

Local Emergency Management Arrangements LEMA



2021 - 2026

DISCLAIMER


These Local Emergency Management Arrangements have been produced by the City of Armadale in good faith, and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed and the City of Armadale expressly disclaims any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The term Local Emergency Management Arrangements (LEMA) refers to the collection of all the emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the City of Armadale. The LEMA is the overarching document and supporting plans which the City of Armadale is responsible for developing, maintaining and testing.


The City of Armadale's LEMA have been produced and issued under the authority of section 41(1) of the *Emergency Management Act 2005*. The LEMA has been endorsed by the Local Emergency Management Committee (LEMC), City of Armadale Council and noted by the relevant District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC)

Endorsed by:


.....
Chairperson
City of Armadale LEMC

12 November 2021

.....
Date


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Endorsed by Council

12 November 2021

.....
Date

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DISTRIBUTION LIST

City of Armadale	# copies
Chief Executive Officer	1
Mayor	1
Local Emergency Management Committee Chairperson	
Executive Director of Community Services	1
Local Recovery Coordinator	
Ranger & Emergency Service Department	7
Chief Bushfire Control Officer	1
Public Libraries <ul style="list-style-type: none"> • Armadale Library • Kelmscott Library • Seville Grove Library • Piara Waters Library 	4
Main Administration Reception	2
Local Emergency Management Committee	
WA Police Armadale Police Station Officer in Charge	1
Local Emergency Coordinator	
WA Police Force Emergency Management Branch	1
Department of Fire and Emergency Services South East Office	1
State Emergency Services Armadale - Unit Manager	1
Armadale Health Services	1
Coordinator of Emergency Management	
Department of Biodiversity, Conservation and Attractions	1
Regional Fire Coordinator	
Department of Communities Metro South	1
Regional Coordinator	
Western Power	1
Water Corporation	1
ATCO Gas	1
Other	
District Emergency Management Committee – East Metropolitan	3
City of Cockburn – Chief Executive Officer	1
City of Gosnells – Chief Executive Officer	1
City of Kalamunda – Chief Executive Officer	1
City of Kwinana – Chief Executive Officer	1
Shire of Beverley – Chief Executive Officer	1
Shire of Serpentine-Jarrahdale – Chief Executive Officer	1
Shire of Wandering – Chief Executive Officer	1
Shire of York – Chief Executive Officer	1
St John Ambulance Western Australia	1
Salvation Army (Emergency Services) WA	1
Red Cross WA	1
Country Women's Association (CWA) Armadale	1
Bedfordale Volunteer Bushfire Brigade and Captain	1
Roleystone Volunteer Fire & Rescue Services and Captain	1
Roleystone-Karragullen Volunteer Bushfire Brigade Captain	1

AMENDMENT RECORD

#	Date	Details	Author
1	August 2011	Original Document	Senior Ranger Ron Porter
2	July 2021	Revised Document	Emergency Management Coordinator Christine Comer
3	May 2025	Updated Document	Emergency Management Lead Naomi Jory

Comments and feedback on the City of Armadale's LEMA can be provided to:

Manager, Ranger and Emergency Services
City of Armadale
Locked Box 2
Armadale WA 6992

Or alternatively email to: info@armadale.wa.gov.au

Any suggestions and / or comments will be referred to the Local Emergency Management Committee for consideration.

REVIEW

These LEMA will be reviewed:

1. After an emergency event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination
2. After training or exercise that exercise these arrangements
3. Every five (5) years
4. Any other time the City of Armadale considers appropriate
5. Contact lists are updated quarterly

DOCUMENT AVAILABILITY

Hard copies of the City of Armadale's LEMA are available from:

1. City of Armadale Administration Building, 7 Orchard Avenue, Armadale
2. Armadale Library, 64/10 Orchard Avenue, Armadale
3. Kelmscott Library, 2784 Albany Highway, Kelmscott
4. Seville Grove Library, 78 Champion Drive, Seville Grove
5. Piara Waters Library, 352 Wright Rd, Piara Waters

Electronic copies at: www.armadale.wa.gov.au

EXERCISING

The City of Armadale has developed an annual exercise schedule to:

1. Test the capability and capacity of these LEMA and the City
2. Bring together members of emergency management agencies
3. Help educate the community about local arrangements and plans
4. Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
5. Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the [Emergency Management Act 2005](#) (EM Act) or as defined in the [State Emergency Management Glossary](#).

A glossary of terms is provided in **appendix A**

ACRONYMS

A list of general acronyms used in these arrangements is provided in **appendix B**.

PART 1: INTRODUCTION

1.1 Area Covered

Located 30km from the CBD in Perth's south-east, the City of Armadale covers an area of ~560km², with an estimated resident population of 109,218 and consists of 20 suburbs and localities.

Armadale	Ashendon	Bedforddale	Brookdale
Camillo	Champion Lakes	Doobarda	Forrestdale
Harrisdale	Haynes	Hilbert	Karragullen
Kelmscott	Lesley	Mt Nasura	Mt Richon
Piara Waters	Roleystone	Seville Grove	Wungong

The diverse environment of the City of Armadale is found in the following:

1,800 + hectares of parks, reserves and public open space
26 primary schools
14 secondary schools
4 libraries
Araluen Botanical Gardens and Araluen Country Club,
Forrestdale Lake
Canning Reservoir, Wungong Dam and Churchman Brook Dam
Armadale Settlers Common, Bungendore Park, Jarrahdale State Forest and Helena National Park, Wirra Willa Gardens
Champion Lakes Regatta Centre and Champion Lakes Recreational Park

The centre of the City is located at the crossroads of Albany Highway and the South Western Highway. The district is accessible via the Armadale public transport train line and several major highways. The landscape of the district is a mix of residential, semi-rural and rural developments, as well as commercial and industrial areas.

The City of Armadale shares boundaries with the following local governments:

- ↑ North - Gosnells and Kalamunda
- East - York and Beverley
- ↓ South - Serpentine-Jarrahdale and Wandering
- ← West - Cockburn and Kwinana

The general topography of the City varies from the flat coastal plain in the West, to the Darling Range hills area in the East. Certain areas of the coastal plain are only just above sea level, whilst the hills area rises to a height of 400-500m above sea level.

A map of the City of Armadale is provided in **appendix C**.

1.2 Aim

The aim of the City of Armadale's Local Emergency Management Arrangements is:

1. To ensure there is a written understanding between agencies involved in managing emergencies within the City of Armadale and
2. To document the management of identified risks within the City of Armadale, including specific details on planning, response and recovery activities of the City of Armadale, Hazard Management Agencies (HMAs) and other organisations.

1.3 Purpose

The purpose of the City of Armadale's Local Emergency Management Arrangements are to outline:

1. The City of Armadale's policies and plans for emergency management.
2. The roles and responsibilities of public authorities and other persons involved in emergency management within the City of Armadale.
3. The provisions for the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned above.
4. Other matters detailing emergency management within the City of Armadale prescribed by the EM Act and Regulations.
5. Other matters regarding emergency management within the City of Armadale that are considered appropriate.

The following items will be determined from the Emergency Risk Management process and will be included in this LEMA upon completion:

6. A description of emergencies that are likely to occur within the City of Armadale.
7. Strategies and priorities for emergency management within the City of Armadale.

1.4 Scope

The City of Armadale's Local Emergency Management Arrangements are to ensure the community is prepared to deal with identified emergencies should they arise. The scope of these arrangements are as follows:

1. This document applies to the local government of the City of Armadale.
2. This document covers areas where the City of Armadale provides support to a HMA in the event of an emergency.
3. This document details the City of Armadale's capacity to provide resources in support of an emergency, while still maintaining business continuity.
4. The City of Armadale's responsibility in relation to recovery management.

These Local Emergency Management Arrangements are a guideline to be used at the local level. Emergencies may arise that require action or assistance from district, state or federal level.

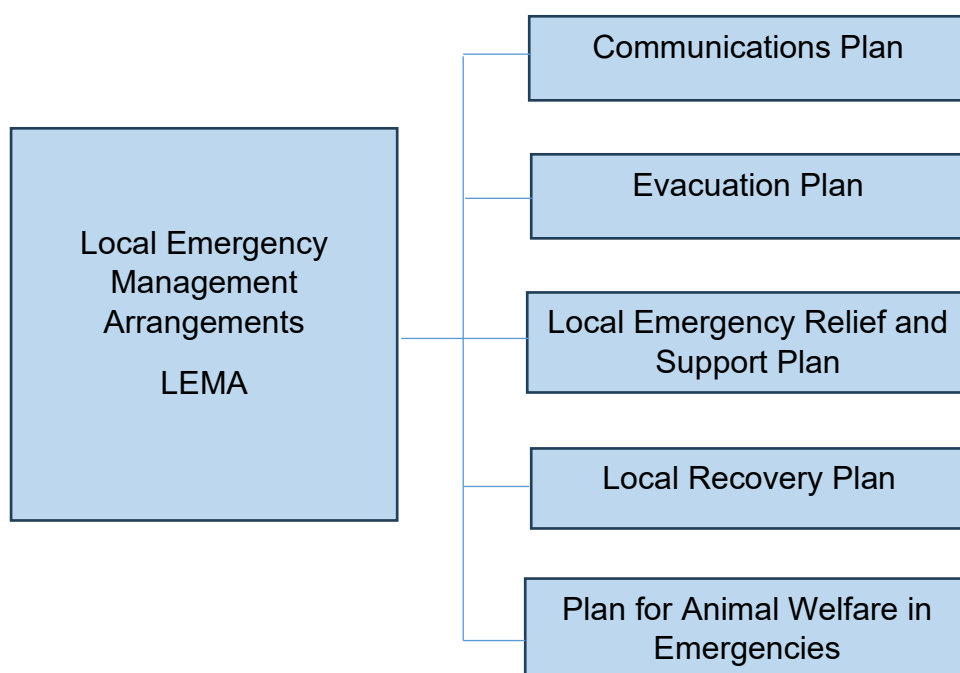
PART 2: PLANNING

2.1 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the City of Armadale, these arrangements are consistent with [State Emergency Management Policies](#) and [State Emergency Management Plans](#).

2.2 Local Plans

The City of Armadale LEMA is supported by the Local Recovery Plan and four operational plans with local policies in development.



Document	Owner	Responsibility	Date
Communications Plan - Operational	City of Armadale	City of Armadale Emergency Services Coordinator	October 2021
Evacuation Plan - Operational	City of Armadale	City of Armadale Emergency Services Coordinator	October 2021
Local Emergency Relief and Support Plan (LERSP)	Department of Communities, City of Armadale, City of Gosnells and Shire of Serpentine-Jarrahdale	Department of Communities Regional Coordinator, ERS South Metro – Armadale, Gosnells, Serpentine, Jarrahdale	February 2025
Local Recovery Plan	City of Armadale	City of Armadale Emergency Management Lead	December 2024
Plan for Animal Welfare In Emergencies – Operational	City of Armadale	City of Armadale Emergency Services Coordinator	October 2021

2.3 State Hazard Plans

Hazard	Owner	Hazard Plan	Date
Air, Rail and Road Crash	WA Police Force	State Hazard Plan - Crash Emergency	February 2023
Animal, plant pests or diseases	Department for Primary Industries and Regional Development (DPIRD)	State Hazard Plan - Animal & Plant Biosecurity	August 2022
Energy Supply Distribution	Department of Mines, Industry Regulation and Safety (DMIRS)	State Hazard Plan - Energy Supply Disruption	August 2024
Fire	Department of Fire and Emergency Services	State Hazard Plan - Fire	August 2025
HAZMAT Annex A - Radiation Escape from a Nuclear-Powered Warship (NPW)	WA Police Force	State Hazard Plan - Radiation Escape from NWS	February 2023
HAZMAT Annex B - Space Re-entry Debris	WA Police Force	State Hazard Plan - Space Re-entry Debris (SPRED)	May 2024
HAZMAT - release or escape of a chemical, radiological or other substance	Department of Fire and Emergency Services	State Hazard Plan - HAZMAT - Hazardous Materials Emergencies	May 2024
Heatwave	Department of Health	State Hazard Plan - Heatwave	February 2023
Human epidemic and biological spillage, release or escape and infectious disease	Department of Health	State Hazard Plan - Human Biosecurity	March 2025
Maritime Environmental Emergencies (MEE)	Department of Transport	State Hazard Plan - Maritime Environmental Emergencies (MEE)	February 2023
Search and Rescue Emergency (SAR) - land or marine	WA Police Force	State Hazard Plan - Search and Rescue	February 2023
Collapse	Department of Fire and Emergency Services	State Hazard Plan - Collapse	February 2023
Cyclone, Flood and Storm	Department of Fire and Emergency Services	State Hazard Plan – Severe Weather	February 2023

Earthquake	Department of Fire and Emergency Services	State Hazard Plan - Earthquake	February 2023
Hostile & Terrorist Act	WA Police	State Hazard Plan – Hostile Act	May 2024

2.4 State Support Plans

Owner	Document	Date
Department of Communities	State Support Plan - Emergency Relief and Support	December 2024
SEMC Public Information Reference Group	State Support Plan – Public Information	December 2024
Department of Primary Industries and Regional Development (DPIRD)	State Support Plan - Animal Welfare in Emergencies	March 2025

2.5 Agreements, Understandings & Commitments

The following agreements exist through response protocols to emergencies.

Parties to the Agreement		Summary of the Agreement
CoA	DBCA and DFES	Zone 2 response
CoA	South Coastal and South Metro Local Govt	MoC - Provision of Emergency Support

2.6 Special Considerations

Special consideration is to be given to events and seasonal requirements that will impact on the implementation of the City of Armadale's LEMA.

The following events require such consideration:

Description	Time of Year	Impact
Australia Day Fireworks Minnawarra Park	January	Fire risk from fireworks Increased traffic Large influx of people Heat
Concert Series Araluen Botanic Park	January February	Increased traffic Traffic management Evacuation Large influx of people Heat
Anzac Day Ceremony Memorial Park	April	Increased traffic Large influx of people Road closures

Spring Time Araluen Botanic Park	August September	Increased traffic Traffic management Evacuation Large influx of people
Highland Gathering Minnawarra Park	September October	Increased traffic Large influx of people
WA State Rowing Championships Champion Lakes Regatta Centre	September	Increased traffic Large influx of people
Kelmscott Annual Show Rushton Park	October	Increased traffic Large influx of people Fire risk from fireworks
Carols by Candlelight & Christmas Parade	December	Increased traffic Large influx of people Road closures Heat

2.7 Resources

Resources exist within the Local Emergency Management Committee (LEMC) member agencies to respond in the event of an emergency. LEMC member agencies include:

- City of Armadale
- Department of Biodiversity, Conservation and Attractions (DBCA)
- Department of Communities (DoC)
- Department of Fire & Emergency Services (DFES)
- WA Police - Armadale
- Department of Education
- Department of Health
- Department of Primary Industries and Regional Development
- Water Corporation
- Red Cross
- Salvation Army Emergency Services
- St John Ambulance
- State Emergency Services (SES)
- Volunteer Bushfire Brigades

In addition to LEMC member agency resources, community, industry and commercial resources exist within the City of Armadale and surrounding areas. A resource register is provided in **appendix D**.

PART 3: ROLES AND RESPONSIBILITIES

3.1 City of Armadale Roles and Responsibilities

Role	Responsibilities
Local Government	<p>The responsibilities of the City of Armadale are defined in section 36 of the EM Act and are as follows:</p> <ol style="list-style-type: none">1) Subject to the Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district.2) To manage recovery following an emergency affecting the community in its district. The City has developed a Local Recovery Plan (appendix H) and appointed the Executive Director of Community Services as the Local Recovery Coordinator.3) To perform other functions given to the local government under the Act.
Local Emergency Coordinator (LEC)	<p>The responsibilities of the Local Emergency Coordinator (LEC) are defined in section 37 of the EM Act and are as follows:</p> <ol style="list-style-type: none">1) The State Emergency Coordinator (SEC) is to appoint a Local Emergency Coordinator (LEC) for each local government district.2) Before appointing a LEC for a local government district, the SEC is to consult the relevant local government.3) In making an appointment the SEC is to have regard to any submissions of the local government.4) The LEC for a local government district has the following functions —<ol style="list-style-type: none">(a) To provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district.(b) To assist hazard management agencies 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 SEC. <p>The LEC is the OIC, Armadale Police Station.</p>

Local Recovery Coordinator (LRC)	<ol style="list-style-type: none"> 1) The Local Recovery Coordinator (LRC) is to ensure the development and maintenance of effective recovery management arrangements for the local government. 2) In conjunction with the Local Recovery Coordination Group (LRCG), implement a post incident recovery action plan and manage the recovery phase of the incident. <p>The LRC is the Executive Director of Community Services or their delegate.</p>
Local Government Evacuation Liaison Officer (ELO)	<p>During an evacuation where a local government facility is utilised by the Department of Communities, the Local Government Evacuation Liaison Officer (ELO) will provide advice, information and resources regarding the operation of the facility.</p> <p>The ELO is the Manager of Community Services.</p>
Local Government Liaison Officer to the ISG / IMT	<p>During a major emergency, the Local Government Liaison Officer to the Incident Support Group (ISG) or Incident Management Team (IMT) attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.</p> <p>The Liaison Officer to the ISG or IMT is the Emergency Management Coordinator.</p>
Local Government Incident Management	<ol style="list-style-type: none"> 1) Ensure planning and preparation for emergencies is undertaken. 2) Implement procedures that assist the community and emergency services deal with incidents. 3) Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. 4) Keep appropriate records of incidents that have occurred to ensure continual improvement of the City of Armadale's emergency response capability. 5) Liaise with the incident controller via a liaison officer. 6) Participate in the ISG and provide local support. 7) Where an identified evacuation centre is a building owned and operated by the City of Armadale, provide a liaison officer to support the Department of Communities. <p>This role is coordinated by the Emergency Management Lead.</p>

3.2 Local Emergency Management Committee (LEMC)

The City of Armadale has established a Local Emergency Management Committee (LEMC) under section 38(1) of the [Emergency Management Act 2005](#) (EM Act) to oversee, plan and test the LEMA. The LEMC members are relevant to the identified risks and emergency management arrangements for the City of Armadale. The LEMC is not an operational committee but the organisation established by the City of Armadale to assist in the development of LEMA.

The LEMC plays a vital role in assisting the City of Armadale communities become more prepared for major emergencies by:

- 1) Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues.
- 2) Providing advice to the HMA to develop effective localised hazard plans.
- 3) Providing a multi-agency forum to analyse and treat local risk.
- 4) Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

Role	Responsibility
LEMC Chair	<p>Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the City of Armadale is undertaken.</p> <p>The LEMC Chair is the City of Armadale Mayor.</p>
LEMC Executive Officer (EO)	<p>Provide executive support to the LEMC by:</p> <ol style="list-style-type: none">1) Provide secretariat support including:<ol style="list-style-type: none">(a) Meeting agenda(b) Minutes and action lists(c) Correspondence(d) Committee membership contact register2) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:<ol style="list-style-type: none">(a) Annual Report(b) Annual Business Plan(c) Local Emergency Management Arrangements;3) Facilitate the provision of relevant emergency management advice to the Chair and committee as required.4) Participate as a member of sub-committees and working groups as required. <p>The LEMC EO is the City of Armadale Emergency Management Lead.</p>

In the event of an emergency, the City of Armadale will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency.

3.3 Agency Roles

Role	Responsibility
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> <ol style="list-style-type: none"> 1) Undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness. 2) Control all aspects of the response to an incident. 3) Ensure effective transition to recovery.
Hazard Management Agency (HMA)	<p>A hazard management agency is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed in section 4 EM Act. HMA are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ol style="list-style-type: none"> 1) Undertake responsibilities where prescribed for these aspects (EM Regulations). 2) Appoint Hazard Management Officers (section 55 EM Act). 3) Declare / revoke emergency situation (sections 50 & 53 EM Act). 4) Coordinate the development of the State Hazard Plan for that hazard (State EM Policy section 1.5). 5) Ensure effective transition to recovery.
Combat Agency	<p>A combat agency as prescribed under subsection 1 of the EM Act 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> <p>Their function is to:</p> <ol style="list-style-type: none"> 1) Execute combative actions. 2) Provide progress reports to the Incident Manager (IM) and Operations Area Manager (OAM). 3) Provide a liaison officer to the IMT. 4) Attend post emergency debriefs. 5) Provide a post emergency report.

Support Organisations	<p>A support organisation is 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.</p> <p>Their function is to:</p> <ol style="list-style-type: none"> 1) Restore essential services affected by an emergency 2) Provide functional support as part of a plan 3) Provide progress reports to the IM and OAM 4) Provide a liaison officer to the IMT 5) Attend post emergency debriefs 6) Provide a post emergency report
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PART 4: RISK

4.1 Emergency Risk Management (ERM)

Risk management is a critical component of the emergency management process. Building a sound understanding of the risks and hazards likely to impact the community, will enable the City of Armadale and the LEMC to work together in implement treatments.

This process will help build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The Emergency Risk Management planning process is detailed in [State EM Policy 3.2](#) - "Emergency Risk Management Planning".

In order to determine the emergencies that are likely to occur the City of Armadale, a risk analysis utilising ERM models based on AS/NZS ISO 31000:2009 "Risk Management – Principles and Guidelines" will be conducted. Upon completion of the ERM process, the LEMA will be updated accordingly.

The ERM process will identify the following:

1. **Risk Register.** On completion of the ERM process, the City of Armadale will create a risk register and the treatment strategies required.
2. **Critical infrastructure.** On completion of the ERM process, the City of Armadale will identify critical infrastructure and its vulnerability to hazards.
3. **Description of emergencies.** On completion of the ERM process, the City of Armadale will identify those emergencies likely to occur and provide detail in the table below.

Hazard	Controlling Agency	HMA	Local Combat Role	State Hazard Plan	Local Plan

The ERM process of identifying risk in the City of Armadale will develop the following priorities for addressing these risks, and the strategies or treatments that are to be applied to mitigate the risk to the City.

Priorities	Strategies

PART 5: COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMA and Combat Agencies may require local resources and assistance. The City of Armadale is committed to providing assistance and support, if the required resources are available, through the Incident Support Group when and if formed.

5.1 Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller (IC) 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.

5.1.1 Triggers for an ISG

The triggers for an ISG are defined in [State EM Policy](#) statement 5.2.2 and [State EM Plan](#) section 5.1. These are:

- a) Where an incident is designated as “level 2” or higher and / or
- b) Multiple agencies need to be coordinated

5.1.2 Membership of an ISG

The ISG is made up of agency representatives that provide support to the Controlling Agency. Emergency Management Agencies (EMA) may be called on to be liaison officers on the ISG. The representation of this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

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

The Local Recovery Coordinator will be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

5.1.3 Frequency of Meetings

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

5.2 Location of ISG Meetings

The ISG meets during an emergency to provide a focal point for a coordinated approach. The following tables identify suitable locations where the ISG can meet within the City of Armadale.

Location 1	City of Armadale Administration Centre		
Address	7 Orchard Avenue, Armadale		
Facilities	Meeting rooms, internet, phones, computers, catering		
	Name	Email and mobile	
1 st contact	Emergency Management Lead	Not for publication	
2 nd contact	Ranger and Emergency Services	Not for publication	

Location 2	DFES South East Metropolitan Operations		
Address	234 Jull Street, Armadale		
Facilities	Meeting rooms, internet, phones, computers, catering		
	Name	Email and mobile	
1 st contact	District Officer	Not for publication	
2 nd contact	District Officer	Not for publication	

Location 3	Armadale Police Station		
Address	10 Third Road, Armadale		
Facilities	Meeting rooms, internet, phones, computers		
	Name	Email and mobile	
1 st contact	Inspector	Not for publication	
2 nd contact	Senior Sergeant	Not for publication	

PART 6: 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.

The provision of information during an emergency is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team (IMT) position of Public Information Officer (PIO) as per the AIMS Structure. The City of Armadale Manager Communications and Marketing will support this role as Deputy PIO or as liaison to the PIO. The City of Armadale spokesperson is the Mayor or their delegate.

The City of Armadale has developed a Communications Plan (operational) to be activated in the event of an emergency.

6.1 Public Warning Systems

During emergency situations, one of the most critical components of managing an emergency is getting information out to the public in a timely and efficient manner.

State government agencies, businesses and organisations provide public warnings to the community, these include:

Emergency Alert is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and / or imminent threat.
DFES information line 13 DFES (13 3337)
Emergency WA website
DFES Facebook
Department of Biodiversity, Conservation and Attractions
Western Australia Police Force
ABC emergency radio
Heritage FM
6PR

6.2 City of Armadale Local Systems

Description	Contact person	Contact number
Social media platforms, media releases and website	Manager Communications and Marketing	Not for publication

6.3 Bureau of Meteorology

The Bureau of Meteorology (BOM) provides whether warning information to the public. The warning services provided include; fire weather warnings, severe thunderstorm and general severe weather warnings, flood warning and other warnings or alerts. The information provided in a whether warning includes the type of warning issued, when and where they are issued and samples of the individual warnings.

[The Bureau of Meteorology](#) provides these via their website and social media, local radio and television stations.

6.5 Standard Emergency Warning Signal (SEWS)

The [Standard Emergency Warning Signal](#) is a distinct warning signal that is broadcast immediately prior to a major emergency announcements on the radio, television and other communication systems.

The purpose of SEWS is to alert the community that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them.

The emergency announcement that follows SEWS is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment.

It can be used for various hazards and does not relate to any particular emergency situation or a State of Emergency, as defined by the EM Act.

PART 7: FINANCIAL ARRANGEMENTS

[State EM Policy](#) section 5.12 Funding for emergency response, [State EM Plan](#) section 5.4 and 6.10 and [State EM Recovery Procedures](#) 1-2 outline the responsibilities for funding during multi- agency emergencies. While recognising the above, the City of Armadale 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 will be notified immediately an emergency event requiring resourcing by the City of Armadale occurs, to ensure the desired level of support is achieved.

PART 8: EVACUATION AND WELLBEING

Evacuating a community is the responsibility of the Controlling Agency. The City of Armadale, with the assistance of the LEMC, has responsibilities to undertake pre-emergency evacuation planning. Evacuations shall be planned for and managed according to the [Western Australian Community Evacuation in Emergencies Guideline](#).

The City of Armadale Evacuation Plan (operational) will assist the controlling agency to make timely and informed decisions.

The City of Armadale consults with and supports the Department of Communities in the activation of the Local Emergency Relief and Support Plan (LERSP).

8.1 Special Needs Groups

Certain members of the community may require special assistance to evacuate. These may include:

Nursing Homes
Aged Care Facilities
Persons with disabilities
CaLD Community
Schools
Childcare centres and providers
Hospitals
Caravan parks
Retirement Villages

PART 9: RECOVERY

The City of Armadale has developed a Local Recovery Plan (LRP) for activation in the recovery phase of an emergency response. This Plan is provided in **appendix E**.

PART 10: PLAN FOR ANIMAL WELFARE IN EMERGENCIES

The City of Armadale has developed a Plan for Animal Welfare in Emergencies (operational) for activation in an emergency event.

LIST OF APPENDIX

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Appendix B	Acronyms
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APPENDIX A: GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in section 3 of the [Emergency Management Act 2005 \(EM Act\)](#) or as defined in the [State Emergency Management Glossary](#).

AIIMS – Australasian Inter-Service Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat – to take steps to eliminate or reduce the effects of an incident on the community.

Combat Agency – a combat agency 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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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 an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

Disaster – see EMERGENCY.

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

District Emergency Management Committee (DEMC) – a district emergency management committee established under section 31(1) of the *Emergency Management Act 2005*.

District Emergency Coordinator (DEC) – the person appointed by the State Emergency Coordinator to provide advice and support to their district emergency management committee in the development and maintenance of emergency Local Emergency Management Arrangements

management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Emergency Management – the management of the adverse effects of an emergency. See PPRR.

Emergency Risk Management (ERM) – a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

Essential Services Network Operators – 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.

Evacuation Centre - a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other wellbeing/recovery services should also be provided.

Exercise - simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together.

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 (HMA) – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazardous Material (HAZMAT) - a substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.

Incident – the occurrence or imminent occurrence of a hazard.

Incident Area (IA) – the area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

Incident Control Centre (ICC) - the location where the incident controller and, where established, members of the incident management team provide overall direction of response activities in an emergency situation. Syn. 'Emergency Operations Centre'.

Incident Controller (IC) – the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Incident Management Team (IMT) – a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

Incident Support Group (ISG) – a group of agency / organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator (LEC) - 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 and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee (LEMC) – a local emergency management committee established under section 38 of the *Emergency Management Act 2005*. The Chair of the City of Armadale LEMC is the City of Armadale Mayor.

Mitigation - measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.

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

Operational Area Manager (OAM) – the person designated by the relevant HMA, responsible for the overall management of an Operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

Operational Area Support Group (OASG) - a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

Operation – an incident or multiple incidents which impact, or are likely to impact, beyond a localized community or geographical area.

PPRR - an acronym for Prevention, Preparedness, Response and Recovery.

Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Preparedness – preparation for response to an emergency.

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

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 – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment. The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood. A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period. Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

Risk Management – coordinated 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.

Situation Report (SitRep) - a brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.

Standard Emergency Warning Signal (SEWS) - a distinct sound approved by the State Emergency Management Committee to indicate an emergency announcement follows.

State Emergency Coordination Group (SECG) – a group that is established, under section 26 of the *Emergency Management Act 2005* during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister.

State Emergency Management Committee (SEMC) – committee established under section 13 of the *Emergency Management Act 2005*.

Support Function Coordinator – that person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Evacuation Centre Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Department of Communities in the State Emergency Relief and Support Plan.

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.

Telecommunications – the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

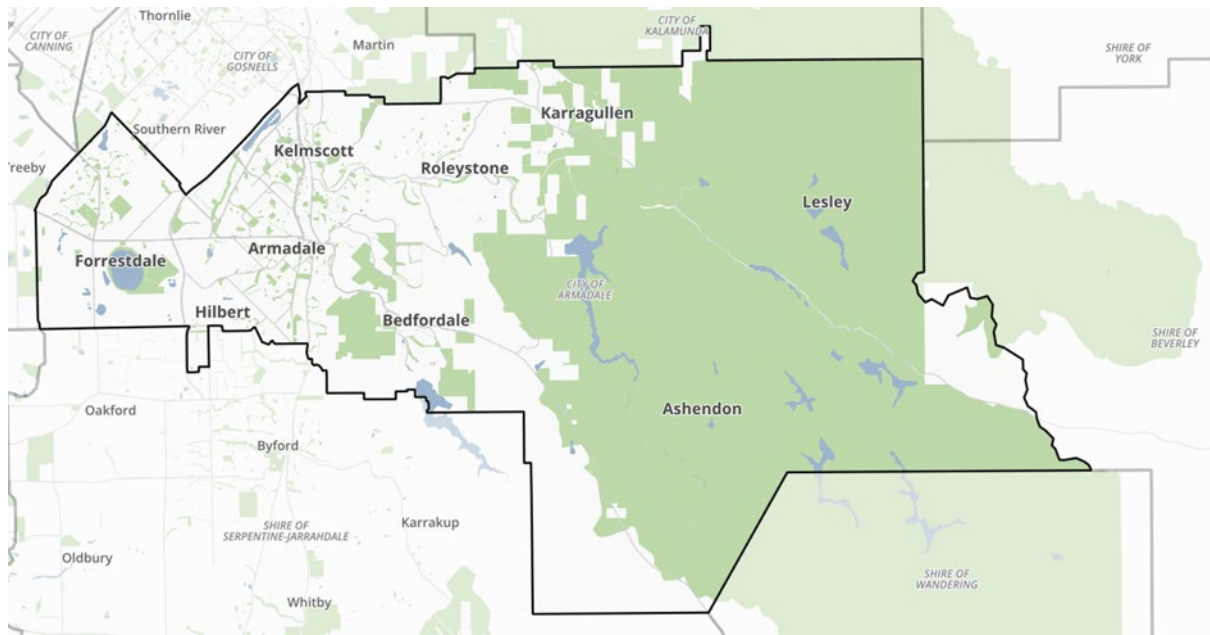
Vulnerability – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

APPENDIX B: ACRONYMS

The following acronyms are used throughout this document.

BFS	Bush Fire Service
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
CoA	City of Armadale
DBCA	Department of Biodiversity, Conservation and Attractions
DoC	Department of Communities
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
EMA	Emergency Management Authority
ECC	Emergency Coordination Centre
FRS	Fire and Rescue Service WA
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
ISG	Incident Support Group
IMT	Incident Management Team
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty to Animals
SES	State Emergency Service
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEWS	Standard Emergency Warning Signal
WA Police	Western Australia Police Force

APPENDIX C: MAP OF THE CITY OF ARMADALE



APPENDIX D: RESOURCE REGISTER

Company	Beaver Tree Service
Contact	Joe Carriera joe@beavertree.com.au
Mobile	0408 810 533
Business phone	(08) 9497 5475
Address	21 Cartwright Drive, Forrestdale, 6112
Service type	<ul style="list-style-type: none"> • Cherry Picker up to 24 metres • Truck and Wood chippers • Arborists • Arborists with ESI in power line safety • Chainsaws • Climbers • Ropes • Watering trucks up to 9,000 litres • Trackloader and Forestry Mower • Small loaders • Stump grinders • Traffic Management • 24 hr on call services for any tree works day or night

Company	Contraflow Traffic Management
Contact	Grig Papadopoulos grigorios.papadopoulos@contraflow.com.au
Mobile	0429 773 349
Business phone	1300 789 692
Address	
Service type	Traffic management

Company	Classic Hire
Contact person and email address	Mathew Brothers kelmscott@classichire.net.au
Mobile	0417 371 877
Business phone	(08) 9399 6222
Address	249 Railway Ave, Kelmscott
Service type	Equipment Hire <ul style="list-style-type: none"> • Earthmoving • Generators • Toilets • Trailers

Company	Public Transport Authority
Contact person and email address	Centre Monitoring Centre Shift Commander
Business phone	(08) 9326 2081 manned 24hrs.
Service type	Bus hire and transportation

