



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2019

Public Version

Table of Contents

Table of Contents	2
DISTRIBUTION LIST	5
RECORD OF AMENDMENTS	5
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS.....	6
GLOSSARY OF TERMS	8
Part 1: INTRODUCTION	12
1.1 AUTHORITY FOR PREPARATION	12
1.2 COMMUNITY CONSULTATION	12
1.3 DOCUMENTATION AVAILABILITY.....	12
1.4 AREA COVERED	12
1.5 AIM OF THE ARRANGEMENTS	13
1.6 PURPOSE OF THE ARRANGEMENTS.....	13
1.7 SCOPE OF THE ARRANGEMENTS	13
1.8 RELATED DOCUMENTS AND ARRANGEMENTS.....	14
1.8.1 <i>Formal Local Emergency Management Policies</i>	14
1.8.2 <i>Existing Plans and Arrangements</i>	14
<i>Table 3: Existing Local Emergency Management Plans</i>	14
1.9 SPECIAL CONSIDERATIONS	14
1.10 AVAILABILITY OF RESOURCES	15
1.11 ROLES AND RESPONSIBILITIES	15
1.11.3 <i>Local Government</i>	15
1.11.4 <i>Local Emergency Coordinator</i>	15
1.11.5 <i>Local Recovery Coordinator</i>	15
1.11.6 <i>Local Government Liaison Officer</i>	16
1.11.7 <i>Local Government Welfare Liaison Officer</i>	16
1.11.8 <i>Controlling Agency</i>	16
1.11.9 <i>Hazard Management Agency</i>	17
1.11.10 <i>Combat Agencies</i>	17
1.11.11 <i>Support Organisation</i>	17
1.12 LOCAL EMERGENCY MANAGEMENT COMMITTEE ROLES AND RESPONSIBILITIES	18
1.12.1 <i>Chairperson of the Local Emergency Management Committee</i>	18
1.12.2 <i>Deputy Chairperson of the Local Emergency Management Committee</i>	19
1.12.3 <i>LEMC Executive Officer</i>	19
Part 2: PLANNING.....	19
2.1 LEMC ADMINISTRATION.....	20
2.1.1 <i>LEMC Membership</i>	20
2.2 MEETING SCHEDULE.....	20
2.3 LEMC CONSTITUTION AND PROCEDURES.....	20
2.4 LEMC ANNUAL REPORT	21
2.5 ANNUAL BUSINESS PLAN	21
Part 3: SUPPORT TO RESPONSE.....	22
3.1 EMERGENCY RISK MANAGEMENT.....	23
3.2 RISKS – EMERGENCIES LIKELY TO OCCUR.....	23
<i>Table 4: Identified Hazards and Responsible Agencies</i>	23
3.2.1 <i>Local Emergency Management Priorities and Strategies</i>	24
<i>Table 6: Shire of Shark Bay Priority Hazards</i>	24
3.3 INCIDENT SUPPORT GROUP (ISG).....	24
3.3.1 <i>Role of the ISG</i>	24
3.3.2 <i>Triggers for the Activation of an ISG</i>	24
3.3.3 <i>Membership of an ISG</i>	24

3.3.4	Frequency of ISG Meetings.....	25
3.3.5	Locations for ISG Meetings.....	25
	Table 7: Identified Locations for ISG Meetings	26
3.4	MEDIA MANAGEMENT AND PUBLIC INFORMATION	26
3.4.1	Shires Procedure for Management of Media Enquires.....	26
3.5	CRITICAL INFRASTRUCTURE	28
3.6	FINANCIAL MANAGEMENT	28
Part 4:	EVACUATION	29
4.1	EVACUATION PLANNING PRINCIPLES	29
4.2	EVACUATION MANAGEMENT.....	30
4.3	SPECIAL NEEDS GROUPS.....	30
4.4	EVACUATION / WELFARE CENTRES	30
4.5	ROUTES AND MAPS.....	30
Part 5:	WELFARE	31
5.1	WELFARE MANAGEMENT	31
5.2	LOCAL WELFARE COORDINATOR	31
5.3	LOCAL WELFARE LIAISON OFFICER.....	31
5.4	STATE AND NATIONAL REGISTRATION AND ENQUIRY.....	32
5.5	ANIMALS (INCLUDING ASSISTANCE ANIMALS)	32
5.6	EVACUATION / WELFARE CENTRES	32
Part 6:	RECOVERY.....	33
Part 7:	EXERCISING AND REVIEWING	34
7.1	THE AIM OF EXERCISING.....	34
7.2	FREQUENCY OF EXERCISES	34
7.3	TYPES OF EXERCISES	34
7.4	REPORTING OF EXERCISES	34
7.5	REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	34
7.6	REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS	35
7.7	REVIEW OF RESOURCES REGISTER.....	35
Appendix 1	36
	RESOURCE REGISTER: SHIRE.....	36
	RESOURCE REGISTER: LOCAL TRADES AND SERVICES.....	37
Appendix 2	38
	SHIRE OF SHARK BAY EMERGENCY CONTACT LIST	38
Appendix 4	39
	CRITICAL INFRASTRUCTURE	39
Appendix 5	40
	SPECIAL NEED GROUPS.....	40
Appendix 6	41
	LOCAL DISTRICT MAPS	41
Appendix 7	44
	RISK REGISTER	44
Attachment 1:	45
	SHIRE OF SHARK BAY LOCAL EMERGENCY WELFARE PLAN	45
Attachment 2:	46
	SHIRE OF SHARK BAY RECOVERY PLAN	46



**SHIRE OF SHARK BAY
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 Shark Bay Local Emergency Management Committee (LEMC) and the Shire of Shark Bay, and has been tabled with the District Emergency Management Committee (DEMC), and an electronic copy forwarded to the Secretary of the State Emergency Management Committee (SEMC) by the Midwest Gascoyne District Emergency Management Advisor.

.....
Glazell

Chairperson
Shark Bay LEMC

.....
2 Sept 2019

Date

.....
Glazell

Endorsed by Council
Shire President

.....
2 Sept 2019

Date

DISTRIBUTION LIST

Organisation	Location/Officer	No of Copies
Shire of Shark Bay	CEO	1
WA Police	Shark Bay OIC	1
Dept. of Communities	Carnarvon Geraldton	2
Dept. of Water and Environmental Regulation	Carnarvon	1
Dept. of Fire and Emergency Services	Geraldton Carnarvon	2
Dept. of Education	Principal – Shark Bay School	1
Dept. of Biodiversity, Conservation and Attractions	Denham	1
Shark Bay Resources	Mine Manager	1
Main Roads WA	Carnarvon	1
Horizon Power	Carnarvon	1
Midwest Gascoyne DEMC	DEMC XO	1
ADJOINING SHIRES		
Shire of Carnarvon	LEMC	1
Shire of Upper Gascoyne	LEMC	1
Shire of Murchison	LEMC	1
Shire of Northampton	LEMC	1

The distribution list is included to enable amendments to be distributed at later dates.

Contact details can be found at Appendix 2.

RECORD OF AMENDMENTS

Shire of Shark Bay Emergency Management Arrangements – 2019

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

Feedback can include:

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

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

Chairperson
Local Emergency Management Committee
Shire of Shark Bay
65 Knight Terrace
Denham WA 6537

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

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

Amendment		Details of Amendment	Amended by
	Date		Name
	26 May 2014	Review	M. Barnes, May 2014
	24 May 2017	Review and update P46	M. Barnes, May 2017
	17 May 2019	Full Review, New Template	M. Holland, May 2019

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and for completing the amendment record.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

Shire of Shark Bay Emergency Management Arrangements – 2019

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

GLOSSARY OF TERMS

For additional information regarding the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) is a nationally adopted structure, to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency 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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT (See **RISK MANAGEMENT**)

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR) PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

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

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

DISTRICT – means the municipality of the Shire of Shark Bay.

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

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

Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service

VFRS –Volunteer Fire & Rescue Service

VMR –Volunteer Marine Rescue

VES – Volunteer Emergency Service

DFES – Department of Fire Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

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

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

A sudden event which, but for mitigating circumstances, could have resulted in an accident

An emergency event or series of events which requires a response from one or more of the statutory response agencies.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of

operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Shark Bay.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

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

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

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

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

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

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

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

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

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

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

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

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

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

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

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

Part 1: INTRODUCTION

1.1 Authority for Preparation

These arrangements have been prepared in accordance with the *Emergency Management Act 2005*, endorsed by the Shark Bay Local Emergency Management Committee and approved by the Shire of Shark Bay.

1.2 Community Consultation

Consultation with the community has been inclusive (where appropriate) where specific sectors of the community have been consulted through the process of compiling these arrangements.

The community has also been consulted through other forums and through the LEMC committee members.

It is intended that these arrangements be promoted to the wider community through the LEMC members and their agencies.

1.3 Documentation Availability

Copies of these Arrangements shall be distributed to the following and shall be available for inspection free of charge during office hours:

- Shire's Administration Office
65 Knight Terrace
Shark Bay WA 6537
- Shire's Website in PDF format
www.sharkbay.wa.gov.au

1.4 Area Covered

Shire Overview

The Shire of Shark Bay is a local government area of Western Australia in the Gascoyne region. It has an area of 25,423 km² and a population of approximately 950. It is made up of two peninsulas, located at the westernmost point of Australia. There is one town in the Shire of Shark Bay, Denham, which is the administrative centre for the Shire. There are also a number of small communities; they are Useless Loop (a mine site operated by Shark Bay Resources), Monkey Mia, Nanga and Hamelin Pool. The Overlander and Billabong Roadhouses on the North West Coastal Highway are also in the Shire area.

Climate

The Shire of Shark Bay has a mild arid tropical climate, with mean daily maximum temperatures ranging from 22 °C (72 °F) in July to 32 °C (90 °F) in February. Rainfall is low and variable, with most rain falling in the winter months and a certain amount due to cyclone activity. The average annual rainfall is 228 mm.

Education

The Shark Bay School caters for students from Kindergarten to year 12, with secondary students accessing the majority of their curriculum through the School of Isolated and Distance Education (SIDE).

Medical and Ancillary

Medical services in Denham consist of a Silver Chain medical post. Nurses offer medical services to the community with doctors flying in from Carnarvon to Denham twice a week. At times Child Health Nurses, Optometrists, Physiotherapists, female Doctors and other specialists visit this facility.

A Pharmacist is located in Denham.

A locally run volunteer St John's Ambulance branch is located in Denham which is called upon in the event of an emergency. This service quite often transports patients to the Silver chain facility or to the Monkey Mia Airport for emergency situations where the Royal Flying Doctors are called upon to transport patients to hospitals.

A limited range of ancillary services are available in Denham, although most Government services are operated from Carnarvon or Geraldton.

Industries

Major employers include the salt works at Useless Loop along with the fishing industry and the various retail outlets meeting the needs of the tourist industry. Other Major employers are the Shire of Shark Bay and the Department of Biodiversity, Conservation and Attractions.

Local industries include tourism, fishing, salt, pearl marine culturing, mining of shell grit and various pastoral activities.

Population

The Shire of Bay has a population of 946 (Census 2016), with the majority of these residing in the Denham town site. The remainder reside in various communities throughout the Shire including the Useless Loop mine site, pastoral stations and roadhouses.

Due to the many tourist facilities and attractions located in the shire however, the population can experience up to a fivefold increase during peak tourist season, with tourist numbers in excess of 4,000 across the Shire regularly experienced.

1.5 Aim of the Arrangements

The aim of these arrangements is to provide a common understanding of the emergency management arrangements for the district and ensure a collaborative and consistent approach between agencies and stakeholders involved in managing emergencies within the Shire.

1.6 Purpose of the Arrangements

The purpose of this document is to detail:

- The Shire of Shark Bay's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of Shark Bay;
- Strategies and priorities for emergency management in the Shire of Shark Bay;
- Other matters about emergency management in the Shire of Shark Bay prescribed by the regulations; and
- Other matters about emergency management in the Shire of Shark Bay the local government considers appropriate. [s. 41(2) of the *Emergency Management Act 2005*]

1.7 Scope of the Arrangements

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

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

1.8 Related Documents and Arrangements

1.8.1 Formal Local Emergency Management Policies

The Shire of Shark Bay does not currently have any formal local emergency management policies.

1.8.2 Existing Plans and Arrangements

Local Plans

Plan	Owner	Date
Local Emergency Welfare Plan	Department of Communities	April 2018
Local Recovery Plan	Shire of Shark Bay	2019
Main Roads Incident Management Plan	Main Roads	2017
Business Continuity Plan	Shire of Shark Bay	2018

Table 3: Existing Local Emergency Management Plans

1.9 Special Considerations

Major influxes of tourists:

- School holidays.
- 'Grey Nomads' during the winter season – March to October

Large Public Events:

- Shark Bay Fishing Fiesta – May/June each year – attracting up to 1,000 additional visitors into town
- Winter Festival – mid-school holidays July
- Far Western Speedway June/July – up to 2,000 visitors

Isolated groups:

- Overlander and Billabong Roadhouses
- Station Homesteads
- Useless Loop

Seasonal conditions:

- Bushfires - October to April
- Cyclones and Flooding – December to May

Major Roads:

Shire of Shark Bay Emergency Management Arrangements – 2019

- North West Coastal Highway: Transverses the Shire north to south, Sealed
- Shark Bay Road: Links Denham to the North West Coastal Highway, Sealed
- Monkey Mia Road: Links Monkey Mia to Denham and Shark Bay Road, Sealed
- Useless Loop Road: Links Useless Loop to Shark Bay Road, Majority unsealed

1.10 Availability of Resources

The controlling agency is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Shark Bay has conducted a broad analysis of resources available within the Shire of Shark Bay and collated these in the Shire of Shark Bay Emergency Resources Register at [Appendix 1](#).

1.11 Roles and Responsibilities

1.11.3 Local Government

The function of a local government is:

- subject to the *Emergency Management Act 2005*, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- To perform other functions given to the local government under the *Emergency Management Act 2005*.

The Local Government also has the follow roles in relation to 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.

1.11.4 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government districts appointed by the State Emergency Coordinator (Commissioner of Police), in consultation with the local government, and has the following functions [s. 37(4) of the *Emergency Management Act 2005*]:

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

1.11.5 Local Recovery Coordinator

Shire of Shark Bay Emergency Management Arrangements – 2019

The Shire of Shark Bay has designated that the person filling the role of Chief Executive Officer (CEO) shall carry out the duties of the Local Recovery Coordinator. Should the CEO not be available, then the role may be filled by another senior Shire staff member at the direction of the CEO. The Local Recovery Coordinator is responsible for the development and maintenance of effective recovery management arrangements for the local government, and, in conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

The function of the Local Recovery Coordinator is further detailed in the Shire of Shark Bay's Local Recovery Plan.

1.11.6 Local Government Liaison Officer

The Shire of Shark Bay has designated that the person filling the role of Chief Executive Officer (CEO) shall carry out the duties of the Liaison Officer. Should the CEO not be available, then the role may be filled by another senior shire staff member at the direction of the CEO

During a major emergency, the liaison officer attends ISG and/or OASG meetings to represent the Shire of Shark Bay and provide local knowledge. The Liaison Officer also provides input on the details contained in the LEMA.

Where an ISG/OASG has not been formed, The Liaison Officer may be called up to represent the local government directly to the incident controller.

The Liaison officer has the authority to offer Shire resources and services to support the emergency response.

1.11.7 Local Government Welfare Liaison Officer

The Shire of Shark Bay has designated that the person filling the role of Executive Manager Community Development shall carry out the duties of the Welfare Liaison Officer. Should the Executive Manager Community Development not be available, then the role may be filled by another senior shire staff member at the direction of the CEO. During an evacuation where a local government facility is utilised by the Department of Communities (DOC) as a welfare centre the Local Government Welfare Liaison Officer can be appointed to;

- Open and establish a welfare centre at the required local government facility until the arrival of Communities.
- Establish the registration process of evacuees until the arrival of the Communities.
- Provide advice, information and resources regarding the operation of the facility; and
- Assist with maintenance requirements for the facility.

1.11.8 Controlling Agency

The Controlling Agency as defined by the State Emergency Management Policy section 5.2.1 as the agency with responsibility, either through legislation other than the *Emergency Management Act 2005*, or by agreement between a HMA and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan (formerly WESTPLAN). In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency

In response to an incident the Controlling Agency must appoint an Incident Controller (IC). The Incident Controller is responsible for:

- The overall control of an incident within a defined Incident Area, which may include the whole State in some incidents;
- Leading an incident management team;

- Assessing the incident level — if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 2;
- Ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast;
In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and
- Management of traffic during an emergency response.

Where the Controlling Agency is not also the Hazard Management Agency they shall conduct the above duties in consultation with the HMA.

In the instance of an event requiring an emergency response and it is not clear who the Controlling Agency should be under existing statutory law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

1.11.9 Hazard Management Agency

A Hazard Management Agency (HMA) 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 of the *Emergency Management Act 2005*)

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

The functions of the HMAs are to:

- Undertake responsibilities where prescribed in the *Emergency Management Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the *Emergency Management Act 2005*)
- Declare / Revoke Emergency Situation (s.50 and 53 of the *Emergency Management Act 2005*)
- Coordinate the development of the WESTPLAN for that hazard SEMP No 2.2 *Development and Review of State Emergency Management Plans*
- Ensure effective transition to recovery by Local Government

1.11.10 Combat Agencies

A combat agency is defined by the State Emergency Management Policy section 5.3.3 as being responsible for response tasks at the request of the Controlling Agency/HMA in accordance with their legislative responsibilities or specialised knowledge.

An example of this is the Fire and Rescue Service undertaking extrication of casualties at a motor vehicle accident where WA Police is the HMA and Controlling Agency.

1.11.11 Support Organisation

A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA, and may also support Combat Agencies and other Support Organisations upon request. An example may be the Salvation Army providing meals to welfare centre.

1.12 Local Emergency Management Committee Roles and Responsibilities

The Shire of Shark Bay has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 38 of the *Emergency Management Act 2005*).

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 has the following functions [s. 39 of the *Emergency Management Act 2005*]:

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

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

- The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - *Freight subsidy Plan*)
- The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (State Hazard Plan *Cyclone, Flood and Tsunami*)

1.12.1 Chairperson of the Local Emergency Management Committee

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

The Chairperson of the LEMC is appointed by the local government (s. 38 of the *Emergency Management Act 2005*). Refer to [Appendix 2](#) for details.

The Chairperson of the LEMC has the following responsibilities in relation to the operation of the meeting:

- Chair the Local Emergency Management Committee;
- Manage the development and maintenance of the Local Emergency Management Arrangement within the district;
- Ensure the development of the committees reporting requirements in accordance with legislative and policy requirements; and
- Ensure the effective operation of the committee in accordance with legislation.

The Chairperson is responsible for the **process** of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes.

The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.

The Chairperson undertakes the following tasks:

- Oversees the preparation of the agenda in consultation with the XO;
- Opens the meeting;
- Welcomes and introduces members and guests;
- Keeps individuals focused on the topics being discussed;
- Makes sure that members are aware of decisions that are made;
- Keeps track of the time; and
- Closes the meeting.

1.12.2 Deputy Chairperson of the Local Emergency Management Committee

The Deputy Chairperson of the LEMC has the following responsibilities:

- Acts as Chairperson to the committee in the absence of the Chairperson;
- Provides such assistance and advice as requested by the Chairperson;
- Undertake the role of Chairperson to committee working groups, as required;
- Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required;
- Provide support and direction to the XO, as required; and
- Understudy the roles and responsibilities of the Chairperson.

1.12.3 LEMC Executive Officer

The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting, and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the **content** of the meeting while the Chairperson is concerned with the **process**.

The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.

The Executive Officer typically undertakes the following tasks:

- Calls for agenda items prior to the meeting allowing sufficient time for members to respond;
- Prepares and writes the agenda, a joint responsibility with the Chairperson;
- Distributes the agenda and papers prior to the meeting allowing adequate time for members to read them;
- Organises catering arrangements and acts on instructions about equipment that may be required for the meeting;
- Takes notes at the meeting;
- Prepares draft Minutes from the notes taken;
- Finalises the Minutes in consultation with the Chairperson;
- Circulates the Minutes;
- Keeps a complete record of meetings and documentation; and
- Develops a system of archiving notes and documents.

Part 2: PLANNING

The Shire of Shark Bay, under s. 38 of the *Emergency Management Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

2.1 LEMC Administration

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

2.1.1 LEMC Membership

The Shire of Shark Bay LEMC is comprised of and is reflective of the community:

- A Chairperson, as appointed by the Shire of Shark Bay
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC)
- Local Recovery Coordinator
- At least one Local Government representative
- Representatives from local emergency management agencies located in the Shire of Shark Bay
- Welfare support agencies
- State Government agencies
- Local Industry representatives
- Local Indigenous or CALD representatives
- Special needs Group representatives
- Any other representatives as determined by the Shire of Shark Bay (e.g. community champions)
- Secretarial and administration support will be provided by the Shire of Shark Bay.

2.2 Meeting Schedule

The LEMC shall meet every three (3) months and as required (SEMP No 2.5 Para 21).

2.3 LEMC Constitution and Procedures

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

Every Meeting:

- Confirmation of LEMA Contact Details and Key Stakeholders;
- Review any of Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of ERM process;
- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

First Calendar Quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second Calendar Quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

Third Calendar Quarter

- Identify emergency management projects for possible grant funding.

Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.4 LEMC Annual Report

A signed hard copy of the Annual Report for the Shire of Shark Bay' LEMC shall be completed and submitted to the Executive Officer of the Midwest-Gascoyne DEMC within (2) weeks of the end of the fiscal year for which the annual report is prepared.

The LEMC Annual Report is to contain, for the reporting period:

- a description of the area covered by the LEMC
- a description of activities undertaken by it, including:
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended;
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG);
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC;
 - the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007)
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC, and
 - a description of major achievements against the LEMC Annual Business Plan:
 - the text of any direction given to it by the local government that established it;
 - The major objectives of the Annual Business Plan of the LEMC for the next financial year.

2.5 Annual Business Plan

State Emergency Management Policy 2.5 *'Annual Reporting'* states that each LEMC will complete and submit to the DEMC, an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s.25 (b) (vii) & s.25 (d)]

From time to time the SEMC will establish a template for the Annual Business Plan that can be used by LEMC's.

Part 3: SUPPORT TO RESPONSE

3.1 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives, the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

One of the ERM outputs should be to identify critical infrastructure in the community and its vulnerability to hazards.

For details of the Risk Register refer to Appendix 2.

The Shire of Shark Bay has commenced work on the ERM assessment process as part of the State Risk Project. Once complete, the results of assessment process will be used to update these arrangements.

3.2 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area which have been derived through the Emergency Risk Management process:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN/ State Hazard Plan
Air Crash	WAPOL	Commissioner of Police	Shark Bay Police	Shark Bay VFRS Shark Bay BFB	Air crash (2016)
Earthquake	DFES	FES Commissioner	Shark Bay SES Useless Loop SES Shark Bay VFRS	Horizon Power Water Corp	Earthquake (2016)
Fire	Shire of Shark Bay DBCA DFES	FES Commissioner	Shark Bay BFB Shark Bay VFRS DBCA – Parks & Wildlife	Horizon Power	Fire (2017)
Flood	DFES	FES Commissioner	Shark Bay SES Useless Loop SES		Flood (2016)
Electricity Supply Disruption	Horizon Power	Coordinator of Energy	Horizon Power		Electricity Supply Disruption (2016)
Land Search	WAPOL	Commissioner of Police	Shark Bay Police Shark Bay SES		Land Search (2016)

Table 4: Identified Hazards and Responsible Agencies

Road Transport Emergency	WAPOL	Commissioner of Police	Shark Bay Police	Shark Bay VFRS	Road Crash (2016)
Storm	DFES	FES Commissioner	Shark Bay SES Useless Loop SES	Horizon Power	Storm (2016)

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

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

3.2.1 Local Emergency Management Priorities and Strategies

The following table outline the priority hazards facing the Shire of Shark Bay. Following the completion of the State Risk Project this table will be updated to include strategies and plans for the reduction of the likelihood and consequence of hazards listed in this table.

Priority	Hazard	Treatment / Strategy
1	Bushfire	
2	Cyclone	
3	Earthquake	
4	Marine Oil Spill	

Table 6: Shire of Shark Bay Priority Hazards

3.3 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator, in consultation with the HMA, to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.3.1 Role of the ISG

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

3.3.2 Triggers for the Activation of an ISG

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

These are;

- Where an incident is designated as Level 2 or higher;
- Multiple agencies need to be coordinated;
- Requirements for possible or actual evacuation;
- Extensive support agency assistance required;
- Where there is a perceived need relative to an impending hazard impact.

3.3.3 Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the Controlling Agency, as directed by the Incident Controller. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and situational awareness to facilitate a smooth transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.3.4 Frequency of ISG Meetings

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

3.3.5 Locations for ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. The following table identifies suitable locations and contact details for opening where the ISG can meet within the Local Government District.

Location One: Denham Emergency Services Precinct

Address: Corner Durlacher Street and Dampier Road, Denham

	Name	Phone	Mobile Phone
1 st Contact			
2 nd Contact			
3 rd Contact			

Location Two: Denham Recreation Centre

Address: Francis Road, Denham

	Name	Phone	Mobile Phone
1 st Contact			
2 nd Contact			
3 rd Contact			

Location Three: Shire of Shark Bay
Address: 65 Knight Terrace, Denham

	Name	Phone	Mobile Phone
1 st Contact			
3 rd Contact			
3 rd Contact			

Table 7: Identified Locations for ISG Meetings

3.4 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 however at the time of handover; the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

3.4.1 Shires Procedure for Management of Media Enquires

This procedure governs the actions of all Shire personnel when dealing with the media in relation to emergency incidents and meets the requirements of the Shire's Code of Conduct for staff members. Its purpose is to ensure a professional and consistent approach is taken by the staff to external communications, through the maintenance of positive media relationships. To build positive media relations, all personnel must remember the following:

- Media representatives are to be treated with courtesy and respect at all times;
- All media calls are to be returned as soon as possible; and
- Only authorised spokespeople may provide comment to the media, these being the CEO, Shire President, or nominated delegate of the CEO.

The correct procedures for the management of media enquiries include the following:

- Any Shire personnel receiving a media enquiry must transfer the enquirer to the authorised spokesperson;
- The details of all media calls are to be recorded;
- The authorised spokesperson will liaise with the CEO to determine what follow up actions are necessary;
- No Shire personnel or spokesperson is to give “off the record” or “in confidence” information;
- Any public information material released by the Shire of Shark Bay must have prior approval from the CEO or elected delegate;
- Anything communicated to the media must be consistent with other internal and external communication.
- Shire personnel MUST liaise with the Controlling Agency to ensure information is consistent

During an emergency, information used in the communication response must be controlled. The Shire’s Use of Social Media policy (E027) and must be adhered to at all times where social media is to be used to release information regarding an emergency event. Care must be taken to ensure that all facts are accurate and that their release is authorised, to aid this, the following guidelines should be followed:

- Having one identified spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled.
- The authorised spokespeople for the Shire of Shark Bay are the Shire President, the Shire CEO, or a nominated delegate of the CEO.
- The Spokesperson must have the updated facts and be both available and prepared to manage media relations.
- All information to be provided regarding an incident or its response is to be checked with the Controlling Agency.

General Enquiries

Frontline employees from the Shire of Shark Bay must be prepared to receive enquiries from a range of stakeholders. Shire staff (other than approved spokespeople listed above), are not permitted to divulge any information relevant to an incident to any stakeholder, beyond what would be considered ‘business as usual’. If the enquiry requires further information or comment, the caller or visitor must be referred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible. In brief, the procedure for Shire personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information;
- Correctly take a message including the nature of the enquiry and the deadline; and
- Ensure that the appropriate person receives the message and returns the call within a timely manner.

Enquiries from concerned relatives and friends must be directed to the Department of Communities or the WA Police. At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about;
- Demonstrate care and listen to their concerns;
- Provide reassurance that all necessary actions are being undertaken to manage the situation;
- Remain calm; and

- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the Controlling Agency or WA Police are advised of the enquiry as soon as possible.

3.5 Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. Refer to **Appendix 5** for the current list of critical infrastructure in the Shire of Shark Bay. Please note that this list is subject to change pending the completion of the emergency risk management assessment process.

3.6 Financial Management

Financial management is a key aspect in providing support to response and there should be a strategy to ensure appropriate support to response activities ensuring adequate and timely expenditure of funds.

Financial Management Arrangements need to include the following:

- Identification of funding streams (local, State and Federal level),
- Prioritisation of requirements for funding,
- Management of funds over time in a transparent manner (receipts of grants, funds, donations, payouts),
- Liaison and cooperation with other agencies in both the private and public sector, and
- All funds regardless of their source remain subject to the *Local Government Act 1995*, Part 6 – Financial Management. Subsequently, consideration should be given to utilising appropriately trained/experienced finance staff during recovery, to ensure adherence to the aforementioned Act, and appropriate record keeping throughout.

Part 4: EVACUATION

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

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

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

4.1 Evacuation Planning Principles

The decision to evacuate will only be made by the Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

Under the *Emergency Management Act 2005* (S 67), a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- Close any road, access route or area of water in, or leading to the emergency area.

The evacuation plan will rely heavily on effective communication with the community. It will be essential to involve community representatives in the planning process so they are aware of and are informed about what they might face during an evacuation.

Community members should have an understanding of the local community's evacuation principles and procedures. Community awareness and education are critical to the successful implementation of an evacuation plan.

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the State's emergency management organisation is that:

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and

- The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent
- In consultation with the community and the DOC, the Controlling Agency is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

State Emergency Management Policy No. 4.7 – *Community Evacuation* should be consulted when planning evacuation.

4.2 Evacuation Management

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

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

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, Fire and Rescue etc.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DOC has responsibility under state arrangements to maintain the welfare of evacuees under the State Emergency Welfare Plan.

4.3 Special Needs Groups

This section lists 'at risk' groups within the community and the purpose behind this is so that a Controlling Agency planning for an evacuation will be able to identify locations that require special attention or resources.

For details of Special Need Groups refer to [Appendix 6](#).

4.4 Evacuation / Welfare Centres

For a detailed list of evacuation / welfare centres refer to the attached Department of Communities Local Emergency Welfare Plan.

4.5 Routes and Maps

The main routes through the Shire of Shark Bay are as follows:

- North West Coastal Highway: Transverses the Shire north to south, Sealed
- Shark Bay Road: Links Denham to the North West Coastal Highway, Sealed
- Monkey Mia Road: Links Monkey Mia to Denham and Shark Bay Road, Sealed
- Useless Loop Road: Links Useless Loop to Shark Bay Road, Majority unsealed

Refer to [Appendix 7](#) for maps of the locality.

Part 5: WELFARE

5.1 Welfare Management

In emergency management terminology, welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons caused by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department of Communities (Communities). Communities will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Shark Bay LEMC.

A copy of the Communities Local Emergency Welfare Plan is attached to this document.

5.2 Local Welfare Coordinator

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

- Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the Communities District Director;
- Prepare, promulgate, test and maintain the Local Welfare Plans;
- Represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- Establish and maintain the Local Welfare Emergency Coordination Centre;
- Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- Provide training and support to Local Welfare Liaison Officers in Local Governments;
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- Represent the department on the Incident Management Group when required

Nominated in the Shire of Shark Bay Emergency Contacts List, refer to [Appendix 2](#).

5.3 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation / Welfare Centre, including the management of emergency evacuation /welfare centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for Communities to arrive. With the delay in Communities arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Emergency Welfare Plan or components thereof, with authority of the Local Welfare Coordinator.

Nominated in Shire of Shark Bay Emergency Contacts List, refer to [Appendix 2](#).

5.4 State and National Registration and Enquiry

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

5.5 Animals (including assistance animals)

The Shire does not currently have an Emergency Animal Welfare Plan and as such will provide support only to assistance animals that come into Evacuation Centres. Community members will need to make other arrangements for their own animals.

5.6 Evacuation / Welfare Centres

For a detailed list of evacuation / welfare centres refer to the attached Local Emergency Welfare plan.

Part 6: RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire of Shark Bay has prepared a comprehensive Local Recovery Plan, a copy of which is attached to this document, see [Attachment 2](#).

Part 7: EXERCISING AND REVIEWING

7.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

7.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* requires the LEMC to exercise their arrangements on an annual basis.

7.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

7.4 Reporting of Exercises

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMC Policy No 2.6 – *Annual Reporting*.

7.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the *Emergency Management Act 2005*).

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

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

7.6 Review of Local Emergency Management Committee Positions

The Shire of Shark Bay in consultation with parent organisation of members shall determine the term and composition of LEMC positions.

7.7 Review of Resources Register

The LEMC Chairperson shall have the Resources Register checked and updated on an annual basis; however ongoing amendments may occur at any LEMC meeting.

Appendix 1

Resource Register: Shire

Contact	Position	Phone/Mobile

Item Type	Item Description	Size	No of Items
Firefighting equipment	Slip- on fire unit	600L	2
Trailers	Tandem axle trailer	7x5	1
	Single axle trailer	7x5	1
	Semi water tanker	25,000L	2
	Machine Float		1
Generators	Single phase generator	18Kva	1
	Single phase generator	30Kva	1
	Three phase generator	25Kva	1
Grader	John Deere 672G		1
Loaders	IT Loader with attachments	8T	2
Trucks	Prime Mover		2
	Tipper	3T	1
	Tipper	5T	1
	Side tipper	20 M ³	1
Dewatering Pumps	Transfer pump	3"	1
	Transfer pump	4"	1

Resource Register: Local Trades and Services

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

Appendix 2

Shire of Shark Bay Emergency Contact List

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

Appendix 3

Critical Infrastructure

The infrastructure scheduled below considered to be critical within the Shire of Shark Bay and therefore should be treated as such in an emergency. Please note that the following schedule is subject to change pending the completion of the emergency risk management assessment process.

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

Appendix 4

Special Need Groups

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

Appendix 5

Local District Maps





Appendix 6

Risk Register

This page has been left intentionally blank for the insertion of the Shire of Shark Bay Risk Register Schedule once completed.

Attachment 1:

Shire of Shark Bay Local Emergency Welfare Plan

This page has been left intentionally blank for the attachment of the Shire of Shark Bay Local Emergency Welfare Plan.

Attachment 2:

Shire of Shark Bay Recovery Plan

This Page has been Left intentionally blank for the attachment of the Shire of Shark Bay Local Recovery Plan.

DETAILS NOT FOR PUBLIC DISSEMINATION

Should you wish to obtain information, which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

