Shire of
Donnybrook Balingup

LEMA 2023

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

LEMC Endorsement Date: *2023*
Full Review Required: *2028*
Maintained By: *Shire of Donnybrook Balingup Community Emergency Services Manager*

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Certificate of Approval

The Shire of Donnybrook Balingup 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 Donnybrook-Balingup Local Emergency Management Arrangements:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook - Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region ,
- The Provision of Mutual Aid During Emergencies and Post Incident Recovery – South West Zone of Councils MOU.

In accordance with *State EM Policy*, these arrangements have been endorsed and noted by the following entities:

- Shire of Donnybrook Balingup Local Emergency Management Committee - Endorsed
- Shire of Donnybrook Balingup Council - Endorsed
- District Emergency Management Committee - Noting
- State Emergency Management Committee – Noting

Shire of Donnybrook Balingup Chairperson – LEMC	
Signature:	Date:
Shire of Donnybrook Balingup Chief Executive Officer (CEO)	
Signature:	Date:

VERSION CONTROL:			
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Acknowledgements

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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- Out of date information, or practises,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 Donnybrook Balingup
PO Box 94, Donnybrook WA 6239

Or alternatively you may email to: shire@donnybrook.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.

Amendment Info		Details of Amendment	Amended By (Initials)	Doc. Version
#	**Date**			
1.	6 Dec. 2016	Review of LEMA dated 1 July 2011.	B WRIGHT	1.0
2.	13 June 2017	Endorsed by LEMC.	B WRIGHT	2.0
3.	28 June 2017	Final endorsement by Council.	B WRIGHT	2.1
4.	August 2023	Review of LEMA.	C WIDMER *ESM*	3.0

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 Donnybrook Balingup through the following email address: shire@donnybrook.wa.gov.au.

Alternatively, the current version of the document can be found on the Shire of Donnybrook Balingup website www.donnybrook-balingup.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.

ORGINISATION / ROLE	# OF COPIES
Shire of Donnybrook Balingup:	
Chairperson - Shire Donnybrook Balingup LEMC	1
Chief Executive Officer	1
Director Operations	1
Chief Bushfire Control Officer	1
Community Emergency Services Manager (CESM) Office	1
Senior Ranger	1
Local Recovery Coordinator	1
Public Library	1
LEMC Membership:	
WA Police Force – Donnybrook OIC	1
Department of Fire and Emergency Services – Lower South West Regional Office	1
Volunteer Fire and Rescue – Donnybrook Station	1
State Emergency Service - Donnybrook Unit Local HQ	1
Department of Biodiversity, Conservation and Attractions (DBCA) (Parks and Wildlife (DPAW))	1
St John Ambulance Sub-Centre	1
Department of Communities	1
Red Cross	1
Kirup Community - Kirup Fire Station	1
Water Corporation	1
Telstra	1
Western Power	1
CHC (Community Home Care)	1
Other:	
District Emergency Management Committee	1
State Emergency Management Committee	1

PART ONE: Introduction

1. Area Covered

The Shire of Donnybrook Balingup Local Emergency Management Arrangements have been prepared for the area gazetted as the Shire of Donnybrook Balingup Local Government District under the *Local Government Act 1995*.

With 50% of the Shire consisting of forest, it has suffered many bushfires, the worst of which was in combination with the storm "Cyclone Alby" in 1978. Other storms have also taken their toll. Floods in the Lowden and Argyle areas have been prevalent, especially in the years 1964, 1967, 1974 and 1990. Train derailments, fatal road crashes and road transport hazardous material/chemical spills have also been recorded.

The Shire of Donnybrook Balingup occupies 1,541 square km to the east of Bunbury and shares boundaries with the Shires of Capel, Dardanup, Boyup Brook, Bridgetown-Greenbushes, Collie, Nannup and the City of Busselton. Fifty percent of the land is either forest or timber plantation under the control of the Department of Biodiversity, Conservation and Attractions (DBCA). It is mainly located along the Darling Scarp; only a small portion of its area sits on the coastal plain. The Preston, Upper Capel and Blackwood Rivers and Balingup Brook cross the district. Donnybrook is located 206 km south of Perth and 36 km southeast of Bunbury. Townsites or localities within the Shire are Argyle, Brookhampton, Balingup, Lowden, Mullalyup, Mumballup, Kirup, Noggerup and Newlands.

The Shire is served by a SES Unit, a Fire and Rescue Brigade, thirteen Bush Fire Brigades and one Ambulance sub-centre. All of these are staffed by local volunteers.

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 – December 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 Donnybrook Balingup.

2. Social Geography

The Shire of Donnybrook Balingup has a population of 6062[1], (approximately 60% urban) occupying some 4808[1] houses. Historically, its principal industries have been farming, fruit growing and timber milling. Today, orchards and farms dominate, alongside of several timber plantations. Viticulture, tourism, and stone quarries are other more recent industries to arise.

[1] – Walga LG Directory 2023.

The major arteries running through the district are the South-Western Highway and the Donnybrook-Boyup Brook Road.

Several annual major events occur in the Shire including (approximate number of visitors shown):

- Donnybrook Festival – Easter at Donnybrook (annual) 5,000 - 10,000 people
- Small Farm Field Day –April in Balingup 10,000 – 15,000 people
- Medieval Carnivale – August in Balingup 8,000 – 15,000 people
- Jalbrook Concert – 2 to 3 per year 100 – 150 per event
- Telling Tales in Balingup – July 1,000 people
- Donnybrook Wine & Food Festival – February 3,000 people

In addition, several events are held in neighbouring localities produce considerable traffic through the Shire. These include the Bridgetown Blues Festival, the Blackwood Marathon and the Boyup Brook Country Music Festival, Pemberton Classic and WA Formula 500 State Title, Manjimup.

3. Community Consultation

These arrangements have been developed by the Shire of Donnybrook-Balingup, in conjunction with the Shire of Donnybrook Balingup Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community were identified during the 2023 review of the LEMA and a range of community groups were consulted.

In 2017, the Shire was involved in the State Risk Project, which considered risk across the three levels of government, being State, District and Local. 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.

These Arrangements, in their draft form, were reviewed by LEMC, advertised to the public for 28 days during the month of July 2023. Submissions received were considered for inclusion into the draft LEMA. These were then considered by the Local Emergency Management Committee and subsequently Council, prior to the Local Emergency Management Arrangements being endorsed by the LEMC and Council.

4. Aim

The aim of the Shire of Donnybrook Balingup's Local Emergency Management Arrangements is to:

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

5. Purpose

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

a) The Shire of Donnybrook Balingup's preparedness and capacity to support the effective management of an emergency, that may impact upon the local community,
b) The roles and responsibilities of public authorities and other agencies/stakeholders, involved in emergency management within the Shire of Donnybrook Balingup 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 this document is to ensure that appropriate strategies are in place to minimise any adverse effects on the community and ensure 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 Donnybrook Balingup, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community.

To ensure the best possible outcomes for the Shire of Donnybrook Balingup, it is important to consider key stakeholders and the community, along with a comprehensive understanding of the hazards, community, environment and the interaction between consequences along with the various levels of resilience within the community.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Donnybrook Balingup,
- Existing legislation, Plans and Local Laws,
- Statutory or agreed responsibilities, and
- Support to and interface with other emergency management plans and agreements.

7. Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Donnybrook Balingup relating to emergency management.

8. Existing Plans and Supporting Documents

To enable the integrated and coordinated delivery of emergency management support within the Shire of Donnybrook Balingup, this plan is consistent with *State Emergency Management Policies (SEMP)* and the suite of *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 Donnybrook Balingup.

9. 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 covers the aspects of Prevention, Preparedness, Response and Recovery.

Plans

State Emergency Management Plans comprise of the State Emergency Management Plan, hazard specific State Hazard Plans (previously known as Westplans), Support plans and National Plans.

Procedures

State Emergency Management Procedures have been developed 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 State Emergency Management Policy.

Guidelines

State Emergency Management Guidelines are informal instructions designed to provide detailed assistance to EMAs in undertaking their role by proposing specific methods for conducting activities.

The full details regarding the State's documentations can be located at https://www.wa.gov.au or the *State Emergency Management Plans.*

10. Local Arrangements

The following documents form the Local Emergency Management Arrangements for the Shire of Donnybrook Balingup:

- Shire of Donnybrook Balingup Emergency Contacts & Resources Directory,
- Shire of Donnybrook Balingup Risk Register,
- Shire of Donnybrook Balingup Local Recovery Plan,
- Shire of Donnybrook Balingup Bushfire Response Plan 2016,
- Local Emergency Relief and Support Plan – Bunbury Region.

11. Agreements, Understanding and Commitments

Provision of Mutual Aid Agreement

In July of 2023, the Shire of Donnybrook Balingup along with 11 other south-west local governments signed a renewed memorandum of understanding.

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 your communities to cope in times of difficulty, and
c) Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are signatories to this agreement include:

Parties to the Agreement	Summary of the Agreement
Cities of Bunbury & Busselton, Shires of Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Nannup and Manjimup	***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.***

12. Resources

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

Emergency vehicle assets from other agencies are as follows:

ITEM DESCRIPTION		# OF ITEMS
Donnybrook SES:		
Personnel carrier 4x4		1
Crew cab ute 4x4		1
Rescue Trailer, Welfare Trailer		2
Parks and Wildlife Service – Blackwood District:		
Heavy Duty Fire Trucks 4x4		11
Medium Duty Fire Trucks 4x4		9
Light Units - slip on 450 litre		14
Low Loaders		2
Backhoe		1
Caterpillar D6 Dozer		2
Caterpillar 950 Loader		1
Caterpillar Positrack Skid Steer		1
6T Merlot Forklift / crane		1
VHF Radio network, including access to portable repeater		
Fire fighting support equipment:		
• Generators	• Hand Tools	
• Chainsaws	• Mechanical Support	
• High volume portable pumps and tanks	• Retardants and Foam supplies	
St John Ambulance:		
Ambulance		2
Volunteer Bushfire Brigade:		
3.4 Fire appliance		4
2.4 Fire appliance		3
1.4 Fire appliance		1
Light Tanker		10
Volunteer Fire and Rescue:		
4-seater Light Tanker		1
Urban 3.4 Fire appliance		1
Road Rescue Trailer		1

PART TWO: Local Roles and Responsibilities

13. Local Roles and Responsibilities

13.1. 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 (*EM Act - 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), Donnybrook Police Station.

13.2. Local Government

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Donnybrook Balingup 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 Welfare Liaison Officer	During an evacuation, where a local government facility is utilised by the Department of Communities - provide advice, information and resources regarding the operation of the facility.
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	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 Shires 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 Department of Communities.

14. LEMC Roles and Responsibilities

14.1. Local Emergency Management Committee (LEMC)

The Shire of Donnybrook Balingup has established a LEMC to plan, administer and test this plan and other plans and documents, that make up the local emergency management arrangements (LEMA).

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons, having been identified as possessing relevant emergency management knowledge, or 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 under s.38 of the Emergency Management Act 2005 by the local government, to assist in the development and maintenance of local emergency management arrangements for its district.

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

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

The LEMC 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*.

14.2. LEMC Functions and Responsibilities

- Executive Chair — Shire President, Shire of Donnybrook Balingup,
- Deputy Chair — OIC - Donnybrook Police,
- Executive Officer — Community Emergency Services Manager

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC, to ensure effective meetings and high levels of emergency management planning and preparedness, for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by: a) Provide secretariat support including: • Meeting agenda, • Minutes and action lists, • Correspondence, • Committee membership contact register, b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: • Annual Report, • Annual Business Plan, • Local Emergency Management Arrangements, 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 LEMA exercises and other initiatives.

15. Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency Role	Description of Responsibilities
Incident Controller	The Incident Controller, as 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, 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 THREE: Managing Risk

16. Emergency Risk Management

Risk management is a critical component of the emergency management process. The purpose being to build a sound understanding of the hazards and risks likely to impact the community, this then enables local government and LEMC, to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations, which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in *State Emergency Management Policy Section 3.2*.

Information of the identified local risks, along with the likelihood and consequences of these risks to the community, were further identified during 2017, when the OEM undertook the 'State Risk Project', across the three levels of government, being, State, District and Local. This saw a uniformed and nationally agreed approach to the emergency risk management process. This process further informed the Shire's Risk Register and Treatment Schedule. This was further refined during the review of the LEMA in 2023.

17. 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 and likelihood and consequences of these risks to the community, were identified, which are:

Fire (bushfire & structural)

Storm

Road Crash

Animal & Plant Biosecurity

Human Pandemic

These hazards are further detailed in the table below and 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.

As part of the 2023 LEMA review, the Emergency Risk Management study within the Shire identified community risk perceptions and tolerances, to develop a risk register. This risk register considered likelihood and consequence, and community tolerances.

This outcomes of the Emergency Risk Management (ERM) study are included into and informs the Shire's Hazard Plans, that appear as 'ANNEX 3' to the Shire's LEMA.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	Plans
Fire (bushfire & structural)	DFES, DBCA, Shire of Donnybrook Balingup	FES Commissioner	DFES, DBCA, Shire of Donnybrook Balingup	Western Power, Water Corporation, SES	State Hazard Plan – Fire, Shire of Donnybrook Balingup Bushfire Response Plan 2016
Storm/Flood	DFES	DFES Commissioner	SES **STORM:** **FLOOD:**	Western Power, Shire of Donnybrook Balingup, WAPOL, St John Ambulance, DBK District Hospital epartment of Water, Water Corporation, Shire of Donnybrook Balingup	State Hazard Plan – Severe Weather
Road Crash	WAPOL	WAPOL Commissioner	DFES (VFRS), St John Ambulance	Shire of Donnybrook Balingup, DFES, DBK Fire and Rescue, St John Ambulance, DBK District Hospital	State Hazard Plan – Crash Emergency
Animal and Plant Biosecurity	Department of Primary Industry and Regional Development	DG DPIRD	Department of Primary Industry and Regional Development	Shire of Donnybrook Balingup, Department of Health, Water Corporation, DFES	State Hazard Plan – Animal and Plant Biosecurity

18. Emergency Management Structure and Response Levels

The Shire of Donnybrook Balingup - Local Emergency Management Arrangements are consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006* and State Policy and plans, as appropriate to local governments. When an emergency event occurs (fire, storm, or other incident) the HMA will make an assessment of the severity, or likely impact of the event and make an informed assessment of the level to be assigned, as identified in the chart below. Local response refers to the level of support required by the event level assigned. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency, where 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)	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: • Provide a Local Government Liaison Officer. Make available to the HMA 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:** • Provide Local Government Liaison Officers. Make available to the HMA local facilities designated in this plan as evacuation centres.

PART FOUR: Response

19. Emergency Action

Emergency events such as severe storms and cyclones, have a lead time where the local government will receive warnings in the form of weather alerts, or storm watch information from a number of sources. Other emergencies, such as bush fires and earthquakes are 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.

20. Local Government Involvement in Response

The Shire of Donnybrook Balingup will ensure that all staff members who have a designated role in emergency management, receive adequate training to equip them for the role they are designated to undertake in an emergency.

Depending upon the incident, the Shire of Donnybrook Balingup will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG), should one be called, and also to

attend all subsequent meetings. The LGLO, as delegated by the CEO, will hold managerial status and be able to provide expert knowledge, relevant to the incident.

21. Shire of Donnybrook Balingup Incident Management

The successful resolution of any incident affecting the Shire of Donnybrook Balingup, is of paramount importance. The incident must be responded to and resolved in a coordinated way. Senior personnel within the Shire must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed by:

- Ensuring planning and preparation for emergencies is undertaken,
- Implementing procedures that assist the community and emergency services deal with incidents,
- Ensuring that all personnel with emergency planning and 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.

22. Multiple Hazards

Where an incident results in multiple hazards occurring, the hazard which initiated the incident will determine the Controlling Agency and / or Hazard Management Agency for that incident. 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 the subsequent hazard, by agreement between the two agencies.

23. 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.

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 an Operational Area Support Group (OASG),
- the Emergency Coordinator shall facilitate, through the ISG or 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 resources available to manage the incident?
- where an agreement cannot be reached, the decision to determine the most appropriate controlling agency must immediately be referred by 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 the issue is clearly identified in any Post Operational Report or Post Incident Analysis.

24. Local Emergency Operations Centres

The local Emergency Operations Centre (EOC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the EOC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre	Secondary Emergency Operations Centre
The primary location for the Shire of Donnybrook Balingup EOC is:	The secondary location for the Shire of Donnybrook Balingup EOC is:
Donnybrook State Emergency Service Unit 80 Bentley Street, Donnybrook WA 6239	St John Ambulance Centre Bentley Street, Donnybrook WA 6239

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

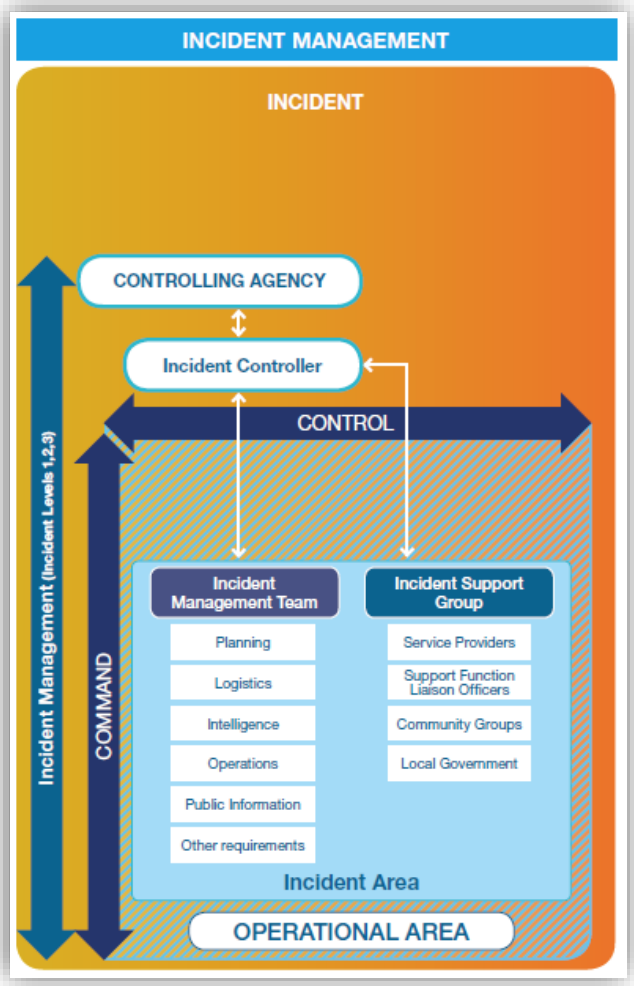
AGENCY NAME	LOCAL CONACT NUMBER
Department of Fire and Emergency Services (DFES)	9771 6800 (Manjimup Office) 9780 1900 (Bunbury Office)
DBCA –Parks and Wildlife Service	9725 4300 (Bunbury Regional Office) 9731 6232 (Kirup District Office)
WA Police Force (WAPOL)	9732 3333 (Donnybrook Office)
Department of Communities	6414 2777 (Bunbury Office)

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

25. 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*.



ESTABLISHMENT OF AN ISG

The Shire of Donnybrook Balingup 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).*

25.1. 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:

a) where an incident is designated as Level 2 or higher,
b) multiple agencies need to be coordinated,
c) requirements for a possible, or an actual evacuation,
d) extensive support agency assistance is required,
e) where there is a perceived need, relative to an impending hazard impact.

25.2. Membership of an Incident Support Group

The Incident Support Group is made up of various agency representatives, that provide support to the Controlling Agency. Emergency management agencies may be called upon, to provide liaison officers to the Incident Support Group.

The recovery coordinator should be a member of the Incident Support Group from the onset, to ensure consistency of information flow, situational awareness and also, the ultimate handover to the recovery phase.

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 Incident Support Group, must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

25.3. 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 incident. Coordination is achieved through the clear identification of priorities and objectives by the relevant agencies sharing information and resources.

26. 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, 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 for the incident.

Emergency Public Information is information provided to the community during emergencies with instructions on how to protect personal health, safety, and property. 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 also a “recovery” activity, whereby information relating to a specific emergency (including actions that need to be taken by the public) is disseminated to the community. It is also a "preparedness" activity, as it establishes protocols and procedures prior to an emergency event occurring.

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The community communication strategy will be prepared by the relevant Shire Officer, in collaboration with the President and CEO of the Shire of Donnybrook Balingup. Both internal and external communication will be directed by that strategy, which will ensure the information is in alignment with the advice from the HMA or Controlling Agency.

The *State Support Plan - Public Information* details the arrangements and responsibilities for the emergency public information function, relating to emergencies in Western Australia.

26.1. Managing the Media

During an emergency, information used in the communication response, must be controlled. The Shire Media process must be adhered to, so that all facts are accurate and that their release is authorised. The Shire President, or the CEO is responsible for enforcing this procedure, which is detailed below:

a) Having one authorised spokesperson during a crisis ensures that communication with the media and public audiences is consistent, transparent, and controlled,
b) Consistent with *s2.8(1)(d) of the Local Government Act (1995)*, the identified spokesperson for the Shire of Donnybrook - Balingup is the President and/or the CEO of the Shire,
c) Releases must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Donnybrook Balingup at media briefings, or community briefings,
d) During the response phase, all public information must be consistent with that of the Controlling Agency/Incident Controller.

26.2. General Enquiries

Frontline employees from the Shire of Donnybrook Balingup, must be prepared to receive enquiries from a range of stakeholders. The Shire will ensure that frontline staff are provided with a script based on 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 the script and these prepared documents. 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 on detailed information, other than the prepared briefing statements,
- Correctly take a message, including the nature of the enquiry and the deadline for response, and
- Ensure that the appropriate person receives the message and then returns the call, within a timely manner.

26.3. 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 the appropriate 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 HMA or Police are advised of the enquiry, as soon as possible.

27. 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 Donnybrook Balingup, the following systems may be utilised to distribute emergency information:

- Emergency WA Website - https://www.emergency.wa.gov.au/,
- Shire of Donnybrook - Balingup Website - http://www.donnybrook-balingup.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 precede a community alert broadcast, or 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 684AM
    - News Radio 1152AM
- 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
- Local Bushfire Ready Groups - Phone trees provide a localised method for neighbours to give each other early warning of fire. Phone trees must not be relied on as the sole method of warning. Individuals should take responsibility for their own level of awareness.

28. Finance Arrangements

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and *6.10* and *State Emergency Management Recovery Procedures* 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Donnybrook-Balingup 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 Donnybrook Balingup, to ensure the desired level of support is achieved.

Refer to the finance section in the *Shire of Donnybrook Balingup Local Recovery Plan (Section 11.8* and *Section 11.9)* for information on public appeals, donations, DRFA-WA etc.

29. 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 Donnybrook Balingup.

The WA Community Evacuation in Emergencies Guidelines defines an evacuation as the planned relocation of persons from dangerous, or potentially dangerous areas, to safer areas and eventual return. The Guideline describes the following evacuation styles:

- **Directed Evacuation:** a direction for members of a community to evacuate, 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. Under the Emergency Management Act 2005, a directed evacuation can occur only during an 'emergency situation', or 'state of emergency'. Only a Hazard Management Officer, Authorised Officer, or Police Officer may issue a direction for members of a community to evacuate in circumstances where it is believed there is an imminent and real threat to life, should they remain. A direction to evacuate is a lawful instruction.
- **Immediate Evacuation:** This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).
- **Pre-warned Evacuation:** This follows the receipt of sufficient and reliable information, that prompts a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges).
- **Recommended Evacuation:** An evacuation whereby a 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.
- **Self-Evacuation:** The voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place, either a place established for the hazard or a place of their choosing.

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*.

30. Evacuation Management

The decision to evacuate during an emergency, rests with the Incident Controller appointed by the HMA/ Controlling Agency. *Emergency Management Act* allows the Hazard Management Officer, or an authorised officer, to direct the evacuation and removal of persons, or animals from the emergency area, or any part of the emergency area, only during an emergency, or State of Emergency, as outlined in *Section 67* of the *Emergency Management Act*. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation, or relocation is being considered, the Hazard Management, or Controlling Agency will consult with the Department of Communities (Communities) to support an informed decision on evacuation centre location.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist in the evacuation process.

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organisations. Evacuation centres are unsuitable for domestic animals, and these are not permitted within the centres unless they are a registered assistance animal.

To assist the south-west horse owning community, who may be displaced in times of disaster, the Donnybrook Horseman's and Pony Club has been identified as a public equestrian facility, that may be suitable as short-term relocation areas for horses. The Donnybrook Horseman's and Pony Club is located on Frontino Road, Beelerup.

31. Vulnerable Groups

Vulnerable groups may include the sick, elderly, children, aboriginal, culturally and linguistically diverse (CaLD) people, and tourists. In addition, town-based organisations catering for the most vulnerable in the community must be consulted. For a comprehensive list of these community based vulnerable groups refer to *Appendix 7 - Vulnerable Groups*.

32. Community Evacuation Organisations and Responsibilities

AGENCY/TASK	RESPONSIBLE PERSON/POSITION/AGENCY
HMA/Controlling Agency	• 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 traffic management.
Shire of Donnybrook Balingup	• 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 Donnybrook Balingup, provide a liaison officer to support the Communities.
Department of Communities and **The Shire of Donnybrook Balingup**	• Identify appropriate evacuation centres in consultation with Incident Controller and Local Government, • Receive evacuees and coordinate the provision of emergency relief and support services for evacuees.
Property security	WA Police (WAPOL)
Traffic management	WA Police initially, then Traffic contractors - as appointed by MRWA or the Shire of Donnybrook Balingup.
Emergency Relief and Support	Department of Communities (Communities), and the Shire of Donnybrook Balingup.

33. Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan, in the event an incident occurs which may require an evacuation.

The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the evacuation centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

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

BUILDING NAME	SITE ADDRESS	CAPACITY SLEEPING	CONTACT DETAILS
Donnybrook Recreation Centre	Steere Street, Donnybrook	500 persons	9731 1235
Balingup and Districts Recreation Centre	South Western Highway	100-150 persons	0409 092 236

The above buildings have been identified by the Shire of Donnybrook Balingup as being 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 available equipment. Refer to *Appendix 8 - Evacuation Centres* for further detail on the facilities provided at these premises.

For other evacuation centres, refer to the *Communities Local Emergency Plan - Bunbury Region*.

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 and the management of registration and inquiry services, using the Red Cross 'Register. Find. Reunite' system and associated forms, which can be located at https://register.redcross.org.au

Communities *Local Emergency Relief and Support Plan – Bunbury Region* contains details of all local government- controlled Evacuation Centres.

34. Emergency Relief and Support

Emergency Relief and support 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 (Emergency Centre Coordinator) followed by State support (State Emergency Coordinator).

The following State plans and supporting plans apply:

- *State Emergency Management Plan – (*Specifically *section 5.5.4 -Welfare)*
- *State Support Plan – Emergency Relief and Support*

35. Department of Communities

Emergency Centre Coordinator (Department of Communities - Communities):

Communities shall appoint an Emergency Centre Coordinator, who will liaise with the Shire of Donnybrook Balingup – Local Welfare Liaison Officer, if one has been appointed and will also coordinate the provision of resources, detailed in the abovementioned support plans.

Local Government Welfare Liaison Officer:

The Shire of Donnybrook Balingup 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 Welfare Liaison Officer are described in *Appendix 9 – Local Government – Welfare Liaison Officer (LGWLO).*

PART FIVE: Exercising, Reviewing and Reporting

36. The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are and remain workable and effective. Testing and exercising are important, to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a Hazard Management Agency's (HMA), or Combat Agency's (CA) response to an incident is that HMA and CA 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 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 co-ordination between them.

37. Frequency of Exercises

State Emergency Management Policy (Section 4.8), *State Emergency Management Plan (Section 4.7)* and the *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.

38. Types of Exercises

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

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

- **Discussion Exercise (DiscEx),**
  Designed to examine and develop understandings of principles, 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 the examination of operational effectiveness, in as close to real response as possible.

Some examples of typical exercises include:

- 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.

39. Reporting of Exercises

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

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

40. 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 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.

41. Review of Local Emergency Management Committee Positions

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

42. Review of Resources Register

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

43. Annual Reporting

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

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

The SEMC issue the annual report template to local government.

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.

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 can cause 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.

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 COORDINATOR (LEC) – The 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, as well as assisting the Hazard Management Agency in the provision of a coordinated, multi-agency response during incident operations.

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.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also comprehensive approach in the *State EM Glossary*.

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, considering 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 and the source of risk.

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

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

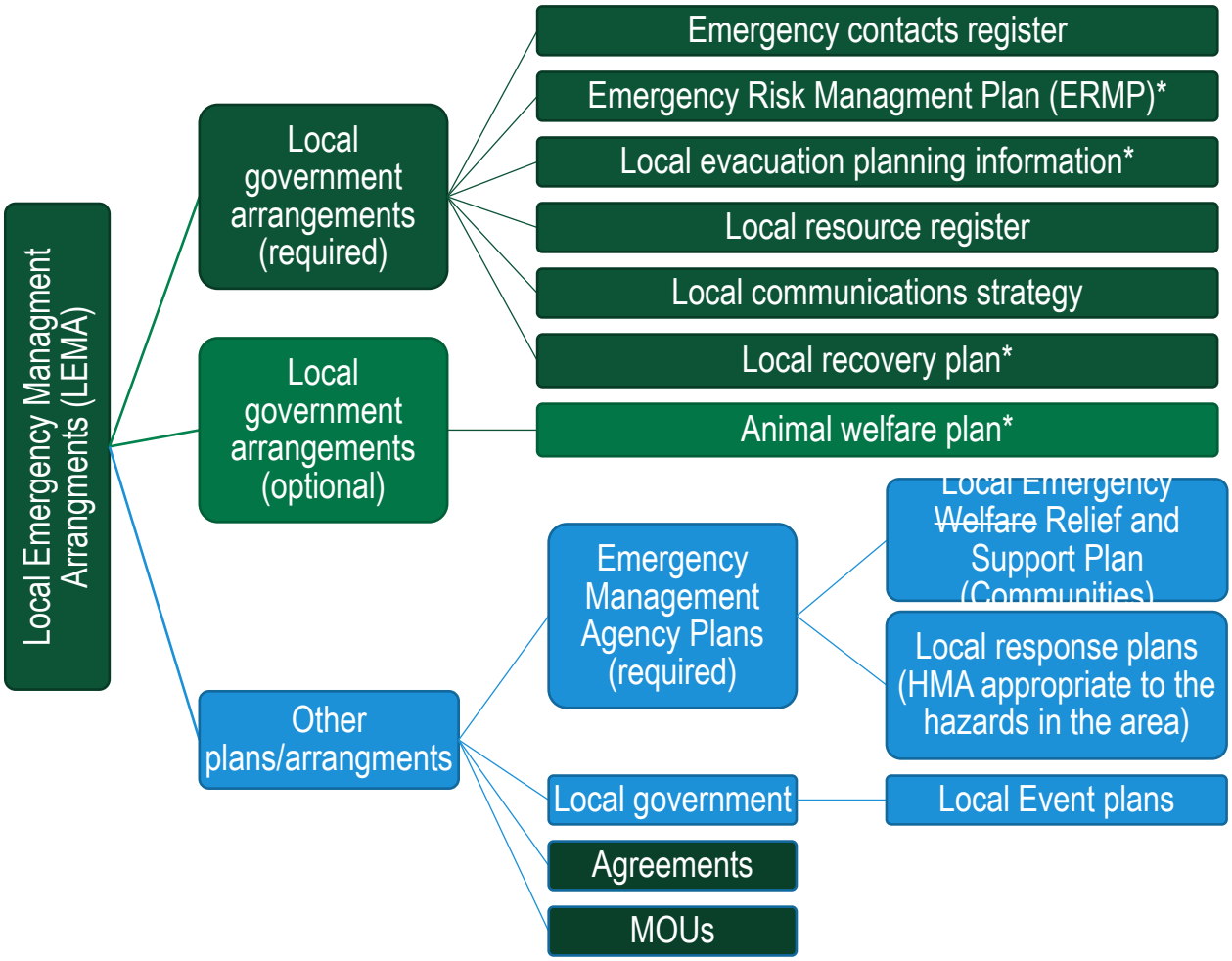
ACRONYMS USED IN THESE ARRANGEMENTS

Acronym	Terminology
BFS	Bush Fire Service
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
DRFAWA	Disaster Relief Funding Arrangements – WA
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
LGA	Local Government Authority
LGLO	Local Government Liaison Officer
LGWLO	Local Government Welfare Liaison Officer

Acronym	Terminology
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
OASG	Operations Area Support Group
OIC	Officer in Charge (including WA Police)
P&W	Parks and Wildlife Service (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 – Map of the Shire of Donnybrook Balingup

APPENDIX 3 – Local Emergency Management Arrangements Requirements

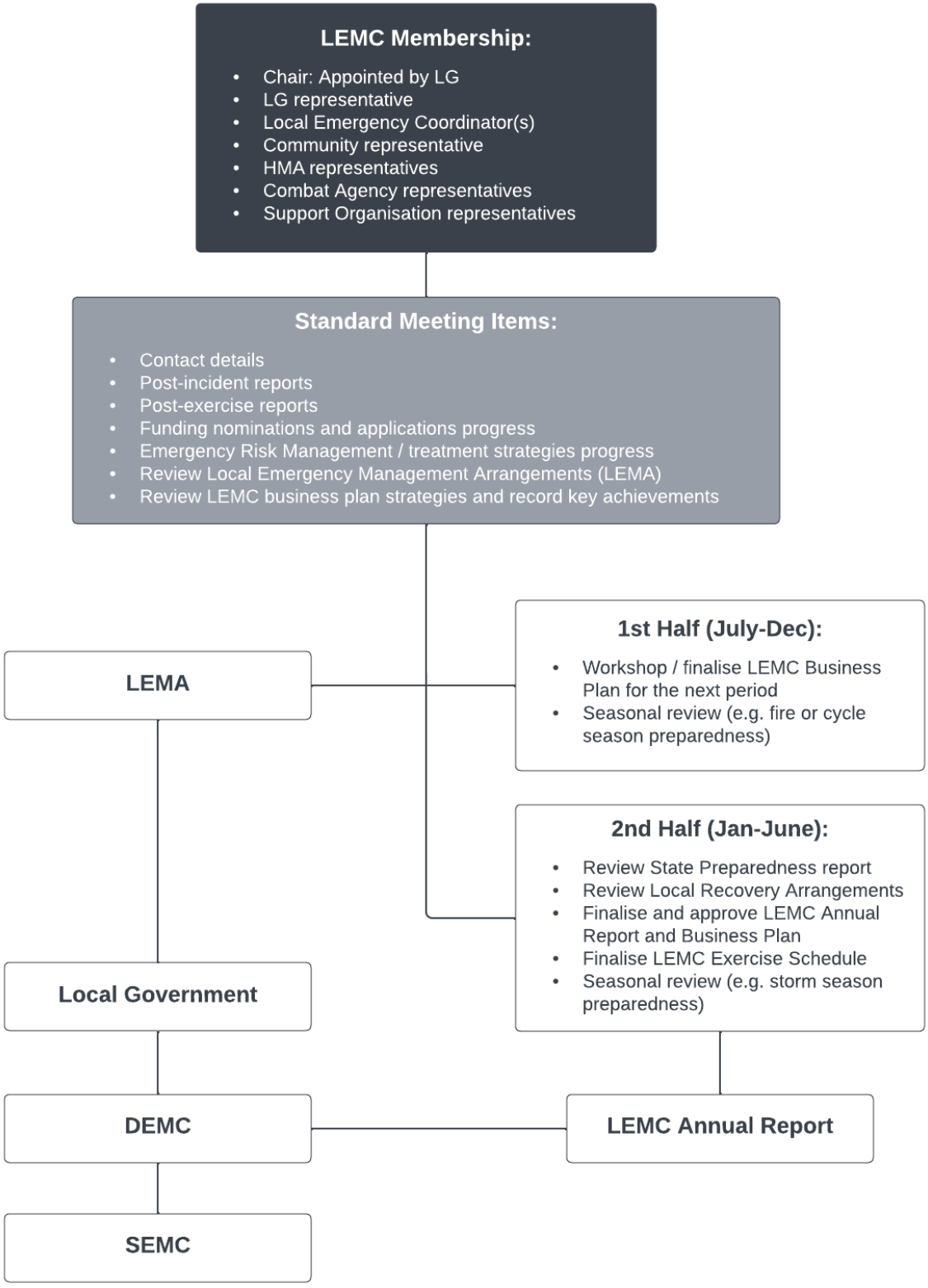


APPENDIX 4 – Local Emergency Management Committee Members

ORGANISATION	NAME/POSITION	CONTACT NUMBER	EMAIL ADDRESS
Shire of Donnybrook Balingup	Garry Hunt *T/CEO*	[redacted]	garry.hunt@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Cr Vivienne MacCarthy *Shire President*	[redacted]	Vivienne.maccarthy@donnybrook.wa.gov.au
WA Police	Phil Nation *Deputy Chair*	[redacted]	Phil.nation@police.wa.gov.au
Shire of Donnybrook Balingup	Jess Cooper *Community Emergency Services Manager*	[redacted]	Jess.cooper@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Susie Delaporte *Recovery Co-ordinator*	[redacted]	susie.delaporte@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Conor McGregor *Senior Ranger*	[redacted]	Conor.McGregor@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Jarrad Ramsden *Principal Environmental Health Officer*	[redacted]	jarrad.ramsden@donnybrook.wa.gov.au
Fire & Rescue	Ben Anderson *Captain*	[redacted]	ben.p.anderson@bigpond.com
Shire of Donnybrook Balingup	Kim Dolzadelli *Director Corporate & Community*	[redacted]	kim.dolzadelli@donnybrook.wa.gov.au
Shire of Donnybrook Balingup	Ross Marshall *Director Operations*	[redacted]	ross.marshall@donnybrook.wa.gov.au
Donnybrook SES	Julie Carrick *Donnybrook SES Manager*	[redacted]	dbkses@gmail.com
Donnybrook SES	Sue Tooke *Deputy Manager*	[redacted]	dbkses@gmail.com
DBCA	Ed Hatherley Steve Ward	[redacted]	ed.hatherley@dbca.wa.gov.au steve.ward@dbca.wa.gov.au blackwood@dbca.wa.gov.au
Shire of Donnybrook Balingup	Max Walker *Chief Bush Fire Control Officer*	[redacted]	maxandbeth@westnet.com.au
Donnybrook District Hospital	Barry Moroney *District Manager*	[redacted]	barry.moroney@health.wa.gov.au
Donnybrook District Hospital	Sally Shaw *Clinical Nurse*	[redacted]	sally.shaw@health.wa.gov.au
St John Ambulance	Ian Telfer *Ambulance Rep*	[redacted]	Donnybrook.Subcentre@stjohnwa.com.au

St John Ambulance	*Community Paramedic Upper Southwest*	[redacted]	Cp.uppersouthwest@stjohnwa.com.au
Department of Communities	Hellen Hall *Team Leader*	[redacted]	Hellen.hall@communities.wa.gov.au
Department of Communities	Roma Boucher *District Emergency Services Officer*	[redacted]	Roma.Boucher@communities.wa.gov.au
DFES	Phil Brandrett *Superintendent DFES Lower Southwest*	[redacted]	Philip.Brandrett@dfes.wa.gov.au
DFES	Paddy Dowling *Area Officer*	[redacted]	Patrick.dowling@dfes.wa.gov.au
Tuia Lodge	Jane Goff *Manager*	[redacted]	Jgoff@hallprior.com.au
DFES	Linda Ashton *Community Preparedness Advisor*	[redacted]	linda.ashton@dfes.wa.gov.au
DFES	Phil Bresser *District Officer SES*	[redacted]	phillip.bresser@dfes.wa.gov.au
DFES	Erin Hutchins *District Emergency Management Advisor – South West*	[redacted]	Erin.Hutchins@dfes.wa.gov.au
Red Cross Member	-	[redacted]	kedmeades@redcross.org.au
Donnybrook Balingup Bush Fire Brigades	Mick Zwart	[redacted]	mezwart@bigpond.com
Water Corporation	Mel Robertson *Operations Manager*	[redacted]	mel.robertson@watercorporation.com.au
Water Corporation	Steve Collins *Operations Manager*	[redacted]	steve.collins@watercorporation.com.au
Western Power	Gary Smith *Team Leader Picton/Collie*	[redacted]	Gd.smith@westernpower.com.au
CHC	Jess Rudolf *Site Manager*	[redacted]	jess.rudolf@chcare.org.au
CHC	Susy Glenister *Scheduler/Administrator*	[redacted]	Susan.glenister@chcare.org.au
Dept. Primary Industries & Regional Development	Tim Stevens	[redacted]	Tim.Stevens@dpird.wa.gov.au
Balingup Progress Association	Wendy Trow	[redacted]	brookview@wn.com.au
Shire of Donnybrook Balingup	Claire Palmer *Environmental Officer*	[redacted]	Claire.palmer@donnybrook.wa.gov.au

APPENDIX 5 – LEMC Meeting Business Cycle



APPENDIX 6 – Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Donnybrook Balingup 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 the local government. They must be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

State EM Plan – 5.1.7 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 Local Government Liaison Officer (LGLO) are 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 vulnerable groups within the local government area,
- Provide information relating to community evacuation, ~~welfare~~ evacuation centres and 'community safe places',
- Coordinate local government resources applied to the incident,
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.) and the Needs Assessment from the impacted community,
- 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/needs assessment (if known),
- Local government resource status,
- Significant community issues.

Responsibilities of the IC

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

- A current situation report,
- Outcomes of the previous meeting (if not the first meeting),
- Details of significant or emerging issues,
- Assistance required,
- Record of outcomes of the meeting,
- Details of the next scheduled meeting.

APPENDIX 7 – Vulnerable Groups

ORGANISATION	SITE ADDRESS	CONTACT DETAILS
HEALTHCARE		
Donnybrook Hospital	Bentley Street, Donnybrook	9780 4333
AGED CARE		
Tuia Lodge	30 Allnutt Street, Donnybrook	9731 1602
Minninup Cottages and Langley Villas	144 South West Highway, Donnybrook	9780 4200
Preston Retirement Village Units	Sharp Street, Donnybrook	9780 4200
Balingup Vintage Homes for Life	PO Box 238, Balingup WA 6253	0427 641 512 9764 1587
AGED CARE		
Donnybrook High School	10 Bentley Street, Donnybrook	9731 1060
Donnybrook Primary School	Bentley Street, Donnybrook	9731 1060
Kirup Primary School	6 Station Street, Kirup	9731 6271
Balingup Primary School	1 Brockman Street, Balingup	9764 1093
St Mary's Primary School	Bentley Street, Donnybrook	9731 1496
Tree House Child Care Centre	2 Steere Street, Donnybrook	9731 0342 / [redacted]
RECREATION		
Balingup Recreation Centre	South West Highway, Balingup	9764 1872
Donnybrook Recreation Centre	Steere Street, Donnybrook	9731 1822
CAMPING AREAS		
Donnybrook Transit Park	Egan Park, Donnybrook	9780 4200
Balingup Transit Park	Walter Street, Balingup	9764 1818
Glen Mervyn Dam	Collie-Mumballup Road.	9735 1988
Wrights Bridge	Nannup Road, Southampton	9752 5555
Iron Stone Gully Falls	Goodwood Road, Capel River	9752 5555
Kirup Caravan Park	47 South Western Highway, Kirup	9731 6311
Grimwade Settlement	Grimwade Road, Mullalyup	9752 5555
BACKPACKERS ACCOMMODATION		
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520
Betty's Lodge	47 Collins Street, Donnybrook	9731 0390
Donnybrook Backpackers Hostel	6 Bridge Street, Donnybrook	9731 1818
Donnybrook Motel Motor Lodge	26 South Western Highway, Donnybrook	9731 1499
Brook Lodge Backpackers	3 Bridge Street, Donnybrook	9731 1520

APPENDIX 8 – Evacuation Centres

Primary Centre: DONNYBROOK

** denotes Shire owned facilities.			POPULATION: Shire = 5,870 (Donnybrook = 2,824, Balingup = 544)
Premises:	Donnybrook Recreation Centre – Lot 549 Steere St / 15/17 Steere St, Donnybrook Ph: 9731 1822 PO Box 94, Donnybrook WA 6239		
Contact:	Simon Peppler (Manager) – simon.peppler@donnybrook.wa.gov.au Shire has keys (G1-G9) – 9780 4200 / recreation.centre@donnybrook.wa.gov.au		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	2M/2F showers/changerooms, 2M/1U/4F/1 disabled toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 electric stove, 3 fridges)
Pets:	LIMITED	**Bedding:**	12x gym mats
Capacity:	**Max capacity 640pax.** Basketball stadium – 2 courts; function room; mezzanine & separate swimming pool.		**Covid-19:** Court 1&2 = 320pax (2m2 = 160pax, 4m2 = 80pax sleeping). Function Rm = 60pax (2m2 = 30pax, 4m2 = 15pax sleeping).
Hazards:	No hazards – 1st pref/primary evac centre – long term.		

Premises:	Donnybrook Football Club – Marmion Street, Donnybrook. NOTE: DFC to be demolished and rebuilt starting October 2023.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – not wired for generator use. Gas – no.
Disability Access:	YES	**Showers/Toilets:**	4 showers. Toilets available for up to 150 persons.
Parking:	YES	**Kitchen Facilities:**	Small (1 fridge, 1 stove)
Pets:	NO	**Bedding:**	NO
Capacity:	**Max capacity 168pax.** Bar area and training room.		**Covid-19:** Bar area = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Training Rm = 68pax (2m2 = 34pax, 4m2 = 17pax sleeping).
Hazards:	No hazards – small-long term, tent space.		

Premises:	Country Club, South West Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – . Gas – cylinders.
Disability Access:	YES	**Showers/Toilets:**	8 showers. 3M/6F Toilets.
Parking:	YES	**Kitchen Facilities:**	Large full facilities
Pets:	OUTSIDE	**Bedding:**	NO
Capacity:	**Max capacity 140pax.** Bar area.		**Covid-19:** Bar area = 140pax (2m2 = 70pax, 4m2 = 35pax sleeping).
Hazards:	No hazards – good long term.		

Primary Centre: BALINGUP

Premises:	Balingup & Districts Recreation Centre – 21569 South Western Highway.		
Contact:	[redacted]		
Alarm:	YES	**Emergency Lighting Gas:**	Lighting – all electric. Power – no gas supplies. Wired for generator use.
Disability Access:	YES	**Showers/Toilets:**	11M/10F showers (electric hot water system). 7M/1U/8F/2D toilets.
Parking:	YES	**Kitchen Facilities:**	Full facilities (1 gas stove, 1 fridge)
Pets:	LIMITED, OUTSIDE	**Bedding:**	Gym mats
Capacity:	**Max capacity 220pax.** Stadium & Function Room.		**Covid-19:** Stadium = 120pax (2m2 = 60pax, 4m2 = 30pax sleeping). Function Rm = 100pax (2m2 = 50pax, 4m2 = 25pax sleeping).
Hazards:	May be flood susceptible. 1st pref/primary evac centre – long term.		

APPENDIX 9 – Local Government Welfare Liaison Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Relief and Support (LERSP) will be activated by the Communities where emergency relief and support is required for the community. The support plan designates that the local government will provide a liaison/support officer at emergency relief and support centres activated because of an emergency.

The Shire of Donnybrook Balingup will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the Communities Emergency Centre Coordinator (ECC).

Duties of the LGWLO

- Report to the Communities - Emergency Centre Coordinator,
- Where a local government owned building has been identified as an evacuation Centre, notify local groups booked to use the centre that their planned activities have been cancelled, or moved to another location,
- Facilitate access to the Evacuation Centre by the Communities,
- Facilitate the setup of the building,
- Organise any cleaning and building maintenance requirements for the centre, through the Shire of Donnybrook-Balingup,
- 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 Emergency 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 LWC,
- Assist the ECC in managing conflict 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.

APPENDIX 10 – Supporting LEMA Plans (Annexures)

ANNEXURE 1 – LEMC TERMS OF REFERENCE

ANNEXURE 2 – EMERGENCY RISK MANAGEMENT STUDY – 2023

ANNEXURE 3 – SHIRE OF DONNYBROOK BALINGUP HAZARD PLANS