



Shire of Waroona

Local Emergency Management Arrangements

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Local Emergency Management Arrangements - Authority

These arrangements have been produced and issued under the authority of Section 41(1) of the *Emergency Management Act 2005*, endorsed by the Local Emergency Management Committee and the Council of Waroona. The Arrangements have been tabled for noting with the South Metropolitan District Emergency Management Committee and State Emergency Management Committee.

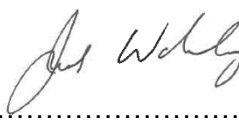
A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the LEMA. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson /Shire President

Date

Shire of Waroona LEMC

Cr. Mike Walmsley


.....

17/09/2025

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Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the below mentioned documents.

	Level 1 Access		Level 2 Access	
	Version	Folder	Version	Folder
Local Emergency Management Arrangements (LEMA)	FV	A4	RV	SB
Local Recovery Plan (LRP)	FV	A4	FV	SB
Local Recovery Resource Manual (LRRM)	FV	A4	FV	SB
Emergency Evacuation Plan (EEP)	FV	A4	FV	SB
Animal Emergency Relief and Support Plan (AWP)	FV	A4	FV	SB
Communication Plan (CP)	FV	A4	FV	SB

A4 A4 4D Ring Insert Binder – (Single Sided)

SB A4 Spiral Bound Document – (Duplex)

FV Full Version – (Including Electronic CD Copy)

RV Restricted Version – (Removal of private contact information)

Distribution List

Shire of Waroona	Access Level	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Level 1	Electronic	1
Executive Assistant	Level 1	Electronic	1
SoW Shire President	Level 1	Electronic	1
LEMC Chairperson	Level 1	Electronic	1
Director Infrastructure and Development Services	Level 1	Electronic	1
Director Corporate and Community Services	Level 1	Electronic	1
Manager Community Development	Level 1	Electronic	1
Manager Corporate Services	Level 1	Electronic	1
Manager Recreation Services	Level 1	Electronic	1
Manager Works & Waste Services	Level 1	Electronic	1
Coordinator Regulatory & Development Services	Level 1	Electronic	1
Building Maintenance Officer	Level 1	Electronic	1
Community Development Officer	Level 1	Electronic	1
Coordinator Rangers & Community Safety	Level 1	Electronic	1
Corporate Planning & Governance Officer	Level 1	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Level 1	Electronic	1
Volunteer Bush Fire Brigades (VBFB)	Level 1	Electronic	1
Waroona Visitor Centre	Level 2	Hard	1
Waroona Administration Office	Level 2	Hard	1
Waroona Library	Level 2	Hard	1
Shire of Waroona website	Level 2	Electronic	1
Local Emergency Management Committee	Access Level	Hard Copy / Electronic Copy	Nº of Copies
OIC - Waroona Police Station	Level 1	Electronic	1
Alcoa Australia Representative	Level 1	Electronic	1
Communities – Regional Coordinator South Metro	Level 1	Electronic	1
St John Ambulance – Waroona Sub Centre Representative	Level 1	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Level 1	Electronic	1
DFES - District Officer – Regional Office Representative	Level 1	Electronic	1

Local Emergency Management Committee	Access Level	Hard Copy / Electronic Copy	No of Copies
DFES - District Officer – Emergency Management - South West	Level 1	Electronic	1
Network of Schools Representative	Level 1	Electronic	1
Quambie Park Waroona Inc. - Representative	Level 2	Electronic	1
Community Representatives - Shire of Waroona	Level 2	Electronic	1
DoH - Manager Emergency Preparedness Disaster Response	Level 1	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Level 1	Electronic	1
DPIRD – Manager, Emergency Preparedness	Level 1	Electronic	1
Harvey Water - Project Engineer	Level 1	Electronic	1
Main Roads WA	Level 1	Electronic	1
Water Corporation – Operations Manager	Level 1	Electronic	1
Western Power – Field Operations Team Leader	Level 1	Electronic	1
Other	Access Level	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Level 1	Electronic	1
WAPOL – Superintendent – Metropolitan South	Level 1	Electronic	1
Western Power – Resource Manager South Metropolitan	Level 1	Electronic	1
CEO – Shire of Murray	Level 2	Electronic	1
CEO – Shire of Boddington	Level 2	Electronic	1
CEO – City of Mandurah	Level 2	Electronic	1
CEO – City of Rockingham	Level 2	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Level 2	Electronic	1
CEO – Shire of Wandering	Level 2	Electronic	1
CEO – Shire of Harvey	Level 2	Electronic	1
PWS – Dwellingup Office	Level 1	Electronic	1
PWS – Mandurah Office	Level 1	Electronic	1
Communities – Mandurah Office	Level 1	Electronic	1
Department of Education – South Metro Regional Education Office	Level 2	Electronic	1
Other	Access Level	Hard Copy / Electronic Copy	No of Copies
Alcoa World Alumina – Refinery and Mine Site Managers	Level 2	Electronic	2
Rotary Club – Pinjarra Branch	Level 2	Electronic	1

Salvation Army – Mandurah	Level 2	Electronic	1
Murray District Hospital	Level 2	Electronic	1
DEMC – South Metro	Level 1	Electronic	1
State Emergency Management Committee (SEMC)	Level 1	Electronic	1

Amendment Record

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

Feedback can include:

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

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Rangers and Community Safety:

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215

Email: warshire@waroona.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration. Amendments promulgated are to be certified in the following table when entered.

Nº	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original joint Shire of Murray and Shire of Waroona document – LEMC endorsed	LEMC22/004	
2	23 August 2022	Original document – Shire of Waroona endorsed	OCM22/08/104	
3	25 August 2022	Original document – Shire of Murray endorsed	OCM22/096	
4	13 September 2022	Update of Shire of Waroona Local Recovery Coordinator	NA	CG
5	24 November 2024	Complete review of document following disbanding of joint LEMC – remove references to Shire of Murray and update other details where necessary	LEMC24/11/175	

Glossary of Terms

Australasian Interservice Incident Management System (AIIMS) – a nationally adopted structure to formalise a coordinated approach to emergency incident management.

AIIMS Structure – the combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

Combat – to take steps to eliminate or reduce the effects of a hazard on the community.

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

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

Community – a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

Community Emergency Risk Management – see "Risk Management".

Comprehensive Approach – the development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management and are not necessarily sequential phases.

Control – the overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See *also* Command and Coordination.

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

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

Disaster – see “Emergency”.

District – means the district of the Shire of Waroona (SoW). This is the local government district not the emergency management district.

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.

Note: The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

Emergency Management – the management of the adverse effects of an emergency including:

- (a) Prevention - the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- (b) Preparedness - preparation for response to an emergency.
- (c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- (d) Recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency – a hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the *Emergency Management Act 2005*.

Emergency Risk Management – a systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

Evacuation – the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

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

Hazard – means

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event.
- (b) a fire.
- (c) a road, rail or air crash.
- (d) a plague or an epidemic.
- (e) a ‘terrorist act’ as defined under Section 100.1 of the Commonwealth *Criminal Code Act 1995*.
- (f) any other event, situation or condition that is capable of causing or resulting in:
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or,
 - (ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations.

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

Incident – an event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

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

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

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

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

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

Local Emergency Coordinator (LEC) – that person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

Local Emergency Management Committee (LEMC) – based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

Local Government District –

- (a) has the meaning given to “district” by the *Local Government Act 1995*; and,
- (b) in relation to a local government, means the district established for the local government under the *Local Government Act 1995*.

Operations – the direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See *also* Emergency Operation.

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

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

Preparedness – preparation for response to an emergency.

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

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

Risk – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

Risk Management – coordinated activities of an organisation or a government to direct and control risk.

State Emergency Management Committee – the committee as established under Section 13 of the *Emergency Management Act 2005*.

State Emergency Management Plan – a plan prepared under Section 18 of the *Emergency Management Act 2005*.

State Emergency Management Policy – a policy prepared under Section 17 of the *Emergency Management Act 2005*.

Support Organisation – a public authority, or other person, prescribed by the Regulations to be a support organisation for the purposes of the *Emergency Management Act 2005* because of the agency's functions under any written law or specialised knowledge, expertise and resources, and is responsible for providing support functions prescribed by the Regulations in relation to that organisation.

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

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

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

Emergency Relief and Support – the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

Acronyms

The following acronyms are used throughout in the Local Emergency Management Arrangements:

ABS	Australian Bureau of Statistics
AIIMS	Australasian Interagency Incident Management System
AWP	Animal Emergency Relief and Support Plan
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CA	Controlling Agency
CBRN	Chemical, Biological, Radiological and Nuclear
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
CP	Communication Plan
DEMC	District Emergency Management Committee - South Metropolitan
DFES	Department of Fire and Emergency Services
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EEP	Emergency Evacuation Plan
EM	Emergency Management
EMA	Emergency Management Australia
EM Act	<i>Emergency Management Act 2005</i>
ERM	Emergency Risk Management
ERS	Emergency Relief and Support

FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
IMT	Incident Management Team
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
LRRM	Local Recovery Resource Manual
MARSAR	Marine Search and Rescue
NBN	National Broadband Network
NPW	Nuclear Powered Warship
OASG	Operations Area Support Group
OIC	Officer in Charge
PIRG	Public Information Reference Group
PTA	Public Transport Authority
PWS	Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
SA	Support Agency

SES	State Emergency Service
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policies
SERSP	State Emergency Relief and Support Plan
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SoW	Shire of Waroona
SPRED	Space Re-Entry Debris
USAR	Urban Search and Rescue
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
SHP	State Hazard Plans

Part 1

Introduction

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Emergency Relief and Support Plan
 - Communication Plan
 - Local Emergency Relief and Support Plan – Peel Region (Department of Communities)

Community Consultation

The LEMC is involved and consulted during the development and ongoing review of the LEMA. The LEMC membership includes representatives of agencies, organisations, community groups and those with expertise relevant to the identified community hazards and risks, and the emergency management arrangements.

Community members and/or interested parties have the opportunity to provide feedback as detailed in the Amendment Record section.

Document Availability

Copies of the Local Emergency Management Arrangements are available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.waroona.wa.gov.au

All information relating to the joint Local Emergency Management Arrangements, and associated documents, will be recorded on the Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoW Synergysoft - Emergency Management Files

Local Emergency Management Committee (LEMC)

ES.2

Acknowledgements

The Local Emergency Management Committee would like to acknowledge the SEMC and the DEMA for their assistance in reviewing and completion of the Shire of Waroona LEMA, formation of the Local Recovery Plan and Local Recovery Resource Manual, Emergency Evacuation plan, Animal Emergency Relief and Support Plan and Communication Plan.

The quality of the information in this document is directly attributed to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. The LEMC would also like to acknowledge assistance from employees at the following agencies whose input was critical to the LEMA being developed. These include representatives from:

- Shire of Waroona
- State Government Agencies
 - State Emergency Management Committee
 - Department Fire and Emergency Services
 - Department of Communities
 - Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
 - Western Australian Police
- Australian Government Agencies
 - Emergency Management Australia
- Non-government Organisations
 - Red Cross

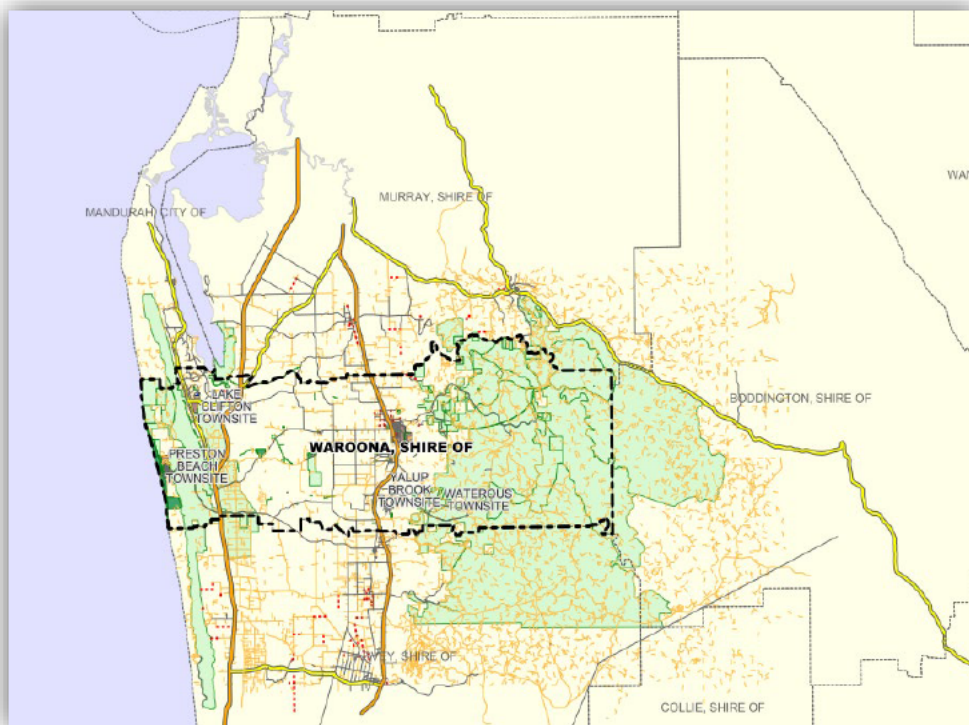
Area covered

The Shire of Waroona is approximately 108km south of Perth, the Shire of Waroona stretches from sea to scarp between the Indian Ocean and the Darling Range featuring pristine beaches, coastal lakes, fertile farmlands and peaceful jarrah forests. Covering a total area of 832 km², the Shire includes the localities of Waroona, Hamel, Lake Clifton and Preston Beach.

The Shire of Waroona is bordered by the City of Mandurah to the north-west, Shire of Harvey to the south, Shire of Boddington to the east and the Shire of Murray to the north. The western boundary of the Shire consists of 19 kilometres of Indian Ocean coastline.

The Shire of Waroona consists of the following localities:

- Hamel
- Lake Clifton
- Nanga Brook
- Preston Beach
- Wagerup
- Waroona



History

The Shire of Waroona (formerly known as Drakesbrook) has provided a home for generations, from the days when Indigenous Australians roamed the coastal areas in spring and summer, and the hills in autumn and winter. Prior to European settlement the area around Waroona was occupied by Pinjarup language group of the Noongar people.

Settlers began to arrive in the area in the late 1830's however the town did not come into its own until the Pinjarra to Picton railway line was opened in 1893. The town catered to the needs of the mill workers with a post office, general store, blacksmith, a number of hotels come boarding houses, churches, doctor and dentist. The farms supplied butter, fruit and vegetables for the men of the mills, and chaff for the horse teams that hauled the logs.

As in many of the small towns of the time, dances, picnics and football formed the core of social life within the community and to this day Waroona still proves to be a successful sporting and extremely social community.

Today agriculture (beef, dairy, fresh produce and crops) as well as tourism are important contributors to the local economy.

Population Distribution

The most comprehensive population count available in Australia is derived from the Population and Household Census conducted every 5 years by the ABS. This population figure includes overseas visitors but excludes Australians overseas. However, the Census count is not the official population of an area. To provide a more accurate population figure the ABS also produces "Estimated Resident Population" (ERP) numbers.

Based on population estimates as at 30 June each year, ERPs take into account people who missed the count on Census night, including people who were temporarily overseas, plus an undercount adjustment for those who did not complete a Census form, and an over count adjustment for anyone who was double counted.

The tables below display the Aboriginal and Torres Strait Islander population in Shires of Murray & Waroona.

Shire of Waroona	Year	Total No.
Population	2021	4,234
Aboriginal and Torres Strait Islander Peoples	2021	159

Employment

In the Shire of Waroona, timber harvesting and milling, agriculture with dairying and horticulture and a condensed milk factory were key local industries in the past. However, these activities have given way to the Alcoa alumina refinery at Wagerup and the associated mining and earthmoving businesses that support the local natural resource industry, as well as agriculture, retailing and services to support the population base.

The 2016 ABS census showed that the Shire of Waroona's total population over the age of 15 was 3,375.

Dwellings

The 2021 ABS census showed that 1,459 (92.1) dwellings were a separate house and 96 (6.1%) were occupied semi-detached, row or terrace house, townhouses etc. The figures revealed that 25 (1.6%) were other dwellings such as caravans, cabins or houseboats.

Country of Birth

Analysis of the 2021 ABS census showed that 74.0% of the population were born in Australia with 159 (3.8%) being Indigenous persons. The most common countries of birth were England 7.2%, New Zealand 2.7%, Italy 1.4%, Scotland 0.9% and Philippines 1.0%.

Overall, 86.1% of people only speak English at home and 8.9% spoke a non-English language. The dominant non-English languages spoken at home included Italian 2.6%, Tagalog 0.4%, Filipino 0.5%, French 0.3% and German 0.2%.

Age Structure

In 2021, The median age of people in SoW was 48 years. Children aged 0 - 14 years made up 17.0% of the population and people aged 65 years and over made up 25.0% of the population.

Waroona Age Structure		
Age	Population	Percentage
0-4 Years	202	4.8
5-9 Years	227	5.4
10-14 Years	267	6.3
15-19 Years	244	5.8
20-24 Years	173	4.1
25-29 Years	163	3.9
30-34 Years	200	4.7
35-39 Years	229	5.4

40-44 Years	254	6.0
45-49 Years	259	6.1
50-54 Years	318	7.5
55-59 Years	340	8.0
60-64 Years	317	7.5
65-69 Years	318	7.5
70-74 Years	308	7.3
80-84 Years	138	3.3
85 Years +	106	2.5

Disability Profile

Analysis of the 2018 ABS Census showed that 797 (19.5%) people within the Shire of Waroona had a disability inclusive of persons with profound, severe, moderate and mild core activity limitations, as well as those with schooling or employment restrictions and disabilities with no restriction or limitation.

For further information please refer to the Disability Services Commission [Profile of Disability](#).

Topography

The Shire of Waroona extends from the Darling Plateau in the east, through the Swan Coastal Plain to the Indian Ocean in the west. Because of its breadth, the Shire contains a vast spectrum of physical environments. The Darling Plateau and the Swan Coastal Plain are the two principal geological and geomorphic areas separated by the Darling Escarpment which rises about 300m above the plain.

Climate

The Shire is located in the temperate zone and enjoys a Mediterranean type climate with cool, moist winters and warm to hot, dry summers that are typically dry and have median monthly rainfall below 20mm from December to March. The prevailing winds are the rain bearing South Westerly's to North Westerly's, over the winter periods, and dry Easterly's in the summer period.

The average annual maximum temperature in the township of Waroona is 23.2°C and the average annual minimum temperature is 11.7°C. The warmest month is February with July being the coldest. Mean monthly temperatures are 1-2°C cooler on the plateau than on the coastal plain. The average rainfall is 840mm on the Plains and 1100mm to 1200mm in the Darling Range.

Industrial and Commercial Development

As identified in the Shire of Waroona Economic Development Strategy 2015 - 2025, the main economic drivers for the Shire of Waroona are mining and alumina refining, agriculture, engineering, tourism as well as small businesses, aged care and retail.

The SoW has an Industrial Precinct which is an area for the Wagerup alumina refinery and the Waterous Road Abattoir site.

Highways and Major Arteries

The following Highways and Major Arteries are under the authority of **Main Roads**:

- Forrest Highway; and,
- South Western Highway.

The following Major Arteries are under the authority of the **Shire of Waroona**:

- Johnston Road,
- Peppermint Grove Road,
- Coronation Road,
- Dorsett Road,
- Nanga Brook Road,
- Lake Clifton Road,
- Old Bunbury Road; and,
- Nanga Brook.

Electricity Supply

Western Power 440/240AC and 250.240V AC single and three-phase provided through underground connection and overhead supply to the South West Interconnected grid.

Water Supply

Scheme water is provided to the areas of Preston Beach, Waroona and Hamel townsites. Properties located in rural Hamel and along Coronation road have access to Harvey Water whilst the remaining areas in the Hills, Lake Clifton and rural areas rely on onsite rainwater tanks.

Sewerage System

Properties within the Waroona town site are connected to the deep sewage. The rest of the properties within the Shire is connected to standard septic tanks for Alternate Treatment Units.

Telstra Exchange

The Telstra Exchange buildings are located at 55 South Western Highway, Waroona. The exchange is the interconnect for all telephone lines south of Pinjarra to Albany and the main interconnect for NBN.

Aim

The aim of the Local Emergency Management Arrangements is to:

- (a) ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Shire; and,
- (b) document the management of identified risks within the Shire including specific details on planning, response and recovery activities of the SoW, HMA's and other organisations.

Purpose

The purpose of the Local Emergency Management Arrangements is to set out:

- (a) The SoW policies for emergency management,
- (b) roles and responsibilities of public authorities and other persons involved in emergency management within the districts,
- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b),
- (d) a description of emergencies that are likely to occur within the districts,
- (e) strategies and priorities for emergency management within the districts,
- (f) other matters about emergency management within the district prescribed by the regulations; and,
- (g) other matters about emergency management within the district that the SoW considers appropriate" [s.41(2) of the Act].

Scope

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

Furthermore:

- (a) this document applies to the local government district of the SoW,
- (b) this document covers areas where the SoW provides support to HMA's in the event of an incident,
- (c) this document details the SoW's capacity to provide resources in support of an emergency, while still maintaining business continuity; and,
- (d) the SoW responsibilities in relation to recovery management.

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

Part 2

Related Documents and Arrangements

Related Documents

To enable integrated and coordinated delivery of emergency management within the SoW these arrangements are consistent with State Emergency Management Policies (SEMP's) and State Hazard Plans.

Local Plans/Policies

Local Plans	Responsible Agency	Administration Contact	Location
Local Emergency Management Arrangements	SoW	Emergency Services Administration Officer	SoW Administration Office
Local Recovery Plan	SoW	Emergency Services Administration Officer	SoW Administration Office
Local Recovery Resource Manual	SoW	Emergency Services Administration Officer	SoW Administration Office
Emergency Evacuation Plan	SoW	Emergency Services Administration Officer	SoW Administration Office
Animal Emergency Relief and Support Plan	SoW	Emergency Services Administration Officer	SoW Administration Office
Communication Plan	SoW	Emergency Services Administration Officer	SoW Administration Office
Emergency Risk Management Report Treat Risk	SoW	Emergency Services Administration Officer	SoW Administration Office
Local Emergency Relief and Support Plan – Peel Region	Communities	Regional Coordinator South Metro	Communities Fremantle
Lane Poole Reserve Emergency Closure Plan – Perth Hills District	PWS	Lane Poole Reserve Senior Ranger	PWS Dwellingup Office
Bushfire Risk Management Plan	SoW	Emergency Services Administration Officer	SoW Administration Office
Incident Management & Business Continuity Response Plan	SoW	Corporate Planning and Governance Officer	SoW Administration Office
Incident Management & Business Continuity Procedures Manual	SoW	Corporate Planning and Governance Officer	SoW Administration Office
Drakesbrook Weir Management Plan	SoW	Corporate Planning and Governance Officer	SoW Administration Office

State Hazard Plans

Hazard Plans	Responsible Agency	Administration Contact	State Hazard Plan Link
Animal and Plant Biosecurity	DPIRD	Pam l'Anson Director, Incident and Emergency Management Pamela.l'Anson@dpird.wa.gov.au 08 9368 3333	Animal and Plant Biosecurity
Collapse	DFES	DFES 20 Stockton Bend COCKBURN CENTRAL 6164 08 9395 9300	Collapse
Crash Emergency	DFES	State Emergency Management Policy Branch Semc.policy@dfes.wa.gov.au 08 9395 9300	Crash Emergency
Earthquake	DFES	DFES 08 9395 9300	Earthquake
Electricity Supply Disruption	Energy Policy WA	Manager - Emergency Management info@energy.wa.gov.au	Electricity Supply Disruption
Fire	DFES	Superintendent Emergency Management Intelligence Branch 08 9395 9300	Fire
HAZMAT	DFES	Manager Hazmat and CBRN hazcbr@dfes.wa.gov.au 08 9323 9595	Hazardous Materials Emergencies
HAZMAT Annex A Radiation Escape from Nuclear Powered Warship (NPW)	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	NPW
HAZMAT Annex B Space Re-entry Debris (SPRED)	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	SPRED
Heatwave	DoH	Assistant Director dpmu@health.wa.gov.au 1800 020 103	Heatwave

Hostile Act	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	Hostile Act
Human Biosecurity	DoH	Director, Communicable Disease Control Directorate cdc@health.wa.gov.au 1800 020 103	Human Biosecurity
Maritime Environmental Emergencies	DoT	Manager Maritime Environmental Emergency Response Unit Marine.pollution@transport.wa.gov.au 08 9480 9924	Maritime Environmental Emergencies
Search and Rescue Emergency	WAPOL	Counter Terrorism and Emergency Response Command – 9323 5625 ctander@police.wa.gov.au	Search and Rescue
Severe Weather	DFES	DFES 08 9395 9300	
Terrorist Act	WAPOL	Strategic Policy Advisor Counter Terrorism & State Protection 08 9370 7115	Restricted <i>Please contact Responsible Agency</i>
Tsunami	DFES	DFES 08 9395 9300	Tsunami

Support Plans

Support Plans	Responsible Agency	Administration Contact	State Hazard Plan Link
Emergency Relief and Support	Communities	Incident Management Team, Communities incidentcontroller@communities.wa.gov.au 08 9222 2555	State Support Plan Emergency Relief and Support
Emergency Public Information	Public Information Reference Group (PIRG)	PIRG Chairperson 08 9482 1700 Semc.policylegislation@dfes.wa.gov.au	State Emergency Public Information Plan
State Support Plan for Animal Emergency Relief and Support in Emergencies	DPIRD	Animal Relief and Support in Emergencies Incident & Emergency Management 1300 374 731	Animal Welfare in Emergencies
State Health Emergency Response Plan (Interim)	Communities	Disaster Preparedness Management Unit Manager 08 9222 4222	State Health Emergency Response Plan

Agreements, Understandings and Commitments

The local government of Waroona, Murray, Mandurah, Rockingham, Serpentine-Jarrahdale and Boddington, Cockburn and Kwinana are all party to a Memorandum of Understanding in relation to the shared provision of evacuation centres.

Special Considerations

Due to the diversity of the Shire of Waroona, there are several considerations that need to be taken into account as they may have an impact on the implementation of these arrangements;

- Increased safety risk due to the restricted access to some areas within the SoW,
- Reduced resources and increased safety risks during the Bushfire season – Oct to May,
- Increased safety threat during the Storm season – May to Sept,
- Mining, Transport and Mineral Processing Hazards,
- Increased traffic flow through the SoW during holiday periods,
- A large number of tourists visiting the area during peak holiday periods,
- Increased patronage at Drakesbrook Weir, Waroona Dam and Preston Beach on long weekends and school holidays, especially over the summer months; and,

- A number of special needs groups within the SoW including schools, nursing homes, child care centres, hospitals, caravan parks/camp grounds, persons with disabilities and CaLD groups.

A number of major public events are held in the SoW throughout the year, all of which attract significant numbers of people, e.g.;

- Australia Day Celebrations (January),
- All Australia Car Day (April),
- Waroona Vintage Machinery Rally (September),
- Troutfest (September)
- Preston Beach Community Fair (September),
- Waroona Show (October),
- South West Aboriginal Basketball Carnival, and
- Waroona Community Christmas Gala (December).

Resources and Assets

Hazard Management Agencies (HMA) are responsible for the determination of resources required to combat the hazards for which they have responsibility.

The Shire has identified relevant resources and listed them in **Part 10 – Appendices Resource and Asset Register**. The register will be updated and distributed on an annual basis through the SoW LEMC.

Financial Arrangements

The Shire of Waroona recognise State EM Policy 5.12 – "Funding for Emergency Responses", which outlines financial arrangements in meeting costs associated with an emergency.

The Emergency Management Agency with operational control of any resource is responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established. Agencies that have assisted in responses may be eligible for reimbursement of some expenses.

Special arrangements may be required in relation to financial expenditure during an emergency. Such arrangements must be in accordance with the financial management provisions of the *Local Government Act 1995*.

Part 3

Planning

Roles and Responsibilities

The following outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management as outlined in the *Emergency Management Act 2005* and the State EM Policy – Appendix A – "List of EM Roles and Responsibilities".

Local Roles and Responsibilities

The role of the SoW is to –

- ensure that effective local emergency management arrangements are prepared and maintained in its district [s. 41(2) of the Act],
- manage recovery following an emergency affecting the community in its district,
- establish one or more local emergency management committees for its district,
- make its emergency management arrangements available for inspection, free of charge, by members of the public during office hours,
- keep a copy of its local emergency management arrangements at the offices of the local government; and,
- perform other functions given to the Local Government under the Act.

Local Emergency Coordinator (LEC)

The LEC for the Shire is appointed by the State Emergency Coordinator (Commissioner of Police) for their local government district [s. 37(1) of the Act]. The Shire LEC is a member of the LEMC and if they are not the delegated chairperson, they are then the deputy chairperson.

At the local level the Officer in Charge (OIC) of Waroona Police is appointed as the LEC in their respective police districts. The role of the Local Emergency Coordinator (LEC) [s. 37(4) of the Act] is to:

- provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district,
- assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and,
- carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local Recovery Coordinator (LRC)

The role of the Local Recovery Coordinator (LRC) is to –

- liaise with the relevant Chief Executive Officers to ensure the acquisition and appropriate application of the resources necessary to ensure an effective recovery,
- liaise with the Controlling Agency/s, including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings, as required,
- oversee the functions and objectives of the LRCG and providing guidance and direction to the LRCG representatives and delegates,

- convene the operation of the LRCG to support local community recovery activities associated with an emergency event, as required from time to time,
- support the LRCG to assess community recovery requirements for emergency events, when convened, with the support of the Hazard Management Agency (HMA) and other responsible agencies,
- liaise with the State Recovery Coordinator (SRC) on issues where State level support is required or where there are problems with services from government agencies or departments locally,
- monitor the progress of LRCG recovery activities and providing periodic situational awareness advice to the Chief Executive Officers and State Recovery Coordination Group (SRCG), if established,
- ensure LRCG recovery activities are consistent with the principles of community engagement; and,
- ensure operational debriefings are undertaken by the LRCG as soon as practicable after the cessation of recovery activities associated with an emergency event and provide feedback to the LEMC.

SoW Emergency Relief and Support Liaison Officers

During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.

SoW Liaison Officers (ISG/IMT)

During a major emergency, the liaison officers attend ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.

SoW Incident Management

- Ensure planning and preparation for emergencies is undertaken
- Implement procedures that assist the community and emergency services deal with incidents
- Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.
- Liaise with the incident controller (provide liaison officers)
- Participate in the ISG and provide local support
- Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities

Local Emergency Management Committee (LEMC)

The Local Government is to establish one or more local emergency management committees for its district [s. 38(1) of the Act]. The role of the joint LEMC is to;

- advise and assist the local governments in ensuring that local emergency management arrangements are established for its district,

- liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and,
- carry out other emergency management activities as directed by the OEM or prescribed by the regulations.

Local Emergency Management Committee Chairperson

The Chairperson of the LEMC is appointed by each local government under [s. 38(3) of the Act].

(1) LEMC Chairpersons:	Shire of Waroona Councillor
(2) Deputy Chairperson:	Waroona Police OIC

Refer to Part 9 – Appendices - Emergency Contacts Directory for the LEMC Chairperson contact details.

Local Emergency Management Committee Executive Officer

The role of the LEMC Executive Officer is to –

- coordinate the development and submission of LEMC documents in accordance with legislative and policy requirements including Agendas and Minutes, Annual Report, Annual Business Plan and maintenance of LEMAs,
- provide advice to the Chair and LEMC as required; and,
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).
- Participate as a member of sub-committees and working groups as required.

Local Emergency Management Committee Membership

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator, relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC [s. 38(3) of the Act].

Membership of the LEMC includes representatives of agencies, organisations, community groups and those with expertise relevant to the identified community hazards and risks, and emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the Local Governments to ensure that local emergency management arrangements are written and placed into effect for its district.

The term of appointment of LEMC members shall be as determined by the Local Governments in consultation with the parent organisation of the members.

Refer to Part 9 – Appendices - Emergency Contacts Directory for the LEMC Membership contact details.

LEMC Constitution Procedures

The LEMC shall meet every three (3) months and as required under SEMP Preparedness Procedure 7 - "Local Emergency Management Committee". Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

1. Every meeting:
 - Confirmation of local emergency management arrangements contact details and key holders,
 - Review any of post-incident reports and post exercise reports generated since last meeting,
 - Progress of emergency risk management process,
 - Progress of treatment strategies arising from emergency risk management process,
 - Progress of development or review of local emergency management arrangements; and,
 - Other matters determined by the local government.
2. First calendar quarter:
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC); and,
 - Begin developing annual business plan.
3. Second calendar quarter:
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report); and,
 - Finalisation and approval of annual business plan.
4. Third calendar quarter:
 - Identify emergency management projects for possible grant funding.
5. Fourth calendar quarter
 - National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

Meeting Schedule

The LEMC shall meet as determined by the Executive Officer on the second Wednesday of every February, May, August and November, or as otherwise required.

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit an annual report to the Executive Officer of the DEMC [s. 40(1) of the Act].

Annual reporting shall be in accordance with SEMP Preparedness Procedure 17 - "Annual Reporting". [s. 40(2) of the Act]

The LEMC annual report is to contain, for the reporting period:

- description of the area covered by the LEMC,
- description of activities undertaken by it, including;

- the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC; and,
 - a description of major achievements against the LEMC Annual Business Plan.
- the text of any direction given to it by:
 - the local government that established it.
 - the major objectives of the annual business plan of the LEMC for the next financial year.

Annual Business Plan

SEMP Preparedness Procedure 17 - "Annual Reporting" states that each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

It is acknowledged that from time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

Agency Roles and Responsibilities

Hazard Management Agency (HMA)

A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act].

The HMA's are prescribed in the Emergency Management Regulations 2006

The role of the HMA is to:

- undertake responsibilities where prescribed for these aspects [EM Regulations],
- appoint Hazard Management Officers [s. 55 of the Act],
- declare / revoke Emergency Situations [s. 50 and 53 of the Act],
- coordinate the development of the STATE EMERGENCY MANAGEMENT PLANS for that hazard; and,
- ensure effective transition to recovery by Local Government.

Refer to Part 9 – Appendices - Emergency Contacts Directory for HMA contact details.

Combat Agency

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 emergency management activity prescribed by the regulations in relation to that agency. [s. 6(1) and 6(2) of the EM Act].

The role of the Combat Agency is to:

- execute combative action in accordance with their statutory responsibilities,
- complete tasks as allocated in the tactical response plan,
- provide progress reports to the designated Incident Manager or Operations Area Manager,
- present progress reports to the higher levels of their parent organisation,
- provide an agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA,
- attend post incident debriefs; and,
- contribute to a post operation report or post incident analysis.

Refer to Part 9 – Appendices - Emergency Contacts Directory for Local Combat Agencies contact details.

Controlling Agency

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

The role of the Controlling Agency is to:

- undertake all responsibilities as prescribed in Agency specific legislation for prevention and preparedness,
- control all aspects of the response to an incident; and,
- ensure effective transition to recovery by Local Government.

Support Organisation

A support organisation 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 providing support functions prescribed by the regulations in relation to that organisation. An example may be the Red Cross or CWA providing meals to an Emergency Relief and Support centre. [s. 6(3) and 6(4) of the Act]

- Restoring essential services affected by the emergency.
- Providing functional support as part of the tactical plan, e.g. Department of Communities to provide emergency relief and support services.
- Managing their resources and those given to them in support of their specific function.
- Providing progress reports to the designated Incident Manager or Operations Area Manager.
- Providing progress reports to the higher levels of their organisation

- Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA
- Attend post incident debriefs
- Contributing a post operation report or post incident analysis.

Refer to Part 9 – Appendices - Emergency Contacts Directory for Local Support Organisations contact details.

Managing Risk

Emergency Risk Management (ERM)

Risk management is a critical component of the emergency management process. Building a sound understanding of the risks and hazards likely to impact the community enable Local Government and the LEMC to work together to implement treatments.

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

A comprehensive risk analysis review using the Emergency Risk Management module will be undertaken within the district pending suitable State grant funding being identified. With the aim to undertake the review prior to 2025.

Bush Fire Risk Management Planning

In accordance with the requirements of the State Hazard Plan – Fire, local governments are required to prepare an integrated Bushfire Risk Management Plan (BRM Plan) for areas where there is a potential significant bushfire risk.

A BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment within local government districts.

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within a local government district.

Bushfire Risk Management Planning Objectives

The objective of a BRM Plan is to effectively manage bushfire risk within a local government district in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

BRM Plans have been prepared and adopted for the Shire of Waroona following endorsement by the Office of Bushfire Risk Management.

Training

The LEMC promotes emergency management training for LEMC members, HMAs and other organisations with a role in emergency management.

Specific operational “hazard” training is the responsibility of the relevant HMA.

Useful Websites

Australian Red Cross	http://www.redcross.org.au/
Bureau of Meteorology	http://www.bom.gov.au/
Community Protection WA	https://www.communityprotection.wa.gov.au/
Dept. of Biodiversity, Conservation and Attractions Parks and Wildlife Service	https://www.dbca.wa.gov.au/
Dept. of Health WA	http://www.health.gov.au/
Emergency Management Australia	https://www.ag.gov.au/EMA
Dept. Fire and Emergency Services	https://www.dfes.wa.gov.au/
Landgate – FireWatch Map Service	http://firewatch.landgate.wa.gov.au
Salvation Army	http://www.salvationarmy.org.au/wa
St John Ambulance WA	http://www.stjohnambulance.com.au/
WALGA	https://walga.asn.au/EMS
WA Police	https://www.police.wa.gov.au/

Part 4

Response

Emergencies Likely to Occur

The SoW have identified eleven (11) major hazards as perceived by the community. The following table indicates the responsible HMA, HMA representation at Local and District levels, and the relevant STATE HAZARD PLANS, Regional and/or Local Plans in place.

Hazard	HMA	Controlling Agency	Local Combat Agency	STATE HAZARD PLAN	Local Plan
Fire	DFES	DFES	(Gazetted Fire District) Waroona VFES	Fire	Urban Plans. <i>(To be Developed)</i>
		PWS	(PWS Estate) Perth Hills District Swan Coastal District		PWS Perth Hills Incident Preparedness and Response Plan
		SoW	Waroona VFES, Waroona West, Preston Beach and Lake Clifton VBFB's		SoW Bushfire Risk Management Plan
Severe Weather	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Road Transport Emergency	WAPOL	WAPOL	Waroona Police	Crash Emergency	WAPOL SOP's
Critical Infrastructure Failure	DFES	DFES	Alinta Energy, Horizon Power, Synergy, ATCO Gas, Western Power and Water Corp	Electricity Supply Disruption	DFES SOP's
Hazardous Material: Spill / Atmospheric	DFES	DFES	Waroona VFES	HAZMAT	DFES SOP's
Human Epidemic / Pandemic	DoH	DoH	Murray District Hospital	Human Biosecurity	Nil
Bridge Collapse	DFES	DFES	Main Roads	Collapse	DFES SOP's
Industrial Fire / Explosion	DFES	DFES	Waroona VFRS	Nil	DFES SOP's
Agricultural Disease / Infestation	DPIRD	DPIRD	DRPIR	Animal and Plant Biosecurity	DPIRD SOP's
Flood / Flash Flooding	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Coastal Erosion	N/A	N/A	N/A	N/A	State Coastal Planning Policy (Planning and Development Act 2005)

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

Coordination of Emergency Operations

It is recognised that the Hazard Management Agencies, Controlling Agencies and Combat Agencies may require SoW resources and assistance in emergency management. The Shires are committed to providing assistance and support, as required, through the ISG when, and if formed.

During the response stages of an emergency there are many terms and acronyms used in incident management. The purpose of the following section is to familiarise the reader with some of the terms used in response.

The Shires recognise State EM Policy 5.1 – “Incident Management and Emergency Management Frameworks” which provides a common set of principles and structures utilised by all agencies involved in emergency management.

Local Coordination Centre

Shire of Waroona Administration Centre

52 Hesse Street

WAROONA WA 6215

Phone: 08 9733 7800

Email: warshire@waroona.wa.gov.au

Activation of Local Arrangements

The Combat Agency, Controlling Agency, or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations.

Incident Support Group (ISG)

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

Role

The role of the ISG is to provide support to the IMT. The ISG is a group of people represented by the different agencies who may be involved in the incident to assist the Incident Controller in the overall coordination in terms of services (physical, human or information) during a major incident.

Activation of the ISG

The triggers for an ISG are outlined in the State EM Plan 5.1 – “Incident Management” and State EM Response Procedure 2 – “Incident Level Declaration”. Broadly the requirement is identified when there is a need to coordinate multiple agencies.

An ISG is activated by the HMA Incident Controller in consultation with the relevant LEC. The activation of an ISG should be considered, if one of the following occurs:

- requires multi agency response,
- has a protracted duration,
- requires coordination of multi-agency resources,
- requires resources from outside the local area,
- some impact on critical infrastructure,
- has a medium level of complexity,
- has a medium impact on the routine functioning of the community,
- has potential to be declared an ‘Emergency Situation’; and/or,
- consists of multiple hazards.

Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the Controlling Agency during the response phase. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the local recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

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

The composition of the ISG must be flexible to the needs of the emergency and the membership will change as the incident/operation progresses.

The membership is as follows:

- Chairperson – Appointed by the Controlling Agency,
- Local Emergency Coordinator; and,
- Members – Representatives from those agencies and community organisations directly involved in the response and recovery of the event as determined by the Incident Controller.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet.

Shire of Waroona – Location One

Facility		Responsible Agency	Location
Shire of Waroona Administration Office		SoW	52 Hesse Street WAROONA WA 6215
1 st	Building Maintenance Officer	(08) 9733 7800	
2 nd	Manager Corporate Services	(08) 9733 7800	

Local Government Involvement

The Shire will make available appropriate employees to be a part of the ISG or as liaison to an IMT of a large incident on request made by either; the ISG; the Incident Controller; the Local Emergency Coordinator; or the Local Government Authority.

The role of the nominated 'Shire of Waroona Liaison Officer' is to be liaison between the ISG/Incident Controller and the Shire, and is in addition to the Local Recovery Coordinator if one has been appointed.

The Shire of Waroona Chief Executive Officer will be designated ISG representative. Refer to Part 9 – Appendices - Emergency Contacts Directory_for the contact details.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life, property and the environment. The provision of this information is the responsibility of the Controlling Agency.

Controlling Agencies manage public information as part of their standard operating procedures, during day-to-day business. During the response to an emergency, responsibility for the

management of the emergency public information function rests with the Controlling Agency, in consultation with the HMA.

Media and Public Information management is to reflect multi-agency involvement and will be authorised by the Incident Controller/Manager and the following principles will apply:

- The HMA is to manage all media releases,
- All media releases and public information alerts for the incident are to be authorised by the Incident Controller/Manager after consultation with the Emergency Coordinator and other Combat Agencies,
- All media releases are to reflect multi-agency Incident Management and detail all agencies' involvement,
- Must relate to the incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency,
- All media releases are to carry the agencies' identification,
- Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release; and,
- All media releases issued by any agency at state level will reflect multi-agency involvement.

Media and Public Information Officers

Media and Public Information Officers are attached to the Controlling Agency and emergency management agencies and are responsible for:

- managing the media and emergency public information function for their agency, during an emergency; and/or,
- assisting another Controlling Agency during its response to an emergency, upon request of the State Emergency Public Information Coordinator (SEPIC).

Trained Media and Public Information Officers will be provided upon request through the SEPIC to assist the controlling agency. These officers may be located with the Controlling Agency management team or other location.

Shire of Waroona Authority

Section 2.8(1)(d) of the [Local Government Act 1995](#) ('LG Act') gives the authority for the Shire Presidents to speak on behalf of the Local Government.

The Presidents may delegate this authority to the Chief Executive Officers under Section 5.41(f) of the LG Act. The SoW CEOs have delegated authority to speak on behalf of their Local Governments.

Shire of Waroona Policy CGP003 specifies that no contact between the media and any employee (other than the CEO) is permitted. This includes the taking of photos of any kind.

Any information for release to the media or public must be forwarded through the Executive Assistant to the CEO and approved by the relevant Chief Executive Officer. Statements to the press on behalf of the Shire shall only be made by the relevant Shire President or the CEO.

The Shire of Waroona Chief Bush Fire Control Officer (CBFCO), or a delegated representative, may make statements to the media or public on behalf of the Shire of Waroona in regard to bush fire operational matters only.

The SoW CEO, or a delegated representative, will be their Shires designated Media and Public Information Officer. Refer to Part 9 – Appendices - Emergency Contacts Directory for further contact details.

Public Warning Systems

Standard Emergency Warning Signal (SEWS)

The Standard Emergency Warning Signal (SEWS) is a distinct siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens as it aims to draw listeners' attention to the emergency warning that follows.

People are strongly advised to become familiar with the Standard Emergency Warning Signal (SEWS).

The emergency announcement that follows SEWS is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment. It can be used for various hazards and does not relate to any particular emergency situation or State of Emergency, as defined by the Act.

Care must be taken to maintain the status and effectiveness of the signal by limiting its use to significant events as determined by the HMA. The decision to use the SEWS rests with the relevant HMA, in consultation with the LEC.

An IC may use SEWS in a localised emergency, as defined in the Act, for broadcasting over vehicle public address systems by the WA Police, emergency services and local government where there is an immediate requirement to warn the community of a threat.

The conditions and procedures for use of the SEWS are contained within State EM Response Procedure - "Standard Emergency Warning Signal (SEWS)"

Emergency WA

Emergency WA was developed by the Government of Western Australia to improve the way in which information was provided to the community.

Emergency WA provides community warnings and other emergency management information for bushfires, storms, cyclones, floods, prescribed burns, hazardous material incidents and more.

Emergency WA provides:

- A live feed of incidents reported to DFES. When a fire or incident is reported, basic information about the type and location of the hazard is published on the Emergency WA website.
- Warnings from multiple emergency management agencies (including DFES, DBCA's Parks and Wildlife or other EMA's) – when an incident escalates a warning may be issued to provide more details and specific safety advice to the community.
- Total Fire Bans and Fire Danger Ratings – information available regarding current information and advice by using filters on the website or accessing links

www.emergency.wa.gov.au/#totalfirebans

www.emergency.wa.gov.au/#firedangerratings

- Important information and resources to assist with preparing for emergency situations. Information includes emergency response tips and description of hazard types, including tips specific to those hazards.
- Information to assist the community with recovery following an emergency situation.
- Interactive, map-based layout for easy reference.

Emergency Alert (Phone Warnings)

Emergency Alert is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.

Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.

You do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address. There is no ability to 'opt out' of receiving the alerts.

In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area. Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.

Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed. There are a range of reasons why you may not receive a message including network coverage issues, your phone being turned off or on silent, or your inbox being full.

Emergency Alert messages will be recognisable via the number displayed on the message header or caller identification. There is no ability to reply to the number.

It is important that individuals do not rely solely on receiving an alert. They must still prepare themselves and have an action plan in case of an emergency.

Emergency Radio Broadcasts

Radio is the most immediate communication tool and is used to provide essential information, such as location, direction of fire or cyclone, timing etc. ABC local radio 720AM ABC Perth and 684AM ABC South West undertakes emergency broadcasts during its programs' when requested (quarter to and quarter past the hour when activated).

ABC local radio will broadcast an emergency message immediately, repeatedly and for as long as necessary. WAPOL or an authorised representative of the HMA can request this in order to notify listeners that a significant emergency is occurring in their area. The alerts are only to be issued under strict instruction.

Shire of Waroona Emergency SMS Alert Service

The Shire of Waroona has the ability to broadcast Harvest and Vehicle Movement Bans, Total Fire Bans and other topical Shire information via SMS alert.

Members of the Shire of Waroona community wishing to receive alerts via SMS can email warshire@waroona.wa.gov.au, telephone (08) 9733 7800 or register online through the Shire of Waroona website. The following compulsory information is required:

- First Name
- Surname
- Mobile Number
- Email Address

Terms and Conditions

By subscribing to the SoW Emergency SMS Alert service you agree to;

- receive SMS messages regarding Harvest and Vehicle Movement Bans, Total Fire Bans and other topical Shire information,
- the Shire of Waroona reserves the right to discontinue or review the service at any time,
- you accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail,
- you have the right to unsubscribe from this service at any time,
- to unsubscribe from the Shire Waroona Service, please notify the Shire by email to warshire@waroona.wa.gov.au or telephone the Shire of Waroona office during business hours on 08 9733 7800,
- that the Shire retains the right to update and/or remove subscribers to the SMS service, for any reason,
- you accept that the Shires may from time to time use the SMS service to send other topical messages; and,
- you understand and accept that this SMS service is not intended to provide information on active fire or other emergency events. Refer to Home – Emergency WA Warnings & Incidents.

Public Information Systems

DFES Public Information Line

When there is an incident that threatens lives or property, DFES activates the public information system.

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

DFES issues warnings on the Emergency WA website, on the DFES Emergency Information Line (13 DFES or 13 3337), provides warnings to media outlets, issues them via social media (Twitter: @dfes_wa), provides them to stakeholders such as other State Government.

Bureau of Meteorology

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

The BoM site also provides current weather radar displays, satellite images, weather charts and weather observations. The BoM can be contacted by calling 08 9263 2222 or alternatively information can be obtained online at <http://www.bom.gov.au/wa/>.

Traffic Management and Road Closures

Road closures, whether partial or full, are to be conducted in accordance with State EM Policy 5.8 – “Traffic Management” and State EM Plan 5.3.3 - “Traffic Management During Emergencies”. The management of traffic, including the emergency relief and support of persons affected, is the responsibility of the HMA and must be carefully considered by the IC.

The Traffic Management during Emergencies Guideline 2015 is provided to agencies having a traffic management role and is to be used by emergency management agencies, Main Roads employees, Local Government employees and traffic management contractors when developing agency specific internal procedures.

The IC has final authority regarding the re-opening of roads. The principles and process for re-opening roads, closed during an incident response, are addressed below:

1. Principles:

- a. A risk assessment must precede any decision to re-open a road.
- b. Roads may be re-opened progressively.
- c. Generally, roads should **NOT** be re-opened during hours of darkness.
- d. The practice of alternately closing then opening roads should be avoided.
- e. Authority to reopen the road rests with the network operator (MRWA, LG, PWS or private owner), and not the Controlling Agency.

2. Process:

- a. IC determines that the road can be safely re-opened.
- b. IC formally returns road to the network operator.
- c. The network operator formally accepts control from the IC.
- d. Network operator conducts a full safety survey of the road, if necessary in company with Controlling Agency response vehicle.
- e. Network operator assesses damage to road pavement, structures, lines and signs.
- f. Based on the damage assessment, the network operator may:
 - i. Re-opens the road without restriction at a time specified and removes detours.
 - ii. Maintains the road closure due to critical damage to infrastructure and maintains the established detours.
 - iii. Re-opens the road with specified vehicles class restrictions.
 - iv. Re-opens the road with speed restrictions.
 - v. Provides public notification of the road status and condition.

The Shire of Waroona Director of Infrastructure Services will determine the most appropriate traffic management strategy on behalf of the Shire within the Local Government districts following hand back from the HMA.

Refer to Part 9 – Appendix 1.3 - Local HMA Contacts List for the contact details of the Shire of Waroona Director Infrastructure and Development Services.

Arrangements

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi agency emergencies. While recognising the above, the Shire of Waroona are committed to expending such necessary funds within current budgetary constraints, as required to ensure the safety of residents and visitors.

The CEO should be approached immediately during an emergency event requiring resourcing to ensure the desired level of support is achieved.

Part 5

Evacuation

Evacuation and Emergency Relief and Support

The LEMA should be read in conjunction with the Emergency Evacuation Plan in regard to detailed Evacuation arrangements.

Evacuation

Evacuation is the movement of people from a threatened area to a place of safety and is an important part of the emergency management process. The decision to evacuate will be made by the HMA, Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

At Risk Groups / Special Needs Groups

Particular attention is needed for sections of the community with special needs. These include, but are not limited to:

- Children and Youth
- Elderly People
- Nursing Homes
- Aged Care Facilities
- Persons with Disabilities
- CaLD Community
- Schools
- Childcare Centres
- Family Day Care Providers
- Playgroup Centres
- Hospitals
- Tourist Facilities
- Caravan Parks and Camp Grounds

Please refer to Part 9 Appendix 1.5 - Special Needs Groups for contact information on the facilities and contact details for sections of the community that may require assistance or special consideration during an evacuation.

Evacuation Planning Principles

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the state's emergency management organisation SEMC is that:

- to be effective it is essential the community be involved in the evacuation planning process. It is critical that communities are fully informed of the risks that they may face and the options, including evacuation and shelter in place, which may apply during an emergency.
- planning should also recognise that other plans, such as the State Emergency Relief and Support Plan, the State Registration and Inquiry Emergency Management Plan and a number of other district and state level plans, may be relevant. Local emergency management arrangements should therefore recognise the relationship and links to neighbouring districts and higher-level planning.
- the evacuation plan should include arrangements for training exercises and testing of evacuation procedures.

- HMA's must develop and implement community education programs and warning systems for those hazards for which they are responsible to provide community members with the capability to make an informed choice as to whether to stay or leave when threatened by an emergency.
- Warning systems should be developed in partnership with local governments and other emergency management agencies.

See State EM Policy 5.7 – “Community Evacuation” for more detailed evacuation planning principles.

Schools, hospitals, aged care and child care facilities etc, should each have separate emergency evacuation plans, which show where their populations will assemble for transportation.

Evacuation Management

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

All evacuations shall be managed as per State EM Plan 5.3.2 – “Community Evacuation” and the “Western Australia Community Evacuation in Emergencies Guideline”.

Detailed arrangements for the management of evacuations can be found in the Emergency Evacuation Plan which is an appendix of the LEMA.

Part 6
Emergency
Relief and
Support

Emergency Relief and Support

Emergency Relief and Support is defined as providing immediate and ongoing supportive services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The Department of Communities (Communities) has the role of managing emergency relief and support. Communities have developed a Local Emergency Relief and Support Plan for the Peel Region.

Please refer to the **Communities Local Emergency Relief and Support Plan – Peel Region (Appendix 9)** for a full copy of the plan.

Local Emergency Relief and Support Lead

- Represent the department and the emergency relief and support function on the Local Emergency Management Committee (LEMC) and Local Recovery Coordination Group (LRCG),
- Prepare, test and maintain the Local Emergency Relief and Support Plan
- ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities,
- coordinate the provision of emergency relief and support services during response and recovery phases of an emergency; and,
- represent the department on the Incident Management Group, when required.

Refer to Part 9 – Appendix 1.4 – Support Organisation Contacts for the Local Emergency Relief and Support Coordinator contact details.

Local Government Emergency Relief and Support Liaison Officer

A Local Emergency Relief and Support Liaison Officer is nominated by the Shire to coordinate emergency relief and support response during emergencies prior to the arrival of Communities employees, and then to liaise with the Local Emergency Relief and Support Coordinator and provide support as required.

This role will provide assistance to the Local Emergency Relief and Support Centres, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Waroona Manager Community Development is appointed as the Local Government Emergency Relief and Support Liaison Officers.

The Shire of Waroona's Community Development Officer has been appointed as the delegate. Please Refer to Part 9 – Appendix 1.3 – Local HMA Contacts List [for](#) the contact details for the Local Government Emergency Relief and Support Liaison Officers.

State and National Registration and Enquiry – Register – Find - Reunite

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

In the event that an evacuation has to be activated, initial set-up and manning will be controlled by Shire employees who will provide emergency relief and support until Department of Communities arrive.

Refer to Part 9 – Appendix 1.4 – Support Organisation Contacts for the contact details for the Local Red Cross Unit.

Emergency Relief and Support Centres

Detailed information on Emergency Relief and Support Centre facilities and relevant contact details are contained in Part 11 – Appendices - Evacuation and Emergency Relief and Support Centres

Animal Emergency Relief and Support (Including Assistance Animals)

The LEMA should be read in conjunction with the Animal Emergency Relief and Support Plan in regard to detailed Animal Emergency Relief and Support arrangements.

Part 7

Recovery

Introduction

The LEMA should be read in conjunction with the Local Recovery Plan and Local Recovery Resource Manual in regard to detailed Recovery arrangements.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing”. [s. 3 of the Act]

It is the role of local government to manage recovery following an emergency affecting the community in its district. [s. 36(b) of the Act].

Aim of Recovery

The aim of recovery is to restore as quickly as possible, the quality of life in an effected community so that they can continue to function as part of the wider community.

The purpose of providing recovery services is to assist the affected community towards management of its own recovery. It is recognition that where a community experiences a significant emergency or disaster there is a need to supplement the personal, family and community structures which have been disrupted.

Recovery activities are to be managed in accordance with State EM Policy 6 – “Recovery”, and State EM Plan 6 – “Recovery”_however the extent of recovery activity will depend on the nature and magnitude of the emergency.

In some circumstances, it may be necessary for the State Government to assume responsibility for coordinating the recovery process at a whole-of-government level and State EM Plan 6.7 – “State-Level Recovery Arrangements”_outlines the arrangements that apply in those circumstances.

Roles and Responsibilities

The following outlines descriptions and responsibilities of key positions or groups in relation to local recovery activities following a particular event;

Local Recovery Coordinator (LRC)

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

Refer to Part 9 - Appendix 1.3 – HMA Contacts List for contact details of the LRC and Deputy LRC

Local Recovery Coordination Group (LRCG)

The Chairperson of the LRCG is the Shire President of the relevant Shire and the proxy to be nominated Councillor representative. Contact details for the LRCG Chairperson are found in Part 9 - Appendix 1.6 Local Recovery Coordination Group Chair.

Part 8
Exercising
and
Reviewing

Aim of Exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

State EM Policy 4.8 – “Exercising” details the requirements on testing arrangements within the State.

To ensure a consistent approach to the development and running of exercises it is suggested where possible to utilise the documentation format found in State EM Preparedness Procedure 3.19 – “Exercise Management”.

Frequency of Exercises

The LEMC shall conduct at least one multi-agency exercise per year, and the report forwarded to the DEMC in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas or possible improvement to these arrangements.

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State arrangements for EM exercising which include the requirement for the LEMC to exercise their arrangements on an annual basis.

Types of Exercises

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

Exercise Formats:

a) Discussion (Seminars, Workshops, Desktop)

Designed to stimulate discussion of issues or to assess plans, policies and procedures. Can be undertaken as a stand-alone activity or as a prelude to other exercises.

b) Functional (Drill or Games style)

A repetitive, methodical activity undertaken to reinforce specific skills, procedures or arrangements. Designed to test or evaluate individual capabilities, multiple functions or interagency relationships.

c) Full Deployment (Field Exercise)

Large scale, complex activity conducted in real time under simulated conditions with deployment of personnel and other resources. Designed to achieve maximum realism and test organisational performance, interagency cooperation, communications links, personnel and equipment.

Some examples of exercise types include:

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

Reporting of Exercises

LEMC should report their exercise schedule to the relevant DEMC by 1 May each year. Once the exercise has been completed, a post exercise report should be forwarded to the DEMC. The DEMC compiles the reports and sends the dates to the Emergency Services sub-committee to be included in the SEMC Annual Report.

Review of Local Emergency Management Arrangements

The local emergency management arrangements are to be reviewed and amended in accordance with State EM Policy 2.5 – “Local Arrangements”, and replaced whenever the local government considers it appropriate [s.42 of the Act].

According to State EM Preparedness Procedure 3.8 - "Local Emergency Management Arrangements", the LEMA (including recovery plans) are to be reviewed and amended as follows:

- a) contact lists reviewed and updated quarterly,
- b) a review conducted after an event or incident in which the local emergency management arrangements were implemented,
- c) after training that exercises the arrangements,
- d) an entire review undertaken every five years, as risks might vary due to climatic, environment and population changes; and,
- e) circumstances that may require more frequent reviews.

The LEMC Executive Officer shall be responsible for carrying out and distributing any reviews.

Review of Local Emergency Management Committee Membership

The Shire of Waroona in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. State EM Preparedness Procedure 7 - "Local Emergency Management Committee" provides a list of recommended members.

Review of Resources Register

The LEMC Executive Officer shall ensure that the resources register is reviewed and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.