LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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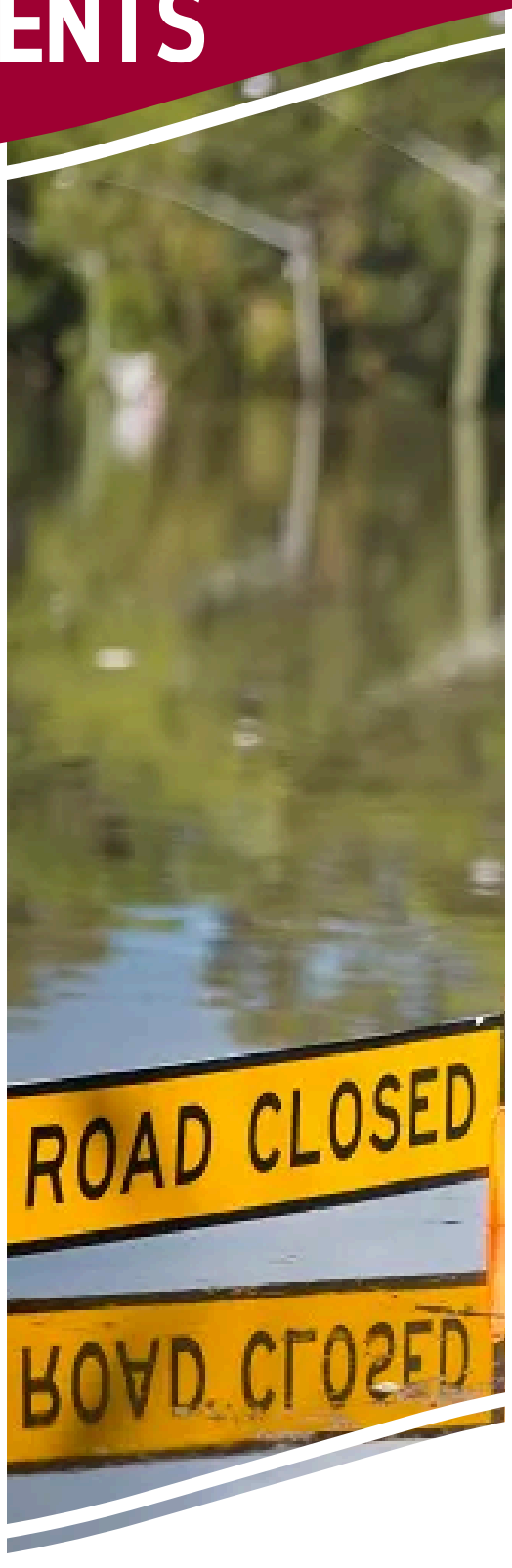

June 2024

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SHIRE OF BOYUP BROOK

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1. Administration

1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Local Emergency Management Committee and the Council of the Shire of Boyup Brook. The arrangement has been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

_____ Date: _____

Chair Local Emergency Management Committee
Shire of Boyup Brook

_____ Date: _____

Officer in Charge
Boyup Brook Police
Local Emergency Management Committee

_____ Date: _____

Chief Executive Officer
Shire of Boyup Brook

_____ Date: _____

Endorsed by Council – Resolution Number

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

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1.2 Distribution

Full Unrestricted Version

LEMC member organisations
Chief Executive Officer – Shire of Boyup Brook
Shire President
Council Chambers
Community Development Officer
Manager – Operations
Emergency Services Officer
WA Police
SEMC – Business Unit (Perth)
DFES – LSW Regional Office
DFES – SW Regional Office
St John Ambulance WA – Boyup Brook Sub Centre

Public Access/Restricted Version

Shire of Boyup Brook Administration Office
Community Resource Centre (SBB Library)
Shire of Boyup Brook website www.boyupbrook.wa.gov.au

1.3 Document Availability

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

Hardcopy: Shire of Boyup Brook
55 Abel Street
Boyup Brook WA 6244 *(During normal business hours)*

Online: Shire of Boyup Brook website: www.boyupbrook.wa.gov.au

1.4 Amendment Record

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

Feedback can include:

- Unclear or incorrect expression.
- Out of date information or practices.
- Errors, omissions or suggested improvements.

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

Chief Executive Officer
Shire of Boyup Brook
55 Abel Street
BOYUP BROOK WA 6244
Ph: (08) 9765 1200
Email: shire@boyupbrook.wa.gov.au

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

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	29/09/2017	LEMA Full Review – New EM Template	Daly Winter – SBB
2	01/03/2024	LEMA Full Review	Lewis Winter – Consultant
3	27/03/2024	Review for local accuracy	Angela Hales – SBB
4	04/05/2024	LEMC feedback	LW & AH
5	26/05/2025	Administration Update	Donna Forsyth - ESO
6	16/10/2025	Administration Update	Donna Forsyth - ESO

1.5 Glossary of Terms and Acronyms

Refer **Appendix 1**.

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Boyup Brook (SBB), these arrangements, support plans and other related documents should be read in conjunction with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant State Emergency Management Plans including State Hazard Plans are available on the WA Government Website, including:

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

1.6.2 Local Emergency Management Plans

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

- Boyup Brook Local Recovery Plan – 2024
- Higher Risk Persons and Groups Plan **Appendix 6**
- Animal Welfare Support Plan – 2025
- Bushfire Risk Management Plan – 2024-2027
- Local Emergency Relief and Support Plan (Collie Region) 2025 **Appendix 7**

1.7 Local Emergency Management Policy

Policies relating to emergency management refer to any policies, which are unique to Boyup Brook being bylaws or operational policies. The SBB policy relating to emergency management **Appendix 5.**

1.8 Agreements Understandings and Commitments

1.8.1 South West Region Mutual Aid Agreement

In 2015 the SBB along with twelve (12) other southwest local governments signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery. This agreement has been reviewed and re-signed in 2023. **Appendix 12**.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the Southwest Zone of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

Local Governments that are signatories to this agreement:

Shire of Augusta-Margaret River
Shire of Boyup Brook
Shire of Bridgetown-Greenbushes
Shire of Bunbury
Shire of Busselton
Shire of Capel
Shire of Collie
Shire of Dardanup
Shire of Donnybrook-Balingup
Shire of Harvey

Shire of Manjimup
Shire of Nannup

1.9 Special Considerations

The Shire has several special considerations which may contribute to the likelihood or severity of an emergency.

Consideration	Season/month
Bush Fire Season	November-April
Storm Season	May-September
Flooding Event	Riverine Flooding
Public Events • Country Music Festival (<3000) • Mayanup Camp Draft (<1000) • Wilga Endurance Ride (<1000) • Double Barrel Entertainment Rodeo (Harvey Dickson's)(<5000) • Blackwood Marathon (<1000) • Dinninup Show (<1000)	 February March March March/October October November
Schools • Boyup Brook District High School (two campuses) • St Mary's Catholic Primary School	School terms
Hospital and Citizens Lodge (Aged Care) • Emergency and high care beds • Boyup Brook Citizens Lodge	
Bulk Storage POL (petroleum, oils and lubricants) • Stridem • BP Fuel Station • Boyup Brook Tyre Service • Boyup Brook Cooperative • Boyup Brook Agricultural Supplies	

2. Overview

2.1 Area Covered

The area covered by this Plan is the geographic area covered by the SBB under the *Local Government Act (1995*). The SBB occupies 211.8 square kilometres (km) on the swan coastal plain and is 246 km south of Perth and 104 km from Bunbury.

The SBB includes communities of Dinninup, Kulikup, Mayanup, McAlinden, Tonebridge and Wilga and is bounded by the Shires of Arthur River, Bridgetown-Greenbushes, Collie, Donnybrook-Balingup and Kojonup.

2.2 History and Culture

Brook is in Noongar boodja country and was inhabited by the Kaniyang people. The name is derived from the Aboriginal name of a nearby watercourse, Boyup Brook, which was first recorded as Booyup Brook in 1877. Buyu is said to mean "place of smoke", and another account states that "Booy" means "big smoke" and was named because the brook was originally surrounded by Grasstrees (previously known as blackboys) which, when set alight, sent up a cloud of black smoke. Another account claims the word "Booyup" means "Place of Big Stones" or "Place of Big Smoke". The big stones are referring to the large granite rocks surrounding the Upper Blackwood area.

Various requests for a townsite name where proposed, but Sir James Lee Steere, former resident of the area and prominent politician, suggested the Aboriginal name Boyup, by which the area was locally known, should be used.

The townsite was gazetted as Boyup in 1900, although locals called it "Boyup Brook". In 1908 there was a major expansion of the townsite, and locals suggested that as there was some confusion with the similarity of Boyup and Boyanup, and that the townsite should be renamed Boyup Brook. The renaming was approved, and the townsite re gazetted as Boyup Brook in 1909.

2.3 Population and Demographics

The Shire's population and demographics based on the 2021 Census information is summarised below.

Population Description	No. Persons	Percentage of Total Population
Total Population	**1834**	**47.1% males 52.9% females**
Aboriginal and Torres Strait Islander Peoples	22	1.4%
Persons under 15 years	157	18.2%
Persons over 75 years	121	7.5%
Speaks a language other than English	125	28%

Population Description	No. Persons	Percentage of Total Population
Persons with a disability	249	12.8%
Access to the internet from dwelling	1,445	74.6%
Total number of businesses • Agriculture/Forestry	338 225	 66.5% of all businesses

2.3.1 Population by Life Stage

Understanding the population by life stage within Boyup Brook provides valuable insights into the region's requirements for amenity, services, infrastructure, investment, education and employment opportunities. The largest life stage group in Boyup Brook "Older Workers (50-64)" representing 23.1% of the overall population.

2.3.2 Population by Need for Assistance

	No. Persons	Percentage of Total Population
Need for assistance		
Does not have a need for assistance	1,515	84.64%
Has a need for assistance with core	89	4.97%
Not stated	230	10.39%
Overseas visitor	0	0%
Total	**1834**	**100%**

2.4 Climate

The climate of the Southwest Region is described as having hot and dry summers followed by long, cold and wet winters. The average annual temperature ranges from 30 ºC in summer to 15 ºC in winter.

The average annual rainfall for the Shire of Boyup Brook is variable from 500-650mm.

2.5 Topography

Boyup Brook Shire lies within the Darling Plateau System and consists of three main landform areas:

- The northern areas of the Shire occupy gently undulating dissected plateau surfaces with broad gravel crests and generally broad valleys.
- The Central areas have an undulating to moderately sloping plateau surface with some rock outcrops.
- The Southern portion of the Shire consists of undulating to hilly areas of the plateau surface.

The area is accessible by four main sealed roads which pass through the town site and by air

via several gravel airstrips, both private and shire owned.

The major river system is the Blackwood River and its tributaries.

2.6 Economic Profile

Boyup Brook's economy heavily relies on agriculture, with a mix of broad acre farming, sheep, cattle, olives, timber plantations and vineyards. Over 40% of the population derives an income from agriculture.

The function of the town of Boyup Brook is as an agricultural service centre, with its associated complement of secondary industry (manufacturing) and tertiary or service industry (commerce and government). Several commercial activities directly associated with the district's primary production are established within the town site. These include machinery dealers, agricultural suppliers, stock agents, livestock transporters, shearing contractors and real estate agents.

2.6.1 Agriculture, Forestry and Fishing Outputs

2.7 Critical Infrastructure

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

2.7.1 Electrical Supply

Electricity is generated at the Muja Power Station near Collie. The present capacity for the town is 440/240 volts AC 50 cycles.

2.7.2 Gas Supply

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

2.7.3 Sewerage System

Deep sewerage is not provided anywhere within the district; properties are responsible for the installation and maintenance of an onsite disposal system for sewerage. Regional operators provide a service to pump out septic tanks as required. The Shire maintains a licence for a liquid waste disposal site located east of town on Stanton Road.

2.7.4 Water Supply

Scheme water is available to the Boyup Brook townsite via an extension to the Bridgetown water supply main. The source of this supply is Millstream Dam located near Balingup. Water from this dam is pumped to Hester, 10 kilometres north of Bridgetown, and gravity fed to storage tanks located at the western entrance to the townsite.

Farming properties rely on rainwater storage for drinking, and dams for stock water.

Further storage tanks (rainwater) are located at the rear of the Flax Mill. In addition, the town dam supplements the Bridgetown supply and is considered to have the potential to supply 127,000,000 litres. There are also two large water tanks on private property at Hicks Road in Dinninup which is accessible to the public for firefighting.

2.7.5 Medical Services

The Boyup Brook Soldiers Memorial Hospital is a B class Hospital with 6 beds usually available (a further 6 beds are permanently occupied by high care inpatients) located on Hospital Road, Boyup Brook. The next closest facility (27 kms) is Bridgetown District Hospital, Manjimup Hospital (41 kms) and Bunbury Regional Hospital (103) kms.

2.7.6 Airport Facilities

Boyup Brook Airport is a small air strip (unsealed) located on Boyup Brook-Kojonup Road between Six Mile Road and Parsons Swamp Road, approximately 12 kms southeast of town. The Boyup Brook Airstrip is a small airport with a single runway of about 1,000 metres This length is suitable for small, single or twin-engine General Aviation aircraft, such as those used by private pilots, flight schools, and critical services like the Royal Flying Doctor Service (RFDS).The nearest commercial airport to Boyup Brook is in Bunbury (130 Kilometres or approximately 25-30 minutes flying time). The Boyup Brook strip is utilised during daylight hours only as there are no lights on the runway. The Boyup Brook strip is also set-up for Water Bomber reloading with dedicated water tank, loading equipment trailer and trained volunteers.

2.7.7 Communications

For maps of Telstra mobile coverage click here.

2.7.8 Public Facilities

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

- Boyup Brook Town Hall – evacuation centre, community meetings

- St John Ambulance WA – Boyup Brook Sub Centre – recovery centre
- Boyup Brook Visitor Centre – advice and information
- Boyup Brook Football Club and playing fields – secondary evacuation centre
- Boyup Brook Community Resource Centre and Library – advice and information

Contact details for these facilities can be located in **Appendix 7**.

2.7.9 Emergency Services

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

Agency	Location
Department of Fire & Emergency Services – Lower SW	58/60 Giblett Street, Manjimup
St John Ambulance WA – Boyup Brook Sub Centre	35 Abel Street, Boyup Brook
Boyup Brook Volunteer Fire & Rescue	33 Abel Street, Boyup Brook
Volunteer Bushfire Brigades	Various Locations
Boyup Brook Police	88 Abel Street, Boyup Brook
Boyup Brook Soldiers Memorial Hospital	Hospital Road, Boyup Brook
Ranger Services	55 Abel Street, Boyup Brook
State Emergency Services	150 Hampton Street, Bridgetown

3. Emergency Management Planning

3.1 Aim and Purpose

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

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

3.2 Objectives

- Understand the roles and responsibilities of government and non-government agencies individuals involved in emergency management.
- Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs.
- Describe the emergencies likely to occur within or around Boyup Brook.
- Describe strategies and priorities for emergency management within Boyup Brook.
- Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2)) of the *Emergency Management Act 2005.*
- Promote a consistent multi-agency approach with community engagement, relating to emergences within Boyup Brook.

3.3 Scope

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

These LEMA's only:

- Apply to the area of the Shire of Boyup Brook.
- Cover areas where the Shire of Boyup Brook provides support to HMA's in the event of an incident.
- Details the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management.

3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers and organisations.

3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.
Refer **Appendix 4** for the SBB Contacts and Resources Directory (confidential) for specific details of resources available.

3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO or delegate, see **Appendix 12**.

3.7 Financial Arrangements

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

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

3.7.1 Authority to Incur Expense

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

3.7.2 Response

All the Shire's assets are registered and identified in the Boyup Brook asset register located at **Appendix 3**.

3.7.3 DRFAWA

The Disaster Recovery Funding Arrangements (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth. See **Appendix 7** for the Local Emergency Relief and Support Plan for further details.

ACTION

»	Shire of Boyup Brook to appoint a single person to the position of Finance Officer to ensure inhouse accounting and documentation processes are in-line with DRFAWA's reporting and claim requirements.
»	Shire of Boyup Brook to allocate an account number immediately an operation is mounted to provide and record the necessary funding required.
»	In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the Shire of Boyup Brook is to seek recovery funding – see Local Recovery Plan.

4. Local Emergency Management Committee

4.1 Introduction

The Shire of Boyup Brook is prescribed powers and responsibilities under the *Local Government Act 1995 (WA*) which establishes the authority as a statutory body reporting to the Minister for Local Government.

The Shire has established a LEMC under Section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the LEMAs.

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

A functional and proactive LEMC provides a community focussed coordinated approach that builds capabilities to enable communities to prepare, respond and recover from emergencies more effectively.

4.2 LEMC Role

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

- Developing, enhancing, and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues.
- Providing advice to HMA's/CA's to develop localised hazard plans.
- Providing a multi-agency forum to analyse and treat local risk.
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

4.3 LEMC Procedures

The Executive Officer, in consultation with the LEMC, shall determine a quarterly meeting schedule. These are published to LEMC members at the commencement of the calendar year.

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

- Confirming local emergency management contact details of key stakeholders.
- Reviewing any post-incident reports and post exercise reports generated since last meeting.
- Progressing emergency risk management processes.
- Progressing treatment strategies arising from emergency risk management process.
- Progressing development or review of local emergency management arrangements.
- Other matters determined by the local government and SEMC direction.

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer and Shire CEO in situations of a pending/or imminent disaster, or under any special circumstances where after consultation the decision-making process results in a requirement for the LEMC members to be consulted and updated. See **Appendix 13.** A LEMC special/emergency meeting agenda template can be viewed at **Appendix 10 (a).**

4.5 LEMC Membership

LEMC membership includes the Shire representatives and the Local Emergency Coordinator (OIC WAPOL Boyup Brook). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC. **Appendix 8.**

The Shire of Boyup Brook, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. Information on membership and the various roles can be found at https://www.wa.gov.au/government/document-collections/local-emergency-management-committee-handbook

4.5.1 LEMC Members

Agency	Position	Voting
Shire of Boyup Brook	Chair – Shire President Deputy Chair – Elected Member of Council Local Recovery Coordinator Chief Executive Officer Emergency Services Officer Chief Bush Fire Control Officer Executive Manager Operational Services Environmental Health Officer	■ ■ ☐ ■ ☐ ■ ☐ ☐
Boyup Brook Medical Services	Representative	☐
WA Police	Local Emergency Coordinator (Boyup Brook OIC)	■
Department of Communities	Local Welfare Coordinator	■
Department of Fire and Emergency Services	District Emergency Management Advisor District Officer Area Officer	■
Health Services – Blackwood Region	Representative	■
Boyup Brook Soldiers Memorial Hospital	Representative	☐
Department of Education – Boyup Brook District High School	Representative	☐
Department of Biodiversity, Conservation and Attractions	Representative - Donnelly Representative - Blackwood Representative - Wellington	■
Department Primary Industries & Regional Development	Representative	■
Mainroads WA	Representative	■
Water Corporation	Representative	■
Western Power	Representative	■
Volunteer Fire & Rescue Service	Representative	■
St John Ambulance WA – Boyup Brook Sub Centre	Representative	■

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

4.6 LEMC Reporting

4.6.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in State Emergency Management Preparedness Procedure 3.17.

4.6.2 Preparedness Reporting

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

5. Managing Risk

5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'.

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

The Shire the Boyup Brook monitors emergency warmings and alerts that are received during office hours from HMAs as well as those issued by the Bureau of Meteorology. A decision making guide, is attached at **Appendix 13.**

The Shire's Emergency Risk Management Assessments meet the requirements as per State Emergency Management Prevention and Mitigation Procedure 2.1 (See **Appendix 3** for risk planning)

5.2 Risks Identified

The Shire has undertaken a risk analysis within its district using the National Emergency Risk Assessment Guidelines, the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AZ/NZS ISO 31000:2018) Risk Management – Principles and Guidelines. This process identified the following hazards as those most likely to impact on the community. It was found that the bushfire hazard poses a high risk to people, the economy and public administration within the SBB. For that reason a Bushfire Risk Management Plan has been developed, see **Appendix 9.**

Bushfire

Storm

Flood

Animal Biosecurity

Energy Supply Disruption

Responsibility for emergencies arising from the state's 28 prescribed hazards is assigned to various hazard management agencies (HMAs). The HMAs responsible for the above risks will develop, test, and review appropriate emergency planning for their designated hazard.

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

5.3 Emergency Management Planning

The Shire is committed to developing and implementing Local Emergency Risk Management Strategies based on risk assessment principles. **Appendix 9.** The SBB will continue to review the likelihood that some additional hazards could have on the six consequence categories, being:

People

Social Setting

Environment

Public Administration

Infrastructure

Economy

6. Response & Coordination Emergency Operations

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

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

6.1 Activation of Local Arrangements

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

- Shire of Boyup Brook will ensure all requested support is available to the HMA/CA.
- LRC will advise the CEO of the need to convene the Shire's LRG as necessary.
- LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMA's IC.

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

6.2 Incident Support Group (ISG)

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

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

6.2.1 Triggers for Incident Support Group

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

- Where an incident is as a Level 2 or higher
- Multiple agencies need to be coordinated
- Community interests need to be represented

6.2.2 Incident Support Group Membership

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

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

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

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

6.2.3 Incident Support Group Meeting Location and Frequency

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

The IC is responsible for the location of meetings and given its part in the ISG, meetings are generally convened close to, or within the Incident Control Centre (ICC).

6.3 Emergency Coordination Centre

Identified Emergency Coordination Centres (ECC) can serve as central command centres during incidents to effectively control/coordinate incident operations.

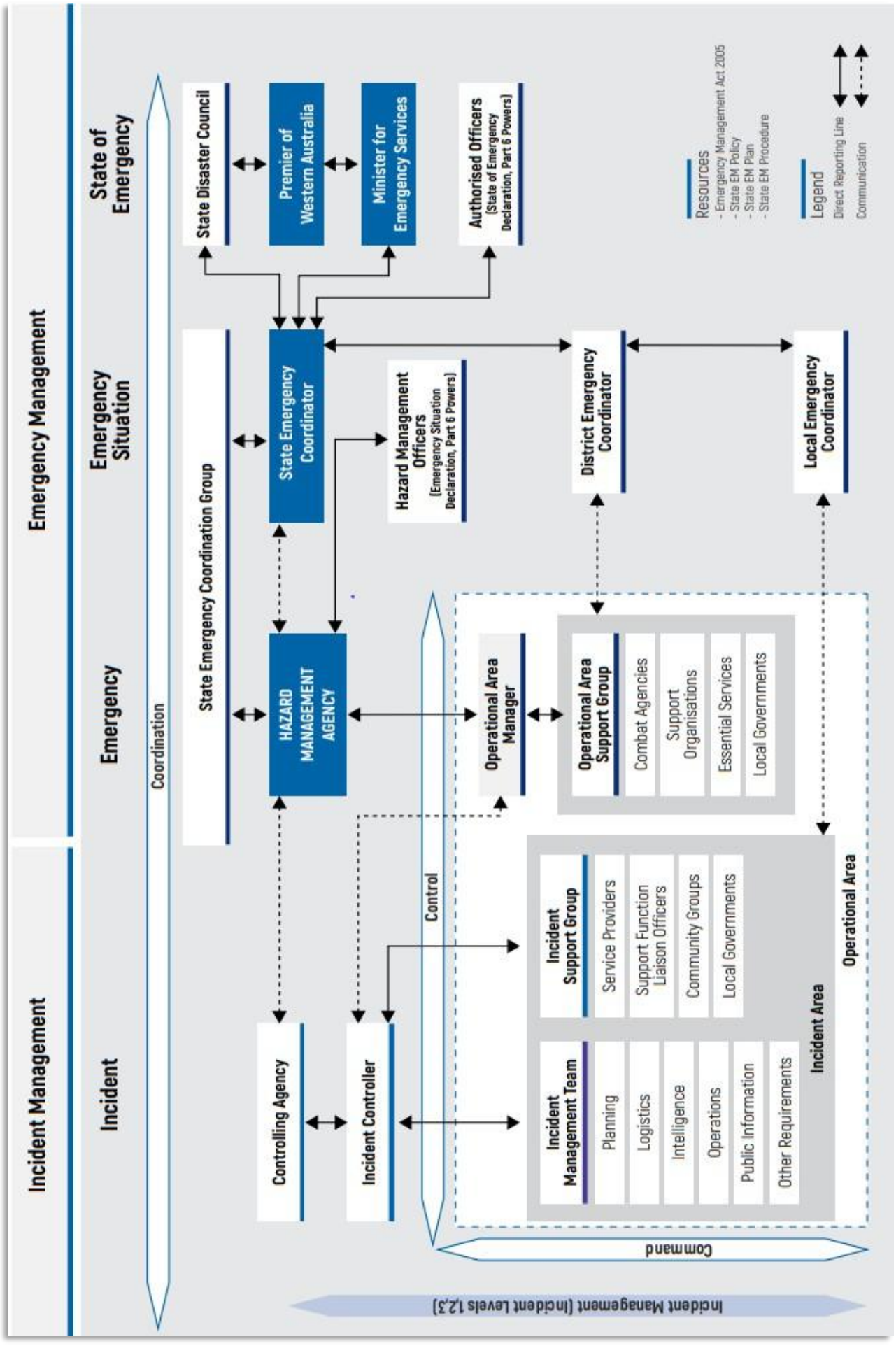
The Shire has identified a primary and secondary emergency coordination centre and the locations are below:

Venue	Address	Contact	Facilities
Primary			
Shire of Boyup Brook Administration Office/Council Chambers	55 Abel Street Boyup Brook	9765 1200	Offices, internet, generator, kitchen, ablutions
Volunteer Fire and Rescue	35 Abel Street Boyup Brook	9765 1010	Small training room, office, kitchen, ablutions
Secondary			
St John Ambulance WA – Boyup Brook Sub Centre	37 Abel Street Boyup Brook	9765 2555	Offices, training room, kitchen, generator, internet, shower, ablutions

6.4 State of Emergency

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

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


Emergency Management
Incident Management
State of Emergency
Emergency Situation
Emergency
Incident
Coordination
State Disaster Council
Premier of Western Australia
Minister for Emergency Services
Authorised Officers (State of Emergency Declaration, Part 6 Powers)
State Emergency Coordination Group
State Emergency Coordinator
Hazard Management Officers (Emergency Situation Declaration, Part 6 Powers)
District Emergency Coordinator
Local Emergency Coordinator
HAZARD MANAGEMENT AGENCY
Operational Area Manager
Operational Area Support Group
Combat Agencies
Support Organisations
Essential Services
Local Governments
Control
Incident Support Group
Service Providers
Support Function Liaison Officers
Community Groups
Local Governments
Incident Management Team
Planning
Logistics
Intelligence
Operations
Public Information
Other Requirements
Incident Area
Operational Area
Command
Controlling Agency
Incident Controller
Incident Management (Incident Levels 1,2,3)
Resources
- Emergency Management Act 2005
- State EM Policy
- State EM Plan
- State EM Procedure
Legend
Direct Reporting Line
Communication

7. Media Management and Public Information

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

HMAs/CAs are responsible for disseminating information in the response phase of an incident.

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

- HMAs will manage all media releases under State Support Plan – Emergency Public Information
- The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other Cas
- All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification
- Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency
- Each agency is provided with copies of multi-agency incident media releases as soon as possible before release
- All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Warning Systems

7.1.1 Local Government Systems

The Shire can support official emergency messaging through local communication systems including:

Website page	Local newsletters
Facebook page	Community notice boards
Variable message boards	Community/local radio stations

Information from the HMA can be communicated via the SBB communication platforms to ensure consistent messaging. Any local or specific information for release to the media or public must be forwarded and approved by the CEO. The Shire President is the only person to make statements to the press on behalf of the Shire. The Shire President or a delegated representative will be the Media and Public Information Officer.

7.1.2 Standard Emergency Warning Signal

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A

SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

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

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

To listen to the SEWS sound click here.

7.1.3 Emergency Alert System

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.
All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address. In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

7.1.4 DFES Public Information Line

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

7.1.5 Additional Information Outlets

Local ABC Radio	720AM, 1044Am or 684AM
BOM information line & website	1300 659 210 and www.bom.wa.gov.au

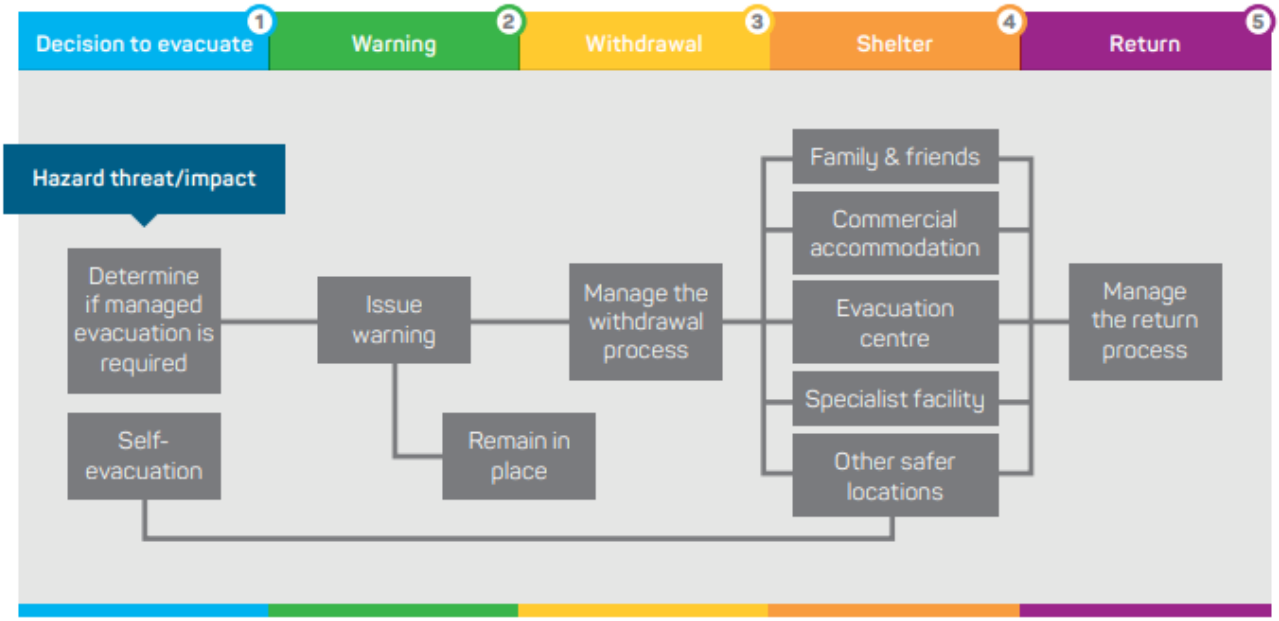
ACTION

»	The Shire acknowledges that public information and media management is critical in times of emergency.
»	HMAs/CA IC responsible for information/media releases in response phase of incident.
»	The Shire media releases are coordinated by the Shire's delegated Officer approved by CEO. See appendix 10 (c) for media communications guidelines.
»	The CEO or delegated person only to give public statements to media.
»	Public warning systems shall be used when necessary under HMAs/CA IC authority.
»	The Shire will support official emergency information by reiterating the messages via the Shire's communication avenues (Facebook, website, SMS, etc.).

8. Evacuation

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

In accordance with State EM Policy s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

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

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

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

8.1.1 Decision

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

8.1.2 Timelines

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

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

8.1.3 Combat Agency for Evacuation

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

8.1.4 Evacuation Centres

The Shire of Boyup brook is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres and supporting Dept. Communities with applicable relief and support functions (**Appendix 7 and Appendix 9)**

8.2 Higher Risk Persons and Groups

The Shire relies on agencies responsible for Higher Risk Persons and Groups (HRPG) to ensure suitable planning and response capabilities to support those special needs clients. Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities could be considered 'Higher Risk Persons'. (See **Higher Risk Persons & Groups Appendix 6)**

8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation.

Extensive mapping information can be obtained from the Shire's website and agencies such as Department of Biodiversity Conservation and Attractions. Consider reference to some maps showing routes as an appendix.

8.4 Isolation and Quarantine

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

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

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.

8.5 Return

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

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

ACTION

⋙	HMA/CA IC makes decisions to evacuate
⋙	LEMC and the Shire assist by pre-planning for evacuation
⋙	All alternatives to be considered
⋙	Decision to evacuate made as soon as possible
⋙	At-Risk Persons and Groups to be a special consideration in an evacuation
⋙	Routes and maps sourced via Shire Intramaps or Google maps or partner agencies
⋙	Ensure Evacuation Centre protocols and procedures are enacted – See Communities Emergency Relief and Support Plan– Appendix 7

9. Emergency Relief and Support

The Department of Communities (Communities) has the role of managing Emergency Relief and Support described as, 'the provision of both physical and psychological needs of a community affected by an emergency'.

This includes the domains of:

See Communities Emergency Relief and Support Plan for Boyup Brook - **Appendix 7.**

9.1 Department of Communities Evacuation Centre Coordinator

The Communities District Director appoints the Local Evacuation Centre Coordinator (LECC) – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support.

9.2 Local Government Liaison Officer (Emergency Relief and Support)

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

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

9.3 Register Find Reunite

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

Dept. Communities has reciprocal arrangements with Australian Red Cross to undertake this process.

9.4 Evacuation Centres

The Shire of Boyup Brook in conjunction with Dept. Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC - see ***Appendix 11*** for the Shire's primary and secondary nominated Evacuation Centres.

9.4.1 Animals

Animals except for assistance animals are not permitted within Evacuation Centres. The Shire of Boyup Brook will support and assist with animal management matters wherever possible through the Emergency Animal Welfare Support Plan.

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

coordinating animal welfare services in emergencies as per State EM Policy s5.9.7 and State Support Plan – Animal Welfare in Emergencies.
The Shire Emergency Animal Welfare Support Plan is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTION

»	Dept. Communities is responsible for managing emergency relief and support of people
»	DPIRD is responsible for managing the welfare of animals
»	Dept. Communities develops, maintains and enacts the Shire of Boyup Brook Local Emergency Welfare Support Plan
»	Register Unite Find responsibility actioned by Communities supported by the Australian Red Cross
»	Identified evacuation centres and emergency evacuation centres and facilities – see **Appendix 8** and **Appendix 11**
»	Rangers to support DBCA and DPIRD with animal welfare

10. Recovery

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

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

The Shire Local Recovery Plan guides and establishes sound recovery management, concepts, principles and values for Boyup Brook's staff, partnering agencies and community following significant impact from any emergency.

11. Exercising Review and Testing

11.1 Exercising

The aim of conducting an exercise is to:

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

11.1.1 Exercise Frequency

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

11.1.2 Exercise Reporting

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

11.2 Review of LEMA

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

Timeline to review and amend will be:

- Contact lists are reviewed and updated quarterly – Contacts and Resources Directory see **Appendix 4**
- A review is conducted after training that exercises the arrangements or relevant support plans
- An entire review of the LEMA and associated support plans will be done every five years as risks may vary to climate, environment and population changes.

12. Appendices

A1. Glossary of Terms & Acronyms

A1.1 Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

TERM	MEANING
AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve several Combat Agencies
Command (Vertically Within an Organisation)	Authority for command is established in legislation or in an emergency plan,
Control	The overall direction of emergency management activities in an emergency. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency (CA)	The agency nominated to control the response activities to a specified type of emergency
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
Disaster	see 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

TERM	MEANING
District Emergency Coordinator (Dec)	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee (DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by District Emergency Management Advisors (DEMAs) DFES Managers nominated by the Fire & Emergency Services Commissioner
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation to manage or requires coordination of several significant EM activities. The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"
Emergency Management (EM)	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
“Function” Support Coordinator	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan.
Hazard	A situation or condition with potential for loss or harm to the community or the environment.
Hazard Management Agency (HMA)	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

TERM	MEANING
Incident	An Emergency, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
Incident Area	The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an Incident
Incident Controller (IC)	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
Incident Management Team (IMT)	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances
Incident Support Group (ISG)	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district
Local Emergency Management Committee (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
Municipality	Means the district of the local government
Operation	an Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical area

TERM	MEANING
Operations Area	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an operation and incorporating a single or multiple Incident Areas
Operations Area Manager	that person designated by the Hazard Management Agency, responsible for the overall management of an operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an operation. The OASG includes representation from key agencies involved in the response
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
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 other services can cope with the effects. Common vernacular - READINESS
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
Recovery	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk

TERM	MEANING
State Emergency Management Committee (SEMC)	The SEMC is comprised of an executive and five Sub-Committees of Climate Change, Community Resilience and Recovery, Public Safety, Response Policy and Risk and Capacity. There are three reference groups being State, Lessons Management and Exercising, Essential Services Network Operators and Public Information.
Support Organisation	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

A1.2. Acronyms

ACRONYM	MEANING
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Health
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SBB	Shire of Boyup Brook
SEC	State Emergency Coordinator

ACRONYM	MEANING
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance WA
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SHPs	State Hazard Plans
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL **LWAPOL**	Western Australian Police Local Western Australian Police

A2. Roles & Responsibilities

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see State EM Plan – Appendix E.

For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see State EM Plan – Appendix C.

A2.1 Hazard Management and Controlling Agencies

TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
AIR CRASH	Commissioner of Police	WA Police Force
ANIMAL OR PLANT, PESTS OR DISEASES	Agriculture Director General	Department of Primary Industries and Regional Development
Injury or threat to life of persons trapped by the **COLLAPSE OF A STRUCTURE OR LANDFORM**	Fire and Emergency Services Commissioner	DFES
CYCLONE	Fire and Emergency Services Commissioner	DFES
EARTHQUAKE	Fire and Emergency Services Commissioner	DFES
LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA
FIRE	Fire and Emergency Services Commissioner	• DFES within gazetted fire districts or where DFES brigade or unit established. • DBCA on land it manages outside gazetted fire districts. • Shire of Boyup Brook in Shire of Boyup Brook districts outside of gazetted fire districts and DBCA land.
FLOOD	Fire and Emergency Services Commissioner	DFES

TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS, that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA
Actual or impending **SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL, SUBSTANCE** that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Chief Executive Officer, Department of Health	Department of Health
Actual or impending **SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL** or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES
HEATWAVE	Chief Executive Office, Department of Health	Department of Health
HOSTILE ACT	Commissioner of Police	WA Police Force
HUMAN EPIDEMIC	Chief Executive Office, Department of Health	Department of Health
LAND SEARCH – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force

TYPE OF HAZARD	HAZARD MANAGEMENT AGENCY	CONTROLLING AGENCY
LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA

A2.2 Shire of Boyup Brook Roles & Responsibilities

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Shire of Boyup Brook	• Responsibilities of the Shire of Boyup Brook (the Shire) as a Local Government are defined in Section 36, *EM Act:* • Ensure that effective local emergency management arrangements are prepared and maintained for its district • Manage recovery following an emergency affecting the community in its district • Perform other functions given to the Shire under the Act • The Shire also accepts responsibility for management of its resources • The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies • Development and testing of LEMA
Local Emergency Coordinator (LEC)	• The responsibilities of LEC are defined in Section 36 of the EM Act • For 'the Shire' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Bunbury Police Station OIC's having the following functions: • To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district • To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district • To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
LG Liaison Officer (Emergency Relief and Support)	• During an evacuation where a Shire facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	• During a major emergency, the liaison officer attends ISG meetings to represent Shire of Boyup Brook, provides local knowledge input and provides details contained in the LEMA.

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Shire of Boyup Brook – Incident Management	• Where an identified evacuation centre is a building owned and operated by the Shire, provide a liaison officer to support Communities. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shire's emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support
Other Shire of Boyup Brook Officers	As determined by the Incident, the following Officers are members of the committee: ○ Chief Executive Officer ○ Local Recovery Coordinator ○ Council Representatives ○ Environmental Health Officer ○ Senior Ranger ○ Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services

A2.3 Emergency and Support Agencies

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency Function: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act] Function: • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery by Shire of Boyup Brook
Combat Agency	A Combat Agency 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 EM activity prescribed by the regulations in relation to that agency

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Support Agency	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 Functions: • Restoring essential services affected by the emergency • Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis

A2.4 Emergency Relief and Support

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Department of Communities (Communities)	• Establish, chair and manage the activities of the State Emergency Relief and Support Committee and Emergency Relief and Support Coordination Group, where determined appropriate by the Communities District Director. • Prepare, circulate, test and maintain the Local Emergency Relief and Support Plan. • Represent Communities and the emergency relief and support services function on the LEMC and Local Recovery Group. • Establish and maintain the Local Evacuation Centre. • Ensure personnel and organisations are trained and exercised in their welfare responsibilities. • Coordinate provision of emergency relief and support services during response and recovery of emergency. • Represent Communities on the Incident Support Group when required.
Shire Local Government Liaison Officer (Emergency Relief and Support)	• Coordinate emergency relief and response on behalf of the Shire. • Coordinate initial arrangements in lieu of Communities Evacuation Centre Coordinator attendance. • Provide assistance to the Local Welfare Centre/s including • Maintenance of establishments. • Security of establishments. • Opening and closing establishments.
Australian Red Cross	• Undertake process recording displaced persons for National Register. • In partnership with the Shire and Communities undertake Outreach in affected areas.
Shire Rangers	• Assist with Animal Management in effected areas and at Evacuation Centres.

A2.5 LEMC Committee Members Key roles

ROLE	DESCRIPTION OF RESPONSIBILITIES
Chair	The LEMC Chair provides leadership and support to the LEMC by: • ensuring the appointment of an Executive Officer • chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to • ensuring that the local councils are kept fully informed of EM within the local government district and any significant outcomes from LEMC meetings • ensuring the LEMA is prepared and up to date • providing leadership in emergency management within the local government district.
Deputy Chair (Local Emergency Coordinator)	The Deputy Chair should be appointed as the Local Emergency Coordinator (LEC). Where there is more than one LEC, the role may be shared after discussion with the Chair. The Deputy Chair provides advice and support to the LEMC by: • acting as a Chair in the absence of the LEMC Chair • providing assistance, and advice as requested by the LEMC Chair • chairing any subcommittees or working groups • providing support and direction to the Executive Officer as required.
Executive Officer	The LEMC Executive Officer provides support to the LEMC by: • coordinating the development and submissions of LEMC documents in accordance with legislative and policy requirements including the: • Annual report • Annual business Plan • LEMA, including maintaining the EM contacts register. • ensuring the provision of professional and timely secretariat support including: • development and distribution of the meeting agenda, minutes, and action lists • maintaining a register of correspondence • maintenance of the LEMC membership contact list

ROLE	DESCRIPTION OF RESPONSIBILITIES
Committee	• facilitating the provision of relevant EM advice to the Chair and LEMC as required • participating as a member of LEMC sub committees and working groups as required • facilitating two-way communication between the LEMC and Executive Officer of the relevant DEMC to • undertake day-to-day EM business as required from both a local and district level.
Local Emergency Coordinator	• In addition to the role as a Deputy Chair, which may be shared between LECs, the LEC for a local government district has the following functions (section 37(4) of the EM Act): • to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements • to assist hazard management agencies in the provision of a coordinated response during an emergency • to carry out other EM activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	The Local Recovery Coordinator provides support to the LEMC by: • ensuring the preparation, maintenance and exercising of the Local Recovery Plan, as part of the LEMA • providing advice and generating awareness of recovery • advising the LEMC of Local Recovery Coordination Group (LRCG) local recovery activities, and evaluation findings.
Administration Support Officer	A LEMC Administration Support Officer may be appointed to provide administrative support to the Chair, Deputy Chair and Executive Officer as required, to ensure the timely preparation of all documentation

ROLE	DESCRIPTION OF RESPONSIBILITIES
Committee Members	The LEMC committee members can provide support to the LEMC by: • attending and actively participating in meetings • advising the Executive Officer of non-attendance and arranging for a proxy • contributing to the agenda and reviewing all meeting papers prior to the meeting. • completing meeting actions as required • bringing copies of relevant documents • reading and being familiar with the Terms of Reference • representing their organisation by providing input/advice into the meeting and sharing outcomes of the meeting with their organisation • participating in EM activities

A3. Shire of Boyup Brook LEMA – Asset Register

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200. shire@boyupbrook.wa.gov.au

A4. Contacts and Resources Directory

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200. shire@boyupbrook.wa.gov.au

A5. Terms of Reference & Emergency Management Policy

A5.1 Terms of Reference

Adopted:	29 August 2024.
Last Reviewed:	27/03/2024
Review Date:	01/03/2029 (Every 5 years or as required)
Associated Legislation:	*Emergency Management Act 2005*
Associated Documents:	State Emergency Management Policy and Procedure

1. Name

Shire of Boyup Brook Local Emergency Management Committee (LEMC)

2. Aim

The aim of the LEMC is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency.

3. Objectives

- Develop local emergency management arrangements (LEMA) that are practical to all stakeholders and service agencies.
- Ensure that LEMA are contemporary and relevant to the community and addresses all possible risks and scenarios.
- Participate in inter-local government relations to further emergency management cooperation within the emergency management district.
- Build resilience and engage with the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
- Participate in interagency training exercises that improve the capabilities and knowledge of the LEMC, local stakeholders, and hazard management agencies.
- Exercise the LEMA to test their effectiveness in practical applications, and actively strive for continuous improvement.
- Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
- Strategise ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

Advise and assist the Shire of Boyup Brook in ensuring that local emergency management arrangements are established for its district.

- Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
- Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations.
- Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
- Prepare and submit an annual report on activities undertaken by the LEMC during the financial year to the District Emergency Management Committee for the district.

5. Membership

Membership notes:

- Special guests may be invited to attend committee meetings as determined by the LEMC Executive Officer, in consultation with the LEMC Chair.
- Each voting member should nominate a proxy to the Executive Officer within their agency or organisation to attend if the appointed member is absent.
- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.
- Members representing agencies and organisations that can no longer participate in the committee should advise the Executive Officer of their resignation and nominate an alternative representative for membership.
- Committee membership will be reviewed at each meeting by the LEMC Executive to ensure that it is representative of the community and the potential risks and scenarios.
- New members may join the LEMC via resolution of the committee.

6. Meeting Management

Chairperson

- The Chairperson should be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Chairperson.

Deputy Chair

- The Local Emergency Coordinator should be appointed as Deputy Chair.

Executive Officer

- The LEMC Executive Officer is the Shire of Boyup Brook.

Quorum

- A quorum for the committee will be at least 50% of its voting membership.

Minutes/Agendas

- The Executive Officer is responsible for preparing agendas and minutes of all business transacted at each meeting.
- A draft agenda will be emailed to members three (3) weeks prior to the meeting. Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
- Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members two (2) weeks post the meeting.

Schedule

- Meetings will be held quarterly throughout the financial year and scheduled by the Chairperson. The schedule will be advised by the Executive Officer. (List of dates, for example, 3rd Thursday of each quarter March, June, September, December).
- Additional meetings will be held if and as required at the discretion of the Chairperson.

Authority

- The LEMC does not have the authority or power to commit the Council or Shire of Boyup Brook or any association, organisation, group or individual to expenditure without the City's/Shires endorsement.
- The LEMC is required to gain Council approval if the Committee wishes to alter these Terms of Reference.

7. Schedule 01 – Membership

Agency	Position	Voting
Shire of Boyup Brook	Chair – Shire President Deputy Chair – Elected Member of Council Local Recovery Coordinator Chief Executive Officer Emergency Services Officer Chief Bush Fire Control Officer Executive Manager Operational Services Environmental Health Officer	■ ■ □ ■ □ ■ □ □
Boyup Brook Medical Services	Representative	□
WA Police	Local Emergency Coordinator (Boyup Brook OIC)	■
Department of Communities	Local Welfare Coordinator	■
Department of Fire and Emergency Services	District Emergency Management Advisor District Officer Area Officer	■
Health Services – Blackwood Region	Representative	■
Boyup Brook Soldiers Memorial Hospital	Representative	□
Department of Education – Boyup Brook District High School	Representative	■
Department of Biodiversity, Conservation and Attractions	Representative - Donnelly Representative - Blackwood Representative - Wellington	■
Department Primary Industries & Regional Development	Representative	■
Mainroads WA	Representative	■
Water Corporation	Representative	■
Western Power	Representative	■
Volunteer Fire & Rescue Service	Representative	■
St John Ambulance WA – Boyup Brook Sub Centre	Representative	■

8. Governance Arrangements

Meeting procedures – Standard meeting agenda.

Every Meeting	• Confirmation of LEMC contact list currency. • Review of any incidents and analysis, since last meeting • Progress on any risk management processes • Progress on any treatment strategies from the risk management process • Progress on development or review of any LEMA • Other matters, as determined by Shire or the LEMC

1st Quarter August	• Development and approval of next financial year LEMC exercise schedule • Commencement of development of LEMC Annual Business Plan
2nd Quarter November	• Preparation of LEMC Annual Report (to be forwarded to DEMC) • Finalisation and approval of Annual Business Plan
3rd Quarter February	• Identify emergency management projects for possible grant funding
4th Quarter May	• National and State funding nominations

A5.2 Emergency Management Policy

1. **Policy Intention**

   To outline a commitment by the Shire of Boyup Brook (Shire) for the broad principles of Emergency Management in the district to support the community.

2. **Policy**

   To achieve the policy intention the Shire will, through the Chief Executive Officer:

   a. Ensure committees/groups are established and functioning to meet the Shire's statutory emergency management responsibilities, such as:
      - Local Emergency Management Committee.
      - Local Recovery Coordinating Group; and
      - appropriate representation on the District Emergency Management Committee.
   b. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness, including but not limited to:
      - Local Emergency Management Plan.
      - Local Recovery Plan.
      - Local Animal Welfare Plan.
      - Local Resource Recovery Manual.
      - Local Bushfire Management Arrangements.
      - Bushfire Risk Management Plan; and
      - Emergency Risk Management Plan.
   c. Actively encourage arrangements being developed and maintained to:
      - Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster; and
      - support neighbouring local governments for the purpose of local and regional response and/or recovery.

Document Control		
Previous Policy Reference	New	
Related Legislation	*Emergency Management Act 2005*	
Related Documents		
Initial Adoption Resolution	28 March 2024	Res 24/03/041
Amendment Record	16/10/2025	Administrative Update.

End

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A6.10 SHIRE OF BOYUP BROOK HIGHER RISK PERSONS/GROUPS ERROR! BOOKMARK NOT DEFINED.

A6.1 Acronyms

ACRONYM	TERM
ARPC	AT-RISK PERSONS COORDINATOR
CALD	CULTURALLY AND LINGUISTICALLY DIVERSE
SBB 'THE SHIRE'	SHIRE OF BOYUP BROOK
DFES	DEPARTMENT OF FIRE AND EMERGENCY SERVICES
HACC	HOME AND COMMUNITY CARE
IL	INDEPENDENT LIVING
LEMA	LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS
LEMC	LOCAL EMERGENCY MANAGEMENT COMMITTEE
MOU	MEMORANDUM OF UNDERSTANDING
IC	INCIDENT CONTROLLER
ICC	INCIDENT CONTROL CENTRE
HMA	HAZARD MANAGEMENT AGENCY
IMT	INCIDENT MANAGEMENT TEAM
RAC	RESIDENTIAL AGED CARE

A6.2 Amendment Record

AMENDMENT No	DATE	DETAILS	AMENDED BY
1	January 2024	Initial draft developed Sub plan for LEMA	Lewis Winter - Consultant
2	April 2024	Review for local content	Angela Hales - SBB
3			
4			

A6.3 Defining Higher Risk Persons & Groups

Higher at-Risk Persons and Groups within the overall population have a higher degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for “At-Risk” Persons and Groups is:
***Having concerns with Communication, Medical, Independence, Supervision, and Transportation services*.**

A6.3.1 Influencing Factors: Higher Risk Persons & Groups

Socioeconomic Status

Includes employment, income, housing (e.g. homelessness) and education level. People with lower socioeconomic status are more likely to lack resources needed to follow instructions on emergency preparedness. They might be unable to stockpile food, for example, or not have the ability to evacuate.

Age

The old and the young are particularly vulnerable during emergencies. Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

Culturally and linguistically Diverse

Race and ethnicity contribute to social vulnerabilities and are tied to issues of socioeconomic status. Social and economic marginalisation contributes to the vulnerability of these groups.

English Language Proficiency

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding public health directives if language barriers are not addressed when developing emergency readiness messages.

A6.3.2 Medical Issues and Disability

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

A6.3.3 Higher Risk Persons & Groups Focus: Shire of Boyup Brook

Child care Facilities and Schools

Name	Description	Address	Contact 1	Contact 2	No People	Is there an evacuation plan?
Boyup Brook District High School	Primary School	Barron St Boyup Brook				
Boyup Brook District High School	Middle School	Beatty St Boyup Brook				
St Mary's Primary School	Primary School	Knapp St Boyup Brook				
Flax Mill Caravan Park	Caravan Park	Jackson St Boyup Brook				

Name	Description	Address	Contact 1	Contact 2	No People	Is there an evacuation plan?
Boyup Brook Health Services	Hospital	Hospital Rd Boyup Brook				
Boyup Brook Lodge	Aged Care Facility	Bridge St Boyup Brook				
Boyup Brook Family Stop Centre	Childcare	Abel St Boyup Brook				

Culturally and Linguistically Diverse (CALD) Groups

The Shire of Boyup Brook has not identified any persons who would be categorised in this group. Where information is obtained to the contrary details of groups representatives and advocates will be added to the contacts list.

See **Appendix 4** for Contact and Resources

Living with Disability

People and organisations who connect with people at risk on a regular basis are often well placed to support them to prepare for emergencies. The Shire of Boyup Brook will continue to integrate data from local and regional providers where it is available to ensure communication plans address the needs of people with a disability. Contact details and agencies active within the shire will be regularly updated to ensure the information is current and accurate. Consideration to the confidential nature of this information will often limit the details provided.

Some people at risk are not well connected with regular support services, which is why the whole community needs to be involved. Messaging will promote this approach to assist with the dissemination of information.

See **Appendix 4** for Contact and Resources

A6.4 Introduction

A6.4.1 Aim and Objectives

Aim

To define emergency management arrangements relating to the evacuation, emergency relief and support and care of Higher Risk Persons and Groups and related support networks, before, during and after emergencies throughout the Shire of Boyup Brook (hereby referred to as 'the Shire').

Objectives

- Detail actions, roles and responsibilities for prevention, preparedness, response and recovery arrangements within the Shire for Higher Risk communities.
- Identify emergency management arrangements between all stakeholders and networks in response and recovery from an emergency within the Shire for Higher Risk communities.
- Provide an interface to enable integration with other emergency plans within the Shire and State.
- Provide a reference for all Higher Risk communities and their networks required to respond and recover from emergencies within the Shire.

Scope

This Plan covers the Shire 's Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups and their networks that may become involved with managing and responding to emergencies within the Shire.

A6.4.2 Related Documents

This Plan forms part of the Shire 's Local Emergency Management Plans *and Arrangements* (LEMAs) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.

A6.4.3 Plan Responsibilities

The Shire is responsible for developing, implementing and revising this Plan in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.

A6.5 Emergency Management for Higher Risk Persons & Groups

A6.5.1 Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process*. *This includes having specific arrangements in place for higher Risk Persons and Groups,* such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD).

A6.5.2 Higher Risk

Higher Risk (social vulnerability) is defined by the characteristics of a person or group that affect *their capacity to anticipate, cope with, resist and recover from effect of a disaster and emergencies.* This can include their response to disproportionate pain and suffering, injury, loss, or disruption of livelihood.

Commonly accepted categories include socioeconomic status, age, race and ethnicity, children and youth, English language proficiency, medically reliant, older and isolated people, those with a disability, and transient or tourist groups.

A6.5.3 Higher Risk Persons & Groups in Emergency Management Cycle

Prevention

- Developing specialised Higher Risk Persons and Groups Plan for community members.

Preparedness

- Create evacuation contingencies for Higher-Risk community members.
- Conduct outreach and engagement.
- Determine additional resource requirements.
- Consider evacuation facilities, transport and special requirements.

Response

- Consider resource allocations in emergencies.
- Provide target data for Incident Management Team use.
- Prioritise response efforts for Higher Risk communities.
- Customise communication efforts.

Recovery

- Determine resource allocation.
- Identify At-Risk sub populations that are least resilient.
- Track recovery and any on-going problems.

A6.5.4 Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to aid under this Plan in the event of an emergency, which will, or may, affect Higher Risk Persons and Groups, directly or indirectly.

AGENCY / THE SHIRE	ROLES / RESPONSIBILITY
Department of Fire and Emergency Services (DFES)	• Hazard Management, SBB • Evacuation decisions and coordination • Support Agency
Department of Communities	• Evacuation centres • Emergency Relief and Support Plan • Financial assistance to affected persons • Displaced persons
Western Australia Police (WAPOL)	• Hazard Management • Traffic Management • Investigation and enforcement • Alerts and evacuation execution
Disability Services	• Client contact database • Identification of specialist requirements
The Shire of Boyup Brook	• Support Agency • Information Technology • Facilities resources

A6.6 Communications

The communications plan must accommodate the needs of At-Risk Persons and Groups to provide concise instructions before, during, and after a disaster.

A6.6.1 Considerations Strategies – Higher Risk Persons & Groups

- Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth-grade reading level or lower.
- Provide written materials in bilingual or multi-lingual format.
- Include visual aids such as pictures and maps to reinforce key messages.
- Repeat key information.
- Include directions and phone numbers.
- Use large fonts.
- Identify preferred communication methods (face-to-face, phone, word-of-mouth) and develop messages accordingly.
- Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?
- Consider working with media and communications specialists.

A6.7 Response

A6.7.1 Responsibility in Response

The Shire will provide the relevant information to the Hazard Management Agency/Control Agency Incident Controller, who is responsible for activating this Plan and to determine the extent of the response and the requirement to evacuate Higher Risk Persons and Groups.

The Incident Controller (IC) will appoint a **Higher Risk Persons Coordinator (ARPC**) to oversee the aspects of this Plan. The SBB will provide the IC with details and information they have that will assist in decision making.

A6.7.2 Notification and Communications

The Incident Management Team (IMT) and the ARPC will determine and activate the notification of the response and an appropriate communications plan.

A6.7.3 Levels of Response

The IMT and ARPC will determine the level of response and implement the response action plan.

A6.8 Evacuation

A6.8.1 Considerations

- Deciding which Higher Risk Persons & Groups may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.
- A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.
- If Higher Risk Persons & Groups do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.
- Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility must ensure they can list, account for, and identify all persons in their care.
- Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.
- Establish a procedure to assist any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, during emergency.

A6.8.2 Higher Risk Persons & Groups: Evacuation Planning Considerations

- Availability of safe evacuation routes, considering:
    - surrounding vegetation
    - watercourses
    - fire fuel loadings
    - possibility of road closures
    - topography

- Proximity of and anticipated response times by local emergency agencies
- Time required to vacate the property, including time to transport
- Owners' need for backup power supply should the mains power fail, especially night evacuation
- Owners' requirements for effective internal and external emergency communications
- Any need for additional assistance for care and attention in an emergency

A6.8.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT and coordinated through the ARPC.

Evacuation and Relocation Readiness

Suggestions for readiness actions for At-Risk Persons & Groups for emergency use:

- Torch, radio and spare batteries
- Mobile phone and contact phone numbers

- Mobility aids readiness
- Family and support group/organisation details
- First-aid items (discuss with your organisation)
- Personal medicine grab and go containers
- Suitable clothing and carry bag

Assistance to Evacuate

Carers and responsible organisations need to notify emergency agencies early with following details:

- Location of Higher Risk persons/groups
- Understand and relay needs for physical assistance
- Contact details of At-Risk persons/groups
- Alternative contact information

A6.8.4 Incident Management Team Responsibilities

The IMT's roles and responsibilities are to determine the need for evacuation taking into consideration:

- The threats, hazards and risks
- The predicted path of the threat
- Determine what is at risk
- Assess practicality of a large-scale evacuation during a response
- Assess and determine transport routes
- Determine the evacuation points
- Communicate the ARP&G plan and intentions at earliest possible time to persons and groups identified in this Plan
- Ensure accurate records are kept of persons relocated in an emergency

Higher Risk Persons & Groups Responsibilities

Higher Risk persons and their carer organisations are responsible for:

- Making the decision to stay or evacuate early, before the property is directly affected by the incident
- Implementing the required aspects of the personal and organisational evacuation plan
- Ensuring that all Higher Risk persons are identifiable

Shire of Boyup Brook (SBB) Responsibilities

The Shire of Boyup Brook (SBB) is responsible for preparing, planning for and to determine and document evacuation considerations:

- The threats, hazards and risks
- The predicted threat or hazard behaviour
- Determine what is at risk
- Assess and assist the practicality of a large-scale evacuation during a response
- Assess and assist determine transport routes
- Determine and document the evacuation points
- Identify and document safe havens, locations, and facilities
- Identify and document required and available resources, needed to enable structured and safe evacuation of At-Risk Persons and Groups from areas under threat

A6.8.5 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. Record and document all matters relating to the financial management and arrangements relating to Higher Risk Persons & Groups.

A6.9 Recovery

A6.9.1 Responsibility for Recovery

- The IC will determine the ‘recovery phase’ on completion of the ‘response phase’ and complete the Impact Assessment ready for handover to the SBB CEO and LRC.
- The Boyup Brook Local Recovery Coordinator and the Boyup Brook Recovery Group are responsible for implementing the ‘recovery phase’ of an incident.

A6.9.2 Transition to Recovery

The IC needs to declare the area safe prior to approving or supporting the movement of affected people back to an incident affected property.

A6. Higher Risk Persons and Groups

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200.
shire@boyupbrook.wa.gov.au

A7. Local Emergency Relief and Support Plan

South West Region

Collie Office Region (Supporting Shires of Collie and Boyup Brook)

Prepared by Department of Communities, Emergency Relief and Support

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200. shire@boyupbrook.wa.gov.au

A8. LEMC Contacts Register

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200. shire@boyupbrook.wa.gov.au

A9. Emergency Risk Management Planning

The risk management framework aligns with the principles as outlined in the current International Standard (AS/NZS/ISO 31000:2018).

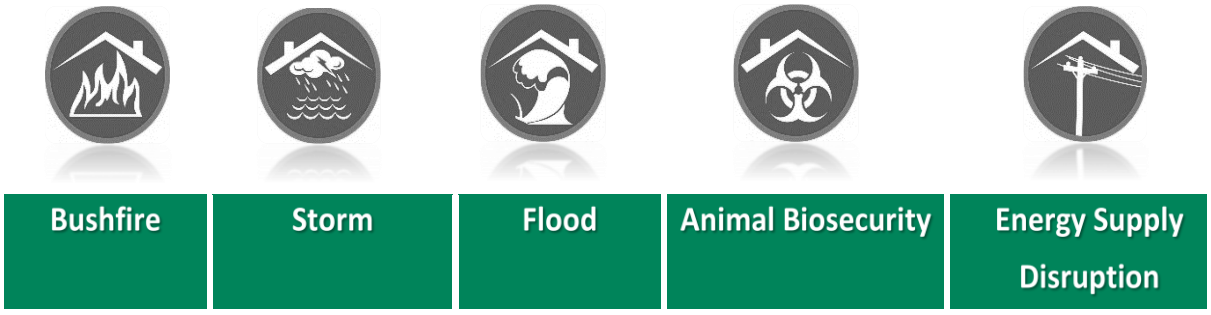
The Shire will manage risks continuously using a process involving the identification, analysis, and evaluation of risk.

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

Local risks and the likelihood and consequences of these risks to the community were identified in 2017 when the OEM undertook the State Risk Project across the three levels, State, District and Local. This saw a uniform and nationally agreed approach to the emergency risk management process. This process enabled the Shire's Risk Register and Treatment Schedule to be completed in line with best practice.

A9.1 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. The Shire of Boyup Brook has currently aligned its top 5 hazards with the Southwest District Emergency Management Committee which are.



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.

To help protect the community from the impacts of bushfires, strategies and actions known as 'controls' are employed to neutralise or reduce an identified risk. A controlled risk may still present a potential threat to the community, but the associated dangers will have been significantly reduced. The SBB implements controls in line with the State Risk Profile on bushfire through its Bushfire Risk Management Plan which includes bushfire mitigation activities, community education and training, planning and building regulation.

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plans
Bushfire	DFES DBAC Shire BB	DFES	DFES DB Shire BB	Plantation Industries Western Power Water Corp	Fire	Bushfire Risk Management Plan 2024 -2027
Storm/Flood	DFES	DFES	SES	Western Power Shire BB	Severe weather	
Road crash	Commissioner of Police	WAPOL	WAPOL/DFES	VRS Shire BB	Road Crash	
Animal and Plant Biosecurity	Director General DPIRD	Dept of Primary Industry & Regional Development	Dept of Primary Industry & Regional Development	Shire of BB Dept of Health Dept. of Water DFES	Animal and Plant Biosecurity	
Energy Supply Disruption	Western Power	Dept of Finance – Public Utilities Office	Western Power	Synergy	Electricity Supply Disruption	

A9.2 Coordination of Emergency Operations

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

Priority	Risk Control Strategy
FIRE	• Enforcement of the *Bush Fires Act* and Regulations Maintenance of the Bushfire Brigade Network • Community education in bushfire control • Bushfire Risk Management Planning & mitigation operations
ROAD CRASH	• Review and comment on any license application for bulk transport of hazardous material • Maintenance of roads. • Improve signage • Public alerts and education
STORM/FLOOD	• Enforcing development controls in susceptible areas • Management of stormwater Enforcing development controls in susceptible areas • Maintenance and repairs to drains and waterways
ENERGY SUPPLY INTERUPTION	• Backup generators • Pruning of trees • Power lines underground
ANIMAL & PLANT BIODIVERSITY	• Education of farmers regarding stock movements • Ranger visits and complaints follow up • Advice to community on animal hotline for emergency disease

A10(a). Local Emergency Management Committee - Special Meeting Agenda

<Insert Event Name>

Date:
Time:
Venue:
Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	**Chair**
1	**Insert event name- Current Situation**	**From Sitrep or lead agency**
2	**Other Agency Reports**	**Agency leads**
3	**Communications employed**	**HMA lead, others as required**
4	**Priorities, further action**	**Chair**
5	**Other items as required**	
6	**Other items as required**	
9	**Other business.**	**As required**

10	**Next meeting: time and date**	**Chair**

A10(b) Situation Report

Shire of Boyup Brook

INCIDENT SUPPORT GROUP MEETING

EVENT		
SIT REP #	**DATE**	**TIME PERIOD**
DISTRIBUTION		
• Council members as required • CEO & Executive team • Managers • Local Emergency Management Committee & Local Recovery Group • Other organisations as necessary *Note: Shire can determine who receives the SITREPs based on relationships and need.*		

Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	Signature	Date	Time
Approved By:	**Signature**	**Date**	**Time**

A10(c). Disaster Recovery Communications

Communication Plan Template

Communications Planning Checklist *(Recovery Comms. included)*

ACTION	Y/N	RESPONSIBLE PERSON
Communications Governance		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
Messaging		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
Community Outreach Program		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

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 _____

Intro: discuss current situation (include 'No physical donations 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: _____

A11. Evacuation Centres

A11.1 Primary Centres

Shire of Boyup Brook Town Hall – 55 Abel Street		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – MAIN HALL	380 pax	COVID – 2sqm =190pax COVID – 4 sqm = 95pax
CAPACITY – LESSER HALL	160 pax	COVID – 2 sqm - = 80pax COVID – 4 sqm = 40pax
LIGHTING	Generator power	Fluro lights
COOKING	Large Kitchen	Gas ovens
POWER	Mains + Generator power	
ABLUTIONS	Male	
	Female	
	No showers	
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	Yes	Subject to use/tower
SECURITY	No	
PETS	No	
HAZARDS	No	
Due to lack of shower facilities, consider evacuation to Bridgetown if extended stay required		

Shire of Boyup Brook Football Clubroom – Beatty Street		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – HALL	100 pax	COVID – 2sqm =50pax COVID – 4 sqm = 25pax
CAPACITY - SQUASH COURTS	80pax	COVID – 2 sqm - = 40pax COVID – 4 sqm = 20pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Mains	Generator power outlet
ABLUTIONS	Male	
	Female	
	Showers	Septic system may not cope
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	No	
HAZARDS	Yes – oval prone to flooding	

A11.2 Secondary Centre's

Shire of Boyup Brook Dinninup Hall & Grounds 20kms east on Boyup Brook – Arthur Road		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Jason Forsyth	Executive Manager of Operations
CAPACITY – HALL	100 pax	COVID – 2sqm =50pax COVID – 4 sqm = 25pax
CAPACITY – SECONDARY HALL	80pax	COVID – 2 sqm - = 40pax COVID – 4 sqm = 20pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Mains	Generator power outlet
ABLUTIONS	Male	
	Female	
	Showers	
DISABILITY ACCESS	Yes	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	No	
HAZARDS		

Shire of Boyup Brook Rylington Park 27 kms south east Boyup-Cranbrook Rd		
CONTACT PERSONS	Leonard Long	CEO Shire of Boyup Brook
	Carolyn Mallett	Executive Manager Corporate and Community
	Erland Deas	Admin Officer Mgt Committee
CAPACITY – DONGAS	16 pax	COVID – 2sqm =16pax COVID – 4 sqm = 16pax
CAPACITY – SHEARING SHED	20pax	COVID – 2 sqm - = 10pax COVID – 4 sqm = 5pax
LIGHTING	Generator power	Fluro lights
COOKING	Small Kitchen	Gas ovens
POWER	Mains + Generator power	
ABLUTIONS	Male	
	Female	
	Showers	
DISABILITY ACCESS	Partial	
PARKING	Yes	
INTERNET	No	
SECURITY	No	
PETS	Yes	
HAZARDS		
Distance to shop for food and pharmacy – consider extended evacuation to Bridgetown Leisure centre		

A12. Local Mutual Aid – MOU

Information Redacted for confidentiality purposes – available by appointment during business hours with Shire Administration Office – 9765 1200. shire@boyupbrook.wa.gov.au

A13. Special/Emergency Meeting – Decision Making Guide

In accordance with the LEMC committee handbook and section 4.4 of the LEMA, the Chair can call a special/emergency meeting in consultation with the Executive Officer and Shire CEO in situations of an imminent or pending disaster, or under any special circumstances.

The aim of the meeting is to consult and update LEMC members on a current or developing situation to ensure all HMAs and support agencies are adequately prepared to enact their plans.

The decision to call a special/emergency meeting should not be based on any single factor, but a considered judgement made after consultation and discussion regarding the situation, which includes assessment of the pending or imminent risk to community, business and infrastructure.

Factors to consider include but are not limited to:

- Type of hazard
- Rate/speed the situation is developing or changing
- Level of assessed risk for the Shire of Boyup Brook based on AS/NZS/ISO 31000:2018 – Risk matrix
- Subject matter expert/HMA advice
- Special circumstances outlined in section 1.2 of the LEMA
- Context or impact on community, businesses and infrastructure
- Information available from emergency warning systems and alerts
- Lessons learnt, previous experience and historical events locally and regionally.

Preparedness enables local government, communities and agencies to respond

rapidly to disaster situations to cope with them more effectively. Preparedness therefore encompasses those measures taken before a disaster event which are aimed at minimizing loss of life, disruption of critical services, and damage when the disaster occurs.

A special/emergency meeting is considered a key step in the process of preparedness.

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