



Rottnest Island Emergency Management Arrangements

2025



ROTTNEST IS

Authority

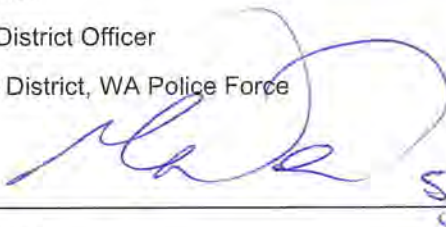
These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#). They have been endorsed by the Rottnest Island LEMC and approved by the Rottnest Island Authority. They have been tabled with the Metropolitan District Emergency Management Committee and State Emergency Management Committee for comment and feedback during the drafting of the LEMA.



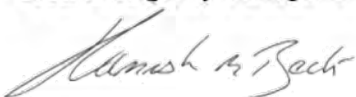
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Date: 7-10-25
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Date: 3 Nov 2025
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1. Administration

1.1 Glossary of Terms and Acronyms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 (the Act) or as defined in the State Emergency Management (EM) Glossary. Refer to Appendix 1 for the full list of terms and acronyms used within this document.

1.2 Distribution

Full Unrestricted Version

Internal

Rottnest Island Authority – Rottnest Island Staff Office

Rottnest Island Authority – Fremantle Office

Rottnest Island Police Station

Nursing Post – Rottnest Island

Rottnest Island Private Fire and Rescue Service (RIPFRS)

Rottnest Island Rangers

Rottnest Island Facilities Manager

External

District Emergency Management Committee – South Metropolitan

WA Police – Emergency Operations Unit: District Superintendent

Department of Fire & Emergency Services – Metropolitan South Coastal

Water Police Coordination Centre

Fremantle Marine Rescue

Fiona Stanley Hospital, Disaster Preparedness and Management Team

Department of Communities

City of Cockburn

Department of Transport

Rottnest Express

Rottnest Fast Ferries

Public Access Restricted Version

Hardcopy: Rottnest Island Authority, 1 Mews Rd, Fremantle WA 6160 – Reception

Online: Rottnest Island Authority Website: www.ria.wa.gov.au

1.4 Amendment Record

Feedback and comments from the community and stakeholders helps to improve the accuracy and effectiveness of these arrangements.

Feedback can be forwarded to:

Rottnest Island Authority

Park Services Manager

1 Mews Road

FREMANTLE WA 6160

Email: enquiries@dbca.wa.gov.au

Any feedback or comments will be referred to the LEMC for consideration. All amendments must be approved by the LEMC and entered in the Amendment Record.

Number	Date	Amendment Summary	Author
1.	14/04/2004	Draft to LEMC for Comment	PS
2.	07/02/2005-06	Contact Details Updated	MW
7.	10/08/2006	Contact Details Updated	RV
8.	06/08/2009	Review of Arrangements	DS
9.	01/11/2013	Interim Review of Arrangements	MS
10.	01/11/2014	Review of Arrangements	MS
11.	10/02/2017	Review of Arrangements	B. McLaughlin

12.	18/04/2017	Review of Arrangements	C. Hull
13	12/01/2021	Review and amendment to document	B. McLaughlin
14.	05/04/2024	Full Review of Arrangements	L. Winter
15.	01/02/2025	Review/ Amendment of Arrangements	R. Campbell/ B. Allen

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management on Rottnest Island, these arrangements, support plans and other related documents are consistent with, and should be read in conjunction with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government website](#), including:

- State EM Plans
- State Hazard Plans (WESTPLAN)
- State Support Plans
- National EM Plans.
- State Health Response Plan
- Emergency Relief and Support Plan
- Emergency Public Information

1.6.2 Local Emergency Management Plans

Emergency management plans support RIA Local Emergency Management Arrangements (LEMAs) to be read in conjunction with each other, these include:

- Local Recovery Plan
- Bushfire Response Plan
- Storm Response Plan
- Spill Prevention and Response Plan
- Emergency Communications Plan
- Emergency Relief and Support Plan
- Business Continuity Plan

1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to Rottnest Island being bylaws or operational policies.

RIA policies relating to emergency management include:

- [Rottnest Island Authority Act 1987](#)
- [Rottnest Island Regulations 1988](#)
- RIA Policy – Emergency Management
- RIA Policy – Risk Management

1.8 Agreements, Understandings and Commitments

The following agreements have been made between Rottnest Island Authority and the organisations stated below:

Organisation	Agreement	Description	Special Conditions	Review
DFES	MOU No 13	For the provision of general service and support	Seasonal Conditions (Summer Bushfire Dec-Feb)	2017
DFES	MOU	For the provision of assistance during a large-scale/complex event	All Year	2017
DFES	MOU 2021	Provision of operational support to the Rottnest Island Private Fire and Rescue Service	All year	2024
WAPOL	MOU 0090-2022	Shared responsibility for community welfare	All year	2024

1.9 Special Considerations (PESTLE)

Political

- **State Emergency Management Framework:** Rottnest Island falls under the jurisdiction of Western Australia's emergency management policies, guided by DFES.
- **Local Governance:** The RIA plays a crucial role in preparing for and coordinating emergency response and ensuring compliance with state policies. RIA is responsible for maintaining adequate emergency response capacity on the island.
- **Politically Sensitive:** Rottnest Island is one of the premiere tourism destinations in Western Australia. Coupled with its proximity to Perth, any emergency will gain significant media and political interest.

Economic

- **Tourism Impact:** As a major tourist destination, a major emergency (natural disaster, health crisis, biosecurity disaster) could lead to considerable economic losses, affecting local businesses and the broader economy of WA.
- **Funding Limitations:** The reliance on tourism revenue and government funding can limit capacity for emergency preparedness and infrastructure improvements.

Social

- **Resident and Visitor Demographics:** With a highly transient population (residents and visitors), emergency management must consider varying levels of awareness and preparedness among different groups. The island's resident population is relatively low and fluctuates seasonally (90- 500). Up to 10,000 visitors may be on the island during peak periods.
- **Culturally and Linguistically Diverse Groups (CALD):** With a significant level of international tourism, language and cultural barriers present complications to emergency response.
- **Community Programs:** Engaging locals, visitors and island businesses in emergency drills and education is crucial to enhancing overall preparedness.
- **Volunteers:** Volunteers are integral to the daily operation of the island, including environmental volunteers, guides and emergency response teams. RIA has a duty-of-care to provide a safe workplace to all workers, not just employees.
- **Historical and Cultural Significance:** Rottnest Island has many sites of significant cultural and heritage value including but not limited to; indigenous burial grounds, artefact sites and heritage listed colonial buildings.
- **Marine:** There are 900 moorings in various bays in the reserve's waters, and up to 2000 vessels may be anchored in the island's waters during peak periods.

Technological

- **Communication Infrastructure:** The island's reliance on telecommunications (phone/ radio networks) for emergency alerts and incident management is critical. Telecommunication outages would severely compromise emergency response. Digital communications can be unreliable during peak periods.
- **Services:** Water and electrical infrastructure on the island are vulnerable and if compromised would have significant impact on emergency response as well as economic, social and recovery implications.

Legal

- **Compliance with WA Legislation:** Emergency management practices must align with the *Emergency Management Act 2005* and other relevant laws, ensuring responsibilities are clearly defined.
- **Liability Considerations:** Legal implications of emergency response (e.g., evacuations, use of firefighting retardants) need to be considered by any incident management team.

- **Work Health and Safety Act (WHS) 2020:** The WHS Act 2022 has clarified the responsibilities of employers in regard to both employees and volunteers. The onus has shifted to proactive safety management as well as significantly increased penalties for negligence or non-compliance. Rottnest Island has a significant number of volunteers on the island whose welfare and safety must be prioritised in the event of an emergency.

Environmental

- **Natural Hazards:** Rottnest Island is vulnerable to bushfires, tsunamis, coastal erosion and severe weather events necessitating specific response plans.
- **Conservation Efforts:** The island's classification as an Class A Reserve presents additional complexity to emergency response. Emergency management must balance response strategies with the need to protect the island's unique flora and fauna, especially during environmental crises.

Logistical

- **Geographic Isolation:** The island's isolation from the mainland presents logistical challenges to emergency response. Evacuations and mobilisation of backup will be dependent on limited barge, ferry and aircraft transport. Scaling up and early decision making will be crucial to minimising response delays.

2. Rottnest Island Overview

2.1 Area Covered

Wadjemup / Rottnest Island lies in the Indian Ocean, 18 km west of Fremantle, Western Australia. The island is 11 km long and 4.5 km wide at its widest point, with a land area of approximately 1,859 hectares and an associated marine reserve of some 3,828 hectares. Rottnest Island is a Class A Reserve measuring 11km by 4.5km and features sand dunes and several salt lakes, with Wadjemup Hill its highest point at 45m above sea level. The marine reserve varies from 800 metres to three kilometres offshore. (Refer to Specialist Maps **Appendix 7**)

2.2 History and Culture

Rottnest Island was first settled by British colonialists in the 1830s and has served as a pilot station for Fremantle, an Aboriginal penal settlement (to 1850), a juvenile reformatory (1882-1906) and a World War II military base. It is now a tourism destination.

Rottnest Island is a place of cultural significance for Whadjuk Noongar people.

Emergency planning and response needs to consider protection and preservation of culturally and historically significant sites throughout the island. These include aboriginal burial sites, Aboriginal cultural sites and heritage listed buildings. (Refer to Specialist Maps **Appendix 7**)

2.3 Population and demographics

As at the 2021 Census, the Rottnest Island population and demographics information is summarised below. More detailed data can be found [here](#).

Total Population	166	56.2% male	43.8% female
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*Due to significant seasonal variation and high transient population, Census data is of little practical value.

2.4 Climate

Rottnest Island has a Mediterranean climate with hot and dry summers and mild winters. The average annual maximum temperature is 22°C, rainfall averages 556mm a year. It is dry for 290 days a year, with an average humidity of 65% and a UV-index of 5.

2.5 Topography

Rottnest Island is primarily composed of limestone, which influences its soil composition and drainage patterns. It has diverse topographical features including:

- Hills (Wadjemup Hill 45m, Oliver Hill 36m, Mount Herschel 30m)
- Limestone coastal cliffs (Cape Vlamingh)
- Wetlands and Salt Lakes (Lake Herschel and Lake Henry)
- Low Woodlands (predominantly Tea Tree and eucalypts)
- Dune Ecosystems (predominantly native shrubs and grasses)
- Fringing Reefs, coral reefs and seagrass beds.

Deep-water wave energy varies considerably around the island but is generally low due to offshore reefs and inter-tidal rock platforms. The most significant wave and swell conditions occur on the Southern and Western parts of the island (Strickland Bay, Radar Reef and Cape Vlamingh). Tides peak at approx. 1.1m

2.6 Tourism Activities

With an estimated 1 million visitors annually, Rottnest Island is a major state and national tourism destination. Visitors can access the island via ferry, private vessel or charter plane. When on the island, visitors explore the island via bicycle, hop-on-hop off bus, boat, or on foot via roads and walk trails.

Private businesses operate via concession agreements reviewed annually by RIA. These include hospitality, accommodation providers and marine and terrestrial based tour operators.

2.7 Critical Infrastructure

2.7.1 Electrical Supply

Rottnest Island's power is provided by:

Rottnest Island Local Emergency Management Arrangements 2025

- five conventional diesel engines
- two low-load diesel engines
- a single 600kW wind turbine on Mount Herschel
- 600kW solar farm in the Aerodrome Precinct

Approximately 50% of electrical power is generated by wind and solar, and another 50% by diesel generator. There are multiple redundancies in the system to avoid single point of failure.

The diesel generator has a fuel storage capacity of a month's supply under normal operating load. If the wind and solar farm is not generating power, the generator can operate for 2 weeks at full load before resupply of diesel will be required.

2.7.2 Water Supply

Rottnest Island's potable and firefighting water supply is provided via a desalination plant in Longreach Bay.

Rottnest Island is licenced to obtain potable freshwater from the Wadjemup Aquifer, however, since 2017, the island has been self-generating water using the desalination plant and leaving the aquifer for native flora and fauna.

Fresh water is provided from a desalination plant and rainfall. Holding tank allows for two week's supply of water to the island.

The MAO for water supply is 12 hours. The island may require evacuation should water disruption exceed 12 hours, this will be determined by the CIMT depending on the severity, outlook and of the incident. Bottled water can be used as a contingency should water become unavailable.

2.7.3 Communications

The Digital and Analogue Radio Repeater tower for RIA, WAPOL and PFM is at Wadjemup Hill Signals Tower.

Rottnest Island has cellular mobile coverage via Telstra's 4G/ 5G network. Eight cell towers are located throughout the island (Refer to Specialist Maps **Appendix 7**).

For detailed information around communications refer to Emergency Communications Plan **Appendix 5**.

2.7.4 Public Facilities

Rottnest Island has basic social infrastructure facilities that can assist with the response and recovery process, including:

- Rottnest Island Visitor Centre (Wi-Fi, telecommunications, ablutions)
- RIA Hub Office Space (Wi-Fi, telecommunications, meeting room, ablutions)
- RIA Staff Office (Wi-Fi, telecommunications, meeting room, ablutions)
- Rottnest Fire Station (Wi-Fi, telecommunications, meeting room, ablutions)
- Picture Hall (community/ ISG meeting space)
- Wadjemup Oval (evacuation point)

- Kingstown Barracks (accommodation facilities)

For contacts and other relevant information for listed facilities see Contacts and Resources Directory **Appendix 2**.

2.7.5 Gas, Diesel and ULP Supply

Ampol Australia (13 14 04) is the sole fuel supplier (contract expires 2025). Unleaded and premium unleaded petrol and diesel is sold to visitor boats, facilities operators, and businesses, as well as to power diesel generators.

Gas is supplied to the settlement by Supagas (13 78 72 or 1300 275 021- emergency line) to accommodation and restaurants via distribution lines from nine gas bullets and freestanding gas cylinders (45kg - 500kg gas cylinders). All fuels are transported to the island on the barge. No other alternative arrangements are available should barge service be disrupted.

2.7.6 Waste Removal

Three waste trucks collect wastes throughout the island and move the wastes to the transfer station for compacting and onward removal to the mainland using the barge service.

The MAO for removal of waste to the mainland is 3 – 4 days in summer and 1 week in winter. There is a critical dependency on the barge service.

2.7.7 Emergency Services

The following emergency services are available and resourced to assist Rottnest Island Authority when responding to emergency incidents. For more detailed information on emergency management responsibilities, see Contacts and Resources Directory **Appendix 2**.

Agency	Location	Contact
Rottnest Private Fire and Rescue Service	1 Watjil Pl	000
Police	1 Somerville Drive, RI	000 or 13 14 44
Nursing Post	2 Abbott Street, RI	000 or 9292 5030
Ranger Services	2 Henderson Av, RI	9372 9788
Facilities Management	10 Workshop Road, RI	9292 6007

3. Emergency Management Planning

3.1 Aim

The aim of this LEMA is to minimise the effects of, ensure a coordinated response to, and provide an effective recovery from an emergency affecting Rottnest Island.

3.2 Purpose

The purpose of these plans is to:

- Ensure there is a written understanding between the agencies and stakeholders involved in managing emergencies on Rottnest Island.
- Document and facilitate the management of identified risks and hazards facing the Rottnest Island community, encompassing all aspects of these hazards including prevention, preparedness, response and recovery activities
- Outline strategies, priorities and other areas for consideration for emergency management on Rottnest Island.
- Identify and describe the roles and responsibilities of public authorities and other persons involved in emergency management for the district.
- Identify emergencies likely to occur within or around Rottnest Island.

3.4 Scope

This document applies only to the Rottnest Island Reserve as defined in the [Rottnest Island Authority Act 1987](#).

This document **does not** detail procedures for Hazard Management Agencies (HMAs) when dealing with an emergency. These are detailed in the HMAs' individual procedures. These arrangements are to ensure HMAs, Support Agencies and other stakeholders understand their roles and responsibilities in dealing with emergencies in a coordinated manner.

3.5 Roles and Responsibilities

See **Appendix 3** for full details of specific roles and responsibilities of agencies and stakeholders.

3.6 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

3.7 Local Mutual Aid

Authority to release resources to assist in other agencies will rest with the Executive Director (ED) or delegate.

3.8 Financial Arrangements

The emergency funding principle is to ensure accountability for the expenditure incurred.

The provision of the [State EM Policy 5.12 – Funding for Emergency Response](#), [State EM Plan 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outlines the responsibilities for funding during multi-agency emergencies.

Whilst recognising the above, the RIA is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents, visitors and staff.

3.8.1 Authority to Incur Expense

The Executive Director (ED), or delegated authority (e.g. Local Recovery Coordinator), should be approached immediately when a significant emergency occurs that requires resourcing by the Rottnest Island Authority, to ensure the desired level of support is achieved.

3.8.2 Response

All RIA resources are registered and identified in the Rottnest Island asset register located in the Contacts and Resource Directory – [Appendix 2](#)

Staff and resources are available for response to emergencies in accordance with Sections 38 and 42 of the [Emergency Management Act 2005](#). Where possible, a single person shall be appointed to the position of Finance Officer during an emergency

3.8.3 Financial Support Available

The Australian and Western Australian governments have joint arrangements in place to provide financial assistance in certain circumstances. These arrangements are referred to as [Disaster Recovery Funding Arrangements](#) (DRFA).

Action

- In the event of a significant incident, RIA to appoint a single person to the position of Finance Officer to ensure in-house accounting and documentation processes are in-line with DRFAWA's reporting and claim requirements.
- Rottnest Island Authority to allocate an account number immediately any significant operation is mounted to provide and record the necessary funding required.
- In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the RIA is to seek recovery funding – see RIA Local Recovery Plan

4. Local Emergency Management Committee

4.1 Introduction

Rottnest Island is a Class A Reserve managed by Rottnest Island Authority (RIA) under the provisions of the *Rottnest Island Authority Act 1987*, which establishes RIA as a statutory body reporting to the Minister for Tourism.

The Rottnest Island Authority has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the LEMAs.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMAs for the area. The LEMC will assist in developing LEMAs and coordinate its emergency management partners/stakeholders within its region.

4.2 LEMC Role

The LEMC performs a vital role when assisting Rottnest Island Authority and its community to be prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective with local knowledge of hazards, demographic and geographic issues
- Providing advice to HMAs/CAs to develop localised hazard plans
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

4.3 LEMC Procedures

The LEMC Chairperson shall determine when the LEMC shall meet each quarter. Suggested scheduling is every February, May, August and November.

Each LEMC meeting should consider, but not be restricted to, the following matters:

- Confirming local emergency management contact details of key stakeholders
- Reviewing any post-incident reports and post exercise reports generated since last meeting
- Progressing emergency risk management processes
- Progressing treatment strategies arising from emergency risk management process
- Progressing development or review of local emergency management arrangements
- Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Membership

LEMC membership includes the Rottnest Island Authority representatives and the Local Emergency Coordinator (OIC WAPOL Rottnest Island). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Rottnest Island Authority, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities see **Appendix 2**.

4.4.1 LEMC Members

Agency	Position	Voting
Rottnest Island Authority	Chair (Executive Director)	✓
	Deputy Chair (DEHP)	✓
	Local Recovery Coordinator -	✓
	Park Service Manager	
	Executive Officer	✓
	Fire and Emergency Services Coordinator	✓
	Island Operations Manager	✓
WA Police	Local Emergency Coordinator (Rottnest OIC)	✓
Dept. Communities	Regional Coordinator	✓
DFES	District Emergency Management Advisor	✓
DFES	District Officer – Cockburn Sound	
Fire & Rescue Service -private	Representative	✓
Rottnest Nursing Post Manager	Representative	
SMHS - Fiona Stanley Hospital	Representative	✓
Rottnest Express Ferries	Representative	✓
St. John Ambulance	Representative	✓

PFM	Representative
SeaLink	Representative
RFF	Representative

4.5 LEMC Reporting

4.5.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken and submit it to the DEMC for the district (Section 40(1) EM Act).

Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April and completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. [State EM Procedure](#) 3.18.

5. Managing Risk

5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'.

Rottnest Island Authority (RIA) and the LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the island and its LEMC partner agencies to work together to mitigate risks to the community.

This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The ERM planning process is detailed in [State EM Policy 3.2- Emergency Risk Management Planning](#).

In conjunction with RIA, the LEMC will conduct ongoing reviews of the risk analysis results given the unique nature of the island.

The island's Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#).

The SEMC has developed a number of [Risk and Treatment Tools](#) to assist local governments to undertake the risk assessment process. The tools are available on the SEMC website at www.semc.wa.gov.au.

5.2 Risks Identified

The Rottnest Island Authority has undertaken a risk analysis within its district using the [National Emergency Risk Assessment Guidelines](#), the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines.

- Bushfire
- Marine Emergency
- Collisions, Accidents Involving Bikes, Vehicles and Trains
- Hazmat
- Aircraft Emergency
- Severe Weather
- Mass Casualty Events (Aircraft, Ferry, Bus)
- Oil Spill (Marine or Terrestrial)
- Structure/ Property Fire
- Structural/ Landform Collapse
- Missing Persons (Marine or Terrestrial)
- Tsunami

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard.

Responsible agencies may require Island resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.

5.3 Risk Table

Description	Time of Year	Visitor Numbers	Risk
Bushfire Season	November - March	Peak visitor season. Approx. average 96,300 ferry arrivals per month (Nov-Feb)	Direct impact on life/ property, isolation of visitors in Western parts of island
Storm Season Increased safety risk during the winter storm season	May - October	Lower season- reduced visitor numbers. Average 43,500 ferry arrivals per month	Infrastructure Interruption, property damage isolation of residents

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Reserves Increased safety risk due to the restricted access to identified areas of reserves (terrestrial and marine)	365 days	Seasonal variation depending on month (Low: 36,000 ferry arrivals in July, High: 120,000 ferry arrivals in January)	Missing persons, cliff/ cave collapse, boating/ diving incidents, snake bites, vehicle/ bicycle accidents, heat stress
Tourism Increase Large numbers of visitors travelling to the island during peak periods	School holidays including Easter, Christmas and New year periods, underage leavers and mid-year University breaks, sporting events.	Seasonal variation depending on month (approx. 36,000 ferry arrivals in July, 120,000 ferry arrivals in January)	Increased probability of bicycle and vehicle-related incidents (buses, trucks etc.) Overall increase in all risk types including medical
Vehicle vs Bicycle Increase in vehicular and bicycle traffic	School holidays including Easter, Christmas and New year periods, underage leavers and mid-year University breaks, sporting events.	Seasonal variation depending on month (approx. 36,000 ferry arrivals in July, 120,000 ferry arrivals in January)	Increased probability of bicycle-related accidents, including accidents involving heavy vehicles (buses, trucks etc.)
Tourist Railway (Settlement to Oliver Hill)	All year except Christmas Day	Up to 64 seated persons per trip. In 2023-24, the railway accommodated 18, 721 people, representing an average of 52 persons per day.	Potential for medical episode in inaccessible areas of reserve. Potential for bike vs train incident at crossings. Risk of falls from railway. Potential for derailment.
Sky Diving Geronimo	365 days (weather permitting)	3-4 persons per jump	Potential for serious injury / fatality (3-4 persons per jump).
Aerodrome Operations	365 days (weather permitting). Closed nights except for emergency	Mixture of commercial and private, fixed wing and rotary. Increased traffic in peak tourist times.	Potential for air crash, hard landing, at airport or within reserve.
Event Rottnest Channel Swim	Annual (February)	Visitor numbers increased. Approx. 10,000 on island.	Significantly increased marine risk.

Event Port-to-Pub Swim	Annual (March)	Visitor numbers increase up to approximately 5,000.	Increased marine risk.
Event ANZAC day celebrations	Annually on 25 April	Visitor numbers increase up to approximately 6,000 Large amounts of vessels in bays.	Increased marine risk. Increased general safety risk.
Event Race Around Rottnest	Annual (October)	Visitor numbers increase by approximately 2,500	Increased general safety risk.
Event School Post-leavers (Juvies)	Annual (November/ December)	Visitor numbers increase by up to 1,000 under aged children	Increased general safety risk, particularly medical incidents and anti-social behaviour
Event New Years Eve	Annual (31 December)	Visitor numbers increased. Approx. 10,000 total. Increased marine risk.	Increased marine risk. Increased general safety risk, particularly medical incidents and anti-social behaviour

6. Response

6.1 Hazard Management Structure

The Emergency Management Act 2005 allows HMAs to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in which they are the delegated HMA. (See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

A combat agency or support organisation may also be prescribed because of the agency's function under a written law or because of specialised knowledge, expertise and resources in dealing with a particular type of hazard or emergency management activity. They will work alongside and at the direction of the respective HMA in response to an emergency and undertake the specific emergency management activities or support functions for which they are prescribed. See **Appendix 3** Initial Response Matrix for the HMA Appointment Register.

HMAs may require resources and assistance to manage emergencies. Rottnest Island Authority recognises this and is committed to providing assistance and support if the required resources are available through the ISG when it is formed.

6.2 Coordination of Emergency Operations

HMA's, Controlling Agencies and Combat Agencies may require local government resources and assistance with emergency management. RIA is committed to providing assistance and support when resources are available, through the ISG, (when and if formed), and where RIA can maintain satisfactory levels of business continuity.

The Combat Agency, Controlling Agency, or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the arrangements and for activating the required organisations.

When an incident is assessed as Level 2 or 3 the Incident Controller must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

6.3 Incident Support Group (ISG)

An ISG is formed by the HMA or LEC (in consultation with the HMA) to assist with the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people representing the different agencies who may be involved in the incident to assist the Incident Controller in the overall coordination of services and resources (physical, human or information) during an incident.

6.3.1 Triggers for Incident Support Group

The triggers for an ISG are outlined in the [State EM Plan 5.1 – "Incident Management"](#) and [State EM Procedures 4.2 – "Incident Level Declaration"](#). These are:

- Where an incident is a Level 2 or higher, and,
- Where multiple agencies need to be coordinated.

Additionally, the HMA/ LEC may form an ISG if they believe that stakeholder/ community engagement is essential to successful resolution of the incident.

6.3.2 Incident Support Group Membership

The makeup of the ISG will vary depending upon the incident, agencies involved, and potential consequences of the emergency.

The City's Local Recovery Coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The composition of the ISG must be flexible to the needs of the emergency and the membership will change as the incident/operation progresses.

6.3.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of the incident.

The IC is responsible for the location of meetings and given its part in the ISG, meetings are generally convened close to, or within the Incident Control Centre (ICC) but apart from IMT Operations. For example, if the IMT is operating from the Island Staff Office, the ISG could be convened at the Hub Office.

6.4 Emergency Coordination Centre

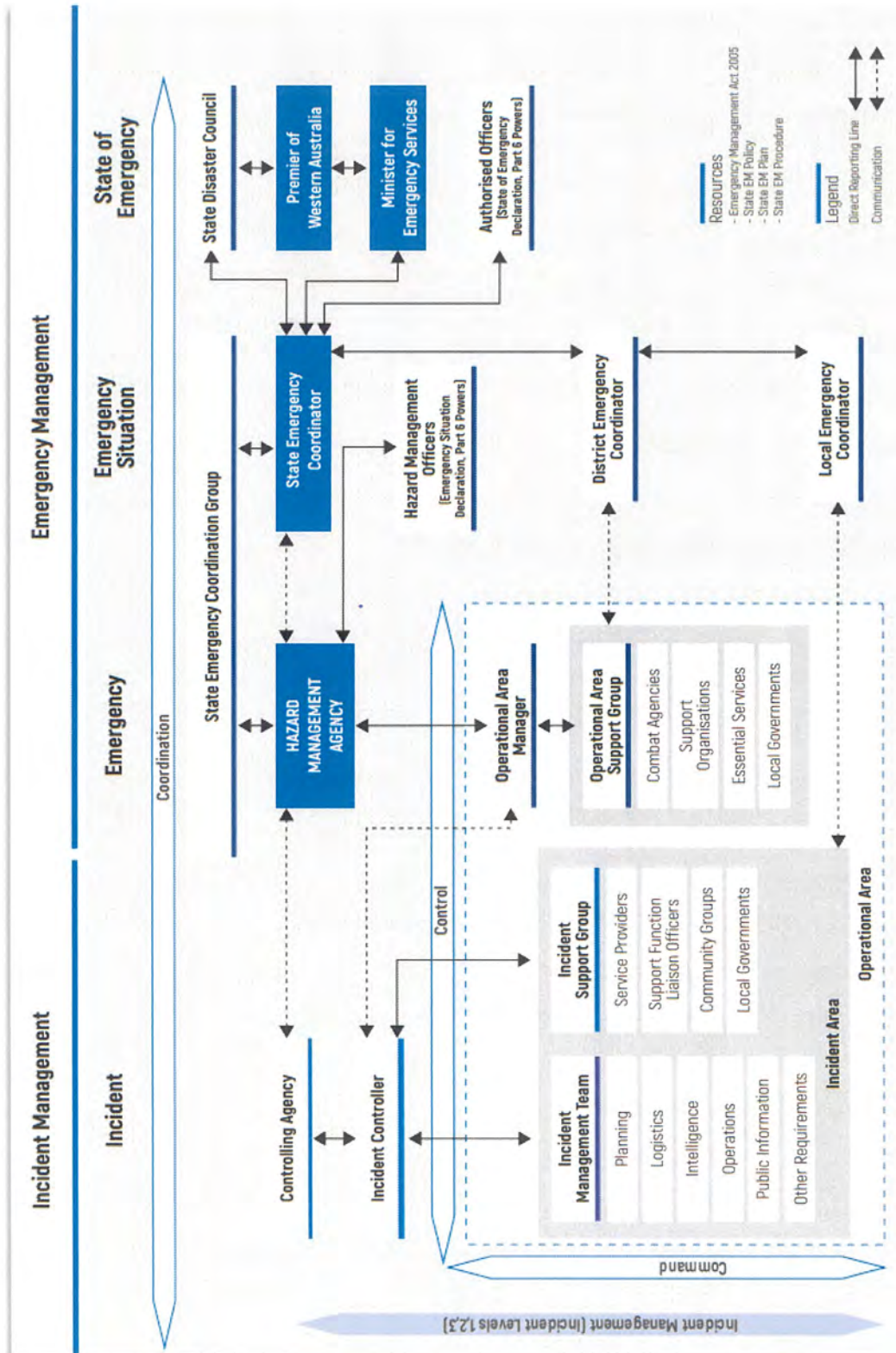
Identified Emergency Coordination Centres can serve as central command centres during incidents to effectively control/coordinate incident operations. Rottnest Island Authority has identified a primary and several secondary emergency coordination centres at the locations below:

Venue	Address	Contact	Incident Level
The Island Staff Office	Henderson Ave	9372 9788	Level 1-2 Incident
The Hub	Henderson Ave	9372 9788	Level 1-2 Incident
Rottnest Island Fire Station	Watjil Place	9372 9788	Level 1-2 Incident
RIA Head Office	1 Mews Rd, Fremantle	9372 9788	Level 2-3 Incident

6.5 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State of Emergency Coordination Group will be established.

Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.



Media Management and Public Information.

7. Media Management and Public Information

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help them become aware of the emergency and take appropriate actions to safeguard life, property and the environment.

The HMA/ CA authorises and manages media and public information to reflect multi-agency involvement. This is achieved through the IMT position of "Public Information Officer" as per the AIIMS Structure. Stakeholders may be requested to support communication, but under clear guidance from the HMA / Controlling Agency. When formed all media releases are to be coordinated through the ISG to ensure accurate and consistent messaging.

See Emergency Communications Plan: *Appendix 5*.

7.1 Public Warning Systems

7.1.1 Standard Emergency Warning Signal

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

In Western Australia, DFES authorises SEWS broadcasts or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- Possible loss of life or a major threat to many properties or the large-scale environment
- Impact is expected within 12 hours or is occurring at the time
- Many people need to be warned
- One or more incidents are classified as destructive.

7.1.2 Emergency Alert System

Emergency Alert is a national telephone warning system used during an emergency to send voice messages to landlines and text messages to mobile phones within a defined area about potential emergencies where lives and homes are deemed to be under direct and imminent threat.

Emergency Alerts are issued by the HMA and will be dependent on the nature of the incident. Emergency Alert relies on telecommunications networks to send messages, and message delivery cannot be guaranteed.

The number related to the Emergency Alert service is +61 444 444 444. It is a one-way messaging system. Warning messages should direct the recipient to sources of further information such as www.emergency.wa.gov.au

It is important to note that the Emergency Alert system only issues voice and text warning messages in English. Emergency Alert print advertising has been translated in 30 languages and can be found at

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Emergency Alerts - Languages. Further details on the Emergency Alert system can be found at <https://www.emergencyalert.gov.au>

7.1.3 DFES Public Information

DFES recorded information line:	1300 657 209
Emergency WA website:	www.emergency.wa.gov.au
DFES website:	www.dfes.wa.gov.au
DFES website:	www.dfes.wa.gov.au
SES assistance:	132 500

7.1.4 Additional Information Outlets

Local ABC Radio:	720AM Perth
BOM information line:	1300 659 210
BOM website:	www.bom.wa.gov.au

7.1.5 Local Communications Systems

Rottnest Island Authority can support official emergency messaging through local communication systems including:

- RIA website Rottnest Island Authority
- Rottnest Island Facebook page
- UHF/VHF Radio Communications
- Community Online Notice Boards
- Mobile Phone Messaging to guests (RIA Visitor Services SMS Broadcast)
- ABC Radio (720 kHz AM)
- Text message to vessel operators (RIA Visitor Services SMS Broadcast)

Any information for release to the media or public must be forwarded through the Corporate Communications Manager approved by the ED. The ED or delegate is the only person to make statements to the press on behalf of the Rottnest Island Authority and must do so in consultation with the HMA's Public Information Officer.

8. Evacuation

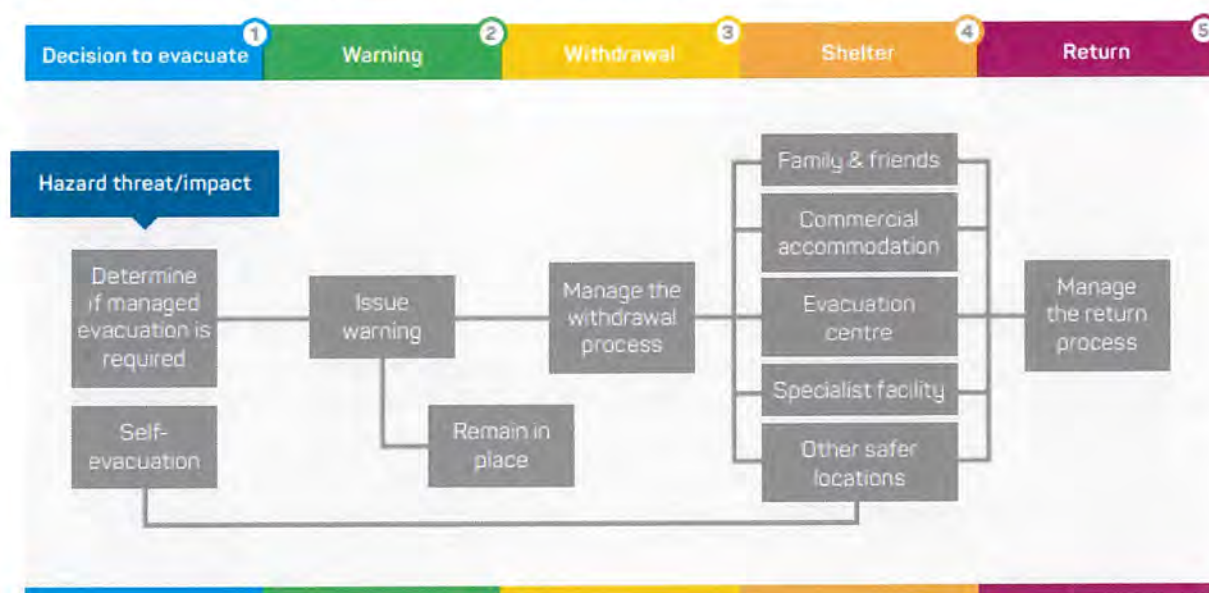
The evacuation of people from an area affected by a hazard is one of the strategies that may be implemented by emergency managers to mitigate the potential loss of, or harm to, life. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

Rottnest Island presents very critical and unique logistical challenges due to:

- Isolated geographic location
- Significant visitor numbers
- CALD groups
- Limited options for egress (ferry, boats, light aircraft)

Due to the complex issues that evacuation of Rottnest Island would face, particularly during high occupancy periods, the Rottnest Island LEMC will investigate and develop a Rottnest Island Evacuation Plan that will give greater depth and explanation in relation to Rottnest Island's unique situation.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



8.1 Evacuation Management

Evacuating residents is not always the optimum solution to managing the risk. Given the logistical challenges involved in evacuating people **off** Rottnest Island, preference would be to consider alternatives such as:

- evacuation to safe areas on the island
- shelter in place

- quarantine
- controlling or restricting movement

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

The IC makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.3 Evacuation Responsibilities

The IC makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

Rottnest Island Police will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary.

8.1.4 Evacuation Centres

The Rottnest Island Authority is responsible (in partnership with the Department of Communities) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres as required. Evacuation centres are a venue that may provide for evacuation, reception, accommodation and relief and recovery for an affected community. Evacuation centres may continue the extended provision of services into the recovery phase (see Local Emergency Relief and Support Plan – **Appendix 6**)

8.2 Higher Risk Persons and Groups

Beaconsfield Primary School (Rottnest Island Campus) and the Rottnest Nursing Post have separate emergency evacuation plans, which should be taken into consideration during broad scale evacuation planning.

8.3 Evacuation Routes

Evacuation routes are principally from emergency assembly areas to welfare evacuation centres. Owing to the varying complexity of different emergencies, the HMA, in conjunction with WAPOL will determine a strategic course of action in the event of an emergency.

8.4 Isolation and Quarantine

Directions regarding isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of planning to mitigate risks ensuring evacuations can be carried out safely.

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting, and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.

8.5 Return

HMAs are responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health, as well as relevant Rottnest Island Authority Officers.

For Department of Communities' Local Emergency Relief and Support Plan – see **Appendix 6**.

Action

- HMA makes decisions to evacuate.
- LEMC and the RIA assist by pre-planning for evacuation.
- All alternatives to be considered.
- Decision to evacuate made as Early as possible.
- At-Risk Persons and Groups to be a special consideration in an evacuation
- Ensure Welfare Centre protocols and procedures are enacted – See Local Emergency Management Plan for the Provision of Welfare Support – Appendix 6.

9. Emergency Relief and Support

The Department of Community Services (Communities) has the role of managing emergency relief and support (ERS) described as, 'the provision of both physical and psychological needs of a community affected by an emergency'.

This includes the functional areas of:

- Emergency accommodation
- Registration and reunification
- Personal support services
- Emergency catering
- Emergency clothing and personal items

- Financial assistance

9.1 Dept of Communities ERS Coordinator

The Director General of Communities appoints the ERS Coordinator – see **Appendix 3** for description of Roles and Responsibilities.

9.2 RIA Local Welfare Coordinator

Rottneest Island Authority nominates and appoints the Local Coordinator to assist the ERS Coordinator to manage emergency evacuation centres such as building opening, closing, security and maintenance.

An RIA staff member will be appointed the Local Welfare Coordinator – see **Appendix 3** for description of Roles and Responsibilities – Relief and Support

9.3 Register Find Reunite

Department of Communities is responsible for recording displaced persons on the National Register allowing friends and relatives to locate each other.

Department of Communities has reciprocal arrangements with [Australian Red Cross](#) to undertake this process.

9.4 Evacuation Centres

Rottneest Island Authority in conjunction with Department of Communities have identified suitable facilities within different localities.

These centres have been assessed and extensive information provided within the Evacuation Centre Register available for activation as required by the HMA/IC (see **Appendix 7** for nominated Evacuation Centres)

Action

- Dept of COMMUNITIES are responsible for managing relief & support of people.
- COMMUNITIES develops, maintains and enacts the RI Local Emergency Relief and Support Plan.
- The RIA will appoint a Local Coordinator.
- Identified Evacuation Centres are detailed in *Appendix 6*.

10. Recovery

Recovery is defined as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing' (s.3 of the Emergency Management Act 2005).

The recovery process begins during the response phase to both identify community needs as affected by the disaster as early as possible and to begin planning for the transition from response to recovery.

Detailed recovery arrangements are documented in the *Rottnest Island Local Recovery Plan*.

11. Exercising Review & Testing

11.1 Exercising

The aim of conducting an exercise is to:

- Test effectiveness of local arrangements and provide a pathway for improvement
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually.

11.1.2 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the Metro South District Emergency Management Committee as part of LEMC's annual report.

11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever RIA considers appropriate (Section 42 of EM Act).

LEMAs are to be reviewed and amended as follows:

- Contact lists are to be reviewed and updated quarterly or as changes occur
- After an event or incident requiring the activation of an ISG or after an incident requiring significant recovery co-ordination, and
- An entire review undertaken every five years, as risk might vary due to climatic, environment and population changes, and
- As required at the discretion of the LEMC

Appendices

- 1 Glossary of Terms and Acronyms
- 2 Contacts and Resources Directory *
- 3 Roles and Responsibilities (Including Initial Response Matrices)
- 4 RIA Emergency Management Policy & LEMC Terms of Reference
- 5 Emergency Communications Plan
- 6 Local Emergency Relief and Support Plan
- 7 Specialist Maps, Facilities and Assets
- 8 Emergency Management – Storm Plan
- 9 Emergency Management – Bushfire Response Plan
- 10 Supporting Forms and Documents

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