



Shire of Brookton Local Emergency Management Plan 2012

LEMC Endorsement Date: 14/2/12
Full Review Date: (Within 5 years of
endorsement)
Maintained by: Executive Officer to LEMC

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The Shire of Brookton Emergency Management Arrangements have been prepared and endorsed by the Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the Emergency Management Act 2005 and a copy has been submitted to the Great Southern District Emergency Management Committee in accordance with Item 31 of State Emergency Management Policy Statement 2.5.

CERTIFICATE

Local governments are required under the provisions of Section 36 of the Emergency Management Act 2005 to ensure that local emergency management arrangements are prepared for the local government area. The documents to which this certificate refers shall be referred to as the *Shire of Brookton Local Emergency Management Arrangements 2012* and herein after referred to as *The Arrangements*.

The arrangements have been prepared by the Local Emergency Management Committee in consultation with Hazard Management Agencies, the Local Government, government and non-government organisations and community groups.

As a requirement of the State Emergency Management Committee Policy Statement 2.5, these arrangements have been submitted to those bodies appearing below for endorsement.

Shire of Brookton

Local Emergency Management Committee

Chairperson

Date

Shire of Brookton Council

Shire President

Date

Great Southern DEMC

Chairperson

Date

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Glossary of Terms and Acronyms

The following terms apply throughout these arrangements

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT)

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

EMERGENCY MANAGEMENT- is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to and recover from emergencies and disasters in both peace and war.

EMERGENCY MANAGEMENT CONCEPTS - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006:

1. **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
2. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
3. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.
4. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen the effects on the community.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as ‘these arrangements’ or ‘local arrangements’.

LOCAL EMERGENCY MANAGEMENT COMMITTEE –is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical wellbeing.

RISK – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:1999 (Risk Management).

ACCRONYMS USED IN THESE ARRANGEMENTS

BoM	Bureau of Meteorology
CEO:	Chief Executive Officer
DCP:	Department for Child Protection
DEC:	Department of Environment and Conservation
DEMC:	District Emergency Management Committee
DET:	Department of Education and Training
EMWA:	Emergency Management Western Australia
LEC:	Local Emergency Coordinator
FESA:	The Fire and Emergency Services Authority
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
OASG:	Operations Area Support Group

OIC: Officer in Charge
SEMC: State Emergency Management Committee
SEMP: State Emergency Management Committee Policy
SES: State Emergency Service
WAPol: Western Australia Police Service

Distribution List

Copy provided to:	No. of Copies
Shire of Brookton	1
Local Emergency Coordinator	1
DEMC	1
LEMC Members	12
FESA Local Units	1
FESA District Office	1
Brookton Volunteer Bushfire Brigades	2
Brookton Shire Ranger	1
Brookton Library	1
South East Avon Voluntary Regional Organisation of Councils	1
Shire of Beverley	1
Shire of Cunderdin	1
Shire of Quairading	1
Shire of York	1
Shire of Tammin	1
Secretary SEMC (Electronic copy)	1
CEMO	1

Amendment Record

Suggestions and comments from the community and stakeholders can help improved the arrangements and subsequent amendments.

Feedback can include:

- What you do or do not like about the arrangements;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:

Chairperson

Local Emergency Management Committee

Shire of Brookton

PO Box 42

BROOKTON WA 6306

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS AMENDMENT	OF	AMENDED BY
NUMBER	DATE			NAME
		Original document		

PART 1 – Management

Authority

This Plan has been prepared in accordance with the requirements of the *Emergency Management Act 2005* [S.41 (4)] and State Emergency Management Policy 2.5 and forms part of the Shire of Brookton Local Emergency Management Arrangements.

Date

These arrangements have been endorsed by Shire of Brookton LEMC on: 14/2/2012. A copy of these arrangements has been forwarded through the DEMC to EMWA.

Public Consultation and Access

These arrangements have been posted on the Shire of Brookton website for public comment. The local emergency management arrangements will be made available to members of the public free of charge in both written and electronic format on application to the local government during normal business hours.

Area Covered

The Shire of Brookton is approximately 132kms east of Kelmscott, 69kms north of Narrogin and 90kms South of Northam. Brookton is on the fringe of the Wheatbelt District and on the edge of the earthquake fault line.

Within the Brookton town site there are approximately 376 residential properties and 358 rural properties located outside the town site bounded by North Kweda Road, the Western boundary of 4.5kms past Pike Road, covering a total area of 1626 square kilometres.



Profile

Climate: During summer the temperature can vary from 32oc to 42oc in the extreme. The average rainfall is 458mm per annum.

Local Industry: Brookton is a support community for an agricultural based community where mixed farming ventures including cereal crops, sheep, and wool and cattle production are the norm. Tree farming and olive growing enterprises are on the increase as land holders seek to diversify their farming interests. Brookton has three main grain storage facilities, those being SP Hay approximately 4kms along Great Southern Highway to the north of town, BALCO approximately 3kms along Great Southern Highway to the South of Town and the CBH Primary grain receival site is located on the edge of town off Sewell Street.

Demographics

Categories	2008	2010
Pre-School age (4) and below	40	32
Primary School age (5 – 13)	101	106
High School age (14 – 19)	24	17
Vulnerable Students	2	2
Adults (20 – 65)	547	554
Senior Citizens/Elderly (65-74)	195	180
Elderly (75+)	70	99
Kalkarni Residents		43
HACC clients		70
Total	979	990

Purpose

The objectives of these arrangements are to:

- Ensure effective and coordinated management of emergencies within The Shire of Brookton
- Ensure these arrangements comply with State emergency management arrangements.
- Provide a register of identified risks found within the Shire of Brookton
- Ensure a coordinated approach to the public education in relation to emergencies with the Shire of Brookton.
- Ensure these arrangements are kept up-to-date.

Scope

The scope of these arrangements is limited to and includes:

- The geographical boundaries of the Shire of Brookton;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other Emergency Management Plans and agreements.

Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Brookton, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans. The flow chart in [ANNEX B](#) indicates the relationship between the local emergency management arrangements and other local plans and documents.

State plans

SEMC Policy Statements guiding Local Government, and Westplans and Support Plans, can be viewed on the EMWA Extranet site

<https://extranet.fesa.wa.gov.au/sites/emwa/Pages/Default.aspx>

Local Arrangements

The following documents form the local emergency management arrangements for the Shire of Brookton

- Local Emergency Management Plan;
- Local Recovery Plan;
- Emergency Contact Directory
- Risk Register and Treatment Schedule;
- Bushfire Response Plan.
- Emergency Evacuation Plan.

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of SEMP 4.2, OP 2, the Shire of Brookton is committed to spending such necessary funds as required to ensure the safety of its residents and visitors and to ensure the full recovery of the community after an emergency event. Shire policies 7.1 and 7.2 of the Shire

Policy Manual specifically deal with expenditure and the use of shire plant and machinery for Bushfire control.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Act a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in SEMP 2.5.

Local Government Emergency Management Planning

Section 41 of the *Emergency Management Act 2005* sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies is described in Sections 4 and 5 of the *Emergency Management Act 2005*.

Local Emergency Operations Centre

The EOC while being the base of response operations during the resolution of an emergency event may also be used as a Recovery Coordination Centre if required during recovery activities. The location of the local EOC for any emergency will be determined by the HMA "Incident Manager". Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre

The Shire of Brookton Offices
14 White Street, Brookton

Alternative Emergency Operations Centre

Brookton Fire Station
William Street, Brookton

For access to any of these facilities, contact must be made with the Shire of Brookton Administration by calling 9642 1106

PART 2 – Planning

Local Emergency Management Committee (LEMC)

Shire of Brookton has established a LEMC to plan, administer and test the local emergency management arrangements. Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons relevant to the hazards and risks identified in the emergency management arrangements. The LEMC meet on the third Tuesday of February, May, August and November each year.

Chair	Shire President
Deputy Chair	Chief Bushfire Control Officer
Executive Officer	Deputy CEO
Member organisations:	
WA Police	OIC Brookton Police Station
Volunteer Fire Brigades	Representatives
Brookton Community Care	Manager
St John Ambulance	Representative
Kalkarni Aged care	Manager
Home and Community Care	Manager

The LEMC’s Annual Business Plan and Report are available upon request from the Shire of Brookton.

Local Emergency Coordinator

The Local emergency Coordinator for the local government district is the Officer in Charge of the Brookton Police Station.

Risk Identification

The LEMC has completed a Risk Analysis of the local government area utilising the Emergency Risk Management model based on the ISO 31,000:2009 Risk Management Standard. The subsequent output of the process has been recorded in the Shire **‘Risk Register and Treatment Schedule’**. Risks identified as likely to impact the community are identified in the table in Part 3 of these arrangements. The Shire of Brookton **‘Risk Register and Treatment Schedule’** identifies the risks to the local government area, identifies treatment options and mitigation strategies and is a supporting document to these arrangements.

Emergency Management Structure

The Shire of Brookton emergency management structure is consistent with the Emergency Management Regulations and State Policy as appropriate to local governments.

The structure of the Local Emergency Management Committee is outlined above and its functions and duties are shown in [ANNEX C:](#)

Testing During the Planning Process

Exercising and testing during the planning process is essential to ensure that the arrangements are workable and effective. Exercising the arrangements during the planning process will allow LEMC to:

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

SEMP 2.5 requires the exercising of these arrangements at least annually by the LEMC. Reporting to the LEMC and the DEMC after exercises have been conducted must occur in the format found in SEMP 2.5.

'Part 6' of these arrangements and SEMP 3.1 has further details on exercising.

Training Programs which may assist the local government

Emergency Management Australia Institute and EMWA offer training in a variety of areas of emergency management. Current training being offered by both organisations can be found on the FESA Extranet website:

<https://extranet.fesa.wa.gov.au/sites/emwa/Pages/Default.aspx>

PART 3 – Response

Emergency Actions

Some emergency situations such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Some emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for PPRR will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

Risks

The LEMC through the Emergency Management Risk Analysis (ERM) process has identified the natural and technological hazards that may impact upon the Shire of Brookton. The following table lists the hazards that are a source of risk to the community, the responsible HMA, the relevant Combat Authority, Support Organisations, and the relevant WESTPLAN along with any local plans in place.

Hazard	HMA	Combat Agency	Support	Westplan
Road Transport Emergency	Police	Brookton VFRS	FESA Brookton VFRS Beverley VFRS Pingelly VFRS MRWA Western Power	Westplan Road Crash
Bushfire DEC Estate	FESA	DEC	Brookton VBFB Pingelly VBFB Beverley VBFB Other organisations as required	Westplan Bushfire
Bushfire Local Government Estate	FESA	Local Government	Brookton VBFB Pingelly VBFB Beverley VBFB Other organisations as required	Westplan Bushfire
Structure Fire	FESA	FESA	Brookton VFRS Pingelly VFRS Western Power	Westplan Urban Fire
Severe Storm	FESA	Pingelly SES	WA Police Western Power	Westplan Storm
Earthquake	FESA	Pingelly SES	WA Police Western Power	Westplan Earthquake

Human Epidemic	Department of Health	Department of Health	Pingelly Hospital WA Police Local Government	Westplan Human Epidemic
Exotic Animal Disease	DAFWA	DAFWA	WA Police Local Government	Westplan Animal and Plant Biosecurity

Acronyms used in the above table

DAFWA	Department Agriculture and Food WA
DEC	Department of Environment and Conservation
FESA	Fire and Emergency Services Authority
SES	State Emergency Service
VBFB	Volunteer Bushfire Brigade
VFRS	Volunteer Fire and Rescue Service

Consistent with the *Emergency Management Regulations 2006* and SEMP 4.1, this plan is based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above risks, local or district contact details for each HMA are listed in the Contacts Directory which forms part of these arrangements.

Local Government Involvement in Response

During an emergency event, and dependent upon the declared level, Level 1, Level 2, or Level 3, the Shire will provide a Local Government Liaison Officer to attend meetings in support of the resolution of any emergency event as follows:

Event Level	Local Response
Level 1	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge
Level 2	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer.

	<ul style="list-style-type: none"> • Make available to the HMA local facilities designated in this plan as welfare centres.
Level 3	<p>Provide such assistance as may be required to support the resolution of an incident at the local level including:</p> <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge <p>Where an ISG is formed:</p> <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres. • Where an OAMG is formed, provide a Local Government Liaison Officer.

Incident Support Group (ISG)

The ISG consists of Liaison Officers from organisations involved in the incident. The makeup and duties of the ISG are established and described in SEMP 4.1.

The Shire of Brookton will make available an experienced member of staff at managerial level to be a ‘**liaison officer**’ and represent the local government on the Incident Support Group upon the request of either:

- The Incident Controller; or
- The Emergency Coordinator;

The role of the nominated Liaison Officer is to be liaison between the ISG/Incident Controller and the local government and is described in [ANNEX D](#).

Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shire of Brookton.

Evacuation is defined as the “directed, forced movement of (non-emergency services) people by an emergency service”.

Relocation is the “self initiated or voluntary movement of people to:

- A place of safe refuge;
- A designated welfare centre

All evacuations shall be managed in accordance with SEMP 4.7 Community Evacuation.

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA and in consultation with other agencies. The Emergency Management Act allows the Hazard Management Officer or an authorised officer to

direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

A decision on the need for evacuation will be given by the HMA. Evacuation will occur in a planned and safe manner. The police will be requested to assist the evacuation process.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will 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 being given to the public.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under WESTPLAN – Public Information, SEMP 4.6 Emergency Public Information.

Once a formal transition from response to recovery has been executed between the HMA and Local Government, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act. **Refer to the Local Recovery Plan for guidance.**

Public Warning Systems

Local Arrangements for Information Dissemination

Telstra SMS is used by the Shire to broadcast fire warnings and harvest and vehicle movement bans, this system can be used in many ways to disseminate information to the local community. The Shire administration staff can assist with the dissemination of emergency warnings to the community via this system if required.

The hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

State Arrangements

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an “Emergency Warning Message”.

StateAlert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency Warning messages: - Verbal messages transmitted by the electronic media.

Local Systems

Telstra SMS is used by the Shire to broadcast fire and harvest bans, this system can be used in many ways to disseminate information.

Vulnerable Groups

GROUP NAME	CONTACT	CONTACT NUMBER
Milly Molly Mandy	Director	9642 1037
Kalkarni Aged Care Facility	Director	9642 0199
Brookton District High School	Principal	9642 1011

Community Evacuation Organisations and Responsibilities

Evacuation Function	Responsibility
Advise to the community exposed to the threat regarding evacuation	HMA – Incident Manager
Make informed choice whether to stay or evacuate if threatened by an emergency	Community members
Order a mandatory evacuation	HMA – Hazard Management Officer or an Authorised Officer
Conduct of an evacuation	As detailed in specific hazard or evacuation plan in consultation with affected community and the DCP WA Police may assist with an evacuation upon request of the HMA
Implementation of communication and warning systems	HMA – Incident Manager Generally WA Police manage evacuation on behalf of the HMA
For the decision to warn occupants	HMA – Incident Manager
Provide timely advice	HMA – Incident Manager Generally WA Police manage evacuation on behalf of the HMA
Decisions relating to the return of evacuees	HMA in consultation with the community and relevant EM agencies
Accomplishment of evacuee return	HMA in consultation with the affected community and DCP

Local Welfare Centres

Local government buildings suitable for use as welfare centres have been identified and listed in this plan in the event an incident occurs.

The following table details the welfare centres owned by the Shire of Brookton available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The DCP will activate their District Welfare Support Plan should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC. The shire's CEO and Deputy CEO are the shire's designated LGLOs.

Local Government Welfare Centres

Building Name	Capacity	Address
Brookton Memorial Hall	100 for up to 7 days	Whittington Street, Brookton
Eva Pavilion	100 for up to 7 days	Brookton Highway, Brookton
Brookton Country Club	100 for up to 7 days	11207 Brookton Highway Brookton

For a complete list and description of all local welfare centre facilities, refer to [ANNEX A:](#)

Refuge Site or Safer Places

Refuge sites or safer places refer to any place where the public can shelter for short intervals during an emergency away from danger. Typically these sites represent areas that can be readily defensible in the case of bushfires.

Site Address	Description
WB Eva Pavilion Brookton Highway, Brookton	Sporting complex with kitchen, toilet and other amenities. Large grassed oval suitable for public assembly and defensible during bush fire events.

Note: The DCP is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, and personal support) to evacuees and

management of registration and inquiry services using the National Registration and Inquiry System and associated forms.

The DCP Local Welfare Plan contains details of all local government controlled Welfare Centres including building layout, facilities available and key holders.

Welfare Support

Welfare can be described as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites. Welfare activities are the responsibility of the DCP who will coordinate resources and undertake other functions as found in the following support plans:

Provision of Welfare Support

The State-wide management of emergency welfare functions is the responsibility of the DCP (WESTPLAN – Welfare).

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Department for Child Protection

Local Welfare Coordinator (DCP):

The DCP shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer, if one has been appointed by the local government, and coordinate the provision of resources detailed in the Local Welfare Emergency Management Support Plan.

Local Government Welfare Liaison Officer:

The Shire of Brookton will provide an officer to be Liaison/support between the DCP and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in [ANNEX E](#):

Training Programs which may assist in this Area.

DCP staff offer non-accredited training in welfare centre management for local government staff.

PART 4 – Recovery

Introduction

Recovery is a complex operation which requires the full attention of the local government. It is not the purpose of this plan to fully explain those activities as they are dealt with in more detail in the Local Recovery Plan. This section identifies the key roles and responsibilities of those assigned a recovery role and outlines the process for activating the Recovery Plan, key roles, responsibilities and activities to be undertaken to ensure recovery processes are commenced in a timely way.

Activation

The decision to activate the recovery plan will be made by the Shire President after consultation with the Hazard Management Agency and the Chief Executive Officer.

The decision to activate the Recovery Plan must take into account a Post Impact Assessment (PIA) of the emergency and an assessment of the assistance required for recovery made by either:

- The ISG; or
- Through consultation between the HMA, the IC and the LEC.

Once the Plan has been authorized for activation, the LRC is responsible for implementing the recovery processes including the activation of the LRCC.

Local Recovery Coordinator

The Shire of Brookton has appointed the following officers and key personnel to lead the community recovery process, and may appoint more than one person to the position of LRC in accordance with the requirements of the Act, Section 41(4). By appointing and training more than one person to undertake the role of the LRC, coverage is ensured in the event the primary appointee is unavailable when an emergency occurs.

LRCC Position	Primary	Alternate
LRCC Chair	Shire President	CEO
Local Recovery Coordinator	Chief Executive Officer	Deputy CEO
Support Officer	Deputy CEO	

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator – Refer to [APPENDIX: F](#)
- Local Recovery Coordinating Committee – Refer to The Local Recovery Plan

Transition from Response to Recovery

Recovery activities commence immediately following the impact of an event whilst response activities are still in progress. Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event the HMA IC is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During the response many of the agencies with recovery roles may be heavily committed, therefore the inclusion of the LRC on the ISG will ensure:

- The alignment of response and recovery priorities;
- Liaison with key agencies;
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.
- The full LRCC including sub-committees shall be called together as soon as possible for a briefing of the emergency situation even during the response stage to detail the extent of contingencies to allow for smooth transition from response to recovery.

In the transition from response to recovery, the following shall occur:

- IC shall include the LRC in critical response briefings;
- LRC will ensure the IC is aware of recovery requirements and tasks prior to the termination of the response phase;
- LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role;
- LRCC shall initiate key recovery arrangements including full LRCC sub-committee briefing during the response phase and ensure formalization of handover takes place.

Further information

For further information on recovery activities and guidance, refer to the Shire of Brookton Local Recovery Plan.

Training Programs which may assist in this Area

Emergency Management WA through Emergency Management Australia offer training in a variety of areas of emergency management. Current training being offered by both organisations can be found on the EMWA Extranet web site:

<https://extranet.fesa.wa.gov.au/sites/emwa/Pages/Default.aspx>

Introduction to Recovery Management
Deliver Recovery Services
Establish and Manage a Recovery Centre
Manage Recovery Functions and Services

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

The LEMC recognises that the testing of these arrangements is as important as writing them. As a blueprint for the communities' response and recovery activities to an emergency these arrangements must be verified for accuracy and functionality.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
- Improving the arrangements in accordance with the results of exercise debriefings.

It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by SEMP 2.5 and a report forwarded the DEMC in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

Exercise Formats:

- Discussion Exercise:
- Orientation exercise
- Agency presentation
- Hypothetical exercise
- Functional Exercise
- Table top exercise

Where possible the community should be encouraged to participate in or observe the exercise.

Review of These Arrangements

These arrangements will be reviewed on a continual basis and particularly where they have been activated for any reason. The arrangements will at a minimum be reviewed at least every five (5) years.

The Executive Officer the LEMC is responsible for ensuring the review of these arrangements occurs.

Training Programs which may assist in this Area

FESA and EMA offer training programs in a variety of areas of emergency management. Current training being offered by both organisations can be found on the EMWA web site:

<https://extranet.fesa.wa.gov.au/sites/emwa/Pages/Default.aspx>

Design and manage activities that exercise elements of emergency management.

ANNEX A: Approved Local Welfare Centres

Establishment/Facility:	Brookton Town Hall
Physical Address	Corner of Whittington and White Streets Brookton
Telephone No	9642 1106 (Shire)
Fax No	9642 1173
Email Address	Admin@brookton.wa.gov.au



L
Figure 1: Lesser and main halls

Contacts

Position	Work contact	A/hrs. contact
CEO	9642 1106	0427 421 032
DCEO	9642 1106	0407 084 133

Access Details

	Details
Keys	Key numbers 33, 34, 143 or 145 at Shire Office
Alarm	No
Security	No
Universal Access	No

Accommodation Numbers – as per Health Regulations

Sitting / Standing	Main Hall 220 Lesser Hall 120
Sleeping	Main Hall 110 Lesser Hall 75
Duration	Long Term (more than overnight)

Amenities

Item	Yes/No	Notes
Toilets Male	Yes	
Toilets Female	Yes	
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Disabled Friendly	Yes	
Kitchen Facilities:		
Stoves (types)	Yes	
Refrigeration	Yes	One large and two smaller
Microwave	Yes	
Urn / Boiling Water Unit	Yes	

Dining Facilities:		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
General Facilities:		
Rooms	No	
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	Extinguisher, Fire Blanket
Air Conditioning (type)	No	
Heating	Yes	
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	

Amenities Areas:

Enclosed Covered Areas	Yes	
Outside Children's Play Area	No	

Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	Yes	
Swimming Pool	No	
Oval	No	
External Facilities:		
Power Outlets	No	Not outdoor ones
Water	Yes	
Parking	Yes	
Area for Tents	No	
Toilets	No	
Caravan/Articulated Vehicles	Yes	

Establishment/Facility:	WB Eva Pavilion
Physical Address	Brookton Highway Brookton
Telephone No	9642 1106 (Shire)
Fax No	9642 1173
Email Address	admin@brookton.wa.gov.au



Access Details

	Details
Keys	Key numbers 89,90,91 at Shire Office
Alarm	No
Security	No
Universal Access	No

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	120
Sleeping	50
Duration	Long Term (more than overnight)

Amenities

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets and showers Male	Yes	
Toilets and showers Female	Yes	
Laundry Facilities	yes	Next door at caravan park
Baby Changing Facilities	Yes	
Disabled Friendly	Yes	
Kitchen Facilities:		
Stoves (types)	Yes	
Refrigeration	Yes	One large
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining Facilities:		
Tables	Yes	

Chairs	Yes	
Cutlery and Crockery	Yes	
General Facilities:		
Rooms	No	
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	Extinguisher, Fire Blanket
Air Conditioning (type)	No	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	
Bins	Yes	
Deep Sewer/Septic	Yes	
Amenities Areas:		
Enclosed Covered Areas	yes	Front has sails
Outside Children's Play Area	Yes	On oval but not enclosed
Recreation Rooms	No	
BBQs	yes	

Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	Yes	And tennis courts
External Facilities:		
Power Outlets	No	Not outdoor ones
Water	Yes	
Parking	Yes	
Area for Tents	yes	
Toilets	yes	
Caravan/Articulated Vehicles	Yes	

Other:

- Mobile phone coverage
- Storage
- Pet friendly
- Main power board located outside near the B-B-Qs

Establishment/Facility:	Brookton Country Club
Physical Address	Brookton Highway Brookton
Telephone No	9642 1190 a/h Katrina Crute 0439 373 282

Contacts

Position	Work contact	A/hrs. contact
Secretary	9642 1190	0439 373 282
	9642 1049	

Access Details

Details	
Keys	Available as above
Alarmed	Yes
Universal access	No

Accommodation Numbers – as per Health Regulations

Details	
Sitting / Standing	80
Sleeping	40

Amenities

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	No	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	Yes	
Kitchen Facilities:		
Stoves (types)	Yes	Full commercial kitchen
Refrigeration	Yes	
Microwave	Yes	
Urn / Boiling Water Unit	Yes	
Dining Facilities:		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	Yes	
General Facilities:		
Rooms	No	
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	



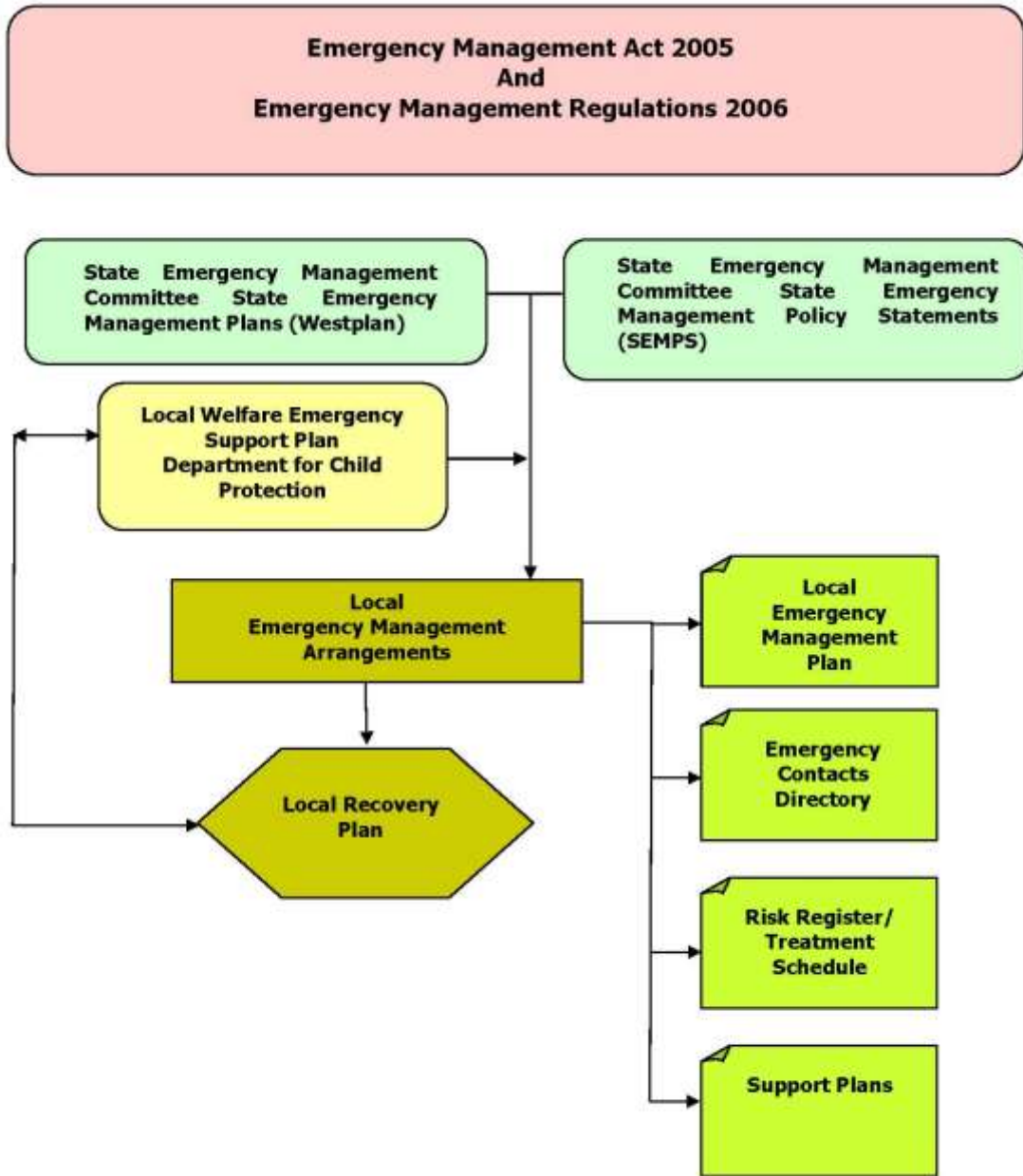
Air Conditioning	Yes	
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	Yes	
Hot Water System (type)	Yes	
Bins	Yes	

Amenities Areas:

Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	Yes	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	No	golf course and bowling green
External Facilities:		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	

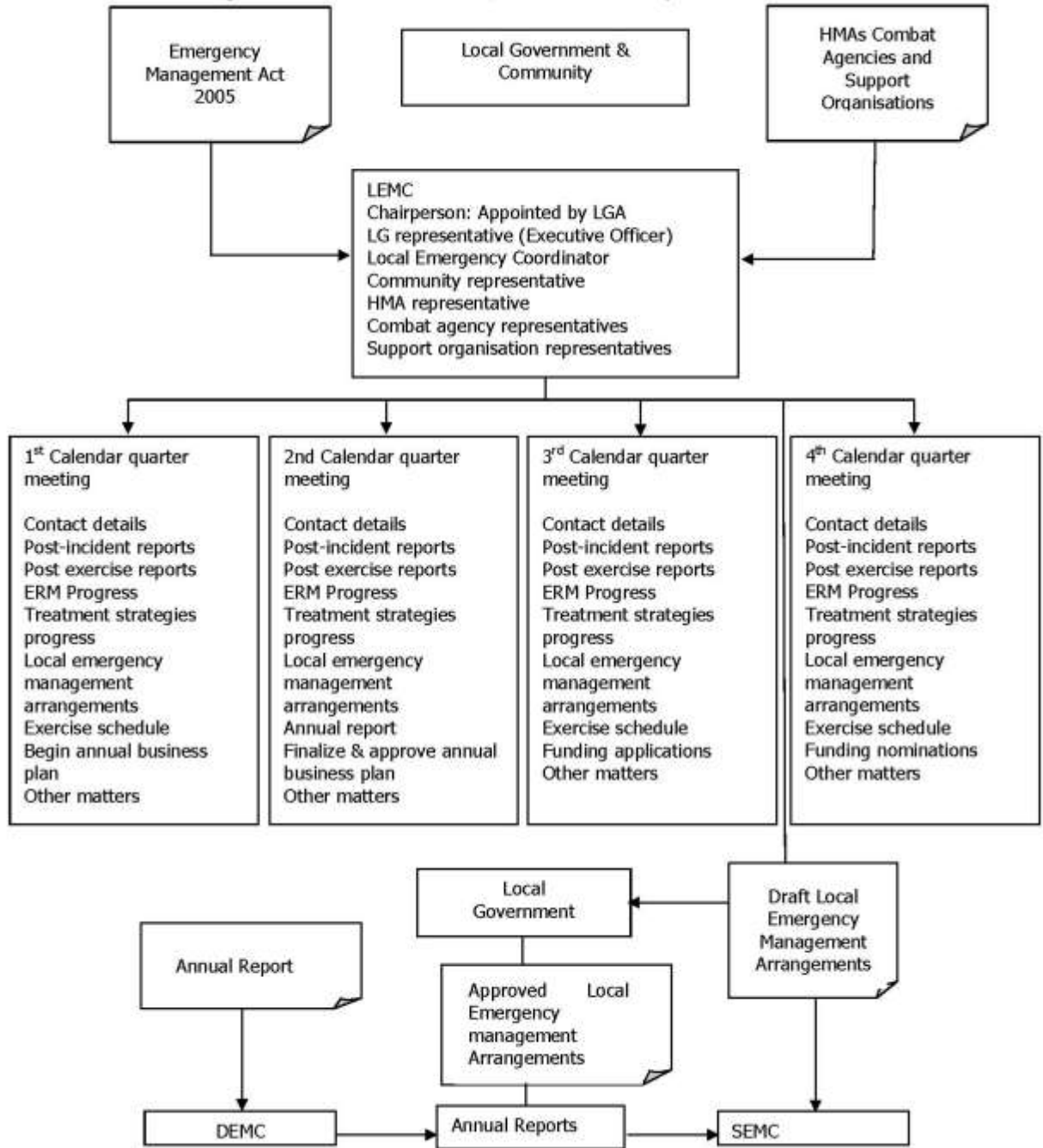
Toilets	No	
Caravan/Articulated Vehicles	No	

ANNEX B: State and Local Arrangements



ANNEX C: The Local Emergency Management Committee

For detailed guidance refer to the WALGA/FESA LEMC Guide publication



ANNEX D: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Brookton will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- **Make contact with the HMA or Controlling Agency Incident Controller;**
- **Represent the local government at all ISG meetings;**
- **Provide the IC with timely information on local issues and key factors affecting response activities;**
- **Provide the IC with a copy of the Local Emergency Management Arrangements;**
- **Identify vulnerable groups within the local government area;**
- **Provide information relating to community evacuation, welfare centres and community safe places.**
- **Coordinate local government resources;**
- **Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc);**
- **Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.**

Reporting to the ISG (LGLO)

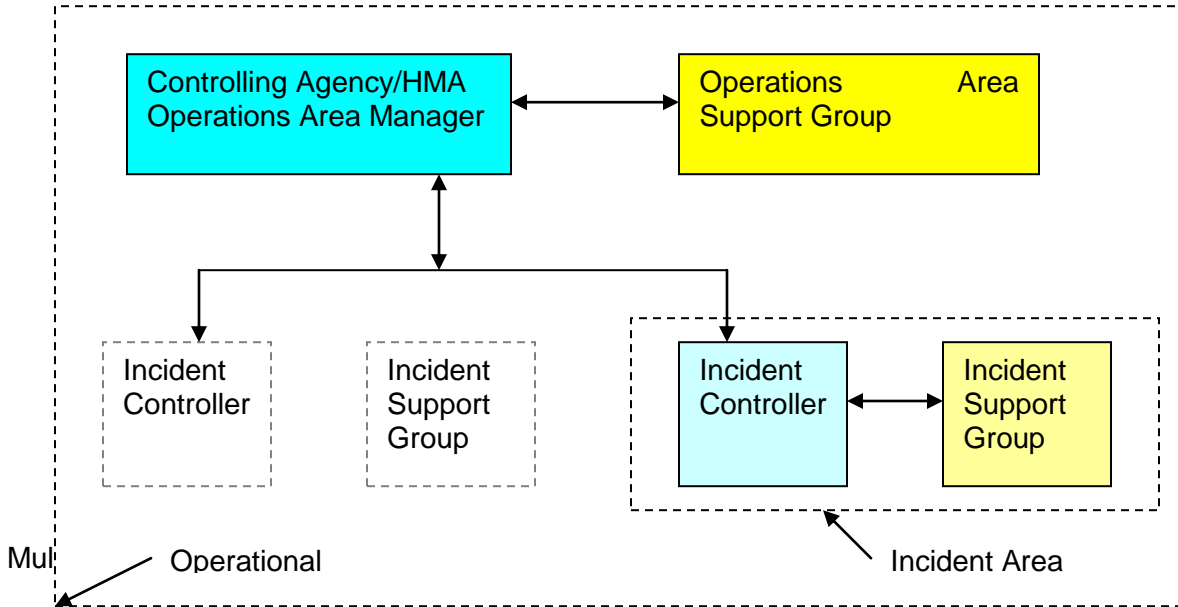
The LGLO is responsible for providing the following information to the ISG:

- **Local government response activities;**
- **Local government impact assessment (if known)**
- **Local government resource status;**
- **Significant issues.**

Responsibilities of the IC

The IC of the HMA or Controlling Agency will provide the following information:

- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting.



ANNEX E: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Management Plan for the Provision of Welfare Support will be activated by the DCP where welfare support is required to the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Brookton will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DCP Welfare Liaison Officer.

Duties of the LGWLO

- **Report to the DCP Local Welfare Liaison Officer;**
- **Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;**
- **Facilitate access to the Welfare Centre by the DCP;**
- **Facilitate the setup of the building;**
- **Organise cleaning and building maintenance requirements for the centre through the Shire of Brookton;**
- **Liaise with all key support agencies located at the building to ensure all needs where possible are met;**
- **Liaise with and assist organisations present at the centre as requested by the Local Welfare Liaison Officer;**
- **Manage vehicle access and general traffic/parking issues and request support if required;**
- **Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWLO;**
- **Assist the LWLO in managing conflict at the centre;**
- **Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;**
- **Attend all necessary briefings as requested by the LWLO;**
- **Keep a log of activities conducted at the Welfare Centre;**
- **Carry out other duties as requested by the LWLO.**

ANNEX F: Local Recovery Coordinator – Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Recovery Plan;
- Assess the community recovery requirements for each event, in liaison with the HMA, EC, and other responsible agencies;
- Provide advice to the Shire President/Mayor/CEO on the requirement to activate the Plan;
- Convene the LRCC;
- Provide initial advice to the LRCC.

Where the Local Recovery Coordinating Committee is convened:

- Undertake the functions of the Executive Officer to the LRCC;
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, State Recovery Coordinating Committee or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

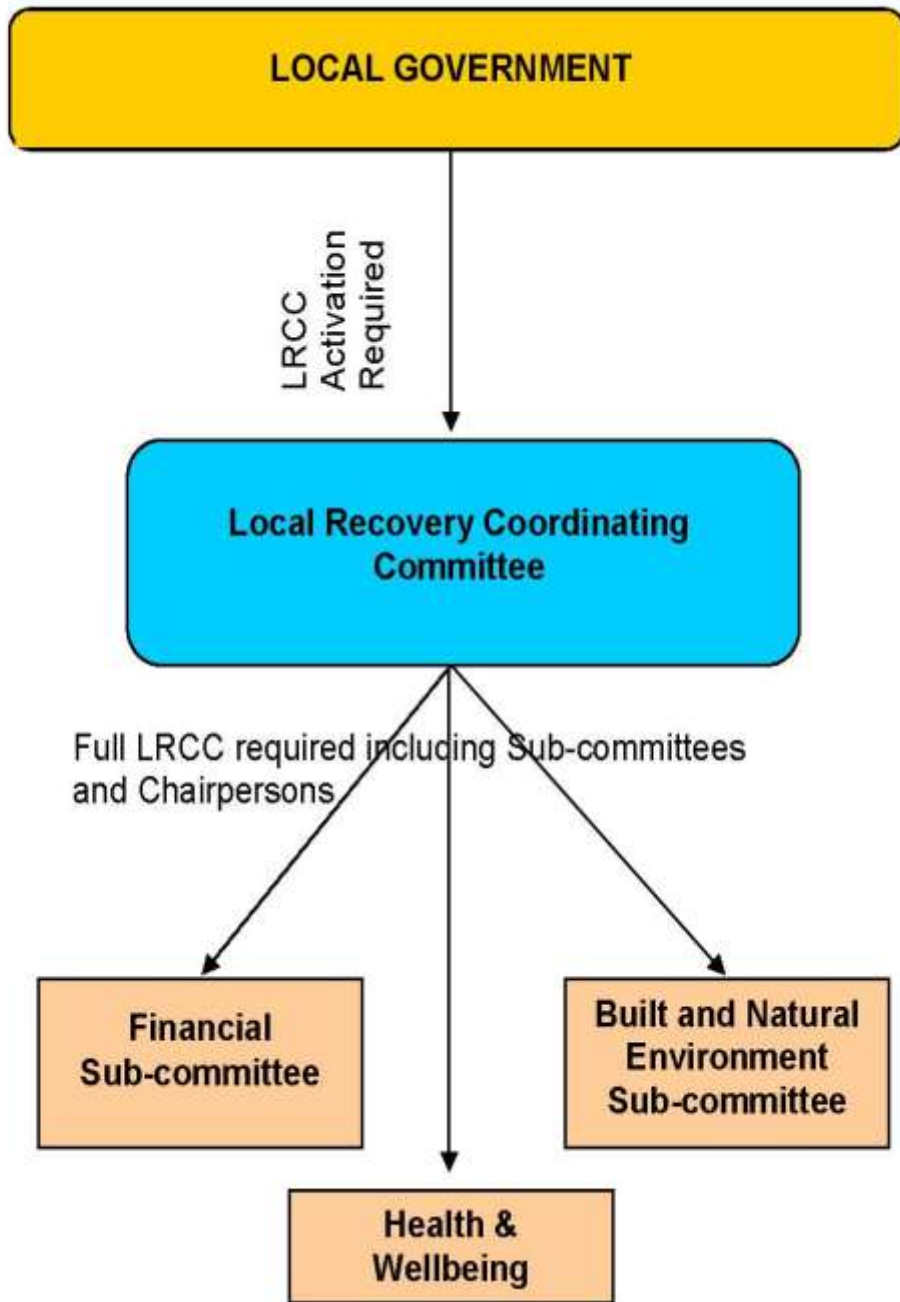
Following is a 'Local Recovery Coordinator Operational Checklist' to assist the LRC in their role.

Local Recovery Coordinator – Operational Checklist

Task Description	OK
Liaise with relevant response agencies regarding location, size, type and potential impact.	
Contact and alert key staff.	
Determine likely human effects.	
Establish whether event has been proclaimed an eligible natural disaster under the WANDRRA	
Contact other relevant response and recovery agencies.	
Activate and brief relevant agency staff.	
Activate appropriate inter-agency liaison mechanisms.	
Locate liaison officer and emergency operations centre (if appropriate).	
Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
Manage offers of assistance, including volunteers, material aid and donated money.	
Assess the impact of the event through information/data from local government, geographic data and relevant response agencies.	
Meet with specific agencies involved with recovery operations to determine strategies.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Organise briefing and debriefing processes for staff.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counseling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a 'one-stop-shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Manage a public appeal/private donations process.	
Brief media on the recovery program.	
Assess reports gathered through the outreach program to assess community needs.	
Identify special needs groups or individuals.	
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Develop a community information process, including consideration of public meetings and newsletters.	
Monitor staffing arrangements.	
Review resources and services on an ongoing basis.	
Determine longer-term recovery measures.	

Provide newsletters to the affected community and information to the media as required.	
Continue to monitor agency activities and reduce/withdraw services when appropriate.	
Debrief recovery agencies.	
Recognise agency/ staff input	

The following flow chart reflects the relationship between the Local Emergency Management Committee, the Local Recovery Coordination Committee and associated Sub-committees.



ANNEX G: Emergency Contact Numbers

Organisation	Contact	Phone Number
Police	Tony Whitting - Officer in Charge	9642 1000 0459 087 652
SES	Lynda Elms – District Manager Pingelly	132 500 9887 1446
Shire of Brookton	Gary Clark -CEO Stan Kocian - Deputy CEO Barry Coote – Shire President Geoff Forward – Principal Work Supervisor	9642 1106 WK 0427 081 032 A/H 0407 084 133 A/H 9642 1108 WK 0418 903 326 A/H 0428 972 968
St John's Ambulance		000
Kalkarni Aged Care Facility	Nina Carnaby	9642 0199 WK 9642 2292 H
Main Roads – Narrogin	After Hours Emergency Response John Menehira (Works Manager LOT) Cindy Wallace (CSM/A-MRWA) Bernie Miller (RM – MRWA)	9881 0566 138138 or 0488 310 989 0488 693 220 0428 912 799 0427 471 847
Brookton Community Care		9642 1005
Western Power		131 351
FESA	Life Threatening Emergencies Natural Hazards (Storms etc) Duty Officer – Great Southern	000 132 500 9845 5000
Brookton District High School	Rae White - Principal	9642 1011
Water Corporation		131 375
Department of Housing		1800 093 325

Department for Children Protection	Narrogin Office (Office Hours) Crisis Care	9881 0123 1800 99088
Chief Bush Fire Control Officer	Murray Hall	0428 421 367
Deputy Chief Bush Fire Control Officer	Darrel Turner	0429 426 014
Brookton Volunteer Fire and Rescue	William Wilkinson	0429 426 022
Department of Environment and Conservation	District Manager	9881 2000
Telstra	Lloyd Morley	9024 1700
Department of Agriculture and Food		9881 0222
Westnet Rail		9622 4632
Northam Control		9622 4690

ANNEX H: Resources – Shire Plant & Machinery

Particulars	Number
Loaders	2
Chainsaws	4
Tractors	1
Trucks	3 (2 Tandem Tippers)
Trailers	2
Back Hoes	1
Buses	1
Cherry Picker	1