



# Shire of Broome Local Emergency Management Arrangements 2021

Endorsed by Local Emergency Management Group (LEMC): 10 March 2021

Endorsed by the Shire of Broome: 27 May 2021

Noted by the District Emergency Management Committee (DEMC): 1 July 2021

Noted by the State Emergency Management Committee (SEMC): 13 August 2021

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The Shire of Broome Emergency Management Arrangements have been prepared pursuant to Section 41(1) of the *Emergency Management Act 2005* and endorsed by the Local Emergency Management Committee. A copy of the arrangements has been submitted to the Kimberley District Emergency Management Committee (DEMC) for noting in accordance with State Emergency Management Preparedness Procedure 8: Local Emergency Management Arrangements and then for noting with the State Emergency Management Committee (SEMC) pursuant to Section 41(5) of the *Emergency Management Act 2005*.



#### LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Broome Local Emergency Management Committee and the Council of the Shire of Broome. The Arrangements have been tabled for noting with the Kimberley District Emergency Management Committee and State Emergency Management Committee.



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Chair  
Cr Chris Mitchell

10/03/2021

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Date

Endorsed by Council

C/0321/009

<Insert resolution number>

Date

27 May 2021

Endorsed by Local Emergency Management Committee

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Resolution number: LE/0321/002

Date

10/03/2021

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## AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve 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Out of date information or practices;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.

| Number | Date       | Amendment summary | Author          |
|--------|------------|-------------------|-----------------|
| 1      | 10/03/2021 | Endorsed by LEMC  | J Jankowski SoB |
| 2      |            |                   |                 |
| 3      |            |                   |                 |
| 4      |            |                   |                 |
| 5      |            |                   |                 |
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| 7      |            |                   |                 |
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| 9      |            |                   |                 |
| 10     |            |                   |                 |
| 11     |            |                   |                 |
| 12     |            |                   |                 |

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## GLOSSARY OF TERMS AND ACCRONYMS

Terminology used throughout this document shall have the meaning as prescribed in either section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

**District:** means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**Municipality:** Means the district of the local government.

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### General acronyms used in these arrangements

|             |                                                          |
|-------------|----------------------------------------------------------|
| BFS         | Bush Fire Service                                        |
| CEO         | Chief Executive Officer                                  |
| Communities | Department of Communities                                |
| DBCA        | Department of Biodiversity, Conservation and Attractions |
| DEMC        | District Emergency Management Committee                  |
| ECC         | Emergency Coordination Centre                            |
| EM          | Emergency Management                                     |
| DFES        | Department of Fire and Emergency Services                |
| HMA         | Hazard Management Agency                                 |
| ISG         | Incident Support Group                                   |
| LEC         | Local Emergency Coordinator                              |
| LEMA        | Local Emergency Management Arrangements                  |
| LEMC        | Local Emergency Management Committee                     |
| LRC         | Local Recovery Coordinator                               |
| LRCC        | Local Recovery Coordination Group                        |
| SEC         | State Emergency Coordinator                              |
| SEMC        | State Emergency Management Committee                     |
| SES         | State Emergency Service                                  |
| SEWS        | Standard Emergency Warning Signal                        |
| SOP         | Standard Operating Procedures                            |

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## 1 INTRODUCTION

### 1.1 Community consultation

The Shire of Broome Local Emergency Management Committee sought community consultation through the Local Emergency Management Committee, District Emergency Management Committee and public comment in regard to the Local Emergency Management Arrangements for a period of three weeks, having published a draft copy on the Shire website inviting public comment.

### 1.2 Document availability

The Local Emergency Management Arrangements will be made available to members of the public free of charge in electronic format on the Shire's website <https://www.broome.wa.gov.au/Home> - 'Have your say' or on application to [shire@broome.wa.gov.au](mailto:shire@broome.wa.gov.au). Hard copies will be available free of charge from the Shire's Administration Office, located Cnr Weld and Haas Street, Broome, during normal office hours (Mon – Fri 0900 – 1600).

### 1.3 Area covered

The Shire of Broome Local Emergency Management Arrangements comprise the geographic boundaries of the Broome Shire. Located in the Kimberley region of Western Australia, the Shire of Broome covers an area of 55,796km<sup>2</sup>, and is approximately 2,200km north of Perth. The Shire of Broome is located adjacent to the Derby-West Kimberley Shire to the East, the East Pilbara Shire to the South and the Indian Ocean to the West. Refer to Appendix 6 – District Map.

### 1.4 Shire profile

With a population of approximately 16,900 people, the population increases during the main tourist season with 268,000 visitors annually (Tourism WA – Visitor Fact Sheet, [https://www.tourism.wa.gov.au/Publications%20Library/Research%20and%20reports/2017/LGAs%20and%20sub-regions/Broome\\_2017%20Factsheet.pdf](https://www.tourism.wa.gov.au/Publications%20Library/Research%20and%20reports/2017/LGAs%20and%20sub-regions/Broome_2017%20Factsheet.pdf)). Broome is home to one of the oldest human cultures. The Broome population has expanded over time to include a mix of people and cultures as a result of its Aboriginal and pearling history, including Yawuru and other Aboriginal Australians, as well as settler Australians such as Chinese, Japanese, Sri Lankans, Filipinos, Malays, Roumah, Koepangers and the Ambonese. A total of 84 Aboriginal communities are located within the Shire, of which 78 are classified as remote (Local Government Advisory Board, 2008). Strong traditional ties to land have created a significant range of native title claims and determinations within the Shire of Broome.

### Natural Landscape

The terrain ranges from sandy coastal areas in some parts to rugged ancient sandstone escarpments. Inland areas are sparsely vegetated and comprise red pindan soils supporting extensive pastoral activity.

The Kimberley experiences two seasons – the 'dry or winter season' and the 'wet, summer or cyclone season'. The main focus in the dry season – May to November is tourism, with intrastate, interstate and international tourists visiting the region in vast numbers; whilst

the wet season – November to May is a period of extremely high humidity, cyclones and substantial rains resulting in, at times, much of the region being inaccessible by road.

The pristine waters, wide empty beaches, abundant wildlife, tropical climate and breathtaking colours attract thousands of visitors each year. Broome is the gateway to the magnificent wilderness region of the Kimberley. It's also home to the world-famous white sands of Cable Beach, making it one of the State's most popular holiday destinations.

### The built environment

The architecture and built environment is a result of Broome's rich history and culture adding to its unique identity and style. Broome has ample shopping facilities including retail outlets, restaurants and cinemas. There are a range of education providers including public and private schools to year 12, 1 University and 1 TAFE. The recreation and sporting facilities available in Broome are extensive and provide a regional base for sport in the Kimberley.

The Port of Broome is vital to the region's economy being a key logistical gateway for the Kimberley region. The port facility supports industries such as pearling, fishing, tourism, livestock export while also servicing offshore oil and gas operations. It is the main fuel and container receipt point for the region.

Broome's road network includes sealed roads within the townsite and the fully sealed Great Northern Highway linking the Kimberley towns. An unsealed road network links up the Aboriginal communities, outstations and cattle / pastoral stations with the main highway and forms the main rural road network throughout the region. At times during the wet season, these roads are impassable due to flooding or are too wet to support traffic.

### 1.5 Aim

The aim of these arrangements is to provide an understanding of the emergency management arrangements for the district and ensure collaboration and a consistent approach to emergency management between agencies and stakeholders in the event of an emergency within the Shire boundaries.

### 1.6 Purpose

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

- a. the Shire of Broome's policies for emergency management;
- b. the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Broome;
- c. provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d. a description of emergencies that are likely to occur in the Shire of Broome;
- e. strategies and priorities for emergency management in the Shire of Broome;
- f. other matters about emergency management in the Shire of Broome prescribed by the regulations; and
- g. other matters about emergency management in the Shire of Broome the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

### 1.7 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA) in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Broome
- This document covers areas where the Shire of Broome provides support to HMAs in the event of an incident;
- This document details the Shire of Broome's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Broome's responsibilities in relation to recovery management.

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

## 2 RELATED DOCUMENTS & ARRANGEMENTS

### 2.1 Local Emergency Management Policies

The Shire of Broome does not currently have any formal local emergency management policies.

### 2.2 Existing plans & arrangements

#### 2.2.1 Local Plans

**Table 1: Local plans**

| Document                                                                     | Owner                                         | Location                                                                                          | Date           |
|------------------------------------------------------------------------------|-----------------------------------------------|---------------------------------------------------------------------------------------------------|----------------|
| Local Emergency Management Arrangements 2021 (this Plan)                     | Shire of Broome                               | Shire's website                                                                                   | 10 March 2021  |
| Local Recovery Plan 2021                                                     | Shire of Broome                               |                                                                                                   | 10 March 2021  |
| Local Emergency Welfare Plan – Shire of Broome                               | Department of Communities                     | Distributed electronically to: Department of Communities (west Kimberley)<br>Shire of Broome LEMC | August 2020    |
| Shire of Broome Waste Management – Recovery                                  | Shire of Broome                               | To be developed                                                                                   |                |
| Local Animal Welfare in Emergencies                                          | Shire of Broome                               | To be developed                                                                                   |                |
| KPA Marine Oil and Pollution Tactical Response Plan                          | Kimberley Port Authority                      |                                                                                                   | September 2020 |
| Bidyadanga COVID-19 Local Pandemic Action Plan                               | Bidyadanga Aboriginal Community La Grange Inc | CEO Bidyadanga Shire                                                                              | August 2020    |
| Community plans Bidyadanga (draft) Beagle Bay Djarindjin/Lombadina Ardyaloon | Bidyadanga Community                          | Bidyadanga Community                                                                              |                |

## 2.2.2 Agreements, understandings & commitments

**Table 2: Agreements, understandings and commitments**

| Parties to the Agreement |                                           | Summary of the Agreement                                                                                                                                                                                                | Special Considerations |
|--------------------------|-------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Shire of Broome          | Department of Communities                 | Letter Agreement – Use of Broome Aquatic Facility (BRAC) as a Welfare Centre                                                                                                                                            | Nil                    |
| Shire of Broome          | Department of Fire and Emergency Services | Memorandum of Understanding – DFES assisting local government carry out responsibilities for the management and control of bush fire brigades and bush fire and emergency services under the <i>Bush Fires Act 1954</i> | Nil                    |

## 2.3 Special considerations

Document any specific factors that need to be identified such as;

- Major influxes of tourists
  - Dry season (May to November)
  - School holidays
- Large public events
  - Mardi Gras (February)
  - Cable Beach Polo and Fat Bikes Challenge (May)
  - Gibb River Road Challenge (May)
  - Broome Race Round (May – August)
  - Shinju Matsuri Festival (September)
  - Broome / Saltwater Rodeo (October)
- Seasonal conditions
  - Cyclones and flooding – December to May
  - Bushfires – April to December
  - Stingers – November to May
  - Crocodiles – all year
  - Sharks - all year
- Isolated Communities
  - A total of 84 Aboriginal communities are located within the Shire, of which 78 are classified as remote
- Others
  - Cruise ships

### 3 RESOURCES

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Broome has conducted a broad analysis of resources available within the Shire of Broome and collated these in the Shire of Broome Emergency Resource Register at Appendix 4.

### 4 ROLES & RESPONSIBILITIES

#### 4.1 Local roles and responsibilities

**Table 3: Local roles and responsibilities**

| Local role                          | Description of responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local government                    | The responsibilities of the Shire of Broome are defined in section 36 of <a href="#">the EM Act</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| Local emergency coordinator         | The responsibilities of the LEC are defined in section 37 of <a href="#">the EM Act</a> .                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| Local recovery coordinator          | <p>To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p> <p>The Shire of Broome has designated the Director Development and Community to perform the duties of the Local Recovery Coordinator. Should the Director Development and Community not be available, the role will be performed by the Manager Environmental Health, Emergency and Rangers or another senior staff member at the direction of the CEO.</p> |
| LG welfare liaison officer          | <p>During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility in accordance with the Shire of Broome Emergency Welfare Shelter Procedures.</p> <p>The Shire of Broome has designated the Manager Sport and Recreation to perform the duties of the Local Government welfare liaison officer. In the event the Manager Sport and Recreation is not available the role will be performed by another senior staff member at the direction of the CEO.</p>                                                      |
| LG liaison officer (to the ISG/IMT) | <p>During a major emergency, the liaison officer attends ISG meetings to represent the Shire of Broome and provide local knowledge input and details in the LEMA.</p> <p>The Shire of Broome has designated the Manager Environmental Health, Emergency and Rangers to perform the duties of the Local Government liaison officer.</p> <p>Where an ISG has not been formed, the liaison officer may be called upon to represent the local government directly to the Incident Controller. The LG liaison officer has authority to offer Shire resources and services to support the emergency response.</p>                            |

|                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Local government –<br>Incident management | <ul style="list-style-type: none"><li>• Ensure planning and preparation for emergencies is undertaken</li><li>• Implement procedures that assist the community and emergency services deal with incidents</li><li>• Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li><li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li><li>• Liaise with the incident controller (provide liaison officer)</li><li>• Participate in the ISG and provide local support</li><li>• Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.</li></ul> |
|-------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|



## 4.2 LEMC roles and responsibilities

The Shire of Broome has established a Local Emergency Management Committee (LEMC) under section 38(1) of [the EM Act](#) to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC plays a vital role in assisting our communities become more 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; they provide advice to Hazard Management Agencies to develop effective 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.

The LEMC has the following functions under section 39 of [the EM Act](#):

- To advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

**Table 4: Local Emergency Management Committee executive roles and responsibilities**

| Local role             | Description of responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| LEMC Chair             | <p>The Chairperson of the LEMC is appointed by the local government (s. 38 of the Emergency Management Act 2005).</p> <p>Responsibilities of the Chair include, provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| LEMC Executive Officer | <p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>• Provide secretariat support including: <ul style="list-style-type: none"> <li>– Meeting agenda;</li> <li>– Minutes and action lists;</li> <li>– Correspondence;</li> <li>– Committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> <li>– Annual Report;</li> <li>– Annual Business Plan;</li> <li>– Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul> |

#### 4.3 LEMC administration

The Shire of Broome LEMC is comprised of and is reflective of the community:

- A Chairperson, as appointed by the Shire of Broome;
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC);
- Local Recovery Coordinator;
- At least one Local Government representative;
- Representatives from local emergency management agencies located in the Shire of Broome;
- Welfare support agencies;
- State Government agencies;
- Local Industry representatives;
- Local Indigenous representatives;
- Special needs group representatives;

- Any other representatives as determined by the Shire of Broome (e.g. community champions); and
- Secretarial and administration support provided by the Shire of Broome.

#### 4.4 Agency roles and responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

**Table 5: Agency roles and responsibilities**

|                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Controlling agency</p>       | <p>The Controlling Agency as defined by the State Emergency Management Policy section 5.2.1 as the agency with responsibility, either through legislation other than the Emergency Management Act 2005, or by agreement between a Hazard Management Agency (HMA) and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan (formerly WESTPLAN). In most instances, when an incident escalates to become an emergency, the Controlling Agency and the HMA are the same agency.</p> <p>In response to an incident the Controlling Agency must appoint an Incident Controller (IC). The Incident Controller is responsible for:</p> <ul style="list-style-type: none"> <li>• The overall control of an incident within a defined incident area, which may include the whole State in some incidents;</li> <li>• Leading an incident management team;</li> <li>• Assessing the incident level - if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 2;</li> <li>• Ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast;</li> <li>• In consultation with the HMA, ensuring effective strategies for evacuation are implemented; and</li> <li>• Management of traffic during an emergency response.</li> </ul> <p>Where the Controlling Agency is not also the Hazard Management Agency, they shall conduct the above duties in consultation with the HMA.</p> <p>In the instance of an event requiring an emergency response where it is not clear who the Controlling Agency should be under existing statutory law or agency responsibilities, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.</p> |
| <p>Hazard management agency</p> | <p>A Hazard Management Agency (HMA) is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

|                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|----------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                      | <p>for which it is prescribed.' (s.4 of the Emergency Management Act 2005).</p> <p>The HMA is prescribed in the Emergency Management Regulations 2006.</p> <p>The function of the HMA is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed in the Emergency Management Regulations 2006 for these aspects;</li> <li>• Appointment of Hazard Management Officers (s.55 of the Emergency Management Act 2005);</li> <li>• Declare/ Revoke Emergency Situation (s.50 and s.53 of the Emergency Management Act 2005);</li> <li>• Coordinate the development of the WESTPLAN for that hazard SEMP No 1.5 Development and Review of State Emergency Management Plans; and</li> <li>• Ensure effective transition to recovery by local government.</li> </ul> |
| Combat agencies      | <p>A combat agency is defined by the State Emergency Management Policy section 5.3.3 as being responsible for response tasks at the request of the Controlling Agency/HMA in accordance with their legislative responsibilities or specialised knowledge.</p> <p>An example of this is the Fire and Rescue Service undertaking extrication of casualties at a motor vehicle accident where WA Police is the HMA and Controlling Agency.</p>                                                                                                                                                                                                                                                                                                                                                       |
| Support organisation | <p>A Support Organisation is responsible for specific activities in support of the Controlling Agency/HMA and may also support Combat Agencies and other Support Organisations upon request. An example may be the Salvation Army providing meals to a welfare centre.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

#### 4.5 LEMC – Terms of Reference

The Shire of Broome Local Emergency Management Committee, Terms of Reference (adopted 14 November 2019), sets out the membership, objectives and meeting obligations. A copy of the Terms of Reference can be obtained upon request.

## 5 MANAGING RISK

### 5.1 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives, the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

One of the ERM outputs should be to identify critical infrastructure in the community and its vulnerability to hazards.

For details of the Risk Register refer to Appendix 3.

### 5.2 Description of emergencies likely to occur

The following is a table of emergencies that are likely to occur within the Shire of Broome area which have been derived through the Emergency Risk Management process:

**Table 6: Description of emergencies likely to occur in local area**

| Hazard         | Controlling Agency   | HMA                                                    | Local Combat Role                                                      | Local Support Role        | State Hazard Plan (Westplan)          | Local Plan (Date) |
|----------------|----------------------|--------------------------------------------------------|------------------------------------------------------------------------|---------------------------|---------------------------------------|-------------------|
| Cyclone        | DFES                 | DFES                                                   | SES<br>WA Police<br>St John<br>Ambulance<br>WACHS                      | Department of Communities | Cyclone<br>May 2016 (due review 2020) |                   |
| Flooding       | DFES                 | DFES                                                   | SES<br>WA Police<br>St John<br>Ambulance<br>WACHS                      | Dept of Communities       | Flood<br>May 2016 (due review 2020)   |                   |
| Bush fire      | DFES                 | DFES                                                   | Bushfire Brigade<br>WA Police<br>St John<br>Ambulance<br>WACHS<br>DBCA | Dept of Communities       | Fire<br>Nov 2019                      |                   |
| Road crash     | WA Police            | Commissioner of Police                                 | VFRS<br>St John<br>Ambulance<br>WACHS                                  | Dept of Communities       | Crash Emergency<br>Oct 2019           |                   |
| Human epidemic | Department of Health | Department of Health / State Human Epidemic Controller | WA Police<br>DFES<br>St John<br>Ambulance                              | Dept of Communities       | Human Biosecurity<br>May 2019         |                   |

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require Shire of Broome resources and assistance in emergency management. The Shire of Broome is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### 5.3 Emergency management strategies and priorities

Shire of Broome emergency management strategies and priorities:

1. Current and compliant Local Emergency Management Arrangements including a local recovery plan
2. Current Emergency Risk Management Process which results in the development of a risk register; and the prioritisation of risks to be treated
3. Development of appropriate subplans to the LEMA, in addition to the Local Recovery Plan, as determined by the Shire of Broome in consultation with the Local Emergency Management Committee

Please refer to Appendix 3 for details of priority hazards facing the Shire of Broome.

## 6 COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the Hazard Management Agencies and combat agencies may require local government resources and assistance in emergency management. The Shire of Broome is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

## 7 INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

### 7.1 Triggers for an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

### 7.2 Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

### 7.3 Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

### 7.4 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District.

**Table 7: Local Incident Support Group meeting locations**

| Facility                            | Address                                |
|-------------------------------------|----------------------------------------|
| Broome SES                          | Orr Street, Broome                     |
| Broome Volunteer Bush Fire Brigade  | Wattle Drive, Broome                   |
| WA Police Kimberley District Office | Corner Hamersley and Frederick Streets |

## 8 MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

### 8.1 Public warning systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner. This section highlights local communication strategies.

### 8.2 Local Systems

Refer to Appendix 8.

## 9 FINANCIAL ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire of Broome is committed to expending such

necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Broome occurs to ensure the desired level of support is achieved.



## 10 EVACUATION AND WELFARE

### 10.1 Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

### 10.2 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 in Appendix 2.

## 11 ROUTES & MAPS

The main routes through the Shire of Broome are:

- Great Northern Highway: Provides access from Port Hedland to the south and Derby to the north-east
- Broome Road: turn-off from Great Northern Highway into Broome townsite
- Gubinge Road, access to Port
- Broome Cape Leveque Road: partially sealed road providing access to various Aboriginal communities on the Dampier Peninsula

See Appendix 6 – Map of District.

## 12 WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities have developed a local Welfare Emergency Welfare Plan for your local government area.

A copy of the Department of Communities Local Emergency Welfare Plan, Shire of Broome (updated August 2020) is available as per Table 1.

### 12.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency

- Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
  - c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
  - d. Establish and maintain the Local Welfare Emergency Coordination Centre;
  - e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
  - f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
  - g. Represent the department on the Incident Management Group when required

The Department of Communities has appointed District Emergency Services Officer, as the Local Welfare Coordinator for the Shire of Broome.

| Shire of Broome LGWLO               | Contact Details |
|-------------------------------------|-----------------|
| District Emergency Services Officer | 0427 196 037    |

### 12.2 Local (Government) Welfare Liaison Officer

The Local (Government) Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

This role will provide assistance to the Local Welfare 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 welfare to occur, particularly in remote areas, where it may take some time for Department of Communities to arrive.

The role and responsibilities of the LG Welfare Liaison Officer are outlined in section 2.3, Roles and Responsibilities of this document.

| Shire of Broome LGWLO       | Contact Details |
|-----------------------------|-----------------|
| Manger Sport and Recreation | 0400 824 849    |

The Shire of Broome has designated the Manager Sport and Recreation to perform the duties of the Local Government welfare liaison officer. In the event the Manager Sport and Recreation is not available the role will be performed by another senior staff member at the direction of the CEO.

### 12.3 Register. Find. Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

#### 12.4 Animals (including assistance animals)

Local animal welfare in emergencies procedure is being developed by the Shire of Broome.

#### 12.5 Welfare centre information

For a list of evacuation / welfare centres refer to Appendix 5.

### 13 RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire of Broome has prepared a Local Recovery Plan.

### 14 EXERCISING, REVIEWING AND REPORTING

#### 14.1 The aim of exercising

Testing and exercising are essential to ensure that emergency management arrangements are workable and effective. Testing and exercising are important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is the HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

#### 14.2 Frequency of exercises

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

#### 14.3 Types of exercises

Some examples of exercise types include:

- desktop/discussion;
- a 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; or
- locating and activating resources on the Emergency Resources Register.

#### 14.4 Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

### 15 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. ([Refer to Appendix 7 – Contacts](#)) Consider also reviewing arrangements after exercises.

#### 15.1 Review of Local Emergency Management Committee Positions

The Shire of Broome, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

#### 15.2 Review of resources register

The LEMC Chairperson shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

#### 15.3 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC 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.

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

The SEMC issue the annual report template.

# APPENDICES

## Appendix 1. Critical Infrastructure

**DETAILS NOT FOR PUBLIC DISSEMINATION**

**Should you wish to obtain information which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire of Broome.**

## Appendix 2. Special needs / Vulnerable groups

### DETAILS NOT FOR PUBLIC DISSEMINATION

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## Appendix 3. Risk Register Schedule

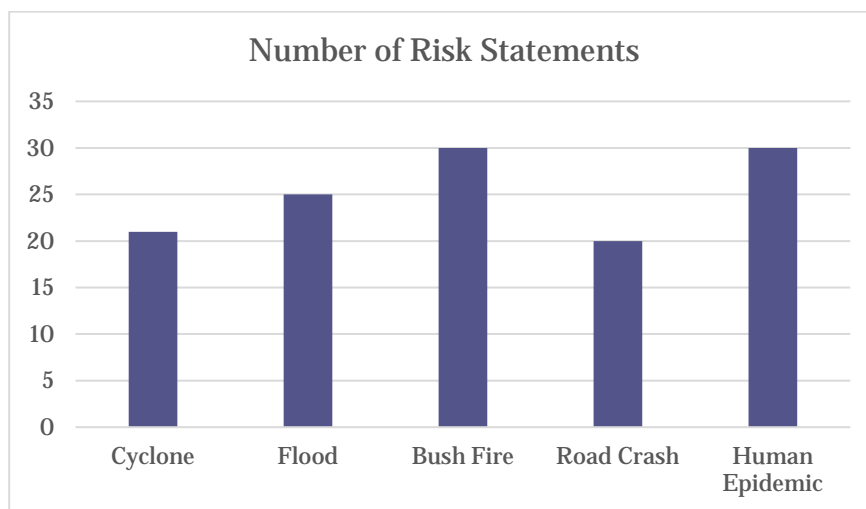
### Risk Analysis

Five hazard scenarios were workshopped with Local Emergency Management Committee (LEMC) representatives using the WA Risk Register and tools:

- Cyclone
- Flood
- Bush fire
- Road crash
- Human epidemic

The LEMC representatives at each workshop developed the risk statements for each risk scenario and determined the maximum consequence, percentage likelihood of the risk occurring and level of confidence for each of the risk statements. This information then informs the level of risk for each of the risk statements for each of the five hazards scenarios.

Number of risk statements per hazard scenario is illustrated in the graph below.

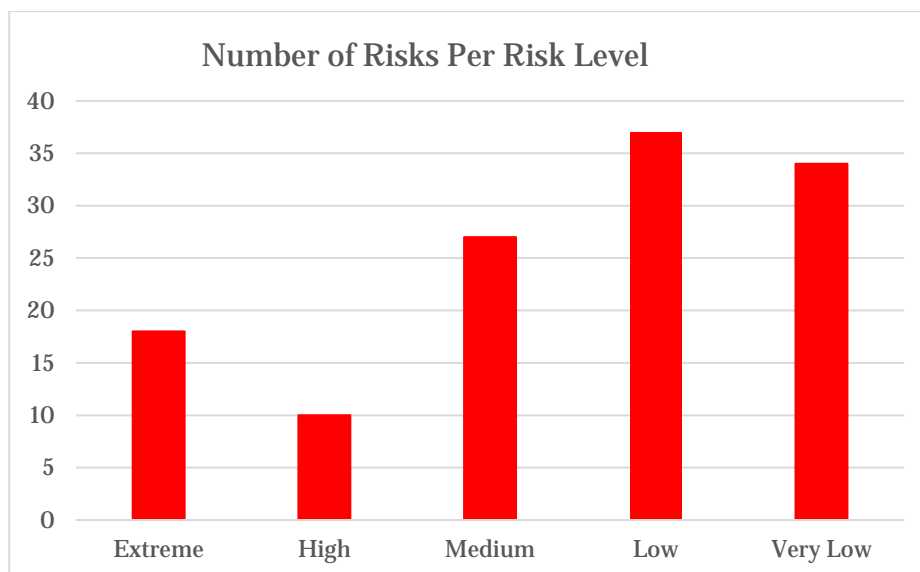


Bush fire and human epidemic risk scenarios each had a total of thirty risk statements, followed by flood with twenty five, cyclone with twenty one and road crash with twenty risk statements.

A total of 126 risks statements were identified for the five hazard scenarios, risk levels were categorized as extreme, high, medium, low and very low.



## Appendix 3. Risk Register Schedule



Summary of the total number of hazard statements by risk level as follows:

- Extreme 18 (14%)
- High 10 (8%)
- Medium 27 (21%)
- 37 low (30%)
- 34 very low (27%)

There was a total of eighteen risk statements with extreme level of risk and a total of ten risk statements with high level of risk. A summary of extreme and high risk level risk statements is provided below.

### Extreme Risk Level

Scenario: Human epidemic

- Eight extreme level risk statements impacting the economy, two of which are considered catastrophic. These ratings relate to the impact on workforce attendance and the tourist industry resulting in financial losses.
- Four extreme level risk statements impacting public administration, one considered catastrophic, due to the increased demand on WA health services at the local level, impacting their ability to maintain core services.
- Two extreme level risk statements impacting people, both being catastrophic. These ratings relate to the impact on the health of people and likeliness to cause serious injury or death.
- One extreme level risk statement impacting social setting.

## Appendix 3. Risk Register Schedule

Scenario: Road crash

- Two extreme level risk statements impacting people, both being catastrophic. Given the scenario included two deaths, the maximum consequence had to apply.
- One extreme level risk statement impacting public administration, also catastrophic. This was rated catastrophic due to the increased demand on the local WA health services and ability to maintain core services.

### High Risk Level

Scenario: Human epidemic

- Three high level risk statements impacting social setting, as a result of isolation impacting on community well being, breakdown in family support networks and community social networks.
- Two high level risk statements impacting public administration. Concerns relate to the continuation of school and medical services.
- Two high level risk statements impacting people. Rating related to the potential impact on remote health services and people with existing illnesses.

Scenario: Flood

- Both high level risk statements impacting economy as result of disruption to business activities and recovery costs to local government.

Scenario: Road crash

- One high level risk statement impacting public administration as a result of increased demand on St John Ambulance service and their ability to maintain core services.

### Catastrophic Maximum Consequence

There is a total of eight risk statements with a maximum consequence of catastrophic, all within the extreme risk level. Five of the eight risk statements with a maximum consequence of catastrophic related to human epidemic and the remaining three to road crash.

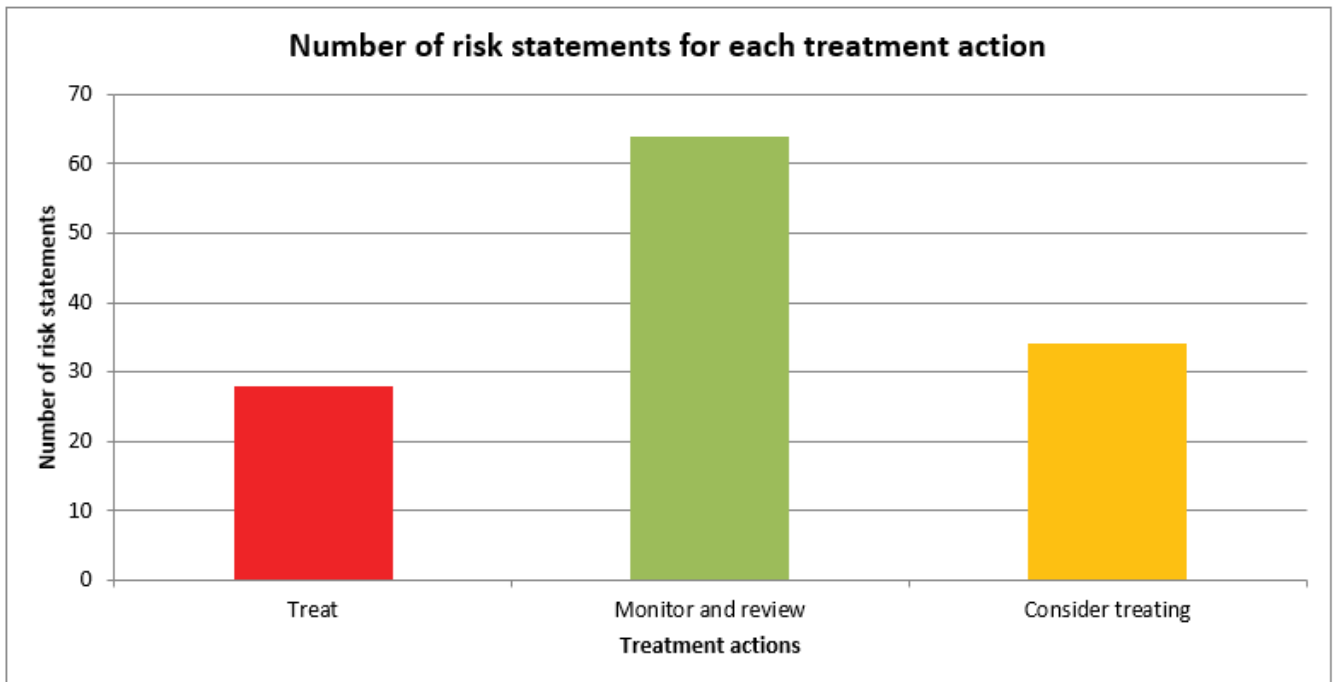
Given the road crash scenario included two fatalities, the three catastrophic maximum consequences were not surprising, two were directly related to the impact area of 'people' being impact on health resulting in serious injury or death.

### Treatments

Treatment action is required for risk statements with an extreme or high risk level. Risk statements with a medium risk rating, treatment should be considered. Risk statements with a low risk rating and moderate consequence should also consider treatment. All other levels of risk require monitor and review.

## Appendix 3. Risk Register Schedule

A total of twenty eight risk statements require treatment, eighteen extreme risk and ten high risk level. Thirty four risk statements treatment should be considered and the remaining sixty four risk statements to be monitored and reviewed.



The risk statements requiring treatment are as follows:

- Risk scenario: Human epidemic
  - Fifteen extreme risk statements
  - Seven high risk statements
- Risk scenario: Road crash
  - Three extreme risk statements
  - One high risk statement
- Risk scenario: Flood
  - Two high risk statements

### Summary

Five hazard scenarios were workshopped with LEMC representatives using the WA Risk Register and tools.

A total of 126 risks statements where identified for the five hazard scenarios, risk levels were categorized as extreme, high, medium, low and very low.

## Appendix 3. Risk Register Schedule

A total of twenty eight risk statements require treatment, eighteen extreme risk and ten high risk level. Thirty four risk statements treatment should be considered and the remaining sixty four risk statements to be monitored and reviewed.

## Appendix 3. Risk Register Schedule

**DETAILS NOT FOR PUBLIC DISSEMINATION**

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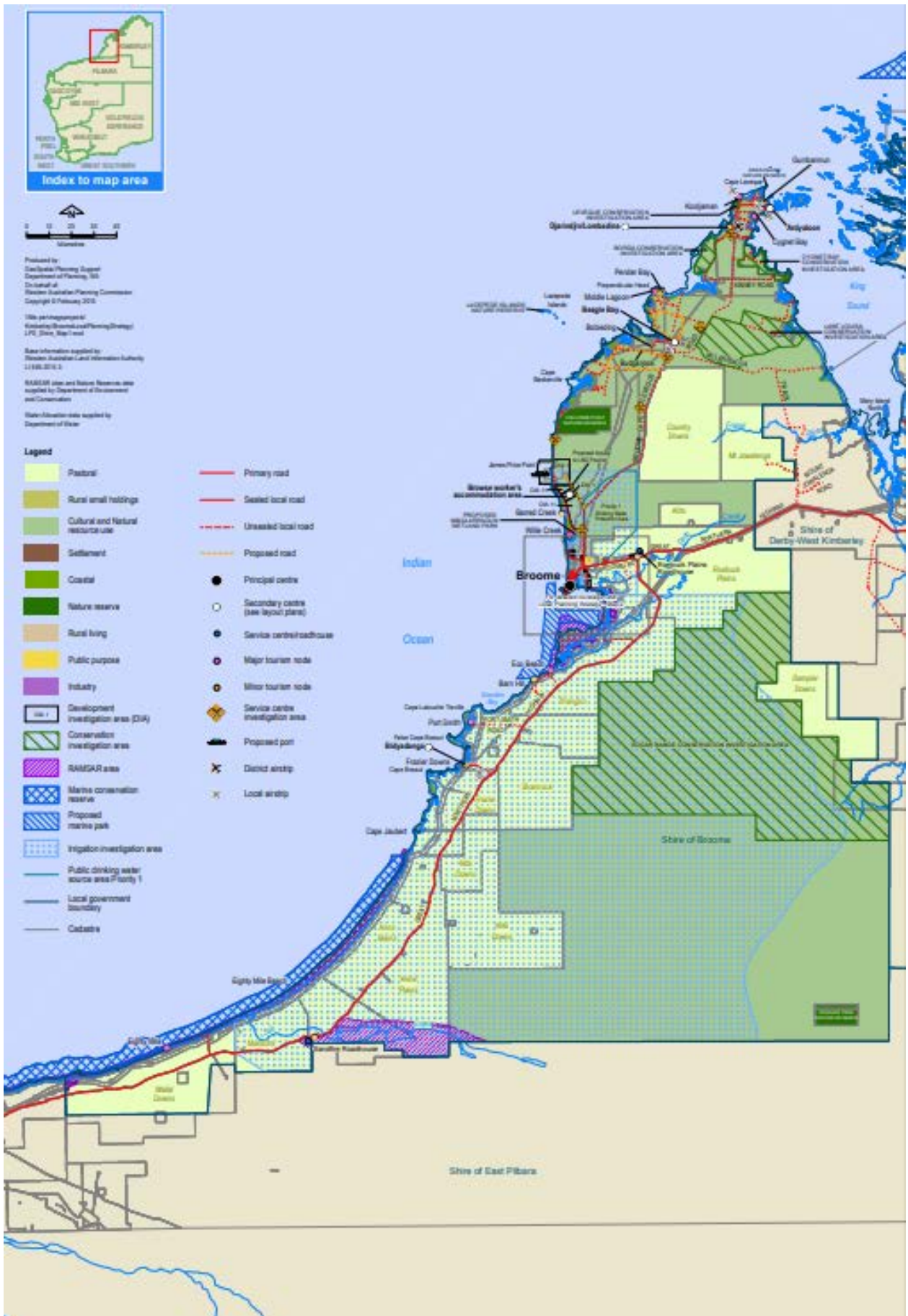
## Appendix 5. Welfare centre information

|                                       | Details                                                                                                                                |
|---------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|
| Establishment/<br>Facility:           | Broome Recreation and Aquatic Centre (BRAC)                                                                                            |
| Physical Address                      | Cable Beach Road East, cross of Jewell Street, Broome                                                                                  |
| General Description of<br>the Complex | Primary Welfare Centre - Stadium                                                                                                       |
| Site Limitations                      | 400                                                                                                                                    |
| Telephone No                          | 08 9191 8720                                                                                                                           |
| Fax No                                | 08 9193 6714                                                                                                                           |
| Email Address                         | <a href="mailto:shire@broome.wa.gov.au">shire@broome.wa.gov.au</a><br><a href="mailto:brac@broome.wa.gov.au">brac@broome.wa.gov.au</a> |

### Contacts

| Name          | Position                              | Work Contact | A/Hrs Contact |
|---------------|---------------------------------------|--------------|---------------|
| Vacant        | Director Development and<br>Community | 0418 231 486 | 0418 231 486  |
| Casey Zepnick | Manager Sport and<br>Recreation       | 0400 824 849 | 0400 824 849  |

# Appendix 6. Map of the District





**DETAILS NOT FOR PUBLIC DISSEMINATION**

**Should you wish to obtain information which may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire of Broome.**

## Appendix 8. Local public warning systems

| Description                                                          | Contact Person | Contact Number |
|----------------------------------------------------------------------|----------------|----------------|
| Broome Police Station – cyclone status lights (Blue, yellow and red) |                |                |
|                                                                      |                |                |

