



Council Publication

Local Emergency Management Arrangements

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These arrangements have been produced and issued under the authority of s.41(1) of the *Emergency Management Act 2005*, endorsed by the City of Albany Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

City of Albany 2016

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Certificate of Endorsement

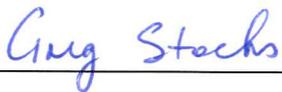
Local governments are required under the provisions of Section 36 of the *Emergency Management Act 2005* to ensure that Local Emergency Management Arrangements (LEMA) are prepared for their local government area.

The document to which this certificate refers shall be referred to as the City of Albany Local Emergency Management Arrangements 2016 and here after referred to as the LEMA.

The LEMA has been prepared by the Local Emergency Management Committee (LEMC) in consultation with Hazard Management Agencies, City of Albany, government and non-government organisations and community groups.

As a requirement of the State Emergency Management Committee Procedure 8 – Local Emergency Management Arrangements, the Arrangements have been submitted to those bodies appearing below for endorsement.

City of Albany Local Emergency Management Committee


_____ Date: 4 / 8 / 2016
Chairperson

City of Albany


_____ Date: 4 / 8 / 2016
Chief Executive Officer

Great Southern District Emergency Management Committee


_____ Date: 12th 8 2016
Chairperson

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Glossary of Terms

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary

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.

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

COMMUNITY EMERGENCY RISK MANAGEMENT – See **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 in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also COMMAND and COORDINATION.

CONTROLLING AGENCY - an agency nominated to control the response activities to a specified type of emergency.

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*.

EMERGENCY - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT - The management of the adverse effects of an emergency including:
Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

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

EMERGENCY MANAGEMENT AGENCY - A hazard management agency (HMA), a combat agency or a support organisation 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 cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- 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
- any other event, situation or condition that is capable or causing or resulting in:
 - loss of life, prejudice to the safety or harm to the health of persons or animals or
 - destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

HAZARD MANAGEMENT AGENCY (HMA) - A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

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 - The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective 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.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – means a committee established under section 38 of the *Emergency Management Act 2005*.

MUNICIPALITY – Means the district of the City of Albany.

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

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.

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

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.

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

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.

General Acronyms Used In These Arrangements

ATSB	Australian Transport Safety Bureau
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
CoA	City of Albany
CPFS	(Department for) Child Protection and Family Support
DAFWA	Department of Agriculture & Food WA
DEMC	District Emergency Management Committee
DER	Department of Environmental Regulation
DOT	Department of Transport
ECC	Emergency Coordination Centre
EHO	Environmental Health Officer
DFES	Department of Fire and Emergency Services of WA
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
MRWA	Main Roads WA
RFDS	Royal Flying Doctors Service
P & W	Department of Parks & Wildlife
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St Johns Ambulance
SOP	Standard Operating Procedures
VBFB	Volunteer Bush Fire Brigade

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s41(1) of the *Emergency Management Act 2005* and endorsed by the Albany Local Emergency Management Committee and by the City of Albany.

1.2 Community Consultation

These arrangements have been prepared by the City of Albany in conjunction with the Local Emergency Management Committee member agencies.

1.3 Document Availability

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- City of Albany's Administration Office, 102 North Road, Yakamia (Restricted copy)
- City of Albany's website in PDF format (Restricted Copy)
- LEMC agencies and organisations
- City of Albany Bush Fire Advisory Committee
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered

The City of Albany is located 409 km southeast of Perth on the south coast of Western Australia and is WA's oldest European settlement. The municipality is bounded by the Shires of Denmark to the west, Plantagenet to the north and Jerramungup to the east.

Forest, coastal bush and farmland surround its urban centre which is situated adjacent to natural harbours. Albany is a popular tourist destination and its population increases greatly during holiday periods.

1.4.1 Demographics

Distance from Perth (km)	409
Area (km²)	4, 324
Length of sealed roads (km)	750
Length of unsealed roads (km)	937
Estimated population (ABS 2013)	36, 262
Median age (ABS 2013), years	41.2
Five year average growth rate of population:	
Number of businesses (ABS 2013)	3, 354
Number of houses	16, 070

1.4.2 Local Industries

Agricultural industries of the region include wool, plantation timber, viticulture, horticulture, grain and livestock. Wine, aquaculture, timber processing, fishing, meat processing, olive oil, organic produce, dairy, essential oils and cosmetics serve local, tourist and export markets. These industries are backed by expanding education and training facilities and support a growing population. The main employing industry is retail trade which employs 13.4% of workers in the region (ABS 2011).

The total value of agricultural production (excluding forestry) for the City of Albany was \$99.1 Million for the 2010/11 production season (ABS 2012). This represents almost 2% of the states' agricultural production. Approximately 55% of this is derived from either broadacre crops or horticulture with the remaining 45% being derived from livestock or livestock products. The Albany area is significant in terms of the diversity of products which are produced within the area, which is a product of the landscape, the variation in rainfall and the availability of soils and water.

Plantation timbers have changed the local landscape over the past two decades. Woodchips are exported through the Albany port. Despite the collapse of several plantation timber companies in recent years, the industry contributes significant income and employment to Albany. Plantation timber companies also play an important role in emergency management by contributing firefighting resources to the control of bush fires in the local area.

1.4.3 Climate

Albany has a Mediterranean climate with dry, warm summers, mild, wet winters, and pleasant springs and autumns. Summers have short spells of very hot weather, but cool ocean breeze brings relief, especially during evenings and nights. Albany has an average of 45 clear days annually.

July is the wettest month, with a long-term average rainfall of 144.0mm. The driest month is February with a mean rainfall of 22.9 mm.

Climate data for Albany													[hide]
Month	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Year
Record high °C (°F)	41.7 (107.1)	44.8 (112.6)	40.8 (105.4)	37.7 (99.9)	35.2 (95.4)	24.6 (76.3)	22.8 (73)	27.3 (81.1)	30.6 (87.1)	36.2 (97.2)	41.1 (106)	42.2 (108)	44.8 (112.6)
Average high °C (°F)	22.8 (73)	22.9 (73.2)	22.2 (72)	20.8 (69.4)	18.6 (65.5)	16.5 (61.7)	15.7 (60.3)	16.3 (61.3)	17.2 (63)	18.4 (65.1)	20.3 (68.5)	21.8 (71.2)	19.5 (67.1)
Average low °C (°F)	15.1 (59.2)	15.4 (59.7)	14.6 (58.3)	12.7 (54.9)	10.7 (51.3)	9.0 (48.2)	8.1 (46.6)	8.3 (46.9)	9.2 (48.6)	10.4 (50.7)	12.4 (54.3)	14.0 (57.2)	11.7 (53.1)
Record low °C (°F)	10.0 (50)	7.2 (45)	6.1 (43)	4.8 (40.6)	2.4 (36.3)	1.7 (35.1)	0.1 (32.2)	1.6 (34.9)	2.0 (35.6)	3.4 (38.1)	5.6 (42.1)	6.7 (44.1)	0.1 (32.2)
Average rainfall mm (inches)	23.9 (0.941)	22.8 (0.898)	38.2 (1.504)	69.0 (2.717)	117.2 (4.614)	133.8 (5.268)	143.6 (5.654)	126.0 (4.961)	101.3 (3.988)	79.2 (3.118)	44.9 (1.768)	29.7 (1.169)	929.6 (36.6)
Average rainy days (≥ 1.0 mm)	3.4	3.4	5.3	8.0	11.1	12.5	13.9	13.0	11.4	9.5	6.5	4.3	102.3
Average relative humidity (%)	67	67	69	69	70	70	70	68	69	70	68	67	68.7

Source: Australian Bureau of Meteorology^[41]

1.4.4 Access

Roads

The major arterial roads providing access into and out of Albany include:

- Albany Highway (connects Albany to Perth)
- South Coast Highway (connects Albany to Denmark)
- South Coast Highway (connects Albany to Esperance)
- Chester Pass Road (connects Albany to northern hinterland)
- Lower Denmark Road (alternative route to Denmark from Albany)

These routes are the priority for protection and repair.

There are a number of lesser roads and tracks which provide access to the remainder of the municipality. The surface and quality of these roads and tracks varies considerably. Some gravel roads may become inaccessible or difficult to traverse in winter months.

TransWA operates a road coach service connects Albany to Perth, Bunbury, Hopetoun and/or Katanning.

Air

The Albany Airport is located 10km north of Albany. It serves as the regional airport for the Great Southern Region and has capacity to land Boeing 737s. There are multiple daily flights between Perth and Albany. These flights are provided by Regional Express Airlines (REX).

Rail

The railway line that runs between Albany and Perth is operated by Brookfield Rail and is dedicated to cartage of freight and is not currently used for passenger services. However, any emergency that results in major road closures is also likely to impact on the rail system

1.4.5 Water Supply

Water Corporation provides a reticulated water service to large sections of the municipality. Equally a number of rural residences have their own water supply usually provided by rainwater tanks and/or dams or bores. Protection of water corporation assets and infrastructure is a primary consideration in all incident responses.

1.4.6 Sewerage

Water Corporation provides a sewerage service to many parts of the town and adjoining areas. Outlying properties rely their own septic system.

1.4.7 Power Supply

An extensive Western Power distribution network delivers power to all industry and residents in the municipality. In addition there are feeder lines into neighbouring local government areas and beyond.

The Western Power Wind Farm, located at Sand Patch to the south west of Albany, has 18 turbines, which can generate up to 80% of Albany's electricity usage.

1.4.8 Communications

There is extensive radio and TV coverage across the whole of the municipality. There are a number of local radio stations with an Albany broadcasting presence.

The landline network is extensive throughout the municipality with all households having capacity to connect to the landline network. While the landline network is extensive mobile coverage is patchy with a number of black spots in the locality. Government initiatives are currently addressing, in part, many of the known black spots.

There are three newspapers with a focus on local issues. ([Refer Annex 2 Contacts and Resource Register for details.](#))

1.5 Aim

The aim of the City of Albany Local Emergency Management Arrangements is to document the emergency management arrangements that are in place and ensure a common understanding between agencies and stakeholders involved in managing emergencies within the municipality, which will facilitate a coordinated and consistent approach to managing emergencies.

1.6 Purpose

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

- the City of Albany's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- a description of emergencies that are likely to occur in the Albany district;
- strategies and priorities for emergency management in the Albany district;
- other matters about emergency management in the Albany district prescribed by the regulations; and
- other matters about emergency management in the Albany district the City of Albany considers appropriate". (s41(2) of the Act).

1.7 Scope

The scope of these arrangements is limited to and includes:

- the local government district of the City of Albany;
- areas where the City of Albany (Local Government) provides support to HMAs in the event of an incident;
- the City of Albany's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- the City of Albany's responsibility 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.

1.8 Related Documents & Arrangements

1.8.1 Local Emergency Management Policies

There are currently no local emergency management policies.

1.8.2 City of Albany Local Emergency Management Plans

Document	Owner	Location / Synergy Reference	Date
Contacts and Resource Register	Ranger & Emergency Services	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Contacts & Resources	Updated as required
City of Albany Emergency Risk Assessment Data Base	Ranger & Emergency Services	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Risk Assessment\CERA 2014	Updated as required
Local Recovery Plan	Ranger & Emergency Services	CM.STD.9 NMP1654922	16/03/2016
Community Emergency Evacuation Plan	Ranger & Emergency Services	Draft	April 2016
City of Albany Strategic Bush Fire Plan 2014 - 2015	Ranger & Emergency Services	CM.STD.9 NS1440920	15/05/2014
City of Albany Flood and Storm Response Plan	City of Albany Works & Services	CM.STD.6 PU1255_3	23/06/2015
City of Albany Airport Emergency Plan	City of Albany Airport	CM.PLA.8 NMP1656212	August 2015
Emergency Response Procedure – City of Albany Library	City of Albany OSH Coordinator	CM.STD.8 NPD1547122	May 2015
Emergency Response Procedure – Albany Leisure & Aquatic Centre	City of Albany OSH Coordinator	CM.STD.8 NPD1547091	June 2015
Emergency Response Procedure – Albany Heritage Park	City of Albany OSH Coordinator	CM.STD.8 NPD1547348	July 2015
Emergency Response Procedure – Mercer Rd Depot	City of Albany OSH Coordinator	CM.STD.8 NPD1547089	June 2015
Emergency Response Procedure – Vancouver Arts Centre	City of Albany OSH Coordinator	CM.STD.8 NPD1547095	June 2015
Emergency Response Procedure – North Rd Administration Building	City of Albany OSH Coordinator	CM.STD.8 NPD1547088	June 2015
Emergency Response Procedure – Albany Regional Day Care Centre	City of Albany OSH Coordinator	CM.STD.8 NPD1547094	May 2015

1.8.3 Other Organisation Emergency Management Plans

Document	Owner	Location	Date
Port of Albany Emergency Response Plan	Southern Ports	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Local Hazard Plans	05/02/2014
Local Emergency Management Plan for the Provision of Welfare Support	CPFS	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Local Welfare Plan	December 2015

1.8.4 Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
City of Albany	P & W	Interagency cooperative prescribed burning and bushfire suppression operations between CoA and P & W Albany.	
City of Albany	DFES	Greater Albany Zone Enhanced Bushfire Response Urban Interface	

1.9 Special Considerations

1.9.1 Natural Hazards

A community emergency risk analysis conducted in December 2014 has identified bushfire, storm and flooding as the greatest risks faced by the City of Albany.

- Bush fire season – October to April.
- Storm and flood season – June to September.

Note: Storms and floods can occur at any time of the year but are more prevalent during the winter months.

1.9.2 Peak Tourist Seasons

The population of Albany surges during Christmas, Easter, school and public holiday periods. These holiday periods are often accompanied by an influx of tourist numbers who generally obtain accommodation in licensed facilities. A significant number of visitors also utilise bush camping sites. In an emergency event, campers and tourists may be considered as a special needs group.

1.9.3 Cruise Ships

Albany hosts a number of passenger cruise ships during November to April. Passenger numbers vary and the increase in tourist numbers can congest parts of the City while cruise vessels are in port. In an emergency event, cruise ship passengers are considered as a special needs group.

1.9.4 Special Events

A large number of events are held within the City of Albany throughout the year which attract a significant number of people. The City of Albany has an event approval process that includes consultation with City of Albany's Emergency Management Team. Where deemed necessary the City may require that event organisers have comprehensive risk management and evacuation plans in place for their event.

The following criteria are used to rate the risk level of all events:

Low risk events:

An activity that does not interrupt the day-to-day running of the City and will usually have minimal impact on traffic, the surrounding stakeholders and general public. A low impact event will generally have one or more of the following triggers:

- have more than 50 people, but less than 1,000 people; and/or
- has catering and/or infrastructure and/or vehicle access required; and/or
- lane closures.

Medium - high risk events:

An activity that significantly affects day-to-day running of the City operations. A medium to large scale event will generally have one or more of the following triggers:

- over 1,000 people;
- has catering and/or infrastructure;
- significant impact on stakeholders;
- significant levels of infrastructure or vehicle access required; and/or
- lane/road closures.

1.10 Resources

The list of resources available for use during an emergency situation is contained in Annex 2 City of Albany Contacts and Resource Register.

1.10.1 Review of Resources Register

The Executive Officer shall ensure that the Contact and Resource Register is checked and updated annually, but ongoing updates may occur at any time.

1.11 Roles & Responsibilities

1.11.1 Local Government Responsibilities

Local Role	Responsibilities
Local Government	The responsibilities of the City of Albany are defined in s.36 of the <i>Emergency Management Act 2005</i> .
Local Emergency Coordinator	The responsibilities of the Local Emergency Coordinator (LEC) are defined in s.37 of the <i>Act</i> . The LEC is the Officer-in-Charge of Albany Police station. (Refer to Annex 2 Contacts and Resource Register for contact details).
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. (Refer to City of Albany Local Recovery Plan for further details.)
LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Enact local arrangements that may assist the Controlling Agency to better work with the community during an emergency. • Ensuring that all City of Albany personnel and volunteers with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred within the City of Albany for which the City was the Controlling Agency to ensure continual improvement of the City's emergency response capability.

1.11.2 LEMC Roles and Responsibilities

The City of Albany has a Local Emergency Management Committee (LEMC) established under s38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements. The LEMC is not an operational committee. The administrative and planning requirements of the LEMC are detailed in the SEMP Procedure 7 – Local Emergency Management Committee.

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

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

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

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

LEMC Role	Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. The LEMC Chair should be an elected member of Council.
LEMC Deputy Chair	In the absence of the LEMC Chair, provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. The LEMC Deputy Chair is the Local Emergency Coordinator.
LEMC Executive Officer	Provide executive support to the LEMC by: <ol style="list-style-type: none"> a) ensuring the provision of secretariat support including: <ul style="list-style-type: none"> • 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; <ul style="list-style-type: none"> • 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.

1.11.3 Agency Roles and Responsibilities

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

Agency Role	Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; • to control all aspects of the response to an incident; and <p>to ensure effective transition to Recovery by Local Government.</p>
Hazard Management Agency	<p>A HMA is <i>'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.'</i> (EM Act 2005 s.4)</p> <p>The HMAs are prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>Their function is to undertake responsibilities where prescribed for these aspects (EM Regulations);</p> <ul style="list-style-type: none"> • appoint Hazard Management Officers (s.55 of the Act); • declare / revoke Emergency Situation (s. 50 and s.53 of the Act); • coordinate the development of the Westplan for that hazard (<i>State EM Preparedness Procedure 2 – Development and Review of State EM Plan and Westplans</i>); and • ensure effective transition to recovery by Local Government.
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.</p>

PART 2 – MANAGING RISK

2.1 Emergency Risk Management

The City of Albany engaged a consultant from the WALGA Emergency Management Services to conduct a community emergency risk assessment project in December 2014. WALGA Emergency Management Services is a consultancy service approved by SEMC.

This project was conducted with due regard to the relevant legislation, policy and is compliant with the ISO 31,000:2009 Risk Management Standard and conducted in conformity with the following National and State Risk Management Guidelines:

- AEMI Handbook 10 National Emergency Risk Assessment Guidelines 2014
- WA Emergency Risk Management Guidelines 2014

The project resulted in the production of the City of Albany Emergency Risk Assessment Database (ERAD). This is a spread sheet based tool that allows the LEMC to continually reassess the hazards and risks that apply to the City of Albany and maintain an up to date risk treatment register.

The ERAD spreadsheet is located at: [N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Risk Assesment\CERA 2014](#)

The project report is included at: [Annex 6: City of Albany Community Emergency Risk Assessment Report](#).

2.2 Critical Infrastructure

A list of identified critical infrastructure is included in:

- [Annex 3: Critical Infrastructure Listing](#).

2.3 Emergencies Likely to Occur

The following hazards were identified through the City of Albany Community Emergency Risk Assessment project. These arrangements are based on the premise that the Controlling Agency responsible for the below risks will develop, test and review appropriate emergency management plans for their hazard. It is recognised that the HMAs and Combat Agencies may require City of Albany resources and assistance in emergency management. The City of Albany is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Bushfire	DFES	VBFB or DFES or P & W	CoA VBFB DFES P & W Timber Companies	CoA DFES WA Police SES SJA RFDS CPFS Dept of Health Albany Health Campus BoM Western Power	Westplan - Fire	Strategic Bush Fire Plan 2014 - 2019
Air Crash	WA Police	WA Police	DFES CoA VBFB	DFES SES SJA RFDS VBFB CPFS Red Cross Dept of Health Albany Health Campus CoA BoM Airline Operator ATSB	Westplan - Aircrash	Albany Airport Emergency Procedures (07/06/2014)
Marine Transport Emergency	Department of Transport	Department of Transport		Southern Ports Authority WA Police DFES P & W DER Marine Search & Rescue BoM	Westplan – Marine Transport Emergency	Port of Albany Emergency Response Plan

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Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Road Crash	WA Police	WA Police		DFES SES SJA RFDS VBFB CPFS Aust Red Cross Albany Health Campus DER Western Power Dept of Mines & Petroleum (DG Division)	Westplan - Road Crash	
Hazardous Materials	DFES	DFES		DFES HEAT WA Police DER SJA Department of Health CoA EHO	Westplan - HAZMAT	
Marine Oil Pollution	Department of Transport	Department of Transport		DFES WA Police DER CPFS Dept of Health Dept of Mines & Petroleum SJA Southern Ports Authority CoA	Westplan - Marine Oil Pollution	Port of Albany Emergency Response Plan
Human Epidemic	Department of Health	Department of Health		Albany Health Campus SJA RFDS CoA EHO Water Corp Dept of Education	Westplan - Human Epidemic	
Animal & Plant Bio-security	DAFWA	DAFWA		Department of Health WA Police DFES MRWA Water Corp P & W DER CoA BoM CPFS	Westplan - Animal & Plant Biosecurity	

PART 3 – COORDINATION OF EMERGENCY OPERATIONS

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

3.1 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

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

3.1.1 Activation Triggers for an ISG

An ISG is activated by the Incident Controller when an incident requires the coordination of multiple agencies or a Level 2 incident is declared. (Refer *State EM Response Procedure 2 - Incident level declaration*).

3.1.2 Membership of an ISG

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

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

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

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

3.1.3 Frequency of Meetings

Meeting frequency will be determined by the Incident Controller and will 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. It is strongly recommended that minutes are maintained for each meeting.

3.1.4 Reporting

Agency Liaison Officers should provide at each meeting of the ISG:

- consolidated reports on agency response activities;
- agency specific impact assessment;
- resource status;
- significant issues.

The Controlling Agency will provide at each meeting of the ISG:

- a current situation report;
- update on outcome of previous meeting;
- detail significant issues;
- assistance required;
- record outcomes of meeting;
- details of next meeting (if known).

3.1.5 Location of ISG Meetings

Suitable locations for ISG meetings is contained [Annex 2: City of Albany Contacts and Resource Register](#).

3.2 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction and 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 Controlling Agency.

Emergency management agencies may speak publicly on their respective activities and tasks during an emergency, consistent with their areas of expertise.

The controlling agency and emergency management agencies will clear their own public information according to their own processes and procedures.

(Refer: *WESTPLAN – Emergency Public Information*.)

3.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

The DFES alerts and warnings system and bush fire warning system will be utilised as appropriate.

1.1.1 Local Systems

The concept of “one source, one message” is to be adhered to during the response to an emergency. Any public information regarding the emergency should be authorised by the Incident Controller before being broadcast.

Where supplementary communication services are used, the key message shall direct the public to the HMA’s website. This ensures consistency of message and avoids confusion and/or contradiction.

Supplementary communication avenues available include:

- **SMS Service.** The City of Albany has a SMS service to advise registered users of Vehicle Movement and Harvest Bans. This service can be subscribed to by phoning Ranger 9841 9349. Email ranger@albany.wa.gov.au
- **Facebook.** The City of Albany Communications Team Community maintains a strong Facebook presence and manages and/or has access to City of Albany News & Events page, Albany Western Australia, Eat, Sleep, Play and Amazing Albany Facebook pages. This service is accessible by phoning 9844 2213 or M: 0448 818 092 emailing medialiason@albany.wa.gov.au or nathan.watson@albany.wa.gov.au

- **City of Albany Website City of Albany Website.** The City of Albany maintains its own website. There are prepared messages available to be 'turned on' as required. Contact medialiason@albany.wa.gov.au
- **Agency Websites.** Many agencies maintain their own website inclusive of emergency messages. Some of these may be available during an emergency.
- **Public Information Phone Lines.** A number of agencies maintain info lines. These are heavily publicised during emergencies.

The contact details for local media outlets are contained in [Annex 2: City of Albany Contacts and Resource Register](#).

3.4 Finance Arrangements

State Emergency Management Policy 5.12 – *Funding for Emergency Response* and State Emergency Management Plan 5.4 - *Funding for Emergency Response* outlines the responsibilities for funding during multi-agency emergencies.

While recognising the provisions of State Emergency Management Policy 5.12 and State Emergency Plan 5.4, the City of Albany is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the City of Albany occurs to ensure the desired level of support is achieved.

PART 4 – EVACUATION AND WELFARE

1.2 Special Needs Groups

The 'at risk' groups within the Albany community have been identified so that the Controlling Agency will be able to identify locations that require special attention or resources, especially when considering evacuation.

A list of identified Special Needs Groups is included [Annex 4: Special Needs Groups](#).

1.3 Evacuation

Refer to the City of Albany Emergency Evacuation Plan.

1.3.1 Hazard Specific Refuge Sites

The City of Albany, in consultation with members of identified high-risk communities, have identified safer areas that may be accessed during emergencies. This data, along with other emergency management information such as the location of high risk areas and critical infrastructure, is incorporated in the City's mapping system, Intramaps. Hardcopies of maps will be produced as required depending on the nature and

1.3.2 Routes & Maps

As the City of Albany covers an area of over 4,000km², it is not practical to include maps of the municipality in the LEMA. Local maps will be produced by the City of Albany using Intramaps in support of any emergency incident. This includes emergency management information such as pre-determined safer areas, high risk areas and possible evacuation routes.

An example map is included in [Annex 7: Map of District](#).

1.4 Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare.

The *Local Emergency Management plan for the Provision of Welfare Support* has been developed by the CPFS.

1.4.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS 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, distribute, test and maintain the Local Welfare Plans;
- (c) Represent the CPFS and the emergency welfare function on the LEMC 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 Team when required

The Local Welfare Coordinator contact details are listed in [Annex 2: City of Albany Contacts and Resource Register](#).

1.4.2 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 Local Welfare Coordinator.

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 City of Albany's Local Welfare Liaison Officer is the Executive Manager Community Services. The Local Welfare Liaison Officer's contact details are listed in [Annex 2: City of Albany Contacts and Resource Register](#).

1.4.3 Register.Find.Reunite

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

The contact details of the Australian Red Cross is contained [Annex 2: City of Albany Contacts and Resource Register](#).

1.4.4 Animals (including assistance animals)

The City of Albany Ranger team will assist in the control and management of animals during emergencies. The duty Ranger is available on 9841 9349 on a seven day roster.

Animal facilities, including boarding kennels, catteries, horse facilities and stock yards are included in [Annex 2: City of Albany Contacts and Resource Register](#).

1.4.5 Welfare Centres

Possible venues that can be utilised as Welfare Centres are listed in [Annex 2: City of Albany Contacts and Resource Register](#) and the Welfare Plan. The location depends on the nature, location and extent of the emergency.

PART 5 – RECOVERY

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The Local Recovery Coordinator is the Executive Director Corporate Services.

The Local Recovery Coordinator's contact details are listed in [Annex 2: City of Albany Contacts and Resource Register](#).

The City of Albany's recovery arrangements are documented in the Local Recovery Plan (NMP1654922).

PART 6 – EXERCISING, REVIEWING AND REPORTING

Each LEMC is to conduct at least one local level exercise involving their local government area at least annually. Scenarios that are applied need to contemplate a range of situations and extend beyond those that exercise only limited parts of the arrangements as they apply to specific HMA exercises.

6.1 The Aim of Exercising

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

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.

6.2 Frequency of Exercises

LEMA must be exercised every year to ensure details remain up to date and accurate (*State EM Policy Section 4.8*).

An exercise schedule is to be developed at the first LEMC meeting at the start of the financial year.

6.3 Types of Exercises

Some examples of exercises types include:

- Discussion (seminars, workshops, desktop exercises)
- Functional (drills or games)
- Field or full deployment (large scale)
- 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

6.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the 1st May each year.

The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report.

6.5 Review of Local Emergency Management Arrangements

The LEMA shall be reviewed and amended as follows:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring a significant recovery co-ordination.
- after training or drills that exercises the arrangements;

- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required (refer *State EM Procedure 8 Local Emergency Management Arrangements*).

If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

6.5.1 Review of Resources Register

The LEMC Executive Officer shall have the Contact and Resource Register checked and updated annually, but ongoing updates may occur at any time.

6.6 Review of Local Emergency Management Committee Positions

The City of Albany in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. (*State EM Procedure 7 – Local Emergency Management Committee*).

PART 7 – ANNEXES

Annexe 1 - LEMC Member List - (Not for public information)

Annexe 4: Special Needs Groups - (Not for public information)

Annexe 6: Map of the District