCUPIERS

For Owners / Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- **Level One** – shall apply in those instances where the house / house and contents have been totally destroyed;
- **Level Two** – shall apply in those instances where the house / house and contents have been damaged but the house remains habitable; and
- **Level Three** – shall apply in those instances where there has been other property damaged / loss, e.g. sheds, shed contents, pergolas, outdoor furniture etc

OCCUPIERS

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- **Level Four** – shall apply in those circumstances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- **Level Five** – shall apply in those instances where there has been partial damage / loss of house contents and other personal effects.

City of Wanneroo Local Emergency Management Group (COWLEMG)

OBJECTIVES

In order to facilitate the undertaking of its EM responsibilities the City of Wanneroo has established the COWLEMG. Where appropriate the COWLEMG, or members in part, will convene when the scale of an emergency dictates the requirement for the provision of any of the functions the Committee may be responsible to perform.

POSITION	ROLE
COWLEMG Executive Officer (CEO)	<ul style="list-style-type: none"> • Ensure key staffing roles including Recovery Coordinator are fulfilled.

	<ul style="list-style-type: none"> • Ensure administrative support to Recovery Coordinator and Local Recovery Coordination Group (LRCG) once established. • Ensure fulfilment of operational elements in line with organisational responsibilities, including business continuity. • Member of LRCG. • Contact City Officers in the Local Emergency Activation Flowchart (HPE 17/3629*) as required. • Ensure familiarity with LEMA, attend training and exercises.
Chair Local Recovery Coordination Group; and Executive Public Liaison Officer (Mayor)	<ul style="list-style-type: none"> • Liaise with the CEO and the City's Communication Coordinator (Manager Jackie Kallen) who will ensure consistent, relevant and accurate messages are provided for release to the community and internal staff. • Depending on the scale of the incident, the City's CESM/CBFCO (if appointed as the Incident Controller) may liaise directly with the Mayor. • Chair the Local Recovery Coordination Group (LRCG). • Ensure familiarity with LEMA, attend training and exercises when required.
Local Recovery Coordinator (Manager CSEM)	<ul style="list-style-type: none"> • Contact City Officers as per the Local Emergency Activation Flowchart (HPE 17/3629*). • Attends Incident Support Group (ISG) meetings. • Facilitate/coordinate all recovery actions as directed by Local Recovery Coordination Group (LRCG) when activated. • Advise/inform community on all aspects of recovery. • Ensure regular and timely updates to internal and external stakeholders. • Assess community recovery requirements with HMA to provide advice to CEO on requirement to activate the Local Emergency Management Arrangements (LEMA) and Local Emergency Recovery Coordination Centre (LERCC). • Undertake functions of Executive Officer to the LRCG. • Acquisition, application and management of materials, staff and financial resources. • Provide regular reports to LRCG. • Ensure safety of all personnel deployed. • Liaise with the State Recovery Coordinator on state level support requirements. • Arrange debriefing of all participating agencies and all deployed staff. • Ensure meetings are minuted and all records are kept for 7 years. • Ensure recovery plans are established, exercised and reviewed. • Ensure relevant staff and resources are trained and ready for deployment.
Community Emergency Services Manager / Chief Bush Fire Control Officer	<ul style="list-style-type: none"> • Respond to emergency incidents that impact on communities, infrastructure and assets in the City. • Act as Public Liaison Officer if required.

(CESM / CBFCO)	<ul style="list-style-type: none"> Local government representative on Incident Support Group (ISG) to ensure interface between Incident Management Team (IMT) and the Department of Fire & Emergency Services (DFES) Regional Operations Centre (ROC). Ensure familiarity with LEMA, attend training and exercises when required.
Communications Coordinator (Manager Communications and Brand)	<ul style="list-style-type: none"> Prepare Communications Plan and manage communications to internal and external stakeholders. Liaison with relevant Hazard Management Agency (HMA) Media/Communication Coordinator to ensure timely, consistent, relevant messages. Dissemination of information regarding evacuation/recovery centres deployed ie location, functions, hours of operation to relevant HMA Media/Communications for updating warnings and updating the public Regularly brief and provide updates to the Mayor, CEO, the Local Recovery Coordinator (LRC) and the Local Emergency Recovery Coordination Centre (LERCC) Coordinator. Advise Executive Management Team (EMT) on media issues. Create opportunities for two-way communication with community members. Member of Local Recovery Coordination Group (LRCG). Writing & distribution of media statements as per LG policy. Write, produce and distribute promotional/recovery material. Ensure familiarity with LEMA, attend training and exercises as required.
Local Emergency Recovery Coordination Centre Coordinator (EM Specialist)	<ul style="list-style-type: none"> Support the Local Recovery Coordinator (LRC). Prepare, maintain and exercise Local Emergency Management Arrangements (LEMA). Appoint a deputy. Monitoring and reviewing information relating to evacuation centres, the Local Emergency Recovery Coordination Centre (LERCC), recovery centres and temporary relocation areas for animals (e.g. location, adequate facilities, etc). Activate team members to open and manage relevant centres as required. Dissemination of information regarding relevant centres on location, functions, hours of operation to Administrative Support Officers. Ensure regular and timely updates and Situation Reports are provided to LERCC staff and relevant recovery support staff. Access to and authority to commit City resources to relevant centres, including recovery centres. Coordinate presence of external agencies. Assist with the activation / opening of evacuation / welfare centres with Department of Communities.

	<ul style="list-style-type: none"> • Ensure meetings are minuted records are kept for a period of 7 years. • Contact City Officers as per the Local Emergency Activation Flowchart (HPE 17/3629*). • Ensure familiarity with LEMA, attend training and exercises when required.
Municipal Emergency Resource Officers (Senior Rangers)	<ul style="list-style-type: none"> • Provide assistance to the Local Recovery Coordinator (LRC) or as required. • Assist the Emergency Animal Welfare Team Lead and the Local Emergency Recovery Coordination Centre (LERCC) Coordinator as required. • Provide immediate welfare of distressed animals during disasters. • Impound loose animals for their safety and safety of road users and fire crews. • Provide alternative temporary shelter for animals for collection by owners. • Assist at Temporary Animal Evacuation Shelter. • Assist Police and other State Agencies where necessary. • Ensure familiarity with LEMA, attend training and exercises when required.
Emergency Animal Welfare Team Lead (Community Safety Coordinator)	<ul style="list-style-type: none"> • Position supports community members and their animals. • Coordinate the deployment of staff, set up and all operational requirements at the Temporary Relocation Area for Animals. • Liaise with LRC, Local Emergency Recovery Coordination Centre (LERCC) Coordinator and Emergency Animal Welfare Team/Municipal Emergency Resource officers/staff. • Provide regular and timely updates to Emergency Animal Welfare team staff. • Ensure familiarity of LEMA, attend training and exercises.
IT Support Coordinator (Manager Customer & Information Services)	<ul style="list-style-type: none"> • Ensure continuation of normal services when demand increases as a result of the emergency. • Ensure IT equipment and resources available for Service Units requesting support and equipment. • Check IT equipment to be used in the Local Emergency Recovery Coordination Centre (LERCC), which includes the Eucalyptus, Paperbark, Myrtle Rooms & can also include Building 1 Brigade Meeting Room if demand necessitates it to be activated, to ensure critical systems are operational. • Ensure familiarity of LEMA, attend training and exercises when required.
Customer Relations Centre Support Coordinator (Coordinator Customer Relations Centre)	<ul style="list-style-type: none"> • Position provides support to Manager Customer & Information Services • Position reviews the need to place emergency announcement on City's main contact number (9405 5000) • Position ensures After Hours Service provider is contacted to set up new call flow with regard to enquiries concerning the

	<p>emergency to ensure calls are transferred immediately to the City's automated phone message to provide callers with information relating to the emergency</p> <ul style="list-style-type: none"> • Set up roster for Administration Support Officers if required • Supports the Local Emergency Recovery Coordination Centre (LERCC) to answer customer queries, resolve and/or refer • Ensure familiarity of LEMA, attend training and exercises.
<p>Administrative Support Officers (CSEM Snr Administration Officer / Administrative Support Officers Pool)</p>	<ul style="list-style-type: none"> • Assist with the set-up of the Local Emergency Recovery Coordination Centre (LERCC) • Connect phones, set up laptops • Log in to Emergency Alerts and GIS mapping • Set up Smart Board and display key information (LERCC phone number, name of nominated Evacuation Centre & Recovery Centre and addresses, Local Recovery Coordinator (LRC) name, road closures, animal welfare arrangements • Answer customer queries, resolve and/or refer • Refer Content Manager 19/105841* - City's Local Emergency Management Arrangements (LEMA) for specific information relating to the vulnerable sector - Aged Care Facilities, Schools, etc and contact as required. • Record all communications/incoming calls and at the end of the emergency ensure document is saved in Content Manager • Provide any other support as required by the LERCC Coordinator • Ensure familiarity of LEMA, attend training and exercises when required.
<p>Evacuation / Welfare Services Coordinator (Manager Community Development)</p>	<ul style="list-style-type: none"> • Evacuation centres owned by City – position provides Liaison Officer to support Dept. of Communities. • Position provides advice, information & resources to ensure the facility is operational to accommodate the initial set-up & running of Evacuation/Welfare Centre. • Ensure liaison continues once the Dept. of Communities takes over management of the facility. • For additional guidance on role review Local Welfare Emergency Management Support Sub-Plan (HPE 22/442607). • Ensure familiarity of LEMA, attend training and exercises when required.
<p>Community Facilities (Manager Community Facilities)</p>	<ul style="list-style-type: none"> • Position ensures that community members/organisations that have a hire/lease agreement in place are notified when community facility is activated for use as an evacuation centre. • Liaise with Local Emergency Recovery Coordination Centre (LERCC) Coordinator and Evacuation/Welfare Services coordinator and provide advice, information and resources to ensure the facility is operational to accommodate the initial set-up and running of Evacuation/Welfare Centre. • Ensure familiarity of LEMA, attend training and exercises when required.

Building Structural Officer (Coordinator Building Services)	<ul style="list-style-type: none"> • Post-emergency evaluation of impacts to building structures following an emergency. • Assistance with relevant permits and approvals. • Liaise with Planning Implementation, Engineers and Building Practitioners. • Provide assistance to residents impacted by a disaster with advice and processing of building plans. • Attend Local Recovery Coordination Group (LRCG) infrastructure sub group meetings if required. • Ensure familiarity of LEMA, attend training and exercises when required.
Community Services Coordinator (Coordinator Community Planning & Development)	<ul style="list-style-type: none"> • Support recovery efforts involving social impacts affecting community members including children and youth services. • Ensure continuation of normal services as demand potentially increases as a result of an emergency. • Provide advice/progress to the relevant recovery sub group on issues affecting community members including children and youth services. • Provide support as required to Department of Communities during activation of evacuation/welfare centres and recovery centres. • Ensure familiarity of LEMA, attend training and exercises when required.
Parks, Trees and Conservation Maintenance (Manager Parks and Conservation Management)	<ul style="list-style-type: none"> • Ensure continuation of normal services as demand increases as a result of an emergency. • Provide advice/information to the Local Recovery Coordination Group (LRCG) on issues impacting parks and conservation areas. • Post emergency evaluation/assessment of parks and conservation areas affected by the emergency. • Ensure familiarity of LEMA, attend training and exercises when required.
Engineering Operations & Logistics (Manager Asset Maintenance)	<ul style="list-style-type: none"> • Ensure continuation of normal services as demand increases as a result of an emergency. • Assess requirements for the restoration of services and facilities assisted by responsible agencies. • Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required. • Report progress of restoration and reconstruction to the Local Recovery Coordination Group (LRCG). • Ensure familiarity of LEMA, attend training and exercises when required.
Infrastructure Field Coordination Supervisor (Engineering Maintenance Supervisor)	<ul style="list-style-type: none"> • Assist the City's Engineering Operations and Logistics Officer (Manager Asset Maintenance) with operational response. For example, provision of additional City owned Plant and Equipment. • Ensure familiarity of LEMA, attend training and exercises when required.

Waste Services Officer (Coordinator Waste Operations)	<ul style="list-style-type: none"> • Ensure the continuation of waste services as the demand potentially increases as a result of an emergency. • Attend Local Recovery Coordination Group (LRCG) meetings if required. • Ensure familiarity of LEMA, attend training and exercises when required.
Principal Environmental Health Officer (Manager Health & Compliance)	<ul style="list-style-type: none"> • Ensure continuation of normal services as demand increases as a result of an emergency. • Provide advice/information to the Local Recovery Coordination Group (LRCG) on issues impacting environmental health. • Post emergency evaluation/assessment of properties affected by the emergency. • Ensure familiarity of LEMA, attend training and exercises when required.
Financial Recovery Coordinator (Director Corporate Strategy & Performance)	<ul style="list-style-type: none"> • Acquisition, distribution and accounting of funds. • Liaise with the Local Recovery Coordination Group (LRCG) to identify if economic sub-committee needs to be established to manage grant funding. • Make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship. • Keep records of all costs as a result of the emergency. • Liaise with State Government Agencies to ascertain funding availability. • When a DRFA (Disaster Recovery Funding Arrangements) declaration has been made liaise with the appropriate State representative to ensure appropriate recuperation of funds spent. • Advise if the Lord Mayor's Distress Relief Fund has been activated and process applications from residents impacted by the emergency. • Ensure familiarity of LEMA, attend training and exercises when required.
Risk Management Coordinator (Executive Manager Governance & Legal)	<ul style="list-style-type: none"> • Development of a Business Continuity Plan to ensure Local Government business as usual continues during and after an emergency event. • Liaise with CEO during emergencies. • Ensure familiarity of LEMA, attend training and exercises when required.
Economic Recovery Coordinator (Manager Advocacy & Economic Development)	<ul style="list-style-type: none"> • Liaise with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations. • Assist the Financial Recovery Coordinator when required. • Assist businesses in recovery. • Liaise with the local business community to ensure that immediate/urgent needs are addressed.

	<ul style="list-style-type: none"> • Attend Local Recovery Coordination Group (LRCG) economic sub-committee meetings if required. • Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors). • Assist with DRFA (Disaster Recovery Funding Arrangements) if required. • Ensure familiarity of LEMA, attend training and exercises when required.
WHS Management Coordinator (Manager Safety Systems)	<ul style="list-style-type: none"> • Advise WHS Risk Management during emergencies to all sections of the City of Wanneroo Local Emergency Management Group (COWLEMG) and at all activation locations. • Liaise with relevant external services or agencies in relation to operational safety and health practices. • Liaise with LRC for situation updates and operational requirements. • Ensure familiarity with LEMA, attend training and exercises when required.

34.5 CHECKLISTS

Managing Recovery Checklist	
Keeping Pace with the Evolving Situation	Completed
Immediately establish liaison with Incident Controller and if possible locate a senior recovery officer in the ECC.	
Ensure initial and ongoing impact assessment data feed into recovery programs and processes.	
Continuously review and analyse community needs for service provision planning.	
Establish processes for information from all avenues (public meetings, call centres or recovery centre feedback, debriefings etc.	
Adopt community recovery plans in accordance with the evolving or changing community needs and priorities.	
Engaging and Empowering the Affected Communities	
Ensure regular and ongoing engagement with affected persons.	
Provide leadership, facilitation, support and empowerment.	
Create opportunities for community leaders to evolve.	
Allow communities to self-identify.	
Negotiate and agree on the prioritized tasks based on community needs and requirements, including short-term interim fixes.	
Build trust through respectful listening and understanding.	
Maximise the availability of information to affected persons	
Managing Recovery Checklist	
Managing People	
Provide strong, clear and responsive leadership.	
Ensure safe operating conditions for recovery personnel and community.	
Ensure that workloads are sustainable by establishing management structures, delegating responsibilities and utilizing 'spans of control'.	

Ensuring that recovery workers, managers and volunteers have defined work times and adequate rest breaks.	
Ensure that briefings occur for all oncoming personnel.	
Ensure that debriefs are conducted at the end of each shift to ensure capture of information as well as defusing personnel.	
Provide opportunities for formal defusing and ongoing emotional and psychological support for recovery personnel.	
Avoid convergence by providing clear information and direction as to how non-impacted persons might help.	
Managing Resources	
Ensure legislative, statutory and regulatory requirements are observed.	
Identify resources and material requirements, including supply chains.	
Avoid convergence by providing clear information and direction as to what and how voluntary resources might help.	
Establish systems for recording offers of assistance (human resources and material).	
Identify staffing needs early and enable rapid recruitment.	
Ensure all staff has appropriate skills and qualifications and relevant authorisations.	
Managing Recovery Checklist	
Ensure that funding is provided immediately for essential services restoration.	
Ensure that all expenditures are recorded	
Managing Information and Communications	
Ensure that data collection and management systems are established as soon as possible and maintained.	
<p>Ensure that information is continually provided to:</p> <ul style="list-style-type: none"> Affected community members Recovery personnel Recovery management team Recovery management partners and stakeholders Organizational hierarchy (managing up) Elected representatives <p>Form partnerships with media and use their resources to disseminate information:</p>	
<p>Ensure that information:</p> <ul style="list-style-type: none"> Is relevant Is timely Is clear Is best available Is targeted Is credible Is consistent Management / coordination Is coordinated Is provided in multiple methods and media Provides opportunity for feedback Is repeated as appropriate 	
<p>Create opportunities for two-way communication through:</p> <ul style="list-style-type: none"> Meetings Workshops Surveys Telephone, email and web-sites 	
Local Recovery Coordinator / Coordination Group Action Checklist*	
Ensuring Coordination and Integration	
Provide coordination of activities and stakeholders to ensure that:	
<ul style="list-style-type: none"> Services and facilities are restored based on community needs and priority 	<ul style="list-style-type: none"> Clear roles and responsibilities are established and adhered to.
<ul style="list-style-type: none"> Resources are utilised efficiently 	<ul style="list-style-type: none"> Deficiencies and opportunities are identified quickly.
<ul style="list-style-type: none"> Establish a Recovery Management Centre. 	
<ul style="list-style-type: none"> Establish and work with recovery committees to plan and develop longer-term strategic and sustainable recovery outcomes. 	

<ul style="list-style-type: none"> Consider establishing management groups for each of the four environments (social, built, economic, natural) as required, based on nature of event and impact assessment. 	
<ul style="list-style-type: none"> Ensure that all four environments are integrated and coordinated, acknowledging the interdependencies between them. 	
LOCAL RECOVERY COORDINATOR / COORDINATION GROUP ACTION CHECKLIST*	
Task Description	Completed
<i>Within 48 hours**</i>	
Contact and alert key local contacts	
Liaise with the Controlling Agency and participate in the incident management arrangements, including the ISG and Operations Area Support group where appropriate.	
Receive initial impact assessment from the Controlling Agency.	
Determine the need for the LRCG to be convened and its members briefed, in conjunction with the LGA.	
Local Coordinator and LGA to participate in the determination of state involvement in conjunction with the State recovery coordinator.	
Meet with specific agencies involved with recovery operations to determine actions.	
Further develop and implement event specific Communications Plan, including public information, appointment of a spokesperson and LGAs internal communications processes.	
Consider support required, for example resources to maintain a record of events and actions.	
<i>Within 1 week</i>	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency.	
Activate a Recovery Coordination Centre if required.	
Identify special needs groups or individuals.	
Determine the need to establish sub groups, and determine functions and membership if necessary.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and recovery Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report on organizational hierarchy on likely costs / impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs, issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
<i>Within 12 months</i>	
Determine the longer term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency.	

*Action list is a guide only

**Timeframes are indicative only.

34.6 TERMS OF REFERENCE

34.6.1 Local Recovery Coordination Group

Terms of Reference – Local Recovery Coordination Group

Background

The City of Wanneroo Local Recovery Coordination Group (LRCG) has been convened to guide the community and key stakeholders in the management and coordination of the complex task of community recovery for the LGA district. The LRCG has identified the following Recovery Sub Groups will be required.

- Finance sub group
- Infrastructure sub group
- Community sub group
- Environmental sub group

Key functions of these sub groups is to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership of the Local Recovery Coordination Group

- Mayor
- CEO
- Director Assets
- Director Corporate Strategy and Performance
- Director & Sustainability
- Director Community and Place
- Executive Manager Governance and Legal
- Manager Community Safety and Emergency Management (Local Recovery Coordinator)
- Media and Communications Specialist
- Emergency Management Specialist
- Chief Bush Fire Control Officer
- Manager Advocacy & Economic Development
- Manager Community Development
- Department of Fire and Emergency Services (DFES) State Recovery
- Department of Fire and Emergency Services (DFES) District Emergency Management Advisor Metropolitan Operations
- Department of Communities
- Department of Local Government Sport & Cultural Industries (DLGSCI)
- Department of Primary Industries & Regional Development (DPIRD)
- Department of Water & Environmental Regulation (DWER)
- Department of Planning, Lands & Heritage (DPLH)
- Department of Fire & Emergency Services (DFES)
- Department of Biodiversity, Conservation & Attractions (DBCA)
- WA Police (WAPOL)
- Any other organisations as co-opted by the LRCG

Chairperson

- The Chair of the LRCG will be the Mayor, City of Wanneroo;
- The Chair will conduct the ordinary business of the Local Recovery Coordination Group as per the *Emergency Management Act 2005*; and
- A Deputy Chair may be appointed by the Chair as required.

Local Government Staff

- Operational implementation and decision making as per normal approval processes.; and
- Provide administrative support to the LRCG.

Agency Representative

- Advice, information and support specific to the agency role; and
- Agency representatives should advise the Chair at the appropriate time when their agency considers their input to meetings of the LRCG is no longer warranted.

Objectives of Local Recovery Coordination Group

The primary objectives of the LRCG will include:

- To provide advice and guidance to assist in the restoration and strengthening of physical and community well-being post disaster;
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing;
- To assess and recommend priority areas, projects, and events to assist with the disaster recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing; and
- To assess and recommend medium and long term priority areas to the City of Wanneroo Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Local Recovery Coordination Group will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the group shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The group retains powers of delegation for the direction of sub groups;
- All meetings of the group will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the group are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the group, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the sub group in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the group has an **impartiality interest** in any matter before the Group, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG will receive progress reports as required from the Chair of each appointed Recovery Sub Groups and may request specific information as required.

Probity

The LRCG acknowledges that the City of Wanneroo is responsible to provide to the State Recovery Coordinator a Post Recovery Report and that the deliberations of this group will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Local Recovery Coordination Group

Termination of the LRCG shall occur at the direction of the group in consultation with the members at the appropriate time. Termination of any membership within the group shall be at the direction of the members within the group by consensus.

34.6.2 Community Sub Group

Terms of Reference – Community Sub Group

Background

The Wanneroo LRCG has convened sub groups to assist in the coordination of recovery tasks as required. These sub groups include:

- Finance sub group
- Infrastructure sub group
- Community Sub group
- Environmental Sub group

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Community Sub group

- Councillor, City of Wanneroo
- Director Community and Place, City of Wanneroo (Chairperson)
- Emergency Management Specialist, City of Wanneroo (Deputy Local Recovery Coordinator)
- Manager Community Development, City of Wanneroo
- Department of Communities
- Red Cross
- Department of Education
- Wanneroo Adult Community Mental Health, North Metropolitan Health
- Banksia Grove Residents Association

- Equine Industry
- Mariginiup Facebook Group
- Any other organisation as co-opted by the Community sub group

Chairperson

- Chair all scheduled meetings of the sub group; and
- Report to the LRCG on the activities of the sub group.

Local Government Staff

- Operational implementation and decision making as per normal LGA approval processes; and
- Provide administrative support to the sub group.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Community Sub Group

The primary objectives of the Community Sub Group will include:

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

Conduct of Meetings

- The quorum for a meeting of the sub group will be at least 50% of the number of the membership;
- When decisions of the sub group cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the committee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The LRCG retains powers of delegation for the direction of sub groups;
- All meetings of the sub group will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the sub group are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the sub group has a **financial interest** in any matter before the committee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting;

A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the sub group in a particular way, result in a financial gain, loss, benefit or detriment for the person.

- If a member of the committee has an **impartiality interest** in any matter before the Sub Group, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Community Sub Group to provide to them, reports and other information as specified in the direction.

Probity

The Community Sub Group acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Community Sub Group

Termination of the sub group shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the Sub group shall be at the direction of the members within the Sub group by consensus.

34.6.3 Finance Sub Group

Terms of Reference – Finance Sub Group

Background

The Wanneroo LRCG has convened sub groups to assist in the coordination of recovery tasks as required. These sub groups include:

- Finance sub group
- Infrastructure sub group
- Community sub group
- Environmental sub group

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Finance Sub Group

- Councillor City of Wanneroo
- Director Corporate Strategy and Performance, City of Wanneroo (Chairperson)
- Emergency Management Specialist Community Safety and Emergency Management (Local Recovery Coordinator), City of Wanneroo
- City of Wanneroo Finance Team Representative, as required
- Manager Advocacy & Economic Development, City of Wanneroo

- Coordinator Childhood & Youth Services, City of Wanneroo
- Small Business Development Corporation
- Insurance Council, as required
- Department of Communities
- Community Recovery Advisor, Department of Fire & Emergency Services (DFES)
- Recovery Funding, Department of Fire & Emergency Services (DFES)
- Department of Primary Industries & Regional Development (DPIRD)
- Wanneroo Business Association
- Any other organisations as co-opted by the Finance and Economy sub Group

Chairperson

- Chair all scheduled meetings of the sub group; and
- Report to the LRCG on the activities of the sub group.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes; and
- Provide administrative support to the sub group.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Group

The primary objective of the Finance sub group is to assess and make recommendations to the LRCG on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the disaster which occurred in the City of Wanneroo. This sub group will:

- Assess and recommend priority recovery activities to assist with the direct and indirect impacts on the economic position of the area;
- Consider the need for an economic impact assessment;
- Consider participation of business and/or industry representatives in economic recovery decision making;
- Work with the insurance sector to coordinate insurance companies' response;
- Consider projects to ensure tourism viability is maintained; and
- Support and promote economic viability of affected communities through short and long term projects.

It should be noted that the sub group has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the sub group's role. This includes any relevant legal, financial or taxation laws that may be applicable.

Lord Mayor's Distress Relief Fund Role

Liaise with the LMDRF to make recommendations on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered person loss and hardship as a result of the event.

Functions

- Work with the LMDRF in the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
 - Ensure the principles of equity, fairness, simplicity and transparency apply;

- Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- Recognise the extent of loss suffered by individuals;
- Complement other forms of relief and assistance provided by government and the private sector;
- Recognise immediate, short, medium and longer term needs of affected individuals;
- Ensure the privacy of individuals is protected at all times.
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

- Level One – shall apply in those instances where the house/house and contents have been totally destroyed;
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable; and
- Level Three – shall apply in those instances where there has been other property damage/loss, e.g. sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed; and
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

Conduct of Meetings

- The quorum for a meeting of the sub group will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the group shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The LRCG retains powers of delegation for the direction of sub groups;
- All meetings of the group will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the group are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the group, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the sub group in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the committee has an **impartiality interest** in any matter before the Group, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Finance Sub Group to provide to them, reports and other information as specified in the direction.

Probity

The Finance Sub Group acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Community Sub Group

Termination of the sub group shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the sub group shall be at the direction of the members within the sub group by consensus.

34.6.4 Infrastructure Sub Group

Terms of Reference – Infrastructure Sub Group

Background

The City of Wanneroo LRCG has convened sub groups to assist in the coordination of recovery tasks as required. These sub groups include:

- Finance sub group
- Infrastructure sub group
- Community sub group
- Environmental sub group

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership Infrastructure Sub Group

- Councillor City of Wanneroo
- Director Assets, City of Wanneroo (Chairperson)
- Manager Community Safety & Emergency Management (Local Recovery Coordinator), City of Wanneroo
- Manager Asset Maintenance, City of Wanneroo
- Manager Approval Services, City of Wanneroo
- Recovery Funding, Department of Fire & Emergency Services (DFES)
- Western Power
- Water Corporation
- Telstra

- Optus
- NBN
- Any other organisations as co-opted by the Infrastructure Sub Group

Chairperson

- Chair all scheduled meetings of the sub group;
- Report to the LRCG on the activities of the sub group.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes; and
- Provide administrative support to the sub group.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Infrastructure Sub Group

The primary objectives of the Infrastructure sub group will include:

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate;
- Provide advice and assist in the coordination of the restoration of LGA infrastructure assets and essential services damaged or destroyed during the emergency;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the sub group will be at least 50% of the number of the membership;
- When decisions of the sub group cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the sub group shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The LRCG retains powers of delegation for the direction of sub groups;
- All meetings of the sub group will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the sub group are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the Sub Group, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the sub group in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the sub group has an **impartiality interest** in any matter before the Sub Group, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Infrastructure Sub Group to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Sub group acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this sub group will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Infrastructure Sub Group

Termination of the sub group shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the sub group shall be at the direction of the members within the sub group by consensus.

34.6.5 Environmental Sub group

Terms of Reference – Environmental Sub Group

Background

The City of Wanneroo LRCG has convened sub groups to assist in the coordination of recovery tasks as required. These sub groups include:

- Finance sub group
- Infrastructure sub group
- Community sub group
- Environmental sub group

Key functions of this committee are to provide advice to assist the effected community towards re-establishing economic, social, built, environmental, emotional and physical well-being.

Membership

- Councillor, City of Wanneroo
- Director Planning and Sustainability, City of Wanneroo (Chairperson)
- Manager Community Safety & Emergency management, City of Wanneroo (Local Recovery Coordinator)
- A/Manager Waste Services, City of Wanneroo
- Manager Health & Compliance, City of Wanneroo
- Manager Strategic Land Use Planning & Environment, City of Wanneroo
- Manager Approval Services, City of Wanneroo
- A/Manager Parks & Conservation Management, City of Wanneroo
- Department of Water & Environmental Regulation (DWER)

- Department of Planning, Lands & Heritage (DPLH)
- Department of Biodiversity, Conservation & Attractions (DBCA)
- Friends of Groups Representatives
- Any other organisation as co-opted by the Environmental Sub Group

Chairperson

- Chair all scheduled meetings of the sub group; and
- Report to the LRCG on the activities of the sub group.

Local Government Staff

- Operational implementation and decision making as per normal LGA approval processes;
- Provide administrative support to the sub group.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Environment Sub Group

- To provide advice and guidance to assist in the restoration of natural environment post the event;
- To facilitate understanding of the needs of the impacted community in relation to hazardous materials, animal welfare, waste cleanup, and temporary accommodation and replacement dwellings;
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration;
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife; and
- To assess and recommend medium and long term priority areas to the City of Wanneroo LRCG for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Sub group will be at least 50% of the number of the membership;
- When decisions of the LRCG cannot be determined by general consensus, then the decision will be made by a simple majority of the members present;
- Other matters arising concerning the orderly and proper conduct of meetings of the group shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final;
- The LRCG retains powers of delegation for the direction of sub groups;
- All meetings of the group will be conducted on the basis of a written Agenda and Minutes; and
- Meetings of the group are not open to the public.

Secretarial Support

The City of Wanneroo will provide secretarial support.

Declaration of interest

- If a member of the LRCG has a **financial interest** in any matter before the group, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting;

A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the sub group in a particular way, result in a financial gain, loss, benefit or detriment for the person.

- If a member of the group has an **impartiality interest** in any matter before the Group, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

Reporting

The City of Wanneroo LRCG may, from time to time, direct the Environment Sub Group to provide to them, reports and other information as specified in the direction.

Probity

The Environment Sub Group acknowledges that the City of Wanneroo is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the City of Wanneroo LRCG.

Termination of the Environment Sub Group

Termination of the sub group shall occur at the direction of the City of Wanneroo LRCG. Termination of any membership within the sub group shall be at the direction of the members within the sub group by consensus.

34.7 RECOVERY MEETING TEMPLATES

34.7.1 Local Recovery Coordination Group Meeting Template



AGENDA/NOTE RECORD LOCAL RECOVERY COORDINATION GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS /PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none">1. Introductions and Membership (Initial meeting)2. Clarification of role and function of the LRCG3. Welcome and Apologies4. Business Arising<ul style="list-style-type: none">• Confirmation of Previous Minutes• Action Items List5. Local Recovery Arrangements6. Welfare Support7. Impact Assessment<ul style="list-style-type: none">• Social environment• Built environment• Economic environment• Natural environment8. Financial Arrangements<ul style="list-style-type: none">• DRFAWA• Lord Mayor's Distress Relief Fund• Insurance9. Non-Government Organisations and Volunteer Assistance10. Public Information Arrangements11. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Introduction and Membership (Initial Meeting)		
2. Clarification of Role and Function of the LRCG		
3. Welcome and Apologies		
4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 		
5. Local Recovery Arrangements		
6. Welfare Support		
7. Impact Assessment <ul style="list-style-type: none"> • Social environment • Built environment • Economic environment • Natural environment 		
8. Financial arrangements <ul style="list-style-type: none"> • DRFAWA • Lord Mayor's Distress Relief Fund • Insurance 		
9. Non-Government Organisations and Volunteer Assistance		
10. Public Information Arrangements		
11. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD		
Name	Agency	Signature

34.7.2 City of Wanneroo Local Emergency Management Group Meeting Template



AGENDA/NOTE RECORD CITY OF WANNEROO LOCAL EMERGENCY MANAGEMENT GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS/PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Open / Welcome 2. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 3. Member Updates 4. Financial / Budget 5. Recovery Communications 6. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications		
6. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]



AGENDA/NOTE RECORD COMMUNITY RECOVERY GROUP
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DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS /PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Introduction and Membership (Initial Meeting) 2. Clarification of role and function of the Community Recovery Group 3. Welcome and Apologies 4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action Items List 5. Member Updates 6. Financial Arrangements 7. Non-Government Organisations and Volunteer Assistance 8. Recovery Communications 9. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Introduction and Membership (Initial Meeting)		
2. Clarification of role and function of the Community Recovery Group		
3. Welcome and Apologies		
4. Business Arising <ul style="list-style-type: none"> • Confirmation of Previous Minutes • Action items List 		
5. Member Updates		

NOTES

6. Financial Arrangements		
7. Non-Government Organisations and Volunteer Assistance		
8. Recovery Communications		
9. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]

34.7.4 City of Wanneroo Local Recovery Coordination Group Community Sub Group
Meeting Template



AGENDA/NOTE RECORD
CITY OF WANNEROO LOCAL RECOVERY
COORDINATION GROUP
COMMUNITY SUB GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS/PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Open / Welcome 2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action Items List 3. Member Updates – Roundtable 4. Financial / Budget 5. Recovery Communications/Activities 6. Actions Required 7. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications/Activities		
6. Actions Required		
7. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]

34.7.5 City of Wanneroo Local Recovery Coordination Group Finance Sub Group Meeting



Template

AGENDA/NOTE RECORD CITY OF WANNEROO LOCAL RECOVERY COORDINATION GROUP FINANCE SUB GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS/PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Open / Welcome 2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action Items List 3. Member Updates – Roundtable 4. Financial / Budget 5. Recovery Communications/Activities 6. Actions Required 7. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications/Activities		
6. Actions Required		
7. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]

34.7.6 City of Wanneroo Local Recovery Coordination Group Infrastructure Sub Group
Meeting Template



AGENDA/NOTE RECORD
CITY OF WANNEROO LOCAL RECOVERY
COORDINATION GROUP
INFRASTRUCTURE SUB GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS/PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Open / Welcome 2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action Items List 3. Member Updates – Roundtable 4. Financial / Budget 5. Recovery Communications/Activities 6. Actions Required 7. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications/Activities		
6. Actions Required		
7. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]

34.7.7 City of Wanneroo Local Recovery Coordination Group Environmental Sub Group Meeting Template



AGENDA/NOTE RECORD
CITY OF WANNEROO LOCAL RECOVERY
COORDINATION GROUP
ENVIRONMENTAL SUB GROUP

DATE, TIME & VENUE	
CHAIR	
PARTICIPANTS	
VISITORS/PROXIES	
APOLOGIES	
AGENDA	<ol style="list-style-type: none"> 1. Open / Welcome 2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action Items List 3. Member Updates – Roundtable 4. Financial / Budget 5. Recovery Communications/Activities 6. Actions Required 7. Other Business:
NEXT MEETING	Date / Time / Venue

NOTES		
ITEM	ACTION OFFICER	DUE
1. Open / Welcome		
2. Business Arising <ol style="list-style-type: none"> a. Confirmation of Previous Minutes b. Action items List 		
3. Member Updates		
4. Financial / Budget		
5. Recovery Communications/Activities		
6. Actions Required		
7. Other Business		
NEXT MEETING: Date / Time / Venue		

ATTENDANCE RECORD

[illegible]

34.7.8 Information Sharing Consent Template



Department of Fire and Emergency Services
Department of Communities



Information Sharing Consent

Incident Name: _____

The Department of Fire and Emergency Services, the Department of Communities and the City of Wanneroo (and other third-party organisations, such as City contractors supporting recovery) are working together to deliver recovery arrangements following the _____
[Hazard – Bushfire / Storm]. There are a range of supports and services available to the affected community, including financial and non-financial support for eligible persons.

To deliver these services, the Department of Fire and Emergency Services, Department of Communities and City of Wanneroo may need to use and share personal details such as address, property damage severity, occupancy type, names, and contact information.

Information may also be used or disclosed where required or permitted by law to do so.

Declaration

I give permission for the use and sharing of my personal details with the Department of Fire and Emergency Services, Department of Communities and the City of Wanneroo for the purpose of determining need for and provision of recovery supports to me as an individual and the broader community impacted by this event.

Name: _____

Property address affected by the fire:

Email: _____

Telephone: _____

Signature: _____ Date: _____

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34.8 ANNEXURE 11 – IMPACT STATEMENT REPORT

A copy of the Impact Statement Guide and Impact Statement Template, endorsed by the SEMC can be found as an attachment to the State EM Recovery Procedure 5.4:

[Government of WA | Impact Statement Template](#)

[Government of WA | Impact Statement Guide](#)

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34.9 ANNEXURE 12 – CITY OF WANNEROO LOCAL EMERGENCY ACTIVATION FLOWCHART

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

PAGE 2 of Flowchart

This information is restricted and held by the City of Wanneroo Community Safety & Emergency Management – 9405 5000

Part 4

Emergency Resource Register

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35 PART FOUR – EMERGENCY RESOURCE REGISTER

*** IMPORTANT: NOT FOR PUBLIC DISTRIBUTION ***

Please Note: This Section of the City of Wanneroo LEMA is confidential. The information contained within this Section will only be made available to Emergency Management personnel and is not available for viewing by the public.

Details are held by the City of Wanneroo Community Safety & Emergency Management 9405 5000.

Pages 191-242

36 ADDENDUM

Evacuation Centre Capacity Limits during COVID19 restrictions

Tables below list capacity numbers for nominated Evacuation Centres during the COVID19 pandemic restrictions.

As of 4 November 2022, Western Australia's State of Emergency and the Public Health State of Emergency came to an end.

There are no COVID19 state directions in affect at this time and therefore, facilities will operate under normal capacities unless otherwise advised.

Health capacity refers to a stand up style gathering. Function capacity refers to a sit down gathering and makes allowances for tables and chairs.

ALEXANDER HEIGHT COMMUNITY CENTRE							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2sqm)
Room 1	Main Hall (Minor + Dining)	386	270	386	20	100	193
Room 2	Meeting Room	31	20	20	5	10	10
Room 3	Minor Hall	248	150	248	20	100	124
Room 4	Craft Room 1	35	20	20	5	10	10
Room 5	Craft Room 2	35	12	12	3	6	6
Room 6	Dining Room	138	120	138	5	69	69
Room 7	Games Room	56	20	20	5	10	10
Room 8	Kitchen				2	5	5
Room 9	Office	15	10		1		2
	Stage	35	20				
Maximum Capacity		558	352		41	141	236

BUTLER COMMUNITY CENTRE							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1 Multipurpose	70	60	75.25	18	30	37
Room 2	Function Room Activity Room 2	198	140	198.94	20	99	99
Room 3	Meeting	24	24	22.56	5	12	12
Room 4	Office 1	10	2		1	5	5
Maximum Capacity		302	226	296.75	44	146	153

GUMBLOSSOM COMMUNITY CENTRE							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1 (leased)	60	60	60	15	30	30
Room 2	Activity Room 2 (leased)	60	60	60	15	30	30
Room 3	Craft Room Function Room	64	40	64	16	32	32
Room 4	Activity 3 & 4	109	85	111.39	20	54	54
Room 5	Games Room	60	N/A	60	15	30	30
Room 6	Hairdresser	4	4	4	2	2	2
Room 7	Lounge	35	30	35	8	17	17
Room 8	Sports hall Week 1 (19/02/20)	200	190	397.13	20	100	198
Room 8	Sports hall Week 2 (26/02/20)	200	190		20		
Maximum Capacity		792	659	791.52	131	295	393

HAINSWORTH COMMUNITY CENTRE							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Community Youth Room 1	74	60	74	15	37	37
Room 2	Function Room 1	75	60	80.55	15	37	40
Room 3	Office 2	2	2	2	1	1	2
Room 4	Sports Hall	500	260	643.79	20	100	321
Room 5	Crèche	28	28	56.42	7	14	28
Room 6	Function Music Room 2	50	40	58.31	12	25	29
Room 7	Activity Room 2	25	25	25	5	12	12
Room 8	Community Room 2	25	25	56.36	5	12	28
Room 9	Activity Room 1	17	17	53.44	2	8	26
Room 10	Office 1	2	2		1	1	1
Room 11	Office 3	2	2		1	1	1
Room 12	Office 4	2	2		1	1	1
Maximum Capacity		802	523	1079.87	85	249	526

PHIL RENKIN CENTRE							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Function Room	235	140	235	20	117	117
Room 2	Meeting Room	51	20	51	6	25	25
Room 3	Office leased	4	4	4	1	2	4
Room 4	Kitchen						
Room 5	Sports Hall	350	270	350	20	100	175
Maximum Capacity		640	434	640	47	244	321

WANNEROO RECREATION CENTRE (NORTH ZONE)							
		Health Capacity	Function Capacity	Sqm (if known)	Capacity Phase 2 (Max 20)	Capacity Phase 3 (Max 100)	Capacity Phase 4 (per 2 sqm)
Room 1	Activity Room 1	40	40	40	10	20	20
Room 2	Activity Room 2	50	40	50	10	25	25
Room 3	Adult Day Care Centre	Not Available Leased				15	
Room 4	Meeting Room	96	76	96	20	48	48
Room 5	Pottery Room	50	20	50	5	25	25
Room 6	Sports Hall	400	214	400	20	100	200
Maximum Capacity		636	390	636	65	233	318

KINGSWAY SPORTING COMPLEX (CURRENTLY NOT AN ENLISTED EVACUATION CENTRE)							
Room 1	Sports Hall	1100					800
Room 2	Crèche	11					
Room 3	Mezzanine	289					100
Room 4	Gymnasium	73					
Room 5	Function Room	289					100
Maximum Capacity		1762					1000

END

This image shows a full page of primary-ruled paper. It features multiple sets of horizontal dashed lines spaced evenly down the page, providing a guide for handwriting practice. The lines are thin and black, set against a plain white background. There are no margins, text, or other markings on the page.