



Shire of  
**Collie**



**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

# **GENERAL PLAN**

**2023**

# CONTENTS

<b>CONTENTS</b> .....	<b>2</b>
<b>1. ADMINISTRATION</b> .....	<b>5</b>
1.1 Authority and Endorsement of Local Emergency Management Arrangements ....	5
1.2 Distribution List .....	6
1.3 Amendment Record.....	6
1.4 Document Availability .....	7
1.5 Glossary of Terms .....	7
1.6 Glossary of Acronyms.....	7
1.7 Related Plans & Documents .....	7
1.7.1 Emergency Support Plans.....	7
1.7.2 Local Emergency Management Policies .....	8
1.8 Agreements, Understandings & Commitments .....	8
1.8.1 South West Local Government Zone – Memorandum of Understanding .....	8
1.9 Special Considerations .....	8
<b>2. SHIRE OF COLLIE OVERVIEW</b> .....	<b>9</b>
2.1 Collie Shire Profile .....	9
2.1.1 Geographic Area.....	9
2.1.2 Social and Economic Environment.....	10
2.1.3 Climate.....	10
2.1.4 Climate Change Issues .....	10
<b>3. EMERGENCY MANAGEMENT PLANNING</b> .....	<b>11</b>
3.1 Aim .....	11
3.2 Purpose .....	11
3.3 Objectives.....	11
3.4 Scope .....	12
3.5 Resources.....	12
3.6 Financial Arrangements in Emergencies .....	13
3.6.1 Authority to Incur Expense .....	13
3.6.2 DRFAWA.....	13
<b>4. RISK MANAGEMENT</b> .....	<b>14</b>
4.1 Emergency Risk Management.....	14
4.2 Description of Emergencies Likely to Occur .....	14
4.3 Local EM strategies and priorities.....	16
<b>5. ROLES AND RESPONSIBILITIES</b> .....	<b>17</b>
5.1 General.....	17
5.2 Local Government .....	17

5.3	Local Emergency Coordinator (LEC) .....	17
5.4	Hazard Management Agency (HMA) .....	17
5.4.1	Hazard Management Structure .....	18
5.5	Controlling Agency .....	19
5.6	Combat Agency & Support Organisation .....	19
5.7	Liaison Officers .....	19
5.8	Shire of Collie Emergency Management Organisational Plan .....	21
<b>6.</b>	<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE .....</b>	<b>23</b>
6.1	Local Emergency Management Committee Membership .....	23
6.2	Local Emergency Management Committee Responsibilities .....	23
6.2.1	LEMC Chair .....	24
6.2.2	LEMC Executive Officer .....	24
6.3	LEMC Reporting .....	24
6.3.1	Annual Reporting .....	24
6.3.2	Preparedness Reporting .....	24
<b>7.</b>	<b>RESPONSE &amp; COORDINATION EMERGENCY OPERATIONS .....</b>	<b>25</b>
7.1	Advice and Notification .....	25
7.2	Activation of Local Arrangements .....	25
7.3	Incident Support Group (ISG) .....	25
7.3.1	ISG Composition .....	25
7.3.2	ISG Activation .....	26
7.4	Emergency Coordination Centre Management .....	26
7.5	Business Continuity Plan .....	26
<b>8.</b>	<b>COMMUNICATION &amp; PUBLIC INFORMATION .....</b>	<b>28</b>
8.1	Public Information .....	28
8.2	Public Warning Systems .....	28
8.2.1	Local Government Systems .....	28
8.2.2	Standard Emergency Warning Signal .....	28
8.2.3	Emergency Alert System .....	29
8.2.4	DFES Public Information Line .....	29
8.2.5	Additional Information Outlets .....	29
8.3	Incident Communications .....	29
8.4	Communications Plan .....	29
<b>9.</b>	<b>EVACUATION .....</b>	<b>30</b>
9.1	Evacuation Management .....	30
9.1.1	Decision .....	30
9.1.2	Timeliness .....	30
9.1.3	Evacuation Centres .....	30
9.1.4	At-Risk Persons and Groups .....	31

9.1.5	Evacuation routes and Maps.....	31
9.1.6	Isolation and Quarantine .....	31
9.1.7	Return .....	31
9.2	Emergency Relief and Support.....	31
9.2.1	Evacuation Centre Coordinator – Communities .....	31
9.2.2	Local Government Liaison Officer (Emergency Relief and Support) .....	32
9.2.3	Evacuation Centres.....	32
<b>10.</b>	<b>COMMUNITY DISASTER RECOVERY .....</b>	<b>33</b>
10.1	Local Recovery Coordinator (LRC).....	33
10.2	Local Recovery Coordination Group (LRCG).....	33
<b>11.</b>	<b>EXERCISE AND REVIEW .....</b>	<b>34</b>
11.1	Exercising .....	34
11.2	Review .....	34
11.2.1	Annually .....	34
11.2.2	Rewrite.....	34
11.2.3	Responsibility.....	34
	APPENDIX 1 – Glossary Of Terms .....	35
	APPENDIX 2 – Glossary Of Abbreviations.....	36

# 1. ADMINISTRATION

## 1.1 Authority and Endorsement of Local Emergency Management Arrangements

The Shire of Collie Local Emergency Management Arrangements have been prepared and issued in accordance with s. 41(1) of the [Emergency Management Act 2005](#).

The arrangements have been endorsed by the Shire of Collie Local Emergency Management Committee (LEMC) and have been tabled with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

\_\_\_\_\_  
Date: 14 September 2023

Cr Sarah Stanley  
Chair  
Shire of Collie Local Emergency Management Committee

### Endorsed by the Shire of Collie Council

\_\_\_\_\_  
Date: 11 July 2023

Resolution Number: 9216

## 1.2 Distribution List

LEMC member organisations/delegates
Collie Shire President
Chief Executive Officer – Shire of Collie
SoC Director – Technical Services
SoC Director – Corporate Services
SoC Director – Development Services
Council Chambers
SoC Libraries and Shire Office (redacted contact and resource details)
SoC Roche Park
SoC Works Depot
SoC Website version for internet (redacted contact and resource details)
SoC – CESM
SoC – Corporate Communications Officer
WA Police – SW District Office
SEMC – Business Unit (Perth)
DFES - SW Regional Office
DFES - Lower SW Regional Office
SW and LSW LG's
Bunbury and Districts Education Office
Department of Communities
South 32
Synergy
Water Corp

## 1.3 Amendment Record

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
1	February, 2022	Complete Plan Review	Planit WA Consulting
2	December, 2022	Incorporate recommendations from DA Feedback/Comments	Planit WA Consulting
3	28 March, 2023	Final Edit	Planit WA Consulting
4	May, 2023	Final Draft	SoC
5	June, 2024	Minor Updates	SoC

Amendments to this document, feedback or suggestions for its improvement can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post incident improvement opportunities.

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

Chair – Local Emergency Management Committee  
Shire of Collie  
87 Throssell Street, COLLIE WA 6225

or by email to [colshire@collie.wa.gov.au](mailto:colshire@collie.wa.gov.au).

## 1.4 Document Availability

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

**Hardcopy:** Shire of Collie  
87 Throssell Street, Collie  
(during normal business hours)

**Online:** Shire of Collie website: [www.collie.wa.gov.au](http://www.collie.wa.gov.au)

## 1.5 Glossary of Terms

Refer Appendix 1

## 1.6 Glossary of Acronyms

Refer Appendix 2

## 1.7 Related Plans & Documents

### 1.7.1 Emergency Support Plans

The following support plans are approved and are to be used and read, in conjunction with the main LEMA. The support plans consist of:

- Department of Communities – Local Emergency Relief and Support Plan – Collie Region,
- Western Australian Government Pandemic Plan-2020 available here [WAGPP](#) <sup>1</sup>

Local Emergency Management Arrangements include this 'General Plan', in addition to the following annexures:

1. LEMC Terms of Reference
2. Local Recovery Plan
3. Emergency Contacts & Resource Directory
4. Business Continuity Plan

### **1.7.2 Local Emergency Management Policies**

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

## **1.8 Agreements, Understandings & Commitments**

### **1.8.1 South West Local Government Zone – Memorandum of Understanding**

A Memorandum of Understanding (MOU) exists between the Shire of Collie and Member Councils of the South West Zone Western Australian Local Government Association in relation to the provision of mutual aid during emergencies and post incident recovery.

## **1.9 Special Considerations**

The SoC Emergency Risk Management studies have highlighted several local factors that require consideration, as they would be considered to have an impact on the implementation of these emergency management arrangements:

- Bush fire season – typically between the months of November and April,
- Storm season – typically between the months of May and September,
- The Shire community consists of 8 separate and distinct township communities,
- The SoC is increasingly attracting visitors for tourism, bushwalking, cycling and other pursuits. These people are not connected to normal community communications networks for emergency alerts,
- The dynamic and changing nature of the industrial sector,
- 3 critical power stations,
- 2 significant coal mining ventures, including the existence of remnant underground coal mines.

<sup>1</sup>[Western Australia Government Pandemic Plan.pdf \(www.wa.gov.au\)](http://www.wa.gov.au/system/files/2020-06/Western%20Australia%20Government%20Pandemic%20Plan.pdf)  
[www.wa.gov.au/system/files/2020-06/Western%20Australia%20Government%20Pandemic%20Plan.pdf](http://www.wa.gov.au/system/files/2020-06/Western%20Australia%20Government%20Pandemic%20Plan.pdf)



# 2. SHIRE OF COLLIE OVERVIEW

## 2.1 Collie Shire Profile

### 2.1.1 Geographic Area

The area covered by this Plan is the geographic area covered by the SoC under the *Local Government Act (1995)*.

The SoC is a large regional local government area 200 km south of Metropolitan Perth, Western Australia. It also sits approximately 50 km from the coastal port of Bunbury. Collie is a rapidly growing Shire within the popular South-West Region of Western Australia.

The SoC occupies 1685 square kilometres (km) above the swan coastal plain. It lies bounded by the Shires of Harvey, Boddington, Williams, West Arthur, Boyup Brook, Donnybrook/Balingup and Dardanup. The area of the Collie Shire is 78% forested with a predominance of State Forest and the remainder being water catchment, under the care of the Water Corporation.

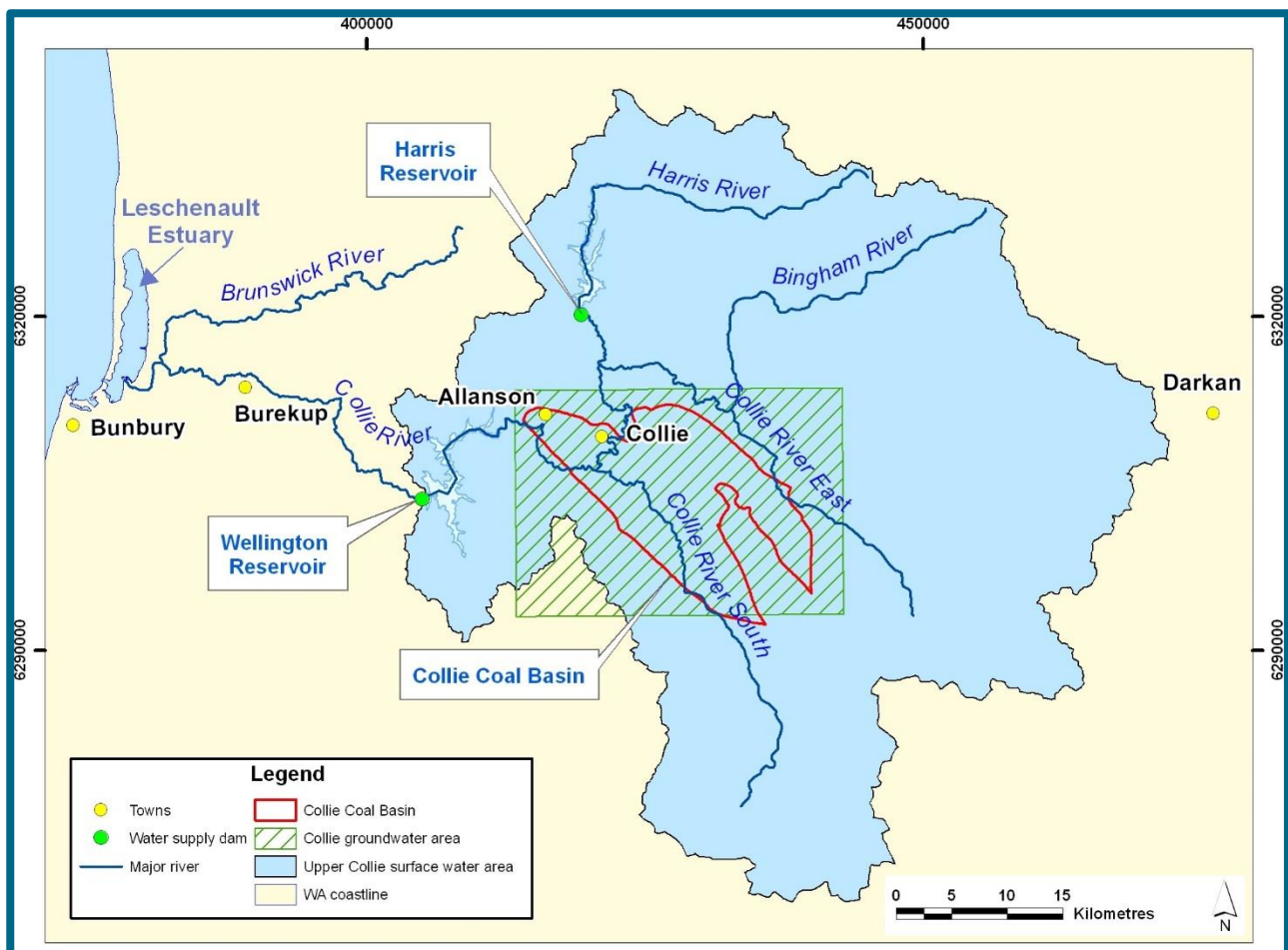


Figure 1: Shire of Collie Map

### **2.1.2 Social and Economic Environment**

The SoC population is approximately 8,800. Collie has a thriving industrial sector inclusive of the mining industry producing both coal and bauxite. Power generation also plays a large industrial role, with Muja Power Station being the “base load” power provider for the State.

There are approximately 4100 dwellings in the SoC with the majority located within the township of Collie. Smaller satellite communities are located within the Shire, the largest being Allanson, which is located to the west of Collie, along the Coalfields Highway. Another eight small localities are situated around the township of Collie, most of them being in a semi-rural setting.

Collie is a regional administration, business, entertainment, and health centre, supporting extensive industry, mining, power generation, educational and tourist facilities.

Collie is connected to major road and rail arteries from Bunbury and other regional locations, which are used extensively for transport of raw materials, goods, and people. The Collie Airport is used for light/medium commercial and recreational aircraft, including seasonal fire-fighting operations.

### **2.1.3 Climate**

The climate of the South-West Region is described as a typically mild Mediterranean. The average annual temperature ranges from 27.6 C in summer to 17.1 C in winter (*SWC 2006 online*). The average annual rainfall for the Shire is 734 mm and over the last 20 years Collie has experienced below average rainfall, which is consistent with the global occurrence of climate change.

### **2.1.4 Climate Change Issues**

In the last 50 years around the globe, climate change has been characterised by increasing temperatures, in both the atmosphere and oceans (*Indian Ocean Climate Initiative (IOCI) 2006 online*).

Climate change has been acknowledged to be affecting the climate and environment in Australia. The average temperature in Australia has increased by about 2°C from the mid-20<sup>th</sup> century, while heat waves have increased in occurrence and the frequency of cold days and frosts, have declined. In the last 50 years, the northwest of the State has experienced increased rainfall, while the southwest has experienced a decline in rainfall (*Bureau of Meteorology 2006 online*).

It is the sudden decrease in rainfall, recorded since the mid 1970's, that is the most detrimental weather change to the southwest region. Other changes include rising sea levels and changing ocean circulation and associated impacts, such as changing river flows, groundwater, salinity, and coastal, estuarine conditions (*IOCI 2006 online*).

It is considered that climate change is expected to continue, and the south-west is expected to become drier and warmer (*IOCI 2006 online*). There is concern that in this State, public awareness of climate change and its implications is inadequate. It is noted that “... observed changes of recent decades (whatever that causes) need an informed response in many decisions of our community and individuals...” (*IOCI 2003 online*).

These implications significantly affect emergency management, as we see longer drier periods of summer drought supporting increased fire activity, heat wave effects on the elderly and infirm and the subsequent increased demand on utilities. The increasing effects of climate change has also been suggested as the cause for increased the frequency of localised flooding and severe storms, experienced in the greater South-West area.

# 3. EMERGENCY MANAGEMENT PLANNING

## 3.1 Aim

The aim of the Shire of Collie Local Emergency Management Arrangements (LEMA) is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire of Collie.

## 3.2 Purpose

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

- The local government's policies for emergency management.
- The roles and responsibilities of public authorities and other persons involved in emergency management in the local government District.
- Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b (above).
- The description of emergencies that are likely to occur in the local government District.
- The strategies and priorities for emergency management in the District.
- Other matters about emergency management in the local District prescribed by the Regulations and
- Other matters about emergency management in the local government District that the local government considers appropriate (*s41(2) of the Emergency Management Act 2005*).

In addition, this 'General Plan' documents the outcomes from the research into local risk, along with the prevention, preparation, response and recovery arrangements, for locally identified and prioritised risks. These are based upon the locally applicable '*Risk Evaluation Criteria (REC)*', which provide sufficient metrics to assist in understanding locally acceptable consequence tolerances. These REC can be used to inform triggers within Hazard Plans. They can also be used in the communication with the identified 'risk owners', when that risk management is transferred to another agency/landowner. These REC also inform the triggers for action with the SoC Business Continuity Plan.

## 3.3 Objectives

The objectives of this Plan are to describe the strategies and tools that will enable emergency managers to:

- Detail the responsibilities, procedures and processes, along with an understanding of the associated community expectations, with respect to Emergency Management.
- Establish guidelines for the inter-agency coordination and cooperation that may be required to prevent, prepare for, respond to and also to recover from the effects of significant emergency events.
- Provide a plan for the coordination of resources, to assist the community/s to cope with the impact of emergencies.
- Provide a framework for evacuation and recovery operations.

- Provide guidelines and action checklists, to guide the actions and decisions of the various participants in the Emergency Management environment, within the SoC.

### 3.4 Scope

The scope of this Plan is to ensure that the community is prepared 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 within the HMA's individual plans.

Furthermore:

- This document applies to the local government District of the SoC,
- This document covers areas where the SoC provides support to HMA's in the event of an incident,
- This document details the SoC's capacity to provide resources in support of an emergency, while still maintaining its own business continuity, and
- It also details the SoC responsibilities in relation to Recovery management.
- These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from District, State, or even at Federal level.

This Plan is to ensure that appropriate strategies are in place, to minimise the adverse effects on the community, whilst ensuring the best possible outcomes for the community in the long term.

In the case of the SoC, the Emergency Management Plans and Arrangements are designed to provide for a multi-faceted approach to protecting the health, welfare, environmental and economic well-being of the community. The Risk Evaluation criteria that were developed through the consultation phase of the ERM studies, are used provide the focus for the prioritisation and application of these plans.

The study into the development of Collie's Risk Evaluation Criteria indicated vulnerabilities, threats to, and tolerances of, the various elements of the community.

The local outcomes of the 'State Risk Project' were also considered to identify and test various risk assumptions. This data was then developed and collated, to enable the formulation of the Shire's hierarchy of risks and the warning and preparatory thresholds. These were also used in the 'Recommended Action Plans' in the Emergency Risk Management Plan. These risk criteria are also used to provide the triggers for ISG formation and CA advice from the SoC, when an event threatens to reach or surpass, these pre-determined triggers.

### 3.5 Resources

The use and acquisition of resources rests with each individual agency. Where an agency is asked by the HMA/CA to undertake a task which requires resources not intrinsic to their core business, the HMA will be therefore be responsible for the provision/financing of such resources. In this instance, all requests should be well documented, to include information on matters such as – required tasking, specific resources required and/or personnel and their required functions. Opportunities for recovery of costs related to non-core business are explained within [State EM Recovery Procedure 5.2 – DFRAWA](#).

## 3.6 Financial Arrangements in Emergencies

### 3.6.1 Authority to Incur Expense

The SoC recognises the *State EM Policy 5.12 Funding for Emergency Response* and the *State EM Plan 5.4 Funding for Emergency Responses* which outline the responsibility for meeting costs associated with an emergency.

While recognising the provisions of State EM Policy and State EM Plan the SoC is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. It is also noted that under *s6.8 of the Local Government Act 1995*, a local government is not to incur expenditure from its municipal fund for an additional purpose, except where the expenditure is authorised in advance, by the Mayor or President in an emergency.

**The Chief Executive Officer, or delegate authority should be approached immediately when emergency incident requiring resourcing by the SoC occurs to ensure the desired level of support is achieved.**

### 3.6.2 DRFAWA

The *Disaster Recovery Funding Arrangements (DRFA)* is an arrangement, not an agreement, between the Commonwealth and states and territories (states). These arrangements identify the relief and recovery assistance to which the Commonwealth will financially contribute. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth, for the purposes of disaster relief and recovery.

# 4. RISK MANAGEMENT

## 4.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community 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 enable them to better prepare for, respond to and recover from a major emergency. The process and mandate local government to undertake risk management is detailed in [State EM Policy section 3.2](#).

## 4.2 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. The Shire of Collie has identified its top five hazards as:



**STORM**



**FIRE**



**FLOOD**



**ROAD CRASH**



**HUMAN  
EPIDEMIC**

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

## Description of Emergencies Likely to Occur

Hazard	Controlling Agency	HMA	Combat Agencies	Support Agencies	State Hazard Plan	Local Plan
<b>Storm</b>	DFES	FES Commissioner	SES	Shire of Collie Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	Severe Weather	
<b>Fire</b>	DFES	FES Commissioner	DFES DBCA Shire of Collie	Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	Fire	South West Zone Response
<b>Flood</b>	DFES	FES Commissioner	SES	Shire of Collie Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	Severe Weather	
<b>Road Crash</b>	WAPOL	Commissioner of Police	WAPol	Shire of Collie Main Roads SJA	Crash Emergency	
<b>Human Epidemic</b>	Dept. of Health	CEO Dept of Health	Dept. of Health	Shire of Collie WA Country Health	Human Biosecurity	

## 4.3 Local EM strategies and priorities

Hazard	Priorities	Strategies
<b>Storm</b>	<ul style="list-style-type: none"> <li>Reducing risk of localised damage/injury</li> </ul>	<ul style="list-style-type: none"> <li>Community preparedness,</li> <li>Community awareness/warnings,</li> <li>Compliance to building codes</li> </ul>
<b>Fire</b>	<ul style="list-style-type: none"> <li>Development of Bush Fire Risk Management Plan</li> <li>Hazard Reduction</li> <li>Building Community awareness</li> </ul>	<ul style="list-style-type: none"> <li>Fire Breaks</li> <li>Fuel hazard reduction</li> <li>Checking compliance</li> <li>Working with community</li> <li>Developing relationship with agencies</li> <li>Weather Warnings</li> <li>Vehicle Movement Bans</li> <li>Bushfire Mapping</li> </ul>
<b>Flood</b>	<ul style="list-style-type: none"> <li>Reducing risk of localised flooding</li> </ul>	<ul style="list-style-type: none"> <li>Flood mitigation work</li> <li>Community Awareness</li> <li>Warnings</li> </ul>
<b>Road Crash</b>	<ul style="list-style-type: none"> <li>Reduce impacts to the community</li> </ul>	<ul style="list-style-type: none"> <li>Working closely with WAPoL</li> <li>LEMC engagement</li> </ul>
<b>Human Epidemic</b>	<ul style="list-style-type: none"> <li>Strengthening relationship with local health providers</li> </ul>	<ul style="list-style-type: none"> <li>LEMC engagement</li> </ul>



# 5. ROLES AND RESPONSIBILITIES

## 5.1 General

The organisation for an emergency, is based on the following:

- A HMA is identified with overall responsibility for the development of arrangements, equipment and expertise, along with the provision and management of an operational response capacity,
- A CA is an agency with a response role, through an associated State Hazard Plan,
- An Incident Support Group (ISG) is raised to assist the HMA/CA with its overall responsibility, along with any required community and resources support,
- Reference to relevant State Hazard (and other) Plans.

The process to deal with an emergency in Western Australia, is based on the principle of graduated response. The responsibility for responding to and resourcing a response to an emergency, is initially a local level effort. An emergency beyond the capability of local resources, will receive support from District resources. State assistance can be provided to supplement District resources, as required. Refer to [State EM Plan Appendix E](#) for a full list of Roles and Responsibilities.

## 5.2 Local Government

The functions of the SoC, as specified in [s36 of the Emergency Management Act 2005](#) are:

- subject to the Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district,
- to manage recovery activities, following an emergency affecting the community in its district,
- to perform other functions given to the SoC, under this Act.

The SoC also provides business continuity for Shire functions, as per their Business Continuity Plan.

## 5.3 Local Emergency Coordinator (LEC)

Under the Western Australian [Emergency Management Act 2005 section 37](#), the LEC is appointed by the State Emergency Coordinator and is based in the Local Government District ([Emergency Management Act - section 28 \(2\) and 29](#)).

At the local level, the LEC has responsibility for providing advice and support to the LEMC, in the development and maintenance of its EM arrangements. The LEC may also assist a HMA or CA, in the provision of a coordinated multi-agency response and carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

## 5.4 Hazard Management Agency (HMA)

A HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that emergency management activities are undertaken. ([Emergency Management Regulations \(2006\) – Part 3, section 16-23B](#)).

In the event of an emergency, the HMA will appoint a duly competent IC who will assume overall management of an Incident. That IC would also control any supporting agencies, as required. The HMA will establish an Emergency Operations Centre (EOC) to coordinate that event with an Incident Management Team (IMT) and associated support mechanisms, commensurate with complexity of that event.

### 5.4.1 Hazard Management Structure

Consistent with *s20 of the Emergency Management Act 2005*, these arrangements are based on the premise that the HMA is to be responsible for the threats indicated below. They are compelled to develop, test and review appropriate emergency managements plans, including State Hazard Plans, for those hazards.

It is recognised that HMA's, CA's and Combat Agencies, may seek SoC resources and assistance and may assume that the SoC is committed to providing that assistance/support, where possible.

For additional emergency events not covered below, WA Police Force would appoint an Incident Controller (*State EM Response Procedure 4.1 – Unclear Controlling Agency*).

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	Local HMA	SH Plan
<b>Air Crash</b>	WAPol Commissioner	✓	✓
<b>Animal or Plant, Pests or Diseases</b>	DG - DPIRD	✓	✓
<b>Collapse (Structural)</b>	FES Commissioner	✓	✓
<b>Cyclone</b>	FES Commissioner	✓	✓
<b>Earthquake</b>	FES Commissioner	✓	✓
<b>Electricity Supply Disruption</b>	Coordinator of Energy		✓
<b>Fire - (DBCA Managed areas)</b>	FES Commissioner	C/A = DBCA	✓
<b>Fire - (Rural and Urban)</b>	FES Commissioner	✓	✓
<b>Flood</b>	FES Commissioner	✓	✓
<b>Gas Supply Disruption</b>	Coordinator of Energy		✓
<b>Hazardous Materials (Biological)</b>	CEO Dept. of Health		✓
<b>Hazardous Materials Emergencies (including radioactive materials)</b>	FES Commissioner	✓	✓
<b>Heatwave</b>	CEO Dept. of Health		✓
<b>Hostile Act</b>	WAPol Commissioner		✓
<b>Human Pandemic</b>	CEO Dept. of Health	✓	✓
<b>Land Search and Rescue</b>	WAPol Commissioner	✓	✓
<b>Liquid Fuel Supply Disruption</b>	Coordinator of Energy		✓
<b>Marine Oil Pollution</b>	CEO Dept. of Transport		✓
<b>Marine Search and Rescue</b>	WAPol Commissioner	✓	✓
<b>Marine Transport Emergency</b>	CEO Dept. of Transport		✓
<b>Radiation Escape (Nuclear Warships)</b>	WAPol Commissioner		✓
<b>Rail Transport Emergencies</b>		✓	✓

<ul style="list-style-type: none"> <li>• Urban Passenger</li> <li>• Freight Network</li> </ul>	<ul style="list-style-type: none"> <li>• Public Transport Authority</li> <li>• ARC Infrastructure</li> </ul>		
Road Crash	WAPoI Commissioner	✓	✓
Road Transport Emergencies	WAPoI Commissioner	✓	✓
Space Re-entry Debris	WAPoI Commissioner		✓
Storm/Tempest	FES Commissioner	✓	✓
Terrorist Act	WAPoI Commissioner	✓	✓
Tsunami	FES Commissioner	✓	✓

**Reference** – [Emergency Management Regulations 2006 - r16-23B](#)

## 5.5 Controlling Agency

A CA is an agency nominated to control the response activities to a specified type of emergency ([State EM Plan - Appendix 'C'](#)).

## 5.6 Combat Agency & Support Organisation

Combat agencies and Support organizations provide resources and expertise essential to combating the hazard. ([Emergency Management Regulations 2006 – Part 5, r26-32](#))

These Arrangements are based on the assumption that each agency written into these Arrangements, has already in place, appropriate Standing Operational Procedures/Plans which detail that agency's response arrangements, in accordance with this Plan.

Combat Agencies and Support Organisations are responsible for the planning, command, coordination and conduct of any emergency response and initial recovery operations undertaken by their respective agency, or functional area.

Each agency and organisation involved in an emergency response shall, on request from the HMA, provide a written situation report.

The roles and responsibilities of participating agencies are detailed in the [State EM Plan - Appendix 'E'](#).

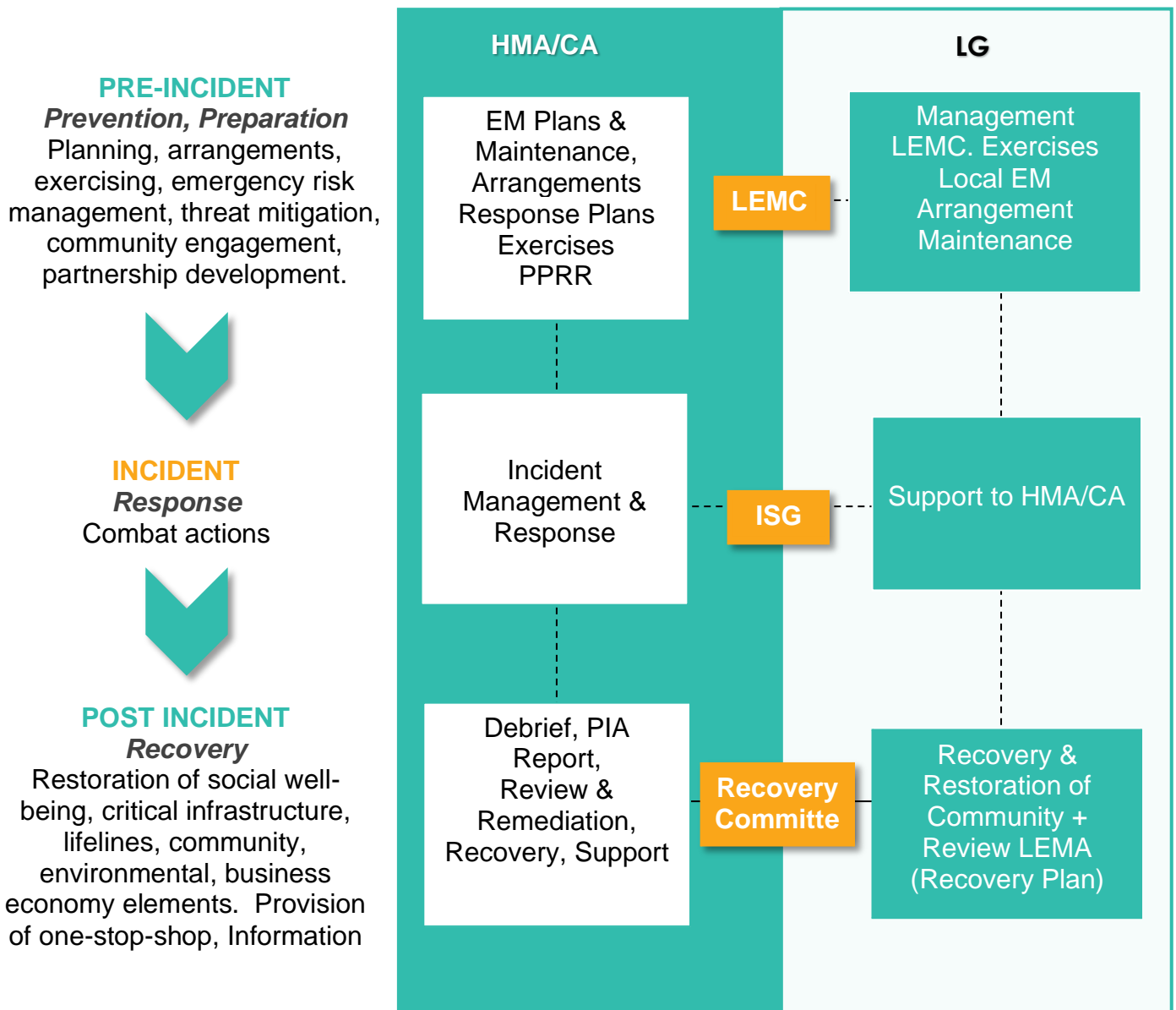
## 5.7 Liaison Officers

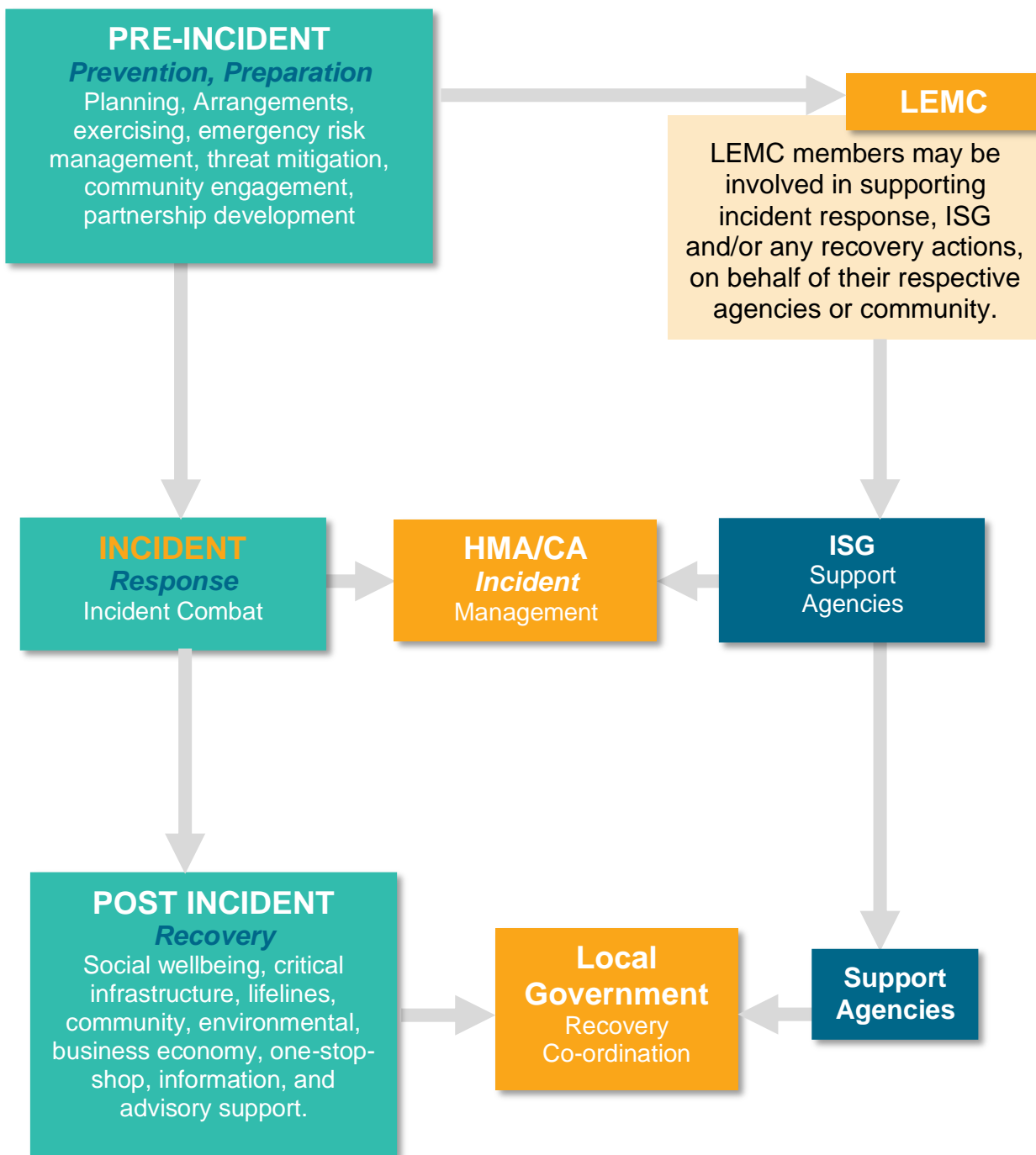
Agency representation on the ISG, will take the form of Liaison Officers (LO's). The role of a liaison officer is to arrange for the provision of specified departmental physical resources and specialist skills, to assist the HMA through this ISG. It is essential that each LO has sufficient authority to commit parent agency resources and assist the LEC, with the decision-making process. Liaison Officers are responsible for the following:

- Ensuring that agency approval is obtained, for the commitment of resources in support of the HMA. It is expected that State agencies will meet costs associated with activities within their functional responsibilities, as per [State EM Plan s5.4](#) however, there are opportunities to recover costs through [State EM Recovery Procedure part 5](#).

- Liaising with other LO's and the LEC, to achieve the most efficient use of available resources, in accordance with agreed priorities.
- Keeping the LEC informed of progress, by providing regular situation reports.
- Keeping their parent Agency informed of the current situation, along with any intended action/s and commitments.
- Maintaining accurate records of any actions taken, decisions made and approvals gained, in response to LEC requests. This may include justification of expenditure incurred.
- Participating in committees to co-ordinate such issues as evacuation, transport, health, relief and support, emergency accommodation, etc. Committees will be activated as required, to ensure that in competition, resources are deployed in the most economical and efficient manner.

# 5.8 Shire of Collie Emergency Management Organisational Plan





# 6. LOCAL EMERGENCY MANAGEMENT COMMITTEE

The aim of the LEMC is to promote a safe, sustainable and resilient community, through practical planning for hazard mitigation response. This LEMC is to be a partnership development body, on behalf of the Collie community/s and other stakeholder groups. The LEMC is the custodian of the responsibility for the development, provision and maintenance of effective Local Emergency Management Arrangements (LEMA) and beneficial partnerships. The SoC [LEMC Terms of Reference](#) can be found at [Annexure 1](#) to these Arrangements.

## 6.1 Local Emergency Management Committee

### Membership

LEMC membership includes SoC representatives and the LEC (OIC WAPOL Collie). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Council 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.

All LEMC secretarial and administration support is to be provided by the Shire.

## 6.2 Local Emergency Management Committee

### Responsibilities

The LEMC is not an operational group but, rather the organisation established by the local government, to assist in the development and maintenance of local emergency management arrangements (LEMA) for its District. The [State Emergency Management Procedure 3.7](#) sets out the requirements of the LEMC.

The functions of the LEMC ([s39 Emergency Management Act 2005](#)) are as follows:

- To advise and assist the SoC, in ensuring that Local Emergency Management Arrangements (LEMA) are developed, established, tested, and maintained.
- To liaise with public authorities and other persons, in the development, review and testing of the LEMA.
- To carry out other EM activities as directed by the SEMC, or prescribed regulations.
- To represent the various elements of the community, in the Community-Centred Emergency Risk Management collaboration and communications processes.
- Ensure that the LEMC Annual Report is prepared and submitted to DEMC. This is to include a report on all activities undertaken during each financial year.

Along with the regulatory functions of the LEMC, it is recognised that LEMC is the responsible body for the development and establishment of sound working partnerships and relationships, between

the relevant agencies and the Collie community/s. In addition, it is likely that should an Incident Support Group (ISG) be required, that many of the members of that group may come from the LEMC membership.

### **6.2.1 LEMC Chair**

The Shire President of the Shire of Collie is the appointed LEMC Chair under the provisions of the LEMC Terms of Reference. The LEMC Chair provides leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness is undertaken for the district.

### **6.2.2 LEMC Executive Officer**

The LEMC Executive Officer provides executive support to the LEMC by:

- (a) providing secretariat support to the LEMC by:
  - i. the preparation of the meeting agenda;
  - ii. the preparation of meeting minutes and action lists;
  - iii. the preparation and distribution of correspondence; and
  - iv. the establishment and maintenance of the LEMC contact register;
- (b) coordinating the development and submission of LEMC documents in accordance with legislative and policy requirements including:
  - i. the preparation and submission of the Annual and Preparedness Report;
  - ii. the preparation of the annual business plan; and
  - iii. the preparation and maintenance of the LEMA;
- (c) facilitates the provision of relevant emergency management advice to the Chair and LEMC as required; and
- (d) participating as a member of sub-committees and groups as required.

## **6.3 LEMC Reporting**

### **6.3.1 Annual Reporting**

Within two weeks of the end of each financial year, each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).

Annual reports must be completed in accordance with the [State Emergency Management Procedure 3.17](#).

### **6.3.2 Preparedness Reporting**

The annual Preparedness Report is submitted to the Minister for Emergency Services by the 31<sup>st</sup> of 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.

The survey is sent to the Shire by mid-April, to be completed by the first week of June as per [State Emergency Management Procedure 3.18](#).



# 7. RESPONSE & COORDINATION EMERGENCY OPERATIONS

## 7.1 Advice and Notification

Advice that an emergency has occurred or is imminent, may be received through a number of sources. On being alerted to an emergency, the LEC in conjunction with the HMA or CA, should consider initiating an Incident Support Group (even if only to advise and communicate with the LEMC delegates). If any of the warnings indicate the likelihood of meeting or exceeding any of the triggers within Hazard Plans, this communication would become of critical importance and **must occur**.

## 7.2 Activation of Local Arrangements

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

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.

## 7.3 Incident Support Group (ISG)

Should an emergency be likely to become beyond the capability of local resources and require extensive support agency assistance, the HMA/CA and the Local Emergency Coordinator (LEC) should assess the situation and if considered necessary, implement the formation of an ISG.

The role of the ISG is to assist the HMA/CA to coordinate services (physical, financial, human, public information) during a major multi-agency incident. Coordination is achieved through clear identification of priorities, through agencies sharing information and resources.

An ISG would include representatives of agencies and community, appointed to assist and support the HMA, with the overall management and co-ordination of the incident.

An ISG acts as the operational arm of the LEMC, ensuring community interests and concerns are considered in the management of the Incident. They can be activated for the duration of an incident, to assist the HMA to identify priorities and coordinate resources, to combat the incident. The ISG will assemble when and where requested by the Local Emergency Coordinator (LEC), on advice and in consultation with the event Incident Controller, from the HMA/CA. This group would also provide an early focus on the ultimate community recovery and community level communications, through the Shire's existing communications networks.

### 7.3.1 ISG Composition

An ISG is comprised of representatives from key agencies involved in the response (and also potentially the recovery phase) of an incident, or emergency event. It is not necessary to have all members of the LEMC on the ISG however, members should be co-opted when necessary and

stood down when services are no longer required. This principle is adopted to ensure the ISG is functional as a coordination group, in support of the HMA/CA and the impacted community/s. The ISG should also include the SoC Recovery Coordinator, if recovery is likely to be required.

The Shire’s Incident Response Coordinator (RC) as appointed (*Shire of Collie Business Continuity Plan*), should also be involved in any ISG, to facilitate effective Shire participation in the event.

### 7.3.2 ISG Activation

The ISG may be activated by the CA - Incident Controller when an incident requires the coordination of multiple agencies. This must be considered with the declaration of a Level 2 Incident.

However, it would become mandatory for any Level 3 incident that is declared. The Local Emergency Coordinator (LEC) must then be advised of this activation. (*State EM Policy - Statement 5.2.2, or State EM Plan - section 5.1*).

The LEC may make the recommendation to form an ISG, if the HMA-IC has not already done so.

## 7.4 Emergency Coordination Centre Management

The Emergency Coordination Centre (ECC) shall be established to provide an effective operating space, with sufficient resources and personnel, to aid in the coordination of the response to the emergency event.

The reference ‘*Australian Emergency Manual*’ series ‘*Manual 31 – Operations Centre Management*’ (Archived) should be considered to be the ‘go to’ guide, for best practice. The ECC shall contain sufficient space, administration infrastructure and communications facilities, to enable and encourage the required ISG Liaison Officers to operate collaboratively and nearby.

The ECC shall be established to assist coordination of any multi-agency activity, associated with a large-scale incident. The ISG should operate within close communication proximity to the ECC, to enable sound and current situational awareness of that group, without impeding the functioning of the either the Operations or the Coordination Centre/s. The objective would be to enable the necessary support to the HMA/CA and combat agencies, whilst still ensuring that the ISG is able to provide the required intelligence to and from their parent agencies.

Pre-planning requires that the location of an ECC be clearly identified. Whilst the nature of the emergency may impact on the choice of location, identified ECC’s for the SoC are:

Primary	Secondary	Supporting
Shire of Collie Administration Offices	Collie Police Station - Operations Centre	DFES - Koolinup Emergency Centre

## 7.5 Business Continuity Plan

In response to any event that would be likely to impact upon the capacity of the SoC being able to continue to provide the expected level of ‘core business’, in addition to assisting the CA/HMA in the response to the event, the Shire’s Business Continuity Plan (BCP) should be consulted, to guide the Shire’s reaction. The BCP will provide the governance and decision-making tools to support Shire staff in the continuation of Shire critical service provision, throughout any emergency disruption.

In most cases, where the impact is due to a 'natural hazard', a warning would have been issued throughout the Shire and the LEMC that the triggers for these warnings had been (or is likely to be) met.

The SoC will apply the natural hazard triggers to provide pre-emptive warnings throughout the Shire and the LEMC. The responses from the SoC should provide an effective support mechanism to reducing the impact of the event upon the community, the Shire Council functioning and also to aid in any subsequent community recovery.

# 8. COMMUNICATION & PUBLIC INFORMATION

## 8.1 Public Information

The SoC will, by all means reasonably possible, assist any HMA/CA that is managing an emergency event within the Shire, with community information and incident warning information.

The Shire will work to promulgate authorised agency messaging through its normal corporate messaging media, whilst also seeking to receive relevant information from the community, for the benefit of the HMA/CA.

The SoC will not transmit unauthorised information on behalf of any authorised HMA/CA.

## 8.2 Public Warning Systems

### 8.2.1 Local Government Systems

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

- Website page
- Local newsletters
- Community meetings
- Community Noticeboards
- Variable message boards
- Facebook page

Any information for release to the media or public must be forwarded through and approved by the CEO. The SoC Media Officer will have the function of information gathering, processing and also, the coordination of information dissemination. The CEO and the Shire President have the responsibility as spokespersons on behalf of the SoC and the Collie Community. The designated officer for this function is to liaise carefully with the HMA **Public Information Officer (PIO)**.

### 8.2.2 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:

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

To listen to the SEWS sound [click here](#).

### **8.2.3 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.

### **8.2.4 DFES Public Information Line**

Recorded information line	DFES 1300 657 209	SES 132 500
Emergency WA website	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>	
DFES website	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>	

### **8.2.5 Additional Information Outlets**

Local ABC Radio	684AM
BOM information line & website	1300 659 210 & <a href="http://www.bom.wa.gov.au">www.bom.wa.gov.au</a>

## **8.3 Incident Communications**

All local government incident communications shall recognise the standard corporate communications delegations of the SoC. These are influenced by *s2.8(1)(d) of the Local Government Act 1995*.

All communications during the response phase of the incident, must be consistent with the HMA/CA messaging.

## **8.4 Communications Plan**

A Communications Plan exists within the *Local Recovery Plan* at *Annexure 2 – Appendix 1* of these Arrangements and this would be equally applicable to any incident/ community messaging.

# 9. EVACUATION

Evacuation may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

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

It should be noted that there are other alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement are also considered where appropriate.

## 9.1 Evacuation Management

In accordance with [State EM Policy s5.7](#), evacuation planning is covered in five stages.

Decision to Evacuate
Warning
Withdrawal
Shelter
Return

Evacuation will occur in a planned and safe manner, coordinated by WAPOL.

### 9.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

Whenever evacuation is being considered, the Department of Communities (Communities) must be consulted during the planning stages. Communities has the responsibility under State arrangements to maintain the welfare of evacuees (refer to Section 5.5.4. of the State Support Plan Emergency Relief and Support).

### 9.1.2 Timeliness

Alternatives such as, '**shelter in place**' or, '**prepare, stay and defend**', should be considered. The decision to evacuate or recommend evacuation should be made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

### 9.1.3 Evacuation Centres

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure suitable arrangements are in place to support evacuation. See the [Local Emergency Relief and Support Plan – Collie Region \(Communities\)](#) for a list of Evacuation Centres for the Shire of Collie.

### 9.1.4 At-Risk Persons and Groups

Sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities, CaLD community and childcare centres are considered 'At-Risk Persons' - refer [Annexure 3 – Emergency Contacts & Resource Directory](#).

The Shire of Collie relies on agencies responsible for At-Risk persons and Groups to ensure suitable planning, and response capabilities are supporting those special needs clients in an emergency.

### 9.1.5 Evacuation routes and Maps

Evacuation routes are principally from evacuation assembly areas to Evacuation Centres.

The IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation.

### 9.1.6 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

### 9.1.7 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA.

## 9.2 Emergency Relief and Support

The Department of Communities (Communities) has the role of coordinating emergency relief and support, described as “the provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency”. This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

The Local Emergency Relief and Support Plan has been developed for the Shire of Collie by Communities.

Communities is responsible recording displaced persons on the National Register allowing friend and relatives to locate each other. Communities has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

### 9.2.1 Evacuation Centre Coordinator – Communities

Communities District Director appoints the Evacuation Centre Coordinator (ECC).

### **9.2.2 Local Government Liaison Officer (Emergency Relief and Support)**

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

### **9.2.3 Evacuation Centres**

The Shire of Collie, in conjunction with Communities, has identified suitable facilities within Collie as evacuation centres. See the [Local Emergency Relief and Support Plan – Collie Region \(Communities\)](#) for a list of Evacuation Centres for the Shire of Collie.

Animals, except for assistance animals, are not permitted in Evacuation Centres.

The owner or carer of an animal is responsible for the welfare of that animal and has the responsibility to determine, 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](#).



# 10. COMMUNITY DISASTER RECOVERY

The SoC has a Recovery Plan (as [Annexure 2](#) of these Arrangements) for the provision of recovery management, following an emergency event impacting the Shire. The purpose of this plan is to detail the processes and procedures that would guide the Shire's response to that recovery requirement.

## 10.1 Local Recovery Coordinator (LRC)

In accordance with the [Emergency Management Act 2005 S 41. \(4\)](#), the SoC has appointed a local recovery coordinator for its local government district.

The nominated local recovery coordinator is noted in the contacts list which is within [Annexure 3 – Emergency Contacts & Resource Directory](#). This annexure is the 'Contacts and Resources Register' for the whole suite of the SoC Local Emergency Management Arrangements (LEMA). It is routinely reviewed and updated quarterly, by the Shire's LEMC. For confidentiality reasons, it is not included in the public version of the SoC Recovery Plan, nor the LEMA, generally.

The **roles and responsibilities** of this Officer are noted within [section 4.2](#) of the SoC's Local Recovery Plan (as [Annexure 2](#) of the LEMA).

## 10.2 Local Recovery Coordination Group (LRCG)

Details of the LRCG, including its functions are contained within [Section 4.3](#) of the [Local Recovery Plan](#).

# 11. EXERCISE AND REVIEW

## 11.1 Exercising

It is a requirement of the LEMC, that at least one exercise is conducted each financial year, to test the LEMA. Ideally, this exercise should involve all LEMC members and relevant agencies, in the Shire of Collie's district.

Such an exercise may take various forms and should be controlled by a structured exercise management group, under the guidance of a trained exercise management practitioner.

Where possible, the community and a representative of Council, should be encouraged to participate in the exercise, or at least be available to be observers, reporting to LEMC.

The exercise development should start with the formulation of a predetermined exercise 'Aim' and a limited number of 'Objectives'. An 'Exercise Assessment Instrument' should then be developed to gather data throughout the exercise, testing these Objectives. The outcomes would then be used to measure the strengths and weaknesses of the elements of the LEMA, throughout the Exercise.

The use of this instrument during the exercise, should enable a quantitative/qualitative report to be developed and presented to LEMC, for consideration towards recommendations for improvements to the arrangements.

## 11.2 Review

### 11.2.1 *Annually*

Updates of this Plan shall occur by 31st March every year. The Emergency Contacts & Resource Directory (*LEMA - Annexure 3*) will be reviewed quarterly and distributed within the SoC, as a separate document.

### 11.2.2 *Rewrite*

A total review of the Plan shall occur every five (5) years, unless directed by the SEMC. The rewrite may be carried out by a sub-committee appointed by the LEMC, with the Executive Officer as the Chairperson. Alternatively, the re-write will be conducted by a person engaged for that purpose, communicating with the LEMC and its community networks regularly, with the final draft tabled at LEMC for endorsement and submission to Council. This process would be favoured for expediency. For preference, an existing staff member should be involved, to better enable the development of the skills and knowledge in the EM process, therefore increasing the intellectual capital within the Shire for such future activities.

### 11.2.3 *Responsibility*

The LEMC Executive Officer shall be responsible to ensure that these updates are carried out and distributed appropriately.

# APPENDIX 1 – Glossary Of Terms

# APPENDIX 2 – Glossary Of Abbreviations

