



SHIRE OF MANJIMUP



Local Emergency Management Arrangements

2019 - 2024

Local 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 Manjimup Local Emergency Management Committee and the Council of the Shire of Manjimup. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

Chair

Paul Omodei

Date

Endorsed by Council

<Insert resolution number

Date

Amendment Record

Number	Date	Amendment summary	Author
1	Aug 2019	Draft Arrangements to LEMC	T.Ridley
2	Dec 2019	Draft Amendments as per LEMC Meeting	T.Ridley
3	Jan 2020	Endorsed by Council	T.Ridley
4	Mar 2020	Endorsed by SEMC	Resolution 8/2020
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9			
10			
11			
12			

Contents

<i>Amendment Record</i>	4
<i>Distribution List</i>	8
<i>Glossary of Terms</i>	9
<i>General Acronyms Used in These Arrangements</i>	13
Part One - Introduction	14
Executive Summary	14
Hazard Management Agencies (HMAs)	15
Local Government Role in Emergency Management	15
The Shire of Manjimup Current Status	15
Towns and Settlements	16
Manjimup	16
Northcliffe.....	16
Pemberton	17
Quinninup	17
Walpole.....	17
Windy Harbour.....	18
Public Copy of the LEMA, Emergency Evacuation Plan, Recovery Management Arrangements & LEMP –Provision of Welfare Support.	18
Area covered	19
AIM	19
Purpose	19
Scope	20
Related Documents & Arrangements	21
Table 1: Local Emergency Management Documents, Arrangements & Plans.....	21
Agreements, Understandings & Commitments	22
Table 2: Agreements, Understandings and Commitments.....	22
Special Considerations	23
Table 3: Events held within the Shire of Manjimup	24
Table 4: Regulated Burning Times	24
Resources and Contacts	25
Local Roles and Responsibilities	25
Table 5: Local Roles and Responsibilities	25
LEMC Roles and Responsibilities	27

Agency Roles and Responsibilities.....	29
<i>Part Two - Managing Risk.....</i>	<i>31</i>
Emergency Risk Management	31
Table 6: Description of Emergencies likely to occur in Local Area.....	31
Emergency Management Strategies and Priorities	32
Table 7: Local EM Strategies and Priorities	32
<i>Part Three - Coordination of Emergency Operations</i>	<i>33</i>
Incident Support Group (ISG)	33
Triggers for an ISG	33
Membership of an ISG	33
Frequency of Meetings	34
Location of ISG Meetings.....	34
Table 8: Rooms available for ISG meeting	34
Media Management and Public Information	35
Public Warning Systems	35
Finance Arrangements	35
<i>Part Four -Evacuation and Welfare.....</i>	<i>36</i>
Evacuation	36
Special Needs Groups	36
Routes & Maps	37
Welfare	37
Local Welfare Coordinator	37
Local Welfare Liaison Officer	38
Register.Find.Reunite	38
Animals (Including Assistance Animals)	38
Table 8: Animal Management Facilities	39
Welfare centres	40
Table 9: Welfare Centres	40
<i>Part Five - Recovery.....</i>	<i>41</i>
Local Recovery Coordinator	42
<i>Part Six - Exercising, Reviewing and Reporting.....</i>	<i>42</i>
The Aim of Exercising.....	42

Frequency of Exercises	43
Types of Exercises	43
Reporting of Exercises	43
Review of Local Emergency Management Arrangements	43
Review of Local Emergency Management Committee Positions	44
Review of Emergency Resource Register	44
Annual Reporting	44

Distribution List

Organisation	Number of copies
Shire of Manjimup Chief Executive Officer	1
Community Emergency Services Manager	1
Director of Development & Regulation	1
Director of Community Services	1
Department of Biodiversity, Conservation and Attractions - Warren Region	3
Manjimup, Pemberton & Walpole Western Australian Police	3
Department of Primary Industries & Regional Development Manjimup	1
Warren District Hospital	1
Department of Fire and Emergency Services Lower Southwest Region	1
Department of Communities	1
Shire of Manjimup Chief Bushfire Control Officer	1
Shire of Manjimup Deputy Chief Bushfire Control Officer	1
Shire of Manjimup Ranger Services	3
Shire of Manjimup Ranger Office	1
Department of Transport (Marine Safety)	1
Public Utilities Office (Electricity Disruption)	1

Glossary of Terms

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

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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT: See 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'

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.

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.

CONTROLLING AGENCY: An agency nominated to control the response activities to a specified type of emergency.

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. See also CONTROL and COMMAND.

DISTRICT: Means an area of the State that is declared to be a district under *Section 2.1 Local Government Act 1995*.

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: The management of the adverse effects of an emergency including:

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency;
- Preparedness – preparation for response to an emergency;
- 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
- Recovery – 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 a support organisation as prescribed under the provisions of the *Emergency Management Act 2005*.

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

ESSENTIAL SERVICES: 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.

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

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

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

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.

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under *Section 38 of the Emergency Management Act 2005*.

MUNICIPALITY: Means the district of the local government.

OPERATIONAL 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.

PREVENTION: The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency. See also COMPREHENSIVE APPROACH.

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

RESPONSE: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery. See also COMPREHENSIVE APPROACH.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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.

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

RISK STATEMENT: A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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

VULNERABILITY: The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

WELFARE CENTRE: Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

General Acronyms Used in These Arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation & Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
IMT	Incident Management Team
PPRR	Prevention, Preparedness, Response & Recovery

Executive Summary

The Western Australian State Government has adopted a comprehensive and integrated approach to Emergency Management. This approach encompasses the concept of **all hazards** and is based upon the notion that it is impossible to create separate plans for every incident that may occur but that it is possible to have a single set of management arrangements capable of encompassing all hazards. To achieve this, frameworks need to be flexible enough to adapt and react to the widest possible range of incidents. Dealing with the identified risks to community safety requires a range of programs encompassing PPRR as follows:

- **Prevention** – measures to eliminate or reduce the incidence or severity of emergencies.
- **Preparedness** – measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects.
- **Response** – measures taken in anticipation of, during and immediately after emergency to ensure its effects are minimised.
- **Recovery** – measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic, environmental and physical wellbeing.

The *Emergency Management Act 2005* contains a three tier approach to Emergency Management throughout the state and places certain duties upon the State (State Emergency Management Committee), districts throughout the state which are aligned to the WA Police Districts (District Emergency Management Committees) and then Local Governments (Local Emergency Management Committees).

The Act allows the prescription of hazard management agencies (HMA). HMA's are prescribed due to their functions under a written law or because of their specialised knowledge, expertise and resources in respect to a particular type of hazard. HMA's will nearly always be responsible for leading a *Response* to an emergency in relation to the type of hazard for which they are prescribed and will often be prescribed for other aspects of emergency management i.e. *Prevention, Preparedness or Recovery*.

A Hazard Management Agency will be prescribed because of the agency's function under a written law or because of specialised knowledge, expertise and resources in dealing with a particular type of hazard or emergency management activity.

Hazard Management Agencies (HMAs)

Hazards are managed by designated Hazard Management Agencies (HMAs). A detailed table displaying the prescribed hazards, the Hazard Management Agency and the associated organisation and the controlling agency is found on the State emergency Management Committee (SEMC) website by following the below link:

<https://semc.wa.gov.au/emergency-management/state-em-framework/em-arrangements>

Local Government Role in Emergency Management

Local Governments are support organisations, which have legislated responsibilities. Local Governments' role in the PPRR process does not involve the Response phase but does involve the Planning, Preparedness and Recovery elements.

Local Government is not an appointed Hazard Management Agency. Local Government is required under the *Emergency Management Act 2005* to provide the following responsibilities and obligations (refer *Sections 36 Function of Local Government*).

It is a function of a local government:

- a) Subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b) To manage recovery following an emergency affecting the community in its district; and
- c) To perform other functions given to the local government under this Act.

The Shire of Manjimup Current Status

According to the 2016 Census, there are 9,250 people in the Shire of Manjimup. Of these 50.4% are male and 49.6% female. Aboriginal and Torres Strait Islander people make up 3.3% of the population.

The median age of people in the Shire is 45 years. Children aged 0 - 14 years make up 18.7% of the population and people aged 65 years and over make up 19.8% of the population.

The most common ancestries in the Shire are English 32%, Australian 29.1%, Scottish 7.4%, Irish 6.2% and Italian 5.2%.

The most common responses for religion in the Shire are No Religion 36.7%, Catholic 20.5%, Anglican 16.9% and Uniting Church 3.4%.

There are 4,488 people reported being in the labour force in the Shire of Manjimup. Of these 54% are employed full time, 34% employed part-time and 4% unemployed. The

most common occupations include Managers 20%, Labourers 18%, Technicians and Trades Workers 13%, Professionals 11%, and Clerical and Administrative Workers 11%.

Of the employed people, 7% work in School Education. Other major industries of employment included Sheep, Beef Cattle and Grain Farming 5%, Fruit and Tree Nut Growing 5%, State Government Administration 4% and Accommodation 4%. (Employment figures relate to the 2011 census; 2016 data will be updated in October.)

Of the families in the Shire, 36.7% are couple families with children, 48% couple families without children and 14.1% one parent families.

Towns and Settlements

The population of the Shire is both diverse and dispersed. The Shire itself measures 7082km². Most WA Local Government authorities have their population predominantly based in one or two main town sites, however, the Shire of Manjimup has four main population centres (Manjimup, Pemberton, Northcliffe and Walpole). In addition to these town sites, the Shire also has seven other populated settlements (Deanmill, Jardee, Nyamup, Palgarup, Quinninup, Tone River and Windy Harbour) and a large number of localities. According to 2016 Census figures, 9,250 people live within the Shire of Manjimup boundaries.

Manjimup

Manjimup is in the lower South West of WA, approximately 294 kilometres south of Perth and 131 kilometres from the regional city of Bunbury. The town of Manjimup is a regional centre for the largest shire in the South West of Western Australia. The 2016 population of Manjimup town site is 4,349 people, while the broader area of Manjimup consists of 5,538 which accounts for nearly 60% of the total Shire population.

Northcliffe

Northcliffe is situated 360 km south of Perth - 27 km from the coast at Windy Harbour. It is the gateway to the D'Entrecasteaux and Shannon National Parks. Walk the trails of the Forest Park or the Bibbulmun Track and identify trees and plants of the karri forest. Heathland wildflowers, although in extra abundance in the spring, can be found in Northcliffe all year. The Tourist Centre abounds in history and culture. Attractions include the extensive George Gardner Rock and Mineral Collection, an Aboriginal interpretive centre featuring the Bibbulmun tribe, comprehensive photographic wildflower catalogue, group settlement museum and period schoolroom.

Pemberton

Pemberton lies at the heart of the Karri forest in the lower South West of Western Australia. It is a comfortable 4-hour drive from Perth with a stop for a breather. The picturesque town nestles in a peaceful valley surrounded by the mighty Karri tree and lush pastures. The area was first settled in the 1880's and the town came in to being with the establishment of the first sawmill in 1913. Whether you come for the weekend or longer, there is a lot to do and see and the forest takes on a different appeal according to the season. As well as being the centre of a strong horticulture and emerging viticulture industries, Pemberton is a renowned tourist destination.

Quinninup

Quinninup is located 30 km south of Manjimup. The period 1910 to 1920 saw the continuation of development in the Warren district. The timber industry became firmly established and the population of the district increased further. Quinninup Group Settlement 119 consisted of 17 families who arrived in May 1924. They lived in shacks just off the Wheatley Coast Road, which was one of the stock routes used to drive cattle and sheep to the coast for summer feed. The settlement is a former timber mill site and the quaint cottages now house local residents and the area is increasing in demand as a quiet residential area around Karri Lake and among native forests.

Walpole

Walpole is located on the south coast, 120km south of Manjimup and approximately 68km west of Denmark. Aboriginal people first lived and moved through these parts more than 30,000 years ago. Early seafarers along the south coast of WA in 1622 were discouraged from close exploration by strong winds and the lack of visible safe anchorages. However, the sealers and whalers later spoke in glowing terms of sheltered inlets, huge trees and great deep rivers. These reports brought William Preston and his party to officially explore the Walpole-Nornalup area in 1831. In 1845 a group of Englishmen settled on the Deep River. Permanent settlement followed in 1910. The district was opened for agriculture in 1930 with the introduction of the Nornalup Land Settlement Scheme. The new township was gazetted as Nornalup in 1933 and this was officially changed to Walpole in August 1934. The area is surrounded by giant tingle and karri forests and is close to the world renowned Tree Top Walk.

Windy Harbour

Windy Harbour is a holiday settlement situated on 190 hectares of a Crown reserve, surrounded by D'Entrecasteaux National Park on the south coast of Western Australia about 90km south of Manjimup and 27km south of Northcliffe. Approximately 230 cottages have been developed on individual leases since the early 1900's. Leasehold tenure, seasonal occupation and a strong community spirit have generated a settlement of unique character. After the great depression, inexpensive camping holidays on the south coast were favoured by many of the south west timber workers during the Christmas break when mills ceased to operate for several weeks. It was during these times that the strong social ties and community spirit, which still typify the Windy Harbour settlement, were first established. Fishing has always been, and still is, a major recreational activity at Windy Harbour and one of the principal reasons for establishment of the settlement. The settlement provides visitors with spectacular scenery, safe harbour on the rugged coast line and rewarding fishing.

Public Copy of the LEMA, Emergency Evacuation Plan, Recovery Management Arrangements & LEMP –Provision of Welfare Support.

Public copies of these arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire of Manjimup Administration Office, 37 – 39 Rose Street Manjimup.
- Shire of Manjimup Website www.manjimup.wa.gov.au
- Manjimup Library, Corner of Mount and Rose Streets, Manjimup.
- Pemberton Library, 242 Brockman Street, Pemberton.
- Northcliffe Library, Northcliffe Information and Visitor Centre, Muirillup Road, Northcliffe.
- Walpole Library, Walpole Community Centre, 2 Pier Street, Walpole.

Area covered

The town of Manjimup is located approximately 294 kilometres south of Perth and 131 kilometres south of Bunbury. The district is bordered by the Shires of Bridgetown-Greenbushes to the north, Boyup Brook and Cranbrook to the north east, Plantagenet and Denmark to the east, with Nannup to the west and has approximately 170 km of coastline to the south. The Shire is located in the South West region of Western Australia and is part of the Warren Blackwood sub-region. With over 4,300 residents in the urban centre, the town of Manjimup is the most populated town in the Warren Blackwood sub-region.

The Shire covers an area of 7,082 km² with approximately 83% of the Shire being comprised of wilderness area, National Park, State Forrest or reserves, the remaining 17% of land being made up of agricultural farmland, Crown land and town sites.

Within the Shire there are the four main townships; Manjimup (the regional centre), Northcliffe, Pemberton and Walpole, and the six smaller settlements; Deanmill, Jardee, Palgarup, Quinninup, Tone River and Windy Harbour.

The Shire is generally bisected by South Western Highway, which runs from Walpole to Manjimup town site and continues to Palgarup, connecting to Bunbury to the north. The Vasse Highway and Pemberton - Northcliffe road connect Manjimup with Pemberton and Northcliffe to the south.

AIM

The aim of the Shire of Manjimup Local Emergency Management Arrangements is to:

- a) Ensure there is written understanding between agencies involved in managing emergencies with the Shire of Manjimup; and
- b) To document the management of identified risks within the Shire of Manjimup including the specific details on prevention, preparedness, response and recovery within the Shire of Manjimup.

Purpose

As per *Section 41 (2) Emergency Management Act 2005* the purpose of the Shire of Manjimup Local Emergency Management Arrangements are to set out:

- a) The Shires policies for Emergency Management;
- b) The roles and responsibilities of public authorities and other persons involved in Emergency Management in the Shire;

- c) The 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 within the Shire of Manjimup;
- e) Identify strategies and priorities for Emergency Management in the Shire of Manjimup; and
- f) Note relevant matters about Emergency Management in the Shire of Manjimup prescribed by the *Emergency Management Regulations 2006*.

Scope

These arrangements are to ensure 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 HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Manjimup;
- This document covers areas where the Shire of Manjimup provides support to HMAs in the event of an incident; and
- This document details the Shire of Manjimup capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Manjimup responsibilities in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

Related Documents & Arrangements

The Shire of Manjimup has the following Emergency Management documents:

Table 1: Local Emergency Management Documents, Arrangements & Plans

Document	Date
Emergency Evacuation Plan	2019
Recovery Management Arrangement	2019
Emergency Resource Directory	2019
Ralston Road Refuse and Recycling Centre Emergency Plan	2014
Manjimup Aerodrome Manual	2018
Local Emergency Welfare Plan	2019
Bushfire Brigade Operational Procedures	2019
Corporate Business Plan	2023
Long Term Financial Plan	2026
Strategic Community Plan	2019
Shire of Manjimup Bushfire Mitigation Plan	2019

Agreements, Understandings & Commitments

In 2005 the Shire of Manjimup along with eleven other South West Local Governments signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of the memorandum is to:

- a) Facilitate the provision of mutual aid between the Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery;
- b) Enhance the capacity of your communities to cope in times of difficulty; and
- c) Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

Table 2: Agreements, Understandings and Commitments

Parties to the Agreement	
Shire of Augusta Margaret River	Shire of Collie
Shire of Boyup Brook	Shire of Dardanup
Shire of Bridgetown Greenbushes	Shire of Donnybrook-Balingup
City of Bunbury	Shire of Harvey
City of Busselton	Shire of Manjimup
Shire of Capel	Shire of Nannup

Special Considerations

With a mild Mediterranean climate, reliable rainfall and arable soils, the Shire of Manjimup is renowned as a premium agricultural area, especially for potatoes, apples, fruit and vegetable crops, dairy and livestock; and more recently for premium wine, avocados, marron aquaculture, truffles and strawberries. Agriculture is the biggest industry sector in the Shire accounting for more than \$120 million of production value and utilising more than 78,500 hectares of land. Smoke taint is an issue for some of the horticultural and agricultural industries particularly for wineries. Consideration of these industries is critical when planning mitigation activities.

The Shire is also rich in natural value with 85% of the area protected in national parks, state forests and conservation reserves. The region is famous for its karri and jarrah forests, which have supported a timber industry for over a hundred years. In recent years, the volume of hardwood production has decreased as a result of the State's Regional Forest Agreement, addressing the harvesting of native jarrah and other species. The processing of hardwood is now focused primarily on value adding.

Manjimup, which is the only Local Government agency in the Southern Forests sub-region, is estimated to receive 308,000 visitors in total, more than half of which are domestic overnight visitors (58%), followed by domestic day trippers (36%) and international overnight visitors (6%). Manjimup is estimated to have a larger domestic overnight visitor market because it is a major urban centre within the region, which also generates a large overnight visitor market associated with business, government and supporting industries. Most tourism is generated by the picturesque natural values with many visitors coming to the area to experience the tall Karri forests and rugged southern coast line. This presents a challenge in fire management as there is a need to ensure that scenic values are maintained when mitigations are implemented and that visitors are aware of the risks during high fire danger periods.

A number of events are held each year with the largest being the annual Manjimup 15,000 Motocross in June, this is an internationally recognised event. A wide range of other music, cultural and sporting events are held at other times of the year and all bring visitors into the area.

Table 3: Events held within the Shire of Manjimup

Event	Date	Approx. Attendees
Walpole Regatta	3 – 4 March	2,500
The Pemberton Classic	3 – 5 March	3,000
Warren Agriculture Show	17 March	3,000
Karri Valley Triathlon	17 – 18 March	2,000
Unearthed Festival Pemberton	26 April – 6 May	5,000
Karri Cup MTB Challenge	28 – 29 April	5,000
Targa Rally Pemberton	18 – 20 May	2,000
Manjimup 15,000 Motocross	1 – 3 June	13,000
Truffle Kerfuffle	22 – 24 June	6,000
Manjimup Cherry Harmony Festival	7 – 9 December	5,000

Table 4: Regulated Burning Times

Restricted	Prohibited	Restricted
Zone 8	Manjimup / Pemberton / Quinninup	Zone 8
9 November – 21 December	22 December – 14 March	15 March – 26 April
Zone 6	Northcliffe / Walpole	Zone 6
19 November – 31 December	1 January – 28 February	1 March – 12 April

Resources and Contacts

The Shire of Manjimup will maintain an Emergency Resource Directory. This document will hold a comprehensive list of service providers, contractor and emergency management staff and agencies.

The Emergency Resource Directory will be updated in October of each year and distributed to relevant emergency management agencies.

Local Roles and Responsibilities

In the event of an emergency, the Shire of Manjimup will need to liaise with a range of State Agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Table 5: Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Manjimup are defined in <i>Section 36 of Emergency Management Act 2005</i> .
Local Emergency Coordinator	The responsibilities of the LEC are defined in <i>Section 37 of Emergency Management Act 2005</i>
Local Recovery Coordinator	The Local Recovery Coordinator is an appointed senior officer by the Shire of Manjimup to undertake the following roles and responsibilities: a) To ensure the development and maintenance of effective recovery management arrangements for the Local Government; and b) In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a local government facility is utilised by DC as a welfare centre the Local Government Welfare Officer Liaison Officers will be appointed to: a) Open and establish a welfare centre at the required Local Government facility until the arrival of DC;

Local Role	Description of Responsibilities
	<ul style="list-style-type: none"> b) Establish the registration process of evacuees until the arrival of DC; c) Provide advice, information and resources regarding the operation of the facility; and d) Assist with maintenance requirements for the facility.
<p>LG Liaison Officer (to the ISG/IMT)</p>	<p>During a major emergency, a Local Government Liaison Officer will be appointed to the IMT. The roles of the Liaison Officers are:</p> <ul style="list-style-type: none"> a) Be the contact point for the Shire of Manjimup in regards to the incident; b) Report to both the Incident Controller and the Shire of Manjimup Chief Executive Officer; c) Be a contact point for the supporting organisations; d) Assist in establishing and coordinating inter-agency contacts; e) Identification of issues, or potential problems affecting the incident identified by the supporting organisation; f) Preparation of information for consideration by the Incident Management Team in the development of the Incident Action Plan; and g) Provision of advice in relation to resources and support available from the supporting organisation.
<p>Local Government – Incident Management Team</p>	<ul style="list-style-type: none"> a) Ensure planning and preparation for emergencies is undertaken; b) Implementing procedures that assist the community and emergency services deal with incidents; c) Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires’ emergency response capability;

Local Role	Description of Responsibilities
	<ul style="list-style-type: none"> e) Liaise with the Incident Controller (through the Liaison Officer); f) Participate in the ISG and provide local support when needed; and g) Where an identified welfare centre is a building owned and operated by the Local Government, provide a liaison officer to support the DC.

LEMC Roles and Responsibilities

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

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the Local Government to assist in the development of Local Emergency Management Arrangements for its district.

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

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

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the Local Government in consultation with the parent organisation of the members.

Local Role	Description of Responsibilities
LEMC Chair	<p>Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.</p>
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda; ○ Minutes and action lists; ○ Correspondence; and ○ Maintain committee membership contact register. • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> ○ Annual Report; ○ Annual Business Plan; and ○ Maintain Local Emergency Management Arrangements. • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required.

Agency Roles and Responsibilities

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

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness; and • Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised 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.</p> <p>The HMAs are prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects <i>[EM Regulations]</i> • Appointment of Hazard Management Officers <i>[s55 Act]</i> • Declare / Revoke Emergency Situation <i>[s 50 & 53 Act]</i> • Coordinate the development of the State Hazard Plans for that hazard. • Ensure effective transition to recovery by Local Government

Agency Roles	Description of Responsibilities
Combat Agency	A Combat Agency as prescribed under <i>Subsection (1) of the Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (<i>EMWA Glossary Version:2011</i>)

Part Two - Managing Risk

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 for local governments to undertake risk management is detailed in *State Emergency Management Policy 2.9 'Management of Emergency Risks'*.

Information of the identified local risks and likelihood and consequences of these risks to the community will be further identified in 2019 / 2020 when SEMC and the Shire of Manjimup complete the State Risk Project.

These hazards are further detailed in the table below and based on the premise that the Controlling Agency is responsible for risks and will develop, test and review appropriate emergency management plans for their hazards. The Shire of Manjimup has currently aligned 3 of 5 hazards for the South West District Emergency Management Committee.

Table 6: Description of Emergencies likely to occur in Local Area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	STATE HAZARD PLAN	Local Plan
Bushfire	DFES DBCA Shire of Manjimup	DFES	DFES BDCA Shire of Manjimup	Plantation Industries Western Power Water Corporation SES	State Hazard Plan - Fire	Bushfire Brigade Operational Procedures Fuel Hazard Reduction Plan Bushfire Risk Management Plan
Storm	DFES	DFES	SES	Western Power Shire of Manjimup	State Hazard Plan - Storm	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	STATE HAZARD PLAN	Local Plan
Electricity Supply Disruption	Western Power	Dept of Finance	Western Power	Synergy	State Hazard Plan – Energy Supply Distribution	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Emergency Management Strategies and Priorities

From the identified top 3 hazards the Shire of Manjimup have prioritised the following strategies and treatments to reduce the likelihood and consequence of any of the hazards occurring within the Shire.

Table 7: Local EM Strategies and Priorities

Priority	Strategy
1	Bushfire <ul style="list-style-type: none"> Bushfire Risk Management Plan Fuel Hazard Reduction Plan Bushfire Brigade Operational Procedures
2	Storm <ul style="list-style-type: none"> Regular exercises held by LEMC Trained Shire of Manjimup works force Established Local State Emergency Services units in Manjimup and Walpole Up to date Emergency Resource Directory Shire engage in a works program aimed at reducing the impact on the community Shire development applications to assess risk
3	Electricity Supply Disruption <ul style="list-style-type: none"> Shire of Manjimup 40Kva generator Shire Administration Building Shire of Manjimup 40Kva generator Shire Works Depot

Part Three - Coordination of Emergency Operations

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

Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator 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.

The role of the ISG is to provide support to the Incident Management Team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

Triggers for an ISG

The triggers for an incident support group are defined in *State Emergency Management Policy 4.1 'Incident Management'*. These are:

- a) Where an incident is designated as "Level 2" or higher; and
- b) Multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agency representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be Liaison Officers on the Incident Support Group.

The Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

Frequency of Meetings

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

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Table 8: Rooms available for ISG meeting

Town	Building	Address	Contact
Manjimup	Manjimup Wellness and Respite Community Centre	1A Edwards Street, Manjimup	Refer to the <i>Emergency Resource Directory</i>
Manjimup	Round House	Edwards Street, Manjimup	Refer to the <i>Emergency Resource Directory</i>
Manjimup	JC Rose Room	37 – 39 Rose Street, Manjimup	Refer to the <i>Emergency Resource Directory</i>
Pemberton	Jarraah Room	Club Road, Pemberton	Refer to the <i>Emergency Resource Directory</i>
Northcliffe	Northcliffe Visitor Centre	Muirillup Road, Northcliffe	Refer to the <i>Emergency Resource Directory</i>
Northcliffe	Northcliffe Family and Community Centre	79 Zamia Street, Northcliffe	Refer to the <i>Emergency Resource Directory</i>
Walpole	Walpole Resource Centre	24 Latham Avenue, Walpole	Refer to the <i>Emergency Resource Directory</i>

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.**

Note: Shire of Manjimup staff should refer to *Council Policy 1.2.1 Council Spokespersons*, when dealing with media in relation to emergency incidents.

Public Warning Systems

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

- Emergency WA Website – www.emergency.wa.gov.au;
- Shire of Manjimup Website – www.manjimup.wa.gov.au (Local Only);
- Shire of Manjimup Facebook page (Local Only);
- Antenno – Shire of Manjimup’s notification platform (Requires application Local Only);
- DFES Public Information Line – 13 33 37;
- Emergency Alert - Activation by Controlling Agency;
- ABC Emergency – www.abc.net.au/news/emergency/about/; and
- Local Media – Refer to the *Emergency Resource Directory*.

Finance Arrangements

State Emergency Management Policy (SEMP 5.12) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of *SEMP 5.12*, the Shire of Manjimup is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer will be approached immediately an emergency event requiring resourcing by the Shire of Manjimup occurs. This is to ensure the desired level of support is achieved.

Part Four -Evacuation and Welfare

Evacuation

Decisions relating to evacuation during an emergency rest with the Incident Controller. The *Emergency Management Act 2005* allows the Hazard Management Officer or an authorised officer as defined in the Act to direct the evacuation and removal of persons or animals from the emergency area, or any part of the emergency area only during an emergency situation or state of emergency as outlined in *Section 67 of the Act*. In all other circumstances a Hazard Management Authority can only recommend that evacuation take place.

A decision on the need for evacuation will be given by the Hazard Management Authority. Evacuation will occur in a planned and safe manner, coordinated by the WA police.

WA Police will be requested to effect and control evacuation of persons to a location to be determined by the Hazard Management Authority. The Hazard Management Authority must liaise with the appropriate LEC, welfare and support agencies/authorities, including the DC, DFES and local government to ensure the appropriate arrangements for registration and support of evacuees are in place.

The Shire of Manjimup has five (5) primary welfare centres as identified in the DC *Local Emergency Welfare Plan* to facilitate the efficient evacuation of persons. Where these points are unavailable due to the risks associated with the emergency, the Hazard Management Authority in conjunction with the Shire of Manjimup will identify an alternative location and disseminate this information to the public.

The decision allowing people to return to their homes will be made by the Hazard Management Authority. Evacuee return will be accomplished in consultation with the appropriate LEC, welfare and support agencies/authorities, including the DC, and the Local Government.

Special Needs Groups

Refer to the *Emergency Resource Directory* for a full list of identified Special Needs Groups and detailed information on the facilities and contact details for sections of the community that may need assistance or special consideration during an evacuation.

Schools, hospitals, nursing homes, child care facilities etc should each have separate emergency evacuation plans, which show where their populations will assemble for transportation and any special requirements they may need.

Routes & Maps

This section provides a map of the locality and identifies any issues and local land marks. Refer to *At Risk / Isolated Communities Maps* document.

Welfare

The Department of Communities (DC) has the role of managing welfare.

Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, accommodation, financial assistance, registration and enquiry services, personal requisites and emergency catering.

Welfare activities are the responsibility of the DC who will coordinate resources and undertake functions as found in these support plans:

- State Emergency Welfare Plan; and
- DC Local Emergency Welfare Plan for the Shire of Manjimup.

It should be noted that in the first stages of an emergency the Department of Communities may take some time to establish and conduct welfare activities in the Shire due to multiple incidents within the state, restricted access to the designated welfare centre or time requirements for the deployment of team members.

As such, the Shire of Manjimup in communication with the DC may undertake the management of welfare activities until such time it can hand over activities to the DC.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC:

- a) Establish, Chair and manage the activities of the Local Welfare Emergency Committee, where determined appropriate by the Department;
- b) Prepare, promulgate, test and maintain the Local Emergency Welfare Plan;
- c) Represent the Department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

- f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g) Represent the department on the Incident Management Group when required.

The Contact details for the DC are located in the *Emergency Management Directory*.

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The Shire of Manjimup has appointed Local Welfare Liaison Officers. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation welfare centres such as building opening, closing, security and maintenance.

Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas DC has responsibility for is recording who has been displaced and placing the information onto a National Register.

This primarily allows friends or relatives to locate each other. Because of the nature of the work involved, DC have reciprocal arrangements with the Red Cross to assist with the registration process.

Animals (Including Assistance Animals)

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations.

However, the Shire of Manjimup acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

Whilst currently the Shire of Manjimup does not have, a developed Animal Welfare Plan to assist animal owners, below are the available recourses to assist in a disaster with the contact details found in the *Emergency Resource Directory*:

Table 8: Animal Management Facilities

Facility	Operator	Details
Manjimup Dog Management Facility	Shire of Manjimup	<ul style="list-style-type: none"> • Managed by the Shire of Manjimup • Not a public facility • Enclosed / air-conditions • 8 x holding bays • Disease risk
Manjimup Cat Management Facility	Shire of Manjimup	<ul style="list-style-type: none"> • Managed by the Shire of Manjimup • Not a public facility • Enclosed / air-conditions • 6 x holding bays • Disease risk
Manjimup Veterinary Clinic	Manjimup Veterinary Clinic	<ul style="list-style-type: none"> • Private facility • Small animals only • Limited assess / disease risk • 9 x holding pens Cats • 7 x holding bays Dogs
Rea Park Recreation Complex	Shire of Manjimup	<ul style="list-style-type: none"> • 35m x 15m Stock yards • 2 x loading ramp • 26 x day pens under cover
Manjimup Sale Yards	Ryan and Pessotto	<ul style="list-style-type: none"> • Private facility • 75m x 58m stock yards • 6 x loading ramps • Suitable for large animals • Paddock available
Warren Equestrian Centre (Equestrian agreement)	Warren Equestrian Centre & Warren Horseman's Club	<ul style="list-style-type: none"> • 27 covered loose yards with gates • 10 covered cross tie yards with gates • No stallion designated areas • Kitchen, meeting, table, chairs, toilets

Welfare centres

The Shire of Manjimup local welfare centres are listed below and a detailed description of the primary welfare centres can be located in the DC Local Emergency Welfare Plan and in the *Emergency Resource Directory*:

Table 9: Welfare Centres

Primary Welfare Centre		Address
Manjimup Town Hall		37 Rose Street, Manjimup
Manjimup Indoor Sports Stadium		Cnr Arnott / Rutherford Street, Manjimup
Pemberton Sports Club		Club Road, Pemberton
Northcliffe Recreation Centre		George Gardner Drive, Northcliffe
Walpole Sport and Recreation Centre		44 Latham Avenue, Walpole
Special Centre		Address
Manjimup Wellness and Respite Community Centre		1A Edwards Street, Manjimup

Part Five - Recovery

Location of the *Recovery Management Arrangements* is found under Part One of this document – Public Copy of the LEMA, Emergency Evacuation Plan, Recovery Management Arrangements and LEMP –Provision of Welfare Support.

Recovery is about enabling and supporting community sustainability during and after a disaster. The recovery process must begin during the response phase in order to both identify community needs as affected by the disaster or response activities and to begin planning for the transition from response to recover. Recovery can also provide opportunity to improve community resilience to disaster by “enhancing social infrastructure, natural and built environments, and economies”.

Effective and lasting recovery occurs when a community works together and recognises the personal, social, financial, health, industry and economic factors that need to be considered and planned for. Comprehensive recovery requires private, health, infrastructure, lifeline services, government and non-government sectors to work together as a community is affected and supported at different levels by each of these sectors.

Successful recovery:

- Is based on an understanding of the community context;
- Acknowledges the complex and dynamic nature of the emergencies and communities;
- Is responsive and flexible, engaging communities and empowering them to move forward;
- Requires a planned, coordinated and adaptive approach based on continuing assessment of the impacts and needs;
- Is built on effective communication with affected communities and other stakeholders; and
- Recognizes, support and builds upon community, individual and organisational capacity.

Local Recovery Coordinator

The appointed Local Recovery Coordinator for the Shire of Manjimup is the Director of Community Services who is required to undertake the following roles and responsibilities as stated in the *State Emergency Management Policy 6, State Emergency Management Plan Section 6* and the *State Emergency Management Recovery Procedures 1-4*:

- a) To ensure the development and maintenance of effective recovery management arrangements for the Shire of Manjimup; and
- b) In conjunction with the Local Recovery Committee implement a post incident recovery action plan and manage the recovery phase of the incident.

Name and contact details of the Recovery Coordinator are found in the *Emergency Resource Directory Section 2.4 Shire of Manjimup – Performed Incident Management Team*.

Part Six - Exercising, Reviewing and Reporting

The Aim of Exercising

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

The exercising of a HMA's or Combat Agency's response to an incident is a HMA and Combat Agency responsibility however it could be incorporated into a LEMC exercise.

Exercising the Emergency Management Arrangements will allow the LEMC to:

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

Frequency of Exercises

State Emergency Management Policy Section 4.8, State Emergency Management Plan 4.7 and the State Emergency Management Preparedness Procedure 19 outline the State arrangements for emergency management exercising, including the requirements for LEMC's to exercise their arrangements on at least an annual basis.

Types of Exercises

Some examples of exercise types include:

- Desktop/Discussion;
- A phone tree recall exercise;
- Opening and closing procedures for welfare centres or any facilities that might be operating in an emergency;
- Operating procedures of an Emergency Coordination Centre; and
- Locating and activating resources on the *Emergency Resources Register*.

Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group.

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

Review of Local Emergency Management Arrangements

The *Local Emergency Management Arrangements (LEMA)* shall be reviewed in accordance with *SEMP s.2.5 – Emergency Management for Local Government* and amended or replaced whenever the Local Government considers it appropriate (*s.42 of the EM Act*).

According to *SEMC Policy No 2.5 – Emergency Management for Local Government*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- Contact lists are reviewed and updated quarterly;
- A review is conducted after training that exercises the arrangements;
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

The Shire of Manjimup in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of Emergency Resource Register

The Shire of Manjimup's Community Emergency Services Manager shall have the *Emergency Resource Directory* checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

Annual Reporting

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

The information provided by the LEMC Annual Report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the Annual Report template.