



# Local Emergency Management Arrangements

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SHIRE OF LAKE GRACE

Version 5.0.2  
March 2022

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Lake Grace Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....  
 Chairperson  
 Lake Grace LEMC

.....  
 Date

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DISTRIBUTION

Organisation	No Copies
Shire of Lake Grace	4
WA Police – Lake Grace	1
Lake Grace Volunteer Fire & Rescue	1

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Chief Bush Fire Control Officer – Shire of Lake Grace	1
St John Ambulance WA Ltd – (Lake Grace, Lake King, Newdegate, Varley & Community Paramedic)	5
Lake Grace District Hospital	1
Department of Communities – Northam Office	1
Department of Primary Industry and Regional Development – Narrogin	1
Co-operative Bulk Handling (CBH) - Lake Grace	1
DFES Office Narrogin	1
District Emergency Management Advisor	1
Department of Biodiversity, Conservation and Attractions - Narrogin	1
Western Power	1
Water Corporation	1
Main Roads Western Australia	1
Department of Education (Lake Grace High School, Newdegate Primary School and Lake King Primary School)	3
Great Southern DEMC	1
Upper Great Southern DEMC	1
Shire web site	1 electronic version
Neighbouring Shires (Dumbleyung, Kulin, Kondinin, Esperance, Ravensthorpe and Kent)	1 each

## AMENDMENT RECORD

No.	Date	Amendment Details	By
1	August 2010	Complete Re-write	LEMC
2	January 2014	Minor updates – contact details & name changes	M Owen Executive Officer
3	February 2016	Minor updates – contact details & name changes	P Roadley, Executive Officer
4	May 2018	Minor updates – contact details & name changes, Maps	CESM M Barnes, Executive Officer
5	October 2020 V 5	Corrected formatting issues. Major re-write. Move Glossary to appendix 15 Added the definitions of ‘incident’ and ‘emergency’ to the Scope. Added location of copy of Existing Plans & Arrangements to Table 1.1 Updated the name and location of relevant State Hazard Plans in Table 1.2. Updated 3.1 Emergencies Likely to occur with reference to new State Hazard Plans. Updated Department of Parks and Wildlife to Department of Biosecurity, Conservation & Attractions throughout the document. Updated 2.8 Emergency Risk Management to reflect the last risk assessment project carried out in November 2018. Updated demographic data to 2016 Census data. Removed 2006 Risk Matrix and replaced with 2018 Risk Register – risks requiring treatment. Moved the ECC information from 3.5 to appendix 11. Updated 3.7.1 Public Information & Warning Systems. Moved Part 7 Critical Contact List to Appendix 5. Updated Groups at Risk listing and moved to Appendix 3 Update Community Evacuation information Removed map of Australia and map of local government districts from Appendix 13. Added school bus route information.	S Lees LEMC Executive Officer
6	February 2021	Minor updates – contact details & name changes Updated heading formatting and linking	M. Castaldini, Executive Officer

The master copy of this document will be held by the Shire. Copies will be distributed to agencies listed in the distribution list and the Shire will ensure the most up-to-date copy of the plan is available on its website [www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au). No other copies are to be made of this document.

When an amendment is made, the Shire will ensure that:

- the amendment is recorded in the ‘amendment record’ of the master document; and
- copies of such amendments are distributed to those as listed in the distribution list.

It is the responsibility of each agency or individual provided with a copy of this plan to keep it up to date and available to others within the agency.

# 1 INTRODUCTION

## 1.1 INCIDENT OR EMERGENCY?

The term 'incident' is defined as 'the occurrence or imminent occurrence of a hazard' in the State EM Glossary. An incident is generally managed by Hazard Management Agencies (HMAs) and Combat Agencies as part of their day-to-day business. However, an incident may escalate and lead to an emergency.

The term 'emergency' is defined as 'the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response' (s. 3 Emergency Management Act 2005).

## 1.2 AUTHORITY

The Arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Lake Grace Local Emergency Management Committee and approved by the Shire of Lake Grace.

## 1.3 COMMUNITY CONSULTATION

The Arrangements have been developed in consultation with the Local Emergency Management Committee (LEMC) as a representative body of the community of Lake Grace.

## 1.4 DOCUMENT AVAILABILITY

A copy of this document is available via the Shire of Grace website ([www.lakegrace.wa.gov.au](http://www.lakegrace.wa.gov.au)) or in hard copy for the Shire Office.

## 1.5 AIM

The Arrangements describe the local roles, responsibilities and actions required as part of planning and preparation for, responding to, and recovering from an emergency impacting on the communities within the Lake Grace shire.

## 1.6 PURPOSE

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

- a) The shire's roles and responsibilities under the State Emergency Management Framework;
- b) the roles and responsibilities of public authorities and other persons (emergency management agencies) involved in the management of the emergencies likely to impact the local government district;
- c) the Shire's policies for emergency management;
- d) information about the coordination of emergency operations and activities performed by emergency management agencies;
- e) a description of emergencies that are likely to occur in the local government district;
- f) strategies and priorities for emergency management in the local government district (based on assessment of risk);
- g) other matters about emergency management in the local government district prescribed by the regulations; and
- h) other matters about emergency management in the local government district the local government considers appropriate". (s.41(2) of the Act).



## 1.7 SCOPE

These Arrangements details the plans that are in place to deal with local emergencies, consistent with State emergency management legislation, policies, procedures and guidelines.

This document:

- a) applies to the local government district of the Shire of Lake Grace (the Shire);
- b) provides an overview of the relationship between state and local emergency management arrangements;
- c) covers arrangements where the Shire is the Combat Agency/Controlling Agency for an emergency;
- d) covers arrangements where the Shire provides support to Hazard Management Agencies or Combat Agencies in the event of an emergency;
- e) details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- f) provides details of the Shire's responsibility in relation to recovery management.

## 1.8 AREA COVERED (CONTEXT)

The Shire of Lake Grace (*the Shire*) is located 354 km from Perth in the southern wheatbelt. The Shire has a population of 1,456 people, consists of five towns (Lake Grace, Newdegate, Lake King, Varley and part of Pingaring) and covers 11,885 km<sup>2</sup>. Newdegate is 52 km east of Lake Grace and Lake King and Varley are 115 and 120 km respectively from Lake Grace.

The town of Lake Grace is the Shire's regional service centre and gathering place for the surrounding smaller communities.

Access to these towns is mainly by road; however, there is an airstrip at Lake Grace and authorised landing areas at Newdegate, Lake King and Varley. The Lake Grace-Newdegate and Lake Grace-Hyden railway lines are used primarily for the transportation of grain.

The Shire owns and manages a number of public facilities such as halls, libraries, swimming pools, public toilets, and sporting and recreation grounds and is responsible for the provision of sewerage and waste disposal services within the municipality.

Tourists regularly use the main roads through the Shire along with heavy vehicles carrying goods to and from Esperance. With the First Quantum Minerals mine site expanding at Ravensthorpe, larger than normal loads are transported through the towns of Lake Grace, Newdegate and Lake King with some loads carrying dangerous goods.

During harvesting season grain carting vehicles frequently use the road and, when combined with the tourist traffic, these roads can become hazardous.

The ABS amalgamates the Gross Value of Agricultural Production (GVAP) for the statistical area of Kulin, which includes the shires of Lake Grace, Dumbleyung, Kondinin, Wickiepin and Kulin. The GVAP for this area for the period of 2010-11 was estimated to be \$283 million. It is estimated that 62% of this value is generated from broad acre crops with the remaining \$105 million being generated from livestock products, primarily sheep with the beef industry being a minor component.

Based on the area of land used by agriculture across the statistical area, it is estimated that 41% (\$116 million) of the GVAP is attributable to the Shire of Lake Grace.

## **1.9 SPECIAL CONSIDERATIONS**

During various times of the year the following may have effect on the availability of resources, volunteers or the number of people in a township.

- School Holidays
- Bush Fire Season – September - April
- Seeding – May - July
- Harvest – mid-October - December
- Newdegate Field Days – 1<sup>st</sup> Wednesday and Thursday in September
- Lake King Kart Club Annual Open Event – August

Specific details can be recorded in Appendix 7 as required.

## **2 Emergency Management Framework**

### **2.1 STATE EMERGENCY MANAGEMENT PRINCIPLES**

The State Emergency Management Committee's (SEMC) Emergency Management Framework is underpinned by the [SEMC Emergency Management Principles](#).

#### **2.1.1 Risk Management Approach:**

Applying a consistent and comprehensive approach to emergency management (EM) across the state aids effective decision making, facilitates appropriate resource allocation and allows for a proactive approach towards EM.

#### **2.1.2 Shared Responsibility for Resilience**

Increasing resilience to emergencies is the collective responsibility of all sectors of society, including all levels of government, business, the non-government sector and individuals. Given the increasing severity and occurrence of natural hazards, all these sectors need to be empowered and work together with a united focus and a shared sense of responsibility to keep hazards from becoming emergencies.

#### **2.1.3 All Hazards Approach**

The 'all hazards' approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.

#### **2.1.4 Graduated Approach**

The 'graduated' approach is based on decisions being made at the lowest appropriate level (existing command, control and coordination arrangement apply); and where emergency management activities exceed the capability of the local community, support may be obtained from the district, state, interstate, national or international levels, as appropriate.

#### **2.1.5 All Agencies Coordinated and Integrated Approach**

The 'all agencies coordinated and integrated' approach recognises that no one agency can address all of the impacts of a particular hazard. It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

#### **2.1.6 Continuous Improvement**

Continuous improvement, including incremental and transformational change, is undertaken systematically as an integral part of emergency management measures and practices to improve outcomes.

#### **2.1.7 Community Engagement**

Effective and timely communication and engagement with the community is a critical and continuous process before, during and after an emergency.

#### **2.1.8 Integrated Information Management**

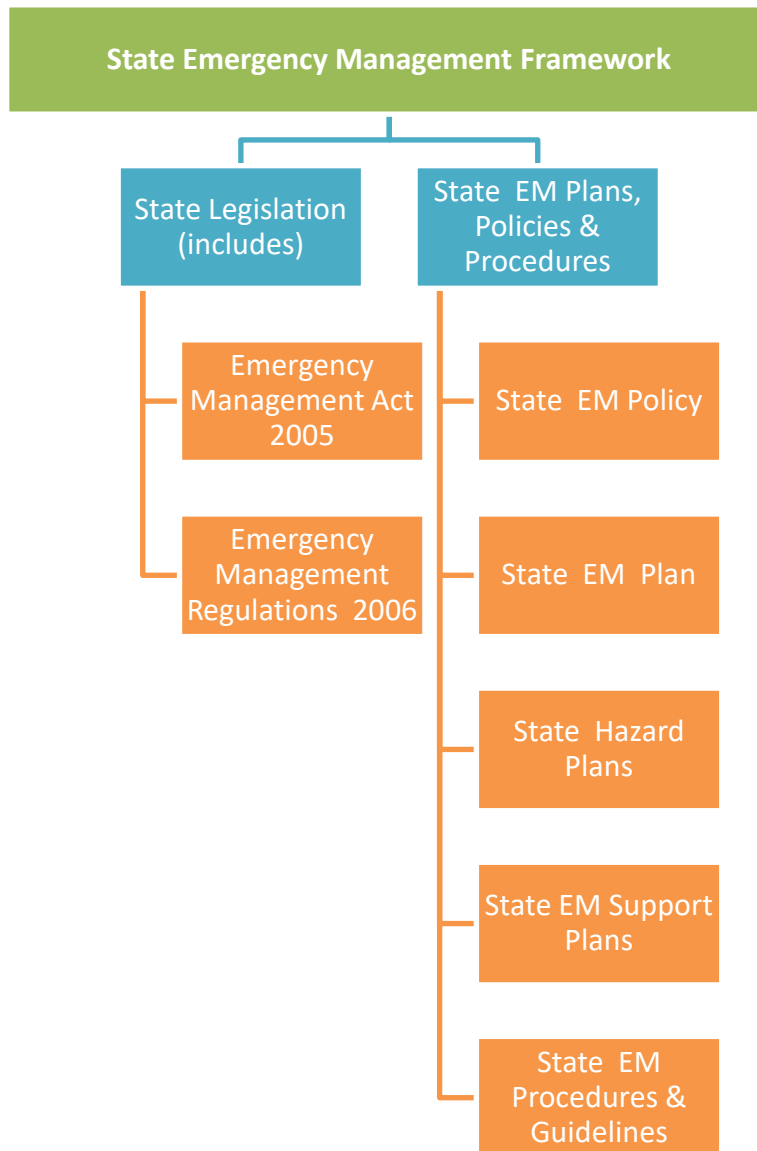
Information is critical to emergency management. The collation, assessment, verification and dissemination of relevant and appropriate information must be underpinned by integrated information management systems that adhere to governance and accountability standards.

## 2.2 STATE EMERTENCY MANAGEMENT FRAMEWORK

The State Emergency Management Committee (SEMC) is responsible for preparing state emergency management (EM) policies that provides Western Australia with a strategic framework for emergency management.

WA state legislation and SEMC EM plans, policies, procedures and guidelines define the roles and responsibilities of emergency agencies, including local government, across the emergency management spectrum of Prevention, Preparedness, Response and Recovery (PPRR).

This diagram shows relevant state EM legislation and plans:



### **2.2.1 State Emergency Management Legislation**

The *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, is the overarching State EM legislation, which provides for prompt and coordinated organisation of EM in this State.

It formally establishes the SEMC and other bodies (such as the State Emergency Coordination Group and the SEMC subcommittees), and details roles and responsibilities at a State, district and local level in relation to the four aspects of emergency management: Prevention, Preparedness, Response and Recovery (PPRR). It also provides for additional powers to be available during emergencies.

In addition to the EM Act and EM Regulations, there is a range of additional legislation and codes relevant to hazard prevention and mitigation. A guide is available on the [SEMC website](#).

More details of regarding legislation, see the [Legislation WA](#) website.

### **2.2.2 State Emergency Management Plan**

This [State EM Plan](#) details the arrangements across PPRR for all-hazards.

The SEMC Business Unit (that sits within DFES) is responsible for the development, maintenance and review of this Plan, in consultation with relevant stakeholders.

### **2.2.3 State Hazard Plans (Westplans)**

Each defined and prescribed hazard has a dedicated State Hazard Plan (Westplan) that outlines the arrangements for the management of that hazard across PPRR.

A list of State Hazard Plans (and links to individual plans) relevant to hazards that may occur within the Shire of Lake Grace are contained in Appendix 2.

Local government has roles and responsibilities allocate to it under these plans. For a summary of the Shire's responsibilities (for hazards that are likely to occur in the district), refer to Appendix 2.

### **2.2.4 State Support Plans**

There is a range of support functions and services that support EM agencies across all-hazards. This includes emergency public information, welfare and health support. These services may be required regardless of the type of hazard that occurs. Refer to Appendix 3 for a list of State Support Plans.

The support plans allocate roles and responsibilities to local government. For a summary of the Shire's responsibilities, refer to Appendix 3.

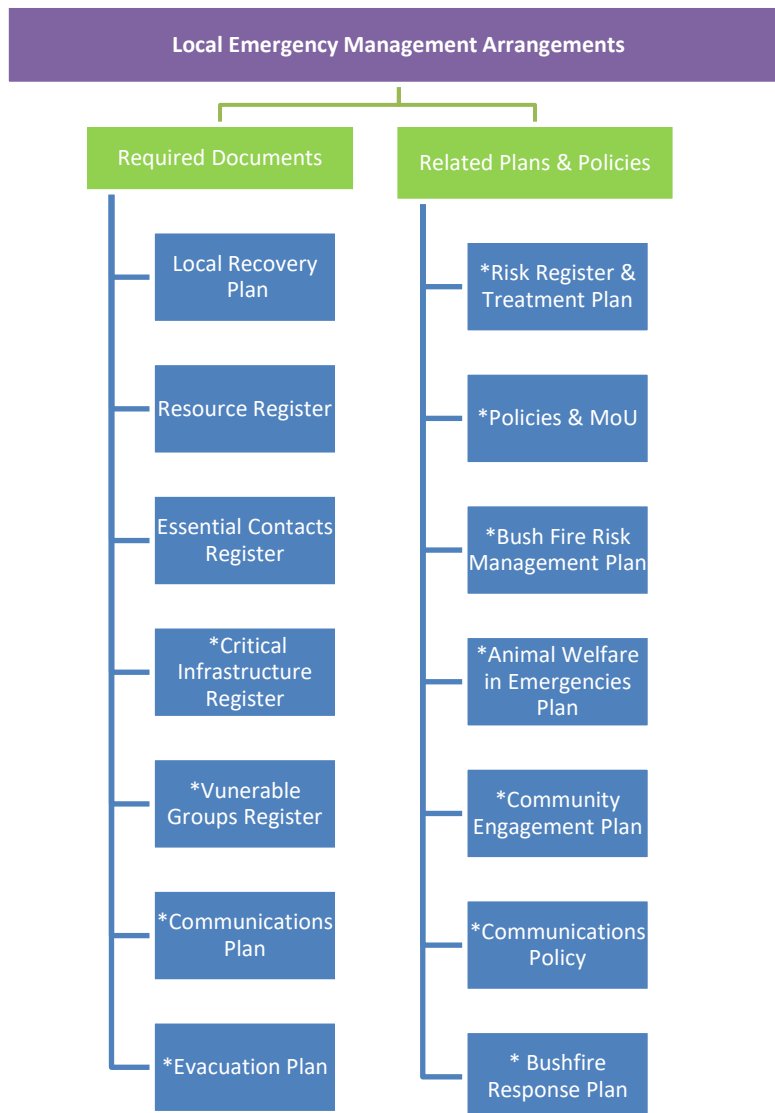
## 2.3 LOCAL GOVERNMENT EM FRAMEWORK

Local governments are required, under the EM Act, to:

1. ensure that effective local emergency management arrangements (LEMA) are prepared and maintained for its district;
2. establish one or more local emergency management committees (LEMC) for the local government's district;
3. manage recovery following an emergency affecting the community in its district; and
4. perform other functions given to local government under the EM Act [s.36(c)] as outlined in [State Emergency Policy - Appendix A](#); and
5. under section 20(4) of the EM Act carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations.

## 2.4 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

The Local Emergency Management Arrangements is a series of documents that may comprise the following: (\* to be developed for Shire of Lake Grace):



#### **2.4.1 Local EM Plans & Policies**

The Shire may have related plans and policies in place that should be read in conjunction with this document. Please refer to Appendix 4 for details.

## 3 PREVENTION & PREPAREDNESS

*“Measures identified and implemented to eliminate or reduce the incidence or severity of emergencies.”*

*“Preparation for response to an emergency.”*

### 3.1 LOCAL GOVERNMENT PREVENTION RESPONSIBILITIES

Local government, under the provisions of the State EM Plan, is responsible for the following:

- Identify the sources of risk that may impact upon the district of the local government through the emergency risk-management process.
- Establish, administer and maintain a Local Emergency Management Committee (LEMC).
- Develop, maintain, review and test the LEMA and local recovery plan.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the *Bush Fires Act 1954* and Regulations relating to the management of bushfire preparedness and response including:
  - issuing fire break notices;
  - fuel load management;
  - issuing permits to burn the bush;
  - review of restricted and prohibited burning times; and
  - issuing and observing harvest and vehicle movement bans.
- Develop and maintain Emergency Risk Management (ERM) plans for hazards relevant to their locality. The ERM plans are to be developed at a local scale on a prioritised basis as lead and administered by the local governments and Local Emergency Management Committee (LEMC). (*State EM Procedure 1*)

### 3.2 EMERGENCY RISK MANAGEMENT

Risk can be described as the chance of something happening that will have of harmful consequences, arising from the interaction of hazards, communities and the environment.

Risk is measured or rated in terms of the consequences that may arise if the risk occurs and the likelihood of the risk occurring.

Emergency risk management a systematic process that considers the likely effects of hazardous events and the controls by which they can be minimised.

#### 3.2.1 Shire of Lake Grace Emergency Risk Management Plan

The Shire carried out an emergency risk management assessment process in November 2018. The hazards that were considered as likely to occur and risk assessed were:

- Animal or plant pests or disease
- Fire
- Flood
- Storm
- HAZMAT
- Crash (Rail and Road)

The risks associated with the above hazards that were rated ‘extreme’ or ‘high’ and for which a treatment plan should be considered are listed in Appendix 12. The treatment plan for those risks is to be developed by the Shire with the assistance of the LEMC.

### 3.3 LOCAL EMERGENCY MANAGEMENT COMMITTEE



The Shire's Local Emergency Management Committee (LEMC) primarily has planning function. Its functions are defined under section 39 of the EM Act:

- advise and assist the local government in ensuring LEMA are established for its district;
- liaise with public authorities and other persons in the development, review and testing (through exercise or activation) of LEMA; and
- carry out other EM activities as directed by the SEMC or prescribed in the EM Regulations

The Shire of Lake Grace LEMC operates in accordance with:

- [State EM Policy 2.5 'Emergency Management in Local Government Districts'](#) and
- [State EM Procedure 7 Local Emergency Management Committee](#).

The LEMC aims to meet quarterly or more frequently if required. Meetings are scheduled for the second Thursday of February, May, August and November.

The LEMC will comply with the annual reporting requirements contained in [State EM Preparedness procedures 17 Annual Reporting](#)

### 3.3.1 LEMC Roles

Key LEMC roles include:

- Chair (elected member of the Shire of Lake Grace Council)
- Deputy Chair (Local Emergency Coordinator - OIC of Lake Grace Police Station)
- Executive Officer (Shire of Lake Grace officer)

#### 3.3.2 LEMC Executive Officer:

Provide executive support to the LEMC by ensuring the provision of secretariat support including:

- a) Meeting agenda;
- b) Minutes and action lists; correspondence;
- c) Maintain committee membership contact register;
- d) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
- e) Annual Report; Annual Business Plan;
- f) Maintenance of Local Emergency Management Arrangement;
- g) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- h) Participate as a member of sub committees and working groups as required;

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

### 3.3.3 LEMC Membership

The Shire, in consultation with LEMC member agencies, may determine the term and composition of LEMC membership.

The LEMC is made up of representatives from the local community and local agencies with emergency management and support responsibilities including:

- Department of Fire and Emergency Services (DFES)
- WA Police Force
- Shire of Lake Grace officers engaged in key roles and functions affecting EM (e.g. community

services, engineering services, corporate services or planning)

- Department of Communities
- WA Country Health Service - Lake Grace
- St John Ambulance WA Ltd
- Department of Primary Industries and Regional Development
- Department of Biosecurity, Conservation & Attractions
- Department of Education
- Main Roads WA
- Western Power
- Water Corporation

A full LEMC membership list contact details can be found in Appendix 6 – LEMC Membership.

## 4 RESPONSE

*‘Combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery’ (definition of ‘EM’, s. 3 EM Act).*

The State EM Plan, State Hazard Plans and State Support Plans establish the roles and responsibilities for the response to an emergency.

Public authorities with assigned response roles under the State’s EM framework must support the HMA in response to an emergency

### 4.1 LOCAL GOVERNMENT RESPONSE RESPONSIBILITIES

Local government, under the provisions of the State EM Plan, is responsible for the following:

- Assist and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.
- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.
- As a Combat Agency for fire, carry out the activities of fire suppression on lands vested in the local government.

#### 4.1.1 Integrated Approach

During an emergency event, no single agency can manage all the impacts of a particular hazard. Therefore, the SEMC EM Policy calls for an *‘all-agencies coordinated, integrated and graduated approach’* to emergency management.

Emergency agencies’ responsibilities for responding to emergency events are defined in the *EM Regulations 2006* and include Hazard Management Agencies, Combat Agencies and Support Organisations.

#### 4.1.2 Hazard Management Agency (HMA)

A Hazard Management Agency (HMA) is responsible for the management of emergencies that are caused by its prescribed hazard(s). Hazards are allocated to HMAs under Part 3 of the *Emergency Management Regulations 2006* (the EM Regulations).

HMAs may be responsible for one or more hazards. For example, the Department of Fire and Emergency Services is the HMA for many types of hazards including fire, storm, flood and cyclone.

The functions of the HMAs in an emergency are to:

- Undertake responsibilities that are allocated to it under the Regulations
- Appoint Hazard Management
- Declare / Revoke Emergency Situation
- Coordinate the development of state emergency plans their prescribed hazard(s)
- Ensure effective transition to local government from response to recovery.

#### 4.1.3 Combat Agency

A combat agency responds to an emergency and the HMA and Combat Agency may be the same. However, the Combat Agencies for bushfire are DBCA where an incident occurs on land owned or managed by DBCA and local government where the fire occurs on any other land within its municipality (except if within a gazetted fire and rescue district).

Combat Agencies are prescribed in Part 5 of the *EM Regulations*.

#### **4.1.4 Controlling Agency**

The Controlling Agency is responsible for command and control of response activities and the HMA and Controlling Agency may be but is not always, the same. For example, the Controlling Agency for bushfire may be the DBCA if an incident has occurred on land owned or managed by DBCA or local government where a local government bush fire brigade has responded to a fire within its municipality.

The Controlling Agency may request that control of an incident be handed over to the HMA or another Combat Agency if required, usually relating to complexity. (see Bush Fires Act 1954, Section 13)

#### **4.1.5 Incident Controller**

The Controlling Agency must appoint an Incident Controller (IC). The IC is responsible for:

- the overall control of an incident;
- Leading the Incident Management Team (IMT);
- Assessing the incident;
- Ensuring the accuracy of the emergency public information, approving its release in coordination with all relevant agencies and terminating its broadcast;
- In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and
- Management of traffic during an emergency response.

If it is not clear who the Controlling Agency should be under existing law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

#### **4.1.6 Support Organisation**

A support organisation 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 providing support functions in relation to that agency. Examples include Department of Communities having responsibility for establishing a welfare centre.

It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

## **4.2 OVERVIEW OF LOCAL ROLES & RESPONSIBILITIES**

### **4.2.1 Local Emergency Coordinator**

The local emergency coordinator for a local government district has the following functions [s.37(4) of the Act]:

- a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

### **4.3 INCIDENT SUPPORT GROUP (ISG)**

The role of the Incident Support Group (ISG) is to provide support to the Controlling Agency.

The ISG is convened by the Incident Controller or the Local Emergency Coordinator in consultation with the Controlling Agency 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.

### **4.4 TRIGGERS FOR THE ACTIVATION OF AN ISG**

The triggers for an Incident Support Group, defined in State EM Policy 5.2.2 Incident Management systems, are:

- If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG).
- If a Level 3 incident is declared, the Controlling Agency must establish an ISG.
- ISG is activated by the IC.

### **4.5 MEMBERSHIP OF AN ISG**

The ISG is made up of representatives of agencies that provide support to the Controlling Agency. As a general rule, the Local Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change frequently, depending upon the nature of the incident, agencies involved and the consequences caused by the incident. Agencies supplying staff for the ISG must ensure that their representative has the authority to commit resources and/or direct tasks.

Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### **4.6 FREQUENCY OF MEETINGS**

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. There should be at least one meeting per incident.

### **4.7 EMERGENCY COORDINATION CENTRE (ECC) INFORMATION**

The Emergency Coordination Centre (ECC) is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach.

Please see the table in Appendix 11 for suitable locations:

### **4.8 PUBLIC INFORMATION AND MEDIA MANAGEMENT**

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 HMA's responsibility. All public messages are to be approved by the Incident Controller before being releases.

Individual agencies may want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages.

Animal welfare issues and information should be included in any public information bulletins, as appropriate.

#### 4.8.1 Public Information and Warning Systems

One of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner.

In WA, the emergency warning system comprises three levels, as displayed on the diagram below.

Warnings are disseminated via the DFES Emergency Informaiton Line (recorded information dial 13 33 37) and placed on the Emergency WA website at [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au).

DFES managed incidents and local government managed fires within the district may utilise DFES Media & Public Affairs, including the hotline to inform people of current incident. Please refer to for current DFES contacts.

ABC Radio is the official emergency broadcaster, but other media outlets may also broadcast emergency warnings and messages.

The ABC broadcast on 558AM and 720AM

Please refer to **Error! No bookmark name given.** for current media contacts.

For more information see [State Support Plan – Emergency Public Information](#).



#### 4.8.2 LOCAL SYSTEMS

The Shire of Lake Grace manages a SMS system that may be a useful tool for getting information into the community. Messages are sent to people who have subscribed to the service.

Access to this system can be arranged by contacting Shire of Lake Grace. Please refer to Appendix 5 for current Shire contacts.

Shire of Lake Grace staff must adhere to the any public communication policies and procedures in place.

### 4.9 Impacts from Utility Outages

Impacts may also present from Utility Outages to Mains supplied water / electricity / communication

networks within the local area. Each provider has business continuity plans in place to provide redundancies for service coverage. Where not possible to provide a redundancy, there are plans to provide alternate sources. E.g. Water impacts are supported by trucking in water and supply of bottled drinking water.

#### 4.10 FINANCIAL ARRANGEMENTS – RESPONSE

The Shire of Lake Grace recognizes State Emergency Management Policy 5.12 “Funding for Emergencies Responses”, which outlines the responsibilities for funding during a multi-agency emergency.

The Shire of Lake Grace 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 during an emergency event requiring resources.

It is recognized that the HMAs and Combat Agencies may require use of the Shire’s resources and assistance in an emergency situation. The Shire of Lake Grace is committed to providing this assistance and support if the required resources are available.

#### 4.11 Community Evacuation

Evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety. Evacuating people and/or animals from an area threatened or affected by a hazard is a strategy that may be used to mitigate the potential loss of, or harm to, life.

The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the resources available.

Experience has shown that the evacuation of residents may not always be the optimum solution to managing the risk. Therefore, alternative strategies such as shelter in place, quarantine and/or the control or restriction of movement should be considered where appropriate.

The evacuation process comprises five stages:



#### 4.12 DECISION TO EVACUATE

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

During an emergency event or state of emergency (declared under the EM Act 2005), the Controlling Agency must comply with the directions of the relevant HMA and the State Emergency Coordinator (SEC).

An Incident Controller who is not an HMO, Authorised Officer or Police Officer DOES NOT HAVE the power to make a **directed evacuation** during an emergency or declared state of emergency.

A **directed** evacuation may only be made by:

- Hazard Management Officers (i.e. officers or employees of the HMA, authorised under s.55 of the EM Act 2005, to act as hazard management officers during an emergency situation declared by that HMA)

- an Authorised Officer (under legislation other than the EM Act, such as s.14 of the Bush Fires Act 1954); or
- a police officer.

When considering evacuation, the Department of Communities (Communities) must be consulted during the planning stages. When the IC has decided that an evacuation of people or animals is necessary, a Welfare Centre must be established.

**For details, please refer to the Department of Communities *Local Emergency Welfare Plan for the Shire of Lake Grace*.**

### **4.13 EVACUATION WARNINGS**

The IC is to provide community warnings and timely advice on the likely threat of an emergency to assist community members in recognising the threat and being able to make an informed decision as to whether to move to another location. Community warnings should detail the actions required to be taken by the community.

This information should include:

- The areas under threat.
- If it is safe to leave or shelter in place.
- If it safe to leave, the direction people should leave in.
- Details of any road closures.
- Location of welfare centre(s).
- Information for animal owners (e.g. can animals be brought to a welfare centre).

When considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert).

**For more information see section** Error! Reference source not found. Error! Reference source not found. und..

### **4.14 Withdrawal**

#### **4.14.1 Self-Evacuation**

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.

#### **4.14.2 Evacuation**

For either a recommended or directed evacuation, the Controlling Agency or person carrying out the evacuation will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

#### **Recommended Evacuation (Voluntary)**

A recommended (voluntary) evacuation will be made by the Controlling Agency or other authorised officer when there is a possible threat to lives or property, but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision.

Once a decision has been made to evacuate an area, the IC in consultation with the HMA, must ensure that effective communication strategies are implemented and maintained for the duration of the emergency. **(See section** Error! Reference source not found. Error! Reference source not found. **For more information.)**



## Directed Evacuation (Compulsory)

A directed evacuation may only be made by an HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act (or other relevant legislation).

A directed evacuation is most likely to occur where members of the community at extreme risk do not have the capacity to make an informed decision or when injury or loss of life is imminent.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate. The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and can make an informed decision.

**See section** Error! Reference source not found. Error! Reference source not found. **For more information.**

### 4.15 Shelter

Shelter is the provision of temporary respite for evacuees and includes immediate sheltering, temporary sheltering and temporary housing.

When considering appropriate alternatives for shelter, the Controlling Agency should consider, as far as practicable, the most appropriate types of shelter for a specific incident. This may include:

- shelter in place – where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety;
- with family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so);
- assembly area – either for a known short-term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- evacuation centre – selected from suitable locations detailed in **Error! Reference source not found.**;
- specialist facility – for evacuees with additional care needs (such as a hospital or aged-care facility);
- refuge – if available in the affected area and appropriate to withstand the hazard;
- place of last resort – a place that may provide some protection but with no guarantee of safety, and that will not be staffed by agency personnel.

### 4.16 Return

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g. current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of welfare support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g. structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

### 4.17 STATE & NATIONAL REGISTRATION & ENQUIRY

Under the State Emergency management arrangements Communities has the delegated responsibility for registration and reunification. In a large event where people are evacuated,

displaced or separated, the National Registration and Inquiry System is activated to assist in locating impacted people, reuniting families and answering inquiries from family and friend. Communities has reciprocal arrangements with the Australian Red Cross to assist with both the registration and inquiry processes. Please note that there is no Red Cross available in the Shire of Lake Grace.

#### **4.18 WELFARE CENTRES**

Please refer to Appendix 11 for the location of suitable venues that can be established as Welfare Centres.

#### **4.19 MANAGING VOLUNTEERS AND OFFERS OF SUPPORT**

Public generosity and care during and following an emergency plays a significant role in individual and community recovery. It reflects broader community sentiment and helps those affected to feel supported and more positive about the rebuilding task ahead. The Shire encourages the donation of money to approved fundraising agencies because it provides flexibility and choice to meet immediate needs. It also circulates in the affected community stimulating faster recovery for the local economy.

Donations can be accepted and managed through local community support groups, or wider state bodies depending on the scale of the situation.

Community support in the aspect of volunteering comes to life during and after an emergency situation. The Shire acknowledges that this support is essential to a smooth and effective recovery. Volunteers will be supported and assisted with coordination where possible to achieve the best outcomes for the community and those impacted.

#### **4.20 MANAGING DONATIONS**

Information regarding the management of public fundraising and donations, volunteering and emergency management funding (WANDRRA) is found in Part Five of the State EM Recovery Procedures.

## **5 RECOVERY**

Please refer to the Shire of Lake Grace Local Recovery Management Plan which is a separate sub plan of these Arrangements.

#### **5.1 LOCAL GOVERNMENT RECOVERY RESPONSIBILITIES**

- Accept and approve an Impact Statement for the emergency from the Controlling Agency, in conjunction with the State Recovery Coordinator.
- Nominate a local recovery coordinator, with more than one person appointed and trained.
- Lead and manage the community recovery process through the Local Recovery Coordination Group in concert with other agencies identified in the local recovery plan.
- Develop an operational recovery plan, in conjunction with the Local Recovery Coordination Group.

## **6 PART 7 – EXERCISING & REVIEWING**

### **6.1 EXERCISING**

#### **6.1.1 AIM**

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately 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 LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC 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.

#### **6.1.2 FREQUENCY**

State Emergency Management Policy (SEMP) section 4.8 requires all local governments and LEMCs to exercise local level arrangements annually and to share information on planned exercises with the DEMC.

#### **6.1.3 TYPES**

Some examples of exercises types include:

- a) Desktop/Discussion
- b) A phone tree recall exercise
- c) Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- d) Operating procedures of an Emergency Coordination Centre
- e) Locating and activating resources on the Emergency Resources Register

#### **6.1.4 REPORTING OF EXERCISES**

State EM Policy s4.11 provides LEMCs must provide a copy of their post exercise report to the DEMC Chair for referral to the SEMC for noting in their annual report. The exercise documentation and reporting should be consistent with State EM Preparedness Procedure 19: Exercise Management.

## **6.2 REVIEW**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with State EM Preparedness Procedures 8 – Local Emergency Management Arrangements and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

The local government must ensure the review of the LEMA on the following basis:

- a) Contact lists are reviewed and updated quarterly;
- b) After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;
- c) every five years; and
- d) whenever the local government considers it appropriate.
- e) If a major review takes place, a full approval process is required. If the amendments
- f) are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the Office of Emergency Management.

## 7 Appendices

### 7.1 Appendix 1 – Agency Responsibilities By Hazard

The following table lists the emergencies that are likely to occur within the Shire of Lake Grace (in alphabetical order) and the agencies responsible:

Hazard	Hazard Management Agency	HMA Organisation	Controlling Agency	Local Combat	Local Support	State Hazard Plan
Animal and Plant Biosecurity	Agriculture Director General	DPIRD	DPIRD	DPIRD Narrogin		<a href="#">Animal &amp; Plant Biosecurity</a>
Collapse	FES Commissioner	DFES	DFES		SES (Wagin or Ravensthorpe) Hyden VFES Gnowangerup SES	<a href="#">Collapse</a>
Crash Emergency (Air, Rail or Road)	Air and Road – Commissioner of Police Rail – Arc Infrastructure (Head of Operations)	Air and Road – WA Police Rail – Arc Infrastructure	Air and Road – WA Police Rail – WA Police or DFES (depending on the circumstances)	Lake Grace VFRS	St John Ambulance	<a href="#">Crash Emergency</a>
Earthquake	FES Commissioner	DFES	DFES		SES (Wagin or Ravensthorpe) Hyden VFES	<a href="#">Earthquake</a>
Energy Supply Disruption	Coordinator of Energy	Energy Policy WA	Energy Policy WA			<a href="#">Energy Supply Disruption</a>
Flood	FES Commissioner	DFES	DFES		SES (Wagin or Ravensthorpe)	<a href="#">Flood</a>
Fire	FES Commissioner	DFES	DFES, DBCA, LG	BFB, DBCA, VFRS	Farmer response	<a href="#">Fire</a>
Heatwave	Chief Executive Officer	Department of Health	Department of Health	Lake Grace Health Services	Lake Grace Health Services	<a href="#">Heatwave</a>

Hazardous Materials	FES Commissioner	DFES	DFES	Lake Grace VFRS	Lake Grace Health Services	<a href="#">HAZMAT</a>
Human Biosecurity	Chief Executive Officer	Department of Health	Department of Health	Lake Grace Health Services	Lake Grace Health Services	<a href="#">Human Biosecurity</a>
Search and Rescue	Commissioner of Police	WA Police	WA Police	SES	Kulin VES SES (Wagin or Ravensthorpe)	<a href="#">Search and Rescue Emergency</a>
Storm	FES Commissioner	DFES	DFES	SES	Kulin VES SES (Wagin or Ravensthorpe)	<a href="#">Storm</a>

### 7.1.1 Support Plans

There is a range of support functions and services that are not hazard specific but support EM arrangements across all-hazards, for example, emergency public information, welfare and health support. These services may be required regardless of the type of hazard that occurs.

Support Function	Responsible Agency	Local Support	State Support Plan
Emergency Welfare	Department of Communities		<a href="#">Emergency Welfare (Interim)</a>
Emergency Public Information	DFES		<a href="#">Emergency Public Information (SSP – Public Information)</a>
Animal Welfare in Emergencies	DPIRD		<a href="#">Animal Welfare in Emergencies</a>

## **7.2 Appendix 2 – State Hazard Plans – Local Government Responsibilities (for emergencies likely to impact LGA)**

The State Hazard Plans detail the responsibilities of local government under each plan. The following is a summary only. For details, please refer to the [SEMC website State Hazard Plans](#).

### **7.2.1 Animal and Plant Biosecurity**

- a) Provide Liaison Officer/s and other trained staff as required and appropriate.
- b) b. Provide and/or assist in the acquisition of resources and engineering services including earth moving machinery and operators.
- c) c. Provide information on local legislation, conditions and hazards, environmental and water issues associated with waste disposal.
- d) d. Assistance with quarantine and movement control as required.
- e) e. Assist with local communication. F. Identify and/or make available suitable facilities for use as Control Centres.
- f) g. Management of the local recovery process.

### **7.2.2 Westplan – Collapse**

To assist the HMA at collapse emergencies with advice and resources to deal with the emergency and coordination of community recovery at a local level.

- 1. Provide liaison officer with DFES;
- 2. Act in accordance with the Local Emergency Management Arrangements in support of DFES;
- 3. Provide advice on Local Authority drains, water and sewerage systems;
- 4. Provide resources support;
- 5. Provide advice by making the local Environmental Health Officer and Engineer available for collapse emergencies;
- 6. Provide a written report and/or participate in post operation debriefs on the emergency, as may be required, by the HMA;
- 7. Ensure management of risks process is applied to collapse in accordance with State EM Policy Section 3.2 and State EM Prevention Procedure 1
- 8. Provide Recovery Coordinator to coordinate long term community recovery, in accordance with the Local Recovery Plan, as required; and
- 9. Assist with the long term clean up, when required.

### **7.2.3 Crash Emergency**

- a) Assist the HMA/Controlling Agency in determining traffic management requirements.
- b) Assist in the provision of resources for traffic management for local roads.
- c) Manage the community recovery process, if required.
- d) Undertake community recovery activities, as required

### **7.2.4 Westplan – Earthquake**

- a) Participate in community awareness programs on earthquake risks.
- b) Provide resources to assist DFES when requested.
- c) Make available suitable local government buildings to be used as welfare centres.
- d) Issue closure notices for airports and airfields when necessary.

- e) Close and open roads within their jurisdiction, when requested by DFES.
- f) Provide details on road conditions to DFES.
- g) Initiate and lead the local community through the recovery process.
- h) Inspect and declare earthquake affected properties fit for habitation

#### **7.2.5 State Hazard Plan – Energy Supply Disruption**

- a) Participate in community awareness programs on energy supply disruption risks.
- b) Assist in communicating messages to the public during an energy supply disruption emergency.
- c) Provide resources to assist Energy Policy WA when requested.
- d) In consultation with the Department of Communities, identify venues that may be used as evacuation centres.
- e) Close and open roads within their jurisdiction, when requested by Energy Policy WA.
- f) Provide details on road condition to Energy Policy WA.
- g) Undertake recovery activities, as required.
- h) Assist in the identification and support of at-risk communities.
- i) Provide a representative to the OASG, if required.

#### **7.2.6 Westplan – Flood**

- a) Provide an appropriate representative on the Flood Warning Consultative Committee (FWCC).
- b) Provide resources to assist DFES when requested.
- c) Make available suitable local government buildings to be used as evacuation shelters.
- d) Issue closure notices for airports and airfields when necessary.
- e) Close and open roads within their jurisdiction, when requested by the appropriate authority.
- f) Provide details on road conditions to DFES.
- g) Lead the community recovery process.
- h) Participate in improving flood warning systems to communities (as required).
- i) Inspect flood affected properties and ascertain fitness for habitation.

#### **7.2.7 State Hazard Plan – Fire**

- Response to all bushfires on lands including UMR and UCL outside:
  - Gazetted Fire Districts declared under the FB Act or where a Fire and Emergency Service brigade is established under the FES Act;
  - Those areas where PWS has jurisdictional responsibility, and the Perth metropolitan area; and
- Provide equipment and personnel to DFES and/or PWS where they have the operational capacity to do so.
- Assume the role of Controlling Agency where required in accordance with this plan;
- Where appropriate and resources permit, participate in State Bushfire Pre-Formed Incident Management Teams in accordance with agreed management guidelines and business rules.
- • Where LG is in control of the incident they should:



- Nominate an IC
- Maintain control of defined area of operations.
- Determine the requirement for evacuation or shelter-in-place, and implement as necessary;
- Request, task and coordinate assistance from participating combat and supporting agencies (i.e. DFES);
- Maintain a record of activities;
- Ensure the preparation and approval of media releases;
- Arrange participant debriefing immediately following an emergency;
- If required, conduct post incident analysis and/or a post operation report in accordance with State EM Policy section 5.11 and State EM Plan section 5.7; and
- Assist the WA Police Force and other relevant agencies [e.g. Department of Mines, Industry Regulation and Safety (Dangerous Goods Branch and Worksafe)] in determining the origin and cause of the fire.

#### **7.2.8 State Hazard Plan – Heatwave**

- a) Assist in communicating messages to the public:
  - i. before a heatwave, to assist the development of community resilience; and
  - ii. during a heatwave emergency to protect the community.
- b) In consultation with Department of Communities, identify venues that can be recognized as welfare facilities for at risk populations in the community (e.g. local libraries, community recreation facilities, respite areas).
- c) Provide resources to assist the WA health system when requested.
- d) Undertake community recovery activities, as required.
- e) Participate in ISG, OASG and SECG meetings as requested.
- f) Provide a liaison officer to the State Health Incident Coordination Centre (SHICC) if required.

#### **7.2.9 State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)**

To ensure recovery from HAZMAT emergencies.

To assist at HAZMAT emergencies, with advice and resources.

The capability and commitment of each LG to undertake the tasks and meet the responsibilities identified in the State EM Plan should be confirmed by the HMA and detailed in the Local Emergency Management Plan (LEMP). This will ensure the varying capabilities of individual LG's are recognized and agreed to by all parties.

#### **7.2.10 State Hazard Plan – Human Biosecurity**

- a) Provide Environmental Health Officers to Metropolitan and Regional Human Epidemic Coordination Centre (HECCs), as required.
- b) Assist with the investigation of human epidemics.
- c) Assist with monitoring of food safety.
- d) Assist with the safe disposal of contaminated waste.
- e) Assist with the control of vermin or insect infestations.
- f) Provide support with other local resources as requested by the HMA or local State,

Metropolitan or Regional HECCs.

- g) The capability and commitment of each Local Government to undertake the tasks and meet the responsibilities identified in the State EM Plan should be confirmed by the HMA and detailed in the Local Emergency Management Arrangements (LEMA). This will ensure the varying capabilities of individual Local Governments are recognized and agreed to by all parties.

#### **7.2.11 State Hazard Plan – Search and Rescue Emergency**

- a) Provide advice based on local knowledge and other support on request.

#### **7.2.12 Westplan – Storm**

- a) Participate in community awareness programs on storm risks.
- b) Provide resources to assist DFES when requested.
- c) Make available suitable local government buildings to be used as welfare shelters.
- d) Issue closure notices for airports and airfields when necessary.
- e) Close and open roads within their jurisdiction, when requested by DFES.
- f) Provide details on road conditions to DFES.
- g) Initiate and lead the local community through the recovery process.
- h) Inspect and declare storm affected properties fit for habitation.

### **7.3 Appendix 3 – State Support Plans – Local Government Responsibilities**

The State Hazard Plans detail the responsibilities of local government under each plan. The following is a summary only. For details, please refer to the [SEMC website State Support Plans](#).

#### **7.3.1 State Support Plan – Emergency Welfare (Interim)**

- a) provide the initial welfare response to evacuating community members;
- b) identify and open a pre-determined welfare centre to ensure that evacuees have a safe location to which to relocate;
- c) provide basic needs and services (may include refreshments, registration, basic information, and personal support) until Department of Communities can arrive to take on the coordination role of the welfare centre;
- d) provide a handover to the designated Communities Welfare Coordinator; and
- e) take on the LG Welfare Liaison Officer role as a support to Communities.

#### **7.3.2 State Support Plan – Public Information**

- a) Where required, provide an appropriate representative for Public Information Team meetings.
- b) Undertake community recovery activities, including public information activities, as required.

#### **7.3.3 State Support Plan – Animal Welfare in Emergencies**

- a) Activate the Local Government emergency animal welfare plan or contingency arrangements where identified within LEMA; and
- b) Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.

## 7.4 Appendix 4 – Local EM Plans & Policies

The following plans and policies are related to and should be read in conjunction with this document:

Document	Owner	Location
Risk Register	Shire of Lake Grace	Shire of Lake Grace F:\2 EXECUTIVE SERVICES\Council Matters\Committees of Council\4 LEMC\LEM Plans & Welfare Plan\Risk Register & Treatment Plan\ Lake Grace Risk Register 8.11.18
Local Emergency Management Plan for the Provision of Welfare Support for the Shire of Lake Grace	Department of Communities	Department of Communities – Northam F:\2 EXECUTIVE SERVICES\Council Matters\Committees of Council\4 LEMC\LEM Plans & Welfare Plan\Welfare Plan
Plan for Animal Welfare in Emergencies	Shire of Lake Grace	Under development
Business Continuity Plan	Shire of Lake Grace	Under development

### 7.4.1 Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Nil		

### 7.4.2 Additional Support

Organisation	Description	Comments	Contacts
Nil			

## 7.5 Appendix 5 - Critical Contacts List

(This directory is not for publication – for all life-threatening emergencies dial 000)

Organisation	Contact Position	Contact Person	Phone	Email
Shire of Lake Grace	CEO	Alan George	0460 416 959	ceo@lakegrace.wa.gov.au
	Local Recovery Coordinator (Deputy CEO)	Chris Paget	0400 631 052	dceo@lakegrace.wa.gov.au
	Community Emergency Services Manager	Matt Castaldini	0436 668 242	cesm@lakegrace.wa.gov.au
	Local Welfare Liaison Officer (Manager Corporate Services)	Tegan Hall	0466 778 057	mcs@lakegrace.wa.gov.au
	Manager Infrastructure Services	Craig Elefsen	0455 551 709	mis@lakegrace.wa.gov.au
	Shire Administration Office		9890 2500	shire@lakegrace.wa.gov.au
	Harvest & Vehicle Movement Ban Hotline	Recorded message	9487 7191	
WA Police	Local Emergency Coordinator (OIC Lake Grace Police)	Joshua Egan-Reid	9890 2000	
DFES	Regional Duty Coordinator (RDC) – UGS	Duty officer	1800 865 103	
	DFES Narrogin Office		6832 3110	narroginreception@dfes.wa.gov.au
	ComCen		1800 198 140 9395 9202	
	Media & Corporate Coms – alerts and warnings		9395 9543 (BH) 0427 479 499 (AH)	
	Activate Telephone Warning System (DOSS)		1300 566 588	
	TFB Hotline		1800 709 355	
	Information Line	Recorded message	13 33 37	emergency.wa.gov.au
Parks & Wildlife	Regional Duty Officer (RDO) - Narrogin		9881 9200	
Dept of Communities – Wheatbelt	District Emergency Services Officer	Jo Spadaccini	0429 102 614 9621 0400	Joanne.spadaccini@communities.wa.gov.au

	Crisis Care (after hours)		1800 199 008	
Department of Education	Lake Grace DHS – 9865 1207	Jedda Trueman		Jedda.trueman2@education.wa.edu.au
	Newdegate PS – 9871 1600	Judy Garlick		
	Lake King PS – 9874 4018	Kaye Brownley		
School Bus Services	School Bus Routes			
DPIRD	Animal Welfare in Emergencies		9368 3688	For emergencies only
	Regional Office – Narrogin	Alison Lacey	0429 084 421	<a href="mailto:alison.lacey@dpiird.wa.gov.au">alison.lacey@dpiird.wa.gov.au</a>
Western Power			13 13 51	
Main Roads			138 138	
SES			132 500	
Arc Infrastructure	Northam Office		9622 4632	arcinfra.com
Media Contacts – Authorised Staff Only				
ABC Radio	Great Southern (Albany)		9842 4011	
	Bunbury		9792 2711	
	Perth		139 994	
GWN7 TV (Bunbury)			9792 2857	<a href="mailto:gwn7.newseditor@gwn7.com.au">gwn7.newseditor@gwn7.com.au</a>
WIN (Perth)			9892 2857	6216 5220 (fax)

## 7.6 Appendix 6 - LEMC Membership (Not for Publication)

Local Emergency Management Committee - 15 November 2020			
ORGANISATION	NAME	EMAIL	MOBILE
Shire of Lake Grace - LEMC Chair	Cr Len Armstrong	<a href="mailto:crarmstrong@lakegrace.wa.gov.au">crarmstrong@lakegrace.wa.gov.au</a>	
Shire of Lake Grace - CEO	Alan George	<a href="mailto:ceo@lakegrace.wa.gov.au">ceo@lakegrace.wa.gov.au</a>	0417 621 708
Shire of Lake Grace - Executive Officer	Suzan Lees	<a href="mailto:cesm@lakegrace.wa.gov.au">cesm@lakegrace.wa.gov.au</a>	0436 668 242
Shire of Lake Grace Volunteer BFB - CBFCO	Brad Watson	<a href="mailto:baneen@bigpond.com">baneen@bigpond.com</a>	0427 906 441
West Australian Police Force	Travis Taylor	<a href="mailto:travis.taylor@police.wa.gov.au">travis.taylor@police.wa.gov.au</a>	0438 483 569
Department of Fire and Emergency Services	Simon Vogel	<a href="mailto:simon.vogel@dfes.wa.gov.au">simon.vogel@dfes.wa.gov.au</a>	0427 580 481
Department of Fire and Emergency Services	Paul Dennison	<a href="mailto:paul.dennison@dfes.wa.gov.au">paul.dennison@dfes.wa.gov.au</a>	0427 012 948
DFES - Emergency Management	Adam Smith	<a href="mailto:adam.smith@dfes.wa.gov.au">adam.smith@dfes.wa.gov.au</a>	0427 129 948
Volunteer Fire & Rescue	Reid Stubberfield	<a href="mailto:stubby399@bigpond.com">stubby399@bigpond.com</a>	0429 651 069
Department of Communities Emergency Coordinator	Joanne Spadaccini	<a href="mailto:Joanne.Spadaccini@communities.wa.gov.au">Joanne.Spadaccini@communities.wa.gov.au</a>	0429 102 614
Department of Primary Industries and Regional Development	Allison Lacey	<a href="mailto:alison.lacey@dpiird.wa.gov.au">alison.lacey@dpiird.wa.gov.au</a>	0429 084 421
Community Resource Centre	Suzanne Reeves	<a href="mailto:lakegracecrc@westnet.com.au">lakegracecrc@westnet.com.au</a>	9865 1470
CBH	Chris Poot	<a href="mailto:chris.poot@cbh.com.au">chris.poot@cbh.com.au</a>	0427 190 827
CBH	Dean Giles	<a href="mailto:dean.giles@cbh.com.au">dean.giles@cbh.com.au</a>	
Department of Education LG District High School	Scott Tapper	<a href="mailto:scott.tapper@education.wa.edu.au">scott.tapper@education.wa.edu.au</a>	0402 109 616
Department of Education Newdegate Primary School	Judy Garlick	<a href="mailto:judy.garlick@education.wa.edu.au">judy.garlick@education.wa.edu.au</a>	08 9871 1600
Department of Education LK Primary School	Kaye Brownley	<a href="mailto:kaye.brownley@education.wa.edu.au">kaye.brownley@education.wa.edu.au</a>	08 9874 4018
Lake Grace District Health Service	Sara Pellant	<a href="mailto:Sara.pellant@health.wa.gov.au">Sara.pellant@health.wa.gov.au</a>	0409 917 433
Main Roads WA	Cathy Morey	<a href="mailto:cathy.morey@mainroads.wa.gov.au">cathy.morey@mainroads.wa.gov.au</a>	0428 912 799
DBCA - Park & Wildlife	Mitch Davies	<a href="mailto:mitchell.davies@dbca.wa.gov.au">mitchell.davies@dbca.wa.gov.au</a>	0427 193 556
St John Ambulance Community Paramedic			
St John Ambulance - Lake Grace	Ross Chappell	<a href="mailto:rcchappell@bigpond.com">rcchappell@bigpond.com</a>	0428 654 058
St John Ambulance - Newdegate	Gary Guelfi	<a href="mailto:alfranco@bigpond.com">alfranco@bigpond.com</a>	0427 712 014
St John Ambulance - Lake King	Kylie Sugg	<a href="mailto:kisugg@hotmail.com">kisugg@hotmail.com</a>	0428 744 022
St John Ambulance - Varley	Naomi Cornwall	<a href="mailto:reddam@activ8.net.au">reddam@activ8.net.au</a>	08 9875 2056
Water Corporation	Tony Peplow	<a href="mailto:tony.peplow@watercorporation.com.au">tony.peplow@watercorporation.com.au</a>	
Western Power	Glen Lloyd	<a href="mailto:glen.lloyd@westernpower.com.au">glen.lloyd@westernpower.com.au</a>	0439 958 115
Western Power	Kim Cooper	<a href="mailto:kim.cooper@westernpower.com.au">kim.cooper@westernpower.com.au</a>	0427 449 299

## 7.7 Appendix 7 – Special Considerations

### 7.7.1 School Bus Routes

Route name	Contract name	Contractor Contact	Phone	Mobile
For map of bus routes go to: <a href="https://tris.transperth.wa.gov.au/mapping/trismapping/trismap.cfm?appid=2">https://tris.transperth.wa.gov.au/mapping/trismapping/trismap.cfm?appid=2</a> User Name: jlip Password: LEMAbus2020				
Lake Grace Pingaring	Colin HAYES & Donna HAYES	Colin HAYES & Donna HAYES	9645 1078	0428 451 078
Lake Grace South	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Lake Grace Tarin Rock	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Lake Grace North	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	Brent BARRETT-LENNARD & Jillian BARRETT-LENNARD	9530 1993	0429 366 042
Newdegate South West	Yvonne HARVEY	Yvonne HARVEY	9871 1554	0427 711 554
Newdegate Lake Bidy	Yvonne HARVEY	Yvonne HARVEY	9871 1554	0427 711 554
Newdegate East	Peter and Terrie Ness	Peter and Terrie Ness	9871 1778	0427 997 940
Lake King Mount Madden	Joynes Contractors Pty Ltd	George Joynes	9259 0442	0409 382 939
Lake King North	Joynes Contractors Pty Ltd	George Joynes	9259 0442	0409 382 939
Lake King Central	Tamray Holdings	Tamara & Murray RAMSDEN	9304 0893	0427 757 094



### 7.7.2 Events

Name	Description	Address	When	No People
Newdegate Machinery Field Day	Agricultural Show	Newdegate Recreation Precinct	September Each Year	4500-6000

### 7.7.3 Groups

Name	Description	Address	Contact	No People
Lake Grace District School	School –Year 10	1 School Place, Lake Grace	Jedda Trueman 9865 1207	Up to 160 students
Lake Grace Day Care Centre	Monday, Tuesday & Wednesday	Corner of Absolon & Griffiths St	Vicki Reynolds 9865 2568	Licensed for 27 children  Ave no. 14 – 16 4 – 5 staff
Lake Grace Seniors Village	Retirement Village	Corner of Bishop & Bennett St	Shire of Lake Grace 9890 2500	7 Units
Lake Grace Independent Units		5 Bennett St	Shire of Lake Grace 9890 2500	3 Units
Lake Grace Independent Units		49 Bennett St	Shire of Lake Grace 9890 2500	3 Units
Lake Grace District Hospital	District Hospital	Memorial Drive, Lake Grace	Lisa Ann Pearce 9890 2222	Up to 6 permanent patients  Week Staff: 9 daytime staff 2 night staff  W/E Staff: 4 Daytime Staff 2 Night Staff
Lake King Primary School	Primary School	Newdegate/ Lake King Rd Lake King	Kaye Brownley 9874 4018	Up to 50 students 9 staff
Newdegate Primary School	Primary School	Corner of Mitchell & Collier St	Judy Garlick 9871 1600	Up to 55 students  14 staff
Newdegate Day Care	Recreation Centre Thursday only	Newdegate Pavilion	Rebecca Leyte 9871 1505	Licensed for 19 children 4 staff

### 7.7.4 Animals

(E.G high-intensity farming, pony clubs, piggeries, horse studs)

(This section to be updated when information comes to hand)

Name	Description	Address	Contact	No Animals
Springfield Farms	Cattle Feed Lot	Mallee Hill Rd Newdegate	Beau Waddell	

## 7.8 Appendix 8 – Resource Register

### 7.8.1 Emergency Coordination Centre – suitable locations

Facility	Address	Contact 1	Contact 2
Shire of Lake Grace Administration Centre	1 Bishop Street Lake Grace WA 6353	Chief Executive Officer 0417 621 708	Manager Infrastructure Services 0455 551 709
Lake Grace CRC	Absolon Street Lake Grace WA 6353	Suzanne Reeves	
Newdegate CRC	Collier St (adjacent to school), Newdegate, WA 6355	Stevie Hermans 08 9871 1791 0433 788 150	Rachael McClean 08 9871 1791 0419 918 382
Lake King Library	Lake King Newdegate Rd (adjacent to school), Lake King, WA	Rachael Winyard	

### 7.8.2 Plant and Equipment

Location:	Lake Grace Shire Depot	
Contact/s	Manager Infrastructure Services	0448 089 092
Contractors		
	Brad Kennedy	0428 199 244 0428 299 119
	David Boyce (Newdegate)	0427 411 099
	Wagin Earthmoving	0428 889 261
	Fyfe Transport	0428 651 129
	Stevemacs	0429 120 018
	Simon Trevenen	0427 651 389

Item description	Number of items
Graders	2
Water tanker 20,000L (semi-trailer)	1
Loader 4WD	2
Backhoe	1
Tip truck (4 wheeler)	1
Semi-trailer low loader	1
Side tipper (semi)	2
Side tipper (6 wheeler)	2
Grader (G Hobbs, Lake King)	1
Grader (B Kennedy)	2
Loaders, trucks, water trucks (Wagin Earthmoving)	2
Water tank (semi-trailer) Fyfe	2
Water tank (semi-trailer) Stevemac	1
Backhoe, Bobcat, tip truck (S Trevenen)	2

### 7.8.3 Review Of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

## 7.9 Appendix 9 - Pre-Event Evacuation Planning

### 7.9.1 At Risk Persons

Please see **section** Error! Reference source not found. Error! Reference source not found. for details of those persons who may need special consideration during an evacuation.

### 7.9.2 High Risk Settlements

The following settlements may be exposed to high level of emergency risk within the local government district.

Area/Settlement	Hazard	Description
Lake Grace	Flood	Community may be isolated in major flood event. Major road connections have low-lying flood ways.
Newdegate	Flood	Community may be isolated in major flood event. Community may be isolated in major flood event. Major road connections have low-lying flood ways.
Lake King	Flood	Community may be isolated in major flood event. Community may be isolated in major flood event. Major road connections have low-lying flood ways.
Varley	Flood	Community may be isolated in major flood event. Community may be isolated in major flood event. Major road connections have low-lying flood ways.

### 7.9.3 Identification of Welfare Centres

Please see section Error! Reference source not found. Error! Reference source not found. for details of the locations of available welfare centres and the facilities available at each centre.

### 7.9.4 Isolation and Quarantine

For issues regarding isolation and quarantine at Welfare Centres, the current Department of Communities advice will be adhered to, where possible.

### 7.9.5 Resources

For resources, including for transport, please refer to section 7.11 Appendix 8 – Resource Register

### 7.9.6 Traffic Considerations

The Shire may develop plans to assist with evacuation planning that consider:

- any pinch points – such as, one road in-one road out;
- load limits on bridges;
- suitable access/egress routes for the expected type/volume of traffic, including alternatives by or air when suitable roads are inaccessible, insufficient or inappropriate;
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable).

### **7.9.7 Major Events**

Please refer to **section** Error! Reference source not found. Error! Reference source not found. for details of special events or seasonal activities that may impact on availability of resources, volunteers or the number of people in a township during an emergency event.

### **7.9.8 Animals**

The owner or carer of an animal is responsible for the safety and welfare their animal(s) at all times, including during emergency events.

There are no commercial animal boarding facilities available in the shire. The Council Dog Pounds are not suitable to hold dogs in an emergency.

Refer to **Error! Reference source not found.** Welfare Centre Details for information about facilities for animals at Welfare Centres.

## **7.10 Appendix 10 - Operational Evacuation Plan Planning**

### **7.10.1 Emergency Evacuation Planning Map**

An online mapping system, such as FESMaps (DFES) will generally be used by the IC or delegate to plan evacuations.

Refer also to Appendix 7.15 – Maps of District.

### **7.10.2 Operational Evacuation Plan Template**

Under the *Emergency Management Act 2005*, for a recommended evacuation, developing an evacuation plan or undertaking activities to support the plan, will generally be completed by the Incident Controller (appointed by the Controlling Agency). In the case of a directed evacuation, this will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

This template on the following pages can be used to develop a plan or document decisions and strategies from another agency where time permits – or as an aide-memoire where needs to be taken urgently.

The template is also available for download on the [SEMC website](#).

## 7.11 Appendix 11 - Welfare Centres

### 7.11.1 Lake Grace Sports Pavilion

Lake Grace Sports Pavilion		
Address	Bishop St, Lake Grace  The Lake Grace Sports has good access and ample parking.  This modern building consists of a large hall room with a stage at one end, a foyer / formal entrance, public toilets with disabled access, a lesser hall/supper room and large kitchen facilities.  Low flood and bush fire risk location.	
Telephone No:	Via Shire (08) 9829 1051	
Shire of Lake Grace	CEO	9890 2500
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	153 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	1	One large space
Toilets/Showers	Yes	Universal access toilet, no showers
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	Well-equipped commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	No	
Cutlery and Crockery	No	
Generator Port	No	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Yes	

Heating	Yes	
Ceiling Fans	No	
Lighting (internal & external)	Yes	
Telephone Lines	No	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi
Bins	Yes	
Amenities/Facilities - External		
Undercover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	No	
Oval	Yes	Two large ovals
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample parking
Area for Tents	Yes	On ovals
External Toilets	Yes	Toilets can be accessed from outside
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals		Space for portable yards.

- a) Main power board location -
- b) Water stop cock location –

### 7.11.2 Lake Grace Town Hall

Lake Grace Town Hall		
Address	Corner of McMahon and Bennet Streets, Lake Grace	
	Large hall room with a stage at one end, a foyer / formal entrance, public toilets with disabled access, a lesser hall/supper room and a large but dated kitchen. Low bush fire risk, low flood risk. Facilities older than Lake Grace Pavilion but could be used if that facility unavailable.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	Standing 350	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall and 'supper room'
Toilets/Showers	Yes	Universal access, no showers
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	No	No tables or chairs
Cutlery and Crockery	Yes	
Generator Port	No	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Yes	In lesser hall only
Heating	No	
Ceiling Fans	No	



Lighting (internal & external)	Yes	
Telephone Lines	No	
Mobile Phone Coverage	Yes	
Internet Access	No	
Bins	No	
Amenities/Facilities - External		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
BBQs	No	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Limited parking, but street parking available
Area for Tents	No	
External Toilets	Yes	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	No	
Amenities for pets and animals	No	

- a) Main power board location - Foyer
- b) Water stop cock location –

### 7.11.3 Newdegate Pavilion

Newdegate Pavilion		
Address	Waddell Drive Newdegate  Centre has toilet/change rooms, meeting room, utility room, spacious open meeting/function area, large kitchen with adjoining walk in cool room and bar area. Access is through a bush lined drive that may pose a bush fire risk. Low flood risk.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys (N1)	Available from Shire & Brigitte Mitchell (0429 937 733)	
Alarm	No	
Security	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	300 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	3	Large sports hall, bar area, office
Toilets/Showers	Yes	Toilets and showers
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	One commercial kitchen. Second kitchen with two large indoor BBQs.
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	Yes	
Fire Equipment	Yes	
Air Conditioning	Yes	

Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	NBN Satellite 'STAND' installed.
Hot Water System	Yes	
Bins	Yes	
Amenities/Facilities - External		
Under Cover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	Yes	
Swimming Pool	No	
Oval	Yes	Football oval, hockey oval
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	Yes	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	No	Space for temporary yards.

- a) Main power board location -
- b) Water stop cock location –

#### 7.11.4 Newdegate Hall

Shire of Lake Grace 9890 2500. The building consists of a large hall room with a stage at one end, toilets, a lesser hall/supper room and kitchen.

**CURRENTLY NOT AVAILABLE DUE TO ASBESTOS CONTAMINATION.**

### 7.11.5 Lake King Hall

Lake King Hall		
Address	Newdegate- Lake King Road, Lake King. Situated close to Lake King School, Lake King Hall and the Lake King Pavilion.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire OR Anna Scheeber (0439 937 733)	
Alarm	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	80 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall area with stage, smaller 'supper room'.
Toilets/showers	Yes	Disabled access, no showers
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Well-equipped commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	??	
Fire Equipment	Yes	
Air Conditioning	Yes	
Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	
Bins	Yes	

Amenities/Facilities - External		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	Well equipped playground
BBQs	No	
Oval	Yes	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	No	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals		Space for animals on oval

- c) Main power board location -
- d) Water stop cock location –

### 7.11.6 Lake King Pavilion

Lake King Pavilion		
Address	Newdegate- Lake King Road, Lake King. Situated close to Lake King School and the Lake King Hall.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from David Roberts	
Alarm	No	
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	60 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	1	1 large room
Toilets/showers	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	Small commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining facilities		
Cutlery and Crockery		
Generator Port		
Fire Equipment	Yes	
Air Conditioning	Yes	
Heating	Yes	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi
Bins	Yes	
Amenities/Facilities - External		

Undercover Areas	Yes	
Outside Children's Play Area	Yes	Well-equipped playground
BBQs	No	
Oval	Yes	
Power Outlets	YEs	
Water	Yes	
Parking	Yes	Ample paved parking
Area for Tents	Yes	On oval
External Toilets	No	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals		Space for animals on oval

- a) Main power board location -
- b) Water stop cock location –

### 7.11.7 Varley Sports Pavilion

Varley Sports Pavilion		
Address	Carstairs Road, Varley The air-conditioned pavilion has a bar and spacious kitchen facilities, toilets with disabled access. Access via bush lined driveway.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
Suzan Lees	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm		
Security		
Universal Access	Yes	
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	40 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	Main hall and smaller room.
Toilets/showers	Yes	
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen facilities	Yes	Commercial kitchen
Refrigeration	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	??	
Fire Equipment		
Air Conditioning	Yes	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi
Bins	Yes	
Amenities/Facilities - External		



Undercover Areas	Yes	
Outside Children's Play Area	Yes	
BBQs	Yes	Indoor BBQ
Oval	Yes	
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
External Toilets	Yes	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	Yes	
Amenities for pets and animals	Yes	Space for temporary yards.

a) Main power board location -

b) Water stop cock location –

### 7.11.8 Varley Hall

Varley Hall		
Address	Pitts Road, Varley Comprises a large hall room with a stage at one end, toilets with disabled access, a lesser hall/supper room and kitchen facilities.	
Telephone No:	9890 2500	
Shire of Lake Grace	CEO	9890 2500
	MIS	0448 089 092
	CESM	0436 668 242
Access Details		
Keys	Available from Shire	
Alarm		
Security		
Universal Access		
Accommodation Numbers (As Per Health Regulations)		
Sitting / Standing	80 (COVID-19 Restrictions)	
Sleeping		
Duration		
Amenities/Facilities		
Rooms	2	
Toilets/Showers	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
Kitchen facilities	Yes	Well-equipped kitchen
Refrigeration	Yes	
Dining facilities	Yes	
Cutlery and Crockery	Yes	
Generator Port	??	
Fire Equipment	Yes	Fire extinguishers
Air Conditioning	Part	In supper room
Heating	Part	In supper room
Ceiling Fans	Part	In supper room
Lighting (internal & external)	Yes	
Mobile Phone Coverage	Yes	
Internet Access	Yes	No WiFi

Bins	Yes	
Amenities/Facilities - External		
Undercover Areas	No	
Outside Children's Play Area		
Recreation Room		
Power Outlets		
Water		
Parking	Yes	
Area for Tents	No	
External Toilets	No	
Deep Sewer/Septic	Yes	
Caravan/Articulated Vehicles	No	
Amenities for pets and animals	No	

- a) Main power board location -
- b) Water stop cock location –

## 7.12 Appendix 12 – Risk Register (November 2018)

ID	Risk Statement	Hazard	Impact Area	Existing Controls		Max Consequence	% likelihood	Confidence Level	Auto generated likelihood	Auto generated risk level	Auto generated priority	Treatment Action	Treatment Strategies	Risk/Treatment Owner	Treatment tracking comments
	<b>EXAMPLE</b> There is the potential that a slow moving storm will cross the coast at Carnarvon and will cause significant soil erosion to flood plain areas	Storm	Environment	control 1 (PP)	control 2 (RR)	Major	100%	High	Rare	High	3	Treat (Recommended action)			
256	will impact the health of people and cause death(s).	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	5		
257	will impact the health of people and cause injury and/or serious illness.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	6		
259	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	7		
260	will impact the health of residents in the area and impact the wellbeing of the community.	Animal or plant: pests or diseases	People			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	8		
261	will impact private businesses, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	9		
262	will impact commercial businesses and services, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	10		
268	will impact agricultural industry, resulting in recovery costs and/or financial losses.	Animal or plant: pests or diseases	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	11		
282	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	12		
288	will result in a loss of income/employment, impacting the community wellbeing.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	13		
289	will result in the breakdown of existing family and support networks (including social community networks), impacting the community wellbeing.	Animal or plant: pests or diseases	Social Setting			Catastrophic	100%	high	Unlikely	Extreme	2	Treat (Recommended action)	14		
280	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Animal or plant: pests or diseases	Public Administration			Major	100%	low	Unlikely	High	1	Treat (Recommended action)	15		
266	will impact tourism (and aspects that support tourism such as camp sites, facilities, places of interest etc.), resulting in financial losses.	Animal or plant: pests or diseases	Economy			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	61		
267	will result in disruption to major events, resulting in financial losses.	Animal or plant: pests or diseases	Economy			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	62		

279	will require response by State Agencies (not previously mentioned) at the local level, impacting on their ability to maintain core services.	Animal or plant: pests or diseases	Public Administration		Major	100%	high	Unlikely	High	2	Treat (Recommended action)	63		
22	will cause an increased demand (surge) on Bush fire services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	1		
30	will impact mobile and landline communication infrastructure, impacting the ability of telecommunication companies to maintain core services.	Fire	Public Administration		Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	2		
1	will impact the health of people and cause death(s).	Fire	People		Catastrophic	10%	High	Rare	High	2	Treat (Recommended action)	16		
2	will impact the health of people and cause injury and/or serious illness.	Fire	People		Catastrophic	20%	High	Rare	High	2	Treat (Recommended action)	17		
3	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Fire	People		Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	18		
4	will impact the health of residents in the area and impact the wellbeing of the community.	Fire	People		Catastrophic	10%	Moderate	Rare	High	2	Treat (Recommended action)	19		
13	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Fire	Economy		Major	70%	High	Unlikely	High	2	Treat (Recommended action)	20		
23	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Major	100%	High	Unlikely	High	2	Treat (Recommended action)	21		
24	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Fire	Public Administration		Major	100%	High	Unlikely	High	2	Treat (Recommended action)	22		
6	will impact commercial buildings, contents and services, resulting in financial losses.	Fire	Economy		Major	50%	High	Rare	High	3	Treat (Recommended action)	64		
203	will impact main road transport routes, resulting in repair costs and/or financial losses. (WANDRRA Claims)	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	55		
214	will impact on livestock (e.g. through death/injury/lack of pasture), resulting in financial losses.	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	56		
215	will impact on crops/cropping/plantations (and consequently expected harvests), resulting in financial losses.	Flood	Economy		Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	57		

216	will disrupt business activities, resulting in financial losses.	Flood	Economy			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	58		
222	will result in soil erosion in flood plains and river catchment areas.	Flood	Environment			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	59		
239	will impact mobile and landline communication infrastructure, impacting the ability of telecommunication companies to maintain core services.	Flood	Public Administration			Catastrophic	100%	high	Rare	High	2	Treat (Recommended action)	60		
198	will impact the health of people due to stagnant water and water-borne diseases and cause serious illness.	Flood	People			Major	70%	High	Rare	High	3	Treat (Recommended action)	87		
204	will disrupt major freight routes, resulting in financial losses. (Road Freight)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	88		
205	will impact bridges, or approaches to bridges, resulting in repair costs. (Scour out Causeway)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	89		
206	will impact train lines, resulting in repair costs and/or financial losses. (Rail Freight)	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	90		
210	will result in recovery activities, resulting in costs to local government.	Flood	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	91		
213	will impact agricultural industry infrastructure (e.g. fencing, machinery, grain stores etc.), resulting in recovery costs and/or financial losses.	Flood	Economy			Catastrophic	100%	Highest	Rare	High	3	Treat (Recommended action)	92		
225	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Flood	Public Administration			Major	100%	high	Rare	High	3	Treat (Recommended action)	93		
242	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Flood	Social Setting			Major	100%	high	Rare	High	3	Treat (Recommended action)	94		
243	will cause displacement, death or injury to animals, impacting the wellbeing of the community.	Flood	Social Setting			Major	100%	high	Rare	High	3	Treat (Recommended action)	95		
252	will result in a loss of income/employment, impacting the community wellbeing.	Flood	Social Setting			Major	80%	high	Rare	High	3	Treat (Recommended action)	96		
96	will impact the health of people and cause death(s).	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	32		
97	will impact the health of people and cause injury and/or serious illness.	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	33		
99	will cause emergency services (including ambulance and medical transport services such as RFD/SA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Other substances - HAZMAT	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	34		

100	will cause health services (e.g. ICU units, hospitals, remote nursing posts, small country hospitals, clinics) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Other substances - HAZMAT	People			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	35		
105	will impact private buildings and contents, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	36		
106	will impact commercial buildings, contents and services, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	50%	High	Rare	High	2	Treat (Recommended action)	37		
108	will disrupt major freight routes, resulting in financial losses.	Other substances - HAZMAT	Economy			Catastrophic	80%	High	Rare	High	2	Treat (Recommended action)	38		
124	will cause contamination to the surrounding environment from the release of toxic substances (e.g. of non-natural materials).	Other substances - HAZMAT	Environment			Major	100%	Low	Rare	High	2	Treat (Recommended action)	39		
129	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	40		



130	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	41		
131	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	42		
132	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	43		
143	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Other substances - HAZMAT	Public Administration			Catastrophic	90%	High	Rare	High	2	Treat (Recommended action)	44		
147	will result in long term (> 14 days) displacement due to evacuation away from people's homes and work places, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	45		
149	will result in a loss of income/employment, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	46		
107	will impact main road transport routes, resulting in repair costs and/or financial losses.	Other substances - HAZMAT	Economy			Major	50%	High	Rare	High	3	Treat (Recommended action)	74		
109	will impact train lines, resulting in repair costs and/or financial losses.	Other substances - HAZMAT	Economy			Major	80%	High	Rare	High	3	Treat (Recommended action)	75		
119	will disrupt business activities, resulting in financial losses.	Other substances - HAZMAT	Economy			Major	50%	High	Rare	High	3	Treat (Recommended action)	76		

133	will cause an increased demand (surge) on Main Roads WA services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	50%	High	Rare	High	3	Treat (Recommended action)	77		
135	will cause an increased demand (surge) on Department of Child Protection and Family Support services at the local level, impacting their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	78		
136	will require response by State Agencies (not previously mentioned) at the local level, impacting on their ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	60%	High	Rare	High	3	Treat (Recommended action)	79		
138	will impact emergency service response buildings and facilities, impacting the ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	90%	High	Rare	High	3	Treat (Recommended action)	80		
139	will impact government offices, works depots and facilities, impacting the ability to maintain core services.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	81		
142	will impact on home-based services and service providers (such as NGOs, meals on wheels, silver chain, WACHS, home care provisions), impacting on their ability to maintain core functions.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	82		
144	will impact main roads and transport routes, resulting in a reduced supply of essential supplies to the area, impacting community services and wellbeing.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	83		
145	will affect the day to day functionality of educational facilities, impacting community services and wellbeing.	Other substances - HAZMAT	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	84		

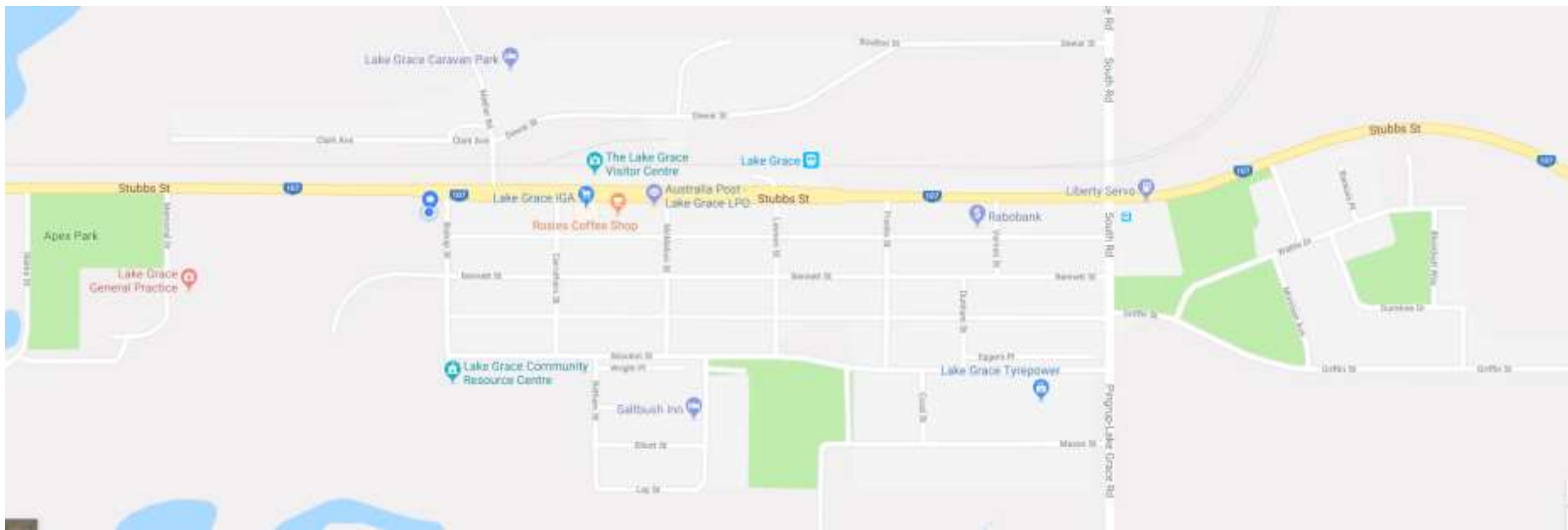
146	will result in short term (< 14 days) displacement due to evacuation away from people's homes and work places, impacting the community wellbeing.	Other substances - HAZMAT	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	85		
148	will impact tourism in the area, affecting the community wellbeing.	Other substances - HAZMAT	Public Administration			Major	80%	High	Rare	High	3	Treat (Recommended action)	86		
44	will impact the health of people and cause death(s).	Rail crash	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	23		
45	will impact the health of people and cause injury and/or serious illness.	Rail crash	People			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	24		
50	will disrupt major freight routes, resulting in financial losses.	Rail crash	Economy			Catastrophic	100%	High	Rare	High	2	Treat (Recommended action)	25		
46	will cause emergency services (including ambulance and medical transport services such as RFDSWA) to be overwhelmed, resulting in further deaths directly attributable to the hazard event.	Rail crash	People			Major	100%	High	Rare	High	3	Treat (Recommended action)	65		

48	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Rail crash	People			Major	80%	High	Rare	High	3	Treat (Recommended action)	66		
49	will impact commercial buildings, contents and services, resulting in financial losses.	Rail crash	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	67		
51	will impact train lines, resulting in repair costs and/or financial losses.	Rail crash	Economy			Major	100%	High	Rare	High	3	Treat (Recommended action)	68		
57	will disrupt business activities, resulting in financial losses.	Rail crash	Economy			Major	80%	High	Rare	High	3	Treat (Recommended action)	69		
63	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Rail crash	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	70		
65	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Rail crash	Public Administration			Major	100%	High	Rare	High	3	Treat (Recommended action)	71		
72	will impact the health of people and cause injury and/or serious illness.	Road crash	People			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	26		
73	will impact the health of people and causing long term sickness (mental and/or physical) and/or recovery.	Road crash	People			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	27		
87	will cause an increased demand (surge) on DFES services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	28		
88	will cause an increased demand (surge) on St John Ambulance services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	29		
89	will cause an increased demand (surge) on WA Police services at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	30		
90	will cause an increased demand (surge) on WA health services (including remote health services such as nursing posts and smaller hospitals/clinics) at the local level, impacting their ability to maintain core services.	Road crash	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	31		
71	will impact the health of people and cause death(s).	Road crash	People			Major	80%	High	Rare	High	3	Treat (Recommended action)	72		
78	will disrupt major freight routes, resulting in financial losses.	Road crash	Economy			Major	75%	High	Rare	High	3	Treat (Recommended action)	73		

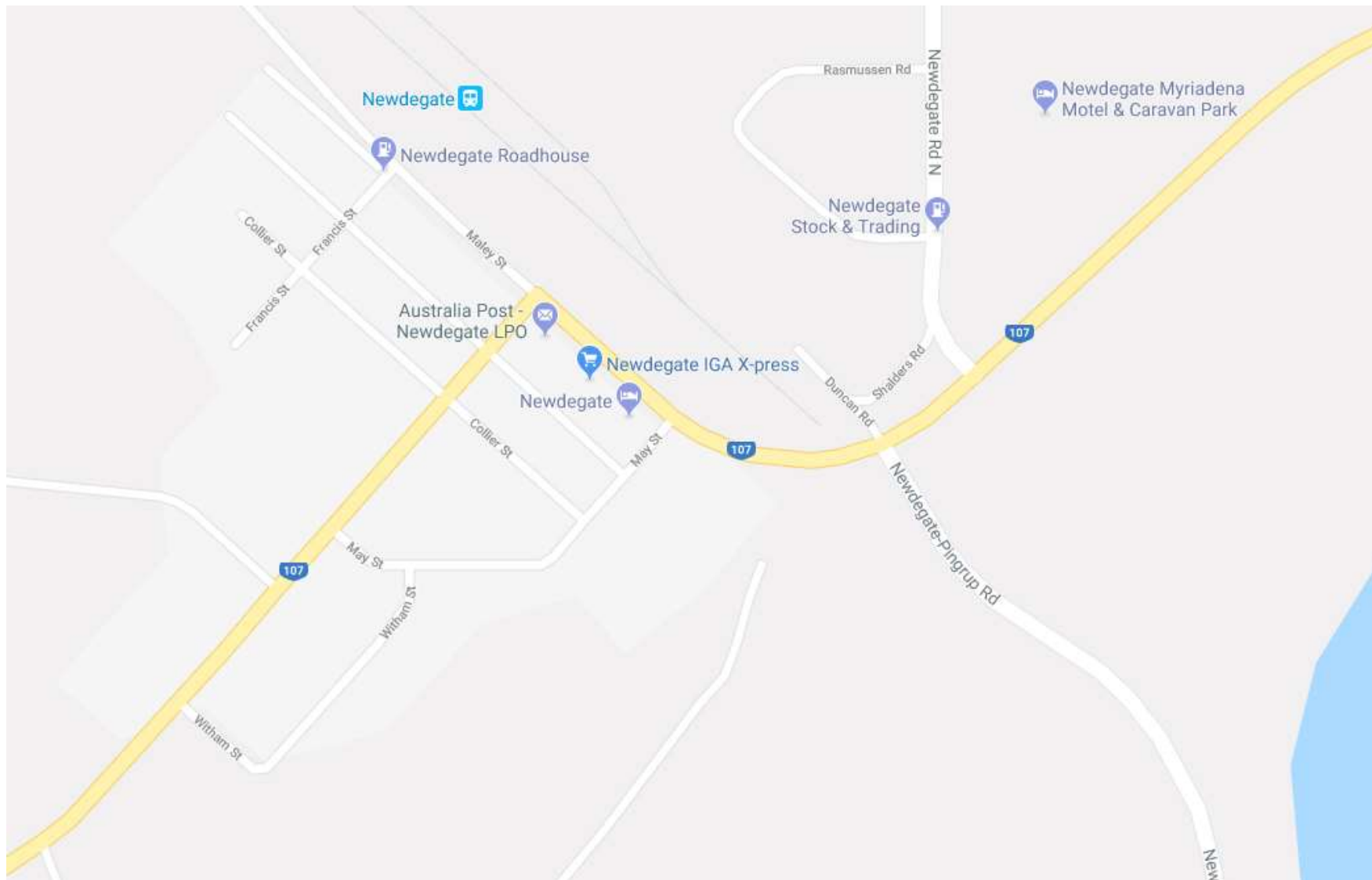
154	will impact private buildings and contents, resulting in financial losses.	Storm	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	3		
155	will impact commercial buildings, contents and services, resulting in financial losses.	Storm	Economy			Catastrophic	100%	High	Unlikely	Extreme	2	Treat (Recommended action)	4		
151	will impact the health of people and cause injury and/or serious illness.	Storm	People			Major	70%	High	Unlikely	High	2	Treat (Recommended action)	47		
159	will result in recovery activities, resulting in costs to local government.	Storm	Economy			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	48		
164	will disrupt business activities, resulting in financial losses.	Storm	Economy			Major	60%	High	Unlikely	High	2	Treat (Recommended action)	49		
171	will require recovery works to be undertaken by local government(s), impacting on their ability to maintain core services.	Storm	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	50		
182	will impact power infrastructure, impacting the power company's ability to maintain core services.	Storm	Public Administration			Major	100%	High	Unlikely	High	2	Treat (Recommended action)	51		
185	will impact the health of residents in the area and cause death or serious injury/illness, impacting the wellbeing of the community.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	52		
186	will impact residential dwellings and contents, impacting the wellbeing of the community.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	53		
187	will impact on the availability of basic commercial products and services, impacting community services and wellbeing.	Storm	Social Setting			Major	80%	High	Unlikely	High	2	Treat (Recommended action)	54		

### 7.13 Appendix 13 – Maps Of The District

### 7.13.1 Lake Grace Town



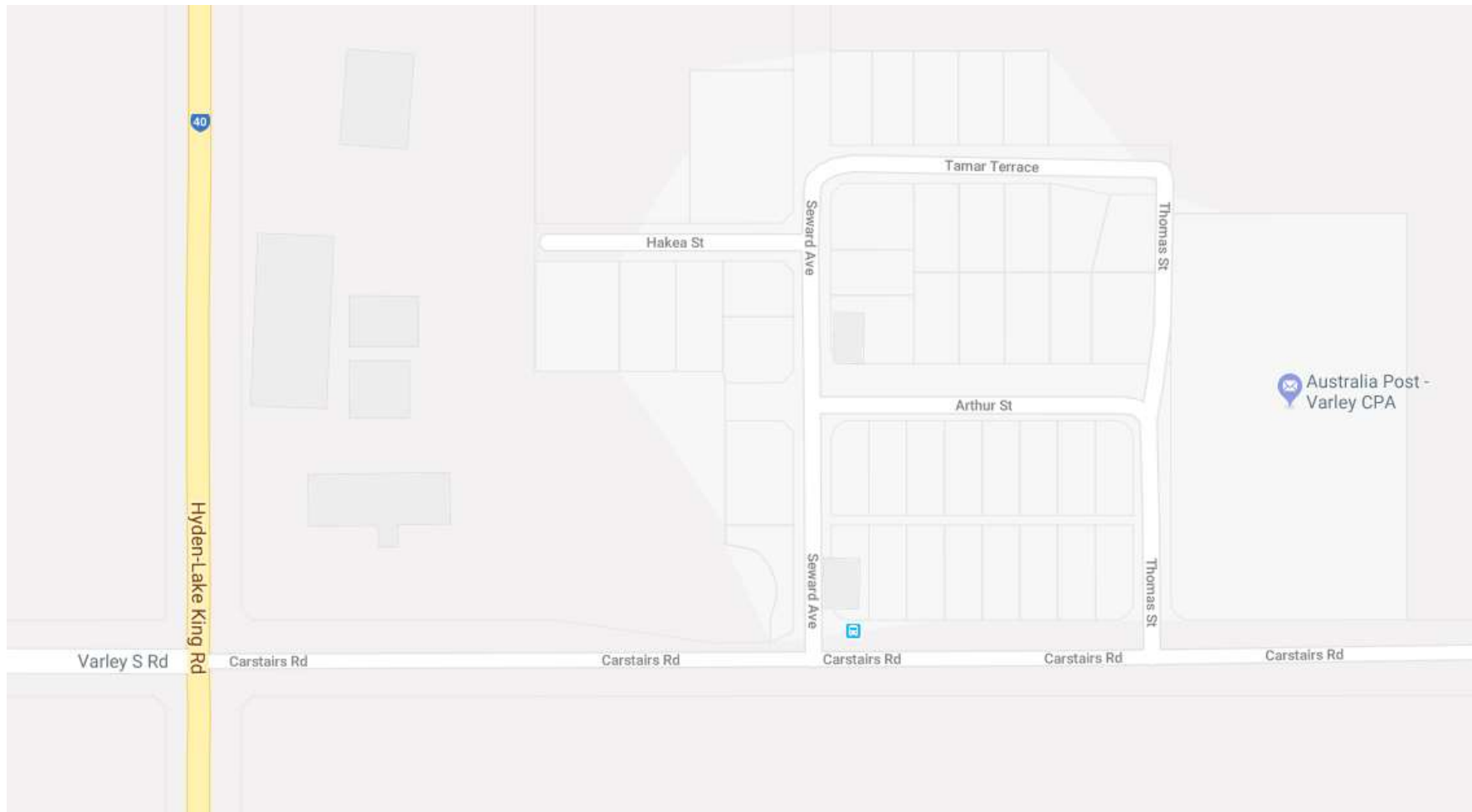
### 7.13.2 Newdegate Town







### 7.13.4 Varley Town



## 7.14 Appendix 14 – Demographics

Source: Aust. Bureau of Statistics 2016 (<https://itt.abs.gov.au/itt/r.jsp?databyregion#/>)

Shire of Lake Grace	Number	% of Population
Total persons (excluding overseas visitors)	1,282	100
Males	643	50.16
Females	639	49.84
Age groups:		
0-4 years	105	8.19
5-14 years	223	17.39
15-24 years	58	4.52
25-54 years	502	39.16
55-64 years	199	15.52
65 years and over	195	15.21
Indigenous persons (comprises Aboriginal and Torres Strait Islander)	Not available	2.3
Persons requiring assistance with core activities	Not available	2.4
Persons receiving pension	102	7.96
Economy & Industry (2019)		
(2019)		
Number of businesses	316	
Main industry	Agriculture (185)	

### Population by Town Centre

Locality	Total Population
Lake Grace	507
Newdegate	167
Lake King	219
Varley	50

## 7.15 Appendix 15 – Glossary Of Terms

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

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** – A nationally adopted structure to formalise a coordinated approach to emergency incident management

**AIIMS STRUCTURE** – The combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**AWEG** - Animal Welfare Emergency Group is a multi-organisation liaison group formed to assist DPIRD in coordinating animal welfare services during an emergency. It consists of organisations from the CAWE, and other organisations or agencies DPIRD deems relevant for animal welfare services in an emergency.

**BFB** – Bush Fire Brigade, established by a local government under the Bush Fires Act 1954.

**BIOSECURITY** - the management of the risk of animal and plant pests and diseases entering, emerging, establishing or spreading in Western Australia, to protect our economy, environment and the community.

**CAWE** – Committee for Animal Welfare in Emergencies, established by DPIRD to collaborate on how the animal welfare considerations outlined in the *State Support Plan – Animal Welfare* can be practically implemented into emergency management throughout the WA.

**COMBAT** -Take steps to eliminate or reduce the effects of a hazard on the community.

**COMBAT AGENCIES** - 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 (*EMWA Glossary Version:2011*)

**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. *See also* **COMMAND** and **COORDINATION**.

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

**CONTROLLING AGENCY** – A Controlling Agency is 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.*

**DFES** – Department of Fire & Emergency Services, WA

**DISTRICT** – Means the municipality of the Shire of Lake Grace

**EMERGENCY** the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

- a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b) Preparedness – preparation for response to an emergency.
- c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery.
- d) 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

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

**HAZARD**

- a) cyclone, earthquake, flood, storm, tsunami or other natural event;
- b) a fire;
- c) a road, rail or air crash;
- d) a plague or an epidemic;
- e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth;
- f) any other event, situation or condition that is capable of causing or resulting in:
  - i. loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
  - ii. destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations;

**HAZARD MANAGEMENT AGENCY (HMA)** – A 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.’ [EM Act 2005 s4]

The HMA’s are prescribed in the Emergency Management Regulations 2006. Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations]
- Appointment of Hazard Management Officers [s55 Act]
- Declare / Revoke Emergency Situation [s 50 & 53 Act]

- Coordinate the development of the State Hazard Plan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

**INCIDENT** the occurrence or imminent occurrence of a hazard.

**INCIDENT AREA (IA)** – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT CONTROLLER** – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

**INCIDENT MANAGEMENT TEAM (IMT)** – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions under the AIIMS Structure. The team headed by the incident controller which is responsible for the overall control of the incident.

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

**LG** – Local Government meaning the Shire of Lake Grace & Shire of Lake Grace Council.

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

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

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** – The Shire of Lake Grace 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 ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). 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.

**MUNICIPALITY** – Means the district of the Shire of Lake Grace.

**OPERATIONS** – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See **also EMERGENCY OPERATION**.

**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.

**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**.

**PREVENTION** – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

**PUBLIC AUTHORITIES** - A public Authority is established under section 3 of the Act. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

**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.

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

**SES** – State Emergency Service

**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. (EMWA Glossary Version: 2011)

**TELECOMMUNICATIONS** – The transmission of information by electrical or electromagnetic

means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

**VFRS** –Volunteer Fire & Rescue Service

**VMR** –Volunteer Marine Rescue

**VULNERABILITY** – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

**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.