



City of  
**Belmont**



TOWN OF  
**VICTORIA PARK**

# LEMA

LOCAL EMERGENCY  
MANAGEMENT ARRANGEMENTS



# GENERAL PLAN

2025

# CONTENTS

<b>CONTENTS</b> .....	<b>1</b>
<b>1. ADMINISTRATION</b> .....	<b>4</b>
1.1 ENDORSEMENT OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS.....	4
1.2 DISTRIBUTION.....	5
<i>Full Unrestricted Version</i> .....	5
<i>Public Access Restricted Version</i> .....	6
1.3 DOCUMENT AVAILABILITY.....	6
1.4 AMENDMENT RECORD .....	6
1.5 GLOSSARY OF TERMS AND ACRONYMS.....	7
1.6 RELATED DOCUMENTS & ARRANGEMENTS .....	7
1.6.1 <i>State Emergency Management Plans</i> .....	8
1.6.2 <i>Local Emergency Management Plans</i> .....	8
1.6.3 <i>Related Documents</i> .....	8
1.7 LOCAL EMERGENCY MANAGEMENT POLICIES.....	9
1.8 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS .....	9
1.8.1 <i>Mutual Aid Agreement</i> .....	9
1.9 SPECIAL CONSIDERATIONS .....	10
<b>2. OVERVIEW</b> .....	<b>12</b>
2.1 AREA COVERED .....	12
2.2 HISTORY AND CULTURE.....	13
2.3 POPULATION AND DEMOGRAPHICS .....	14
2.4 CLIMATE .....	14
2.5 TOPOGRAPHY.....	15
2.6 ECONOMIC PROFILE .....	15
2.7 CRITICAL INFRASTRUCTURE .....	15
2.7.1 <i>Electrical Supply</i> .....	15
2.7.2 <i>Gas Supply</i> .....	15
2.7.3 <i>Sewerage System</i> .....	16
2.7.4 <i>Water Supply</i> .....	16
2.7.5 <i>Medical Services</i> .....	16
2.7.6 <i>Transport &amp; Airport Facilities</i> .....	16
2.7.7 <i>Communications Infrastructure</i> .....	18
2.7.8 <i>Public Facilities</i> .....	18
2.7.9 <i>Emergency Services</i> .....	21
<b>3. EMERGENCY MANAGEMENT PLANNING</b> .....	<b>22</b>
3.1 AIM AND PURPOSE .....	22
3.2 OBJECTIVES .....	22
3.3 SCOPE .....	23
3.4 ROLES AND RESPONSIBILITIES.....	23
3.5 RESOURCES .....	23
3.6 LOCAL MUTUAL AID.....	23
3.7 FINANCIAL ARRANGEMENTS.....	24



3.7.1 Authority to Incur Expense ..... 24

3.7.2 Response ..... 24

3.7.3 DRFAWA ..... 24

**4. LOCAL EMERGENCY MANAGEMENT COMMITTEE .....25**

4.1 INTRODUCTION ..... 25

4.2 LEMC ROLE ..... 25

4.3 LEMC PROCEDURES ..... 26

4.4 LEMC MEMBERSHIP..... 26

4.4.1 LEMC Members ..... 27

4.5 LEMC REPORTING..... 28

4.5.1 Annual Reporting ..... 28

4.5.2 Preparedness Reporting ..... 28

4.6 LEMC SPECIAL / EMERGENCY MEETINGS ..... 28

**5. MANAGING RISK.....29**

5.1 EMERGENCY RISK MANAGEMENT ..... 29

5.2 RISKS IDENTIFIED ..... 29

5.3 RISK MANAGEMENT PLANNING..... 30

**6. RESPONSE & COORDINATION .....31**

**EMERGENCY OPERATIONS .....31**

6.1 ACTIVATION OF LOCAL ARRANGEMENTS..... 31

6.2 INCIDENT SUPPORT GROUP ..... 31

6.2.1 Triggers for Incident Support Group..... 32

6.2.2 Incident Support Group Membership ..... 32

6.2.3 Incident Support Group Meeting Location and Frequency..... 32

6.3 INCIDENT CONTROL CENTRE ..... 33

6.4 STATE OF EMERGENCY ..... 34

**7. MEDIA MANAGEMENT & PUBLIC INFORMATION .....36**

7.1 PUBLIC COMMUNICATION SYSTEMS ..... 36

7.1.1 Local Government Local Communication Systems..... 36

7.1.2 Standard Emergency Warning Signal..... 37

7.1.3 Emergency WA..... 37

7.1.4 Emergency WA App..... 37

7.1.5 Emergency Alert System..... 38

7.1.6 DFES Public Information Line ..... 38

7.1.5 Additional Information Outlets ..... 38

**8. EVACUATION .....39**

8.1 EVACUATION MANAGEMENT ..... 39

8.1.1 Decision ..... 39

8.1.2 Timelines ..... 40

8.1.3 Combat Agency for Evacuation ..... 40

8.1.4 Evacuation Centres..... 40

8.2 HIGHER RISK PERSONS AND GROUPS ..... 40

8.3 EVACUATION ROUTES..... 41

8.4	ISOLATION AND QUARANTINE .....	41
8.5	RETURN .....	41
<b>9.</b>	<b>EMERGENCY RELIEF &amp; SUPPORT .....</b>	<b>42</b>
9.1	COMMUNITIES LOCAL EVACUATION CENTRE COORDINATOR (LECC) .....	42
9.2	LOCAL GOVERNMENT LIAISON OFFICER (LGLO) (EMERGENCY RELIEF AND SUPPORT) .....	42
9.3	REGISTER FIND REUNITE.....	42
9.4	EVACUATION CENTRES .....	43
9.4.1	<i>Animals in Emergencies</i> .....	43
<b>10.</b>	<b>RECOVERY.....</b>	<b>45</b>
<b>11.</b>	<b>EXERCISING &amp; REVIEW.....</b>	<b>46</b>
11.1	EXERCISING .....	46
11.1.1	<i>Exercise Frequency</i> .....	46
11.1.2	<i>Exercise Reporting</i> .....	46
11.2	REVIEW OF LEMA.....	46
<b>12.</b>	<b>APPENDICES.....</b>	<b>47</b>

<b>1. Glossary / Acronyms</b>	<b>5. COB EM Guideline, ToVP EM Management Practice &amp; LEMC TOR</b>	<b>9. Evacuation Centre Directory</b>
<b>2. Roles &amp; Responsibilities</b>	<b>6. Higher Risk Persons &amp; Groups Plan</b>	<b>10. LG Information &amp; Maps</b>
<b>3. Risk Register</b>	<b>7. Communities - Emergency Relief &amp; Support Plan</b>	<b>11. Templates- LEMC Special Agenda, Sitrep, &amp; Media Guide</b>
<b>4. Contacts &amp; Resources Directory</b>	<b>8. Animal Welfare in Emergencies Plan</b>	<b>12. MoU – City of Belmont &amp; Town of Victoria Park Town of Victoria Park &amp; Crown</b>

Endorsed by LEMC on 10 March 2025

Adopted by Town of Victoria Park Council on 20 May 2025

# 1. ADMINISTRATION



## 1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Belmont and Town of Victoria Park and have been tabled with the Local Emergency Management Committee.

\_\_\_\_\_ Date: \_\_\_\_\_

**Chair Local Emergency Management Committee**

Chairperson  
City of Belmont

\_\_\_\_\_ Date: \_\_\_\_\_

**Local Emergency Coordinator**

Belmont Police Station OIC

\_\_\_\_\_ Date: \_\_\_\_\_

**Chief Executive Officer**

City of Belmont

\_\_\_\_\_ Date: \_\_\_\_\_

**Chief Executive Officer**

Town of Victoria Park

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

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## 1.2 Distribution

### *Full Unrestricted Version*

City of Belmont

Town of Victoria Park

Surrounding Local Government Authorities (listed on Page 13)

Australian Red Cross

Belmont Forum

Belmont - State Emergency Service

Boronia Pre-Release Centre

Crown Resorts Perth

Curtin University

Department of Communities

Department of Fire and Emergency Services (East District)

District Emergency Management Advisors (DEMA)

Department of Primary Industry & Regional Development (DPIRD)

Main Roads

Optus Stadium

Perth Airport

Perth Freight Terminal

Perth Racing

Public Transport Authority (PTA)

Salvation Army

St Johns Ambulance

State Emergency Management Committee (SEMC)

WA Police - Belmont

WA Police - Cannington

WA Police - Kensington

Water Corporation

Western Power

## Public Access Restricted Version

### CITY OF BELMONT

City of Belmont Administration Offices – Front Counter/Reception

City of Belmont Ruth Faulkner Library

City of Belmont Website: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)

### TOWN OF VICTORIA PARK

Town of Victoria Park Administration Offices – Front Counter/Reception

Town of Victoria Park Library

Town of Victoria Park Website: [www.victoriapark.wa.gov.au](http://www.victoriapark.wa.gov.au)



## 1.3 Document Availability

Restricted copies of these arrangements are available free of charge and can be found at:

### City of Belmont

215 Wright Street, Cloverdale

*(During normal business hours)*

City of Belmont website: [www.belmont.wa.gov.au](http://www.belmont.wa.gov.au)

### Town of Victoria Park

99 Shepperton Road, Victoria Park

*(During normal business hours)*

Town of Victoria Park website: [www.victoriapark.wa.gov.au](http://www.victoriapark.wa.gov.au)



## 1.4 Amendment Record

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

Feedback can include:

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

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

### City of Belmont

Chief Executive Officer

Locked Bag 379  
 COVERDALE WA 6985  
 Ph: (08) 9477 7222  
 Email: [belmont@belmont.wa.gov.au](mailto:belmont@belmont.wa.gov.au)

**Town of Victoria Park**  
 Chief Executive Officer  
 Locked Bag 437  
 VICTORIA PARK WA 6979  
 Ph: (08) 9311 8111  
 Email: [admin@vicpark.wa.gov.au](mailto:admin@vicpark.wa.gov.au)

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration.

The LEMC must approve all amendments and enter them in the Amendment Register below:

Amendment		Details Of Amendment	Amended By
No	Date		
1	January 2008	Consolidated Plan issued	R Fishwick
2	June 2008	Complete Plan review	J Burnett
3	December 2010	General review	L Howell
4	June 2012	Update of titles, contacts and distribution list	L Howell
5	June 2017	Full re-write in-line with new SEMC Guidelines and Model	R Lutey
6	September 2018	General review and amendments	L Timol
7	May 2020	Major review LEMA and Recovery Plan	L Timol/ C McCallum
8	January 2025	Complete rewrite and redevelopment	LR Winter / B Mentz / M Corfield / I Freeman



## 1.5 Glossary of Terms and Acronyms

Refer **Appendix 1** for glossary directly related this document.

For the State glossary for the emergency management sector in Western Australia – [Click Here](#).



## 1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the City of Belmont and Town of Victoria Park, these arrangements, support plans and other related



documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

### **1.6.1 State Emergency Management Plans**

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
  - Emergency Relief and Support
  - Emergency Public Information
  - Animal Welfare in Emergencies
- National EM Plans.

### **1.6.2 Local Emergency Management Plans**

The following emergency management plans support the City of Belmont and Town of Victoria Park Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- City of Belmont and Town of Victoria Park Local Recovery Plan 2025 (Stand-alone plan)
- Business Continuity Plan (Stand-alone plan)
- City of Belmont and Town of Victoria Park Risk Analysis (see **Appendix 3**)
- City of Belmont and Town of Victoria Park Higher Risk Persons & Groups Plan (see **Appendix 6**)
- City of Belmont and Town of Victoria Park Animal Welfare in Emergencies Plan (AWEP) (see **Appendix 8**)

### **1.6.3 Related Documents**

#### **City of Belmont**

- Business Continuity Plans
- Strategic Community Plan
- Community Services – Service Disruption Event Framework
- Crisis (Issues) Communications Management Plan
- Crisis Notification – Declaration Process
- Emergency Procedures – After Hours – Civic Centre
- Emergency Response Guidelines for Persons Hiring Council Facilities
- Guide for Opening and Coordinating an Emergency Relief & Support Centre
- Entry in an Emergency (Form)
- IT Disaster Recovery Plan
- JSEA Worksheets
- Marketing Event Plans
- Records Disaster Recovery Plan
- Work Instruction – Various

**Town of Victoria Park**

- Business Continuity Plan
- Communications Plan
- Emergency and Evacuation Procedures
- Information and Parking
- Marketing Events Emergency Plan
- Strategic Community Plan



## 1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to City/Town, being bylaws or operational policies. The City of Belmont and Town of Victoria Park policies relating to emergency management include:

- Emergency Management Guideline – See **Appendix 5(a)** & Emergency Management – Management Practice – See **Appendix 5(b)**



## 1.8 Agreements, Understandings and Commitments

### 1.8.1 Mutual Aid Agreement

The City of Belmont and Town of Victoria Park along with other local governments, organisations and agencies signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the memorandum is to:

- Facilitate the provision of mutual aid, between, during emergencies and post incident recovery.
- Enhance the capacity of communities to cope in times of difficulty.
- Demonstrate capacity and willingness by working cooperatively and sharing resources where possible.

Agreement Parties	Description
City of Belmont and Town of Victoria Park	Reciprocal agreement to share equipment and resources.
Crown Perth	Use of facility in the event that Town of Victoria Park facility is unavailable.

For further information in regard to MOU's and agreements with the City/ Town – See **Appendix 12**



## 1.9 Special Considerations

The City of Belmont and Town of Victoria Park has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
<b>Storm Season</b>	May - October
<b>Flooding Event</b>	Riverine Flooding (Swan River)
<b>Public Events</b> <ul style="list-style-type: none"> <li>○ Arts and Cultural festival – 5000 people</li> <li>○ Perth Cup – 20,000 people</li> <li>○ Kidz Fest – 10,000 people</li> <li>○ Harmony Cultural Festival – 5,000 people</li> <li>○ Avon Decent Family Fun Day - 1,000 people</li> <li>○ Ascot Open Day - 7,000 people</li> <li>○ Ascot Summer Carnival - 7,000 people</li> <li>○ Ascot Racecourse Melbourne Cup - 20,000 people</li> <li>○ Ascot Railway Stakes Day - 16,000 people</li> <li>○ Ascot Winterbottom - 7,000 people</li> <li>○ Ascot Kingston Town - 6,000 people</li> <li>○ Christmas in the Park – 6,000 people</li> <li>○ Australia Day</li> <li>○ Perth Garden Festival - 30,000 people</li> <li>○ Remembrance Day</li> <li>○ Perth 4WD Show - 25,000 people</li> <li>○ Summer Street Party – 25,000 people</li> <li>○ Twilight Soiree - 1500</li> </ul>	<ul style="list-style-type: none"> <li>March</li> <li>December</li> <li>October - November</li> <li>March</li> <li>1<sup>st</sup> Sunday in August</li> <li>October</li> <li>October to March</li> <li>1<sup>st</sup> Tuesday in November</li> <li>November</li> <li>November</li> <li>December</li> <li>Held in December</li> <li>26<sup>th</sup> January</li> <li>March</li> <li>November</li> <li>November</li> <li>November to February Everyday</li> <li>December to February</li> </ul>
<b>Major Facilities:</b> <ul style="list-style-type: none"> <li>○ Ascot Racecourse</li> <li>○ Belmont Park Racecourse</li> <li>○ Perth Airport (Domestic/ International)</li> <li>○ Perth Freight Terminal (Kewdale Rail)</li> <li>○ Belmont Forum (130 Stores)</li> <li>○ Curtin University (55,000 Students)</li> <li>○ Crown Perth (3 Hotel &amp; Casino Complex)</li> <li>○ Optus Stadium (60,000)</li> <li>○ Boronia Pre Release Centre for Women</li> <li>○ The Park Centre Shopping Plaza</li> </ul>	<ul style="list-style-type: none"> <li>All Year (Including Perth Cup)</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> </ul>
<b>Road/ Rail Transport:</b> <ul style="list-style-type: none"> <li>○ Albany Highway</li> <li>○ Tonkin Highway</li> <li>○ Leach Highway</li> <li>○ Leach Highway</li> </ul>	<ul style="list-style-type: none"> <li>All Year</li> <li>All Year</li> <li>All Year</li> <li>All Year</li> </ul>

<b>Orrong Rd/ Graham Farmer Freeway</b>	All Year
<b>Perth Freight Lines, Kewdale</b>	All Year
<b>Redcliffe Train Station/ Perth Airport Line</b>	All Year
<b>Perth/ Armadale/ Thornlie Line</b>	All Year
<b>Shepperton Rd</b>	All Year
<b>Higher Risk Persons in Belmont:</b> <ul style="list-style-type: none"> <li>○ 12 Aged Care Facilities</li> <li>○ 4 Childcare Centre</li> <li>○ 15 Schools</li> </ul>	All year All year All year
<b>Higher Risk Persons in Victoria Park:</b> <ul style="list-style-type: none"> <li>○ 14 Aged Care Facilities</li> <li>○ 14 Childcare Centre</li> <li>○ 13 Schools</li> </ul>	All year All year All year
<b>Bio Security and Health Hazards</b>	All year

# 2. OVERVIEW



## 2.1 Area Covered

The City of Belmont and Town of Victoria Park are located less than 10km east of Perth CBD across the Swan River. The combined area of the two Local Governments totals to 58 square kilometres.

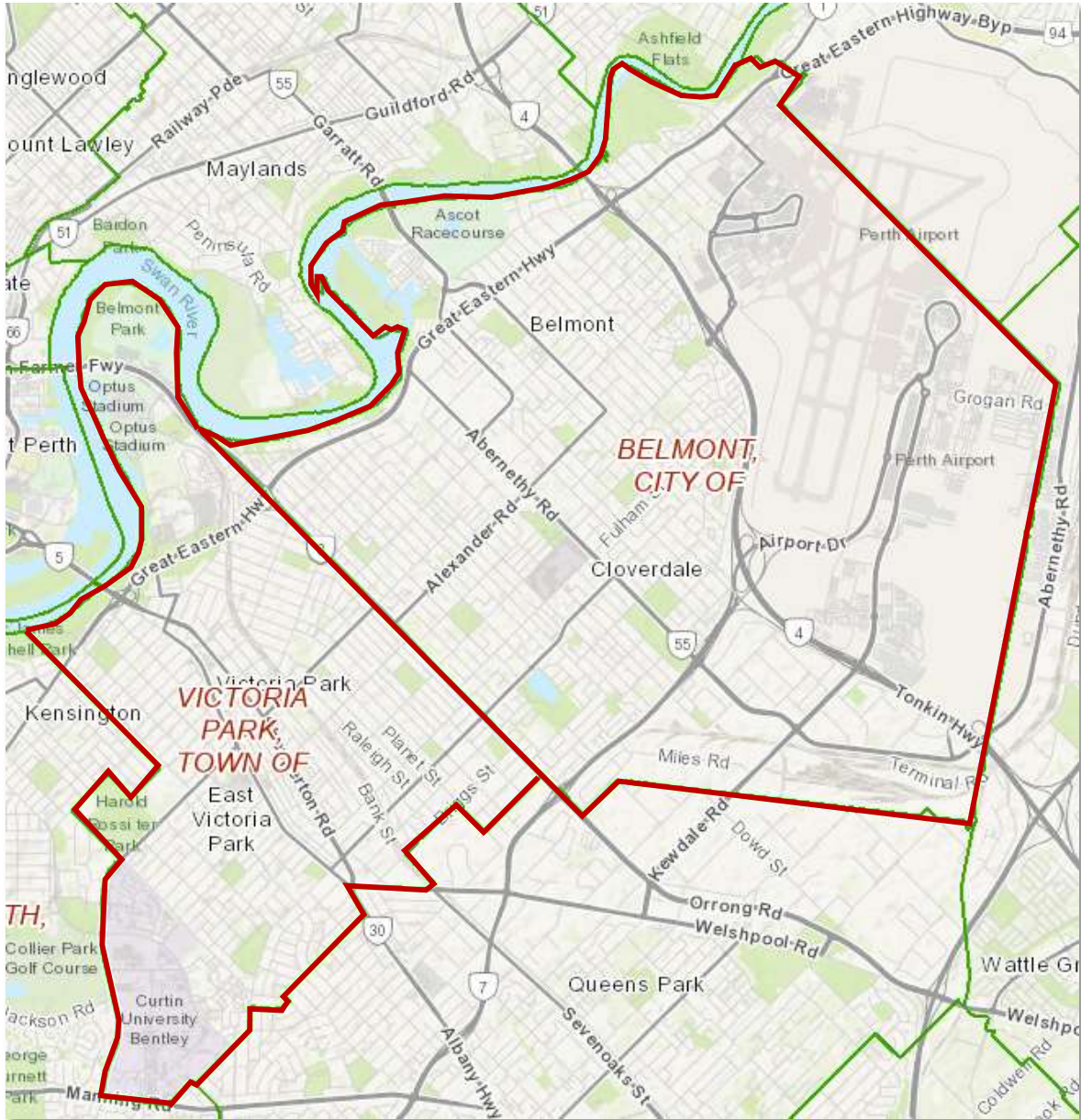


Figure 1: Map of the City of Belmont and Town of Victoria Park

Suburbs of each Local Government area:

CITY OF BELMONT	TOWN OF VICTORIA PARK
<b>Dwellings:22,643 (Area 40 sq km)</b>	<b>Dwellings: 18,136 (Area 18 sq km)</b>
Ascot	Bentley (Part of)
Belmont	Burswood
Cloverdale	Carlisle
Kewdale	East Victoria Park
Perth Airport	Lathlain
Redcliffe	St James (Part of)
Rivervale	Victoria Park

Surrounding Local Governments:

City of Bayswater (North)	City of Canning (South)
Town of Bassendean (North)	City of South Perth (West)
City of Swan (North-East)	City of Perth (North-West)
City of Kalamunda (East)	City of Canning
City of Gosnells	



## 2.2 History and Culture

The City of Belmont and Town of Victoria Park area, like much of the broader Perth region, is situated on the traditional lands of the Whadjuk Noongar people, one of the 14 language groups within the Noongar Nation. The Swan River holds profound cultural and spiritual significance for the Whadjuk Noongar, as it is linked to the Waugal, a powerful creation spirit believed to have formed the river and its surrounding features. A culturally significant site near the Causeway is known as ‘Matta Gerup’ (knee deep).

European settlement began in 1829 with the establishment of the Swan River Colony. The City of Belmont, established in 1961, attained City status in 1979. Initially focused on agriculture and horse racing, Belmont has grown into a diverse area combining residential, industrial, and commercial development, with Perth Airport as a major feature. The Town of Victoria Park was historically an inner suburb of the City of Perth until 1994, when it became a separate local government area. Today, it is a vibrant, multicultural suburb known for its dynamic community and is home to prominent landmarks such as Optus Stadium and Crown Perth.



## 2.3 Population and Demographics

The City of Belmont and Town of Victoria Park's population and demographics information is summarised below. Additional Census 2021 data for City/ Town can be found [here](#).

### City of Belmont

<b>42,806</b> Population	<b>1.6%</b> Annual Growth	<b>296</b> Natural Increase	<b>725</b> Net Overseas Migration	<b>-339</b> Net Internal Migration
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All data are from 30 June 2020, unless stated otherwise.

### Town of Victoria Park

<b>37,784</b> Population	<b>2.1%</b> Annual Growth	<b>135</b> Natural Increase	<b>921</b> Net Overseas Migration	<b>-293</b> Net Internal Migration
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All data are from 30 June 2020, unless stated otherwise.

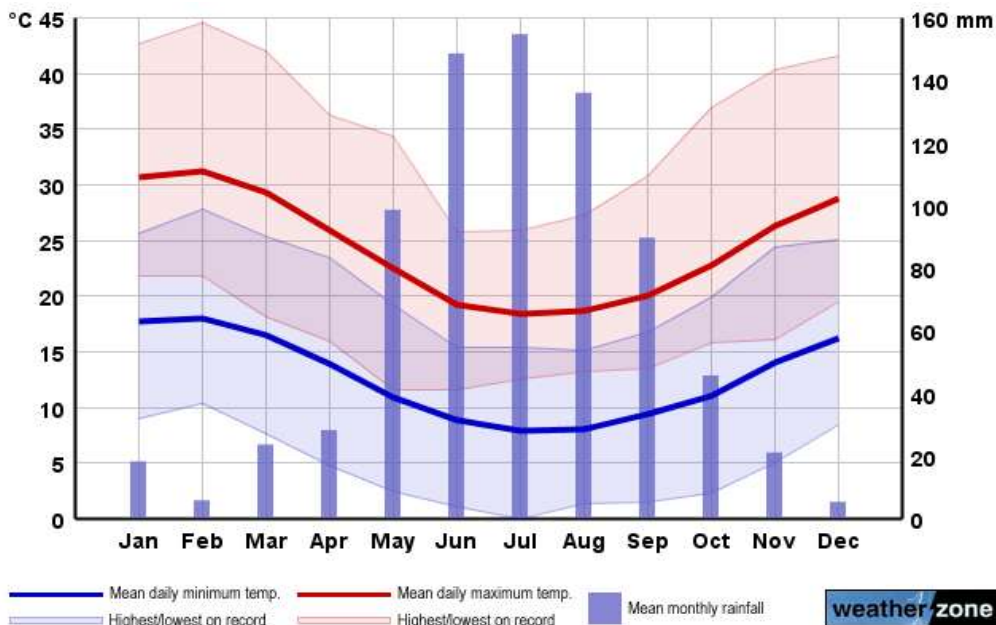
Source: <https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas>

The Town of Victoria Park has a Community Profile that states that the population is 42,352. - <https://profile.id.com.au/victoria-park>



## 2.4 Climate

The climate of the City of Belmont and Town of Victoria Park (East Perth) is described as hot, dry summers and light winters. The average annual temperature ranges from 17-31°C in summer to 8-19°C in winter. The average rainfall in City of Belmont and Town of Victoria Park (East Perth) is estimated to be 730 mm, depending on location, and occurs mainly in winter from June to August.





## 2.5 Topography

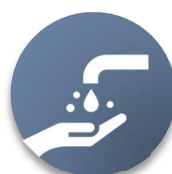
The City of Belmont and Town of Victoria Park, located in east of Perth, features a generally flat to gently undulating topography, with some slight rises, particularly in the northern areas. It lies along the Swan River's southern banks, with low-lying, flat land near the river's edge, including wetlands and reclaimed land. The area has been heavily developed, though the natural landscape retains traces of its historical watercourses and wetlands. The topography's relatively flat nature makes it ideal for urban development, contributing to Belmont & Town of Victoria Park's mix of residential, commercial, and recreational spaces.



## 2.6 Economic Profile

The City of Belmont has a diverse economy driven by manufacturing, logistics, retail, and service sectors. Its proximity to Perth Airport and the CBD supports industries such as warehousing, distribution and business services. The retail sector is growing, with Belmont Forum as a key hub, and the tourism and hospitality industries benefit from the city's location near the Swan River. The workforce is varied, with employment across retail, logistics, construction, and services, making Belmont an economically vibrant area.

The Town of Victoria Park has a vibrant and diverse economy, with key sectors including retail, hospitality, professional services, and residential development. The town's proximity to Perth's CBD and key transport routes, such as the Graham Farmer Freeway, makes it a hub for both businesses and residents. The retail sector is strong, with both large shopping centres and local boutique stores. The hospitality industry thrives with numerous cafes, restaurants, and entertainment venues. Ongoing residential development and revitalisation projects contribute to a growing local economy. Employment is spread across a variety of industries.



## 2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, major arterial roads and rail networks, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the City of Belmont and Town of Victoria Park community.

### 2.7.1 *Electrical Supply*

Power to all developments within the City of Belmont and Town of Victoria Park is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

### 2.7.2 *Gas Supply*

Gas is supplied to households and businesses via a gas network managed by ATCO Gas.



### 2.7.3 Sewerage System

The City of Belmont and the Town of Victoria Park are serviced by sewerage infrastructure. The sewerage systems in these areas are managed by the Water Corporation. City of Belmont and the Town of Victoria Park does not have its own dedicated sewage treatment plant. Wastewater from east of Perth is typically transported to one of the nearby regional treatment plants such as Subiaco Wastewater Treatment, Woodman Point or Beenyup Plants.

### 2.7.4 Water Supply

The water supply for the City of Belmont and the Town of Victoria Park is managed by the Water Corporation, with water sourced primarily from dams, groundwater, and desalination plants. The water undergoes treatment at local plants before being distributed through an extensive pipeline network to residential, commercial, and industrial customers. The system includes storage in reservoirs and water towers to maintain supply pressure and ensure reliable distribution.

### 2.7.5 Medical Services

<b>Royal Perth Hospital</b>	197 Wellington Street, Perth	(08) 9224 2244
<b>Bentley Hospital</b>	18-56 Mills Street, Bentley	(08) 9416 3666
<b>Belmont City Medical Centre (not for emergency care)</b>	321 Abernethy Road, Cloverdale	(08) 9277 3999
<b>Victoria Medical Group</b>	734 Albany Hwy, Victoria Park	(08) 9473 7888

The closest hospitals to the City of Belmont and the Town of Victoria Park are Royal Perth Hospital, located west of the area across the Swan River, and Bentley Hospital, situated to the south. Only Royal Perth Hospital offers emergency care service, however both offer medical services and outpatient treatment.

### 2.7.6 Transport & Airport Facilities

#### ROAD:

The City of Belmont and Town of Victoria Park has a comprehensive road network that enhances transportation and access in the region. Key transport links include:

<b>Albany Highway</b>	Connects Perth to Albany and other regional centres
<b>Great Eastern Highway</b>	Connects Perth to the East /West transport route
<b>Leach Highway</b>	Connect Fremantle with the Perth Airport
<b>Tonkin Highway</b>	Connects Armadale to Perth and to the Great Northern Highway
<b>Shepperton Rd</b>	Connects Perth to South East Corridor
<b>Orrong Rd/ Graham Farmer Freeway</b>	Connects Perth to South East Corridor which leads to the Kewdale Welshpool industrial areas and key arterials to Leach, Tonkin and Roe Highways.
<b>Welshpool Road</b>	Connects Shepperton Road past several arterial Roads

The City of Belmont has 234 kilometres of sealed roads, and the Town of Victoria Park has 175 kilometres of sealed roads; neither local government has unsealed roads.

To see updates on current road conditions visit [Main Roads Travel Map - Map](#)

### **AIRPORT:**

Perth Airport, located about 10 km east of the Perth CBD and is Western Australia's primary aviation hub, serving both domestic and international flights. It features four main terminals split across two precincts and supports travel for passenger and freight traffic, plus the mining and resources sector with FIFO services. The airport is connected by road via the Tonkin and Great Eastern Highways, public transport, and the Airport Line train.

### **RAILWAY:**

The Perth train network consists of five main lines and is an integral part of public transportation in the Perth metropolitan area, managed by Transperth. For Perth railway line maps – [click here](#).

The railway line flyovers within the City of Belmont and the Town of Victoria Park are located at:

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

### **BRIDGES:**

There are several bridges that service the City of Belmont and Town of Victoria Park areas and all from significant arterial accesses to and from the Perth City and key industrial locations, as well as the Perth Airport precinct and these are as follows:

The Causeway Bridge	East Perth / Burswood	Causeway
Windan Bridge	East Perth / Burswood	Graham Farmer Freeway
Garratt Road Bridge	Bayswater / Ascot	Garratt Road
Mooro-Beeloo Bridge (Redcliffe Bridge)	Bayswater / Ascot	Tonkin Highway
Stanton Rd Bridge (connects Redcliffe to Perth Airport Precinct)	Ascot/Perth Airport Precinct	Tonkin Highway
Leach Highway Flyover/ Interchange (connects Perth Airport/ Tonkin Hwy)	Kewdale/Perth Airport Precinct	
Kewdale Rd/ Horrie Miller Drive (Kewdale Industrial Area Perth Airport Indust. District)	Kewdale/Perth Airport Precinct	
Tonkin Hwy Bridge - Fly over/ Abernethy Rd Kewdale Industrial District	Kewdale/Perth Airport Precinct	
Leach Hwy Flyover / Orrong Rd	Kewdale / Welshpool	
Leach Hwy Flyover / Abernethy Rd	Kewdale	
Tidewater Way Bridge Over Swan River entering Black Swan Island	Ascot	

## 2.7.7 Communications Infrastructure

For maps of Telstra mobile coverage [click here](#).

## 2.7.8 Public Facilities

City/ Town has basic social infrastructure facilities that can assist with the response and recovery process, including:

CITY OF BELMONT			
Facility	Location	Contact	Description
<b>Belmont Hub</b>	213 Wright Street, Cloverdale	(08) 9477 7150	Multipurpose community centre, Library, meeting rooms, toilets, kitchen, internet, tables/ chairs
<b>Civic Centre</b>	215 Wright Street, Cloverdale	(08) 9477 7222	Main Council Administration Building. Limited Meeting Rooms, toilet, kitchen facilities, Council Chambers
<b>Belmont Oasis Leisure Centre</b>	Cnr Abernethy Rd and Alexander Rd, Belmont	(08) 9277 1622	Large stadium (500 people), fixed stand seats, multipurpose room, gym, creche, café/ kitchen, showers, toilets, pool
<b>Centenary Park Community Centre</b>	105 Daly Street, Belmont	(08) 9477 7222	Main hall (150 people), Lesser Hall, meeting rooms, kitchen, chairs/ tables, playground, toilets
<b>Forster Park Community Centre</b>	278 Keane Street, Cloverdale	(08) 9477 7222	Main Hall (200 people), multipurpose room, kitchen, table/ chairs, toilets
<b>Middleton Park Community Centre</b>	13 Middleton Street, Cloverdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground, Oval
<b>Miles Park Community Centre</b>	289 Belgravia Street, Cloverdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground, Oval, basketball court
<b>Peet Park Community Centre</b>	Sydenham Street, Kewdale	(08) 9477 7222	Large room (50 people), kitchen, table/ chairs, toilets, playground,
<b>Redcliffe Park Community Centre</b>	33 Morgan Road, Redcliffe	(08) 9477 7222	Main Hall (180 people), multipurpose room, meeting rooms, kitchen, table/ chairs, toilets, playground
<b>Rivervale Community Centre</b>	Francisco Street, Rivervale	(08) 9477 7222	Main Hall (160 people), meeting rooms, kitchen, table/ chairs, toilets, playground

**TOWN OF VICTORIA PARK**

Facility	Location	Contact	Description
<b>Victoria Park Community Centre</b>	248 Gloucester Street, East Victoria Park	(08) 9361 1999 <a href="mailto:hello@vicparkcc.org.au">hello@vicparkcc.org.au</a>	Two multipurpose rooms (50 people), toilets, chairs/ tables, kitchen, internet, Projector, PA System.
<b>Bentley Technology Park "The Hub"</b>	2 Brodie-Hall Dr, Bentley	(08) 9451 0888 <a href="mailto:admin@techparkwa.com.au">admin@techparkwa.com.au</a>	Function room, meeting rooms, toilets
<b>Burswood Water Sports Centre</b>	1 Camfield Drive, Burswood	0418 903 312	Meeting rooms, toilets, grass area, kitchen
<b>Connect Victoria Park</b>	5 Mackie Street, Victoria Park	(08) 9361 2904 <a href="mailto:admin@connectvictoriapark.org">admin@connectvictoriapark.org</a>	Main Hall (100 people), stage, meeting rooms, toilets, kitchen
<b>Harold Hawthorne Centre</b>	2 Memorial Avenue, Carlisle	(08) 9470 1155 <a href="mailto:reception@hhcentre.org">reception@hhcentre.org</a>	Main Hall (250 people), stage, meeting rooms, toilets, kitchen
<b>Kensington PCYC</b>	51 Anketell Street, Kensington	(08) 9367 1282 <a href="mailto:kensingtonpcyc@wapcyc.com.au">kensingtonpcyc@wapcyc.com.au</a>	Meeting rooms, indoor courts, internet, kitchen, toilets
<b>Leisurelife Centre</b>	34 Kent Street, East Victoria Park	(08) 9373 5450 <a href="mailto:bookings@vicpark.wa.gov.au">bookings@vicpark.wa.gov.au</a>	Function rooms (150 people), meeting rooms, toilets/ showers, kitchen
<b>Perron Place</b>	61 Kitchener Avenue, Victoria Park	(08) 9311 8276 <a href="mailto:bookings@perronplace.org.au">bookings@perronplace.org.au</a>	Multi use hall (120 people), office spaces, computer lab, kitchen, internet, recording studio, shed, display screens
<b>Star Street Uniting Church</b>	43/45 Star Street, Carlisle	(08) 9470 3218 <a href="mailto:starstuca@bigpond.com">starstuca@bigpond.com</a>	Main Hall (81 people), Worship space (100 people), The hub (93 people), tables/ chairs, kitchen, toilets, courtyard
<b>State Tennis Centre</b>	282 Victoria Park Drive, Burswood	(08) 6462 8300 <a href="mailto:wainfo@tennis.com.au">wainfo@tennis.com.au</a>	Hopman room (110 people), Champions room (20 people), meeting room, tables/ chairs, staffed facility, deck & café, toilets
<b>Subud Community Centre</b>	222 Shepperton Road, East Victoria Park	0433 077 567 <a href="mailto:perth.hall.manager@subud.org.au">perth.hall.manager@subud.org.au</a>	Main hall (100 people), meeting room, kitchen, internet, courtyard, toilets
<b>Vic Park Community Space</b>	660 Albany Highway, Victoria Park	(08) 9373 5450 <a href="mailto:admin@vicpark.wa.gov.au">admin@vicpark.wa.gov.au</a>	Large meeting room, small meeting room, breakout area, chairs/ tables, kitchen, toilet,

<b>Victoria Park/ Carlisle Bowling Club</b>	18 Kent Street, East Victoria Park	(08) 9470 3100 <a href="mailto:functions@vicparkbowls.com.au">functions@vicparkbowls.com.au</a>	Main Hall (250 people), bar, kitchen, chairs/ tables, PA systems, toilets
<b>Victoria Park Centre for Arts</b>	12 Kent Street, East Victoria Park	(08) 6454 1803 <a href="mailto:info@vicparkarts.org.au">info@vicparkarts.org.au</a>	Meeting room (50 people), studio, gallery, toilets
<b>Victoria Park RSL</b>	1 Fred Bell Parade, East Victoria Park	(08) 9361 8802 <a href="mailto:info@victoriaparkrsl.org.au">info@victoriaparkrsl.org.au</a>	Conference room (250 people), meeting room, bar, alfresco, kitchen, toilets, BBQ

For City of Belmont 'Our Venues' Local Directory – [Click Here](#)

For Town of Victoria Park 'Venues for Hire' Local Directory – [Click Here](#)

Contacts and other relevant information for listed facilities can be found in City of Belmont and Town of Victoria Park Contacts and Resources Directory – see **Appendix 4**.

## 2.7.9 Emergency Services

The following emergency services are available and resourced to assist the City of Belmont and Town of Victoria Park when responding to emergency incidents.

Agency	Location	Contact
<b>All Emergencies Call 000</b>		
<b>Department of Fire &amp; Emergency Services (DFES)</b>	Emergency Service Complex, 20 Stockton Bend, Cockburn Central	(08) 9395 9300
<b>Department of Biodiversity Conservation and Attractions (DBCA)</b>	17 Dick Perry Avenue Technology Park, Western Precinct, Kensington	(08) 9219 9000 <a href="mailto:enquiries@dbca.wa.gov.au">enquiries@dbca.wa.gov.au</a>
<b>Department of Primary Industries and Regional Development (DPIRD)</b>	1 Nash Street, Perth	(08) 9368 3333 1300 374 731 <a href="mailto:enquiries@dpird.wa.gov.au">enquiries@dpird.wa.gov.au</a>
<b>Department of Communities</b>	5 Newman Court, Fremantle	1800 176 888 <a href="mailto:ersregions@communities.wa.gov.au">ersregions@communities.wa.gov.au</a>
<b>Main Roads</b>	Don Aitken Centre Waterloo Crescent East Perth	138 138 <a href="mailto:enquiries@mainroads.wa.gov.au">enquiries@mainroads.wa.gov.au</a>
<b>Perth Airport</b>	2 George Wiencke Drive, Perth Airport Western Australia	(08) 9478 8888
<b>Public Transport Authority (PTA)</b>	116 West Pde, East Perth	(08) 9326 2000 (08) 9220 9999 (24/7 emergency) <a href="mailto:enquiries@pta.wa.gov.au">enquiries@pta.wa.gov.au</a>
<b>Royal Perth Hospital</b>	197 Wellington Street, Perth	(08) 9224 2244
<b>St Johns – Station East Perth</b>	2 Glyde Street, Perth	(08) 9334 1222
<b>State Emergency Service (SES) (Main Headquarters (Bunker))</b>	91 Leake Street, Belmont	(08) 9277 7619
<b>State Emergency Service (SES) Belmont / Victoria Park</b>	314A Kew Street, Kewdale	0417 094 538
<b>WA Police – Belmont</b>	273 Abernethy Road, Cloverdale	(08) 9424 2700
<b>WA Police – Kensington</b>	25 George Street, Kensington Cannington	(08) 9474 7555
<b>WA Police – District Office Cannington</b>	1325 Albany Hwy, Cannington	(08) 9451 0000

# 3. EMERGENCY MANAGEMENT PLANNING



## 3.1 Aim and Purpose

**Aim** of this LEMA is to *minimise* the effects of, ensure a coordinated response to, and provide an effective recovery from, an emergency affecting City of Belmont and Town of Victoria Park.

**Purpose** of this LEMA is to *maximise* safety and ensure sound recovery of the City of Belmont and Town of Victoria Park community, preserving lives, livelihoods and environment, in the event of an emergency.



## 3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around the City of Belmont and Town of Victoria Park

Describe strategies and priorities for emergency management within the City of Belmont and Town of Victoria Park

Explain matters pertaining to emergency management within the City of Belmont and Town of Victoria Park prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi-agency approach with community engagement, relating to emergencies within the City of Belmont and Town of Victoria Park.



### 3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

This LEMA only:

- Apply to the area of the City of Belmont and Town of Victoria Park
- Cover areas where the City of Belmont and Town of Victoria Park provides support to HMAs at an emergency incident
- Detail the City of Belmont and Town of Victoria Park's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management



### 3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers or see the [LEMC Handbook](#)



### 3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the City of Belmont and Town of Victoria Park's **Contacts and Resources Directory** information (confidential) for specific details of resources available.



### 3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate). (*See - Appendix 12*)





## 3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The City of Belmont and Town of Victoria Park recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

### 3.7.1 Authority to Incur Expense

The CEO, or delegate authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the City of Belmont and Town of Victoria Park, to ensure the desired level of support is achieved. E.g.: Local Recovery Coordinator- Local Liaison Officer.

### 3.7.2 Response

All City of Belmont and Town of Victoria Park resources are registered and identified in the City/ Town asset register located in the Contacts and Resource Directory (see [Appendix 4](#)).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

### 3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and States and Territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if States are to claim financial assistance from the Commonwealth.

See the Local Recovery Plan 5.2 for further details.

## ACTION

- CITY/ TOWN TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.
- CITY/ TOWN TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE CITY/ TOWN IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN

# 4. LOCAL EMERGENCY MANAGEMENT COMMITTEE



## 4.1 Introduction

The City of Belmont and Town of Victoria Park has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

For more information see the [LEMC Handbook](#) that provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.



## 4.2 LEMC Role

The LEMC performs a vital role when assisting the City of Belmont and Town of Victoria Park and its community to be prepared for major emergencies by:

**Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues**

**Providing advice to HMAs/CAs to develop localised hazard plans**

**Providing a multi-agency forum to analyse and treat local risk**

**Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement**

**Investigate community engagement initiatives towards emergency awareness and emergency management information**



## 4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer on the second Monday of every March, June and September and the first Monday of December. The LEMC shall meet quarterly or more frequently as required by [Emergency management procedures 3.7](#).

Each LEMC meeting should consider, but not be restricted to, the following matters:

- Confirming local emergency management contact details of key stakeholders
- Reviewing any post-incident reports and post exercise reports generated since last meeting
- Progressing emergency risk management processes
- Progressing treatment strategies arising from emergency risk management process
- Progressing development or review of local emergency management arrangements
- Progressing and investigation of a range of community engagement initiatives
- Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



## 4.4 LEMC Membership

LEMC membership includes the City of Belmont and Town of Victoria Park representatives and the Local Emergency Coordinator OIC WAPOL. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

The City of Belmont and Town of Victoria Park, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities. (*Appendix 2*)

#### 4.4.1 LEMC Members

Agency	Position	Voting
City of Belmont	LEMC Chair	✓
Town of Victoria Park	LEMC Deputy Chair	✓
	Local Recovery Coordinator (LEC)	✓
	Local Government Liaison Officer (LGLO)	✓
	Local Government Executive Officer	✓
	Local Government Managers	✓
	Media/ Communications Officer	✓
	Administration Support Officer	✓
Australian Red Cross	Representative	✓
Belmont Forum	Manager	✓
Belmont SES	Manager	✓
Boronia Pre-Release Centre	Representative	✓
Crown Perth	Representative	✓
Curtin University	Representative	✓
Department of Communities	Emergency Relief and Support Officer	✓
Department of Fire & Emergency Services (DFES)	District Emergency Management Advisor (DEMA)	
Department of Fire & Emergency Services (DFES)	District Officer(s) Emergency Management	✓
Department of Primary Industries & Regional Development (DPIRD)	Representative	✓
Main Roads	Representative	✓
Optus Stadium	Representative	✓
Perth Airport	Representative	✓
Perth Freight Terminal	Representative	✓
Perth Racing	Representative	✓
Public Transport Authority	Representative	✓
Salvation Army	Representative	✓
St Johns Ambulance	Representative	✓
WA Police - Belmont	OIC / Local Emergency Coordinator	✓
WA Police – Cannington	OIC	✓
WA Police - Kensington	OIC	✓
Water Corporation	Representative	✓
Western Power	Representative	✓
Community Members	Representative	

*The list above is not limited, with members co-opted as, and when, required.*



## 4.5 LEMC Reporting

### 4.5.1 *Annual Reporting*

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

### 4.5.2 *Preparedness Reporting*

The Annual and Preparedness Report Capability Survey (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31<sup>st</sup> October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.



## 4.6 LEMC Special / Emergency Meetings

A special meeting for LEMC members may be convened by the LEMC Chair of the City of Belmont or the Town of Victoria Park, with notification provided to the CEOs of both Local Government Authorities. The Local Emergency Coordinators (OIC Police Belmont, OIC Kensington) shall be consulted regarding any extraordinary or special LEMC meeting.

Extraordinary meetings can be called for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Special Agenda can be viewed at ***Appendix 11(a)***.

## 5. MANAGING RISK



### 5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘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.’

The City of Belmont and Town of Victoria Park and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the City of Belmont and Town of Victoria Park and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The City of Belmont and Town of Victoria Park’s Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) – see *Appendix 2*.



### 5.2 Risks Identified

The City of Belmont and Town of Victoria Park has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2018) Risk Management – Principles and Guidelines as directed by SEMC.

Emergency Risk Assessment Workshops for the communities of the City of Belmont and Town of Victoria Park was conducted in early 2020.

The greatest risks identified were:



Air Crash



Storm



Fire



Road Crash



Rail Crash



Terrorism

The relevant HMA's are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard. There are 28 State Hazards in Western Australia under State emergency legislation to view State Risk Profile Fact Sheets – [click here](#)

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



## 5.3 Risk Management Planning

The City of Belmont and Town of Victoria Park are committed to developing and implementing local Emergency Risk Management strategies according to their priority.

The City of Belmont and Town of Victoria Park's Risk Register from 2020 can be viewed at **Appendix 3**

**Note: The Risk Register is currently under review through the State Risk Project.**

# 6. RESPONSE & COORDINATION

## EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows Hazard Management Agency/s (HMA)’s to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - **Appendix C** to view Hazard\_Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The City of Belmont and Town of Victoria Park recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed. For Contacts and Resources see **Appendix 4**



### 6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the HMA/Controlling Agency (CA) Incident Controller (IC) must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

Town/ City will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the City/ Town’s LRG as necessary.

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the City of Belmont and Town of Victoria Park’s LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



### 6.2 Incident Support Group

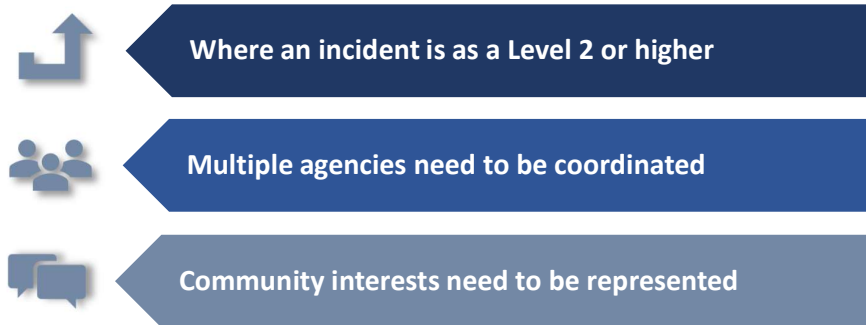
The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The City of Belmont and Town of Victoria Park is committed to providing assistance/support, if required resources are available, through the ISG if, and when, informed.



### 6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



### 6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The City of Belmont and Town of Victoria Park’s LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved, and consequences caused by an emergency. Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

### 6.2.3 Incident Support Group Meeting Location and Frequency

**The IC determines the frequency** of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination. **The IC is responsible for the location** of meetings in consultation with the City of Belmont and Town of Victoria Park.

The following table identifies suitable locations where ISG meetings can be held within City of Belmont and Town of Victoria Park.

CITY OF BELMONT			
Venue	Address	Contact	Facilities
<b>Belmont Civic Centre Rivervale Room - Primary</b>	215 Wright Street, Cloverdale	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.
<b>Belmont Operations Centre Training Room - Secondary</b>	180 Planet Street, Carlisle	(08) 9477 7222	Meeting room, internet, laptops, kitchen, whiteboard, projector, photocopier.

TOWN OF VICTORIA PARK			
Venue	Address	Contact	Facilities
<b>Victoria Park Administration Centre Djeran Meeting room (Meeting Room 3) - Primary</b>	99 Shepperton Road, Victoria Park	(08) 9311 8111	Meeting room, internet, whiteboard, photocopier, 2-way
<b>Crown Perth - Secondary</b>	Great Eastern Highway, Burswood	(08) 9362 8888	Conference room, internet

Where possible, ISG meetings may also be made available virtually, via an appropriate platform.



## 6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations.

For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'.

Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

CITY OF BELMONT			
Venue	Address	Contact	Facilities
<b>Belmont Civic Centre</b>	215 Wright Street Cloverdale	(08) 9477 7222	Meeting room, internet, laptops kitchens, whiteboards, projector, photocopier
<b>Belmont Operations Centre Training Room</b>	180 Planet Street Carlisle	(08) 9477 7222	Meeting room, internet, laptops kitchens, whiteboards, projector, photocopier

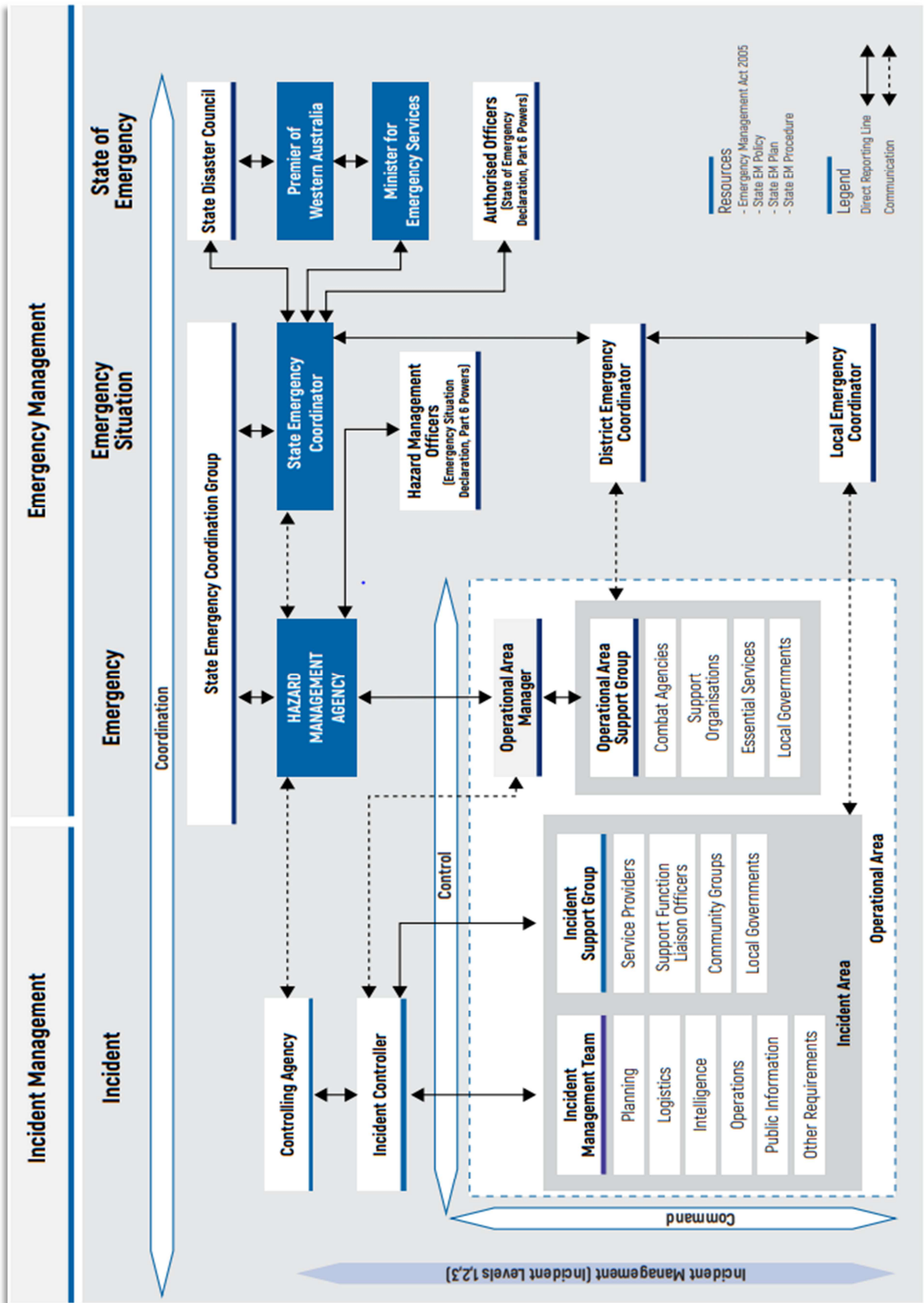
TOWN OF VICTORIA PARK			
Venue	Address	Contact	Facilities
<b>Victoria Park Depot Meeting Room</b>	199 Star Street, Welshpool	(08) 9311 8111	Meeting room, photocopier, internet, whiteboard



## 6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



# 7. MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

**HMA/CAs are responsible for dissemination of information in the response phase of an incident.**

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement, and the following principles will apply:

HMA/CAs will manage all media releases under [State Support Plan – Public Information](#)

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the HMA / CAs

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

All media releases issued by any agency at State level will reflect multi-agency involvement

## 7.1 Public Communication Systems



### 7.1.1 *Local Government Local Communication Systems*

The City of Belmont and Town of Victoria Park has the ability to support official emergency messaging through local communication systems including:

Website page	Local newsletters
Social media	Community notice boards
Emergency Management SMS system	Community/ Local radio stations

Any information for release to the media or public must be forwarded and approved by the CEO. The Mayor of the City of Belmont and the Mayor of the Town of Victoria Park are the only persons to make statements to the press on behalf of the City of Belmont and Town of Victoria Park. The City of Belmont

and Town of Victoria Park CEO, or a delegated representative, will be the Media and Public Information Officer.

### 7.1.2 **Standard Emergency Warning Signal**



A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- 1 • Possible loss of life or a major threat to many properties or the large-scale environment
- 2 • Impact is expected within 12 hours or is occurring at the time
- 3 • A large number of people need to be warned
- 4 • One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#).

### 7.1.3 **Emergency WA**



**Emergency WA**

Emergency WA is Western Australia’s trusted source for emergency information. You can find information about alerts and warnings for emergencies across Western Australia, along with other useful information such as Fire Danger Ratings, Total Fire Bans, Prescribed Burns and Burn Offs. Access at <https://www.emergency.wa.gov.au>

### 7.1.4 **Emergency WA App**



The Emergency WA app is Western Australia’s trusted, official source for fast and accurate information during emergencies – helping you make informed decisions to stay safe. The app, available in the [App Store](#) or [Google Play](#), delivers instant notifications on a mobile device about warnings, incidents, Total Fire Bans and elevated Fire Danger Ratings in your area. Information on Emergency WA comes directly from emergency responders. The app provides all the features of the Emergency WA website with the ability to set up customised notifications, so you receive the types of alerts that are important to you.

### **7.1.5 Emergency Alert System**

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

### **7.1.6 DFES Public Information Line**

DFES recorded information line	1300 657 209
Emergency WA website	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
DFES website	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
SES assistance	132 500

### **7.1.5 Additional Information Outlets**

Local ABC Radio	720 AM or 531AM
BOM information line	1300 659 210
BOM website	<a href="http://www.bom.wa.gov.au">www.bom.wa.gov.au</a>

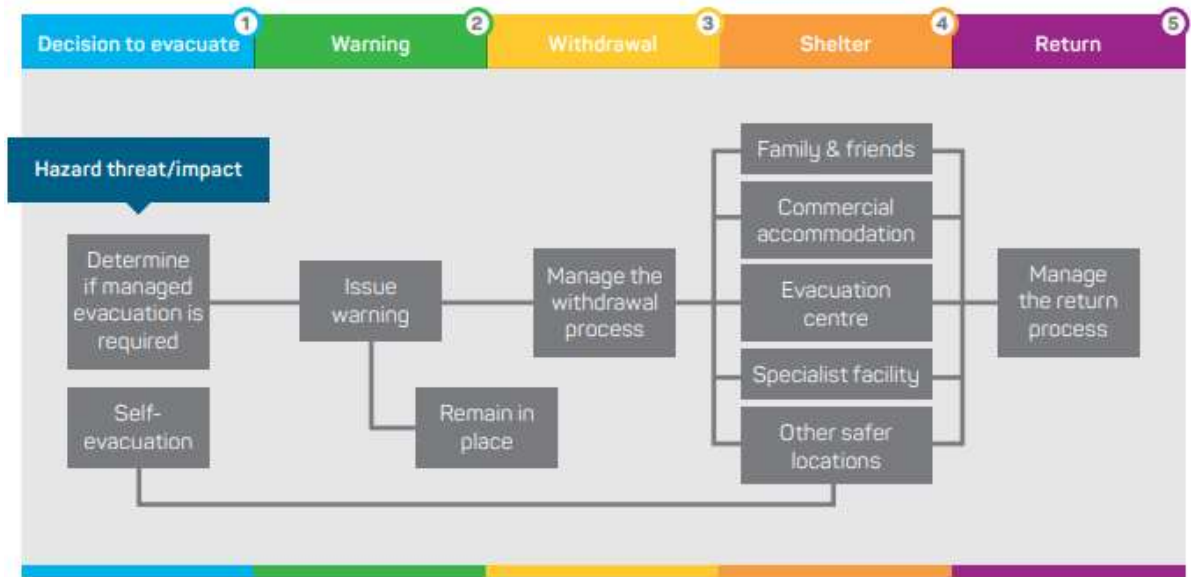
## **ACTION**

- **THE CITY/ TOWN ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.**
- **HMAS/CA IC IS RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.**
- **THE CITY/ TOWN MEDIA RELEASES ARE COORDINATED BY THE CITY/ TOWN'S DELEGATED OFFICER APPROVED BY CEO.**
- **THE MAYOR OR CEO (OR DELEGATED PERSON) ARE THE ONLY PARTIES TO GIVE PUBLIC STATEMENTS TO MEDIA.**
- **PUBLIC WARNING SYSTEMS SHALL BE USED, WHEN NECESSARY, UNDER HMAs/CA IC AUTHORITY.**
- **THE CITY/ TOWN WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE CITY/ TOWN'S COMMUNICATION AVENUES (SOCIAL MEDIA)**

# 8. EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



## 8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement, should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

### 8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.



### 8.1.2 Timelines

Alternatives such as, ‘*shelter in place*’ or ‘*prepare, stay and defend*’, should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

### 8.1.3 Combat Agency for Evacuation

WAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation, may be necessary.

### 8.1.4 Evacuation Centres

The Department of Communities is mandated to provide emergency accommodation (Evacuation Centres) as per the State Support Plan Emergency Relief & Support. With the support of the City of Belmont and Town of Victoria Park, Communities will ensure the Evacuation Centres are audited and considered fit for purpose. – see **Appendix 9**.

CITY OF BELMONT			
Building Name	Site Address	Capacity	Contact details
Belmont Oasis Leisure Centre	Cnr Abernethy Rd and Alexander Rd, Belmont	500	(08) 9277 1622
Forster Park Hall	Cnr Abernethy Rd and Keane St, Cloverdale	300	(08) 9477 7222
Rivervale Community Centre	Cnr Surrey Rd & Francisco St, Rivervale	235	(08) 9477 7222
Redcliffe Community Centre	33 Morgan Rd, Redcliffe	230	(08) 9477 7222

TOWN OF VICTORIA PARK			
Building Name	Site Address	Capacity	Contact details
Victoria Park Leisurelife Centre	34 Kent Street, East Victoria Park	500	(08) 9373 5450



## 8.2 Higher Risk Persons and Groups

City of Belmont and Town of Victoria Park relies on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as aged, tourist facilities, children, physical disabilities, could be considered ‘Higher Risk Persons’. **Appendix 6, Higher Risk Persons and Groups Plan**, provide guidance around working with and actions in evacuation assisting groups.



## 8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation. Extensive mapping information can be obtained from the City of Belmont, Town of Victoria Park and other State agencies.



## 8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks ensuring evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount considering strategic control priorities that identify roles and actions for the emergency response, where there are concurrent risks or competing priorities. Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



## 8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant City of Belmont and Town of Victoria Park officers. For Department of Communities Local Emergency Relief and Support Plan— see **Appendix 7**.

## ACTION

- **HMAS/CA IC MAKES DECISIONS TO EVACUATE.**
- **LEMC AND THE CITY/ TOWN ASSIST BY PRE-PLANNING FOR EVACUATION.**
- **ALL ALTERNATIVES TO BE CONSIDERED.**
- **DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.**
- **HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION**
- **ROUTES AND MAPS SOURCED VIA CITY/ TOWN INTRAMAPS OR GOOGLE MAPS OR PARTNER AGENCIES.**
- **ENSURE EVACUATION CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE LOCAL EMERGENCY RELIEF AND SUPPORT PLAN -APPENDIX 7.**

# 9. EMERGENCY RELIEF & SUPPORT

The Dept of Communities (Communities) is mandated to provide Emergency Relief and Support in alignment with the State Support Plan: Emergency Relief and Support.

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:



The Local Emergency Relief and Support Plan (LERSP **Appendix 7**) has been developed by Communities to provide information about the activation, management and coordination of emergency relief and support before, during and after an emergency.



## 9.1 Communities Local Evacuation Centre Coordinator (LECC)

See - **Appendix 2** for description of Roles and Responsibilities.



## 9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

The City of Belmont and Town of Victoria Park nominates and appoints the Local Government Liaison Officer (LGLO) to assist the LECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A City of Belmont and Town of Victoria Park staff member will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities.



## 9.3 Register Find Reunite

Is a service that lets family, friends and emergency services know that you are safe in the event of an emergency. Communities will activate Australian Red Cross when these services are required during emergencies.

Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



## 9.4 Evacuation Centres

The City of Belmont and Town of Victoria Park in conjunction with Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC (see **Appendix 7** for the City of Belmont and Town of Victoria Park's nominated Evacuation Centres, and **Appendix 9** for the Emergency Evacuation Centre's Directory).

Communities establish evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

### 9.4.1 *Animals in Emergencies*

**Animals are not permitted within Evacuation Centres. The only exception to this rule is certified guide dogs who have the appropriate national and international recognised standard of training.**

The City of Belmont and Town of Victoria Park will support and assist with animal management wherever possible through the ***Animal Welfare in Emergencies Plan (Appendix 8)***.

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The City of Belmont and Town of Victoria Park Animal Welfare in Emergencies Plan (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

 **ACTION**

- **COMMUNITIES ARE RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.**
- **DPIRD IS RESPONSIBLE FOR MANAGING THE WELFARE OF ANIMALS.**
- **COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS SOB LOCAL EMERGENCY RELIEF & SUPPORT PLAN.**
- **THE CITY/ TOWN DEPUTY CHAIR IS THE LGLO.**
- **REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES SUPPORTED BY AUSTRALIAN RED CROSS.**
- **IDENTIFIED EVACUATION CENTRES REFER EMERGENCY EVACUATION CENTRES – APPENDIX 7.**
- **RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL SUPPORT ACTIONS**

## 10. RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which can be viewed and read in conjunction with this Plan.

The City of Belmont and Town of Victoria Park LRP (***both stand-alone plans***) guides and establishes sound recovery management, concepts, principles and values for City of Belmont and Town of Victoria Park staff, partnering agencies and community following significant impact from any emergency.

# 11. EXERCISING & REVIEW



## 11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

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

Help educate community about local arrangements and programs

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

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

### 11.1.1 *Exercise Frequency*

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. The September LEMC meeting, where possible will combine the LEMC meeting with an exercise.

### 11.1.2 *Exercise Reporting*

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

## 11.2 Review of LEMA



The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the City of Belmont and Town of Victoria Park considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists reviewed and updated quarterly – Contacts and Resource Directory (Appendix 4)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

## **12. APPENDICES**

<b>1</b>	<b>Glossary of Terms and Acronyms</b>
<b>2</b>	<b>Roles and responsibilities</b>
<b>3</b>	<b>Risk Register</b>
<b>4</b>	<b>Emergency Contacts and Resources Directory</b>
<b>5</b>	<b>(a) CoB EM Guideline (b) ToVP EM Management Practice (c) LEMC TOR</b>
<b>6</b>	<b>Higher Risk Persons &amp; Groups Plan</b>
<b>7</b>	<b>Department of Communities – Local Emergency Relief and Support Plan</b>
<b>8</b>	<b>Animal Welfare in Emergencies Plan</b>
<b>9</b>	<b>Evacuation Centre Directory</b>
<b>10</b>	<b>Specialty Maps: Major Features Location &amp; Hazardous Locations Map</b>
<b>11</b>	<b>Templates: (a) LEMC Special Agenda, (b) SitRep, (c) Media Guide</b>
<b>12</b>	<b>Memorandum of Understanding – City of Belmont &amp; Town of Victoria Park Memorandum of Understanding – Town of Victoria Park &amp; Crown Perth</b>



# Appendix 1

## GLOSSARY OF TERMS & ACRONYMS

### Glossary of Terms

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

Term	Meaning
<b>AIIMS</b>	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management
<b>Combat</b>	To take steps to eliminate or reduce the effects of a hazard on the community
<b>Combat Agency</b>	A Combat Agency prescribed under section 6(1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency
<b>Command (Vertically within an Organisation)</b>	The direction of members and resources of an organisation in the performance of the organisation's roles and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation
<b>Control</b>	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
<b>Controlling Agency (CA)</b>	An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: <ul style="list-style-type: none"> <li>○ legislation other than the Emergency Management Act 2005; or</li> <li>○ by agreement between the relevant Hazard Management Agency and one or more agencies</li> </ul>

<b>Coordination</b>	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW 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.
<b>Disaster</b>	see EMERGENCY
<b>District</b>	Means an area of the State that is declared to be a district under Section 2.1 of the <i>Local Government Act 1995</i>
<b>District Emergency Management Advisor (DEMA)</b>	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 management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator
<b>District Emergency Management Committee (DEMC)</b>	A District Emergency Management Committee established under section 31(1) of the <i>Emergency Management Act 2005</i>
<b>Emergency</b>	<p>The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
<b>Emergency Management (EM)</b>	<p>The management of the adverse effects of an emergency including:</p> <ul style="list-style-type: none"> <li>○ prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency;</li> <li>○ preparedness - preparation for response to an emergency;</li> <li>○ response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and</li> <li>○ recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing</li> </ul>
<b>Emergency Risk Management</b>	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary)
<b>“Function” Support Coordinator</b>	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan

<b>Hazard</b>	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 <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i>
<b>Hazard Management Agency (HMA)</b>	A public authority, or other person, prescribed by the <i>Emergency Management Regulations 2006</i> to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard
<b>Incident</b>	The occurrence or imminent occurrence of a hazard
<b>Incident Area</b>	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident
<b>Incident Controller (IC)</b>	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 [note: agencies may use different terminology, however, the function remains the same]
<b>Incident Management Team (IMT)</b>	A group of incident management personnel comprising the Incident Controller, and the personnel they appoint 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
<b>Incident Support Group (ISG)</b>	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
<b>Lifelines</b>	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
<b>Local Emergency Coordinator</b>	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator
<b>Local Emergency Management Committee (LEMC)</b>	A Local Emergency Management Committee established under section 38 of the <i>Emergency Management Act 2005</i>
<b>Municipality</b>	Means the district of the local government

<b>Operation</b>	An Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
<b>Operations Area</b>	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
<b>Operations Area Manager</b>	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
<b>Operations Area Support Group (OASG)</b>	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
<b>Prevention</b>	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency
<b>Preparedness</b>	Preparation for response to an emergency
<b>Response</b>	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery
<b>Recovery</b>	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing
<b>Risk</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:</p> <ul style="list-style-type: none"> <li>○ the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood;</li> <li>○ 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; and</li> <li>○ 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</li> </ul>
<b>Risk Management</b>	Coordinated activities of an organisation or a government to direct and control risk
<b>Risk Register</b>	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

## Appendix 2

# ROLES & RESPONSIBILITIES

### ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E. For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see [State EM Plan](#) – Appendix C.

#### Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency
Air Crash	Commissioner of Police	WA Police Force
Animal or plant, pests or diseases	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the <b>collapse of a structure or landform</b> (collapse)	Fire and Emergency Services Commissioner	DFES
Cyclone	Fire and Emergency Services Commissioner	DFES
Earthquake	Fire and Emergency Services Commissioner	DFES
Loss of or interruption to the supply of <b>electriCITY</b> that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA
Fire	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> <li>DFES within gazetted fire districts or where DFES brigade or unit established.</li> <li>DBCA on land it manages outside gazetted fire districts.</li> <li>City of Belmont and Town of Victoria Park in City of Belmont and Town of Victoria Park districts outside of gazetted fire districts and DBCA land.</li> </ul>

<b>Flood</b>	Fire and Emergency Services Commissioner	DFES
<b>Loss of or interruption to the supply of natural gas</b> , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending <b>spillage, release or escape of a biological substance</b> that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending <b>spillage, release or escape of a chemical, radiological</b> or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
<b>Heatwave</b>	Chief Executive Officer, Department of Health	Department of Health
<b>Hostile Act</b>	Commissioner of Police	WA Police Force
<b>Human Epidemic</b>	Chief Executive Officer, Department of Health	Department of Health
<b>Land search</b> – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
<b>Loss of or interruption to the supply of liquid fuel</b> as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

**City of Belmont and Town of Victoria Park  
Roles and Responsibilities**

Local role	Description of Responsibilities
<b>City of Belmont and Town of Victoria Park</b>	<ul style="list-style-type: none"> <li>Responsibilities of the City of Belmont and Town of Victoria Park (the City/ Town) as a Local Government are defined in Section 36, <a href="#">EM Act</a>:</li> <li>Ensure that effective local emergency management arrangements are prepared and maintained for its district</li> <li>Manage recovery following an emergency affecting the community in its district</li> <li>Perform other functions given to the City/ Town under the Act</li> <li>The City/ Town also accepts responsibility for management of its resources</li> <li>The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies</li> <li>Development and testing of LEMA</li> </ul>
<b>Local Emergency Coordinator (LEC)</b>	<ul style="list-style-type: none"> <li>The responsibilities of LEC are defined in Section 36 of <a href="#">the EM Act</a></li> <li>For ‘the City/ Town’ the position of Local Emergency Coordinator is held by the WA Police, and represented by the Belmont and Kensington Police Station OIC’s having the following functions: <ul style="list-style-type: none"> <li>To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district</li> <li>To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district</li> <li>To carry out other emergency management activities in accordance with directions of State Emergency Coordinator</li> </ul> </li> </ul>
<b>LG Liaison Officer (Emergency Relief &amp; Support)</b>	<ul style="list-style-type: none"> <li>During an evacuation where a City of Belmont or Town of Victoria Park facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility</li> </ul>
<b>LG Liaison Officer (to the ISG/IMT)</b>	<ul style="list-style-type: none"> <li>During a major emergency, the liaison officer attends ISG meetings to represent City of Belmont and Town of Victoria Park, provides local knowledge input and provides details contained in the LEMA</li> </ul>
<b>City of Belmont and Town of Victoria Park – Incident Management</b>	<ul style="list-style-type: none"> <li>Where an identified evacuation centre is a building owned and operated by the City/ Town, provide a liaison officer to support Communities.</li> </ul>



Local role	Description of Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist community and emergency services to deal with incidents</li> <li>• Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of City/ Town’s emergency response capability</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in ISG and provide local support</li> </ul>
<b>Other City of Belmont and Town of Victoria Park Officers</b>	<p>As determined by the Incident, the following Officers are members of the Local Recovery Group:-</p> <ul style="list-style-type: none"> <li>○ City/ Town Chief Executive Officer</li> <li>○ City/ Town Local Recovery Coordinator</li> <li>○ City/ Town Council Representatives</li> <li>○ City/ Town Environmental Health</li> <li>○ City/ Town Senior Ranger/ EM Officer</li> <li>○ City/ Town Chief Bush Fire Control Officer</li> <li>○ Local Unit Manager State Emergency Services</li> </ul>

**Emergency and Support Agencies**

Agency	Description Of Responsibilities
<b>Controlling Agency</b>	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> <li>• Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness</li> <li>• Control all aspects of the response to an incident</li> <li>• During Recovery ensures effective transition to Recovery to LG</li> </ul>

<p><b>Hazard Management Agency</b></p>	<p>HMA is a public authority or individual who, due to their functions under any written law, or their specialised knowledge, expertise, and/or resources, is responsible for emergency management (EM) or the specified aspect of EM in the designated area of the hazard for which they are prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regs]</li> <li>• Appointment of Hazard Management Officers [s. 55 of the Act]</li> <li>• Declare / Revoke Emergency Situation [s. 50 &amp; 53 of the Act]</li> <li>• Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2]</li> <li>• Ensure effective transition to recovery by City of Belmont and Town of Victoria Park</li> </ul>
<p><b>Combat Agency</b></p>	<p>A Combat Agency 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 EM activity prescribed by the regulations in relation to that agency</p>
<p><b>Support Agency</b></p>	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> <li>• Restoring essential services affected by the emergency</li> <li>• Providing “function” support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services</li> <li>• Managing their resources and those given to them in support of their specific function</li> <li>• Providing progress reports to the designated Incident Manager or Operations Area Manager</li> <li>• Providing progress reports to the higher levels of their organisation</li> <li>• Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA</li> <li>• Attend post incident debriefs</li> <li>• Contributing a post operation report or post incident analysis</li> </ul>

**Emergency Relief and Support**

Agency	Description Of Responsibilities
<b>Department of Communities (Communities)</b>	<ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by Communities District Director</li> <li>• Prepare, circulate, test and maintain the Local Emergency Relief and Support Plans</li> <li>• Represent Communities and the emergency relief and support services function on the LEMC and Local Recovery Group</li> <li>• Establish and maintain the Local Evacuation Centre</li> <li>• Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities</li> <li>• Coordinate provision of emergency relief and support services during response and recovery of emergency</li> <li>• Represent Communities on the Incident Support Group when required</li> </ul>
<b>City/ Town Local Government Liaison Officer (Emergency Relief and Support)</b>	<ul style="list-style-type: none"> <li>• Coordinate emergency relief and response on behalf of the City/ Town</li> <li>• Coordinate initial arrangements in lieu of Communities Local Evacuation Coordinator attendance</li> <li>• Provide assistance to the Local Evacuation Centre/s including               <ul style="list-style-type: none"> <li>○ Maintenance of establishments</li> <li>○ Security of establishments</li> <li>○ Opening and closing establishments</li> </ul> </li> </ul>
<b>Australian Red Cross</b>	<ul style="list-style-type: none"> <li>• Undertake process recording displaced persons for National Register</li> <li>• In partnership with the City/ Town and Communities undertake Outreach and in support in affected areas</li> </ul>
<b>City/ Town Rangers</b>	<ul style="list-style-type: none"> <li>• Assist with Animal Management in effected areas and at Evacuation Centres</li> </ul>

# Appendix 3

## RISK REGISTER

City of Belmont / Town of Victoria Park Risk Register				
Hazard	Consequence	Likelihood	Level of Risk	Action Priority
Air Crash	Catastrophic	Unlikely	Extreme	1
Animal and Plant Biosecurity	Catastrophic	Unlikely	Extreme	1
Human Epidemic	Catastrophic	Unlikely	Extreme	1
Rail Crash: PTA Network	Catastrophic	Unlikely	Extreme	1
Terrorism	Catastrophic	Unlikely	Extreme	1
HAZMAT: Chemical	Major	Unlikely	High	2
Fire (Bushfire and Structural)	Major	Unlikely	High	2
Rail Crash: Brookfield Rail Network	Major	Unlikely	High	2
Earthquake	Major	Rare	High	2
Storm	Moderate	Likely	High	2
Electrical Supply Disruption	Moderate	Unlikely	Medium	3
Gas Supply Disruption	Moderate	Unlikely	Medium	3
Liquid Fuel Supply Disruption	Moderate	Unlikely	Medium	3
HAZMAT: Biological	Moderate	Rare	Medium	3
HAZMAT: Radiological	Moderate	Rare	Medium	3
Heatwave	Minor	Almost Certain	Medium	3
SAR Emergency (Persons lost or in distress requiring a Search and Rescue response)	Minor	Almost Certain	Medium	3
Road Crash	Minor	Likely	Medium	3
Flood	Minor	Unlikely	Low	4
Collapse (Cliff, landform, building)	Minor	Rare	Low	4
Space Debris Re-entry	Minor	Rare	Low	4

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

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

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

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



## Appendix 4

# CONTACTS & RESOURCES DIRECTORY

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## **Appendix 5A**

# **CITY OF BELMONT – EMERGENCY MANAGEMENT GUIDELINE**

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## Appendix 5b

# TOWN OF VICTORIA PARK EMERGENCY MANAGEMENT PRACTICE

## Overview

### 1.0 Purpose

The purpose of the Management Practice - Emergency Management is to provide a framework for the mitigation and management of emergency incidents within the Town of Victoria Park. Emergencies are those which endanger or threaten to endanger lives, property or the environment, and which require a significant and coordinated response, and cannot be addressed through normal operational procedures. Effective emergency management arrangements enhance the community's resilience against emergencies through strategies that apply prevention, preparedness, response and recovery (PPRR) activities.

The Town of Victoria Park has been designated as a specified area under Part 3 Section 35 of the [Emergency Management Act 2005](#). For the purposes of managing emergencies in the Town of Victoria Park municipal area, this designation places the responsibilities for emergency management upon the Town.

### 2.0 Scope

This management practice applies to all emergency incidents in the areas encompassed by the Town of Victoria Park, as defined in the [Local Government Act \(1995\)](#).

These arrangements serve as a guide to emergency management at the local level. An emergency may escalate and require management at a district or state level.

### 3.0 Objectives

The key objectives of the policy are to:

- Minimise impact from emergencies within the Town of Victoria Park on community, staff and property
- Coordination of successful disaster recovery for community using the Local Recovery Plan
- Reduce the consequences of emergencies by providing and supporting the Town of Victoria Park Local Emergency Management Committee (LEMC) who utilise sound emergency management and risk management principles



#### **4.0 Time frame**

This management practice will be reviewed every 3 years.

#### **5.0 Variation of this Management Practice**

This management practice may be varied from time to time. The Town's employees will be notified of any variation by the normal correspondence methods.

#### **6.0 Definitions**

This management practice may be varied from time to time. The Town's employees will be notified of any variation by the normal correspondence methods.

#### **Designated Town of Victoria Park Officer**

A Town of Victoria Park staff member or contractor designated as a representative of the Town in regard to performance of duties related to emergency management/ response as required.

#### **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 including prevention, preparedness, response and recovery (PPRR).

#### **Hazard Management Agency**

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.

#### **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*.

**Incident Controller**

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.

**Local Emergency Management Committee (LEMC)**

A local emergency management committee established under Section 38 of the *Emergency Management Act 2005*.

**Local Emergency Coordinator (LEC)**

The person appointed by the State Emergency Coordinator (WA Commissioner of Police) 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.

**6.0 Related documents**

- Emergency Management Act 2005
- Emergency Management Regulations 2006
- State Emergency Management Policy (2023) and State Emergency Management Plan (2024)
- Belmont and Victoria Park Local Emergency Management Arrangements (LEMA 2024)
- Belmont and Victoria Park Local Recovery Plan (2024)

**7.0 Roles and Responsibilities**

The Town of Victoria Park’s Chief Executive Officer is responsible for developing and implementing the procedures to ensure compliance with this management practice.

All Town of Victoria Park workers have a responsibility to comply with the management practice and to provide support as requested by the Incident Controller/ Local Emergency Coordinator during an emergency incident.

**8.0 Document Control**

Date	Changes	Made By	Authorised By
Mar 2025	New document	People and Culture	

## Emergency Management Statement

The Town of Victoria Park will ensure that:

- Effective Local Emergency Management Arrangements (LEMA), inclusive of specific local emergency plans, will be prepared and maintained for the Town of Victoria Park, consistent with the State Emergency Management Policy, State Emergency Management Plan, and relevant State Hazard Plans, State Support Plans and National Plans.
- Advice and support will be provided to the Belmont and Victoria Park combined LEMC in the development of the Town of Victoria Park LEMA.
- Emergency management activities will be undertaken in accordance with the Town of Victoria Park LEMA.
- Potential risks within the Town of Victoria Park will be assessed and strategies developed to eliminate or reduce the likelihood of emergencies occurring in accordance with the [ISO 31000:2018 Risk Management – Guidelines](#).
- Designated Town officers will assist hazard management agencies in the provision of a coordinated response during an emergency incident within the Town of Victoria Park area.
- Measures will be maintained wherever possible, ensuring that should an emergency occur, resources and services are capable of coping with the effects of the incident.
- Following an emergency, appropriate action will be taken to return the site and/ or infrastructure to normal operational conditions, and to develop and implement strategies to identify and manage the ongoing social and psychological needs of those affected by the emergency (i.e., Recovery phase).
- Other emergency management activities e.g. evacuation, emergency relief and support provision etc. will be undertaken in accordance with the advice of the Local Emergency Coordinator.

## **Appendix 5C**

# **CITY OF BELMONT & TOWN OF VICTORIA PARK TERMS OF REFERENCE**

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## Appendix 6

# HIGHER RISK PERSONS & GROUP PLAN

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## **Appendix 7**

# LOCAL EMERGENCY RELIEF & SUPPORT PLAN – CANNINGTON REGION

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## **Appendix 8**

# ANIMAL WELFARE IN EMERGENCIES PLAN

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## Appendix 9

# EVACUATION CENTRE DIRECTORY

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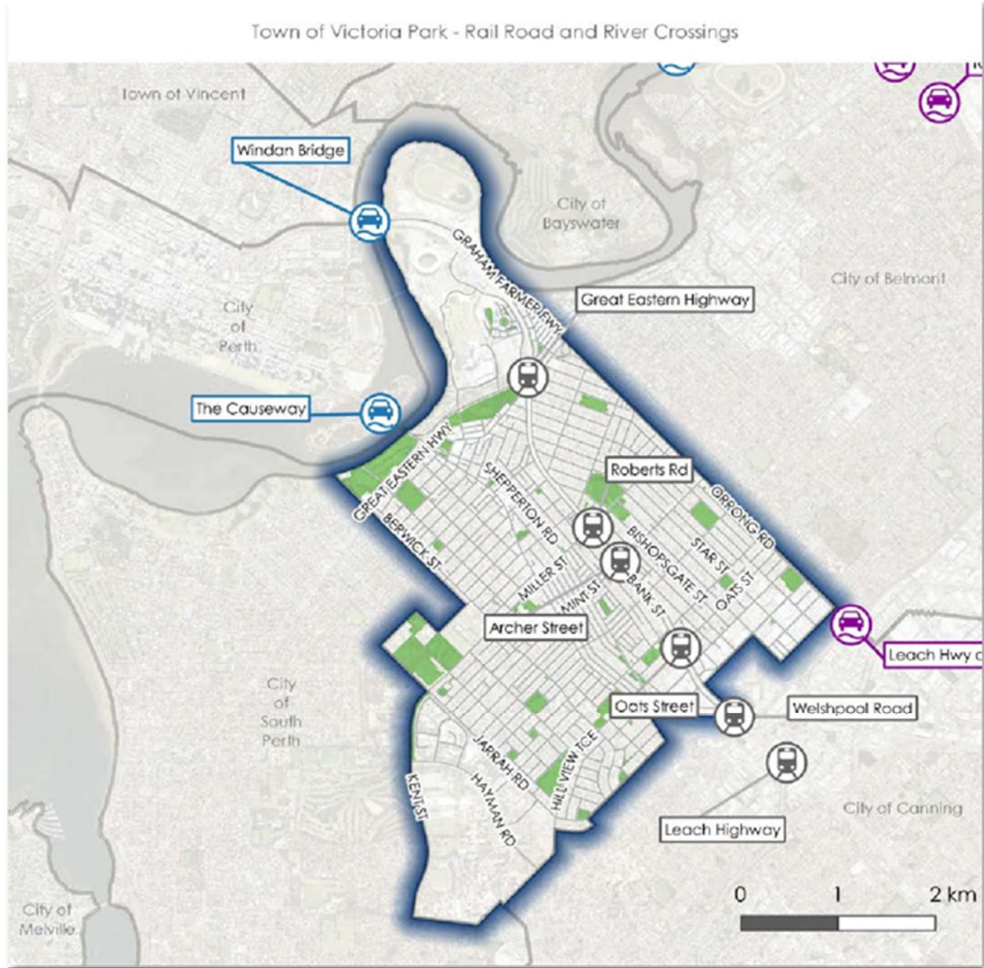



## Appendix 10

### CITY OF BELMONT

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# TOWN OF VICTORIA PARK



 Vehicular Bridge Crossings

 Railway Crossings

## **Appendix 11A:**

# **SPECIAL LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) AGENDA TEMPLATE**

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## **Appendix 11B**

# SITUATION REPORT TEMPLATE

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## **Appendix 11C**

# DISASTER RECOVERY COMMUNICATIONS PLANNING TEMPLATE

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## **Appendix 12**

# **CITY OF BELMONT & TOWN OF VICTORIA PARK MEMORANDUM**

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