



# **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

**for**

## **CITY OF BAYSWATER**

**Version:** 10  
**Review Date:** May 2013

**City of Bayswater**  
**Local Emergency Management Arrangements**

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The City of Bayswater Local Emergency Management Arrangements have been developed and issued in accordance with Section 41(1) of the *Emergency Management Act 2005* and was endorsed by the City of Bayswater Local Emergency Management Committee (LEMC) on 4 June 2013 and City of Bayswater Ordinary Council Meeting on 25 June 2013. A copy of these arrangements has been forwarded to the Executive Officer of the West Metropolitan District Emergency Management Committee (DEMC) for tabling and endorsement.



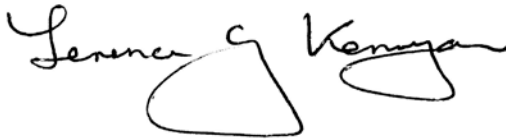
8 August 2013

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Chairperson  
City of Bayswater LEMC

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Date



8 August 2013

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Endorsed by Council  
Mayor

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Date

## DISTRIBUTION LIST

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City of Bayswater .....	Nominated Councillor
City of Bayswater .....	Nominated Councillor
City of Bayswater .....	Director of Technical Services
City of Bayswater .....	Director of Finance
City of Bayswater .....	Director of Planning & Development Services
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City of Bayswater .....	Manager Community Services
City of Bayswater .....	Coordinator Waste Management & Environmental
City of Bayswater .....	Principal Public Works Supervisor
City of Bayswater .....	Manager of Rangers and Security Services
City of Bayswater .....	Emergency Management Officer
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City of Bayswater .....	Bayswater Library
City of Bayswater .....	Maylands Library
West Metropolitan District Police.....	Executive Officer
Bayswater Police .....	Officer in Charge
Morley Police .....	Officer in Charge
City of Bayswater .....	Community Representative
SES Bayswater .....	Local Manager
DFES (Fire Services) (Swan).....	District Manager
DFES Emergency Management Services .....	Manager
Department for Child Protection and Family Support (Perth)Senior District Emergency Services Officer	
Department of Health .....	Disaster Preparedness and Management Unit
Town of Bassendean .....	Chief Executive Officer
City of Belmont .....	Chief Executive Officer
City of Stirling .....	Chief Executive Officer
City of Swan .....	Chief Executive Officer
City of Wanneroo .....	Chief Executive Officer
City of Joondalup .....	Chief Executive Officer
Shire of Mundaring .....	Chief Executive Officer
Shire of Kalamunda .....	Chief Executive Officer
City of Vincent.....	Chief Executive Officer
Council of Churches .....	Pastor
State Emergency Management Committee Secretariat.....	
Emergency Management Australia	Library Manager

## AMENDMENT RECORD

No.	Approval Date	Amendment Details
1	August 1994	NA
2	June 1997	NA
3	November 1998	NA
4	September 1999	NA
5	April 2002	Include animal welfare plan
6	August 2005	NA
7	October 2006	NA
8	February 2009	Update resource providers
9	May 2013	Update to align to State Procedure ADP 05
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City of Bayswater welcomes any feedback regarding these arrangements so any amendments, suggestions or recommendations can be directed to:-

Executive Officer, Local Emergency Management Committee  
City of Bayswater  
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**MORLEY WA 6062**

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## GLOSSARY OF TERMS

The following definitions apply throughout this document:-

### ALL HAZARDS APPROACH -

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

### COMBAT AGENCY-

A public authority, or other person, may be prescribed by the regulations to be a Combat Agency 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 [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

**COMMUNITY EMERGENCY RISK MANAGEMENT** - a systematic process that produces a range of measures which contribute to the well being of communities and the environment. (see also RISK MANAGEMENT)

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

**CONTROL** - the overall direction of emergency management activities during an *Incident or Operation*.

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

**DISTRICT** – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**DEMC-** District Emergency Management Committee

**DISASTER** - see EMERGENCY

**EMERGENCY** - an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation to manage or which requires the coordination of a number of significant emergency management activities.

**NOTE:** The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

**EMERGENCY COORDINATOR** – that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the District level it is the District Police Officer. At the Local level it is the Senior Police Officer responsible for the police sub-district.

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

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

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

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

#### **HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

**HAZARD MANAGEMENT AGENCY (HMA)** - that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to, and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

**INCIDENT** – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

**INCIDENT AREA (IA)** – the area, defined by the *Incident Controller*, incorporating the localised community or geographical area impacted by an *Incident*.

**INCIDENT CONTROLLER** – the person designated by the relevant Controlling Agency, 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.

**INCIDENT SUPPORT GROUP (ISG)** – A group of agency/organisation liaison officers convened

and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

**LIFELINES** – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** - a committee established under Section 38 of the *Emergency Management Act 2005* to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Policy and the Local Recovery Plan.

**OPERATION** – an *Incident* or multiple *Incidents* which impact, or is likely to impact, beyond a localised community or geographical area.

**OPERATIONS 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.

**OPERATIONS AREA SUPPORT GROUP (OASG)** – The group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an operation. The OASG includes representation from key agencies involved in the response.

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

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

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

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

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

**RISK MANAGEMENT** – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:2004 (Risk Management).

**RISK REGISTER** – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

**SEMC** - State Emergency Management Committee

**SUPPORT ORGANISATION** - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA, etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

**TREATMENT OPTIONS** – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

**VULNERABILITY** – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

**WELFARE CENTRE** – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate. Sometimes referred to as an evacuation centre or a one stop shop.



## GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

ABBREVIATION	MEANING
<b>CALD</b>	Culturally and Linguistically Diverse
<b>COB</b>	City of Bayswater
<b>CPFS</b>	Department of Child Protection and Family Support
<b>DEC</b>	Department of Environment and Conservation
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>DOE</b>	Department of Education
<b>DOH</b>	Department of Health
<b>EHO</b>	Environmental Health Officer
<b>ECC</b>	Emergency Coordination Centre
<b>ERM</b>	Emergency Risk Management
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEC</b>	Local Emergency Coordinator
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>PTA</b>	Public Transport Authority
<b>RSPCA</b>	Royal Society for the Prevention of Cruelty To Animals
<b>SEMC</b>	State Emergency Management Committee
<b>SEMP</b>	State Emergency Management Policy
<b>SEC</b>	State Emergency Coordinator
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>WA</b>	Western Australia
<b>WANDRRA</b>	Western Australia Natural Disaster Relief and Recovery Arrangements
<b>WAPS</b>	Western Australia Police Service

<b>WESTPLAN-HAZMAT</b>	Western Australian Hazardous Materials Emergency Management Plan
<b>WP</b>	Western Power

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## **PART ONE - Introduction**

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### **1.1 Authority**

City of Bayswater is committed to ensuring that these arrangements comply with provisions under the *Emergency Management Act 2005* and they are endorsed by the City of Bayswater Local Emergency Management Committee and have been approved by the City of Bayswater.

### **1.2 Community Consultation**

In September 2004 City of Bayswater completed the emergency risk management process based on the Australian and New Zealand Risk Management Standards AS/NZS 4360:2004. Relevant information from the process has been incorporated into these Arrangements. In alignment with the *Emergency Management Act 2005*, these Arrangements, including relevant support and special plans, will be reviewed as required by the State Emergency Management Committee (SEMC) to accommodate the needs of the City of Bayswater community. See Appendices (Appendix 2) – Risk Register Schedule.

### **1.3 Document Availability**

Copies of the City of Bayswater Local Emergency Management Arrangements are available at:

- City of Bayswater Civic Centre, 61 Broun Ave, Morley free of charge during office hours
- Morley, Bayswater and Maylands libraries
- via the City of Bayswater website [www.bayswater.wa.gov.au](http://www.bayswater.wa.gov.au)

### **1.4 Aim**

The aim of these Arrangements is to detail the emergency management arrangements for emergencies/disasters which may occur within the City of Bayswater.

### **1.5 Purpose of the Arrangements**

These Local Emergency Management Arrangements were prepared to provide information on the coordination of a local response to an emergency and by such preparation minimise damage, loss of property and life and to provide a safer community. These arrangements adopt a comprehensive, all-hazard, all-agencies approach to emergency management.

The emergency management concept for Western Australia under the planning principles is of a "prepared community". Local arrangements are established to ensure the community are alert, active and informed of emergency management. The community requires an agreed and coordinated arrangement for Prevention, Preparedness, Response and Recovery (PPRR).

#### ***Prevention***

The City, in conjunction with the Statutory Authorities actively promotes measures to prevent or minimise the effects of emergencies within the municipality. These measures include the enforcement of Legislation and Local Laws relating to Town Planning, Building, and Public Health.

## ***Preparedness***

The City and Statutory Authorities actively promote preparedness for emergency situations by:-

- (a) Preparing Plans.
- (b) Training emergency service personnel.
- (c) Fostering volunteer emergency service groups.
- (d) Fostering liaison and exercises between emergency services.
- (e) Fostering public awareness programs.

## ***Response***

The City will make its staff and resources available for response to emergency situations. These Arrangements detail the general response by the City in support of the Statutory Authorities.

## ***Recovery***

In the event of a large scale emergency or disaster affecting the community, all available resources of the City, in conjunction with other government departments, will be directed towards rapid restoration of services and facilities. The City actively promotes disaster counselling and welfare services to those in need.

### **1.6 Scope**

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they occur within the City. It is not the intent of this document to detail the procedures for Hazard Management Agencies in dealing with an emergency. The scope of these arrangements include

- a) details of areas covered within the local government boundary of the City of Bayswater
- b) areas where the City of Bayswater provide support to HMA's in the event of an incident;
- c) details the City of Bayswater capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) responsibility in relation to recovery management for the City of Bayswater.

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

### **1.7 Context**

#### ***Location***

The City of Bayswater Administration Centre is located 7 kilometres north-east of the Perth City Centre (refer Appendix 1- Map of District and Key Locations). In conjunction with the City of Stirling, the City of Bayswater forms the West Metropolitan Emergency Management District

#### ***Access***

The major transport artery of the City is the Tonkin Highway which traverses north-south and intersected by the Reid Highway, running east-west. Major regional roads include Beaufort Street, Morley Drive, Walter Road, Benara Road, Guildford Road, Alexander Drive, Garratt Road and Grand Promenade.

The southern section of the City is serviced by the Perth to Midland electrified rail link. Four public rail stations are located within the City's boundaries - Bayswater, Meltham, Maylands and Mt. Lawley.

### **Demographic Profile**

Males: 30,715

Females: 30,547

Median Age: 37 years

Couples Families: 6,762

Families (includes no children) 16,226:

One parent families: 2,483

Age 2011 census	0-4	5-14	15-19	20-24	25-34	35-44	45-54	55-64	65-74	75-84	85+
Persons	3,815	5,898	3,215	4,502	10,792	9,168	7,952	7,073	4,582	2,903	1,362

### **Suburbs and Population**

Morley 20,301

Bayswater 13,525

Noranda 8,079

Bedford 4,944

Embleton 2,737

Maylands 12,353

Mt. Lawley 780

### **General Statistics**

Total Area of Locality: 32.7sqKm's

Total Perimeter of Locality: 33.75km's

Total Length of Sealed Roads: 389km's

Total Area of Road Reserve: 6.8sqKm's

Total Number of Private Dwellings: 27,822

Median of people per household: 2.4

Median weekly Income per household: 1,290

Number of Elected Members: 11

### **Education**

(Total amount of children attending)

Pre-school: 777

Primary: 3,848

Secondary: 2,692

All of the above is based on 2011 Census Data.

### **Neighbouring Local Authorities**

- City of Swan (north east)
- Town of Bassendean (east)
- City of Stirling (west)
- Town of Vincent (south west)
- City of Belmont (south)

### **Swan River**

The City abuts the Swan River at its southern boundary. The river frontage extends for approximately 9.5 kilometres along the Bayswater foreshore and includes, Cloughton Reserve, Riverside Gardens, Hinds Reserve, Baigup Wetlands, Clarkson Reserve, Maylands Peninsula Golf Course, Berringa Park and Bardon Park. The riverine environment contains environmentally important flood plain areas including two sections identified as being environmentally sensitive and of conservation value. These are the Swan River Foreshore extending from Tonkin Highway (Redcliffe Bridge) to Garratt Road Bridge and the foreshore immediately below Stone Street, Bayswater known as Baigup Wetlands.



## **Services**

All essential government public services are provided throughout the City.

### ***Environmentally Significant Sites***

- Berringa Park, East Street, Maylands
- Bardon Park, East Street, Maylands
- Clarkson Reserve, Clarkson Road, Maylands
- Lake Brearley, Peninsula Road, Maylands
- Lake Bungana, Peninsula Road, Maylands
- Hinds Reserve, Leake Street, Bayswater
- Eric Singleton Bird Sanctuary, King William Street, Bayswater
- Gobba Lake, corner Hardy Road and Wyatt Road, Bayswater
- Baigup Wetland, Stone Street, Bayswater
- Lightning Swamp, Noranda
- Claughton Reserve, Katanning Street, Bayswater
- Nora Hughes Reserve, Drake Street, Morley
- Brownes Lake, Catherine Street, Morley
- Crimea Lake, Crimea Street, Morley
- Patterson Street Drain, Patterson Street, Bayswater
- Bowden Street Drain, Bowden Street, Bedford
- Peters Place Drain, Peters Place, Morley

### ***Major commercial centres***

- Centro Galleria Shopping Centre
- Noranda Palms Shopping Centre
- Beechboro Central Shopping Centre
- Bayswater Town site Shopping Precinct
- Bedford Fair Shopping Centre and Precinct
- Maylands Park Shopping Centre
- Crimea Shopping Centre
- Coventry Village, Morley
- Bayswater Waves
- Maylands Water Land

### ***Industrial Areas***

- Bayswater Industrial Area.
- Morley Commercial Precinct

### ***Gas Pipelines***

The North-West Shelf high pressure gas pipeline traverses the City from the eastern perimeter of Arbor Park in Morley to Tonkin Highway and follows the Tonkin Highway to Guildford Road Bayswater where it crosses over. It then traverses through Riverside Gardens (East) and (West) and then follows the river from the Garratt Road Bridge across the Maylands Peninsula to the Maylands Golf Course before continuing around the river to East Perth. There are also several other medium pressure gas pipelines within the City of Bayswater. The exact location can be obtained from the relevant Gas Authority (Alinta Gas). The City of Bayswater Geographical Information Services Corporate Spatial Viewer also depicts the location of the gas pipelines.

### ***Medical***

There are no major public hospitals within the municipality. The nearest available Casualty/Emergency facilities are:

- Royal Perth Hospital
- Mercy Hospital, corner Thirlmere and Ellesmere Roads, Mt Lawley, is the only private hospital located within the City. Mercy Hospital operates an after-hours General

Practitioner Clinic.

### **Air Services**

Medium to high density air traffic paths exist over the City. Regularly used low-level air traffic paths overfly the southern and eastern boundary of the City.

There is no specific designated helicopter landing grounds. However, recreation and school grounds within the City are available for emergency helicopter landings.

### **1.8 Related Documents and Arrangements**

- Emergency Management Act 2005
- State Emergency Management Policies and Procedures
- State Emergency Management WESTPLANS
- City of Bayswater Local Recovery Arrangements -*refer to separate document*
- Perth District Local Emergency Management Plan for the Provision of Welfare Support

### **1.9 Existing Plans and Arrangements**

The following documents are Support Plans that have been developed to assist with the response efforts to identified hazards within the City.

<b>Plan / Arrangements</b>	<b>Dated</b>	<b>Location / Contact</b>
COB Risk Register		Refer to Table of Contents.
COB Risk Treatment Plan		Refer to Table of Contents.
COB LEMC Local Emergency Management Arrangements		
<u>State Hazard Management Plans (WESTPLANS):</u> <ul style="list-style-type: none"><li>• Bushfire</li><li>• Urban Fire</li><li>• Storm</li><li>• Cyclone</li><li>• Flood</li><li>• Tsunami</li><li>• Earthquake</li><li>• Hazmat</li><li>• Marine Transport</li><li>• Human Epidemic</li><li>• Recovery</li><li>• Welfare</li><li>• Health</li><li>• Public Information</li></ul>	2011 2000 2004 2007 2010 2010 2011 2010 2010 2010 2010 2008 2009 2007 2008	DFES Web site <a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>

Plan / Arrangements	Dated	Location / Contact
<u>Local Hazard Plans</u> Identified through ERM process. Scheduled for development.		Refer to Table of Contents.
COB Recovery Plan		Refer to Table of Contents.
<u>Support Plans:</u> <ul style="list-style-type: none"> <li>• COB Community Services Support Plan (Welfare)</li> <li>• COB Environmental Health Support Plan</li> <li>• CPFS - Local Welfare Emergency Management Support Plan.</li> </ul>		Refer to Table of Contents.  Refer to Table of Contents
Emergency Contacts Directory		Refer to Table of Contents.
Emergency Evacuation Centres		Refer to Table of Contents.
COB Resources Register		Refer to Table of Contents.
<u>Special plans:</u> <ul style="list-style-type: none"> <li>• Partnering Agreement</li> </ul>		
<u>Other local governments:</u> <ul style="list-style-type: none"> <li>• City of Wanneroo – Community EM Arrangements</li> <li>• City of Stirling – Local EM Plan</li> <li>• City of Joondalup – Local EM Arrangements</li> </ul>	2012  2013	

#### Relevant State Emergency Management Plans (WESTPLANS)

HAZARDS	HMA	WESTPLAN	LOCAL PLAN (if applicable)
Air Transport Emergencies	WA Police	Air crash (2009) Department of Fire & Emergency Services Authority of Western Australia	
Animal and Plant Biosecurity	Department of Agriculture	Animal & Plant Bio-Security (2008) Department of Fire & Emergency Services Authority of Western Australia	
Bushfire	DFES, DEC, LG	Bushfire (Draft) (2010) Department of Fire & Emergency Services Authority of Western Australia	
CBRN	DFES	RESTRICTED (Contact)	
Collapse	DFES	Collapse (2008) Department of Fire & Emergency Services Authority of Western Australia	
Dam Break	Water Corporation	Dam Break (2004) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Earthquake	DFES	Earthquake (2003) <a href="http://www.dfes.wa.gov.au/internet/def">http://www.dfes.wa.gov.au/internet/def</a>	

HAZARDS	HMA	WESTPLAN	LOCAL PLAN (if applicable)
		<a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">ault.aspx?MenuID=297</a>	
Fire Urban	DFES	Urban Fire (2000) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Hazardous Materials(including radioactive materials)	DFES	HAZMAT (2010) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Human Epidemic	Department of Health	Human Epidemic (2008) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Land Search and Rescue	WA Police	Land SAR (2007) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Road Transport Emergencies	WA Police	Road Crash (2008) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Storm/Tempest	DFES	Storm (2004) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Rail Freight Emergencies	Westnet Rail	Westnet Rail (2008) <a href="http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297">http://www.dfes.wa.gov.au/internet/default.aspx?MenuID=297</a>	
Terrorist Act	WA Police	RESTRICTED (Contact	

### **1.10 Integration with Council planning process**

Within the City of Bayswater's Strategic Plan - City of Bayswater Strategic Community Plan 2013-2023, Council are committed to high quality services in the area of Emergency Management. (Key Result Area 1: Our Community 1.3 We provide preventative measures to guard health of our community).

Other Council policies and documents that relate to these arrangements are:

- Town Planning Scheme 24
- Administration Policy Manual

### **1.11 Agreements, Understandings and Commitments**

#### ***Partnering Agreement and Emergency Evacuation and Reception of Residents for Aged Care Sector Network***

The City of Bayswater has established a Partnering Agreement and Emergency Evacuation and Reception of Resident for Aged Care facilities within the city to document support arrangements in the event of a non-disaster where the impact requires the evacuation of residents for a period of up to 12 hours. It provides details on minimising the risk to the elderly and support in the event a facility may have an increase of residents temporarily.

## ***Metropolitan North and East Recovery Group***

The Partnering Agreement is for the purpose of mutual aid between the parties to the Agreement to undertake the following subject to assessing the impact of the request for mutual aid on the ability of the Local Authority to assist:

- Ensure all recovery activities are conducted in accordance with the Emergency Management Act 2005 and Regulations 2006.
- Provide mutual aid for recovery management activities during emergencies to parties to this agreement.
- Conduct recovery planning utilising an “All Agencies” approach in accordance with the Local Recovery Planning Guide and SEMP 4.4 and other policies

The Agreement is between the following local governments:

City of Stirling	City of Swan
City of Joondalup	City of Wanneroo
Shire of Mundaring	Shire of Kalamunda
Town of Bassendean	City of Bayswater

### **1.12 Additional Support**

Additional support may be requested during an emergency event from neighbouring local governments to assist with additional resources as per the *Metropolitan North and East Recovery Group Partnering Agreement*.

### **1.13 Special Considerations**

#### **Vulnerable Groups**

There are 13 Aged Care Facilities in the City of Bayswater (refer to the City of Bayswater Emergency Evacuation and Reception of Residents and Partner Agreement for The Provision of Mutual Aid for Recovery during Emergencies). City of Bayswater Hostel is the newest Aged Care facility within the City and along with Tranby Aged Care and Carramar Village, represent areas of high concentration of high care elderly residents. See location on map at Appendix 1.

The City of Bayswater also has a high proportion of residents from Culturally and Linguistically Diverse (CALD) backgrounds so there is the potential for problems with communications during emergency events. CALD arrangements are detailed in the Community Support Plan and contact details can be located within Appendix 5 Emergency Contact Directory.

### **1.14. After Hours, Weekends and Public Holidays**

It should be noted that the business hours of the City of Bayswater, are from Monday to Friday 08:30 to 17:00 hours.

In order to access the COB's services and resources after hours, on weekends and public holidays, the utilisation of relevant emergency contact phone numbers will be required. These numbers are located and clearly outlined in the COB Emergency Contacts Directories.

See Appendix 3 - Emergency Contacts Directory.

### **1.15 Linguistically Diverse**

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

During an emergency event, where language may become a communication barrier, a Telephone Interpreter Service (24 hours) may be utilised to provide or receive information.

### **1.16 Severe Weather Conditions**

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

### **1.17 Resources**

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The City of Bayswater has conducted a broad analysis of resources available within the City of Bayswater and collated these in the City of Bayswater Emergency Resources Register located in the Emergency Contacts Directory and the Plant and Equipment Register. Both documents shall be reviewed and updated quarterly. They include information pertaining to:

- HMA, combat and support agencies;
- Specialised services;
- Local Government staff and volunteers;
- Emergency Evacuation Centres'
- COB facilities (building etc);
- Operational plant machinery
- Transport vehicles; and
- Various plant equipment

Refer to Appendix 3 - Resources Register.

### **1.18 Financial Arrangements**

In accordance with the Section 6.8 within the *Local Government Act 1995*, expenditure from municipal funds not included in annual budgets are not to be incurred except where the expenditure is authorised in advance by the Mayor in an emergency situation.

City of Bayswater recognises the provisions made under State Emergency Policy 4.2 "Funding for Emergencies" which outlines details on the HMA responsible for the costs associated with an emergency. It is vital that any expenditure for emergencies are accountable and organisations responsible for the operation of any resources during this period will be responsible for payment for all related expenses associated unless other arrangements have been established.

### **1.19 Authority to Incur Expense by City of Bayswater**

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

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

## **1.20 Roles and Responsibilities**

Section 41 (2) (b) of the Emergency Management Act 2005 states that local emergency management arrangements must set out the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

### **1.21 Local Emergency Coordinator (LEC) Responsibilities**

The LEC is appointed by the State Emergency Coordinator (Commissioner of Police) and is based on local government districts (Section 37 of the Act). The Officer in Charge of each WAPOL subdistrict has been appointed as a LEC in the local government district that contains the WAPOL subdistrict. There may be more than one LEC in each local government district.

For the City of Bayswater the position of LEC is held by the WA Police, West Metropolitan (located at the Stirling District Police Office) and has the following functions:

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

There are two WAPOL subdistricts within the COB and therefore two LECs. In the event of an emergency, the LEC may request the assistance of the WAPOL West Metropolitan District – Emergency Management Officer.

### **1.22 Chair Person Local Emergency Management Committee Responsibilities**

The Chair Person of the LEMC is appointed by the local government [Section 38 of the Act] and does not necessarily have to be an Elected Member. The Chair of the Bayswater LEMC is a Local Government Elected Member to the Committee. The Chairperson shall be responsible for:

- a) Overall management and effectiveness of the LEMC;
- b) Preparation of the agenda for the LEMC;
- c) Recording LEMC activity;
- d) Distribution of information documents/correspondence;
- e) Preparation of Annual Reports; and
- f) Distribution of Annual Reports to the DEMC.

### **1.23 Local Emergency Management Committee (LEMC) Responsibilities**

The EM Act 2005 states Local Emergency Management Committees are based on local government boundaries, however two or more local governments may unite for the purposes of emergency management.

Under Section 39 of the Act the functions of LEMC are to:

- Advise and assist the local government in establishing local emergency managements for the district;
- Liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- Carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Section 40 of the Act states that after the end of the financial year the LEMC is to prepare and

submit to the DEMC for the district, an annual report of activities undertaken by it during the financial year. The annual report is to be prepared and delivered according to the directions of the SEMC.

#### **1.24 Local Government Responsibilities**

It is a function of a local government to:

- Ensure that effective local emergency management arrangements are prepared and maintained for its district;
- Manage recovery following an emergency affecting the community in its district; and
- Perform other functions given to the local government under the Act.

The City of Bayswater also accepts responsibility for the management of municipal resources and co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

The Local Emergency Management Arrangements are to be consistent with State Emergency Management Policies and State Emergency Management Plans and are to include a Recovery Plan and the nomination of the Local Recovery Coordinator.

A copy of the Local Emergency Management Arrangements and an amendment to the arrangements, are to be delivered to the SEMC as soon as practicable after they are prepared and are to be reviewed in accordance with the procedures established by the SEMC. Local Emergency Management Arrangements may be amended or replaced whenever the local government considers it appropriate.

The Local Emergency Management Arrangements will be kept at the offices of the local government and will be available for inspection, free of charge, by members of the public during office hours. The arrangements will be available in written or electronic form.

#### **1.25 Hazard Management Agency (HMA)/Controlling Agency Responsibilities**

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

Hazard Management Agencies are public authorities responsible for the emergency management of a prescribed hazard (Bushfires and Marine). HMAs are prescribed in the Emergency Management Regulations (2006) based on their functions, expertise and resources. Designated HMAs have the authority to declare an emergency situation and invoke the powers of the Act.

A Hazard Management Agency or Controlling Agency is responsible for:

- Ensuring emergency management activities relating to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken;
- Preparing a strategic plan or arrangements (WESTPLANS) designed to cope with the particular hazard that includes details of joint agency operational arrangements;
- Appointing an Incident Manager(s) and Operations Area Manager, where appropriate for: Management of the incident or operation, within the context of planning, leading, organising and control;
- Preparation and implementation of an operational plan;
- Dissemination of public information and community awareness;
- Activation of the Incident Support Group or Operations Area Support Group where



- appropriate, in consultation with the relevant State/Local Emergency Coordinators;
- Ensuring the activation of appropriate recovery arrangements;
- Providing progress/situation reports to the Incident Manager or Operations Area Manager;
- Arranging an operational debrief or post incident analysis as required; and
- Submitting a Post Operations report.

### **1.26 Combat Agency Responsibilities**

The Emergency Management Regulations 2006 prescribe combat agencies. A combat agency is an agency identified as being primarily responsible for responding to a particular emergency, for instance fire fighting. Combat agencies have the following roles & responsibilities (Emergency Management Regulations, 2006):

- Executing combat action in accordance with their statutory responsibilities;
- Executing tasks as allocated in the tactical response plan;
- Providing progress reports to the designated Incident Manager or Operations Area Manager;
- Providing progress reports to the higher levels of their parent organisation;
- Provide an agency liaison officer to participate as part of the Incident Support Group upon request of the HMA;
- Attend post incident debriefs; and
- Contributing to a post operations report or post incident analysis.

### **1.27 Support Organisation Responsibilities**

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

Support organisations have the following roles and responsibilities:

- Restoring essential services affected by the emergency
- Providing “functional” support as part of the tactical plan, for example Department for Child Protection and Family Support is to provide welfare services;
- Managing their own resources and those given to them in support of their specific function;
- Providing progress reports to higher levels of their organisation;
- Providing progress reports to the designated Incident Manager or Operations Area Manager;
- Provide an Agency Liaison Officer to participate as part of the incident Support group upon request of the HMA;
- Attend post incident debriefs; and
- Contributing to a post operations report or post incident analysis.

### **1.28 Public Information**

The HMA is responsible for disseminating public information during an emergency. Public Information is to be dealt with as per the State Emergency Management Committee's WESTPLAN – Public Information.

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

### **1.29 Incident Controller**

This person is designated by the Hazard Management Agency and is responsible for the overall management and control of an incident of a major emergency or disaster.

### **1.30 Incident Support Group (ISG)**

Is a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

### **1.31 LEMC Executive Officers:**

Provide executive support to the LEMC by:

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

### **1.32 Controlling Agency**

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- to control all aspects of the response to an incident.
- During Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

### **1.33 Hazard Management Agency**

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Their function is to:

- 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 [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

### **1.34 Public Authorities**

A public Authority is established under Section 3 of the Act. Under s. 35 the SEMC may specify (s.35 (6) both an area of the State and a public authority to exercise the functions of local government detailed under Section 36 of the Act. To date, the Rottnest Island Authority is the only agency that has been classed as a 'public authority'.

# **PART 2**

# **PLANNING**

## **PART TWO - Planning**

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### **2.1 LEMC Membership**

In accordance with Section 39 of the *Emergency Management Act 2005*, a Local Emergency Management Committee is to be established for the local government's district and it consists of a chairperson and other members appointed by the local government district and its functions are as follows:

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

Under the Terms of Reference established for the City of Bayswater LEMC, the membership is as follows:

#### **Members**

*City of Bayswater*  
Two Councillors  
Local Recovery Coordinator

*Agencies*  
DFES (Fire Services)  
Bayswater SES  
Bayswater Police  
Morley Police  
Department of Child Protection and Family Support  
City of Bayswater's Minister's Association

*Community Representative*  
One member of the local community

#### **Non -Voting Members**

*City of Bayswater*  
Manager Community Services  
Manager Ranger and Security Services  
Emergency Management Officer  
Deputy Local Recovery Coordinator

### **2.2 LEMC Meetings**

Under the Terms of Reference for the LEMC, the Committee meeting details are as follows:

- The Committee will meet on a regular basis as determined by the nominated Committee Members which is four times per annum.
- The Committee bi-annually elect a Chairperson from the Elected Council Members.
- All endorsed members (or the deputy attending in lieu of the elected/representative member) of the Committee will have one vote. The Chairperson will have the casting vote and simple majority will prevail.
- The Chairperson will preside at all meetings. In the absence of the Chairperson, the Chair will be assumed by a person elected by the quorum.

## **2.3 Meeting Structure**

The City of Bayswater LEMC meetings are structured in accordance with SEMP 2.5.

- i. Confirmation of local emergency management arrangements contact details and key holders;
- ii. Review of any post-incident reports and post exercise reports generated since last meeting;
- iii. Progress of emergency risk management process;
- iv. Progress of treatment strategies arising from emergency risk management process;
- v. Progress of development or review of local emergency management arrangements; and
- vi. Other matters determined by the local government.

## **2.4 Management of the LEMC**

- The Committee has the authority to establish sub-working Committees as required to address specific purposes of the Committee.
- The Committee has authority to invite individuals from outside of the committee, on a voluntary basis, for their expert advice.
- The Chairperson is responsible for the proper conduct of the Committee.
- The Committee has no delegated power and has no authority to implement its recommendations without approval of Council.
- The Committee may recruit members according to the Terms of Reference.
- The Committee Minutes will be adopted by Council.

## **2.5 LEMC Constitution and Procedures**

The Local Emergency Management Committee's constitution and procedures are in accordance with the State Emergency Management Policy 2.5.

- c. the text of any direction given to it by:
  - i. the local government that established it.
- d. the major objectives of the annual business plan of the LEMC for the next financial year

## **2.6 The Annual Business Plan**

State Emergency Management Policy 2.5 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. (SEMP 2.6 s25 (b) (vii) & s.25 (d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

*A copy of the Annual Business Plan is available on request from the Executive Officer.*

## **2.7 Annual Reports and Annual Business Plan**

In accordance with State Emergency Management Policy 2.6, the annual report for the City of Bayswater LEMC shall be completed and submitted to the DEMC within (2) weeks of the end of the financial year and shall contain any major achievements from the annual business plan of the LEMC from the same financial year. A copy of the annual business plan, for the next financial year, shall be attached to the annual report.

## 2.8 Emergency Risk Management

City of Bayswater AWARE Project Risk Register –August 2003				
Risk Statement	Likelihood Rating	Consequence Rating	Level of Risk	Risk Priority
1. There is a risk that severe storm / flooding will cause injury or loss of life general public.	C	4	E	1
2. There is a risk that an earthquake will cause injury or loss of life to the general public and implications of infrastructure.				
3. There is a risk that structure fire will cause loss of life and or injury to the general public.				
4. There is a risk that a transport accident will cause injury and loss of life to passengers and the public.				
5. There is a risk that a chemical incident will cause injury and or loss of life to the general public.				
6.				
7.				

Legend			
Likelihood	Consequence	Level of risk	Risk Priority
A – almost certain	1 – insignificant	L - low	1 - people
B – likely	2 – minor	M – moderate	2 - lifelines
C – possible	3 – moderate	H – high	3 - infrastructure
D – unlikely	4 – major	E – extreme	4 - economy
E - rare	5 - catastrophic		5 - environment
			6 - social
			7 - heritage

Refer to Appendix 3 of these arrangements for comprehensive report on identified risks and treatment plans within the City of Bayswater.

# **PART 3**

# **RESPONSE**



## **PART THREE - Response**

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### **3.1 Risks**

Emergency Risk Management is essential to a community's ability to identify what risks exist within and how these should be dealt with and treated to minimise harm to life and property. The ERM for the City of Bayswater considered and identified hazards as part of a consultation process in 2003. Refer to Appendix 2 for the City of Bayswater Risk Register, Risk Treatment Schedule and Evaluation for details.

*These should be derived from the local community centred emergency risk management process.*

**Table 3.1**

<b>Hazard</b>	<b>Controlling Agency</b>	<b>HMA</b>	<b>Local Combat Role</b>	<b>Local Support Role</b>	<b>WESTPLAN</b>	<b>Local Plan (Date)</b>

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

It is recognised that the HMA's and Combat agencies may require Insert Local Government Name Here resources and assistance in emergency management. The Insert Local Government Name Here is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### **3.2 Response**

The purpose of an emergency response is to ensure that life, property and the environment is preserved and the actions that are taken before, during and after an emergency assist with minimising the effects on the community.

Under Section 41 (2) of the *Emergency Management Act 2005*, the LEMC is responsible for ensuring that roles and responsibilities of public authorities and persons involved with emergency management within the local governments district are provided within the LEMA however, It is up to the identified HMA to document how they respond to an emergency or disaster event.

Incidents are broadly classified into three (3) levels. It is recognised that there will be some overlap between levels and the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident.

The LEC in consultation with the HMA are responsible for implementing these arrangements and activating the respective HMA to respond accordingly.

#### ***Incident Controller***

Is the person designated by the relevant Controlling Agency and is 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.

#### ***Incident Control Centre***

Each Hazard Management Agency will control the response to an emergency from an Incident Control Centre. These will be identified by the Hazard Management Agency depending upon the type of incident involved. The Incident Control Centres may be nominated in the various hazard plans. In certain circumstances a Field Headquarters may be established to provide on site command and control. On these occasions the Local Emergency Coordinator will be required to attend the Incident Control Centre or Field Headquarter or provide a Police Liaison Officer to these facilities.

### **Activation**

These Arrangements may be activated by the Local Emergency Coordinator, any Hazard Management Agency which has an emergency situation within, or adjacent to, the boundaries of a participating Local Government Authority, or designated officers of the City of Bayswater. In the event that the activation is deemed to be required by other than the Local Emergency Coordinator, consultation between the three parties prior to activation is to take place where this is practicable.

The Hazard Management Agency is responsible for activating the participating agencies of these Arrangements. All Hazard Management Agencies and Combat Agencies have a responsibility to advise the Local Emergency Coordinator of any emergency, or any potential emergency, which may occur. **Incident Support Group (ISG)**

The ISG will be activated if deemed necessary by the *Incident Manager* in consultation with the relevant *Local Emergency Coordinator* to provide assistance in the overall management of a major *Incident* in the way of identifying priorities and strategies, resource requirements and information dissemination in a coordinate approach by all agencies involved.

### **Triggers for activation of the ISG**

The following will be considered when activating the ISG under a level 2 response as identified under SEMP 4.1 Operational Management.

- a) requires multi agency response;
- b) has a protracted duration;
- c) requires coordination of multi-agency resources;
- d) requires resources from outside the local area;
- e) some impact on critical infrastructure;
- f) has a medium level of complexity;
- g) has a medium impact on the routine functioning of the community;
- h) has potential to be declared an 'Emergency Situation'; and/or
- i) consists of multiple hazards.

### **Role**

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 Emergency Management Policy 4.1 'Operational Management'. 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. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into 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.

### **Frequency of Meetings**

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

### **Location of ISG Meetings**

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

*Identify suitable locations, and provide details of contacts who may be asked to open these sites.*

### **Local Emergency Coordination Centre**

The focal point for the overall response to an emergency or disaster is the Local Emergency Coordination Centre. The Local Emergency Coordination Centre for the City of Bayswater is:-

- |            |                                  |   |  |
|------------|----------------------------------|---|--|
| <b>(a)</b> | <b><u>Primary Location</u></b>   | : | Rangers & Security<br>Cnr Raymond Ave and King Street<br>BAYSWATER WA 6053         |
| <b>(b)</b> | <b><u>Secondary Location</u></b> | : | City of Bayswater Civic Centre<br>Committee Room<br>61 Broun Ave<br>MORLEY WA 6062 |

Personnel that are essential to the LECC are the LEC, Local Recovery Coordinator and Liaison Officers from HMA's and support organisation involved with the incident to ensure there is a coordinated approach. The LECC should also be represented with staff from the City of Bayswater to provide local knowledge and to assist with coordinating any local resources required to support the incident.

### **3.3 Public Information and Warning Systems**

During any emergency or disaster event, it is vital that information is disseminated to the community that is threatened or impacted with details on what has happened, what is happening, what to do and what to expect. Information needs to be consistent, adequate, timely and provide clear instruction on the situation and actions people may need to do to safeguard life and property. Special consideration also needs to be taken for public information issued to people with a disability.

The controlling HMA will manage the public information function for an emergency in accordance with their own processes and procedures. An Emergency Public Information Coordinator will be appointed depending on the size of the event and will have the responsibility of coordinating across the emergency a synchronised and cooperative unity of action by the control agency and emergency management agencies.

**The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

It is important that Public Information planning is consistent with state arrangements. Refer to WESTPLAN - Emergency Public Information. Depending on the hazard, there are varying tools on how information and warnings will be relayed. The various forms in which public information and warnings are disseminated are as follows:

### **Local Media Arrangements**

The City of Bayswater Media Communications Officer is responsible for issuing public information on behalf of the City in accordance with internal policies and in accordance with the WESTPLAN - Emergency Public Information during emergency events. The role of the Public Information Officer will be:

- Prepare and monitor public information in consultation with the Local Emergency Coordinator and the controlling agency;
- Draft media releases and public information releases;
- Update social media sites with approved public information in consultation with the LEC and controlling agency;
- Liaise with media outlets and contacts particularly with media and communication departments of controlling agencies (eg. DFES and WA Police)

### **DFES**

The Department of Fire and Emergency Services plays a vital role regarding the issuing of warnings and information during emergencies to the community. DFES issue warnings for a wide range of incidents such as bushfire, cyclone, tsunami, flood, storm, earthquake and hazardous material spills. Current alerts and warnings can be accessed by the DFES recorded information line 1300 657 209 or on the website at [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

The warning information can be provided in the form of community alerts with the use of the following:

#### *Standard Emergency Warning System (SEWS)*

The Standard Emergency Warning Signal (SEWS) is a warning siren used to alert the public of danger. The siren is played over radio, television or public address systems in public places to warn of bushfire, flood, cyclone, tsunami, earthquake or terrorist attack.

#### *Emergency Alert*

Emergency Alert is the national telephone warning system used that sends voice messages to landlines and text messages to mobile phones within a defined area, about likely or actual emergencies such as fire, flood, or extreme weather events.

#### *Fire Danger Ratings*

Fire Danger Ratings are based on forecast weather conditions providing advice about the level of bushfire threat to a particular area on a particular day.

#### *Flood Warning System (BoM)*

Flood Watch provides information generated for early awareness of developing conditions that could lead to possible or likely flood situations within a 24 to 72 hour period. Messages are released with short generalised statements about the developing weather condition providing details on forecast rainfall totals, current state of catchments and indication of rivers at risk from flooding.

Flood Warning provides information to enable timely action to be taken when flooding is likely or is occurring. Messages are issued for specific river basins and, where possible, sufficient information to explain what is happening, where it is happening, how it will affect the recipient of the message and what possible evasive action could be taken. *Cyclone Warning System (BoM)*

The Bureau of Meteorology issues cyclone advice to the public in the form of Cyclone Watch and Cyclone Warning. A Cyclone Watch is issued for damaging winds or gales expected to affect the community within 48 hours. Cyclone Warning is issued when damaging winds or gales are likely to affect the community within 24 hours. DFES will issue alert phases to the community depending on the level of the Cyclone which are Blue Alert, Yellow Alert and Red Alert and All Clear. For further information, refer to the DFES website [www.dfes.wa.gov.au](http://www.dfes.wa.gov.au).

### **Radio**

The ABC serves as Australia's emergency broadcaster. During major emergencies ABC Emergency provides the latest advice, information, news reports and publishes emergency warnings and alerts issued by the Bureau of Meteorology and emergency management agencies in WA.

The ABC uses radio, television and online services to deliver relevant information to affected communities during fires, floods and other natural disasters and emergencies and relies on HMA's to provide accurate and up to date details. The radio frequency for ABC Perth is 720 AM.

### **Social Media**

With today's technology, social media is another useful tool in which information can be delivered in a timely manner. The community can register to receive information from social media outlets such as Facebook and twitter on what the current situation may be during and after an emergency event. The public can also download applications for mobile phones such as Disaster Watch that has been developed by the Federal Government which releases information about any emergency situation that is occurring across the country.

To register to receive information through Facebook or Twitter for the City of Bayswater, login to the following.

Facebook: City of Bayswater

Twitter: @cityofbayswater

### **Community Awareness**

Community awareness and education is a key role in ensuring that the City of Bayswater is made aware of ways to mitigate the adverse effects of an emergency or disaster event by way of preparation for, responding to and recovering from an event. It assists the community on the identify threats and the means by which, as an individual or as a household, they can mitigate the adverse effects. These can be in the form of seminars, brochures and media releases.

## **3.4 Evacuation**

Evacuation is a strategy utilised in an emergency or disaster situation by way of movement of people taken away from the identified threat or hazard to prevent potential loss or harm to life and provide safety and on-going welfare. An evacuation may occur if there is an emergency resulting from hazards such as flooding, storm damage, fire, earthquake, power failure or contamination from hazardous materials.

It is the decision of the controlling HMA or an authorised officer to evacuate when it has been identified that the community is at risk and do not have the capability of making informed decisions or when it is evident there is risk of injury or loss of life.

### **3.4.1 Evacuation Planning Principles**

In accordance with the State Emergency Management Policy 4.7, the elements of planning for evacuations for a community at risk in an emergency or disaster situation are to ensure the following:

- Evacuation planning includes identifying triggers for evacuation, identification of safest corridors, refuge sites, welfare centres, safer places and return of community
- Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals,

caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

- Emergency management agencies preparing hazard plans are to consider evacuation plans for the hazards they are responsible for.
- Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

Refer to Appendix 5 for details of identified evacuation sites for the City of Bayswater.

### **Incident Controller**

This person is designated by the Hazard management Agency and is responsible for the overall management and control of an incident of a major emergency or disaster.

### **Incident Support Group (ISG)**

Is a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to operational response to the incident.

### **3.4.3 Evacuation Matrix**

The evacuation matrix is a guide for the Hazard Management Agency and/or Local Emergency Coordinator during emergency operations. The Hazard Management Agency should be in a position to advise the Local Emergency Coordinator of the area and estimated duration of evacuations and from this matrix determine the level of welfare support that is required.

<b>Duration</b>	0-8 Hours	8 Hrs to 1 Day	1-3 Days	3-7 Days	1 Week +
<b>People</b>					
1 - 10	Local	Local/Division	Local/Region	Region	Region
10 - 100	Local/Division	Local/Region	Region	Region	Region/State
100 - 500	Local/Division	Local/Region	Region/State	State	State
500 +	Local/Region	Region	Region/State	State	State

### **3.5 Welfare**

The emergency situation will determine whether a Welfare Centre is required and which Welfare Centre is suitable or practical. The decision to activate a Welfare Centre will be made in consultation with the Local Recovery Coordinator and the Department of Child Protection and Family Support.

Further details on Welfare provisions are located within Appendix 5 and the Perth District Local Emergency Management Plan for the Provision of Welfare Support City of Bayswater.

- WESTPLAN – Welfare
- CPFS District Local Emergency Management Plan for the Provision of Welfare Support for City of Bayswater
- Welfare Centre Emergency Management Support – Sub Plan

### **3.6 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the CPFS District Director to

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

### **3.7 Local Welfare Liaison Officer**

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

Local Government should 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.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for CPFS to arrive.

### **3.8 Senior District Emergency Services Officer**

The CPFS shall appoint a District Emergency Services Officer (SDESO) to prepare local welfare management plans. The DESO for the City of Bayswater is contained in Contacts Register.

### **3.9 State and National Registration and Enquiry**

The CPFS has the responsibility of recording with the assistance of Australian Red Cross for those who have been displaced and require registering on the State and National Register. Refer to WESTPLAN - Registration and Reunification for further information about the registration process.



# **PART 4**

# **RECOVERY**

## **PART FOUR - Recovery**

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### **4.1 The Recovery Process**

Recovering from an emergency is referred to as recovery and it is a coordinated process of supporting affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

Under the *Emergency Management Act 2005*, it is a function of local government to manage recovery following an emergency affecting the community and Local Recovery Arrangements have been developed to document how the City of Bayswater will manage this process. *Refer to City of Bayswater Local Recovery Arrangements for details.*

The National Disaster Recovery Principles for emergency management include broader components of prevention, preparedness and response and planning is integral for emergency preparation. A successful recovery relies on the following:

- Understanding the context;
- Recognising complexity
- Using community-led approaches;
- Ensuring coordination of all activities;
- Employing effective communication; and
- Acknowledging and building capacity.

#### **4.1.1 General Information**

The COB Local Recovery Plan was formulated in alignment to the Local Recovery Planning Guide and is consistent with the State “WESTPLAN – Recovery Coordination” which details the Recovery Process.

Section 41(4) states: – “local emergency management arrangements are to include a recovery plan and the nomination of a local recovery coordinator”.

The COB recognises and accepts their role within the Recovery Process. In an emergency event the COBLEMG (City of Wanneroo Local Emergency Management Group) or part of, shall convene and be responsible for coordinating the recovery requirements of the community.

### **4.2 Aim of Recovery**

The aim of recovery is to ensure restoration of the community is conducted as quickly as possible in a coordinated effort for quality of life so they can continue to function as part of the wider community.

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

### **4.3 Transition from Response to Recovery**

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency’s Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining

whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business. The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the City of Bayswater is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the City. The LRC and the City of Bayswater CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

#### **4.4 Local Recovery Coordinator**

The City of Bayswater has nominated the Manager Environmental Health as the Local Recovery Coordinator and the Coordinator of Waste and Environmental Management as the Deputy Local Recovery Coordinator.

The roles and responsibilities of the Local Recovery Coordinator may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan.
- Assess the community recovery requirements for each event, in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, for:
  - Advice to the *Mayor /CEO* on the requirement to activate the Plan and convene the LRCC; and
  - Initial advice to the LRCC if convened.
- Undertake the functions of the Executive Officer to the Local Recovery Coordinating Committee
- Assess for the LRC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the Hazard Management Agency.
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC.
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Committee.
- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally.
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

#### **4.5 Local Recovery Co-ordinator Roles and Responsibilities**

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

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

#### **4.6 Local Recovery Coordination Committee (LRCC)**

The LRCC can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

#### **4.7 Function of the Recovery Committee**

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

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

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

#### **4.8 Recovery Committee Composition**

The City of Bayswater Local Recovery Coordination Committee that is established to manage the local recovery process will have the following membership structure:

Position	Suggested Representative
Chairperson City of Bayswater	Mayor/Councillor/CEO
Executive Officer	Chief Executive Officer (COB)
Local Recovery Coordinator	Coordinator: Manager Environmental Health or Deputy: Coordinator Waste and Environmental Management )
Executive Public Liaison Officer	Mayor City of Bayswater
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Local Government	City of Bayswater Local Emergency Management Group (COBLEMG) - Officers as required
State Government	Controlling Agency DFES WA Police Department for Child Protection and Family Support Lifelines Main Roads WA St Johns Ambulance Department of Environment & Conservation

#### **4.9 Financial Management during Recovery**

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

The following financial assistance programs and outlets may be available in some circumstances during the Recovery process.

##### ***Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA)***

The State Government has established a range of relief measures designed to address specific needs that may exist within an affected community. The measures are designed to address the following community impacts.

- Individuals and families;
- Business and residential;
- Rural industry; and

- Local government

DFES is responsible for the overall administration of WANDRRA ***Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA)***

The NDRRA determination outlines the principles, guidelines, practices and processes under which the Commonwealth provides financial assistance to the State and Territories for the provision of natural disaster relief payments and infrastructure. The Commonwealth NDRRA do not apply directly to disaster affected communities.

DFES is responsible for the overall administration of WANDRRA

#### ***Department for Human Services***

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

#### ***Public Appeals - Lord Mayor's Distress Relief Fund***

*State Emergency Management Policy 4.4* outlines the policy for initiating and managing appeals and donations. The policy directs that all donations of cash or trading stock resulting from a public appeal are to be directed to the LMDRF. This is established under the Charitable Collections Act to provide for the alleviation and relief of distress, suffering, hardship and misfortune brought about by any emergency within or outside the State of Western Australia through cash donations.

#### ***Non-Government Organisations***

In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the Local Welfare Committee or the Local Recovery Committee to avoid duplication of effort and confusion. At the State Government level this coordination will be undertaken through the State Welfare Emergency Committee.

## **PART 5**

# **EMERGENCY CONTACT DETAILS**

## **PART FIVE Emergency Contacts Directory**

All Emergency Contacts are available within Appendix 4 which is a restricted document to operational officers only. If contact details are required, these are held with the Emergency Management Officer who can be contacted on 9270 4120 or [mail@bayswater.wa.gov.au](mailto:mail@bayswater.wa.gov.au).

### ***Hazard Management Agencies***

The under-mentioned list of hazards/emergencies identifies the Hazard Management Agency responsible for that hazard/emergency within the City of Bayswater. The hazards/emergencies identified are by no means exhaustive and will be added to as required.

	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT
1	Air Transport Emergencies	WA Police	000 - Emergency 13 14 44 - Enquiries
2	Earthquake	DFES (SES)	13 25 00 - Emergency Assistance
3	Exotic Animal Disease	Department of Agriculture and Food	9368 3333 - Head Office 1800 084 881 Pest and Disease Information 1800 675 888 Emergency Animal Diseases Watch Hotline
4	Fire (DEC managed Land)	<i>Gazetted Fire District:</i> DFES (FRS)  <i>Other:</i> Department of Environments and Conservation and	000 - Emergency 1300 657 209 - Hotline  9219 8000 - Fire Calls 6467 5000 - General Enquiries
5	Fire (Rural and Urban)	<i>Gazetted Fire District:</i> DFES (FRS)	000 - Emergency 1300 657 209 - Hotline
6	Flood	DFES (SES)	13 25 00 Emergency Assistance
7	Fuel Shortage Emergencies	Public Utilities Office	
8	Hazardous materials Emergency (including radioactive materials)	DFES (FRS)	000 Emergencies 1300 657 209 Hotline
9	Heatwave	Department of Health	9222 4222
10	Human Epidemic	Department of Health	9222 4222
11	Land Search and Rescue	WA Police	000 Emergency 13 14 44 Enquiries
12	Rail Transport Emergencies	<i>Urban Passenger:</i> Public Transport Authority  <i>Freight:</i>	9220 9999 (24hrs)  9250-1426
13	Road Transport Emergencies	WA Police	000 - Emergency 13 14 44 - Enquiries
14	Space Debris Re-entry	WA Police	000 - Emergency 13 14 44 - Enquiries
15	Severe Storm	DFES (SES)	13 25 00 Emergency Assistance
16	Structural Collapse	DFES (FRS)	000 - Emergency 1300 657 209 - Hotline



	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT
17	Terrorism	WA Police	000 - Emergency 13 14 44 - Enquiries
18	Tropical Cyclone	DFES (SES)	13 25 00 Emergency Assistance

## **PART 6**

# **EXERCISING AND REVIEWING**

## **PART SIX Exercising and Reviewing**

### **Exercising**

#### **6.1 Aim**

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

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

#### **6.1.1 Frequency**

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

#### **6.1.2 Types**

The following are three commonly used exercise styles:

Discussion Exercises include orientation exercise, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.

Functional Exercises are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as tabletop exercises.

Field Exercises involve the deployment of personnel to a simulated incident or emergency. Field exercises can often follow a series of discussion or functional exercises.

#### **6.1.3 Reporting of Exercises**

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

### **6.2 Review**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMP 2.5 – Emergency Management in Local Government Districts and replaced whenever the local government considers it appropriate (Section 42 of the Act). According to SEMP 2.5 – Emergency Management in Local Government Districts, the LEMA (including recovery plans) are to be reviewed and amended as follows:

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

### **6.2.1 Review Policy**

The COB LEMC shall complete an entire review of these Arrangements, inclusive of the support plans within it, every five years.

The contact and resources lists within these Arrangements shall be reviewed and updated every six months.

Certain circumstances, as deemed necessary by the COBLEMG or COB LEMC, may require more frequent reviews. This may include:

- Identified area(s) requiring formulation, development or review;
- Findings after an event or incident where these Arrangements were implemented; and
- Matters identified, as a result of training that exercises the Arrangements.

A review may be proposed and actioned in the form of an “entire review” or “review in-part”.

Any information considered relevant for incorporation into these Arrangements shall be formerly forwarded to the COB LEMC. All reviews shall be recorded in the Amendment List located within this document.

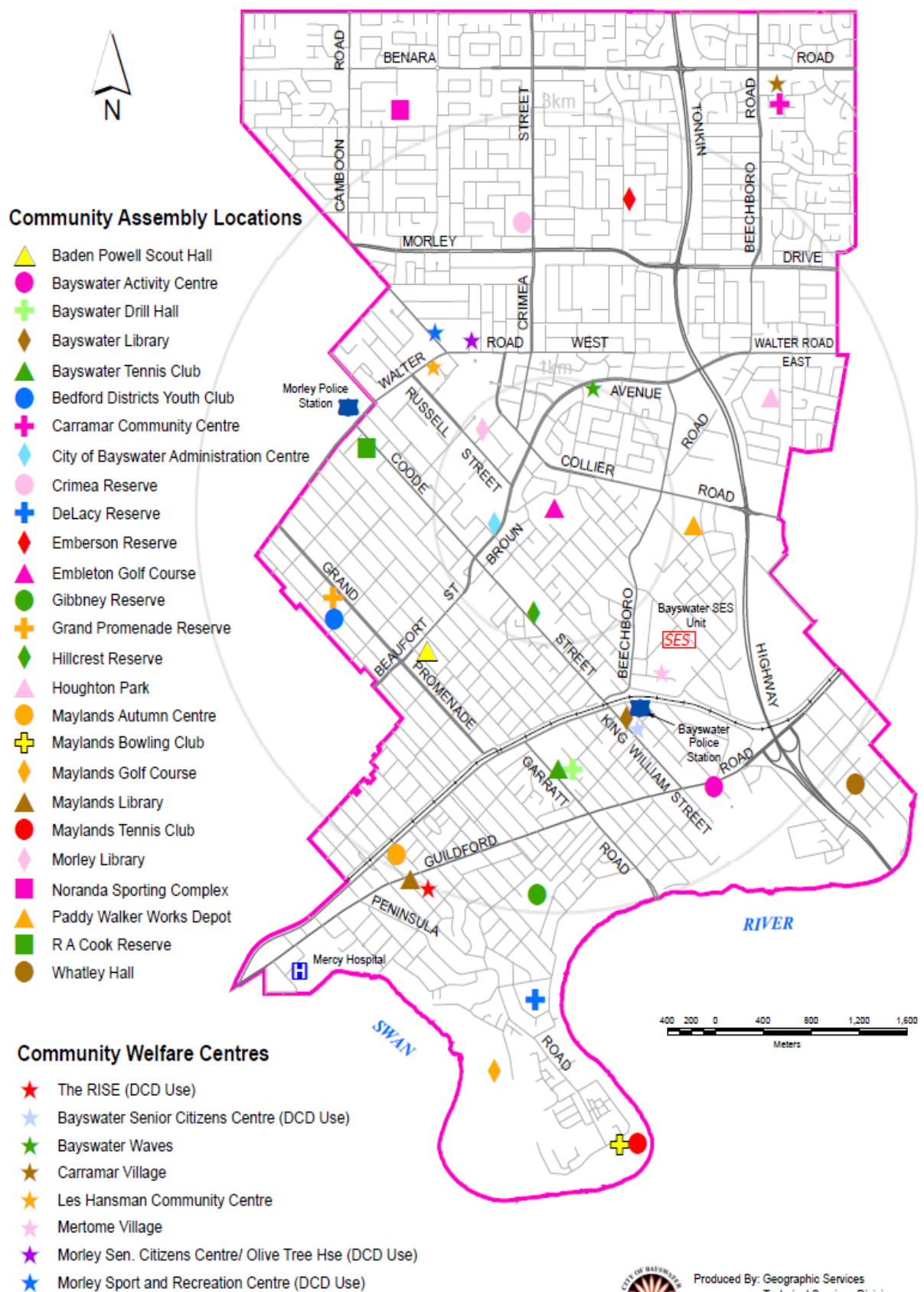
The COB LEMC has established the following testing, exercising and reviewing policy.

- Two emergency management exercises aligned to priority local emergency risks shall be targeted annually. The exercise shall be planned, directed and conducted by an appropriate sub-committee of the COB LEMC.
- The LEMC Executive Officer (appointed local government officer) shall retain the details of emergency exercises undertaken, which shall be incorporated into the LEMC annual report to the West Metropolitan DEMC.
- A COB local government officer in cooperation with the COB LEMC shall undertake the review of these emergency management arrangements in order to update relevant information and accommodate changing circumstances.

### **6.3 Review of LEMC Membership**

The membership of the Local Emergency Management Committee shall be reviewed bi -annually to ensure relevancy to the committee, however members (depending on their relevancy) may be added or removed as required.

# **APPENDIX 1 - MAP OF DISTRICT AND KEY LOCATIONS**



## **APPENDIX 2 - RISK REGISTER, TREATMENT SCHEDULE AND EVALUATION**

## CITY OF BAYSWATER PRIORITISED RISK REGISTER

**Figure 1.**

<b>Risk Statement</b>	<b>Final Priority</b>
There is a risk that residential fire will cause <b>loss of life and/or injury</b> .	<b>1</b>
There is a risk that a major traffic crash will cause <b>loss of life or injury</b> .	<b>2</b>
There is a risk that terrorism / sabotage will cause <b>loss of life and / or injury</b> to the public in the COB	<b>3</b>
There is a risk that a major storm will damage buildings in the City of Bayswater	<b>4</b>
There is risk that a major storm will cause death or injury to people	<b>5</b>
There is a risk that an epidemic will cause <b>loss of life and / or illness</b> to the public in the COB	<b>6</b>
There is a risk that industrial/commercial fire will cause loss of <b>life and / or injury</b> .	<b>7</b>
There is a risk that hazardous materials will cause <b>loss of life and / or illness</b> to the public in the COB	<b>8</b>
There is a risk that a rail transport accident will cause <b>loss of life and / or injury</b> to the public in the COB	<b>9</b>
There is a risk that terrorism / sabotage will cause damage to <b>infrastructure</b> in the COB	<b>10</b>
There is a risk that a civil disturbance / riot will cause <b>loss of life and / or injury</b> to the public in the COB	<b>11</b>
There is a risk that a gas pipeline rupture and fire will cause <b>loss of life and / or injury</b> to the public in the COB	<b>12</b>
There is a risk that industrial fire will cause damage or destroy industry <b>buildings and property</b> in the COB.	<b>13</b>



Figure 1. cont'd

There is a risk that a flood will cause damage or destroy <b>buildings and property</b> in the 1:100 year floodplain area in the COB.	<b>14</b>
There is a risk that an industrial accident will damage or destroy <b>ecosystems</b> in the COB.	<b>15</b>
There is a risk that an industrial accident will cause <b>loss of life and / or injury</b> .	<b>16</b>
There is a risk that an aircraft crash will cause <b>loss of life and / or injury</b> to people in the COB	<b>17</b>
There is a risk that water pollution will cause <b>loss of life and / or injury</b> to the public in the COB	<b>18</b>
There is a risk that contaminants will cause <b>loss of life and / or illness</b> to the public in the COB	<b>19</b>
There is a risk that terrorism / sabotage will damage <b>commerce</b> in the COB	<b>20</b>
There is a risk that terrorism / sabotage will interrupt <b>transport</b> services in the COB	<b>21</b>
There is a risk that an epidemic will damage <b>commerce</b> in the COB	<b>22</b>
There is a risk that bushfire will cause <b>loss of life and / or injury</b> .	<b>23</b>
There is a risk that a gas pipeline rupture and fire will damage infrastructure in the COB	<b>24</b>
There is a risk that air pollution within or entering the COB will cause loss of life and / or injury to the public in the COB.	<b>25</b>
There is a risk that a flood will cause loss of life and / or injury 3.	<b>26</b>
There is a risk that severe storms will interrupt transport in the COB.	<b>27</b>
There is a risk that industrial fire will cause damage to infrastructure within the COB	<b>28</b>

**Figure 1. cont'd**

There is a risk that a flood will cause damage to infrastructure in the COB.	<b>29</b>
There is a risk that erosion will cause damage or destroy ecosystems in the COB	<b>30</b>
There is a risk that an industrial accident will damage or destroy infrastructure in the COB	<b>31</b>
This is a risk that an industrial accident will damage the environment in the COB	<b>32</b>
There is a risk that an aircraft crash will cause damage to infrastructure in the COB	<b>33</b>
There is a risk that water pollution will damage or destroy flora/fauna and ecosystems in the COB	<b>34</b>
There is a risk that land pollution will damage or destroy ecosystems in the COB	<b>35</b>
This is a risk that hazardous materials will damage the environment / air quality in the COB	<b>36</b>
This is a risk that contaminants will damage the environment / air quality in the COB	<b>37</b>
There is a risk that bushfire will cause damage or destroy buildings in the COB.	<b>38</b>
This is a risk that air pollution within or entering the COB will damage the environment / air quality.	<b>39</b>
There is a risk that a rail transport accident will cause damage to infrastructure in the COB	<b>40</b>
There is a risk that residential fire will damage infrastructure.	<b>41</b>
There is a risk that a flood will damage or destroy ecosystems in the COB.	<b>42</b>

## CITY OF BAYSWATER TREATMENT STRATEGIES SCHEDULE

**Figure 2.**

<b>TREATMENT ID No.</b>	<b>SUGGESTED TREATMENT STRATEGY</b>	<b>RELATED HAZARD/S</b>	<b>RESPONSIBLE AGENCY</b>
1	Further immunisation programme to new diseases	Epidemic	COB, DOH
2	Maintenance of drainage channel/runnels and breeding sites	Epidemic	COB, DOH
3	Conduct media and education programmes	Epidemic	COB, DOH
4	Campaign promoting industrial/ commercial fire safety	Industrial/Commercial Fire, Bushfire	COB, (DFES- Fire, DOE)
5	Develop inspection/ maintenance program for main drains prior to winter season	Flood	COB
6	Undergrounding of power lines	Storms	COB, WP
7	Identification of dangerous trees to remove/prune.	Storms	COB
8	Media articles on storm effects mitigation strategies	Storms	COB, SES
9	Conduct emergency exercise based on a severe storm scenario.	Major Storms	COB
10	Develop standard operational procedures in conjunction with DOH	Epidemic	COB, DOH
11	Conduct emergency exercise to test epidemic scenario	Epidemic	COB, DOH
12	Further training for Environmental Health Officers (EHOs) and other Council staff.	Epidemic	COB, DOH
13	Conduct emergency exercise based on a flood scenario	Flood	COB
14	Conduct emergency exercise focussing on industrial accident	Industrial Accident	COB
15	Develop Business continuity plans	Epidemic	COB, DOH
16	Formalise standard operational procedures (SOP's) including quality assurance for immunisation procedures/ programs.	Epidemic	COB, DOH
17	Industrial Audit.	Industrial Accidents, Industrial/ Commercial Fire	COB

Figure 2. cont'd

<b>TREATMENT ID No.</b>	<b>SUGGESTED TREATMENT STRATEGY</b>	<b>RELATED HAZARD/S</b>	<b>RESPONSIBLE AGENCY</b>
18	Emergency Training and Development	Major Storms, Floods, Epidemic, Hazardous Materials, Industrial/Commercial Fire	COB
19	Inspection of Premises and Equipment	Major Storms, Flood	COB, DFES, DOIR
20	Review of plans and procedures	Major Storms, Flood, Epidemic, Industrial/ Commercial Fire, Industrial Accident	COB
21	Identification of vulnerable infrastructure using GIS technology.	Major Storms, Flood	COB
22	Promote the LEMC and the Local Community Emergency Management Arrangements		COB
23	Community education and involvement for bushfires	Bushfire	COB, DFES- Fire
24	Training of LG EHO's and rangers for pollution response	Industrial/ Commercial Fire, Hazardous Materials, Civil Disturbance/Riot, Industrial Accident, Land Pollution, Water Pollution	DOE, COB
25	Conduct Community Information forum on EM program	Residential Fire, Epidemic, Water Pollution, Bushfire, Air Pollution, Contaminants	Churches, COB
26	Reduce residential fire hazards through community education and vacant property audits	Residential Fire	COB, DFES- Fire

### CITY OF BAYSWATER RISK TREATMENT EVALUATION

Figure 3.

Treatment ID No.	Hazard/s	Risk Treatment Evaluation Criteria											TOTAL	RANK
		Cost: Affordability	Cost: Cost-effectiveness	Timing	Administrative Efficiency	Continuity of effects	Jurisdictional Authority	Economic Impact	Environmental Impact	Risk Reduction Potential	Political Acceptability	Public and Pressure Group Reaction		
3	Epidemic	3	2	3	2	1	1	3	3	2	2	3	25	1
5	Flood	2	3	3	2	1	1	3	3	2	2	3	25	1
17	Industrial Accidents, Ind/Comm Fire	2	3	2	1	2	1	3	3	3	3	2	25	1
21	Major Storm, Flood	2	3	3	1	2	2	2	3	3	3	1	25	1
1	Epidemic	2	3	3	1	3	1	3	2	3	3	2	24	2
10	Epidemic	3	3	3	1	2	1	3	2	3	2	1	24	2
26	Residential Fire	2	3	3	1	2	2	2	2	2	3	2	24	2
8	Major Storm	3	2	3	2	1	1	3	2	2	2	2	23	3
2	Epidemic	2	2	3	1	2	2	2	2	2	2	3	23	3
9	Major Storm	3	2	3	1	2	2	2	2	2	2	2	23	3
11	Epidemic	3	2	3	1	2	2	2	2	2	2	2	23	3
13	Flood	3	2	3	1	2	2	2	2	2	2	2	23	3
14	Industrial Accident	3	2	3	1	2	2	2	2	2	2	2	23	3

Figure 3. cont'd

Treatment ID No.	Hazard/s	Risk Treatment Evaluation Criteria											TOTAL	RANK
		<i>Cost: Affordability</i>	<i>Cost: Cost-effectiveness</i>	<i>Timing</i>	<i>Administrative Efficiency</i>	<i>Continuity of effects</i>	<i>Jurisdictional Authority</i>	<i>Economic Impact</i>	<i>Environmental Impact</i>	<i>Risk Reduction Potential</i>	<i>Political Acceptability</i>	<i>Public and Pressure Group Reaction</i>		
19	Major Storm, Flood	3	3	2	2	1	2	2	2	2	2	1	22	4
22	LEMC/LEMP	3	2	3	2	1	2	2	2	1	2	2	22	4
15	Epidemic	3	2	2	1	2	2	2	2	2	3	1	22	4
23	Bushfire Ind/Comm, Hazardous Materials, Civil/Disturbance Riot, Industrial Accident, Land Pollution, Water Pollution	1	3	2	1	2	0	2	3	3	3	2	22	4
24	Ind/Comm, Bushfire	2	3	2	1	2	1	3	3	2	1	2	22	4
4	Major Storm	2	2	2	1	1	1	3	3	2	1	3	21	5
7	Epidemic	2	2	3	1	2	2	2	2	2	3	0	21	5
12	Major Storm, Flood, Epidemic, Hazardous Materials, Ind/Comm Fire	3	2	3	1	2	1	2	2	2	2	1	21	5
18		3	3	2	1	2	1	2	2	2	2	1	21	5

Figure 3. cont'd

Treatment ID No.	Hazard/s	Risk Treatment Evaluation Criteria											TOTAL	RANK
		<i>Cost: Affordability</i>	<i>Cost: Cost-effectiveness</i>	<i>Timing</i>	<i>Administrative Efficiency</i>	<i>Continuity of effects</i>	<i>Jurisdictional Authority</i>	<i>Economic Impact</i>	<i>Environmental Impact</i>	<i>Risk Reduction Potential</i>	<i>Political Acceptability</i>	<i>Public and Pressure Group Reaction</i>		
6	Major Storm	1	2	1	1	3	1	3	3	3	3	0	21	5
20	Major Storm, Flood, Epidemic, Industrial Accident, Ind/Comm Fire	2	2	2	1	2	2	2	2	2	3	1	21	5
16	Epidemic	3	1	2	1	2	1	2	2	2	2	1	20	6
25	Residential Fire, Epidemic, Water Pollution, Bushfire, Air Pollution, Contaminants	3	2	2	1	2	1	2	2	1	2	2	20	6

PRIORITY STATUS		RANK		
	<i>High</i>	1	2	
	<i>Medium</i>	3	4	5
	<i>Low</i>	6		

## **APPENDIX 3 - RESOURCES AND SERVICE PROVIDERS**



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4.8 Clothing / Blankets .....	60

## **1.0 TECHNICAL SERVICES**

### ***1.1 Vehicles***

- Water Truck, Mitsubishi 7 tonne (non-potable water)
- Water Truck, Isuzu 7 tonne (non-potable water)
- Truck, Isuzu 4 tonne, equipped with chainsaw, rope and pruning gear
- Crane Truck, Mitsubishi 7 tonne, equipped with flashing arrow, chainsaws, ropes and pruning gear
- Bus, 18 seater (3)
- Front-end loader (1)
- Bobcat loader (1)
- Backhoe loader (1)
- Road sweeper
- Tip trucks various sizes (4)
- Trailers various sizes (6)

### ***1.2 Equipment***

- Jackhammers (2)
- Water pumps (various sizes) (2)
- Chainsaws 20 inch (4)
- Chainsaws 14 inch (10)
- Pruning platform 5 metre lift (1)
- Generators 4.5 KJA (2)
- Welder portable (1)
- Flashing lamps (20)

### ***1.3 Hire companies***

Coates Hire                      Ph:13 1552 (24/7)

### ***1.4 Earthmoving contractors***

Prime Earthmoving      M:0413 748093

### ***1.5 Works Depot staff contacts***

Mr Steven Scott              M: 0407 388 714

### ***1.6 Road Sweeping/Gully Educting***

Clean Sweep                      Ph: 92748558 (24/7)

## 2.0 ANIMAL WELFARE

### 2.1 Food suppliers

NAME	CONTACT	ADDRESS
A and D Pet Food	Ph: 9250 1030	23 Elliot Rd, Melville
City Farmers Malaga	Ph: 9249 3799	4-190 Beach Rd, Malaga
Bassendean Pet Food	Ph: 9279 7038	79 Old Perth Rd, Bassendean
Supplies		
Pets and Gardens	Ph: 9377 1270	Cnr Benara and Lord St, Caversham
Birdworld	Ph: 9478 1319	169 Abernethy Rd, Belmont
Pet Fare	Ph: 9275 6411	8 / 20 Boag Pl, Morley

### 2.2 Veterinary Clinics

NAME	CONTACT	ADDRESS
Bayswater Veterinary Clinic	Ph: 9371 2456	2 / Beaufort Sr, Bedford
- Prepared to assist during an emergency	Fax: 9471 7732	
- Prepared to be used as a domestic animal shelter with a capacity to hold 5 cats		
Morley Vet Centre	Ph: 9275 3000	20 Rudloc Rd, Morley
- Prepared to assist during an emergency	Fax: 9275 3081	
- Prepared to be used as a domestic animal shelter with a capacity to hold 42 Large Dogs 50 Small Dogs 50 Cats 10-20 other animals		
Noranda Veterinary Hospital	Ph: 9275 3021	1 / 36 Benara Rd, Noranda
- Prepared to assist during an emergency		
- Prepared to be used as a domestic animal shelter with a capacity to hold 2 Small dogs 2 Cats Birds		
Beechboro Veterinary Clinic	Ph: 9275 3021	Incana Pl, Morley
Water Road Veterinary Clinic	Ph: 9378 1133	6 Cherry Court, Morley
- Prepared to assist in an emergency	Fax: 9378 3645	
- Prepared to be used as a domestic animal shelter with the capacity to hold: 2 Large dogs 2 Small dogs 4 Cats		

### 2.3 Dead Animal Disposal

NAME	CONTACT	ADDRESS
Morley Veterinary Hospital	Ph: 9275 3000	20 Rudloc Rd, Morley
Cleanaway Transfer Station	Ph: 9272 5572	271 Collier Rd, Bayswater
Redhill Waster Disposal Site	Ph: 9574 6235	1094 Toodyay Rd, Redhill

### 3.0 ENVIRONMENTAL HEALTH

#### 3.1 Department of Health Contacts

NAME	CONTACT	ADDRESS
Environmental Health	Ph: 9388 4999 Fax: 9388 4955	
Communicable Disease	Ph: 9388 4999	
Radiation Health	Ph: 9346 2260 Fax: 9381 1423	

#### 3.2 Landfill sites

NAME	CONTACT	ADDRESS
Bayswater Transfer Station and Recycling Facility	Ph: 9271 5177 Fax: 9271 5121	Cnr Tonkin Hwy and Collier Road
Mindarie Regional Council	Ph: 9306 6300 Fax: 9306 6399	1700 Marmion Ave Tamala Park
Eastern Metropolitan Regional Council	Ph: 9574 6235	Toodyay Road Gidgegannup
Red Hill Landfill Site Stirling Transfer Station	Phone 9345 8555	Balcatta Road Balcatta

#### 3.3 Bottled Water (Potable)

NAME	CONTACT	ADDRESS
Palm Springs Natural Water	Ph: 9209 0600 Fax: 9209 0699	16 Millrose Drv Malaga
Aussie Natural	Ph: 9256 1987 Fax: 9455 6119	8 Modal Crescent, Canning Vale

#### 3.4 Bulk Water Tankers (non-potable)

NAME	CONTACT	ADDRESS
Acus Water Tanks	9274 7493	13 Wells Road Midland

#### 3.5 Toilet and Washroom Equipment

NAME	CONTACT	ADDRESS
Speedy Hire	Ph: 9444 2005 Fax: 9272 5557	
Coates Hire	Ph: 131 552	
GCS Hire	Ph: 9309 6177 Fax: 9309 6188	25 Jackson St Bassendean

### *3.6 Temporary Power Suppliers*

NAME	CONTACT	ADDRESS
Temporary Power Hire	Ph: 9309 4999 Fax: 9309 4998 Mob: 0418 918 501	4/51 Buckingham Drive Wangara
Aggreki	Ph: 93561511 Fax: 9356 1390	97 Dowd Street Welshpool
Allight	Ph: 9302 7000 Fax: 9302 7001	12 Hoskin Road Landsdale

### *3.7 Licensed Pest Control Operators*

NAME	CONTACT	ADDRESS
Allpest WA	Ph: 9361 6355 Fax: 9472 6466	84 Welshpool Rd Welshpool
Swan Pest Control	Ph: 9248 6888	10 Westchester Road Malaga
Complete Pest Management Services	Ph: 9248 9929 Fax: 9248 9930	8/24 Vale Street Malaga
Walkers Pest Control	Mob: 0409 088684	

### *3.8 Cleaning Contractors*

NAME	CONTACT	ADDRESS
J & J Commercial Cleaners	Ph: 9375 3999 Fax: 9375 2666 Mob: 0407 382 441	16 Westlake Road Morley
Dominant Property Services	Ph: 9275 8607 Fax: 9275 8012 Mob: 0418 918 499	9 McCaskill Way Noranda

### *3.9 Liquid Waste Collection*

NAME	CONTACT	ADDRESS
Veolia	Ph: 9457 5955 Fax: 9354 1240	4 Kembla Way Willetton
Cleanaway	Ph: 9449 3333	171 Camboon Road Malaga

### *3.10 Waste Disinfection (chlorine suppliers)*

NAME	CONTACT	ADDRESS
CSBP Ltd	Ph: 9411 8777 Fax: 9411 8425 Emergency Response 1800 093 333	Kwinana Works
Sigma Chemicals Pty Ltd	Ph: 9345 2233 Fax: 9345 4012	228 Balcatta Road Balcatta

### *3.11 Refuse Collection*

NAME	CONTACT	ADDRESS
Cleanaway	Ph: 9449 3333	171 Camboon Road Malaga

## 4.0 MEDICAL TREATMENT AND SUPPLIES

### 4.1 Medical Treatment

NAME	CONTACT	ADDRESS
Swan District Hospital St John Ambulance	Ph: 9347 5244 Ph: 9334 1233 Emergency: 000 Fax: 9334 1207	Eveline Rd, Middle Swan
Royal Perth Hospital	Ph: 9224 2244 Fax: 9224 3511	
Noranda Palms Medical Centre	Ph: 9275 5211	Benara Rd, Noranda
Royal Flying Doctor Service	Ph: 9417 6300 1800 625 800 Fax: 9417 3880	
Morley Medical Practice	Ph: 9275 5155	Cnr Walter Rd and Collier Rd, Morley

### 4.2 Chemists / Pharmacists

NAME	CONTACT	ADDRESS
Guardian Pharmacy	Ph: 9377 1822	Cnr Beechboro Rd and Benara Rd, Morley
Pharmacy Plus Greg's Discount Chemist	Ph: 9276 1036 Ph: 9276 2204	310 Walter Rd, Morley Shop 166, Level 1, Centro Galleria
Bedford Fair Pharmacy	Ph: 9271 2725	74 Walter Rd, Bedford

### 4.3 Vaccination Supplies

NAME	CONTACT	ADDRESS
Department of Health Immunisation Clinic	Ph: 9321 1312	16 Rheola St, West Perth

### 4.4 Medical Supplies

NAME	CONTACT	ADDRESS
Alpha First Aid Supplies Faulding Agencies WA	Ph: 9470 4430 Ph: 9353 4252	4/96 Briggs St, Welshpool 493 Abernethy Rd, Kewdale

### 4.5 Medical Waste Contractors

NAME	CONTACT	ADDRESS
Medi Collect Path Waste	Ph: 9356 5737 Ph: 9445 3955	1-7 Felspar St, Welshpool 7/51 Collingwood Rd, Osbourne Park



#### *4.6 Hearing*

NAME	CONTACT	ADDRESS
Deaf Society Interpreters, Case Managers	Ph: 13 36 77 A/H: 0410 017 540	Suite 46, 5 Aberdeen St, East Perth

#### *4.7 Wheelchairs*

NAME	CONTACT	ADDRESS
Ethnic Disability Advocacy Centre	Ph: 9388 7455	320 Rokeby Rd, Subiaco

#### *4.8 Clothing / Blankets*

NAME	CONTACT	ADDRESS
St Vincent De Paul	Ph: 1300 794 054 Mob: 0409 081 027	Osbourne Park

## **APPENDIX 4 - SUPPORT PLANS**

## **SUPPORT PLANS**

- 4.1 Environmental Health Support Plan**
- 4.2 Severe Storm Support Plan**
- 4.3 Major Road Accident Support Plan**
- 4.4 Hazardous Material Support Plan**
- 4.5 Works Support Plan**
- 4.6 SES Support Plan**
- 4.8 Community Services Support Plan**
- 4.9 Evacuation Support Plan**
- 4.10 Civil Disturbance Support Plan**
- 4.11 Rail Transportation Support Plan**
- 4.12 Air Transportation Support Plan**
- 4.13 Animal Emergency Plan**
- 4.14 Major Fire Hazard Plan**
- 4.15 Earthquake Hazard Plan**
- 4.16 Public Health Hazard Plan**

## **4.1 ENVIRONMENTAL HEALTH SUPPORT PLAN**

### **1. INTRODUCTION**

This support plan outlines a range of public health and environmental measures necessary to protect the health of the community and evacuees at the time of an emergency.

The plan calls for close liaison with the other agencies dealing with the emergency and particularly with the Manager Community Services, Department of Health and the Bayswater SES.

### **2. AIMS**

To detail the public health and environmental functions to be addressed during an emergency or within a disaster affected area.

To ensure adequate public health conditions are maintained and that the potential for the occurrence of disease is minimised.

### **3. ENVIRONMENTAL HEALTH FUNCTIONS**

The fundamental public health protection functions required at the time of a disaster are directed from the Local Emergency Coordination Centre and the Department of Health (and appointed officer for major disasters). City of Bayswater Environmental Health support functions are coordinated by the City of Bayswater Manager Environmental Health. Close liaison is maintained with the City of Bayswater Manager of Community Services and the Bayswater SES Local Manager.

#### **3.1 Survey and Assessment**

- (a) Conduct an initial survey of the disaster area to assess the priority of the environmental health response measures necessary and for the identification of immediate potential hazards.
- (b) Identify safe temporary facility sites and disposal sites in conjunction with other authorities involved.

#### **3.2 Food (Human Consumption).**

- (a) Food surveillance and possible rejection for human consumption.
- (b) Monitoring of health provisions for food preparation, storage and distribution.
- (c) Arrange seizure and disposal of damaged/perished foodstuff.

#### **3.3 Water**

- (a) Selection and maintenance of a potable water supply for use in an emergency.
- (b) Develop guidelines for water transportation and distribution.

### **3.4 Disease Prevention**

- (a) Determine the need for action and supervise the destruction of insect vectors and vermin where necessary.
- (b) Liaise with Agriculture Western Australia as required.

### **3.5 Water Disposal (Including Site of Ablution etc.)**

- (a) Arrange for disposal of sullage water from emergency ablutions, sanitary conveniences and laundries.
- (b) Siting of emergency facilities (i.e., ablutions, sanitary conveniences, laundries and refuse disposal).
- (c) Arrange for disposal of solid wastes.
- (d) Arrange disposal method for dead animals and supervise subsequent disposal.

### **3.6 Hygiene and Cleaning Details**

- (a) Detail the procedures and schedules for:-
  - (i) Cleaning of accommodation areas and public places.
  - (ii) Servicing of liquid waste holding tanks and drainage systems.
- (b) Supervise activities as detailed in (a).

### **3.7 Accommodation**

In conjunction with the Manager for Community Services and the Department for Child Protection and Family Support, identify and supervise the provision of suitable accommodation for evacuees and relief workers.

## **4. ENVIRONMENTAL HEALTH ORGANISATION**

### **4.1 Environmental Health Coordination**

Environmental health services are coordinated by the Manager Environmental Health.

### **4.2 Manager Environmental Health**

The Manager Environmental Health of the City of Bayswater will develop a team of trained officers to act as his back up in an emergency. An environmental health resource database will be maintained in Part Five, section 3.0.

#### **4.3 Role of the Environmental Health Officer**

- (a) To develop specific emergency contingency plans to ensure the Health Act is upheld in relation to environmental health and to arrange for appropriate staff training.
- (b) In the event of an emergency to liaise with the Department of Health Medical Officer and the Bayswater SES Local Manager. To provide status reports regarding environmental health as requested.
- (c) To survey and assess the environmental and public health impact of the emergency and to initiate appropriate measures.
- (d) To coordinate the various environmental and public health response activities and monitor conditions throughout the emergency period.
- (e) To re-assess and direct appropriate environmental health measures to be undertaken and followed through during the recovery phase.

#### **4.4 Media Releases**

Media Releases are restricted to the Media Liaison Team in conjunction with the Local Emergency Coordinator.

#### **4.5 Identification Vests**

Staff must wear clear identification. Liaison Officers to the Local Emergency Coordination Centre and command posts must wear identification vests.

### **5. ACTIVATION**

The Environmental Health Support Plan will be activated by the City after advice from the Local Emergency Coordinator or the Department of Health.

#### **Stage 1 - Warning Stage**

- (a) This will come from the Local Emergency Coordinator or the Department of Health.
- (b) Immediately following the warning the Manager Environmental Health will alert officers of the City of Bayswater Environmental Health Section.
- (c) The Chief Executive Officer (and through him, the Mayor) is advised.

#### **Stage 2 - Action**

As per the City of Bayswater Environmental Health Support Plan under the direction of the Manager Environmental Health.

### **6. AUTHORITY TO INCUR EXPENSE**

Where possible this should be discussed with the Chief Executive Officer.

There is a need to:-

- Have Council authority.
- Have Department of Health authority.
- Be able to make a quick decision.

## **4.2 SEVERE STORM EMERGENCY SUPPORT PLAN**

### **INTRODUCTION**

A Severe Storm Emergency is defined as an event that is beyond the resources of DFES-SES or that requires coordination of a number of significant emergency management activities.

Each year from May to October, storms, including, tornados, thunder, lightning, hail, flash flooding and gale force winds impact Western Australia (WA) causing major destruction to the southern half of WA.

This plan details the management of a major storm event which requires a large support effort from Council resources and should be read in conjunction with WESTPLAN Storms.

### **HAZARD DESCRIPTION**

Severe storms can produce some or all of the following effects:-

- (a) Light to severe damage to buildings and fences.
- (b) Light to severe damage to trees.
- (c) Loss of electrical power (lightning strikes).
- (d) Fire (lightning strikes).
- (e) Death or injury (lightning strikes, falling trees or wind-blown debris).
- (f) Flash flooding (storm water drain overload).
- (g) Traffic accidents (road weather alerts).

### **HAZARD EFFECT**

- (a) Fallen power lines.
- (b) Disruption to traffic.
- (c) Destruction of homes, businesses and property.
- (d) Local flooding.
- (e) Loss of life and severe injuries.
- (f) Displaced persons and evacuees.

### **RESPONSE ARRANGEMENTS**

Response activities combat the effects of the event, provide emergency assistance for casualties, help reduce further damage and help speed recovery operations. The severe storm response phase commences when the Bureau of Meteorology (BoM) issues a "Severe Weather Warning".

DFES (SES) is the prescribed Hazard Management Agency for severe storms and when a "Severe Weather Warning" is issued, the SES Operations Area Management will place the local SES units on Standby to be ready to respond where required.

City of Bayswater has the following responsibilities for a severe storm:

- (a) Provide resources to assist the DFES (SES) when requested;
- (b) Make available suitable council buildings to be used as evacuation/welfare centres;
- (c) Closing and opening roads within City of Bayswater jurisdiction when requested by the appropriate authority; and
- (d) Undertaking a lead role in the community recovery process where appropriate. Refer to Local Recovery Arrangements for further details

**Phase  
1**      **ALERT** (On receipt of "Severe Weather Warning")

**ACTIONS**  
*City of Bayswater*

**EMO**

- Forward Severe Weather Warning to CoB staff.
- Liaise with Local Recovery Coordinator on current situation.
- Liaise with SES on their response situation.
- Liaise with Depot staff to ensure resources are available
- Liaise with staff nominated as Liaison Officers or Incident Management Team.
- Liaise with Rangers and Call Centre staff on volume and types of calls being received.
- Liaise with Media Communications Officers on Public Information and media releases.
- Advise the LEMC that an Alert status has been initiated.

**Phase  
2**      **CALLOUT** (Advice received that request for assistance is required.)

**ACTIONS**  
*City of Bayswater*

**Incident Controller**

- Depending on the size of the event, an LECC and IMT support may be required to be activated to assist with the response effort
- Action requests for assistance.
- Liaise with Works depot on resources that have been requested and coordinate with relevant staff on any road warning signs that may need to be installed.
- Provide support to SES on resources requested.
- Place Liaison Officers where required if Incident Support Groups have been established. Liaison Officers must have authority or quick access to provide city resources.
- Liaise with Local Recovery Coordinator on any recovery elements that may be required.
- Provide SITREPS (situation Reports) to the DEMC and other relevant key stakeholders on the current status of the event.

**Phase  
3**      **STAND DOWN** (When the response effort is no longer required)

**ACTIONS**  
*City of Bayswater*

**EMO**

- To issue advice to all staff that Severe Weather Warning is no longer current and the response phase is no longer required.



## **AUTHORITIES (COMMAND CONTROL AND STRUCTURE)**

Local Emergency Coordinator	Officer in Charge Morley Police Station
Incident Manager :	Local Manager Bayswater (SES)
Hazard Management Agency :	DFES (SES)
Support Organisations	WA Police St Johns Ambulance DFES (Fire Services) City of Bayswater Western Power Water Corporation

## **LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

DFES (SES) as the Control Agency for this event will be activated through their internal processes and will respond to any requests for assistance that are received via the 13 25 00. Requests for assistance for storm events can also be received through the following sources and should be directed to DFES (SES) to action accordingly:

- (a) via WA Police call centre
- (b) via City of Bayswater call centre
- (c) via Security Watch Service

If calls received are life threatening, these should be directed immediately to 000.

It is through liaison with DFES (SES) and in consultation with the Incident Controller and Local Emergency Coordinator that will determine when the Operational Guide and the LEMA will be activated and placed on the "Callout" phase in accordance with the SEMP 4.1 Operational Management response trigger levels.

Trigger level 2 is the level which should determine when the Local Emergency Coordination Centre and ISG will be activated which is as follows.

- a) requires multi agency response;
- b) has a protracted duration;
- c) requires coordination of multi-agency resources;
- d) requires resources from outside the local area;
- e) some impact on critical infrastructure;
- f) has a medium level of complexity;
- g) has a medium impact on the routine functioning of the community;
- h) has potential to be declared an 'Emergency Situation'; and/or
- i) consists of multiple hazards.

The following locations have been identified as the sites suitable to utilise as the LECC during an emergency event.

- (a) **Primary Location** : Rangers & Security  
21 Raymond Ave  
BAYSWATER WA 6053
- (b) **Secondary Location** : City of Bayswater Civic Centre  
Committee Room  
61 Broun Ave  
MORLEY WA 6062

## **RESOURCE REQUIREMENTS**

All or some of the following resources may be required:-

- (a) Rescue Team (DFES (SES), DFES (Fire Services)).
- (b) Tarpaulins/plastic sheets/sand bags (DFES (SES)).
- (c) Chainsaws (Works Depot).
- (d) Power and lighting portable generator (DFES (SES)).
- (e) Plant and Operators (Works Depot).
- (f) Refreshments (DFES (SES), Salvation Army).
- (g) Road Warning Signs (Works Depot).
- (h) Accommodation (Department for Child Protection and Family Support).

## **CONTACT LIST**

	<b>AGENCY</b>	<b>CONTACT</b>
1	DFES (SES) Bayswater SES <b>HMA</b>	132500 Emergencies 0408 908 459 (SES Duty Phone) 0437 737 000 (SES Manager)
2	Local Emergency Coordinator Officer in Charge Morley Police	9345 9010 0434 549 408
3	City of Bayswater - <i>Manager Environmental Health</i> - <i>Coordinator Waste and Environmental Management</i> - <i>Environmental Health Coordinator</i> - <i>Ranger and Security Watch</i> - <i>Works Depot Supervisor</i>	0421 640 989 0419 968 952 0421 656 762 (private) 1300 360 333 9272 6167
4	WA Police	000 - Emergency 13 14 44 Enquiries
5	Western Power	13 13 51 Faults and Emergencies
6	Water Corporation	13 13 75 Faults and Emergencies
7	CPFS Senior District Emergency Service Officer	9214 2497 0429 683 948
8	DFES (Fire)	000 - Emergency 1300 657 209 9301 3908 District Manager 0409 379 584
9	St John's Ambulance	000 Emergencies 9334 1222 General Enquiries

## **ACRONYMS**

<b>CPFS</b>	Department of Child Protection and Family Support
<b>DFES</b>	Department of Fire and Emergency Services
<b>EMO</b>	Emergency Management Officer
<b>HMA</b>	Hazard Management Agency
<b>SES</b>	State Emergency Service

## **4.3 MAJOR ROAD ACCIDENT (Non Hazardous Materials) SUPPORT PLAN**

### **INTRODUCTION**

A major road traffic accident can be described as an incident involving a multiple number of vehicles with or without persons trapped and causing severe disruption to normal traffic flow. Road accidents are normally handled under the standing operating procedures of the Police, DFES (Fire Services) and Ambulance.

A Road Crash Emergency is defined as a Road Crash which is beyond the resources of WAPOL or which requires the coordination of a number of significant emergency management activities.

This plan details the response and support involvement with traffic accidents of a major magnitude requiring assistance above that which can be provided within the normal logistics of the Hazard Management Agency and Support Agencies and should be read in conjunction with WESTPLAN Road Crash.

### **HAZARD DESCRIPTION**

The hazard of a major road traffic accident is ever present on any high density traffic route particularly highways and freeways.

### **HAZARD EFFECT**

- (a) Life involvement.
- (b) Fire and/or explosion.
- (c) Damage to property (structural).
- (d) Disruption to traffic flow.

### **RESPONSE ARRANGEMENTS**

WAPOL has the responsibility of control and coordination of a road crash emergency. Activities that are performed at the incident include assistance to casualties, reducing damage, reducing secondary crashes, minimising delays, assisting with recovery and gathering of information for investigators.

Advice that a road crash has occurred will be received by the Police Operations Centre (POC) but if the emergency escalates beyond their capability it will be referred to the Duty Assistant Commissioner to assess accordingly.

#### **Levels of response**

The process to deal with a road crash emergency in Western Australia is based on the principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the local level.

The three stages of activation that are utilised in the WESTPLAN Road Crash which are:

**Alert:** Heads or Liaison Officers of participating combat agencies and support organisations are briefed on the situation. No further action is required.

**Call Out:** Combat agencies and support organisations are requested to dispatch their personnel.

**Stand Down:** Rescue actions have been completed and agencies are stood down.

## **AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator	Officer in Charge Morley Police Station
Incident Controller	WA Police
Hazard Management Agency	WA Police
Rescue Combat	DFES (Fire Services)
Support Organisations	City of Bayswater CPFS DoH DFES (SES) St John Ambulance Service Main Roads Western Power

## **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

The responsibility of Local Government during a *Road Crash* incident is as follows

- Provide advice and assistance to WAPOL and the Recovery Coordinator
- Provide a Liaison Officer “on call” from alert phase
- Provide resources as required.
- Assist WAPOL in the determination of traffic management for the incident on local roads.
- Assist in the provision of resources for implementation of traffic management for local roads.
- Arrange for the restoration of road assets, such as road surface, signs, etc for local roads.

### **Evacuation Arrangements**

The decision to evacuate residents from certain areas impacted is the responsibility of the WAPOL Incident Controller and will initiate actions to activate the necessary arrangements accordingly.

Refer to the Evacuation Support Plan and Perth District Local Emergency Management Plan for the Provision of Welfare Support for further information if evacuation is required.

## **RESOURCE REQUIREMENTS**

The following resources may be requested:-

- (a) Traffic Control/Traffic Signs/Traffic Cones.
- (b) Portable Generators Power and Light.
- (c) Road Repairs/Clean up.
- (d) Plant Operators.

## **CONTACT LIST**

	<b>AGENCY</b>	<b>CONTACT</b>
1	WA Police <b>HMA</b>	000 - Emergency 13 14 44 Enquiries
2	Local Emergency Coordinator Officer in Charge Morley Police	9345 9010 0434 549 408
3	City of Bayswater - <i>Manager Environmental Health</i> - <i>Coordinator Waste and Environmental Management</i> - <i>Environmental Health Coordinator</i> - <i>Ranger and Security Watch</i> - <i>Works Depot Supervisor</i>	0421 640 989 0419 968 952 0421 656 762 (private) 1300 360 333 9272 6167
4	CPFS Senior District Emergency Service Officer	9214 2497 0429 683 948
5	St John's Ambulance	000 Emergencies 9334 1222 General Enquiries
6	DFES (Fire)	000 - Emergency 1300 657 209 9301 3908 District Manager 0409 379 584
7	DFES (SES) Bayswater SES	132500 Emergencies 0408 908 459 (SES Duty Phone) 0437 737 000
8	Department of Health	9222 4222
9	Western Power	13 13 51 Faults and Emergencies
10	Main Roads	1800 800 009 Road Hazard Report 13 81 38 Customer Information Centre 9311 8450 Heavy Vehicles Operations

## **ACRONYMS**

<b>BoM</b>	Bureau of Meteorology
<b>CPFS</b>	Department of Child Protection and Family Support
<b>DFES</b>	Department of Fire and Emergency Services
<b>DoH</b>	Department of Health
<b>FWC</b>	Flood Watch Centre
<b>HMA</b>	Hazard Management Agency
<b>SES</b>	State Emergency Service
<b>WAPOL</b>	Western Australia Police Service

## **4.4 HAZARDOUS MATERIAL EMERGENCY SUPPORT PLAN**

### **INTRODUCTION**

Hazardous materials include dangerous goods and any substances which on release are considered a hazard to public health or the environment.

This plan details the response and the involvement with such incidents requiring assistance from a Local Authority or other organisation as detailed within the Western Australian Hazardous Materials Emergency Management Plan (WESTPLAN-HAZMAT).

The Local Emergency Coordinator is the Senior Police Officer, Police Sub District and the Hazard Management Agency is the DFES (Fire and Emergency Services Authority).

### **HAZARD DESCRIPTION**

The hazard of a hazardous goods incident can come from a traffic accident or within an industrial environment. All such incidents are extremely dangerous to human life and are therefore combated by the DFES (Fire Services) who have the necessary equipment and expertise to approach the source.

The general policy governing the response to this emergency is detailed in the reference document WESTPLAN-HAZMAT. Primary responsibility for operational planning to cope with hazardous material emergencies rests with State and Regional Level within the Metropolitan area. This Support Plan must be read in conjunction with these documents.

### **HAZARD EFFECT**

Any of the following effects could follow a hazardous material spill:-

- (a) Casualties - dead or injured.
- (b) Fire and/or explosion.
- (c) Toxic gas release.
- (d) Evacuation.
- (e) Liquid run off into stormwater drains and catchment areas.
- (f) Environmental damage.

### **RESPONSE**

DFES is the prescribed Hazard Management Agency for response under the *Emergency Management Regulations 2006* for all emergencies in which there is an “actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment” (section 17(2) (g) EM Regs).

There may also be other agencies involved as the control agency in agreement with DFES under the WESTPLAN Hazmat for circumstances such as Terrorism attacks and Multiple Hazards.

## **LEVEL OF RESPONSE**

In accordance with the State Emergency Management Policy 4.1, there are three levels of response to a hazardous materials incident, which in turn will flow on to three levels of recovery. They are:

- (a) Minor – Level 1
- (b) Moderate – Level 2
- (c) Major – Level 3

**Minor - Level 1.** DFES will mobilize sufficient resources and notify HEAT.

**Moderate - Level 2.** DFES will mobilize sufficient resources and request HEAT to assemble.

**Major - Level 3.** Incident of such a magnitude that additional powers may be invoked under the *Emergency Management Act 2005* by “Declaration of Emergency Situation,” or “Declaration of a State of Emergency.”

## **AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator:	Senior Police Officer Police Sub District
Hazardous Material Incident Controller:	DFES (Fire Services)
Hazard Management Agency :	DFES (Fire Services)
Support Organisations:	City of Bayswater
	DFES (SES)
	CPFS
	DEC
	Water Corporation

## **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

Emergency services will usually be first on the scene having been activated by a 000 call. If emergency services have not been activated, phone 000 giving location and relevant details.

The Police or DFES (Fire Services) may request logistical support from the SES. A Liaison Officer should be sent to the site. Logistical support may be required by:

- (a) Assisting DFES (Fire Services) personnel with site security or traffic control.
- (b) Provision of equipment e.g. lighting.

SES members would not be dispatched to the site if there was a risk of being contaminated or affected by the hazardous materials.

## **RESPONSIBILITY FOR RECOVERY**

Under the *Emergency Management Act 2005*, a local government is required to ensure that effective local emergency management arrangements are prepared and maintained to manage recovery following an emergency affecting the community. Where recovery activities are beyond the capacity of the local community, State support may be provided through the State Recovery Coordinator as detailed in the State Recovery Plan [WESTPLAN - RECOVERY COORDINATION].

A documented handover process will be applied, to identify that the situation has passed from the response to the recovery phase, and responsibility has passed from the HMA, to those identified as responsible for recovery.

The transition to recovery generally commences at the same time as the response and the HMA may permit this during the response phase but only if deemed safe by the Incident Controller and HEAT A safe site is declared when

- (a) The emergency impacting the site no longer exists;
- (b) Control of the situation has been established; and
- (c) The site is safe for recovery by non-emergency services personnel using appropriate controls

## **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) Power Generators and Lighting.
- (b) Accommodation.
- (c) Road Repairs/Clean Up.
- (d) Plant Operators/Man Power.
- (e) Refreshments.
- (f) St John Ambulance and First Aid Services.
- (g) Traffic Control/Traffic Signs.



## CONTACT LIST

	AGENCY	CONTACT
1	DFES (Fire) HMA	000 - Emergency 1300 657 209
2	WA Police	000 - Emergency 13 14 44 Enquiries
3	DEC	1300 784 782 Pollution Watch
4	Water Corporation	13 13 75 Faults and Emergencies
5	Western Power	13 13 51 Faults and Emergencies
6	Bayswater SES	0408 908 459 (SES Duty Phone)
7	City of Bayswater - <i>Manager Environmental Health</i> - <i>Coordinator Waste and Environmental Management</i> - <i>Ranger and Security Watch</i> - <i>Environmental Health Coordinator</i> - <i>Works Depot Supervisor</i>	0419 918 190 0419 968 952  1300 360 333 0421 656 762 (private) 9272 6167
8	CPFS Senior District Emergency Service Officer	9214 2497 0429 683 948

## **4.5 WORKS DIVISION SUPPORT PLAN**

### **1. INTRODUCTION**

This plan is formulated to provide for the coordination of response from the City of Bayswater Works Division in support of the combat agency in an emergency operation of Classification 2 category. Staff and plant from the Parks and Gardens Section may also be called on through the Director of Technical Services or his Deputy.

### **2. AIM**

To detail the arrangements necessary for the mobilisation and deployment of City of Bayswater Works Division Staff and equipment to support an emergency operation of Classification 2 category.

### **3. EMERGENCY CLASSIFICATION**

#### **3.1 Classification 1 - Minor Emergencies**

An emergency of a minor nature. Council Supervisors will assume responsibility under established procedures. **No state of emergency declared by DFES (SES).**

#### **3.2 Classification 2 - Major Emergencies**

An emergency of a major nature involving back up response requiring coordinated effort from Council resources. **Class 2 Emergencies are designated by DFES (SES) and must be read in accordance with this Plan.**

### **4. WORKS DIVISION FUNCTIONS**

The Director of Technical Services or his Deputy will coordinate the deployment of Council resources from the Works Depot office.

- 4.1 Provide engineering support to combat agencies.
- 4.2 Carry out clean up and specific engineering operations such as removal of storm damaged trees and emergency construction work.
- 4.3 Provide technical information on location and destination of local drainage systems.
- 4.4 Undertake traffic direction support duties and assist with any available traffic signs or barriers.
- 4.5 Provide fuel, vehicles and personnel.
- 4.6 Provide communication equipment and information.
- 4.7 Familiarise staff with the Local Community Emergency Management Arrangements.

## 5. **WORKS DIVISION COORDINATION**

5.1 Works Division coordination is carried out by the Director of Technical Services (or Deputy) who will form a Coordinating Team to develop Operational Procedures.

5.2 The Works Division Coordinating Team will operate from the City of Bayswater Works Depot Office, 15 Wright Street, Bayswater.

The Technical Services Division through the Director of Technical Services or his Deputy will maintain a database of resources with current listings of relevant emergency equipment available. This will be included at Part Five, Section 1.0.

The Manager of Engineering keeps a current directory of after hour numbers for relevant staff needed to operate machinery.

5.3 An agreement has been negotiated with Coates Hire for the provision of hire equipment in an emergency. A catalogue of equipment and services and a price schedule is kept with the Manager of Engineering Services.

5.4 Unless specifically authorised, no Council equipment is to be operated by outside personnel.

5.5 Identification Vests - Liaison officers to the Local Emergency Coordination Centre and command posts must wear identification vests. (To be provided by SES).

## 6. **COMMUNICATIONS**

6.1 Communication on two-way radio using the normal City of Bayswater channels. The call signs are:-

Depot, Engineering, Trades and Parks Vehicles ..... Channel 1  
Emergency Channel (one to one) ..... Channel 4  
Rangers: Mobile 0419 929 880

## 7. **MEDIA RELEASES**

Media releases are restricted to the Media Liaison Team in consultation with the Police Coordinator.

### **Stage 1 - Warning**

(a) This will come from the Local Emergency Coordinator (Police) or Hazard Management Agency (e.g. DFES, SES).

(b) Immediately following the warning the City of Bayswater's Director of Technical Services will alert members of the Works Division Coordinating Team.

(c) Key personnel will be contacted with information on the emergency.

(d) The Chief Executive Officer (and through him the Mayor) is advised by the Director of Technical Services.

## **Stage 2 - Activate Action Plan**

- (a) Staff is called and resources deployed as required.
- (b) Necessary records are maintained in a log book under established procedure.

### **8. AUTHORITY TO INCUR EXPENSE**

Where possible this is to be discussed with the Chief Executive Officer. There is a need to:-

- (a) Have Council Authority.
- (b) Be able to make a quick decision.

### **9. COMPLETION OF WORKS**

When advised of stand down, sites and equipment are to be secured and the Director of Technical Services or his Deputy advised so that recording can be completed.

## **4.6 LOCAL SES SUPPORT PLAN**

### **1. INTRODUCTION**

This plan outlines the purpose and organisational structure of the Bayswater SES Unit and details the role it plays in coordination of the local response to a disaster.

### **2. AIM**

To outline the activation stages and the role played by the local Bayswater SES Unit.

### **3. BASIC SES FUNCTIONS**

The immediate local support to Hazard Management Agencies and to local residents in combating a disaster is coordinated by the local SES unit under the direction of the SES Local Manager.

#### **3.1 Establish from Local Emergency Coordination Centre:-**

- Communication links.
- Operation base.
- Call out of other support groups as needed.
- Liaison with combat posts.

#### **3.2 Rescue**

Call up rescue teams and conduct a rescue operation.

#### **3.3 Search**

Call up search teams and conduct a search operation.

#### **3.4 First Aid**

Provide First Aid until medical teams arrive.

#### **3.5 Storm Damaged Buildings**

Provide assistance with storm damaged buildings.

#### **3.6 Welfare**

Provide immediate welfare support following an emergency to SES unit members only. The Salvation Army is to provide others with welfare support.

#### **3.7 General Support**

For example: road direction control, crowd control, provision of power and lighting.

#### **3.8 Training and Morale**

- (a) Provide a high level of training to local SES Members.
- (b) Maintain unit strength and morale by provision of well maintained equipment and a stimulating activity program.

#### 4. **SES ORGANISATION**

Following a call out the stages of organisation as listed below occurs:-

##### 4.1 Staffing of Local Emergency Coordination Centre.

3 Operations Officers  
2 Communications Officers  
1 SES Welfare Officer

##### 4.2 Establish Communication Links with:-

SES Headquarters (Emergency Coordination Centre)  
Police Command Post  
City of Bayswater Manager Environmental Health

##### 4.3 **Reconnaissance**

Send Liaison Officers with a radio link to meet the Local Emergency Coordinator (Police) and Hazard Management Agency leaders at the command post.

##### 4.4 **Support Group Coordination.**

Contact the relevant City of Bayswater personnel to activate, where appropriate, the:

City of Bayswater Community Services Support Plan  
City of Bayswater Engineering Support Plan  
City of Bayswater Environmental Health Support Plan  
City of Bayswater Evacuation Support Plan

#### 5. **MEDIA RELEASES**

Media releases are restricted to the Media Liaison Team in consultation with the Local Emergency Coordinator (Police).

## **4.7 COMMUNITY SERVICES SUPPORT PLAN**

### **1. INTRODUCTION**

This support plan details a range of welfare services aimed at providing care, assistance and rehabilitation for the victims of a disaster and counselling and support for rescuers.

The plan is designed to provide for the coordination of all forms of welfare assistance in support of the Local Emergency Coordinator within the scope of the Local Community Emergency Management Arrangements.

**The plan must be read in conjunction with the "City of Bayswater Local Welfare Arrangements" document which is kept with the Manager of Community Services.**

### **2. AIM**

To detail arrangements for the provision of welfare support to those affected by an emergency.

### **3. BASIC COMMUNITY SERVICES FUNCTIONS**

The fundamental needs of those affected by an emergency are coordinated by the City of Bayswater Community Services Section under the direction of the Manager Community Services in conjunction with the Manager Environmental Health. Close liaison will be maintained with the Perth District Perth Service Department for Child Protection and Family Support.

#### **3.1 Emergency Catering**

In conjunction with the Department for Child Protection and Family Support and other supporting agencies such as the Salvation Army.

#### **3.2 Community Welfare Centres and Emergency Accommodation.**

In conjunction with the Department for Child Protection and Family Support, Community Welfare Centres will be set up as required and temporary emergency shelter arranged. (Note: See Appendix 5 for further details of arrangements made with CPFS to use Council facilities).

#### **3.3 Emergency Clothing**

The City of Bayswater Manager Community Services will liaise with Government and Government Support Organisations.

#### **3.4 Personal Services**

These include the reception and care of victims, their direction to welfare centres, basic first aid, counselling advice, spiritual services and escort duties.

#### **3.5 Registration and Enquiry**

Achieved in liaison with the Regional Welfare Support Plan.

### 3.6 Provision of Financial Assistance

Ensure access to financial assistance in liaison with the Department for Child Protection and Family Support and Non-Government support groups.

### 3.7 Provision for CALD (Culturally and Linguistically Diverse) Communities

- a) The Department of Child Protection and Family Support in conjunction with the City of Bayswater Community Services will assess CALD requirements in an emergency situation involving recovery functions such as evacuation and accommodation, clothing, food and other welfare needs.
- b) A contact list of all major ethnic communities and support groups is available in Appendix 5.
- c) Special food and dietary requirements may be determined by liaison with the Metropolitan Migrant Resource Centre. Where this is not possible, a diet of seafood and vegetarian meals is acceptable in most cases.
- d) Interpreter services are listed in Resources Section 5.16.
- e) It is important to bear in mind that while every effort will be made to meet any special requirements of CALD people, support staff maybe under duress themselves and resources may be limited. The needs of the whole community will need to be assessed and prioritised by staff during the emergency situation.

## 4. **COMMUNITY WELFARE ORGANISATION**

### 4.1 Community Services Coordination

All welfare services are coordinated by the Perth District Department for Child Protection and Family Support, in liaison with the City of Bayswater's Manager Community Services.

### 4.2 Community Assembly Locations and Community Welfare Centres

A list of key Community Assembly Locations and Community Welfare Centres are shown on the map at Appendix 1.

#### **(a) Community Welfare Centres**

Each Centre will have the following:-

- Centre Coordinator.
- Emergency Feeding.
- Emergency Clothing.
- First Aid.
- Registration and inquiry in conjunction with the Red Cross.
- Personal Services.
- Emergency Accommodation.
- Personal Hygiene and Sanitation.



#### 4.4 Community Assembly Locations

The Manager Community Services in liaison with the Hazard Management Agency will determine the location of Community Assembly Locations to meet the needs of a particular disaster. Locations are listed in Part Five, Section 4.3.

#### 4.5 Community Welfare Centres

Local government representative and the Department of Child Protection and Family Support in conjunction with the incident controller will determine the location of the Community Welfare Centres to meet the needs of a particular disaster.

#### 4.6 Identification Vests

Staff must wear clear identification at all times.

5. **EVACUATION MATRIX**

The Evacuation Matrix is used to establish the level of community services support. It will be noted from the matrix that the level of community services support is dependent upon the number of evacuees and the duration of the evacuation. In view of the considerable cost involved, the Department for Child Protection and Family Support is activated at divisional, regional or state level for all significant evacuations. The provision of community services is therefore a coordinated operation between the Manager Community Services and the appropriate Welfare Coordinator from the Department for Child Protection and Family Support. Refer to the table at Item 5 of the Evacuation Support Plan at Part 3.

6. **COMMUNICATIONS**

The normal means of communication between Community Welfare Centres, Welfare Coordination Centre and the Local Emergency Coordination Centre is by telephone. Should telephone contact not be available, couriers or radio contact through the Local Emergency Coordination Centre will be used. Training in use of two-way radio and provision of hand held sets and listed frequencies should be part of the plan.

7. **MEDIA RELEASES**

Media releases are restricted to the Police Coordinator/Media Liaison Team in consultation with the Police Coordinator.

8. **ACTIVATION**

The Community Services Support Plan will be activated by the City after advice from the Local Emergency Coordinator (Police).

9. **AUTHORITY TO INCUR EXPENSE**

Where possible this should be discussed with the Chief Executive Officer. There is a need to:-

1. Have Council authority.
2. Have Department for Child Protection and Family Support authority.
3. Be able to make quick decisions.

## **4.8 EVACUATION SUPPORT PLAN**

### **1. GENERAL**

This Support Plan is to be read in conjunction with the City of Bayswater Local Community Emergency Management Arrangements.

### **2. AUTHORITY**

The authority for this plan is the City of Bayswater Local Emergency Management Committee (LEMC).

### **3. AIM**

To detail arrangements for the relocation of disaster affected victims.

### **4. INTRODUCTION**

Circumstances may arise where there may be the need to totally or partially evacuate the population of a particular area.

Such evacuation could involve the following:-

(a) Immediate danger to life from:-

- (1) Fire or smoke
- (2) Hazard of explosion
- (3) Hazardous material (toxic cloud or liquid)
- (4) Terrorist threat

(b) Damaged or uninhabitable homes due to:-

- (1) Storm damage
- (2) Fire
- (3) Flooding (storm drains)
- (4) Earthquake damage
- (5) Failure of power supply (hospitals and homes for the aged etc)

There are two categories of evacuation, namely **Immediate and Planned**.

#### **Immediate Evacuation**

Evacuation of this kind will require an instant decision by the Hazard Management Agency. The Incident Manager should advise the Local Emergency Coordinator of:-

- (a) The urgency of the evacuation.
- (b) The estimated area of evacuation.
- (c) The likely duration of the evacuation.
- (d) The safe direction for evacuation.

The Local Emergency Coordinator should then arrange the immediate evacuation of the area to any convenient safe area (refer to Part Five, 4.3, for details of Community Assembly Centres). It should be noted that statistics indicate more than 25% of people will ignore this instruction and will, in preference, proceed to friends or relatives.

The remaining evacuees can then either be allowed to return to their homes once the all clear is confirmed or, in the case of a longer duration of evacuation, transported to a designated Welfare Centre (refer to Part Five, 4.2, for details of Community Welfare Centres) as nominated by the Welfare Coordinator. Note: the City of Bayswater has made arrangements with the Department for Child Protection and Family Support for the mutual use of selected Council facilities as evacuation Welfare Centres. See Appendix 4 for details of this agreement.

### **Planned Evacuation**

Where circumstances permit, an orderly evacuation may be achieved. Once again a significant proportion of the evacuated population will make their own accommodation provisions. Review of the evacuation matrix will indicate the likely level of welfare response, i.e., local, divisional, regional or state.

## **5. EVACUATION PLAN**

<b>Duration</b>	<b>0-8 Hours</b>	<b>8 Hrs to 1 Day</b>	<b>1-3 Days</b>	<b>3-7 Days</b>	<b>1 Week +</b>
<b>People</b>					
<b>1 - 10</b>	Local	Local/Division	Local/Region	Region	Region
<b>10 - 100</b>	Local/Division	Local/Region	Region	Region	Region/State
<b>100 - 500</b>	Local/Division	Local/Region	Region/State	State	State
<b>500 +</b>	Local/Region	Region	Region/State	State	State

The above evacuation matrix is a guide to the Hazard Management Agency and/or Local Emergency Coordinator during emergency operations. The Hazard Management Agency should be in a position to advise the Local Emergency Coordinator of the area and estimated duration of evacuations.

The Emergency Coordinator should then establish and estimate the number of persons involved and by using the above matrix determine the required level of Welfare Support.

Welfare support for evacuees can be obtained through local planning or Department for Child Protection and Family Support arrangements. "Local" in the above indicates the Local Community Emergency Management Arrangements require activation. Where Division, Region or State are indicated, Department for Child Protection and Family Support arrangements at Divisional, Regional or State level may be activated.

The appropriate agency to arrange activation of Local or Department for Child Protection and Family Support Emergency Management Support Plans in the Metro area should be the head of the Hazard Management Agency or the Local Emergency Coordinator by conferring with the appropriate Welfare Coordinator from that organisation.

Should a short term evacuation include persons who have been involved in or witnessed a traumatic event, trauma counselling can be arranged through the nearest Department for Child Protection and Family Support or other agencies (refer to Part Five, Section 4.6).

## **Population Statistics**

For the purpose of planning evacuations, the City of Bayswater building and population statistics are located in Local Emergency Management Arrangements.

### **6. ORGANISATION, CONTROL AND EVACUATION STRUCTURE**

Local Emergency Coordinator	:	Senior Police Officer Police Sub District
Evacuation Controller	:	Police/DFES (SES)
Traffic Control	:	Police
Property Security	:	Police/City Security
Welfare	:	City of Bayswater/CPFS
Pet Refuge	:	City Rangers/Veterinarians/RSPCA
Resource Coordination	:	DFES (SES)/Police
Medical Triage/Casualties and Hospital/Nursing Home Evacuation	:	St John Ambulance Service

### **7. OPERATION CONCEPT**

The evacuation operation is based on the following:-

- 7.1 Warning of the population of the impending evacuation.
- 7.2 Assembly of the population at pre-determined Community Assembly Locations.
- 7.3 Movement from the Community Assembly Locations or evacuation departure points to Community Welfare Centres.
- 7.4 Transportation of evacuees to another community.

### **8. TASKS**

#### **8.1 Police**

- Warning of the community.
- Control of all personnel movement.
- Provide area security.
- Crowd control at evacuation departure points.
- Establish and man traffic control points.
- Control all road traffic.

#### **8.2 Bayswater SES**

- Establishment and manning of designated evacuation departure points.
- Coordination of all evacuation resources.

#### **8.3 Community Services (City of Bayswater)**

Work in conjunction with the Department for Child Protection and Family Support.

8.4 Department for Child Protection and Family Support.

- Coordinates registration of evacuees and inquiry.
- Emergency accommodation
- Emergency catering
- Emergency clothing
- Personal requisites
- Financial assistance may be available

8.5 City of Bayswater

- Make arrangements for the care of domestic pets (see Emergency Animal Welfare Support Plan, page 3-20).
- Place sign posting to all control points as required by the Police.
- Provide petrol (unleaded only) and diesel.
- Provide vehicles, buses.
- Provide staff officiating with identification vests.

9. **COMMUNICATIONS**

Existing communications systems of participating organisations are to be utilised. Additional communication requirements are to be provided and coordinated by the Local Emergency Coordination Centre.

10. **MEDIA RELEASES**

Media releases are restricted to the Media Liaison Team in conjunction with the Local Emergency Coordinator (Police).

11. **TRANSPORT**

Local transport requirements to be coordinated by the Local Emergency Coordination Centre.

12. **WELFARE ARRANGEMENTS**

Welfare planning is to be adapted or expanded as needed.

13. **EVACUATION ROUTE**

Principal routes are from affected areas to Community Assembly Locations and then to evacuation departure points or Community Welfare Centres.

14. **TRAFFIC CONTROL POINTS AND SIGNPOSTING**

These will be determined at the time by Police and locations notified to the Local Emergency Coordination Centre. **The City of Bayswater will be responsible for signs at all control points.**

15. **DOMESTIC PETS**

Householders required to evacuate may lodge domestic pets which are not dangerous with the City pound subject to the accommodation capability of the pound. (Refer to Emergency Animal Welfare Support Plan (see Appendix 4) and the Resources and Service Providers list (see Appendix 3)

16. **ACTIVATION**

The decision to prepare for an evacuation will be determined by the Hazard Management Agency in consultation with the Local Emergency Coordinator (Police).

Communication of this decision to participating organisations is the responsibility of the Local Emergency Coordinator.

Members of the affected community are warned by Police with assistance from the City Rangers, Bayswater SES and Bayswater Security if required.

### **Stages of Activation**

#### **16.1 Stage 1 - Alerting**

- (a) Key personnel of participant organisations are alerted by the Emergency Coordination Centre.
- (b) Key personnel alert the remainder of their organisation.
- (c) Members of the community are alerted.

#### **16.2 Stage 2 - Call Out**

- (a) The following locations are established and manned as required:-
  - Community Assembly Location/Evacuation Departure Points.
  - Traffic Control Points.
  - Community Centres.
- (b) Members of the community are directed to move in accordance with the plan.

#### **16.3 Stage 3 - Movement**

- (a) Evacuees move to Community Assembly Locations.
- (b) Evacuees are moved to evacuation departure points or Community Welfare Centres.

#### **16.4 Stage 4 - Stand Down**

- (a) Participant organisations are stood down by the Local Emergency Coordination Centre on advice from the combat agency.
- (b) Security of evacuated area to be maintained by the Police.

### **17. AUTHORITY TO INCUR EXPENSE**

Where possible this should be discussed with the Chief Executive Officer. Need to:-

1. Have Council authority.
2. Have Department for Child Protection and Family Support authority.
3. Be able to make quick decisions.

## **4.9 CIVIL DISTURBANCE HAZARD PLAN**

### **1. INTRODUCTION**

This plan deals with a major civil disturbance where back-up support resources are required by the Police.

### **2. HAZARD DESCRIPTION**

A civil disturbance on a major scale involving lawless behaviour, drunken behaviour, disregard for authority and a need for back-up support for the Police.

### **3. HAZARD EFFECT**

- (a) Loss of life and injuries.
- (b) Damage to property.
- (c) Disruption of traffic.
- (d) Fire and explosion.
- (e) Drunken behaviour, lawlessness and a disregard for authority.
- (f) Looting of homes and shops.
- (g) Reckless and dangerous driving.

### **4. AUTHORITIES**

#### **Phase 1**

Control: WA Police, establish parameter and control of area.  
Combat: WA Police, DFES (Fire Services)

#### **Phase 2**

Control: WA Police, when area is made "safe"  
Restoration and clean up.

Support Organisations: DFES (SES), DFES (Fire Services)  
Works Division, City of Bayswater  
Community Services, City of Bayswater  
St John Ambulance Service



5. **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

Activities of local support groups would be complicated by the concern for the safety of the local personnel. During Phase 1, Police would delay calling out local groups until the situation was under control or safety could be assured, then Phase 2 would be activated.

When activated the following procedures would apply:-

- (a) Activate LEMC and key resource agencies.
- (b) Provide back up resources through the Police/SES and common radio frequency.

6. **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) Accommodation.
- (b) Traffic control/signs.
- (c) Power and lighting generators.
- (d) Road repair/clean up.
- (e) Refreshments.
- (f) Ambulance and first aid.

## **4.10 RAIL TRANSPORTATION ACCIDENT HAZARD PLAN**

### **1. INTRODUCTION**

This plan deals with a major rail accident requiring additional support from Council resources to support the Public Transport Authority of Western Australia (formerly Westrail) and combat resources.

### **2. HAZARD DESCRIPTION**

Rail accidents are complex operations. In addition to the standard response by Police, Fire and Ambulance, the Public Transport Authority will be heavily involved. Furthermore it is conceivable that a rail accident may include or cause the collapse of one of the many bridges across the line. The operation could be further complicated by access congestion and electrical hazards.

This Hazard Plan must be read in conjunction with Public Transport Authority's Emergency Procedures Plan. The local organisation may be activated to provide resource support to this Plan.

### **3. HAZARD EFFECT**

- (a) Loss of life and severe injuries.
- (b) Damage to property both government and public.
- (c) Disruption of traffic.
- (d) Need for counselling and information.
- (e) Possibility of electrocution to emergency service personnel.

### **4. AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator	:	Senior Police Officer Police Sub District
Rail Accident Incident Manager	:	Public Transport Authority
Hazard Management Agency	:	Public Transport Authority
Fire Fighting and Rescue	:	DFES (Fire Services)
Medical Triage/Casualties	:	St John Ambulance Service
Traffic Control/Investigations	:	Police
Temporary Building Repairs	:	DFES (SES) City of Bayswater (Engineering/Building)
Logistics/Welfare	:	DFES (SES) City of Bayswater (Community Services)

5. **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

In the event of these Arrangements being activated on request of Police, the following procedures will apply:-

Public Transport Authority will invoke their emergency plans to ensure the safety of emergency service personnel attending the scene with their own resources to clear the scene and to repair damage to Public Transport Authority property.

- (a) Activate Local Emergency Management Committee personnel and key resource agencies.
- (b) SES Liaison Officer to attend site and report to the Local Emergency Coordinator (Police).
- (c) Provide resources as requested through the SES Liaison Officer.

6. **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) Portable generators power and lights.
- (b) Welfare and refreshments.
- (c) Traffic control/signs.
- (d) Road repairs/clean up.

## **4.11 AIR TRANSPORTATION ACCIDENT HAZARD PLAN**

### **1. INTRODUCTION**

This plan deals with a major aircraft accident with subsequent loss of life and injury and widespread damage to housing and other property.

### **2. HAZARD DESCRIPTION**

The City of Bayswater is situated beneath the flight paths of large passenger carrying jet aircraft. The impact of an air disaster on an urban community is an increasing hazard to the population. Such operations are extremely complex and could involve local, state, federal and international representation. The major response to air emergencies rests with Metropolitan and State Level Plans. Activation of this Hazard Plan will be authorised by the Local Emergency Coordinator (Police) for the purpose of obtaining local information or resources.

### **3. HAZARD EFFECT**

- (a) Building collapse or disintegration requiring rescue of dead and injured.
- (b) Fire and explosion.
- (c) Loss of essential services eg. power, water, sewer and telecommunication.
- (d) Disruption of traffic.
- (e) Homeless families.
- (f) Need for counselling and information.

### **4. AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator	:	Senior Police Officer Police Sub-District
Hazard Management Agency	:	WA Police
Fire Fighting and Rescue	:	DFES (Fire Services)
Support Organisations	:	Required State Service facilities
	:	City of Bayswater Local Emergency Management Committee (Activate LEMA)
	:	St John Ambulance Service

5. **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

Immediately following the activation of these Arrangements upon request of the Police, the following procedures will apply:-

- (a) Staffing of Local Emergency Coordination Centre.
- (b) Establishment of communication links with Regional Emergency Coordination Centre and service groups.
- (c) Activate City of Bayswater Community Services Support Plan.
- (d) Activate City of Bayswater Environmental Health Support Plan.
- (e) Activate City of Bayswater Works Division Support Plan and support utility restoration.
- (f) Recovery phase.

During initial stages there will be a vast amount of operational information flowing into all emergency services. It is essential that this information be collated at the Local Emergency Coordination Centre to enable effective coordination of resources.

6. **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) Refreshments.
- (b) Accommodation (temporary).
- (c) Traffic control/signs.
- (d) Power and lighting generators
- (e) Road repair/clean up.

## **4.12 EMERGENCY ANIMAL WELFARE SUPPORT PLAN**

### **1. GENERAL**

This plan is to be used in conjunction with the City of Bayswater Local Community Emergency Management Arrangements as well as the State Emergency Animal Welfare Plan.

This animal welfare plan should be implemented whenever a disaster affects the City of Bayswater and animal welfare is compromised. The main objectives of the plan are to:

- (1) Provide immediate welfare for lost and distressed animals.
- (2) Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews.
- (3) Provide a refuge for animals for collection by their owners at an appropriate time.

Once notified of the need to implement the animal welfare plan the Ranger Services Coordinator, Duty Ranger or other nominated person should contact the RSPCA.

The City of Bayswater will work in close cooperation with the RSPCA on animal welfare matters arising out of emergencies and shall agree on the distribution of duties, depending on resources available in each instance.

While the RSPCA is experienced in dealing with animals in these types of situations, it must be accepted that their availability cannot be guaranteed due to the limited number of staff and the likelihood that much of the metropolitan area may be affected, requiring them to attend other incidents. However regular contact should still be maintained between the two organisations if the RSPCA is unable to assist during an emergency.

The animal welfare team shall make regular situation reports to the hazard management agency.

### **2. ANIMAL WELFARE TEAM / EMERGENCY ANIMAL WELFARE CONTROL CENTRE**

The animal welfare team includes all persons assisting with animal welfare. They may be RSPCA Officers, Local Government Rangers, veterinarians, State Emergency Service or Volunteer DFES (Fire Services) personnel and any other person accepted by the Animal Welfare Management Team to assist in the emergency.

The Animal Welfare Management Team is the coordination arm of the Animal Welfare Team. The Animal Welfare Management Team will coordinate the rescue/pick up of animals that require assistance. Animal Welfare Management Team members may be from other authorised agencies/organisations experienced in animal welfare and not necessarily City of Bayswater staff.

During an emergency, the Animal Welfare Management Team will work from a central location to receive calls, dispatch Officers to jobs and keep a log of personnel/resources in the field. The first preference for this centre will be the City of Bayswater Rangers' office located at 25 King Street Bayswater (corner Raymond Avenue).

If this office has been damaged in the course of the emergency, and no other suitable office is available within the Administration Centre, the City of Bayswater Works Depot shall be appointed as the animal welfare control centre, in consultation with the Hazard Management Agency.

### **3. DOMESTIC ANIMAL SHELTER**

When the need arises, an emergency animal shelter shall be set up to temporarily house domestic animals brought in. The appointed Animal Welfare Centre Coordinator shall:

- \* Keep a register of animals brought in (type of animal, breed, colour, sex, where and when found and physical condition of the animal).
- \* A Pick Up Report (PUR) shall be filled in for all animals brought in. The yellow copy of the PUR shall be attached to the cage in which the animal is housed, and the white copy given to the Animal Welfare Centre Coordinator for placement with the register.
- \* Ensure all cats and dogs are scanned for microchips when arriving at the animal shelter, and record the chip number on the PUR for data matching when convenient.
- \* Secure/confine the animal to such an area where it is not likely to injure itself or be injured by other animals.
- \* Ensure the animals are fed, watered and their facilities regularly cleaned.
- \* Report any apparent injury or illness to a veterinarian, if necessary, for treatment or euthanasing as soon as practical. Animals suffering from contagious illness shall be segregated if possible to prevent infection of other animals.
- \* Upon release of the animal, record the date and time and obtain the details of the owner (name, address, telephone number).

The preferred site for the animal shelter for the City of Bayswater is the dog pound situated at 15 Wright Street Bayswater adjacent to the Council's Works Depot.

If deemed necessary due to damage, overcrowding or other circumstances the Officer in Charge of animal welfare shall consult with the Animal Welfare Centre Coordinator and the Incident Control team to consider establishing a replacement or secondary Domestic Animal Shelter until the emergency period is over. This shelter may or may not be within the City's boundaries. Possibilities include the Morley Veterinary Clinic, Rudloc Road, Morley, other veterinary clinics in the district or the RSPCA shelter in Malaga.

### **4. RESCUE OF ANIMALS AND INJURED ANIMALS**

The rescue of animals shall be coordinated by the Animal Welfare Controller.

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

Where an authorised person deems that movement or prolonging the life of an injured animal will cause unreasonable stress or suffering, the authorised person shall destroy or authorise the humane destruction of the animal. Destruction shall be carried out by the police, veterinarian or other qualified person.

## **5. FOOD SUPPLIES**

Animal food suppliers shall be contacted to obtain food if local food supplies are inadequate. The preferred supplier at this stage is City Farmers Caversham (Benara Road), however other food suppliers may need to be sought if this store is affected by the disaster. A list of food suppliers in the area is included in the Resources and Service Providers register at Part Five (Section 2.1). The City of Bayswater Rangers should ensure there are sufficient supplies on hand at the dog pound at all times.

The RSPCA should be contacted for immediate assistance for food if required.

Donation of food for the immediate care of animals in an emergency will be accepted. Any unused portion may be donated to the RSPCA after the incident is over for use in other welfare programs.

## **6. FEES AND CHARGES**

No fee or charges shall be imposed for animals cared for during an emergency, provided the animals are collected within a reasonable time after the danger has passed.

## **7. REQUEST FOR ASSISTANCE**

When deemed necessary the Animal Welfare Controller can request assistance from veterinarians or anyone with special animal care knowledge. This includes requests to other Councils for additional Rangers.

The Animal Welfare Controller may also make request to other departments within the Council for use of specialist vehicles if deemed necessary due to roads being flooded or damaged, denying access to the 2WD utilities used by the City's Rangers. Work Crews may also be called for assistance via the correct channels for specialist equipment such as chainsaws for the rescue of trapped animals.

## **8. END OF EMERGENCY**

When the emergency is deemed to be over or downgraded to the extent that the City believes there are sufficient resources to handle animal welfare problems, the Animal Welfare Controller shall release any additional agencies assisting the City.



## **4.13 MAJOR FIRE HAZARD PLAN**

### **1. INTRODUCTION**

All fires within the Metropolitan Fire District are the responsibility of the DFES (Fire Services). It is not uncommon for the Police to provide assistance with traffic control or other resources as requested by the DFES (Fire Services), Incident Manager.

Resource assistance in most cases is for the provision of earth moving equipment and is generally provided by the Local Authority.

Large structural fires do not require human resources assistance, but for large bush fires where life or property is endangered, this assistance may be called upon.

The development of Centro Galleria, a major suburban shopping centre and the Bayswater Industrial Area increases the risk of a major fire or explosion.

### **2. HAZARD DESCRIPTION**

The hazard of large fires requiring human resources outside the Hazard Management Agency or other assistance is minimal within the City of Bayswater.

### **3. HAZARD EFFECT**

The hazard to human life and property is minimal but could affect:-

- (a) Dead and injured.
- (b) Rescue of trapped persons.
- (c) Property damage.
- (d) Evacuation.
- (e) Essential service disruption (gas and electricity).

### **4. AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator	:	Senior Police Officer Police Sub District
Hazard Management Agency	:	DFES (Fire Services)
Medical Triage/Casualties	:	St John Ambulance Service
Traffic Control	:	Police
Evacuation	:	Police/DFES (SES)
Resource Coordination	:	Police/DFES (SES)/City of Bayswater
Welfare	:	City of Bayswater /CPFS

5. **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

In the event that the DFES (Fire Services) requires resources from the City, the Police will be requested to coordinate the required resources and the following procedure will apply:-

- (a) The Police Communications Coordinator will notify the Duty Officer at DFES (SES) or at Belmont Headquarters of the required resources or assistance.
- (b) The Duty Officer will contact the SES unit who will send a Liaison Officer to the scene and report direct to the Local Emergency Coordinator (Police).
- (c) The SES Liaison Officer will provide any requested available assistance.

6. **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) Chainsaws.
- (b) Earthmoving Equipment.
- (c) Water Tankers.
- (d) Heavy Lifting Equipment.
- (e) Generators and Lighting.
- (f) Masonry Cutting Equipment.

## **4.14 EARTHQUAKE HAZARD PLAN**

### **1. INTRODUCTION**

This plan deals with a major earthquake disaster with widespread damage to housing and other property. The emphasis of earthquake response will be directed towards saving the maximum number of lives and providing medical and welfare services to the survivors until organised relief operations arrive.

### **2. HAZARD DESCRIPTION**

If a major earthquake occurred the resulting damage could be widespread and this could limit the availability of external resource support. This being the case, the City will be unable to rely on neighbouring communities for support in the first instances.

### **3. HAZARD EFFECT**

The City of Bayswater is situated on the western edge of the South Seismic Zone.

- (a) Building collapses or disintegration requiring rescue of dead and injured.
- (b) Fire and/or explosion.
- (c) Loss of essential services eg. power, water, sewerage and telecommunications.
- (d) Displaced persons/evacuees.
- (e) Atmospheric and land pollution.

### **4. RESPONSE ARRANGEMENTS**

Activation of the Local Community Emergency Management Arrangements will be self-evident as the event occurs. Participating organisations should immediately man their Headquarters and establish communications with the Local Emergency Coordination Centre. In the event that telecom/radio facilities are inoperative, communications with the Local Emergency Coordination Centre **must** be established by use of Liaison Officers from the local SES unit.

During the initial stages, assessment of damage and urgent rescue/medical responses will be the responsibility of the Police, SES and City of Bayswater employees. Thereafter, available rescue/medical resources will be allocated by the Local Emergency Coordinator in consultation with the Combat Agencies to particular areas of operation.

### **5. AUTHORITIES (COMMAND AND CONTROL STRUCTURE)**

Local Emergency Coordinator	:	Senior Police Officer Police Sub District
Earthquake Incident Manager	:	DFES
Hazard Management Agency	:	DFES (SES)
Fire Fighting Combat	:	DFES (Fire Services)
Building Rescue Combat	:	DFES (SES)/DFES (Fire Services)
Crowd Control/Property Security	:	Police
Medical Triage/Casualties	:	WA Ambulance Service
Resource Coordination	:	DFES (SES)/City/Police
Welfare	:	City of Bayswater/CPFS
Logistic Support	:	City of Bayswater

Support Organisations as requested by Local Emergency Coordinator:-

- Western Power
- Works Division, City of Bayswater
- Community Services, City of Bayswater
- Environmental Health Section, City of Bayswater
- Rangers, City of Bayswater

6. **LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

Immediately following the activation of these Arrangements by the Police and the City of Bayswater, the following procedures will apply:-

- (a) Notification and Staffing of Local Emergency Coordination Centre.
- (b) Establishment of communication links with Regional Emergency Coordination Centre and service groups.
- (c) Damage Reconnaissance's:-
  - (i) DFES (SES).
  - (ii) Rangers, City of Bayswater.
  - (iii) Building Services Manager, City of Bayswater.
  - (iv) Manager Environmental Health, City of Bayswater.
  - (v) Government Officers.
- (d) Activate City of Bayswater Community Services Support Plan.
- (e) Activate City of Bayswater Environmental Health Support Plan.
- (f) Activate City of Bayswater Work's Division Support Plan.
- (g) Recovery phase.

During the initial stages there will be a vast amount of operational information flowing into all emergency services. It is essential that this information be collated at the Local Emergency Coordination Centre to enable effective coordination of resources.

7. **RESOURCE REQUIREMENTS**

All sections of the resource inventory could be used. Commonwealth support may include use of the defence forces. Additional resources will be acquired through the State Emergency Coordination Centre under the State Resources Support Plan. It is important that resource inventories from agencies are kept up to date and readily available when required.

## **4.15 PUBLIC HEALTH INCIDENT HAZARD PLAN**

### **1. INTRODUCTION**

This plan deals with a major health hazard involving widespread disease or hazard to water supplies. The emergency would be of such a scale that back up support would be required from the Department of Health.

### **2. HAZARD DESCRIPTION**

The possibility of such an event could increase due to global changes in climatic conditions or political and demographic changes affecting our country. Acts of terrorism or accidents involving hazardous biological/bacterial substances could also lead to an emergency situation within the City area.

### **3. HAZARD EFFECT**

- (a) Widespread infection causing illness and sudden death.
- (b) Food poisoning causing illness and death.
- (c) Pollution of water sources leading to loss of water supplies.
- (d) An urgent need to immunise sections of the population.
- (e) An overloading of hospital and nursing facilities.
- (f) Need to evacuate areas or to provide quarantine and isolation facilities.
- (g) Loss of key response personnel.

### **4. AUTHORITIES**

Local Emergency Coordinator : Senior Police Officer Police Sub District

Hazard Management Agency: Department of Health

Support Organisations	Environmental Health Section, City of Bayswater
	Community Services Section, City of Bayswater
	DFES (SES)
	Works Division, City of Bayswater

### **5. LOCAL COMMUNITY EMERGENCY MANAGEMENT ARRANGEMENTS**

- Activate the City of Bayswater Environmental Health Support Plan and the City of Bayswater Community Services Support Plan.
- The Manager of Environmental Health will liaise with the Department of Health and the SES Local Manager to activate and coordinate local support groups as required.

6. **RESOURCE REQUIREMENTS**

The following resources may be required:-

- (a) St John Ambulance and First Aid Services.
- (b) Accommodation.
- (c) Buses.
- (d) Water carriers/tankers.
- (e) Refreshments.

## **APPENDIX 5 - COMMUNITY WELFARE CENTRE AND WELFARE SERVICES**

## COMMUNITY WELFARE CENTRES

**Note:**

1. Premises in bold are designated as Welfare Centres to be used by the Department for Child Protection and Family Support in accordance with Letters of Agreement (see Appendix 6).
2. The Manager Building Services (City of Bayswater) can be contacted regarding keys and access for Council Facilities in an emergency: (W) 92720915 (M) 0438 899817

Premises	Contact	Alarm	Shelter Capacity	Sanitary Facilities	Kitchen Facilities	Bedding	Other
<b>Morley Sport and Recreation Centre. Wellington Road Morley</b>	<b>Peter Kuzich Ph: 9375 3529</b>	Yes	400	W/Cs Urinals Handbasins Hot showers	Stove Fridge Utensils Microwave	No.	
<b>The RISE 28 Eighth Avenue Maylands Ph: 9208 2400</b>	<b>Ian Scrimshaw Ph: 9208 2400</b>	Yes	1500	W/Cs Urinals Hand basins Hot showers	Stove Fridge/freezer Utensils Microwave Cool Room	No Gym Mats available	
<b>Morley Senior Citizens and Olive Tree House Lee Street Morley</b>	Rosie Daniele <b>Ph:9276 9267</b>	Yes	60	W/Cs Urinals Hand basins Hot showers	Stove Fridge Microwave dishwasher	No	
<b>Bayswater Senior Citizens Centre 27 King William St, Bayswater</b>	Lynda Blackie <b>Ph:9271 5198</b>	Yes	100	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils		Air Conditioner P.A System
<b>Altone Park Recreation Centre Benara Road Beechboro</b>	<b>Jarred Moore Ph: 9377 6181</b>	Yes					



**COMMUNITY WELFARE CENTRES CONT.**

<b>Premises</b>	<b>Contact</b>	<b>Alarm</b>	<b>Shelter Capacity</b>	<b>Sanitary Facilities</b>	<b>Kitchen Facilities</b>	<b>Bedding</b>	<b>Other</b>
Carramar Village 23a Redgum Way Morley	Sharon Trent Ph: 9377 1877	Yes	300	W/Cs Urinals Handbasins Hot showers	Stove Fridge Utensils Microwave	Yes.	
Mertome Village 30 Winifred Road Bayswater	Chris Hollis Ph; 92722022	Yes	300	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils Microwave	Yes	
Les Hansman Community Centre Walter Road Morley	Jon Vines Ph: 9272 0624	No	250	W/Cs Urinals Hand basins Hot showers	Stove Fridge	No	
Bayswater Waves Broun Ave Morley.	Darren Beltman Ph:92766538	Yes	250	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	No	

### COMMUNITY CENTRE LOCATIONS

Premises	Contact	Alarm	Shelter capacity	Sanitary facilities	Kitchen facilities	Bedding	Other
Carramar Community Centre Marks Place Morley	Russell Holmes  Ph:9279 3622	Yes	70	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Fans
Noranda Sporting Complex Wylde Road Noranda	Jon Vines  Ph:9272 0624	No	100	W/Cs Urinals Hand basins Hot showers	Stove Fridge (no utensils)	N/A	
Crimea Reserve Crimea Street Morley	Jon Vines  Ph:9272 0624	Yes.	50	W/Cs Urinals Hand basins Hot showers	Fridge (no utensils)	N/A	
Emberson Reserve Emberson Road Morley	Jon Vines  Ph:9272 0624	No	25	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	
City Of Bayswater Administration Centre. 61 Broun Ave Morley.	  Ph:9272 0622	Yes	150	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System Lockers
R A Cook Reserve Coode St Bedford.	Nic Acquarola  Ph: 0401 044 814  <a href="mailto:morleysportclub@yahoo.com.au">morleysportclub@yahoo.com.au</a>	Yes	40	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Evaporative air conditioner

## Community Assembly Locations Cont'd

Premises	Contact	Alarm	Shelter capacity	Sanitary facilities	Kitchen facilities	Bedding	Other
Houghton Park Purley St Bayswater.	Gary Underhill Ph: 0413 469 245	Yes	50	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	P.A System Fans
Bedford Districts Youth Club Catherine Street Bedford	Lorraine Malcolm Ph:9276 4161	No	70	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	
Grand Prom Reserve Grand Prom Bedford	Jon Vines Ph:9272 0624	No	10	W/Cs Urinals Hand basins Cold showers		N/A	
Hillcrest Reserve Coode Street Bayswater	Gary Snashall Ph: 9275 1323	Yes	120	W/Cs Urinals Hand basins Cold showers	Stove Fridge Utensils	N/A	
Beaufort Park Hall. Drummond Street	Jon Vines Ph: 9272 0624	No	50	W/Cs Hand Basins	Stove Fridge	N/A	
Bayswater Senior Citizens Centre 27 King William Street Bayswater	Linda Blackie Ph:9271 5198	Yes	100	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System

## Community Assembly Locations Cont'd

Premises	Contact	Alarm	Shelter capacity	Sanitary facilities	Kitchen facilities	Bedding	Other
Bayswater Drill Hall. Murray Street Bayswater.	Jon Vines Ph: 9272 0624	Yes	100	W/Cs Urinals Hand basins	Stove Fridge Utensils	N/A	Fans
Whatley Hall Hardey Road Bayswater.	Richard Gusterson Ph:9316 3735	Yes	20	W/Cs Urinals Hand basins Hot showers	Stove Fridge	N/A	
Delacy Reserve Swan View Tce Maylands.	Jon Vines Ph: 9272 0624	Yes	100	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	
Maylands Autumn Centre. 59 Ninth Ave Maylands.	Dale Shenton Ph:9271 2705	Yes	100	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	PA System
Maylands Golf Course. Swan Bank Road Maylands.	Nigel Williams Ph: 9370 3211	Yes	150	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System

## Community Assembly Locations Cont'd

Premises	Contact	Alarm	Shelter capacity	Sanitary facilities	Kitchen facilities	Bedding	Other
Maylands Bowling Club. Clarkson Road Maylands	Graeme Jacques Ph: 0417 925 552	Yes	150	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System Lockers
Works Depot Wright Street Bayswater.	Rod Strange Ph: 9370 5858	Yes	300	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System Lockers
Morley Library Dewar Street Morley.	Terry Fay Ph: 9375 1766	Yes	150	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Air Conditioner P.A System
Bayswater Library King William Street Bayswater.	Ian Stone Ph: 9271 2340	Yes	50	W/Cs Urinals Hand basins	Fridge	N/A	Air Conditioner
Maylands Library - The RISE 28 Eighth Ave Maylands	Janet Farrell Ph: 9208 2450	Yes				N/A	
Embleton Golf Course McGregor Street Bayswater.	Nigel Williams Ph: 9271 5190	Yes	50	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	Lockers
Maylands Tennis Club Clarkson Road Maylands.	John Hogben Ph: 9272 1083	Yes	25	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	P.A System 6 Fans
Bayswater Tennis Club Garrett Road Bayswater.	Alyce Ashcroft Ph: 0407 448 029	Yes	50	W/Cs Urinals Hand basins Hot showers	Stove Fridge Utensils	N/A	P.A System 4 Fans

### Emergency Accommodation – Aged care and disabled

NAME	CONTACT	ADDRESS
Mertome Retirement Village (Aged Care Only)	Ph: 9272 2022	30 Winifred Road Bayswater
Carramar Retirement Village (Aged Care Only)	Ph: 9377 1877	23A Redgum Way Morley
Ethnic Disability Advocacy Centre	Ph: 9388 7455 Fax: 9388 7433	320 Rokeby Rd Subiaco WA 6008
Olive Tree House	Ph: 9276 9267	Lee Street Morley

### Emergency Catering

NAME	CONTACT	ADDRESS
Foodbank of WA (Inc)	Ph: 9258 9277 Mob: 0413 742 956	63 Division Street Welshpool
City of Bayswater Meals on Wheels	Ph: 92720622	61 Broun Avenue Morley
Red Cross (Also: Registration and enquiry, personal care, counselling, nursing, first aid, elderly support and accommodation)	Ph: 9225 8888 Mob: 0418 932 252	110 Goderich East Perth

### Advocacy/Counselling Services

NAME	CONTACT	ADDRESS
Senses Foundation (Inc) (Counselling, Social Workers)	Ph: 9473 5400	11 Kitchener Ave, Burswood
Salvo Care Line (Food, feeding trailer, clothing, Counselling)	24 hr Crisis Counselling Ph: 9442 5777	
Ethnic Disability Advocacy Centre (Counselling, Emergency Housing, Wheelchairs Personal Advocacy)	Ph: 9388 7455	320 Rokeby Rd, Subiaco
Department for Child Protection and Family Support	Ph: 9214 4444	190 Stirling Street Perth

### Needs of Special Interest Groups

NAME	CONTACT	ADDRESS
Disability Services Commission (Main Administration)	Ph: 94269200	146 – 160 Colin St, West Perth
Disability Services Commission (North Metro Region)	Ph: 9301 3800	8 Davidson Tce, Joondalup

### Translation and Interpretive Services

NAME	CONTACT	ADDRESS
Deaf Society of W.A. (Interpreters)	Ph: 13 3677 a/h Mob: 0410 017 540	Suite 46/5 Aberdeen St, East Perth
Red Cross (Registration and enquiry,	Ph: 9225 8888 a/h 1800 811 700	110 Goderich Street East Perth

counselling, nursing, first aid,  
elderly support  
and accommodation, light  
food, tea and coffee)

Northern Suburbs Migrant Resource Centre (Translation and Interpreters)	Ph: 9345 5755	1/14 Chesterfield Street Mirrabooka
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### Welfare Support

NAME	CONTACT	ADDRESS
CPFS	Ph: 9214 2444 A/H ESU Duty Officer 0418 943 835	Perth District Office 190 Stirling St Perth

### Church organisations emergency inventory

Premises	Contact	Alarm	Person on site	Sanitary facilities	Kitchen facilities	Bedding	Other
Noranda Church of Christ 200 Crimea Street Noranda 6062	Ph: 93752002 Mob: 0415 204 379 Fax: 93752964 <a href="mailto:ncoc@cisp-com.au">ncoc@cisp-com.au</a>	N/A	N/A	WC's Disabled WC	Kitchen	Beds, mattresses, blankets Alternative Accommodation space	Cars, vans, volunteer labour, computers, photocopier, fax, heating, counsellors
Queen of Martyrs Maylands 77 Seventh Avenue Maylands	Ph: 9271 3731 <a href="mailto:olqm@inet.net.au">olqm@inet.net.au</a> Rev Maurice Toop	N/A	Yes	WC's	Small Kitchen	No	
Noranda Uniting Church 79 Camboon Rd, Noranda	Ph: 9375 7585 Mob: 0417 177 610 <a href="mailto:bnvrch@inet.net.au">bnvrch@inet.net.au</a> Brian Richards	N/A	No	WC's Change Rooms	Kitchen	No	Volunteer labour, cars
Dianella Church of Christ 68 Waverly St, Dianella	Ph: 9275 3773 Mob: 0418 927 610 <a href="mailto:church@dianellacoc.org.au">church@dianellacoc.org.au</a> Richard Affleck <a href="mailto:raffleck@inet.net.au">raffleck@inet.net.au</a>	N/A	No	WC's Disabled WC	Kitchen	No	Cars, volunteer labour, first aid, office equipment (photocopier, computer, fax) Air Conditioning, heating, counsellors, Nurses



## Church organisations emergency inventory cont'd

Premises	Contact	Alarm	Person on site	Sanitary facilities	Kitchen facilities	Bedding	Other
Infant Jesus Catholic Church 47 Wellington St, Morley	Ph: 9276 8500 Fax: 9375 7810 Father Paul Maunders <a href="mailto:ljparish@iinet.net.au">ljparish@iinet.net.au</a>  Angela Youens Ph: 9471 1073 Mob: 0400 100 651 <a href="mailto:angela@prodigital.net.au">angela@prodigital.net.au</a>	N/A	Yes	WC's Disabled WC Change Rooms	Kitchen	Accommodation space	Volunteer labour, office equipment (photocopier, computer, fax, internet), air conditioning
Highway Church Foursquare Gospel Lot 402 Blue Gum Rd, Beechboro	Mob: 0400 197 450 Fax: 9377 5377 Pastor Anne Isom <a href="mailto:highwaychurch@iinet.net.au">highwaychurch@iinet.net.au</a>  Pastor Pam Devenish Mob: 0432 804 52	N/A	N/A	WC's Shower Baby Change Room	Kitchen		Volunteer labour, office equipment (photocopier, computer, fax, internet), air conditioning, heating, counsellors, catering for special diets, wheelchair, walking frame, first aid, storage space

## Church organisations emergency inventory cont'd

Premises	Contact	Alarm	Person on site	Sanitary facilities	Kitchen facilities	Bedding	Other
Embleton Congregation of Jehovah's Witnesses 5-7 Irwin Rd, Embleton PO Box 764 Morley 6943	Ph: 9371 7286 Fax: 9375 9224 Mob: 0412 162 985 George Alexiuc <a href="mailto:theil@optusnet.com.au">theil@optusnet.com.au</a>  Ron Howson Ph: 9375 9224 Mob: 0412 919 827	N/A	Yes	N/A	N/A	N/A	Volunteer Labour, Counsellors
Saint Augustine's Anglican Church 34 Murray St, Bayswater PO Box 62 Bayswater 6933	Ph: 9370 2011 Mob: 0400 231 591 A/H: 9272 8015 Father Patrick Speed <a href="mailto:patwiland@iinet.net.au">patwiland@iinet.net.au</a>  Noel Presteqar Ph: 9272 9383	N/A	No	N/A	Kitchen	N/A	Storage Space
Salvation Army 565 Walter Rd, Morley PO Box 1162 Morley 6943	Ph: 9279 4500 Fax: 9378 3292 Major Geoff Friend <a href="mailto:Corps.morely@aus.salvationarmy.org">Corps.morely@aus.salvationarmy.org</a>	N/A	N/A	N/A	N/A	Yes	Welfare assistance with food and counselling

## **APPENDIX 6 - EMERGENCY CONTACT DIRECTORY**

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CITY OF BAYSWATER LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)				
Members				
NAME	ORGANISATION / POSITION	ADDRESS	EMAIL	CONTACT NUMBER
Cr Sylvan Albert	City of Bayswater/Councillor	City of Bayswater	<a href="mailto:sylvan.albert@bayswater.wa.gov.au">sylvan.albert@bayswater.wa.gov.au</a>	(w) (f) (m) 0412128808
Cr. Stephanie Coates	City of Bayswater/Councillor	City of Bayswater	<a href="mailto:stephanie.coates@bayswater.wa.gov.au">stephanie.coates@bayswater.wa.gov.au</a>	(w) (f) (m) 0412252221
Sgt Dave Hooper	Officer in Charge Morley Police	318 Coode Street Dianella 6059	<a href="mailto:dave.hooper@police.wa.gov.au">dave.hooper@police.wa.gov.au</a>	(w) 9345 9010 (f) 9345 9045 (m) 0434 549 408
Snr Sgt Dave Whitnell	Bayswater Police	77 Whatley Cres Bayswater 6053	<a href="mailto:dave.whitnell@police.wa.gov.au">dave.whitnell@police.wa.gov.au</a>	(w) 9473 5515 (f) (m)
Chris Hudson	District Manager DFES (SES) North Coastal	Department of Fire & Emergency Services Unit 1, 108 Winton Rd Joondalup WA 6027	<a href="mailto:chris.hudson@dfes.wa.gov.au">chris.hudson@dfes.wa.gov.au</a>	(w) 9301 3908 (f) 9301 2098 (m) 0427 005 109
Nicola Wilkinson	Bayswater SES Local Manager	27 Clavering Road, Bayswater 6053	<a href="mailto:localmanager@bayswaterses.com.au">localmanager@bayswaterses.com.au</a>	(w) 92713347 (f) 9370 2131 (m) 0437 737 000
Jo-Anne Bennett	Senior District Emergency Services Officer, Metro North, Department for Child Protection and Family Support	Department for Child Protection and Family Support 190 Stirling Street, Perth 6000 (PO Box 8051, Perth 6849)	<a href="mailto:joanne.bennett@cpfs.wa.gov.au">joanne.bennett@cpfs.wa.gov.au</a>	(w) 9214 2497 (f) 9214 2445 (m) 0429 683 948
James Riley	City of Bayswater/ Manager Environmental Health/Local Emergency Coordinator	61 Broun Avenue Morley 6062	<a href="mailto:james.riley@bayswater.wa.gov.au">james.riley@bayswater.wa.gov.au</a>	(w) 9272 0641 (f) 9272 0665 (m) 0421 640 989 (h) 9279 8789
Pastor Con Vermeulen	City of Bayswater Ministers' Association.	10 Mirador Road Morley 6062	<a href="mailto:dorcon10@bigpond.com">dorcon10@bigpond.com</a>	(w) (f) (m) 0428 375 187 (h) 9375 1877

**CITY OF BAYSWATER  
LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)**

**Members cont'd**

NAME	ORGANISATION / POSITION	ADDRESS	EMAIL	CONTACT NUMBER
Deirdre Chell	Community Representative		<a href="mailto:deirdrechell@westnet.com.au">deirdrechell@westnet.com.au</a>	(w) (f)  (m) 041 991 6287
Steve Muir	Community Representative		<a href="mailto:Steve_muir68@hotmail.com">Steve_muir68@hotmail.com</a>	(m)0416 134801

**Non Members**

NAME	ORGANISATION / POSITION	ADDRESS	EMAIL	CONTACT NUMBER
Beverley Bridgeland	City of Bayswater Manager of Community Services	61 Broun Avenue Morley 6062	<a href="mailto:beverley.bridgland@bayswater.wa.gov.au">beverley.bridgland@bayswater.wa.gov.au</a>	(w) 9272 0608 (f) 9272 0665 (m) 0438141199
Binh Luong	City of Bayswater Coordinator Waste and Environmental Management/Deputy Local Emergency Coordinator	61 Broun Avenue Morley 6062	<a href="mailto:binh.luong@bayswater.wa.gov.au">binh.luong@bayswater.wa.gov.au</a>	(w) 9272 0688 (f) 9272 0665 (m) 0419 968 952
Shaun Nancarrow	City of Bayswater Manager of Rangers and Security Services	61 Broun Avenue Morley 6062	<a href="mailto:shaun.nancarrow@bayswater.wa.gov.au">shaun.nancarrow@bayswater.wa.gov.au</a>	(w) 9272 0680 (f) 9271 0870 (m) 0457 751 204
Sandra Sewell	City of Bayswater Emergency Management Officer	61 Broun Avenue Morley 6062	<a href="mailto:sandra.sewell@bayswater.wa.gov.au">sandra.sewell@bayswater.wa.gov.au</a>	(w) 9270 4120 (f) 9272 0665 (m) 0409 688 264

**Observers**

NAME	ORGANISATION / POSITION	ADDRESS	EMAIL	CONTACT NUMBER
Inspector Gary Lewis	West Metropolitan District Police/DEMC representative	Level 1/1 Puccini Court, Stirling WA 6021	<a href="mailto:gary.lewis@police.wa.gov.au">gary.lewis@police.wa.gov.au</a>	(w) 9207 5509 (f) 9207 5511 (m)
Mike Klenner	District Manager DFES	Metro North East Region 91 Leake Street Belmont	<a href="mailto:mike.klenner@dfes.wa.gov.au">mike.klenner@dfes.wa.gov.au</a>	(w) (f) (m)0409379584

Merveen Cross	SEMC Secretariat	20 Southport Street West Leederville PERTH WA 6007	<a href="mailto:merveen.cross@semc.wa.gov.au">merveen.cross@semc.wa.gov.au</a>	(w) 9482 1714 (f) (m) 0427996676
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	HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT
1	Air Transport Emergencies	WA Police	000 - Emergency 13 14 44 - Enquiries
2	Dam Break (including major hydraulic structures)	Water Corporation <sup>(1)</sup>	13 13 75
3	Earthquake	DFES (SES)	13 25 00 - Emergency Assistance
4	Exotic Animal Disease	Department of Agriculture and Food	9368 3333 - Head Office 1800 084 881 Pest and Disease Information 1800 675 888 Emergency Animal Diseases Watch Hotline
5	Fire (DEC managed Land)	<i>Gazetted Fire District:</i> DFES (FRS)  <i>Other:</i> Department of Environments and Conservation and	000 - Emergency 1300 657 209 - Hotline  9219 8000 - Fire Calls 6467 5000 - General Enquiries
6	Fire (Rural and Urban)	<i>Gazetted Fire District:</i> DFES (FRS)  <i>Other:</i> Local Government Authorities	000 - Emergency 1300 657 209 - Hotline  City of Bayswater 9272 0622
7	Flood	DFES (SES)	13 25 00 Emergency Assistance
8	Fuel Shortage Emergencies		
9	Hazardous materials Emergency (including radioactive materials)	DFES (FRS)	000 Emergencies 1300 657 209 Hotline
10	Heatwave	Department of Health	9222 4222
11	Human Epidemic	Department of Health	9222 4222
12	Land Search and Rescue	WA Police	000 Emergency 13 14 44 Enquiries
13	Landslide	DFES (FRS)	000 - Emergency 1300 657 209 - Hotline
14	Marine Oil Pollution	Department of Transport	9480 9924
15	Marine Transport Emergency	Department of Transport	1300 863 308 9442 8600 a/h Water Police
16	Rail Transport Emergencies	<i>Urban Passenger:</i> Public Transport Authority  <i>Freight:</i>	9220 9999 (24hrs)  9250-1426
17	Road Transport Emergencies	WA Police	000 - Emergency 13 14 44 - Enquiries
18	Space Debris Re-entry	WA Police	000 - Emergency 13 14 44 - Enquiries
20	Severe Storm	DFES (SES)	13 25 00 Emergency Assistance
21	Structural Collapse	DFES (FRS)	000 - Emergency 1300 657 209 - Hotline
22	Terrorism	WA Police	000 - Emergency 13 14 44 - Enquiries
23	Tropical Cyclone	DFES (SES)	13 25 00 Emergency Assistance



HAZARD SUPPORT AGENCIES			
	FUNCTION	SUPPORT AGENCY	CONTACT
1	Welfare	Department for Child Protection and Family Support:- Mirrabooka Service Delivery Unit Perth Service Delivery Unit Midland Service Delivery Unit	<i>Primary Contact:</i> Jo-Anne Bennet Ph: 9214 2497 Ph 9344 9666 Fax 9349 3074  Ph 9214 2444 Fax 9214 2446 Ph 9274 9411 Fax 9250 1779
2	Health	St John Ambulance Service	Ph 9334 1222 Fax 9334 1499
3	Road Accident	Main Roads Department (heavy vehicle office)	Ph 138 486 Fax 9475 8455 Ph: 138 138 General Enquiries
4	Severe Weather	Bureau of Meteorology	Ph 9263 2222

LOCAL AUTHORITIES		
NAME	ADDRESS	PHONE/FAX
City of Bayswater	61 Broun Avenue Morley	Ph 9272 0622 Fax 9272 0665
Town of Bassendean	48 Old Perth Road Bassendean	Ph 9279 5022 Fax 9279 4257
City of Belmont	215 Wright Street Belmont	Ph 9477 7222 Fax 9478 1473
Town of Vincent	Vincent Street Leederville (corner Loftus Street)	Ph 9273 6000 Fax 9273 6099
City of Swan	2 Midland Square Midland	Ph 9267 9000 Fax 9267 9444
City of Stirling	25 Cedric Street, Stirling	Ph 9345 8555 Fax 9345 8822
City of Joondalup	Boas Avenue Joondalup	Ph 9400 4000 Fax 9300 1383
City of Wanneroo	23 Dundobar Road Wanneroo	Ph 9405 5000 Fax 9405 5499

LOCAL EMERGENCY COORDINATION CENTRES		
LOCATION		PHONE/FAX
Rangers & Security 21 Raymond Ave BAYSWATER WA 6053	<i>Primary Location (First Preference)</i>	Ph TBA Fax 9271 0670
City of Bayswater Civic Centre Committee Room 61 Broun Ave MORLEY WA 6062	<i>Alternative Location (Second Preference)</i>	Ph: 9272 0116 Fax: 9272 0665

CITY OF BAYSWATER KEY CONTACTS		
POSITION	NAME	PHONE
Councillor	CR Sylvan Albert	(W) (M) (H)
Councillor	Cr Stephanie Coates	(W) (M) 0412 252221 (H)
Director of Technical Services	Doug Pearson	(W) 9272 0650 (M) 0418 915540 (H)
Manager Engineering Services	George Rimpas	(W) 9272 0651 (M) 0419 918190 (H)
Manager Environmental Health Services	James Riley	(W) 9272 0641 (M) 0419 907606 (H) 9279 8789
Environmental Health Officer	Sandra Sewell	(W) 9270 4120 (H) 0419831570 (M) 0409 688 264
Manager Community Services	Beverley Bridgeland	(W) 9272 0608 (M) 0438 141 199 (H)
Manager Rangers and Security Services	Shaun Nancarrow	(W) 9272 0680 (M) 0457 751 204 (H) (F) 9271 0870
Principal Public Works Supervisor	Steven Scott	(W) 9370 5858 (M) 0407 388714 (H)
Construction and Maintenance Supervisor	Anthony Clarke Steven Scott first contact	(W) (M) 0409107577 (H)
Manager Parks Operations	Rod Strang	(W) 92720964 (M) 0419 903 960 (H)
Manager Geographic Services	Rod Woodford	(W) 9272 0668 (M) 0409 886353 (H) 9455 2418
Director Administration and Recreation Services	Helen Liedel	(W) 9272 0623 (M) (H)
Manager Building Services	Joe Gomboc	(W) 9272 0915 (M) 0438 899817 (H)

SES BAYSWATER UNIT and DFES (SES)				
NAME	POSITION	ADDRESS	EMAIL	CONTACT NUMBER
SES Bayswater		27 Clavering Rd, Bayswater	<a href="mailto:bayswaterses@dfes.wa.gov.au">bayswaterses@dfes.wa.gov.au</a>	(W) 9271 3347 (M) 0437 737 000 (F) 93702131
Nicola Wilkinson	Local Manager		<a href="mailto:localmanager@bayswater.com.au">localmanager@bayswater.com.au</a>	(W) (M) 0408 908 459 (SES Duty) (H) 9297 6833
Martin Hale	Deputy Local Manager		<a href="mailto:info@bayswaterses.com.au">info@bayswaterses.com.au</a>	(W) (M) 0429 850 090 (H)
Shaun Stratton	Training Officer			(W) (M) 0438 807 645 (H)
Chris Hudson	Department of Fire and Emergency Services District Manager SES North Coastal	Department of Fire & Emergency Services Unit 1, 108 Winton Rd, Joondalup WA 6026	<a href="mailto:chris.hudson@dfes.wa.gov.au">chris.hudson@dfes.wa.gov.au</a>	(W) 94799234 (M) 0427986872 (F) 9479 4890