Government of **Western Australia**
State Emergency Management Committee

Legislation

Policy

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Glossary

STATE EMERGENCY MANAGEMENT

A Strategic Framework for Emergency Management in Western Australia.

Local Emergency Management Arrangements Guideline and Model

CONTACT OFFICER

To provide comment on these procedures, please contact:

State Emergency Management Committee Business Unit–
semc.policylegislation@dfes.wa.gov.au

AMENDMENT TABLE

AMENDMENT		DETAILS	AMENDED BY: (INITIALS)
NO.	DATE		
1	Nov 2009	Initial issue	SEMC
2	May 2016	Statement of fact amendments	SEMC Secretariat
3	December 2016	Amendments approved by SEMC (Resolution Number 60/2016) as per amendments table v1.1	Office of Emergency Management
4	August 2017	Amendments approved by SEMC (Resolution 29/2017) as per amendments table v1.2	Office of Emergency Management
5	December 2017	Amendments approved by SEMC (Resolution Number 58/2017) as per amendments table v01.03	Office of Emergency Management
6	May 2018	Amendments approved by SEMC (Resolution Number 22/2018) as per amendments table v01.04	Office of Emergency Management
7	December 2018	Amendments approved by SEMC (Resolution Number 90/2018) as per amendments table v02.00	SEMC Business Unit
8	May 2019	Amendments approved by SEMC (Resolution Number 41/2019) as per amendments table v02.01	SEMC Business Unit
9	October 2019	Amendments approved by SEMC (Resolution Number 91/2019) as per amendments table v02.02	SEMC Business Unit
10	December 2020	Amendments approved by SEMC (Resolution Number 84/2020) as per amendments table v02.06	SEMC Business Unit
11	December 2022	Version 02.04 - Amendments approved by SEMC Executive Officer (Resolution Number 17/2021). Statement of fact changes and updated hyperlinks to new SEMC website as per amendments table December 2022.	SEMC Business Unit

These procedures are available on the State Emergency Management Committee website www.wa.gov.au

1 Contents

Foreword

Foreword

Western Australia is subject to a variety of hazards that have the potential to cause loss of life and/or damage and destruction. These hazards result from events of both natural and man-made origin. *The Emergency Management Act 2005* (EM Act) formalises Western Australia's emergency management arrangements.

Under the EM Act, local governments are required to have local emergency management arrangements. Local governments are the closest level of government to their communities and have access to specialised knowledge about the local environment and demographic features of their communities. Effective local emergency management arrangements enhance the community's resilience and preparedness for emergencies through strategies that apply prevention/mitigation, preparedness, response and recovery measures.

In addition to ensuring that effective local emergency management arrangements are prepared and maintained and managing recovery following an emergency in its district, each local government is required to establish and maintain a local emergency management committee (LEMC). The LEMC is to provide advice and guidance to the local government relating to the development, maintenance and testing of their local emergency management arrangements.

About this guideline

About this guideline

HOW TO USE THIS GUIDELINE

The purpose of this guideline is to provide a resource to assist local government and local emergency management committees to meet their obligations under the EM Act and develop compliant, effective and contemporary emergency management arrangements based on best practice principles.

This guideline has principally been developed for local government because local government is responsible for the administration of local emergency management committees. This guideline recognises that:

- local governments have legislated and non-legislated roles and functions within their community, both related and un-related to emergency management;
- a range of agencies and organisations are members of the LEMCs and it is the partnership arrangements that support and develop community resilience;
- the activities of the LEMC are important to develop community resilience.

This guideline provides a summary of the actions you need to take to comply with the EM Act and the suite of State emergency management documents (listed below). While guideline provides best practice principles, you will need to tailor the final document to the needs of your local government. You may include any additional information that will enable your local government to support the community in times of emergency.

This document is to be read in conjunction with the following suite of State Emergency Management (EM) documents:

- State Emergency Management Policy (State EM Policy);
- State Emergency Management Plan (State EM Plan);
- Relevant State Hazard Plans (Westplans);
- State Emergency Management Procedures (State EM Procedures);
- State Emergency Management Guides and Guidelines (State EM Guidelines); and
- State Emergency Management Glossary (State EM Glossary).

It should be noted that the State EM Procedures are divided into Prevention, Preparedness, Response and Recovery sections, with individual procedures referred to as 'State EM Prevention Procedure', 'State EM Preparedness Procedure', 'State EM Response Procedure' and 'State EM Recovery Procedure', as applicable.

ABOUT LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The term Local Emergency Management Arrangements (LEMA) refers to the collection of all of the emergency management documentation, systems, processes, agreements and memorandums of understanding which affect the local government district. The LEMA are the overarching document and associated sub-plans which the local government is responsible for developing, maintaining and testing.

Whilst this document is structured as a main document with appendices, you may like to think about using a more modular design with 'take-away' sections for use in certain situations. Refer to figure 1 for a suggested for a modular LEMA.

Local Emergency Management Arrangements

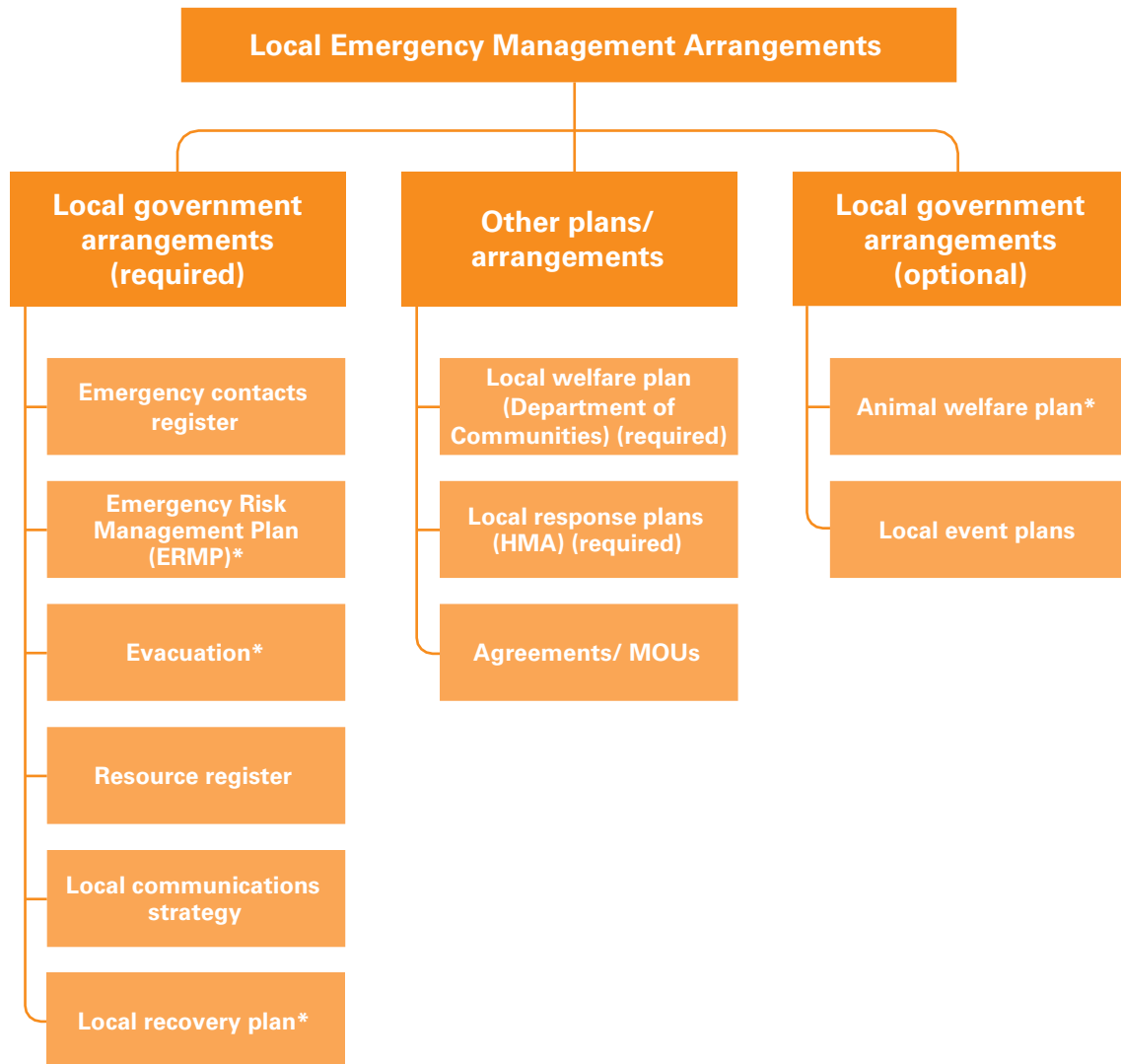| Local government arrangements (required)	Other plans/ arrangements	Local government arrangements (optional)
Emergency contacts register	Local welfare plan (Department of Communities) (required)	Animal welfare plan*
Emergency Risk Management Plan (ERMP)*	Local response plans (HMA) (required)	Local event plans
Evacuation*	Agreements/ MOUs	
Resource register		
Local communications strategy		
Local recovery plan*		

Figure 1: LEMA structure. This diagram represents the comprehensive nature of EM planning.

*Refer to the WA Community Evacuation in Emergencies Guideline available on the SEMC website for developing this aspect of the LEMA.

Approval process

The LEMA should be drafted by the local government after consultation from a broad range of stakeholders, including DEMC members. The suite of documents must be endorsed by the LEMC and local government then noted by the relevant DEMC and the SEMC before the local government is deemed consistent with the requirements of the legislation and policy. Refer to figure 2 for the approval process.

Local Government

Endorsed
- document written by local government with advice from LEMC
- document checked for compliance with requirements by the District Emergency Management Advisor
- endorsed by LEMC
- endorsed by Council

DEMC DISTRICT EMERGENCY MANAGEMENT COMMITTEE

Noted
- advice given during drafting process
- final document noted by DEMC
- DEMC sends document to SEMC

SEMC STATE EMERGENCY MANAGEMENT COMMITTEE

Noted
- document checked for requirements by the SEMC Business Unit
- noted by SEMC
- SEMC sends confirmation of noting to local government
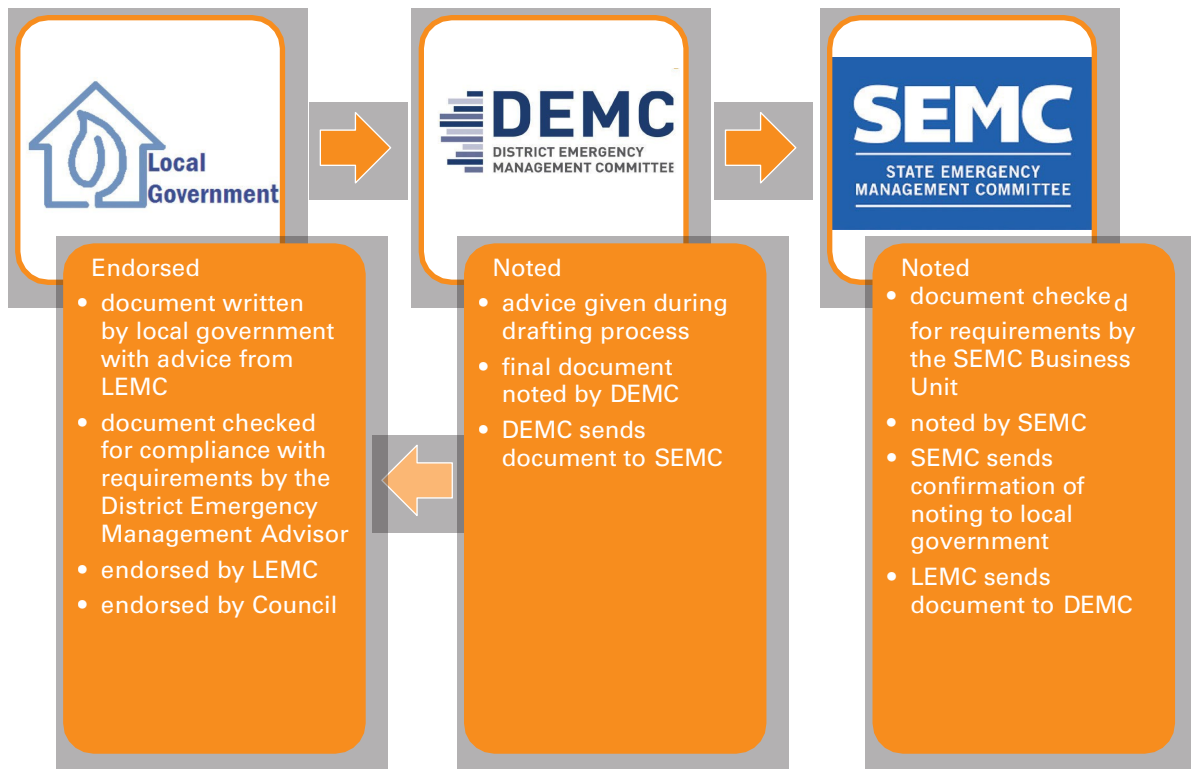- LEMC sends document to DEMC

Figure 2: Approval process for LEMA (refer State Emergency Management Preparedness Procedure 8 – Local Emergency Management Arrangements [ADP4])

Review process

LEMA must be reviewed regularly. The LEMA should be reviewed:

- after an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination;
- after training or drills that exercise the arrangements;
- every five (5) years; and
- any other time the local government considers appropriate.

The review might be a 'light touch', or statement of fact change with minor amendments, or there may be major updates required. Refer to figure 3 for the review process.
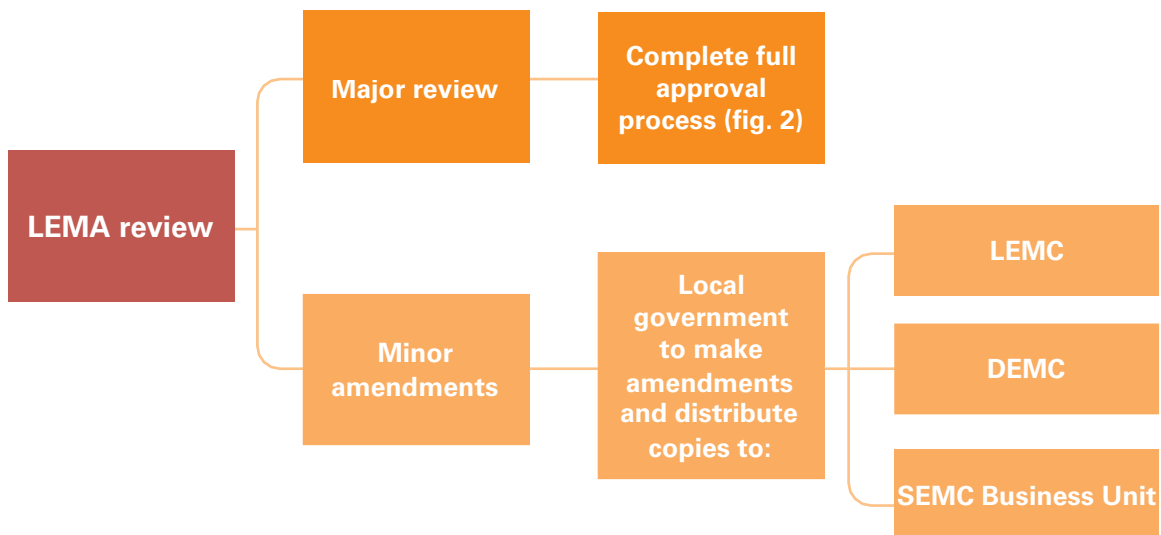
Figure 3: Review process for LEMA (refer State EM Preparedness Procedure 8)

Non-completion or non-adherence by local government

The State Emergency Management Committee acknowledges the legislative requirement for local government to have appropriate local emergency management arrangements established for their district.

SEMC has established a non-compliance process to address instances where a local government is not fulfilling its obligations under the EM Act. Issues which may cause the non-completion or non-adherence process (refer Figure 4) to be implemented include the following:

- LEMA not been developed or reviewed in a timely fashion;
- LEMA are not consistent with policy, for example does not include a Local Recovery Plan; and / or
- apparent lack of engagement by local government.

Issue identified

- **Letter of concern raising issue sent to LG from DEMC**

6 months

- **Letter of Concern from SEMC if:**

- **no remedial action taken or appropriate acknowledgment of DEMC concerns; or**

- **continued lack of engagement**

12 months

- **Notification to Department of Communities that:**
    - **local government has not fulfilled obligations under *Emergency Management Act 2005*; or**
    - **not demonstrating a willingness to fulfil obligations**

Figure 4: Non-completion or non-adherence process

LEMA Model

Local Government Logo

<LOCAL GOVERNMENT>

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the <update> Local Emergency Management Committee and the Council of the <Local government>. The Arrangements have been tabled for noting with the <update> District Emergency Management Committee and State Emergency Management Committee.

_____   _____

Chair   Date

<Insert LEMC Name>

Endorsed by Council   Date

_____   _____

<Insert resolution number>

TABLE OF CONTENTS

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DISTRIBUTION

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Organisation	**Number of copies**

AMENDMENT RECORD

Below is an example only. Use your usual document tracking process

Number	Date	Amendment summary	Author
1			
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GLOSSARY OF TERMS

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 procedure.

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

Municipality: Means the district of the local government.

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
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 Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

Community consultation

Briefly document the local community consultation process during the development of the arrangements.

Consultation with the community should be inclusive (where appropriate) of specific sectors of the community including but not limited to, Special needs groups, Indigenous or CALD groups, and industry representatives.

Document availability

Include a statement advising that copies of arrangements are available at the local government offices (include physical address) free of charge during office hours. Arrangements must be available in written and electronic format.

For example:

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office Address
- Shire's Website (insert link)

Area covered

Provide general information regarding the geographic area that the local emergency management arrangements cover. You may like to include a map as an appendix, for example Appendix 6 – Map of the District

Aim

Include a statement that covers the aim of the local government for these arrangements.

Purpose

(The following is an example of an appropriate statement of purpose)

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

a. the local government's policies for emergency management;
b. the roles and responsibilities of public authorities and other persons involved in emergency management in the local government 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 description of emergencies that are likely to occur in the local government district;
e. strategies and priorities for emergency management in the local government district;
f. other matters about emergency management in the local government district prescribed by the regulations; and
g. other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

Scope

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

Furthermore:

- This document applies to the local government district of the <local government>;
- This document covers areas where the <local government> provides support to HMAs in the event of an incident;
- This document details the <local government> capacity to provide resources in support of an emergency, while still maintaining business continuity; and the <local government> responsibilities in relation to recovery management.

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

RELATED DOCUMENTS & ARRANGEMENTS

Local Emergency Management Policies

Document any local government emergency management policies here.

Local government policies for emergency management refer to any policies which are unique to that local government area for example, bylaws or operational policies.

Existing plans & arrangements

Any relevant plans and arrangements that exist for the area should be listed for reference purposes. These could include specific hazard plans, special event plans, public building evacuation plans, hospital and school emergency management plans and Emergency Risk Management plans and so on.

Ensure details include the ownership, location and currency or expiry dates for these plans.

Local Plans

Table 1: Local plans

Document	Owner	Location	Date

Agreements, understandings & commitments

Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations

Special considerations

Document any specific factors that need to be identified such as;

- Major influxes of tourists
- Large public events
- Seasonal conditions e.g. bushfires, cyclones

A sample table can be found at Appendix 9 – Special Considerations

RESOURCES

Resources should be captured and included in the resources register. When developing your list of resources consider not only LEMC member agency resources but also community, industry and commercial resources that may be available. Consider resources in support of welfare and recovery, in addition to response.

Consider highlighting any resource deficiencies and logistical issues such as time taken to mobilise resources to remote locations or the limited access to local resources, for example:

- Process for accessing a grader owned by a local government if it is committed elsewhere or an operator is unavailable.
- Resources may need to be sought from outside the local government area – for example machinery available on pastoral stations.

Consider incorporating resource owners within your contacts

Table 3: Resource contacts

Resource	Company	Contacts
Buses	XYZ Bus Hire	9987 6543 Bill Jones (Manager)
Graders	ABC Machinery Hire	9789 4563 Rozálie Zarubová (Owner)

A sample can be found at Appendix 4 – Resources.

ROLES & RESPONSIBILITIES

Local roles and responsibilities

Detail the specific roles and responsibilities for officers in the local government area. Add any localised roles and responsibilities in addition to the ones suggested below.

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the <local government> are defined in section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	• Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

LEMC roles and responsibilities

The *<Local Government>* has established a Local Emergency Management Committee (LEMC) under section 38(1) of the EM Act 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 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 membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

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

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	Provide executive support to the LEMC by: • Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – 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; – Local Emergency Management Arrangements; • 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;

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
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; • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.

Agency roles	Description of responsibilities
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.' [s. 4 EM Act] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	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.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

MANAGING RISK

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. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

The SEMC has developed a number of tools to assist local governments to

undertake the risk assessment process. The tools are available on the SEMC website at www.wa.gov.au.

On completion of the risk assessment process, you will create a risk register complete with the treatment strategies required and an outline of the risk assessment process undertaken.

Describe the current status of your Emergency risk management process. This should include date completed or any plans to conduct a review.

Include a current risk register consider attaching as an appendix to this set of arrangements, an example can be found at Appendix 3 – Risk Register Schedule

If you have recently conducted the ERM process, one of the outputs should have identified critical infrastructure in your community and its vulnerability to hazards. The critical infrastructure should be captured. Sample provided at Appendix 1 – Critical Infrastructure

Description of emergencies likely to occur

Complete the following table of emergencies that are likely to occur within the local government area. These should be derived from the local emergency risk management process.

Table 5: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local Plan (Date)

These arrangements 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.

Emergency management strategies and priorities

Once you understand the risks in your local area, document the priorities you have for addressing these risks and the strategies or treatments that you intend to apply.

Table 6: Local EM strategies and priorities

Priority	Strategy

COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The *<local government>* is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

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

Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are;

a. where an incident is designated as Level 2 or higher;

b. multiple agencies need to be coordinated.

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.

The recovery coordinator should be a member of the ISG 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 ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

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.

Location of ISG Meetings

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

Identify suitable locations, and provide details of contacts who may be asked to open these sites. Complete the table at Appendix 8 – Incident Support Group Locations.

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.

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. This section highlights local communication strategies.

Local Systems

Do you have any local systems in place, such as;

- basic SMS or pager, what is the extent of this service, what are its benefits and limitations
- Community notice boards
- Public Information Phone Lines
- Websites

Include the contact details for media outlets such as all local radio stations, newspapers & TV media.

Complete the table at Appendix 10 – Local Public Warning Systems *with the required detail.*

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 *< local government >* 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 *< local government>* occurs to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government with the assistance of its LEMC is responsible pre emergency evacuation planning. An evacuation plan for local government, whether it is part of a LEMA or a stand-alone document, is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.

Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.

To assist with emergency evacuation planning SEMC has endorsed the Western Australian Community Evacuation in Emergencies Guideline which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

At risk groups

This section should list an 'at risk' groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.

Examples may be;
- schools
- nursing homes
- child care centres
- hospitals
- caravan parks & camp grounds
- persons with disabilities
- CaLD community

Each section of the section of the community mentioned above should have their own evacuation arrangements, however you may need to confirm this with them.

Develop a table containing a list of special needs groups. Include physical location, contacts, size and whether current evacuation plans exist. Example attached at Appendix 2 – At Risk Groups

ROUTES & MAPS

This section provides a map of the locality and identifies any issues and local land marks. (See Appendix 6 – Map of the District)

Consider naming or highlighting any all-weather roads or roads subject to impact by a hazard and specific areas such as RFDS strips marked out on roads.

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

If a plan is in place include it as an attachment to your Arrangements.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
b. Prepare, promulgate, test and maintain the Local Welfare Plans;
c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
d. Establish and maintain the Local Welfare Emergency Coordination Centre;
e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
g. Represent the department on the Incident Management Group when required

Identify and list the names in the contact lists. (This individual will be appointed by Department of Communities)

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.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

Identify and list the names in the contact list

Register.Find.Reunite

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

Identify if a Red Cross unit operates in your community and if they are able to conduct the registration process.

Animals (including assistance animals)

This section should detail how animals would be dealt with during evacuation.

Welfare centres

Welfare centres need to be identified and details included in the arrangements. An example is attached at Appendix 5 – Welfare centre information

Welfare centre information

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the Local Recovery Guideline. The guideline will assist local governments to undertake the recovery planning process.

Once you have completed your Local Recovery Plan, insert the document into these arrangements.

Local recovery coordinator

Local governments are required to nominate a local recovery coordinator.

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

Identify and list the names in the contact list

EXERCISING, REVIEWING AND REPORTING

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 response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government 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.

Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises

Some examples of exercise types include:
- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. (Refer to Appendix 7 – Contacts) Consider also reviewing arrangements after exercises.

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.

Review of resources register

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

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 Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendices

Appendix 1. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Bridge	Bow St, 2km west of Main St	Road bridge over river	Shire of Timbuktu	9870 6543	Loss of access to sections of the community
Radio Repeater Station	Eagle Hill, View Tce	Radio Repeater Tower for WAERN, WA Pol, CB		9870 6543	Loss of emergency services communication

The above table should be modified and adapted to local government requirements; engagement with the LEMC may determine other items.

Utilities	Transport	Communication
Power Water Phone (towers, exchanges) Gas Sewage	Road Rail Bridges Ports/marine	Radio – commercial & private/ closed network Television

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Mt Nameless Primary	Primary School	123 Sesame St, Nameless WA	Mr B. Bird, Principle 987 6543	Ms O. Grouch Deputy Principle 987 6542	53 student 6 staff	

Appendix 3. Risk Register Schedule

If you have used the SEMC Risk Register it is a large spreadsheet. It will not fit as an appendix. Provide a link to the Risk Register and a summary of the risks

Appendix 4. Resources

E.G. Shire, Other Agencies, Pastoralists etc.

[Name of Shire]

Resources Schedule

Name of organisation

Plant and equipment resources

Location:		
Contact(s)		Mob:

Item description	Number of items

Remove this appendix if you have the Department of Communities'
Local Welfare Plan

	Details
Establishment/ Facility:	
Physical Address	
General Description of the Complex	
Site Limitations	
Telephone No	
Fax No	
Email Address	

Contacts

Name	Position	Work Contact	A/Hrs Contact

INSERT PHOTO OF COMPLEX

Access Details

	Details
Keys	
Alarm	
Security	
Universal Access	

Accommodation numbers

As per Health Regulations

	Details
Sitting / Standing	
Sleeping	
Duration	

Ablution amenities

Item	Yes/No	Notes
Male amenities:		
Toilets		
Urinal		
Shower		
Hand basins		
Female amenities:		
Toilets		
Shower		
Hand basin		
Disabled amenities:		
Toilet		
Hand basin		
Showers		
Parent's amenities:		
Showers		
Baby change table		
Hand basin		

General amenities

Item	Yes/No	Notes
Kitchen facilities:		
Stoves (types)		
Refrigeration		
Dining facilities:		
Tables		
Chairs		
Cutlery and crockery		
General facilities:		
Rooms		
RCD protected		
Power points		
Generator		
Fire equipment		
Air conditioning (type)		
Heating		
Ceiling fans		
Lighting (internal)		
Lighting (external)		
Telephone lines		
Internet access		
Water cooler		
Hot water system (type)		
Bins		
Septic sewerage		
Amenities areas:		

Item	Yes/No	Notes
Enclosed covered areas		
Outside children's play area		
rooms		
Barbeques		
Conference rooms		
Meeting rooms		
Swimming pool		
Oval		
Netball/basketball court		
Tennis court		
External facilities:		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan/articulated vehicles		
Or:		
Mobile phone coverage		
Storage		
Pet friendly		
Main electrical board location		
stop cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		
Timeframe before pump out of septic		

Appendix 6. Map of the District

Appendix 7. Contacts

Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Address	Phone	Mobile	Email	Fax

Location one
Address:

Consider listing facilities available.

	Name	Phone	Phone
1st Contact			
2nd Contact			

Location two
Address:

	Name	Phone	Phone
1st Contact			
2nd Contact			

Appendix 9. Special considerations

Description	Time of Year	Impact / No of People
E.g. Post-harvest season	December – February	Reduced number of volunteers available within the community
E.g. Big Annual Concert	June each year	Influx of approx. 2000 visitors to the Shire.

Description	Contact Person	Contact Number
E.g. Shire Bushfire SMS System	Shire CEO	987 6543
E.g. Public Notice Board – Big Street Mall		