Town of Cottesloe Local Recovery Arrangements

As at March 2015



1. Local Recovery Committee – Executive Membership

(Core Recovery Committee)

Chairperson Mayor

Deputy Chairperson Chief Executive Officer

Local Recovery Coordinator Manager Engineering Services

Secretary Administration and Governance Officer

Core Committee attendees

- Chief Executive Officer
- Local Emergency Coordinator WA Police
- HMA representative
- DCD representative
- Town of Cottesloe Finance Manager
- Other relevant Town of Cottesloe staff

Membership / attendance at the meetings of the 'Core Recovery Committee' will be supplemented with specific personnel from Town of Cottesloe service areas or other organisations as necessary. The Core Committee will oversee the community recovery process and will manage the following activity as required during an emergency recovery effort:

Financial aid and economic development

The Core Committee can choose to coordinate other recovery functions or may convene specialist sub-committees relating to distinct areas of a recovery effort if required. Section 3 below outlines a range of potential sub-committee disciplines and organisations and personnel who could be involved if those sub-committees were activated.

Definitions

ToC: Town of Cottesloe ICG: Incident Control Group

CPFS: Department for Child Protection and Family Support

DCD: Department for Community Development

DPaW: Department for Parks and Wildlife **HMA:** Hazard Management Agency

RSPCA: Royal Society for Prevention of Cruelty to Animals

SES: State Emergency Service

Lifelines: Systems & infrastructure necessary for community operations including

electricity, water, food, gas, telecommunications etc

2. Local Recovery Coordinator

Coordination responsibility will be retained by the Hazard Management Authority (HMA), at the respective level, until response element operations are completed, at which point the HMA will transfer responsibility to the appropriate Recovery Committee.

The Local Recovery Coordinator will have the following roles and responsibilities:

- A. Assess, for the Local Recovery Committee, the requirements for the restoration of services and facilities, with the assistance of the responsible agencies where appropriate.
- B. Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the Local Recovery Committee.
- C. Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.
- D. Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery.

3. Sub-committees and Attendance

Table 1 – Recovery sub-committee functions and attendance

Sub-Committee type	Potential attendees	Contacts					
Transport and infrastructure:							
 Will consider issues relating to: Clearance of blocked transport routes Maintaining transport capability (including vehicle availability) Repair / re-establishment of infrastructure and 'lifelines' Determination of suitable emergency communication options Options for alternate sources of energy, water, transport, communication, etc Clearance of debris, etc from community shared spaces 	 ToC Manager Engineering Services ToC Works Supervisor ToC Manager Corporate and Community Services ToC Principal Environmental Health Officer Other ToC staff as required Relevant infrastructure reps: Main Roads WA rep Western Power rep Alinta Gas rep Water Corporation rep Telecoms orgs SES representative Other organisational representatives as required 	 Town of Cottesloe 9285 5000 Main Roads WA 138 138 Public Transport Authority 9220 9999 Western Power 131 351 Alinta Gas 131 352 Water Corporation 131 375 Telstra 132 203 SES 132 500 (Assistance) or 1300 657 209 (Emergency Information) See Appendix 1 below for Table 3 ToC Equipment and Fleet Vehicles 					
Team Leader	ToC - Manager Engineering Services						

Natural environment and anim	al welfare:	
Will consider issues relating to: Response to incidents which impact on the natural environment Evacuation and care of domestic and wild animals during an emergency	 ToC Manager Development Services ToC Manager Corporate Services ToC Senior Ranger ToC Principal Environmental Health Officer Other ToC staff as required Neighbouring local government rep's DPAW representative SES representative Other organisational representatives as required 	 Town of Cottesloe 9285 5000 City of Nedlands 9273 3500 Town of Claremont 9285 4300 Town of Mosman Park 9384 1633 Shire of Peppermint Grove 9286 8600 DER 6467 5000 DPaW 9219 9000 SES 132 500 (Assistance) 1300 657 209 (Emergency Information) Swan River Trust 9278 0900 OR 0419 192 845 (after hours emergency) RSPCA 9209 9300 Dog Refuge Shenton Park 9381 8166 Cat Haven Shenton Park 9442 3600
Team leader	ToC Manager Development	
	Services	

Public health and sanitation:Will consider issues relating to:Public health issues	ToC - Manager Development Services	Town of Cottesloe 9285 5000
 emerging from an emergency event Issues relating to the maintenance of sanitation within the community during and after a large scale emergency Ongoing issues created by large scale public health threats such as pandemic, etc 	 ToC – Principal Environmental Health Officer ToC Manager Engineering Services ToC Environmental Health Officer DOH representative Water Corporation representative Other organisational representatives as required 	 DOH 9388 4999 or 9222 4222 Water Corporation 131 375
Team Leader	ToC Principal Environmental Health Officer	
William	.,	
Welfare support and material a Will consider issues relating to: Assisting welfare coordinators and providers to service the local community during and after an emergency incident Assisting with the logistics of aid provision, emergency accommodation and other recovery activities within the Town	 ToC Manager Corporate and Community Services DCD representative Shine representative Local charity representatives as required Local service club representatives as required Other organisational representatives as required 	 Town of Cottesloe 9285 5000 CPFS 9222 2555 or 9223 1111 (Crisis Care) Shine Community Care 9383 2663 See Appendix 1 below for a list of local potential supply partners and the list of ToC Equipment, Fleet Vehicles and Halls & Community Facilities
Team Leader	ToC Manager Corporate and Community Services	
	John Milling Jon Video	<u> </u>

Volunteer Coordination:		
 Will consider issues relating to: Coordination of volunteers to assist with recovery process 	 ToC Community Development and Events Officer Local charity representatives as required Local service club representatives as required Other organisational representatives as required 	Town of Cottesloe 9285 5000
Team Leader	ToC Community Development and Events Officer	
Aged and Disability Support:		
Will consider issues relating to: Assisting welfare coordinators and providers to service local community aged and disabled during and after an emergency incident	 ToC – Manager Corporate and Community Services Shine Representative Disability Services Commission Representative Lady Lawley Representative Local charity representatives as required Local service club representatives as required Other organisational representatives as required 	 Town of Cottesloe 9285 5000 Shine Community Care 9383 2663 Lady Lawley 9384 2466 Disability Services Commission 9426 9200 OR After Hours – Crisis Care 9223 1111
Team Leader	ToC Manager Corporate and Community Services	

Children's Services:		
Will consider issues relating to: • Assisting welfare coordinators and providers to service local community children during and after an emergency incident	 ToC Manager Corporate and Community Services Local kindergarten representatives CPFS Education Department representative Local service club representatives as required Other organisational representatives as required 	 Town of Cottesloe 9285 5000 Seaview Kindergarten 9384 3357 Wanslea Kindergarten 9384 7733 CPFS 9222 2555 (9223 1111 after hours) Education Department 9264 4111 See Appendix 2 below for a list of local schools.
Team Leader	ToC Manager Corporate and Community Services	
	,	
Information / Media Liaison:		
Will consider issues relating to: Providing accurate, relevant information to those affected and their friends and relatives To facilitate communication with the media	 ToC Mayor ToC Chief Executive Officer ToC Local Recovery Coordinator 	 Town of Cottesloe 9285 5000 Post Newspaper 9381 3088 Western Suburbs Newspaper The West Australian ToC Website
Team Leader	ToC Chief Executive Officer	

4. Public Warning System

Generally, a large emergency event will result in intervention by the assigned HMA and public warning will be managed by the ICG. In such a case, the Town will update its website front page to advise of the emergency situation and to encourage people to listen to local ABC radio (720 am) and to seek updates from the FESA website and the website of the HMA. In addition, front counter staff will be briefed to encourage enquirers to tune to ABC local radio (720 am) and to monitor the FESA website and the website of the HMA.

In the case of an emergency event contained within the district and not requiring the assistance of HMA, there will generally only be a need to provide information to people within the community. This will occur by briefing the front counter staff on the status of the event. However, in the case of the beach being closed, or a major road

being closed, it may be necessary to advise the greater Perth community. Broadcasting to the general Perth community will be determined by the LRC. However, where an emergency event is not large enough to require the establishment of the LRC, or, where broadcasting is required, prior to the establishment of the LRC, in the following situations, external broadcasting will occur as described:

- Closure of large area of the beach (where this has not been taken over by a HMA):
 - Advise local Perth radio stations; and
 - o Install a sign at the Cottesloe Train Station advising of beach closure.
- Closure of Stirling Highway:
 - o Advise Main Roads (this road is managed by Main Roads); and
 - If, the closure of Stirling Highway results in significant congestion on Curtin Avenue and Marine Parade, advise local Perth Radio.
- Closure of Curtin Avenue:
 - Advise Main Roads; and
 - If the closure is likely to result in a significant traffic delay, advise local Perth radio stations.
- Closure of Eric Street Rail Bridge:
 - Advise Main Roads; and
 - If the closure is likely to result in a significant traffic delay, advise local Perth radio stations.

Contacts for local Perth radio are as follows:

720 AM 9220 2700 (Reception) 92.9 9382 0929 (Reception) 94.5 9382 0160 (News Room)

96 FM 9221 1396 (Traffic Reports) 9323 9600 (Reception)

Nova 93.7 9489 1937 (Reception)

5. Finances

Where a Local Recovery Committee is established, a new account/s will be established within the ToC finance system, to enable the quarantining of costs associated with the recovery process.

6. Initial Local Response Priorities

Response activities will be carried out in accordance with the State Emergency Management Policy and relevant Westplans and managed by the responsible HMA. However, the initial response will need to occur prior to consideration of the formation of a Local Recovery Committee and prior to the formation of an ICG or even acceptance of an event by the HMA. In most cases an event will not be significant enough to require the establishment of a Local Recovery Committee.

The response to a particular emergency event will depend on the specifics of the event. However, it is possible to provide a generic initial response template to guide

the initial priorities of the Town of Cottesloe – this is below. In the event an ICG is established, the Town's resources will be applied as follows:

- Where a request is for assistance within the district, they will be applied in accordance with the request.
- Where a request is for assistance outside of the district, they will be applied where the Town's resources are not engaged on initial priorities described below, and it is otherwise safe and reasonable to make the resources available.

No.	Hazard	HMA	WESTPLAN	Initial Priority
1	Heatwave	Dept of Health	Heatwave	Nil
2	Severe Storm	DFES	Storm	 Providing it is safe, open strategic roads in this order: Stirling Highway (Should be attended by Main Roads, may be attended by Peppermint Grove or Claremont) Curtin Avenue Eric Street rail bridge Eric Street Marine Parade North Street Railway Street Broome Street Jarrad Street Forrest Street Grant Street Napier Street Report any blockages or hazards at railway crossings within the Town Inspect beach and close if required All other streets Attend to property flooding Attend to general cleanup
3	Road Transport Emergency	WA Police	Traffic Crash	 Report incident to emergency services Provide traffic control if required, until Police take over Provide advice of road closures and diversions to

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				the public, if required 4. Report sign and signal damage to Main Roads 5. Cleanup, if required
5	Urban Fire Human	DFES Department of	Urban Fire	 Report incident to emergency services Close roads if required Provide traffic control if required until police take over Provide advice of road closures and diversions to the public, if required Provide initial assistance with evacuations and provide immediate-term temporary evacuation point (e.g sporting oval)
	Epidemic	Health	Epidemic	INII
6	Bush Fire	DFES	Urban Fire	 Report incident to emergency services Close roads if required Close beach if required Provide traffic control if required until police take over
7	Sea Search and Rescue	WA Police	NA	Nil
8	Marine Oil Pollution	Department of Transport	Marine Oil Pollution	Report incident to emergency services Close the beach
9	Environmental Disaster	Department of Parks and Wildlife	NA	Report incident to emergency services
10	Recreational Marine Incident	WA Police	NA	Nil
11	Fuel Shortage Emergency	Federal Government Appointed Officer	NA	Stop all non-emergency use of vehicles and plant
12	Hazardous Material Emergency	DFES	HAZMAT	 Report incident to emergency services Close roads if required Provide traffic control if required until police take over Provide initial assistance with evacuations and

13	Chemical, biological, radiological, nuclear			3.	provide immediate-term temporary evacuation point (e.g sporting oval) Report incident to emergency services Close roads if required Provide traffic control if required until police take over Provide initial assistance with evacuations and provide immediate-term temporary evacuation point if possible (e.g sporting oval)
14	Terrorism	WA Police	NA	2. 3. 4.	Report incident to emergency services Close roads if required Close beach if required Provide traffic control if required until police take over Provide initial assistance with evacuations and provide immediate-term temporary evacuation point if possible (e.g sporting oval)
15	Cyclone	DFES	Cyclone	1.	Providing it is safe, open strategic roads in this order: • Stirling Highway (Should be attended by Main Roads, may be attended by Peppermint Grove or Claremont) • Curtin Avenue • Eric Street rail bridge • Eric Street • Marine Parade • North Street • Railway Street • Broome Street • Jarrad Street • Forrest Street • Grant Street • Pease Street • Marmion Street

				- Nonies Chreek
				 Napier Street Report any blockages or hazards at railway crossings within the Town Inspect beach and close if required All other streets Attend to property flooding Attend to general cleanup
16	Animal & Plant Pest and Disease	Department of Agriculture	Animal and Plant Biosecurity	Nil
17	Flood	DFES	Flood	 Attend to road flooding in this order: Stirling Highway (Should be attended by Main Roads, may be attended by Peppermint Grove or Claremont) Curtin Avenue Eric Street Marine Parade North Street Railway Street Broome Street Jarrad Street Forrest Street Grant Street Pease Street Napier Street Attend to property flooding Attend to general cleanup
18	Earthquake	DFES	Earthquake	1. Check major roads for damage and repair or close, in this order: • Stirling Highway (Should be attended by Main Roads, may be attended by Peppermint Grove or Claremont) • Curtin Avenue • Eric Street rail bridge • Eric Street • Marine Parade

19	Collapse	DFES	Collapse	3.4.5.6.	 North Street Railway Street Broome Street Jarrad Street Forrest Street Grant Street Pease Street Marmion Street Napier Street Check Curtin Avenue High Voltage Power line is intact and maintain a barrier around the line if required Inspect beach and close if required Assist with making access to buildings for emergency vehicles If necessary, assist with recovery of survivors from large buildings around the Cottesloe Main Beach Inspect all other streets and repair or close If necessary commence checking all other buildings for trapped survivors Report incident to
				2. 3. 4. 5.	emergency services Close roads if required Close beach if required Provide traffic control if required until police take over Provide initial assistance with evacuations and provide immediate-term temporary evacuation point if possible (e.g sporting oval), if required Assist with making access to buildings for emergency vehicles If necessary, assist with the initial recovery of survivors
20	Tsunami	DFES	Tsunami		Close beach Review warnings and consider closure of Marine

				Parade
21	Land Search & Rescue	WA Police	Land Search and Rescue	Nil
22	Rail Freight Emergency	Perth Transport Authority		 Report incident to emergency services Close roads if required Provide traffic control if required until police take over
23	Air Transport Emergency	WA Police	Air Crash	 Report incident to emergency services Close roads if required Provide traffic control if required until police take over
24	Space Re- entry	WA Police		 Report incident to emergency services Close roads if required Provide traffic control if required until police take over

Appendix 1 – Table 2 – Potential local material supplies contacts for emergency incident

Organisation	Function	Contact
Cottesloe IGA 1/36 Eric Street Cottesloe	Groceries, food, etc.	9383 1808
Mosman Fresh IGA 568 Stirling Highway Mosman Park	Groceries, food, etc.	9384 6830
Swanbourne Market IGA 127 Claremont Crescent Swanbourne	Groceries, food, etc.	9384 7795
Woolworths Cottesloe 460 Stirling Highway Cottesloe	Groceries, food, etc.	6318 9990
Bunnings Cottesloe 460 Stirling Highway Cottesloe	General Hardware	9235 2599
Claremont Asphalt	Road building materials and plant	9383 3951
F.J. Fitzsimmons & Co	Road building materials and plant	9381 9603

Appendix 1 – Table 3 – List of Depot Equipment and Fleet Vehicles for use in Emergency / Recovery Situation

Plant No.	Description	Officer	Registration No.		
Administration					
103	Subaru Liberty	CEO	1EFP 273		
203	Subaru Forester	MCCS	1EAT 568		
902	Subaru Forester	PEHO	1DSR 101		
2002	Toyota RAV4	SPO	1EJV 942		
403	VW Tiguan	MDS	1ENS 726		
703	Honda Accord	PBS	1EPF 902		
303	Mazda 6	MES	1EJI 913		
1402	Honda CRV	FM	1DTS 974		
Depot Vehicles & Rangers					
1003	Mazda 6	WS	1EJF 078		
602	Mitsubishi Triton Dual Cab Ute	Ranger	1DWA 165		
502	Mazda 2 – Fleet Car	Pool Car	1EGN 972		
1902	Holden Colorado 4x4	SR	1EIK 730		
803	Ford Ranger Dual Cab Ute	AWS	1EHC 256		
1203	Ford Ranger Ute	Retic	1EHC 255		
1303	Ford Ranger Ute	Carpenter	1EHC 257		
1103	Ford Ranger Ute	Mowing	1EHC 254		
Heavy M	lachinery and Small T	ools			
10501	Hino 5T Tip Truck	Depot	1DWY 785		
10202	Hino 300 Series 716 Truck	Depot	1ERL 767		
10102	Hino 616 Dump Truck – 2T	Depot	1EGE 597		
10301	Hino 300/614 2T Tip Truck	Depot	1DNF 834		
10401	Fuso Canter 3T Tip Truck w crane	Depot	1DNF 376		
20701	Hako Road Sweeper	Depot	1EQA 068		
21001	Caterpillar 226BAC Skid Steer Loader with Trailer	Depot	1DUF 429 1TGL 872		
21000	Skid Steer Pruning Rake	Depot			
21000	Skid Steer Attachments	Depot			

21100	Speed Trailer	Depot	1TGG 727
21201	Club Car Carryall	Depot	1DHG 269
	Stihl TS400 Concrete Saw		
20900	Polmac Tandem Trailer – anti graffiti	Depot	1TFX 779
20402	Kubota ZG 227 – 54 Mower	Depot	1EAF 928
	Deutscher Mower	Depot	
30100	Kerrick Hot Shot Pressure Cleaner	Depot	
20201	Mower Tilt Trailer - Dean	Depot	1TNN 825
20801	Clubcar Carryall	Depot	1DLV 704
35000	Metabo Hammer Drill	Depot	
35000	Water Tank	Depot	
35000	1 x Large Chainsaw	Depot	
35000	3 x Small Chainsaw	Depot	
35000	5 x Brushcutter	Depot	
35000	3 x Pole Saw	Depot	
35000	2 x 5.5 hp Generator	Depot	
30700	Cement Mixer	Depot	
31400	WEKA Core Drill	Depot	
35000	Portable MIG 200 Welder	Depot	
31000	Plate Compactor	Depot	
30400	Wacker UBRO Rammer	Depot	
21400	Mower Tilt Trailer	Depot	6TY 939
	Various Signs and Cones	Depot	

Appendix 1 – Table 4 – List of Halls & Community Facilities for use in an Emergency / Recovery Situation

Town of Cottesloe Facilities

Town of Cottesloe Civic Centre - War Memorial Hall

Capacity: 120 people

Kitchen: Gas stove, electric oven, instant hot water unit, fridge, limited

crockery or cutlery

Table and Chairs: Limited

Heating & Cooling: Reverse cycle electric

The Grove Precinct Community Centre

Note - This site is likely to be an evacuation centre for several districts

Capacity: 80 people

Kitchen: Movable gas stove and gas oven, microwave, instant hot

water unit, fridge, crockery and cutlery

Tables & chairs: 16 trestle tables, 80 chairs Heating & cooling: Reverse cycle electric

Non-Town of Cottesloe Facilities (Access by Agreement)

Mt Claremont Community Centre – Located to the North of the District (City of Nedlands)

Montgomery Avenue Mt Claremont

Capacity: 340

Kitchen: Electric oven, instant hot water unit fridge, no crockery or

cutlery

Tables & chairs: 5-10 tables per room & 20-100 chairs per room

Heating & cooling: Space heaters and air-conditioning

Alf Adams Pavilion – Located to the East of the District (Town of Mosman

Park)

Solomon Street Mosman Park

Capacity: 150

Kitchen: Non-commercial kitchen with all standard appliances

Tables & chairs: Various tables and chairs.

Heating & cooling: Unknown

In the case of events covering multiple districts, the Local Recovery Committee will work with neighbouring districts to co-locate evacuation centres. Where an event escalates to management by a MHA, the location of evacuation centres will be determined by the ICG.

Appendix 2 – Table 5 – Local Schools in the Cottesloe Area

Centre	Address	Telephone Number
Wanslea Kindergarten	80 Railway Street Cottesloe	9384 7733
Seaview Kindergarten	71 Broome Street Cottesloe	9384 3357
Cottesloe Child Care Centre	33 Marmion Street Cottesloe	9385 1060
Cottesloe Primary School	530 Stirling Highway Peppermint Grove	9384 2426
North Cottesloe Primary School	100 Eric Street Cottesloe	9384 7733