

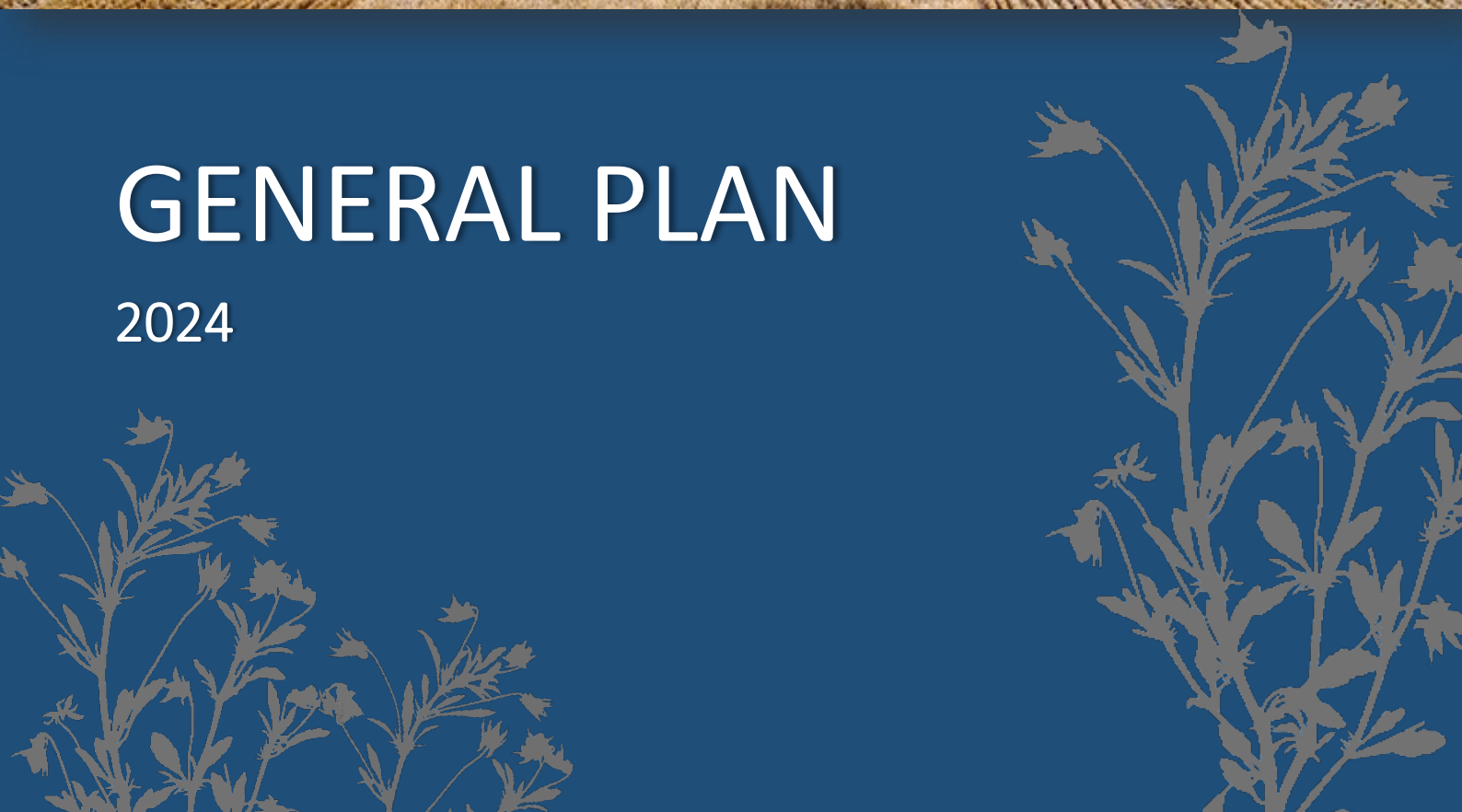
LEMA

LOCAL EMERGENCY
MANAGEMENT ARRANGEMENTS



GENERAL PLAN

2024



CONTENTS

CONTENTS	1
ADMINISTRATION	4
1.1 ENDORSEMENT OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS	4
1.2 DISTRIBUTION	5
<i>Full Unrestricted Version</i>	<i>5</i>
<i>Public Access Restricted Version.....</i>	<i>5</i>
1.3 DOCUMENT AVAILABILITY.....	5
1.4 AMENDMENT RECORD	6
1.5 GLOSSARY OF TERMS AND ACRONYM	6
1.6 RELATED DOCUMENTS & ARRANGEMENTS.....	7
1.6.1 <i>State Emergency Management Plans.....</i>	<i>7</i>
1.6.2 <i>Local Emergency Management Plans.....</i>	<i>7</i>
1.7 LOCAL EMERGENCY MANAGEMENT POLICIES.....	7
1.8 AGREEMENTS UNDERSTANDINGS AND COMMITMENTS	8
1.8.1 <i>Wheatbelt Regional Mutual Aid Agreement</i>	<i>8</i>
1.9 SPECIAL CONSIDERATIONS	9
OVERVIEW	10
2.1 AREA COVERED	10
2.2 HISTORY AND CULTURE	11
2.3 POPULATION AND DEMOGRAPHICS	11
2.4 CLIMATE.....	12
2.5 TOPOGRAPHY	12
2.6 ECONOMIC PROFILE	13
2.7 CRITICAL INFRASTRUCTURE	13
2.7.1 <i>Electrical Supply.....</i>	<i>13</i>
2.7.2 <i>Gas Supply</i>	<i>13</i>
2.7.3 <i>Sewerage System.....</i>	<i>13</i>
2.7.4 <i>Water Supply</i>	<i>13</i>
2.7.5 <i>Medical Services</i>	<i>14</i>
2.7.6 <i>Transport & Airport Facilities.....</i>	<i>14</i>
2.7.3 <i>Communications.....</i>	<i>15</i>
2.7.4 <i>Public Facilities.....</i>	<i>15</i>
2.7.5 <i>Emergency Services</i>	<i>16</i>
EMERGENCY MANAGEMENT PLANNING	17
3.1 AIM AND PURPOSE.....	17
3.2 OBJECTIVES.....	17
3.3 SCOPE.....	18
3.4 ROLES AND RESPONSIBILITIES.....	18
3.5 RESOURCES.....	18
3.6 LOCAL MUTUAL AID.....	18
3.7 FINANCIAL ARRANGEMENTS.....	19

3.7.1	<i>Authority to Incur Expense</i>	19
3.7.2	<i>Response</i>	19
3.7.3	<i>DRFAWA</i>	19
LOCAL EMERGENCY MANAGEMENT COMMITTEE		20
4.1	INTRODUCTION.....	20
4.2	LEMC ROLE.....	20
4.3	LEMC PROCEDURES.....	21
4.4	LEMC MEMBERSHIP	21
4.4.1	<i>LEMC Members</i>	22
4.5	LEMC REPORTING	22
4.5.1	<i>Annual Reporting</i>	22
4.5.2	<i>Preparedness Reporting</i>	23
4.6	LEMC SPECIAL/EMERGENCY MEETINGS	23
MANAGING RISK		24
5.1	EMERGENCY RISK MANAGEMENT	24
5.2	RISKS IDENTIFIED.....	24
5.3	RISK MANAGEMENT PLANNING	25
RESPONSE & COORDINATION		26
EMERGENCY OPERATIONS.....		26
6.1	ACTIVATION OF LOCAL ARRANGEMENTS	26
6.2	INCIDENT SUPPORT GROUP	26
6.2.1	<i>Triggers for Incident Support Group</i>	27
6.2.2	<i>Incident Support Group Membership</i>	27
6.2.3	<i>Incident Support Group Meeting Location and Frequency</i>	27
6.3	INCIDENT CONTROL CENTRE	28
6.4	STATE OF EMERGENCY	28
MEDIA MANAGEMENT & PUBLIC INFORMATION		30
7.1	PUBLIC COMMUNICATION SYSTEMS	30
7.1.1	<i>Local Government Local Communication Systems</i>	30
7.1.2	<i>Standard Emergency Warning Signal</i>	31
7.1.3	<i>Emergency Alert System</i>	31
7.1.4	<i>DFES Public Information Line</i>	31
7.1.5	<i>Additional Information Outlets</i>	32
EVACUATION		33
8.1	EVACUATION MANAGEMENT	33
8.1.1	<i>Decision</i>	33
8.1.2	<i>Timelines</i>	34
8.1.3	<i>Combat Agency for Evacuation</i>	34
8.1.4	<i>Evacuation Centres</i>	34
8.2	HIGHER RISK PERSONS AND GROUPS.....	34
8.3	EVACUATION ROUTES	34
8.4	ISOLATION AND QUARANTINE	35
8.5	RETURN.....	35

EMERGENCY RELIEF & SUPPORT	36
9.1 COMMUNITIES LOCAL EVACUATION CENTRE COORDINATOR (LECC)	36
9.2 LOCAL GOVERNMENT LIAISON OFFICER (LGLO) (EMERGENCY RELIEF AND SUPPORT)	36
9.3 REGISTER FIND REUNITE.....	36
9.4 EVACUATION CENTRES	37
9.4.1 Animals	37
RECOVERY.....	38
EXERCISING & REVIEW	39
11.1 EXERCISING.....	39
11.1.1 Exercise Frequency.....	39
11.1.2 Exercise Reporting	39
11.2 REVIEW OF LEMA.....	39
APPENDICES.....	40

1. Glossary / Acronyms	5. Shire EM Policy & LEMC TOR	9. Emergency Evac. Centre/s
2. Roles & Responsibilities	6. Higher Risk Persons & Groups Plan	10. Shire of Brookton Townsite Information and Maps
3. Managing Risk Planning	7. Communities - Emergency Relief & Support Plan	11. Templates-Sitrep, Media Guide,LEMC special agenda
4. Contacts & Resources	8. Animal Welfare Plan	12. MOUs

ADMINISTRATION



1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of Brookton and have been tabled with the Local Emergency Management Committee.



Date: 15 May 2025

Chair Local Emergency Management Committee

Shire President - Cr Katrina Crute

Shire of Brookton



Date: 15 May 2025

Local Emergency Coordinator

Brookton Police OIC



Date: 15 May 2025

Chief Executive Officer

Gary Sherry

Shire of Brookton

Disclaimer: These arrangements have been produced by the Shire of Brookton in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Shire of Brookton expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

© Shire of Brookton 2024



1.2 Distribution

Full Unrestricted Version

Shire of Brookton	4
Local Emergency Management Committee Members	1
Local Emergency Coordinator	1
Brookton Police Station	1
Department of Fire and Emergency Services Local Unit	1
Brookton Volunteer Bushfire Brigades	3
Department of Fire and Emergency Services District Office	1
Brookton St Johns Ambulance	1
District Emergency Management Coordinator	1
Department of Communities	1
WA Contract Ranger Services	1
Secretary State Emergency Management Committee (Electronic Copy)	1
Western Australian Country Health Service (WACHS) Wheatbelt	1

Public Access Restricted Version

Shire of Brookton Administration Offices – Front Counter/Reception
Shire of Brookton Community Resource Centre
Shire of Brookton Website: www.brookton.wa.gov.au

1.3 Document Availability



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

- Hardcopy:** Shire of Brookton
14 White Street, Brookton (*During normal business hours*)
- Online:** Shire of Brookton website: www.brookton.wa.gov.au



1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve these arrangements.

Feedback can include:

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

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

Chief Executive Officer
Shire of Brookton
PO Box 42
BROOKTON WA 6306
Ph: (08) 9642 1106
Email: mail@brookton.wa.gov.au

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	Nov 19	Complete Re-write	LEMC
2		Endorsed by LEMC	LEMC
3	Sept 2021	Update of contact details for WAPOL, SoB & BCC	LEMC
4	Jan 2022	Updated contact details Vehicle list	LEMC
5	March 2022	Updated contact details, LEMC Membership	Admin
6	November 2022	Updated contact details	Admin
7	October 2024	Complete re-write and re-development	LR Winter



1.5 Glossary of Terms and Acronym

Refer **Appendix 1** for glossary directly related this document.

For the State glossary for the emergency management sector in Western Australia – [Click Here](#).



1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Brookton, these arrangements, support plans and other related documents should be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 *State Emergency Management Plans*

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
 - State Health Response Plan
 - Emergency Relief and Support
 - Emergency Public Information
 - Animal Welfare in Emergencies
- National EM Plans.

1.6.2 *Local Emergency Management Plans*

The following emergency management plans support the Shire of Brookton Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- Brookton Local Recovery Plan (LRP) - 2023 (*Stand alone- Local Recovery Plan*)
- Brookton Business Continuity Plan - 2019
- Brookton Risk Analysis (*see Appendix 3*) – 2015
- Brookton Bushfire Risk Management Plan (see appendix 3)- 2021
- Higher Risk Persons and Groups Planning - 2024 (*see appendix 6*)
- Emergency Animal Welfare Plan - 2024 (*see appendix 8*)



1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to Brookton being bylaws or operational policies. The Shire of Brookton policies relating to emergency management include:

- Emergency Management Policy - *Appendix 5(a)*



1.8 Agreements Understandings and Commitments

1.8.1 *Wheatbelt Regional Mutual Aid Agreement*

The Shire of Brookton along with 14 other local governments signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the Wheatbelt Region of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are signatories to this agreement include:

Shire of Beverley	Shire of Narrogin
Shire of Brookton	Shire of Pingelly
Shire of Corrigin	Shire of Quairading
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyung	Shire of Wandering
Shire of Kulin	Shire of West Arthur
Shire of Lake Grace	Shire of Wickepin
	Shire of Williams



1.9 Special Considerations

The Shire of Brookton has a number of special considerations, which may contribute to the likelihood or severity of an emergency.

Consideration	Season
Bush Fire Season	November – April
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding
Public Events: ○ Influx of Tourists ○ Wildflower Season ○ Brookton Old Time Motor Show ○ Brookton Pony Express	April – September May - September Biannual August
Road/ Rail Transport ○ Brookton Highway ○ Great Southern Highway ○ Great Southern Railway	All Year All Year All Year
Harvest Season: ○ Harvest Season	October – December
Infrastructure: ○ Fast Flow Water Tank ○ Optus Phone Tower ○ Telstra Phone Tower ○ NBN Co Siter	Robinson Road/ Happy Valley Water Brookton Dale, Corberding Road 26 Richardson Street 86 Richardson Street
Bio Security and Health Hazards	All year



2.1 Area Covered

The Shire of Brookton is in the Wheatbelt region and is approximately 140km southeast of Perth, covering an area of approximately 1,626 square kilometres. The Shire is bordering on the Shire's of Beverly, Quairading, Corrigin, Pingelly and Wandering

The Shire of Brookton includes the townsites of Brookton the main administrative centre and Avena and Aldersyde both known for their historical sites.

For townsite information and maps refer **Appendix 10**

The Shire is part of the Wheatbelt Region to view Regional Maps - [click here](#)

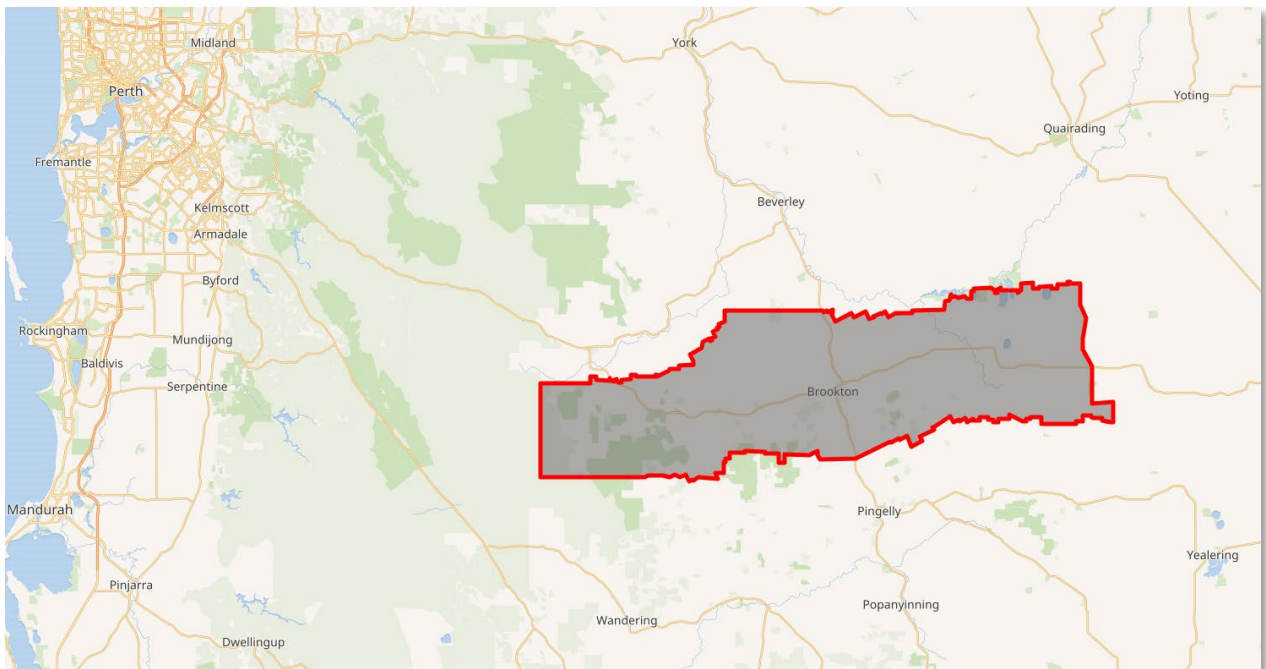


Figure 1: Location of Shire of Brookton



2.2 History and Culture

The Noongar people were the first people to live in the area and possess a deep cultural heritage, with stories, songs, dances, and rituals that have been handed down through generations. Their spiritual beliefs are intimately connected to the land and nature, with sacred sites and Dreamtime narratives that explain the formation of the landscape and various natural events. Location of Aboriginal Cultural Heritage can be viewed [here](#).

European settlers arrived in the 1840s, with John Seabrook, an early settler in the 1860s, giving the town of Brookton its name. He established the Brookton House on his farm, which became a key early landmark. Other early settlers followed in the 1860s and 1870s, attracted by the fertile land and the potential for pastoral farming. Large landholdings were established for sheep and cattle farming.

Today Brookton remains a centre for wheat, sheep farming, and livestock production. The town supports local farmers with essential services such as agricultural supply stores, machinery dealerships, and grain storage facilities. The town benefits from good transport links, enabling residents to access larger towns and cities while maintaining a peaceful rural lifestyle.



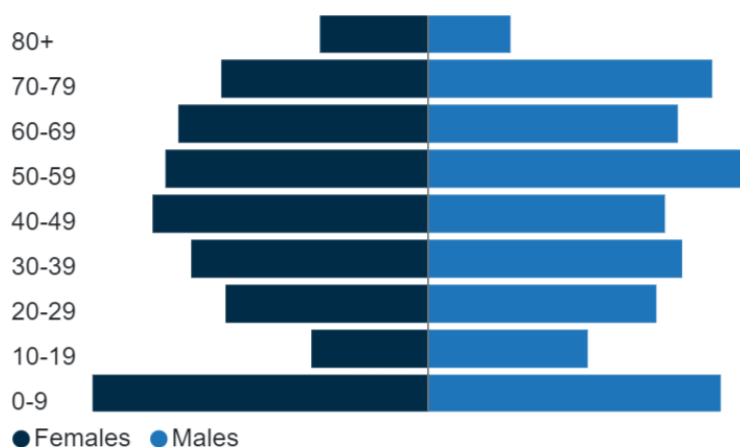
2.3 Population and Demographics

The Shire of Brookton' population and demographics information is summarised below, more Census 2021 data for Brookton can be found [here](#).

959 Population	0.7% Annual Growth	3 Natural Increase	3 Net Overseas Migration	1 Net Internal Migration
--------------------------	---------------------------------	---------------------------------	---------------------------------------	---------------------------------------

Age structure by sex for the year ending 30 June 2019

Chart	Table
--------------	--------------



51.4% of the population of Brookton was male in June 2019.

For males, the largest age group was 50-59, with 74 people.

For females, the largest age group was 0-9, with 78 people.

Source: <https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas>



2.4 Climate

The climate of the Central Wheatbelt Region is described as hot, dry summers and light winters. The average annual temperature ranges from 25-33 C in summer to 11-16 C in winter. The average rainfall in Brookton is estimated to be 448ml depending on location and occurs mainly in winter from May to October.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Annual
Mean maximum temperature (°C)	33.1	32.4	29.5	25.0	20.6	17.2	16.1	16.9	19.4	23.5	27.7	31.2	24.4
Mean minimum temperature (°C)	15.5	16.0	14.4	11.2	7.7	5.5	4.6	4.6	5.4	7.5	11.1	13.6	9.8
Mean rainfall (mm)	13.0	15.2	19.0	25.6	55.9	83.2	84.0	62.3	38.1	25.0	14.5	10.1	446.1
Mean number of days of rain ≥ 1 mm	1.5	1.8	2.4	3.9	7.3	10.3	11.5	9.7	7.3	4.8	2.7	1.6	64.8



2.5 Topography

The Shire of Brookton lies within the Avon River Catchment, with the Avon River flowing through its eastern parts and its south branch passing near Brookton town. Many Avon River tributaries and most of the Dale River tributary originate here.

The topography is mostly flat with low hills, and the eastern district offers sweeping views of shallow channels and remnant vegetation, including salmon gum strands on heavy soils and granite outcrops. In the west is steeper, forested areas of the Rejuvenated Drainage Subregion. In the northeastern corner lies Yenyenning Lake, part of a saline lake chain feeding into the Avon River during heavy rains, holding cultural significance for the local Indigenous community.

The landscape in Brookton falls within the Rejuvenated Drainage Zone (RDZ), featuring active river systems linking the Avon, Murray, and Blackwood rivers. Soils vary, formed from dissected laterites and igneous rock, with broad saline valleys in the south.



2.6 Economic Profile

Brookton is an essential agricultural hub, featuring a diverse mixed farming industry that includes grain port terminals and livestock farming, which greatly supports the local economy. The seasonal harvest creates additional employment opportunities for seasonal workers. While agriculture remains the economic backbone, the town also benefits from robust transport infrastructure and a growing tourism sector. Community services and local businesses play a crucial role in enhancing quality of life, and Brookton serves as a convenient stop for tourists visiting nearby attractions like Wave Rock.



2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the Brookton community.

2.7.1 *Electrical Supply*

Power to all developments within the Shire is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

2.7.2 *Gas Supply*

Gas is supplied to households and businesses in cylinders by a local distributor.

2.7.3 *Sewerage System*

The Shire of Brookton has a limited septic tank effluent disposal sewerage system, primarily servicing the Brookton townsite. Managed by the Shire of Brookton, this system collects septic tank effluent at a smaller dam, before transfer to a larger evaporation dam. Properties outside the townsite generally rely on individual septic or on-site effluent disposal systems. Extending a centralized sewerage network across the rural areas is impractical due to low population density.

2.7.4 *Water Supply*

The Shire of Brookton primarily sources its water through the Integrated Water Supply Scheme (IWSS), managed by the Water Corporation. The IWSS provides water to much of the Wheatbelt, including Brookton, by transporting water from major sources to areas where local water resources are insufficient.

Groundwater in the Brookton area is generally limited and often saline, which restricts its use for drinking but makes it suitable for certain agricultural uses.

The Shire of Brookton leases access to the Happy Valley bore field and transports borewater to a local water tank located in Robinson Road. This water is used for purposes such as fire fighting and reticulation of the parks and ovals of the Shire of Brookton and Brookton District High School.

2.7.5 Medical Services

Brookton Medical Practise	Brookton Medical Centre 27 Whittington Street, Brookton	(08) 9642 1485
	Vines Medical 78 Williams Street, Brookton	(08) 9468 3606
Brookton Pharmacy	100 Brookton Hwy, Brookton	(08) 9642 1991
Hospitals/ Health Centres	Pingelly Health Centre 32 Brown Street, Pingelly	(08) 9887 2222
	Brookton Health Centre 27 Whittington Street, Brookton	(08) 9642 1888
	Beverley Hospital Sewell Street, Beverley	(08) 9646 3200

The closest district hospital to the Shire of Brookton is Narrogin District Hospital, located approximately 70 km southeast of Brookton. This facility provides a range of medical services, including emergency care and outpatient services.

2.7.6 Transport & Airport Facilities

The Shire of Brookton has a comprehensive road network that enhances transportation and access in the region. Key features include:

- **Brookton Highway** - Connects Brookton to Perth and east to other regional centres, such as Esperance.
- **Great Southern Highway** - Connects Brookton to various towns in the Great Southern region and Northam in the Avon Region.
- **Great Southern Railway** - Runs from Perth to Albany, passing through Brookton.

The Shire has 205 kilometres of sealed roads with over 438 more kilometres remaining unsealed. The Great Southern Highway runs through from north to south of the Shire.

To see updates on current road conditions visit [Main Roads Travel Map - Map](#)

The Shire of Brookton Airstrip is located east of the Brookton townsite near the intersection of the Brookton-Corrigin Road and the Great Southern Highway. The airstrip is primarily used for light aircraft, including private planes and agricultural aviation. It provides essential access for local farmers and can be used for emergency services, recreational flying, and other aviation activities.

The closest airport to Shire is the Perth International Airport, located approximately 140 km to the northwest.

2.7.3 Communications

Phone Tower	Brookton Dale Corberding Road Latitude -32.3623 Longitude 116.3984	Optus	13 33 43
Phone Tower	26 Richardson Street Latitude -32.3681 Longitude 117.011	Telstra	132 203
NBN	86 Richardson Street Latitude -32.3734 Longitude 117.014	NBN	

For maps of Telstra mobile coverage [click here](#).

2.7.4 Public Facilities

Brookton has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	
Brookton Shire Office	14 White Street, Brookton	Administrative centre, meeting rooms, chambers, internet	9642 1106
Brookton CRC	89 Robinson Road, Brookton	Multi-purpose community hub, training rooms, internet	9642 1377
Brookton Memorial Hall	23 White Street, Brookton	Hall, Kitchen	9642 1106
WB Eva Pavilion	Brookton Highway, Brookton	Community Room, Meeting Rooms, Kitchen	9642 1106
Brookton Recreational Grounds	Richardson Street, Brookton	Town Oval, courts	9642 1106
Brookton Aquatic Centre	Robinson Road, Brookton	33m 6 lane swimming pool, separate toddler and wading pools, grass areas, Kiosk, gym	(November to March) 9642 1106 (April to November)
Brookton Caravan Park	21 Whittington Street, Brookton	Powered and unpowered sites	9642 1106
Brookton Country Club	Brookton Highway, Brookton	Kitchen, community room	9642 1190
Aldersyde Hall	34-20 Railway Terrace, Aldersyde	Kitchen, community room	

Contacts and other relevant information for listed facilities can be found in Shire of Brookton Contacts and Resources Directory – see **Appendix 4**.

For Shire of Brookton Local Directory – [Click Here](#)

2.7.5 *Emergency Services*

The following emergency services are available and resourced to assist the Shire of Brookton when responding to emergency incidents.

Agency	Location	Contact
Department of Fire & Emergency Services – Regional Duty Coordinator	7 Wald Street, Narrogin	(08) 6832 3110 RDC: 1800 865 103
Shire of Brookton Community Emergency Services Manager	14 White Street, Brookton	(08) 9642 1106 0448 494 027
Department of Biodiversity Conservation and Attractions	5 Wald Street NARROGIN	(08) 9881 9200
St John Ambulance	St Johns Hall, Williams St, Brookton	(08) 9642 1371
Brookton Central Volunteer Bushfire Brigade	84 William Street, Brookton	Captain: 0436 393 311
Brookton East Volunteer Bushfire Brigade	Railway Parade, Aldersyde	Captain: 0427 426 061
Brookton West Volunteer Bushfire Brigade	Gartrell Rd, Brookton	Captain: 0439 424 010
Brookton Volunteer Fire and Rescue	16 William St, Brookton	Captain: 0429 426 022
Brookton Police – OIC	9 Grosser St, Brookton	(08) 9640 6100
Arc Infrastructure (Northern Control)		(08) 9881 3063 (08) 9622 4690 (08) 9622 4627
Main Roads WA		9881 5666 – Narrogin 9622 4777 – Northam 9622 4787 – Duty Officer – After hours
Department of Primary Industries and Regional Development (DPIRD)		9368 3132 Incident hotline
Brookton Health Centre		

EMERGENCY MANAGEMENT PLANNING



3.1 Aim and Purpose

Aim of this LEMA is to **minimise** the effects of, ensure a coordinated response to and provide an effective recovery from an emergency affecting Brookton.

Purpose of this LEMA is to **maximise** safety and ensure sound recovery of Brookton community, preserving lives, livelihoods and environment in the event of an emergency.



3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around the Shire

Describe strategies and priorities for emergency management within the Shire

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi-agency approach with community engagement, relating to emergencies within the Shire.



3.3 Scope

This document does not detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These should be detailed in the HMAs' individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

These LEMAs only:

Apply to the area of the Shire of Brookton

Cover areas where the Shire of Brookton provides support to HMAs at an emergency incident

Detail the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers *or* see the [LEMC Handbook](#)



3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the Shire of Brookton' Contacts and Resources Directory information (confidential) for specific details of resources available.



3.6 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the CEO (or delegate). (*See TBC - MOU Appendix 12*)



3.7 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for paying all related expenses associated with its operation during emergencies, unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Sections 5.4, 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. The Shire of Brookton recognises the above and is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 *Authority to Incur Expense*

The CEO, or delegate authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire of Brookton, to ensure the desired level of support is achieved. EG: Local Recovery Coordinator- Local Liaison Officer- CESM

3.7.2 *Response*

All Shire of Brookton resources are registered and identified in the Brookton asset register located in the Contacts and Resource Directory (see **Appendix 4**).

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency.

3.7.3 *DRFAWA*

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

See **Appendix 12** for the Local Recovery Plan 5.2 for further details.

>>> ACTION

- SHIRE OF BROOKTON TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.
- SHIRE OF BROOKTON TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE SHIRE OF BROOKTON IS TO SEEK RECOVERY FUNDING — SEE LOCAL RECOVERY PLAN APPENDIX 1.

LOCAL EMERGENCY MANAGEMENT COMMITTEE



4.1 Introduction

The Shire of Brookton has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

For more information see the [LEMC Handbook](#) that provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of LEMC.



4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of Brookton and its community to be prepared for major emergencies by:

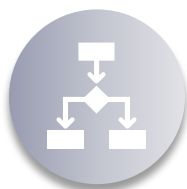
Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMAs/CAs to develop localised hazard plans

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

Investigate community engagement initiatives towards emergency awareness and emergency management information



4.3 LEMC Procedures

The Executive Officer shall determine when the LEMC shall meet on the first Thursday of every February, May, August and November. Meetings

Each LEMC meeting should consider, but not be restricted to, the following matters:

Confirming local emergency management contact details of key stakeholders

Reviewing any post-incident reports and post exercise reports generated since last meeting

Progressing emergency risk management processes

Progressing treatment strategies arising from emergency risk management process

Progressing development or review of local emergency management arrangements

Progressing and investigation of a range of community engagement initiatives

Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



4.4 LEMC Membership

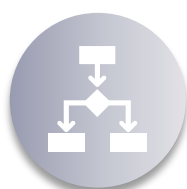
LEMC membership includes the Shire of Brookton representatives and the Local Emergency Coordinator OIC WAPOL Brookton. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Shire of Brookton, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities. (**Appendix 2**)

4.4.1 LEMC Members

Agency	Position	Voting
Shire of Brookton	Chair (Shire President)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	
	Local Government Liaison Officer	
	Executive Officer	
	Chief Executive Officer (CEO)	
	Chief Bush Fire Liaison Officer (CBFCO)	✓
	Manager of Infrastructure & Works	
	Administration Support Officer	
	Community Emergency Services Manager (CESM)	
WA Police	Local Emergency Coordinator (Brookton OIC)	✓
Dept. of Communities	Regional Coordinator	✓
DFES	District Emergency Management Advisor	✓
DFES	Area Officer Emergency Management	✓
Brookton Volunteer VFRS	Captain	✓
Dept. of Education (BDSH)	Representative	✓
Dept. of Primary Industries & Regional Development	Representative	✓
St. John Ambulance – Brookton	Representative	✓
St. John Ambulance – CP	Representative	✓
Baptistcare	Representative	✓
Roadwise – WALGA	Representative	✓
WACHS	Representative	✓
Community Members - CWA	Representative	
Roadwise – WALGA	Representative	✓

The list above is not limited, with members co-opted as and when required.



4.5 LEMC Reporting

4.5.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act).

Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.



4.6 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Special Agenda can be viewed at **Appendix 10 (a)**

MANAGING RISK



5.1 Emergency Risk Management

Emergency Risk Management is defined as ‘a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised’.

The Shire of Brookton and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire’s Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#) – see **Appendix 2**.



5.2 Risks Identified

The Shire of Brookton has undertaken a risk analysis in 2015 within its district. The greatest risk identified were:



Bushfire



Structural Fire



Severe Storm



Earthquake



Road Crash



Hazmat



Flood



Air Crash



Human Epidemic



Animal Disease



Heatwave

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard. There are 28 State Hazards in Western Australia under state emergency legislation to view State Risk Profile Fact Sheets – [click here](#)

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



5.3 Risk Management Planning

The Shire of Brookton is committed to developing and implementing local Emergency Risk Management strategies according to their priority.

The Shires Risk Register 2015 can be viewed at **Appendix 3 (a)**

The Shire's Bushfire Risk Management Plan can be viewed at **Appendix 3 (b)**

6 RESPONSE & COORDINATION

EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows **Hazard Management Agency/s** (HMA)'s to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The Shire of Brookton recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.



6.1 Activation of Local Arrangements

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

Shire of Brookton will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the Shire's LRG as necessary.

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the Shire's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



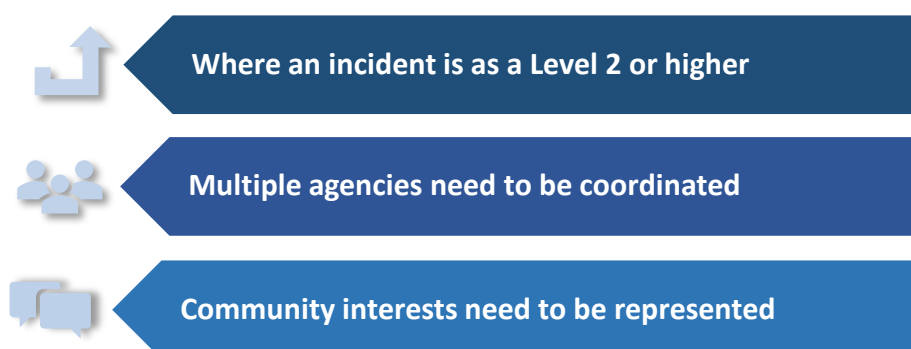
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The Shire of Brookton is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

Representation on the ISG may change regularly depending upon the incident, agencies involved, and consequences caused by an emergency.

Agencies supplying staff for the ISG must ensure the representative(s) has authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination.

The IC is responsible for the location of meetings in consultation with the Shire of Brookton.

The following table identifies suitable locations where ISG meetings can be held within Shire of Brookton.

Venue	Address	Contact	Facilities
Shire of Brookton	14 White Street, Brookton	9642 1106	Meeting room, Phone/ Internet, Kitchen
Brookton CRC	Robinson Road, Brookton	9642 1377	Meeting Room, internet

Where possible, ISG meetings may also be made available virtually, via an appropriate platform.



6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations.

For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

PRIMARY

Venue	Address	Contact	Facilities
Shire of Brookton	14 White Street, Brookton	9642 1106	Meeting rooms, kitchen, phone, internet, radios
Brookton Volunteer Fire and Rescue Station	Great Southern Highway, Brookton	0429 426 022 (William Wilkinson)	Station, Meeting room, Phone/Internet Kitchen, Ablutions
West Brookton Fire Shed	York Williams Road, Brookton	CBFCO	Kitchen, meeting rooms, communication room

SECONDARY

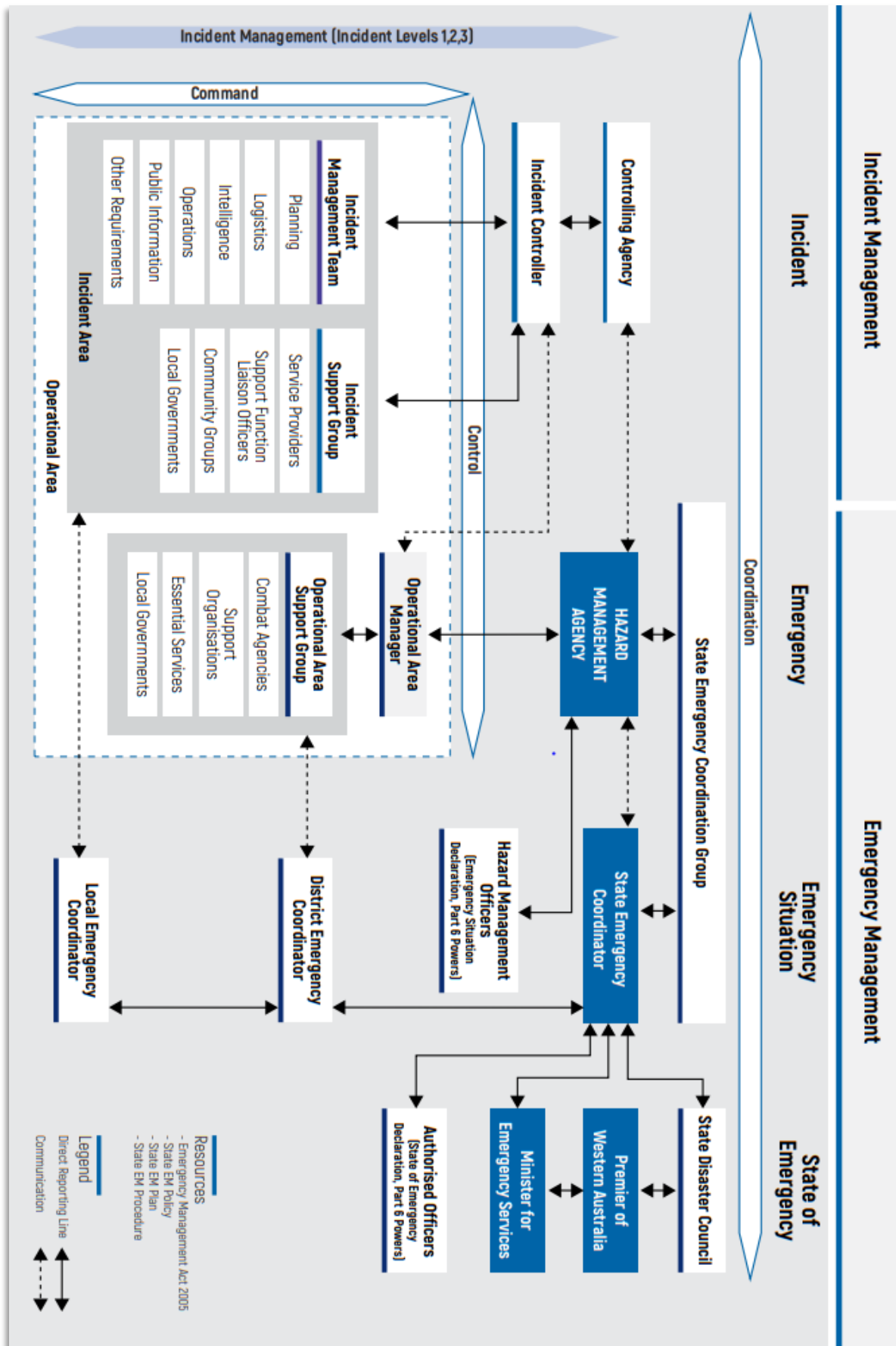
Venue	Address	Contact	Facilities
WB Eva Pavilion <i>(Only if not being used as Evac Centre)</i>	Brookton Highway, Brookton	Shire: 9642 1106	Community Room, Meeting Rooms, Kitchen, Ablutions, Wifi



6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life and property.

HMA/CAs are responsible for disseminate information in the response phase of an incident.

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

HMA/CAs will manage all media releases under [State Support Plan – Public Information](#)

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other CAs

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identification

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

All media releases issued by any agency at State level will reflect multi-agency involvement

7.1 Public Communication Systems



7.1.1 *Local Government Local Communication Systems*

The Shire of Brookton has the ability to support official emergency messaging through local communication systems including:

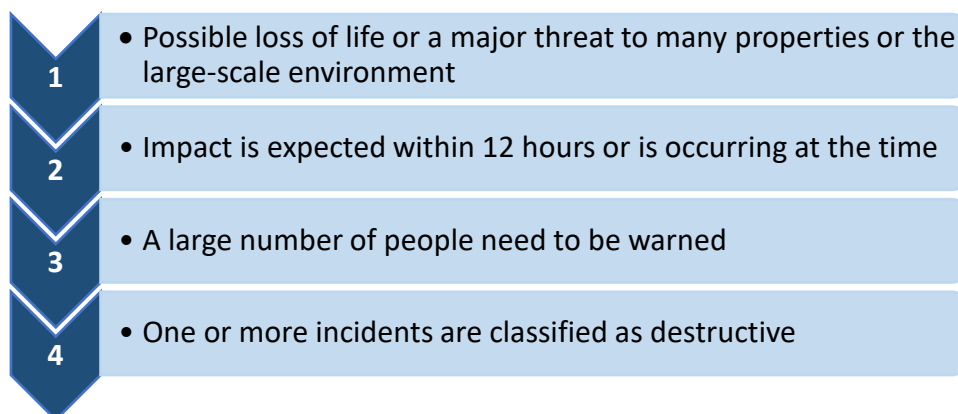
Website page	Local newsletters
Facebook page	Community notice boards
Emergency Management SMS system	Community/Local radio stations

Any information for release to the media or public must be forwarded and approved by the CEO. The CEO and the Shire President are the only persons to make statements to the press on behalf of the Shire. The Shire CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 *Standard Emergency Warning Signal*

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:



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

7.1.3 *Emergency Alert System*

An Emergency Alert automatically delivers warnings direct to an area where lives may be in danger. It does not replace current public information tools or the need for community to remain vigilant and look after its own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

7.1.4 *DFES Public Information Line*

DFES recorded information line	1300 657 209
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
SES assistance	132 500

7.1.5 *Additional Information Outlets*

Local ABC Radio	720 AM or 531AM
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

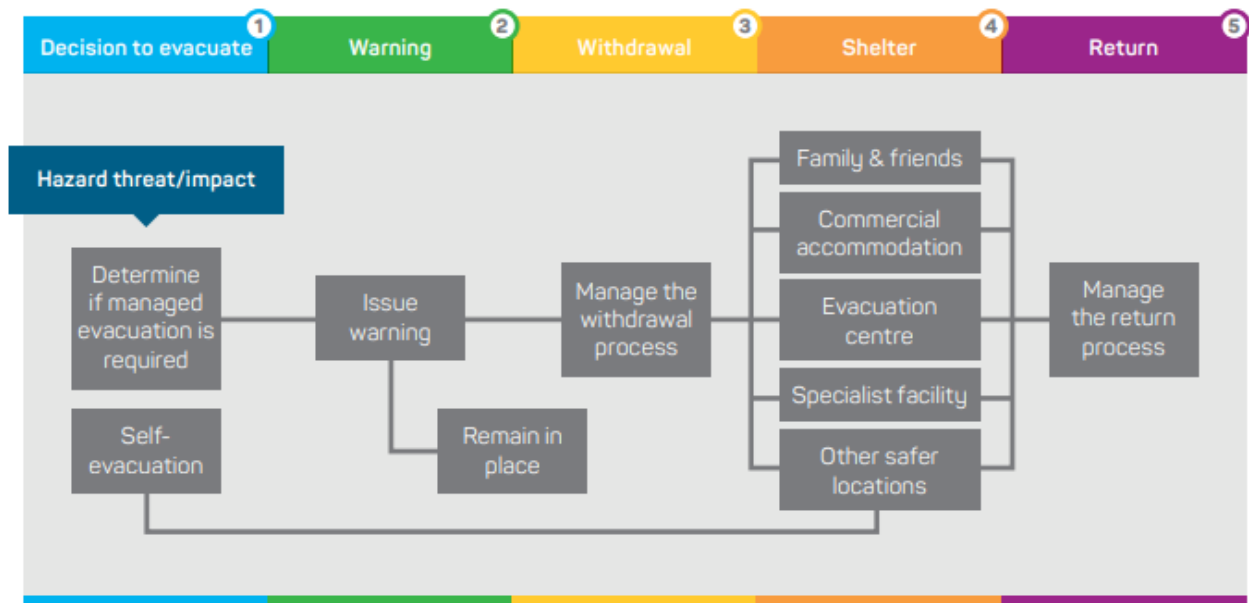
ACTION

- **THE SHIRE ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.**
- **HMA's/CA IC RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.**
- **THE SHIRE MEDIA RELEASES ARE COORDINATED BY THE SHIRE'S DELEGATED OFFICER APPROVED BY CEO.**
- **THE CEO OR DELEGATED PERSON ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.**
- **PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY, UNDER HMA's/CA IC AUTHORITY.**
- **THE SHIRE WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE SHIRE'S COMMUNICATION AVENUES (FACEBOOK, WEBSITE, SMS, ETC.).**

EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, their eventual safe and timely return.

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



8.1 Evacuation Management

Evacuating people and/or animals from an area affected by a hazard is one of the strategies that may be used by emergency management agencies to mitigate the potential loss of, or harm to, life.

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timelines

Alternatives such as, '*shelter in place*' or, '*prepare, stay and defend*', should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

8.1.3 Combat Agency for Evacuation

The WAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The Shire of Brookton is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres (or Welfare Centres) and applicable relief support functions – see **Appendix 9**.

Building Name	Site Address	Capacity	Contact details
WB Eva Pavilion	Brookton Highway, Brookton	100	(08) 9642 1106
Memorial Hall	Whittington Street, Brookton	100 (No air con)	(08) 9642 1106
District High School	20 Tiller Street, Brookton	75/200	(08) 9642 5000
Country Club	11027 Brookton Highway, Brookton	100	Katrina Crute – 0439 373 282



8.2 Higher Risk Persons and Groups

Shire of Brookton relies on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities could be considered 'Higher Risk Persons'. **Appendix 6, Higher Risk Persons and Groups Plan**, provide guidance around working with and actions in evacuation assisting group. Shire of Brookton has a large population of seniors with over 40% of the population over 55 years of age and with a substantial of these people residing at Kalkarni Aged Care Centre run by Baptistcare.



8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine strategic course of action at the time, particularly timelines for the evacuation.

Extensive mapping information can be obtained from the Shire of Brookton and agencies such as Department of Biodiversity Conservation and Attractions.



8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate any risks and ensure evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

HMAs/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant Shire of Brookton officers.

For Department of Communities Local Emergency Relief and Support Plan— see **Appendix 7**.

>>> ACTION

- **HMA/CA IC MAKES DECISIONS TO EVACUATE.**
- **LEMC AND THE SHIRE ASSIST BY PRE-PLANNING FOR EVACUATION.**
- **ALL ALTERNATIVES TO BE CONSIDERED.**
- **DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.**
- **HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION**
- **ROUTES AND MAPS SOURCED VIA SHIRE INTRAMAPS OR GOOGLE MAPS OR PARTNER AGENCIES.**
- **ENSURE EVACUATION CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE LOCAL EMERGENCY RELIEF AND SUPPORT PLAN APPENDIX 7.**

EMERGENCY RELIEF & SUPPORT

The Department of Communities (Communities) has the role of managing welfare described as, 'the provision of both physical and psychological needs of a community affected by an emergency'.

This includes the functional areas of:



Dept. of Communities has developed the Emergency Relief and Support Plan for Brookton (see **Appendix 7**)



9.1 Communities Local Evacuation Centre Coordinator (LECC)

The DC Regional Executive Director appoints the Local Evacuation Centre Coordinator (LECC) – see **Appendix 2** for description of Roles and Responsibilities – Welfare



9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

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

A Shire staff member will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support



9.3 Register Find Reunite

Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.



9.4 Evacuation Centres

The Shire of Brookton in conjunction with Communities has identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centres Register available for activation as required by the HMAs/IC (see **Appendix 7** for the Shire's nominated Evacuation Centres, and **Appendix 9** for the Emergency Evacuation Centre's Directory).

9.4.1 Animals

Animals except for assistance animals are not permitted within Evacuation Centres.

The Shire of Brookton will support and assist with animal management wherever possible through the Emergency Animal Welfare Plan (**Appendix 8**)

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The Shire of Brookton Animal Welfare Plan (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

➤➤➤ ACTION

- COMMUNITIES ARE RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS SOB LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE SHIRE DEPUTY CHAIR IS THE LGLO.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES SUPPORTED BY AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES REFER EMERGENCY EVACUATION CENTRES – APPENDIX 7.

RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery, and is part of the overall LEMA, which can be viewed and read in conjunction with this Plan.

The Shire of Brookton LRP (***stand-alone plan***) guides and establishes sound recovery management, concepts, principles and values for Shire of Brookton staff, partnering agencies and community following significant impact from any emergency.

EXERCISING & REVIEW



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate 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 coordination between them

11.1.1 *Exercise Frequency*

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. The September LEMC meeting will combine the LEMC meeting with an exercise.

Desk top exercises are conducted at the LEMC meetings. These include but not limited to, phone tree, opening and closing procedures of evacuation centres, operating procedures of the LEMA.

11.1.2 *Exercise Reporting*

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

11.2 Review of LEMA



The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the Shire considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

Contact lists reviewed and updated quarterly – Contacts and Resource Directory (Appendix 4)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be done every five years, as risks may vary due to climate, environment and population changes

APPENDICES

- 1 Glossary of Terms and Acronyms**
- 2 Roles and responsibilities**
- 3 Risk Register & Bushfire Risk Management Plan**
- 4 Emergency Contacts and Resources Directory**
- 5 LEMC Terms of Reference, Shire of Brookton EM Policy**
- 6 Higher Risk Persons & Groups Plan**
- 7 Dept. of Communities – Emergency Relief and Support Plan**
- 8 Shire of Brookton Emergency Animal Welfare Plan**
- 9 Evacuation Centre Directory**
- 10 Templates: (a) SitRep, (b) Media Guide, (c) LEMC Special Agenda**
- 11 Specialty Maps: Major Features Location & Hazardous Locations Map**
- 12 Agencies and Partnering MOU**