LEMA

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

SHIRE OF GNOWANGERUP

BORDEN GNOWANGERUP ONGERUP



GENERAL PLAN

2025

CONTENTS

CONTENTS 1

1. ADMINISTRATION 4

1.1 Endorsement of Local Emergency Management Arrangements 4

1.2 Distribution 5

Full Unrestricted Version 5

Public Access Restricted Version 5

1.3 Document Availability 5

1.4 Amendment Record 6

1.5 Glossary of Terms and Acronyms 6

1.6 Related Documents & Arrangements 7

1.6.1 State Emergency Management Plans 7

1.6.2 Local Emergency Management Plans 7

1.7 Local Emergency Management Policies 7

1.8 Agreements, Understandings and Commitments 8

1.8.1 Mutual Aid Agreement 8

1.9 Special Considerations 9

2. 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 Electrical Supply 13

2.7.2 Gas Supply 13

2.7.3 Sewerage System 13

2.7.4 Water Supply 13

2.7.5 Medical Services 13

2.7.6 Transport & Airport Facilities 14

2.7.7 Communications 14

2.7.8 Public Facilities 14

2.7.9 Emergency Services 15

3. EMERGENCY MANAGEMENT PLANNING 0

3.1 Aim and Purpose 0

3.2 Objectives 0

3.3 Scope 1

3.4 Roles and Responsibilities 1
3.5 Resources 1
3.6 Local Mutual Aid 1
3.7 Financial Arrangements 2
3.7.1 Authority to Incur Expense 2
3.7.2 Response 2
3.7.3 DRFAWA 2
4. LOCAL EMERGENCY MANAGEMENT COMMITTEE 3
4.1 Introduction 3
4.2 LEMC Role 3
4.3 LEMC Procedures 4
4.4 LEMC Membership 4
4.4.1 LEMC Members 5
4.5 LEMC Reporting 6
4.5.1 Annual Reporting 6
4.5.2 Preparedness Reporting 6
4.6 LEMC Special/ Emergency Meetings 6
5. MANAGING RISK 7
5.1 Emergency Risk Management 7
5.2 Hazards Identified 7
5.3 Emergency Management Strategies and Priorities/Risk Management Planning 8
6. RESPONSE & COORDINATION EMERGENCY OPERATIONS 11
6.1 Activation of Local Arrangements 11
6.2 Incident Support Group 11
6.2.1 Triggers for Incident Support Group 12
6.2.2 Incident Support Group Membership 12
6.2.3 Incident Support Group Meeting Location and Frequency 12
6.3 Incident Control Centre 13
6.4 State of Emergency 13
7. MEDIA MANAGEMENT & PUBLIC INFORMATION 15
7.1 Public Communication Systems 15
7.1.1 Local Government Local Communication Systems 15
7.1.2 Standard Emergency Warning Signal 16
7.1.3 Emergency WA 16
7.1.4 Emergency WA App 16
7.1.5 Emergency Alert System 17
7.1.6 Australian Warning System 17
7.1.7 DFES Public Information 17
7.1.8 Additional Information Outlets 18
8. EVACUATION 19

8.1 EVACUATION MANAGEMENT 19
8.1.1 Decision 19
8.1.2 Timelines 20
8.1.3 Combat Agency for Evacuation 20
8.1.4 Evacuation Centres 20
8.2 HIGHER RISK PERSONS AND GROUPS 20
8.3 EVACUATION ROUTES 21
8.4 ISOLATION AND QUARANTINE 21
8.5 RETURN 21
9. EMERGENCY RELIEF & SUPPORT 22
9.1 COMMUNITIES LOCAL EVACUATION CENTRE COORDINATOR (LECC) 22
9.2 LOCAL GOVERNMENT LIAISON OFFICER (LGLO) (EMERGENCY RELIEF AND SUPPORT) 23
9.3 REGISTER FIND REUNITE 23
9.4 EVACUATION CENTRES 23
9.4.1 Animals 24
10. RECOVERY 25
11. EXERCISING & REVIEW 26
11.1 EXERCISING 26
11.1.1 Exercise Frequency 26
11.1.2 Exercise Reporting 26
11.2 REVIEW OF LEMA 26
..... 27
12. Appendices 0

1. Glossary / Acronyms	**5. LG EM Policy & LEMC TOR**	**9. Emergency Evac. Centre**
2. Roles & Responsibilities	**6. Higher Risk Persons & Groups Plan**	**10. LG Information & 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 in Emergencies Plan**	**12. MoU Draft Example**

1. 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 Gnowangerup and have been tabled with the Local Emergency Management Committee. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee (DEMC).

These arrangements have been developed by personnel within the Shire of Gnowangerup and by the Local Emergency Management Committee. Consultation has been sought from the wider community by facilitating community workshops and an invitation to attend an emergency management exercise to test the Arrangements.

Cr Kate O'Keeffe _____ Date: 11/07/2025

Chair Local Emergency Management Committee.
Shire of Gnowangerup President

Todd D'Souza _____ Date: 11/07/2025

Local Emergency Coordinator
Gnowangerup Police Officer in Charge

David Nicholson _____ Date: 11/07/2025

Chief Executive Officer
Shire of Gnowangerup- CEO

_____ Date: 23/07/2025

Endorsed by Council
Resolution # 0725.07

Disclaimer: These arrangements have been produced by the Shire of Gnowangerup 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 Gnowangerup 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 Gnowangerup 2025

1.2 Distribution

Full Unrestricted Version

LEMC member organisations
Chief Executive Officer – Shire of Gnowangerup
Shire President
Council Chambers
Deputy CEO
Chief Bush Fire Control Officer
Executive Manager of Infrastructure and Assets
HR & Emergency Management Officer
WA Police
SEMC - Business Unit (Perth)
DFES - Regional Office Great Southern

Public Access Restricted Version

Shire of Gnowangerup Administration Offices – Front Counter/Reception
Shire of Gnowangerup Libraries
Shire of Gnowangerup Website: www.gnowangerup.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 Gnowangerup
28 Yougenup Road, Gnowangerup
(During normal business hours)

Online: Shire of Gnowangerup website: www.gnowangerup.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 Gnowangerup
28 Yougenup Road
Gnowangerup WA 6335
Ph: (08) 9827 1007
Email: gnpshire@gnowangerup.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	March 2000	Development of Plan	LEMC
2	July 2001	Review	LEMC
3	October 2010	Review	LEMC
4	December 2012	Review	LEMC
5	May 2014	Review	LEMC
6	June 2017	Review	LEMC
7	May 2019	Review	LEMC
8	November 2024	Complete re-write and re-development	LR Winter

1.5 Glossary of Terms and Acronyms

Refer ***Appendix 1.***

1.6 Related Documents & Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Gnowangerup, 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 Plan
    - 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 Gnowangerup Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- Local Recovery Plan (LRP) – 2024 ***(Stand alone- Shire of Gnowangerup Local Recovery Plan)***
- Emergency Risk Management – Hazard Risk Assessment – 2018 ***(Appendix 3)***
- 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 the Shire of Gnowangerup being bylaws or operational policies. The Shire of Gnowangerup policies relating to emergency management is currently under review and aiming to be adopted in September 2025. An example of a proposed Emergency Management Policy is provided for in ***Appendix 5.***

1.8 Agreements, Understandings and Commitments

1.8.1 Mutual Aid Agreement

The Shire of Gnowangerup along with 10 other local governments of the Great Southern Zone may agree on the provision of mutual aid during emergencies and post incident recovery. An example of such an agreement has been provide in ***Appendix 12***

The purpose of such an agreement is to:

- Facilitate the provision of mutual aid between neighbouring Local Governments during emergencies and post incident recovery.
- Enhance the capacity of 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 could be party to the agreement include:

City of Albany	Shire of Kent
Shire of Broomehill-Tambellup	Shire of Kojonup
Shire of Cranbrook	Shire of Jerramungup
Shire of Denmark	Shire of Plantagenet
Shire of Katanning	Shire of Gnowangerup
Shire of Ravensthorpe	

1.9 Special Considerations

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

Consideration	Season
Bush Fire Season	October – May
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding Restricted access
Stirling Ranges ○ Tourist Attraction ○ Sport Enthusiasts (Bushwalking, Abseiling) ○ Bluff Knoll (Eastern Lookout) ○ Baby Barnett Hill (Western Lookout) ○ Ridge Walk (2–3-day hiking trail) ○ DBCA Park Alerts and Information	All Year
Public Events ○ Wildflower Season – Bloom Festival ○ Wild Gravel Race	 September – October October
Farming Seasons ○ Seeding ○ Harvesting	 April – June October - December
Culturally and Linguistically Diverse Groups (CaLD) ○ Local Filipino Community ○ Newly arrived immigrants	 All year
Special Needs Groups ○ Elderly/disabled ○ Aboriginal/Torres Strait Islander people ○ Residents living in remote areas i.e. farms	All year

2. OVERVIEW

2.1 Area Covered

This Plan covers the Shire of Gnowangerup (the Shire), located in the Great Southern Region of Western Australia, under the Local Government Act (1995). The Shire spans 4,268 square kilometres and is situated 354 km southeast of Perth. The three towns within the Shire are Borden, Ongerup and Gnowangerup.

Bordering Local Governments include the Shires of Albany, Broomehill-Tambellup, Cranbrook, Katanning, Kent, Jerramungup and Plantagenet.

Town maps can be found in ***Appendix 10.***

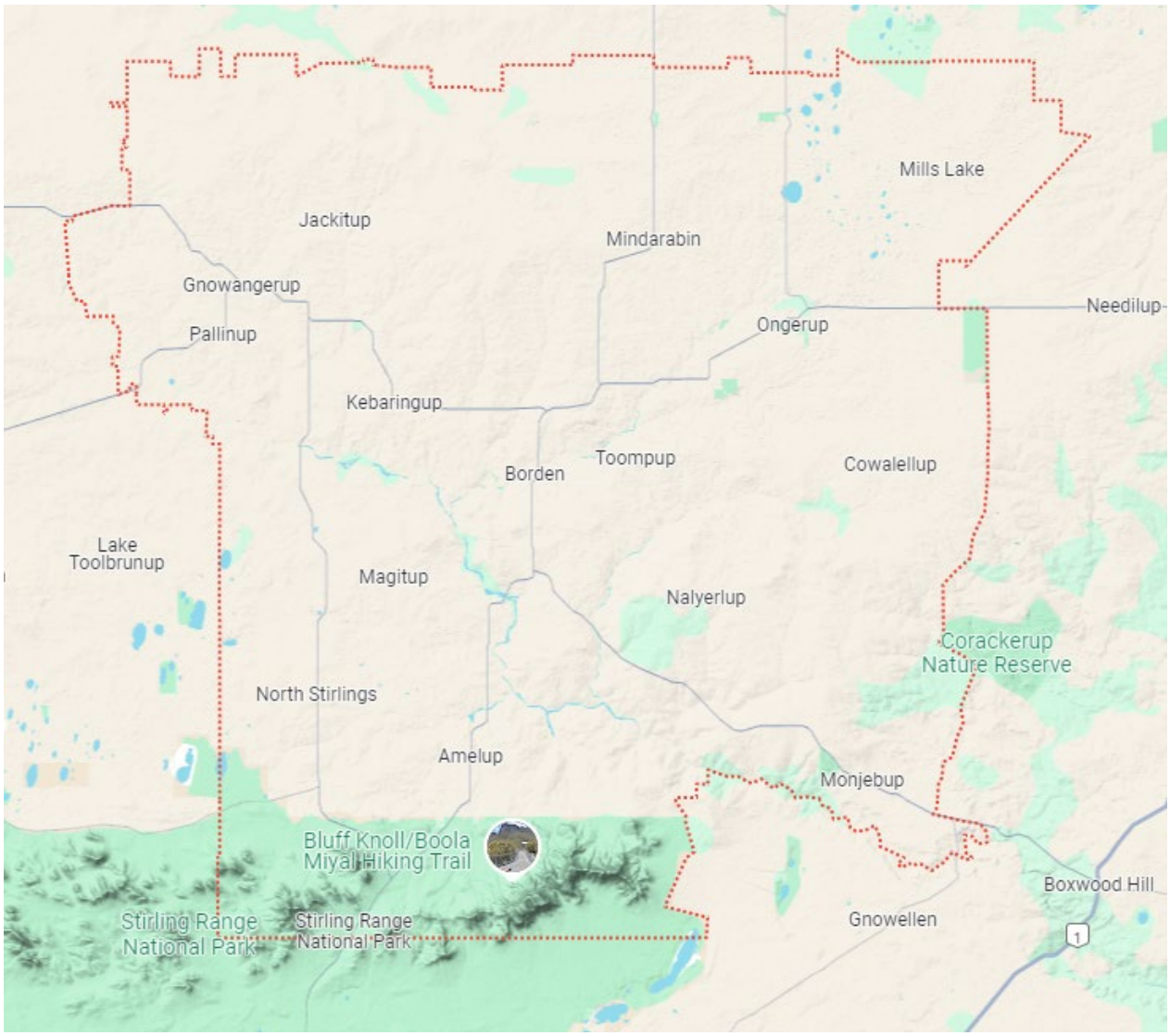


Figure 1: Shire of Gnowangerup Boundaries

2.2 History and Culture

The Shire of Gnowangerup is part of the traditional lands of the Noongar people, specifically the Goreng subgroup. The Stirling Ranges (known as Koi Kyenunu-ruff to the Noongar people) are a site of profound cultural and spiritual significance with spiritual beings said to reside in the peaks and valleys.

European settlers arrived in the 19th century, drawn by fertile soils, and established sheep grazing, wool production, and cereal cropping as key industries. The growth of the town was further supported by the Gnowangerup to Tambellup railway, which connected it to broader markets, solidifying its role as a vital rural hub. The townsite of Gnowangerup was gazetted in 1908.

Today, the Shire of Gnowangerup combines cultural, historical, agriculture and natural attractions, providing a diverse tourism experience for visitors interested in Aboriginal heritage, outdoor activities, and rural life.

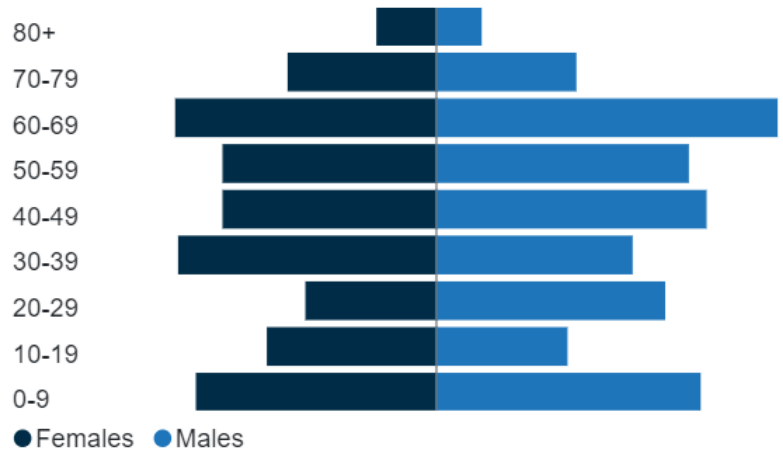
2.3 Population and Demographics

The Shire of Gnowangerup's population and demographics information is summarised below. More Census 2021 data for the Shire can be found here.

1,200 Population	-0.1% Annual Growth	12 Natural Increase	8 Net Overseas Migration	-21 Net Internal Migration

Age structure by sex for the year ending 30 June 2019

Chart | Table



52.4% of the population of Gnowangerup was male in June 2019.

For males, the largest age group was 60-69, with 115 people.

For females, the largest age group was 60-69, with 88 people.

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

2.4 Climate

The Shire of Gnowangerup has a Mediterranean climate with warm dry summers and cool, wet winters. Average summer temperatures range from 15°C - 27°C, while winter temperatures average between 7°C - 16°C. The annual rainfall is around 450-500 mm. The majority of the rainfall occurs during the cooler months, with winter (June to August) being the wettest season, contributing to around 60-110 mm per month. Summer months typically see much lower rainfall, averaging around 20 mm per month.

2.5 Topography

The topography of the Shire of Gnowangerup is characterized by the rugged Stirling Ranges, rolling hills, and fertile plains used for agriculture. The landscape includes flat floodplains, seasonal wetlands, and watercourses like the Blackwood River, supporting the region's agricultural activities. The varied terrain, from fertile loamy soils to sandy plains, contributes to the Shire's agricultural productivity and natural beauty.

Location	Distance (m)
Bluff Knoll	1096m
Toolbrunup	1052m
Ellen Peak	1012m
Mount Trio	856m
Mount Magog	847m
Mount Hassell	847m
Talyuberlup Peak	783m

The Stirling Range stretches approximately 65 km in an east-west direction, with an average width of 10-15 km. The highest peak is Bluff Knoll (1095m), which is one of WA's highest peaks and the only location in WA where it snows. Other notable peaks include Toolbrunup Peak, Mt Trio, Mt Hassell, and Talyuberlup Peak, which exhibit steep inclines and jagged summits.

Bluff Knoll is classified as a Class 4 trail (challenging), and sudden weather changes, including cold temperatures, rain, and fog, can create hazards for climbers. Annually, the Stirling Ranges receives around 190,000 visitors.

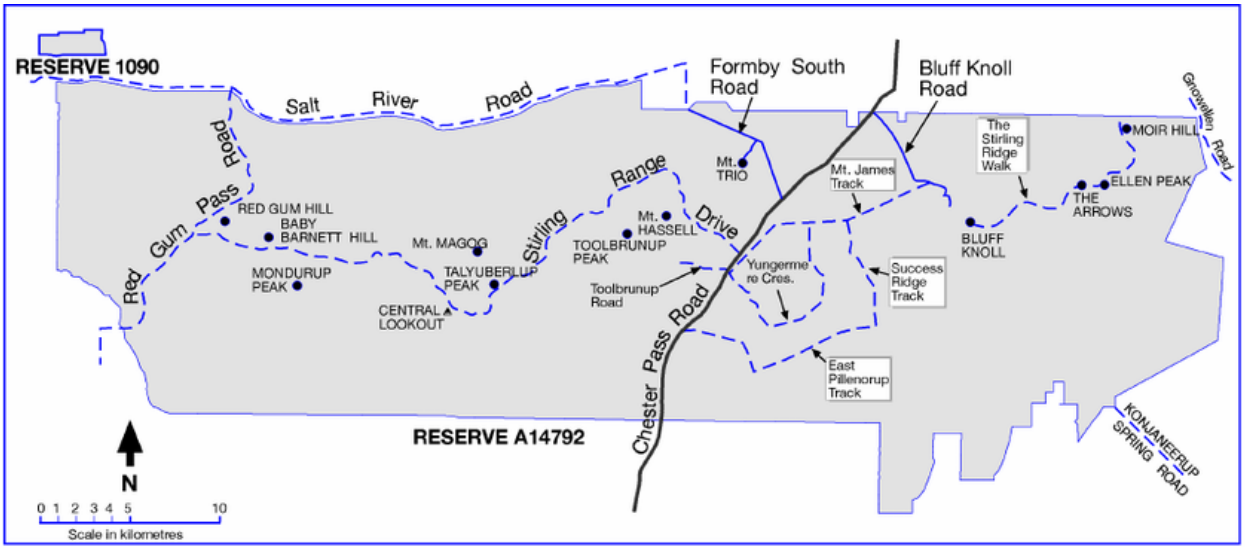


Figure 2: Stirling Ranges Walk Trail and Lookout Locations

2.6 Economic Profile

The Shire of Gnowangerup's economy is primarily driven by agriculture, with sheep grazing, wool production, and cereal cropping forming the backbone of the region's industries. The area benefits from fertile soils and a Mediterranean climate, supporting broadacre farming and livestock enterprises. Small businesses and local services cater to the needs of the agricultural sector and the community. Tourism, centred around the Stirling Range National Park and Noongar cultural heritage, also contributes to the economy, attracting 175,000 visitors annually for nature-based activities and cultural experiences.

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 Shire of Gnowangerup 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

Properties located in the townsite of Ongerup are connected to the Ongerup Effluent Reuse Scheme, residents in the townsite of Borden are connected to standard on-site septic tank systems and the properties in the Gnowangerup townsite are connected to deep sewerage which is managed by Water Corporation.

2.7.4 Water Supply

Residents of the Shire of Gnowangerup receive water primarily through the state-operated Water Corporation network, which supplies treated potable water sourced from groundwater and surface systems. Farms and rural properties rely on rainwater tanks, bores, and dams for agricultural and household needs, with water availability influenced by seasonal rainfall patterns.

2.7.5 Medical Services

Gnowangerup Hospital	3493 Broomehill-Gnowangerup Road, Gnowangerup	9827 2222
Livingston Medical Gnowangerup	32 McDonald St, Gnowangerup	9827 1116

2.7.6 Transport & Airport Facilities

ROAD: The Shire of Gnowangerup is serviced by a number of main arterial roads, these being Broomehill-Gnowangerup Road, Jerramungup-Gnowangerup Road, Formby South Road, Chester Pass Road and the Borden-Bremer Bay Road. To see updates on current road conditions visit Main Roads Travel Map - Map

AIRPORT: The airport is located 4.6km from the township of Gnowangerup and consists of a 1500m x 30m sealed runway (RWY 12/30) with a code B taxiway to the apron. The PCN rating for the runway is 12 and the runway is fully fenced.

2.7.7 Communications

For maps of Telstra mobile coverage click here.

2.7.8 Public Facilities

The Shire of Gnowangerup has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	Contacts
Gnowangerup Administration Offices	28 Yougenup Road, Gnowangerup	Meeting rooms, chambers, internet, offices	(08) 9827 1007 gnpshire@gnowangerup.wa.gov.au
Gnowangerup CRC	47 Yougenup Road, Gnowangerup	Function room, offices, internet	(08) 9827 1635 manager@gnowangerupcrc.com.au
Yongergnow-Ongerup CRC	Lot 260 Jaekel Street, Ongerup	Function room, offices, internet, commercial kitchen	(08) 9828 2325 manager@ongerupcrc.net.au
Gnowangerup Sporting Complex	Strathaven Road, Gnowangerup	Function room, kitchen, courts, ovals, pool	(08) 9827 1007 (Shire) 0427 072 393 (Manager) gnpshire@gnowangerup.wa.gov.au
Borden Pavilion	6338 Stone Street, Borden	Function room, meeting room, kitchen, bar, courtyard, ovals	(08) 9827 1007 (Shire) (08) 9828 1160 admin@bordenpavilion.com.au
Ongerup Sporting Complex	Jaekel Street, Ongerup	Function room, kitchen, bar, oval	(08) 9827 1007 (Shire) 0448 233 985 (manager) ongerupsportingcomplex@gmail.com

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

Additionally the Shire's Online Community Directory provides key local contacts.

2.7.9 Emergency Services

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

Emergency Responders

Agency	Location	Contact
All Emergencies 000		
WA Police - Gnowangerup	3 Corbett Street, Gnowangerup	9727 2800 gnowangerup.police.station@police.wa.gov.au
Department of Communities	Albany	emergencyservices@communities.wa.gov.au 24 Hour On Call 0418 943 835
St. John Ambulance	20 Corbett Street, Gnowangerup	0427 716 895 gnowangerupsjachair@gmail.com
Gnowangerup Hospital	3493 Broomehill-Gnowangerup Road, Gnowangerup	9827 2222 gnowangerup.admin@health.wa.gov.au
Livingston Medical Gnowangerup	32 McDonald Street, Gnowangerup	9827 1116 gnowangerup@livingstonmedical.com.au
DFES Regional Office – Albany	5 Hercules Crescent, Albany	9845 5000 albany.reception@dfes.wa.gov.au
State Emergency Services (SES)	15 Bell Street, Gnowangerup	9827 1130
Community Emergency Services Manager CESM	DFES/ Shire of Gnowangerup, Cranbrook, Kojonup	0499 899 189 Shane.harris@dfes.wa.gov.au
BFB Chief Fire Control Officer (Darren Baum)	Shire of Gnowangerup	0427 471 015 gnpshire@gnowangerup.wa.gov.au
Borden Volunteer Bushfire Brigade	C/O Post Office BORDEN WA 6338	0427 603 113 (FCO/ Captain)
Gnowangerup Volunteer Bushfire Brigade	PO Box 124 GNOWANGEUP WA 6335	0427 387 690(FCO/ Captain)
Ongerup Volunteer Bushfire Brigade	PO Box 74 ONGERUP WA 6336	0427 282 195 (FCO/ Captain)
Gnowangerup – WA Ranger Service	Shire of Gnowangerup	0459 678 154 (24/7) 9827 1007 (Shire) ranger@gnowangerup.wa.gov.au
Department of Biodiversity, Conservation and Attractions (DBCA)	Albany	9842 4527 alison.benson@dbca.wa.gov.au

Critical Infrastructure Contacts

Agency	Location	Contact
Shire of Gnowangerup Airport	Airport Road, Gnowangerup	0439 791 925 (Executive Manager of Infrastructure & Assets) gnpshire@gnowangerup.wa.gov.au

3

3. 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 the Shire of Gnowangerup.

Purpose of this LEMA is to ***maximise*** safety and ensure sound recovery of the Shire of Gnowangerup's 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 of Gnowangerup
Describe strategies and priorities for emergency management within the Shire of Gnowangerup
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 of Gnowangerup

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 Gnowangerup
Cover areas where the Shire of Gnowangerup 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.

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 Gnowangerup's Contacts and Resources Directory information (confidential) for specific details of resources available.

3.6 Local Mutual Aid

Authority to release resources to assist other agencies will rest with the CEO (or delegate). *(See Agreements* ***- 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 Gnowangerup 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 delegated authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire of Gnowangerup, to ensure the desired level of support is achieved. (E.g. Local Recovery Coordinator- Local Liaison Officer- CESM.)

3.7.2 Response

All Shire of Gnowangerup resources are registered and identified in the Shire's 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 GNOWANGERUP 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 GNOWANGERUP TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AS 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 GNOWANGERUP IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN APPENDIX 1.**

4. LOCAL EMERGENCY MANAGEMENT COMMITTEE

4.1 Introduction

The Shire of Gnowangerup 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.

The LEMC Handbook developed by the SEMC, provides local governments with a summary of the actions and best practice principles to assist Local Government in meeting their legislative responsibilities.

4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of Gnowangerup 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 LEMC shall meet as determined by the Executive Officer on the first Thursday of every March, June, September and December. The LEMC shall meet quarterly or more frequently as required by Emergency management procedures 3.7.

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

The Shire of Gnowangerup, 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. (See ***Appendix 2*****).**

4.4.1 LEMC Members

Agency	Position	Voting
Shire of Gnowangerup	Chair (CEO)	✓
	Shire President	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Corporate Services Officer	✓
	Chief Bush Fire Liaison Officer	✓
	Executive Manager of Infrastructure and Assets	✓
WA Police - Gnowangerup	Local Emergency Coordinator	✓
Communities	Regional Coordinator Emergency Relief and Support	✓
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Emergency Management Advisor	✓
Dept, of Fire & Emergency Services (DFES) – Great Southern	District Officer Emergency Management	✓
Gnowangerup Hospital	Representative	✓
WACHS – Great Southern	Representative	✓
Dept. of Biodiversity, Conservation and Attractions (DBCA)	Representative	✓
State Emergency Services (SES)	Representative	✓
St. John Ambulance	Representative	✓
Gnowangerup District High School	Representative	✓
Borden Primary School	Representative	✓
Ongerup Primary School	Representative	✓
Community Members	Representative	
Department of Primary Industries and Regional Development	Representative	
Western Power	Representative	
Main Roads	Representative	
Water Corporation	Representative	

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

4.5 LEMC Reporting

4.5.1 Annual Reporting

The annual report of the LEMC is to be completed and submitted within 2 weeks of the end of the financial year. For which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC (State Emergency Management Preparedness Procedure 3.17).

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

The SEMC Business Unit will issue the annual report template.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April to be 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 the Local Emergency Coordinator (OIC Police) and Shire CEO, for situations of impending emergency or special circumstances requiring all LEMC members to be present and updated.

A LEMC Extraordinary Meeting Agenda can be viewed at ***Appendix 11 (a).***

5. 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 Gnowangerup 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 Hazards Identified

The Shire of Gnowangerup has undertaken a risk analysis within its district using the National Emergency Risk Assessment Guidelines, the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines. There are 28 State Hazards in Western Australia under state emergency legislation, that are detailed in State Risk Profile Fact Sheets. As a participant of the State Risk Project and the following hazards were identified as the Shire's top six risks.



Bushfire



Severe Storm



Flood



Road Crash



Hazmat (Chemical)



Animal & Plant Biosecurity

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plan
Bushfire	DFES Shire DBCA	DFES Commissioner	DFES DBCA Shire	Shire BFB's Water Corp Western Power	State Hazard Plan - Fire	Bushfire Local Law &

Hazard	Controlling Agency	HMA	Combat Agency	Support Agencies	State Hazard Plan	Local Plan
				DFES - SES		Firebreak Order
Severe Storm	DFES	DFES	DFES - SES	Shire Western Power DFES - SES Shire VBFBs	State Hazard Plan – Severe Weather	
Flood	DFES	DFES Commissioner	DFES - SES	DWER Shire Water Corp	State Hazard Plan - Severe Weather	Local Town Planning Schemes
Road Crash	WAPoL	WAPol Commissioner	DFES (VFRS/SES)	DFES St John Ambulance Main Roads Shire	State Hazard Plan - Crash Emergency	
Hazardous Materials (Chemical)	DFES	DFES	DFES - FRS	Shire MRWA DWER Water Corp	State Hazard Plan - HAZMAT	
Animal & Plant Biosecurity	DPIRD	DPIRD	DPIRD Great Southern	DPIRD Albany Shire EHO	State Hazard Plan - Animal and Plant Biosecurity	

The HMAs are responsible for the above hazards and develop, test, and review appropriate emergency planning for these designated risks – See State Plans.

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 Emergency Management Strategies and Priorities/Risk Management Planning

The Shire of Gnowangerup faces a range of natural and human-induced hazards that pose risks to the safety, wellbeing, and livelihoods of the community. Informed by local knowledge, risk assessments, and state agency input, the Shire has identified bushfire, severe storms, floods, road crashes, and animal and plant biosecurity threats as key emergency risks. This section outlines the Shire's priorities for managing these risks and details the control strategies intended to prevent, prepare for, respond to, and recover

from emergency events. The table below provides a summary of these priorities and strategies, forming the foundation of the Shire's all-hazards emergency management approach.

Emergency Risk	Priority	Control Strategies
Bushfire	Minimise the impact of bushfires on life, property, environment, and infrastructure.	• Annual Firebreak Notice enforcement and inspections. • Fuel load management programs (prescribed burns, slashing). • Community education on bushfire preparedness. • Land use planning controls to reduce exposure. • Support and training for Bush Fire Brigades. • Ensure adequacy of firefighting water supply infrastructure. • Maintain Local Bushfire Risk Management Plan. • Clearly defined evacuation routes and safe refuge locations. • Post-incident assessments and recovery support.
Severe Storm	Reduce risks to life, property, and essential services from wind and hail storms.	• Tree maintenance and power line clearance. • Securement of public assets and infrastructure. • Promote community readiness (emergency kits, securing property) • Maintain storm response equipment (e.g., sandbags, generators). • Damage assessment teams and emergency shelter planning.
Flood	Protect life, property, and agriculture from riverine and flash flooding.	• Floodplain mapping and restrict development in high-risk areas. • Maintain drainage systems and culverts. • Flood warning systems and community response guides. • Road closure and traffic management plans. • Support for flood-affected agricultural producers.

Emergency Risk	Priority	Control Strategies
Road Crash	Reduce the incidence and severity of motor vehicle crashes.	• Collaborate with Main Roads WA for road safety improvements. • Advocate for roadside hazard removal. • Support emergency responder training (e.g., VFRS, SES, St John). • Develop and update local Road Crash Rescue protocols. • Support for families affected by road trauma.
Animal & Plant Biosecurity	Prevent and respond to outbreaks affecting agriculture and native species.	• Promote biosecurity best practices among landholders. • Participate in regional pest and weed control programs. • Develop contacts for state agencies (DPIRD, DWER, DFES). • Facilitate training for early detection and containment. • Support recovery of agricultural production post-incident.

The SEMC is currently in the next phase of assessing state risk, with an intent to leverage emerging tools, technologies and scientific research. This will enable a shift from a long-term static view of risk to a framework that will incorporate systemic risk, as well as dynamic risk assessment.

The Shire of Gnowangerup is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority using the resources of the State Risk Toolbox.

Shire Risk Register see ***Appendix 3.***

For the district risk profile report *see* The Great Southern Emergency District – Risk Assessment Report.

6

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 Gnowangerup 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 ***Hazard Management Agency(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.

The Shire 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.



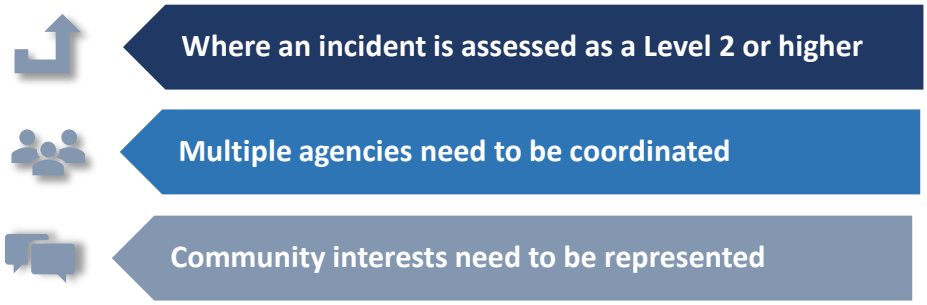
6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may be/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 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 Gnowangerup. The following table identifies suitable locations where ISG meetings can be held within the Shire.

Venue	Address	Contact	Facilities
Shire of Gnowangerup Administration Offices	28 Yougenup Road, Gnowangerup	(08) 9827 1007	Meeting room, chambers, offices, kitchen, internet
Yongergnow-Ongerup Community Resource Centre	Eldridge Street, Ongerup	(08) 9828 2325	Function room, offices, kitchen, internet
Borden Pavilion	Stone Street, Borden	(08) 98271007	Function room, offices, kitchen, internet

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
Lessor Hall/Gnowangerup Community Resource Centre	47 Yougenup Road, Gnowangerup	(08) 9827 1007 (Shire) (08) 9827 1635 (CRC)	Function room, kitchen, internet, ablutions, parking

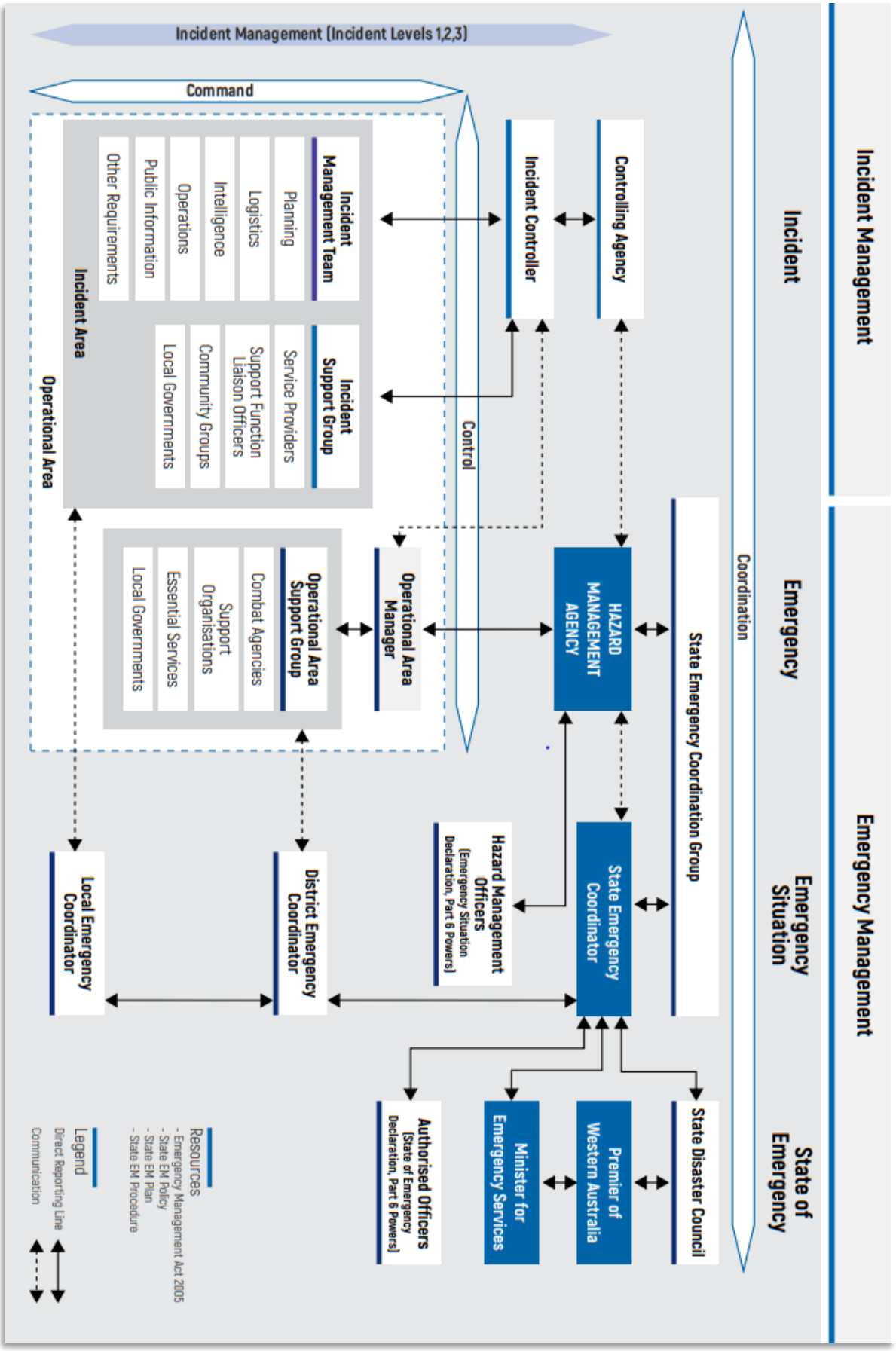
SECONDARY

Venue	Address	Contact	Facilities
Borden Pavilion	Stone Street, Borden	0448 233 985 (Coordinator) (08) 9827 1007 (Shire)	Main room, offices, kitchen, internet, ablutions, parking
Gnowangerup SES	15 Bell Street	0429 117 136 (Duty Phone)	Training room, kitchen, internet, ablutions

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.


Incident Management
Incident
Emergency
Emergency Situation
State of Emergency
Emergency Management
Incident Management (Incident Levels 1,2,3)
Command
Incident Area
Operational Area
Incident Management Team
Planning
Logistics
Intelligence
Operations
Public Information
Other Requirements
Incident Support Group
Service Providers
Support Function Liaison Officers
Community Groups
Local Governments
Operational Area Support Group
Combat Agencies
Support Organisations
Essential Services
Local Governments
Incident Controller
Controlling Agency
Operational Area Manager
Control
Coordination
HAZARD MANAGEMENT AGENCY
State Emergency Coordination Group
State Emergency Coordinator
Hazard Management Officers
(Emergency Situation Declaration, Part 6 Powers)
Local Emergency Coordinator
District Emergency Coordinator
Authorised Officers
(State of Emergency Declaration, Part 6 Powers)
Minister for Emergency Services
Premier of Western Australia
State Disaster Council
Resources
- Emergency Management Act 2005
- State EM Policy
- State EM Plan
- State EM Procedure
Legend
Direct Reporting Line
Communication

7. 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.

HMAs/CAs are responsible for disseminating 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:

HMAs 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 Gnowangerup has the ability to support official emergency messaging through local communication systems including:

Shire website/ Social media	**Local newsletters**
Post Office	**Community notice boards**
SMS notification system	**Community/ local radio stations**

The Shire President and CEO 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. Any information for release to the media or public must be forwarded and approved by the Shire President or CEO.

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:

- One: Possible loss of life or a major threat to many properties or the large-scale environment
- Two: Impact is expected within 12 hours or is occurring at the time
- Three: A large number of people need to be warned
- Four: One or more incidents are classified as destructive

To listen to the SEWS sound click here.

7.1.3 Emergency WA

Emergency WA is Western Australia's trusted source for emergency information. You can find information about alerts and warnings for emergencies across Western Australia, along with other useful information such as Fire Danger Ratings, Total Fire Bans, Prescribed Burns and Burn Offs. Access at https://www.emergency.wa.gov.au

7.1.4 Emergency WA App

The Emergency WA app is Western Australia's trusted, official source for fast and accurate information during emergencies – helping you make informed decisions to stay safe. The app, available in the **App Store** or **Google Play**, delivers instant notifications on a mobile device about warnings, incidents, Total Fire Bans and elevated Fire Danger Ratings in your area.

Information on Emergency WA comes directly from emergency responders. The app provides all the features of the Emergency WA website with the ability to set up customised notifications so you receive the types of alerts that are important to you.

7.1.5 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.

7.1.6 Australian Warning System

The Australian Warning System is a new national approach to information and warnings during emergencies like bushfire, flood, storm, extreme heat and severe weather. The System uses a nationally consistent set of icons, like those below.



7.1.7 DFES Public Information

DFES provides a range of official information sources to help you stay up to date.

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

Emergency WA is coordinated by the Department of Fire and Emergency Services on behalf of the Government of Western Australia and provides a near-real time feed of incidents reported around the State.

7.1.8 Additional Information Outlets

Local ABC Radio	630AM
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.
- HMAS/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 PRESIDENT/CEO, OR DELEGATED PERSON, ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.
- PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY, UNDER HMAS/CA IC AUTHORITY.
- THE SHIRE WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE SHIRE'S COMMUNICATION AVENUES (SOCIAL MEDIA, WEBSITE, SMS, ETC.).

8. 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.

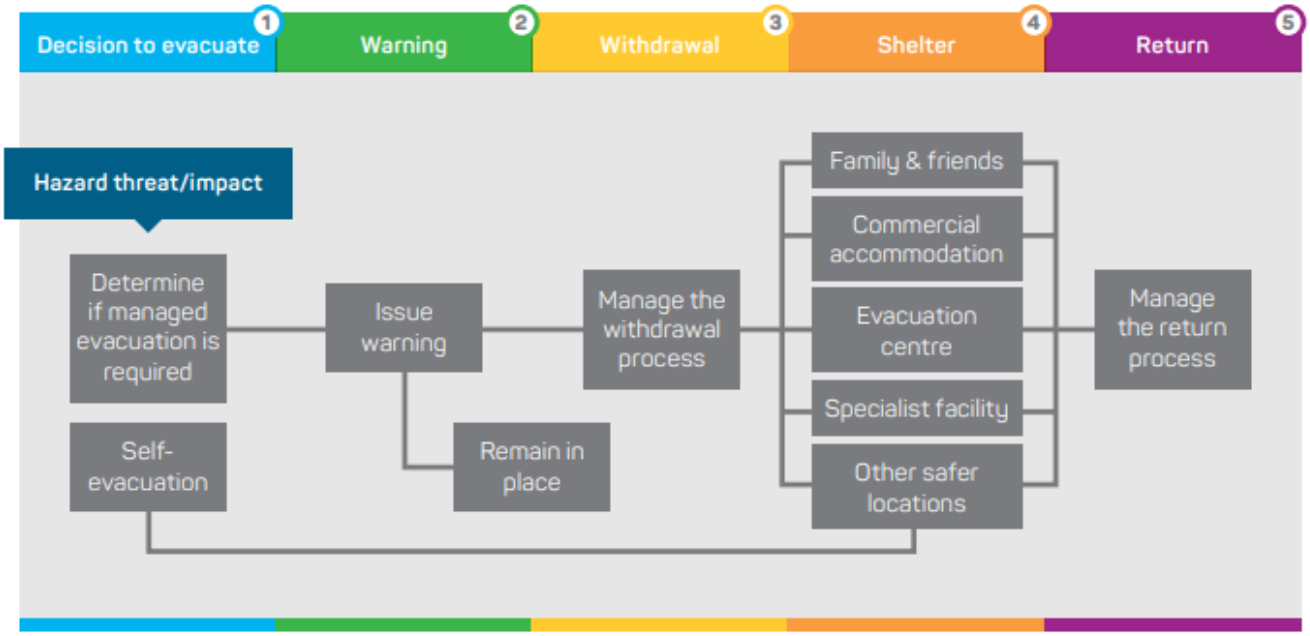


Figure 3: Evacuation 5 Step Process

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 LWAPOL 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 Gnowangerup 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 led by Communities – see ***Appendix 9.***

PRIMARY EVACUATION CENTRES

Building Name	Site Address	Max	Sleeping	Contact details
Gnowangerup Sporting Complex	Strathaven Road Gnowangerup	750	500	0427 072 393 (Manager) (08) 9827 1007 (Shire)



8.2 Higher Risk Persons and Groups

The Shire of Gnowangerup depends on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities for supporting people with special needs.

Certain community groups, such as the elderly, tourists, children and individuals with physical disabilities, are considered "Higher Risk Persons." Within the ***LEMA- GENERAL PLAN*** - **APPENDIX 6, 'Higher Risk Persons and Groups Plan'**, outlines the necessary actions for working with these individuals and for evacuation procedures. The Shire of Gnowangerup has a significant senior population, with more than 40% of residents aged 55 or older.

8.3 Evacuation Routes

Evacuation route is principally from evacuation assembly areas to Welfare Evacuation Centre. 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. Townsite maps of Gnowangerup, Borden & Ongerup can be found in ***Appendix 10***.

Extensive mapping information can be obtained from the Shire of Gnowangerup's website and agencies such as Department of Biodiversity Conservation and Attractions. ***Refer Appendix 10 -Maps***

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 with support organisations including: the Department of Communities, Department of Health and relevant Shire of Gnowangerup Officers.

For Department of Communities Local Emergency Relief and Support Plan– see Appendix 7

ACTION

- **HMAs/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.**

9. EMERGENCY RELIEF & SUPPORT

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.
This includes the functional areas of:



Dept. of Communities has developed the Shire of Gnowangerup Local Emergency Relief and Support Plan (LERSP). (see ***Appendix 7).***

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery

9.1 Communities Local Evacuation Centre Coordinator (LECC)

The Department of Communities appoints the Local Evacuation Centre Coordinator (LECC) – see Appendix 2 for description of ***Roles and Responsibilities*** – Emergency Relief and Support

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

The local government liaison officer is nominated by the local government to coordinate emergency relief and support during the emergencies and liaise with Local Evacuation Centre Coordinator (Communities).

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

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

A Shire staff member will be appointed the LGLO – see ***Appendix 2*** for description of Roles and Responsibilities – Emergency Relief and Support. Please refer to Shire Contact list in ***Appendix 4*** for appointed LG Liaison Officer.

9.3 Register Find Reunite

Communities is responsible for the registration and reunification of displaced persons. Registration and reunification enable people within an emergency affected community to be traced and reunited with family and friends. Inquiries about individuals can be coordinated, intrastate, interstate or internationally.

Communities will use an appropriate system to facilitate registration and reunification services. Partner agencies such as the Australian Red Cross may be engaged to assist or be delegated this function under the direction of Communities.

The Australian Red Cross may be requested to activate their *Register.Find.Reunite*. system (RFR) to aid in this service on Communities' behalf.

Communities has reciprocal arrangements with Australian Red Cross to undertake this process.

9.4 Evacuation Centres

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government (see 8.1.4 and **Appendix 9** for the Shire's nominated Evacuation Centre(s)).

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Local Evacuation Centres have been identified within the *Local Emergency Relief and Support Plans*' Appendix 1. The Department of Communities – Emergency On-call - 0418 943 835 emergencyservices@communities.wa.gov.au

Emergency Kits have been prepared with resources and forms required for the operation of an evacuation centre located at the Shire Administration Office and Recreation Centre.

9.4.1 Animals

No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency. 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 has been assigned the role and responsibility 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 Gnowangerup will support and assist with animal management wherever possible through the Emergency Animal Welfare Plan ***(Appendix 8).***

The Shire of Gnowangerup 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 IS RESPONSIBLE FOR FOR PROVIDING AND COORDINATING EMERGENCY RELIEF AND SUPPORT SERVICES.**
- **DPIRD IS RESPONSIBLE FOR COORDINATING ANIMAL WELFARE AS PER THE SSP-AWIE**
- **COMMUNITIES IS RESPONSIBLE FOR THE SHIRE'S LOCAL EMERGENCY RELIEF & SUPPORT PLAN**
- **THE SHIRE DEPUTY CHAIR IS THE LGLO**.**
- **COMMUNITIES WILL USE AN APPROPRIATE SYSTEM TO FACILITATE REGISTRATION AND REUNIFICATION SERVICES.**
- **IDENTIFIED EVACUATION CENTRES- REFER EMERGENCY EVACUATION CENTRES – APPENDIX *7*.**

** *Note: The LGLO (Emergency Relief and Support) is a different role to the LGLO for the LEMA. The LGLO for Emergency Relief and Support is appointed based on their knowledge of the local community and the evacuation centre.*

10

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

11. 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.

Exercise can be in the any of the following formats:

- Desktop/discussions
- Phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an emergency coordination centre

  Locating and activating resources on the emergency resource register

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

12

12. APPENDICES

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