



Local Emergency Management Arrangements 2014

LEMC Endorsement Date: 17 September 2014
Full Review Date: 2019
Maintained by: Executive Officer to LEMC

Shire of Broome
27 Weld Street
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The Shire of Broome Emergency Management Arrangements have been prepared and endorsed by the Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. A copy of the arrangements has been submitted to the Kimberley District Emergency Management Committee for noting in accordance with ADP-5: Emergency Management for Local Government and from there to the State Emergency Management Committee pursuant to Section 41(5) of the Emergency Management Act 2005."

CERTIFICATE OF ENDORSEMENT

Local governments are required under the provisions of Section 36 of the Emergency Management Act 2005 to ensure that local emergency management arrangements are prepared for the local government area. The documents to which this certificate refers shall be referred to as the *Shire of Broome Local Emergency Management Arrangements 2014* and herein after referred to as *The Arrangements*.

These Local Emergency Management Arrangements (The Arrangements) have been prepared under the authority of the Shire of Broome Local Emergency Management Committee (LEMC) in consultation with local Hazard Management Agencies, Support Organisations, Government and Non-Government Organisations and the community.

The Arrangements have been submitted to the Shire of Broome LEMC and Council for endorsement. A copy has been forwarded to the Kimberley DEMC and SEMC for noting.

Shire of Broome Local Emergency Management Committee



Chairperson:

Date: 2 / 2 / 15

Shire of Broome Council



Shire President:

Date: 11 / 11 / 15

Noting

District Emergency Management Committee

Date: to / 01 / 15

State Emergency Management Committee

Date: / /

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Figure 1: Multi agency support structure 32

Glossary of Terms and Acronyms

The following terms apply throughout these arrangements

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

DISASTER- See **EMERGENCY**.

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

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

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness - preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

The risk management process includes the activities of:

- Communication and consultation
- Establishing the context
- Risk assessment which includes
 - Risk identification
 - Risk analysis
 - Risk evaluation
- Risk treatment
- Monitoring and review

(Ref. National Emergency Risk Assessment Guidelines AEM Manual Series Handbook 10)

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

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

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

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

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

RISK-The effect of uncertainty on objectives.

RISK MANAGEMENT – Coordinated activities to direct and control an organisation (or government) with regard to risk. (Adapted from ISO Guide 73:2009 Risk Management Vocabulary)

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
CPFS:	Department for Child Protection and Family Services
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
DPaW:	Department of Parks and Wildlife
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordinating Committee
OASG:	Operations Area Support Group
OIC:	Officer in Charge

SEMC: State Emergency Management Committee
SEMCS: State Emergency management Committee Secretariat
SEMP: State Emergency Management Policy
SES: State Emergency Service
WAP: Western Australia Police

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application to the Shire of Broome through the following email address: shire@broome.wa.gov.au

Hard copy versions of this document may not be accurate.

Copies provided to:	No. of Copies
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LEMC Membership Group	
Chair LEMC	1
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Broome Library (Restricted information deleted)	1
Kimberley District Police Office	1
Broome Police	1
Bidyadanga Police	1
Dampier Peninsular Police Station	1
Bidyadanga Police Station	1
DfES Broome	3
Department of Parks and Wildlife	1
Department for Child Protection & Family Support	1
Department of Health	1
St John Ambulance	1
St John Ambulance Broome	1
NORFORCE	1
Bureau of Meteorology Broome	1
Volunteer Sea Rescue Group	1
Broome Bushfire Brigade	1
Horizon Power	1
Water Corporation	1
Broome International Airport	1
Broome Chamber of Commerce	1
Department of Indigenous Affairs	1
Department of Transport	1
Community Emergency Management Officer	1
Main Roads WA	1
Australian Red Cross	1
Broome Port Authority	1
Department of Housing	1
Indigenous Coordination Centre	1
Kimberley Land Council	1
Ardyaloon	1
Bidyadanga	1

Lombadina	1
Djarindjin	1
Committees	
Kimberley District Emergency Management Committee	2
State Emergency Management Committee	1

Amendment Record

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

Feedback can include:

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

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

The Chairperson
Local Emergency Management Committee
Shire of Broome
PO Box 44 BROOME WA 6725

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

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

AMMENDMENT		DETAILS AMENDMENT	OF	AMENDED BY
NUMBER	DATE			NAME
1	02/09/2014	Consultation draft V0.02		J Lane WALGA
2	10/12/2014	CEMO amendments added to draft version V0.02		J Lane WALGA

PART 1 - Introduction

Authority

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

Date

The collection of documents referred to from here on as 'the local arrangements' have been endorsed by Shire of Broome LEMC on 17 September 2014. A copy of these arrangements has been forwarded through the DEMC to the SEMC.

Public Consultation and Access

The Shire of Broome LEMC has sought public comment in regard to the Local Arrangements having published a draft copy on the Shire website inviting public comment. The local emergency management arrangements will be made available to members of the public free of charge in electronic format on application to the local government during normal business hours.

Area Covered

The local emergency management arrangements for the Shire of Broome have been formulated to cover the geographic boundaries comprising the Shire of Broome. The Shire of Broome is located 2,200 kilometres NNE of Perth and is situated in the Kimberley geographic region. The Shire covers an area of approximately 56,000 square kilometres and is adjacent to the Shire of Derby/ West Kimberley to the East, the Shire of east Pilbara to the South and Indian Ocean as its western most boundary.

Profile

The Broome town-site has a base population of around 15,000 people comprised of Indigenous community members, short, mid and long term residents. The population can swell to around 30,000 people during the main tourist season of May to October. There are approximately 3000 people predominantly indigenous persons living in the main outlying communities of Bidyadanga to the south, and the Dampier peninsular communities of Beagle Bay, Lombardina, Djarindjin and One Arm Point along with a number of pastoral stations.

Topography

The topography is mainly one of sand plains and dune fields covered by varying densities of coastal heath and open savannah grass lands. Coastal areas consist of a mixture of sandy beaches and saline mudflats and mangrove forests. The majority of the land area is less than 120 metres above sea level.

The Broome townsite is situated on the eastern side of a peninsular, ten kilometres in length and five kilometres wide that extends south from the mainland with Roebuck bay on its eastern side. The townsite is bordered by mangrove flats on the eastern side and tidal creeks to the East, eroded ancient rocky outcrops to the south and a dune system

to the west. The coast of Broome experiences extreme tidal movement ranging from negative 0.72 metres to plus 9.70 metres causing rapid currents and treacherous conditions for recreational boating.

Climate

The Shire lies at Latitude 18 degrees south and is at the intersection of three regions classified as 'Northern', 'Dry Interior' and 'Northwestern'. Broome experiences a warm dry winter, hot humid summer with the incidence of tropical cyclones and storms. Broome receives 90% of its annual rainfall of 500mm during the tropical wet season May to October.

Access

Road: Broome is accessible by road via the Great Northern Highway which branches off at Roebuck Plains to become the Broome Highway 34 kilometres from the town. The Dampier peninsular is accessible via the Broome to Cape Leveque Road which is partially sealed with the unsealed section between Broome and Beagle bay being impassable during the wet season.

Sea: Broome townsite has an all-weather deep water port that can accommodate commercial vessels up to 20,000 gross registered tonnages with a draft limitation of 8 metres below low water datum. In addition, the Shire coastline provides numerous access points.

Air: Broome townsite has an all-weather international air strip of 2500 metres length. The airstrip has restricted international status rated to cater for Boeing 767 aircraft. The airport is expanding continually with off shore exploration activities and on-shore mining activities and the pearling industry operating a wide variety of light to medium fixed and rotary wing aircraft types.

Water Supply

Broome's water supply is provided and managed by the Water Corporation and derived from bore fields located 15 kilometres east of the town. Remote communities are supplied by their own bore fields maintained by Kimberley Regional Service Providers (KRSP).

Sewerage

Within the Broome townsite the majority of buildings (around 80%) are connected to a deep sewerage system maintained by the Water Corporation. The remainder is connected to their own septic/leach systems. Remote communities have self-contained systems maintained by KRSP.

Power Supply

Electricity (11,000/240/415 V.A.C. 3 phase 50 cycles) is generated by Horizon Power from a diesel powered generating station situated south of the main town area. The

outlying communities have their own power generation and distribution systems maintained, by Western Power through Commonwealth funding.

Communications

Telecommunications is delivered throughout the Shire of Broome by Telstra via an extensive network and associated support facilities for cable, microwave, digital and analogue telephone. Following is a breakdown by agency of their communications capacity supporting emergency event resolution.

AGENCY	TELECOMMUNICATIONS SYSTEMS	RADIO OPERATING SYSTEMS
Shire of Broome	Analog radio, internet, mobile phone, land line, fax.	UHF, VHF mid band
WA Police	Analog radio, internet, mobile phone, satellite phone, landline, fax.	UHF, HF & Marine Band VHF
DFES	Analog radio, internet, mobile phone, satellite phone, land line, fax.	WAERN VHF mid and high band
DPaW	Analog radio, internet, mobile phone, satellite phone, land line, fax.	WAERN VHF mid and high band
Remote communities	Internet, mobile telephone, land line, fax.	limited UHF capability

Purpose

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

1. The local government's policies for emergency management;
2. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
3. Provision(s) for the coordinating of emergency operations and activities relating to emergency management performed by the persons mentioned in part (b);
4. A description of emergencies that may occur in the local government district;
5. Strategies and priorities for emergency management in the local government district;
6. Other matters about emergency management in the local government district prescribed by legislation and policy; and
7. Other matters about emergency management in the local government district that the local government considers appropriate

Scope

The scope of these arrangements is limited to and includes:

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

Existing Plans and Arrangements

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

State plans

SEMC Policy Statements guiding Local Government, and WestPlans and Support Plans, can be viewed on the EMWA Extranet site www.semcc.wa.qov.au

Local Arrangements

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

- Local Emergency Management Plan;
- Local Recovery Plan;
- Emergency Contact Directory;
- Resources Register;
- Risk Register and Treatment Schedule;
- Hazard plans (Cyclone, oils spill, flood)
- Remote Community Emergency Management Plans (Bidyadanga, Beagle Bay, Djarindjin/Lombardina, Ardyaloon under development)

Finance Arrangements

State Emergency Management Policy (SEMP 4.2) outlines the responsibilities for funding during multi-agency emergencies.

While recognizing the provisions of SEMP 4.2, OP 2, the Shire of Broome is committed to spending such necessary funds as required to ensure the safety of its residents and visitors.

Local Government Responsibilities

Local Emergency Management Committee

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

Local government emergency management planning

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

Hazard Management Agency Responsibilities

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

Public Information

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

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

Local Emergency Operations Centres

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

Primary Emergency Operations Centre (Response)

DFES
Corner Carnarvon & Frederick Streets
Broome

Alternative Emergency Operations Centre (Response)

Broome Police Complex Hamersley Street
Broome

PART 2 - Planning

Local Emergency Management Committee (LEMC)

Shire of Broome has established a LEMC to plan, administer and test the local emergency management arrangements. Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons relevant to the hazards and risks identified in the emergency management arrangements.

Local Emergency Coordinator

The Local emergency Coordinator for the local government district is OIC Broome Police Station.

Chair	Shire Councilor selected by Council
Deputy Chair	Shire Councilor selected by Council
Executive Officer	Director Development Services (Shire)
Administration Officer	Development Support Officer (Shire)
Member organisations	
Broome Police	OIC (LEC)
Broome Port Authority	Harbour Master or delegate
DFES Fire Services	District Manager or delegate
DFES SES	District Officer or delegate
Volunteer Fire & Rescue	Captain or delegate
Broome Volunteer Sea Rescue Group	Commander or delegate
Australian Red Cross	Kimberley Manager or delegate
Air Service Australia	ARRF Fire Commander or delegate
Department of Health	Manager Operations or delegate
Department of Parks and Wildlife	District Manager or delegate
Department for Child Protection & Family Support	District Director West Kimberley and District Emergency Services Officer
Department of Housing	Regional Manager West Kimberley or delegate
Department of Aboriginal Affairs	Regional Officer West Kimberley
Department of Transport	Regional Manager or delegate
Broome International Airport	Manager Operations
West Kimberley Regional Prison	Manager Security
Broome Regional Prison	Manager Security
Broome Surf Lifesaving Club	President or delegate
Bureau of Meteorology	Manager or delegate
Horizon Power	District Business Manager
Indigenous Coordination Centre	Manager or delegate
Kimberley Land Council	Coordinator
Main Roads WA	Manager or delegate
NorForce	Officer Commanding or delegate
St John Ambulance	Station Manager
Telstra	Team Manager
Water Corporation	Operations Manager North West Region

Woodside	Business Continuity Coordinator
Ardayaloon (One Arm Point)	Chairperson
Bidyadanga	Chairperson
Lombardina	Chairperson
Broome Community Representative	Selected by Council

Risk Register & Treatment Schedule

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

PART 3 - Response

Emergency Management Structure and Response

The Shire of Broome emergency management structure is consistent with the Emergency Management Regulations and State Policy as appropriate to local governments. During an emergency event, and dependent upon the declared level, Level 1, Level 2, or Level 3, the Shire of Broome will provide a Local Government Liaison Officer to attend meetings of the ISG to assist in the resolution of any emergency event.

Event Level	Local Response
Level 1	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge
Level 2	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres.
Level 3	Provide such assistance as may be required to support the resolution of an incident at the local level. Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres. • Where an OAMG is formed, provide a Local Government Liaison Officer.

Emergency actions

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

Risk management

The LEMC through the Emergency Management Risk Analysis (ERM) process has identified the natural and technological hazards that may impact upon the Shire of Broome. Annex E lists the hazard assessed as likely to impact the Shire and the community, the responsible HMA, the relevant Combat Authority, Support Organisations, and the relevant WESTPLAN along with any local plans in place. When viewed electronically, each plan can be viewed through the hyperlink.

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

To ensure a timely response to any of the above risks, local or district contact details for each HMA are listed below:

Hazard Management Agency Contact Details

HAZARD MANAGEMENT AGENCY	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	9158 3200
Department Parks & Wildlife	9193 5027
Western Australia Police	9194 0200
Department of Transport	9192 0203
Department of Health	9194 2855

It is recognised that the HMAs and combat agencies may require resources held by the local government and assistance to manage the emergency. The Shire of Broome is committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

Incident Support Group (ISG)

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

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

- The Incident Controller; or
- The Emergency Coordinator;

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

Community Evacuation

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

Evacuation is the "directed, forced movement of (non-emergency services) people by an emergency service".

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

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

All evacuations shall be managed in accordance with SEMP 4.7

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management.

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

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

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

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

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

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

Local Systems

In addition to warnings broadcast through local media, cyclone warning flags (blue, yellow and red) are displayed on the flag station at the front of the Broome Police Complex as an additional warning to the community.

Vulnerable Groups

Town based Aboriginal and remote communities are always to be considered vulnerable groups during and following emergency events. The sick and elderly in these communities must be considered for evacuation to safer places should time permit. Itinerant workers, FIFO workers and tourists must also be considered. In addition town based organisations catering for the most vulnerable in the community are listed below:

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Marnja Jarndu Women's Shelter	1 Crocker Way Cable Beach	Ph. 9193 6146	14	
Broome Sober Up Shelter	Lot 5 Hamersley Street Broome	Ph. 9193 7516	26	YES
Broome Hostel/Nursing Home	52 Forrest Street Broome	Ph. 9192 6053		YES
Bran Nue Day	20 Dickson Drive Broome	Ph. 9194 0777	55	YES

Community Evacuation Organisations and Responsibilities

Evacuation Function	Responsibility
Advise to the community exposed to the threat regarding evacuation	HMA - Incident Manager
Make informed choice whether to stay or evacuate if threatened by an emergency	Community members
Order a mandatory evacuation	HMA - Hazard Management Officer or an Authorised Officer

	As detailed in specific hazard or evacuation plan in consultation with affected community and the CPFS WA Police may assist with an evacuation upon request of the HMA
Implementation of communication and warning systems	HMA - Incident Manager Generally WA Police manage evacuation on behalf of the HMA
For the decision to warn occupants	HMA - Incident Manager
Provide timely advice	HMA - Incident Manager Generally WA Police manage evacuation on behalf of the HMA
Decisions relating to the return of evacuees	HMA in consultation with the community and relevant EM agencies
Accomplishment of evacuee return	HMA in consultation with the affected community and CPFS

Evacuation Centres

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

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

The CPFS will activate the Shire of Broome Local Emergency Management Plan for the Provision of Welfare Support should the need for activation of a welfare centre be deemed necessary by the Incident Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC.

Local Government Cyclone Shelter

Building Name	No. of Persons	Address
Broome Recreation and Aquatic Centre	400	Cable Beach Road, East Broome

The above local government owned building has been identified by the Shire of Broome as a suitably constructed and equipped evacuation centre for use in emergencies meeting the requirements of the sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Shire of Broome Local Emergency Management Plan for the Provision of Welfare Support for Broome and surrounding communities.

Reference should also be made to the Shire of Broome Cyclone Response Plan.

Note: CPFS is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, and personal support) to evacuees and management of registration and inquiry services using the National Registration and Inquiry System and associated forms.

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

Welfare Support

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

Provision of Welfare Support

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

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

Department for Child Protection and Family Support

Local Welfare Coordinator (CPFS):

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

Local Government Welfare Liaison Officer:

The Shire of Broome will provide an officer to be Liaison/support between CPFS and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in Annex D:

PART 4 – Recovery

Introduction

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

Activation

The decision to activate the recovery plan will be made by the Shire President after consultation with the Local Recovery Coordinator and the Chief Executive Officer. The decision to activate the Recovery Plan must take into account a Post Impact Assessment (PIA) of the emergency and an assessment of the assistance required for recovery made by either:

- The IMT; or
- Through consultation between the HMA, the IC and the EC.

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

Local Recovery Coordinator

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

LRCC Position	Primary	Alternate
LRCC Chair	Councilor	Shire President
Local Recovery Coordinator	Director Development Services	Manager Health & Ranger Services
Support Officer	Executive Admin Officer	Executive Admin Officer

For explanation of the roles and responsibilities of the:

- Local Recovery Coordinator - Refer to APPENDIX: F
- Local Recovery Coordinating Committee - Refer to APPENDIX: G

Transition from Response to Recovery

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

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

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

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

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

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

Further information

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

PART 5 - Testing, Exercising and Reviewing

Testing and Exercising

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

The benefits of testing these arrangements include:

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

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

Schedule of Exercises

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

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

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

Exercise Formats:

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

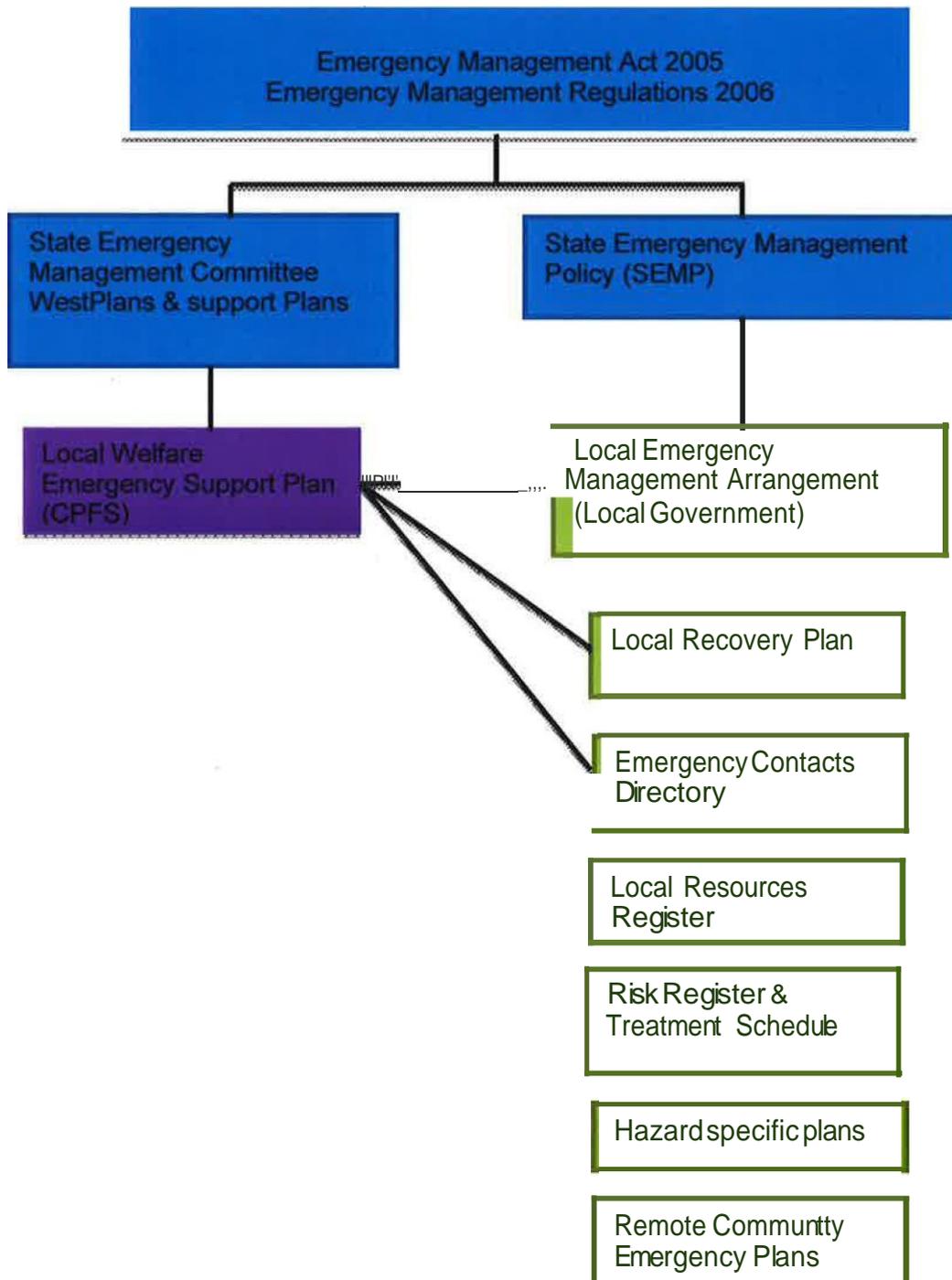
Where possible the community should be encouraged to participate in or observe the exercise.

Review of These Arrangements

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

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

ANNEX A: State and Local Emergency Management Arrangements



ANNEX B: Local Government Liaison Officer (LGLO)

Role and Responsibilities

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

Role

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

Key Responsibilities

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

The key responsibilities of the LGLO are to:

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

Reporting to the ISG (LGLO)

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

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

Responsibilities of the IC

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

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

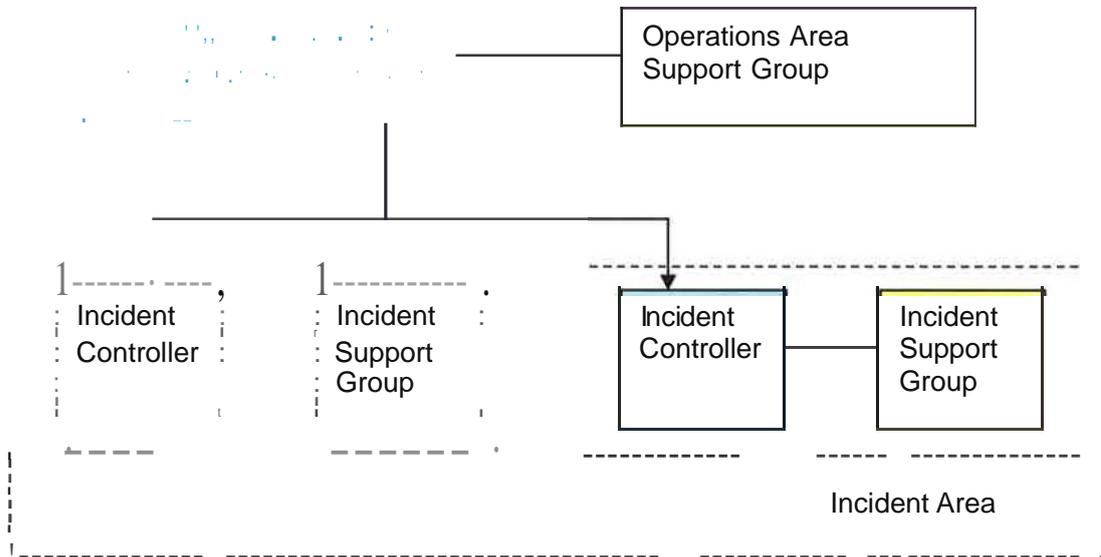


Figure 1: Multi agency support structure

ANNEX C: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

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

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

Duties of the LGWLO

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

ANNEX D: Local Recovery Coordinator - Responsibilities

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

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

Where the Local Recovery Coordinating Committee is convened:

- Undertake the functions of the Executive Officer to the LRCC;
- Assess for the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the State Recovery Controller at the Department of the Premier and Cabinet on issues where State level support is required or where there are problems with services from government agencies locally.

Local Recovery Coordinator-Operational Checklist

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

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

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

For a full description of local government recovery activities refer to the Shire of Broome Recovery Plan.

ANNEX E: Hazards identified

Hazard	HMA	State Plans	Local Plan
Cyclone	DFES	<ul style="list-style-type: none"> • WestPlan Cyclone • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • DFES district response plan • WA Police local response plan • CPFS The Shire of Broome Local Management Plan for the Provision of Welfare Support • Shire of Broome LEMA • Shire of Broome Cyclone Response Plan
Bush Fire	DFES	<ul style="list-style-type: none"> • WestPlan Fire • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • DFES local response plan for bush fire • Broome Bushfire Risk Assessment and treatment plan • The Shire of Broome Local Management Plan for the Provision of Welfare Support • Shire of Broome LEMA

Flood	DFES	<ul style="list-style-type: none"> • WestPlan Flood • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • Shire of Broome Local Flood Plan • The Shire of Broome Local Management Plan for the Provision of Welfare Support • Shire of Broome LEMA • Local Police Response Plan
HAZMAT	DFES	<ul style="list-style-type: none"> • WestPlan HAZMAT • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance • Department of Transport Regulations • Hazardous material storage and transport regulations 	<ul style="list-style-type: none"> • DFES Local response capability

Human Epidemic	Department of Health	<ul style="list-style-type: none"> • WestPlan Human Epidemic • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • Local human epidemic reporting and response plans • Broome Medical Service and associated health care providers • The Broome Regional Aboriginal Medical Service (BRAMS)
Road Transport Emergency	WA Police	<ul style="list-style-type: none"> • WestPlan Road Crash • SEMP 4.1 Incident Management • SEMP 4.3 Funding for Emergencies • SEMP 4.4 State Recovery Coordination • SEMP 4.6 Emergency Public Information • SEMP 4.7 Community Evacuation • SEMP 4.9 Australian Government Physical Assistance 	<ul style="list-style-type: none"> • Shire of Broome Roadwise community road safety program • Broome Police traffic enforcement program • Main Roads WA road safety signage including cyclone and road closure information.