



Shire of
Bridgetown-Greenbushes
... simply beautiful

Local Emergency Management Arrangements 2023

General Plan

LEMC endorsement date: 2024
Full review required: 2029
Maintained by: *Manager Community &
Emergency Services*

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Pending Endorsement

CERTIFICATE OF APPROVAL

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

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

- Shire of Bridgetown - Greenbushes Emergency Contacts & Resources Directory
- Shire of Bridgetown - Greenbushes Local Recovery Plan
- Asset Register (Internal document)
- *Shire of Bridgetown - Greenbushes Bushfire Response Plan 2024 - 2027*
- –Local Emergency Relief and Support Plan – Manjimup Region.

In accordance with [State EM Policy](#), these arrangements have been endorsed and noted by the following entities:

- Shire of Bridgetown - Greenbushes Local Emergency Management Committee – *Endorsement pending*
- Shire of Bridgetown - Greenbushes Council – *Endorsement pending*
- District Emergency Management Committee - Noting
- State Emergency Management Committee - Noting

Shire of Bridgetown - Greenbushes

Chairperson - LEMC

Date

Chief Executive Officer

Date

VERSION CONTROL

This document is current at the time of printing. Updates to ensure currency, may be obtained from the Shire of Bridgetown-Greenbushes.

ACKNOWLEDGEMENTS

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

AMENDMENT RECORD

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

Feedback can include:

- What you do and / or don't like about the Arrangements,
- Unclear, or incorrect expression,
- Out of date information, or practises,
- 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 Bridgetown - Greenbushes
1 Steere Street
Bridgetown WA 6255**

Or alternatively, you may email to: btshire@bridgetown.wa.gov.au

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

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

Document Name		Shire of Bridgetown - Greenbushes Local Emergency Management Arrangements 2024		
AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY (INITIALS)	DOC. VERSION
NO.	DATE			
1		Review of LEMA		
2	15 Nov, 2016	Endorsed by LEMC		
3	15 December, 2016	Final Endorsement by Council		
4	Jun 2023	Review of LEMA	Shire of Bridgetown-Greenbushes per C. WIDMER ESM	2.0
5	21 May 2024	Endorsed by LEMC	BA - CESM	
6	30 May 2024	Final Endorsement by Council		

DISTRIBUTION LIST

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

btnshire@bridgetown.wa.gov.au.

Alternatively, the current version of the document can be found on the Shire of Bridgetown - Greenbushes website www.bridgetown.wa.gov.au. Hard copy versions of this document may not be accurate. Any document released for public use must not include staff names or contact details of persons mentioned therein.

Distribution list	
Organisation	Number of copies
Shire of Bridgetown - Greenbushes	
Chairperson Shire Bridgetown - Greenbushes LEMC	1
Chief Executive Officer	1
Community Emergency Services Manager	1
Chief Bushfire Control Officer	1
Local Recovery Coordinator and Deputy	2
Public Library – 75 Steere Street Bridgetown	1
Shire Offices	1
LEMC Membership	
WA Police Force – Bridgetown OIC	1
Department of Fire and Emergency Services – LSW RHQ	1
Volunteer Fire and Rescue	1
Bridgetown SES	1
Department of Biodiversity, Conservation and Attractions (DBCA) (Parks and Wildlife (PAW)	1
St John Ambulance	1
Department of Communities	1

Red Cross	1
Water Corporation	1
Telstra	1
Western Power	1
CHC (Community Health Care)	1
Other Committees	
District Emergency Management Committee	1
State Emergency Management Committee	1

Reference Notes

Blue italic text indicates an external guidance document (Legislation, Policy etc) and links.

Green italic text refers to appendices, that form part of this LEMA General Plan (Part 1).

Brown italic text refers to Annexures to this LEMA General Plan, these are included in the LEMA Sub-plans (Part 2).

PART 1 – INTRODUCTION

1 AREA COVERED

The Shire of Bridgetown - Greenbushes Local Emergency Management Arrangements have been prepared for the area gazetted as the Shire of Bridgetown - Greenbushes Local Government District under the [Local Government Act 1995](#) on the 26th of March, 1970.

The Shire includes the localities and towns of:

- | | | |
|---------------------|-------------|----------------|
| • Bridgetown | • Catterick | • Glennlynn |
| • Greenbushes | • Hester | • Hester Brook |
| • Kangaroo Gully | • Kingston | • Maranup |
| • North Greenbushes | • Sunnyside | • Wandilup |
| • Winnejup | • Yornup | |

The Shire of Bridgetown – Greenbushes is situated in the south-west of Western Australia, approximately 270 kms from Perth. It has a land area of 1,691km². Bridgetown, the main commercial centre of the Shire, has the Blackwood River flowing through its southern entry.

The Shire is bordered by:

- Shire of Donnybrook Balingup to the north,
- Shire of Boyup Brook to the east,
- Shire of Manjimup to the south,
- Shire of Nannup to the west.

The Blackwood River and its associated valley, is also a significant landscape feature which traverses the width of the Shire. The other major river within the Shire, is the Donnelly and portions of the south-east portion of the Shire are within the Warren River catchment.

Approximately 45% of the land area of the Shire is under the control of the Crown and is classified into a variety of reserves, being State Forest, Conservation Areas, Unallocated Crown Land (UCL), vested and unvested reserve land. Forested areas cover a total of 58,625 hectares. The remaining land is freehold which includes urban areas, rural residential, general pastoral farming land, hardwood and softwood plantations and various and increasing tourism uses.

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

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

Refer Appendix 2 - Map of the Shire of Bridgetown - Greenbushes

2 SOCIAL GEOGRAPHY

The Shire of Bridgetown - Greenbushes has a population of 5238¹, (approximately 60% urban) occupying some 2682¹ houses. Historically, its principal industries have been farming, fruit growing, tourism and timber milling.

The major arteries running through the district are the South-Western Highway, the Bridgetown – Boyup Brook Road and the Brockman Highway, to 1¹ – [WALGA LG Directory 2023](#)

A number of annual major events occur in the Shire attracting significant visitors, including:

- Blackwood Marathon - Last weekend in October, annually,
- Bridgetown Blues Festival - Second weekend in November, annually.

In addition, a number of events are held in neighbouring localities produce considerable traffic through the Shire. These include the Donnybrook Apple Festival, the Boyup Brook Country Music Festival, the Pemberton Classic, the Manjimup Cherry Festival, the Nannup Tulip Festival and the WA Formula 500 State Titles, at Manjimup.

The Shire is prone to bushfires during the summer season (October to April annually). There are large areas of state forest and privately owned bushland, along with large land holdings. Plantation timber areas also provides the potential for fire to be of high consequence. The Shire is also prone to winter storms during the cool season (April to September).

With the closure of the Bunbury to Manjimup rail line, increased road transport has increased risk to commuters.

A list of persons/groups considered to have special vulnerabilities within the Shire, can be found as [Appendix 7](#) of this Plan.

3 COMMUNITY CONSULTATION

These arrangements have been developed by the Shire of Bridgetown – Greenbushes, in conjunction with the Shire of Bridgetown - Greenbushes Local Emergency Management Committee. Information on the identified local risks, with the likelihood and consequences of these risks to the community, were identified during the 2023/24 review of the LEMA. Key community groups were consulted to assist in the determination of local risk tolerances.

In 2017, the Shire was involved in the State Risk Project which, considered risk across the three levels of government, being the State, District and Local areas. It used a platform of uniformed and nationally agreed approaches to the emergency risk management process. This process saw the Shire's Risk Register and Treatment Schedule completed in line with best practice.



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

4 AIM

The aim of the Shire of Bridgetown - Greenbushes Local Emergency Management Arrangements is to:

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

5 PURPOSE

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

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

6 SCOPE

The scope of these Emergency Management Arrangements is described by:

- The boundaries of the Shire,
- Existing State legislation, policies, guidelines, along with any local laws,
- Statutory, or agreed responsibilities,
- The authority of the LEMC and its member agencies, and
- The resources reasonably able to be available to the Shire, the LEMC and its members agencies.

Additionally, this LEMA is to ensure that appropriate strategies are in place to minimise any adverse effects on the community, ensuring that the best possible outcomes are delivered for the community in the long term. It is not the intent of this document to detail

the procedures for Hazard Management Agencies in dealing with an emergency. These should be detailed in the HMAs' individual plans.

In the case of the Shire of Bridgetown - Greenbushes, the plans and arrangements are focussed on a strategic effort to protecting the health, welfare, environment and the economic well-being of the community.

To the interest of ensuring the best possible outcomes for the Shire of Bridgetown - Greenbushes it is critical stakeholders and the community, were consulted in an effort to develop a comprehensive understanding of the likely local hazards and how they may interact with community, the environment and the heritage values of the community. The study also sought to develop an understanding of local community tolerances to any such consequences of the interaction of the hazards upon the various elements of community.

7 EXISTING POLICIES, PLANS AND SUPPORTING DOCUMENTS

To enable integrated and coordinated delivery of emergency management support within the Shire of Bridgetown - Greenbushes, this plan is consistent with [State Emergency Management Policies \(SEMP\)](#) and [State Emergency Management Plans](#) (Hazard Plans). The flow chart in [APPENDIX 3 - Local Emergency Management Arrangement Requirements](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that, together, become the emergency management arrangements for the Shire of Bridgetown - Greenbushes.

Shire of Bridgetown-Greenbushes Bushfire Brigade Operational Procedures are also considered within these arrangements.

8 STATE LEGISLATION, POLICY, PLANS, PROCEDURES AND GUIDELINES

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

Legislation

Emergency Management in Western Australia is underpinned by the [State Emergency Management Act 2005](#) and the [State Emergency Management Regulations 2006](#).

Policy

The [State Emergency Management Policy](#) provides a strategic framework for emergency management in Western Australia and considers the aspects of Prevention, Preparedness, Response and Recovery.

Plans

[State Emergency Management Plans](#) comprise of the State Emergency Management Plan, Hazard Specific Plans (previously known as WestPlans), Support plans and National Plans.

Procedures

[State Emergency Management Procedures](#) have been developed to assist when a procedural activity needs to be explained through a step-by-step process, allowing

Emergency Management Agencies and personnel, to complete tasks in compliance with over-arching [State Emergency Management Policy](#).

Guidelines

[State Emergency Management Guidelines](#) are informal tools, designed to provide detailed assistance to agencies to undertake their roles, by proposing specific methods for conducting these activities.

The full details regarding the State's documentations can be located at <http://www.wa.gov.au> or the [State Emergency Management Plans](#)

9 LOCAL ARRANGEMENTS

The following documents form the Local Emergency Management Arrangements for the Shire of Bridgetown-Greenbushes:

- Local Emergency Management Arrangements (General Plan and Annexures)
- Shire of Bridgetown-Greenbushes Emergency Contacts & Resources Directory,
- Shire of Bridgetown-Greenbushes Local Relief and Support Plan (Communities),
- Shire of Bridgetown-Greenbushes Asset Register (Internal document).

10 AGREEMENTS, UNDERSTANDING AND COMMITMENTS

Provision of Mutual Aid Agreement

In 2015, the Shire of Bridgetown-Greenbushes, along with 11 other south-west local governments, signed a memorandum of understanding for emergency resource sharing.

The purpose of this memorandum is to:

- a) Facilitate the provision of mutual aid between member Councils of the South-West Zone of the Western Australia Local Government Association, during emergencies and post incident recovery,
- b) Enhance the capacity of local communities to cope in times of difficulty, and
- c) Demonstrate the capacity and willingness of participating Councils to work cooperatively, sharing resources within the region.

The local governments that are signatories to this agreement include:

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

Local Resource Sharing:

In addition to the Regional MOU (above), there exists:

- a Local Resources Register, which is an agreement between the Shire, the LEMC member agencies, along with others, for the shared use of resources during an emergency event.
- A Regional Resources Register, which identifies a resource sharing arrangement between the Shires of Bridgetown-Greenbushes, Donnybrook Balingup, Manjimup and Boyup Brook, for the shared use of plant and equipment during emergency events.

11 RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Bridgetown - Greenbushes has an Assets Register (internal document), outlining available Shire resources.

Emergency Vehicle/Equipment may be available from the following Agencies:

- Bridgetown SES
- DPaW – Blackwood District
- St John WA
- Bridgetown VFRS
- Bridgetown-Greenbushes Bushfire Brigades
- DFES

PART 2 - LOCAL ROLES AND RESPONSIBILITIES

12 LOCAL ROLES AND RESPONSIBILITIES

12.1 LOCAL EMERGENCY COORDINATOR (LEC)

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

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

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

12.2 LOCAL GOVERNMENT

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Bridgetown - Greenbushes are defined in Section 36 of the Emergency Management Act.2005 . It is a function of a local government: (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district, (b) to manage recovery, following an emergency affecting the community in its district, and (c) to perform other functions given to the local government under the EM Act.
Local Recovery Coordinators	(a) to ensure the development and maintenance of effective recovery management arrangements for the local government, and (b) in conjunction with the local recovery committee, implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Liaison Officer (Emergency Relief & Support)	During an evacuation where a local government facility is utilised by Department of Communities, provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings, to represent the local government, provide local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management Liaison Officer (Refer APPENDIX 6)	(a) Ensure planning and preparation for emergencies is undertaken, (b) Implement procedures that assist the community and emergency services deal with incidents, (c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities, are properly trained in their role, (d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability, (e) Liaise with the incident controller (provide liaison officer), (f) Participate in the ISG and provide local support, (g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Dept of Communities.

Local role	Description of responsibilities
Local Recovery Coordinator (LRC)	The Shire of Bridgetown - Greenbushes has appointed a LRC. This Officer is named within the Local Recovery Plan. This Local Recovery plan is included as an Appendix to the Shire's LEMA and is developed and maintained, to assist in the provision of Community Recovery, following an emergency event.
Local Government Liaison Officer (LGLO)	The role statement for this officer, is further detailed within Appendix 9 - LGLO. In essence, this person is to ensure effective liaison with the Department of Communities - Local Evacuation Centre Coordinator.

13 LEMC ROLES AND RESPONSIBILITIES

13.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

The Shire of Bridgetown - Greenbushes has established a LEMC to plan, administer and test this plan, along with any other plans and documents, that make up the local emergency management arrangements (LEMA).

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

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

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

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

The LEMC should follow a meeting and business cycle as recommended in *State EM Preparedness Procedure 3.7 - Emergency Management in Local Government*. For direct reference to the schedule, refer to *Appendix 5 - Local Emergency Management Business Cycle*.

13.2 LEMC FUNCTIONS AND RESPONSIBILITIES

Refer to *SEM Plan – Appendix E – Roles and Responsibilities* for more detailed position responsibility descriptors.

Executive Chair	Shire President, Shire of Bridgetown - Greenbushes,
Deputy Chair	OIC - Bridgetown Police,
Executive Officer	Executive Manager Community Services (or delegated Shire staff member).

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC, to ensure effective meetings and a high level of emergency management planning and preparedness for the local government district, is undertaken.

Local role	Description of responsibilities
LEMC Executive Officer	Provide executive support to the LEMC, by: (a) Providing the secretariat support, including: • Meeting agenda, • Minutes and action lists, • Correspondence, • Committee membership contact register/s, (b) Coordinate the development and submission of committee documents, in accordance with legislative and policy requirements, including: • The Annual Report, • The Annual Business Plan, • Current Local Emergency Management Arrangements, (c) Facilitate the provision of relevant emergency management advice to the Chair and committee, as required, (d) Participate as a member of sub-committees and working groups, as required, (e) Arranging for LEMA exercises and other initiatives.

14 AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles. Refer to the [EM Plan – Appendix E – Roles and Responsibilities](#) for a more detailed list of expectations.

Agency roles	Description of responsibilities
Incident Controller	Per State Emergency Management Policy - Section 5.2, the IC, or their delegate, is responsible for: (a) the overall control of an incident, within a defined incident area, which may include the whole State in some incidents, (b) leading an incident management team (IMT), (c) assessing the incident level – if an incident is assessed as Level 2 or Level 3 incident, the IC must make an incident level declaration, in accordance with State Emergency Management Response Procedure 2, (d) ensuring the accuracy of the emergency public information releases and approving their release, in coordination with all relevant agencies and authorising its broadcast, (e) in consultation with the HMA, ensuring effective strategies for evacuation are implemented, (f) management of traffic during an emergency response, (g) activates an ISG when an incident requires the coordination of multiple agencies or considers activation where an incident is declared a Level 2. An ISG shall be called whenever an incident is declared to be Level 3. (State Emergency Management Policy Section 5.2), (h) once a decision has been made to evacuate an area, in consultation with the HMA, be responsible for ensuring effective communication strategies are implemented (State Emergency Management Policy Section 5.7), and (i) responsible for the management of traffic during an emergency response until the road is returned to the asset owner (State Emergency Management Policy 5.8).
Operational Area Manager	(a) Facilitates control across an operational area during the response to an emergency area, (b) Convenes an Operational Area Support Group, and (c) Responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and ICs in accordance with the needs of the situation.
Controlling Agency	A controlling agency is an agency nominated to control the response activities to a specified type of emergency. The function of a controlling agency is to: (a) undertake all responsibilities as prescribed in agency specific legislation for Prevention and Preparedness,

Agency roles	Description of responsibilities
	(b) control all aspects of the response to an incident, (c) during recovery the controlling agency will ensure effective transition to recovery.
Hazard Management Agency (HMA)	The role of Hazard Management Agencies (HMA) is described in Sections 4 and 5 of the Emergency Management Regulations 2006 . Their function is to: (a) undertake responsibilities where prescribed, for these aspects (EM Regulations), (b) appoint Hazard Management Officers (s55 EM Act), (c) declare / revoke emergency situations (s50 & 53 EM Act), (d) coordinate the development of the State Hazard Plan for that hazard, and (e) ensure effective transition to recovery by local government.
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary).
Incident Support Group	The role of the Incident Support Group is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation (State Emergency Management Plan, Section 5.1).
Operational Area Support Group	An Operational Area Support Group is a group of agency liaison officers convened by an OAM that assists in the strategic support of an operational area for an incident through the provision of agency-specific information, expert advice, resources and support. It is activated by a HMA when multiple agencies need to be coordinated at a district level or multiple incidents are occurring simultaneously in one operational area.

PART 3 - MANAGING RISK

15 EMERGENCY RISK MANAGEMENT

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community, enables local governments and LEMCs to work together, to implement required treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency. The process and the mandate for local governments to undertake risk management is detailed in [State Emergency Management Policy - Section 3.2](#).

Information on the identified local risks and the likelihood and consequence assessments of these risks to the community, was further examined during 2017, when the then OEM undertook the 'State Risk Project' across the three levels, State, District and Local government, which saw a uniformed and nationally agreed approach to the emergency risk management process. The outcomes of this process have been considered and included within Shire's Risk Register and Treatment Schedule completed in line with best practice.

16 DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

Western Australia is exposed to a range of potential hazards, of which 28 hazards have been prescribed in legislation in Western Australia. In the 2023 review of the LEMA, the top 5 local risks for the Bridgetown-Greenbushes Shire were considered, along with their likelihood and community consequences metrics, were identified. The salient risks identified are: *(to be reconsidered (post study))*


Fire (Bushfire and Structural)


Storm


Vehicle Crash


Flood


Animal and Plant Biosecurity

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

This outcomes of the Emergency Risk Management (ERM) study are included into and informs the Shire's Hazard Plans, that are included within '**ANNEXURE C**' to the Shire's LEMA.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plans
Fire (Bushfire and Structural)	DFES, DBCA, Shire.	FES Commissioner	DFES, DBCA, Shire.	Western Power, Water Corporation, DFES-SES, Shire.	State Hazard Plan - Fire	Local Bushfire Laws (Bush Fire Order)
Road Crash	WAPol	WAPol Commissioner	DFES (VFRS) SJAA	DFES - DBK Fire and Rescue, Bridgetown Hospital/SJAA, Shire.	State Hazard Plan -Crash Emergency	
Flood	DFES	DFES Commissioner	DFES-SES	DWER, Water Corporation, Shire.	State Hazard Plan – Severe Weather	Local Town Planning arrangements.
Drought			DPIRD DWER WaterCorp	Shire, Agriculture Agencies and networks.		
Hazardous Materials Emergency	DFES	DFES Commissioner	DFES-FRS	DWER, MRWA, Water Corporation, Shire.	State Hazard Plan – HazMat	Various procedures/doctrine discreet to organisations.
Storm	DFES	DFES Commissioner	DFES-SES	Western Power, Shire, WAPol,	State Hazard Plan – Severe Weather	
Earthquake	DFES	DFES Commissioner	DFES-SES	WAPol, Shire.	State Hazard Plan – Earthquake	
Heatwave	Department of Health	CEO Health	Department of Health	Department of Health, Water Corporation, Bridgetown Hospital, SJAA.	State Hazard Plan - Heatwave	

17 EMERGENCY MANAGEMENT STRUCTURE AND RESPONSE LEVELS

The Shire of Bridgetown - Greenbushes Local Emergency Management Arrangements are consistent with the [Emergency Management Act 2005](#) and the [Emergency Management Regulations 2006](#), State Policies and Plan requirements of local governments. When an emergency event occurs (fire, storm, or other incident), the HMA/CA will make an assessment of the severity, or likely impact of the event and make an informed assessment of the Incident Level to be assigned, as described in the chart below. Local response refers to the level of support required by that Incident Level assigned. The Shire is committed to providing the appropriate level of support, as is the Hazard Management Agency, wherever reasonably practicable.

Event Level	Local Response
Level 1 No significant issues, single agency response, minimal community impact.	Provide such assistance as may be required to support the resolution of an incident at the local level, including: • Personnel, • Equipment, • Local knowledge and advice.
Level 2 Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an 'Emergency Situation (EM Act)'.	Provide such assistance as may be required to support the resolution of an incident at the local level, including: • Personnel, • Equipment, • Local knowledge and advice. Consider forming an ISG, if so formed: • Provide a Local Government Liaison Officer, • Make available to the HMA/CA, local facilities designated in this plan, as evacuation centres.
Level 3 Requires significant multi-agency response, significant impact on community, declaration of 'Emergency Situation', or 'State of Emergency'.	Provide such assistance as may be required to support the resolution of an incident at the local level, including: • Personnel, • Equipment, • Local knowledge and advice. An ISG or OASG shall be formed, where the provision of the following is required: • Local Government Liaison Officers, • Local facilities for the HMA, designated in this plan as evacuation centres.

PART 4 – EMERGENCY RESPONSE

18 EMERGENCY ACTION

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

19 LOCAL GOVERNMENT INVOLVEMENT IN RESPONSE

The Shire of Bridgetown - Greenbushes will ensure that all staff members who have a designated role in emergency management, receive adequate training to enable them to manage the role they are designated to undertake in an emergency event.

Depending upon the incident, the Shire of Bridgetown - Greenbushes will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) meeting, should one be called and to attend all subsequent meetings. The LGLO, as delegated by the CEO, will be suitably positioned within the Shire, to be able to provide expert knowledge, relevant to the incident and be empowered to act on behalf of the Shire.

20 SHIRE COORDINATION DURING AN INCIDENT

To best enable the successful resolution of any incident affecting the Shire of Bridgetown – Greenbushes, it is highly important to provide any response in a coordinated manner. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event, is coordinated and best enabled by:

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

21 MULTIPLE HAZARDS

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

22 UNCLEAR CONTROLLING AGENCY

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

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

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

23 LOCAL EMERGENCY OPERATIONS/COORDINATION CENTRES

The local Emergency Operations Centre (EOC) for an emergency, will be designated by the HMA or CA "Incident Controller". Where the HMA requests an alternate location for the EOC, or where the primary location is not suitable, the following facilities are available, if deemed appropriate for use:

Primary Incident Control Centre

The primary location for the Shire of Bridgetown - Greenbushes ICC is:

ICC Building – Located on Les Woodhead Ave

Secondary Emergency Operations Centre

SES Unit Headquarters Building

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

HMA, Combat and Support Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	9771 6800 (Manjimup Office)
DBCA - Department of Parks and Wildlife	9725 4300 (Bunbury Office) 9731 6232 (Kirup Office)
WA Police Force	9761 1666 (Bridgetown Station)
Department of Communities	9722 5000 (Bunbury Office)

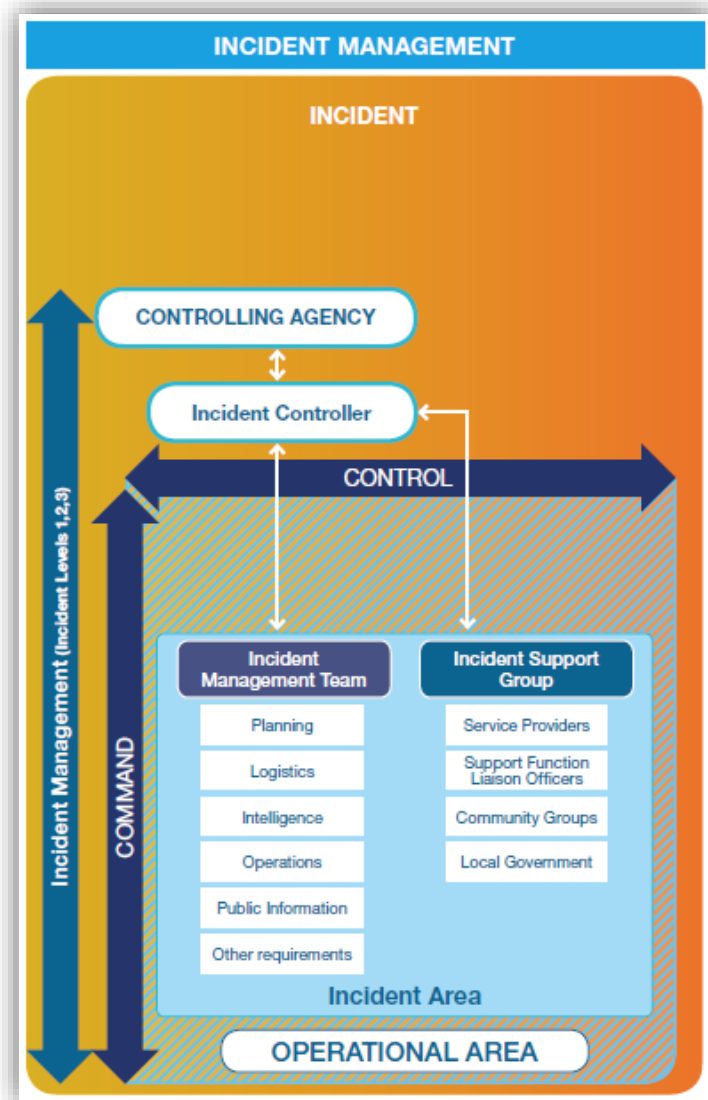
HMA's, Controlling and Support Agencies, may require resources from the local government, along with assistance to manage the emergency. The Shire is committed to providing assistance/support, if the required resources are reasonably available.

24 INCIDENT SUPPORT GROUP (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency, to provide agency specific expert advice and support in relation to the response to an incident.

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

The default Incident Support Group meeting locations would be the Shire's Emergency Services Centre in Les Woodhead Avenue. However, given the size of the Shire and the possibility of a more localised locations to better enable collaboration with the IMT, this may change.



ESTABLISHMENT OF AN ISG

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

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

24.1 - TRIGGERS FOR AN INCIDENT SUPPORT GROUP

The triggers for an incident support group are defined in the [State Emergency Management Policy Statement 5.2.2](#) and [State Emergency Management Plan Section 5.1](#). These are:

- considered** where an incident is designated as Level 2, or **shall** be called for an incident declared Level 3,
- multiple agencies need to be coordinated,
- there are requirements for possible, or actual evacuation,

- d) extensive support agency assistance is required,
- e) where there is a perceived need relative to an impending hazard impact.

24.2 - MEMBERSHIP OF AN INCIDENT SUPPORT GROUP

The Incident Support Group is made up of agency representatives that provide support to the Hazard Management, or Controlling Agency. Emergency management agencies may be called on to provide liaison officers to any Incident Support Group.

The Recovery Coordinator should be a member of the Incident Support Group from the onset, to ensure consistency of any information flow, early situational awareness and to prepare for any eventual handover to the recovery phase.

The representation on this group may change regularly, depending upon the nature of the incident, agencies involved and also the consequences of the emergency. Agencies supplying staff for the Incident Support Group, must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

24.3 - FREQUENCY OF MEETINGS

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

25 MEDIA MANAGEMENT AND PUBLIC INFORMATION

NOTE:

Emergency Incident information provided to the public must be consistent with that provided by the Incident Controller for the Incident. The [State Support Plan – Emergency Public Information](#) (specifically [s3.3.1](#) relating to the HMA, [s3.3.7](#) – relating to ‘Local Government to Assist’ and [s3.4](#) – ‘Release of Public Information for other Agencies’), provides clear advice on the authority to release information to the public.

This [State Support Plan – Emergency Public Information](#) **must** be adhered to, to guide the Council’s emergency communications processes and content for emergency communications.

Communities threatened, or impacted by emergencies have an urgent need for appropriate information and direction. Impacted communities require this adequate and timely information, along with safety related instructions, in order to be aware of the emergency and to have sufficient information to take the appropriate actions to safeguard life and property. As mentioned in the above paragraph, the provision of this information is the responsibility of the Hazard, or Controlling Agency for the incident.

This information can be provided through the media and a range of other tools, to reach the intended stakeholders. The emergency public information function is a “response” and

“recovery” activity, whereby information relating to a specific emergency, including actions that need to be taken by the public as a whole, is disseminated to the community. It can also be a “preparedness” activity, as it establishes protocols and procedures prior to any emergency occurring.

The Shire currently has no dedicated emergency local public warning/information system, instead it will rely on the State based warning systems, with (and containing) advice from the Incident Controller.

During an emergency, the Shire will also use its standard communications tools to share information through its existing communication linkages, including (but not limited to):

- Public meetings,
- Posts on the Shire website,
- Social media (Shire facebook page),
- Newsletters, or other mail-outs, during prolonged events.

All Shire publications must be approved by the Chief Executive Officer. Direct communication with the public will be through the Shire President, or a person authorised by the Shire President, as per [Section 2.8\(d\)](#) of the [Local Government Act 1995](#).

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the relevant Shire Officer, in collaboration with the President and CEO of the Shire. Community information will be broadcast through the Shire President (or a person authorised by that person) in accordance with [section 2.8\(d\)](#) of the [Local Government Act 1995](#). Both internal and external communication will be directed by this strategy, which will ensure the information is in alignment with the advice from the HMA or Controlling Agency.

A media communications template is attached as [Appendix 10](#) of this Plan. This tool would be invaluable to frame the Shire’s public information statements in a consistent format. More information to support Communications planning can be found in the Shire’s [Operational Recovery Plan](#).

25.1 - MANAGING THE MEDIA

During an emergency, information used in any communication must be controlled. The Shire media processes must be adhered to, to ensure that facts are accurate, consistent and that their release is authorised. The principles to be followed with this process are detailed below:

- a) Having one authorised spokesperson during a crisis, ensures that communication with the media and the public are consistent, transparent and controlled,
- b) Consistent with [s2.8\(1\)\(d\)](#) of the [Local Government Act \(1995\)](#), the identified spokesperson for the Shire of Bridgetown - Greenbushes is the President or the delegated Officer of the Shire,
- c) The release must have the latest factual information and advice from the HMA. This will involve responding to media enquiries and speaking on behalf of the Shire of Bridgetown - Greenbushes at media or community briefings.

25.2 - GENERAL ENQUIRIES

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

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

25.3 - ENQUIRIES FROM CONCERNED RELATIVES AND FRIENDS

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

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

26 PUBLIC WARNING SYSTEMS

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. Within the Shire of Bridgetown – Greenbushes, the following systems may be utilised to distribute emergency information:

- Emergency WA Website - <https://www.emergency.wa.gov.au/>,
- Shire of Bridgetown - Greenbushes Website - <http://www.bridgetown.wa.gov.au>,
- DFES Public Information Line - 13 33 37,
- Emergency Alert - This is the national telephone warning system used by emergency services to send voice messages to landlines and text messages to

mobile phones within a defined area, about likely or actual emergencies. This will be activated by the Controlling Agency of the incident.
<http://www.emergencyalert.gov.au/>

- Standard Emergency Warning Signal (SEWS) - The SEWS is a distinctive audio signal that has been adopted to alert the community to the broadcast of an **urgent safety message** relating to a major emergency/disaster. It is intended for use as an alert signal to be played on public media (such as radio, television, public address systems, mobile sirens) to draw listeners' attention to an emergency warning,
- ABC Emergency - <http://www.abc.net.au/news/emergency/about/>
- ABC Radio
 - Local Radio 1044AM
 - News Radio 1044AM
- DFES Facebook and Twitter Page – Facebook (@dfeswa)
<http://www.facebook.com/dfeswa/>
http://twitter.com/dfes_wa
- **Community Information Points**
Unstaffed information points will be placed at strategic location around the effected community. These will include:
 - Shire Community Notice Boards
 - Libraries
 - Visitor Centres
 - Post Office
 - Banks
 - Community Buildings
 - Grocery Stores
 - Petrol Stations
 - Accommodation Facilities
- Emergency Phone Applications -
<http://www.emergencyaus.info/discover/app>

27 FINANCE ARRANGEMENTS

While recognising the provisions of the [State Emergency Management Procedure](#), the Shire of Bridgetown-Greenbushes supports the operational costs of the LEMC, including the provision of a staff member to support LEMC activities. In the event of an emergency, the Shire of Bridgetown-Greenbushes may make submissions to the Department of Treasury, or Department of Fire and Emergency Services for DRFA-WA funds to assist with relief and recovery activities.

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

The Chief Executive Officer, or delegated representative, should be notified in an emergency event requiring resourcing by the Shire of Bridgetown - Greenbushes, to ensure the desired level of support is achieved.

Refer to the finance section in the Shire of Bridgetown - Greenbushes [Local Recovery Plan \(part 4 – Financial Management\)](#) for information on public appeals, donations, DRFA-WA etc.

Under [section 6.8](#) of the [Local Government Act \(1995\)](#), a local government is not to incur expenditure from its municipal fund for an additional purpose, except where the expenditure is authorised in advance, by the Shire President in response to an emergency.

28 COMMUNITY EVACUATION

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

Evacuation is defined as “the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return” in the [State Emergency Management Glossary](#).

Under [section 67](#) of the [Emergency Management Act 2005](#) an ‘authorised person’, or ‘hazard management officer’ may direct the evacuation and removal of persons and animals from the emergency area, or any part of the emergency area.

Additionally, during a bushfire event [section 14B \(2\)](#) of the [Bush Fires Act 1954](#) provides for an ‘authorised officer’, or a ‘police officer’ to remove of persons and animals to/from an area, during a bushfire.

Evacuation can be either:

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

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

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

All evacuations shall be managed in accordance with [The State EM Plan 5.3.2 - Community Evacuation](#).

Reference can also be made to the [Western Australia Community Evacuation in Emergencies Guide](#).

29 EVACUATION MANAGEMENT

Decisions relating to evacuation during an emergency rest with the Incident Controller, appointed by the Hazard Management Agency (HMA).

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner, coordinated by the Police.

The Police will be requested to effect and control evacuation of impacted persons to one of the predetermined Evacuation Centres. The HMA must liaise with the appropriate Local Emergency Coordinator, emergency relief and support agencies/authorities, including the Department of Communities (Communities), to ensure the appropriate arrangements for registration and support of evacuees are in place. Each centre is to have a designated staging point to facilitate the efficient reception of persons.

The decision allowing people to return to their homes will be given by the HMA. Evacuee return will be accomplished in consultation with the Local Emergency Coordinator, emergency relief and support agencies including Communities, along with the affected community.

The Shire of Bridgetown-Greenbushes has developed a detailed Community Evacuation Plan applicable to all emergencies in 2009, entitled the "Community Evacuation Plan - 2009".

The decision to evacuate during an emergency, rests with the 'Incident Controller' appointed by the HMA/Controlling Agency. Under legislation (see [28 - Community Evacuation](#) above) it is possible to direct the evacuation and removal of persons or animals, from the emergency area or any part of the emergency area. In the absence of an 'emergency situation' or 'state of emergency' declaration, the HMA can only recommend that an evacuation take place.

The Shire Ranger(s) is available for advice on local resources regarding animal welfare, through local resources and relevant organisations. Domestic animals will remain the responsibility of their owners. Evacuation centres are likely to be unsuitable for domestic animals and are not permitted within the centers.

30 VULNERABLE GROUPS

Vulnerable groups may include the sick, elderly, children, people with disabilities, aboriginal people, culturally and linguistically diverse (CaLD) people, FIFO workers and their families and tourists. In addition, town-based organisations catering for the most vulnerable in the community must come under consideration. For a comprehensive list of these community based vulnerable groups refer to [Appendix 7 - Vulnerable Groups](#).

31 COMMUNITY EVACUATION ORGANISATIONS AND RESPONSIBILITIES

Agency / Task	Responsible person / position / agency
HMA/Controlling Agency	IC - Management of the emergency incident

	• Warning messages to the affected community • Decisions affecting the evacuation of locations likely to be impacted by the emergency, • The decision to evacuate a community or portions thereof, • Evacuation route planning and traffic management, • Road closures during emergencies, • Identification of evacuation centres, • Return of the evacuated community.
WA Police Force	• Assist with evacuating the affected community, • Assist with emergency traffic management.
Shire of Bridgetown - Greenbushes	• Liaise with Incident Controller, • Participate in ISG and provide local support, • Where an identified evacuation centre is a building owned and operated by the Shire of Bridgetown - Greenbushes, provide a liaison officer to support Communities.
Department of Communities and The Shire of Bridgetown - Greenbushes	• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government, • Receive evacuees and coordinate the provision of welfare support services for evacuees.
Property security	WA Police
Traffic management	WA Police initially, then Traffic contractors - as appointed by MRWA or the Shire of Bridgetown - Greenbushes.
Emergency Relief and Support	Department of Communities (Communities), and the Shire of Bridgetown - Greenbushes.

32 EVACUATION CENTRES

Buildings deemed suitable for use as evacuation centres have been identified and included in the Shire's "[Appendix 8 - Community Evacuation Centres](#)".

The Department of Communities (Communities) will activate the Local Emergency Relief and Support Plan, should the need for activation of an evacuation centre be deemed necessary by the Incident Controller. The Local Government Liaison Officer will arrange for the opening of an Evacuation Centre when requested to do so by the IC and/or Communities.

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre.

The buildings in **Appendix 8** have been identified by the Shire of Bridgetown - Greenbushes as suitably constructed and equipped for use as evacuation centres in emergencies, meeting the requirements for sheltering of persons for up to 24 hours, or longer periods, depending upon the capacity, building configuration and equipment.

For other evacuation centres, refer to Communities [Local Emergency Relief and Support Plan](#) for the provision of other options.

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

33 EMERGENCY RELIEF AND SUPPORT

Welfare provisions are outlined in the [State Support Plan - Emergency Relief and Support](#).

The provision of emergency relief and support services shall be based on a two-tier response, local resources (Evacuation Centre Coordinator) followed by State support (State Relief and Support Coordinator).

The following State plans and supporting plans apply:

- [State Emergency Management Plan](#) – Specifically [section 5.5.4 – Emergency Relief and Support Services](#),
- [State Support Plan – Emergency Relief and Support](#) (previously Welfare).

34 DEPARTMENT OF COMMUNITIES - LIAISON

Local Evacuation Centre Coordinator (Department of Communities - Communities): Communities shall appoint a 'Local Evacuation Centre Coordinator' who will liaise with the Shire of Bridgetown - Greenbushes 'Local Government Liaison Officer', if one has been appointed, and coordinate the provision of resources detailed in the abovementioned support plans.

Local Government Liaison Officer (Emergency Relief and Support):

The Shire of Bridgetown - Greenbushes will provide an officer to be liaison/support between Communities and the local government, where an evacuation centre has been established, within the local government district. The duties to be performed by the Local Government Liaison Officer (Emergency Relief and Support) are described in **Appendix 9 - Local Government - Liaison Officer (LGLO-Emergency Relief and Support)**.

PART 5 – EXERCISING, REVIEWING AND REPORTING

35 THE AIM OF EXERCISING

Testing and exercising is essential to ensure that emergency management arrangements are and remain workable and effective. These exercises would also ensure that individuals and organisations remain aware of what is required of them, during an emergency event.

The exercising of a Hazard Management Agency's (HMA), or Combat Agency's (CA) response to an incident is that HMA's and CA's responsibility, however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

36 FREQUENCY OF EXERCISES

[State Emergency Management Policy \(Section 4.8\)](#), [State Emergency Management Plan \(Section 4.7\)](#) and [State Emergency Management Preparedness Procedure \(Section 3.19\)](#) outline the State's arrangements for emergency management exercising, including the requirement for LEMCs to exercise their arrangements on at least, an annual basis.

37 TYPES OF EXERCISES

Exercises can be developed and facilitated in a number of formats. It is important to select the best format to deliver the desired outcomes from the exercise, according to the chosen Exercise Aim and any exercise Objectives.

Some examples of typical exercises include (but not limited to):

- A phone tree recall exercise,
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency,
- Procedures for the Emergency Operations Centre, or
- Locating and activating resources on the Emergency Resources Register.

Exercises can be delivered in the following formats (refer [SEM Policy s4.8](#)):

- **Discussion Exercise (DiscEx)**,
Designed to examine and develop understandings of principles and concepts within the group. These may typically be desktop, or discussion style exercises.

- **Functional Exercise,**
These are generally used to practice job roles, equipment, or inter-dependant systems, with participants working within their operational environment. It is commonplace to use Functional Exercises after training, to test a participant in a discipline that they are undertaking training in (for example).
- **Field Exercise,**
This style would be used in a simulated 'real time' operational environment, using 'boots on the ground'. It is generally labour and time intensive but enables examination of operational effectiveness in as close to real response as possible.

38 REPORTING OF EXERCISES

Each LEMC is to report their exercise schedule to the relevant DEMC by the 1st May each year, for inclusion in the DEMC report to the 'State Exercise Coordination Team' (SECT).

Once the exercises have been completed, post-exercise reports should be forwarded to the DEMC, to be included in the reporting to the SEMC Annual Report.

39 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

According to [State EM Policy - Section 2.5](#), the Local Emergency Management Arrangements (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly,
- a review is conducted after any 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
- any circumstances may require more frequent reviews.

40 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

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

41 REVIEW OF RESOURCES REGISTER

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

42 ANNUAL REPORTING

The annual report of the LEMC is to be completed and submitted to the DEMC, within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the relevant DEMC.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report, which is tabled in Parliament.

The SEMC will issue the annual report template to each local government.

Pending Endorsement

APPENDIX 1 - Glossary of Terms and Acronyms

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

CONTROLLING AGENCY - an agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either:

- legislation other than the [Emergency Management Act 2005](#), or
- by agreement between the relevant Hazard Management Agency and one, or more agencies.

DISTRICT - Means an area of the State that is declared to be a district under [Section 2.1](#) of the [Local Government Act 1995](#).

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

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

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

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

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

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

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

INCIDENT – The occurrence or imminent occurrence of a hazard. (see also *accident* and *emergency*).

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

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

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under [section 38](#) of the [Emergency Management Act 2005](#).

MUNICIPALITY - Means the district of the local government.

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

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

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

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

RISK STATEMENT - A statement identifying the hazard, element at risk, along with the source of the risk. It will include some metrics to identify tolerances to that impact.

TREATMENT OPTIONS - A range of measures which modify the characteristics of hazards, communities, or environments.

These present options identified through the emergency risk management process, to minimise the potential harm to the community.

VULNERABILITY – The characteristics and circumstances of a community, system or asset, that make it susceptible to the damaging effects of a hazard. There are many

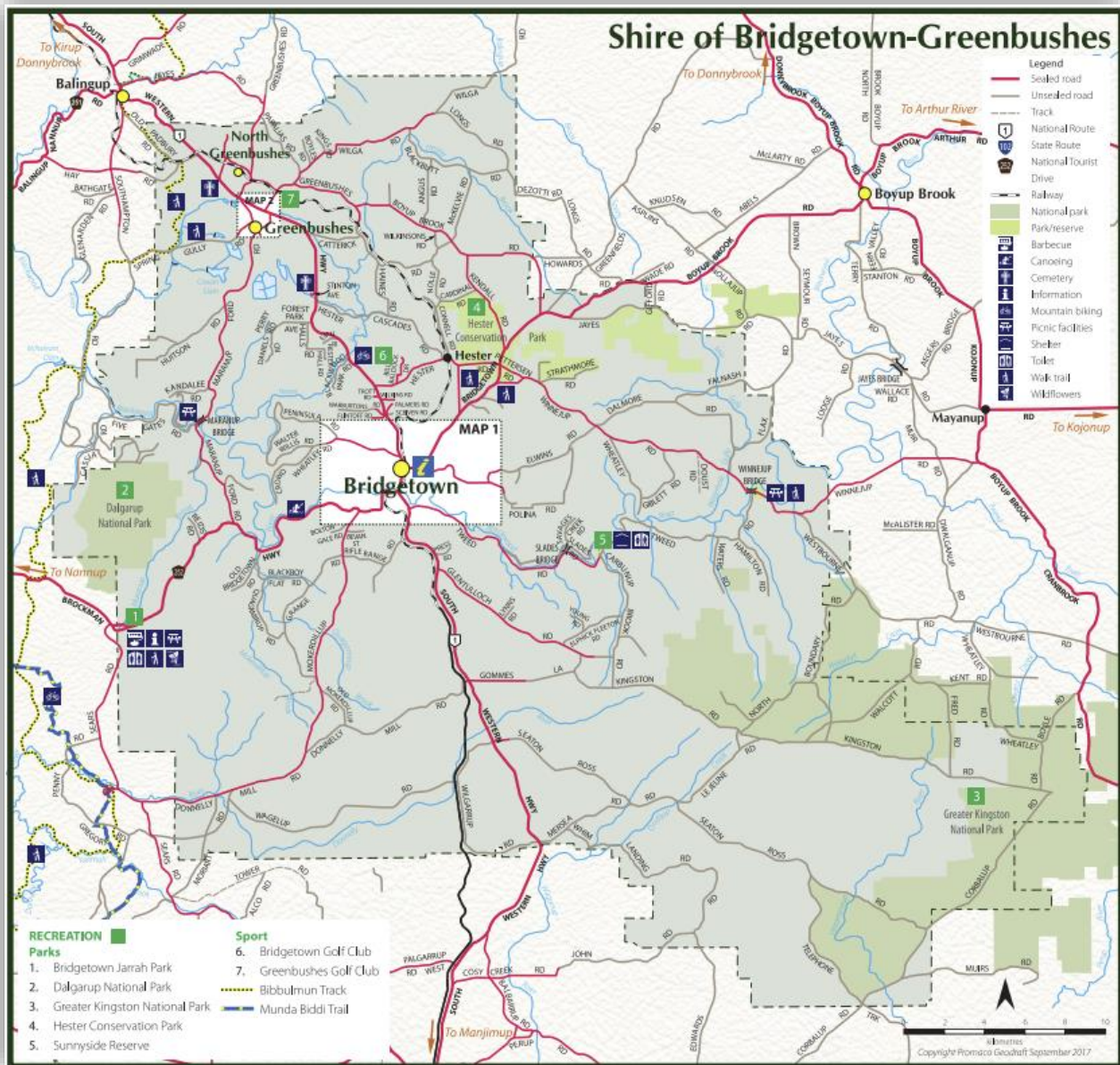
aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Further, this may be considered to be the degree of susceptibility and resilience of the community and the environment, to hazards.

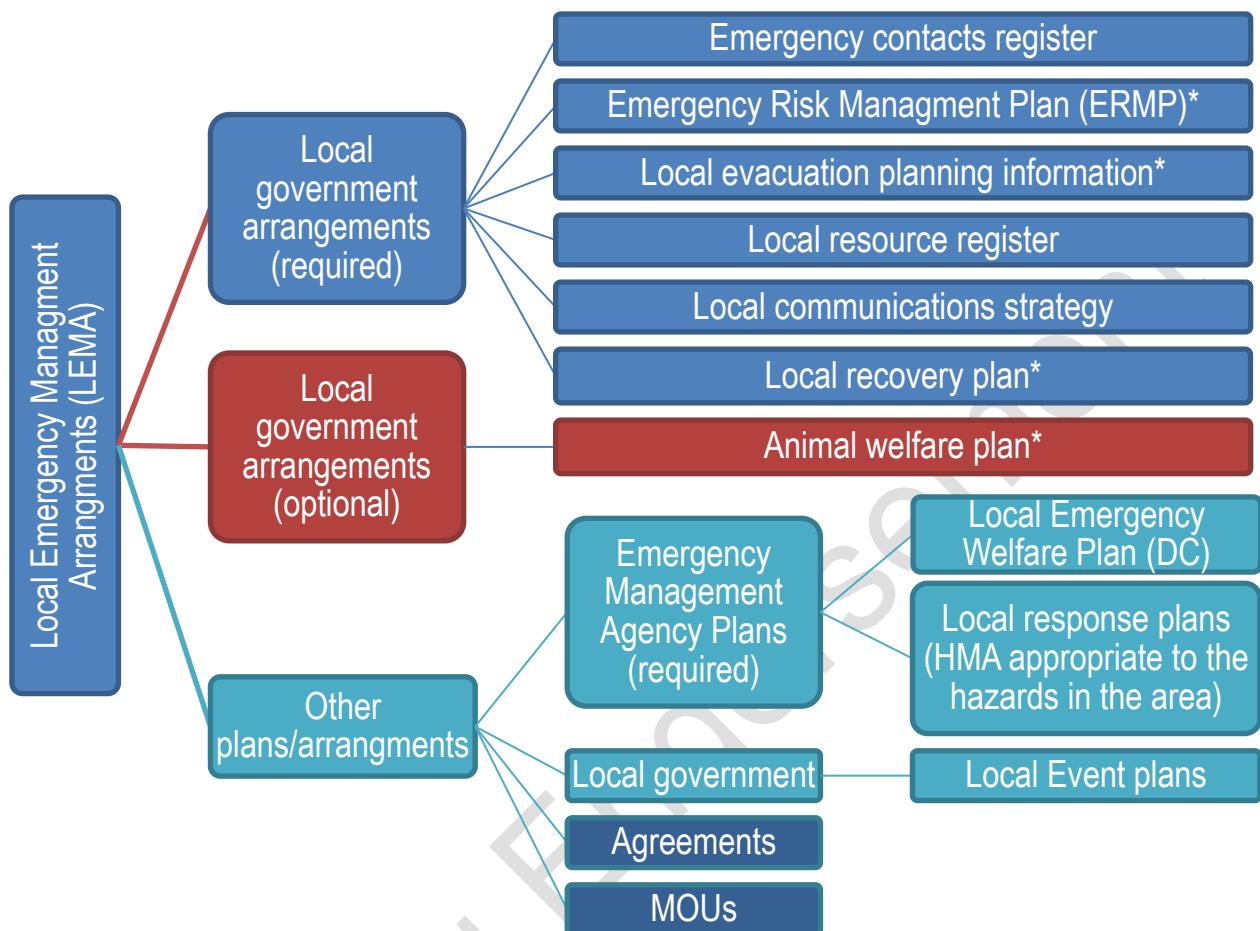
ACRONYMS USED IN THESE ARRANGEMENTS

Acronym	Terminology
BFS	Bush Fire Service (LG Bush Fire Brigades)
CA	Controlling Agency
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
Communities	Department of Communities
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Relief Funding Arrangements - WA
DWER	Department of Water and Environmental Regulation
ECC	Emergency Coordination Centre
EOC	Emergency Operations Centre
EM	Emergency Management
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government (Council)
LGLO	Local Government Liaison Officer
LGLO (Emergency Relief & Support)	Local Government Liaison Officer (Emergency Relief & Support)
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge (including WA Police)
P&W	Department of Parks and Wildlife (as a division of DBCA)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMC-BU	State Emergency management Committee - Business Unit
SEMP	State Emergency Management Policy/Plan/Procedure
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SOP	Standard Operating Procedure
VFRS	Volunteer Fire and Rescue Service
WAPol	Western Australia Police Force

APPENDIX 2: SHIRE OF BRIDGETOWN-GREENBUSHES DISTRICT MAP



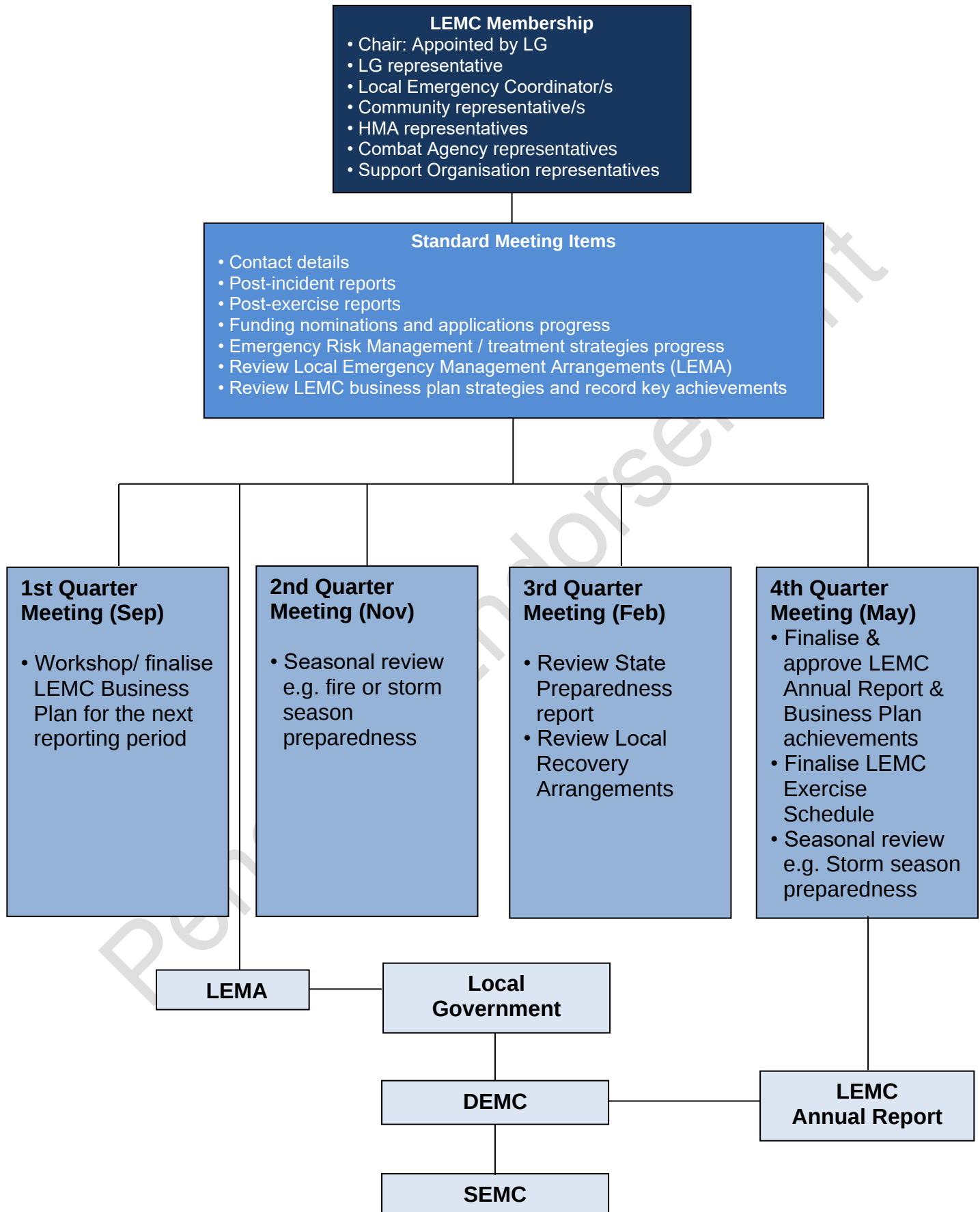
APPENDIX 3: LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS - REQUIREMENTS



APPENDIX 4 - Local Emergency Management Committee Members

Member	Title	Representing
Councillor	Chairperson	Shire of Bridgetown - Greenbushes
S/Sgt David WHITE	Deputy Chair	WA Police Bridgetown Police Station
Nicole Gibbs	CEO	Shire of Bridgetown - Greenbushes
	Shire Councillor	Shire of Bridgetown - Greenbushes
	Shire Councillor	Shire of Bridgetown - Greenbushes
Ms Glen Norris	Local Recovery Coordinator	Shire of Bridgetown - Greenbushes
	Deputy Local Recovery Coordinator	Shire of Bridgetown - Greenbushes
	Senior Ranger	Shire of Bridgetown - Greenbushes
Ben Armstrong	CESM	Shire of Bridgetown - Greenbushes
	Principal Environmental Health Officer	Shire of Bridgetown - Greenbushes
	Manager Finance & Administration	Shire of Bridgetown - Greenbushes
	Captain	Fire & Rescue Brigade
	Manager	Bridgetown SES Unit
	District Fire Coordinator - Blackwood District	DBCA
Greg Kennedy	Chief Bush Fire Control Officer + Talison Lithium	Shire of Bridgetown - Greenbushes
	Nurse Unit Manager	Bridgetown District Hospital
	Community paramedic	St John Ambulance
	Volunteer Ambulance Officer	St John Ambulance
	Team Leader	Department of Communities
	District Emergency Services Officer	Dept of Communities
	Warren Blackwood Education	Education Department
Phill Brandrett	Regional Superintendent – DFES Lower South-West	Dept Fire and Emergency Services
Patrick Dowling	Area Officer - Warren	Dept Fire and Emergency Services
	Community Engagement Officer	Dept Fire and Emergency Services
Phill Bresser	District Officer – Natural Hazards/SES	Dept Fire and Emergency Services
Erin Hutchins	District Emergency Management Advisor – South-West	Dept Fire and Emergency Services
	Operations Manager	Water Corporation
	Field Services Coordinator	Western Power
	Social Support Coordinator	CHC (Community Health Care)
	Senior Coordinator Bridgetown	CHC (Community Health Care)
Australian Red Cross		

APPENDIX 5 - LEMC Meeting Business Cycle



APPENDIX 6 - Local Government Liaison Officer (LGLO)

Role and Responsibilities

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

Role

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

Key Responsibilities

SEM Plan 5.1.7 – Incident Coordination sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA), or the Controlling Agency, to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO is to:

- Make contact with the HMA, or Controlling Agency Incident Controller,
- Represent the local government at all ISG meetings,
- Provide the IC with timely information on local issues and key factors affecting response activities,
- Provide the IC with a copy of the Local Emergency Management Arrangements,
- Identify any vulnerable groups within the local government area,
- Provide information relating to community evacuation, welfare centres and community safe places,
- Coordinate local government resources,
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.),
- Coordinate the transition from response to recovery, on behalf of the local government, in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

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

- Local government response activities,
- Local government impact assessment (if/as known),
- Local government resource status,
- Any significant issues becoming apparent.

Responsibilities of the IC to the LGLO

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

- Current situation reporting,
- Outcomes of the previous meeting (if not the first meeting),
- Details of significant issues or concerns,
- Assistance required,
- Record of outcomes of the meeting,
- Details of the next scheduled meeting.

Pending Endorsement

APPENDIX 7 - Vulnerable Groups

Schools and other Children's services

Group	Address	Phone	Capacity	
Bridgetown Camp School	90 Roe St B/Town	9761 1691	To 72	
Bridgetown Early Learning Centre	Cnr Steere & Roe Streets, Bridgetown	9761 1934	Up to 30	
Bridgetown High School	Steere Street Bridgetown	9761 0100	222	
Bridgetown Primary School	Roe Street Bridgetown	9761 1102	338	
Bridgetown Family	Cnr Steere & Roe	9761 2139	46	
Pia Group	Streets, Bridgetown			
Greenbushes Playgroup	Old Court House Blackwood Road Greenbushes			
Greenbushes Primary School	Blackwood Road Greenbushes	9764 3535	41	
St Brigid's Primary School	Roe Street Bridgetown	9761 1635	202	

Medial, Aged and other Facilities

Facility	Address	Phone	Capacity	
Bridgetown District Hospital	Peninsula Road Bridgetown	9782 1222	44	
Bridgetown Caravan park	SW Highway Bridgetown	9761 1900	284	
Geegeelup Village Hostel	Scott St Bridgetown	9761 1366	22	
Geegeelup Village Independent Living	Nelson/Scott/Allnut Sts Bridgetown	9761 1366	88	
Stinton Gardens Independent Living	70 Blackwood Rd Greenbushes	9771 7800	10	

Pending Endorsement

Refer to the Department of Communities - *Local Emergency Relief and Support Plan*, as **Annexure E** of these arrangements.

APPENDIX 8 - Evacuation Centres

Premises and Address	Contact Details	Alarm	Emergency Lighting Gas	Capacity	Showers	Toilets	Kitchen Facilities	Bedding	Disable Access	Parking	Pets	Hazards
BRIDGETOWN ** DENOTES SHIRE OWNED FACILITIES												
Town and Lesser Hall				400								
Town hall only				342								
Lesser hall only				103								
Bridgetown Civic Centre				166								
GREENBUSHES ** DENOTES SHIRE OWNED FACILITIES												
Town hall				80								
Yornup hall				80								

APPENDIX 9 - Local Government Liaison Officer (LGLO) – Emergency Relief and Support

Roles and Responsibilities

The *Local Emergency Relief and Support Plan* will be activated by the Department of Communities (Communities), where emergency support is required for the community.

The support plan designates that the local government will provide a Local Government Liaison Officer (Emergency Relief and Support) at any welfare centres activated, as a result of an emergency.

The Shire of Bridgetown - Greenbushes Local Government Liaison Officer (LGLO) will liaise between the local government and the Communities Evacuation Centre Coordinator.

Duties of the LGLO (Emergency Relief and Support)

- Report to Communities - Evacuation Centre Coordinator (ECC),
- Where a local government-owned building has been identified as an Evacuation Centre, advise any local groups booked to use the centre, that their planned activities are cancelled, or moved to another location,
- Facilitate access to the Evacuation Centre for Communities,
- Facilitate the setup of the building,
- Organise cleaning and any building maintenance requirements for the centre, through the Shire of Bridgetown - Greenbushes,
- Liaise with all key support agencies located at the building, to ensure all needs (where possible) are met,
- Liaise with and assist organisations present at the centre, as requested by the Evacuation Centre Coordinator,
- Manage vehicle access and general traffic/parking issues and request support if required,
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the ECC,
- Assist the ECC in managing any arising conflicts at the centre,
- Identify and organise personnel and additional resources, through the Local Recovery Coordinator as required,
- Attend all necessary briefings, as requested by the ECC,
- Keep a log of activities conducted at the Evacuation Centre,
- Carry out other duties, as requested by the ECC.

APPENDIX 10 – Media Communications Template

Community Message Talking Points

Spokesperson _____ **Position** _____

Message timing

To be delivered at: _____ AM ☐ PM ☐

Media channel/s: _____

Target audience: Internal staff ☐

Community group/s _____

Agency/s _____

Message Body

Introduction – discussion on current situation (to include ‘No physical donations will be accepted’, etc)

1 What we Know

2 What we do not yet know

3 What we are doing

4 What we want you to do

Reiterate main and salient points

Next message will be available at: _____

APPENDIX 11 – SUPPORTING LEMA PLANS (ANNEXURES)

ANNEXURE A – RECOVERY PLAN

ANNEXURE B – LEMC TERMS OF REFERENCE

ANNEXURE C – EMERGENCY RISK MANAGEMENT STUDY – 2024
(including SHIRE HAZARD PLANS)

ANNEXURE E – COMMUNITIES – LOCAL RELIEF AND SUPPORT PLAN.

Pending Endorsement