

### **Local Emergency Management Arrangements**

#### **What are Local Emergency Management Arrangements?**

Planning for emergencies can help your community anticipate problems and come up with possible solutions. A community's ability to cope with the impact of emergencies depends mainly on whether it, along with Hazard Management Agencies (HMA), has prepared plans, arrangements and programs for prevention, preparedness, response and recovery. While not every emergency is the same, arrangements for a range of emergencies can be developed. This will help your community react faster and more effectively especially during the critical early hours of an emergency.

Local emergency management arrangements (LEMA) are developed to provide an overview of relevant people, organisations and resources available in the community. LEMA also identifies which HMA is responsible for each emergency and identifies any agreements that have been made between local government and/or emergency management agencies. LEMA give an overview of relevant people, organisations and resources available in the community.

Whilst HMA's have comprehensive plans for specific hazards that they are responsible for, it is essential that local government and the community are aware of and understand the risks to their community and the planning, response and recovery activities to address risks in the community. Simply knowing who should go where, and who does what, could help save lives and property, reduce damage, and speed your community's recovery.

#### **Where does Emergency Risk Management fit in?**

The first step in developing local emergency management arrangements is the community Emergency Risk Management (ERM) process. ERM is a systematic process that considers the likely effects of hazardous events and the measures by which they can be minimised. This process contributes to the wellbeing of communities and the environment. LEMA should be prepared after the ERM process and provide specific local arrangements to deal with risks that have been identified. The ERM process also helps to ensure that LEMA are relevant and workable for the community.

#### **Who is responsible for writing the LEMA?**

Emergency management is a legislative requirement for local government. Under the *Emergency Management Act 2005*, **local government** has the following responsibilities:

- To ensure that effective local emergency management arrangements are prepared and maintained for its district including a recovery plan which nominates a Local Recovery Coordinator; and
- To manage recovery following an emergency affecting the community in its district.

Under the *Emergency Management Act 2005*, a **Local Emergency Management Committee (LEMC)** is to:

- Advise and assist the local government in ensuring that local emergency management arrangements are established for its district; and
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.

## **How often should local emergency management arrangements be written and reviewed?**

Under the State Emergency Management Policy 2.5, Local Emergency Management Arrangements should be reviewed as follows:

- a) Contact lists are reviewed and updated quarterly
- b) A review is conducted after an event or incident where the local arrangements were used
- c) After an exercise that tests the arrangements
- d) An entire review every 5 years as risks may vary or have changed
- e) Under circumstances which require a more frequent review.

## **Should the LEMA be endorsed?**

Yes. The LEMA must be endorsed by the Local Emergency Management Committee. A copy of the endorsed Plan should then be provided to the State Emergency Management Committee for noting.

Before endorsement, the Draft LEMA should be tabled with the District Emergency Management Committee (DEMC). The DEMC may make recommendations to enhance the effectiveness of the Plan.

## **Are LEMA something that members of the public should see?**

Yes. LEMA must be made available for members of the public to view. Local government should:

- Have a copy of the LEMA at the offices of the local government;
- Make the LEMA available for inspection, free of charge, by members of the public during office hours; and
- Make the LEMA available in written or electronic form.

## **Where can I get more information?**

- *Emergency Management Act 2005*
- *Local Emergency Management Arrangements Development Guide for WA* developed by the Fire & Emergency Services Authority of WA
- *State Emergency Management Committee Policy 2.5: Emergency Management in Local Districts*
- *Your Community Local Emergency Management Committee Guide* developed by the Western Australian Local Government Association
- *Western Australian Emergency Risk Management Guide* developed by the Fire & Emergency Services Authority of WA and the Western Australian Local Government Association;
- *FESA Website: [www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)*

---

Community Emergency Management Services  
PO Box P1174 WA 6144  
Phone: 08 9323 9336  
Fax: 08 9323 9462  
[www.fesa.wa.gov.au](http://www.fesa.wa.gov.au)

For more information please contact your local Community  
Emergency Management Officer

- Metropolitan : Quinta La Rosa 9479 9375
- South West : Paul Carr 9780 1900
- Great Southern: Adam Smith 9845 5000
- Goldfields Midlands: Yvette Grigg 9690 2313