

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

(September 2017)

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## Local Emergency Management Arrangements

These Arrangements have been produced and issued under the authority of s.41(1) of the [Emergency Management Act 2005](#), endorsed by the City of Busselton Local Emergency Management Committee and the Council of the City of Busselton. The Arrangements have been tabled for noting with the South West District Emergency Management Committee and the State Emergency Management Committee.

*(Hard copy signed)* \_\_\_\_\_

**Mayor Grant Henley**  
**Chair**  
**City of Busselton**  
**Local Emergency Management Committee**

**13 October 2017** \_\_\_\_\_

**Date**

**Endorsed by Council on 11 October 2017**  
**Council Resolution C1710/245**

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## 1.0 Distribution List

This is a list of controlled versions of the Arrangements, all other copies are considered uncontrolled. Before using any other copy verify it is the current copy by comparing to the copy published on the City's website at [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au).

Distribution	Electronic (E) or Hardcopy (H)	Number of Copies
<b>City of Busselton</b>		
Senior Management Group	E	4
Managers Group	E	13
Coordinators Group	E	27
Director Planning & Development Services	E	1
Manager Environmental Services	E	1
Ranger & Emergency Services Coordinator	E	1
Busselton Airport	E	1
Community Emergency Services Manager	E	1
Chief Bush Fire Control Officer	E	1
Administration Office	H	1
<a href="http://www.busselton.wa.gov.au">City of Busselton website</a>	E	1
Busselton Public Library	H	1
Dunsborough Public Library	H	1
<b>Emergency Management Committees</b>		
Chair Local Emergency Management Committee	E	1
State Emergency Management Committee		
South West District Emergency Management Committee	E	1
<b>Western Australia Police (WAPOL)</b>		
WAPOL Web EOC (through Busselton Police)	E	1
<b>Department of Fire &amp; Emergency Services (DFES)</b>		
Lower South West Regional Offices (Manjimup)	E	1
Fire & Rescue Service Busselton	E	1
Fire & Rescue Service Dunsborough	E	1
State Emergency Service Busselton Unit	E	1
Volunteer Marine Rescue Busselton	E	1
Volunteer Marine Rescue Naturaliste	E	1

Other External Agencies		
Agriculture and Food – Department of Primary Industries and Regional Development	E	1
ATCO Gas	E	1
Australian Red Cross Busselton Unit	E	1
Busselton Health Campus	E	1
Busselton Water	E	1
Child Protection and Family Support – Department of Communities (DC)	E	1
Department of Transport (DoT)	E	1
Main Roads Western Australia (MRWA)	E	1
NBN Co	E	1
Parks & Wildlife Services – Department of Biodiversity, Conservation & Attractions (DBCA)	E	1
St John Ambulance Busselton	E	1
St John Ambulance Dunsborough	E	1
Surf Life Saving WA	E	1
Telstra Corporation	E	1
WA Country Health Service	E	1
Water Corporation	E	1
Western Australian Local Government Association	E	1
Western Power	E	1



## 2.0 Amendment Record

Number	Date	Details of Amendment	Amended by
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			

Feedback from Stakeholders will help to improve and ensure the accuracy and effectiveness of these Arrangements. Should you have any feedback please forward your comments to:

**Ranger & Emergency Services Coordinator  
City of Busselton  
Locked Bag 1  
BUSSELTON WA 6280**

Or via email to: [city@busselton.wa.gov.au](mailto:city@busselton.wa.gov.au)

To access/see electronic copies of legislation referred to in this document please go the State Law Publisher website at [www.slp.wa.gov.au](http://www.slp.wa.gov.au) or follow the hyperlinks throughout this document.

To access/see electronic copies of the following State Emergency Management documents please go the Officer of Emergency Management website at [www.oem.wa.gov.au](http://www.oem.wa.gov.au) or follow the hyperlinks below and throughout this document:

- [State Emergency Management Policy](#)
- [State Emergency Management Plan](#)
- [State Emergency Management Procedure](#)
- [State Emergency Management Guidelines](#)
- [State Emergency Management Glossary](#)
- [State Emergency Management Risk Tools](#)

### 3.0 Glossary of Terms

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

**Community Emergency Risk Management:** see risk management in the [State Emergency Management Glossary](#).

**District:** means an area of the State that is declared to be a district under Section 2.1 of the [Local Government Act 1995](#).

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

**Local Emergency Coordinator (LEC):** the person appointed by the State Emergency Coordinator (the Commissioner of Police) to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator. The LECs for the City of Busselton are the Officers In Charge (OIC) of Busselton and Dunsborough Police Stations.

**Local Emergency Management Committee (LEMC):** a local emergency management committee established under section 38 of the [Emergency Management Act 2005](#).

**Municipality:** means the district of the local government and may be referred to as 'the City' or 'the district'

**Preparedness:** preparations for response to an emergency. Arrangements to ensure, should an emergency occur, all resources and services needed to cope with the effects can be efficiently mobilised and deployed; and measures to ensure resources and services are capable of coping with the effects. See also **comprehensive approach** in the [State Emergency Management Glossary](#).

**Risk Register:** a register of the risks within the local government identified through the Community Emergency Risk Management process.

**Risk Statement:** identifies the hazard, the element at risk, and the source of the risk.

**Safer Place:** a nearby location where members of the community can relocate or evacuate to quickly that is safer than the location being threatened by the hazard.

**Self Evacuation:** the voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place; either a place established for the hazard or a place of their choosing.

**Temporary Accommodation:** accommodation provided over an extended period of days, weeks or even months, for individuals or families affected by an emergency. It is different from an emergency shelter.

**Treatment Options:** a range of options identified through the emergency risk management process, to select appropriate strategies that 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.

## 4.0 Acronyms & Abbreviations

Acronym / Abbreviation	Meaning
<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>CESM</b>	Community Emergency Services Manager
<b>DC</b>	Department of Communities
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>ECM doc set ID</b>	The City's electronic document management system reference
<b>EM</b>	Emergency Management
<b>ERM</b>	Emergency Risk Management
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements (the Arrangements)
<b>LEMC</b>	Local Emergency Management Committee
<b>LG</b>	Local Government
<b>LGLO</b>	Local Government Liaison Officer
<b>LGWO</b>	Local Government Welfare Officer
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>OASG</b>	Operational Area Support Group
<b>OEM</b>	Office of Emergency Management
<b>OIC</b>	Officer in Charge
<b>PaWS</b>	Parks & Wildlife Services (Department for Biodiversity, Conservation and Attractions)
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedure
<b>WAPOL</b>	Western Australian Police

## 5.0 Introduction

### 5.1 Community Consultation

These Arrangements have been developed by the City of Busselton in consultation with the City of Busselton Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community will be determined as part of the State Risk Project.

In 2013 the State Emergency Management Committee (SEMC) initiated the [State Risk Project](#), which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. Consequently, a series of state level risk assessment workshops were held to assess the risks posed by seven sudden onset natural hazards. The initial hazards assessed were heatwave, flood, bushfire, cyclone, tsunami, earthquake and storm. The results were reported to the Commonwealth in 2013 and an update of the state's risk profile will be delivered in 2017.



The local risk assessment component of the State Risk Project has been initiated by the Office of Emergency Management. OEM will be facilitating a series of joint Emergency Risk Management (ERM) workshops attended by key agencies and LEMC/local government representatives from the South West region of the State.

### 5.2 Document Availability

Copies of these Arrangements shall be distributed as per the distribution list. Public copies will be available free of charge from:

- The City of Busselton Administration Office – 2 Southern Drive, Busselton
- The City of Busselton website at [www.busselton.wa.gov.au](http://www.busselton.wa.gov.au)

### 5.3 Area Covered

The City is located in the south west corner of Western Australia, 232 kilometres south of Perth. It covers an area of 1454 km<sup>2</sup> and is bounded by the Shires of Capel to the north-east, Donnybrook-Balingup to the east, Augusta-Margaret River to the south, and Nannup to the south-east. It has a population of 36,686 (2016) however, numbers significantly increase during the various peak tourism periods).

The City consists of two main town sites, Busselton and Dunsborough, and a surrounding blend of rural residential, rural and agricultural land, national park and coastal areas. A localities map of the City is at [Appendix 1](#).

### 5.4 Access

The major access road to the City from Perth is the Bussell Highway via the City of Bunbury. Bussell Highway continues south to the township of Margaret River and terminates in the township of Augusta. The most direct road linking Busselton to the towns of Dunsborough and Yallingup is Caves Road. Caves Road continues south to Margaret River and Augusta and provides a popular scenic route for tourists.

## 5.5 Topography

The landscape of the City consists of low lying coastal plain, the Swan Coastal Plain, which runs parallel to the coast line of Geographe Bay to Dunsborough in the west where it meets the Margaret River Plateau. At the extreme west of the City, situated between the Margaret River Plateau and the western coastline of the Indian Ocean is the Leeuwin-Naturaliste Ridge, a narrow limestone formation that runs parallel with the coast and extends from Cape Naturaliste to the South. It is on this ridge that the township of Yallingup is located.

The combined appeal of the City's attractive rural environment, proximity to the coast and a mild climate has brought an increase in demand for country lifestyle housing and tourist accommodation.

## 5.6 Demographics

As at the 2016 Census the city's population was 36,686 and predicted to reach 50,000 by 2030 and 68,000 by 2050. Over the past five years our annual growth rate has been 3.5%, well above the average for the Capes sub-region (3.3%), the South West (2.4%), and Western Australia (2.5%) over the same period. Our growing population is producing some noticeable demographic changes. Busselton has for many years been known as a place to retire or spend some holiday time, but between 2009 and 2014, there was an increase in the total population share of the City across all age groups. The estimated median age of our residential population is 40.4 suggesting our district has become a place where young families are settling.

In 2016 agriculture accounted for 436 of the 3,646 businesses in the district, second only to construction businesses which totalled 915 in the same year. Rental, hiring and real estate businesses totalled 407, followed by 306 professional, scientific and technical businesses. We have also experienced an increasing number of health care and social service providers in our district, rising from 119 in 2011 to 134 by 2016.

## 5.7 Aim

The aim of the City of Busselton Local Emergency Management Arrangements (LEMA) is to:

- (a) ensure there is a written understanding between agencies involved in managing emergencies within the City; and
- (b) document the management of identified risks within the City including the specific details on prevention, preparedness, response and recovery activities.

## 5.8 Purpose

Pursuant to section 41(2) of the Emergency Management Act 2005, the purpose of the City of Busselton LEMA are to set out:

- (a) the City's policies for emergency management;
- (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the City;
- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in sub-paragraph(b) ;
- (d) a description of emergencies that are most likely to occur in the City;
- (e) strategies and priorities for emergency management in the City;
- (f) relevant matters about emergency management in the City as prescribed by *Emergency Management Regulations 2006*; and
- (g) other matters about emergency management in the district that the City deems appropriate.

## 5.9 Scope

These Arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs or Combat Agencies when dealing with an emergency. These are detailed in the HMAs' and Combat Agencies individual plans.

Furthermore these Arrangements:

- (a) apply to the local government district of the City of Busselton;
- (b) covers areas where the City of Busselton provides supports to HMAs and Combat Agencies in the event of an emergency;
- (c) detail the City's capacity to provide resources in support of an emergency, while still maintaining business continuity, and meeting its statutory responsibilities in relation to recovery management; and
- (d) are to serve as a guideline to be used at the local level noting that incidents may arise that require assistance from district, state or federal level.

## 5.10 Local Emergency Management Structure

A quick guide to the Local Emergency Management Structure for these Arrangements is shown at [Appendix 2](#). A more detailed copy of the structure is also available as part of the Emergency Contacts and Resource Directory at [Appendix 4](#) (the information contained in this directory is confidential and not intended for public distribution or display).

## 6.0 Related Documents and Arrangements

### 6.1 Existing Plans and Arrangements

Document	Owner	Location	Expiry Date
Bush Fire Response Plan	City of Busselton	Council Doc Set ID 2970794	Annual Review
Busselton Jetty Railway, Security, Fire Safety & Emergency Plan	City of Busselton	Council Doc Set ID 1538134	Biennial Review
Busselton Margaret River Regional Airport – Aerodrome Emergency Plan May 2015 Amendment No 4	City of Busselton	Council Doc Set ID 2981933	Annual Review
Emergency Management Recovery Plan	City of Busselton	<a href="#">Public Copy</a> Council Doc Set ID 2143980	March 2019
Local Emergency Management Plan for the Provision of Welfare Support	Communities (previously Department for Child Protection and Family Support)	DCS Council Doc Set ID 2860310	June 2017
MOU for the Provision of Mutual Aid During Emergencies and Post Incident Recovery	Member Councils of the South West Zone Western Australian Local Government Association	Council Doc Set ID 2646464	April 2018 (option to extend for a further 3 years)

## 7.0 Local Agreements, Understandings and Commitments

### 7.1 Provision of Mutual Aid during Emergencies and Post Incident Recovery

In 2015 the City of Busselton along with 11 other south west regional local governments signed a memorandum of understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the MOU is to:

- (a) facilitate the provision of mutual aid between member councils of the South West Zone of the Western Australian Local Government Association (WALGA) during emergencies and post incident recovery;
- (b) enhance the capacity of our communities to cope in times of difficulty; and
- (c) demonstrate the capacity and willingness of participating councils to work cooperatively and share resources within the region.

Local governments that are signatories to the MOU are:

- Shire of Augusta Margaret River
- Shire of Boyup Brook
- Shire of Bridgetown Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Balingup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

### 7.2 South West Emergency Management Alliance

The City of Busselton in conjunction with 11 other south west councils has formed an alliance to increase information and resource sharing in relation to emergency management in the region.

### 7.3 GIVIT – Memorandum of Understanding

The City of Busselton has a memorandum of understanding (ECM doc set ID 3078730) with GIVIT who provide a free emergency recovery service that supports charities, front-line services, agencies and governments by coordinating the deluge of donations that commonly occur post-emergency. GIVIT facilitate the allocation of good quality goods and services to meet the specific needs of people affected by local emergencies.

The goals of the MOU are to:

- (a) reduce the amount of unsolicited donations received by the City in times of an emergency; and
- (b) meet the immediate material needs of the local community in times of an emergency.

Please note: GIVIT does not manage spontaneous donations during an emergency; which will usually be managed by the local government (they are an online service only and do not accept physical donations). The Department of Communities provides an “Offer of Assistance” form that will be available at the welfare evacuation centre as a means of collecting information relating to offers for the donation of goods, or people wishing to volunteer their services to assist the community recover from the disaster.



## 8.0 State Legislation, Policy, Plans, Procedures and Guidelines

### 8.1 Legislation

Emergency management in Western Australia is underpinned by the [Emergency Management Act 1995](#) and the [Emergency Management Regulations 2006](#).

### 8.2 Policy

The [State Emergency Management Policy](#) provides a strategic framework for emergency management in Western Australia. The framework identifies the roles and responsibilities of Emergency Management Agencies (EMAs) and other public authorities and organisations for the management of adverse effects from emergencies across the four aspects of emergency management (EM) — prevention, preparation, response and recovery (PPRR).

### 8.3 Plans

The [State EM Plan](#), Westplans, Support Plans and Local Emergency Management Arrangements (LEMA) support the [EM Arrangements](#) for the State. The WA EM Plan aligns with the National EM plan where necessary.

### 8.4 Procedures

[State EM Procedures](#) are developed when a procedural activity needs to be explained through a step by step process, allowing Emergency Management Agencies and personnel to complete tasks in compliance with State Emergency Management Policy.

### 8.5 Guidelines

[State EM Guidelines](#) are informal instructions designed to provide detailed assistance to Emergency Management Agencies in undertaking their role by proposing specific methods for conducting activities.

State policy, plans, procedures and guidelines are available on the Office of Emergency Management (OEM) website [www.oem.wa.gov.au](http://www.oem.wa.gov.au).

### 8.6 Special Considerations

The City of Busselton has a number of considerations that may impact on the implementation of these Arrangements and other related plans during an emergency.

Description	Time of Year	Impact/Number of People
Severe storms and flooding	May to September	The size of the emergency may impact on the availability of emergency service staff and volunteers
Bush fire	November to May	As above
Major road transport accidents	Anytime	An incident of this type during an emergency may restrict access to an incident or impede evacuations

Description	Time of Year	Impact/Number of People
Influx of tourists (intrastate, interstate and international) visiting and travelling throughout the City	Summer and school holiday periods, and key public holidays such as Australian Day and Easter	During peak holiday periods the City's population can double with the consequences of placing greater demands on the resources of the City and emergency services, and potentially increasing the number of people at risk during an emergency
The City is known as the 'Events Capital WA'	A list of public events is at <a href="#">Appendix 3</a>	The influx of visitors to the City for public events places greater demands on the resources of the City and emergency services, and potentially increasing the number of people at risk during an emergency

### 8.7 Special Needs Groups, City Events and Critical Infrastructure

Please refer to [Appendix 3](#) for a full list of identified special needs groups and detailed information on the facilities and contact details for groups in the community that may require assistance or special consideration during an emergency incident or evacuation.

The appendix also includes information regarding City events and critical infrastructure in the district. The information contained in this appendix is confidential and is not intended for public distribution or display.

## 9.0 Emergency Resources and Contacts Register

The Emergency Resources and Contacts Register is available at [Appendix 4](#). The LEMC Executive Officer shall have the register checked and updated on a quarterly basis.

The list of available plant and equipment from the City may vary and is dependent on serviceability, maintenance schedules, and the availability of operators.

## 10.0 Roles and Responsibilities

### 10.1 Local Roles and Responsibilities

#### 10.1.1 Local Government

Under section 36 of the [EM Act 2005](#) the functions of the local government are to:

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

#### 10.1.2 Local Emergency Coordinator (LEC)

The LEC is appointed for a local government district by the State Emergency Coordinator (WA Police Commissioner) under section 37 of the [EM Act 2005](#).

At a local level the LEC is responsible for providing advice and support to the LEMC in the development and maintenance of LEMA, and assisting HMAs in the provision of a coordinated multi-agency response during an emergency in the district.

#### 10.1.3 Local Recovery Coordinator (LRC)

The LRC is an officer appointed by the local government to undertake the following roles and responsibilities:

- (a) to ensure the development and maintenance of effective recovery management arrangements for the local government; and
- (b) in conjunction with the local recovery committee, implement a post-incident recovery action plan and manage the recovery phase of an incident.

#### 10.1.4 Local Government Welfare Officer (LGWO)

During an evacuation where a local government facility is utilised as a welfare centre by DC a Local Government Welfare Officer may be appointed by the local government to:

- (a) open and establish a welfare centre at the nominated facility until the arrival of DC;
- (b) establish the registration process of evacuees until the arrival of DC;
- (c) provide advice, information and resources in support of the facility; and
- (d) assist with maintenance requirements for the facility.

#### 10.1.5 Local Government Liaison Officer (LGLO)

During a major emergency the Local Government Liaison Officer (or CESM) provides a vital link between the Incident Management team (IMT) and Incident Support Group (ISG) by:

- (a) attending ISG meetings as a representative of the City;
- (b) providing local knowledge and input for the IMT; and
- (c) providing details of the LEMA.

#### 10.1.6 Community Emergency Services Manager (CESM)

Prior to and during emergencies the roles and responsibilities of the CESM may include the following:

- (a) to ensure planning and preparation for emergencies is undertaken;

- (b) to implement procedures that assist the community and emergency services deal with incidents;
- (c) to ensure all personnel responsible for emergency planning, preparation, response and recovery responsibilities are properly trained;
- (d) to keep appropriate records of incidents that have occurred to ensure continual improvement of the local government's emergency response capability;
- (e) to liaise with the incident controller; and
- (f) to participate in the ISG and provide local support.

In circumstances where the CESM has been seconded to a role within the IMT during an emergency, the local government may appoint a senior local government officer to fulfil these duties.

## 10.2 LEMC Roles and Responsibilities

The City has established a Local Emergency Management Committee (LEMC) under section 38(1) of the [EM Act 2005](#) to oversee, plan and test the LEMA. The LEMC has representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the committee established by the local government to assist in the development of LEMA for the district. The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- (a) developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic, and geographical issues;
- (b) providing advice to HMAs to develop localised hazard management plans;
- (c) providing a multi-agency forum to identify, analyse and treat local risk; and
- (d) providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the LEC. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisations of the members.

### 10.2.1 LEMC Chair

The LEMC Chair, an elected member of Council, provides leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness is undertaken for the district.

### 10.2.2 LEMC Executive Officer

The LEMC Executive Officer provides executive support to the LEMC by:

- (a) providing secretariat support to the LEMC by:
  - i. the preparation of the meeting agenda;
  - ii. the preparation of meeting minutes and action lists;
  - iii. the preparation and distribution of correspondence; and
  - iv. the establishment and maintenance of the LEMC contact register;

- (b) coordinating the development and submission of LEMC documents in accordance with legislative and policy requirements including:
  - i. the preparation and submission of the Annual and Preparedness Report;
  - ii. the preparation of the annual business plan; and
  - iii. the preparation and maintenance of the LEMA;
- (c) facilitates the provision of relevant emergency management advice to the Chair and LEMC as required; and
- (d) participating as a member of sub-committees and groups as required.

### 10.3 Agency Roles and Responsibilities

#### 10.3.1 Incident Controller (IC)

In accordance with section 5.2 of the [State EM Policy](#), the IC or their delegate is responsible for:

- (a) the overall control of an incident within a defined incident area, that may include the whole State in some incidents;
- (b) leading the IMT;
- (c) assessing the incident level and, if the incident is assessed as a Level 2 or Level 3 incident, make an incident level declaration in accordance with the [State Emergency Response Procedure 2](#) ;
- (d) ensuring the accuracy of the emergency public information and approving its release in coordination with all relevant agencies and terminating its broadcast;
- (e) in consultation with the HMA, ensuring effective strategies for evacuation are implemented;
- (f) activation of the ISG when an incident requires the coordination of multiple agencies or a Level 2 incident is declared ([State Emergency Response Procedure 2](#));
- (g) once a decision is made to evacuate an area, in consultation with the HMA, is responsible for ensuring effective communications strategies are implemented (s.5.7 of the [State EM Policy](#)); and
- (h) the management of traffic during an emergency response until the road is returned to the asset owner (s.5.7 of the [State EM Policy](#)).

#### 10.3.2 Operational Area Manager (OAM)

A person designated by the relevant HMA to undertake the following:

- (a) facilitation control across an operational area during the response to an emergency;
- (b) convening an Operational Area Support Group (OASG); and
- (c) responsibility for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and the IC in accordance with the needs of the situation.

#### 10.3.3 Controlling Agency

The Controlling Agency is the agency nominated to control the response activities to a specified type of emergency. Their function is to:

- (a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness; and

- (b) control all aspects of the response to an incident.

During Response the Controlling Agency will facilitate an effective transition to Recovery.

#### 10.3.4 Hazard Management Agency

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.

HMA's are prescribed in the [EM Regulations 2006](#), their function is to:

- (a) undertake functions where prescribed for these aspects;
- (b) appoint Hazard Management Officers (s.55 of [the Act](#));
- (c) declare/revoke emergency situations (s.50 & 53 of [the Act](#));
- (d) coordinate development of the Westplan for that hazard (s.1.5 of the [State EM Policy](#));  
and
- (e) ensure effective transition to Recovery by local government.

#### 10.3.5 Combat Agency

As prescribed under subsection 1 of [the Act](#) is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed [the Regulations](#) in relation to that agency.

#### 10.3.6 Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency ([State EM Glossary](#)).

#### 10.3.7 Incident Support Group (ISG)

The function of ISG members is to assist the IC through the provision of information, expert advice, support and resources relevant to their organisation (s.5.1.7 of the [State EM Plan](#)).

#### 10.3.8 Operational Area Support Group (OASG)

A group of agency liaison officers convened by an OAM that assists in the strategic support of an operational area for an incident through the provision of agency specific information, expert advice, resources and support. Activated by the HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

## 11.0 Managing Risk

### 11.1 Emergency Risk Management (ERM)

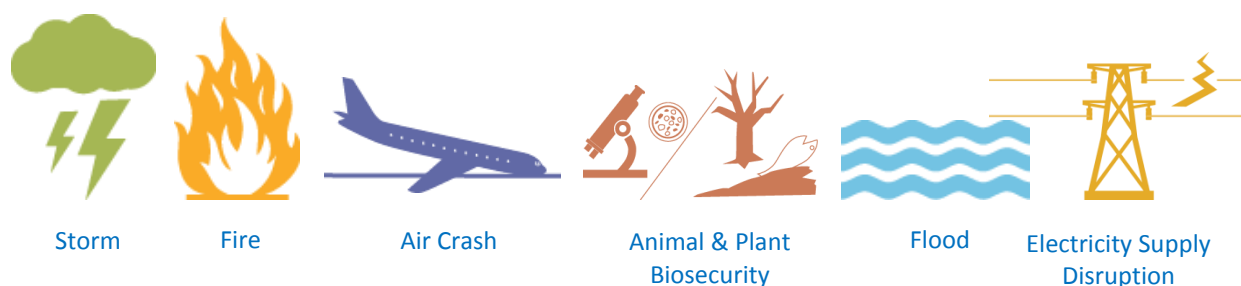
Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate local government to undertake risk management is detailed in [State EM Policy](#) section 3.2.

The OEM has developed a number of [risk tools](#) to assist local government undertake the risk assessment process. The tools are available on the OEM website at [www.oem.wa.gov.au](http://www.oem.wa.gov.au).

Local risks and the likelihood and consequences of these risks to the community will be further identified in 2017 when the OEM undertakes the [State Risk Project](#) across the three levels of State, District and Local resulting in a uniformed and nationally agreed approach to the ERM process. This process will ensure the City's Risk Register and Treatment Schedule are completed in line with best practice.

### 11.2 Description of Emergencies Likely to Occur

Western Australia is exposed to a range of potential hazards of which [27 hazards](#) have been prescribed in legislation. The City of Busselton has identified its top six hazards as:



Five of the identified hazards (storm, fire, animal and plant biosecurity, flood and electricity supply disruption) are aligned with the top five hazards of the South West District Emergency Management Committee. These are detailed further in the table below and based on the premise that the Controlling Agency is responsible for the hazards, and will develop, test and review appropriate emergency management plans for their hazard.



Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Westplan	Local Plans
Storm	DFES	DFES	SES	Western Power WA Police Main Roads WA City of Busselton	<a href="#">Storm</a>	
Fire	DFES	DFES	DFES DPaW City of Busselton	Plantation Industries Western Power Water Corporation SES WA Police Main Roads WA	<a href="#">Fire</a>	Bush Fire Response Plan 2014
Air Crash	WA Police	Commissioner of Police	DFES Australian Transport Safety Bureau	Department of Mines and Petroleum Department of Transport Department of Environment Regulation St John Ambulance WA Police City of Busselton	<a href="#">Air Crash</a>	Busselton Regional Airport Emergency Plan
Animal and Plant Biosecurity	Agriculture & Food – Department of Primary Industries and Regional Development	Agriculture & Food – Department of Primary Industries and Regional Development	Agriculture & Food – Department of Primary Industries and Regional Development	Department of Health Water Corporation DFES City of Busselton	<a href="#">Animal &amp; Plant Biosecurity</a>	
Flood	DFES	DFES	SES	Department of Water Water Corporation Busselton Water WA Police Main Roads WA City of Busselton	<a href="#">Flood</a>	
Electricity Supply Disruption	Western Power	Department of Finance – Public Utilities Office	Western Power	Synergy	<a href="#">Electricity Supply Disruption</a>	Draft Business Continuity Plan

### 11.3 Emergency Management Strategies and Priorities

From the identified top six hazards (storm, fire, air crash, animal and plant biosecurity, flood, and electricity supply disruption) the City has identified and prioritised the following strategies and treatments to reduce the likelihood and consequence of any of the hazards occurring within the district.

Priority	Strategy/Treatment
1	<b>Fire</b> – Bushfire Risk Management Plan: in conjunction with all stakeholders, develop a cross tenure bushfire risk management plan for the district
2	<b>Fire</b> – Review and update the Bush Fire Response Plan 2014
3	<b>State Risk Project</b> – more treatment strategies to be advised on completion of the state risk project ERMs

Following the completion of the State Risk Project additional strategies and treatment options will be identified to mitigate the top five hazards. As a result, this will build upon community and organisational resilience to emergency incidents within the district.

### 11.4 Coordination of Emergency Operations

It is recommended that HMAs and Combat Agencies may require local government resources and assistance in emergency management. The City is committed to providing assistance and support when resources are available and where the City is able to maintain satisfactory levels of business continuity.

HMAs and Combat Agencies requiring assistance from the City should in the first instance contact the City's CESM or the Local Government Liaison Officer at the ISG when and if formed.

### 11.5 Incident Management Systems

Incident management systems provide a common operating framework. This allows for a structured and coordinated response within which agencies can work together affectively to manage an incident. In WA, two incident management systems are predominantly used: the Australasian Inter-Service Incident Management System (AIIMS), and Incident Command and Control System (ICCS) Plus.

### 11.6 Incident Levels

In accordance with incident management principles, incidents are broadly classified into three levels: Level 1, Level 2, Level 3 incidents. This ensures all agencies involved have a common understanding of the potential and/or actual severity of the incident and ensures the provision of effective assistance to the controlling agency. Typical conditions for Level 1, 2 and 3 incidents are described in section 5.1.5 of the [State EM Plan](#).

### 11.7 Incident Support Group

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

The role of the ISG is to provide support to the Incident Management Team. The ISG is a group of people representing different agencies that have involvement in the incident.

### 11.7.1 Triggers for Convening an ISG

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

- (a) where an incident is designated Level 2 or higher; and
- (b) where multiple agencies need to be coordinated.

### 11.7.2 Membership of an ISG

The ISG is made up of representatives of agencies that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the ISG. Agencies providing staff for the ISG must ensure their representatives have the necessary authority to commit resources and/or direct tasks. Representation on the ISG may change regularly depending on the nature of the incident, agencies involved and the consequences caused by the emergency.

To ensure consistency of information flow, situational awareness and handover to Recovery, the City's Local Recovery Coordinator will be a member of the ISG from the onset for incidents within our district.

### 11.7.3 Frequency of Meetings

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

### 11.7.4 Location of the ISG Meetings

The ISG meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the district.

<a href="#">Busselton Civic &amp; Administration Centre</a> Disaster Recovery Room 2 Southern Drive, Busselton		<a href="#">Busselton Community Resource Centre</a> Meeting Rooms 21 Cammilleri Street, Busselton
1 <sup>st</sup> Contact	Community Emergency Services Manager	0427 202 717
2 <sup>nd</sup> Contact	Ranger and Emergency Services Coordinator	0459 476 676

It should be noted that in after-hours or fast paced emergencies that the IC may choose to hold ISG meetings onsite at the incident, at another facility not listed, or via teleconference as an alternative to the two identified locations.

## 11.8 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 the appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

Emergency Public Information is information provided to the community during emergencies with instructions on how to get assistance to protect personal health and safety, and property. Information can be provided through the media and a range of other tools to reach intended stakeholders. The emergency public information is a Response and Recovery activity whereby information relating to a specific emergency, including actions that need to be taken by the public as a whole, is disseminated to the community. It is also a Preparedness activity, as it establishes protocols and procedures prior to an emergency.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the City's Public Relations Coordinator in collaboration with the Mayor and Chief Executive Officer of the City, and the IC. Both internal and external communication will be directed by the strategy, which will ensure the communication is in alignment with advice from the HMA or Controlling Agency.

The [State Emergency Public Information Plan](#) details the arrangements and responsibilities for the emergency public information function relating to emergencies in Western Australia.

### **11.9 City Media Process in Emergencies**

The City has a documented process for dealing with the media which extends to emergency situations. These guidelines are implemented in order to avoid miscommunication and confusion regarding roles and responsibilities which is particularly important in an emergency.

The City of Busselton Media Guidelines lists those officers with authorisation to deal directly with the media; the processes for approving and relaying information to the community via the media; and the management of media enquiries including official media releases.

With regard to the management of media enquiries, all requests for interviews, background information, official statements and photo shoots must, in the first instance, be directed to the Public Relations team. The Public Relations Coordinator has responsibility for responding to the query with input from the relevant officer(s) where necessary. Comments are generally attributed to the Mayor, CEO or relevant Director unless specifically delegated to a relevant officer on approval of the Mayor, CEO or relevant Director.

With regard to authorisation to speak to the media and provide media comment, the Mayor is the official public spokesperson for the City of Busselton on all matters of policy and external relations (as per Section 2.8 of the Local Government Act). The Mayor may refer media enquiries to the CEO generally relating to operational issues or the relevant Director. On approval of the Mayor, the CEO and / or their relevant Director, a small number of City Officers who have a particularly high community profile, are authorised to speak to the media, or be directly quoted in the media on issues relating to their specific area of expertise. In Emergency Response situations this extends to the Community Emergency Services Manager.

With regard to the process for issuing media releases and corporate statements, these are compiled by the Public Relations Team and distributed to media outlets on approval of the CEO and Mayor and with the authorisation of any other individual directly quoted in the release. Where appropriate, information is also relayed on City of Busselton social media platforms and the City's website. However, it should be noted that in most emergency situations the City is not the lead organisation (except for fire in some circumstances). To ensure consistent and accurate information is relayed, the City will direct members of the public to the appropriate emergency response website and media will be directed to the media arm of the relevant emergency response agency.

### **11.10 General Enquiries to the City during an Emergency**

During an emergency, frontline staff of the City should be prepared to receive enquiries from a range of stakeholders in relation to the emergency. Frontline staff will be provided with scripts based on the key messages, and will be briefed on the City's media process and protocols. Other than approved spokespersons, no other staff are authorised to make comment to any stakeholder beyond the scope of these scripts.

### **11.11 Public Warning Systems**

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Information is available from one or more of the following:

Source	Link / Number	Details
ABC Emergency	<a href="http://www.abc.net.au/news/emergency/state/wa">www.abc.net.au/news/emergency/state/wa</a>	<ul style="list-style-type: none"> <li>• Current alerts, warnings and information updates</li> </ul>
ABC Radio	Local frequency ABC South West 684	<ul style="list-style-type: none"> <li>• Current alerts, warnings and information updates</li> </ul>
Bureau of Meteorology	<a href="http://www.bom.gov.au/wa">www.bom.gov.au/wa</a>	<ul style="list-style-type: none"> <li>• Weather forecasts and warnings</li> </ul>
Department of Fire and Emergency Services	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a> 133 337 (public information line)	<ul style="list-style-type: none"> <li>• Current warnings and incidents</li> <li>• Preparing for emergencies (bush fire, storm, flood, and cyclones)</li> </ul>
Emergency Alert	<a href="http://www.emergencyalert.gov.au">www.emergencyalert.gov.au</a>	<ul style="list-style-type: none"> <li>• The automated national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies</li> </ul>
Emergency Aus	Mobile Phone Application <a href="http://www.emergencyaus.info">www.emergencyaus.info</a>	<ul style="list-style-type: none"> <li>• Current alerts and warnings</li> </ul>
Emergency WA	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>	<ul style="list-style-type: none"> <li>• Current warnings and incidents</li> <li>• How to prepare your property for bush fire</li> <li>• How to recover from an emergency</li> </ul>
Standard Emergency Warning Signal (SEWS)	<ul style="list-style-type: none"> <li>• A distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message or warning relating to an emergency</li> <li>• It is used as an alert system on public media such as radio, television, or public address systems to draw the listener's attention to the warning message</li> </ul>	

## 12.0 Finance 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 City is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents, visitors and staff. The CEO will be approached immediately an emergency event requiring resourcing by the City occurs to ensure the desired level of support is achieved.

Information regarding the management of public fundraising and donations, volunteering and emergency management funding (WADRRRA) is at Part Five of the [State EM Recovery Procedures](#).

### 12.1 Management of Donated Goods and Volunteers

Public generosity and care during and following an emergency plays a significant role in individual and community recovery. It reflects broader community sentiment and helps those affected to feel supported and more positive about the rebuilding task ahead.

The City encourages the donation of money to approved fundraising agencies because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community stimulating faster recovery for the local economy.

### 12.2 City Finance Processes

Under section 6.8 of the [Local Government Act 1995](#), a local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure is authorised in advance by the Mayor or President in an emergency. Following the decision to incur expenditure for an emergency the City's Manager Finance, or Financial Accountant should be contacted to obtain an emergency cost string that will be used to capture all costs associated with the emergency including:

- (a) the cost of materials;
- (b) the cost of any goods and/or services;
- (c) labour costs via internal timesheets; and
- (d) any other costs that would not normally have been incurred outside of the emergency.

## 13.0 Evacuation and Welfare

### 13.1 Evacuation

The evacuation of people and/or animals from an area affected by an emergency is one of the strategies for protective action that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life. This is consistent with the State's core objective to "protect the lives and wellbeing of persons".

The overall responsibility for a community evacuation rests with the Controlling Agency. This encompasses the risk assessment and decision making that evacuating a community represents the best option available for community safety and ensuring that appropriate action is taken across all phases to meet the evacuees' needs.

The City has four (4) primary and two (2) secondary welfare centres as identified at Appendix 4 of the DC Local Emergency Management Plan for the Provision of Welfare Support ([Appendix 5](#)). Where these facilities are unavailable or unsuitable due to the risks associated with the emergency, the Controlling Agency in conjunction with the City and DC will identify alternate facilities.

### 13.2 Special Needs Groups

Please refer to [Appendix 3](#) for a full list of identified special needs groups including address and contact details, the number of people who may be in the facility during an emergency, and details of their emergency plans.

### 13.3 Evacuation Routes and Maps

The City has/will develop a detailed set of evacuation maps in conjunction with WA Police and DFES that identify the location of emergency services facilities and special needs groups, as well as suggested evacuation routes for each of the main communities within the district.

Further information on evacuations can be found in the City's Evacuation Plan ([Appendix 6](#)) or in the [WA Community Evacuation in Emergencies Guideline](#) (as endorsed by the SEMC).

### 13.4 Welfare

The Department of Communities (DC) has the role of coordinating welfare. Welfare can be described as "the provision of both the physical and psychological needs of a community affected by an emergency". This includes the DC functional areas of personal services, accommodation, financial assistance, registration and enquiry services, personal requisites and emergency catering. Welfare activities are the responsibility of DC who will coordinate resources and undertake functions together with partnering agencies as found in the following support plans:

- (a) the [State Emergency Welfare Plan](#) and
- (b) DC Local EM Plan for the Provision of Welfare Support ([Appendix 5](#))

*It should be noted that in the first stages of an emergency DC may take time to establish and conduct welfare activities within the City due to multiple incidents within the state, restricted access to the designated welfare centre or time required for the deployment of appropriate team members. As such, the City in consultation with DC may undertake the management of welfare activities until such time as DC is ready to assume control.*

### 13.5 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC District Director to:

- (a) establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC);

- (b) prepare, promulgate, test and maintain Local Welfare Plans;
- (c) represent DC and the emergency welfare function on the LEMC and LRC;
- (d) establish and maintain the Local Welfare Emergency Coordination Centre;
- (e) ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- (f) coordinate the provision of emergency welfare services during Response and Recovery phases of an emergency; and
- (g) represent DC on the ISG when required.

### 13.6 Local Welfare Liaison Officer (LWLO)

The LWLO is nominated by the City to coordinate welfare response during emergencies and liaise with the LWC. This role provides assistance to the LWC, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Welfare contact details are located in the Emergency Contacts and Resources Directory ([Appendix 4](#)).

### 13.7 Register, Find, Reunite

When a large scale emergency occurs and people are evacuated or displaced, one of the responsibilities of DC is to record who has been displaced onto a State or National Register. This primarily allows relatives or friends to locate each other but also has other applications. DC has reciprocal arrangements with the Australian Red Cross to assist with the registration process.

### 13.8 Welfare Centres

The City's local welfare centres are listed below. More detail is available in the DC Local Emergency Management Plan for the Provision of Welfare Support ([Appendix 5](#)).

Primary Welfare Centre	Address
Geographe Leisure Centre	1 Recreation Lane, West Busselton
Georgiana Molloy Anglican School	2 Hawker Approach, Yalyalup
Baptist Community Centre	2 Recreation Lane, West Busselton
Cornerstone Church	1 Grace Court, West Busselton
Secondary Welfare Centre	Address
Naturaliste Community Centre	21 Dunsborough Lakes Drive, Dunsborough
Naturaliste Sports Club Pavilion	Dunsborough Lakes



## 14.0 Recovery

Recovery is about enabling and supporting community sustainability during and after a disaster. The recovery process must begin during the response phase in order to both identify community needs as affected by the disaster or response activities and to begin planning for the transition from response to recovery. Recovery can also provide opportunity to improve community resilience to disaster by enhancing social infrastructure, natural and built environments, and economies.

Effective and lasting recovery occurs when a community works together and recognises the personal, social, financial health, industry and economic factors that need to be considered and planned for. Comprehensive recovery requires private, health, infrastructure, lifeline services, and government and non-government sectors to work together, as a community is affected and supported at different levels by each of those sectors.

Successful recovery:

- (a) is based on an understanding of the community context;
- (b) acknowledges the complex and dynamic nature of emergencies and communities;
- (c) is responsive and flexible, engaging communities and empowering them to move forward;
- (d) requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs;
- (e) is built on effective communications with affected communities and other stakeholders; and
- (f) recognises, supports and builds upon community, individual and organisational capacity.

The City's Recovery Plan is located at [Appendix 7](#).

### 14.1 Local Recovery Coordinator

The appointed Local Recovery Coordinator for the City is the Risk and Occupational Health and Safety Officer and is required to undertake the following roles and responsibilities:

- (a) to ensure the development and maintenance of effective recovery management arrangements for the City; and
- (b) in conjunction with the LRCC, implement a post-incident recovery action plan and manage the recovery phase of an incident.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in [State EM Policy](#) section 6, [State EM Plan](#) section 6, and [State EM Recovery Procedures](#) 1-4.

## 15.0 Animal Welfare

### 15.1 Animal Welfare Plan

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the City acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The City has developed an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency. A copy of the Animal Welfare Plan is at [Appendix 8](#).

## 16.0 Exercising, Reviewing and Reporting

### 16.1 The Aim of Exercising

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

The exercising of a HMAs or Combat Agency's response to an incident is their responsibility however, it may be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

### 16.2 Frequency of Exercises

[State EM Policy](#) section 4.8, [State EM Plan](#) section 4.7, and [State EM Preparedness Procedure](#) 19 outline the State's arrangements for emergency management exercising, including the requirements for LEMCs to exercise their arrangements on at least an annual basis.

### 16.3 Exercise Types

Examples of the types of exercises are:

- (a) desktop or discussion exercise;
- (b) a phone tree recall exercise;
- (c) opening and closing procedures for evacuation centres or any other facilities that may be operating in an emergency;
- (d) operating procedures of an Emergency Coordination Centre; or
- (e) locating and activating resources on the Emergency Resources Register.

### 16.4 Reporting of Exercises

Each LEMC is to report their exercise schedule to the relevant DEMC each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG). Once the exercise has been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

### 16.5 Review of LEMA

The LEMA shall be reviewed in accordance with [State EM Preparedness Procedure](#) 8 and amended or replaced whenever the local government considers it appropriate (s.42 of [the EM Act](#)).

In accordance with [State EM Preparedness Procedure](#) 8, LEMA (including recovery plans) are to be reviewed and amended as follows:

- (a) after an event or incident requiring activation of an ISG or after every incident requiring significant recovery coordination;
- (b) an entire review every five years; and
- (c) whenever the local government considers it necessary (eg. after training that exercises the Arrangements).

In addition to this, contact lists are to be reviewed and updated on a quarterly basis.

Where a major or entire review takes place, a full approvals process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of the LEMC, the DEMC and the SEMC.

## 17.0 Preparedness and Annual Reporting

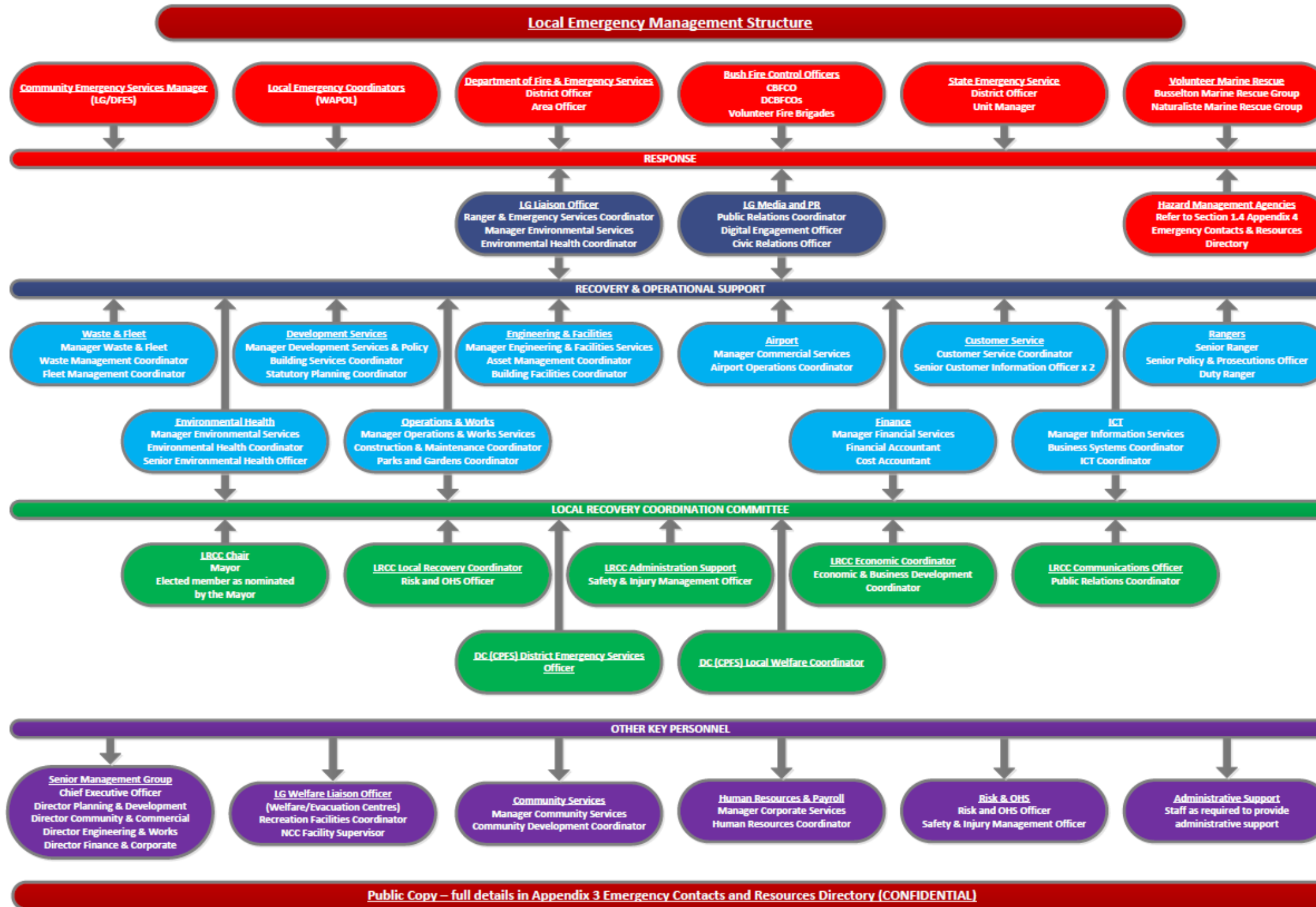
The LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the year. To minimise multiple reporting requirements, SEMC has combined preparedness and annual reporting questions into a single online survey, the Annual and Preparedness Report Capability Survey.

This fulfils the legislative requirements of LEMCs and HMAs as detailed in s.33 and s.40(1) of [the EM Act](#).

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[Appendix 3 – Special Needs Groups, Events & Critical Infrastructure](#)

Information contained in the  
Emergency Contacts and Resources Directory  
contains personal contact details of staff from various agencies and is

**CONFIDENTIAL**

The plan is available under separate cover  
and is saved in the City's electronic records keeping system  
(ECM doc set ID 3053724)

[Appendix 4 – Emergency Contacts and Resources Directory](#)

Information contained in the  
Emergency Contacts and Resources Directory  
contains personal contact details of staff from various agencies and is

**CONFIDENTIAL**

The plan is available under separate cover  
and is saved in the City's electronic records keeping system  
(ECM doc set ID 3053725)

[Appendix 5 – The Provision of Welfare Support](#)

The Department of Communities (DC)  
(previously the Department for Child Protection and Family Support)  
are the owners of the  
Local Emergency Management Plan for the Provision of Welfare Support  
(Updated May 2015)

The plan is available under separate cover  
and is saved in the City's electronic records keeping system  
(ECM doc set ID 2860310)

Local Evacuation Plan

(September 2014)

The plan is available under separate cover  
and is saved in the City's electronic records keeping system  
(ECM doc set ID 3053726)

Emergency Management Recovery Plan

(April 2014)

The plan is available under separate cover  
and is saved in the City's electronic records keeping system  
(ECM doc set ID 2143980)

**(To be developed)**