

City of
Bayswater

Local Emergency Management Arrangements



bayswater.wa.gov.au




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 Bayswater Local Emergency Management Committee and the City of Bayswater Council. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.



Chair
City of Bayswater Local
Emergency Management Committee

06/04/2020

Date



Endorsed by City of Bayswater
(Item 13.2 OCM 24 March 2020)

7/4/20

Date

CONTENTS

Contents

CONTENTS.....	3
DISTRIBUTION.....	5
DOCUMENT CONTROL AND AMENDMENT RECORD.....	5
GLOSSARY OF TERMS	6
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS.....	16
Part One - Introduction	18
COMMUNITY CONSULTATION	18
DOCUMENT AVAILABILITY	18
AREA COVERED.....	19
AIM	20
PURPOSE	20
SCOPE	20
RELATED DOCUMENTS & ARRANGEMENTS	21
RESOURCES AND CONTACTS	22
ROLES & RESPONSIBILITIES	23
Local roles and responsibilities.....	23
Part Two - Managing Risk	27
EMERGENCY RISK MANAGEMENT	27
DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR	27
EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES	28
Part Three - Coordination of Emergency Operations	29
INCIDENT SUPPORT GROUP (ISG).....	29
MEDIA MANAGEMENT AND PUBLIC INFORMATION.....	30
PUBLIC WARNING SYSTEMS	31
FINANCE ARRANGEMENTS	31
Part Four - Evacuation and Welfare.....	32
EVACUATION.....	32
SPECIAL NEEDS GROUPS	32
ROUTES & MAPS.....	32
WELFARE	33
Part Five - Recovery	35
LOCAL RECOVERY COORDINATORS.....	35
Part Six - Exercising, Reviewing and Reporting	36
THE AIM OF EXERCISING	36
REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	37

ANNUAL REPORTING	37
Part Seven - Appendices	38
APPENDIX 1: GEOGRAPHICAL MAP - CITY OF BAYSWATER.....	38
APPENDIX 2: EMERGENCY RESOURCE REGISTER	39
APPENDIX 3: RISK REGISTER.....	40
APPENDIX 4: LOCAL PUBLIC WARNING AND COMMUNICATIONS SYSTEMS	41
ANNEXURE 1: LOCAL EMERGENCY WELFARE PLAN - CITY OF BAYSWATER (DC).....	42
ANNEXURE 2: CITY OF BAYSWATER - EMERGENCY WELFARE AND EVACUATION CENTRE PLAN	43
ANNEXURE 3: CITY OF BAYSWATER LOCAL RECOVERY PLAN.....	44
ANNEXURE 4: CITY OF BAYSWATER - EMERGENCY RESPONSE GUIDE	45
ANNEXURE 5: CITY OF BAYSWATER - EMERGENCY CONTACT DIRECTORY	46

DISTRIBUTION

Organisation	Number of Copies	Organisation	Number of Copies
City of Bayswater	8	Department of Education	1
WAPOL	2	City of Belmont	1
Department of Communities	2	Town of Bassendean	1
DFES-FRS	2	City of Canning	1
DFES-SES	2	Shire of Kalamunda	1
St Johns Ambulance	1	City of Swan	1
Bayswater SES	1		

DOCUMENT CONTROL AND AMENDMENT RECORD

CITY OF BAYSWATER EMERGENCYMANAGEMENT ARRANGEMENTS				
DOCUMENT CONTROL INFORMATION				
Document Name	Local Emergency Management Arrangements for the City of Bayswater		Custodian COB LEMC	Date 3 March 2020
Prepared By Eric Graham, Executive Officer COB LEMC			Date February, 2020	
Supervised By Michael Worthington, Local Recovery Coordinator			Date February, 2020	
Approved By Cr Sally Palmer, Chair COB LEMC			Date 3 March, 2020	
Review	Description	Date	Prepared By	Approved By
1	Full Rewrite in-line with new OEM guidelines.	March 2020	E Graham	M Worthington

GLOSSARY OF TERMS

This glossary is limited to the terms referred to in these arrangements. For a full list of terms refer to the [State EM Glossary](#).

accident a sudden event in which harm is caused to people, property or the built or natural environment. See *also* **incident** and **emergency**.

agency operations centre a facility from which a particular agency's resources are commanded, controlled, coordinated and assigned to an incident. See *also* **emergency operations centre**.

alert that period when it is believed that resources may be required which enables an increased level of preparedness. See *also* warning.

all-hazards approach the 'all hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.

assembly area a designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

authorised person a person authorised by legislation to utilise a range of powers conferred by that legislation.

available resources resources at an incident and available for allocation at short notice. See *also* **resources**.

briefing the process of advising personnel of the details of the incident or event with which they will deal. See *also* **debriefing**.

bushfire a fire involving grass, scrub or forest. Syn. 'wildfire'.

combat to take steps to eliminate or reduce the effects of an incident upon the community.

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

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

communications plan details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

community a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

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

controlling agency an agency nominated to control the response activities to a specified type of emergency.

control centre see **emergency operations centre**.

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

damage assessment a report on the extent of damage caused by an event.

debrief (operational debrief) a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

disaster see **emergency**

disaster area a geographical part of the State or Territory in which a state of emergency or disaster exists.

district emergency management committee a district emergency management committee established under section 31(1) of the *Emergency Management Act 2005*.

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.

emergency area the area to which an emergency situation declaration or a state of emergency declaration applies.

emergency coordination centre (ECC) a facility established to coordinate and organize emergency provision of services. See *also* **emergency operations centre**.

emergency management the management of the adverse effects of an emergency including:

- prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
- preparedness – preparation for response to an emergency;
- response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and

- recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

emergency management agency a Hazard Management Agency (HMA), a Combat Agency or a Support Organisation.

emergency management liaison officer see **liaison officer**.

emergency operations centre (EOC) a facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. Syn. incident control centre. See also **agency operations centre and forward control centre**.

emergency public information (EPI) information provided to the community during emergency situations with instructions on how to get assistance or to protect personal health, safety and property.

emergency response plan a plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilised. See also **emergency plan**.

emergency risk management a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

emergency situation a declaration made under section 50 of the Emergency Management Act 2005, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

emergency welfare service an organisation to provide all reasonable welfare aid and services to people in need due to an emergency or disaster. Such measures include coordination, control and provision of services to be instituted before, during and after the impact of an emergency or disaster.

evacuation the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

evacuation centre a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided. See also **assembly area**.

event an incident or situation, which occurs in a particular place during a particular interval of time.

forward command post (FCP) see **forward control centre**.

forward control centre a facility, where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit. Syn. 'field control centre', 'forward command centre', 'forward command post', 'forward control point', and 'incident control point'.

frequency a measure of likelihood expressed as the number of occurrences of an event in a given time. See *also* **likelihood** and **probability**.

geographic information system (GIS) a computerised database for the capture, storage, analysis and display of locationally defined information. Commonly, a GIS portrays a portion of the earth's surface in the form of a map on which this information is overlaid.

hazard an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

hazard management agency (HMA) 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.

hazard management officer a hazard management agency may authorize officers or employees of the hazard management agency, or other persons, to act as hazard management officers during an emergency situation declared by that hazard management agency.

hazardous substance

- a chemical, biological or radiological substance; or
- any other substance that is capable of causing loss of life, injury to a person or damage to the health of a person or to the environment.
- See *also* **hazardous material**.

HAZCHEM emergency action code a code system indicating the initial emergency actions for incidents involving hazardous materials, as specified in the ADG Code.

HAZMAT see **hazardous material**.

impact to have a noticeable or marked effect on.

impact 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.

incident the occurrence or imminent occurrence of a hazard. See *also* **accident** and **emergency**.

incident action plan a statement of objectives and strategies to be taken to control or suppress an incident; approved by the incident controller. Describes the actions to be taken to control or suppress an incident.

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

incident control see **incident management**.

incident control centre (ICC) the location where the incident controller and, where established, members of the incident management team provide overall direction of response activities in an (3) emergency situation. Syn. 'emergency operations centre'.

incident control system (ICS) a command structure to systematically and logically manage suppression of emergency incidents including wildfires, from small, simple incidents to large, difficult or multiple situations. It is designed to develop in a modular fashion from the top (incident controller) downwards. The combination of facilities, equipment, personnel, procedures, and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident. *See also* **Australasian Inter-Service Incident Management System**.

incident controller the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

[Note: Agencies may use different terminology, however, the function remains the same].

incident management the process of controlling the incident and coordinating resources.

incident management team a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

incident manager *see* **incident controller**

incident support group (ISG) a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

legislation a set of rules made by a State, Territory or Federal Government, and includes acts and regulations.

level of risk (or risk level) magnitude of a risk or a combination of risks, expressed in terms of the combination of consequences and their likelihood.

liaison officer a representative of an agency/organisation as part of an incident management / operations area management group. Liaison officers should have the capability to communicate with the agency they represent and the authority to commit their agencies' resources. *See also* **agency representative**.

local emergency coordinator (LEC) the person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

local emergency management committee (LEMC) a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

logistics the range of operational activities concerned with supply, handling, transportation, and distribution of materials. Also applicable to the transportation of people.

major hazard facilities the whole area under the control of an operator: upon or within which an activity takes place involving or likely to involve the processing, production, disposal, handling, use or storage, either

temporarily or permanently, of a quantity of materials which exceeds the threshold or aggregate quantity, as determined in accordance with Schedule 1 of the National Standard for the Control of Major Hazard Facilities.

major incident an event which requires response by police, emergency services and the community which may affect a wider area over a longer period of time but is not a declared emergency situation or state of emergency.

management by objectives a process of consultative management where the incident management team determine the desired outcomes of the incident. These outcomes or objectives are then communicated to the commander and crews involved in the operation.

media liaison officer a liaison officer delegated the task of dealing with the media.

multi-agency response an incident of high fire incidence over short periods of time in any administrative unit, usually overtaxing the normal initial attack capability of the unit.

Natural Disaster Relief & Recovery Arrangements (NDRAA) the arrangements under which the Commonwealth Government assists the State and Territory governments to provide approved financial assistance to eligible persons and organisations following natural disasters.

natural disaster any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado.

natural hazard geological, meteorological, or biological hazard.

non-governmental organisation (NGO) non-profit making organisation operating at the local, national, or international levels. Distinct from a governmental organisation, having no statutory ties with a national government.

objective a goal statement of what is to be achieved.

operating procedures prescribed routine action to be followed by staff during operations.

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

operational area manager (OAM) the person designated by the relevant HMA, responsible for the overall management of an Operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

operational area support group (OASG) a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

operations officer the officer delegated by the Incident Controller for the direction, supervision and implementation of tactics in accordance with the Incident Action.

operations point the location from which the overall field operations are commanded by the Operations Officer.

PPRR an abbreviation for prevention, preparedness, response and recovery. See **Emergency Management Principles**.

plan a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. See *also* **emergency plan**.

planning meeting a meeting to prepare the incident action plan, attended by the incident management team and others and held as required.

prevention the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

public authority

- an agency as defined in the *Public Sector Management Act 1994*;
- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- a local government or regional local government;
- the Police Force of Western Australia;
- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

public health the discipline in health sciences that, at the level of the community or the public, aims at promoting prevention of disease, sanitary living, laws, practices and healthier environment.

reconstruction actions taken to re-establish a community after a period of rehabilitation subsequent to a disaster. Actions would include construction of permanent housing, full restoration of all services, and complete resumption of the pre-disaster state. See *also* **recovery**.

recovery the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.

recovery information management recovery information management develops timely, effective communication channels to gather, process and disseminate information relevant to the recovery of the affect community.

recovery management (principles of)

Successful recovery relies on:

- understanding the context;
- recognising complexity;
- using community-led approaches;
- ensuring coordination of all activities;
- employing effective communication; and
- acknowledging and building capacity.

refuge site a place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.

register a listing of all hazardous substances which are used or produced in the workplace and the available material safety data sheets.

rescue the safe removal of persons or animals from actual or threatened danger of physical harm.

response the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

response time the time taken between the report of an incident and arrival of responders at the scene. It includes both reaction time and travel time.

risk a concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

risk assessment the overall process of risk identification, risk analysis and risk evaluation.

risk identification the process of finding, recognising and describing risks.

risk management coordinated activities of an organisation or a government to direct and control risk.

self evacuation the voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place; either a place established for the hazard or a place of their choosing.

shelter in place the advice to community to remain in their location, this may be an open space, building, indoors or other suitable place of shelter, usually with additional advice from emergency services as to how to take actions to reduce their exposure to the hazard.

search and rescue (SAR) the process of locating and recovering disaster victims and the application of first aid and basic medical assistance as may be required.

situation report (SITREP) a brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.

St John Ambulance Australia a national charitable organisation dedicated to the relief of persons in sickness, distress, suffering or danger. In all States it provides first aid training and volunteer first aid and community care services, and in Western Australia and the Northern Territory it also runs the public ambulance service.

Standard Emergency Warning Signal (SEWS) a distinct sound approved by the State Emergency Management Committee to indicate an emergency announcement follows.

standard operating procedures (SOP) a set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Coordination Group (SECG) a group that is established, under section 26 of the *Emergency Management Act 2005* during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister.

State Emergency Management Committee (SEMC) committee established under section 13 of the *Emergency Management Act 2005*.

state of emergency a declaration made under section 56 of the *Emergency Management Act 2005*, by the Minister, which provides access to further emergency management powers.

support organisation a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

table top exercise an umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out, or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources, but, no resources are actually deployed. Additionally, responses may be prepared in syndicate, in plenary, or under the guidance of a facilitator who maintains the pace and asks probing questions.

A cost effective, and highly efficient, exercise method that should be conducted as a prelude to a field exercise as part of a graduated series. See also **exercise**.

traffic management point a point established to control and limit access to a fire area. It provides a means of managing the entry of residents of the fire affected area so that they can secure their property and extinguish fires caused by the ember attack after the passage of the fire front.

unified command a method for all agencies or individuals who have jurisdictional responsibility, or in some cases who have functional responsibilities at the incident, to contribute to: determination of overall objectives for the incident, and selection of strategies to achieve the objectives.

urban area in which residences and other human developments form an essentially contiguous covering of the landscape, includes most area within cities and towns, subdivisions, commercial and industrial parks and similar development whether inside city limits or not.

urban/rural interface the line, area or zone where structures and other human development adjoin or overlaps with undeveloped bushland.

volunteer emergency worker a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which either the State emergency response or recovery plan applies.

vulnerability the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

warning information provided to people at risk before or during an incident/emergencies advising them to take appropriate action to reduce losses.

warning system a suite of procedures and protocols established to inform individuals and communities about emerging or current threats and how to respond to reduce risk of death, injury, property loss and damage.

welfare the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

welfare centre location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

AFP	Australian Federal Police
AGDEMA	Attorney Generals Department of Emergency Management
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
BFS	Bush Fire Service
BOM	Bureau of Meteorology
CEO	Chief Executive Officer
DC	Department of Communities
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DISCC	Disaster Information Support and Care Centres
MRWA	Department of Main Roads Western Australia
DOH	Department of Housing
DOT	Department of Transport
ECC	Emergency Coordination Centre
EM	Emergency Management
EMA	Emergency Management Agency For the purposes of this document, this acronym is not a reference to Emergency Management Australia
EM Act	<i>Emergency Management Act 2005</i>
EMAG	Exercise Management Advisory Group
EPIC	Emergency Public Information Coordinator
ERM	Emergency Risk Management
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
HMO	Hazard Management Officer
IC	Incident Controller

ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
DPAW	Department of Parks and Wildlife
PIRG	Public Information Reference Group
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act(s.3)
SDC	State Disaster Council
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEPIC	State Emergency Public Information Coordinator
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SHEC	State Human Epidemic Committee
SJA	St John Ambulance
SOP	Standard Operating Procedures

Part One - Introduction

COMMUNITY CONSULTATION

City of Bayswater

The City of Bayswater has consulted with the community and given them the opportunity to provide input into any or all of the contents of these arrangements. Consultation has been as follows:

- City of Bayswater Website
- Engage Bayswater Website
- LEMC Members
- Notice boards at various locations

DOCUMENT AVAILABILITY

Copies of these arrangements are available for inspection, free of charge, by members of the public during office hours at:

City of Bayswater Civic Centre
61 Broun Avenue
Morley Western Australia 6062

And available on the Local Government websites:

- www.bayswater.wa.gov.au

AREA COVERED

The City of Bayswater is a built-up urban environment with an extensive and inter-connected major and minor road network located 7 kilometers north-east of the Perth City Centre. The Swan River runs generally along the southern boundary of the area, and the Perth-Midland railway line runs north-south through the City's boundaries.*

Refer [Appendix 1](#) for Geographic area maps of the City of Bayswater.

*All river, rail and major highway crossings are marked on the maps at Appendix 1.

2016 Census Data

	City of Bayswater
Land Area	34.6 km ²
Population	70,585
Gross Regional Product (Billions)	3,075,000,000
Medium Age	37.9 yrs
Medium Wages	\$53,805 pa
Largest Industry	Light industrial/manufacturing

Source: <http://economy.id.com.au>

List of Suburbs within the City of Bayswater area:
Morley
Bayswater
Noranda
Bedford
Embleton
Maylands
Mount Lawley (Part of)

City of Bayswater
Transport, Postal and Warehousing
Manufacturing
Wholesale Trade
Retail Trade
Construction
Mining (Administration and Support)
Health Care and Social Assistance
Public Administration and Safety
Professional, Scientific and Technical Services
Accommodation and Food Services

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

AIM

The aim of these arrangements is to detail how the City of Bayswater will cope with the hazards facing the community with particular reference to:

- the support of Hazard Management Agencies (HMA's) during their response to an emergency; and
- the primary responsibility of the local government authority for Recovery Management following an emergency.

PURPOSE

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

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate (S.41(2) of the *Emergency Management Act 2005*).

SCOPE

These arrangements are to ensure the City of Bayswater is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the City of Bayswater
- This document covers areas where the City of Bayswater provides support to HMAs in the event of an incident;
- This document details the City of Bayswater's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City's responsibilities in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

RELATED DOCUMENTS & ARRANGEMENTS

The City of Bayswater has no specific policies in respect of Emergency Management at the time of these arrangements being adopted.

Local Plans

Table 1: Local Plans - City of Bayswater

Document	Owner	Location	Currency
Local Recovery Plan	COB	Baynet	03/03/2020
Emergency Response Guide	COB	Baynet	03/03/2020
Local Emergency Welfare Plan (DC)	DC	Baynet	06/06/2019
Emergency Welfare and Evacuation Centre Plan	COB	Baynet	03/03/2020
Occupant Emergency and Evacuation Procedures:	COB/OSH	Baynet	24/05/2017
Business Continuity Plan	COB	Baynet	TBA
Animal Welfare Plan	COB	Baynet	01/03/2018

Table 2: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
City of Bayswater City of Joondalup City of Swan City of Stirling City of Wanneroo Town of Bassendean Shire of Kalamunda Shire of Mundaring	Metropolitan North East Recovery Group Partnering Agreement for the Provision of Mutual Aid for Recovery During Emergencies.	Mutual Aid as per Agreement Protocols
Juniper Aged Care Facilities x3 Mertome Village Carramar Village Craigcare Nursing Home Ascot Aged Care Regis Embleton Aged care Aegis Sandstrom Nursing St Georges Nursing Home City of Bayswater Hostel Camelia Court / Richer Lodge	Partnering Agreement for the Provision of Mutual Aid for Recovery During Emergencies.	Includes Emergency Evacuation and Reception of Residents Plan

Table 3: Major facilities owned by other entities within the City of Bayswater geographic district. In the event of an emergency these entities have their own emergency plans and should be contacted directly.

Facility	Owner	Location	Contact Details
Galleria Morley Shopping Centre	Vicinity Centres and Perron Investments	4 Collier Road Morley 6062	9375 3228
Mount Lawley Hospital	St John of God Health Care	5 Thirlmere Road Mount Lawley 6050	9370 9222 9370 9515 (24/7)
Maylands Police Complex	WA State Government	2 Swan Bank Rd Maylands 6051	9323 5600 (24/7 DO)

Table 4: Special Considerations - Season Events and Major Community Events

Organiser	Event	Location	Attendance	Date/Season	Days
City of Bayswater	Autumn River Festival	Garvey Park	~ 5,000	April	1st or 2nd Sunday
City of Bayswater	Avon Descent Family Fun Day	Garvey Park	~ 2,000	August	1st Sunday
City of Bayswater	Carols in the Park	Faulkner Park	~ 2,500	December	1st or 2nd Friday

Table 5: Special Considerations - CALD and Special Needs Groups

Council	CALD and Special Needs groups
City of Bayswater	At this stage, no directory of CALD services is maintained, other than through pre-existing avenues for this such as accessing OMI's database for groups and associations within a region – http://www.omi.wa.gov.au/omi_db_organisations.cfm Further information can be obtained through the Neighbourhood Enrichment Officer – Cultural Development.

RESOURCES AND CONTACTS

The list of resources (vehicles and plant) available for recovery is contained in the Emergency Contact and Resource Register - [Appendix 2](#).

Table 6: Contacts Details – City of Bayswater

CITY OF BAYSWATER - INCIDENT MANAGEMENT GROUP (IMG)			
Officer	Council Position	IMG Position	Contact
Andrew Brien	Chief Executive Officer	Chair of IMG	
Doug Pearson	Director Works & Infrastructure	IMG Member	
Des Abel	Director - Community and Development	IMG Member	
David Nicholson	Director Corporate and Strategy	IMG Member	
Michael Worthington	Manager Environmental Health	IMG Member / ISG Liaison Officer	
Eric Graham	Emergency Management Officer	IMG Member /	

ROLES & RESPONSIBILITIES

Local roles and responsibilities

Table 7: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the local government are defined in S.36 of the Emergency Management Act 2005 .
Local Emergency Coordinator	The responsibilities of the LEC are defined in S.37(4) of the Emergency Management Act 2005 .
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. Section 41(4) of the Emergency Management Act 2005 refers.
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilized by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency the Liaison Officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.

Local government – Incident Management Group	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken; • Implementing procedures that assist the community and emergency services deal with incidents; • Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Local Governments' emergency response capability; • Liaise with the incident controller (provide Liaison Officer); • Participate in the ISG and provide local support; and • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.
---	---

LEMC roles and responsibilities

The City of Bayswater has established a Local Emergency Management Committee (LEMC) under S.38(1) of the [Emergency Management Act 2005](#) to oversee, plan and test the local emergency management arrangements.

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

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

The LEMC plays a vital 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
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement
- The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

Table 8: Agencies represented on the COB LEMC are detailed in the following table:

COB LEMC Agency Representation	
City of Bayswater	Department of Communities
DFES (FRS)	COB Ministers Association
Bayswater SES	COB Community Representative(s)
WAPOL (Bayswater)	
WAPOL (Morley)	

The term of appointment of LEMC members shall be on a two year term as determined by the local government in consultation with the parent organisation of the members.

Table 9: LEMC Roles & Responsibilities

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Maintain committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Maintain Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required.

Agency roles and responsibilities

In the event of an emergency, the local government 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. **Note: City of Bayswater is NOT a HMA, CA or Combat Agency. It is only a Support Organisation.**

Table 10: Agency Roles & Responsibilities

Agency roles	Description of responsibilities
Controlling Agency (CA)	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; and • control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency (HMA)	<p>The HMA's are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appointment of Hazard Management Officers [s55 Act] • Declare / Revoke Emergency Situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by Local Government

Table 10: Agency Roles and Responsibilities continued...

Agency roles	Description of responsibilities
Combat Agency	<p>A combat agency as prescribed under Part 5 of the Emergency Management Regulations 2006 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</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. (EMWA Glossary Version:2011).</p>

Part Two - Managing Risk

EMERGENCY RISK MANAGEMENT

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

Emergency Risk Assessment Workshops for the community of the City of Bayswater were conducted in early 2004 and subsequently reviewed in 2013. The Risk Assessment was carried out in accordance with the Standard **AS / NZ 4360 – Risk Management** and the Application Guide (Manual 5) produced by Emergency Management Australia (EMA). The provisions of this Standard are used throughout Australia by emergency and risk management practitioners.

DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The emergency risk management process identified 5 major hazards within the City of Bayswater as listed on Table 11 below. Refer to [Appendix 3](#) for a copy of the full City of Bayswater Risk Register.

Table 11: Description of emergencies likely to occur in local area

The table below is a comprehensive list of hazards (listed in alphabetical order) that are identified through the State Risk Project (Local). The table also references the Hazard Management Agency for each risk, as appointed by the State Emergency Management Committee.

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

Hazard	HMA	Local Combat Role	Local Support Role
Flood	DFES	DFES (SES)	COB, WAPOL, BOM, SES, DC
Storm	DFES	DFES (SES)	COB, WAPOL, BOM, SES, DC
Hazmat	DFES	DFES (FRS)	COB, WAPOL, DC, DER, DOH
Earthquake	DFES	DFES (FRS)	COB, WAPOL, DC, SJA, DER
Road Crash	WAPOL	WAPOL	DFES, SJA, MRD, COB

EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

Table 12: Local Emergency Management Strategies and Priorities

Priority	Strategy
Emergency Response Preparedness	Keep the COB Emergency Response Plan current
Recovery Management	Keep the Local Recovery Plan current and valid.
Community Awareness	See Appendix 4: Public Warning Systems
Access to resources	Keep COB Resource register up to date
Providing Support to the HMA	Keep LEMA up to date and staff trained in EM responsibilities.
Open evacuation centres	Maintain a register of trained evacuation centre support staff. Keep facilities evacuation ready.
Inter-organisational contacts, communication and knowledge	Holding regular quarterly LEMC meetings and attendance at DEMC meetings. Contact lists
Media Management	The Local Recovery Coordinator in liaison with the Media Officers will manage the public information during the recovery phase of the emergency. The Mayor or CEO may elect to act as the ongoing spokesperson.

Part Three - Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The City of Bayswater is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA 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 the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group 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 Level 2 or higher;
- b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

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.

Location and Frequency of Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

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

Table 13: Locations identified for ISG meetings

Centre Name	Address	Capacity and available resources	Contacts
City of Bayswater Civic Centre (Embleton Room)	61 Broun Ave Morley 6062 PH: 9272 0622	Capacity: 50ppl max Whiteboards 3 x Laptops EM Phones (x4) 2-Way system Fax Photocopier Maps O/head projector	
The Rise Recreation Centre	28 Eighth Avenue Maylands 6051 PH: 9208 2400	Capacity: 50ppl max Whiteboard 3 x Laptops 2-Way system Fax Photocopier Maps O/head projector	

MEDIA MANAGEMENT AND PUBLIC INFORMATION

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

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

Upon commencement of the Recovery phase ie; upon the HMA handing the incident over; responsibility for all communication to the public will become the responsibility of the City of Bayswater. The Mayor or the CEO may elect to act as the ongoing spokesperson.

The Local Recovery Coordinator in liaison with the Media Officers will manage the public information during the recovery phase of the emergency.

Communications Approvals/Sign-off Process

Communication material directly relating to or to be issued on behalf of the City of Bayswater must be approved by the CEO. It is the responsibility of the CEO to ensure that information relied upon in approving external communications is correct.

PUBLIC WARNING SYSTEMS

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies which will be used to complement the HMA's communications arrangements.

Local Systems

- SMS / Pager Services -
- Community Notice Boards
- Public Information Phone Lines
- Websites
- Local Media Sites

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

FINANCE ARRANGEMENTS

State EM Policy 5.12, State EM Plan 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City of Bayswater is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the City of Bayswater occurs, to ensure the desired level of support is achieved.

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

- S 6.8(1)(b) or (c) - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council.
- S 6.11(2) - to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- S 6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

To ensure accurate records of costs associated with an emergency, the City of Bayswater Manager Financial Services will allocate a special account Cost Centre Code as and when requested.

Part Four - Evacuation and Welfare

EVACUATION

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning.

A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions. Consideration also needs to be given to receiving evacuees from other local governments.

The City of Bayswater has a comprehensive evacuation centre plan and has identified evacuation and welfare centres at the following locations:

- Maylands Multi-Purpose Centre - The Rise – Cnr Eight Ave & Guildford Rd Maylands
- Morley Sport & Recreation Centre – Wellington Rd Morley

SPECIAL NEEDS GROUPS

The City of Bayswater LEMC has identified aged care facilities as a Special Needs Group that may require assistance during an emergency event. The City of Bayswater has developed a specific *Aged Care Sector Network Plan* which is a sub-plan of the **Local Recovery Plan**.

ROUTES & MAPS

The City of Bayswater is a built-up urban environment with an extensive and inter-connected major and minor road network. This network is highly permeable and closure of part of the network is generally readily detoured around via the remainder of the network.

Obvious constraints to movement are:

- The Swan River which runs generally along the southern boundary of the area,
- Major highways (Reid, Tonkin); and
- The Perth-Midland railway line which runs north-south through the City.

In respect to the Swan River, there are two well-spaced road crossings:

- Garratt Road Bridge, Bayswater / Ascot; and
- Redcliffe Bridge, Bayswater / Ascot.

Crossing points for the major highway routes are as follows:

- Reid Highway:
 - Malaga Drive
 - Tonkin Highway
- Tonkin Highway:
 - Reid Highway

- Benara Road
- Morley Drive
- Collier Road
- Guildford road

The railway line has crossing points at:

- King William Street
- Grand Promenade
- Caledonian Ave
- Third Ave
- Seventh Ave
- Railway Parade

All river, major highway and rail crossings are marked on the maps at [Appendix 1](#).

WELFARE

The Department of Communities (DC) is the Lead Agency and has overall responsibility for the coordination and management of the welfare response including facilities used as Welfare Evacuation Centres. Refer to [Annexure 1](#) – Local Emergency Welfare Plan – City of Bayswater (DC).

Local Welfare Coordinator (DC Officer)

The Local Welfare Coordinator is appointed by the DC District Director to:

- a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required

Local Welfare Liaison Officer (COB Officer)

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare support to DC during emergencies and liaise with the Local Welfare Coordinator.

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

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

Register.Find.Reunite

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

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

Animals (including assistance animals)

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

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

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

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

Evacuation and Welfare centres

Full details of Evacuation and Welfare Centres are included in the Local Emergency Welfare Plan - City of Bayswater (DC) (refer [Annexure 1](#)).

Part Five - Recovery

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. Refer to [Annexure 2](#) for a copy of the City of Bayswater Local Recovery Plan.

LOCAL RECOVERY COORDINATORS

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in the SEMP 4.4 - Recovery Coordination.

Table 14: Local Recovery Co-ordinator Details

Officer	Position	Contact Phone No.
Michael Worthington	Manager - Environmental Health	
Binh Luong (Deputy)	Coordinator Environmental Health	

Part Six - Exercising, Reviewing and Reporting

THE AIM OF EXERCISING

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

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of exercises

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

Types of exercises

Some examples of exercises types include:

- Desktop/discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register.

Reporting of exercises

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

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

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

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

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

Review of Local Emergency Management Committee Positions

The City of Bayswater, in consultation with the parent organisation of LEMC members, shall review and the composition of LEMC positions every two years.

Review of resources register

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

ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 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 and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Part Seven - Appendices

APPENDIX 1: GEOGRAPHICAL MAP - CITY OF BAYSWATER



APPENDIX 2: EMERGENCY RESOURCE REGISTER

HINO CRANE TRUCK	1000ltr FIRE FIGHTER TRAILER UNIT
HINO 300 SERIES	1000ltr FIRE FIGHTER TRAILER UNIT
HINO WATER TRUCK	ELEVATED PLATFORM & Trailer
NISSAN UD	ARGO ALL TERR VEHICLE
HINO 500 SERIES	CASE 580 BACKHOE/LOADER
ISUZU NQR 450	HYUNDAI EXCAVATOR
HINO CREW CAB	CASE SR200 UNILOADER & TRAILER
HINO CREW CAB	FORKLIFT
HINO CREW CAB	NEW HOLLANDTRACTOR/GRADER
HINO CREW CAB	10 TONNE TAG TRAILER
HINO CREW CAB	HINO TRUCK 6 WHEELER
HINO CREW CAB	NISSAN UD PK16 & CRANE
FORD RANGER SPRAY VEH	VERGE TRUCK
HINO CREWCAB	NISSAN UD WATER TRUCK
HINO CREW CAB	HINO DUTRO TRUCK GRAFFITI
FORD RANGER SPRAY VEH	FORD RANGER
HINO RETIC MAINTANCE	IZUZU SIGHN TRUCK
NEW Tree Watering Truck	HINO 700 6 WHEEL TIPPER
KUBOTA L3540 Peninsular	SPEED ADVISORY TRAILER
KUBOTA MODEL5740 PEN	ENFORCER SPEED TRAILER
CASE TRACTOR JXU95	SPEED ADVISORY TRAILER
CASE TRACTOR IH JXU85	ENFORCER SPEED TRAILER
CASE-FARMALL JX75	SCARAB MINOR ROAD SWEEPER
CASE TRACTOR FARMALLC 95C	TENNANT GREEN MACHINE
KUBOTA TRACTOR L3540 Embleton	SCARAB MERLIN GULLY EDUCTING
CASE TRACTOR IH JXU85	SCARAB MERLIN ROAD SWEEPER
CASE TRACTOR IH JXU85	SCARAB MERLIN ROAD SWEEPER
TORO TRAXMASTER	WACKER NEUSON DPU5545 He PLATE COMP
SCHAFFER 3150 LOADER	SINGLE DRUM ROLLER
TOTOTACOSTER DELUX	TOYOTA COASTER BUS
TOYOTA Hi-ACE	

APPENDIX 3: RISK REGISTER

City of Bayswater Risk Register				
Hazard	Consequence	Likelihood	Level of Risk	Action Priority
Earthquake	Major	Unlikely	High	1
Storm	Moderate	Likely	High	2
Flood	Moderate	Likely	High	3
Heatwave	Moderate	Likely	High	4
Hazmat - Chemical	Moderate	Likely	High	5
Other Potential Risks - outside the top 5 hazards identified (not priority ranked)				
Rail Crash: PTA Network	Moderate	Unlikely	Medium	
Liquid Fuel Supply Disruption	Moderate	Unlikely	Medium	
Electrical Supply Disruption	Moderate	Unlikely	Medium	
Rail Crash: Brookfield Rail	Moderate	Unlikely	Medium	
Human Epidemic	Moderate	Rare	Medium	
HAZMAT: Biological	Moderate	Rare	Medium	
HAZMAT: Radiological	Moderate	Rare	Medium	
Road Crash	Minor	Likely	Medium	
Gas Supply Disruption	Minor	Unlikely	Low	
Collapse (Cliff, landform, building)	Minor	Rare	Low	
Fire (Bushfire and Structural)	Minor	Likely	Medium	
Land Search	Minor	Very Rare	Very Low	
Terrorism	Major	Very Rare	Medium	

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

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

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

APPENDIX 4: LOCAL PUBLIC WARNING AND COMMUNICATIONS SYSTEMS

City of Bayswater:

Local Public Warning and Communication Systems

System	Details	Contact Person	Contact Number
City of Bayswater	COB Website		
	COB Facebook		
Newspapers	Eastern Reporter		
	The Australian	Paige Taylor	
	The West Australian	Chief of Staff	
	The Sunday Times	Rod Savage	
Radio Stations	ABC Radio	Guy Bevilaqua	
	ABC National Radio	Chief of Staff	
	Triple J	Chief of Staff	
	6PF / 96FM	Lisa Barnes	
	MIX 94.5 (Shared news room with 92.9)	Adam Hemmings	
	92.9 (Shared news room with MIX 94.5)	Adam Hemmings	
	Nova 93.7	Lexi Moyle	
	Sunshine FM	Bevan Jones	
TV Stations	ABC	Kim Jordan	
	SBS		
	Channel 7	Natalie Bonjolo	
	Channel 9	Shaun Menegola	
	Channel 10	Dougal Wallace	

ANNEXURE 1: LOCAL EMERGENCY WELFARE PLAN - CITY OF BAYSWATER (DC)

Note: Document Control for this plan resides with the Department of Communities.

Details are held by the City of Bayswater Emergency Management Officer who can be contacted at;

Phone 08 9270 4178
Email eric.graham@bayswater.wa.gov.au

ANNEXURE 2: CITY OF BAYSWATER - EMERGENCY WELFARE AND EVACUATION CENTRE PLAN

Note: Document Control for this plan resides with the City of Bayswater Community and Development Directorate.

Details are held by the City of Bayswater Emergency Management Officer who can be contacted at;

Phone 08 9270 4178

Email eric.graham@bayswater.wa.gov.au

ANNEXURE 3: CITY OF BAYSWATER LOCAL RECOVERY PLAN

Note: Document Control for this plan resides with the City of Bayswater LEMC.

Details are held by the City of Bayswater Emergency Management Officer who can be contacted at;

Phone 08 9270 4178
Email eric.graham@bayswater.wa.gov.au

ANNEXURE 4: CITY OF BAYSWATER - EMERGENCY RESPONSE GUIDE

Note: Document Control for this plan resides with the City of Bayswater LEMC.

Details are held by the City of Bayswater Emergency Management Officer who can be contacted at;

Phone 08 9270 4178
Email eric.graham@bayswater.wa.gov.au

ANNEXURE 5: CITY OF BAYSWATER - EMERGENCY CONTACT DIRECTORY

This information is restricted to members of the Local Emergency Management Committee (LEMC) and City of Bayswater emergency operational officers only.

Details are held by the City of Bayswater Emergency Management Officer who can be contacted at;

Phone 08 9270 4178

Email eric.graham@bayswater.wa.gov.au