



Local Emergency Management Arrangements 2017



LEMC endorsement date:
Full review required: 2022
Maintained by:

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CERTIFICATE OF APPROVAL

The Shire of Donnybrook-Balingup Local Emergency Management Arrangements (LEMA) have been produced and issued under the authority of Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The LEMA forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA).

The following documents are support plans and together with this plan will be known as the Shire of Donnybrook-Balingup Local Emergency Management Arrangements:

- Shire of Donnybrook - Balingup Emergency Contacts & Resources Directory
- Shire of Donnybrook - Balingup Risk Register
- Shire of Donnybrook - Balingup Local Recovery Plan
- Asset Register (Internal document)
- Shire of Donnybrook - Balingup Bushfire Response Plan 2016
- Local Emergency Management Plan for the Provision of Welfare Support for the Shire of Donnybrook-Balingup.

In accordance with State EM Policy, these arrangements have been endorsed and noted by the following entities:

Shire of Donnybrook-Balingup Local Emergency Management Committee -
Endorsement

Shire of Donnybrook-Balingup Council - Endorsement

District Emergency Management Committee - Noting

State Emergency Management Committee - Noting

Shire of Donnybrook-Balingup Local Emergency Management Committee

Chairperson
Shire of Donnybrook-Balingup Council

Date

Chairperson

Date

VERSION CONTROL

Document Title	Shire of Donnybrook-Balingup Local Emergency Management Arrangements 2017
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ACKNOWLEDGEMENTS

This project was funded by the *All West Australians Reducing Emergencies (AWARE)* Funding.

AMENDMENT RECORD

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

Feedback can include:

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- Out of date information or practices;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

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
 Local Emergency Management Committee
 Shire of Donnybrook-Balingup
 PO Box 94
 Donnybrook WA 6239

Or alternatively you may email to: shire@donnybrook.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY (INITIALS)	DOC. VERSION
NO.	DATE			
1	6 Dec 2016	Review of LEMA dated 1 July 2011	B WRIGHT	1.0
2		Final Adoption by Council	B WRIGHT	
3				
4				
5				
6				

DISTRIBUTION LIST

Official copies of this document are distributed in pdf format only and are provided electronically to organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Donnybrook-Balingup through the following email address:

shire@donnybrook.wa.gov.au

alternatively the current version of the document can be found on the Shire of Donnybrook-Balingup website www.donnybrook-balingup.wa.gov.au. Hard copy version of this document may not be accurate. Any document released for public consumption must not include staff names or contact details of persons mentioned therein.

Distribution list	
Organisation	Number of copies
Shire of Donnybrook-Balingup	
Chair LEMC	1
Chief Executive Officer	1
Chairperson Shire Donnybrook-Balingup LEMC	1
Manager Development and Environmental Services	1
Chief Bushfire Control Officer	1
Senior Ranger	1
Local Recovery Coordinator	1
Public Library	1
Shire Officers (held in Radio Room)	1
LEMC Membership	
WA Police	1
Department of Fire and Emergency Services	1

Fire and Rescue	
Donnybrook SES	1
Department of Parks and Wildlife (DPAW)	1
St John Ambulance	1
Department for Child Protection and Family Support	1
Tuia Lodge	1
SEMC Secretariat	1
Red Cross	1
Kirup Community	1
Water Corporation	1
Telstra	1
Western Power	
CHC (Community Health Care)	
Other Committees	
District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – INTRODUCTION

1 AREA COVERED

The Shire of Donnybrook-Balingup Local Emergency Management Arrangements have been prepared for the area gazette as the Shire of Donnybrook-Balingup Local Government District under the Local Government Act 1995.

With 50% of the Shire consisting of forest, it has suffered many bushfires, the worst of which was in combination with a storm "Cyclone Alby" in 1978. Other storms have also taken their toll. Floods in the Lowden and Argyle areas have been prevalent, especially in the years 1964, 1967, 1974 and 1990. Train derailments, fatal road accidents and road transport chemical spills have also been recorded.

The Shire of Donnybrook-Balingup occupies 1,541 square km to the east of Bunbury and shares boundaries with the Shires of Capel, Dardanup, Boyup Brook, Bridgetown-Greenbushes, Collie, Nannup and the City of Busselton. Fifty percent of the land is either forest or plantation timber under the control of Department of Parks and Wildlife (DPAW). It is mainly located on the Darling Scarp; only a small portion of its area sits on the coastal plain. The Preston, Upper Capel and Blackwood Rivers and Balingup Brook cross the district. Donnybrook is located 206 km south of Perth and 36 km southeast of Bunbury. Other townsites or localities are Argyle, Brookhampton, Balingup, Lowden, Mullalyup, Mumballup, Kirup, Noggerup and Newlands.

The Shire is served by a Volunteer SES Group, a Fire and Rescue Unit, eleven Bush Fire Brigades and two Ambulance Units.

With the diversity of the Shire, there are several considerations that will have an impact on the implementation of these Arrangements in times of emergency:

- Bush fire season – December to April.
- Winter storm season – June to September.
- Flooding of low lying areas in the Shire or dam burst – winter season.

ANNEXURE 2 - Map of the Shire of Donnybrook-Balingup

2 SOCIAL GEOGRAPHY

The Shire of Donnybrook-Balingup has a population of 6453, (approximately 60% urban) occupying some 2805 houses. Historically, its principal industries have been farming, fruit growing and timber milling. Today, orchards and farms dominate, alongside a number of timber plantations. Viticulture, tourism and stone quarries are other more recent industries to arise.

The major arteries running through the district are the South Western Highway, the Donnybrook – Boyup Brook Road and the Picton – Northcliffe railway.

A number of annual major events occur in the Shire including (approximate number of visitors shown):

- | | |
|--|------------------------|
| • Apple Festival – Easter at Donnybrook (annual) | 5,000 - 10,000 people |
| • Small Farm Field Day –April in Balingup | 10,000 – 15,000 people |
| • Medieval Carnivale – August in Balingup | 8,000 – 15,000 people |
| • Jalbrook Concert – 2- 3 / year | 100 – 150 per event |
| • Telling Tales in Balingup – July | 1,000 people |
| • Donnybrook Wine & Food Festival – February | 3,000 people |

In addition, a number of events held in neighbouring towns produce considerable traffic through the Shire. These include the Bridgetown Blues Festival, the Blackwood Marathon and the Boyup Brook Country Music Festival, Pemberton Classic and WA Formula 500 State Title, Manjimup.

3 COMMUNITY CONSULTATION

These arrangements have been developed by the Shire of Donnybrook-Balingup in conjunction with the Shire of Donnybrook-Balingup Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community were identified during the 2010 review of the LEMA and key community groups were consulted.

In 2017 the OEM will undertake the State Risk Project across the three levels, State, District and Local which will see a uniformed and Nationally agreed approach to the emergency risk management process. This process will see the Shire's Risk Register and Treatment Schedule completed in line with best practice.



Additionally, and in line with the requirements to review Local Emergency Management Arrangements every 5 years, these arrangements were reviewed and updated to be brought in line with State Emergency Management Framework.

These Arrangements (in their draft form) were reviewed by LEMC advertised to the public for 28 days during the month of May 2017. Submissions received were considered by the Local Emergency Management Committee and subsequently Council prior to the Local Emergency Management Arrangements being endorsed by Council.

4 AIM

The aim of the Shire of Donnybrook - Balingup's Local Emergency Management Arrangements is to:

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

5 PURPOSE

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

- a) The Shire of Donnybrook-Balingup preparedness and capacity to support the effective management of an emergency that may impact on the local community;
- b) The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Donnybrook-Balingup district;
- c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b);
- d) A list of natural and technological hazards that may impact the local community;
- e) Strategies and priorities for emergency management in the local government district;
and
- f) Other matters about emergency management in the local government district prescribed by the regulations.

6 SCOPE

The scope of this document is to ensure that appropriate strategies are in place to minimise adverse effects on the community and ensure best possible outcomes are delivered for the community in the long term. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

In the case of the Shire of Donnybrook - Balingup, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community.

To ensure the best possible outcomes for the Shire of Donnybrook - Balingup, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Donnybrook - Balingup;
- Existing legislation, Plans and Local Laws;
- Statutory or agreed responsibilities; and
- Support to and interface with other emergency management plans and agreements.

7 EXISTING PLANS AND SUPPORTING DOCUMENTS

To enable integrated and coordinated delivery of emergency management support within the Shire of Donnybrook - Balingup, this plan is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in **ANNEXURE 3 - Local Emergency Management Arrangement Requirements** indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that, together, become the emergency management arrangements for the Shire of Donnybrook - Balingup.

8 STATE LEGISLATION, POLICY, PLANS, PROCEDURES AND GUIDELINES

The State of Western Australia has a suite of Legislation, Policy, Plans, Procedures and Guidelines which are regulated by the State Emergency Management Committee and OEM and includes;

Legislation

Emergency Management in Western Australia is underpinned by the State Emergency Management Act 2005 and the State Emergency Management Regulations 2006.

Policy

The State Emergency Management Policy provides a strategic framework for emergency management in Western Australia and covers the aspects of Prevention, Preparedness, Response and Recovery.

Plans

Emergency Management Plans comprise of the State Emergency Management Plan, Hazard Specific Plans (Westplans), Support plans and National Plans.

Procedures

State Emergency Management Procedures have been 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.

Guidelines

State Emergency Management Guidelines are informal instructions designed to provide detailed assistance to EMAs in undertaking their role by proposing specific methods for conducting activities.

The full details regarding the State's documentations can be located at <http://www.oem.wa.gov.au>

9 LOCAL ARRANGEMENTS

The following documents form the Local Emergency Management Arrangements for the Shire of Donnybrook - Balingup:

- Shire of Donnybrook - Balingup Emergency Contacts & Resources Directory
- Shire of Donnybrook - Balingup Risk Register
- Shire of Donnybrook - Balingup Local Recovery Plan
- Asset Register (Internal document)
- Shire of Donnybrook - Balingup Bushfire Response Plan 2016
- Local Emergency Management Plan for the Provision of Welfare Support for the Shire of Donnybrook-Balingup.

10 AGREEMENTS, UNDERSTANDING AND COMMITMENTS

Provision of Mutual Aid Agreement

In 2015 the Shire of Donnybrook - Balingup along with 11 other south west local governments signed a memorandum of understanding.

The purpose of this memorandum is to;

- a) Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australia Local Government Association during emergencies and post incident recovery;
- b) Enhance the capacity of your 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.

The local governments that are signatories to this agreement include;

Parties to the Agreement	Summary of the Agreement
Cities of Bunbury & Busselton, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Nannup and Manjimup	<p><i>Memorandum of Understanding Member Councils of the South West Zone Western Australian Local Government Association for The provision of mutual aid during emergencies and post incident recovery</i></p>

11 RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Donnybrook - Balingup has conducted an analysis of resources available within this local government area. These details are shown as;

SHIRE ASSET REGISTER

Item Description	Number of Items

EMERGENCY VEHICLE ASSETS

Item Description	Number of Items
Donnybrook SES	
Personnel carrier 4x4	1
Crew cab ute 4x4	1
Rescue Trailer	2
Department of Parks and Wildlife - Blackwood District	
Heavy Duty Fire Trucks 4x4	13
Medium Duty Fire Trucks 4x4	7
Light Units - slip on 45 litre	14
Low Loaders	2
Komatsu D-65 Dozer	1
Caterpillar D6 Dozer	1
Komatsu 380 Loader	1
Caterpillar Positrack Skid Steer	1
6T Merlot Forklift / crane	1
Extensive VHF Radio network inc access to portable repeater	
Fire fighting support equipment <ul style="list-style-type: none"> • Generators • Hand tools • Chainsaws • Mechanical support • High volume portable pumps and tanks • Retardants and Foam supplies 	
St John Ambulance	
Ambulance	2
Fire and Rescue	
3.4 Fire appliance	4

2.4 Fire appliance	3
1.4 Fire appliance	1
Light Tanker	10
VFRS Light Tanker	1
VFRS Urban 2.4 Fire appliance	1
VFRS Road Rescue Trailer	1

PART 2 LOCAL ROLES AND RESPONSIBILITIES

12 LOCAL ROLES AND RESPONSIBILITIES

12.1 LOCAL EMERGENCY COORDINATOR (LEC)

Under Section 37 of the Emergency Management Act 2005, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district (section 28 (2)).

At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

The Local Emergency Coordinator for the local government district is the Officer in Charge (OIC), Donnybrook Police Station.

12.2 LOCAL GOVERNMENT

Local role	Description of responsibilities
Local Government	<p>The responsibilities of the Shire of Donnybrook-Balingup are defined in Section 36 of the <i>Emergency Management Act.2005</i></p> <p>It is a function of a local government —</p> <ul style="list-style-type: none"> (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district; (b) to manage recovery following an emergency affecting the community in its district; and (c) to perform other functions given to the local government

Local role	Description of responsibilities
	under the EM Act.
Local Recovery Coordinators	<p>(a) to ensure the development and maintenance of effective recovery management arrangements for the local government; and</p> <p>(b) in conjunction with the local recovery committee implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<p>(a) Ensure planning and preparation for emergencies is undertaken</p> <p>(b) Implement procedures that assist the community and emergency services deal with incidents.</p> <p>(c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</p> <p>(d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</p> <p>(e) Liaise with the incident controller (provide liaison officer)</p> <p>(f) Participate in the ISG and provide local support</p> <p>(g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</p>

13 LEMC ROLES AND RESPONSIBILITIES

13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

The Shire of Donnybrook-Balingup has established a LEMC to plan, administer and test this plan and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to **ANNEXURE 4- Local Emergency Management Committee Members**.

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by;

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC should follow a meeting and business cycle as recommended in State EM Preparedness Procedure 7 - Emergency Management in Local Government. For direct

reference to the schedule refer to **ANNEXURE 5 - Local Emergency Management Business Cycle.**

13.2 LEMC FUNCTIONS AND RESPONSIBILITIES

Executive Chair	Shire President, Shire of Donnybrook-Balingup
Deputy Chair	OIC - Donnybrook Police
Executive Officer	Manager Development and Environmental Services (or delegated Shire staff member)

Local role	Description of responsibilities
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.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <p>(a) Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Committee membership contact register; <p>(b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report; • Annual Business Plan; • Local Emergency Management Arrangements; <p>(c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required;</p> <p>(d) Participate as a member of sub-committees and working groups as required;</p> <p>(e) Arranging LEMA exercises and other initiatives</p>

14 AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Incident Controller	<p>The Incident Controller, as per State Emergency Management Policy Section 5.2, the IC or their delegate is responsible for:</p> <ul style="list-style-type: none"> (a) the overall control of an incident, within a defined incident area, which may include the whole State in some incidents; (b) leading an incident management team; (c) assessing the incident level – if an incident is assessed as Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State Emergency Management 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) management of traffic during an emergency response; (g) activates an ISG when an incident requires the coordination of multiple agencies or a Level 2 incident is declared (State Emergency Management Policy Section 5.2); (h) once a decision has been made to evacuate an area, in consultation with the HMA, responsible for ensuring effective communication strategies are implemented (State Emergency Management Policy Section 5.7); and (i) responsible for the management of traffic during an emergency response until the road is returned to the asset owner (State Emergency Management Policy 5.8).

Agency roles	Description of responsibilities
Operational Area Manager	<p>(a) Facilitates control across an operational area during the response to an emergency area;</p> <p>(b) Convenes an Operational Area Support Group; and</p> <p>(c) Responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation.</p>
Controlling Agency	<p>A controlling agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a controlling agency is to;</p> <p>(a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness.</p> <p>(b) control all aspects of the response to an incident.</p> <p>During recovery the controlling agency will ensure effective transition to recovery.</p>
Hazard Management Agency (HMA)	<p>The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <p>(a) undertake responsibilities where prescribed for these aspects (EM Regulations);</p> <p>(b) appoint Hazard Management Officers (S55 EM Act);</p> <p>(c) declare / revoke emergency situations (S50 & 53 EM Act);</p> <p>(d) coordinate the development of the State Westplan for that hazard; and</p> <p>(e) ensure effective transition to recovery by local government.</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority</p>

Agency roles	Description of responsibilities
	<p>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.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary).</p>
Incident Support Group	<p>The role of the Incident Support Group is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation (State Emergency Management Plan, Section 5.1).</p>
Operational Area Support Group	<p>An Operational Area Support Group is 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. It is activated by a HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.</p>

PART 3 - MANAGING RISK

15 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 enables 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 for local governments to undertake risk management is detailed in State Emergency Management Policy Section 3.2.

Information of the identified local risks and likelihood and consequences of these risks to the community will be further identified during 2017 when the OEM will undertake the State Risk Project across the three levels, State, District and Local which will see a uniformed and Nationally agreed approach to the emergency risk management process. This process will see the Shire's Risk Register and Treatment Schedule completed in line with best practice

16 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 in Western Australia. In the 2010 review of the LEMA the top 5 local risks and likelihood and consequences of these risks to the community were identified, which are;



**Fire (Bushfire
and Structural)**



Road Crash



Storm



Cyclone



Flood

These hazards are further detailed in the table below are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Westplan	Local Plans
Fire (Bushfire and Structural)	DFES DPaW Shire of DBK-Bal	DFES	DFES DPaW Shire of DBK-Bal	Western Power Water Corporation SES	Westplan Fire	Shire of Donnybrook - Balingup Bushfire Response Plan 2016
Road Crash	WAPOL	WAPOL	WAPOL	Shire of DBK-Bal DFES DBK Fire and Rescue St John Ambulance DBK District Hospital	Westplan Road Crash Emergency	
Storm	DFES	DFES	SES	Western Power Shire of DBK-Bal WAPOL St John Ambulance DBK District Hospital	Westplan Storm	
Cyclone	DFES	DFES	DFES	Western Power Shire of DBK-Bal WAPOL St John Ambulance DBK District Hospital	Westplan Cyclone	
Flood	DFES	DFES	SES	Department of Water Water Corporation Shire of DBK-Bal	Westplan Flood	

17 EMERGENCY MANAGEMENT STRUCTURE AND RESPONSE LEVELS

The Shire of Donnybrook-Balingup Local Emergency Management Arrangements is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (fire, storm or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel

<p>response, significant impact on community, declaration of Emergency Situation or State of Emergency!</p>	<ul style="list-style-type: none"> • Equipment • Local knowledge and advice <p>Where an ISG or OASG is formed:</p> <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.
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PART 4 - RESPONSE**18 EMERGENCY ACTION**

Emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

19 LOCAL GOVERNMENT INVOLVEMENT IN RESPONSE

The Shire of Donnybrook - Balingup will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shire of Donnybrook - Balingup will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG), should one be called, and to attend all subsequent meetings. The LGLO, as delegated by the CEO, will hold managerial status and be able to provide expert knowledge, relevant to the incident.

20 SHIRE OF DONNYBROOK - BALINGUP INCIDENT MANAGEMENT

The successful resolution of any incident, whether internal or external, affecting the Shire of Donnybrook - Balingup is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed by;

- Ensuring planning and preparation for emergencies is undertaken;

- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources; and
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

21 MULTIPLE HAZARDS

Where an incident results in multiple hazards occurring the hazard which initiated the incident will determine the Controlling Agency and / or Hazard Management Agency for that incident. Where a subsequent hazard caused by the initiating hazards presents a significantly greater risk, management of the incident may be transferred to the relevant controlling agency and / or Hazard Management Agency for the subsequent hazard by agreement between the two agencies.

22 UNCLEAR CONTROLLING AGENCY

Where an incident requires an emergency response, however, it is unclear as to which agency is responsible for controlling that response under existing statutory law or agency responsibilities, and agreement cannot be reached by responding personnel, then the WA Police shall assume control of the incident until the appropriate response agency has been identified.

To identify the appropriate agency to control an incident, the following procedure applies:

- the WA Police shall immediately request the relevant *Emergency Coordinator* (Local or District depending on the level of the incident) to establish an Incident Support Group (ISG) and an Operational Area Support Group (OASG);
- the *Emergency Coordinator* shall facilitate, through the ISG or OASG, the identification of the agency most appropriate to control the response to the incident and negotiate their agreement to assume the role (this may be in person or via teleconference);
- when identifying the most appropriate agency to control an incident, the following factors should be considered;
 - a. Is there a designated Combat Agency for that type of emergency management activity?
 - b. Which agency has the most relevant legislative responsibilities required to manage the incident?
 - c. Which agency has the most relevant expertise and resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by the *Emergency Coordinator*, through the relevant chain of command, to the next level of coordination (District Emergency Coordination and OASG, or SEC and the SECG) for confirmation; and
- the *Emergency Coordinator* should also ensure the issue is clearly identified in any Post Operational Report or Post Incident Analysis.

23 LOCAL EMERGENCY OPERATIONS CENTRES

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA "Incident Manager". Where the HMA requests an alternate location for the EOC, or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre

The primary location for the Shire of Donnybrook-Balingup EOC is;

Donnybrook State Emergency Service Unit

Lot 497 Bentley Street

DONNYBROOK

Secondary Emergency Operations Centre

The secondary location for the Shire of Donnybrook-Balingup EOC is;

St John Ambulance Centre

Bentley Street

DONNYBROOK

To ensure a timely response to any of the hazards, local or district contact details for HMA, Combat and Supporting Agency are listed below:

HMA Combat and Support Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	9780 1900 (Bunbury Office) 9771 6800 (Manjimpup Office)
Department of Parks and Wildlife	9725 4300 (Bunbury Office) 9731 6232 (Kirup Office)
WA Police	9732 3333 (Donnybrook Office)
Department for Child Protection and Family Support	9722 5000 (Bunbury Office)

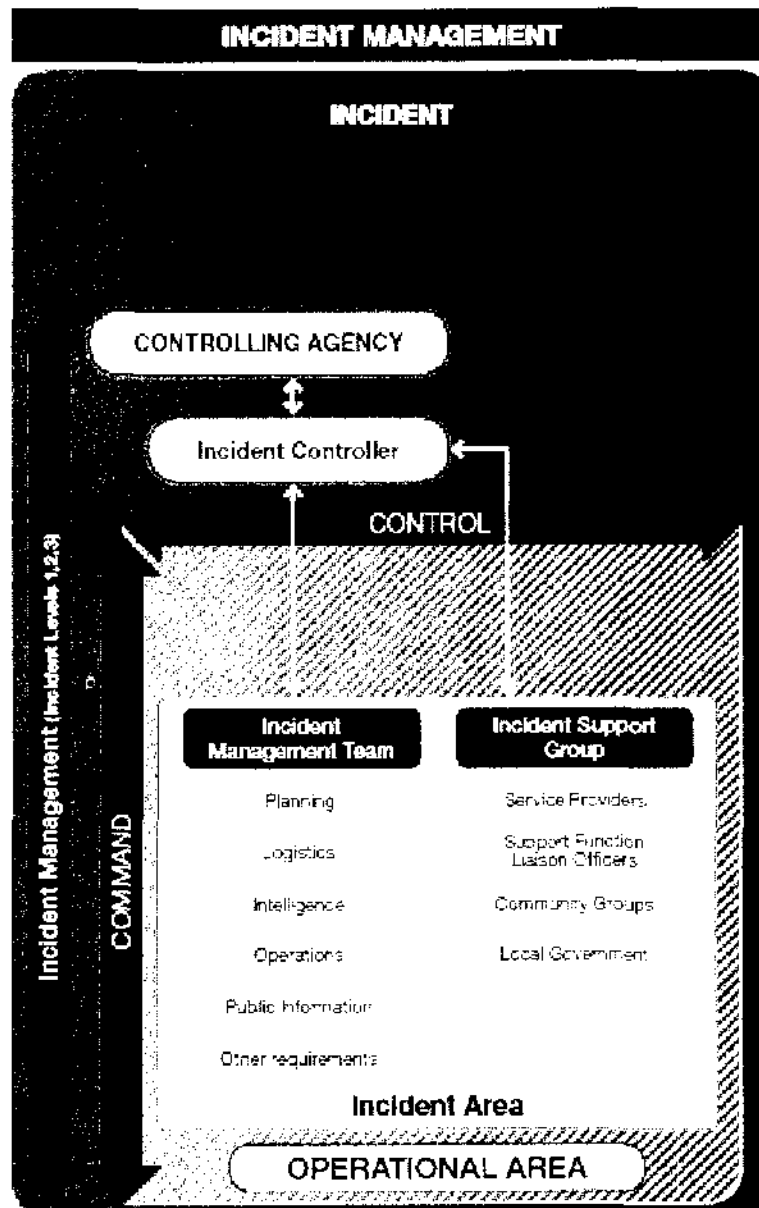
HMA's, Controlling and Support Agencies may require resources held by the local government and assistance to manage the emergency. The Shire is committed to providing assistance/support if the required resources are available.

24 INCIDENT SUPPORT GROUP (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by

the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

The Incident Support Group's main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in State EM Plan.



ESTABLISHMENT OF AN ISG

The Shire of Donnybrook - Balingup Liaison Officer will attend all meetings of the ISG as 'liaison officer' and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and is described in **ANNEXURE 6- Local Government Liaison Officer (LGLO)**.

24.1 TRIGGERS FOR AN INCIDENT SUPPORT GROUP

The triggers for an incident support group are defined in the State Emergency Management Policy Statement 5.2.2 and State Emergency Management Plan Section 5.1. These are;

- a) where an incident is designated as Level 2 or higher;
- b) multiple agencies need to be coordinated;
- c) requirements for possible or actual evacuation;
- d) extensive support agency assistance required;
- e) where there is a perceived need relative to an impending hazard impact.

24.2 MEMBERSHIP OF AN INCIDENT SUPPORT GROUP

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 provide liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the Incident Support Group from the onset, to ensure consistency of information flow, situational awareness and handover to 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 Incident Support Group must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

24.3 FREQUENCY OF MEETINGS

The 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 objectives by agencies sharing information and resources.

25 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 Controlling Agency of the incident.

Emergency Public Information is information provided to the community during emergencies with instructions on how to get assistance to protect personal health, safety and property. Information can be provided through the media and a range of other tools to reach intended stakeholders. The emergency public information function 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 relevant Shire Officer in collaboration with the President and CEO of the Shire of Donnybrook - Balingup. Both internal and external communication will be directed by the strategy, which will ensure the information is in alignment with the 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.

25.1 MANAGING THE MEDIA

During an emergency, information used in the communication response must be controlled. The Shire Media process must be adhered to so that all facts are accurate and that their release is authorised. The LRC is responsible for enforcing this procedure, which is detailed below:

- a) Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled.
- b) The identified spokesperson for the Shire of Donnybrook - Balingup is the President and/or the CEO of the Shire of Donnybrook - Balingup.
- c) They must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Donnybrook - Balingup at media briefings or conferences.

25.2 GENERAL ENQUIRIES

Frontline employees from the Shire of Donnybrook - Balingup must be prepared to receive enquiries from a range of stakeholders. The Shire will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no Shire staff are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible. In brief, the procedure for Shire personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information;
- Correctly take a message including the nature of the enquiry and the deadline;
- and

- Ensure that the appropriate person receives the message and returns the call *within a timely manner*.

25.3 ENQUIRIES FROM CONCERNED RELATIVES AND FRIENDS

Enquiries from concerned relatives and friends must be directed to the Department for Child Protection and Family Support (CPFS) or the Police. At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about;
- Demonstrate care and listen to their concerns;
- Provide reassurance that all necessary actions are being undertaken to manage the situation;
- Remain calm; and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

26 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. Within the Shire of Donnybrook - Balingup the following systems may be utilised to distribute emergency information;

- Emergency WA Website - <https://www.emergency.wa.gov.au/>;
- Shire of Donnybrook - Balingup Website - <http://www.donnybrook-balingup.wa.gov.au>
- DFES Public Information Line - 13 3337;
- Emergency Alert - This is the 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. This will be activated by the Controlling Agency of the incident.
<http://www.emergencyalert.gov.au/>;

- Standard Emergency Warning Signal (SEWS) - The SEWS is a distinctive audio signal that has been adopted to alert the community to the broadcast of an urgent safety message relating to a major emergency/disaster. It is intended for use as an alert signal to be played on public media (such as radio, television, public address systems, mobile sirens) to draw listeners' attention to an emergency warning;
- ABC Emergency - <http://www.abc.net.au/news/emergency/about/>;
- ABC Radio
- DFES Facebook Page – Facebook (@dfeswa);
- Local Systems - An emergency siren is positioned at the Donnybrook Fire and Rescue Station. In addition the local Bushfire Brigades and WAPOL will use PA systems installed on their vehicles to broadcast warnings to the community.
- Shire Community Notice Boards;
- Disaster Resilience Phone Application -
<http://www.em.gov.au/Resources/Pages/DisasterWatchPhoneApp.aspx>.

27 FINANCE ARRANGEMENTS

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and 6.10 and State Emergency Management Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Donnybrook-Balingup 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 or delegated representative should be notified in an emergency event requiring resourcing by the Shire of Donnybrook-Balingup occurs to ensure the desired level of support is achieved.

Refer to the finance section in the Shire of Donnybrook-Balingup Local Recovery Plan (Section 11.8 and Section 11.9) for information on public appeals, donations, WANDRRA etc.

28 COMMUNITY EVACUATION

Circumstances may arise where there may be the need to partially, or totally, evacuate or relocate the population of a particular area, or areas, within the Shire of Donnybrook - Balingup.

Evacuation can be either:

Controlled - This refers to either a recommended or directed evacuation, where a HMA/Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard;

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain; or

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with The State EM Plan 5.3.2 Community Evacuation.

Reference can also be made to the Western Australia Community Evacuation in Emergencies Guide.

29 EVACUATION MANAGEMENT

The decision to evacuate during an emergency rests with the Incident Controller appointed by the HMA/ Controlling Agency. The Act allows the Hazard Management Officer, or an authorised officer, to direct the evacuation and removal of persons or animals from the emergency area, or any part of the emergency area, only during an emergency situation or State of Emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support (CPFS) to support an informed decision on evacuation centre location.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organisations. Domestic animals will remain with their owners. Evacuation centres are likely to be unsuitable for domestic animals and are not permitted within the centres.

To assist, South West horse community who may be displaced in times of disaster, the Donnybrook Horsemen and Pony Club has been identified as a public equestrian facilities that may be suitable as short term relocation areas for horses. The Donnybrook Horsemen and Pony Club is located on Frontino Road, Beelerup.

30 VULNERABLE GROUPS

Vulnerable groups may include the sick, elderly, children, Aboriginal people, culturally and linguistically diverse (CALD) people, and tourists. In addition, town based organisations catering for the most vulnerable in the community must come under

consideration. For a comprehensive list of these community based vulnerable groups refer to **ANNEXURE 7 - Vulnerable Groups**.

31 COMMUNITY EVACUATION ORGANISATIONS AND RESPONSIBILITIES

Agency / Task	Responsible person / position / agency
HMA/Controlling Agency	<ul style="list-style-type: none"> • Management of the emergency incident • Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency • The decision to evacuate a community or portions thereof • Evacuation route planning and traffic management • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Shire of Donnybrook-Balingup	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Donnybrook-Balingup, provide a liaison officer to support the CPFS
Department for Child Protection & Family Support and The Shire of Donnybrook-Balingup	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government

	<ul style="list-style-type: none"> Receive evacuees and coordinate the provision of welfare support services for evacuees
Property security	WA Police
Traffic management	<p>WA Police <i>initially</i></p> <p>Traffic contractors as appointed by MRWA or Shire of Donnybrook-Balingup</p>
Welfare	Department of Child Protection and Family Support (CPFS), and the Shire of Donnybrook-Balingup

32 EVACUATION CENTRES

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Welfare Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or CPFS.

Building Name	Site Address	Capacity Sleeping	Contact Details
Donnybrook Recreation Centre	Steere Street, Donnybrook	500 persons	9731 1235
Soldiers Memorial Hall (attached to Shire Office)	Bentley Street, Donnybrook	100 persons	9780 4200
Donnybrook	Marmion Street,	50 persons	9731 1219

Football Club	Donnybrook		
Country Club	South Western Highway, Donnybrook	100 persons	9731 0551
Balingup and Districts Recreation Centre	South Western Highway	100-150 persons	
Kirup Hall	South Western Highway, Kirup	100 persons	9731 6220 9731 6369
Noggerup Hall	Donnybrook/Boyup Brook Road	50 persons	9732 2171

The above buildings have been identified by the Shire of Donnybrook - Balingup as a suitably constructed and equipped for use as evacuation centres in emergencies, meeting the requirements for sheltering of persons for up to 24 hours, or longer periods, depending upon the capacity, building configuration and equipment. Refer to **ANNEXURE 8 - Evacuation Centres** for further detail on the facilities provided at these premises.

For other welfare centres refer to the CPFS Local Emergency Management Plan for the Provision of Welfare Support.

Note: CPFS is to be contacted whenever an evacuation is considered, as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms, which can be located at <https://register.redcross.org.au>

The CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres.

33 WELFARE SUPPORT

Welfare provisions are outlined in the State EM Plan 5.5.4 Welfare.

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

The following State plans and supporting plans apply

- Westplan Welfare
- Westplan Registration and Reunification

34 DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT

Local Welfare Coordinator (CPFS):

CPFS shall appoint a Local Welfare Coordinator who will liaise with the Shire of Donnybrook-Balingup Local Welfare Liaison Officer, if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Donnybrook-Balingup will provide an officer to be liaison/support between CPFS and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in **ANNEXURE 9- Local Government Welfare Liaison Officer (LGWLO)**.

PART 5 – EXERCISING, REVIEWING AND REPORTING**35 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 HMA's or Combat Agency's response to an incident is a HMA and Combat Agency responsibility however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

36 FREQUENCY OF EXERCISES

State Emergency Management Policy Section 4.8, State Emergency Management Plan 4.7 and State Emergency Management Preparedness Procedure 19 outline the State's arrangements for emergency management exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

37 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;
- Procedures for the Emergency Operations Centre; or
- Locating and activating resources on the Emergency Resources Register.

38 REPORTING OF EXERCISES

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

39 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements shall be reviewed in accordance with State Emergency Management Policy Section 2.5 and be amended or replaced whenever the local government considers it appropriate (S.42 of the Emergency Management Act 2005).

According to State EM Policy Section 2.5, the Local Emergency Management Arrangements (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; and
- circumstances may require more frequent reviews.

40 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

41 REVIEW OF RESOURCES REGISTER

The LEMC Executive Officer shall have the resources register checked and updated on an annual basis with ongoing amendments occurring at each LEMC meeting.

42 ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC within 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 information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template to local government.

ANNEXURE 1 - Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary or the WA Emergency Risk Management Guide.

CONTROLLING AGENCY - An agency nominated to control the response activities to a specified type of emergency.

DISTRICT - Means an area of the State that is declared to be a district under Section 2.1 *Local Government Act 1995*.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A district emergency management committee established under section 31(1) of the Emergency Management Act 2005.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

HAZARD – An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY - A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

LOCAL EMERGENCY COORDINATOR (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

LOCAL EMERGENCY MANAGEMENT COORDINATOR (LEC) - The 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 incident operations

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

MUNICIPALITY - Means the district of the local government.

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 in the State EM Glossary.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

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 – Coordinated activities of an organisation or a government to direct and control risk.

RISK REGISTER - A register of the risks within the local government that is identified through the Community Emergency Risk Management Process.

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

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

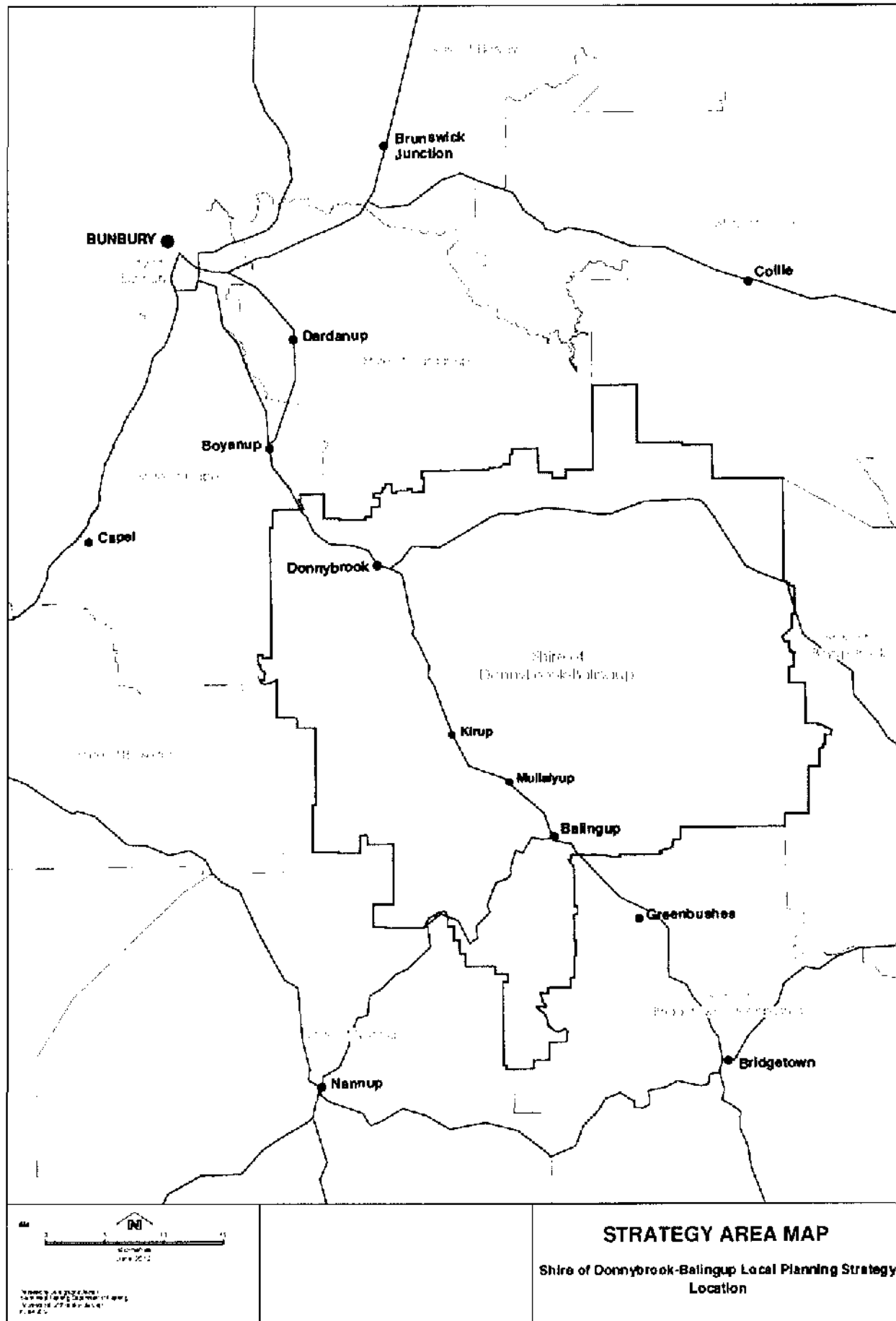
VULNERABILITY - The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

ACCRONYMS USED IN THESE ARRANGEMENTS

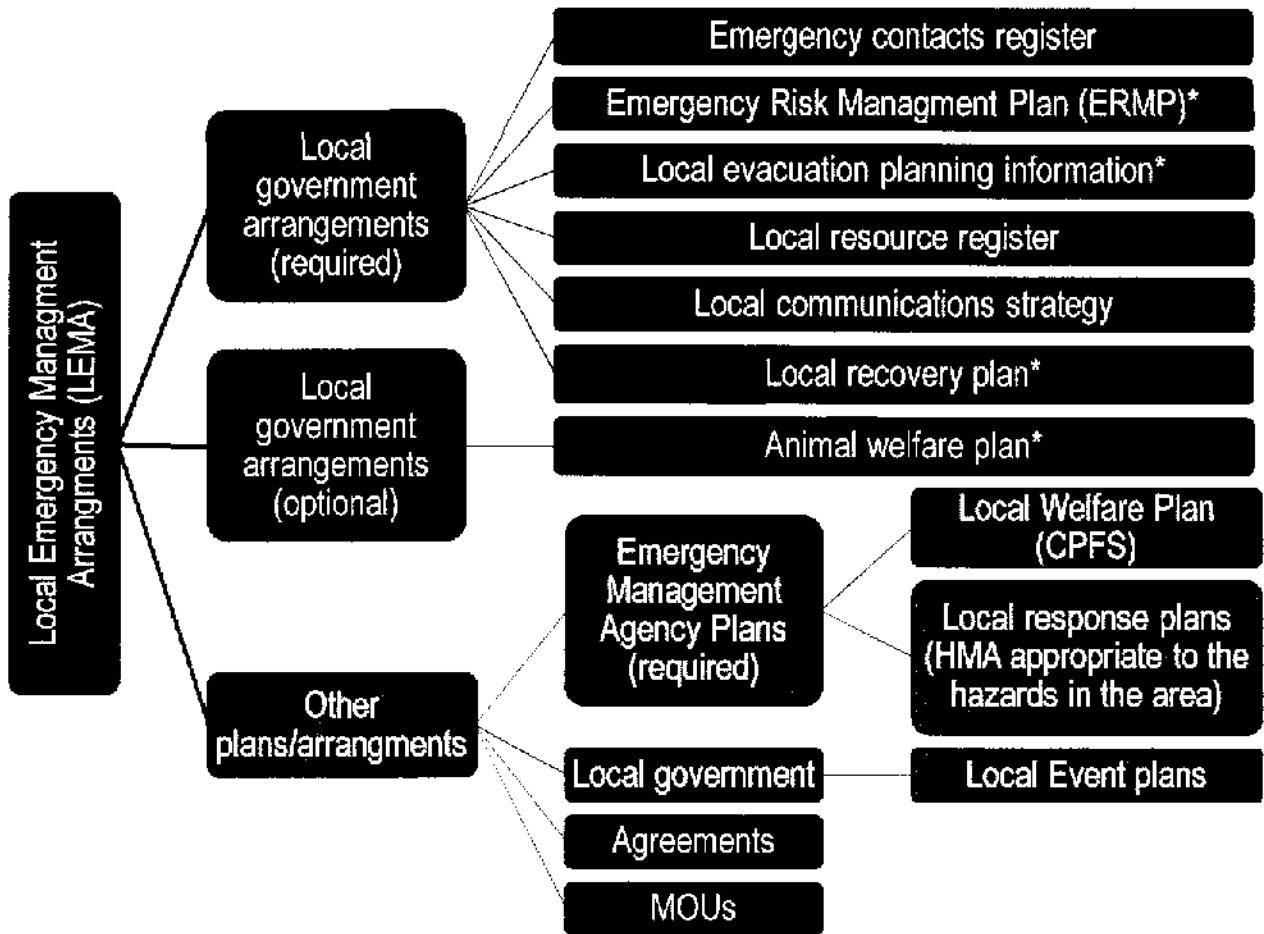
Acronym	Terminology
BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team

ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
OASG	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
P&W	Department of Parks and Wildlife
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMCS	State Emergency management Committee Secretariat
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SWEMA	South West Emergency Management Alliance
SOP	Standard Operating Procedure
VFRS	Volunteer Fire and Rescue Service
WANDRRA	Western Australia Natural Disaster Relief and Recovery Arrangements
WAP	Western Australia Police

ANNEXURE 2 - MAP OF THE SHIRE OF DONNYBROOK-BALINGUP



ANNEXURE 3: Local Emergency Management Arrangements Requirements



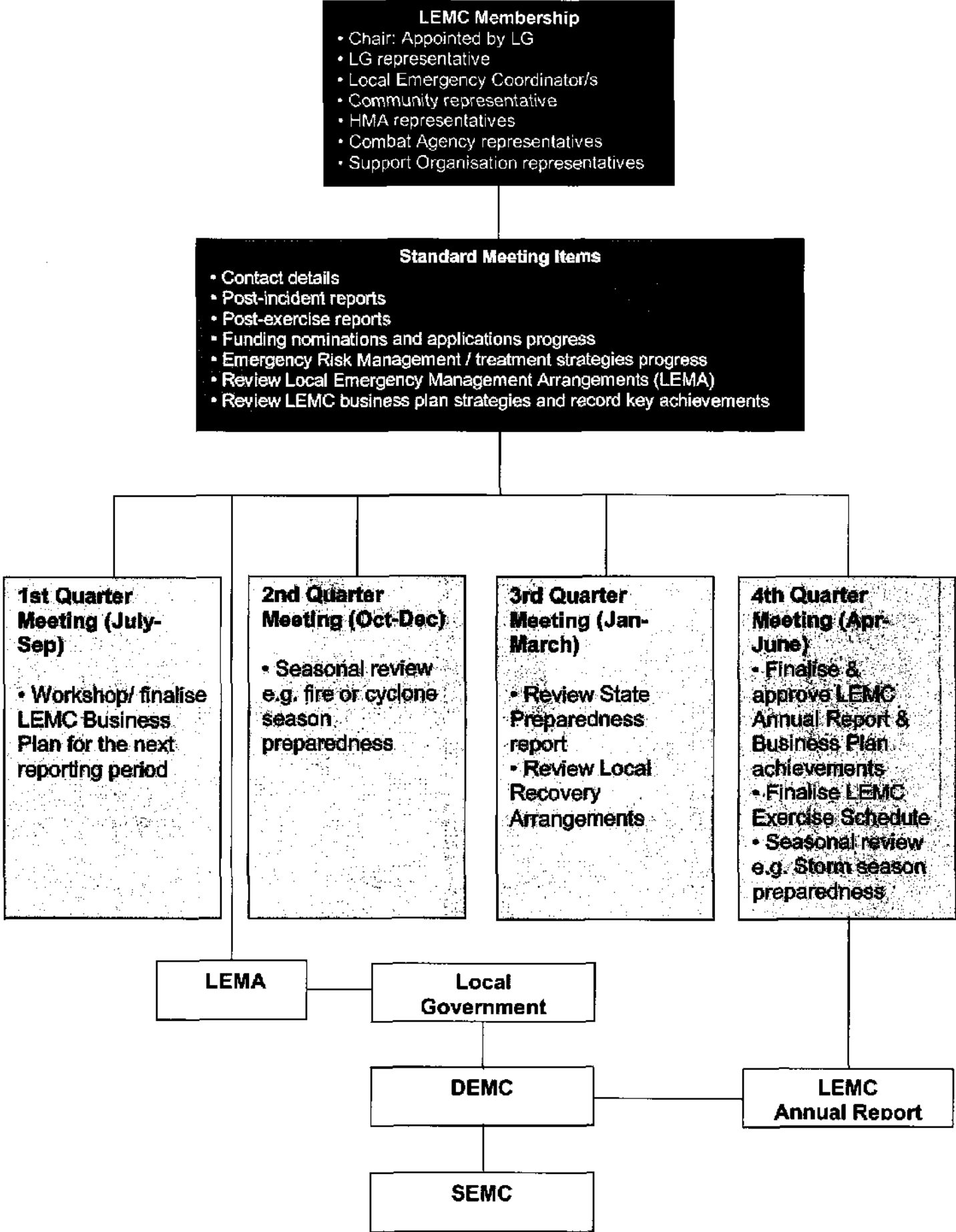
Annexure 4 - Local Emergency Management Committee Members

Member	Title	Representing
Cr Angelo Logiudice	Chair Person	Shire of Donnybrook-Balingup
Ryan Vander Heide	Deputy Chair	WA Police Donnybrook Police Station
Ben Rose	CEO	Shire of Donnybrook-Balingup
Leigh Guthridge	Manager Development and Environmental Services	Shire of Donnybrook-Balingup
John Attwood & Leigh Guthridge	Local Recovery Coordinators	Shire of Donnybrook - Balingup
Paul Robins	Senior Ranger	Shire of Donnybrook-Balingup
Jess Cooper	Ranger	Shire of Donnybrook-Balingup
Jeff Somes	Principal Environmental Health Officer	Shire of Donnybrook-Balingup
Greg Harris	Manager Finance & Administration	Shire of Donnybrook-Balingup
Wes Hutchinson	Captain	Fire & Rescue
Ben Anderson	Foreman	Fire & Rescue
Carol Vickridge	Manager	Donnybrook SES
Kerry Hollis	Deputy Manager	Donnybrook SES
Deb Peachey	Fire Operations Officer Blackwood District	DPAW
Max Walker	Chief Bush Fire Control	Shire of Donnybrook-

	Officer	Balingup
Leanne Northrop	Nurse Unit Manager	Donnybrook and District Hospital
Ian Telfer	Ambulance Representative	St John Ambulance
Kathy Irvine	Admin Officer	St John Ambulance
Hellen Hall	Team Leader	Dept for Child Protection and Family Support
Roma Boucher	District Emergency Services Officer	Dept for Child Protection and Family Support
John Tillman	Regional Director – DFES Lower South West	Dept Fire and Emergency Services
Peter Thomas		Dept Fire and Emergency Services
Stephanie De Bruin	Community Engagement Officer	Dept Fire and Emergency Services
Leon Gardiner	Dept Fire and Emergency Services SES Manager	Dept Fire and Emergency Services
Jeff Shelley	Manager	Tuia Lodge
Vik Cheema	District Emergency Management Advisor - South West	Office of Emergency Management
Mick Zwart		KIRUP Community
Peter Buckley	Operations Manager	Water Corporation
Vacant		Telstra
David McMillan	Area Manager South	Western Power
Miranda Harrison	Social Support Coordinator	CHC (Community Health Care)

Donna Rudolph	Senior Coordinator Donnybrook	CHC (Community Health Care
Red Cross Member		

ANNEXURE 5 - LEMC Meeting Business Cycle



ANNEXURE 6 - Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Donnybrook-Balingup will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.

- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

The IC of the HMA or Controlling Agency will provide the following information:

- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting.

ANNEXURE 7 - Vulnerable Groups

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in Place
HEALTH CARE				
Donnybrook Hospital	Bentley Street, Donnybrook	9780 4333		
AGED CARE				
Tuia Lodge	30 Allnut Street, Donnybrook	9731 1602		
Minningup Cottages and Langley Villas	144 South West Highway, Donnybrook	9731 1602		
Preston Retirement Village Units	Sharp Street, Donnybrook	9780 4202		
Balingup Vintage Homes for Life		Edgar Hawter 9764 1014		
SCHOOLS				
Donnybrook High School	10 Bentley Street, Donnybrook	James Milne (Principal) 9731 1060		
Donnybrook Primary School	Bentley Street, Donnybrook	9731 1060		
Kirup Primary School	6 Station Street, Kirup	Kay Kuzich (Principal) 9731 6271		
Balingup Primary School	1 Brockman Street, Balingup	Shayne Rice (Principal) 9764 1093		
St Mary's Primary School	Bentley Street, Donnybrook	Annette Quirk (Principal) 9731 1496		
Tree House Child Care Centre	2 Steere Street, Donnybrook	9731 0342		
RECREATION				
Balingup Recreation Centre		Kevin Haigh & Yvette Buxton 9764 1872		

Donnybrook Recreation Centre		Jill McLean 9731 1822		
CAMPING AREAS				
Donnybrook Transit Park	Egan Park, Donnybrook	BP Donnybrook 9731 1897		
Balingup Transit Park	Walter Street, Balingup	Balingup General Store 9764 1051		
Glen Mervyn Dam				
Wrights Bridge	Nannup Road, Southampton	Department of Parks and Wildlife		
Iron Stone Gully Falls	1813 Goodwood Road, Capel River			
Kirup Caravan Park	47 South Western Highway, Kirup	9731 6311		
Grimwade Settlement	Grimwade Road, Mullalyup			
BACK PACKERS ACCOMMODATION				
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520		
Betty's Lodge	47 Collins Street, Donnybrook	9731 0390		
Donnybrook Backpackers Hostel	6 Bridge Street, Donnybrook	9731 1818		
Donnybrook Motel Motor Lodge	26 South Western Highway, Donnybrook	9731 1499		
146 Lodge	146 South Western Highway, Donnybrook	0409 689 104		
Pickers and Packers	17 Emerald Street,	9731 0690		

	Donnybrook			
Misty Valley Views	55 Mardawarra Road, Mullalyup	9764 1715		
Mardawarra Road Backpackers	Lot 8786 Mardawarra Road, Mullalyup	0457 285 223		

ANNEXURE 8 - Evacuation Centres

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
DONNYBROOK												
** DENOTES SHIRE OWNED FACILITIES POPULATION - Shire - 5360 Town - 2600												
**Donnybrook Recreation Centre Lot 549 Steers St Ph: 9731 1822 Fax: 9731 1293	Jill McLean Manager 9731 1235 hm 0427 198 212 Shire has keys (G1 - G9)	YES	Lighting - All electric power - no gas supplies Wired for generator use	Sleep 500 persons Large basketball stadium - 2 courts	YES 10 showers & change rooms	YES 8 F 8 M 2 disabled	Full facilities 1 electric stove 2 fridges	12 x GYM MATS	YES	YES	LIMITED	No hazards - 1st Preference Primary centre long term
**Soldiers Memorial Hall (attached to Shire Office) 1 Bentley Street (cnr Collins St)	CEO John Atwood Shire Office 9780 4200 0417 180 423 Shire has keys (A1 - B12)	NO	Lighting - not wired for generators Gas - cylinders	Sleep 100 persons	NO (1 shower in Shire Office)	YES 2 Out back of hall	Large Full facilities 2 stoves 2 fridges	NO	YES	YES	NO	No hazards - ideal short term
Donnybrook Football Club Marrion Street Ph: 9731 1219	David Weatherburn 9731 2219 Shire has keys (I1 - I8)	YES	Lighting - not wired for generators Gas - NO	Sleep 50 persons	YES 4	YES (for up to 150 persons)	Small 1 fridge 1 stove	NO	YES	YES	OUTSIDE	No hazards - small - long term, space on oval for tents
Country Club SW Highway Ph: 9731 1268 Fax: 9731 0463	Jan Kirkpatrick 9731 0551/ 9731 1268	YES	Lighting - Gas - cylinders Wired for generator	Sleep 100 persons	YES 8	YES 3 F 3 M	Large Full Facilities	NO	YES	YES	OUTSIDE	No hazards - good long term
BALINGUP												
** DENOTES SHIRE OWNED FACILITIES POPULATION - 443												
**Balingup & Districts Recreation Centre 21569 South Western Highway	Per Christensen 9764 1291 Yvette Buxton 9764 1872 Shire has keys	YES	Lighting - Gas - cylinders Wired for generator	Sleep 100-150 persons	YES 11 M 10 F Electric hot water	YES 2 M 1 U 3 F 2 D	Full facilities 1 Stove - gas 1 fridge	GYM MATS	YES	YES	LIMITED OUTSIDE	May be flood susceptible. 1st

	(J11 - J12)	use No computer ports	system	NO	YES	NO	YES	NO	YES	NO	Preferen ce/ Primary evac centre - long term
KIRUP **Kirup Hall Lot 57 SW Highway (Cnr Station Rd)	** DENOTES SHIRE OWNED FACILITIES Alf & Diane Tortisi 9731 6220 Judy Fitzgerald 9731 6369 Shire has Key (K9)	Population - 322 No computer ports	Sleep 100 persons 1 x large hall & 1 x small hall	NO	YES 2 F 1 M	NO	YES Full Facilities 2 gas stoves Tables & chairs	NO	YES	NO	May be fire suscepti ble. Good as short term evac centre
NOGGERUP **Noggerup Hall Donnybrook/Boyup Brook Road	** DENOTES SHIRE OWNED FACILITIES Ann Rexworthy 9732 2171 Shire has key (L15)	Population - 404 Lighting - Gas - cylinders Wired for generator use.	Sleep 50 persons	NO	YES 1	NO	YES 1 Stove GAS	NO	YES	NO	Very fire suscepti ble. Small - short term

ANNEXURE 9 - Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Management Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the CPFS where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Donnybrook-Balingup will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Report to the CPFS Local Welfare Coordinator;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Donnybrook-Balingup;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;
- Assist the LWC in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWC;

- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWC.