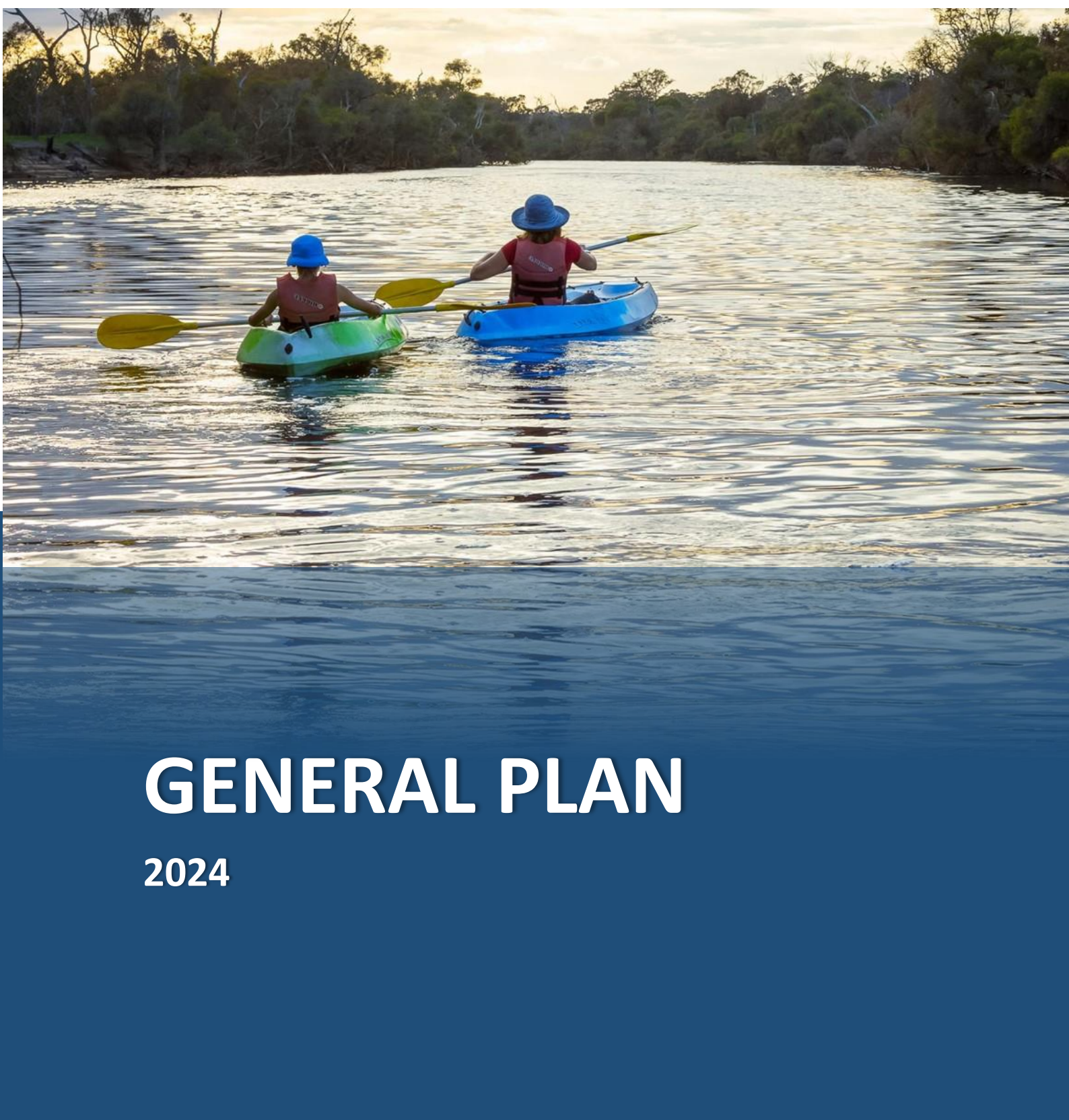


LEMA

LOCAL EMERGENCY
MANAGEMENT ARRANGEMENTS



GENERAL PLAN

2024



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4. Contacts & Resources	8. Animal Welfare Plan	12. MOUs

1 ADMINISTRATION



1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of West Arthur and have been tabled with the Local Emergency Management Committee.

Date: _____
Chair Local Emergency Management Committee
Shire President - Cr Neil Morrell
Shire of West Arthur

Date: _____
Local Emergency Coordinator
Williams Police OIC

Date: _____
Chief Executive Officer
Vin Fordham Lamont
Shire of West Arthur

Disclaimer: These arrangements have been produced by the Shire of West Arthur in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Shire of West Arthur expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

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1.2 Distribution

Full Unrestricted Version

Shire of West Arthur
Local Emergency Management Committee Members
District Emergency Management Committee
State Emergency Management Committee
Local Emergency Coordinator
WA Police - Williams Station
Department of Biodiversity, Conservation and Attractions (DBCA)
Department of Communities
Department of Education
Department of Fire and Emergency Services (DFES)
Department of Health
Department of Primary Industries and Regional Development (DPIRD)
Department of Water
Main Roads WA
Telstra
Water Corporation
West Arthur Volunteer Bushfire Brigades
West Arthur St Johns Ambulance
Western Power

Public Access Restricted Version

Shire of West Arthur Administration Offices – Front Counter/Reception
Shire of West Arthur Library
Shire of West Arthur Website: www.westarthur.wa.gov.au

1.3 Document Availability



Restricted copies of these arrangements are available free of charge and can be found at:

Hardcopy: Shire of West Arthur
31 Burrowes Street, Darkan (*During normal business hours*)

Online: Shire of West Arthur website: www.westarthur.wa.gov.au



1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

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

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer
Shire of West Arthur
PO Box 112
Darkan WA 6392
Ph: (08) 9736 2400
Email: shire@westarthur.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	April 2010	Initial document	Unknown
2	September 2016	Complete revision and rewrite	A Ciric
3	May 2021	Review and update	K Gibbs
4	January 2025	Complete rewrite and redevelopment	LR Winter



1.5 Glossary of Terms and Acronym

Refer **Appendix 1** for glossary directly related this document.

For the State glossary for the emergency management sector in Western Australia – [Click Here](#).



1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of West Arthur, these arrangements, support plans and other related documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 *State Emergency Management Plans*

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
 - State Health Response Plan
 - Emergency Relief and Support
 - Emergency Public Information
 - Animal Welfare in Emergencies
- National EM Plans.

1.6.2 *Local Emergency Management Plans*

The following emergency management plans support the Shire of West Arthur Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- West Arthur Local Recovery Plan (LRP) - 2025 (***Stand-alone- Local Recovery Plan***)
- West Arthur Bushfire Risk Management Plan (***see appendix 3***)- 2019
- Higher Risk Persons and Groups Planning - 2025 (***see appendix 6***)
- Emergency Animal Support Plan - 2025 (***see appendix 8***)
- Fire Management Plan & Incident Management Plan
- Plantation Fire Management Plans



1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to West Arthur being bylaws or operational policies. The Shire of West Arthur policies relating to emergency management include:

- Emergency Management Policy - **Appendix 5(a)**



1.8 Agreements, Understandings and Commitments

1.8.1 *Regional Mutual Aid Agreement*

The Shire of West Arthur along with other local governments signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the [Central Country Region](#) of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- 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:

Shire of Beverley	Shire of Narrogin
Shire of Brookton	Shire of Pingelly
Shire of Corrigin	Shire of Quairading
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyung	Shire of Wandering
Shire of Kulin	Shire of Wickepin
Shire of Lake Grace	Shire of Williams
	Shire of West Arthur



1.9 Special Considerations

The Shire of West Arthur has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Bush Fire Season	November – April
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding
Public Events: <ul style="list-style-type: none"> ○ Tourists (Grey Nomads/ School Holidays) ○ Australia Day Breakfast ○ ANZAC Day Service (Elderly) ○ Speed Boat Racing ○ Darken Sheepfest ○ Birdie's Backyard Ultra Marathon ○ Harvest Period (increased traffic) ○ Astrotourism 	All Year 26 January 25 April All Year (Lake Towerrinning) February August October – November All Year
Road/ Rail Transport <ul style="list-style-type: none"> ○ Albany Hwy ○ Collie-Lake King ○ Darkan Road South ○ Boyup Brook- Arthur Rd ○ Williams- Darkan Rd ○ Coalfields Hwy ○ Quindanning- Darkan Rd ○ Bowelling- Duranillin Rd 	All Year All Year All Year All Year All Year All Year All Year All Year
Bio Security and Health Hazards	All year

OVERVIEW



2.1 Area Covered

The area covered by this Plan is the geographic area covered by the Shire of West Arthur under the Local Government Act (1995). The Shire of West Arthur, located in Western Australia's 'Central South' of the Wheatbelt Region, and covers an area of 2,850 square kilometres.

The Shire is located approximately 200km south-east of Perth and includes the townsites of Darkan, Duranillin and Arthur River, with Darkan being the administrative centre. The townsite of Darkan is situated on the Coalfields Highway and can be reached along Albany Highway via Williams or Arthur River. It is located approximated 60 kilometres from Collie, 74 kilometres from Narrogin and 115 kilometres from Bunbury.

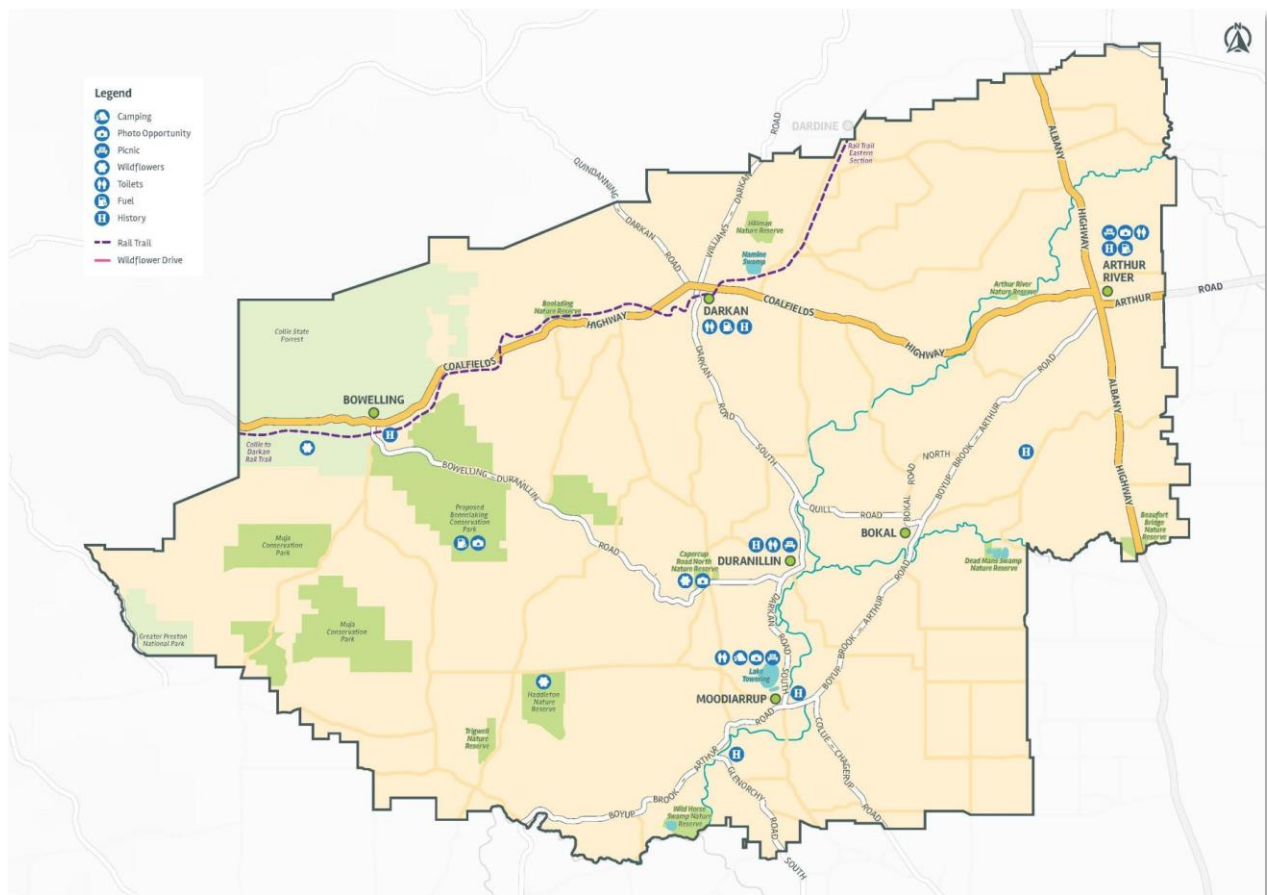


Figure 1: Location of Shire of West Arthur

For townsite information and maps refer **Appendix 10**

The Shire is part of the Wheatbelt Region. To view Regional Maps - [click here](#)



2.2 History and Culture

Prior to the arrival of Europeans, the area was home to Kaniyang Aboriginal people.

Established as the Arthur Roads District in 1887 and renamed the Shire of West Arthur in 1961, its name originates from the Arthur River, named after Arthur Trimmer from an 1835 expedition. Early settlers focused on sheep grazing and cereal crops, shaping the region's economy and infrastructure.

The main town, Darkan, developed as a community hub, now featuring historical sites and serving as a gateway to attractions like Lake Towerinning. Today, the shire blends its agricultural heritage with tourism and a focus on community development.

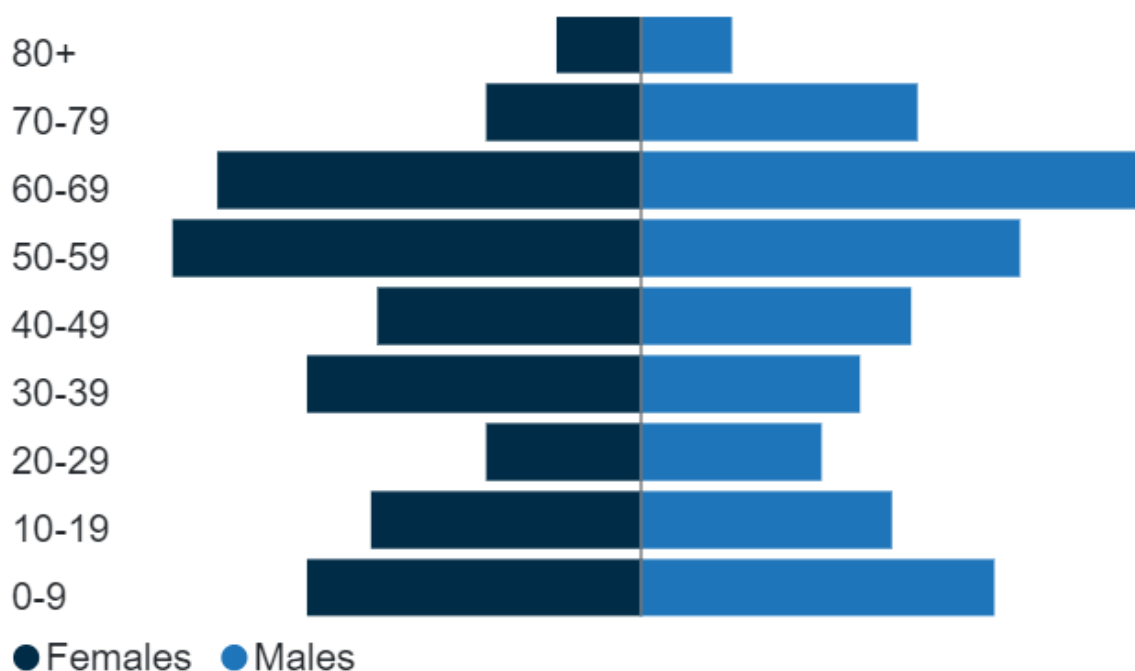


2.3 Population and Demographics

The Shire of West Arthur's population and demographics information is summarised below. Additional Census 2021 data for West Arthur can be found [here](#).

782 Population	0.3% Annual Growth	3 Natural Increase	1 Net Overseas Migration	-2 Net Internal Migration
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All data are from 30 June 2020, unless stated otherwise.



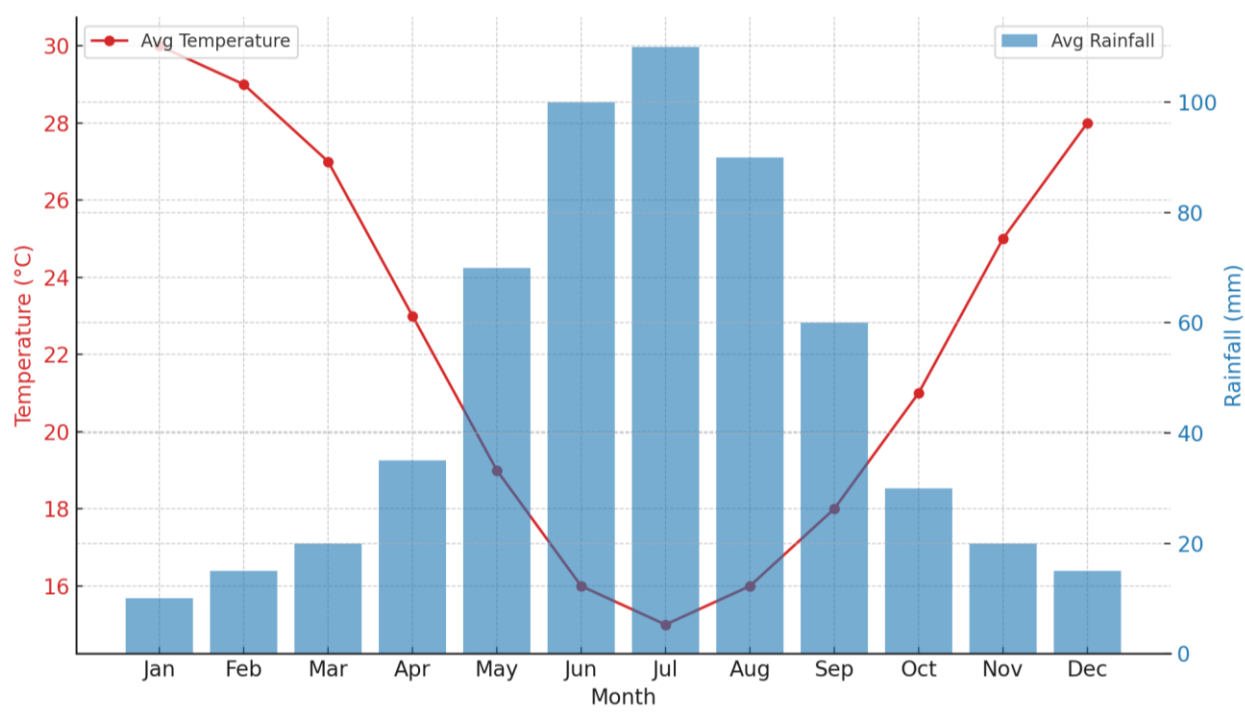
Source: <https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas>



2.4 Climate

The Shire of West Arthur has a Mediterranean climate characterised by mild, wet winters and hot, dry summers. The average annual temperature ranges from 25-33°C in summer to 14-18°C in winter. The average rainfall in West Arthur is estimated to be 500-700 mm, depending on location, and occurs mainly in winter from May to August.

Shire of West Arthur Climate



2.5 Topography

The Shire of West Arthur features a diverse topography of gently undulating hills, fertile valleys, and low-lying plains, making it ideal for agriculture, particularly sheep grazing and cropping. The Arthur River and its tributaries flow through the landscape, with fertile floodplains supporting farming.

Natural features like Lake Towerrinning, granite outcrops, and remnant bushland, including jarrah, marri, and wandoo trees, enhance the region's biodiversity and scenic appeal. Some areas are salt-affected due to land clearing, while the combination of farmland, watercourses, and natural landscapes reflects the region's balance of productivity and ecological significance.



2.6 Economic Profile

The Shire of West Arthur's economy is primarily driven by agriculture, with sheep grazing for wool and lamb, as well as cereal cropping, forming the backbone of its industries.

Small businesses and services support the community, while emerging tourism centered on attractions like Lake Tawerrinning and historical sites contributes to economic diversification. Employment is largely tied to farming and related industries, with additional roles in retail, education, and public services. Despite challenges such as climate variability and market fluctuations, the shire has opportunities for growth in eco-tourism, renewable energy, and value-added agricultural products.

Additionally, due to minimal pollution, the Shire of West Arthur offers excellent conditions for observing celestial phenomena, including constellations, planets, and meteor showers. Ideal locations for observing the night sky in the area – [click here](#).



2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the West Arthur community.

2.7.1 *Electrical Supply*

Power to all developments within the Shire is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

2.7.2 *Gas Supply*

Gas is supplied to households and businesses in cylinders by a local distributor.

2.7.3 *Sewerage System*

In the Shire of West Arthur, including Darkan, areas without access to reticulated sewerage systems rely on on-site wastewater disposal methods, such as septic tanks and aerobic treatment units.

2.7.4 *Water Supply*

Darkan, located within the Shire of West Arthur, receives its potable water supply from the Great Southern Towns Water Supply Scheme (GSTWSS), managed by the Water Corporation. This scheme sources water from Harris Dam, which supplies Darkan, Collie, and Allanson in the South West Region.

In addition to the potable water supply, the Shire has established non-potable strategic community water supplies to support agricultural needs and firefighting efforts.



These supplies are located at various sites within the shire, including:

- **Gorn Road Bore:** Approximately 5.6 km east of the Gorn Road-Bokal South Road intersection.
- **Duranillin Standpipe:** Located in the Duranillin townsite on Ewing Street.
- **Rees Road Bore:** Situated on Rees Road.
- **Kylie Siding Dam and Tank:** Near Bokal East Arthur Road, approximately 0.9 km north of Morrell Road.
- **Quindanning Road Standpipe:** Located on Quindanning Road.

These non-potable water supplies are accessible for emergency stock watering and firefighting purposes. Access methods vary, including tank standard camlock fittings, standpipe systems, and swipe card systems.

2.7.5 Medical Services

Katanning Health Services	Clive Street, Katanning	(08) 9821 6222
Collie Hospital	Deakin Street, Collie	(08) 9735 1333
St Luke's Family Practice <i>Doctor visits West Arthur CRC every Friday</i>	7 Elizabeth Street, Katanning	(08) 9821 2155

2.7.6 Transport & Airport Facilities

The Shire of West Arthur has a comprehensive road network that enhances transportation and access in the region. Key features include:

- Albany Hwy
- Collie-Lake King
- Darkan Road South
- Boyup Brook- Arthur Rd
- Williams- Darkan Rd
- Coalfields Hwy
- Quindanning- Darkan Rd
- Bowelling- Duranillin Rd

The Shire has 208 kilometres of sealed roads with over 652 more kilometres remaining unsealed.

To see updates on current road conditions visit [Main Roads Travel Map - Map](#)

The Shire of West Arthur has an **unsealed airstrip** (1,220m) located on Hillman Road-Dardadine Road, approximately 16 km to the northeast of Darken.

The Shire historically featured **railway lines** such as the Narrogin to Collie line, which passed through Darkan, and the Wagin to Bowelling line, traversing Duranillin. However, these railway lines are no longer active for train services. The former Narrogin to Collie railway line has been repurposed into the [Collie-Darkan Rail Trail](#), a recreational path for walking, cycling, and horse riding.

Additionally, the Hillman River Railway Bridge, once part of the Brunswick Junction–Narrogin railway, stands as a heritage-listed structure, reflecting the area's rich railway history.

2.7.3 Communications

Optus Tower Beaufort River	115 Albany Hwy Arthur River
Darkan South Telstra Radio Base Station	Lot 3470 Trigwell Bridge Rd West Arthur
Darkan Town Exchange	RBS Lot 40 47 Burrowes St Darkan
Telstra Exchange	Bokal, Moodiarrup, Dinninup Nth Kulikup
Telstra Site	Albany Hwy Arthur River
Telstra Site	Dinninup North Rd RF Kulikup
Optus	Darkan townsite north of town common
Optus	Rhodesdale Rd
CB Repeater Site	Lynmarie Farm Darkan

For maps of Telstra mobile coverage [click here](#).

2.7.4 Public Facilities

West Arthur has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	
West Arthur Shire Office	31 Burrowes Street, Darkan	Administrative centre, meeting rooms, chambers, internet	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
Darkan Sport & Community Centre (Pool)	Memorial Drive, Darkan	Court area (200 people) kitchen, offices, childcare, ovals, carpark, toilets/showers, pool, internet	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
Darkan Town Hall	Butler St, Darkan	Main hall (300 people), stage, kitchen, chairs, tables, small carpark	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
Duranillin Hall	Horley Rd, Duranillin	Main hall (50 people), kitchen	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
Moodiarrup Hall	Boyup Brook Arthur Rd,	Main hall (150 people), kitchen	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
Aruthur River Hall	Albany Hwy, Aruthur River	Main hall (200 people), kitchen, lesser hall	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au
West Arthur Community Resource Centre	27 Burrowes Street, Darkan	Function room, office space, meeting rooms, internet, chairs, tables	(08) 9736 2000 westarthur@crc.net.au
West Arthur Caravan Park	21 Whittington Street, West Arthur	2 Chalets, Powered/unpowered sites, kitchen, ablution block, laundry	Shire: (08) 9736 2400 shire@westarthur.wa.gov.au

Contacts and other relevant information for listed facilities can be found in Shire of West Arthur Contacts and Resources Directory – see **Appendix 4**.

For Shire of West Arthur Local Directory – [Click Here](#)



2.7.5 Emergency Services

The following emergency services are available and resourced to assist the Shire of West Arthur when responding to emergency incidents.

Agency	Location	Contact
All Emergencies: 000		
Department of Fire & Emergency Services – Regional Duty Coordinator	7 Wald Street, Narrogin	(08) 6832 3110 RDC: 1800 865 103
Department of Fire & Emergency Services – CESM	Shire of Collie Administration Offices	0476 850 076
Department of Biodiversity Conservation and Attractions	9 Wald Street, Narrogin	(08) 9881 9200
Department of Communities	Park Street, Narrogin	0418 943 835 (24/7)
Department of Primary Industries & Regional Development	On Call Coordinator	9368 3132
St John Ambulance	Operations Manager	0482 935 574
Narrogin Regional Hospital	Williams Road, Narrogin	(08) 9881 0333
Arthur River Volunteer Bushfire Brigade	1660 Bokal East Road, Arthur River	FCO/ Captain: 0429 998 344
Darkan Volunteer Bushfire Brigade	20 Howard Street, Darkan	FCO/ Captain: 0427 361 147
Duranillin Volunteer Bushfire Brigade	29 Horley Street, Duranillin	Captain: 0429 631 070
Main Roads WA	Mokine Road, Narrogin	138 138 9881 0566
Williams Police – OIC	15 Brooking St, Williams 6391	(08) 9893 3800
Arc Infrastructure	12 Aitken Way, Kewdale	6274 4442 0418 186 696 0427 085 803

EMERGENCY MANAGEMENT PLANNING



3.1 Aim and Purpose

Aim of this LEMA is to *minimise* the effects of, ensure a coordinated response to and provide an effective recovery from, an emergency affecting West Arthur.

Purpose of this LEMA is to *maximise* safety and ensure sound recovery of the West Arthur community, preserving lives, livelihoods and environment in the event of an emergency.



3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around the Shire

Describe strategies and priorities for emergency management within the Shire

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi-agency approach with community engagement, relating to emergencies within the Shire.



3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

These LEMAs only:

Apply to the area of the Shire of West Arthur

Cover areas where the Shire of West Arthur provides support to HMAs at an emergency incident

Detail the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers *or* see the [LEMC Handbook](#)



3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the Shire of West Arthur's Contacts and Resources Directory information (confidential) for specific details of resources available.



3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate). (*See TBC - MOU Appendix 12*)



3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The Shire of West Arthur recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 *Authority to Incur Expense*

The CEO, or delegate authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire of West Arthur, to ensure the desired level of support is achieved. E.g.: Local Recovery Coordinator- Local Liaison Officer- CESM

3.7.2 *Response*

All Shire of West Arthur resources are registered and identified in the West Arthur asset register located in the Contacts and Resource Directory (see **Appendix 4**).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

3.7.3 *DRFAWA*

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and States and Territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if States are to claim financial assistance from the Commonwealth.

See **Appendix 12** for the Local Recovery Plan 5.2 for further details.

ACTION

- SHIRE OF WEST ARTHUR TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.
- SHIRE OF WEST ARTHUR TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE SHIRE OF WEST ARTHUR IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN APPENDIX 1.

LOCAL EMERGENCY MANAGEMENT COMMITTEE



4.1 Introduction

The Shire of West Arthur has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

For more information see the [LEMC Handbook](#) that provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.



4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of West Arthur and its community to be prepared for major emergencies by:

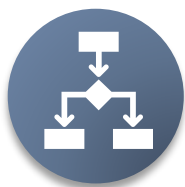
Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMAs/CAs to develop 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

Investigate community engagement initiatives towards emergency awareness and emergency management information



4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer on the first Thursday of every February, May, August and November. The LEMC shall meet quarterly or more frequently as required by [Emergency management procedures](#) 3.7.

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

Confirming local emergency management contact details of key stakeholders

Reviewing any post-incident reports and post exercise reports generated since last meeting

Progressing emergency risk management processes

Progressing treatment strategies arising from emergency risk management process

Progressing development or review of local emergency management arrangements

Progressing and investigation of a range of community engagement initiatives

Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



4.4 LEMC Membership

LEMC membership includes the Shire of West Arthur representatives and the Local Emergency Coordinator OIC WAPOL West Arthur. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

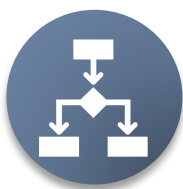
Shire of West Arthur, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities. (**Appendix 2**)



4.4.1 LEMC Members

Agency	Position	Voting
Shire of West Arthur	Chair (Shire President)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Chief Executive Officer (CEO)	✓
	Chief Bush Fire Control Officer (CBFCO)	✓
	Community Emergency Services Manager (CESM)	✓
	Administration Support Officer	✓
	Councillors	✓
WA Police	Local Emergency Coordinator (Williams OIC)	✓
Department of Communities	Emergency Relief and Support Officer	✓
Department of Fire & Emergency Services (DFES)	District Emergency Management Advisor	✓
Department of Fire & Emergency Services (DFES)	Area Officer Emergency Management	✓
Department of Education – Darkan Primary School	Principal	✓
Department of Primary Industries & Regional Development (DPIRD)	Representative	✓
Department of Biosecurity, Conservation & Attractions (DBCA)	District Fire Coordinator	
Department of Health	Representative	✓
Department of Water	Representative	✓
Main Roads WA	Representative	✓
St. John Ambulance	Representative	✓
Telstra	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓
Community Members	Representative	

The list above is not limited, with members co-opted as and when required.



4.5 LEMC Reporting

4.5.1 *Annual Reporting*

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act).

Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.5.2 *Preparedness Reporting*

The Annual and Preparedness Report Capability Survey (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.



4.6 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Special Agenda can be viewed at **Appendix 11 (a)**

MANAGING RISK



5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘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.’

The Shire of West Arthur and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire’s Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) – see **Appendix 2**.



5.2 Risks Identified

The Shire of West Arthur has undertaken a risk analysis in 2015 within its district. The greatest risks identified were:



Bushfire



Severe Storm



Animal Disease



HAZMAT



Road Crash



Flood

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard. There are 28 State Hazards in Western Australia under State emergency legislation to view State Risk Profile Fact Sheets – [click here](#)

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



5.3 Risk Management Planning

The Shire of West Arthur is committed to developing and implementing local Emergency Risk Management strategies according to their priority.

The Shire's Risk Register can be viewed at **Appendix 3 (a)**

The Shire's Bushfire Risk Management Plan 2019 can be viewed at **Appendix 3 (b)**

RESPONSE & COORDINATION

EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows **Hazard Management Agency/s** (HMA)'s to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The Shire of West Arthur recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.



6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the **HMA/Controlling Agency (CA) Incident Controller (IC)** must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

West Arthur will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the Shire's LRG as necessary.

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the Shire's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



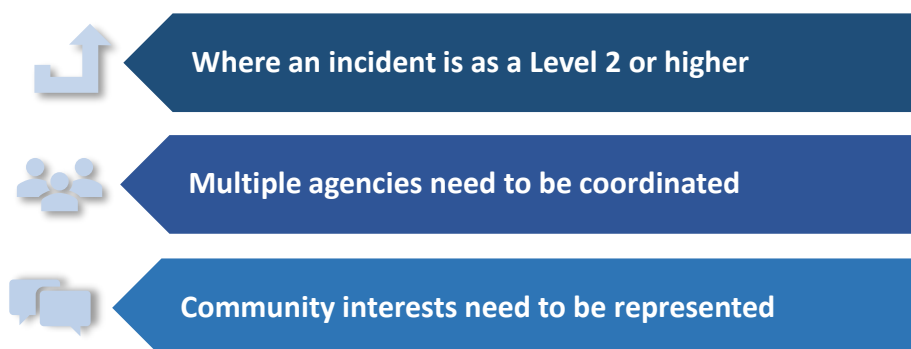
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The Shire of West Arthur is committed to providing assistance/support, if required resources are available, through the ISG if, and when, informed.

6.2.1 *Triggers for Incident Support Group*

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



6.2.2 *Incident Support Group Membership*

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved, and consequences caused by an emergency.

Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 *Incident Support Group Meeting Location and Frequency*

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination.

The IC is responsible for the location of meetings in consultation with the Shire of West Arthur.

The following table identifies suitable locations where ISG meetings can be held within Shire of West Arthur.

Venue	Address	Contact	Facilities
Shire of West Arthur	31 Burrowes Street, Darkan	(08) 9736 2400	Meeting room, phone/ internet, kitchen

Where possible, ISG meetings may also be made available virtually, via an appropriate platform.



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations.

For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

PRIMARY

Venue	Address	Contact	Facilities
Darkan Sports Complex	Memorial Drive	Nathan King President: 0488 582 455	

SECONDARY

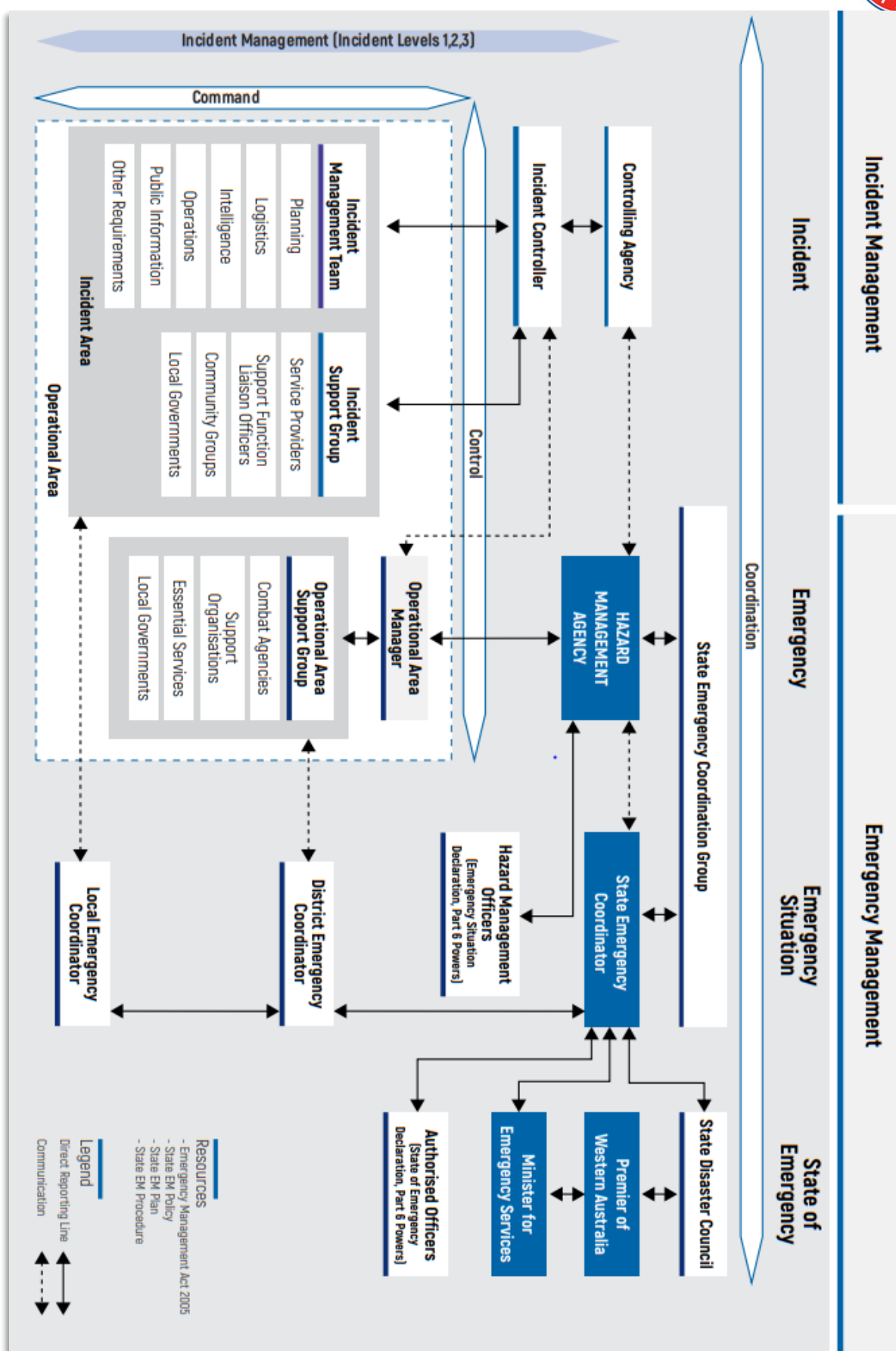
Venue	Address	Contact	Facilities
Moodiarrup Sports Complex	Boyup Brook Arthur Rd	Jenny Hosking: 0428 360 273	



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMA/CAs are responsible for disseminate information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

HMA/CAs will manage all media releases under [State Support Plan – Public Information](#)

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other CAs

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Communication Systems



7.1.1 Local Government Local Communication Systems

The Shire of West Arthur has the ability to support official emergency messaging through local communication systems including:

Website page	Local newsletters
Facebook page	Community notice boards
Emergency Management SMS system	Community/Local radio stations

Any information for release to the media or public must be forwarded and approved by the CEO. The CEO and the Shire President are the only persons to make statements to the press on behalf of the Shire. The Shire CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 *Standard Emergency Warning Signal*

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- 1 • Possible loss of life or a major threat to many properties or the large-scale environment
- 2 • Impact is expected within 12 hours or is occurring at the time
- 3 • A large number of people need to be warned
- 4 • One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#).

7.1.3 *Emergency Alert System*

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

7.1.4 *DFES Public Information Line*

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

7.1.5 *Additional Information Outlets*

Local ABC Radio	720 AM or 531AM
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

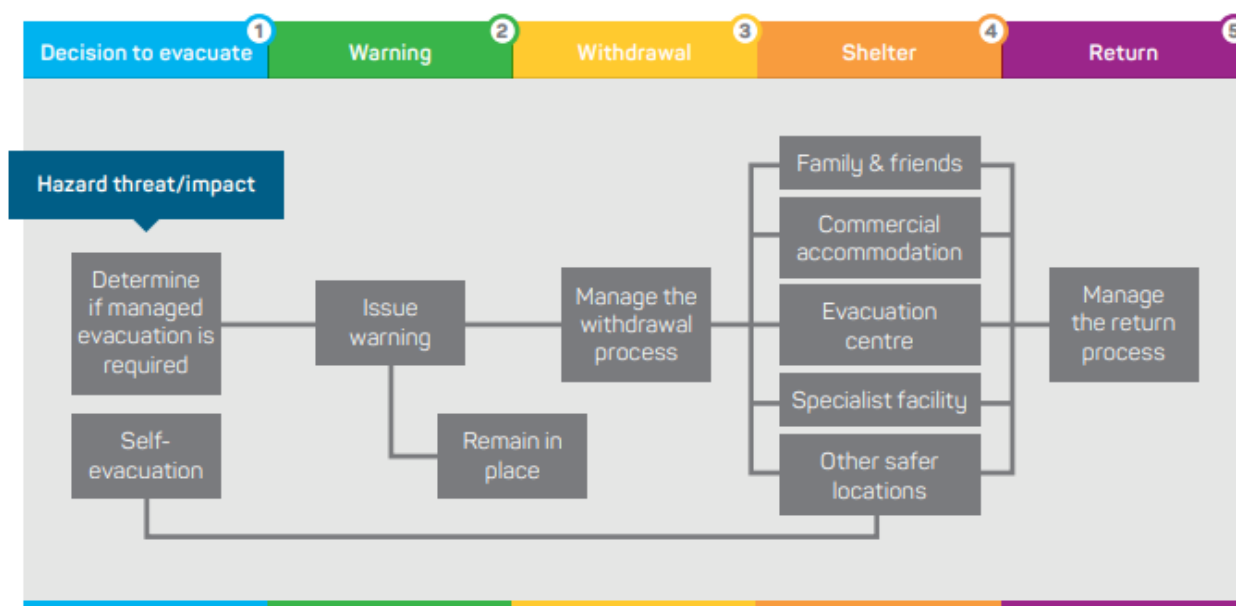
ACTION

- THE SHIRE ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.
- HMAs/CA IC RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.
- THE SHIRE MEDIA RELEASES ARE COORDINATED BY THE SHIRE'S DELEGATED OFFICER APPROVED BY CEO.
- THE CEO OR DELEGATED PERSON ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.
- PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY, UNDER HMAs/CA IC AUTHORITY.
- THE SHIRE WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE SHIRE'S COMMUNICATION AVENUES (FACEBOOK, WEBSITE, SMS, ETC.).

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, '*shelter in place*' or, '*prepare, stay and defend*', should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

8.1.3 Combat Agency for Evacuation

The LWAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation, may be necessary.

8.1.4 Evacuation Centres

The Shire of West Arthur is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres (or Welfare Centres) and applicable relief support functions – see **Appendix 9**.

Building Name	Site Address	Capacity	Contact details
DARKAN Sport & Community Centre	Memorial Drive	200	Shire: (08) 9736 2400 Nathan King: 0488 582 455
DARKAN Town Hall	Butler St	300	Shire: (08) 9736 2400 CEO: 0427 900 563
DURANILLIN Hall	Horley Rd	50	Shire: (08) 9736 2400 Robyn Quill: (08) 9862 9010
MOODIARRUP Sports Complex	Boyup Brook Arthur Rd	150	Shire: (08) 9736 2400 Jenny Hosking: 9863 1061 or 0428 360 273
MOODIARRUP Hall	Boyup Brook Arthur Rd	150	Shire: (08) 9736 2400 Janette Whitaker: (08) 9863 1056
ARTHUR RIVER Main Hall & Lesser Hall	Albany Hwy	200	Shire: (08) 9736 2400 Karynne Robinson: (08) 9862 6038
ARTHUR RIVER Country Club	Bokal East Arthur Rd	50	Shire: (08) 9736 2400 Lucy Hall: 0428 883 369



8.2 Higher Risk Persons and Groups

Shire of West Arthur relies on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities could be considered 'Higher Risk Persons'. **Appendix 6, Higher Risk Persons and Groups Plan**, provide guidance around working with and actions in evacuation assisting group. Shire of West Arthur has a large population of seniors with over 40% of the population over 55 years of age.



8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation. Extensive mapping information can be obtained from the Shire of West Arthur and agencies such as Department of Biodiversity Conservation and Attractions.



8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks and ensure evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities. Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant Shire of West Arthur officers.

For Department of Communities Local Emergency Relief and Support Plan– see **Appendix 7**.

ACTION

- HMAs/CA IC MAKES DECISIONS TO EVACUATE.
- LEMC AND THE SHIRE ASSIST BY PRE-PLANNING FOR EVACUATION.
- ALL ALTERNATIVES TO BE CONSIDERED.
- DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.
- HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION
- ROUTES AND MAPS SOURCED VIA SHIRE INTRAMAPS OR GOOGLE MAPS OR PARTNER AGENCIES.
- ENSURE EVACUATION CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE LOCAL EMERGENCY RELIEF AND SUPPORT PLAN APPENDIX 7.

EMERGENCY RELIEF & SUPPORT

The Department of Communities (Communities) has the role of managing welfare described as, 'the provision of both physical and psychological needs of a community affected by an emergency'. This includes the functional areas of:



Dept. of Communities has developed the Emergency Relief and Support Plan for West Arthur (see **Appendix 7**)



9.1 Communities Local Evacuation Centre Coordinator (LECC)

The DC District Director appoints the Local Evacuation Centre Coordinator (LECC) – see **Appendix 2** for description of Roles and Responsibilities – Welfare



9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

The Shire of West Arthur nominates and appoints the Local Government Liaison Officer (LGLO) to assist the LECC to manage emergency evacuation centres such as building opening, closing, security and maintenance.

A Shire staff member will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support



9.3 Register Find Reunite

Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The Shire of West Arthur in conjunction with Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC (see **Appendix 7** for the Shire's nominated Evacuation Centres, and **Appendix 9** for the Emergency Evacuation Centre's Directory).

9.4.1 Animals

Animals are not permitted within Evacuation Centres. The only exception to this rule is certified guide dogs who have the appropriate national and international recognised standard of training.

The Shire of West Arthur will support and assist with animal management wherever possible through the Emergency Animal Support Plan (**Appendix 8**).

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The Shire of West Arthur Animal Support Plan (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTION

- COMMUNITIES ARE RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.
- DPIRD IS RESPONSIBLE FOR MANAGING THE WELFARE OF ANIMALS.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS SOB LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE SHIRE DEPUTY CHAIR IS THE LGLO.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES SUPPORTED BY AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES REFER EMERGENCY EVACUATION CENTRES – APPENDIX 7.
- RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL SUPPORT ACTIONS

RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which can be viewed and read in conjunction with this Plan.

The Shire of West Arthur LRP (*stand-alone plan*) guides and establishes sound recovery management, concepts, principles and values for Shire of West Arthur staff, partnering agencies and community following significant impact from any emergency.

EXERCISING & REVIEW



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate 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 coordination between them

11.1.1 *Exercise Frequency*

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. The September LEMC meeting will combine the LEMC meeting with an exercise.

11.1.2 *Exercise Reporting*

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.



11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the Shire considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists reviewed and updated quarterly – Contacts and Resource Directory (Appendix 4)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

APPENDICES

- 1 Glossary of Terms and Acronyms**
- 2 Roles and Responsibilities**
- 3 Risk Register & Bushfire Risk Management Plan**
- 4 Emergency Contacts and Resources Directory**
- 5 LEMC Terms of Reference, Shire of West Arthur EM Policy**
- 6 Higher Risk Persons & Groups Plan**
- 7 Dept. of Communities – Emergency Relief and Support Plan**
- 8 Shire of West Arthur Emergency Animal Support Plan**
- 9 Evacuation Centre Directory**
- 10 Specialty Maps: Major Features Location & Hazardous Locations Map**
- 11 Templates: (a) SitRep, (b) Media Guide, (c) LEMC Special Agenda**
- 12 Agencies and Partnering MOU**