

Council Publication

Local Emergency Management Arrangements

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 2021

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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 2021 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 Preparedness Procedure 3.8 – Local Emergency Management Arrangements, the Arrangements have been submitted to those bodies appearing below for endorsement.

City of Albany Local Emergency Management Committee



Chairperson Date: 29/09/22

City of Albany



Chief Executive Officer Date: 30/09/22

Distribution

Distribution List	
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District Emergency Management Committee (DEMC)	1
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City of Albany LEMC agencies	1
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A restricted electronic version of the LEMA is also available on the City of Albany website

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GLOSSARY OF TERMS

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 EM Prevention and Mitigation Procedure 1

TERM	DEFINITION
Combat	To take steps to eliminate or reduce the effects of a hazard upon the community.
Combat Agency	A combat agency 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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
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. <i>Syn.</i> '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.
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 effective response, primarily concerned with the systematic acquisition and application of resources (Human, organisational, and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Co-ordination 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.

Natural Disaster	Any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike and tornado.
Secondary Hazard	a hazard that occurs as a result of another hazard or disaster, i.e. fires or landslides following earthquakes, epidemics following famines, food shortages following drought or floods.
District	Means an area of the State that is declared to be a district under section 2.1 <i>Local Government Act 1995</i> .
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: - a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency. b) Preparedness – preparation for response to an emergency c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.
Emergency Management Agency	A Hazard Management Agency, a Combat Agency or a Support Organisation
Hazard	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.
Hazard Management Agency	A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized 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 Controller	The person appointed by the Controlling Agency for the overall management of an incident within a designated incident area
Incident Support Group	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.
Essential Services	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	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator.
Local Emergency Management Committee	A Local Emergency Management Committee established under section 38 of the Emergency Management Act 2005.
Local Recovery Coordinator	<p>The Local Recovery Coordinator has two broad areas of responsibility: -</p> <ul style="list-style-type: none"> • Responsibility for their own Local Government area local recovery management arrangements. • Coordinate and report on local recovery activities for a particular emergency event, in accordance with plans, strategies and policies determined by the Local Recovery Coordinating Committee.
Municipality	Means the district of the City of Albany.
Operations	The direction, supervision and implementation of tactics in accordance with the Incident Action Plan.
Prevention	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of an emergency.

Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing
Risk	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.</p> <ul style="list-style-type: none"> • 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. <p>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.</p>
Risk Management	Co-ordinated activities of an organisation or a government to direct and control 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.
State Emergency Management Plan	A plan prepared under section 18 of the Emergency Management Act 2005 to outline the State arrangements for the emergency management of hazards and support functions (formerly known as WESTPLANS).
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.
Welfare Centre	A location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General Acronyms Used in These Arrangements

BoM	Bureau of Meteorology
CEO	Chief Executive Officer
CoA	City of Albany
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services of WA
DoC	Department of Communities
DOT	Department of Transport
DPIRD	Department of Primary industries and Regional Development
DWER	Department of Water and Environmental Regulation
ECC	Emergency Coordination Centre
EHO	Environmental Health Officer
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
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
WAPOL	Western Australian Police

PART 1

INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with [section 41\(1\) of the Emergency Management Act 2005 \(EM Act\)](#) and endorsed by the Albany Local Emergency Management Committee and by the City of Albany.

1.2 Aim

The aim of the Local Emergency Management Arrangements is to document and detail how the City of Albany will manage emergencies facing our communities with particular reference to:

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

The emergency management arrangements that are in place will ensure a common understanding between agencies and stakeholders involved in managing emergencies within the municipality and will facilitate a coordinated and consistent approach to managing emergencies.

1.3 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 EM Act).

1.4 Scope

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

Furthermore:

- This document applies to the local government district of the City of Albany
- This document covers areas where the City of Albany provides support to HMAs in the event of an incident;
- This document details 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 responsibilities in relation to recovery management.

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

1.5 Community Consultation

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

1.6 Area Covered

The City of Albany Local Emergency Management Arrangements have been prepared for the area Gazetted as the City of Albany Local Government District.

1.6.1 Community Profile

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.

1.6.2 Demographics

Distance from Perth (km)	409
Area (km²)	4,310
Length of sealed roads (km)	750
Length of unsealed roads (km)	937
Estimated population (ABS 2016)	38,296
Median age (ABS 2016), years	43
Number of houses	16, 467

1.7 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management support within the City of Albany, this document is consistent with State Emergency Management Policy (SEMP) and State Emergency Management Plans.

1.7.1 State Plans and Policy

WA State Capability Framework, SEMC Policy Statements guiding Local Government, State Emergency (Hazard) Plans and Support Plans, can be viewed on the State Emergency Management Committee website.

1.7.2 WA State Capability Framework

In development of the Local Emergency Management Arrangements for its local government district, the City of Albany has strived to utilise and align these plans with the WA State Capability Framework.



[WA State Capability Framework](#)

1.7.3 State Emergency Management Plan

The State Emergency Management Plan documents the all-hazard EM arrangements in the State and identifies public authorities and other organisations with roles and responsibilities under these.

State Hazard Plans have been prepared by the Hazard Management Agencies (HMAs) and emergency management agencies with advice and support of SEMC.

State Emergency Support Plans have been developed for a range of support functions and services that are not hazard specific but support EM arrangements across all-hazards, such as welfare, health support and public information.

WA EM plans align with the National EM Plans where applicable.

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	City of Albany Public Health and Safety	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Contacts & Resources	Updated as required
City of Albany Emergency Risk Assessment Data Base	City of Albany Public Health and Safety	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Risk Assessment	April 2018
Local Recovery Plan	City of Albany Public Health and Safety	CM.STD.9 NMP072869	14/10/2019
City of Albany Business Continuity Response Plan	City of Albany Corporate and Commercial services	CM.STD.8 NG20109454	Feb 2021
City of Albany Facilities emergency management plan	City of Albany Health and Safety Advisor	PE.OHS.18 NMP20119426	Sept 2020
City of Albany Strategic Bush Fire Plan 2014 - 2019	City of Albany Public Health and Safety	CM.STD.9 NS1440920	Under review
City of Albany Flood and Storm Response Plan	City of Albany Infrastructure, Development and Environment	CM.STD.6 NMP20117295	Aug 2020
City of Albany Airport Emergency Procedures	City of Albany Airport	CM.STD.8 NPD21129986	May 2021

1.8.3 Other Organisation Emergency Management Plans

Document	Owner	Location	Date
Southern Ports Crisis and Emergency Management Plan	Southern Ports	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Other Agency Plans/ Ports	Oct 2020
Southern Ports Oil Spill Contingency Plan	Southern Ports	N:\Planning & Development\Rangers & Emergency Services\Emergency Management\Emergency Management Documents\Other Agency Plans/ Ports	Dec 2020
Local Emergency Management plan for the Provision of Welfare Support	DoC	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	DBCA	Interagency cooperative prescribed burning and bushfire suppression operations between CoA and DBCA Albany.	
City of Albany	DFES	Greater Albany Zone Enhanced Bushfire Response Urban Interface	

1.9 Special Considerations

1.9.1 Natural Hazards

A Natural disaster is one, or a combination of the following rapid onset events: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado (Disaster Recovery Funding Arrangements 2018)

The City of Albany has identified bushfire, storm, flooding and landslides as the greatest risks faced by the City of Albany.

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

Note: Bush fires can occur at any time of the year, but are more prevalent during the summer months. 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 (EM Act)</i> .
Local Emergency Coordinator	The responsibilities of the Local Emergency Coordinator (LEC) are defined in s.37 of the EM Act. 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 Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<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. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

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 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; and
- 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.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

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: 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;

	<p>c) facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <p>d) participate as a member of sub committees and working groups as required.</p>
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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"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; • control all aspects of the response to an incident; and • ensure effective transition to Recovery by Local Government.
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 Emergency Management Regulations 2006.</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 EM Act); • declare / revoke Emergency Situation (s. 50 and s.53 EM Act); • coordinate the development of the State Hazard Plan (Westplan) for that hazard [<i>State EM Policy section 1.5</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

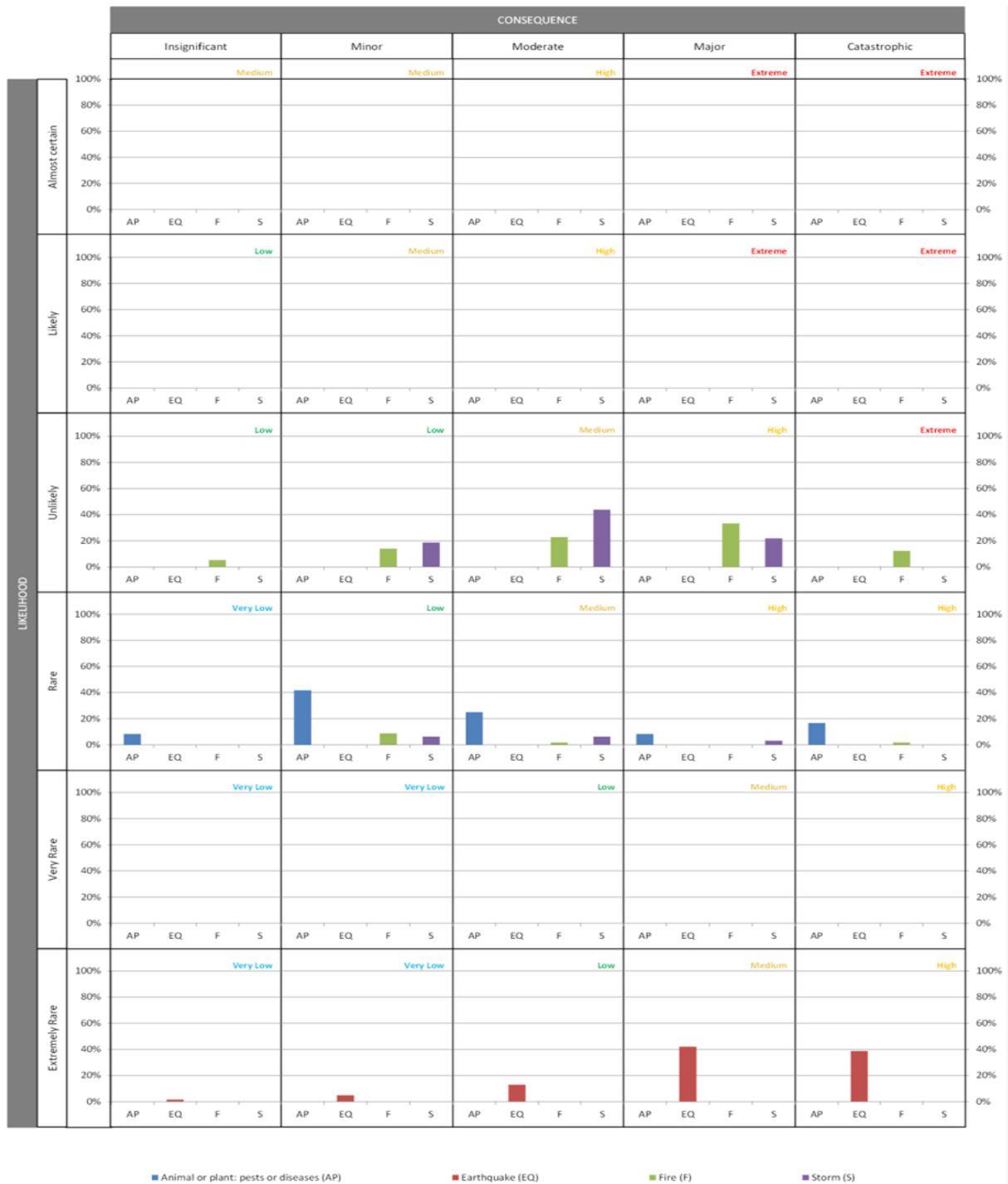
Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables local governments, the City of Albany LEMC, HMAs and other relevant agencies to work together to implement treatments. This process 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.

2.2 Risk Identification

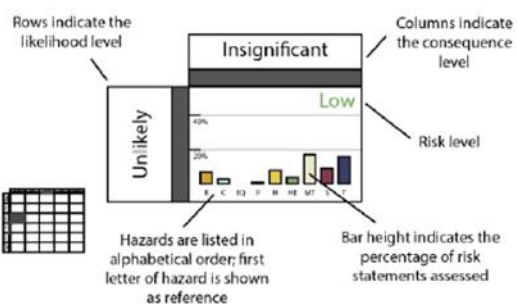
Under the Emergency Management Act 2005 and State Emergency Management Policy, each local government is required to undertake an assessment of the hazards likely to occur within its district. The City of Albany LEMC had identified the hazards of Animal or Plant Pests or Disease, Fire, Earthquake and Storm as the most likely to occur within the district.

The LEMC determined the most effective method to undertake the risk assessments would be to host a series of workshops (one per hazard) with specific invites for key personnel. The workshop details were;

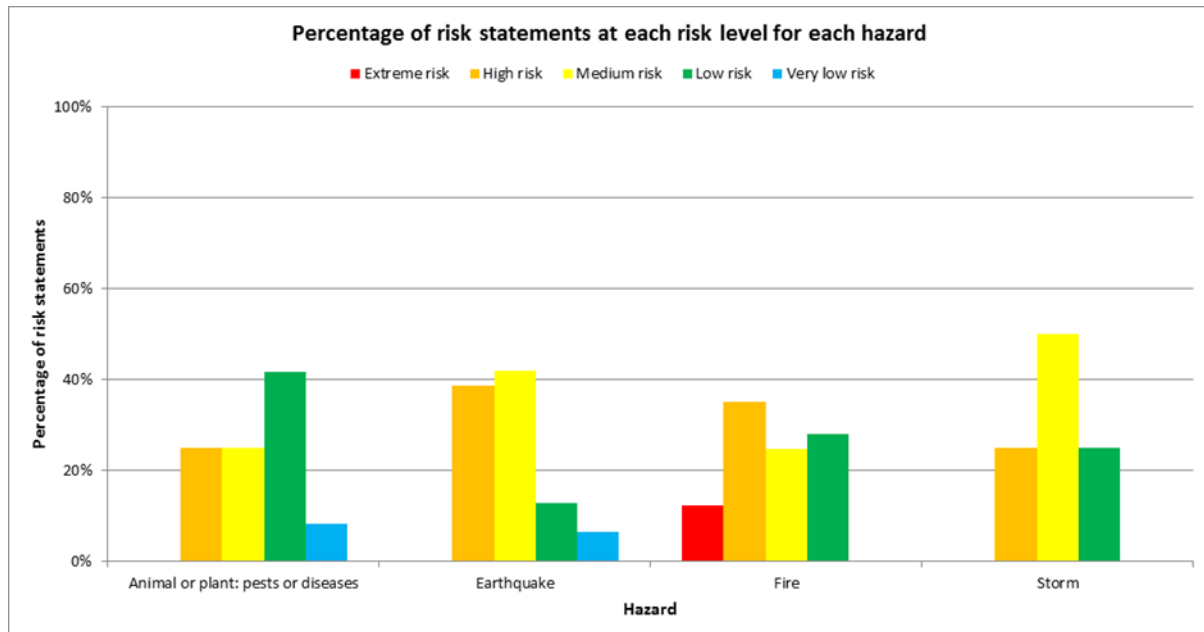
Hazard	Date	Attendees
Biosecurity (Foot and Mouth Disease)	23 August 2017	Relevant LEMC members
Storm	30 August 2017	Relevant LEMC members
Fire	12 th April 2018	Relevant LEMC members
Earthquake	12 th April 2018	Relevant LEMC members



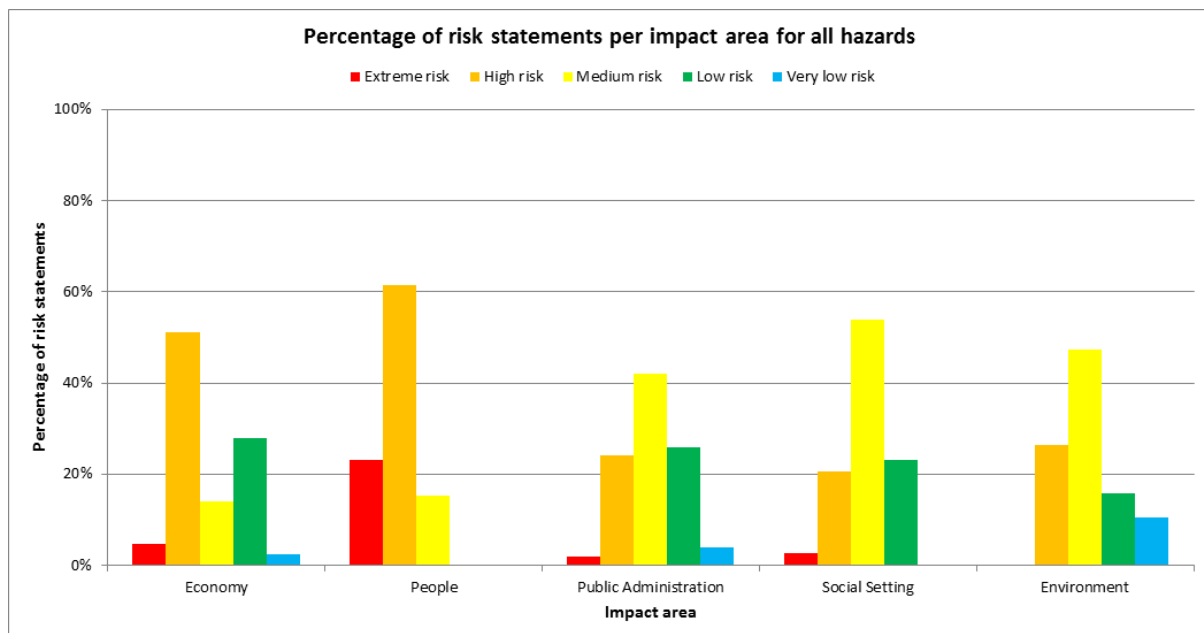
Key



Risk Statements by Hazard



Risk Statements by Impact Area



2.3 Review of Hazards

The above hazards identified in the City's Local Emergency Management Arrangements (this document) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government decides it is appropriate to consider new/emerging/obsolete hazards.

2.4 Critical Infrastructure

A list of identified critical infrastructure is included in:

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

2.5 Likely Emergencies

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	State Hazard Plans (Westplans)	Local Plan (Date)
Bushfire	FES Commissioner	CoA or DFES or DBCA	CoA VBFB DFES DBCA Timber Companies	CoA DFES WA Police SES SJA RFDS DC Dept of Health Albany Health Campus BoM Western Power	State Hazard Plan - Fire	Strategic Bush Fire Plan –Under review 2021
Air Crash	Commissioner Police	WA Police	DFES CoA VBFB	DFES SES SJA RFDS VBFB DC Red Cross Dept of Health Albany Health Campus CoA BoM Airline Operator ATSB	State Hazard Plan – Crash Emergency	Albany Airport Emergency Procedures May 2021
Marine Environmental Emergencies	CEO, Department of Transport	Department of Transport		Southern Ports Authority WA Police CoA DFES DBCA DWER Marine Search & Rescue	State Hazard Plan - Maritime Environmental Emergencies	Southern Ports Crisis and Emergency Management Plan Oct 2020 Southern Ports Oil Spill Contingency Plan Dec 2020

City of Albany 2021

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Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plans (Westplans)	Local Plan (Date)
				BoM Dept of Health Dept of Mines & Petroleum SJA DC		
Storm	FES Commissioner	DFES	SES CoA	VBFB's WA Police MRWA BOM DC Albany Health Campus DWER DPIRD DBCA PTA Western Power Water Corp ARC Infrastructure	Westplan Storm	
Animal & Plant Bio-security	Agriculture Director General	DPIRD		Department of Health WA Police DFES MRWA Water Corp DBCA DWER CoA BoM DC	State Hazard Plan – Animal and Plant Biosecurity	

PART 3

CO-ORDINATION 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 Management Team (IMT)

Incident management personnel comprising the Controlling Agency personnel needed to fill the AIIMS functions required to manage the incident. The team headed by the Incident Controller who is responsible for the overall control of the incident.

In case of a Level 1 or 2 bush fire within the City, the IMT is likely to comprise volunteer Bush Fire Brigade members and City of Albany staff. (For more information, see the City's *Brigade Operating Procedures*.)

Where an ISG (see below) has not been convened, the Recovery Coordinator should be a member of the IMT from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

3.1.1 Incident Support Group (ISG)

The role of the Incident Support Group (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.

The ISG is convened by the Controlling Agencies Incident Controller, 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.

3.1.2 Activation Triggers for an ISG

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

3.1.3 Membership of an ISG

The ISG 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 ISG.

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.

3.1.4 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.

3.1.5 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).

3.1.6 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.

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.

3.3.1 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 6820 3999. Email emergencyservices@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 0436 804 664 or emailing laura.condon@albany.wa.gov.au
- **City of Albany Website.** The City of Albany maintains its own website. There are prepared messages available to be 'turned on' as required. During business hours contact medialiason@albany.wa.gov.au. After hours: laura.condon@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 Financial Arrangements

State EM Policy 5.12, State EM Plan 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the City of 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, if an emergency event requiring resourcing by the City of Albany occurs, to ensure that 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.

The Disaster Recovery Funding Arrangements (DRFA) is an arrangement between the Commonwealth and states to support affected areas after a disaster. The guidelines can be found on the following link.

https://www.dfes.wa.gov.au/recovery/recoveryresources/Disaster_Recovery_Funding_Arrangements_WA%28INTERACTIVE%29.pdf

To ensure accurate records of costs associated with an emergency, the City of Albany will establish specific cost centres, as and when required, to which all costs will be allocated for each incident of emergency. The City's business units will be advised when such cost centre is created and is to be used.

PART 4

EVACUATION AND WELFARE

4.1 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](#).

4.2 Evacuation

Refer to the City of Albany Emergency Evacuation Plan.

4.2.1 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, ArcGis. Hardcopies of maps will be produced as required depending on the nature and

4.2.2 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 ArcGis 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](#).

4.3 Welfare

The Department of Communities has the role of managing welfare. The DoC has a local Welfare Emergency Management Plan for the City of Albany.

4.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DoC 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 DoC 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](#).

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

4.3.3 Register. Find. Reunite

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

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

4.3.4 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 6820 3999 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](#).

4.3.5 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 and Commercial 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.

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.

6.1.1 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.

6.1.2 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

6.1.3 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the start of the calendar year.

The DEMC compiles the reports and send the dates to the State Exercise Coordination Team to be included in the SEMC Annual Report.

6.2 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 3.8 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.

6.2.1 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.

6.2.2 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 3.7 – Local Emergency Management Committee*).

PART 7 – ANNEXES

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

Annexe 6: Map of the District