



Local Emergency Management Arrangements

November 2022



Acknowledgement of Country

“Kaya, Nala Maat Kaya Noonduk (Hello, Our Family Welcomes You) to Wadandi Boodja (Saltwater People’s Country) – we all come together on Boodja (Country). Whilst on Wadandi Boodja we ask that you respect the land by walking softly and take the time to listen to Boodja as she Wongi (Talks).

We respect the presence of the Demmala Goomala (Ancestors) whose Djanga (Spirits) reside on Boodja and whose Djenna (feet) walk the land and whose Djanga Korda (heart spirit) flows through all creation. Wooditjup (Margaret River) is the heart of Wadandi Boodja (country), a meeting place between land and sea, connecting us all with Wadandi Boodja.

The Wadandi Boodja (Motherland) reaches from Bunbury, along the coast of Geographe Bay, extending to Yallingup (Place of Holes) to Talinup, Augusta (Place of Reeds) inland to Nannup (The Stopping Place), taking in the region of Undalup (Busselton) The Wadan Boodja (Sea Country) is of great spiritual significance to the coastal Wadandi people. Boodja – Land, Country, Mother Earth – is our most important resource. No matter what culture or religion – all of us rely on Nala Boodja, Our Country.

It is up to all of us to listen to the land, understand the connection to Country that we all have and realise how urgent it is to work together to make better decisions on how we can create that balance, ensuring sustainability for the generations to come, in order to protect and preserve the beauty of Boodja.

Whilst living, travelling, visiting and holidaying on Wadandi Boodja (Saltwater People’s Country) we ask that you respect the area and walk softly on the country, taking the time to listen to Boodja (Country) as she Wongi (Talks) of the Season, and leave nothing but footprints”.

Wadandi Traditional Cultural Custodian Wayne “Wonitji” Webb.

The Shire of Augusta Margaret River acknowledges we are on Wadandi and Pibelman Boodja, whose ancestors and their descendants are the traditional owners of this country.

We acknowledge the Wadandi and Pibelman have been custodians since the land was soft (creation times) and continue to perform age old ceremonies of celebration, initiation and renewal. We acknowledge their living culture and their unique role in the life of this region.

The Shire is committed to Aboriginal Australians sharing fairly and equitably in the region’s cultural, social, environmental and economic future.

Alignment to the Strategic Community Plan 2040



Environment

We will protect and enhance the unique natural environment and biodiversity of the region through climate action and informed decision making.

We will focus on:

- Outcome EN.1: Ecology and biodiversity protection
- Outcome EN.2: Healthy waterways, foreshores and natural landscapes
- Outcome EN.3: Collective climate action
- Outcome EN.4: Sustainable resource and waste management

People

We will support and strengthen our diverse, resilient, welcoming, safe and connected community through our services and advocacy.

We will focus on:

- Outcome PE.1: Diverse cultural values are respected and adopted
- Outcome PE.2: Equal opportunities for all
- Outcome PE.3: Active, healthy and fulfilling lifestyles
- Outcome PE.4: Safe and resilient communities

Place

We will responsibly develop vibrant, sustainable places which maintain their distinctive characters, and which supports a local economy that is resilient, equitable and sustainable.

We will focus on:

- Outcome PL.1: Diverse, sustainable and well-designed places
- Outcome PL.2: Infrastructure which caters to need
- Outcome PL.3: Sustainable agriculture and thriving rural community
- Outcome PL.4: Resilient circular local economy

Performance

We will deliver quality governance, service and value with integrity and transparency.

We will focus on:

- Outcome PF.1: Responsible planning and ownership of outcomes
- Outcome PF.2: Community and customer focus
- Outcome PF.3: High performing and engaged people
- Outcome PF.4: A culture of innovation, quality and continuous improvement



Shire of Augusta Margaret River

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 Augusta Margaret River Local Emergency Management Committee (LEMC) and the Council of the Shire of Augusta Margaret River. The Arrangements have been tabled for noting with the South West District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

A handwritten signature in black ink, appearing to read 'Paula Cristoffanini', is positioned above a horizontal line.

LEMC Presiding Member (Chairperson)
Shire President Paula Cristoffanini
Shire of Augusta Margaret River

8 November 2022

Date

OM2022/224

Endorsed by Council

14 December 2022

Date

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Distribution

Organisation	Number of Copies
Shire President (LEMC Chair)	1
Shire Chief Executive Officer	1
Director Corporate and Community Services	1
Manager Human and Community Services	1
Community Emergency Services Manager	1
Coordinator Ranger Services	1
Executive Officer South West DEMC	1
District Advisor DEMC	1
State Emergency Management Committee	1
Officer in Charge Margaret River Police (Local Emergency Coordinator)	1
Officer in Charge Augusta Police (Local Emergency Coordinator)	1
Augusta Hospital	1
Margaret River District Hospital	1
Department of Communities	1
Department of Primary Industries and Regional Development	1
Department of Fire and Emergency Services	1
Department of Biodiversity, Conservation and Attractions	1
Department of Transport Western Australia	1
Shire Chief Bush Fire Control Officer	1
Augusta Volunteer Fire and Rescue Service	1
Margaret River Volunteer Fire and Rescue Service	1
Margaret River State Emergency Services Unit	1
Augusta Volunteer Marine Rescue Service	1
Margaret River Volunteer Marine Rescue Service	1
Augusta Volunteer St John Ambulance Service	1
Margaret River St John Ambulance Service	1
Main Roads Western Australia	1

Margaret River Busselton Tourism Association	1
Margaret River Wine Association	1
Shire Libraries	2
Shire Officers	2
Surf Lifesaving Western Australia	1
WA Country Health Service	1
Water Corporation Western Australia	1
Western Power	1

Amendment Record

Number	Date	Amendment Summary	Author
1	Aug 2010	First Edition	B Jordan
2	Feb 2017	Complete Review	N Hall
3	May 2018	Evacuation Centre Changes	C Lloyd
4	Nov 2022	Complete Review	A Jasper

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the [Emergency Management Act 2005](#) or as defined in the [State Emergency Management Glossary](#).

District: means an area of the State that is declared to be a district under section 2.1 [Local Government Act 1995](#).

Municipality: Means the district of the local government.

General acronyms used in these arrangements	
BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

Community consultation

These arrangements have been developed by the Shire of Augusta Margaret River in conjunction with the Shire of Augusta Margaret River Local Emergency Management Committee. Information of the identified local risks and likelihood and consequences of these risks to the community have been identified during the 2010 Community Survey.

In 2013 the State Emergency Management Committee initiated the State Risk Project which was designed to gain a comprehensive and consistent understanding of the risks faced at state, district and local levels. The hazards assessed were heatwave, flood, bushfire, cyclone, tsunami, earthquake and storm. The results were reported to the Commonwealth in 2013.

Document availability

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

- Margaret River Administration Building, 41 Wallcliffe Road, Margaret River
- Augusta Administration Building, 66 Allnut Terrace, Augusta
- Shire website www.amrshire.wa.gov.au.

Area covered

The Shire of Augusta Margaret River is located at the south west corner of Western Australia, 274km south of Perth. The Shire encompasses approximately 2,240 square kilometres and extends for approximately 60 kilometres north to south, and 62 kilometres from the west coast to the eastern boundary. The Shire is bordered by the City of Busselton to the north, Shire of Nannup to the east, and bounded by the Pacific Ocean to the west and Southern Ocean to the south.

The Shire of Augusta Margaret River includes the towns and localities of Alexandra Bridge, Augusta, Cowaramup, Gnarabup, Gracetown, Karridale, Kudardup, Margaret River, Molloy Island, Prevelly, Rosa Brook, and Witchcliffe. It is a rural locality which includes semi-rural and residential areas with the main urban areas being around Augusta and Margaret River.

Mapping of the Shire of Augusta Margaret River can be located via the Shire's Intramaps page at www.amrshire.wa.gov.au. For those requiring a hard copy please contact the Shire on (08) 9780 5255 or amrshire@amrshire.wa.gov.au.

Aim

The aim of the Shire of Augusta Margaret River's Local Emergency Management Arrangements is:

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

Purpose

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

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the [Emergency Management Act 2005](#) (EM Act)).

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 HMA's individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Augusta Margaret River.
- This document covers areas where the Shire of Augusta Margaret River provides support to HMAs in the event of an incident.
- This document details the Shire of Augusta Margaret River's capacity to provide resources in support of an emergency, while still maintaining business continuity.
- This document details the Shire of Augusta Margaret River's 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 federal level.

RELATED DOCUMENTS AND ARRANGEMENTS

Local Emergency Management Policies

The Shire of Augusta Margaret River has the following emergency management policies:

- Safer Communities
- Risk Management
- Bushfire Risk

Local existing plans and arrangements

- Shire of Augusta Margaret River Risk Register
- Shire of Augusta Margaret River Bushfire Response Plan
- Shire of Augusta Margaret River Bushfire Procedures
- Shire of Augusta Margaret River Business Continuity Plan

Agreements, understandings and commitments

Table 1: Agreements, understandings and commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Various LGs	Provision of mutual aid during emergencies and post incident recovery	MOU
Shire of AMR, DBCA, DFES & CoB	Capes Zone Response, Agreed level of response during recognized high threat Bushfire season	Temporally Limited

Special considerations

The Shire of Augusta Margaret River has a multitude of special considerations that need to be taken into account by personnel when dealing with emergencies within this area which include:

- major influx of tourists during the months of November to April;
- large scale public events;
- large numbers of absentee landowners;
- 120 kilometres of coastline;
- more than 1,000 square kilometres of forest;
- heightened risk of bushfires during the summer and autumn months;
- heightened risk of storms during the winter months; and
- emergency services within the shire are almost completely reliant on volunteers.

An event calendar will be formulated and tabled at each LEMC meeting for awareness by the Committee.

RESOURCES

Refer to [Appendix 3](#) – Emergency Contacts and Resource Directory (Confidential)

ROLES AND RESPONSIBILITIES

Local roles and responsibilities

Table 2: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Augusta Margaret River are defined in section 36 of the <i>Emergency Management Act 2005</i> .
Local emergency coordinator	The responsibilities of the LEC are defined in section 37 of the <i>Emergency Management Act 2005</i> .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. 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 the Department of Communities, the welfare liaison officer provides advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken. • Implement procedures that assist the community and emergency services deal with incidents. • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer). • Participate in the ISG and provide local support. <p>Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.</p>

LEMC roles and responsibilities

The Shire of Augusta Margaret River has established a Local Emergency Management Committee 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;
- providing 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 is set out in the Committee's [Instrument of Appointment and Delegation](#).

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by <ul style="list-style-type: none"> • Providing secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; and – Committee membership contact register. • Coordinating 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 – Local Emergency Management Arrangements. • Facilitating the provision of relevant emergency management advice to the Chair and committee as required. • Participating as a member of sub-committees and working groups as required.

Agency roles and responsibilities

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

Agency role	Description of responsibilities
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.’ [s. 4 EM Act]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations]. • Appoint Hazard Management Officers [s. 55 EM Act]. • Declare / revoke emergency situation [s. 50 & 53 EM Act]. • Coordinate the development of the State Hazard Plan for that hazard [State EM Policy section 1.5]. • Ensure effective transition to recovery by local government.
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>
Incident Support Group	<p>Assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation (State Emergency Management Plan, Section 5.1).</p>

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 EM Policy](#) section 3.2.

Information of the identified local risks and likelihood and consequences of these risks to the community was identified during 2017 when the OEM undertook the State Risk Project.

The Shire will hold a copy of the risk register which can be viewed by contacting the Shire of Augusta Margaret River Community Emergency Services Manager.

In the event of an emergency a comprehensive list of all stakeholders critical infrastructure can be obtained through the DFES geographical info system (GIS). This system can be accessed by contacting the Shire's CESM or the Department of Fire and Emergency Services (DFES) Regional Duty Coordinator (RDC).

Refer to [Appendix 1 – Critical Infrastructure \(Confidential\)](#) for a list of critical infrastructure within the Shire of Augusta Margaret River.

Description of emergencies likely to occur

The Shire of Augusta Margaret River has currently aligned its top 5 hazards with the South West District Emergency Management Committee which are:



Bushfire



Storm



Flood



**Animal & Plant
Biosecurity**



**Electricity Supply
Disruption**

Table 3: Description of emergencies likely to occur

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan
Bushfire	DFES Shire AMR DBCA	FES Commissioner	DFES DBCA Shire AMR	Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	State Hazard Plan (Fire)	Capes Zone Response Plan
Storm	DFES	FES Commissioner	SES	Shire AMR Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	State Hazard Plan (Severe Weather)	
Flood	DFES	FES Commissioner	SES	Shire AMR Western Power Main Roads Water Corporation Dept. Communities WAPOL WA Country Health	State Hazard Plan (Severe Weather)	
Animal and Plant Biosecurity	DPIRD	Director General DPIRD	DPIRD	DBCA Dept. Communities DFES Shire AMR Main Roads Water Corporation WAPOL WA Country Health	State Hazard Plan (Animal and Plant Biosecurity)	
Electricity Supply Disruption	Coordinator of Energy	Coordinator of Energy	Western Power Horizon Power Synergy	Dept. Communities DFES Dept. Health Energy Policy WA Shire AMR Main Roads Synergy Water Corporation WAPOL	State Hazard Plan (Energy Supply Disruption)	Shire of AMR BCRP

Emergency management strategies and priorities

Table 4: Local EM strategies and priorities

Priority	Strategy/Treatment
5	More treatments/strategies may be advised as needed as new or changes risks are identified.
TBC	Bushfire - Investigate and implement the provision of Neighbourhood Safer Places in identified high risk areas.
TBC	All Hazard - Agreed upon mitigation measures for all critical road infrastructure that services identified evacuation routes in these LEMAs.

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 Augusta Margaret River 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 Controlling Agency appointed Incident Controller 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 EM Policy](#) statement 5.2.2 and [State EM Plan](#) section 5.1. These are:

- a. where an incident is designated as Level 2 or higher; and/or
- b. multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies' 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 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 it can meet within the District.

Table 5: Incident Support Group locations

Location	Name	Phone	Mobile
Margaret River Civic Administration Centre 41 Wallcliffe Road Margaret River WA 6285	First Contact Community Emergency Services Manager	9780 5285	0419 905 285
	Second Contact Coordinator Ranger Services	0457 511 430	0418 488 387
Augusta Shire Office 66 Allnut Terrace Augusta WA 6290	First Contact Community Emergency Services Manager	9780 5285	0419 905 285
	Second Contact Coordinator Ranger Services	0457 511 430	0418 488 387

MEDIA MANAGEMENT & 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 Controlling Agency.

Public warning systems

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

- Emergency WA Website - www.emergency.wa.gov.au;
- DFES Public Information Line - 13 33 37;
- Emergency Alert - This is the national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies. This will be activated by the Controlling Agency of the incident. www.emergencyalert.gov.au; and
- ABC South West - CH 684 AM

Local systems

Table 6: Local public warning systems

Description	Contact Person	Contact Number
Shire Facebook Page Including various Facebook community noticeboards including: <ul style="list-style-type: none"> • Cowaramup • Cowaramup Community Noticeboard • Margaret River Community Voice • Augusta Community Noticeboard • Witchcliffe Community • Rosa Brook Community Noticeboard • Margaret River Backpackers • Margaret River Region Community Noticeboard 	Customer Experience Coordinator	0437 629 623
	Communications Officers	9780 5209 9780 5231 0402 214 735
	Community Engagement Officer	0472 720 149
	Communications Support Officer	9780 5296
Shire Website	Customer Experience Coordinator	0437 629 623
	Communications Officers	9780 5209 9780 5231 0402 214 735

Description	Contact Person	Contact Number
	Community Engagement Officer	0472 720 149
	Communications Support Officer	9780 5296
Electronic Noticeboard Wallcliffe Rd (outside HEART)	Customer Experience Coordinator	0437 629 623
	Communications Officer	9780 5209
	IT Coordinator	0405 755 651
	IT Support Officer	9780 5288
Shire Communications Email Distribution List via Mailchimp	Customer Experience Coordinator	0437 629 623
	Communications Officers	9780 5209 9780 5231 0402 214 735
	Community Engagement Officer	0472 720 149
	Communications Support Officer	9780 5296

ARRANGEMENTS

[State Emergency Management Policy](#) section 5.12, [State Emergency Management Plan](#) section 5.4 and 6.10, and [State Emergency Management Procedure](#) part 5.2, outlines the responsibilities for funding during multi-agency emergencies.

While recognising the above, the Shire of Augusta Margaret River 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 should be approached immediately when an emergency event requiring resourcing by the Shire of Augusta Margaret River occurs, to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government with the assistance of its LEMC is responsible pre-emergency evacuation planning. An evacuation plan for local government, whether it is part of a LEMA or a stand-alone document, is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.

Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre-emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

At risk groups

Please refer to [Appendix 2 – At Risk Groups \(Confidential\)](#) for a full list of identified ‘at risk’ groups within the Shire, 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, childcare 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 AND MAPS

The Shire of Augusta Margaret River has developed a detailed set of evacuation maps in conjunction with WA Police and DFES which identifies the location of emergency services facilities and 'at risk' groups as well suitable evacuation routes for each of the twelve (12) main communities within the Shire of Augusta Margaret River.

These maps are not to be used to support planning and development applications as part of the Shire's normal planning application processes.

Please refer to [Appendix 5](#) – Evacuation Maps.

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities have developed a Local Emergency Welfare Plan (Confidential) for the Shire of Augusta Margaret River.

Refer to [Appendix 4 – Local Emergency Welfare Plan \(Confidential\)](#).

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the 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.

Refer to [Appendix 4 – Local Emergency Welfare Plan \(Confidential\)](#) for Local Welfare Coordinator contact details.

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.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

Refer to [Appendix 4 – Local Emergency Welfare Plan \(Confidential\)](#) for Local Welfare Liaison Officer contact details.

Register.Find.Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities 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, Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

Animals (including assistance animals)

Refer to [Appendix 6](#) – Animal Welfare Plan (Confidential).

Welfare centres

Refer to [Appendix 4](#) – Local Emergency Welfare Plan (Confidential) for a list of welfare centres.

Welfare centre information

Refer to [Appendix 4](#) – Local Emergency Welfare Plan (Confidential) for welfare centre information.

RECOVERY

Managing recovery is a legislated function of local government, and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the Local Recovery Guideline. The guideline will assist local governments to undertake the recovery planning process.

Refer [Appendix 7](#) – Local Recovery Plan.

Local recovery coordinator

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in [State Emergency Management Policy](#) section 6, [State Emergency Management Plan](#) section 6 and [State Emergency Management Procedure](#) part 5.

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 response to an incident is a HMA responsibility however it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government to:

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

Frequency of exercises

[State EM Policy](#) section 4.8, [State EM Plan](#) 4.7 and [State EM Preparedness Procedure](#) part 3.19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review ([State EM Policy](#) section 1.5.10).

Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements shall be reviewed in accordance with [State Emergency Management Policy](#) section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to [State Emergency Management Preparedness Procedure](#) part 3.8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Review of Local Emergency Management Committee Positions

The local government, in consultation with the parent organisation of members shall determine the term and composition of Local Emergency Management Committee positions.

Refer to the Shire of Augusta Margaret River LEMC [Instrument of Appointment and Delegation](#) for full details.

Review of resources register

The Executive Officer shall have the resources register 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 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

The SEMC issue the annual report template.

APPENDIX 1 – Critical Infrastructure (Confidential)

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Appendix 1 – Critical Infrastructure (Confidential)

APPENDIX 2 – At Risk Groups (Confidential)

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APPENDIX 3 – Emergency Contacts and Resource Directory (Confidential)

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Appendix 3 – Emergency Contacts and Resource Directory (Confidential)

APPENDIX 4 – Local Emergency Welfare Plan (Confidential)

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Appendix 4 – Local Emergency Welfare Plan (Confidential)

APPENDIX 5 – Evacuation Maps

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APPENDIX 6 – Animal Welfare Plan (Confidential)

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Appendix 6 – Animal Welfare Plan (Confidential)

APPENDIX 7 – Local Recovery Plan

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Appendix 7 – Local Recovery Plan



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- TTY users phone 133 677 then ask for 08 9780 5255
- Speak and Listen users phone 1300 555 727 then ask for 08 9780 5255
- Internet relay users connect to the NRS www.relayservice.com.au then ask for 08 9780 5255