REPORT NUMBER	REPORT TITLE AND ATTACHMENT DESCRIPTION	PAGE NUMBER(S)
COM01 – 03/26	**Local Emergency Management Committee Unconfirmed Meeting Minutes & the Shire of Chittering Local Emergency Management Arrangements** **Attachments** 1. "Unconfirmed" minutes from the Local Emergency Management Committee Meeting held on 4 March 2026 2. Local Emergency Management Plan 3. Local Emergency Management Work Plan *(Confidential)* 4. Local Recovery Plan *(Confidential)*	01 – 47

Shire of
Chittering

Local Emergency Management Committee Meeting Minutes
Wednesday, 4 March 2026

To be held at Council Chambers, 6177 Great Northern Highway, Bindoon
Commencement: 10:03am **Closure: 11:05am**

MEMBERSHIP

Members	Councillor Proxy
Chair Cr Kylie Hughes	**Deputy Chair** Cr Nicholas Grayer
Executive Officer Community Emergency Services Manager	
Local Recovery Coordinator	
St John Ambulance Gingin Chittering	
Deputy Chief Bush Fire Control Officers	
Local Welfare Liaison Officer	
WA Police – Gingin Representative	
Department of Communities representative	
DFES District Officer – Metropolitan North East	
State Emergency Service (Swan) representative	
Department of Defence representative	
Western Australian Meat Industry Authority representative	
Bindoon Primary School representative	
Edmund Rice College representative	
Immaculate Heart College representative	
Country Women's Association representative	

Objectives

3.1 Develop local emergency management arrangements that are practical to all stakeholders and service agencies.

3.2 Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.

3.3 Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.

3.4 Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.

3.5 Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.

3.6 Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.

3.7 Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.

3.8 Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(3).*

Delegated Authority

Nil

TABLE OF CONTENTS

Preface

When the Chief Executive Officer approves these Minutes for distribution they are in essence "*Unconfirmed*" until the following Ordinary Meeting of Council, where the minutes will be confirmed subject to any amendments.

The "*Confirmed*" Minutes are then signed off by the Presiding Member.

Attachments that formed part of the agenda, in addition to those tabled at the Ordinary Meeting of Council are put together as an addendum to these Minutes.

Unconfirmed Minutes

These minutes were approved for distribution on 9 March 2026.

Confirmed Minutes

These minutes were confirmed at a meeting held on 27 May 2026.

Signed   …………………………………………………………………………..

Note: The Presiding Member at the meeting at which the minutes were confirmed is the person who signs above.

1. DECLARATION OF OPENING OF MEETING ANNOUNCEMENTS OF VISITORS

The Chairperson declared the meeting open at 10:03AM

Good morning ladies and gentlemen, we wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land, we acknowledge and respect their continuing culture, and the contributions made to this region.

2. RECORD OF ATTENDANCE / APOLOGIES / APPROVED LEAVE OF ABSENCE

2.1 Attendance

The following members have confirmed their attendance (Quorum – 9 Members):

Members:	Cr Kylie Hughes	Chairperson
	Cr Nicholas Grayer	Councillor
	Melinda Prinsloo	Chief Executive Officer
	Jo Spadaccini	Department of Communities
	Chris Thompson	Western Australia Police Force
	Greg Errington	WAMIA
	Shelley Walter	CWA – Bindoon Belles
	Alison Reliti	Shire of Chittering
Minute Secretary:	Jodie Connell	
Other:	Catherine Feeney	WALGA
	Jenny Thomas	NBN Co

2.2 Apologies

	Adam Robertson	WAMIA
	John Saffrey	Swan SES
	Nathan Manning	Chief Bushfire Control Officer & Community Emergency Services Manager
	Ryan Hamblion	Department of Communities
	Heather Taylor-Mayer	Tronox
	Maribel Ward	Bindoon Primary School

2.3 Approved leave of absence

Nil

3. DISCLOSURE OF INTEREST

Nil

4. CONFIRMATION OF PREVIOUS MINUTES

4.1   Local Emergency Management Committee meeting: 26 November 2025

> **4.1   OFFICER RECOMMENDATION**
> **Moved Cr Kylie Hughes / Seconded Cr Nicholas Grayer**
> **That the minutes of the Local Emergency Management Committee meeting held on Wednesday, 26 November 2025 be confirmed as a true and accurate record of proceedings.**
> **CARRIED UNANIMOUSLY**

5. NBN'S EMERGENCY RESPONSE APPROACH TO THE DECEMBER FIRES AND ASSOCIATED POWER OUTAGE.

Jenny Thomas addressed the Committee and presented.

Cr Grayer addressed the meeting and enquired about the technology currently being used in NBN infrastructure. Jenny provided information about the current technology and plans to upgrade the NBN infrastructure in future. Jenny also confirmed that the STAND ('Strengthening Telecommunications Against Natural Disasters') infrastructure will be upgraded soon also. Jo Spaddacini enquired about another Local Government's STAND that currently operates at a limited capacity when not in use and how to activate its full capacity in the event of an emergency. Jenny confirmed that anyone can call her to activate the infrastructure. The Committee discussed the STAND infrastructure further including how it can be accessed at a 50-metre radius.

6. LEMA PILOT OUTCOMES

Catherine Feeney addressed the Committee and presented on the recent process taken to review the Local Emergency Management Arrangements as part of the Pilot Project. Catherine detailed what some of the outcomes were and the Committee was asked to consider the content and endorsement of the Local Emergency Management Plan, Local Emergency Management Work Plan and the Local Recovery Plan. The Committee moved the following:

> **MOTION**
> Moved Cr Hughes / Seconded Cr Grayer
>
> That the Local Emergency Management Committee receives and endorses the Local Emergency Management Plan, Local Emergency Management Work Plan and the Local Recovery Plan and recommend to Council to adopt the plans.
> **CARRIED UNANIMOUSLY**

2

7.   REPORTS

7.1   Western Australian Police Force, Gingin – Sergeant Chris Thompson, Officer in Charge
- Fleet are currently having Starlink infrastructure installed to each vehicle.
- Assisted with the road closures at the bushfire near Muchea South Road in Muchea on Tuesday, 3 March 2026. Subsequently, assistance was required from the Shire of Chittering staff.

7.2   Department of Communities – Jo Spadaccini, District Emergency Services Officer
- A very busy year with activations of evacuation centres.
- Communities have been reviewing some of the improvements that could be made because of experiences during those activations. The main reviews are of contacts for evacuation centres and if any works are being conducted on the designated centres.

Jo enquired about the Lower Chittering Hall being active and Melinda provided information about the Hall and the future facility project.

7.3   Shire of Chittering – Melinda Prinsloo, Chief Executive Officer
- The Shire is currently in contact with Brett Hopley from DPIRD about developing an Animal Welfare Plan
- Thanks were given to Catherine Feeney for her hard work on the LEMA Pilot Project.
- Thanks were given to Jodie Connell for formatting the LEMA documents with a short timeframe.

8.   NEXT MEETING

That the next meeting of the Local Emergency Management Committee is scheduled for Wednesday, 27 May 2026 commencing at 10am.

9.   CLOSURE

The Chairperson declared the meeting closed at 11:05AM.

Shire of Chittering LEMC

04 March 2026

Concepts that have guided the pilot project

LEMA is a suite of linked plans and arrangements, not one document

Not all LEMA components require Council approval

Emergency management is a whole-of-organisation responsibility

Minimum compliance requirements, supported by a capability development pathway

Review focused on continuous improvement

Local Government leads EM; the LEMC provides advice and support

Policy reform is required, informed by the pilot outcomes

New format and templates for LEMA

Local Emergency Management Plan	Local Emergency Management Work Plan	Incident Support Handbook
Publicly available – strategic • Sets strategy, priorities and capacity. • Informed by local risk and community profile • Supports Community awareness • Owned by LG and endorsed by the LEMC • Approved and adopted by Council	*Confidential- operational* • Covers governance, administration and exercising requirements • Live document aligned to EM Plan and LEMC responsibilities	*Confidential – operational* **Part 1 – Internal LG Operations** • Internal operations/ support coordination • Defines roles for staff with no EM experience • Quick information with support in appendix **Part 2** • Contact and resource directory • One source of truth

* Recovery Plan remains as stands and part of the requirements for LEMA

Local Roles in Emergency Management

LOCAL EMERGENCY MANAGEMENT COMMITTEE *Advises and supports EM planning and preparedness*

- Assists LG to establish, maintain, review and test local arrangements.

- Provides local knowledge and multi-agency input

- Facilitates collaboration across agencies and stakeholders

- Submits an annual report to the DEMC

LOCAL GOVERNMENT *Owns, approves and delivers*

- Coordinates and administers the LEMC

- Develops and owns the Local EM Plan

- Oversees the LEMA document suite, including partner-owned plans.

- Leads recovery responsibilities

- Supports incidents in line with roles and capacity

- **Council approves and adopts the Local EM Plan**

LOCAL COMMUNITY *Contributes, stays informed and understands local risk*

- Understand risk and stay informed

- Prepare homes and properties

- Follow authorised emergency advice

- Support community members (when safe)

- Participate in recovery activities

Shire of Chittering March LEMC meeting

Today, the Committee is asked to:

1. Confirm and endorse the priorities of the Shire of Chittering Emergency Management Plan.

2. Agree to the Emergency Management LEMC schedule.

3. Note the Incident Support Handbook as an integral component of the local emergency management arrangements.

4. Note the Local Recovery Plan review

Understanding our Emergency Risk Profile

OUR PLACE

- Located approximately 56 km north-east of the Perth CBD, on the fringe of the metropolitan area

- Covers a large rural area of around 1,220 km², with low population density and dispersed settlements

- Positioned along key transport corridors, including the Great Northern Highway, with significant freight and industrial traffic

- A peri-urban shire experiencing ongoing growth as people move out of the metropolitan area

- Mix of bushland, agriculture, rural residential and emerging industrial areas

- Reliance on external infrastructure and services, including power, telecommunications, road access and water supply

- Emergencies are often characterised by cascading and compounding impacts, rather than single hazard event

This context influences access, response times, evacuation options, communications and recovery complexity

Understanding our Emergency Risk Profile

OUR PEOPLE AND COMMUNITY

- Estimated resident population of approximately 6,750 people, with steady growth in recent years

- Population spread across Bindoon, Muchea, Wannamal and surrounding rural localities, with many people living on large rural lots

- Strong community networks, local identity and volunteering culture

- High levels of self-reliance, particularly in rural and agricultural areas

- Reliance on a relatively small volunteer and responder base

- Higher risk persons who may experience isolation during emergencies

- Growing peri-urban population brings increased demand on services, roads and emergency arrangements

Emergency management needs to build on community strengths while accounting for growth, dispersion and capacity constraints during prolonged or complex events.

Community Emergency Risk Assessment

Key Outcomes, Strengths and Vulnerabilities

CERA outcome area	Strengths and capabilities identified	Vulnerabilities and planning considerations
Community networks and resilience	Strong local networks, clubs and informal support across the Shire. High levels of local knowledge and willingness to help.	Reliance on informal networks means some people may still be missed during prolonged or widespread events, particularly where access or communications are disrupted.
Volunteering and local response capacity	Strong volunteering culture and commitment to community safety.	Small and finite volunteer base increases risk of fatigue during prolonged, repeated or multi-hazard events.
Rural living and self-reliance	High levels of self-reliance and preparedness in rural and agricultural areas.	Dispersed population and long distances can delay access to assistance and complicate welfare checking and service delivery.
Access and transport	Local knowledge of roads, properties and alternative routes.	Road closures, flooding and storm damage can quickly isolate parts of the Shire and compound impacts across multiple hazards.
Essential services	Strong local awareness of service dependencies and impacts.	Power, telecommunications and water outages have widespread consequences and can escalate quickly if prolonged.
Agriculture and animal welfare	Strong agricultural capability and experience managing seasonal risks.	Animal welfare, contaminated land or water and agricultural disruption create complex, longer-term recovery challenges.

Key Strategic Emergency Management Priorities

- **Reduce risk through prevention and mitigation**

Reduce emergency risk through prevention and mitigation activities, particularly bushfire mitigation and seasonal hazard management, recognising the Shire's rural landscape, exposure to extreme weather, and reliance on local road networks and essential service.

- **Strengthen community preparedness and shared responsibility**

Strengthen community preparedness, awareness and shared responsibility by supporting households, landholders, businesses and community groups to understand local risks and plan ahead, with particular consideration for vulnerable community members and dispersed rural living.

- **Maintain coordination and escalation capability**

Maintain established coordination and escalation capability to support Controlling Agencies and enable timely access to District and State support when required, recognising local capacity constraints during complex or prolonged events.

Key Strategic Emergency Management Priorities

- **Lead and support community recovery**

Lead and support community recovery that addresses social, economic, environmental and infrastructure impacts, recognising that recovery in the Shire may be complex and long term, particularly following events that disrupt services, agriculture, local businesses or community wellbeing.

- **Continuously improve local emergency management arrangements**

Continuously improve local emergency management arrangements through engagement, learning and integration with corporate planning, including applying lessons from exercises, incidents and community feedback to strengthen emergency management capability over time.

Work Plan: LEMC Schedule

Quarter	Strategic focus	Key activities	Meeting focus	Key outputs
Q1 (Jul–Sep)	Preparedness & community awareness	Adopt Work Plan; confirm registers; seasonal messaging	Standing items; endorse Work Plan	Endorsed plan; minutes; comms records
Q2 (Oct–Dec)	Organisational preparedness	Circulate plans; validate contacts; briefings	Standing items	Evidence of circulation; minutes
Q3 (Jan–Mar)	Response readiness & capability	Plan annual exercise; address gaps	Standing items; exercise endorsement	Exercise plan; actions
Q4 (Apr–Jun)	Recovery & response lessons learned	Annual report; review lessons; draft next Work Plan	Annual reflection	Annual report; improvement actions

Local Recovery Plan

The plan has been reformatted using contemporary language and formatting, with no substantive changes to content.

Incident Support Handbook

Confidential and operational.

Section 1: Local Government Responsibilities

Section 2: Directory of Key Contacts and Resources

Next Steps

- LEMC to review the Shire of Chittering Emergency Management Plan.

- LEMC to review both the Shire of Chittering and LEMC Work Plan.

- LEMC to review the Shire of Chittering Local Recovery Plan.

- LEMC endorsement will be confirmed via email out of session within two weeks after receiving any feedback.

- Following this endorsement, the Local Government will present the plans to Council for approval.

Shire of
Chittering

LOCAL EMERGENCY MANAGEMENT PLAN

2026

ACKNOWLEDGEMENT OF COUNTRY

The Shire of Chittering wish to acknowledge the traditional custodians of the land within the Shire of Chittering, the Yued and Whadjuk peoples. We would like to pay respect to the Elders of the Nyoongar nation, past and present, who have walked and cared for the land. We acknowledge and respect their continuing culture, and the contributions made to this region.

TABLE OF CONTENTS

AUTHORITY & REVIEW

Authority

This Local Emergency Management Plan has been produced and issued under the authority of section 41(1) of the *Emergency Management Act 2005*, endorsed by the Local Emergency Management Committee and the Council of the Shire of Chittering

The Shire of Chittering Local Emergency Management Committee is established under section 38 of the *Emergency Management Act 2005*

Endorsement	
Endorsed by the Shire of Chittering Local Emergency Management Committee	Date:
Endorsed by Shire of Chittering Council	Date:
	Resolution Number:
Signature of Shire of Chittering President	
Shire President	***Date***

Review and Amendments

This Plan is reviewed in accordance with legislative requirements and local risk changes.

The Shire of Chittering is responsible for maintaining this Plan, with review supported by the Local Emergency Management Committee.

Reviews occur at least every two years or following a significant emergency.

Version	Date	Summary of changes	Author	Endorsed by
0.1	25 February 2026	Initial draft	[name]	[name/body]
1.0	[date]	Adopted version	[name]	LEMC/Council

PART 1 - LOCAL GOVERNMENT MANAGEMENT

Emergency management is the process of minimising emergency risks and managing the impacts and consequences of hazards on the community.

Emergency management in Western Australia is guided by the *Emergency Management Act 2005* and the Western Australian State Emergency Management Policy, Plans and Procedures, collectively known as the State Emergency Management Framework.

The *Emergency Management Act 2005* defines emergency management as the management of the adverse effects of an emergency, including:

- **Prevention**: measures to prevent or reduce the likelihood of an emergency.

- **Preparedness**: arrangements to ensure that, should an emergency occur, communities, resources and services are prepared to respond appropriately.

- **Response**: actions taken in anticipation of, during and immediately after an emergency to minimise its effects.

- **Recovery**: the coordinated process of supporting communities impacted by emergencies in the reconstruction of physical infrastructure and the restoration of emotional, social, economic and physical wellbeing.

All levels of government, together with community organisations, households and businesses, contribute to emergency management, particularly in reducing risks and being prepared.

However, the Hazard Management Agency has overall responsibility for a hazard, and the Controlling agency has responsibility for emergency response.

Under section 36 of the *Emergency Management Act 2005*, Local Government is responsible for maintaining Local Emergency Management Arrangements for its district and for managing recovery following an emergency affecting the community.

In Western Australia, the Local Government role in emergency management is centred on:

- **Community leadership** – providing visible leadership, reassurance and direction to the community, including clear, coordinated public information in support of the Controlling Agency and partner agencies.

- **Community recovery** – leading and coordinating local recovery in line with State arrangements, enabling a safe and timely transition from response to recovery for people, services and local economies.

- **Incident support** – supporting the Controlling Agency and partner agencies during emergencies (e.g., local knowledge, public information support, logistics, operations, continuity of essential Local Government services), consistent with the State Emergency Management Framework.

Local Governments also continue key business as usual functions during emergencies wherever it is safe to do so, including:

- **Managing local roads**, including maintenance and traffic management on local roads and supporting emergency operations by enabling safe access for response agencies and reducing exposure to hazard areas.

- **Providing essential waste services** and managing emergency related waste impacts to protect public health, including debris, spoiled goods or contaminated materials generated by the incident.

- **Protecting community health** by monitoring, regulating and managing public and environmental health risks that may arise or escalate during an emergency, such as contamination, food safety issues, vector control or sanitation impacts.

The Shire of Chittering Local Emergency Management Plan 2026 (Local Emergency Management Plan) sets out how the Local Government meets its emergency management responsibilities and communicates to Council, staff and the community the strategic priorities for emergency management.

The Local Emergency Management Plan is supported by operational plans, procedures and guidance, including the Incident Support Handbook, which provides quick access to critical operational information when an emergency is imminent or occurring. Together, these documents form the Local Emergency Management Arrangements.

The Local Emergency Management Plan was developed in consultation with the Local Emergency Management Committee (LEMC), Council, emergency services and community stakeholders.

Commitment Statement

The Shire of Chittering is committed to meeting its responsibilities under the *Emergency Management Act 2005* and the *Bush Fires Act 1954* to support community safety, resilience and recovery. This includes maintaining local arrangements, supporting the Controlling Agency during incidents, supporting Local Government Bush Fire Brigades, leading community recovery and continuously improving preparedness through planning, partnerships and engagement

Strategic Alignment

This Local Emergency Management Plan aligns with the Shire of Chittering's Strategic Community Plan 2024–2034 and Corporate Business Plan 2025/26–2028/29, supporting the Shire's vision of "Prosperous and diverse rural communities living in harmony with nature."

It also supports the Shire's integrated planning and reporting approach by informing service delivery, resourcing and continuous improvement through corporate planning and annual reporting.

Scope of the Local Emergency Management Plan

This Local Emergency Management Plan provides a strategic overview of how emergency management is coordinated within the Shire of Chittering. It explains the Shire's role and responsibilities for prevention, preparedness, response and recovery.

The Plan is not operational and does not describe how incidents are managed on the ground. Where an emergency exceeds local capacity, response and recovery are supported through District, State or Commonwealth arrangements in accordance with State emergency management frameworks.

Funding the Plan

Emergency management activities within the Shire of Chittering are funded through the Shire's annual budgeting process and delivered across a range of service areas. These include bushfire mitigation, community safety, infrastructure management and governance functions that collectively support prevention, preparedness, response and recovery.

Bushfire mitigation activities are funded through the Shire's operational and capital budgets in support of statutory responsibilities under the *Bush Fires Act 1954*. This includes firebreak compliance, fuel hazard reduction works, community preparedness activities and support for Local Government Bush Fire Brigades.

Where eligible, the Shire may seek external funding to support emergency response, recovery and reconstruction. This includes the **Disaster Recovery Funding Arrangements – Western Australia (DRFA WA)**, which provide cost-sharing assistance between the State and Commonwealth Governments for eligible response and recovery activities following declared disaster events, subject to activation criteria and assessment.

Funding availability and eligibility may vary depending on the nature and scale of an emergency, and not all costs incurred by the Shire or the community are automatically eligible for external funding.

Additional external funding sources may include the **Lord Mayor's Distress Relief Fund** for community recovery following eligible events and other State, Commonwealth or grant programs that support mitigation, preparedness or resilience initiatives.

During emergencies, delegated authorities may be exercised by the Chief Executive Officer to enable timely decision-making, procurement and mobilisation of resources in accordance with the Shire's governance and financial management frameworks.

Communication

The Shire of Chittering will keep the community informed about this Local Emergency Management Plan through established Council communication and reporting channels, including the Shire website, Annual Report and other updates as required.

This Plan was informed by the Shire's participation in a **DFES led pilot project** that trialled a new, place-based approach to understanding local emergency risk and community resilience through a Community Emergency Risk Assessment (CERA). The outcomes of this pilot informed the identification of risks and priorities in this Plan.

Emergency management priorities have also been shaped through broader community engagement undertaken as part of the Shire's Strategic Community Plan. Ongoing engagement with the Local Emergency Management Committee will support continuous improvement of local emergency management arrangements.

For more information, visit **www.chittering.wa.gov.au**.

PART 2 - COMMUNITY CONTEXT

Community Profile

This Community Profile provides a high-level overview of the Shire of Chittering to support understanding of local emergency management arrangements. It describes key characteristics of the community, environment and infrastructure that influence local risks, resilience and vulnerability, and informs planning for prevention, preparedness, response and recovery.

Location and Defining Characteristics

The Shire of Chittering is located approximately 55 kilometres northeast of the Perth metropolitan area and covers an area of approximately 1,220 square kilometres. It is bordered by the Shires of Gingin, Toodyay, York, Northam, Beverley and Victoria Plains.

The Shire includes the townsites of Bindoon, Muchea and Wannamal and the localities of Lower Chittering, Chittering and Mooliabeenee. Land use is predominantly rural and agricultural, with areas of residential development, extractive industry and emerging industrial activity, particularly around Muchea.

The natural environment includes bushland, rivers, wetlands and agricultural landscapes. Terrain varies from flat, low-lying areas to undulating and steep landscapes, influencing access, bushfire behaviour and localised flooding risk. Seasonal conditions are characterised by hot, dry summers and cooler, wetter winters.

Population and Demographics

The Shire has a population of approximately 5,900 residents, with steady growth occurring across the district. Population density varies significantly, with a large proportion of residents living in Lower Chittering and Bindoon, and smaller populations in outlying localities.

The community includes families, older residents, commuters to the metropolitan area and a FIFO workforce. Dispersed rural living, distance from services and an ageing population in some areas may increase vulnerability for certain community members during emergencies.

Key Infrastructure and Economic Drivers

The local economy is supported by agriculture, transport and logistics, extractive industries, construction, tourism and small business. Major transport routes, including the Perth–Darwin National Highway and local road networks, are critical for access, evacuation and supply during emergencies.

Essential infrastructure includes electricity, telecommunications, water supply systems, local roads and community facilities. Disruption to these services may significantly affect community safety, access to essential services and recovery outcomes.

Community Facilities and Networks

Community resilience is supported by Shireowned facilities, sporting and recreation facilities, community halls, libraries and local meeting places. Volunteer organisations, Local Government Bush Fire Brigades, sporting clubs and community groups play a key role in preparedness, response and recovery.

Strong community networks, local knowledge and volunteerism are important strengths that support emergency management across the Shire.

Likely Hazards and Emergency Risks

Based on community engagement and advice from the Local Emergency Management Committee, the hazards most relevant to the Shire include:

- Bushfire
- Severe weather, including heatwaves, storms and strong winds
- Flooding and localised drainage impacts
- Extended power, telecommunications or utility outages
- Transport incidents on major road networks
- Animal welfare and agricultural impacts
- Public health and community safety impacts following prolonged emergencies.

The likelihood and consequences of these hazards vary across the Shire and are influenced by seasonal conditions, dispersed rural living, reliance on key infrastructure and the location of vulnerable community members. Where the impacts of an emergency exceed local capacity, response and recovery are supported through District and State arrangements.

Resilience: Strengths, Assets & Vulnerabilities

Understanding community strengths and vulnerabilities supports realistic and effective local emergency management arrangements.

The Shire of Chittering benefits from a number of strengths that support community resilience, including strong community networks, active volunteer groups, Local Government Bush Fire Brigades, Shireowned community facilities, community transport services and strong local knowledge of the environment and seasonal conditions.

At the same time, vulnerabilities exist that may increase the impact of emergencies. These include dispersed rural properties, distance from services, reliance on road and utility networks, an ageing population in some areas, and exposure to seasonal hazards such as bushfire and extreme heat.

Together, these strengths and vulnerabilities inform local planning across prevention, preparedness, response and recovery, and help identify when additional support may be required. Further detail on community resilience and vulnerability identified through the CERA pilot is provided in *Appendix 4*.

Emergency Management Priorities

Emergency management priorities for the Shire of Chittering reflect local risks, community characteristics and the Shire's role and capacity within the State emergency management framework.

Key priorities are to:

- Reduce risk through prevention and mitigation, particularly bushfire mitigation and seasonal hazard management, recognising the Shire's rural landscape, exposure to extreme weather and reliance on local road networks and essential services.

- Strengthen community preparedness, awareness and shared responsibility, including supporting households, landholders, businesses and community groups to understand local risks and plan ahead, with particular consideration for vulnerable community members and dispersed rural living.

- Maintain established coordination and escalation capability, supporting Controlling Agencies and enabling timely District and State support when required.

- Lead and support community recovery that addresses social, economic, environmental and infrastructure impacts, recognising that recovery in the Shire may be complex and long term, particularly following events that disrupt services, agriculture, local businesses or community wellbeing.

- Continuously improve local arrangements through engagement, learning and integration with corporate planning, including applying lessons from exercises, incidents and community feedback to strengthen emergency management capability over time.

PART 3 - PREPARING FOR EMERGENCIES

Local Emergency Management Arrangements

The Local Emergency Management Arrangements is a suite of documents that together outline the strategies, responsibilities and plans for emergency management within the district, as per section 41(2) of the *Emergency Management Act 2005*.

This Local Emergency Management Plan is the overarching strategic document that is adopted by Council to establish the Local Emergency Management Arrangements.

The full suite of plans and documents that guide our emergency management activities are shown below.

Local Emergency Management Plan (this plan)	Local Recovery Plan	Incident Support Handbook
Bushfire Risk Management Plan 2023 - 2028	Bushfire Brigades Local Law	Bush Fire Brigades Operating Procedures
Local Emergency Relief & Support Plan	Evacuation Centre Guidelines	Local Emergency Management Committee Contact List

Emergency Management Roles and Responsibilities

Effective emergency response relies on the collaboration, coordination, and integration of activities across all relevant agencies, organisations, and levels of government.

This approach supports:

- **Shared responsibility** for resilience and response,
- **Efficient use of resources** and expertise,
- **Clear roles and responsibilities** for all partners,
- **Coherent and complementary actions** to protect life, property, and the environment

Hazard Management Agency (HMA) - the prescribed agency responsible for emergency management, including prevention, preparedness, response and recovery, for a prescribed Hazard. There are 28 Prescribed Hazards in Western Australia.

Prescribed Hazard Management Agencies and Controlling Agencies are outlined in the table below:

Hazard	Hazard Management Agency (HMA)	Typical Controlling Agency
Fire (Bushfire/Structural)	FES Commissioner (DFES)	DFES / DBCA (Parks and Wildlife)
Cyclone, Storm, Flood	FES Commissioner (DFES)	DFES / SES
Hazardous Materials (HAZMAT)	FES Commissioner (DFES)	DFES / Fire and Rescue Service
Earthquake	FES Commissioner (DFES)	DFES / SES
Maritime Environ. Emergencies (Oil Spills)	CEO, Department of Transport (DoT)	Dept of Transport
Animal & Plant Biosecurity	Director General, Agriculture (DPIRD)	Dept of Primary Industries & Regional Dev
Human Biosecurity (Epidemic/ Pandemic)	CEO, Department of Health (WA Health)	Department of Health
Land Search & Rescue	Commissioner of Police (WAPOL)	WA Police / SES
Air/Rail Crash	Commissioner of Police (WAPOL)	WA Police / DFES
Hostile Act / Terrorism	Commissioner of Police (WAPOL)	WA Police
Nuclear Powered Warship (Accident)	Commissioner of Police (WAPOL)	WA Police / DFES / Health
Space Re-entry Debris	Commissioner of Police (WAPOL)	WA Police / DFES
Energy Supply Disruption	Coordinator of Energy	Horizon Power/Western Power

The Shire of Chittering is responsible for developing, maintaining and reviewing Local Emergency Management Arrangements in accordance with the *Emergency Management Act 2005*, including leading and coordinating community recovery following an emergency.

The Shire is a Controlling Agency for bushfire within the district and recognises the essential role of its Local Government Bush Fire Brigades in providing local response capability and community protection.

During emergencies, the Shire provides community leadership and incident support within its capacity, working in partnership with the Controlling Agency and supporting the Incident Management Team through local coordination, information sharing, access to facilities and resources where requested.

The Shire has appointed a Local Recovery Coordinator and maintains a Local Recovery Plan to guide recovery activities following an emergency affecting the district.

To support clarity during incidents, the Shire has identified its key local government incident support functions, aligned to its legislative responsibilities and the Australasian InterService Incident Management System (AIIMS). An overview of these support functions is provided in *Appendix 3*.

Local Emergency Management Committee

The Shire has established the Shire of Chittering Local Emergency Management Committee under section 38(1) of the *Emergency Management Act 2005*. A core function of the Local Emergency Management Committee is the development, review and testing of the Shire's Local Emergency Management Arrangements. Terms of Reference for the Shire of Chittering Local Emergency Management Committee are included in *Appendix 2*.

Agreements and Partnerships

Effective emergency management in the Shire of Chittering relies on collaboration and partnerships with State agencies, neighbouring local governments and community stakeholders.

The Shire works in partnership with DFES through an agreement that supports the provision of a Community Emergency Services Manager (CESM). This partnership supports local emergency management capability, bushfire preparedness, coordination with volunteer bush fire brigades and alignment with State emergency management arrangements.

The Shire supports and works closely with its Local Government Bush Fire Brigades, emergency services and volunteer organisations to deliver local response capability and community preparedness activities.

The Shire participates in District emergency management arrangements and works with neighbouring local governments and agencies through established District and State coordination structures to support mutual assistance and escalation where emergencies exceed local capacity.

PART 4 - EMERGENCY RESPONSE & RECOVERY ARRANGEMENTS

Incident Response Roles and Responsibilities

In Western Australia, each prescribed hazard has a Hazard Management Agency responsible for emergency management across prevention, preparedness, response and recovery. The Controlling Agency leads the response to an incident, supported by other agencies through a coordinated, allagencies approach.

The Shire of Chittering works alongside the Controlling Agency and partner organisations to support a timely and coordinated response that prioritises community safety and wellbeing.

Role of the Shire of Chittering

The Shire of Chittering is a Controlling Agency for bushfire within the local government district and undertakes this role in accordance with the State Hazard Plan – Fire and the Shire's local bushfire response arrangements. Bushfire response is delivered through the dedication and commitment of the Shire's Local Government Bush Fire Brigades, whose volunteers provide essential local capability, skills and knowledge.

For other prescribed hazards, the Shire supports the relevant Controlling Agency and Incident Management Team by:

- Providing community leadership and local coordination
- Supporting access to local knowledge, facilities and resources
- Maintaining continuity of essential local government services where safe to do so
- Supporting communication and engagement with affected communities.

The Shire has appointed key emergency management roles to support incident response, including the Community Emergency Services Manager (CESM) and other designated local government officers who coordinate local support functions.

Where appropriate, internal coordination arrangements may be activated to support the Shire's response and incident support role.

Communicating in Emergencies

During an emergency the Controlling Agency is the principal provider of public information, and Emergency WA is the source for emergency updates.

Where needed, the Shire will work with the controlling agency and through our local community networks to help keep the community informed.

Evacuation Centres

The Department of Communities is responsible for managing evacuation centres and coordinating emergency relief and support during emergencies, when required. Emergency relief and support arrangements are outlined in the Local Emergency Relief and Support Plan, which is prepared by the Department of Communities in consultation with the Shire of Chittering.

Emergency relief and support may include:

- Emergency accommodation, providing temporary shelter for displaced people
- Emergency food, coordinating basic food and essential supplies
- Emergency clothing and personal requisites
- Personal support services, including psychosocial support, practical assistance, counselling and referrals
- Registration and reunification services to help reconnect family and friends
- Financial assistance for eligible impacted community members.

The Shire of Chittering maintains information about local facilities and locations that may include people at higher risk during an emergency. This information may be provided to the Incident Controller to support evacuation planning where required.

The Shire has identified suitable local government facilities that may be used as evacuation centres and will facilitate access to these facilities if requested by the Incident Controller. Depending on the nature and location of an emergency, community members may be directed to evacuation centres in neighbouring local government areas.

If an evacuation centre is opened, official advice will be provided through Emergency WA.

For safety and health reasons, animals are not permitted in evacuation centres, except for recognised assistance animals.

Community Messages

Community members are encouraged not to self-deploy or send unsolicited donations during emergencies. Information about volunteering or donations will be provided through official channels if required.

The Shire works closely with the Department of Communities to support the delivery of emergency relief and support within local capacity.

Animals in Emergencies

Animal owners and carers are responsible for the welfare of their animals during an emergency. This includes planning ahead and making decisions about whether animals will be evacuated or remain on site, and how this will be managed safely.

The Shire of Chittering encourages animal owners to build their own personal animal welfare and emergency plans as part of broader household preparedness. Planning ahead helps reduce risk to people and animals and supports safer outcomes during emergencies.

If the Incident Controller determines that additional support for animal welfare is required, the Department of Primary Industries and Regional Development (DPIRD) will be activated as the nominated support organisation for animal welfare in emergencies, including livestock, horses and companion animals. The Department of Biodiversity, Conservation and Attractions (DBCA) supports animal welfare for wildlife.

The Shire of Chittering does not have the capacity to provide animal refuge or holding facilities during emergencies. The Shire will not establish or manage animal evacuation or refuge centres.

The Shire will support the Incident Controller by providing local information and assistance within its capacity, including information about local conditions, land use, livestock movements, known animal facilities and potential community impacts, to assist with planning and coordination.

For safety and health reasons, animals are not permitted in evacuation centres, except for recognised assistance animals.

Recovering from Disasters

Recovery is the process of supporting the community to return to normal or improve wellbeing following an emergency. This includes restoring or strengthening social wellbeing, livelihoods, essential services, infrastructure, the environment, local businesses and community connections. Recovery in Western Australia is guided by principles of sustainable development and aims to build back better to reduce future risk.

Under the Emergency Management Act 2005, the Shire of Chittering is responsible for leading and coordinating **local community recovery** following an emergency affecting the district. All State agencies support recovery through their existing functions, and where the scale or complexity of recovery exceeds local capacity, the State Government will assume a greater coordination role.

The Shire of Chittering has appointed a Local Recovery Coordinator and maintains a Local Recovery Plan to guide recovery activities. When required, a Local Recovery Coordination Group may be established to coordinate actions across the social, built environment, economic and natural recovery domains, ensuring community needs are addressed in a coordinated and proportionate way.

Recovery activities are undertaken in collaboration with State agencies, service providers, community organisations and neighbouring local governments, recognising that recovery is a shared responsibility.

PART 5 - ACCOUNTABILITY & IMPROVEMENT

Exercising and Lessons Management

Exercising local emergency management arrangements and incorporating lessons learned from incidents are essential to maintain readiness, improve coordination and strengthen confidence in local response and recovery capability.

The Shire of Chittering undertakes and participates in emergency management exercising at a scale appropriate to local capacity. This includes annual Local Emergency Management Committee (LEMC) exercises, desktop activities and scenario discussions to test arrangements, clarify roles and identify opportunities for improvement. The Shire also participates in districtlevel exercises where available to support coordination and escalation arrangements.

Following significant emergencies or operations, postincident reviews are undertaken by the relevant Controlling Agency. As a Controlling Agency for bushfire, the Shire participates in postincident reviews following significant fire events, in accordance with State requirements. Outcomes and lessons identified through exercises and postincident reviews are considered by the LEMC.

Lessons identified are used to inform updates to the Local Emergency Management Arrangements, supporting plans and local priorities, and are reflected in continuous improvement activities and reporting.

These activities support the Shire's obligations under the Emergency Management Act 2005, including developing, reviewing and testing Local Emergency Management Arrangements and contributing to the annual LEMC report.

Reporting and Review

The Shire of Chittering reviews this Plan to ensure it remains current and effective, including a minor review every two years and a major review every five years, or earlier following a significant emergency.

The Shire also prepares the LEMC Annual Report under section 40 of the *Emergency Management Act 2005* for submission to the District Emergency Management Committee.

PART 6 - APPENDICES

Appendix 1 - Glossary

AIIMS	The Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small to large difficult or multiple incidents. It is designed to expand to ensure effective span of control at all levels.
CONTROLLING AGENCY	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire-fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Controlling Agencies.
CONTROL	The overall direction of Emergency Management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an Emergency Management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. CONTROL relates to situations and operates horizontally across organisations.
DISASTER	See EMERGENCY.
DISTRICT EMERGENCY COORDINATOR	A person appointed by the State Emergency Coordinator for each Emergency Management district. The DISTRICT EMERGENCY COORDINATOR has responsibility to provide advice and support to the DISTRICT EMERGENCY MANAGEMENT COMMITTEE for the district in the development and maintenance of Emergency Management Arrangements for its district and to carry out other Emergency Management functions in accordance with the directions of the State Emergency Coordinator.
DISTRICT EMERGENCY MANAGEMENT COMMITTEE	A Committee responsible in assisting in the establishment and maintenance of effective Emergency Management Arrangements for the district for which it is constituted and has such other functions as are prescribed by the regulations.
EMERGENCY	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant EMERGENCY MANAGEMENT activities.

NOTE: The terms EMERGENCY and DISASTER are used nationally and internationally to describe events that require special Arrangements to manage the situation. EMERGENCIES or DISASTERS are characterised by the need to deal with the hazard and its impact on the community. The term EMERGENCY is used on the understanding that it also includes any meaning of the word DISASTER. |
| EMERGENCY MANAGEMENT | A range of measures to manage risks to communities and the environment. It involves the development and maintenance of Arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war. |
| HAZARD | A situation or condition with potential for loss or harm to the community or the environment. |

HAZARD MANAGEMENT AGENCY	An organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all EMERGENCY MANAGEMENT activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level EMERGENCY MANAGEMENT plans.
INCIDENT	An EMERGENCY, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency EMERGENCY MANAGEMENT activities at a district or State level.
INCIDENT AREA	The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an INCIDENT.
INCIDENT CONTROLLER	The person responsible for the overall management of a major EMERGENCY or DISASTER. In all instances the senior officer of the HAZARD MANAGEMENT AGENCY will perform this function.
INCIDENT MANAGEMENT GROUP	A group that may be convened by an Incident Manager in consultation with the relevant LOCAL EMERGENCY COORDINATOR to assist in the overall management of an Incident. The IMG includes representation from key agencies involved in the response.
INCIDENT MANAGEMENT TEAM	A group of incident management personnel comprised of the INCIDENT CONTROLLER and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.
LOCAL EMERGENCY COORDINATOR	A person appointed for a Local Government district by the State Emergency Coordinator. The LOCAL EMERGENCY COORDINATOR is responsible for providing advice and support to the LOCAL EMERGENCY MANAGEMENT COMMITTEE for the district in the development and maintenance of Emergency Management Arrangements and are also responsible for assisting HAZARD MANAGEMENT AGENCIES in the provision of a coordinated response during an EMERGENCY in the district and carrying out other EMERGENCY MANAGEMENT activities in accordance with the directions of the State Emergency Coordinator.
STATE EMERGENCY MANAGEMENT PLAN	A plan prepared under section 18 of the Emergency Management Act 2005.
STATE EMERGENCY MANAGEMENT POLICY	A policy prepared under section 17 of the Emergency Management Act 2005.
SUPPORT ORGANISATION	An organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of W.A, Main Road W.A. etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.

Appendix 2 - Local Emergency Management Committee Terms of Reference

1. Name

Shire of Chittering Local Emergency Management Committee (LEMC)

2. Aim

The aim of the Local Emergency Management Committee is to collaborate with local support organisations, hazard management agencies, and industry representatives, to collectively build a resilient community that is prepared to respond and recover from an emergency or disaster.

3. Objectives

3.1	Develop local emergency management arrangements that are practical to all stakeholders and service agencies.
3.2	Ensure that arrangements are contemporary and relevant to the community and addresses all possible risks and scenarios.
3.3	Participate in inter-local government relations to further emergency management cooperation within the Esperance Goldfields District.
3.4	Engage the community through safety and awareness campaigns, and by disseminating information through social media, media outlets, and public events.
3.5	Participate in interagency training exercises that improve the capabilities and knowledge of the committee, local stakeholders and hazard management agencies.
3.6	Exercise the emergency management arrangements to test their effectiveness in practical applications, and actively strive for continuous improvement.
3.7	Share meeting minutes, committee member experiences and proposed actions with local government elected members, State agencies and the local community.
3.8	Strategise on ways to mitigate potential emergencies and to improve recovery arrangements.

4. Duties and Responsibilities

4.1	Advise and assist the Shire of Chittering in ensuring that local emergency management arrangements are established for its district.
4.2	Liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.
4.3	Carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations
4.4	Perform at least one emergency training exercise a year to assist improve the capabilities of their community to prepare for, respond to and recover from emergencies.
4.5	After the end of each financial year each local emergency management committee is to prepare and submit to the district emergency management committee for the district an annual report on activities undertaken by it during the financial year.

5. Membership

Membership of the LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair	Councillor
Councillor Proxy	Councillor
Executive Officer	Community Emergency Services Manager
Members	SoC Local Recovery Coordinator
	St John Ambulance Gingin/Chittering
	SoC Deputy Chief Bush Fire Control Officers
	SoC Local Welfare Liaison Officer
	WA Police – Gingin representative
	Department of Communities representative
	DFES District Officer - North East Metropolitan
	State Emergency Service (Swan) representative
	Department of Defence (RAAF) representative
	Western Australian Meat Industry Authority representative
	Bindoon Primary School representative
	Edmund Rice College representative
	Immaculate Heart College representative
	Country Women's Association representative

Tenure of Membership

Shall be in accordance with the *Emergency Management Act 2005, Section 38(3).*

Attendance by Government Agencies

- Services
- Department of Communities
- Department of Primary Industries & Regional Development
- Department of Health
- Department of Defence
- State Emergency Services
- Shire of Chittering

Membership Notes

- Special guests may be invited to attend committee meetings as determined by the LEMC;
- Each voting member must nominate a proxy within their agency or organisation to attend if the appointed member is absent;
- Members representing agencies and organisations that can no longer participate in the committee shall advise the Executive Officer of their resignation and nominate an alternative representative for membership;
- Committee membership will be reviewed quarterly to ensure that it is representative of the community and the potential risks and scenarios;
- New members may join the LEMC via resolution of the committee;

- Non-attendance at meetings of voting members without a justifiable apology, or that have not been represented by their proxy will be asked to provide an explanation to the Chairperson. Repeated non-attendance may result in the Chairperson notifying the District Emergency Management Committee.

6. Meeting Management

6.1	Chairperson	The Chairperson shall be an elected member of Council. Council is to appoint the Chairperson and an elected member as the Chairpersons proxy. In the absence of the Chair, the appointed proxy will act as the Deputy Chairperson.
6.2	Deputy Chair	The Local Emergency Coordinator shall be appointed as deputy Chair
6.3	Executive Officer	The LEMC Executive Officer shall be the Community Emergency Services Manager within the Shire of Chittering.
6.4	Quorum	A quorum for the committee will be at least 50% of its voting membership.
6.5	Minutes/Agendas	The Executive Officer shall be responsible for preparing agendas and minutes of all business transacted at each meeting. An administration assistant may be appointed to assist as required to prepare all meeting documentation.
		Members have two weeks to include agenda items and/or comments. The final agenda will be issued to members one week prior to the scheduled meeting.
		Copies of the meeting minutes will be made available to Council by way of information at least one month after the committee meeting. Meeting minutes will be forwarded to Committee members within two (2) weeks post the meeting.
6.6	Schedule	Meetings will be held quarterly throughout the financial year and scheduled by the Committee in the last meeting of the calendar year. The fourth Wednesday of the following months: February, May, August and November.
		Additional meetings will be convened if and as required at the discretion of the Chairperson.
6.7	Authority	The LEMC shall not have the authority or power to commit the Council or the Shire of Chittering or any association, organisation, group or individual to expenditure without the Shire's endorsement.
		The LEMC shall be required to gain Council approval if the Committee wishes to alter these Terms of Reference.

Appendix 3 - Overview of Local Government Incident Support Functions

The following section provides guidance on how a Local Government's role in an incident may be described. It is intended as a model to demonstrate Local Government incident support functions, with a particular focus on response support activities. This content should be adapted to reflect local arrangements, capabilities, and community context

	Functional area	Local Government Incident Support in an Emergency
LG Act aligned Functions	Good Governance Provides for good governance wellbeing and community safety in their district	Community Leadership Provides visible leadership, reassurance, and direction to the community during emergencies. Supports transition to community-led recovery
	Local roads Maintain, regulate and manage local infrastructure including roads in keeping with the Main Roads Act 1930 and the Traffic Management for Works on Roads Code of Practice.	Traffic Management on Local Roads Implements traffic management required on local roads during an emergency, working under the direction of the Controlling Agency where required.
	Waste Provide, manage and regulate waste services and local waste facilities in keeping with the Waste Avoidance and Resource Recovery Act 2007 and associated environmental and public health requirements.	Waste Management Continue to provide essential waste services and manages emergency waste impacts to protect public health, working under the direction of the Controlling Agency where required.
	Public Health / Environmental health Protect community health by monitoring, regulating and managing public health risks in keeping with the Public Health Act 2016 and associated environmental health requirements.	Public Health / Environmental Health Provides public health advice, inspections and controls to manage health risks arising from an emergency, working under the direction of the Controlling Agency where required.
AIIMS Aligned Functions	Control Overall leadership of the incident — sets objectives, makes decisions, and coordinates all functions.	Executive Leadership Ensures strategic oversight, decision-making, and coordination of LG resources and responsibilities in incident support and business continuity.
	Public Information Provides timely, accurate and consistent information to the community about the incident, what it means for them, and the actions they need to take to stay safe	Public Information Supports the controlling agency to provide timely, accurate, and coordinated information to the impacted community.
	Planning Works out what is happening and what might happen next — gathers information and produces the plan.	Local Knowledge Provides local knowledge, maintains situational awareness, identifies and collated impacts to the impacts to the community / LG assets and services.
	Operations Carries out the work — directs resources on the ground to achieve the incident objectives.	Operations Delivers operational support to the incident, including deploying staff, contractors, equipment and facilities; undertaking emergency works; and maintaining essential Local Government services as safely as possible.
	Logistics Provides what everyone involved in the response needs— people, equipment, supplies, facilities, transport and communications.	Logistics Sources, manages, and supports personnel, equipment, facilities, and services that the Local Government is providing to the incident.
State Support functions	Emergency Relief & Support Provides immediate, practical assistance to people affected by an emergency, ensuring their basic needs are met and connecting them with further support services.	Evacuation Centres Opens Local Government Evacuation Centres and provides logistical support, and coordination with the Department of Communities to deliver emergency relief and support
	Animal Welfare Coordinates the protection, care and management of animals affected by an emergency	Animal Welfare Where there is capacity to do so provides, logistical support, and coordination with the Department of Primary Industries and Regional Development to support animal welfare during emergencies.

Appendix 4 – Community Emergency Risk Assessment Context

Community Emergency Risk Assessment (CERA) Overview

The CERA methodology used a place-based, strengths-focused and consequence-driven approach, encouraging participants to consider the following:

- How emergencies may affect people, services, infrastructure, the economy and the environment

- Which assets and strengths support community resilience

- Where vulnerabilities may increase impacts during emergencies

Participants worked through facilitated activities that identified strengths and assets, explored plausible disaster scenarios, and considered the consequences of emergencies across six State core objectives: People, Social Setting, Economy, Government and Public Administration, Infrastructure, and Natural Environment.

Likely Hazards and Emergency Risks – Local Context

Consistent with historical experience, district risk reporting and workshop discussion, the Shire of Chittering is most commonly affected by hazards that result in cascading and compounding impacts, rather than isolated events. This section identifies the emergency hazards and risks most relevant to the Shire to inform local emergency management arrangements.

The Community Emergency Risk Assessment (CERA) process confirmed the hazards most relevant to the Shire of Chittering and explored their likely impacts and consequences using locally relevant scenarios, rather than applying technical hazard scoring.

Based on community engagement, the CERA pilot and advice from the Local Emergency Management Committee, the hazards most relevant to the Shire include:

- Bushfire, with impacts on people, property, agriculture, infrastructure and the natural environment

- Severe weather, including storms, extreme heat and strong winds

- Flooding and localised drainage impacts following heavy rainfall

- Transport incidents, particularly on major freight and haulage routes

- Extended power, telecommunications and utility outages

- Animal welfare and agricultural impacts, particularly where water or land is contaminated

- Public health and community safety impacts, especially following prolonged emergencies.

Workshop participants noted that while individual hazards vary, many produce similar consequences, including service disruption, isolation, economic loss and longterm recovery impacts.

Community Strengths and Resilience

The CERA process highlighted a number of strengths that support resilience in the Shire of Chittering.

People and Social Setting

Participants consistently identified the following:

- Strong community networks, clubs and associations across Bindoon, Muchea, Wannamal and surrounding localities
- A strong culture of volunteering, including Local Government Bush Fire Brigades and community groups
- A strong sense of belonging and mutual support, particularly during times of adversity
- Shire-provided transport services that support older people and residents with limited mobility to access healthcare and essential services

These strengths were seen as critical to community recovery and social wellbeing following emergencies.

Infrastructure and Community Assets

Key assets identified included:

- Shire-owned community facilities that support connection, coordination and communication
- The Muchea Recreation Centre, recognised for its capacity to support displaced people and emergency services when required
- Local fire stations and community infrastructure that support response and coordination
- Waste management facilities that play an important role during clean-up and recovery

Participants emphasised the importance of shared use of community infrastructure during emergencies.

Economy and Location

Strengths identified included:

- Proximity to the Perth metropolitan area, supporting employment access and economic stability
- A diverse local economy, including agriculture, construction, transport and emerging tourism
- Local businesses and industry networks that support economic recovery

Vulnerabilities and Risk Considerations

The CERA also identified vulnerabilities that may increase the impact of emergencies in the Shire of Chittering.

People and Social Impacts

Key concerns included:

- Displacement and limited local accommodation options following emergencies
- Reduced access to essential services such as power, communications, medical support, cooling, food and fuel
- Mental health impacts including trauma, isolation and disruption to social support networks
- Fatigue and psychosocial impacts on volunteers and emergency responders during prolonged event.

Infrastructure and Service Disruption

Participants identified vulnerabilities associated with:

- Damage to local roads and bridges limiting access, evacuation and supply

- Reliance on major highways and limited alternative routes

- Extended power and telecommunications outages affecting safety, information sharing and service delivery

- Contamination of water sources and environmental assets impacting agriculture and ecosystems

- Pressure on waste and landfill facilities during clean-up and recovery

Governance and Service Delivery

Concerns were raised about:

- Communication gaps, particularly for vulnerable community members

- Coordination challenges during complex or prolonged emergencies

- Financial impacts of recovery diverting resources from other community services

- Delays to community support services during response and early recovery

Use of CERA Outcomes in This Plan

The CERA outcomes informed:

- The identification of likely hazards and emergency risks

- The understanding of local strengths and vulnerabilities

- Planning assumptions regarding capacity, escalation and recovery impacts

The CERA pilot was undertaken as a one-off process to inform the development of this Local Emergency Management Plan.

Ongoing review and improvement of local emergency management arrangements will be informed through Local Emergency Management Committee oversight, exercises, incident learnings and broader community engagement.

Chittering - *offering an idyllic rural lifestyle in Muchea, Lower Chittering, Chittering, Mooliabeenee, Bindoon and Wannamal*