CITY OF BELMONT

&

TOWN OF VICTORIA PARK

DRAFT

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

* To be read in conjunction with the Local Recovery Plan

and internal Business Continuity Plans *

Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S.41(1), S.41(2), S.41(3), S.41(4), S.43(1) and S.43(2) of the *Emergency Management Act 2005*, endorsed by the City of Belmont and Town of Victoria Park Local Emergency Management Committee and the Councils of the City of Belmont and Town of Victoria Park. The Arrangements have been tabled for noting with the East Metro District Emergency Management Committee and State Emergency Management Committee.

_____   _____

Mr Graeme Todd, City of Belmont   Date
Chair
City of Belmont / Town of Victoria Park
Local Emergency Management Committee

_____   _____

Mr Crispian McCallum, Town of Victoria Park   Date
Deputy Chair
City of Belmont / Town of Victoria Park
Local Emergency Management Committee

Endorsed by City of Belmont
Refer Council Meeting of

Endorsed by Town of Victoria Park
Refer Council Meeting of

Disclaimer: These Arrangements have been produced by the City of Belmont and Town of Victoria Park in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City / Town expressly disclaim any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission

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Local Emergency Management Arrangements

ANNEXURES

DISTRIBUTION LIST

Organisation	Position
Airservices Australia	Operational Manager
AFP Perth Airport	Superintendent
Belmont Forum	Centre Manager
Belmont State Emergency Service	Manager – Belmont SES
Boronia Pre-Release Centre	Assistant Superintendent Operations
City of Bayswater	Emergency Management Officer
City of Belmont	Mayor
City of Belmont	Deputy Mayor
City of Belmont	Chief Executive Officer
City of Belmont	Director Development & Communities
City of Belmont	Director Corporate & Governance
City of Belmont	Director Infrastructure Services
City of Belmont	Executive Manager People & Organisational Development
City of Belmont	Manager Business Planning & Improvement
City of Belmont	Manager City Facilities & Property
City of Belmont	Manager City Projects
City of Belmont	Manager Community Place-making
City of Belmont	Manager Design & Assets
City of Belmont	Manager Economic & Community Development
City of Belmont	Manager Finance
City of Belmont	Manager Governance
City of Belmont	Manager Human Resources
City of Belmont	Manager Information Technology
City of Belmont	Manager Infrastructure Development
City of Belmont	Manager Parks, Leisure & Environment
City of Belmont	Manager Planning Services
City of Belmont	Manager Safer Communities
City of Belmont	Manager Works
City of Belmont	Coordinator Community Safety & Crime Prevention
City of Belmont	Coordinator Marketing & Communications
City of Belmont	Senior Ranger
City of Belmont	Civic Centre – Front Counter
City of Kalamunda	Senior Fire & Emergency Management Officer
City of Swan	Emergency Management Officer
Crown Resorts Perth	Manager Emergency Planning & Medical Services
Curtin University	Emergency Planning Coordinator
District Emergency Management Committee	Chair & District Emergency Coordinator for East EM District
District Emergency Management Committee	Alternate Chair & District Emergency Coordinator
Department of Communities	Senior District Emergency Services Officer East Metro
Department Fire and Emergency Services	District Officer Perth
Department Fire and Emergency Services	District Officer Swan
Department Fire and Emergency Services	District Emergency Manager Advisor
Department Fire and Emergency Services	District Officer Natural Hazards North East Metro

Optus Stadium	General Manager Events & Operations
Perth Airport	Emergency Planning Manager
Perth Freight Terminal	HSE Advisor WA
Perth Racing	General Manager Operations
State Emergency Management Committee	SEMC Secretariat
Town of Victoria Park	Mayor
Town of Victoria Park	Deputy Mayor
Town of Victoria Park	Chief Executive Officer
Town of Victoria Park	Chief Operations Officer
Town of Victoria Park	Chief Financial Officer
Town of Victoria Park	Chief Planning Officer
Town of Victoria Park	Manager people & Culture
Town of Victoria Park	Manager Infrastructure Operations
Town of Victoria Park	Manager Corporate Services
Town of Victoria Park	Manager Information Systems
Town of Victoria Park	Manager Community
Town of Victoria Park	Manager Development Services
Town of Victoria Park	Manager Stakeholder relations
Town of Victoria Park	Manager Governance and Strategy
Town of Victoria Park	Manager Place Planning
Town of Victoria Park	Manager Street Improvement
Town of Victoria Park	Manager Technical Services
Town of Victoria Park	Manager Business Services
Town of Victoria Park	Coordinator Parking
Town of Victoria Park	Financial Controller
Town of Victoria Park	Safety Coordinator
WA Police - Belmont	Officer In Charge
WA Police - Cannington	Officer In Charge
WA Police - Kensington	Officer In Charge
Water Corporation	Emergency Management Coordinator
Western Power	Emergency Management Manager

AMENDMENT RECORD

Amendment Record			
No.	Date	Description	Amended by
1	January 2008	Consolidated Plan issued	R. Fishwick
2	June 2008	Complete Plan review	J. Burnett
3	December 2010	General Review	L. Howell
4	June 2012	Update of titles, contacts and distribution list	L. Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R. Lutey
6	September 2018	General Review and Amendments	L. Timol
7	DATE 2020	Major Review LEMA and Recovery Plan	L. Timol

Next major review due by: September 2024

GLOSSARY OF TERMS

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

ACRONYMS

General acronyms used in these arrangements

AFP	Australian Federal Police
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
CMT	Crisis Management Team
DC	Department for Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
EM Act	*Emergency Management Act 2005*
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
PPRR	Prevention / Preparedness / Response / Recovery The four aspects of EM identified in the definition of EM in the EM Act (s.3)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australian Police

Part One – Introduction

1.1   DOCUMENT AVAILABILITY

Copies of these arrangements are available for inspection, free of charge, by members of the public on the Local Government websites for City of Belmont and Town of Victoria Park. Physical copies are available for inspection during office hours at:

City of Belmont (Front Counter)   Town of Victoria Park (Front Counter)
215 Wright Street   99 Shepparton Road
CLOVERDALE WA 6105   VICTORIA PARK WA 6101

The Local Emergency Management Arrangements (LEMA) can be made available in other languages upon request

1.2   REVIEW AND CONSULTATION

Local Emergency Management Committee (LEMC)

The LEMC reviewed the draft LEMA on two occasions before endorsing the final version to ensure ensured compliance with legislation and benchmarking against best practice. The LEMC is comprised of members from:

- Belmont Forum
- Belmont SES
- Boronia Pre-Release Centre
- Crown Perth
- Curtin University

- District Emergency Management Committee
- Dept. Communities
- Dept. Fire & Emergency Services
- Optus Stadium
- Perth Airport

- Perth Freight Terminal
- Perth Racing
- WA Police (Belmont)
- WA Police (Cannington)
- WA Police (Kensington)
- Western Power

Internal Consultation

Both local governments consulted with internal departments to ensure the plan was tailored to the Belmont / Victoria Park local government areas.

The Community

The LEMA was put to the community for a 10 day consultation period. A survey, available both electronically and in hard copy was advertised through Belmont Connect, the Belmont Bulletin, Life in the Park Bulletin, the Southern Gazette, notice boards and on both councils websites.

1.3 FEEDBACK

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

Feedback can include:

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

To provide feedback copy the relevant section/s, mark with the proposed changes and forward to:

Local Emergency Management Committee
Executive Officer
City of Belmont
Locked Bag 379
CLOVERDALE WA 6985

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record.

1.4 ACKNOWLEDGEMENTS

The City of Belmont / Town of Victoria Parks Local Emergency Management Arrangements have been compiled to address the City / Towns support to Hazard Management Agencies and to address the their responsibilities for recovery operations. These Arrangements were created with consideration of the State Emergency Management Committees LEMA Guideline and Model.

To benchmark and ensure best practice the City / Town also considered the Plans and Arrangements of other Local Government Authorities and would like to thank:

- City of Albany
- Town of Bassendean
- City of Canning
- City of Gosnells
- City of Kalamunda
- City of Mandurah
- City of Melville
- Shire of Mundaring
- City of Perth
- Shire of Serpentine Jarrahdale
- City of Wanneroo

1.5 AIM / PURPOSE / SCOPE

Aim

The aim of these arrangements is to detail how the City of Belmont and Town of Victoria Park will cope with the hazards facing their communities with particular reference to:

- the support of Hazard Management Agencies during their response to an emergency; and
- the primary responsibility of the local government authority for recovery management following an emergency.

Purpose

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

a) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);

d) a description of emergencies that are likely to occur in the local government district;

e) strategies and priorities for emergency management in the local government district;

f) other matters about emergency management in the local government district prescribed by the regulations; and

g) other matters about emergency management in the local government district the local government considers appropriate (S.41(2) of the Emergency Management Act 2005).

Scope

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

Furthermore:

- This document applies only to the local government districts of the City of Belmont and the Town of Victoria Park

- This document covers areas where the City of Belmont and Town of Victoria Park provide support to HMAs in the event of an incident;

- This document details the City of Belmont and Town of Victoria Park's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the City of Belmont and Town of Victoria Park's responsibilities in relation to recovery management.

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

1.6 AREA COVERED

The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. Perth Airport sits in the upper north-east of the area. The Swan River runs generally along the northern boundary of the area and the Perth-Armadale railway line runs north-south through Victoria Park.

Obvious constraints to movement are:

- The Swan River which runs generally along the northern boundary of the area;
- Major highways (Leach, Tonkin and Great Eastern); and
- The Perth-Armadale railway line which runs north-south through Victoria Park.

Swan River - there are four well-spaced road crossings:

- The Causeway Bridge, East Perth / Burswood;
- Windan Bridge, East Perth / Burswood;
- Garratt Road Bridge, Bayswater / Ascot; and
- Redcliffe Bridge, Bayswater / Ascot.

Major highway routes – crossing points are as follows:

- Leach Highway:
    - Orrong Road
    - Abernethy Road
    - Tonkin Highway
- Tonkin Highway:
    - Great Eastern Highway
    - Stanton Road/Second Street
    - Leach Highway
    - Abernethy Road and
    - Kewdale Road/Horrie Miller Drive
- Great Eastern Highway:
    - Graham Farmer Freeway/Orrong Road
    - Belgravia Street/Garratt Road
    - Tonkin Highway
    - Causeway/Albany Highway/Shepperton Road

The railway line - crossing points at:

- Riversdale Road
- Great Eastern Highway
- Roberts Street
- Archer Street
- Oats Street
- Welshpool Road
- Leach Highway

List of Suburbs	
City of Belmont	**Town of Victoria Park**
Ascot	Bentley (Part of)
Belmont	Burswood
Cloverdale	Carlisle
Kewdale	East Victoria Park
Perth Airport	Lathlain
Redcliffe	St James (Part of)
Rivervale	Victoria Park

Surrounding Local Authorities

- City of Bayswater (North)
- Town of Bassendean (North)
- City of Swan (North-East)
- City of Kalamunda (East)

- City of Canning (South)
- City of South Perth (West)
- City of Perth (North-West)
- Town of Vincent (North-West)

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings
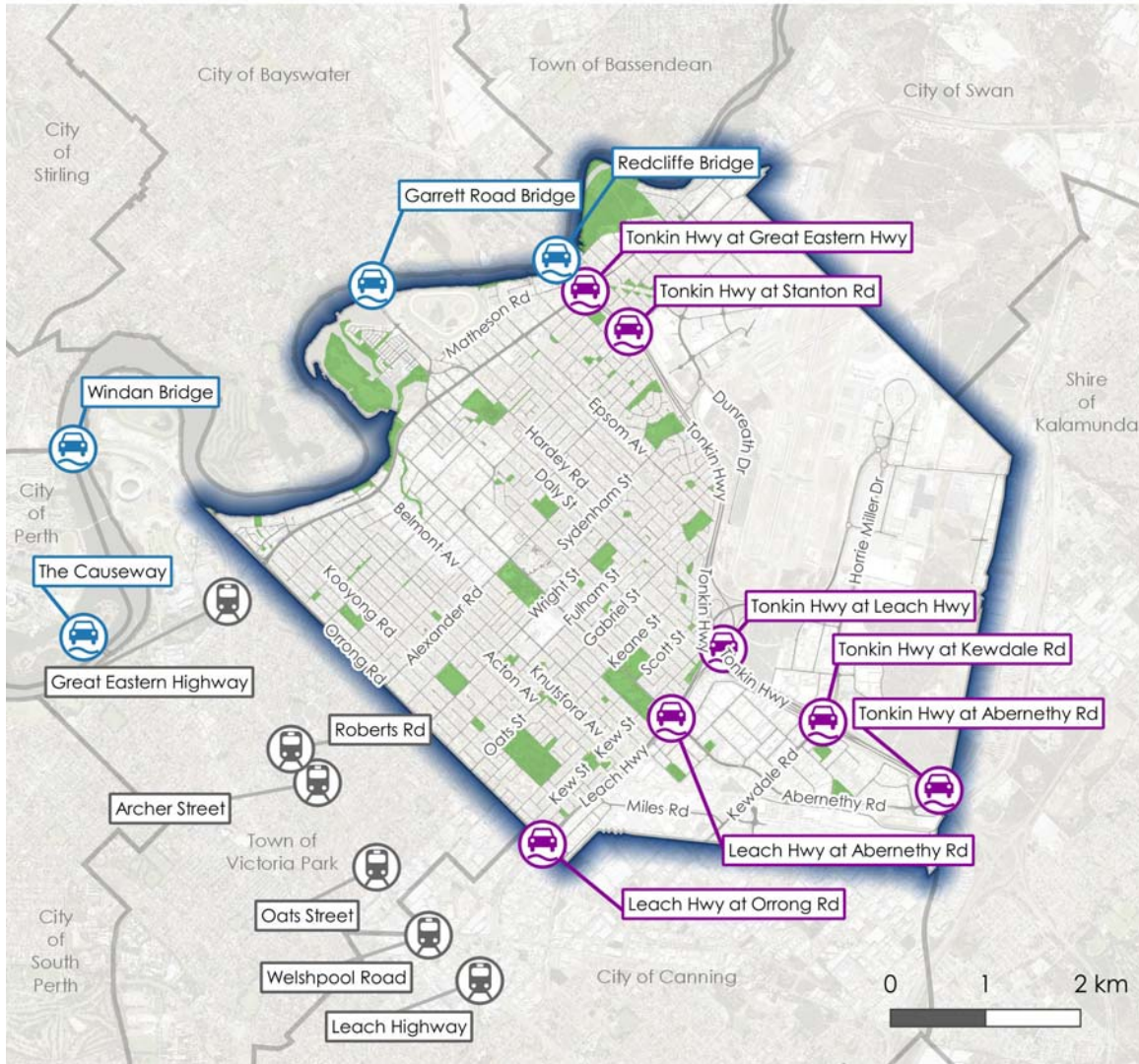
 Vehicular Bridge Crossings

 Railway Crossings

Administration Centre
215 Wright Street
CLOVERDALE
Phone: 9477 7222
After Hrs: 1300 655 011

Operations Centre
180 Planet Street
CARLISLE
Phone: 9477 7118

City of Belmont & Town of Victoria Park Combined LEM Arrangements
Endorsed by LEMC: DATE
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TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings
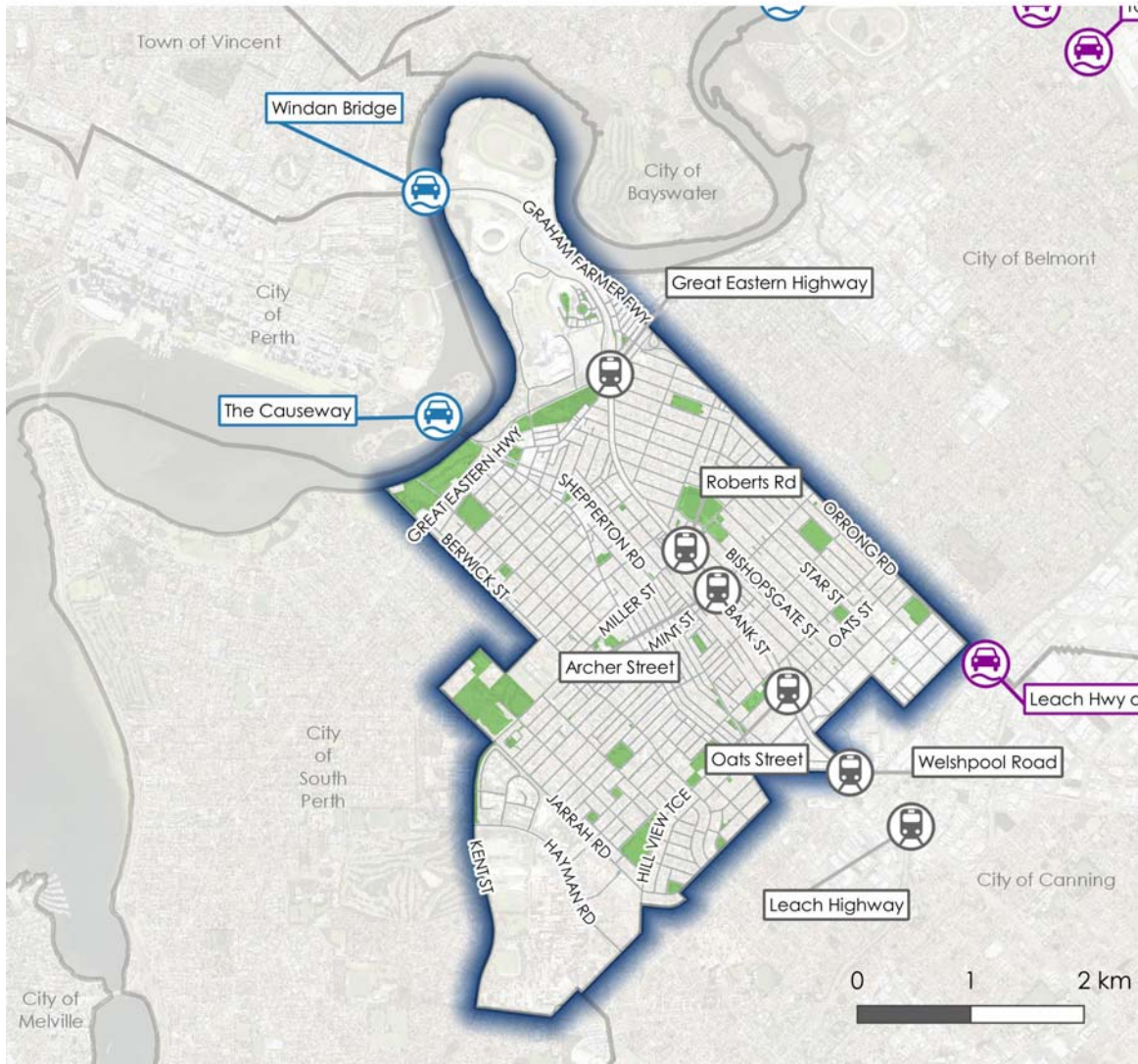
	Vehicular Bridge Crossings		Railway Crossings

Administration Centre
99 Sheppperton road
Victoria park WA 6100
Phone: 9311 8111
After Hrs: 9311 8188

Operations Centre
199 Star Street
Welshpool WA 6106
Phone: 9311 8111

1.7 KEY DEMOGRAPHICS

Population and Age

	City of Belmont	Town of Victoria Park	Totals
Population	39,682	34,990	74,672
Median age	34	34	34
0-9 years	4,698	3,555	8,253
10-19 years	2,790	3,465	6,255
20-34 years	11,453	11,867	23,320
35-49 years	7,262	8,162	15,424
50-64 years	5,189	6,153	11,342
65-79 years	2,953	3,736	6,689
80+ years	1,784	1,603	3,387

Source: www.abs.gov.au

Languages Spoken

Top Languages other than English	City of Belmont	Town of Victoria Park
Mandarin	1680	1428
Arabic	742	-
Cantonese	645	519
Italian	516	639
Tagalog	565	-
Korean	-	419
Indonesian	-	376

Source: www.abs.gov.au

Land and business

	City of Belmont	Town of Victoria Park	Totals
Land Area (km^2)	39.80	17.62	57.42
Dwellings	18,460	16,946	35,406
Gross Regional Product (billions)	8.18	6.03	14.21
Local Jobs	61,635	34,542	96,177
Local Businesses	3,927	4,472	8,399

Source: www.economy.id.com.au

Key Industries

City of Belmont	Town of Victoria Park
Transport, Postal and Warehousing	Education and Training
Manufacturing	Arts and Recreation Services
Wholesale Trade	Retail Trade
Retail Trade	Construction
Construction	Accommodation and Food Services

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

1.8 RELATED DOCUMENTS & ARRANGEMENTS

The City of Belmont and the Town of Victoria Park has the following existing plans and arrangements.
*Also refer to the State Hazard Plans on the SEMC website http://semc.wa.gov.au

1.8.1 Local plans and procedures

City of Belmont		
Document	**Owner**	**Currency**
Asbestos (Management and Control of Asbestos in the Workplace)	OSH	12/08/2019
Business Continuity Plans - 2017	Various	04/04/2018
Community Services – Service Disruption Event Framework	HACC	09/03/2018
Crisis (Issues) Communications Management Plan	Marketing	03/07/2017
Crisis Notification – Declaration Process	Business Continuity	12/12/2019
Emergency and Evacuation Procedures – Various locations	OSH	25/01/2019
Emergency Procedures – After Hours – Civic Centre	OSH	20/07/2017
Emergency Response Guidelines for Persons Hiring Council Facilities	Building Services	28/02/2019
Entry in an Emergency (Form)	Compliance	30/04/2018
Guide for Opening and Coordinating a Welfare Evacuation Centre	Comm. Safety	27/05/2019
Harman Park Community Centre (Adult Day Care Centre) Risk Management Plan	Harman Park	29/08/2019
Homecare Services – Service Disruption Event Framework	HACC	09/03/2018
IT Disaster Recovery Plan 2018	IT	27/04/2018
JSEA Worksheet	OSH	23/07/2019
Marketing Event Plans	Marketing	Various
Records Disaster Recovery Plan 2017	Records	22/02/2017
Strategic Community Plan 2016-2036	Governance	27/08/2018
Work Instruction – Accessing Interpreting Services	Community	01/05/2018
Work Instruction – City of Perth Lord Mayor Disaster Appeals	Community	31/05/2017
Work Instruction - Emergency Management Call Outs – PPE	OSH	01/05/2019
Work Instruction – Harman Park Community Centre Vehicle Evacuation	Harman Park	19/02/2018
Work Instruction – Inclement Weather	OSH	01/10/2019
Work Instruction – Job Safety & Environmental Analysis (JESA)	OSH	01/05/2018
Work Instruction – Use and Monitoring of Defibrillator	OSH	28/06/2017
Work Instruction – Indefinite Road Access Closure	Works	07/05/2018
Work Instruction – Spill Response – (Major Spills – Request by Emergency Services)	Works	31/10/2018
Town of Victoria Park		
Document	**Owner**	**Currency**
Business Continuity Plan 2017	Various	Under Review
Communications Plan 2012	Marketing	
Emergency and Evacuation Procedures	OSH	
Information and Parking	OSH	
Marketing Events Emergency Plan (under review)	Marketing	
Strategic Community Plan 2017-2032	Various	

City of Belmont & Town of Victoria Park Combined LEM Arrangements
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1.8.2 Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement
CoB	ToVP	Reciprocal agreement to share equipment and resources in an emergency event to the extent that they are available under the prevailing conditions.
ToVP	Burswood Casino	Use of facility in the event that own facility is unavailable in a 'crisis event'
ToVP	City of Canning	MOU for animal welfare during emergencies.
ToVP	Kensington School	Access to bushland located on school property for the purpose of hazard maintenance.

1.9 SPECIAL CONSIDERATIONS

1.9.1 After-hours, Weekends and Public Holidays

It should be noted that the business hours of the City of Belmont / Town of Victoria Park are Monday to Friday, 0830 – 1500.

Their Operations Centre's opening hours are Monday to Friday, 0600 – 1600.

In order to access the City / Towns' services and resources after hours or on weekend/public holidays, contact the relevant emergency contact phone numbers located in Appendix 2.

1.10 CARE FACILITIES, CALD GROUPS AND MAJOR FACILITIES LOCATED WITHIN THE AREA

1.10.1 Aged & Disability Care, Childcare & Schools

Belmont – there are 19 Aged and Disability facilities, 9 Child Care centres and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

*See Appendix 5 for full listing and contact details.

1.10.2 Cultural and Linguistically Diverse (CALD) Groups

The City of Belmont and Town of Victoria Park enjoy a large multicultural community, with a 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.

Belmont – Dial TIS National (131 450) and quote code: CO64549 (Work Instruction 'Accessing Interpreting Services' maintained by the Cultural Diversity Engagement Officer).

Victoria Park – Dial TIS National (131 450).

Note: At this stage, no directory of CALD groups is maintained, other than through pre-existing avenues for this such as accessing OMI's database for groups and associations within a region – http://www.omi.wa.gov.au/omi_db_organisations.cfm.

1.10.3 Major facilities owned by other entities

Note: these entities have their own emergency plans and should be contacted directly in an emergency.

City of Belmont			
Facility	**Owner**	**Location**	**Contact Details**
Ascot Racecourse	**Perth Racing**	**70 Grandstand Rd, Ascot WA 6104**	**Tony Favazzo** **General Manager Operations** **9277 0777** **0412 447 085**
Located 8 km east of the Perth CBD. The headquarters of Perth Racing are positioned directly opposite. Major events held throughout the year including the Perth Cup. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Belmont Forum	**Belmont Forum**	**227 Belmont Ave, Perth, WA 6105**	**Shane McLean** **Centre Manager** **9277 6544** **0417 918 832**
Indoor mall in Cloverdale with 130 stores and food court. Reading Cinemas located opposite. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			
Perth Airport	**Perth Airport Pty Ltd**	**Perth Airport WA 6105**	**Greg Pobar** **Emergency Planning Manager** **9478 8816** **0439 977 820**
Located 10 km east of the Perth CBD. Operates 24/7. Two runways (3rd under construction). 4 major terminals. 30+ airlines flying in and out. ~1'500 international, domestic and regional flights per week. Rail connection to be completed by 2021. Potential major incidents: Crash Emergency, HAZMAT, Active Armed Offender, Terrorist Act.			
Perth Freight Terminal (MHF)* *(Kewdale Rail)*	**Pacific National**	**Kewdale WA 6105**	**Shay Preedy** **Operations Manager** **9353 9539** **0457 932 414**
Located in Kewdale, south of Perth Airport. Operates 24/7. Classed as a Major Hazard Facility (MHF). Schedule 15 Chemicals (eg toxic gases, corrosive materials, flammable liquids) handled on site for limited periods of time before being transported off site by either truck or train. Potential major incidents include: Fire, HAZMAT, Crash Emergency.			

Town of Victoria Park			
Facility	**Owner**	**Location**	**Contact Details**
Belmont Park Racecourse	**Perth Racing**	**Goodwood Parade, Burswood WA 6100**	**Tony Favazzo** **General Manager Operations** **9277 0777** **0412 447 085**
Perth's winter racecourse, located between Optus Stadium and the Swan River. Potential major incidents include: Riverine Flooding, Animal and Plant Biosecurity, Active Armed Offender, Terrorist Act.			
Boronia Pre Release Centre for Women	**Department of Justice**	**14-16 Hayman Road Bentley WA 6102**	**Adrian Rivalland** **A/Assistant Superintendent Operations** **9212 3501** **0404 941 030**
Manages minimum security female prisoners and their children preparing for re-entry into the community. Located in Bentley, across from Curtin University. Potential major incidents include: Fire, Active Armed Offender.			
Crown Perth	**Crown Resorts**	**Great Eastern Hwy, Burswood WA 6100**	**Daniel Gaywood** **Manager Emergency Planning** **9362 8309** **0401 007 476**
Consists of a casino, convention centre, theatre, ballrooms, restaurants, bars, nightclub, recreation facilities and 3 hotels. Located in Burswood, next to the Swan River. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			

Town of Victoria Park cont.			
Facility	**Owner**	**Location**	**Contact Details**
Curtin University	**Department of Education**	**Kent St, Bentley WA 6102**	**Kate Oliver Emergency Planning Manager 9266 9910 0435 688 331**
Largest university in WA with over 55,000 students. Located in Bentley, next to Boronia Pre Release and Canning College. Potential major incidents include Fire, HAZMAT, Crash, Active Armed Offender and Terrorist Act.			
Optus Stadium	**Department of Sport and Recreation**	**333 Victoria Park Dr, Burswood WA 6100**	**Robert Gorham Safety & Risk Process Manager 0439 335 466**
60,000 seat multipurpose venue. Train station next to venue. Located next to the Swan River and Belmont Park. Potential major incidents include: Fire, Crash, Active Armed Offender, Terrorist Act.			
The Park Centre Shopping Plaza	**Hawaiian Investments Pty Ltd**	**Cnr Sussex St & Albany Hwy, East Vic Park WA 6101**	9426 8891
Indoor mall in East Victoria Park with 54 stores. Located next to the Leisurelife Centre on Albany Hwy. Potential major incidents include: Crash Emergency, Fire, Active Armed Offender, Terrorist Act.			

1.11   SEASONAL / MAJOR EVENTS

Seasonal Events and Major Community Events

Approx. Date	Event	Location	Attendance	Organiser
City of Belmont				
31st Dec	Perth Cup	Ascot R/C	~ 20,000	Perth Racing
3rd Sat in Feb	Kidz Fest	Garvey Park	~ 10,000	COB
3rd Sun in Mar	Harmonise Cultural Festival	Faulkner Park	~ 5,000	COB
1st or 2nd Sun in Apr	Autumn River Festival	Garvey Park	~ 5,000	COB
May – Oct Saturdays	Winter Carnival	Belmont R/C	~1,500	Perth Racing
1st Sun in Aug	Avon Descent Family Fun Day	Garvey Park	~ 2,000	COB
Oct – date varies	Opening Day	Ascot R/C	~ 7,000	Perth Racing
Oct to May Saturday's	Summer Carnival	Ascot R/C	~7,000	Perth Racing
Nov – Various dates	Let's Celebrate Belmont Festival	Various Locations	~ 15,000	COB
1st Tues in Nov	Melbourne Cup	Ascot R/C	~ 20,000	Perth Racing
19th Nov	Railway Stakes Day	Ascot R/C	~ 16,000	Perth Racing
26th Nov	Winterbottom	Ascot R/C	~ 7,000	Perth Racing
1st or 2nd Fri in Dec	Carols in the Park	Faulkner Park	~ 2,500	COB
3rd Dec	Kingston Town	Ascot R/C	~ 6,000	Perth Racing
Town of Victoria Park				
Various	Various events	Optus Stadium	Up to 60,000	Perth Stadium
26th Jan	Australia Day	Foreshore	Walk through traffic only	ToVP
Last weekend Feb	Swanfish	McCallum / Taylor Park	500 - 1000	ToVP
2nd Sun in Mar	Music by Moonlight	Burswood Park Foreshore	~ 4,000	ToVP
Last Thu to Sun in Apr	Perth Garden Festival	McCallum / Taylor Park	30,000 over 4 days	ToVP
3rd Sun in May	Million Paws Walk	McCallum / Taylor Park	Walk throughs only, 1000 plus	ToVP / RSPCA
3rd Sun in Sept	Perth Basant Festival	McCallum / Taylor Park	2000 plus	ToVP
3rd Fri, Sat, Sun in Oct	Ride to Conquer cancer	McCallum / Taylor Park	1500 plus	ToVP
2nd weekend in Nov	Perth 4WD Show	McCallum / Taylor Park	25,000 over 3 days	ToVP
Nov - Feb Every day	Splash City	Belmont R/C	Waiting for response	Splash City
2nd Sat in Dec	Eventing in the Park	McCallum / Taylor Park	4000 plus	ToVP

*For Optus Stadium events visit https://optusstadium.com.au/

1.12   RESOURCES

1.12.1 Sharing of 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 Belmont and the Town of Victoria Park agree that in case of an emergency they will, to the extent that they are able, given each of their needs at the time, share their available resources for the purposes of responding to and recovering from the emergency event.

A full list of contacts and resources (vehicles and plant) is contained in Appendix 2.

Note, the Operations Centre's opening hours are Monday to Friday, 0600 – 1600 and access to some vehicles and plant may not be possible outside of these house.

1.12.2 Finance arrangements

State EM Policy 5.12, State EM Plan 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies.

While recognising the above, the City of Belmont and Town of Victoria Park are committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

In accordance with State Emergency Management Policy section 5.12, agencies / local governments that have assisted in the response to emergencies may be eligible for reimbursement of some expenses, provided they are not related to the agencies core function.

The Chief Executive Officer should be approached immediately if an emergency event requiring resourcing by the City of Belmont and Town of Victoria Park occurs, to ensure the desired level of support is achieved.

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

- S 6.8(1)(b) or (c) - expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor in an emergency and then reported to the next ordinary meeting of the Council.

  S 6.11(2) - to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. Local Government (Financial Management) Regulations 1996 – regulation 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the mayor has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- S 6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.

To ensure accurate records of costs associated with an emergency, the City of Belmont and Town of Victoria Park have specific cost centres to which all costs will be allocated.

City of Belmont	
Cost Centre	Name of Cost Centre
914001	Emergency Response Reimbursements
914002	Emergency Response Reimbursements Event
Town of Victoria Park	
Cost Centre	Name of Cost Centre
14774.1289	Emergency Response

1.13   ROLES & 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:

1.13.1 Local Government

The responsibilities of the local government are defined in S.36 of the Emergency Management Act 2005:

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

1.13.2 Council / Elected Members

During the response phase of any sizable emergency, the elected Council has no operational role. This is best left to the personnel trained in this area. However, the Community at large will look to their locally elected Government for assurance. Councillors should be prepared to view damage in their respective Wards (under escort from the HMA) and talk with their Ratepayers. The information gleaned from this process directly relates to the type of services which may be required during recovery.

1.13.3 Local Emergency Management Committee (LEMC)

The City of Belmont and Town of Victoria Park have established a Combined Local Emergency Management Committee under S.38(1) of the *Emergency Management Act 2005*, which allows that two or more local governments may unite for the purposes of emergency management.

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

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

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

Chair Person - Local Emergency Management Committee

The chairperson 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 Belmont / Victoria Park LEMC is the City of Belmont's Coordinator of Community Safety. The Deputy Chair is the Town of Victoria Park's Safety Coordinator. 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; and

e) Completion of the Annual and Preparedness Report.
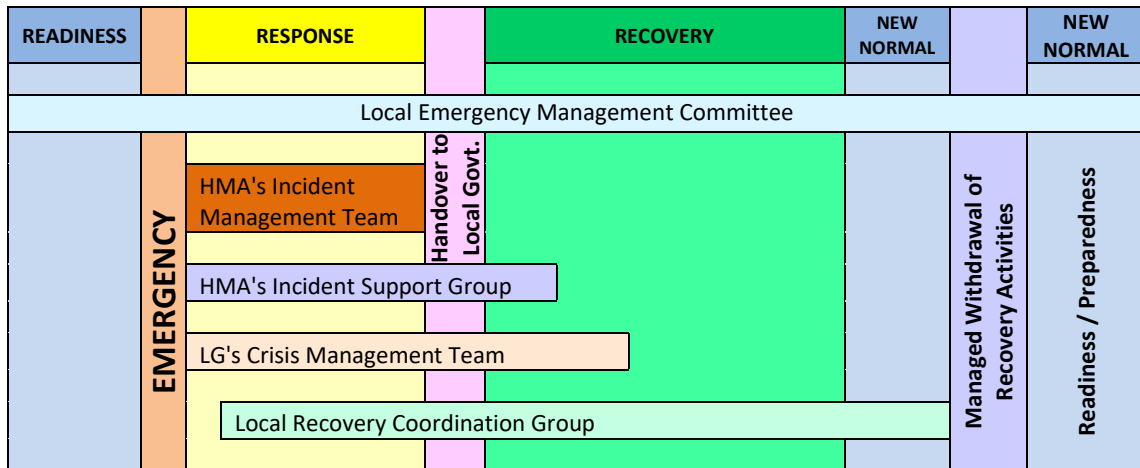
Groups, Teams and Committees through the phases of readiness/preparedness, response and recovery.

1.13.4 Crisis Management Team (CMT)

While the Council undertakes a strategic role, the resources of the City must be made available to the HMA operationally and maintained for the duration of the event. This role falls to the City's Crisis Management Team who has the direct interface with the HMA during the incident. The Team should be capable of operating at full size for major incidents and can effectively be downsized to two positions (Incident Manager and Scribe) for low level incidents.

Incident Manager

The Incident Manager is responsible, under the Authority of the CEO, for the overall direction of the City or Town's response activities in an emergency situation. The Incident Manager fulfils all management functions and responsibilities until the incident requires additional appointments.

The Incident Manager will establish a Crisis Management Team who will coordinate the operational response to an emergency impacting on the City/Town and carry out tactical planning in order to make City/Town resources available to the HMA. Major responsibilities include:

- Briefing the CEO and Executive Leadership Team / C-Suite.
- Establishing coordination and communication with the HMA.
- Controlling City/Town personnel and resources under authority from the CEO.
- Establishing and maintaining effective liaison with outside responders and support agencies, including the HMA's Emergency Operation Centre when activated.

As the incident grows the Incident Manager may delegate certain operational functions to others, as shown in the structure below. Those appointed to the roles of Planning, Operations, Logistics and ISG Liaison together with the Incident Manager and Scribe make up the Crisis Management Team.

Other positions in the CMT:

Scribe	The IMT Scribe is responsible for ensuring that all actions and information are recorded. The Scribe also ensures that all stationery requirements of the IMT are provided. In low level incidents the Incident Manager may also act as scribe.
Logistics Officer	Obtain and maintain human and physical resources, facilities, services and materials.
Operations Officer	Ensure the efficient tasking and application of resources to achieve resolution of the incident.
ISG Liaison Officer	Officer for deployment to a HMA's Emergency Operations Centre (EOC) or to the scene of the incident at the HMA's direction and request.

1.13.5 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordination Group. Refer to Annexure 2: Local Recovery Plan for further information.

1.13.6 Local Recovery Coordination Group

The Local Recovery Coordination Group is the strategic decision making body for the recovery process. Refer to Annexure 2: Local Recovery Plan for further information.
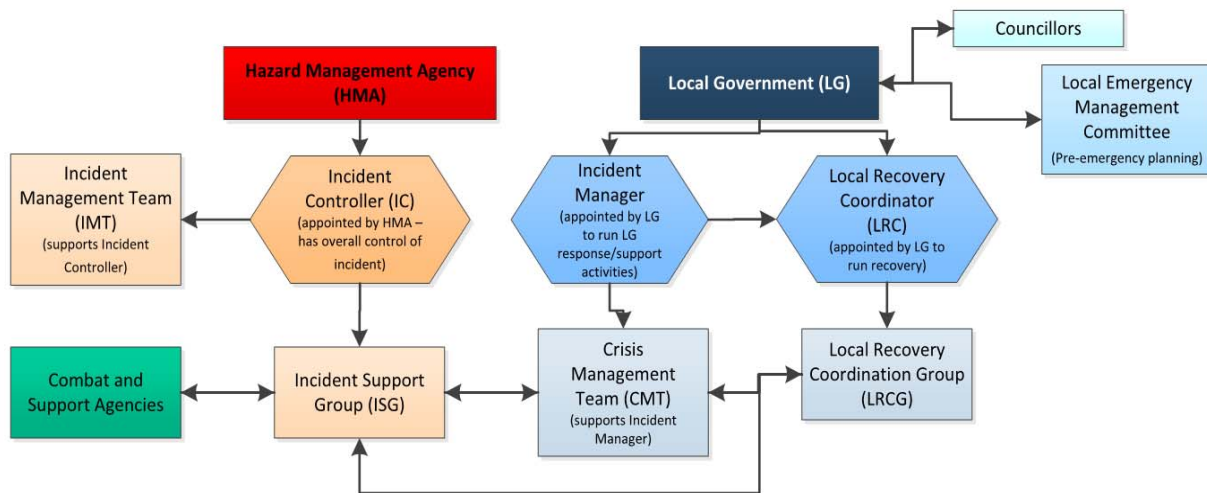
Relationship between groups in response

1.13.7 Hazard Management Agencies (HMA)

Hazard Management Agencies are prescribed by the Emergency Management Regulations 2006 to be the hazard management agency for a particular hazard. HMA's are prescribed based on their functions, expertise and resources and are responsible for the prevention, preparedness and response to a hazard. Designated HMA's have the authority to declare an emergency situation and invoke the powers of The Act.

The HMA's for each hazard and its associated State Hazard Plan* are as follows:

Note: A process is underway to convert all Westplans in to State Hazard Plans, and to amalgamate similar Westplans into one plan. This process is occurring over in a staged approach over a period of time. As they become available, the new State Hazard Plans will be made available and the corresponding Westplan/s will be removed.

Hazard	Hazard Management Agency	State Hazard Plan / Westplan
Air Crash	WA Police	Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industries & Regional Development	Animal and Plant Biosecurity
Brookfield Rail	Brookfield Rail	Crash Emergency
Collapse	Dept. of Fire & Emergency Services (DFES)	Westplan Collapse
Cyclone	Dept. of Fire & Emergency Services	Westplan Cyclone
Earthquake	Dept. of Fire & Emergency Services	Westplan Earthquake
Electricity Supply Disruption	Public Utilities Office	Energy Supply Disruption
Fire	Dept. of Fire & Emergency Services	Fire
Flood	Dept. of Fire & Emergency Services	Westplan Flood
Gas Supply Disruption	Public Utilities Office	Energy Supply Disruption
Hazardous Materials Emergencies (HAZMAT)	Dept. of Fire & Emergency Services	HAZMAT
Heatwave	Dept. of Health WA	Heatwave
Human Epidemic	Dept. of Health WA	Human Biosecurity
Land Search	WA Police	Search and Rescue Emergency
Liquid Fuel Supply Disruption	Public Utilities Office	Energy Supply Disruption
Marine Oil Pollution	Dept. of Transport	Maritime Environmental Emergencies
Marine Transport Emergency	Dept. of Transport	Maritime Environmental Emergencies
Marine Search and Rescue	WA Police	Search and Rescue Emergency
Nuclear Powered Warships	WA Police	HAZMAT (Annex A)
Rail Crash	Public Transport Authority (PTA)	Crash Emergency
Road Crash	WA Police	Crash Emergency
Space Re-entry Debris	WA Police	HAZMAT (Annex B)
Storm	Dept. of Fire & Emergency Services / State Emergency Service	Westplan Storm
Terrorism	WA Police	Terrorist Act
Tsunami	Dept. of Fire & Emergency Services	Tsunami

1.13.8 Incident Controller (IC)

The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

1.13.9 Incident Management Team (IMT)

A group of incident management personnel comprising of the Incident Controller and the personnel he/she appoints to be responsible for the functions of operations, planning and logistics. This team, under the direction of the Incident Controller manages the response to an incident.

1.13.10 Incident Support Group (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people represented by all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations. Refer to Section 3.2 for further information.

1.13.11 Local Emergency Coordinator (LEC)

The LEC is appointed by the State Emergency Coordinator (the Commissioner of Police) and is based upon local government districts (as per Section 37 of the Act). The Officer in Charge of each WA Police district has been appointed as the LEC in the local government area that the district is in. There may be more than on LEC in each local government area. For Belmont/Victoria Park the LEC's are the Officers in Charge from the WA Police Subdistricts of Belmont, Canning and Kensington. Their role is to:

a) assist HMA's in the provision of a coordinated response during an emergency in the district;

b) provide advice and support to the LEMC in the development and maintenance of emergency management arrangements; and

c) carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.13.12   Combat Agencies

Combat agencies are also prescribed by the Emergency Management Regulations 2006 and are responsible for specific emergency management activities. For example, the Department of Health and St John Ambulance are combat agencies for the emergency management activity of providing health services. An emergency operation may involve a number of combat agencies.

1.13.13   Support Agencies

Organisations whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corp, Main Roads WA etc) or to provide support functions (e.g. food provision by the Salvation Army).

Part Two – Managing Risk

2.1 EMERGENCY RISK MANAGEMENT

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

Emergency Risk Assessment Workshops for the communities of the City of Belmont and Town of Victoria Park were conducted in early 2008 and subsequently reviewed in 2016. The Risk Assessment was carried out in accordance with the Standard *AS / NZ 4360 – Risk Management* and the Application Guide (Manual 5) produced by Emergency Management Australia (EMA). The provisions of this Standard are used throughout Australia by emergency and risk management practitioners.

The State Risk Project (local level) is currently reviewing local risks with an estimated completion time of 2021.

2.2 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

The emergency risk management process conducted in 2016 identified 6 major hazards within the City of Belmont / Town of Victoria Park:

City of Belmont / Town of Victoria Park Risk Register			
Hazard	**Action Priority**	**HMA**	**State Hazard Plan**
Air Crash	1	WA Pol	Crash Emergency
Storm	2	DFES / SES	Severe Weather
Fire (Bushfire and Structural)	3	DFES	Fire
Road Crash	4	WA Pol	Crash Emergency
Rail Crash: PTA Network	5	WA Pol	Crash Emergency
Terrorism	6	WA Pol	Terrorist Act (restricted)

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

Refer to Appendix 3 for a copy of the City of Belmont / Town of Victoria Park' Risk Register.

2.3   EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

COB / TOVP Local Emergency Management Priorities and Strategies

Strategic Priority		Key Strategies
Risk	Develop an emergency management risk profile and promote mitigation activities that reduce the City/Towns risk profile.	Facilitate the assessment of a comprehensive emergency risk profile for the State through the State Risk Project: • Facilitate the assessment of the State's key risks at a local level. • Report on the local level risk profile through SEMC. • Assess and implement treatments to identified risks.
Capability	Contribute to an emergency management capability profile of the State and enhance local emergency management capabilities. Promote interoperability with state agencies and other key stakeholders.	Contribute to an emergency management capability picture for the State: • Facilitate and report on the assessment of the LG's existing capability. • Identify priority capability gaps. Report on the LG's emergency preparedness: • Provide an annual report on the emergency preparedness of the State. • Inform resourcing decisions across the emergency management sector. Enhance Capability through targeted projects. Test LEMA and promote interoperability through multi-agency exercises.
Recovery	Enhance emergency recovery capability at the local level. Ensure the provision of coordinated recovery to the community if affected by an emergency.	Provide emergency recovery coordination: • Maintain, review and test local recovery arrangements And plans. • Monitor changes to the recovery arrangements framework established for local government. • Ensure the provision of coordinated recovery to the community if affected by an emergency.
Assurance	Develop and maintain an emergency management assurance framework.	Maintain, review and test a systematic process of incident and exercise reporting and review to identify learnings across vulnerability and capability. Develop and report upon an Emergency Management Annual Business Plan through the Local Emergency Management Committee.
Community Engagement	Raise the profile of Emergency Management within the community.	Promote emergency awareness, preparedness and resilience within the community. Enhance the accessibility of information to the community.
Training & Development	Enhance local capability through training and development of all key staff.	Provide training to increase knowledge and capability of staff.

Part Three - Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The local governments Crisis Management Team will facilitate the City/Towns assistance/support (if the required resources are available) through the Incident Support Group when and if formed.

3.1   INCIDENT LEVELS

Emergencies are broadly grouped into three levels. The Incident Controller will assess / declare the incident level.

Level 1 incidents are broadly defined by meeting one or more of the following conditions:
   a)   there are no significant issues
   b)   there is a single or limited multi agency response (day to day business)
   c)   there is minimal impact on the community
   d)   the incident can be managed by a Controlling Agency Incident Management Team (IMT) only
   e)   there is a low level of complexity

Level 2 incidents are broadly defined by meeting one or more of the following conditions:
   a)   requires a multi-agency response
   b)   has a protracted duration
   c)   requires coordination of multi-agency resources
   d)   there is some impact on critical infrastructure
   e)   there is a medium level of complexity
   f)   there is a medium impact on the community (health, safety, economic, technological or other)
   g)   there is potential for the incident to be declared an 'Emergency Situation'
   h)   the incident involves multiple hazards

Level 3 incidents are broadly defined by meeting one or more of the following conditions:
   a)   requires significant multi agency response
   b)   there is a protracted response duration
   c)   there is significant impact on critical infrastructure
   d)   there is significant coordination of multi-agency resources
   e)   there is a high level of complexity
   f)   there is significant impact on the community (health, safety, economic, technological or other)
   g)   there are multiple incident areas
   h)   evacuation and/or relocation of community is required
   i)   there is actual or potential loss of life or multiple, serious injuries
   j)   a declaration of an 'Emergency Situation' or 'State of Emergency' is required

3.2   INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the HMA to assist in the overall coordination of services and information during a major incident. The ISG is comprised of people representing all agencies who may have involvement in the incident. The role of the ISG is to provide support to the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisations.

3.2.1   Activation of an ISG

Activation of an incident support group as defined in State EM Plan Section 5.1.7 is done by the Incident Controller when the incident requires the coordination of multiple agencies, or if level 2 incident or higher is declared.

3.2.2   Membership of an ISG

The Incident Support Group is made up of liaison officers from agencies and community organisations directly involved in the response to and recovery from the incident.

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

Liaison Officers for the ISG must have the authority to commit resources and/or direct tasks.

For a major incident the **Local Recovery Coordinator** should be a member of the ISG from the onset, to allow consistency of information flow, situational awareness and handover to recovery.

3.2.3   Location and Frequency of Meetings

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

Locations identified for ISG meetings

City of Belmont			
Centre Name	**Address**	**Capacity and available resources**	**Contacts**
City of Belmont Incident Support Group (ISG) Location	**Civic Centre Rivervale Room** 215 Wright Street CLOVERDALE Ph: 9477 7186	• Capacity: 50ppl max • Whiteboard • 3 x Laptops • EM Phones (x4) • 2-Way system • Fax • Photocopier • Maps • O/head projector	Graeme Todd 9477 7264 / 0430 574 678 Steve Morrison 9477 7281 / 0417 591 805
City of Belmont Alternate ISG Location	**Operations Centre Training Room** 180 Planet Street CARLISLE Ph: 9477 7111	• Whiteboard • 3 x Laptops • 2-Way system • Fax • Photocopier • Maps • O/head projector	
Town of Victoria Park			
Centre Name	**Address**	**Capacity and available resources**	**Contacts**
Town of Victoria Park ISG Location	**Civic Offices Meeting Room 3** 99 Shepparton Road VICTORIA PARK	• Capacity: 15-20ppl • Whiteboards • 5 x Computers • 2 x Laptops • 1 x Dedicated interactive screen • Fax • Photocopier • Phone Line	Ben Kiligrew 9311 8138 / 0427 158 106 Chip McCallum 9329 4202 / 0437 890 082
Town of Victoria Park Alternate ISG Location	**Crown Resorts** Great Eastern Highway BURSWOOD	Conference room to be designated at time of emergency.	Daniel Gaywood 9362 8309 / 0401 007 476 Brian Lee 9362 7761 / 0421 289 684

3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION

3.3.1 During Response

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

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

*For City of Belmont also refer to the Crisis (Issues) Communications Management Plan.
**The Mayor and CEO are the official spokespersons for the City/Town.

3.3.2 During Recovery

Upon commencement of the Recovery phase (ie upon the HMA handing the incident over to Local Government); responsibility for all communication to the public will become the responsibility of the City of Belmont / Town of Victoria Park.

A strategy will be developed specific to the situation and will direct the communication response. This strategy will be prepared by the Local Recovery Coordination Group (LRCG) in collaboration with the Mayor and CEO. The strategy will direct both internal and external communications.

3.3.3 General Enquiries

Frontline employees must be prepared to receive enquiries from a wide range of stakeholders. The LRCG will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no personnel are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller, a message should be taken so the called can be returned as soon as possible.

Depending on the incident level and volume of calls opening a call centre may be considered to provide information to the community.

A daily facts sheet and briefing will be provided to front counter staff and switchboard / call centre staff. The fact sheet will also be distributed to all staff and briefings held as required.

3.3.4 Communications Approvals/Sign-off Process

Communication material directly relating to or to be issued on behalf of the City of Belmont / Town of Victoria Park must be approved by the CEO, or the people to whom the CEO delegates authority to. It is the responsibility of the CEO to ensure that information relied upon in approving external communications is correct.

3.4 PUBLIC WARNING SYSTEMS

During emergencies one of the most critical components is getting information out to the public in a timely and efficient manner.

Public information systems for emergency alerts in WA are coordinated by DFES and the SEMC.

These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The City/Town may make use of this system in coordination with the DEMC, SEMC and DFES.

The City/Town also uses their websites and social media as useful tools to get information out to the community.

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

Also refer to the City / Towns internal communications plans.

Part Four - Evacuation and Welfare

Comprehensive emergency management planning involves planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions. Consideration also needs to be given to receiving evacuees from other local governments.

4.1   SPECIAL NEEDS GROUPS

Belmont – there are 8 Aged and Disability facilities, 14 Group homes/Independent Living Units (Aged and Disability), 11 Child Care centres/Out of School Hours Care (OSHC) facilities and 14 Schools.

Victoria Park – there are 3 Aged Care facilities, 8 Child Care centres and 10 Schools.

A detailed listing of the of these groups within the City of Belmont and Town of Victoria Park communities and their evacuation arrangements, are included at Appendix 5.

4.2   ROUTES & MAPS

The City of Belmont and Town of Victoria Park are built-up urban environments with an extensive and inter-connected major and minor road network. This network is highly permeable and closure of part of the network is generally readily detoured around via the remainder of the network.

Refer maps at Section 1.6 and Appendix 1.

4.3   WELFARE

The Department for Communities (DC) has the role of managing welfare. Refer to Annexure 1 – Local Emergency Management Plan for the Provision of Welfare Support – Cannington Region.

Local Governments work with DC in Opening, Managing and Closing evacuation Centres.
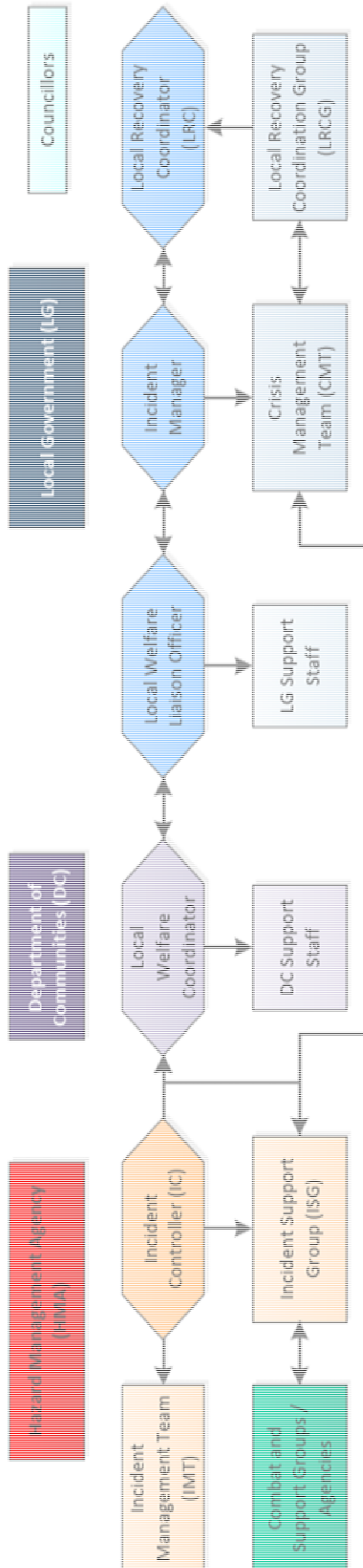
4.3.1　Local Welfare Coordinator

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

a)   Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;

b)   Prepare, promulgate, test and maintain the Local Welfare Plans;

c)   Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;

d)   Establish and maintain the Local Welfare Emergency Coordination Centre;

e)   Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

f)   Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

g)   Represent the department on the Incident Management Group when required.

4.3.2　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 Department of Communities Local Welfare Coordinator.

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

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

The City Of Belmont has nominated the below positions as Local Welfare Liaison Officers

| City of Belmont |
| --- |
| **Local Welfare Liaison Officers (Evac Centre Managers)** |
| Manager Community Placemaking |
| Manager Economic and Community Development |
| Manager Safer Communities |
| Coordinator Community Placemaking |
| Coordinator Community Safety |
| Coordinator Community Development |
| Coordinator Community Projects |

4.3.3   Evacuation and Welfare centres

The following evacuation and welfare centres have been identified:

City of Belmont		
Place Name	**Capacity**	**Address**
Belmont Oasis Leisure Centre	500	Cnr Abernethy Rd and Alexander Rd, Belmont
Forster Park Hall	300	Cnr Abernethy Rd and Keane St, Cloverdale
Rivervale Community Centre	235	Cnr Surrey Rd & Francisco St, Rivervale
Redcliffe Community Centre	230	33 Morgan Rd, Redcliffe
Town of Victoria Park		
Place Name	**Capacity**	**Address**
Victoria Park Leisure Life Centre	1000	248 Gloucester Street , East Victoria Park

Members of the Media are not permitted to enter Welfare Centres. An area should be designated outside for them to set up.

Full details of Evacuation and Welfare Centres are included in the DC Local Emergency Management Plan for the Provision of Welfare Support - Cannington Region (refer Annexure 1).

BELMONT – Refer to Guide and Checklist for Opening an Evacuation Centre.
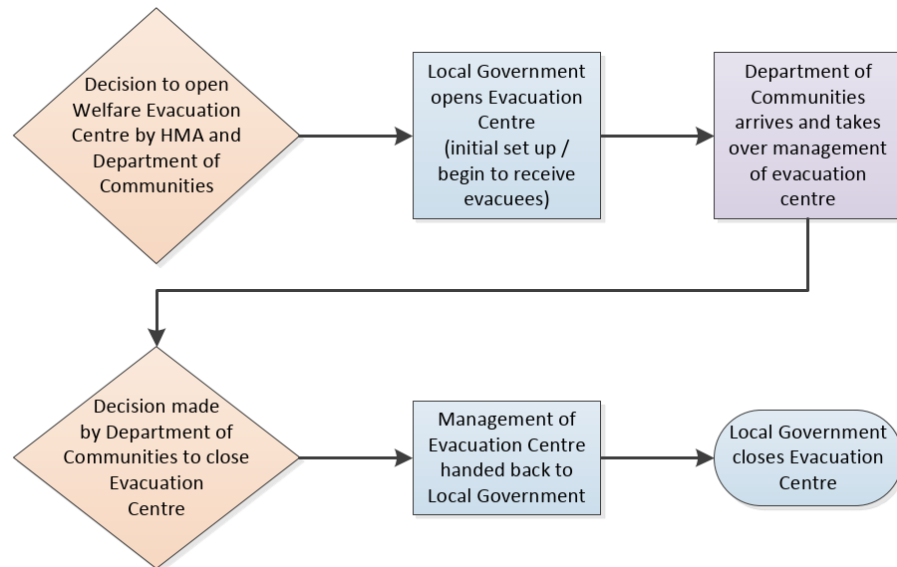
4.3.4   Animals (including assistance animals)

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

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

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

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

4.3.5   Register.Find.Reunite

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

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

Part Five - Recovery

Managing recovery is a legislated function of local government. The Local Recovery Plan is a compulsory sub-plan of the LEMA.

Refer to **Annexure 2 - Local Recovery Plan** for the City/Towns recovery arrangements.

5.1   LOCAL RECOVERY COORDINATORS

Local governments are required to nominate a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in the State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

Local Recovery Coordinator Details

City of Belmont			
Primary	Director Development & Communities	Juliette Gillan	9477 7279 0439 094 562
Proxy	Director Corporate & Governance	Robin Garrett	9477 7230 0408 907 314
Proxy	Director Infrastructure Services	Melanie Reid	9477 7280 0447 820 435
Town of Victoria Park			
Primary	Chief Operations Officer	Ben Kiligrew	9311 8138 0427 158 106
Proxy	Chief Financial Officer	Michael Cole	9311 8118 0491 214 347

Part Six - Exercising, Reviewing and Reporting

6.1   THE AIM OF EXERCISING

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

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

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements

- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

- Help educate the community about local arrangements and programs

- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

6.1.1   Frequency of exercises

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

6.1.2   Types of exercises

Some examples of exercises types include:

- Desktop/Discussion

- A phone tree recall exercise

- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency

- Operating procedures of an Emergency Coordination Centre

- Locating and activating resources on the Emergency Resources Register

6.1.3 Reporting of exercises

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

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

6.2 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

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

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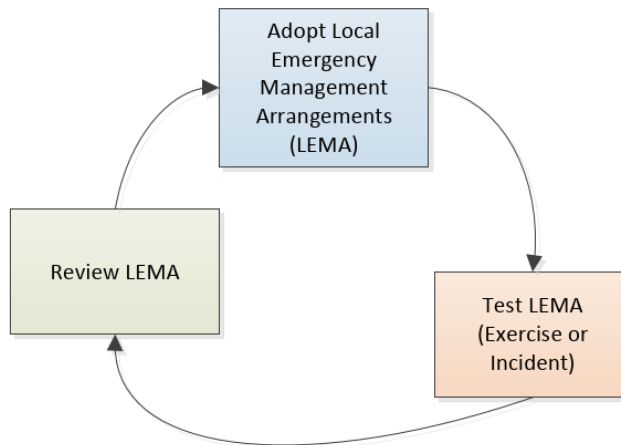
6.2.1   Review of Local Emergency Management Committee Positions

The City of Belmont and Town of Victoria Park, in consultation with the parent organisations of the LEMC members, shall determine the term and composition of LEMC positions.

6.2.2   Review of resources register

Each local government shall be responsible for having their part of the resources register checked and updated on a yearly basis.

6.3   ANNUAL REPORTING

SEMC issues an Annual and Preparedness report each year, which each local government is responsible for completing by the due date.

The information provided by the annual and preparedness reports is collated by SEMC into the State Preparedness Report which is tabled in Parliament.

APPENDIX 1:

GEOGRAPHICAL MAPS - CITY OF BELMONT AND TOWN OF VICTORIA PARK

CITY OF BELMONT

City of Belmont - Rail Road and River Crossings
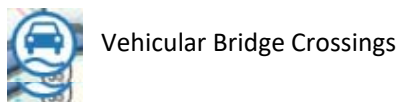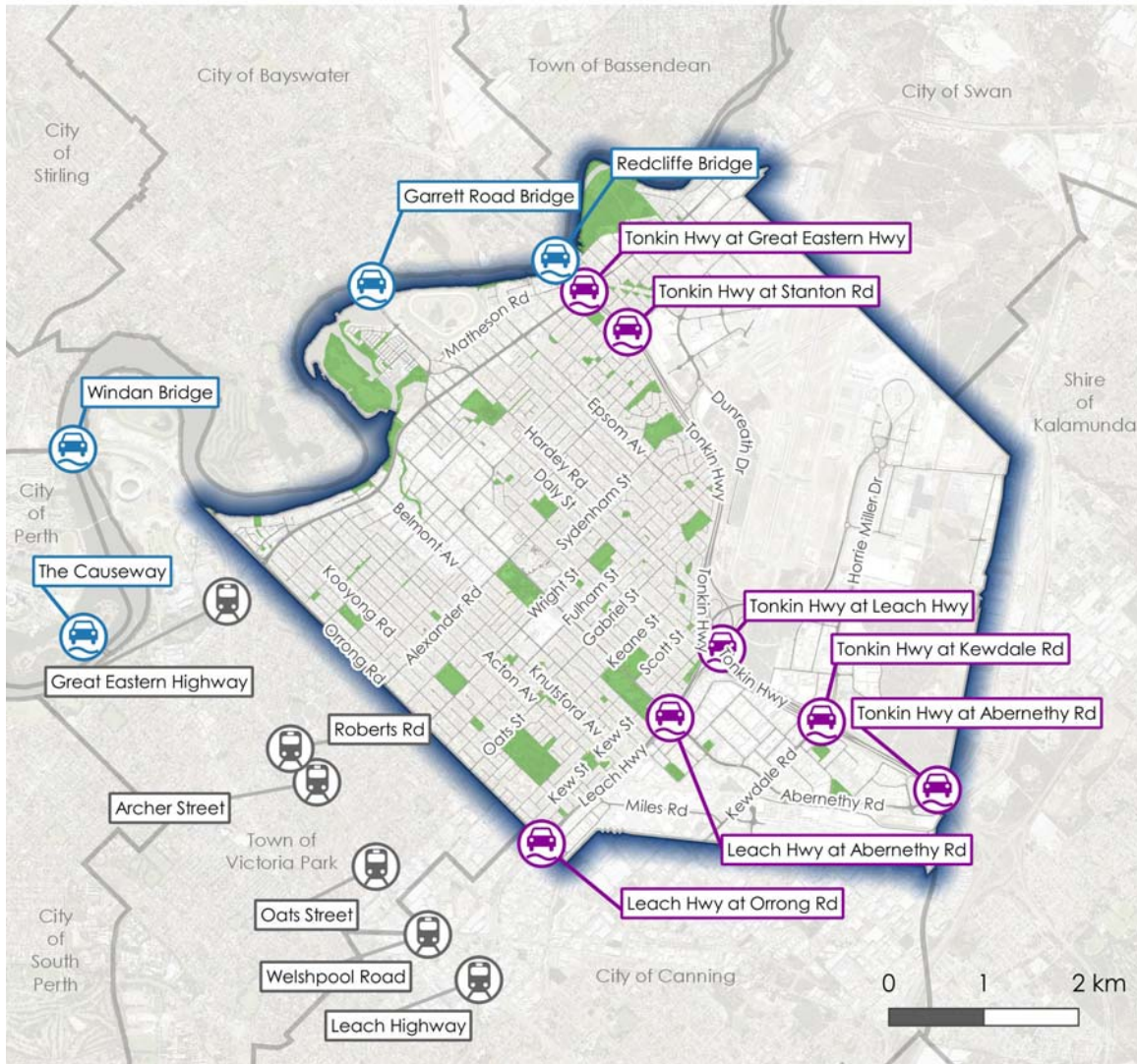
 Vehicular Bridge Crossings

 Railway Crossings

TOWN OF VICTORIA PARK

Town of Victoria Park - Rail Road and River Crossings
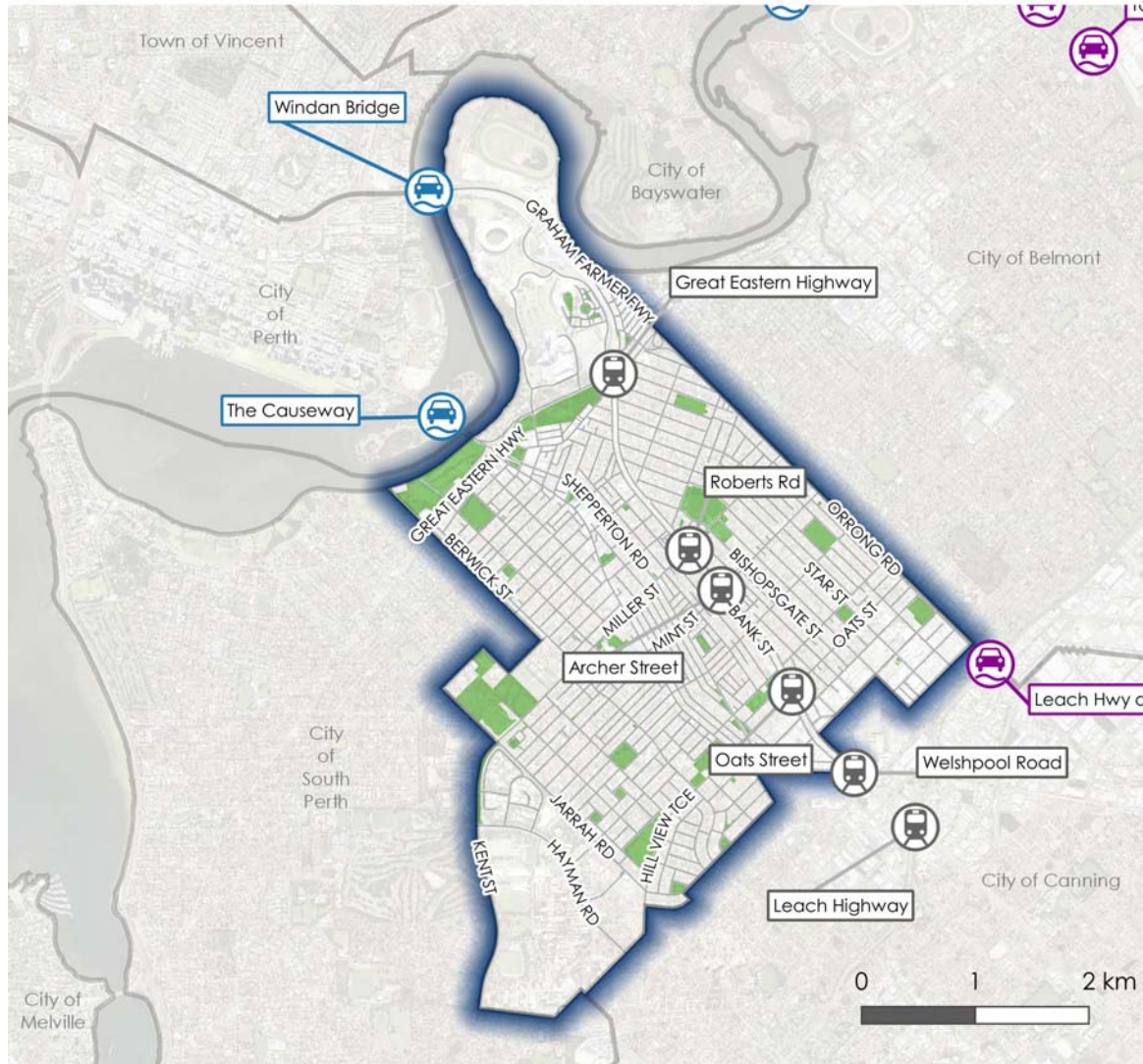
Vehicular Bridge Crossings

Railway Crossings

APPENDIX 2:

EMERGENCY CONTACT AND RESOURCE REGISTER

APPENDIX 3:

RISK REGISTER

City of Belmont / Town of Victoria Park Risk Register				
Hazard	**Consequence**	**Likelihood**	**Level of Risk**	**Action Priority**
Air Crash	Catastrophic	Unlikely	Extreme	1
Storm	Moderate	Likely	High	2
Fire (Bushfire and Structural)	Moderate	Likely	High	3
Road Crash	Moderate	Almost Certain	High	3
Rail Crash: PTA Network	Major	Unlikely	High	5
Terrorism	Major	Unlikely	High	6
Heatwave	Minor	Almost Certain	Medium	7
HAZMAT: Chemical	Minor	Likely	Medium	8
Animal and Plant Biosecurity	Moderate	Unlikely	Medium	9
Liquid Fuel Supply Disruption	Moderate	Unlikely	Medium	10
Electrical Supply Disruption	Moderate	Unlikely	Medium	11
Rail Crash: Brookfield Rail Network	Moderate	Unlikely	Medium	12
Human Epidemic	Moderate	Rare	Medium	13
HAZMAT: Biological	Moderate	Rare	Medium	14
HAZMAT: Radiological	Moderate	Rare	Medium	15
Flood	Minor	Unlikely	Low	16
Gas Supply Disruption	Minor	Unlikely	Low	17
Collapse (Cliff, landform, building)	Minor	Rare	Low	18
Earthquake	Minor	Rare	Very Low	19
Land Search	Minor	Very Rare	Very Low	20
Space Debris Re-entry	Moderate	Very Rare	Low	21

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

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

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

Source - WA ERM Guide 2015 - Table 8: Likelihood level

Source: VVA Risk Register Tool (WARR)

City of Belmont / Town of Victoria Park Consequence Table

Category		Insignificant	Minor	Moderate	Major	Catastrophic
People						
	Mortality	Not Applicable	At least 1 death	At least 1 death	At least 1 death	At least 8 deaths
	Injuries / Illness	1 serious injury or any minor injuries.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or 1 person seriously injured.	1 person critically injured with long-term or permanent incapacitation or more than 8 serious injuries	More than 8 critical injuries with long-term or permanent incapacitation or more than 80 serious injuries
Economy						
	Loss in economic activity and/or asset value	Decline of economic activity and/or loss of asset value < $603,800	Decline of economic activity and/or loss of asset value > $603,800	Decline of economic activity and/or loss of asset value > $6,038,000	Decline of economic activity and/or loss of asset value > $60,380,000	Decline of economic activity and/or loss of asset value > $603,800,000
	Impact on important industry	Inconsequential business sector disruption	Significant industry or business sector is impacted by the emergency event, resulting in short-term (i.e. less than one year) profit reductions	Significant industry or business sector is significantly impacted by the emergency event, resulting in medium-term (i.e. more than one year) profit reductions	Significant structural adjustment required by identified industry to respond and recover from emergency event	Failure of a significant industry or sector
Environment						
	Loss of species and/or landscapes	No damage to ecosystems at any level	Minor damage to ecosystems and species recognised at the local or regional level	• Minor damage to ecosystems and species recognised at the state level • Significant loss or impairment of an ecosystem or species recognised at the local or regional level	• Minor damage to ecosystems or species recognised at the national level • Significant loss or impairment of an ecosystem or species recognised at the state level • Severe damage to or loss of an ecosystem or species recognised at the local or regional level	• Permanent destruction of an ecosystem or species recognised at the local, regional, state or national level • Severe damage to or loss of an ecosystem or species recognised at the national or state level • Significant loss or impairment of an ecosystem or species recognised at the national level
	Loss of environmental value	Inconsequential damage to environmental values of interest	Minor damage to environmental values of interest	Significant damage to environmental values of interest	Severe damage to environmental values of interest	Permanent destruction of environmental values of interest
Public Administration						
	Governance Functions	Governing bodies' delivery of core functions is unaffected or within normal parameters	Governing bodies encounter limited reduction in delivery of core functions	• Governing bodies encounter significant reduction in the delivery of core functions • Governing bodies are required to divert some available resources to deliver core functions or seek external assistance to deliver some of their core functions	• Governing bodies encounter severe reduction in the delivery of core functions • Governing bodies are required to divert a significant amount of available resources to deliver core functions or seek external assistance to deliver the majority of their core functions	Governing bodies are unable to deliver their core functions
Social Setting						
	Community wellbeing	• Community social fabric is disrupted • Existing resources sufficient to return the community to normal function • No permanent dispersal	• Community social fabric is damaged • Some external resources required to return the community to normal function • No permanent dispersal	• Community social fabric is broken • Significant external resources required to return the community to normal function • Some permanent dispersal	• Community social fabric is significantly broken • Extraordinary external resources are required to return the community to functioning effectively • Significant permanent dispersal	• Community social fabric is irreparably broken • Community ceases to function effectively, breaks down • Community disperses in its entirety
	Community Services	Inconsequential / short-term impacts	Isolated / temporary reductions	Ongoing reductions	Reduced quality of life	Community unable to support itself
	Culturally important objects	Minor damage to objects of cultural significance	Damage to objects of identified cultural significance	Damage to objects of identified cultural significance	Widespread damage or localised permanent loss of objects of identified cultural significance	Widespread and permanent loss of objects of identified cultural significance
	Culturally important activities	Minor delay to a culturally important community event	Delay to or reduced scope of a culturally important community event	Delay to a major culturally important community event	Temporary cancellation or significant delay to a major culturally important community event	Permanent cancellation of a major culturally important community activity

APPENDIX 4:

LOCAL PUBLIC WARNING
AND
COMMUNICATION SYSTEMS

City of Belmont / Town of Victoria Park:

Local Public Warning and Communication Systems

System	Details	Contact Person	Contact Number
City of Belmont	Belmont Bulletin	Coordinator Community Safety, Graeme Todd	9477 7264 / 0430 574 678
	Belmont Business Talk		
	CoB Website www.belmont.wa.gov.au		
	CoB Facebook www.facebook.com/BelmontCouncilWA		
	CoB Twitter https://twitter.com/belmontcouncil		
	CoB Notice Boards		
	CoB Email Distribution Lists		
Town of Victoria Park	Life in the Park	Safety Coordinator & EM Liaison Officer, Chip McCallum	9329 4202 / 0437 890 082
	ToVP Website www.victoriapark.wa.gov.au/		
	ToVP Facebook www.facebook.com/TownofVictoriaPark/		
	ToVP Twitter https://twitter.com/townofvicpark		
	ToVP Notice Boards		
	ToVP Email Distribution Lists		
Newspapers	Southern Gazette	Sophie Moore	08 6330 9127
	The Australian	Paige Taylor	08 9326 9872
	The West Australian	Chief of Staff	08 9482 3111
	The Sunday Times	Rod Savage	08 9326 9422
Radio Stations	ABC Radio	Guy Bevilaqua	08 9220 2820
	ABC National Radio	Chief of Staff	02 8333 1404
	Triple J	Chief of Staff	02 9333 2905
	6PF / 96FM	Lisa Barnes	08 9325 7398
	MIX 94.5 (Shared news room with 92.9)	Adam Hemmings	08 9382 0160
	92.9 (Shared news room with MIX 94.5)	Adam Hemmings	08 9382 0929
	Nova 93.7	Lexi Moyle	08 9489 1937
	Sunshine FM	Bevan Jones	08 9313 0800
TV Stations	ABC	Kim Jordan	08 9220 2700
	SBS		1800 500 727
	Channel 7	Natalie Bonjolo	08 9344 0777
	Channel 9	Shaun Menegola	08 9449 9999
	Channel 10	Dougal Wallace	08 9344 0777

BELMONT - Also refer to the Crisis Communications Plan

APPENDIX 5:

SPECIAL NEEDS GROUPS
EVACUATION MANAGEMENT

ANNEXURE 1:

DEPARTMENT OF COMMUNITIES

LOCAL EMERGENCY MANAGEMENT PLAN
PROVISION OF WELFARE
FOR THE CANNINGTON REGION

ANNEXURE 2:

CITY OF BELMONT
AND
TOWN OF VICTORIA PARK

LOCAL RECOVERY PLAN

City of Belmont & Town of Victoria Park Combined LEM Arrangements
Endorsed by LEMC: DATE
Next Full Review Scheduled 2024

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