

Local Emergency Management Arrangements

April 2016

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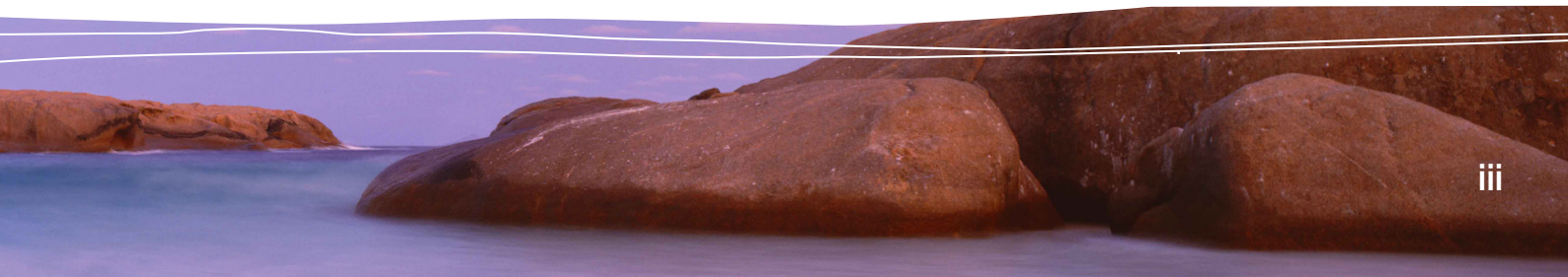
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Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Esperance Local Emergency Management Committee (LEMC) and has been tabled with the Goldfields District Emergency Management Committee (DEMC).

Chairperson	Date
Esperance LEMC	

Endorsed by Council	Date
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Distribution List

Organisation	Position	Copy Type (Public / Restricted)
Esperance Police	Officer in Charge	Restricted
Esperance Police	Station Copy	Restricted
Esperance Police	Front Office	Public
Shire of Esperance	Emergency Services Co-ordinator	Master
Shire of Esperance	Shire President	Restricted
Shire of Esperance	CEO	Restricted
Shire of Esperance	Shire Office	Public
Shire of Esperance	Library	Public
Shire of Esperance	Director Corporate Services	Restricted
Shire of Esperance	Director Asset Management	Restricted
Shire of Esperance	Exec Manager Community Division	Restricted
Shire of Esperance	Exec Manager Statutory Division	Restricted
Shire of Esperance	Exec Manager Commercial Division	Restricted
Dept Fire and Emergency Services	Esperance Office	Restricted
Dept Fire and Emergency Services	Albany Office	Restricted
Dept Fire and Emergency Services	CEMO, Albany Office	Restricted
St John Ambulance	President	Restricted
St John Ambulance	Community Paramedic	Restricted
Esperance Volunteer Fire & Rescue	Captain	Restricted
State Emergency Services / VMRS	Unit Manager	Restricted
Esperance / Goldfields Surf Life Saving Club	President	Restricted
Bush Fire Brigade	Chief Bush Fire Control Officer	Restricted
Bush Fire Brigade	Senior FCO, Urban Rural Zone	Restricted
Dept of Parks and Wildlife	District Manager	Restricted
Dept of Child Protection and Family Services		Restricted
Dept of Transport	Regional Manager	Restricted
Dept of Human Services	Manager	Restricted
Dept of Agriculture & Food WA	District Manager	Restricted
Bureau of Meteorology		Restricted
Esperance Hospital	Director of Nursing	Restricted
Education Department		Restricted
Southren Ports Authority, Esperance Ports	Security Office	Restricted
Southren Ports Authority, Esperance Ports	Harbour Master	Restricted
Horizon Power	Community & Customer Relations Manager	Restricted
Water Corporation		Restricted
Regional Express		Public

Glossary of Terms

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary

COMBAT AGENCY – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

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, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

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*.

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

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

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 and

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.

HAZARD –

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth, or;
- any other event, situation or condition that is capable or causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY – (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

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) – means a committee established under section 38 of the Emergency Management Act 2005

MUNICIPALITY – Means the district of the Shire of Esperance.

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 – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also *COMPREHENSIVE APPROACH*.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also *COMPREHENSIVE APPROACH*.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also *COMPREHENSIVE APPROACH*.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

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

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Acronyms

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
DFES	Dept of Fire and Emergency Services
DEMC	District Emergency Management Committee
P&W	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EVFRS	Esperance Volunteer Fire & Rescue Service
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SPA	Southren Ports Authority
SOE	Shire of Esperance
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures



Part 1 Introduction

1.1. Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Esperance Local Emergency Management Committee and approved by the Shire of Esperance.

1.2. Community Consultation

These arrangements have been developed in consultation with the Esperance Local Emergency Management Committee (LEMC) which includes community representation. It was felt the opinions and ideas represented by this group were sufficient in order to meet the needs of this project.

1.3. Document Availability

Copies of these arrangements are available at Shire of Esperance offices in Windich St, free of charge during office hours. Arrangements are also available in written and electronic format on request.

1.4. Area Covered (Context)

The Shire of Esperance is approximately 720km south east of Perth. The Shire covers an area of approximately 43,000 square km and a population of around 14,500. The main population base resides in the Esperance town site with many smaller townships including Cascade, Salmon Gums, Grass Patch, Scaddan, Gibson, and Condingup. The area covered is the boundaries of the Shire of Esperance extending from Daniels Siding in the north, east to Isrealite Bay and west to the Munglinup River.

1.5. Aim

The aim of the Esperance Local Emergency Management Arrangements is to:

- Ensure there is an effective framework for the management of emergencies within the shire of esperance
- Contribute to timely, effective and coordinated emergency management within the shire of esperance
- Ensure that this plan is compatible with and complies with the state emergency management arrangements and plans
- Ensure that all organisations involved in emergency management are familiar with and have had input into this plan

1.6. Purpose

The purpose of these emergency management arrangements is to set out:

- The local government's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- A description of emergencies that are likely to occur in the local government district;
- Strategies and priorities for emergency management in the local government district;
- Other matters about emergency management in the local government district prescribed by the regulations; and
- Other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.7. 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 HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

- This document applies to the local government district of the Shire of Esperance.
- This document covers areas where the Shire of Esperance (Local Government) provides support to HMA's in the event of an incident;
- This document details the Shire of Esperance's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Esperance (LG) responsibility in relation to recovery management.

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

1.8. Related Documents

There are currently no Local Emergency Management Policies or Agreements, understandings and commitments specific to the Shire of Esperance in place. Existing plans and arrangements for individual agencies have been attached at Appendix 1.

1.9. Special Considerations

1.9.1 Major influxes of tourists

- Increase in camping within coastal reserves through length of Shire from November to April
- Duke of Orleans Caravan Park population increase up to 1000 people over summer period
- Overflow campground at Show grounds
- School holidays and Easter Weekend

1.9.2 Large public events

- Esperance Show - October

1.9.3 Seasonal conditions

- Harvest – October through December
- Post harvest –reduced number of volunteers in district
- Bushfire season – October through April Lightning storms
- Storm and rain damage

1.10. Resources

The Shire of Esperance has several businesses, organisations and volunteer groups well positioned to assist with additional resources should they be required.

List attached at Appendix 2.

1.11. Roles & Responsibilities

1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator is appointed by the State Emergency Coordinator. The Local Emergency Coordinator for the Shire of Esperance is the Officer-in-Charge of Esperance Police Station.

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- To provide advice and support to the lemc for the district in the development and maintenance of emergency management arrangements for the district;
- To assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- To carry out other emergency management activities in accordance with the directions of the state emergency coordinator.

1.11.2 Local Government

During an incident Local Government will provide support as a Local Government Liaison to the IMT or ISG as required. It is a function of a local government, subject to this Act (Emergency Management Act), to ensure that effective local emergency management arrangements are prepared and maintained for its district;

- To manage recovery following an emergency affecting the community in its district; and
- To perform other functions given to the local government under this act (emergency management act).

These functions include (but not limited to; administrating the LEMC in accordance with SEMP 2.5, completing an annual report & annual business plan in accordance with SEMP 2.6 and establishing and maintaining the local emergency management arrangements which includes a local recovery plan.

1.11.3 LEMC Executive Officers:

Provide executive support to the LEMC by:

- Ensuring the provision of secretariat support including:
 - Meeting agenda
 - Minutes and action lists
 - Correspondence
 - Maintain committee membership contact register
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report
 - Annual Business Plan
 - Maintenance of Local Emergency Management Arrangement
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- Participate as a member of sub committees and working groups as required;

1.11.4 Local Emergency Management Committee

The Shire of Esperance has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC includes 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 organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (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 organisation of the members.

1.11.4.1 Functions of the LEMC

The functions of LEMC are [s. 39 of the Act]:

- To advise and assist the local government in establishing local emergency managements for the district;
- To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- To carry out other emergency management activities as directed by semc or prescribed by regulations.

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements.

The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (*WESTPLAN - Freight subsidy Plan*)

The LEMC may provide advice and assistance to the SES and FESA to develop a Local Tropical Cyclone Emergency Plan. (*WESTPLANS – Cyclone, Flood and Tsunami*)

1.11.5 LEMC Chair

Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

1.11.6 LEMC Deputy Chair

In the absence of the LEMC Chair the Deputy will provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.

1.11.7 Controlling Agency

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

- To undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness
- To control all aspects of the response to an incident.

During Response the Controlling Agency will ensure effective transition to Recovery by Local Government.

1.11.8 Hazard Management Agency

A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006. Their function is to:

- Undertake responsibilities where prescribed for these aspects[EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 & 53 Act]
- Coordinate the development of the Westplan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

1.11.9 Combat Agencies

A combat agency as 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.'

(EMWA Glossary Version:2011)

1.11.10 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. *(EMWA Glossary Version:2011)*

1.11.11 Public Authorities

A public Authority is established under section 3 of the Act. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.



CONDINGUP HOCKEY CLUB

This is our school,
let peace dwell here,
let the rooms be full of contentment.

Let love abide here
love of one another,
love of mankind,
love of the poor
and love of life.



Part 2 Planning (Lemc Administration)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and policies.

2.1. LEMC Membership

Chairperson	Shire President, Shire of Esperance
Deputy Chairperson	Officer in Charge, Esperance Police Station
Executive Officer	Shire of Esperance
Committee Members – to include representation from:	
Emergency Response Agencies	Esperance Police Station
	Esperance Volunteer Fire and Rescue
	St John Ambulance
	Esperance State Emergency Service
	Marine Rescue
	Esperance Goldfields Surf Life Saving Club
	Bush Fire Brigades Representative
Welfare Support Agencies	Dept for Child Protection & Family Support
State Government Agencies	Dept of Fire & Emergency Services
	Dept of Parks & Wildlife
	Dept of Agriculture and Food
	Dept of Transport
	Dept of Education
	Bureau of Meteorology
	Dept of Health – Esperance District Hospital
Utilities	Horizon Power
	Water Corporation
Local Industry	Southren Ports Authority, Esperance Port
	Esperance Airport

List of the LEMC Membership and contact details attached at Appendix 3

2.2. Meeting Schedule

Esperance LEMC will meet four times per year on the second Wednesday of January, April, August and October at 6pm at the DFES Collocation Building on Brazier Street.

2.3. LEMC Constitution & Procedures (s38(4) EM Act)

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

- Every meeting:
 - Confirmation of local emergency management arrangements contact details and key holders
 - Review of any 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
 - Other matters determined by the local government.
- First quarter
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
 - Begin developing annual business plan.
- Second quarter:
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
 - Finalisation and approval of annual business plan.
- Third quarter:
 - Identify emergency management projects for possible grant funding.
- Fourth quarter:
 - National and State funding nominations.

2.4. 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 a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

- A description of the area covered by the LEMC,
- A 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 (e.G. Draft, approved 2007, under review, last reviewed 2007),
- 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.

2.5. The Annual Business Plan

State Emergency Management Policy 2.5 'Annual Reporting' provides 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. (SEMP 2.6 s25 (b)(vii) & s25(d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

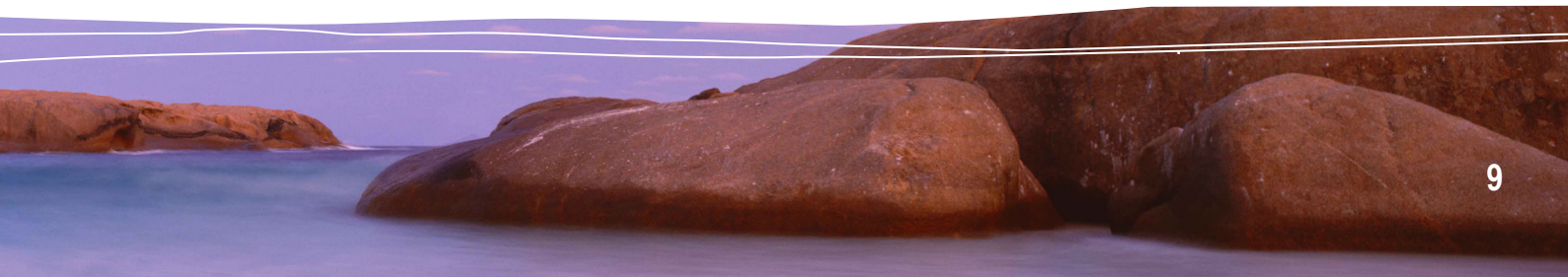
A copy of the Annual Business Plan is available on request from the Executive Officer.

2.6. Emergency Risk Management

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.

In 2006 the Shire of Esperance completed an Emergency Risk Management study from which the Local Arrangements were written.

A copy of the Risk Assessment is available from the Shire of Esperance Administration office on Windich St.





Part 3 Support to Response

3.1. Risks – Emergencies Likely to Occur

The following table of emergencies that are likely to occur within the Local Government area. This has been derived from the local community centered emergency risk management process.

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Bush Fire	Local Govt. P&W	DFES	SOE BFB P&W	Police CPFS SES Local Govt.	Bush Fire	2013
Urban Fire (Structural)	FRS	DFES	EVFRS	Police Local Govt. CPFS SES SOE BFB	Urban Fire	2013
Road Crash	Police	Police	VFRS	SJA	Road Crash	2013
Flood	DFES	DFES	SES	Police Local Govt.	Flood	2013
Storm	DFES	DFES	SES	Police Local Govt.	Storm	2013
Earthquake	DFES	DFES	SES	Local Govt. Police VFRS	Earthquake	2011
Maritime Incident Marine Search Marine Transport	Police SPA / DoT	Police SPA/ DoT	VMRS SPA / DoT	SES VMRS	Marine Search Marine Transport	2013
Hazardous Materials	FRS	DFES	EVFRS	Police Local Govt.	HazMat	2010
Land Search and Rescue	Police	Police	SES		Land Search	2013
Aviation Incident	Police	Police	EVFRS SJA SES	Local Govt.		
Marine Oil Spill	DoT	DoT	DoT SES	Local Govt.		

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

It is recognised that the HMA's and Combat Agencies may require Shire of Esperance resources and assistance in emergency management. The Shire of Esperance is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2. Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator 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.

3.2.1 Role of the ISG

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Operational Management'. These are;

- Where an incident is designated as "level 2" or higher
- Multiple agencies need to be coordinated.

3.2.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

As a general rule, the 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 staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

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

3.2.4.1 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Locations for ISG meeting are:

Location	Address	Contact
Council Chamber	Shire of Esperance Administration Office Windich St	CEO – 9071 0621 0418 924 132
Police Station	Dempster St	OIC – 9079 8999
DFES Office	Esperance Business Centre Dempster St	AO – 9071 3393 0427 002 718

3.3. Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. **The provision of this information is the responsibility of the HMA.** This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.3.1 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

All staff dealing with the public are to be given a full briefing and provided with the same information to ensure it is consistent when provided to the public.

3.3.2 Local Systems

- Shire Website – www.esperance.wa.gov.au
- Bushfire SMS system – register at Shire Office
- Public Information Phone Lines (Harvest Ban Hotline) – 9071 5367
- Local radio
 - ABC Radio - 837 AM
 - Radiowest – 747 AM
 - Hot FM - 102.3 FM
 - Hope FM – 103.9 FM

The Community Emergency Services Coordinator can be contacted to have any updates completed. (08 9071 0625 or 0418 954 051)

3.4. Critical Infrastructure

Critical Infrastructure is identified infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. A list of Critical Infrastructure within the Shire of Esperance is provided at Appendix 4

3.5. Evacuation

'A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.' (SEMP 4.7)

Local Emergency Management Arrangements include information to assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees will identify and advise of refuge sites and welfare centres suitable to the hazard. These sites are documented in the Local Emergency Management Arrangements.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

The decision to evacuate will only be made by a 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.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

3.5.1 Evacuation Centres

A list of identified Evacuation Centres for the Shire of Esperance are listed at Appendix 5

3.5.2 Management of the Evacuation Process

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department for Child Protection & Family Services must be consulted during the planning stages. CPFS have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.6. Special Needs Groups

A list of 'at risk' groups have been identified within the community. These groups may require additional requirements or resources to carry out an evacuation. This information provides the Controlling Agency planning evacuation the ability to identify locations for groups that require special attention or resources.

Each section of the community mentioned above should have their own evacuation arrangements, however will need confirmation.

A list of identified Special Needs Groups is attached at Appendix 6.

3.7. Hazard Specific Muster Points

The Shire of Esperance in recognition of the bush fire risk at coastal campsites has identified muster point locations on beaches where Shire Campsites are located. On site signage has been installed identifying these areas at Alexander Bay, Thomas River, Quagi Beach and Munglinup Beach. Details have been provided in Appendix 7.

3.8. Routes & Maps

Within the Shire of Esperance emergency responders have access to maps via the Shire of Esperance and Department of Parks and Wildlife.

3.9. Welfare

The Department for Child Protection & Family Support (CPFS) has the role of managing welfare. CPFS have developed a local Welfare Emergency Management Plan for Esperance area. This is attached in Appendix 8.

3.9.1 Local Welfare Coordinator

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

- Establish, chair and manage the activities of the Local Emergency Welfare Coordination Group (LEWCG), where determined appropriate by the district director
- Prepare, promulgate, test and maintain the local welfare plans
- Represent the department and the emergency welfare function on the local emergency management committee and local recovery committee
- Establish and maintain the local welfare emergency coordination centre
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency
- Represent the department on the incident management group when required

3.9.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Esperance Community Emergency Services Coordinator has been identified as the liaison officer and can be contacted on 9071 0625 or 0418 954 051.

3.9.3 State & National Registration & Enquiry

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

3.9.4 Animals (including assistance animals)

The Shire of Esperance Rangers will coordinate the housing of domestic pets through the use of the local pound situated at the Shire Works Depot in Brazier Street. Larger animals can be housed at the Greater Sports Ground, Brazier Street.

3.10. Finance Arrangements

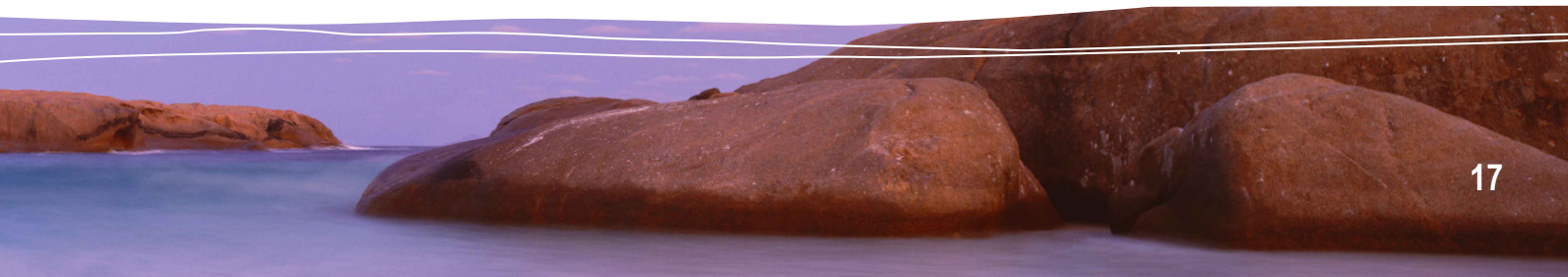
State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Esperance is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Esperance occurs to ensure the desired level of support is achieved.

Part 4 Recovery

A Local Recovery Plan has been completed for the Shire of Esperance as separate document.

The Local Recovery Coordinator for the Shire of Esperance is the Chief Executive Officer or their nominee.

The members of the recovery committee will be determined by the Local Recovery Coordinator based on the communities needs following an emergency. Each emergency will be different and may require representation from different organisations.





Part 5 Exercising and Reviewing

5.1. The 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 is 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 a 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
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2. Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

5.3. Types of Exercises

Some examples of exercises 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
- Locating and activating resources on the Emergency Resources Register

5.4. Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by May each year. The DEMC compiles the reports and sends the dates to the Exercise Management Advisory Group (EMAG) to be included in the SEMC Annual Report.

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'. (SEMP 3.1 s.23)

5.5. Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- Contact lists are reviewed and updated quarterly;
- A review is conducted after training that exercises the arrangements;
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes
- Circumstances may require more frequent reviews

5.6. Review of Local Emergency Management Committee Positions

The Shire of Esperance in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. (SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

5.7. Review of Resources Register

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

For further details on the Local Emergency Management Arrangements please contact External Services

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