

# Local Emergency Management Arrangements

2022-2026





Shire of Capel

## **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 Shire of Capel Local Emergency Management Committee and the Council of the Shire of Capel. The Arrangements have been tabled for noting with the Southwest District Emergency Management Committee and State Emergency Management Committee.

Doug Kitchen

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Chair  
Shire of Capel  
Local Emergency Management Committee

2 June 2022

Endorsed by Council  
OC/2022/124

Date 27 July 2022

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## CONTACT OFFICER

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Local Emergency Management Committee  
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CAPEL WA 6271

## DISTRIBUTION AND DOCUMENT AVAILABILITY

Electronic copies and any updates of these arrangements will be provided in accordance with the distribution list.

A public copy of the arrangements is available on the Shire of Capel website [capel.wa.gov.au](http://capel.wa.gov.au).

Printed copies are available from the shire administration office or by request to the Contact Officer.

Organisation	Role
ATCO Gas	Bunbury Supervisor
Bunbury Regional Hospital	Coordinator of Resources and Planning
Department of Biodiversity Conservation and Attractions	Fire Operations Officer
Department of Communities	District Emergency Services Officer
Department of Fire and Emergency Services	District Officer Emergency Management
Department of Fire and Emergency Services	District Emergency Management Advisor
Department of Primary Industries and Regional Development	Site Manager
Department of Transport	Regional Manager
Iluka	Health and Safety Specialist – Southwest
Main Roads WA	Maintenance Planning Manager
Police	Officer in Charge
Shire of Capel	Shire President
Shire of Capel	Chief Executive Officer
Shire of Capel	Recovery Coordinator
Telstra	Team Manager
Water Corporation	Operations Manager
Western Power	Field Service Coordinator

## AMENDMENT RECORD

Amendments to these arrangements will be issued periodically. Any suggestions for amendments can be made to the Contact Officer

AMMENDMENT			BY	Version
#	DATE	DETAILS	NAME	
1	06.07.16	Document updated to final version	J Lane	1.0
2	05.01.17	Acronym OEM Office of Emergency Management Added to Annex A. Other references to SEMC Website removed	J Lane	1.1
3	05.01.17	Acronym SRC State Recovery Controller added to Annex A	J Lane	1.1
4	05.01.17	Amendment to State EM Policy relating to Directed Evacuation P22.	J Lane	1.1
5	05.01.17	Remove reference to Local Recovery Coordinating Group and replace with Local Recovery Coordination Group as per SEMC Amendment Dec 2016	J Lane	1.1
6	06.01.17	Add new section WANDRRA P29	J Lane	1.1
7	19.09.17	Changes to names and acronyms of State Government agencies	J Lane	1.2
8	04.03.19	Amendments approved by SEMC 07/12/2018 (Resolution no. 90/2018)	J Lane	1.3
9	16.03.22	Rewrite	A Ciric	2.0

## COMMON ACRONYMS

General acronyms used in these arrangements

Acronym	Detail
DFES	Department of Fire and Emergency Services
DPIRD	Department of Primary Industry and Regional Development
EM Act	Emergency Management Act 2005
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
HMA	Hazard Management Agency
ISG	Incident Support Group
EM	Emergency Management
EM Act	Emergency Management Act 2005
OASG	Operations Area Support Group
SEMP	State Emergency Management Policies

## GLOSSARY OF TERMS

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*.

## INTRODUCTION

In accordance with the Emergency Management Act 2005 it is a requirement for local governments to have formalised local emergency management arrangements.

The Shire of Capel's local emergency management arrangements set out the shires policies, strategies, and priorities for emergency management.

These arrangements describe emergencies that are likely to occur in the Shire of Capel, define the roles and responsibilities of agencies involved in emergency management within the local community and coordinate operations and activities.

## Area Covered

The Shire of Capel is situated in the southwest region of Western Australia, 212 kilometers south of Perth with an area of 558 square km. Capel is bounded by the City of Bunbury to the north, City of Busselton to the south and Shires of Dardanup and Donnybrook–Balingup to the east, and 27 km of coastline along Geographe Bay to the west, as shown in the map in figure 1

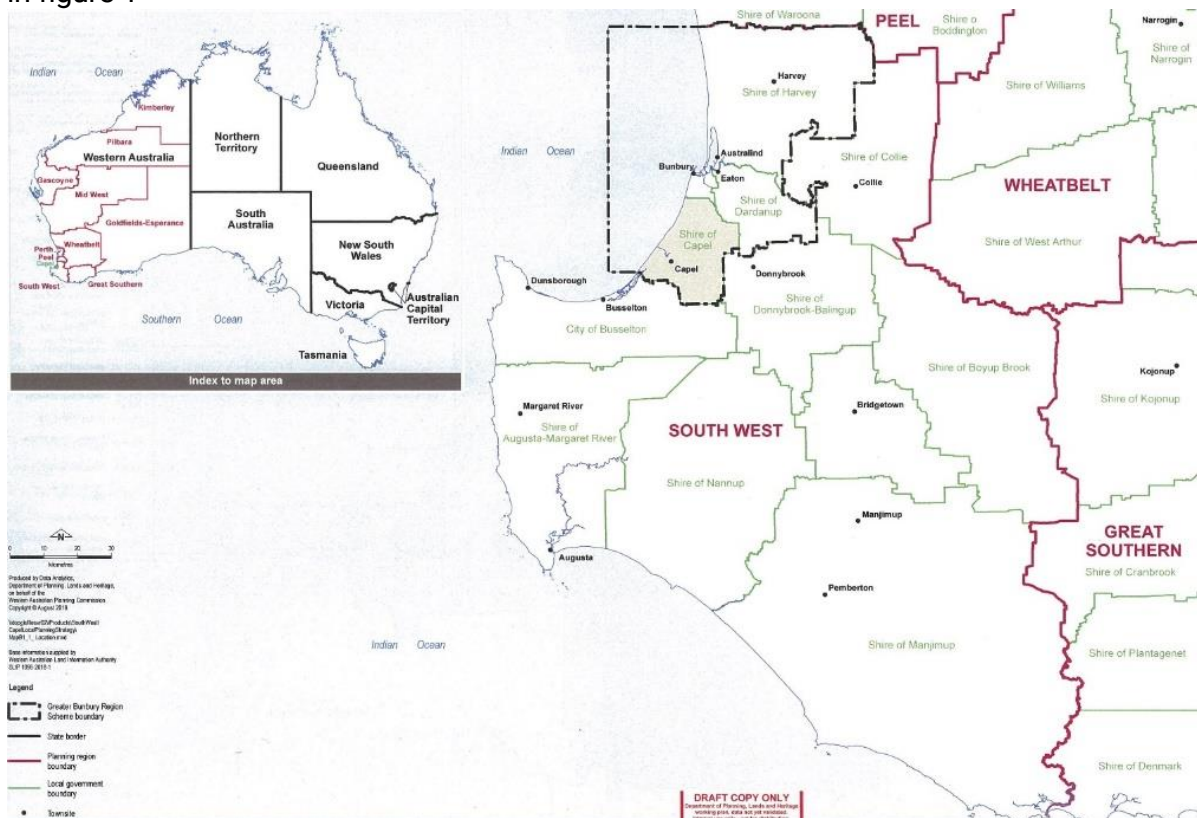


Figure 1 – Shire of Capel

## Aim

The aim of the Shire of Capel LEMA is to detail the emergency management arrangements at the local level and ensure an understanding between agencies and stakeholders involved in emergency management within the shire.



## Purpose

- the Shire of Capel’s policies for emergency management
- the roles and responsibilities of public authorities and other persons involved in emergency management in the Shire of Capel district
- provisions about the coordination of emergency operations and activities relating to emergency management in the Shire of Capel
- a description of emergencies that are likely to occur in the Shire of Capel
- strategies and priorities for emergency management in the Shire of Capel
- other matters about emergency management in the local government district prescribed by the regulations and
- other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the *Emergency Management Act 2005* (EM Act)).

## 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 HMAs in dealing with an emergency. These should be detailed in the HMAs’ individual plans.

Furthermore:

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

## RELATED DOCUMENTS

To enable integrated and coordinated delivery of emergency management support within the Shire of Capel, this plan is consistent with State Emergency Management Policies (SEMP) and State Hazard Plans.

The Shire of Capel Local Emergency Management Arrangements should be read in conjunction with the following local plans. Copies of these support plans will be made available to LEMC participating agencies by the Shire of Capel. Alternatively copies of these plans may be sought by the responsible organisation or agency.

Document	Owner	Location (Shire of Capel Document number)	Date
Local Emergency Support Plan for the provision of Welfare Support	Department of Communities		2021

Local Recovery Plan	Shire of Capel		
Local Animal Welfare Plan	Shire of Capel		2017-2022
Bushfire Risk Management Plan	Shire of Capel		2021
Iluka North Capel Site Bushfire Management Plan	Iluka		

Individual hazard plans are the responsibility of each agency and reviewed by those agencies.

The Local Emergency Coordinator is to ensure individual plans are maintained and reviewed by the respective agencies.

### Agreements, understandings, and commitments

Parties to agreement	Summary of the Agreement
Cities of Bunbury & Busselton, Shires of Augusta-Margaret River, Capel, Donnybrook-Balingup, Boyup Brook, Collie, Bridgetown-Greenbushes, Harvey, Nannup and Manjimup	Memorandum of Understanding Member Councils of the Southwest Zone Western Australian Local Government Association for the provision of mutual aid during emergencies and post incident recovery.

### Special considerations

Description	Time of Year	Impact – Number of People
Bushfire Season	October to April	Entire municipality
Storm Season	May to July	Entire municipality but prevalent in coastal areas
Captivate Capel community event	October	500
Dalyellup Christmas event	December	2000

## ROLES AND RESPONSIBILITIES

### Local 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

Local Role	Description of responsibility
Local government	The Shire of Capel responsibilities 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	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.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – 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>
LEMC	<p>The Shire of Capel has established a Local Emergency Management Committee (LEMC) under section 38(1) of <a href="#">the EM Act</a> to oversee, plan and test the local emergency management arrangements.</p> <p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.</p> <p>The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by</p> <ul style="list-style-type: none"> <li>• 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</li> <li>• providing a multi-agency forum to analyse and treat local risk</li> <li>• providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.</li> </ul> <p>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.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p>
LEMC Chair	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.
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 memberships 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>
Hazard Management Agency	<p>A hazard management agency 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 for which it is prescribed.' [s. 4 EM Act]</p> <p>The HMAs are prescribed in the <a href="#">Emergency Management Regulations 2006</a>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s. 55 EM Act]</li> <li>• Declare/revoke emergency [s. 50 &amp; 53 EM Act]</li> <li>• Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>
Local Welfare Coordinator	<p>The Local Welfare Coordinator is appointed by the Department of Communities District Director to</p> <ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director</li> <li>• Prepare, promulgate, test and maintain the Local Welfare Plans</li> <li>• Represent the department and the emergency welfare function</li> </ul>

	<p>on the Local Emergency Management Committee and Local Recovery Committee</p> <ul style="list-style-type: none"> <li>• Establish and maintain the Local Welfare Emergency Coordination Centre</li> <li>• Ensure personnel and organisations are trained and exercised in their welfare responsibilities</li> <li>• Coordinate the provision of emergency welfare services during response and recovery phases of an emergency and</li> <li>• Represent the department on the Incident Management Group when required</li> </ul>
Local Welfare Liaison Officer	<p>The Local Welfare Liaison Officer for the Shire of Capel will be the nominated Local Recovery Coordinator or delegated officer to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.</p> <p>This role will assist the Local Welfare Centre Coordinator by providing advice, information, and resources regarding the operation of the facility.</p> <p>This will enable initial arrangements for welfare to occur, in event that Department of Communities cannot immediately respond.</p>

## MANAGING RISK

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy section 3.2.

### Emergency risk management

In March 2019, the Shire of Capel finalised its Emergency Risk Management Project in accordance with the State Risk Project framework. The resulting risk register and summary graphical interpretations are available in appendix 7.

The world has significantly changed since 2019 with the outbreak of the COVID pandemic. The Shire of Capel rated the likelihood of the risk of a human epidemic as extremely rare and rated consequences from high for the impact on people and risk ratings of medium to very low on the social setting impacts. The COVID pandemic has demonstrated that rare events can occur and that the consequences can far exceed the assumptions of risk assessments.

In the ongoing COVID pandemic, at the time of writing these arrangements Western Australia is approaching the peak of infections expected at 10,000 per day with southwest hospitals on red alert. The Shire of Capel maintains part of the coordination of the regional response through the OASG and supports the Department of Health in any requested activities.

## Descriptions of emergencies likely to occur

The state has prescribed 27 possible hazards in legislation. The shire of Capel has identified the following as having a likelihood or possibility to occur in the municipality.

Hazard	HMA	Controlling agency	State hazard plan (Date)
Animal and plant biosecurity hazard	DPIRD	DPIRD	19 Aug 2021
Fire	DFES	DFES DBCA LG	11 Dec 2020
Crash Emergency*	Police	Police	07 May 2021
Energy Supply Disruption	Energy Policy WA	Determined by HMA	15 Dec 2021
HAZMAT	DFES	DFES	29 Jun 2020
Heatwave	Health	Health	07 May 2021
Human Biosecurity	Health	Health	07 May 2021
Search and rescue emergencies	Police	Police	11 Dec 2021
Severe Weather	DFES	SES	13 Aug 2021
Maritime Environmental Emergencies	Transport	Transport	22 Dec 2021

\* Note: Shire of Capel has no active rail corridors

## Emergency management strategies and priorities

The shire of Capel as a small regional local government has limited resources to implement emergency management strategies however some of the fundamental strategies are provided in the table below.

Priority	Strategy
Covid Pandemic	Provision of information to the local community and facilitating requests by the department of health
Bushfire	Annual bushfire compliance program, development of Bushfire risk management plan and implementing treatments with associated mitigation activity funding opportunity
Storm	Ongoing maintenance of drainage infrastructure
Facilities	Provide appropriate facilities for bushfire brigades and management of emergency events including emergency coordination centres and welfare centres
Public information	Providing engaging and trusted communications to the community so that established networks are available during emergency situations

## COORDINATION OF EMERGENCY OPERATIONS

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

## 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 be involved in the incident.

### **OPERATIONS AREA SUPPORT GROUP**

An OASG is convened when multiple incident areas are involved in an emergency, it operates similarly to an ISG but on a broader scale.

#### Triggers for an ISG/OASG

The triggers for an ISG are defined in 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.

#### Membership of an ISG/OASG

The ISG is made up of agencies' representatives that provide support to the Controlling Agency. Generally, the membership at the local level will be drawn from agency representatives at the local or regional level

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/OASG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

#### 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.

#### Location of ISG meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. Increasingly the use of MS Teams is being used to facilitate ISG/OASG meetings or where physical meetings are held the opportunity to join by MS teams. In the event physical locations are required suitable locations are identified in the table below.

Place	Location
Capel Police Station	Spurr St Capel
Shire administration building	Forrest Rd Capel
Capel Community Centre	Forrest Rd Capel
Dalyellup Community Centre	Gosse Way Dalyellup
Jack and Mary Kitchen Community Centre	55 Thomas St Boyanup
Gelorup Community Centre	Hasties Rd Gelorup
Peppermint Grove Beach community Centre	Hayfield Drive Peppermint Grove Beach

## **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 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.

### **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.

### **Local systems**

The Shire of Capel has a fulltime communications officer that would support the provision of information at the local level during an emergency, including media releases, social media, and radio and/or television interviews or messaging.

The Shire of Capel has the capacity to facilitate direct communication via public meetings, and mail outs to ratepayers and targeted groups by community newsletter subscription.

In Gelorup, Peppermint Grove Beach and Boyanup, there are also community notice boards at high profile locations where short messages can be placed if necessary. These boards are managed by the local community through direct contact.

Appendix 6 provides the main local media contacts available in the southwest region.

## **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 Capel 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 after an emergency event requiring resourcing by the Shire of Capel occurs to ensure the desired level of support is achieved.

## **EVACUATION AND WELFARE**

the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA)

The Shire of Capel has not undertaken any pre-emergency planned evacuation planning for the district however has several main road networks that would support evacuation requirements. A map providing an overview of the district is provided in appendix 4.

At risk groups for consideration in any evacuation strategy are detailed in appendix 5.

## **WELFARE**

The Department of Communities has the role of managing welfare. The Department of Communities has developed a Local emergency management plan for the provision of



welfare support 2021 for the Shire of Capel. This document is a related document to these LEMA's and includes information on welfare centres that have been identified in the municipality.

#### Register. Find. Reunite.

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas the 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. The Shire of Capel will rely on the Department of Communities for activating this arrangement as there is no local Red Cross group available. Further details are available:

<https://www.redcross.org.au/emergencies/about-register-find-reunite/>

#### Animals

The Shire of Capel has an animal welfare plan for the management of domestic animals, horses, and livestock. This document is a related document to these LEMA's.

#### Welfare centres

Welfare centres are detailed in the Local Emergency Management Plan for the provision of welfare support 2021 by the Department of Communities. A quick reference is provided in appendix 8

### **RECOVERY**

The Shire of Capel has a local recovery plan for the provision of recovery management following an emergency. This document is a related document to these LEMA's.

#### Local recovery coordinator

The Shire of Capel has nominated the Manager of Community Development as the Local Recovery Coordinator for the Shire of Capel.

### **EXERCISING AND REVIEWING**

#### Aim of exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is 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 a HMA responsibility; however, it could be incorporated into the local government exercise.

Exercising the emergency management arrangements will allow the local government 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 the effectiveness of co-ordination between them.

### Frequency of exercising

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).

The Shire of Capel, through the LEMC has an objective to meet these requirements by conducting at least one emergency exercise each year.

### 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.

### 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.

Once the Shire of Capel completed an exercise, the post-exercise report will be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

## **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.

The Shire of Capel confirms the contact details at every LEMC meeting (every 3 months).

### Review of Local Emergency Management Committee

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. This is outlined in the LEMC Terms of Reference document.

### Review of resource register

The Executive Officer shall have the resources register checked and updated on an annual basis. Ongoing amendments occur at each LEMC meeting.

## **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.

## **FINANCIAL ARRANGEMENTS**

State Emergency Management Policy section 5.12, State Emergency Management plan section 5.4 and 6.10 and state Emergency management and recovery procedures 1-2 outlines the responsibilities for funding during multiagency emergencies.

While recognising the above, the Shire of Capel is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its community.

## APPENDIXES

### 1. Contact list

A LEMC contact list is routinely circulated to agencies each quarter to coincide with the LEMC meeting schedule.

The list below provides generic contact details for key agencies.

Organisation	Contact details
<b>Bunbury Hospital</b>	9722 1600
<b>Department of Biodiversity Conservation and Attractions</b>	
Blackwood District (Kirup)	08 9731 6232
South West (Bunbury)	08 9725 4300
Wellington (Collie)	08 9735 1988
<b>Department of Communities</b>	08 6414 2777
<b>Department of Environment and Regulation (Perth)</b>	08 6364 7000
<b>Department of Fire and Emergency Services</b>	08 9780 1900
<b>Department of Primary Industries and Regional Development</b>	08 9780 6175
<b>Main Roads WA (Bunbury)</b>	08 9724 5626
Bunbury Outer Ring Road (South West Gateway Alliance)	1800 979 770
<b>Police</b>	131 444
Capel Police Station	08 9716 8160
Bunbury Police Station	08 9722 2111
Busselton Police Station	08 9754 9555
<b>Shire of Capel</b>	08 9727 0222
<b>Water Corporation</b>	08 9781 1501
<b>Western Power</b>	131 351

2. Resource list  
Equipment available through the shire and Giadresco earthmoving

Details	Contact details
<b>Shire of Capel</b>	08 9727 0222
Isuzu Maintenance Truck NQR 450	
Isuzu Tipper FVZ1400	
Isuzu Tipper FVZ1400	
Volvo L60F Loader	
Westrac 12M Cat Road Grader	
Cat 120M Grader	
MultiPac Cat Roller CW34	
Isuzu Tray Top Truck	
Isuzu Truck - Fuso Canter	
John Deere Tractor 4x4	
Kubota Out Front Mower	
Kubota Out Front Mower	
Patching truck Isuzu NQR 450	
Trailer (Dual axle) new	
Sign Trailer	
Trailer (single axle) Box Top	
Agrizzi slasher	
Agrizzi Road Broom	
Cat Mini Excavator & Trailer	
Water Tank & Skid 10,000lt	
Trailer Hydraulic Tipping (Cages)	
Flat deck trailer	
Trailer (Box Top)	
<b>Giandresco</b>	0427 890 003
1x 25 tonne Multipac YL25C multiroller	
1x 13 tonne Amman ASC 110D smooth drum roller	
2x Low loaders	
1x end tipper	
3x side tippers	
1x Cat 330C excavator	
1x 25,000 l watercart	
1x Cat 432D backhoe	
1x Cat 12H Grader	
1x Cat 120M Grader	
2x Cat 966C Front end loader	
3x Cat 966D Front end loader	
1x Cat 950E Front end loader	
2x Cat D7H bulldozers	
1x Komatsu D65 Bulldozer	

### 3. Critical infrastructure

Dangerous Goods Sites					
Owner		Street Name / Number		Town	
Liberty Oil, Dalyellup Petrol Station		9 Norton Promenade		DALYELLUP	
Bunbury Cathedral Grammar School		5 Allen Road		GELORUP	
Colroys Country Kitchen		93 Capel Drive		CAPEL	
Capel Golf Club		Bussell Highway		STRATHAM	
Australian Telecommunications Commission		Lot 5 South West Highway		BOYANUP	
DGS016093		Lot 2 Ocean Drive		DALYELLUP	
Boyanup Fuels		8B South West Highway		BOYANUP	
DGS000537		16 Bussell Highway		GELORUP	
Iluka Resources Ltd		Lot 4532 Prowse Road		CAPEL	
Iluka Resources Ltd		120 Yeardy Road		CAPEL	
Bridges					
Structure Number	Name	Location	Length (m)	Width (m)	Material
3506A	South Drain	Peppermint Grove Road	7.00	6.66	Reinforced Concrete
3494	Gynudup Brook	Elgin Road	37.20	6.20	Timber
3492	Gavins Road	Gavins Road	12.20	5.85	Reinforced Concrete
3512A	North Drain	Edwards Road	6.12	5.85	Reinforced Concrete
0235	Tren Creek	Bussell Highway	31.80	8.65	Timber
5038	5 Mile Brook Drain	Minninup Road	14.30	4.40	Timber
3503A	Elgin Drain	Clapp Road	12.46	4.81	Timber Hybrid
1365	Gynudup Brook	Bussell Highway	18.78	11.67	Timber Hybrid
0236	Capel River	Goodwood Road	62.00	10.40	Timber
3498A	Elgin Drain	Clarke Road	14.7	8.35	Reinforced Concrete
3513A	Elgin Drain	Gynudup Road	7.35	5.81	Reinforced Concrete
5161A	South Drain	Forrest Beach Road	10.2	9.06	Prestressed Concrete
3506B	South Drain	Peppermint Grove Road		9.06	Prestressed Concrete
5147	Elgin H3	Hyder Road	7.34	5.85	Reinforced Concrete
1366	Tren Creek	Bussell Highway	18.74	11.67	Timber Hybrid
3490A	Elgin B.D.F	Gavins Road	6.74	8.35	Reinforced Concrete
3497A	Capel River	Mallokup Road	71.5	5.51	Prestressed Concrete
3511	Gynudup Brook	Nicholls Road	11.07	4.8	Timber
3507A	North Drain	Doungup Road	6.12	5.85	Reinforced Concrete
5368	South Drain	Gutman Road	8.20	5.04	Timber Hybrid
3502	Gyndunup Brook	Yeardy Road	8.22	8.45	Timber
3491	Elgin Drain	Gavins Road	6.74	5.85	Reinforced Concrete
0234A	Gynudup Brook	Bussell Highway	18.96	8.6	Timber Hybrid
5155	Elgin Main Drain	Bentley Drive	8.47	8.32	Reinforced Concrete
3504A	Joshua Brook	Hurst Road	12.50	7.16	Timber
3505A	Elgin Main Drain	Cain Road	8.60	6.08	Reinforced Concrete
5149	Gynudup Sub C Drain	Boundary Road	6.73	5.82	Reinforced Concrete
3514	Preston River	Gwindinup Road	31.00	4.83	Timber
4965	Elgin F Drain	Elgin Road	6.20	6.68	Reinforced Concrete

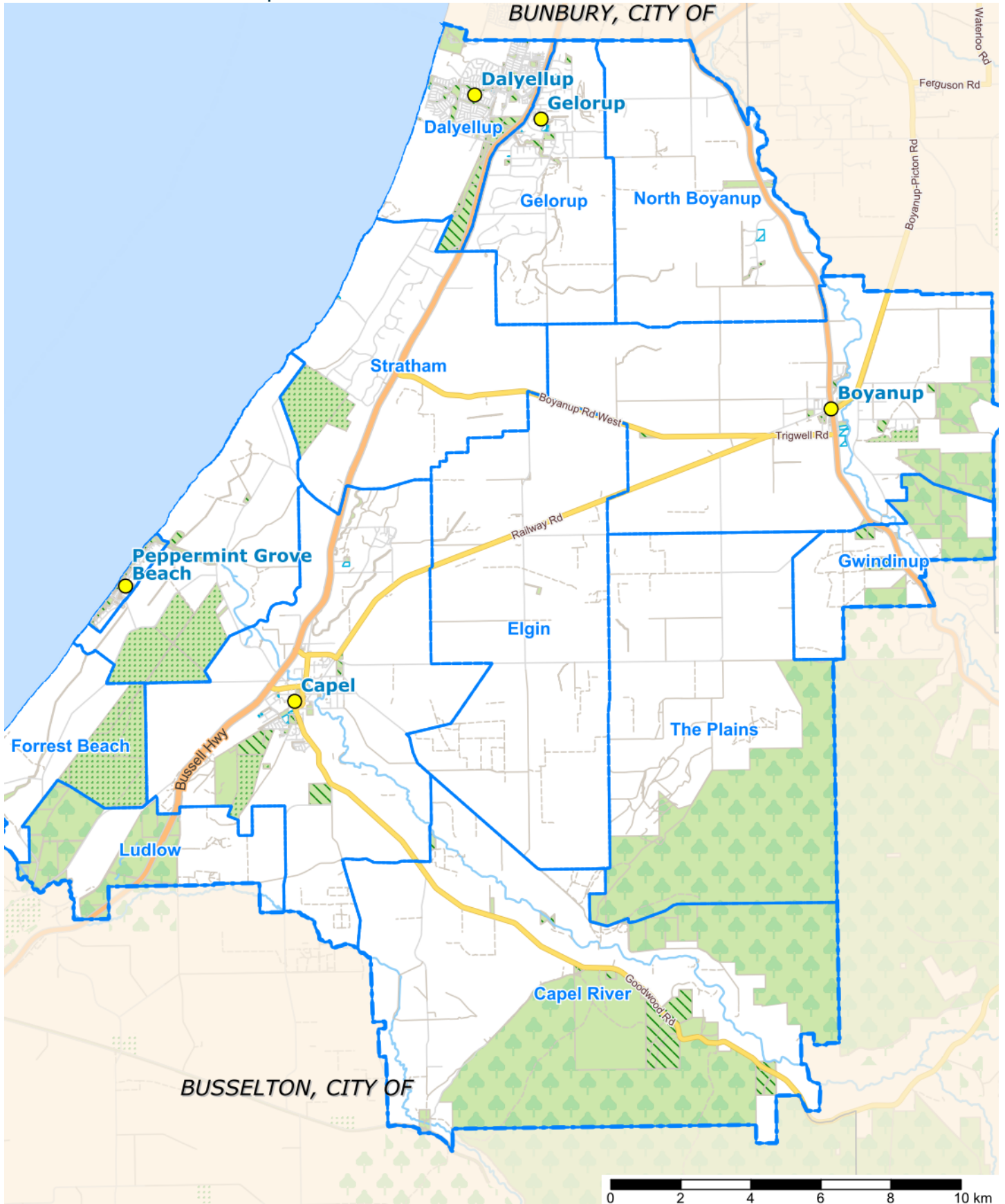
1364	Capel River	Bussell Highway	54.3	11.14	Prestressed Concrete
3489A	Elgin Drain- Boyanup-Capel Road	Boyanup Capel Road	12.05	9.59	Reinforced Concrete
3508A	North Drain	Roberts Road	8.22	5.03	Timber
3500	Gynudup Brook	Cable Mine Road	13.20	7.70	Timber
5111	Elgin F Drain	Bell Road	7.34	5.83	Reinforced Concrete
5383	Tren Creek	Malatesta Road	11.38	4.88	Reinforced Concrete
1370	Capel River (Duplication)	Bussell Highway	53.30	11.04	Prestressed Concrete
3493	Drain Gynudup 'C'	Elgin Road	14.70	5.82	Timber Hybrid
0202	Preston River	Boyanup-Picton Road	67.90	10.89	Timber
0237	Ludlow River	Bentley Road	31.20	8.4	Timber
Petrol Stations					
Name			Address		
Colroys Country Kitchen			93 Capel Drive, CAPEL		
Puma Stratham Downs Roadhouse			1540 Bussell Highway, STRATHAM		
Ampol The Foodary Gelorup			39 Bussell Highway, GELORUP		
Boyanup Fuels			8B South Western Highway, BOYANUP		
Libery Oil, Dalyellup Petrol Station					
WaterCorp Water Pumping Sites					
Name	Type	Lifecycle	Owner		
Minninup Road	Pumping Station	Existing	Water Corporation		
Roe Road Pressure PS	Pumping Station	Existing	Water Corporation		
Roe Road Diesel Standby PS	Pumping Station	Existing	Water Corporation		
Periwinkle Place	Pumping Station	Existing	Water Corporation		
Penn Street	Pumping Station	Existing	Water Corporation		
Dalyellup WTP	Pumping Station	Existing	Water Corporation		
WaterCorp Water Treatment Plant					
Name	Lifecycle	Owner			
Minninup Road	Existing	Water Corporation			
Penn Street	Existing	Water Corporation			
Roe Road	Existing	Water Corporation			
Periwinkle Place	Existing	Water Corporation			
WaterCorp Sewerage Pumping Station					
Name	Type	Owner			
Turner Street	PS – Pump Station	W – Water Corporation			
Lot 124	PS – Pump Station	P – Private			
Dalyellup Boulevard	PS – Pump Station	W – Water Corporation			
Caltex Gelorup	PS – Pump Station	P – Private			
Norton Promenade	PS – Pump Station	W – Water Corporation			
Hawley Parkway	PS – Pump Station	W – Water Corporation			
Maidment Parade	PS – Pump Station	W – Water Corporation			
Capel Drive	PS – Pump Station	W – Water Corporation			
Ferndale Avenue	PS – Pump Station	W – Water Corporation			
WaterCorp Sewerage Treatment Plant					
Name	Status	Owner			
Capel	A – Actual	W – Water Corporation			
ACMA Communication Site					
Name			Licensee		
Westralian Sands Process Plant SR2 Yearly Road CAPEL					
MATV Headend Hutt Drive DALYELLUP					

RGC Mineral Sands Yearly Road NORTH CAPEL	
Western Power Substation – 2890 Bussell Highway CAPEL	Electricity Networks Corporation
Capel Golf Club – Bussell Highway STRATHAM	
Telstra PMTS Site Calingup Road GELORUP	Vodafone Australia Pty Ltd
Capel East Range Road CAPEL	Optus Mobile Pty Ltd
Nursery CAPEL	
Iluka Resources Site NORTH CAPEL WEST	
Prowse Road CAPEL	ST JOHN AMBULANCE AUSTRALIA (WESTERN AUSTRALIA) INC.
Yoganup Extended Mine Site CAPEL	
Vodafone Site Lot 676 Bussell Highway STRATHAM	Vodafone Australia Pty Ltd
New Optus Lattice Tower Hutton Road LUDLOW	Optus Mobile Pty Ltd
Minesite North CAPEL	
Powell MU7 Yearly Road CAPEL	
Yearly Road CAPEL	Iluka Resources Limited
Mobile Spectrum Licensing Site BUSSELL HIGHWAY	
Boyanup Town Water Tank Armstrong Road BOYANUP	Water Corporation
Optus Guyed Mast Lot 2 Armstrong Street BOYANUP	NBN CO LIMITED
Concert Stage Ocean Forrest Lutheran College 133 Norton Promenade DALYELLUP	
RGC Minerals Site Hutton Road, off Bussell Highway CAPEL	Telstra Corporation Limited
Peppermint Grove Beach Telstra RBS 22 Periwinkle Place PEPPERMINT GROVE BEACH	Telstra Corporation Limited
Westralian Sands Separation Plant Yearly Road CAPEL	Iluka Resources Limited
NBN Co Site Lot 2 Gavins Road CAPEL	NBN CO LIMITED
Stirling Road CAPEL	
Telstra Site 89 Ilmenite Crescent CAPEL	Telstra Corporation Limited
Iluka Resources Site CAPEL MAST	
Telstra RBS Site Lot 2 Maidment Parade DALYELLUP	Telstra 3G Spectrum Holdings Pty Ltd
Water Tank Minninup Road DALYELLUP	Water Corporation
Mobile Spectrum Licensing Site SOUTH WESTERN HIGHWAY	
Cain Road CAPEL	Department of Fire and Emergency Services of WA
Gwindinup Plant Lowrie Road 3.5km SSE of BOYANUP	Cable Sands (WA) Pty Ltd
NBN Co Site Lot 679 Calinup Road (corner Cokelup Road) STRATHAM	NBN CO LIMITED
Dry Mills CAPEL	Iluka Resources Limited
Synthetic Rutile Plant Yearly Road CAPEL	Iluka resources Limited
Boyanup Water Treatment Plant (corner Penn Street & Christopher Way BOYANUP	Water Corporation
Optus Site Hutton Road CAPEL	Optus Mobile Pty Ltd
Yoganup Extended Remnants Mine CAPEL	
Boyanup Telstra Radio Base Station Lot 2 Armstrong Street BOYANUP	Telstra Corporation Limited
Vodafone Monopole 4 Jules Road GELORUP	Vodafone Australia Pty Ltd
Lillydale Road GELORUP	Hanson Construction Materials Pty Ltd
Iluka Resources South Capel Plant CAPEL	Iluka Resources Limited
No2 Treatment Plant Minninup Road BUNBURY	
NBN Co Site Lot 302 47 Bryce Road BOYANUP	NBN CO LIMITED
Jenkin Road CAPEL	



LPON Site 6 Scott Road CAPEL	WA CONFERENCE OF THE SEVENTH DAY ADVENTIST CHURCH	
Thickener Tank Ludlow Minesite off Tuart Drive CAPEL		
Telstra RBS Site 120 Railway Road CAPEL	Telstra Corporation Limited	
Operations Area North CAPEL	Iluka Resources Limited	
LPON Site 249 Ken Bell Road NORTH BOYANUP	Seventh Day Adventist Church (Australian Union Conference) LTD.	
Holcim Quarry 110 Jules Road GELORUP		
Yearly Road CAPEL		
Wet Plant Ludlow Minesite off Tuart Drive CAPEL		
Lot 2644 Jules Road GELORUP		
State Forest No 2 near Ludlow CAPEL	Cable Sands (WA) Pty Ltd	
Telstra Site Yorganup Mine CAPEL		
DGPS Site Yoganup Extended Remnants Mine THE PLAINS		
Rail Site CAPEL		
Mobile Spectrum Licensing Site BUSSELL HIGHWAY		
M and AJ Bell 509 Cain Road BOYANUP	AJ LM M and TG BELL and	
Yoganup Extended Remnants Mine Site CAPEL		
Yearly Road CAPEL		
Western Power Transmission Lines		
Line Name	KV	Type
PIC-CAP/WSD 71	66	Overhead Carriers
PIC-CAP 72	66	Overhead Carriers
CAP-BSN 71	66	Overhead Carriers
PIC-PNJ/BSN/KEM 81	132	Overhead Carriers
CAP-BSN 72	66	Overhead Carriers
Western Power Substations		
Name		
Westralian Sans		
Capel		

4. Routes and maps



## 5. At risk groups

The following is a list of schools and aged care facilities in the district.

Organisation	Site Address	Contact Details	Approx. persons	Site Evac. plan
<b>Schools</b>				
Boyanup Primary School	Thomas Street Boyanup	9731 5111	116	Yes
Child Side Primary School	Armstrong Road Boyanup	9731 5232	<130	Yes
Capel Primary School	Barlee Road, Capel	9727 2183	430	Yes
Capel Child Care Centre	Forrest Road, Capel	9727 1120	<28	Yes
Dalyellup Primary School	14 Hartog Road, Dalyellup	9795 2999	740	Yes
Kids Inn Child Care	Corner Hartog Road and Dampier Street, Dalyellup	9795 7141	<120	Yes
Tuart Forrest Primary School	Crystal Bend, Dalyellup	9795 1525	495	Yes
Bunbury Baptist College	133 Norton Promenade, Dalyellup	9795 6711	196	Yes
Dalyellup College	Wake Drive Dalyellup	9795 2000	911	Yes
Bunbury Cathedral Grammar School	Allen Road, Gelorup	9722 6000	1200	Yes
<b>Aged Care</b>				
Aged persons Units (individually tenanted)	West Road, Capel	NA (Door knock required)	Unknown	No
Aged Persons Units (Individually tenanted)	Cnr Parade Road and Norton Promenade, Dalyellup	NA (Door knock required)	Unknown	No
Bethanie Dalyellup	68 Kambany Approach, Dalyellup	9724 4750	150	Unknown

## 6. Public information contacts

The following contacts for media are available and assistance can be sought from the Shire of Capel Communications Coordinator.

Organisation	Contact details
<b>Radio</b>	
ABC South West (Official Emergency Broadcaster)	08 9792 2711 SMS 0448 922 604
SEN Spirit Radio	1800 595 194 SMS 0487 736 736
<b>Newspaper</b>	
South Western Times	08 9780 0800 ✉ editor@swtimes.com.au
Bunbury Mail	08 9722 5555 ✉ editor@bunburymail.com.au
<b>Television</b>	
GWN South West	08 9792 2857 ✉ info@gwn7.com.au

7. Risk register

See Attachment

## 8. Welfare centre information

The sites below can be considered for the use of welfare centres

Site	Address	Seated Capacity	Sleeping Capacity	Contact details
Capel Community Centre	Cnr Forrest and Roe Road, Capel	289	72	9727 0222 / 0408 953 535
Peppermint Grove Beach Community Centre	Hayfield Road, Peppermint Grove Beach	110	27	9727 0222 / 0408 953 535
Gelorup Community Centre	Hasties Road, Gelorup	127	32	97270222 / 0408 953 535
Dalyellup Community Centre	Gosse Way, Dalyellup	188	47	9727 0222 / 0408 953 535
Boyanup Hugh Kilpatrick Hall	South Western Highway, Boyanup	355	89	9727 0222 / 0408 953 535
Boyanup Jack & Mary Kitchen Community Centre	Thomas Street, Boyanup	82	20	9727 0222 / 0408 953 535
Cardinals Football Club	Thomas Street, Boyanup	140	35	9727 0222 / 0408 953 535
Elgin Hall	Cnr Railway Road & Elgin Road, Elgin	161	41	9727 0222 / 0408 953 535

## 9. Heritage Listing

**Category A** places are assessed as having exceptional significance to the local government area and included on the State Register of Heritage Places.

**Category B** places have been assessed as having considerable significance to the local government area. The significance of these places' warrants protection under the provisions of the Town Planning Scheme.

NO	NAME	ADDRESS	CATEGORY	RHP
1	Capel River Bridge	Capel Drive, Capel	B	
2	Capel Tavern	96 Capel Drive, Capel	B	
4	St John's Anglican Church	88 Capel Drive, Capel	A	RHP
5	Shire of Capel Office, Community Centre & Iluka Capel Public Library	Cnr Capel Drive & Roe Road	B	
7.1	Road Board Office (fmr)	21 Forrest Road, Capel	B	
9	Roberts' Store (fmr)	19 Properjohn Road, Capel	B	
11	Capel Post Office (fmr)	1 Buchanan road, Capel	B	
14	Stationmaster's House (fmr)	13 Properjohn Road, Capel	B	
18	Capel RSL & War Memorial	7 Forrest Road, Capel	B	
21	Seventh Day Adventist Church	9 Scott Road, Capel	B	
24	Capel Primary School	Barlee Road, Capel	B	
28	Capel Railway Bridge	Capel River, north of Roe Road	B	
33	St Joseph's Catholic Church	53 Capel Drive, Capel	B	
39	Capel Cemetery & Site of First School	68 Urquhart Road, Capel	B	
40	Lexdon Park	166 Jamieson Road, Capel	A	RHP
43	Ardevale	1205 Goodwood Road, Capel River	B	
52	Lime Kilns	Ludlow North Road	A	RHP
55	Minninup Homestead Group	195 Mangles Road, Stirling Estate	B	
56	Minninup Homestead	196 Mangles Road, Stirling Estate	A	RHP
57	Doungup	139 Doungup Road, Stirling Estate	B	
61	Higgins Cut	Lot 3216 Ludlow North Road	A	RHP
67	Ludlow Forestry Houses	Lot 1109 Ludlow Road North & Tuart Drive	A	RHP
76	Rosemore	137 Boyanup West Road	B	
78	Stratham Park	243 Bourne Loop, Stratham	B	
85.1	Uniting Church & Hall	33 South Western Highway Boyanup	B	

86	Shop - Elders Agency (fmr)	29 South Western Highway Boyanup	B	
87	Bakery	23 South Western Highway Boyanup	B	
88	Shop & Residence	21 South Western Highway Boyanup	B	
93	St George's Anglican Church	16 South Western Highway Boyanup	B	
94	Boyanup General Store	8A South Western Highway Boyanup	B	
99	St Louis Catholic Church	80 Bridge Street, Boyanup	A	RHP
102	Hurst Butcher Shop	100 Bridge Street, Boyanup	B	
103	Boyanup Tavern	104 Bridge Street, Boyanup	B	
105	Avenue of Oaks	Bridge Street	B	
106	Granny Simmons' House (fmr) site: Staging Post	109 Bridge Street, Boyanup	B	
115	Boyanup Cemetery	Payne Road, Boyanup	B	
122	Boyanup Slab Hut	17172 South Western Highway, Boyanup	A	RHP



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