Local Emergency Management Arrangements

SHIRE OF MUNDARING

Shire of Mundaring
Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Mundaring Local Emergency Management Committee and have been tabled with the EAST METROPOLITAN District Emergency Management Committee (DEMC).

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Chairperson   Date
Mundaring LEMC

…………………………………………. ………………………………

Endorsed by the Council of the   Date
Shire of Mundaring

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GLOSSARY OF TERMS

For additional information in regards to the Glossary of terms, refer to the Emergency Management Western Australia Glossary 2009.

ACT - This refers to the *Emergency Management Act 2005*

AIIMS - The Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency management incidents from small to large and all difficult or multiple incidents. It is designed to be able to expand in order to ensure an 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 - A combat agency prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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

COMMUNITY EMERGENCY RISK MANAGEMENT - This is a systematic process that produces a range of measures that contribute to the well-being of communities and the environments. (See also RISK MANAGEMENT).

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

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

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

DISASTER - See **EMERGENCY**

DISASTER EMERGENCY COORDINATOR - Is appointed by the State Emergency Coordinator. This position is responsible for each emergency management district. The District Emergency Coordinator has responsibility to provide advice and support to the

District Emergency Management Committee for the development and maintenance of the Emergency Management Arrangements for its district, and to carry out other emergency management functions in accordance with directions form the State Emergency Coordinator. This position is held by a Superintendent of the WA Police.

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

EMERGENCY MANAGEMENT - This is a range of measures used to manage risks to the community and the environment. It involves the development and maintenance or arrangements to mitigate, prepare for, respond to, and recover from emergencies and disasters.

EMERGENCY MANAGEMENT CONCEPTS - Emergency Management Concepts are set out below:
(a) Prevention - the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
(b) Preparedness - preparation for response to an emergency
(c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
(d) Recover - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY - A Hazard Management Agency (HMA), a Combat Agency or Support Organisation.

EMERGENCY MANAGEMENT AUSTRALIA (EMA) is the Federal Government Agency responsible for the coordination of responses to emergency events. The agency is part of the Attorney-General's Department.

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

EVACUATION - A risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The Hazard Management Agency will make decisions on evacuation during an emergency.

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

HAZARD - a situation with the potential for loss or harm to the community or the environment:
      (a) A Cyclone, earthquake, flood, storm, tsunami or other natural event
      (b) a fire
      (c) A road, rail or air crash, a plague or an epidemic
      (e) a terrorist act as defined in The *Criminal Code,* section 100.1 set out in the Schedule to the *Criminal Code Act 1995* or the Commonwealth
      (f) Any other event, situation or condition that is capable of causing or resulting in

(i) loss of life, prejudice to the safety or harm to the health of persons or animals or
(ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

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

INCIDENT - An event, accidentally or deliberately cause, which requires a response from one or more of the statutory emergency response agencies
.
INCIDENT AREA (IA) - The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

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

INCIDENT MANAGER - See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) - a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations planning and logistics. The team headed by the incident controller which is responsible for the overall control of the incident.

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

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

LOCAL EMERGENCY RECOVERY COORDINATION CENTRE (LERCC) - is a facility for the central management of resources for an emergency It is the focus of a Local Government's Local Emergency Management Arrangements in supporting an effective Local Emergency Recovery Centre.

LOCAL GOVERNMENT (LG) - Local Government meaning the Shire of Mundaring.

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire

President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government.

MUNICIPALITY - Means the district of the Shire of Mundaring.
OPERATION – An operation is an incident which impacts or is likely to impact, beyond a localised community or geographical area.

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

OPERATIONS AREA SUPPORT GROUP (OASG) – The group that may be convened by an Operations Area Manage, 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 – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies.

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

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

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

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

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS 4360, 2004 (Risk Management).

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

STATE EMERGENCY COORDINATION GROUP (SECG) – A group that may be established at the state level by the State Emergency Coordinator, at the request of or in consultation with the Hazard Management Agency or Control Agency to assist in the provision of coordinated multi-agency response to and recovery from the emergency.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – This Committee comprises an executive group and four function groups. The Commissioner of Police is designated chair of the executive group and is the State Emergency Management Coordinator, while the Chief Executive Officer of the Department of Fire and Emergency Services (DFES) is the Deputy Chair. The Executive Directors of DFES's Emergency management Services is the SEMC Executive Officer. The four function groups of the SEMC include membership from organisations essential to the State's Emergency Management Arrangements. The chair of each of the function groups is also a member of the SEMC Executive Group. The function groups are:

1. Emergency Services Group
2. Public Information Group
3. Lifelines Services Group
4. Recovery Services Group

SUPPORT ORGANISATION – This is an Organisation whose, response in an emergency is either to restore essential services (for example, Western Power, Water Corporation or Main Roads) or to provide such support functions as welfare, medical and health, transport, communications, etc.

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

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

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards.

WESTPLAN – State Emergency management plans as approved by the State Emergency Management Committee.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

AIIMS	Australasian Interagency Incident Management System
BFS	Bush Fire Service
CESM/CBFCO	Community Emergency Services Manager/Chief Bush Fire Control Officer
CPFS	Department for Child Protection & Family Support
DAFWA	Department of Agriculture & Food Western Australia
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DOH	Department of Health
DPAW	Department of Parks & Wildlife
EMA	Emergency Management Australia
ERM	Emergency Risk Management
FRS	Fire & Rescue Service
HMA	Hazard Management Agency
HAZMAT	Hazardous Materials
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
PTA	Public Transport Authority
PPRR	Prevention, Preparedness, Response & Recovery
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policies
SES	State Emergency Service
SOM	Shire of Mundaring
SOP	Standard Operating Procedures
VBFB	Volunteer Bush Fire Brigade
WAPOL	West Australian Police
XO	Executive Officer

Part 1

INTRODUCTION

PART 1 – INTRODUCTION

1.1 Amendment Record

Feedback and comments from community members and stakeholders on this document is welcomed**.**

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY NAME
NO.	**DATE**		
1	13/10/15	Adoption of revised LEMA	Council
2	7 /9/16	Add Critical Incident Team Arrangements. SOM position title amendments	A Dyson

1.2 Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005*, and;

- Endorsed by the Shire of Mundaring Local Emergency Committee on 25 September 2015

And

- Approved by the Council of the Shire of Mundaring on 13 October 2015

1.3 Community Consultation

In July 2005 the Shire of Mundaring conducted a community survey of emergency risks and emergency risk management. Following on from that survey the Community Based Emergency Risk Management Report was produced.

The Community Based Emergency Risk Management Report was subsequently used as a foundation of the Shire of Mundaring Local Emergency Management Plan as adopted in 2005.

In 2011 community consultation was undertaken revisiting the information obtained in the 2005 survey to determine if the community felt that the results of the 2005 survey still applied. The information obtained from that process is reflected in these arrangements

1.4 Document Availability and Distribution

1.4.1   Availability

Copies of these arrangements can be viewed via:

- Shire of Mundaring website (pdf Format) www.mundaring.wa.gov.au _____

- Shire of Mundaring Administration Centre

7000 Great Eastern Hwy
Mundaring WA 6073

- Shire of Mundaring Libraries

Katharine Susannah Pritchard Library (Greenmount Library)
4 Scott Street, Greenmount WA 6056
T: (08) 9294 1421

Albert Facey Memorial Library (Mundaring Library)
Nichol Street
Mundaring WA 6073

1.4.2   Distribution List

This section itemises restricted copies disseminated to various appointees or organisations. The appointees or organisations mentioned in this section and their staff are authorised to view the full content of this plan's restricted appendices. Recipients of restricted copies undertake to hold that copy or copies under reasonably secure conditions

Emergency Management Committees
State Emergency Management Committee (SEMC)
District Emergency Management Committee (DEMC)
Local Emergency Management Committee (LEMC)
• Local Recovery Coordinators (see Shire of Mundaring **)
Emergency Service Organisations
Western Australian Police (WAPOL) • East Metropolitan District Office • Midland Police Station • Mundaring Police Station
Department of Fire and Emergency Services (DFES) • DFES District Manager Perth North East • DFES/Shire of Mundaring Community Emergency Services Manager
State Emergency Service (SES) • Mundaring State Emergency Service Unit
Department of Parks and Wildlife (DPaW) • Manager, Perth Hills District
Support Agencies
Department For Child Protection and Family Support • District Emergency Services Officer • Midland district representative
Salvation Army
St John Ambulance
Australian Red Cross
Shire of Mundaring
Chief Executive Officer
Director Statutory Services **
Director Community Services **

Director Corporate Services **
Director Infrastructure Services **
Manager Community Safety & Emergency Management
Senior Environmental Health Officer
Note: All Shire of Mundaring Service Managers are notified of the adoption of these arrangements and advised of the location of same within the Shire of Mundaring electronic document management system

1.5 Area Covered (Context)

The Shire of Mundaring is located on the eastern fringe of Perth, about 35 kilometers from the Perth GPO. The Shire of Mundaring is bounded by the Shire of Toodyay in the north, the Shires of Northam and York in the east, the Shire of Kalamunda in the South and the City of Swan in the west and north-west.

The Shire encompasses a total land area of 644 square kilometers, of which half is National park, State Forrest or water catchments. The bulk of the population live in townships.

The Shire of Mundaring includes the townships, villages and rural localities of Bailup, Beechina, Bellevue (part), Boya, Chidlow, Darlington, Glen Forrest, Gorrie, Greenmount, Helena Valley, Hovea, Mahogany Creek, Malmalling, Midvale (part), Mount Helena, Mundaring, Parkerville, Sawyers Valley, Stoneville, Swan View (part), The Lakes and Wooroloo.

The estimated resident population of the Shire of Mundaring is 39796 occupying 12942 households (ABS, Census 2011).

1.6 Aim

The aim of these arrangements is to:

- Detail emergency management arrangements for the Shire of Mundaring
- Ensure understanding between agencies and stakeholders in managing emergencies within the Shire of Mundaring
- Ensure compliance with the *Emergency Management Act 2005*

1.7 Purpose

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

a) The Shire of Mundaring's policies for emergency management;
b) The roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Mundaring;
c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
d) A description of emergencies that are likely to occur in the Shire of Mundaring;

e) Strategies and priorities for emergency management in the Shire of Mundaring; and,

f) other matters about emergency management in the district of the Shire of Mundaring and that the Shire of Mundaring considers appropriate (s. 41(2) of the Act).

1.8 Scope

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

The scope of these arrangements is limited to, and includes:

a) The entire district of the Shire of Mundaring
b) Situations in which the Shire of Mundaring provides support to HMA's in the event of an incident
c) Details as to the capacity of the Shire of Mundaring in relation to the provision of resources to support the effective management of emergencies
d) The Shire of Mundaring's responsibilities in relation to recovery management; and
e) Serve as a guide to emergency management at the local level recognizing that an emergency situation may escalate and require to be managed at a regional, state or federal level.

1.9 Related Documents and Arrangements

1.9.1 State Emergency Management Plans (Westplans)

The State Emergency Management Committee (SEMC) has responsibility to arrange the preparation of state level plans that cover specific hazard support issues.
State Emergency management Plans (Westplans) include but are not limited to the following:

Hazards

- Animal & Plant Biosecurity
- Bushfire
- Cyclone
- Earthquake
- Hazmat
- Heatwave
- Storm

- Air Crash
- Collapse
- Dambreak
- Flood
- Rail Crash PTA
- Human Epidemic
- Tsanami

Support

- Health
- Recovery Coordination

- Public Information
- Reception

- Registration & Reunification

- Welfare

Westplans can be viewed via the SEMC website – www.semc.wa.gov.au

1.9.2 Existing Plans and Arrangements

Document	Location	Date
SOM Risk Management Report	SOM	2005
SOM Local Emergency Management Plan	SOM	2005
SOM Local Emergency Management Arrangements Recovery Plan	SOM	2012
SOM Local Emergency Management Arrangements Evacuation Sub- Plan	SOM	2005
Local Emergency Management Plan for the provision of Welfare Support Midland District	CPFS	2015

1.10 Related Documents and Arrangements

Title/Summary	Parties to the Agreement	Location
North East Recovery Group Partnering Agreement For the provision of Mutual Aid for Recovery During Emergencies. The provision of physical and human resources where possible to assist with recovery management primarily in the initial stages of recovery and of a short duration.	Town of Bassendean City of Bayswater City of Joondalup Shire of Kalamunda Shire of Mundaring City of Stirling City of Wanneroo	SOM
Memorandum of Understanding between Department of Fire and Emergency Services (DFES) and the Shire of Mundaring for the provision of emergency services within the Shire of Mundaring Sets out the responsibilities and undertakings of the Shire and DFES for fire service delivery including preparedness and recovery programs.	Shire of Mundaring DFES	SOM DFES

1.11 Special Considerations

The Shire of Mundaring features a number of special considerations in relation to emergency planning and management. These considerations include:

- Relative isolation and spread of some population centers or villages
- Of the total land area of the Shire of Mundaring of 644 square kilometers approximately half is composed of forest reserve and water catchment.
- A significant bush fire risk due to extensive areas of bushland with proximity to, or containing housing.
- Storm season risk particularly due to infrastructure and housing proximity to vegetation and watercourses.
- Extensive water storage, treatment and distribution works including the Mundaring Weir, Mundaring Water Treatment Plant and Pumping Station.
  The Goldfields water supply pipeline also traverses the Shire from Mundaring to Wooroloo.
- Two correctional facilities, the Wooroloo Prison Farm and Acacia Prison (Wooroloo)
- Great Eastern Highway (Perth to Adelaide) traverses the Shire from Midvale to Wooroloo.
- Electronic communication difficulties may be experienced in areas of the Shire of Mundaring, particularly remote areas.

1.12 Resources

Hazard Management Agencies (HMA) are responsible for the determination of resources required to combat the hazards for which they have responsibility.

The Shire of Mundaring *Emergency Roster and Resource Register* , as per **Appendix 1** is updated and distributed on an annual basis and includes:

- Shire of Mundaring Volunteer Bush Fire Brigade contact details and rosters
- Mundaring State Emergency Services contact details
- Mundaring Volunteer Fire and Rescue Service contact details
- Shire of Mundaring Staff Emergency Call-Out Schedule
- Contractor listing and contact details
- Bus Contractors

1.13 Financial Arrangements

State Emergency management Policy no. 42, *Funding for Emergencies* stipulates the principle of funding for emergencies, as follows:

> *To ensure accountability for expenditure incurred, the emergency management agency with operational control of any resource shall be responsible for payment of all related expenses associated with its*

operation during emergencies unless other arrangements are established.

1.13.1 Authority to Incur Expense by the Shire of Mundaring

Certain Shire employees are able to incur expenses on behalf of the Shire of Mundaring within approved limits and the Council approved budget.

Special arrangements may be required in relation to financial expenditure during an emergency. Such arrangements must be in accordance with the financial management provisions of the *Local Government Act 1995.*

1.14   Roles, Responsibilities & Functions

In accordance with Section 41 (2) (b) of the *Emergency Management Act 2005*, the roles and responsibilities of key persons and organisations are detailed as follows:

1.14.1 Local Emergency Coordinator (LEC)

The LEC is the Officer in Charge of the Mundaring Police Station. It should be noted that the Shire of Mundaring district extends beyond the Mundaring WAPOL sub district.

The LEC is responsible for:

a)   The provision of advice and support to the SOM LEMC in the development and maintenance of emergency management arrangements for the district.
b)   The provision of assistance to HMA's in the provision of a coordinated response during an emergency in the district of the SOM.
c)   The Carrying out of other emergency management activities in accordance with the directions of the SEMC.

1.14.2 The Shire of Mundaring (a local government) is responsible for:

a)   Ensuring the effective LEMA in accordance with the *Emergency Management Act 2005* are prepared and maintained for the district.
b)   The management of recovery following an emergency affecting the community in the district.
c)   The performance of other functions given to local governments under the *Emergency Management Act 2005.*

1.14.3 LEMC Chairperson

The LEMC Chairperson (the Chairperson) is appointed by the Shire of Mundaring in accordance with S 38 (3)(a) of the EM Act. The Chairperson is responsible for:

a)   Keeping Council informed of emergency management matters and significant outcomes from LEMC meetings;

b) Ensuring matters are dealt with in an orderly efficient manner;

c) Bringing impartiality and objectivity to decision making within the LEMC

d) Ensuring LEMC meeting minutes are taken, verified for accuracy and distributed and filed

1.14.4 LEMC Executive Officer (XO)

The LEMC XO is responsible for:

a) Ensuring the provision of secretarial and administrative support to the LEMC including:

- Meeting Agenda preparation and distribution
- Meeting Minutes and action list preparation and distribution
- Correspondence
- Maintenance of the membership contact register

b) Coordination of the development and submission of committee documentation in consultation with the Chairperson or LEMC membership and in accordance with the Emergency Management Act and supporting SEMP's including:

- Annual Report
- Annual Business Plan
- LEMA and supporting documentation

c) Facilitation of provision of relevant emergency management information and advice.

d) Participate as a member of subcommittees and working groups as required.

1.14.5 Local Emergency Management Committee (LEMC)

The Shire of Mundaring has established a Local Emergency Management Committee in accordance with Section 38 of the Act.

The LEMC shall include representatives from agencies, organisations and community groups that are relevant to and representative of the community and relevant to the identified risks present within the district.

Members of the LEMC will be appointed to committee by the Council of the Shire of Mundaring as part of the Local Government election cycle (every four years) and in accordance with the *Emergency Management Act 2005*.

In accordance with Section 39 of the *Emergency Management Act 2005* the function of the Shire of Mundaring LEMC is to:

a) To advise and assist the Local Government in establishing Local Emergency Management arrangements (LEMA) for the district

b) To liaise with public authorities and other persons in the development, review and testing.

c) To carry out other Emergency Management activities as directed by the SEMC, or prescribed by the *Emergency Management Regulations 2006*

In accordance with Section 40 of the *Emergency Management Act 2005* the LEMC is required after the end of each financial year to prepare and submit to the DEC:

- An annual report on activities undertaken during the financial year
- A business plan detailing proposed activities to be undertaken during the new financial year

The annual report and business are to be prepared in the format, and within the timelines set by the SEMC.

1.14.6 Hazard Management Agency

A Hazard Management Agency (HMA) is defined within Section 4 (3) of the *Emergency Management Act 2005*:

To be a public authority or other person who or which, because of that agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for Emergency Management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.

HMA's are public authorities responsible for the Emergency Management of specific hazards (bush fire, storm, human epidemic) as detailed within the *Emergency Management Regulations 2006*.

Functions of HMA's include:

- Appointment of Hazard Management officers (S55 *Emergency Management Act 2005*);
- Declaration/Revocation of Emergency Situation (S50 & 53 *Emergency Management Act 2005*)
- Coordination of development of the Westplan for specific hazards (SEMP 2.2)
- Provide for the effective transition from response to recovery by Local Government

HMA's are expected to delegate representatives to accept appointment as members of the LEMC or to accept periodic invitation to attend/address LEMC meetings.

1.14.7 Combat Agency

Combat agencies are defined within the *Emergency Management Act 2005* and prescribed with the *Emergency management Regulations*

2006. Combat agencies are primarily responsible for providing services in response to particular emergencies.

1.14.8 Support Organisation

Support organisations as defined within the *Emergency Management Act 2005* and may be prescribed within the *Emergency Management Regulations2005* are public authorities or persons that may provide support functions to HMA's during an emergency event.

The Department for Child Protection & Family Support (CPFS) is a support organisation responsible for the Emergency Management activity of providing welfare services.

Support organisations in general are organisations that provide essential services and in the event of an emergency event may be responsible for the restoration of such services.

The services that support organisations provide include:

- Welfare
- Water supply & treatment
- Health care
- Transport (infrastructure & vehicles)
- Communications

Support organisations are expected to delegate representatives to accept appointment as members of the LEMC or to accept periodic invitations to attend/address LEMC meetings.

Part 2

PLANNING

PART 2 – PLANNING

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

2.1 <u>LEMC Membership</u>

The Shire of Mundaring has established a Local Emergency Management Committee (LEMC) and appointed members to that committee in accordance with the *Emergency Management Act 2005* and *Local Government Act 1995.*

Membership comprises of the following:

- Chairperson – Shire of Mundaring Councillor
- Shire of Mundaring Councillor (in addition to the Chairperson)

The following organisations/individuals:

- Department of Fire & Emergency Services (District Office)
- Department of Fire & Emergency Services (Community Emergency Services Manager)
- Local Emergency Coordinator - Officer In Charge Mundaring Police Station
- Department of Parks and Wildlife
- Department for Child Protection and Family Support
- State Emergency Service – Mundaring
- Swan/Kalamunda Health Service
- Salvation Army
- St John Ambulance
- Water Corporation
- Hills School Principals Association
- Department of Corrective Services (Wooroloo Prison Farm)
- Serco (Acacia Prison)

The following Shire of Mundaring Officers:

- Chief Executive Officer (or delegate)
- Manager Health and Community Safety Services (LEMC Executive Officer)
- Local Recovery Coordinator/s
- Senior Environmental Health Officer
- Deputy Chief Bush Fire Control Officer

The SEMC Community Emergency Management Officer (CEMO) or other SEMC representatives shall be invited to attend all meetings.

Contact details for all above LEMC members are listed within A**ppendix 2** LEMC MEMBERSHIP

2.2 Meeting Schedule

The Shire of Mundaring LEMC meets four times a year. The meeting schedule is included within the LEMC annual business plan and will be distributed to members upon production of that plan.

2.3 LEMC Procedures

The LEMC constitution and procedures shall be in accordance with, but not limited to the matters detailed within the State Emergency Management Policy(SEMP) 2.5.

2.4 Annual Reporting and Annual Business Planning

In accordance with SEMP 2.6 the annual report for the previous financial year and the business plan for the new financial year will be submitted to the East metro DEMC within two weeks of the end of the financial year. The annual report and business plan will be prepared utilizing the template supplied and distributed by the SEMC.

2.5 Emergency Risk Management

The Shire of Mundaring conducted a community based emergency management risk management survey in 2005 and completed a risk management report.

The full risk management report is appended to these arrangements **appendix 3**

The community risk ranking produced from the 2005 report was the subject of further community consultation in 2011, requesting advice as to whether the community felt that the 2005 risk rankings were still valid.

The 2005 and 2011 community risk rankings are compared as follows:

Risk of following emergencies occurring in your community
(1= HIGHEST RISK, 13 = LOWEST RISK)

2011		2005	
1	Fire (Urban and Bush)	1	Fire (Urban and Bush)
2	Storm/Tempest/Cyclone	2	Road Transport Emergency
3	Road Transport Emergency	3	Storm/Tempest/Cyclone
4	Hazardous Materials	4	Hazardous Materials
5	Air Transport Emergency	5	Air Transport Emergency
6	Flood	6	Terrorism
7	Earthquake	7	Earthquake
8	Human Epidemic	8	Exotic Animal Disease
9	Dam Break	9	Dam Break
10	Exotic Animal Disease	10	Human Epidemic
11	Landslide	11	Landslide
12	Terrorism	12	Space Re-entry Debris
13	Space Re-entry Debris	13	Flood

Part 3

RESPONSE

PART 3 – RESPONSE

    3.1   <u>Risks – Emergencies Likely to Occur</u>

    The Emergency Risk Management process undertaken by the Shire of Mundaring including the identification of emergency risks faced by the community.

    The following table illustrates emergencies that are likely to occur within the Shire of Mundaring.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	Westplan
Bushfire (primarily Shire of Mundaring)	Shire of Mundaring		√	√	Bushfire 2011
	DEC (DEC managed land)		√	√	
	DFES (VFRS & Structure Equipped BFS)	DFES	√	√	
Structural Fire	DFES (FRS)	DFES	√	√	Urban Fire 2000
Storm	DFES (SES)	DFES		√	Storm 2004
Road Transport	WAPOL	WAPOL	√	√ (MDG VFRS)	Road Crash 2008
Hazardous Materials	DFES	DFES		√	HAZMAT 2010
Flood	DFES	DFES	√ (MDG SES)	√	Flood 2010
Earthquake	DFES	DFES	√ (MDG SES)	√	Earthquake 2011
Human Epidemic	DoH	DoH		√	Human Epidemic 2008
Dam Break	Water Corporation	Water Corporation		√	Dambreak 2004
Exotic ANIMAL Disease	DAFWA	DAFWA		√	Animal & Plant Biosecurity 2008

Landslide	Not Defined	Not Defined		√	-
Terrorism	WAPOL	WAPOL			Terrorist (Restricted)
Space Re-Entry Debris	WAPOL	WAPOL		√	Westplan SPRED 2010
Rail Transport	WAPOL (Where public are impacted and emergency situation is declared)	Brookfield Rail		√	Brookfield Rail Emergencies 2011

3.2   Incident Support Group (ISG)

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

3.2.1 Role

The role of the ISG is to provide support to the Incident Management
Team (IMT). The ISG is a group of people being representatives of
the varying agencies involved in the incident.

3.2.2 Triggers for the Activation of an ISG

The triggers for activation of an ISG are outlined under SEMP 4.1
Operational Procedure 23 "Incident Level Declaration". In general, the
activation of an ISG should be considered when the incident:

- Requires multi agency response to the community
- Requires coordination of multi-agency resources
- May require or has already resulted in evacuation
- Would appear to be likely to escalate from a minor impact to a
  significant impact

3.2.3 Membership of an ISG

The ISG is made up of agencies/representatives that provide support
to the HMA. As a general rule, the/a recovery coordinator should be a
member of the ISG from the onset, as should a Local Government
Liaison representative.

The representation on the group may change over successive
meetings depending on the nature, scale and impact of the incident.

Agencies delegating representative/s to the ISG must ensure that the
representative/s have the authority to commit resources and/or direct
tasks.

3.2.4 Frequency of Meetings

The frequency of ISG meetings will be determined by the Incident
Controller (IC) and will generally depend on the nature and complexity
of the incident. As a minimum, there should be at least one meeting
per incident.

3.2.5 Location of ISG Meetings

The location of an ISG meeting will be determined by the Incident
Controller (IC).

A range of suitable locations are identified with the following table:

Location	Address	Comments
Shire of Mundaring Administration Centre, Weir Room,	7000 Gt Eastern Hwy, MUNDARING	May be used for recovery purposes
Shire of Mundaring Operations Centre meeting room	25 Halifax Pl, MUNDARING	May be used for recovery purposes
Mundaring Emergency Services Centre	14 Wandeara Cres, MUNDARING	Collocated centre, Mundaring VFRS, SES, Darling Range VBFB
Darlington VBFB	Res 18371 Pine Tce DARLINGTON (Darlington Oval)	Associated with incident control on Darlington Oval
Glen Forrest VBFB	Lot 386 Hardey Rd, GLEN FORREST	Associated with incident control on Morgan John Morgan reserve
Chidlow VBFB	Lot 1 Old Northam Rd CHIDLOW	Associated with incident control at Chidlow VBFb or Childow Green/Oval

The premises listed within appendix # Evacuation/Welfare centres may also be used as location for ISG meetings.

3.3 Welfare

The provision of welfare support is the responsibility of the Department for Child Protection and Family Support (CPFS). CPFS has in consultation with the Shire of Mundaring developed the *Local Emergency Management Plan For The Provision Of Welfare Support, Midland Region,* (the Welfare Plan). The Welfare Plan is **Appendix 4** to this document.

3.3.1 Local Welfare Coordinator

The Local Welfare Coordinator (LWC) is a nominated officer of CPFS for an area including the district of the Shire of Mundaring. The responsibilities of the LWC are as listed within point 2.6.4 of the Welfare Plan and reproduced as follows:
  a) Establish and manage the activities of the Emergency Welfare Coordination Groups, where determined appropriate by the District Director;
  b) Prepare, promulgate, test and maintain the Local Welfare Plans;
  c) Represent the department and the emergency welfare function on the LEMC's and Recovery Committees;
  d) Ensure staff and volunteers of the Department and supporting agencies are trained and exercised in their welfare responsibilities;
  e) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

f) Represent the Department on the Incident Support Group (ISG) when required in the response phase
.

3.3.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Shire of Mundaring to assist in the coordination of welfare response and to liaise with the Local Welfare Coordinator.

The responsibilities of the Local Welfare Liaison Officer include:
a) Opening and initial preparation of evacuation centres;
b) Registration of evacuees prior to the arrival of CPFS officers
c) Evacuation centre logistical issues including cleaning, waste management, security and closing.

3.4 Evacuation

As a result of the impact of a hazard, evacuation of people affected or likely to be affected can occur, evacuation may be:

- Self, where member of a community evacuate of their own volition in response to their assessment of the risks to their safety and health from an incident
- Recommended, such as In the instance of people responding to a 'Watch and Act" warning issued by DFES by choosing to evacuate.
- Directed, in the event that the Controlling Agency issues a direction requiring members of a community to evacuate where it is believed that there is an imminent and real threat to life should community members stay in the area concerned.

The movement of people evacuating an area in response to a hazard has the potential to expose evacuees to risks in addition to the risks existing from the initial incident. Evacuation may also destabilise a community and if implemented must be considered in line with the Local Emergency Management Plan for the Provision of Welfare Support – Midland District (LEMPWS).

The Shire of Mundaring Evacuation Plan exists as a sub plan to these arrangements.

3.5 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.
This is achieved through the IMT position of "Public Information Officer as per the AIIMS structure.

It is likely that individual agencies will want to issue media releases for their areas of responsibility.

Public information release times, issues identified and the content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

3.5.1 Communications Approvals/Sign-Off Process

Communication material directly relating to or to be issued on behalf of the Shire of Mundaring must be approved by the President of the Shire of Mundaring or the CEO of the Shire of Mundaring. It is the responsibility of the CEO of the Shire of Mundaring to ensure that information relied upon in approving external communications is correct.

3.5.2 Communication Principles

In an emergency, communication with stakeholders must adhere to the following principles:

- Timelines – regularly updating stakeholder on the situation
- Cooperation – being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity – prioritizing stakeholders, guarding sensitive information as needed
- Transparency – remaining honest and open about the situation and the response progress
- Simplicity – ensuring communication is easily understood and consistent
- Accuracy – Sharing only confirmed facts, never making assumptions or giving false information; and
- Accountability – accepting responsibility if appropriate and reasonable

3.5.3 Public Warning & Alert Systems

Public emergency warning and alert systems in Western Australia are coordinated by DFES. Such systems include, but are not limited to:

- Bushfire Warning System
- Standard Emergency Warning Signal
- Emergency Alert

The control of warnings such as within the Bushfire Warning System may need to be informed by information supplied by the agencies/individuals represented within the ISG.

3.5.4 General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on the key messages. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

3.5.5 Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the CPFS, the National Registration Inquiry System (NRIS) (via Red Cross) or WA Police, depending on the circumstances concerned. At all times you should:

- Establish the caller/visitors relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide assurance that all necessary actions are being taken to manage the situation; and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

3.5.6 Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure.

3.6 Shire of Mundaring Critical Incident Team

The Shire of Mundaring (SOM) Critical Incident Team will have regard for situational information as to the existing and likely impacts of an emergency incident and seek to mitigate the adverse effects of that incident by ensuring that SOM is best placed to respond in a timely or pre-emptive manner with regard to supporting response to an incident and in preparing for recovery from an incident. Such timely or pre-emptive action may mean before requests are made of SOM from the respective Incident Management Team (IMT) or Incident Support Group (ISG).

Refer to Appendix 5, *Critical Incident Team Arrangements*

Part 4

RECOVERY

PART 4 – RECOVERY

Recovery should be managed and planned for in a structured manner. The broad needs created by the impact of an emergency or disaster on the Shire of Mundaring's Community will only be met through a range of services, provided by a range of both government and non-government organisations.

At the local level, the focus of recovery planning and management is on community input. Within emergency planning responsibilities, the Shire of Mundaring local arrangements will incorporate recovery planning and, from an operational point of view, a range of services, including both infrastructure and human services. These arrangements will assist in providing coordination for the activities of local agencies.

The primary focus of the Shire of Mundaring Emergency Management Arrangements is to mitigate the effects of disasters. Within this context, recovery is defined as the coordinated process of supporting disaster affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being. Recovery is best achieved when the affected community is able to exercise a high level of self-determination.

The Shire of Mundaring Recovery Plan exists as a sub plan to these arrangements.