1. Intention

To outline a commitment by the Shire for the broad principles of emergency management in the district to support the community, and to minimise the impact of disruptive and disaster events through emergency prevention, preparedness, response and recovery activities.

2. Scope

This policy applies to elected members and employees of the Shire of Waroona.

3. Statement

The Shire of Waroona develops and maintain plans, arrangements, activities, policies and procedures that address the prevention, preparedness, response and recovery elements of emergency management to minimise the impact of disruptive and disaster events.

To achieve the policy intention the Shire will, thorough the Chief Executive Officer:

1. Ensure committees/groups are established and functioning in order to meet the Shire's statutory emergency management responsibilities, such as –

   - Local Emergency Management Committee;
   - appropriate representation on the District Emergency Management Committee.

2. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness, including but not limited to –

   - Local Emergency Management Arrangements;
   - Bushfire Risk Management Plan; and
   - Memorandum of Cooperation – Provision of Emergency Support.

3. Actively encourage arrangements being developed and maintained to –

   - Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster.
   - Support neighbouring local governments for the purpose of local and regional response and/or recovery.

4. Objectives

The Shire of Waroona will:

- Promote risk minimisation, emergency management and business continuity principles throughout the organisation and community to build capability, capacity and enhance disaster resilience;
- Support community and neighbouring local governments following disaster events to aid local and regional recovery (where practicable);
- Ensure best practice Emergency Management principles, including natural, built, social and economic environments, are considered when managing and coordinating community recovery;

- Provide an effective after-hours response to emergencies within the Shire's normal service delivery areas;
- Develop and maintain policies and procedures to address the prevention, preparedness, response and recovery elements of emergency management to minimise the impact of events capable of disrupting business/community operations;
- Effectively communicate and report on disruptive/disaster events and impacts;
- Provide ongoing commitment to emergency and business continuity preparations, training and exercising to build and maintain individual and organisational confidence and capacity and;
- Promote a smooth and rapid restoration of normal business functions following a disaster.

Emergency management is a shared responsibility between Shire employees, Emergency Services Volunteers and the community.

In support of the above objectives, the Shire will:

- Develop and review sectional emergency preparedness checklists;
- Develop and review business continuity plans;
- Ensure compliance with approved emergency communications and reporting procedures; and
- Develop and maintain a mutual aid agreement with adjoining Councils, referred to a Memorandum of Cooperation (MoC). (The MOC broadly defines the mechanism for requesting and providing emergency aid to or from parties of the MoC.)

The Shire acknowledges that whilst not all events can be predicted, some of the likely impacts can be predetermined, *(e.g. community trauma, critical infrastructure loss, power outage.)* By preparing and planning for such events, the shire can respond and recover more effectively minimizing the impacts to the Shire and its community.

The Shire acknowledges that before, during or after an emergency, decisions may be made to reduce particular Shire services in order to focus on those that may be more beneficial to a community in need.

5. Legislative and Strategic Context

The *Emergency Management Act 2005* and the associated subsidiary legalisation provide the broad framework within which this policy operates.

6. Review

This policy is to be reviewed triennially.

7. Associated Documents

Nil.

8. Document Control

Division	Community
Policy Number	EMP005
Contact Officer	Coordinator Development & Emergency Services
Related Legislation	Emergency Management Act 2005
Related Shire Documents	Local Emergency Management Arrangements Emergency Management Memorandum of Understanding Incident Management & Business Continuity Plan & Procedure

File Number	ES.2		
Risk Rating	Moderate	Review Frequency	Triennially
Next Review	July 28	Date Adopted	27/04/2017
OCM Number	OCM17/04/039	Previous Policy No.	COM007, 9.1

9. Amendments

Date	Details of Amendment	Reference	Record Number
18/12/2018	Updated as part of major review.	OCM18/12/126	
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071	
22/07/2025	Reviewed with minor amendments to Emergency Management committees/groups and arrangements, and Objectives. Policy number changed.	OCM25/07/105	CM.7, ES.2