

State Emergency Management Documents Amendments List January 2025 – LEMA Guidelines

On 7 May 2021, the State Emergency Management Committee (SEMC) approved statement of fact amendments and/or amendments to improve the inclusivity and accessibility of the State emergency management documents (resolution number 32/2021). At the time, the accessible redesign of the Local Emergency Management Arrangements (LEMA) Guideline was put on hold to align with an upcoming comprehensive review.

On 22 January 2025, the Deputy SEMC Executive Officer approved statement of fact and consequential amendments to the Local Emergency Management Arrangements Guideline and Model to improve the inclusivity and accessibility of the document. Some clarity has been provided through simplifying language and document structures however substantive information has not been reviewed or amended. **Local governments do not need to amend current LEMAs to match the formatting of these documents.**

The Comprehensive review and further redevelopment of the LEMA Guideline will occur as a result of the LEMA Improvement Program and LEMA Pilot Program (endorsed by SEMC under resolution number 113/2023).

Redactions are shown in ~~red strikethrough text~~ and additions are shown with highlighted underlined text. Please email semc.policylegislation@dfes.wa.gov.au to provide feedback or comment.

Local Emergency Management Arrangements Guideline **Version 2.06**

Section	Amendment	Comment
Cover	<u>NOTE: The comprehensive review is on hold. The review will be carried out as a result of the LEMA Pilot Program.</u>	Inclusion of note to provide acknowledgment of outdated comprehensive review status.
Throughout	Corrections to typographical, grammatical and formatting errors, version details, contact details, and outdated hyperlinks throughout the document.	Noteworthy typographical and grammatical errors amended also included throughout the amendment list.

Part One: About this Guideline:

Section	Amendment	Comment
How to use this Guideline	<u>To support this guideline, a model Local Emergency Management Arrangements template (Microsoft Word document) can be found on the SEMC Website.</u> While this guideline <u>and template</u> provide best practice principles, you will need to tailor the final document to the needs of your local government. You may include any additional information that will enable your local government to support the community in times of emergency.	Reference to template included.
How to use this Guideline	Relevant State Hazard Plans (Westplans);	Removal of outdated term.
About Local Emergency Management Arrangements Figure 1	<p>Whilst This document is structured as a main document with appendices; <u>however</u> you may like to think about using a more modular design with ‘take-away’ sections for use in certain situations.</p> <p>Refer to figure 1 for a suggested for a modular LEMA. <u>Figure 1 shows a modular LEMA structure.</u></p> <p>Figure 1: <u>Modular</u> LEMA Structure <u>example</u>.</p> <p>This diagram represents the comprehensive nature of EM planning.</p> <p><u>*Additional guidelines are available on the SEMC website to assist with developing an emergency risk management plan, community evacuation plan, and local recovery plan.</u></p> <p>Refer to the WA Community Evacuation in Emergencies Guideline available on the SEMC website for developing this aspect of the LEMA.</p>	<p>Clarification to description of figure that it is an example only. Inclusion of existing State EM Guideline resources relevant to LEMA development.</p> <p>Alternative text set behind figure.</p>
Approval Process Figure 2	Figure 2 redesigned	Text removed from the image and added underneath Figure 2.

Section	Amendment	Comment
Review Process Figure 3	<p><u>The Local Government must ensure the LEMA is reviewed regularly, including:</u> The LEMA should be reviewed:</p> <ul style="list-style-type: none"> • after an event or incident that requires the activation of an Incident Support Group (ISG) or significant recovery coordination • after training or drills that exercise the arrangements • every five (5) years • any other time the local government considers appropriate. <p>The review might be a 'light touch', or statement of fact change with minor amendments, or there may be major updates required.</p> <ul style="list-style-type: none"> • <u>If a major review occurs, the full approval process should be completed (as described in figure 2).</u> • <u>If only minor amendments are required, the local government is to make amendments and distribute copies to the LEMC, DEMC and SEMC Business Unit.</u> <p><u>State Emergency Management Preparedness Procedure 3.8 – Local Emergency Management Arrangements details the LEMA Review process, depicted in figure 3, below:</u></p> <p>Refer to Figure 3 for the review process. <u>Figure 3: LEMA review process</u></p>	<p>Statement of fact correction issued for to reflect the existing Local Government requirement to ensure the LEMA is regularly reviewed in line with State EM preparedness procedure 3.8.</p> <p>Included alternative text of figure 3 into the narrative of the section for greater understanding of the figure.</p>

Section	Amendment	Comment
Non-completion or non-adherence by a Local Government Figure 4	<p>Figure 4: Non-completion or non-adherence process <u>(described below)</u></p> <p><u>If an issue is identified, a letter of concern raising issue is sent to the local government from the DEMC.</u></p> <p><u>At 6 months, a letter of concern is sent from SEMC if:</u></p> <ul style="list-style-type: none"> <u>no remedial action is taken or appropriate acknowledgment of DEMC concerns; or</u> <u>continued lack of engagement.</u> <p><u>At 12 months, notification is made to Department of Communities Department of Local Government, Sport and Cultural Industries that local government has:</u></p> <ul style="list-style-type: none"> <u>not fulfilled obligations under the <i>Emergency Management Act 2005</i>; or</u> <u>not demonstrated a willingness to fulfill obligations.</u> 	<p>Alternative text included below the figure.</p> <p>Statement of fact correction issued for notification to Department of Local Government, Sport and Cultural Industries instead of Department of Communities to align with current government agency portfolios.</p>

Part Two: Develop the Local Emergency Management Arrangements

Section	Amendment	Comment
Part Two	<u>Part Two: Develop the Local Emergency Management Arrangements</u> LEMA Model	Part title amended to reflect section content
Foreword	<p><u>Foreword</u></p> <p style="text-align: center;">Local Government Logo</p> <p style="text-align: center;"><LOCAL GOVERNMENT></p> <p><u>As seen in the model LEMA template, the following sections are included within the foreword:</u></p>	Reference to the example model LEMA template included to reflect section content.

Section	Amendment	Comment
Foreword: Statement of Authority and Approval	<p><u>Statement of Authority and Approval</u> <u>An example is provided within the model LEMA template. The example suggests adding in the local government logo and a statement describing the authority of the document:</u></p> <p>These arrangements have been produced and issued under the authority of S. 41(1) of the <i>Emergency Management Act 2005</i>, endorsed by the <update> Local Emergency Management Committee and the Council of the <Local government>. The Arrangements have been tabled for noting with the <update> District Emergency Management Committee and State Emergency Management Committee.</p> <p><u>The model LEMA template suggests including dates of the LEMC approval and Council endorsement.</u></p>	Title and reference to the example model template included to reflect section content.
Foreword	<p><u>Table of Contents</u> <u>An example is provided within the model LEMA template.</u> Insert your table of contents here.</p> <p><u>Distribution List</u> <u>An example is provided within the model LEMA template. This list may also be inserted as an appendix. The example suggests including the name of the organisation and number of copies required.</u></p> <p>Example Table</p> <p><u>Amendment Record</u> <u>An example is provided within the model LEMA template or at the beginning of this guideline. The example suggests including the amendment date, summary and author, however it is recommended use your usual document tracking process.</u></p> <p>Below is an example only. Use your usual document tracking process</p> <p>Example Table</p>	Examples have been retained within the model LEMA template and referenced within the guideline.

Section	Amendment	Comment
Foreword	<p>Glossary of Terms <u>Include a glossary of terms within the foreword or as an appendix to align with your document structure.</u></p> <p>Terminology used throughout this document <u>has</u> shall have the meaning as prescribed in either section 3 of the <i>Emergency Management Act 2005</i> or as defined in the State EM Glossary. or the WA Emergency Risk Management procedure.</p>	Inclusion of a recommendation to follow existing local government document structures.
Foreword	<p>Acronyms <u>Include a list of acronyms used within your arrangements within the foreword or as an appendix to align with your document structure. Common acronyms used within LEMA are shown in the table below.</u></p>	Inclusion of a recommendation to follow existing local government document structures.
Introduction	<p><u>As seen in the model LEMA template, the following sections are recommended to be included within the introduction section of the Local Emergency Management Arrangements.</u></p>	Reference to model LEMA template included.
Introduction: Community Consultation	<p>Briefly document the local community consultation process during the development <u>and review</u> of the arrangements.</p> <p>Consultation with the community should be inclusive (where appropriate) of specific sectors of the community including but not limited to, Special needs individuals and groups <u>that are able to advocate for people who may need additional assistance during an emergency, this should include</u> Indigenous <u>Aboriginal peoples</u> or CALD groups and industry representatives.</p>	Update to terminology to align with current State EM framework.

Section	Amendment	Comment
Introduction: Document Availability	<p>Include a statement advising that copies of arrangements are available at the local government offices (include physical address) free of charge during office hours. Arrangements must <u>may</u> be <u>made</u> available in written print and or electronic format. For</p> <p><u>An example statement is provided below and within the model LEMA template:</u></p> <p>Copies of these arrangements <u>at the local government's administration office or on the local government website.</u></p> <p>shall be distributed to the following and shall be free of charge during office hours:</p> <ul style="list-style-type: none"> • Shire's <u><Local government></u> Administration Office Address • Shire's <u><Local government></u> Website (insert link). 	Document availability requirements amended for consistency with the existing guidance provided within State EM Preparedness Procedure 3.8. Shire language updated to generic 'local government' terminology.
Introduction: Scope	<u>The following is an example of information to describe the scope of the arrangements.</u>	Preamble included to highlight that example content was provided in the model LEMA template.
Introduction: Scope: Geographic area covered	<p>Provide general information regarding the geographic area that the local emergency management arrangements cover.</p> <p><u>A detailed map can be provided within an appendix, as suggested by the Appendix F: Map of the District placeholder.</u></p>	Section moved as a Heading 3 subsection under Scope for greater clarity. Reference to existing appendix example included.

Section	Amendment	Comment
Related Documents and Arrangements	<p>Existing Plans and Arrangements</p> <p><u>Reference</u> any relevant plans and arrangements that exist for the area should be listed for reference purposes. These could include specific hazard plans, special event plans, public building evacuation plans, hospital and school emergency management plans and Emergency Risk Management plans and so on.</p> <p>Local plans</p> <p>Ensure details include the ownership, location and currency or expiry dates for these plans. An example table is provided within the model LEMA template.</p> <p>Example table</p>	Examples table retained within the model LEMA template and referenced within the guideline.
Related Documents and Arrangements: Agreements, understandings and commitments	<p>Table 2 : <u>Example</u> agreements, understandings and commitments <u>table</u></p> <p>Parties to the Agreement: Blank</p> <p><u>Party 1: Local Government A</u></p> <p><u>Party 2: Local Government B</u></p> <p><u>Summary of the Agreement: Summary of assistance from Local Government A to Local Government B</u></p> <p><u>Special Considerations: Major influx of tourists during summer months</u></p>	Table title amended and example content included to allow for table to pass table accessibility.
Related Documents and Arrangements: Special Considerations	<p>Document any specific factors that <u>may impact emergency management arrangements</u> need to be identified such as:</p> <ul style="list-style-type: none"> • Major influxes of tourists • Large public events • Seasonal conditions e.g. bushfires, cyclones <p><u>An example</u> table can be found at Part Seven: Appendix I – Special Considerations.</p>	Clarification of existing information found within the list.

Part Three: Identify Resources, Roles and Responsibilities

Section	Amendment	Comment
Part Three	<u>Part Three: Identify Resources, Roles and Responsibilities</u>	Part title included to better reflect content
Local Resources	<p><u>Local Resources</u> <u>Summarise the local resources available that may support response, emergency relief and support activities and recovery.</u></p> <p>Resources should be captured and included in the resources register, <u>as found at Part Seven: Appendix D. Depending on the sensitivity of the information in the resource register, a detailed resource register may be referenced within the arrangements, describing how emergency management agencies can request or obtain access.</u></p> <p>When developing your list of resources consider not only LEMC member agency resources but also community, industry and commercial resources that may be available. Consider resources in support of emergency relief and support and recovery, in addition to response.</p> <p>Consider highlighting any resource deficiencies and logistical issues such as time taken to mobilise resources to remote locations or the limited access to local resources, for example:</p> <ul style="list-style-type: none"> • Process for accessing a grader owned by a local government if it is committed elsewhere or an operator is unavailable. • Resources may need to be sought from outside the local government area – for example machinery available on pastoral stations. <p>A sample can be found at Appendix 4 — Resources.</p>	<p>Existing statement regarding the existing resources to include, moved to the beginning of the section and simplified for clarity.</p> <p>A statement of acknowledgement regarding the sensitivity of resource information included to clarify that resource registers can be referenced with information for other emergency management agencies to request or obtain access.</p>
Local Resources	<p>Consider incorporating resource owners within your contact <u>list or within this section.</u></p> <p><u>Table 3: Resource 2: Example resource</u> contacts</p>	Table title amended to better reflect content

Part Four: Describe Local Emergency Risk Management Process

Section	Amendment	Comment
Part Four	MANAGING RISK <u>Part Four: Describe Local Emergency Risk Management Process</u>	Part title included to better reflect content
Describe Local Emergency Risk Management	The SEMC has developed a number of tools to assist local governments to undertake the risk assessment process. The tools are available on the SEMC website at www.wa.gov.au. The Emergency Risk Management Guideline and related risk management tools for local governments are available on the SEMC website.	Reference to emergency risk management guideline and tools updated.
Describe Local Emergency Risk Management	Include a current risk register consider attaching as an appendix to this set of arrangements, such as Appendix C within the model LEMA Template. an example can be found at Part Seven: Appendix C – Risk Register Schedule. <u>If you have used the SEMC Risk Register it may not fit as an appendix, as it is a large spreadsheet and may contain sensitive information. Reference how to access the risk register and a summary of the risks within this section.</u>	Reference to example removed as an example was not provided. Note regarding the SEMC Risk Register, simplified and moved into the body of this section.
Describe Local Emergency Risk Management	If you have recently conducted the ERM <u>emergency risk management</u> process, one of the outputs should have identified critical infrastructure in your community and its vulnerability to hazards. The critical infrastructure should be captured <u>within this section or as an appendix.</u> An example table is Sample provided at Part Seven: Appendix A – Critical Infrastructure.	Clarification of relevance to this section.

Section	Amendment	Comment
Description of emergencies likely to occur	<p>Complete the following table of emergencies <u>Identify the hazards that</u> are likely to <u>cause an emergency to occur</u> within the local government area. These should be derived from the local emergency risk management process. <u>An example table is provided to describe the arrangements in place for the identified hazards.</u></p> <p>Table 5: Description <u>7: Example table of</u> emergencies likely to occur in local area</p> <p><u>Example table content</u></p> <p>These arrangements are based on the premise that the <u>Hazard Management Agency</u> and Controlling Agency is <u>are</u> responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.</p>	<p>Statement amended to clarify existing content found within the table.</p> <p>Example table content included to allow for table to pass table accessibility.</p> <p>Statement of fact update to terminology regarding HMA and Controlling Agency.</p>
Emergency management strategies and priorities	<p>Table 6 <u>8: Example table of</u> Local <u>emergency management</u> strategies and priorities</p> <p><u>Example table content</u></p>	<p>Example table content included to allow for table to pass table accessibility.</p>

Part Five: Describe Local Response and Recovery Arrangements

Section	Amendment	Comment
Part Five	<u>Part Five: Describe Local Response and Recovery Arrangements</u>	Part title included to better reflect content
Incident Support Group (ISG)	Frequency of <u>ISG</u> meetings	Title amended to better reflect content and match the structure of the other sections

Section	Amendment	Comment
Incident Support Group (ISG): Location of ISG meetings	The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District. <u>Identify suitable locations for an ISG meeting within this section or list within an Appendix as shown in Part Seven: Appendix H.</u> Identify suitable locations, and provide details of contacts who may be asked to open these sites. Complete the table at Appendix 8 – Incident Support Group Locations.	Update to reference and removal of duplicate information.
Funding Arrangements	<u>Funding Arrangements</u> <u>Example content is provided below.</u>	Heading 2 title amended to better reflect content and consistency with State EM Plan and Policy
Evacuation Arrangements	<u>Evacuation Arrangements</u> <u>Evacuation Centres</u> <u>Evacuation of Animals</u> (including assistance animals)	Heading 2 title amended to better reflect content. Heading 3 sections moved from Emergency Relief and Support to appropriate Evacuation arrangements section.
Evacuation centres	<u>Identify evacuation centres and details within the arrangements or as an appendix. Part Seven: Appendix E – Evacuation Centre Information provides additional information and an example is provided within the model LEMA template.</u> Evacuation centres need to be identified and details included in the arrangements. An example is attached at Appendix 5 – Evacuation centre information	Update to reference to find more evacuation centre information
Evacuation of Animals	<u>Evacuation of Animals</u> (including assistance animals) <u>Identify arrangements regarding the evacuation of animals (including assistance animals).</u> This section should detail how animals would be dealt with during evacuation.	Heading 3 title amended to reflect existing content. Content wording amended to

Section	Amendment	Comment
Routes and Maps	This section provides a map of the locality and identifies any issues and local landmarks. (See Appendix 6—Map of the District) <u>Attach map as an appendix as required.</u>	Reference to appendix amended as example map was not provided in existing appendix.
Recovery: Local recovery coordinator	Local governments are required to nominate a local recovery coordinator. <u>Identify and list the names in the contact list.</u> Local recovery coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures <u>5.1-5.4.</u>	Update to procedure reference.

Part Six: Describe Exercising, Reviewing and Reporting Arrangements

Section	Amendment	Comment
Part Six	<u>Part Six: Describe Exercising, Reviewing and Reporting Arrangements</u> <u>Exercise Local Emergency Management Arrangements</u> The aim of exercising	Part title and section titles included to organise and reflect existing content
Reporting of exercising	Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC reports to the SEMC State Exercise Coordination Team (SECT). Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable <u>(State EM Policy section 4.11.3).</u>	Removal of SECT references as group is currently inactive. Reference to State EM Policy sections included.
Review of Local Emergency Management Arrangements	Consider quarterly reviews of contact lists. (Refer to <u>Part Seven: Appendix G</u> – Contacts). <u>Also</u> consider also reviewing arrangements after exercises.	Updated reference to appendix

Section	Amendment	Comment
Annual Reporting	The SEMC <u>Business Unit will</u> issue the annual report template.	Clarification to align with State EM Preparedness Procedure 3.17

Part Seven: Example Appendices

Section	Amendment	Comment
Part Seven	<u>Part Seven: Example</u> Appendices <u>Content within these example appendices can be used within the body of the main LEMA document or as an appendix as appropriate.</u>	Part title amended and content included to describe existing content.
Appendix A: Critical Infrastructure	<u>Appendix A Table: Sample Critical Infrastructure Resources</u> The above table should be m- Modify and adapt <u>the table to reflect</u> local government requirements; engagement with the LEMC may determine other items. <u>Suggested items to include:</u> Table	Table title included. Second table removed and headers added in as a list
Appendix B: At-Risk Groups	<u>Appendix B Table: At-risk group register</u> Table – Header of column 7 amended to <u>'Details'</u> – Example text moved into Column 7 Row 1.	Table title included.
Appendix C: Risk Register	Appendix C: Risk Register Schedule <u>Insert Risk Register</u> If you have used the SEMC Risk Register, it is a large spreadsheet. It will not fit as an appendix. Provide a link to the Risk Register and a summary of the risks.	Title updated as 'Schedule' terminology not used within the section or the current Emergency Risk Management Guideline. Note regarding the SEMC Risk Register moved into the body of this section.

Section	Amendment	Comment
Appendix D: Resource Register	<p><u>Suggested information to include for each entity able to share resources:</u></p> <ul style="list-style-type: none"> <u>Name of</u> Shire, Other Agencies, <u>Pastoralists organisation, entity, agency, pastoralist</u> etc. [Name of Shire] Resources Schedule Name of organisation Plant and equipment resources: <u>Location:</u> <u>Contact(s):</u> <u>Contact details:</u> <p><u>Suggested items to display within a table for each resource entity:</u></p> <ul style="list-style-type: none"> Item description: Number of items: 	Tables removed and headers added as a list
Appendix E: Evacuation Centre Information	<p><u>Reference or attach your Department of Communities' Local Emergency Relief and Support Plan if evacuation centre information is included within this plan. A summary of evacuation centres may be included as shown in the Model LEMA template.</u></p> <p><u>The WA Community Evacuation in Emergencies Guideline may also assist with the development of evacuation centre information.</u></p> <p>Remove this appendix if you have the Department of Communities' Local Emergency Relief and Support Plan</p> <p>Table</p>	Clarification of statement referencing the Department of Communities Local Emergency Relief and Support Plan and evacuation centre information to align with the existing content in the Emergency Relief and Support section of the guideline.

Section	Amendment	Comment
Appendix G: Contacts	<p>Table <u>Suggested information to include:</u></p> <ul style="list-style-type: none"> • Name • Organisation • Address • Phone • Mobile • Email • Fax 	Table headers included as a list
Appendix H: Incident Support Group Meeting Locations	<p><u>Suggested items to include for two or more potential ISG meeting locations:</u></p> <ul style="list-style-type: none"> • Address • Facilities available • Contact details to access the meeting location (1st and 2nd contact details) 	Table headers included as a list
Appendix I: Special Considerations	<u>Appendix I Table: Special considerations/events register</u>	Table title included
Appendix J: Local Public Warning Systems	<u>Appendix J Table: Local public warning system register</u>	Table title included