

Local Emergency Management Arrangements

The City of Fremantle and the Town of East Fremantle



Approved at LEMC meeting: 22 February 2017
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Review date: 22 February 2022

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Authority

These Local Emergency Management Arrangements have been prepared in accordance with Section 41(1) of the *Emergency Management Act 2005*.

These Arrangements have been endorsed by the City of Fremantle and Town of East Fremantle Local Emergency Management Committee on 22 February 2017.

These Arrangements have been tabled for information and comment by the South Metropolitan District Emergency Management Committee on 6 April 2017.

For copies of this plan, or to provide comment, contact:

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1 Distribution list

Distribution list conditions

The following table has been developed to identify the level of access persons in the distribution list have to each of the documents found below.

FV: Full Version;

RV: Restricted Version (removal of private contact information);

Level 2 Access Copy –all contact names, telephone numbers, welfare locations and other sensitive information removed. Level 2 Access copies are the only copies to be released to the public.

	Level 1 Access	Level 2 Access
COF and TOEF Local Emergency Management Arrangements	FV	RV
COF and TOEF Recovery Arrangements	FV	RV
Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region (provided by Communities)	FV	RV
Animal Welfare Plan	FV	RV
COF Pandemic Business Continuity Plan	FV	RV
COF and TOEF Emergency Welfare Centres Register (not for public viewing)	FV	RV
Contact Register (not for public viewing)	FV	RV
Resource Asset Register (not for public viewing)	FV	RV
Response Protocols for Engineering Services (not for public viewing)	FV	RV

Distribution list

Type of Copy (USB or Hard Copy)	No. of Copies		Access Level
	USB	H/C	
City of Fremantle			
Manager Field Services			Level 1
Chief Executive Officer			Level 1
Director City Business			Level 1
Community Safety Team Leader			Level 1
Director Community Development			Level 1
Director Infrastructure and Project Delivery			Level 1
Fremantle Recovery Coordinator (Team Leader of Community Safety)			Level 1
Emergency Management Kit			Level 1
Website			Level 2
Town of East Fremantle			
LEMC Representative - Principal Environmental Health Officer			Level 1
Chief Executive Officer			Level 1
Ranger			Level 1
COF and TOEF LEMC			
WAPOL District Officer			Level 1
DFES District Officer			Level 1

Local Emergency Management Arrangements (LEMA)

Fremantle Ports representative			Level 1
Fremantle Hospital representative			Level 1
Cockburn SES			Level 1
Italian Village aged care representative			Level 1
COF Senior Environmental Health Officer			Level 1
COF Manager Field Services			Level 1
COF Manager Infrastructure Engineering			Level 1
Communities District Director			Level 1
Chairperson - Team Leader of Community Safety			Level 1
Fremantle Recovery Coordinator			Level 1
Other			
DEMC – Executive Officer			Level 1
SEMC			Level 1

Document availability

Restricted copies of these arrangements can be found at:

- Online access at www.fremantle.wa.gov.au
- Online access at <http://www.eastfremantle.wa.gov.au>
- Hard copies are available for inspection free by members of the public during office hours at the City of Fremantle or Town of East Fremantle.

2 Amendment record

Proposals for amendment or additions to the text of these arrangements should be forwarded to the Chairperson of the City of Fremantle and Town of East Fremantle Local Emergency Management Committee (LEMC) and endorsed by the LEMC.

To provide feedback, copy the relevant section, mark-up the proposed changes and forward the copy to:

Chairperson – Local Emergency Management Committee
City of Fremantle
PO Box 807
FREMANTLE WA 6959

Or email to:

info@fremantle.wa.gov.au please include in the subject line 'Amendment Request for the Local emergency management arrangements'

AMENDMENT		DETAILS OF AMENDMENT	AMENDMENT BY
NUMBER	DATE		NAME
1	24/04/2017	Change of structure at the City of Fremantle	Alex Peach
2	24/07/2017	Updates made to Appendix 2 - location of emergency cupboard	Lisa Hilliard
3	17/10/2017	Change of Logo - Town of East Fremantle	Lisa Hilliard
4	17/10/2017	Updates made to call out roster – Appendix 9	Lisa Hilliard
5	17/10/2017	Change of structure at the City of Fremantle	Lisa Hilliard
6	20/11/2017	Additional info - Emergency Centres – Appendix 2	Lisa Hilliard
7	28/05/2018	Additional info – Economic Profile for Town of East Fremantle	Lisa Hilliard
8	28/05/2018	Added logo for Town of East Fremantle	Lisa Hilliard
9	28/05/2018	Updates made to call out roster – Appendix 9	Lisa Hilliard
10	28/05/2018	Changes of structure at the City of Fremantle	Lisa Hilliard
11	26/07/2018	Updates made to Appendix 2 - location of emergency cupboard	Lisa Hilliard
12	27/07/2018	Updates made to call out roster – Appendix 9	Lisa Hilliard
13	05/12/2018	Replaced CPFS with Department of Communities	Lisa Hilliard
14	05/12/2018	Change of Structure at The Health Department – Appendix 6	Lisa Hilliard
15	09/12/2019	Updates made to call out roster and staffing – Appendix 9	Lisa Hilliard
16	09/12/2019	Updates made to Emergency Contact Register – Appendix 6	Lisa Hilliard

3 Support plans

The following plans support these arrangements and are approved by the COF and TOEF. They are to be read and used in conjunction with this plan. The support plans consist of:

SUPPORT PLANS	APPENDIX
Resource and Equipment Register (not for public viewing)	1
Evacuation Centre Register (not for public viewing)	2
Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region (provided by Communities) (not for public viewing)	3
Animal Welfare Plan (not for public viewing)	4
COF and TOEF Local Recovery Arrangements	5
Contact Register (not for public viewing)	6
Special Needs Groups Register (not for public viewing)	7
Critical Infrastructure Register (not for public viewing)	8
Response Protocols for Engineering Services at the City of Fremantle (not for public viewing)	9

4 Introduction

Acknowledgement

The City of Fremantle (COF) and the Town of East Fremantle (TOEF) Local Emergency Management Arrangements has been compiled to address those areas where the City and Town provides support to hazard management agencies (HMA) and other agencies in the event of an emergency. It also addresses the responsibility for recovery operations.

Consultation of the Office of Emergency Management Local Emergency Management guidelines and model assisted in ensuring best practice was adopted.

Aim

The aim of these arrangements is to ensure the community is prepared to deal with identified emergencies should they arise.

Purpose

The purpose of these emergency management arrangements is to document the management of identified risks and provide specific detail on planning, response and recovery activities of the COF, TOEF, hazard management agencies (HMA's) and other support agencies.

It is recognised that HMA's may require the COF and TOEF resources and assistance and the COF and TOEF are committed to providing that assistance/support.

Objectives

The objectives of the arrangements are to:

- Ensure effective and coordinated management of emergencies within the COF and TOEF;
- Ensure the arrangements comply with state emergency management arrangements;
- Provide a register of identified risks found within the COF and TOEF.
- Ensure a coordinated approach to public education in relation to emergencies within the COF and TOEF; and
- Ensure the arrangements are kept up to date.

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 HMA's in dealing with an emergency. These should be

detailed in the HMA's individual plans.

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

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

Fremantle and East Fremantle profile

The area covered by this arrangement is the geographic area covered by the COF and TOEF under the *Local Government Act 1995*.

Fremantle

Fremantle, which is approximately 18 kilometres southwest of the Perth CBD, is currently home to 30 883 people (ABS 2014) and includes the suburbs of Beaconsfield, Fremantle, Hilton, North Fremantle, O'Connor, Samson, South Fremantle and White Gum Valley.. The COF employs more than 400 people and services more than 30 000 residents over a land area of 19 square kilometres.

Bounded by the Swan River and the Indian Ocean, Fremantle is widely regarded as Perth's second city. Fremantle's unique character is captured by its landscape, heritage architecture, music, arts, culture, festivals, retail stores, markets, cafés and restaurants, which all contribute to its village-style atmosphere.

Fremantle has developed a reputation for being gritty, eclectic and quirky as well as creative, musical and artistic. It is a place to discover a wide range of hidden treasures and experience laid-back adventures.

According to Tourism Western Australia, Fremantle is often ranked as the state's most visited tourist destination outside of the Perth CBD, attracting over 1.2 million national and international tourists each year.

In October 2015, Lonely Planet voted Fremantle as one of the top 10 cities to visit in the world for 2016.

Sunshine, combined with the Swan River waterfront, beaches, public spaces and reserves means Fremantle desirable Mediterranean climate offers ideal opportunities for relaxing with family and friends.

Fremantle's rich cultural history has created a city with numerous dining options, a vibrant café and bar scene, and a range of entertainment options. The arts are strikingly represented within the city, and numerous food, arts and music festivals take place in the city each year.

The COF extends for 6 kilometres (km) along the shoreline of the Indian Ocean with the mouth of the Swan River being a central feature of the shoreline.

The most distinctive feature is the limestone ridge running north to south about 1½ km from the ocean. The ridge forms part of the large-scale coastal landscape plain system of about 1 km width. East of the ridge system, the landscape changes considerably to low, rolling hills. Fremantle Port, within the City area, is a major seaport which sits inside the mouth of the Swan River.

A significant percentage of the coastal plain is at a height of 3 metres AHD or less and at least 50% of the City's commercial and retail centres are within this zone.

Town of East Fremantle

The TOEF is bounded by the Swan River to the north and west, East Street to the southwest, Marmion Street to the south and Petra Street to the east. The town is 3.2 square km in area and is located 17 km from Perth.

The Town has a rich history. The local Aboriginal tribe known as Nyoongar obtained food and drinking water from the river foreshore and open grassy areas. The track that linked the fledgling Swan River Colony based in Fremantle to the future city centre of Perth in 1831 is documented traversing along the East Fremantle cliff edge finishing at the river ferry crossing at Preston Point.

Early European settlement of the area consisted of large farm holdings, however as the colony prospered during the 1890s gold rush the nature of settlement altered dramatically, rapidly changing to a residential area.

The Plympton precinct today contains many charming worker's cottages which were established largely between 1890 and 1910. Riverside was established by the merchant elite of Fremantle and is perched high on the cliffs overlooking the River. Gracious homes, some from the gold rush era, are dotted along the escarpment. Further northwards, the Preston Point area was developed in the 1950s with houses typical of the period also enjoying the expansive views over the river.

The Woodside and Richmond precincts contain many homes dating from 1900–1940.

Population

City of Fremantle

Population: 31 883

Number of dwellings: 13 534

Town of East Fremantle

Population: 7 743

Number of dwellings 3 086

Economy

Fremantle has a diverse economy, with more than 4 400 registered businesses operating across a wide range of sectors. Many of the city's enterprises are small businesses, with 75% employing fewer than five people.

The professional, scientific and technical services industry has the largest number of total registered businesses in the City of Fremantle, comprising 14.5% of all businesses.

Fremantle's biggest employment sector is health care and social assistance – 17% of the city's workers are employed in this area generating over 5,600 local jobs, reflecting the influence of the Fremantle Hospital.

The transport, postal and warehousing sector employs 11% of workers, followed by retail and manufacturing, employing 10% each industry. The gross local product of Fremantle is \$4.27 billion which continues to grow steadily.

East Fremantle has a small but vibrant economy with over 880 local businesses, many of them small businesses employing fewer than five people.

The largest industry in the Town is the health care sector and social assistance with the Town poised to welcome two new aged care facilities on the grounds of former hospitals, Kaleeya and Woodside.

The Town's Gross Regional Product (GDP) is estimated at \$0.42 billion, which represents 0.2% of WA's Gross State Product.

At the year ending 30 June 2016, the WA unemployment rate was 6.48% for Greater Perth but only 3.3% for East Fremantle.

In the year ending June 2015, 4,184 residents of the Town were employed and approximately 78% of those, travel outside the Town to work. At the same period, 2,466 jobs were located in the Town with 24% of those positions filled locally.

Climate

The area is considered as a typically Mediterranean climate consisting of 4 seasons.

The prevailing wind patterns are determined by global cyclonic and anticyclone winds.

Winter Pattern - From about May to November the cyclonic winds bring periods of rain characterised by winds backing from North East to South West. There are some gale force winds reaching over 100 km per hour. These conditions at times cause localised mini-tornado conditions with a narrow, relatively short track; conditions that can cause trees and power lines to be destroyed, and roofs to be lost.

Summer Pattern - From about November to March the climate is characterised by local winds. Dry and often hot winds from the east during the morning typically range up to a maximum of about 60 km per hour. Cooler, moist winds blow from the south west during the afternoon, typically ranging up to about 45 km per hour.

The period from April through May is often calm.

Agreements, understandings and commitments

A partnering agreement for the purpose of mutual aid recovery management activities during emergencies is currently being made between the following local governments:

- Town of East Fremantle
- City of Melville
- City of Cockburn
- Rottnest Island Authority.

Requests for support are made through the incident controller (IC) of the Hazard Management Agency (HMA) in consultation with the designated Fremantle Recovery Coordinator and Local Emergency Coordinator.

Special considerations

The COF has a number of considerations throughout the year that may impact emergency management arrangements in the event of an emergency:

- Storm season May to September
- Large events attracting crowds above 10,000
(Date listings of events can be found on the Fremantle story website www.fremantlestory.com.au)

Resources

The HMA is responsible for determining the resources required for specific hazards. Resources within the COF and TOEF assets have been identified in the COF and TOEF Resource and Equipment Register (appendix 1). Where possible, COF and TOEF resources will be made available upon request.

The equipment register contains the following type of information:

- Organisation who manages the resource;
- Contact name;
- Contact details (Business/after hours);
- Resource type; and
- Quantity held.

Finance arrangements

The responsibility for providing funding during multiagency emergencies is outlined in State EM Policy Section 5.4, 5.12, and 6.10 and State EM Recovery Procedures 1 and 2.

Local emergency operations centre

An Emergency Operations Centre (EOC), also referred to as Emergency Coordination Centre (ECC), is a facility for the central management of resources in an emergency. It is the focus of the community emergency response and recovery structure.

NOTE: The EOC may also be used as a Recovery Coordination Centre if required during recovery activities. Refer to the COF and TOEF Recovery Arrangements (appendix 5) for further details.

5 Local and LEMC roles and responsibilities

Local emergency management committee (LEMC)

The COF and TOEF have established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements in accordance with section 38(1) of the *Emergency Management Act 2005*.

The LEMC comprises of representatives from agencies, organisations and community groups that are associated with the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee, it is group established by local governments to assist with the development of local emergency management arrangements for its district.

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

- Developing, enhancing and testing preparedness planning from a multi-agency perspective with local knowledge of hazards, and considering demographic and geographic factors;
- Providing advice to Hazard Management Agencies (HMA) to develop effective local hazard plans;
- Providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share information and learnings to ensure continuous improvement

LEMC membership must include at least one local government representative and the Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities 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 OEM.

Under the *Emergency Management Act 2005* section 39, the functions of a LEMC are to;

- a) Advise and assist the local government in ensuring that the LEMA are established for its district;
- b) Liaise with public authorities and other persons in the development, review and testing of the LEMA; and

Local Emergency Management Arrangements (LEMA)

- c) Carry out other EM activities as directed by the Office of Emergency Management Committee (OEM) or prescribed by the regulations.

ROLE	DESCRIPTION AND RESPONSIBILITIES
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by: Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register; <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;</p> <ul style="list-style-type: none"> • Annual Report; • Annual Business Plan; • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and Participate as a member of sub-committees and working groups as required.</p>
Local Emergency Management Coordinator (Lec)	<p>Under the <i>Emergency Management Act 2005</i> section 37, the LEC for a local government district has the following functions:</p> <ol style="list-style-type: none"> a) to provide advice and support to the LEMC for the district in the development and maintenance of LEMA for the district; b) To assist HMA's in the provision of a coordinated response during an emergency in the district; c) To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local government

The functions of the COF and TOEF as specified in section 36 of the *Emergency Management Act 2005* are to:

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

6 Agency, roles and responsibilities

Responsibility for resourcing and responding to an emergency initially rests at the local level.

LOCAL EMERGENCIES	DISTRICT EMERGENCIES	STATE EMERGENCIES
A local emergency is defined as an emergency that can be managed utilising local resources only.	An emergency beyond the capability of local resources will receive support from district resources	State assistance can be provided to supplement district resources as required.

In the event of an emergency, the local government liaises with a range of state agencies who are involved in the operational aspects of the emergency. The following table summarises the key roles.

HAZARD MANAGEMENT AGENCY (HMA) RESPONSIBILITIES

A HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that emergency management activities are undertaken. In the event of an emergency the Hazard Management Agency will appoint an Incident Manager who will assume overall management of an incident and supporting agencies in accordance with the needs of the situation. The HMA will establish an emergency operations/coordination centre to coordinate and organise emergency provision of services.

CONTROLLING AGENCY

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

COMBAT AGENCY RESPONSIBILITIES

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

SUPPORT ORGANISATION

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

INCIDENT SUPPORT GROUP (ISG) RESPONSIBILITIES

Representatives of agencies appointed to assist and support the HMA with the overall management and co-ordination of the incident. The ISG can be activated for the duration of an incident to assist the HMA to identify priorities and coordinate resources to combat the incident. The ISG will assemble when and where requested by the Local Emergency Coordinator (LEC) on advice and consultation with the event Incident Manager from the HMA/CA.

ISG STRUCTURE	Is comprised of representatives from key agencies involved in the response and recovery phase of an incident or emergency situation. It is not necessary to have all members of the LEMC on the ISG; members should be appointed when necessary and stood down when services are no longer required. This principle is adopted to ensure the ISG is functional as a coordination group in support of the HMA/CA.
ISG ACTIVATION	Is activated by the Controlling Agency Incident Controller when an incident requires the coordination of multiple agencies or a Level 2 incident is declared. The Local Emergency Coordinator must be advised.
LIAISON OFFICERS	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in these arrangements.
RESOURCES	The use and acquisition of resources rests with each individual agency. Where an agency is asked by the HMA to undertake a task which requires resources not central to their core business, the HMA will be responsible for the provision/financing of such resources. In this instance all requests should be task, resource and/or personnel specific.

7 Managing risk

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 and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, enabling them to better prepare for, respond to, and recover from, a major emergency.

The risk assessment for the COF and TOEF will be reviewed in 2016 as part of the State Risk Projects review.

Risk assessment

The ERM process identified major hazards within the COF and TOEF as perceived by the previous COF and TOEF arrangements that were endorsed by the LEMC back in 2002. The following table indicates major hazards that are a source of risk to the community, the responsible HMA, arrangements are based on the premise that the controlling agency is responsible for the identified risks and will develop, and test and review appropriate emergency management plans/arrangements for their hazard.

POTENTIAL HAZARD	HAZARD MANAGEMENT AGENCY
Fremantle Port emergencies	Fremantle Ports
Storm	DFES
Flood	DFES
Air Transport	WAPOL
Marine Transport	DOT
Rail Transport	Public Transport Authority
Major building fire and explosion	DFES
Earthquakes	DFES
Terrorism	WAPOL
Human epidemic	DH
Tsunami	DFES

8 Coordination of emergency operations

Hazard management agency (HMA) structure

It is recognised that HMA's, Controlling Agencies and Combat Agencies may require COF and TOEF resources and assistance. COF and TOEF are committed to providing assistance/support.

The hazards listed below identify the HMA responsible for that hazard.

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY
Air transport emergencies	WAPOL
Earthquake	DFES
Exotic animal disease	Agriculture (Dept. of) DAFWA
Explosions	WAPOL
Fire (Rural and Urban)	DFES
Flood	DFES
Hazardous materials emergencies (including chemical, biological and radioactive)	DFES
Human epidemic	Health (Dept. of) DH
Land search and rescue	WAPOL
Landslide	DFES
Marine oil pollution	Transport (Dept. of) DOT
Marine transport emergencies	Transport (Dept. of) DOT
Nuclear powered warships	WAPOL
Offshore petroleum operations emergencies	Department of Mines and Petroleum
Port emergencies	Fremantle Ports
Rail transport emergencies	Public Transport Authority
Road transport emergencies	WAPOL
Sea search and rescue	WAPOL
Space debris re-entry	WAPOL
Storm/Tempest	DFES
Structural collapse	DFES
Tropical cyclone	DFES
Tsunami	DFES

9 Evacuation and welfare

Evacuation

The actual act of evacuating a community is the responsibility of the Controlling Agency (CA), the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning.

A comprehensive evacuation plan assists the CA to make timely and informed decisions about the need to evacuate. The decision to evacuate is based on an assessment of the nature and extent of the hazard.

Managing evacuation

The CA is responsible for the planning, communicating and executing the evacuation, and ensuring that the welfare of the evacuees is maintained. The CA is also responsible for ensuring the safe return of evacuees. Majority of the hazards are DFES responsibility and WA Police take on the role of supporting the CA.

Whenever evacuation is being considered, the Department of Communities – Emergency Services (Communities) must be consulted during the planning stages. This is because Communities have responsibility under state arrangements to maintain the welfare of evacuees under WESTPLAN – Welfare.

The COF and TOEF in conjunction with Communities have identified a number of facilities within the COF and TOEF which may be suitable evacuation/welfare centres. These centres are activated as required at the request of the CA.

Communities is to be contacted whenever an evacuation is being considered as the Communities have a responsibility to provide welfare services (food, clothing, accommodation, financial assistance, personal support) to evacuees. They manage registration and inquiry services using the RegisterFindReunite system and forms.

For further information on welfare centres, refer to;

- COF and TOEF Emergency Welfare Centres Register (appendix 2), or the
- Local Emergency Management Plan for the Provision of Welfare Support Fremantle Region (appendix 3)

Welfare

Communities have the key role of managing welfare. Welfare can be described, as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, and personal requisites and emergency catering. Welfare activities are the responsibility of

Communities who coordinate resources and undertake other functions as listed in the support plans:

- State EM Plan – Welfare;
- Communities Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region;
- COF and TOEF Recovery Arrangements.

Local Welfare Coordinator

The local welfare coordinator is a nominated officer from the Communities located in the local government area. Communities is not located within a local government area, Communities in conjunction with the LEMC, will formally appoint a suitable person as the local welfare coordinator. When the nominated local welfare coordinator is not a Communities officer the nominated person will be clearly identified in the respective local emergency management arrangements.

Local Welfare Liaison Officer

Local governments appoint a local welfare liaison officer. This role provides assistance to the local welfare centre, including managing emergency evacuation centres such as opening the building, closing, security and maintenance. The local welfare liaison officer liaises with the local welfare coordinator from Communities.

Special needs groups

The following groups within the community may require specialised needs or resources during an evacuation. Appendix 7 contains contact information:

- Schools
- Aged care
- Child care centres
- Hospital
- Caravan park
- Culturally and Linguistically Diverse community

Animals during evacuation (Inc. assistance animals)

The COF and TOEF Community Safety Officers will work in close cooperation with other stakeholders on animal welfare matters arising from evacuation. Refer to the emergency support plan;

- Animal Welfare Plan (appendix 4)

Senior District Emergency Services Officer

Communities shall appoint a Senior District Emergency Services Officer (SDESO) to prepare local welfare management plans.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. Providing this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water matters, Western Power on power matters etc.), however release times, problems identified and content are coordinated through the ISG to avoid conflicting messages being given to the public.

Public Information Systems

Public Information systems for emergency alerts in Western Australia are coordinated by DFES. These systems make use of ABC local radio stations to provide community updates and directions from emergency services and the Emergency WA website www.emergency.wa.gov.au . The COF and TOEF will work with the HMA to have consistent messaging to the community during the response stage.

Public Warning Systems

During an emergency one of the most critical components is effective communication and providing information to the public in a timely and efficient manner. The table below highlights local communication strategies.

Local Communication Strategies	
Local Systems	The COF and TOEF utilises; <ul style="list-style-type: none"> • Local radio station • Website • Facebook • Twitter • DFES's website for media releases • Emergency alert SMS
Standard Emergency Warning Signal (SEWS)	The SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television.
DFES Public Information Line	1300 657 209
SES Assistance	132 500
ABC Radio	Call sign 6WF Frequency 720AM Perth
Emergency Alert Systems	Emergency alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for the community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location where there is immediate danger. All home phones (landlines), including silent numbers, are automatically registered on emergency alert. Mobile phones are automatically registered to the billing address. Messages broadcast by emergency alert are made with the authority of a HMA in emergency situations.

10 Recovery

Following and during an emergency the COF or TOEF, may need to assist the community to recover from the effects of the disaster. Recovery is a coordinated process of supporting the affected community in:

- a) The reconstruction of damaged physical infrastructure; and
- b) Restoration of community emotional, social, economic and physical wellbeing.

The COF and TOEF Recovery Arrangements (appendix 5) assist the community in attaining a proper level of functioning as soon as practicable.

Recovery activities normally commence in conjunction with response activities but may continue for an extended period after response activities have concluded.

The Fremantle Recovery Coordinator (FRC)

The Community Safety Team Leader (22104) has been appointed as the Fremantle Recovery Coordinator (FRC) in accordance with the *Emergency Management Act 2005*, section 41. (4). The following positions will act in the role when the primary appointee is unavailable during an emergency:

- Manager Field - Services (23101)
- Team Leader – Field Services (22104)
- Community Safety Officer (22136)

The FRC is responsible for the development and implementation of the recovery management arrangements for the COF and TOEF. It is important to note that the FRC holds no specific powers, and assumes only a coordinating role. All tasks are to be directed to the appropriate agencies or personnel with the authority to complete them.

The functions of the FRC can be found in the COF and TOEF Recovery Arrangements (Appendix 5)

The Fremantle Recovery Coordinating Group

The Fremantle Recovery Coordinating Group (FRCG) comprises of a core membership. The FRCG is responsible for the overall coordination of community recovery following an emergency event. The FRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the FRCG. The makeup of the FRCG or any respective subcommittees will be determined by the scale of the event. The FRCG and subcommittees will change over time.

The FRCG must be driven by the operational recovery plan. (Refer to Appendix 5)

The core functions of the FRCG are listed in the COF and TOEF Recovery Arrangements (Appendix 5). The FRCG comprises of a core membership listed below, plus other personnel depending on the type and magnitude of the event.

- Mayor, City of Fremantle (Spokesperson)
- Chief Executive Officer, COF (Chairperson)
- Recovery Coordinator, COF
- Communications Officers, COF
- TOF East Fremantle representative
- Department of Communities
- Red Cross Australia
- Representatives from the HMA
- Representatives from affected public utilities
- City officers as co-opted under the authority of the Chairperson or CEO
- Community representatives as required and approved by the Chairperson or CEO

11 Annual reporting, testing, exercising and reviewing the arrangements

The aim of exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

Frequency of exercises

The LEMC shall conduct at least one multi agency exercise per year; however a minimum of one exercise per year will be conducted as required under State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19.

Types of exercises

Examples of exercise types:

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

Reporting of exercises

Once the exercise has been completed a post exercise report should be forwarded to the DEMC to be included in reporting for the OEM annual report.

Review of these Arrangements

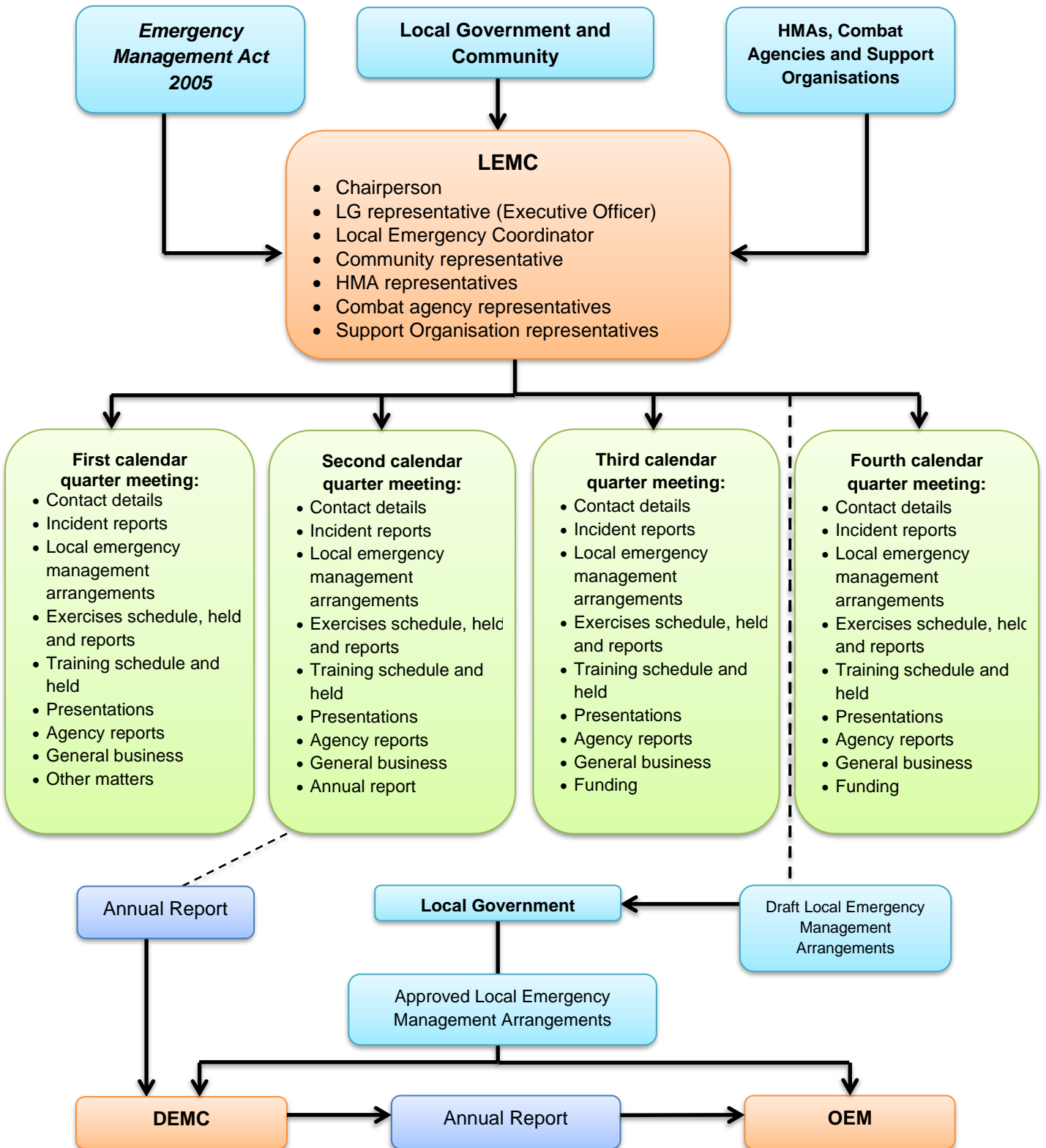
Section 42 of the *Emergency Management Act 2005* outlines the responsibilities for ensuring the arrangements (including the recovery arrangements) are reviewed and amended as follows:

- Contact lists are reviewed and updated quarterly (appendix 6);
- A review is conducted after training that exercises the arrangements;
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

Review of LEMC Membership

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

12 Flowchart for the establishment of a LEMC and its Functions



13 APPENDIX DOCUMENTS

SUPPORT PLAN	APPENDIX
Resource and Asset Register (not for public viewing)	1
Evacuation Centre Register (not for public viewing)	2
Local Emergency Management Plan for the Provision of Welfare Support - Fremantle Region (provided by Communities) (not for public viewing)	3
Animal Welfare Plan (not for public viewing)	4
COF and TOEF Recovery Arrangements	5
Contact Register (not for public viewing)	6
Special Needs Groups Register (not for public viewing)	7
Critical Infrastructure Register (not for public viewing)	8
Response Protocols for Engineering Services at the City of Fremantle (not for public viewing)	9

14 Glossary of terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management glossary for Western Australia.

The following definitions apply throughout this document:

AIIMS	The Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small to large difficult or multiple incidents. It is designed to expand to ensure effective span of control at all levels
COMBAT	To take steps to eliminate or reduce the effects of a hazard on the community
COMBAT AGENCY	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.
COMMUNITY EMERGENCY RISK MANAGEMENT	A systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT)
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, policy statements, and cabinet minutes and/or by agreement within an organisation. COMMAND relates to ORGANISATIONS and operates VERTICALLY within an ORGANISATION.
CONTROL	The overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management arrangements 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.
CONTROL CENTRE	A facility where the Incident Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.
CONTROLLING AGENCY	An agency nominated to control the response activities to a specified type of emergency.
CO-ORDINATION	The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.
EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

NOTE: *The terms "emergency" and "disaster" are used nationally and internationally to describe events that require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community. The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".*

Local Emergency Management Arrangements (LEMA)

EMERGENCY MANAGEMENT	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
EMERGENCY MANAGEMENT CONCEPTS	<p>The emergency management concepts for Western Australia are consistent with those of the Commonwealth and in accordance with State Emergency Management West Plans for specified hazards:</p> <ul style="list-style-type: none"> a) <u>Prevention</u> activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred. b) <u>Preparedness</u> activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education. c) <u>Response</u> activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations. d) <u>Recovery</u> activities support emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.
EMERGENCY COORDINATION CENTRE	A facility, where the area coordinator is located and from which coordination of all support to the Incident Manager is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres
“FUNCTION” SUPPORT COORDINATOR	that person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.
HAZARD	A situation or condition with potential for loss or harm to the community or the environment
HAZARD MANAGEMENT AGENCY	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
INCIDENT	An <i>Emergency</i> , which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
INCIDENT SUPPORT GROUP (ISG)	The group that may be convened by an <i>Incident Manager</i> in consultation with the relevant <i>Local Emergency Coordinator</i> to assist in the overall management of an <i>Incident</i> . The ISG includes representation from key agencies involved in the response.
INCIDENT MANAGER	The person designated by the relevant <i>Hazard Management Agency</i> , or <i>Controlling Agency</i> responsible for the overall management and <i>control</i> of an <i>incident</i> and the tasking of agencies in accordance with the needs of the situation

Local Emergency Management Arrangements (LEMA)

ESSENTIAL SERVICES	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
LOCAL EMERGENCY COORDINATOR	That person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents and Operations</i> . At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.
OPERATION	An <i>Incident</i> or multiple <i>Incidents</i> which impact, or is likely to impact, beyond a localised community or geographical
OPERATIONS AREA	That area, defined by the <i>Operations Area Manager</i> , incorporating the entire community or geographical area impacted or likely to be impacted, by an <i>Operation</i> and incorporating a single or multiple <i>Incident Areas</i> .
OPERATIONS AREA MANAGEMENT GROUP (OASG)	The group that may be convened by an <i>Operations Area Manager</i> , in consultation with the relevant <i>District Emergency Coordinator(s)</i> , to assist in the overall management of an <i>Operation</i> . The OAMG includes representation from key agencies involved in the response.
OPERATIONS AREA MANAGER	The person designated by the relevant <i>Hazard Management Agency</i> , responsible for the overall management of an <i>Operation</i> and provision of strategic direction to agencies and <i>Incident Manager(s)</i> in accordance with the needs of the situation.
RISK	a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.
RISK MANAGEMENT	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to IS 31 000 (Risk Management – Principles and Guidelines) and the National Emergency Risk Assessment Guidelines (2010).
STATE EMERGENCY COORDINATION GROUP (SECG)	A group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. The SECG includes representation, at State level, from key agencies involved in the response and recovery for the emergency.
SUPPORT ORGANISATION	That organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of WA, WA Main Roads etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.

15 Acronyms used in these arrangements

AIIMS	Australasian Inter-service Incident Management System
BOM	Bureau of Meteorology
CA	Controlling Agency
COF	City of Fremantle
DAFWA	Department of Agriculture and Food WA
DPaW	Department of Parks and Wildlife
DFES	Department of Fire and Emergency Services
DFES-SES	State Emergency Service
DFES-FRS	Fire and Rescue Service
DFES-BFS	Bush Fire Service
DER	Department of Environment and Regulation
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DoE	Department of Education
DoH	Department of Housing
DH	Department of Health
DOT	Department of Transport
EM	Emergency Management
ERM	Emergency Risk Management
ECC	Emergency Coordination Centre
FRC	Fremantle Recovery Coordinator
FRCG	Fremantle Recovery Coordinating Group
HMA	Hazard Management Agency
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
LG	Local Government
LO	Liaison Officer
LRC	Local Recovery Coordinator (referred to as the Fremantle Recovery Coordinator FRC)
LRCG	Local Recovery Coordinating Group (referred to as the Fremantle Recovery Coordinating Group FRCG)
NGO	Non Government Organisation
OAM	Operations Area Manager
OASG	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
SECG	State Emergency Coordination Group
SEWS	Standard Emergency Warning Signal
SOP	Standing Operating Procedure
TOEF	Town of East Fremantle
WAPOL	Western Australian Police