
CP018 – Emergency Management

1. Intention

To outline a commitment by the Shire for the broad principles of Emergency Management in the district to support the community, and to minimise the impact of disruptive and disaster events through emergency prevention, preparedness, response and recovery activities.

2. Scope

This policy applies to Elected Members and employees of the Shire of Waroona.

3. Statement

The Shire of Waroona develops and maintain plans, arrangements, activities, policies and procedures that address the prevention, preparedness, response and recovery elements of emergency management to minimise the impact of disruptive and disaster events.

To achieve the policy intention the Shire will, through the Chief Executive Officer:

1. Ensure committees/groups are established and functioning in order to meet the Shire's statutory emergency management responsibilities, such as –
 - Local Emergency Management Committee;
 - Local Recovery Management Committee;
 - Local Recovery Coordinating Group; and,
 - appropriate representation on the District Emergency Management Committee.
2. Develop and maintain emergency management arrangements that meet the Shire's statutory emergency management responsibilities and provide for operational effectiveness , including but not limited to –
 - Local Emergency Management Plan;
 - Local Welfare Plan;
 - Local Recovery Plan;
 - Local Bushfire Management Arrangements;
 - Bushfire Risk Management Plan; and,
 - Emergency Risk Management Plan.
3. Actively encourage arrangements being developed and maintained to –
 - Enable business continuity preparedness, training and exercising to build and maintain individual and organisational confidence and capacity that promotes a smooth and rapid restoration of normal business functions following a disaster.
 - Support neighbouring local governments for the purpose of local and regional response and/or recovery.

4. Objectives

The Shire of Waroona will:

- Promote risk minimisation, emergency management and business continuity principles throughout the organisation and community to build capability, capacity and enhance disaster resilience;

- Support community and neighbouring local governments following disaster events to aid local and regional recovery (where practicable);
- Ensure best practice Emergency Management principles, including Natural, Built, Social and Economic environments, are considered when managing and coordinating community recovery;
- Provide an effective after hours response to emergencies within the shire’s normal service delivery areas;
- Develop and maintain policies and procedures to address the prevention, preparedness, response and recovery elements of emergency management to minimise the impact of events capable of disrupting business/community operations;
- Effectively communicate and report on disruptive/disaster events and impacts;
- Provide ongoing commitment to emergency and business continuity preparations, training and exercising to build and maintain individual and organisational confidence and capacity and;
- Promote a smooth and rapid restoration of normal business functions following a disaster.

Emergency management is a shared responsibility between Shire employees, Emergency Services Volunteers and the community.

In support of the above objectives, the Shire will:

- Develop and review sectional emergency preparedness checklists;
- Develop and review business continuity plans;
- Ensure compliance with approved emergency communications and reporting procedures; and
- Develop and maintain a mutual aid agreement with adjoining Councils, referred to as an Emergency Management Memorandum of Understanding. *(The MOU broadly defines the mechanism for requesting, providing and recovering the costs associated with the provision of emergency aid to or from a neighbouring council.)*

The Shire acknowledges that whilst not all events can be predicted, some of the likely impacts can be predetermined, (e.g. *community trauma, critical infrastructure loss, power outage.*) By preparing and planning for such events, the shire can respond and recover more effectively minimizing the impacts to the Shire and its community.

The Shire acknowledges that before, during or after an emergency, decisions may be made to reduce particular Shire services in order to focus on those that may be more beneficial to a community in need.

5. Legislative and Strategic Context

The *Emergency Management Act 2005* and the associated subsidiary legislation provide the broad framework within which this policy operates.

6. Review

This policy is to be reviewed as required.

7. Associated Documents

Nil.

Division	Community
Policy Number	CP018
Contact Officer	Manager Ranger and Emergency Services
Related Legislation	Emergency Management Act 2005
Related Shire Documents	Local Emergency Management Arrangements

		Emergency Management Memorandum of Understanding Incident Management & Business Continuity Plan & Procedure			
Risk Rating	Medium	Review Frequency	As required	Next Review	When required
Date Adopted	27/04/2017			OCM17/04/039	

Amendments		
Date	Details of Amendment	Reference
18/12/2018	Updated as part of major review.	OCM18/12/126
22/06/2021	Updated as part of major review and reformatted.	OCM21/06/071
Previous Policies		
COM007 – Emergency Management 9.1 – Emergency Management Policy		