



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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 Shire of Plantagenet Local Emergency Management Committee and the Council of the Shire of Plantagenet. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

Chair

Cr Sue Etherington

19 September 2016

Date

Endorsed by Council

173/16

19 September 2016

Date

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Distribution list	
Organisation	Number of copies
Master Copy – Shire of Plantagenet	1
Shire of Plantagenet – Incident Command Centre	1
Local Emergency Coordinator	1
Western Australia Police Mount Barker	1
Department for Child Protection and Family Support	1
Plantagenet Cranbrook Health Services	1
Secretary State Emergency Management Committee (Electronic)	1
Mount Barker State Emergency Service	1
Shire of Plantagenet Bush Fire Service	1
St John Ambulance	1
Red Cross	1
Department of Parks and Wildlife	1
Mount Barker Volunteer Fire and Rescue	1

Amendment record

Number	Date	Amendment summary	Author
1	2/12/2009	Draft	Andrew Buchanan
2	10/03/2010	Adopted	Council
3	9/12/2011	Annual Review	Andrew Buchanan
4	12/09/2013	Annual contact details update	Joanne Weekes
5	21/08/2014	Annual contact details update	Joanne Weekes
6	13/08/2015	Annual contact details update	Joanne Weekes
7	04/08/2016	Full review of LEMA Welfare Plan, Recovery Plan, Evacuation Plan.	Joanne Weekes

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.

Community emergency risk management: See risk management.

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

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the *Emergency Management Act 2005*

Municipality: Means the district of the 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.

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 source of risk.

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

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

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
DoC	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
LRCG	Local Recovery Coordinating 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

Community consultation has been undertaken in the form of a Community Risk Assessment Program, public opinion survey and the representation by community members within the Local Emergency Management Committee. Community consultation will form a key role in the implementation and ongoing development of these arrangements, including a Community Disaster Resilience survey.

Document availability

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

- Shire's Administration Office Address 22-24 Lowood Road Mount Barker
- Shire's Website: www.plantagenet.wa.gov.au

Area Covered

The Shire of Plantagenet is located near the southern boundary of the Great Southern Region of Western Australia, 359kms south of Perth and 50kms north of Albany. The Shire covers an area of 4,792 km² and services a community of 5069 people (*2011 census*) and encompasses the town of Mount Barker and the settlements of Narrikup, Rocky Gully, Porongurup and Kendenup.

Mount Barker, the Shire's commercial centre, lies in the middle of the Shire. It is easily accessible from Muir Highway from the south-west, Albany Highway from the north and south and Porongurup Road from the east.

The core land uses are livestock, tree farming, broad acre cropping, horticulture and viticulture.

The subject area experiences a temperate climate with an average temperature range of 6°C to 15°C in winter and 12°C to 26°C in summer however days of above 40°C are not uncommon in January and February. Rainfall is on average 740.2mm falling mostly within the months of May to September. The predominant wind directions are from the East/South-East in summer and from the West/North West in winter.

The topography of the region is dominated by gently rolling hills however the area also encompasses the Porongurup Ranges rising steeply to 670m Above Sea Level (ASL) and is bordered by the Stirling Ranges at 1095m ASL. Other significant landforms include Mount Barrow, Mount Barker Hill and the Kalgan, Hay, Denmark, Kent and Frankland Rivers.

Located within the Shire is the Mount Barker Community College which is an integrated Kindergarten to Year 12 School. Based two kilometres north of the Mount Barker town site and surrounded by its own 230 hectare farm, the Community College now accommodates approximately 700 students.

The town site of Mount Barker boasts a supermarket, national franchise hardware store, news agency, post office, two banks and numerous small stores.

The Shire of Plantagenet is bordered by the Shires of Cranbrook, Gnowangerup, Manjimup, Denmark and the City of Albany.

Appendix 1: Shire of Plantagenet Map

Aim

The aim of the Shire of Plantagenet Emergency Management Arrangements is to document the management process of planning, response and recovery to incidents within and surrounding the Shire of Plantagenet. The overall result of this is to facilitate a coordinated and consistent approach ensuring effective and efficient utilisation of resources both physical and financial. The LEMA is the coordinating document to each HMA's management plan and standing operating procedures.

The LEMC for the Shire of Plantagenet identifies the following as the essential criteria and guiding principles for management of emergencies:

- Any loss of life is unacceptable;
- Loss of property to be minimised;
- Harm to natural environment is to be minimised;
- Harm to cultural environment is to be minimised;
- Any damage to the bio-diversity of the local government municipality is unacceptable;
- Access to the hospital must not be compromised;
- Economic loss to be minimised within the business community;

- Control Centres, evacuation areas, emergency services facilities and schools must not be compromised: and
- Ensure minimal disruption to essential services including water, power and communications.

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 HMA's individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Plantagenet;
- This document covers areas where the Shire of Plantagenet provides support to HMAs in the event of an incident;
- This document details the Shire of Plantagenet's capacity to provide resources in support of an emergency, while still maintaining business continuity and

- The Shire of Plantagenet’s 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 and arrangements

The Shire of Plantagenet has adopted the following emergency Management Policies.

Local Emergency Management Policies

- Bushfire Management and Response Plan
- Bushfire Communication Plan

Existing plans and arrangements

Local Plans

Table 1: Local plans

Document	Owner	Location	Date
Evacuation Plan	Plantagenet Cranbrook Health Services	Hospital – Langton Road Mount Barker	19/03/2015
Evacuation Plan	Mount Barker Community College	Albany Highway Mount Barker	18/02/2016

Agreements, understandings and commitments

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of the Agreement
Shire of Plantagenet	Forest Industry	The Forestry Industry Federation of Western Australia has committed to providing firefighting resources to any fire involving or threatening plantations. Support will also be provided to bush fires should it be requested.

Shire of Plantagenet	Voluntary Regional Organisation of Council	Four Shires meet on a regular basis to discuss and progress regional projects.
Shire of Plantagenet	DBCA	Memorandum of Understanding for the Cooperative Multi Agency Fire Operations Operating Principles.

Should the scale of an incident or emergency situation require additional support will be requested from neighbouring Local Governments, the West Australian Local Government Association and DFES.

Special considerations

The following factors should be considered when reviewing these arrangements:

- significant increase of population and traffic during school and public holidays, summer tourist season and local events;
- the Shire is intersected by Albany Highway and the Great Southern Rail line being the major transport routes for freight and vehicular traffic between Perth and Albany; and
- the community relies very heavily upon primary producers for both employment and the economy, any impacts upon this will have a significant effect upon the community

Other considerations can be found at:

Appendix 2: Special Considerations

Resources

All resources including those from Shire of Plantagenet, various emergency services, Plantagenet Cranbrook Health Service (Mount Barker Hospital) and local contractors are listed.

Appendix 3: Resources

Roles & Responsibilities

Local roles and responsibilities

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Plantagenet are defined in Section 36 of the EM Act 2005 .
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act 2005 .
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.

Local role	Description of Responsibilities
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by 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, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that 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 the local government, provide a liaison officer to support the Department of Communities.

LEMC roles and responsibilities

The Shire of Plantagenet has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [EM Act 2005](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to 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 and Deputy 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> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ 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; <ul style="list-style-type: none"> ○ 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 Shire of Plantagenet 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	<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> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness. • control all aspects of the response to an incident. <p>During recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>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. The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • undertake responsibilities where prescribed for these aspects [EM Regulations] • appoint Hazard Management Officers [s55 Act] • declare / revoke emergency situation [s 50 & 53 Act] • coordinate the development of the State Hazard Plan for that hazard [State EM Policy Section 1.5] • ensure effective transition to recovery by local government.

Agency roles	Description of responsibilities
Combat Agency	A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> 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)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat Agency or Support Agency.

Managing Risk

Emergency Risk Management

The LEMC in consultation with the community, identified the following hazards as the highest risk and most likely to occur within the Shire presenting a risk to the Plantagenet community, and therefore sufficient to warrant specific mitigation efforts.

- Wild Fire/Bushfire;
- Extreme weather (storm, heat wave)
- Biosecurity (animals)

The LEMC completed a risk analysis on the identified risks and copies of the risk statements are available from the Shire of Plantagenet. The LEMC may also complete further risk assessments on hazards deemed a lower risk.

Through the risk assessment process critical infrastructure was identified and a register of critical infrastructure was developed.

Appendix 4: Critical Infrastructure Register

Description of emergencies likely to occur

The following table of emergencies are likely to occur within the local government area. These have been 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	Local Plan (Date)
Wildfire	LGA	DFES	BFB	DFES	Fire (2013)	Bush fire Response Plan 2014
Fire (DBCA)	DBCA	DBCA	DBCA	BFB	Fire (2013)	Bush fire Response Plan 2014
Severe Weather	SES	DFES	SES		Storm (2016)	
Biosecurity	DAFWA	DAFWA	DAFWA	LGA	Animal and Plant Biosecurity	

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

Table 6: Local EM strategies and priorities

Priority	Strategy
Bush/wild fire	Annual Bush Fire Mitigation Notice reviewed annually, reduction burns, community education and Shire of Plantagenet planning process for new buildings and sub divisions.
Biosecurity-Animal	Ensure open communications with HMA the Department of Agriculture and Food Western Australia.
Storm/tempest	Weather warnings, community education.

Coordination of emergency operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Plantagenet is committed to providing support if the required resources are available. The request will be made through the Incident Support Group if and when formed.

Incident Support Group (ISG)

The ISG is convened by the Controlling Agency's 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 Policy 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 ISG.

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.

Appendix 5: 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.

Although individual agencies may wish to issue media releases for their areas of responsibility during a major emergency (e.g. Water Corporation on water issues, Western Power on power issues, etc) the release times, issues identified and content must be coordinated through the ISG to avoid conflicting messages being given to the public and must be approved by the Incident Controller.

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

The Shire of Plantagenet has a number of local public warning systems in place to support and coordinate with other agencies to provide a clear and concise warning system.

Appendix 6 : Local Public Warning Systems

Finance Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding

during multi-agency emergencies. While recognising the above, the Shire of Plantagenet is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Plantagenet occurs to ensure the desired level of support is achieved.

Evacuation and Welfare

Evacuation

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

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare. Future planning and coordination will seek to formalise evacuation arrangements with surrounding local governments to develop an overall evacuation plan for the region. At any time a surrounding local government may request evacuation support and utilise the Shire of Plantagenet Welfare centres as per these arrangements.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency. In extreme or uncertain circumstances all residents should be encouraged to leave.

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

In most cases the WA Police may be the combat agency for carrying out the evacuation and they may use the assistance of other agencies such as the SES. Whenever evacuation is being considered the Department for Child Protection and Family Services (CPFS) must be consulted during the planning stages. CPFS is mandated under the State Arrangements to

provide immediate and ongoing supportive services to alleviate as far as practicable the effects of an emergency on affected persons

Appendix 7: Contacts

The Shire's population is spread across the district with the majority of people residing in the town sites of Mount Barker, Rocky Gully, Kendenup, Narrikup and Porongurup. Mount Barker has the largest residential population in the Shire and is also the commercial centre for the area. Therefore it should be noted that whilst the retail and business industries would attract an increase in activity in Mt Barker, some of the residential population would also travel to other centres for work or education reasons.

Of the 5069 people residing in the Shire of Plantagenet:

20% are aged under 14years

11.7% are aged 15-24

36.8% are aged 25-54

31.5% are aged over 55

(All figures are derived from the 2011 Census)

Groups Requiring Special Considerations

The groups identified below will require special consideration in the event of an evacuation. In most circumstances these will be the first groups to be relocated and may require additional resources to effect an evacuation.

Appendix 8 : Groups Requiring Special Considerations

Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare.

Appendix 9: Welfare Plan

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.

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.

Registration of Evacuees

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas CPFS 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 CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

Within the Shire of Plantagenet the Mount Barker Red Cross branch have trained members to conduct the registration process.

Animals (including assistance animals)

Assistance animals will be accepted at all evacuation centers. The shire pound has six cages and a small feedlot. The West Australian Rangers Association and the RSPCA have access to a number of mobile dog pound units that can be mobilised to any site as required. Stock may be transferred to the Shire Saleyards which has a holding capacity of 4500 animals, with access to stock feed. The Recovery Coordinator will be responsible for coordinating the offers for and agistment of stock.

Private Animal Shelter within the Shire include:

- Halsey Boarding Kennels Albany Highway 9851 1307 capacity for 20 dogs

Welfare Centres

The Shire of Plantagenet welfare centres are included in the Welfare Plan.

Appendix 9: Welfare Plan

Recovery

Appendix: 10 Recovery Plan

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.

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 LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

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 LEMCs to exercise their arrangements on at least an annual basis.

Types of exercises

Some examples of exercises types include:

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

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.

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).

According to State EM Policy section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly (refer to **appendix**

8);

- 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

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 and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template

Appendices

Appendix 1: Shire of Plantagenet Map

Please refer to the Shire CESM, Mike Barnes (Telephone: 9892 1149) for up to date map

Appendix 2: Special Considerations

Description	Time of Year	Impact / No of people
Higher Risk of Bushfire	November to April	Reduced number of volunteers available within the community
Crop Harvesting	November to January	Reduced number of volunteers available within the community
Severe/Damage storms	July to September	
Short stay accommodation in Mount Barker and Porongurup	Wild Flower Season September to October Visitor influx in Easter	Population increase
Short stay accommodation in Mount Barker and Porongurup	December to Easter (school holidays and long weekends)	Population increase

Appendix 3 to Appendix 10

Please refer to the Shire CESM, Mike Barnes (Telephone: 9892 1149) for up to date information