

LEMA

LOCAL EMERGENCY
MANAGEMENT ARRANGEMENTS



GENERAL PLAN
2024



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3. Emergency Risk Managemnet Planning	7. Communities - Emergency Relief & Support Plan	11. Templates- Sitrep, Media Guide, LEMC special agenda
4. Contacts & Resources Directory	8. Animal Welfare in Emergencies Plan	12. MoU - Draft Example

ADMINISTRATION



1.1 Endorsement of Local Emergency Management Arrangements

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

Date: 14/01/2025

Chair Local Emergency Management Committee

Jim Heal- Shire Councillor

Shire of Three Springs

Date: 14/01/2025

Local Emergency Coordinator

Three Springs Police

Officer in Charge

Date: 14/1/2025

Chief Executive Officer

Keith Woodward

Shire of Three Springs

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



1.2 Distribution

Full Unrestricted Version

Chairperson LEMC
Executive Officer LEMC
Chief Executive Officer - Shire of Three Springs
WA Police – OIC Three Springs Station
Mid-West Gascoyne DEMC
Department of Communities
North Midlands Health Services
St John Ambulance - Three Springs Sub Centre
Community Paramedic St John Ambulance
Chief Bush Fire Control Officer - Shire of Three Springs
DFES Regional Office - Geraldton
Three Springs Primary School
Shire of Three Springs Administration Centre
State Emergency Services - Eneabba
Three Springs Volunteer Bush Fire Brigade
Arrino Volunteer Bush Fire Brigade
Three Springs East Volunteer Bush Fire Brigade
Three Springs West Volunteer Bush Fire Brigade
SEMC - Business Unit (Perth)
Shires of the Mid-West Gascoyne Region

Public Access Restricted Version

Shire of Three Springs Administration Offices – Front Counter/Reception
Shire of Three Springs Library
Shire of Three Springs Website: www.threesprings.wa.gov.au

1.3 Document Availability



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

Hardcopy: Shire of Three Springs
132 Railway Road,
Three Springs (*During normal business hours*)

Online: Shire of Three Springs website: www.threesprings.wa.gov.au



1.4 Amendment Record

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

Feedback can include:

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

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

Chief Executive Officer
Shire of Three Springs
132 Railway Road
(PO Box 117)
THREE SPRINGS WA 6519
Ph: (08) 9954 1001
Email: general@threesprings.wa.gov.au

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

Amendment		Details of Amendment	Author
No	Date		
1	September 2006	Original Document	
2	November 2007	Review	DCEO
3	August 2008	Review	DCEO
4	November 2011	Investigate Joint LEMC	CESM
5	April 2014	Update Version (Joint LEMC)	CESM
6	November 2015	Joint LEMC Review	CESM
7	January 2017	Updated to reflect current EM legislation	DA-OEM
8	May 2017	Review and Amendments	CESM
9	November 2018	Review	DA-OEM
10	April 2019	LEMC Review	LEMC
11	June 2019	Review and Amendments	DA-DFES
12	July 2024	Complete re-write and re-development	LR Winter/RC
13	April 2025	Review & adoption by LEMC, Council, DEMC & SEMC	RC



1.5 Glossary of Terms and Acronym

Refer *Appendix 1*.



1.6 Related Documents & Arrangements

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

1.6.1 *State Emergency Management Plans*

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

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

1.6.2 *Local Emergency Management Plans*

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

- Three Springs Local Recovery Plan (LRP) – 2024 (*Separate Local Recovery Plan to LEMA*)
- Higher Risk Persons and Groups Plan 2024 (*see appendix 6*)
- Animal Welfare in Emergencies Plan 2024 (*see appendix 8*)



1.7 Local Emergency Management Policies

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

- Emergency Management Policy (*Appendix 5*)



1.8 Agreements Understandings and Commitments

1.8.1 *Northern Country Zone Mutual Aid Agreement*

The Shire of Three Springs along with 9 other local governments will investigate a Memorandum of Understanding (MOU) for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

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

The local governments zone signatories would include:

Shire of Three Springs	Shire of Mingenew
Shire of Carnamah	Shire of Morawa
Shire of Irwin	Shire of Perenjori
Shire of Northampton	Shire of Chapman Valley
City of Greater Geraldton	Shire of Coorow



1.9 Special Considerations

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

Consideration	Season
Bush Fire Season	November – April
Storm Season	May - October
Flooding Event	Riverine Flooding Downpour Flash Flooding
Public Events (Influx of People): ○ Tourists ○ Wildflower Season ○ Three Springs Wildflower Show and Art Exhibition ○ Off Road Racing	April – September May – September August September (Long weekend)
Road Transport (Accident and/or Closure) ○ Midlands Road and Brand Highway	All Year
Rail Transport (Accident and/or Closure) ○ Grain Trains	All Year
Seasonal Farming (Influx workers/ haulage) ○ Harvest ○ Seeding ○ Talc Mine	October - January April – June All Year
Hazmat (Chemical storage/ use) ○ Three Springs Aquatic Centre (Chlorine) ○ CBH (Explosive risk) ○ Agricultural Chemicals Stored at Nutrien Ag and at Three Springs Rural in townsite	All Year All Year All year
Bio Security & Health Hazards	All year



2.1 Area Covered

The area covered by this Plan is the geographic area covered by the Shire of Three Springs (Three Springs) under the Local Government Act (1995). The Three Springs occupies 2,656 square kilometres (km) in the Mid-West Region of Western Australia, 313 km north of Perth.

The Three Springs includes the townsites and localities of:

Kadathinni	Arrowsmith	Arrino (Townsite)
Womarden	Dudawa	

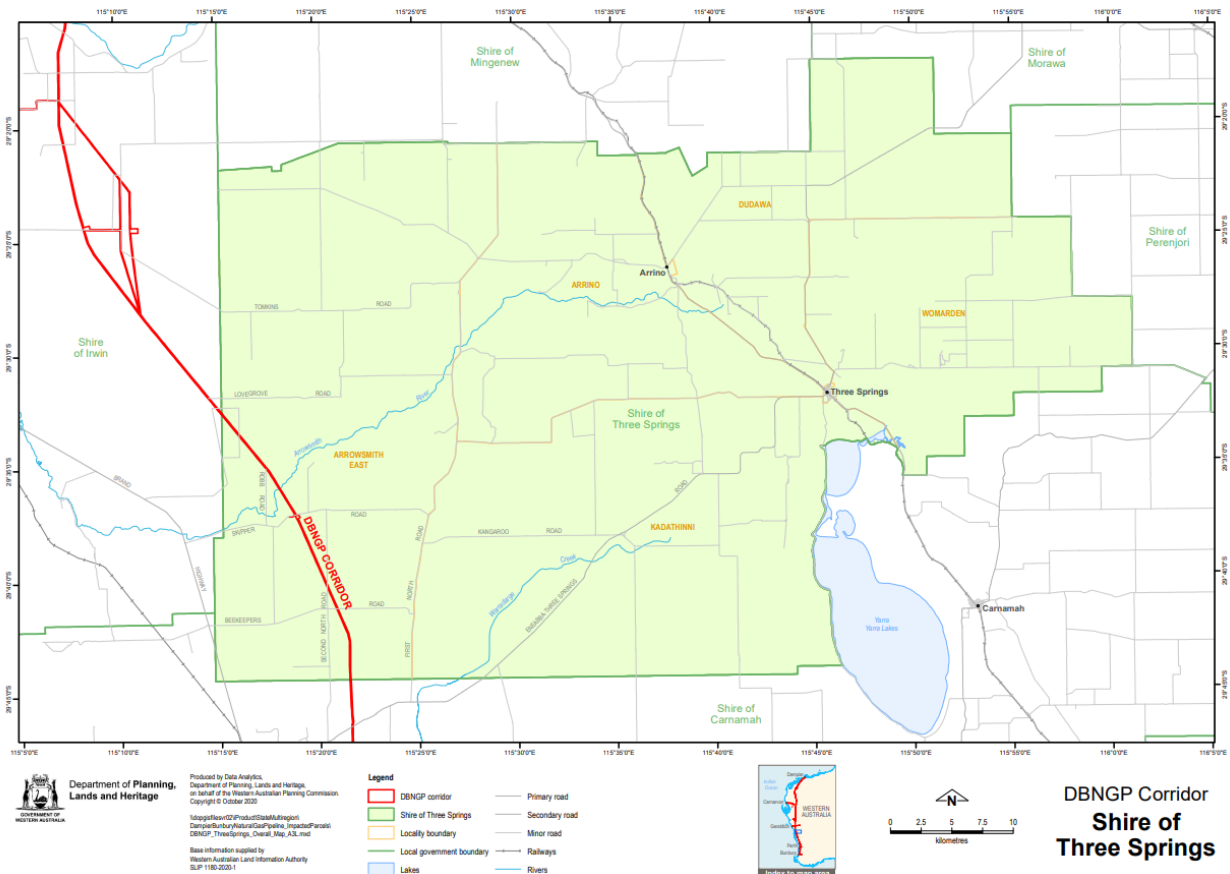


Figure 1: Location of the Shire of Three Springs

To view more detailed maps of Three Springs see **Appendix 10** or – [click here](#)



2.2 History and Culture

The Shire of Three Springs has a rich history rooted in agriculture. Originally inhabited by the Amangu people, it was explored by European settlers in the late 19th century and named after local springs. The town grew rapidly with the extension of the Midland Railway in 1910, becoming a key service hub for surrounding wheat and sheep farms. The local economy also benefited from gypsum and talc mining. Today, Three Springs remains an agricultural community and is known for its wildflower displays, attracting tourists each spring.

Two registered sites of Aboriginal heritage significance are located near the Three Springs townsite: the Yarra Yarra Lakes. Both sites are natural features with considerable mythological importance and encompass extensive land areas. Maps of Aboriginal Cultural Heritage can be viewed [here](#).



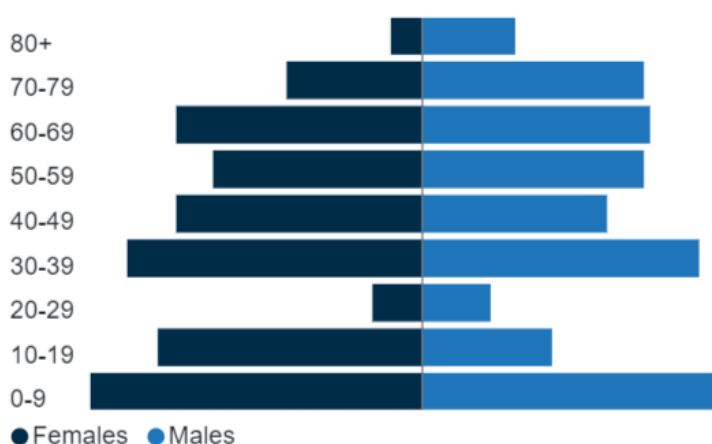
2.3 Population and Demographics

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

561 Population	-2.1% Annual Growth	0 Natural Increase	3 Net Overseas Migration	-15 Net Internal Migration
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Age structure by sex for the year ending 30 June 2019

Chart	Table
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51.3% of the population of Three Springs was female in June 2019.

For males, the largest age group was 30-39, with 48 people.

For females, the largest age group was 0-9, with 54 people.

Source: [Population in local government areas | Centre for Population](#)



2.4 Climate

The climate of the Mid-West Region is described as hot, dry summers and light winters. The average annual temperature ranges from 30-35 C in summer to 17-22 C in winter.

The average rainfall in Three Springs is estimated to be between 300ml and 400ml depending on location and occurs mainly in winter from May to October.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Ann
Mean Max (°C)	36.1	35.7	32.7	27.6	22.6	19.0	17.9	19.2	22.0	26.1	30.0	33.6	26.8
Mean Min (°C)	18.5	19.3	17.3	14.1	10.9	8.7	7.4	7.3	8.1	10.4	13.4	16.1	12.6
Mean Rain (mm)	12.5	15.8	19.8	23.0	48.0	71.6	67.8	51.4	25.6	15.8	10.3	8.2	369.8
Mean Rain Days	2.0	2.1	2.7	4.4	8.5	12.2	13.6	11.7	8.0	5.1	2.9	1.8	75.7



2.5 Topography

The Shire of Three Springs, located in the Mid-West region of Western Australia, features a predominantly flat to gently undulating topography. Soils in the Shire are generally sandy or loamy, with some areas of gravelly or clay soils. These soil types are well-suited for wheat and other grain crops.

The region includes several ephemeral lakes and waterways, such as the Yarra Yarra Lakes system, which lies to the west of the town of Three Springs. These lakes fill with water after heavy rains but remain dry for much of the year.

The Shire retains pockets of natural bushland, featuring native plants such as eucalypts, banksias, and acacias, particularly in reserves and along watercourses. During spring, the region is known for its vibrant wildflower displays.



2.6 Economic Profile

The Shire of Three Springs' economy is primarily agricultural, with 60-70% of output from wheat, barley, and canola farming. Around 20% of farms focus on livestock, particularly sheep and cattle. Mining also plays a significant role, with the Three Springs Talc Mine producing 250,000 tonnes of talc annually.

Tourism, particularly during the wildflower season, provides additional economic activity, though on a smaller scale. Employment is concentrated on agriculture (45%) and mining (20%), with other jobs in local services and government.

The Shire's economy benefits from its Midland Railway connection, facilitating transport of agricultural products and minerals to major hubs like Perth and Geraldton.



2.7 Critical Infrastructure

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

2.7.1 *Electrical Supply*

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

The proposed ERM gas-fired power station and 330/132kV substation as part of the Mid West Energy Project are expected to provide the Shire with reliable electricity infrastructure in the medium to long term.

2.7.2 *Gas Supply*

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

2.7.3 *Sewerage System*

Three Springs is currently provided with sewer reticulation which is conveyed to the Waste Water Treatment Plant to the south of the townsite. The only areas of the townsite that lack connection to sewer are east of the rail line

2.7.4 *Water Supply*

Water for the Three Springs townsite, surrounding farms and the nearby talc mine is supplied from two Water Corporation bores, located within the Dookanooka Water Reserve. The Water Corporation draws 240,000 kilolitres per annum from the Dookanooka Water Reserve for public water supply purposes.

2.7.5 *Medical Services*

Three Springs Medical Centre	12 Thomas Street, Three Springs	9954 1013
Three Springs Hospital	19 Thomas Street, Three Springs	9954 3200

2.7.6 *Transport & Airport Facilities*

The Shire has 168 km of sealed roads with over 434 km remaining unsealed. Main routes such as Midlands Road, which connects Three Springs to nearby towns like Moora and Geraldton, providing critical transport links for agriculture and local residents.

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

Three Springs has a local Air Strip located in Womarden (-29.53333282 115.84999847). The airstrip has a single, unsealed (gravel) runway (1.2km) and is primary used for supporting emergency services (RFDS) and agricultural aviation.

Other airports close to Three Springs include;

International airports

- 307 km: Perth Airport

Domestic airports

- 179 km: Geraldton Airport
- 307 km: Perth Airport

Local airports

- 143 km: Jurien Bay Airport

2.7.3 *Communications*

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

2.7.4 Public Facilities

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

Facility	Location	Description	Contact
Three Springs Administration Office	Railway Road, Three Springs	Meeting rooms, chambers, internet/ communication tower	9954 1001 admin@threesprings.wa.gov.au
Three Springs Community Hall	Carter Street, Three Springs	Hall area, stage, kitchen, ablutions, meeting room	9954 1001 admin@threesprings.wa.gov.au
Three Springs Recreation Centre and Sports Ground	Mayrhofer Street, Three Springs	Large Oval, swimming pool, meeting rooms, kitchen, PA System, ablutions, chairs/ tables	9954 1001 admin@threesprings.wa.gov.au
Three Springs Sporting Club	Slaughter Street, Three Springs		9954 1133
Three Springs Library	132 Railway Road, Three Springs	Meeting rooms, internet	9954 1001 library@threesprings.wa.gov.au
Shire Depot	1 Talc Road, Three Springs	Machinery yard	9954 1001

Contacts and other relevant information for listed facilities can be found in [Shire of Three Springs Online Directory](#) or Contacts and Resources Directory – see **Appendix 4**.

2.7.5 *Emergency Services*

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

Agency	Location	Contact
Police	6 Thomas Street, Three Springs	9954 4222
Hospital	19 Thomas Street, Three Springs	9954 3200
St Johns Ambulance	124 Railway Road, Three Spring	9954 1745
Arrino Volunteer Bushfire Brigade	Sunset Rd, Three Springs	0427 477 228 Captain
Three Springs East Volunteer Bushfire Brigade	Bateman Road, Three Springs	0458 547 035 Captain
Three Springs Town Volunteer Bushfire Brigade	5 Franklin Street, Three Springs	0458 246 531 Captain
Three Springs West Volunteer Bushfire Brigade	Arrino West Road, Three Springs	0429 165 235 Captain
Shire Depot (Equipment/ Machinery)	1 Talc Road, Three Springs	9954 1001
Three Springs Talc Mine (Equipment/ Machinery)	21 Glyde Street, Three Springs	9954 3000

EMERGENCY MANAGEMENT PLANNING



3.1 Aim and Purpose

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

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



3.2 Objectives

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

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

Describe the emergencies likely to occur within or around Three Springs

Describe strategies and priorities for emergency management within Three Springs

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

Promote a consistent multi-agency approach with community engagement, relating to emergencies within Three Springs



3.3 Scope

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

These LEMAs only:

Apply to the area of Three Springs

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

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



3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers.



3.5 Resources

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

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

Additional Community Contacts can be found in [Shire of Three Springs Online Directory](#)



3.6 Local mutual Aid

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



3.7 Financial Arrangements

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

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

3.7.1 *Authority to Incur Expense*

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

3.7.2 *Response*

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

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

3.7.3 *DRFAWA*

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

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

ACTION

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE



4.1 Introduction

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

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

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



4.2 LEMC Role

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

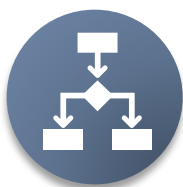
Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMAs/CAs to develop localised hazard plans

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

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

Investigate community engagement initiatives towards emergency awareness and emergency management information



4.3 LEMC Procedures

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

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

Confirming local emergency management contact details of key stakeholders
Reviewing any post-incident reports and post exercise reports generated since last meeting
Progressing emergency risk management processes
Progressing treatment strategies arising from emergency risk management process
Progressing development or review of local emergency management arrangements
Progressing and investigation of a range of community engagement initiatives
Other matters determined by the local government and SEMC direction

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



4.4 LEMC Membership

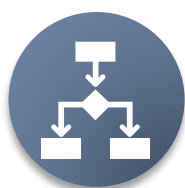
LEMC membership includes the Shire of Three Springs representatives and the Local Emergency Coordinator OIC Three Springs Police. Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

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

4.4.1 LEMC Members

Agency	Position	Voting
Shire of Three Springs	Chair (Elected member)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Administration Support Officer	✓
	Chief Bush Fire Liaison Officer	✓
	Operations Manager	✓
	Environmental Health Manager	✓
	Community Development Officer	✓
WA Police	Local Emergency Coordinator (Three Springs OIC)	✓
Dept. of Communities	Emergency Relief and Support Officer	✓
DFES	District Emergency Management Advisor	✓
DFES	District Officer Emergency Management	✓
Dept. of Health – North Midlands Hospital	Representative	✓
Water Authority	Representative	✓
Dept. of Education (Local Principal)	Representative	✓
St. John Ambulance	Representative	✓
CBH	Representative	✓
Community Members	Representative	✓

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



4.5 LEMC Reporting

4.5.1 Annual Reporting

After end of every financial year, LEMC to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act). Reports to be completed using templates provided [State Emergency Management Procedure](#) 3.17.

4.5.2 Preparedness Reporting

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



4.6 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with Local Emergency Coordinator (LEC) EMC and shire CEO for situations of impending emergency or special circumstances requiring all LEMC members to be present and

updated.

A LEMC Special Agenda can be viewed at **Appendix 11(a)**

MANAGING RISK



5.1 Emergency Risk Management

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

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

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



5.2 Risks Identified

The Shire of Three Springs has undertaken a risk analysis in 2019 within its district

The Shire of Three Springs priority risks are;



Bushfire



Urban Fire



Electricity
Disruption



Hazardous
Material



Road Crash

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

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



5.3 Risk Management Planning

The Shire of Three Springs is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority. A Risk Analysis by the LEMC will be undertaken and supported by the Shire of Three Springs as required.

(See Appendix 3)

RESPONSE & COORDINATION

EMERGENCY OPERATIONS

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

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



6.1 Activation of Local Arrangements

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

Three Springs will ensure all requested support is available to the HMA/CA

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

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

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



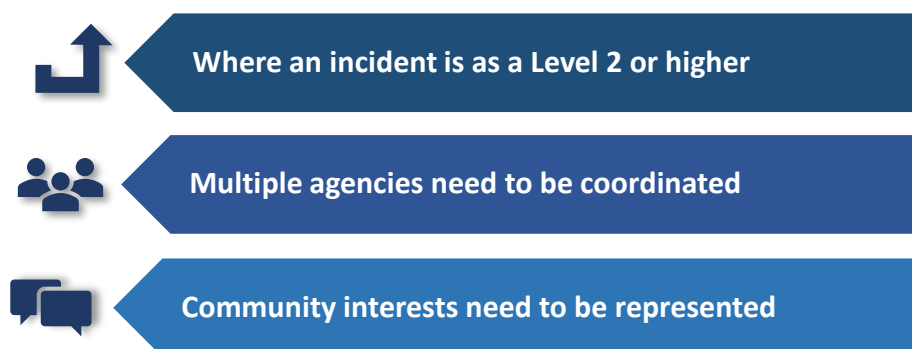
6.2 Incident Support Group

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

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

6.2.1 *Triggers for Incident Support Group*

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



6.2.2 *Incident Support Group Membership*

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

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

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

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

6.2.3 *Incident Support Group Meeting Location and Frequency*

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

The IC is responsible for the location of meetings in consultation with the Shire of Three Springs. The following table identifies suitable locations where ISG meetings can be held within the Shire.

Venue	Address	Contact	Facilities
Three Springs Administration Offices	132 Railway Road, Three Springs	9954 1001	Meeting rooms, internet, power, Communications tower

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



6.3 Incident Control Centre

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

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

PRIMARY

Venue	Address	Contact	Facilities
Incident Control Room – Rear of Community Hall	Hall St , Three Springs	9954 1001 admin@threesprings.wa.gov.au	Conference Facilities, kitchen, tables, chairs

SECONDARY

Venue	Address	Contact	Facilities
Shire of Three Springs Offices/Chambers	Railway Rd , Three Springs	9954 1001 admin@threesprings.wa.gov.au	Administration office facilities



6.4 State of Emergency

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

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

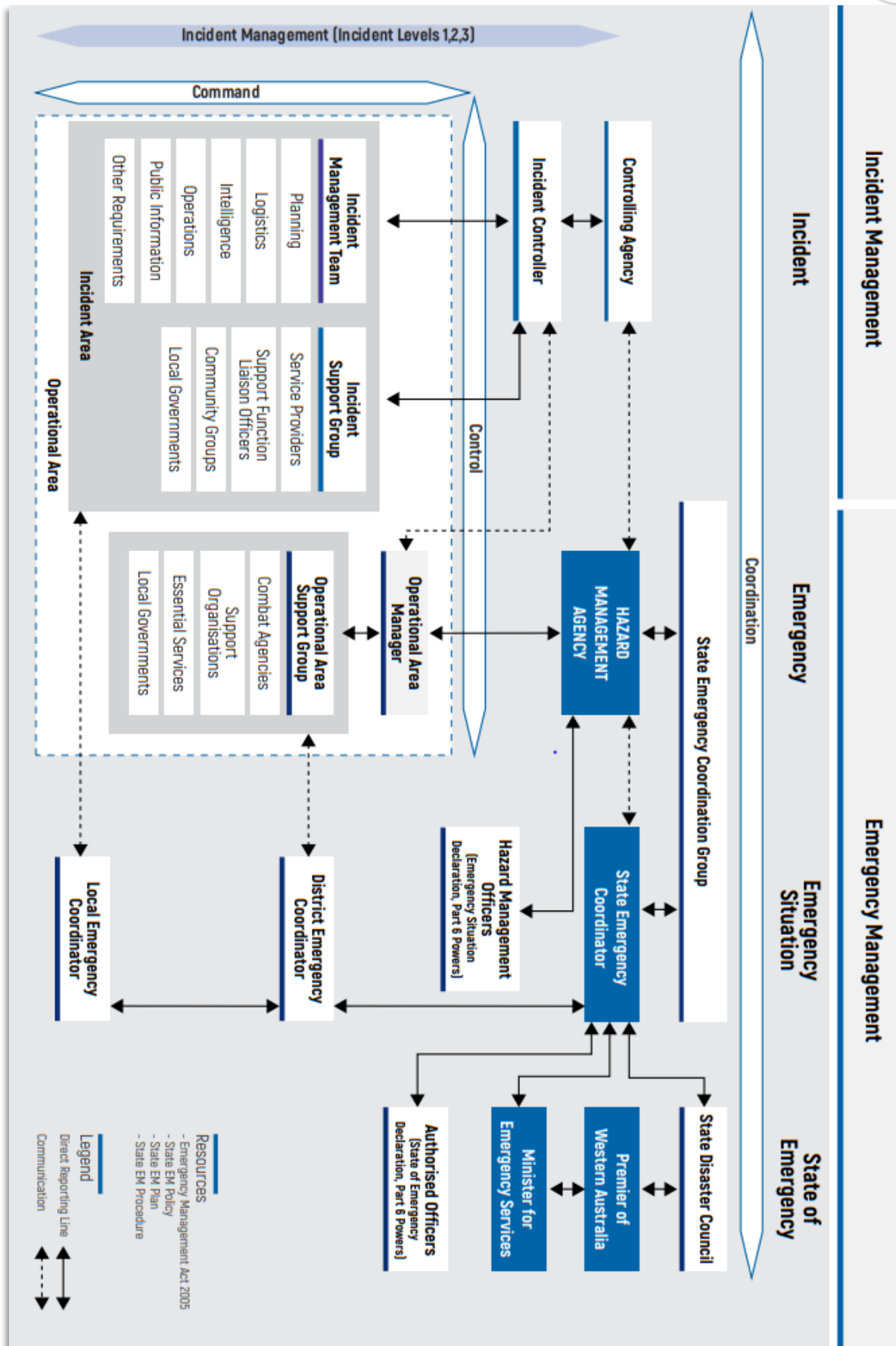


Figure 2: Incident Management Structure

MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities facing emergencies need clear guidance and timely information to protect life and property.

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

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

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

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

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

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

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

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

7.1 Public Communication Systems



7.1.1 Local Government Local Communication Systems

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

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

Approvals for Shire of Three Springs media release:

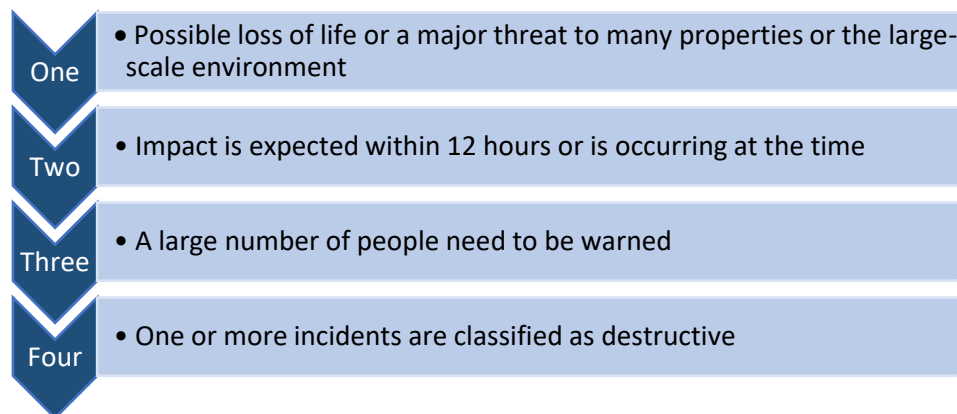
Any information for release to the media or public must be forwarded and approved by the CEO. The CEO and the Shire President are the only persons to make statements to the press on behalf of the Shire. The Shire CEO, or a delegated representative, will be the Media and Public Information Officer.

7.1.2 *Standard Emergency Warning Signal*



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

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



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

7.1.3 *Emergency WA*



EmergencyWA

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

7.1.4 *Emergency WA App*



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

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

7.1.5 *Emergency Alert System*

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

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

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

7.1.6 *DFES Public Information Line*

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

7.1.7 *Additional Information Outlets*

Local ABC Radio	720 AM or 558AM
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

ACTION

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

EVACUATION

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

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

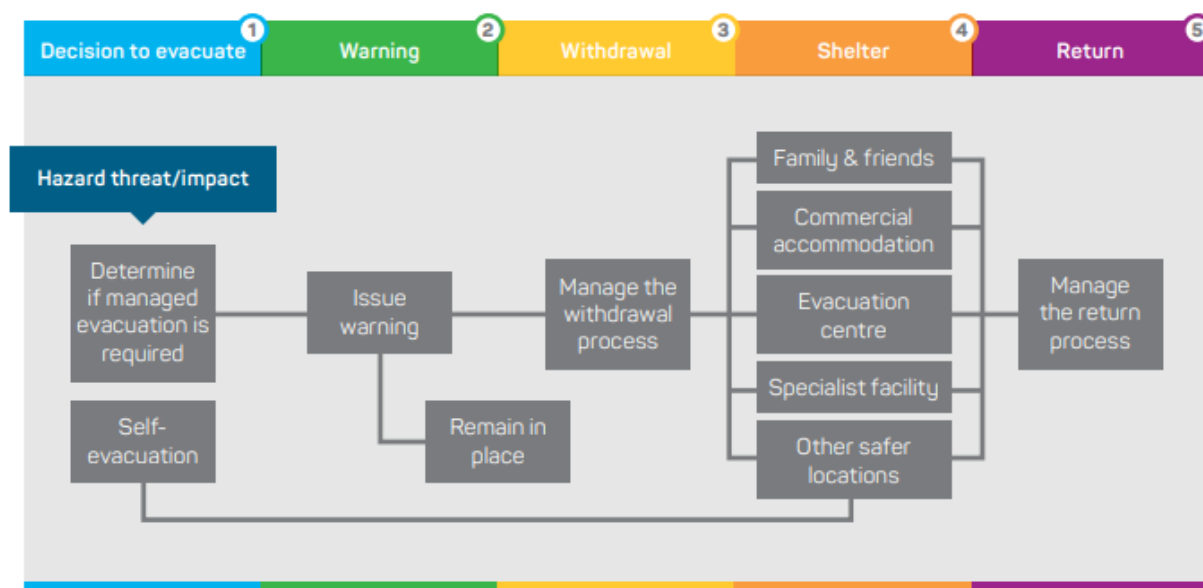


Figure 3: Evacuation Process



8.1 Evacuation Management

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

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

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

8.1.1 Decision

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

8.1.2 Timelines

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

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

8.1.3 Combat Agency for Evacuation

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

8.1.4 Evacuation Centres

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

Building Name	Site Address	Max	Sleeping	Contact details
Three Springs Community Hall (Primary)	Crn Carter and Halls Street, Three Springs	350	75	9954 1001 admin@threesprings.wa.gov.au
Three Springs Recreation Centre and Sports Ground (Secondary)	Mayrhofer Street, Three Springs	100	20 (Oval for Tents)	9954 1001 admin@threesprings.wa.gov.au



8.2 Higher Risk Persons and Groups

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

Sections of the community with special needs such as, aged, tourist facilities, children, physical disabilities, socioeconomic status, could be considered 'Higher Risk Persons'. **Appendix 6, Higher Risk Persons and Groups Plan**, provide guidance around working with and actions in evacuation assisting group. Three Springs has a large population of seniors with over 40% of the population over 55 years of age.



8.3 Evacuation Routes

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



8.4 Isolation and Quarantine

Directions related to isolation, quarantine, physical distancing, and health requirements are common during human epidemics/pandemics, animal/plant pests or diseases, and hazardous material emergencies. These factors may increase the complexity of community evacuations and should be incorporated into planning efforts to mitigate risks and ensure safe evacuations.

Isolation or quarantine requirements should not prevent evacuation. Priority must be given to managing immediate threats and protecting lives, even amid concurrent risks or competing priorities in emergency management. Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



8.5 Return

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

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

ACTION

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

EMERGENCY RELIEF & SUPPORT

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

This includes the functional areas of:



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



9.1 Communities Local Evacuation Centre Coordinator (LECC)

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



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

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

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



9.3 Register Find Reunite

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

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



9.4 Evacuation Centres

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

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

9.4.1 Animals

Animals are not permitted within Evacuation Centres. The only exception to this rule is certified guide dogs who have the appropriate national and international recognised standard of training.

The Shire of Three Springs will support and assist with animal management wherever possible through the Animal Welfare in Emergencies Plan (**Appendix 8**)

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

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

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

»»» ACTION

- COMMUNITIES ARE RESPONSIBLE FOR MANAGING RELIEF AND SUPPORT OF PEOPLE.
- DPIRD IS RESPONSIBLE FOR MANAGING THE SUPPORT OF ANIMALS.
- COMMUNITIES DEVELOPS, MAINTAINS AND ENACTS THREE SPRINGS LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE SHIRE DEPUTY CHAIR IS THE LGLO.
- REGISTER FIND UNITE RESPONSIBILITY ACTIONED BY COMMUNITIES SUPPORTED BY AUSTRALIAN RED CROSS.
- IDENTIFIED EVACUATION CENTRES REFER EMERGENCY EVACUATION CENTRES – APPENDIX 9
- RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL SUPPORT ACTIONS

RECOVERY

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

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

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

EXERCISING & REVIEW



11.1 Exercising

The aim of conducting an exercise is to:

Test effectiveness of local arrangements and provide a pathway for improvement

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

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

11.1.1 *Exercise Frequency*

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

11.1.2 *Exercise Reporting*

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



11.2 Review of LEMA

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

Timeline to review and amend will be:

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

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

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

12 APPENDIX

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