



Shire of

Narrogin

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Local Emergency Management Arrangements

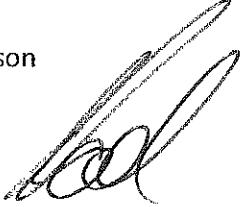
SHIRE OF NARROGIN

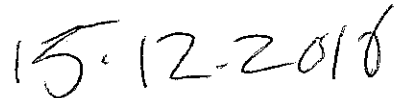
SHIRE OF NARROGIN EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Narrogin, Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).



Chairperson
CEO





Date



Endorsed by Council
CEO, Shire of Narrogin

Date

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Distribution

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Organisation	No Copies
Shire of Narrogin (Chair)	2
OIC Western Australian Police, Narrogin (Deputy Chair)	2
Great Southern SEMC Executive Officer	2
Narrogin State Emergency Service (S.E.S.) Unit	2
Narrogin Volunteer Fire and Rescue Service	2
Narrogin Sub-Branch, St John Ambulance	2
Department for Child Protection & Family Support, Narrogin	2
Department of Agriculture and Food, Narrogin	2
Narrogin Regional Hospital	2
YMCA Narrogin Recreation Centre	1
Disability Service Commission, Narrogin	1
Salvation Army Narrogin	1
Department Fire Emergency Services, Narrogin	2
Department of Parks and Wildlife, Narrogin	2
Australian Red Cross	1
Main Roads WA Wheatbelt Region	2
Narrogin District Education Department and Schools	6
Water Corporation	2
Western Power Corporation	2
Karinya Cottage Homes	1
Narrogin Community Care	2

Shire of Narrogin Local Emergency Management Arrangements

Amendment Record

No.	Date	Amendment Details	By
1	16 February 2006	Review & Rewrite -DRAFT	Risk Analysis Sub Committee
2	27 March 2006	Review & Rewrite -DRAFT	Risk Analysis Sub Committee
3	28 June 2006	Draft Copy 16-06-2006 adopted by LEMC	Narrogin LEMC
4	17 April 2008	Review, Update and Rewrite DRAFT	Narrogin LEMC sub-committee
5	February 2011	Review & Rewrite Arrangements -DRAFT	Narrogin LEMC sub-committee
6	February 2011	Review & Rewrite Risk Management Project -DRAFT	Risk Analysis Sub Committee
7	November 2015	Review and Rewrite Arrangements DRAFT	Narrogin LEMC sub-committee
8	20 May 2016	Town Council Endorsement	Town of Narrogin
9	18 June 2016	Shire Council Endorsement	Shire of Narrogin
10	27 th Sept 16	Shire Council Endorsement (Amalgamated)	Shire of Narrogin
11			
12			

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the State Emergency Management Glossary 2016.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

BFB – Bush Fire Brigade – established by a local government under the *Bush Fires Act 1954*.

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency. Controlling Agency in response to an emergency will undertake the specific emergency management activities or support functions for which they are prescribed.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. *See also* **COMMAND** and **COORDINATION**.

CONTROL – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency 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. *See also* **COMMAND** and **COORDINATION**.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency. The Controlling Agency appoints an Incident Controller and may appoint an Operational Area Manager for strategic management of a Level 3 emergency.

COORDINATION – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. *See also* **CONTROL** and **COMMAND**.

DFES – Department of Fire & Emergency Services of WA.

DISTRICT – means the municipality of the Shire of Narrogin.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event;
- (b) a fire;

- (c) a road, rail or air crash;
- (d) a plague or an epidemic;
- (e) a terrorist act as defined in *The Criminal Code* section 100.1 set out in the Schedule to the *Criminal Code Act 1995* of the Commonwealth;
- (f) any other event, situation or condition that is capable of causing or resulting in —
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or
 - (ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations; (*Section 15 of the Emergency Management Regulations (2006)*)

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State. HMAs will nearly always be responsible for lead response to an emergency in relation to the type of hazard for which they are prescribed.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies or a sudden event which, but for mitigating circumstances, could have resulted in an accident; An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT, EMERGENCY and DISASTER**.

INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

INCIDENT SUPPORT GROUP (ISG) – A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LG – Local Government meaning the Shire of Narrogin.

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

LOCAL EMERGENCY COORDINATOR (LEC) - That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – Means the district of the Shire of Narrogin.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. *See also* **EMERGENCY OPERATION**.

OPERATIONAL AREA (OA) – The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION – Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. *See also* **COMPREHENSIVE APPROACH**.

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. *See also* **COMPREHENSIVE APPROACH**.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. *See also* **COMPREHENSIVE APPROACH**.

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RISK – A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

SES –State Emergency Service.

SUPPORT ORGANISATION – A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TELECOMMUNICATIONS – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

TREATMENT OPTIONS – A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VFRS –Volunteer Fire & Rescue Service.

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

WELFARE CENTRE – Location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Shire of Narrogin Local Emergency Management Arrangements

Acronyms List

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with *s. 41(1) of the Emergency Management Act 2005* and endorsed by the Narrogin Local Emergency Management Committee and approved by the Shire of Narrogin.

1.1.2 Community Consultation

These Arrangements have been developed in consultation with the Narrogin LEMC as representatives of the respective communities and agencies. Each organization was asked to comment and review to ensure their department was correctly identified. The community was consulted when researching the Risk Analysis 2011.

The community is encouraged to provide feedback when viewing the Arrangements via email lemac@narrogin.wa.gov.au or mailed to the Shire of Narrogin.

1.2 Document Availability

A copy of this document is available for inspection at each local government office during normal office hours. A copy is available on the Councils website.

1.3 Area Covered (Context)

This plan covers the Local Government District for the Shire of Narrogin.

The geographic area covered by these arrangements is:

The Shire of Narrogin is located 192 km southeast of Perth in the Upper Great Southern Region of Western Australia, and are bordered by the southern Wheatbelt to the north and the South West region to the west.

- Narrogin is 174kms from the regional town of Bunbury with Cuballing 13.9kms from Narrogin.
- The demography of the area is a high tree scape, rolling hills and large farming/ agriculture industries.

Other features / infrastructure are:

- Arterial and main roads - Great Southern Highway, Albany Highway, Williams/ Narrogin Road.
- Rail - There is a rail line dividing the town for the use of grain cartage and occasionally a special events passenger train.
- Large Farming industry and infrastructure.
- Narrogin has a creek running through the town at Gnarojin wetlands, lakes or bushland

- Regional/National Parks and Reserves: Scattered throughout the Shire. Highly valued reserves include but not limited to Foxes Lair, Dryandra Woodland, Highbury townsite reserves, Gnarogin Park and Yilliminning Rock.
- Major industries are a Hay plant, piggery, WA Fire Appliances, Beef producer, Abattoir, CBH, Construction industries, Regional centre for doctors, veterinarian, dentists, Police station, Court house, Main roads depot, Western Power Operational Depot, Water Corporation Operational Depot, Telstra, Regional Hospital and High school and three Primary Schools.

1.4 Aim

The aim of the Shire of Narrogin Local Emergency Management Arrangements is to set out local emergency management arrangements within the respective Local Authority. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

1.5 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the *Emergency Management Act*).

1.6 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district for the Shire of Narrogin;
- b) This document covers areas where the Shire of Narrogin (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Narrogin's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) Shire of Narrogin (LG) responsibility in relation to recovery management.

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7 Related Documents & Arrangements

To be developed and endorsed.

1.7.1 Local Emergency Management Policies

The Shire of Narrogin (LG) have established a joint Local Emergency Management Committee. This has been done because the respective local government area's are subjected to the same level and types of risk and many of the services provided to manage these risks are shared amongst the local government area.

1.7.2 Existing Plans & Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

Local Plans

Document	Owner	Location
Risk Register	Shire of Narrogin	Shire of Narrogin
Risk Treatment Schedule	Shire of Narrogin	Shire of Narrogin
Local Recovery Plan	Shire of Narrogin	All member LG's
Welfare Plan	DCPFS	All member LG's
Road Closure Contingency Plans	Main Roads WA Wheatbelt Region	Main Roads and LG's

Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Transport	WA Police	SEMC Website
Westplan Fire	DFES	SEMC Website
Westplan Flood	DFES	SEMC Website
Westplan Hazardous Materials	DFES	SEMC Website
Westplan Land Search & Rescue	WA Police	SEMC Website
Westplan Road Transport Emergency	WA Police	SEMC Website
Westplan Welfare	DCPFS	SEMC Website
Westplan Animal and Plant Biosecurity	DAFWA	SEMC Website

1.8 Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
nil		

1.9 Additional Support

Organisation	Description	Comments	Contacts
nil			

1.10 Special Considerations

The special considerations that are likely to impact on the successful implementation of these emergency management arrangements in times of emergency are;

- Tourist season - year round / events
- School holidays – P&W/ Jan, April, July, Sept/ Oct
- Seeding – March to May
- Bush fire season –

Restricted Burning Period from 1st October to 1st May (inclusive)

Prohibited Burning Period 1st November to 1st March (inclusive).

- Harvest – November to January
- Christmas holidays – December/ January
- Narrogin Show weekend - October
- Rev Heads weekend – 3rd weekend in November
- Spring Festival Event - 4th Weekend in October

At Christmas time and school holidays there are minimal people in the Shire causing a reduction in services, volunteers for Ambulance, Fire & Rescue.

There is a strong Cultural Diversity within the Communities including – Indigenous, Religious, large to small scale Farmers, business owners, also different nationalities within the Communities.

There is a large requirement for Aged care and Nursing homes with Karinya, Narrogin Hospital, Narrogin Cottage homes with these facilities being part of the Emergency Management Plans.

1.11 Resources

The Hazard Management Agency (HMA) for an incident is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of

Narrogin can provide a list of resources that may be made available upon request- refer to resources register (kept as a separate document available from the Shire of Narrogin). This document shall be reviewed and updated annually.

Resources are registered and identified in the asset register located in – Resources and Asset Register. Staff and resources are available for response to emergency situations in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.

1.12 Finance arrangements

[State Emergency Management Policy \(SEMP 4.2\)](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of [SEMP 4.2](#), the Shire of Narrogin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately in an emergency event requiring resourcing by the Shire of Narrogin to ensure the desired level of support is achieved.

1.13 Roles & Responsibilities

Section 41(2)(b) of the *Emergency Management Act 2005* states that local emergency arrangements must set out the roles and responsibilities of public authorities and other person involved in emergency management in the local government district. Descriptions of these roles and responsibilities are as follows:

LEMC Executive Officers

Provide executive support to the LEMC by:

- a) Ensuring the provision of secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Maintain committee membership contact register;
- b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report;
 - Annual Business Plan;
 - Maintenance of Local Emergency Management Arrangement;
- c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and
- d) Participate as a member of sub committees and working groups as required

Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chair person Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The CEO can delegate roles as required.

Local Emergency Management Committee

The Shire of Narrogin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Other Functions of the LEMC

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements.

- a) The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - Freight subsidy Plan)
- b) The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – Cyclone, Flood and Tsunami)

The functions of LEMC are [s. 39 of the Act]:

- d. To advise and assist the local government in establishing local emergency managements for the district;
- e. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- f. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

It is a function of a local government to—

- (a) to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

Where other funding arrangements have not been arranged prior with the relevant HMA, the Shire of Narrogin accepts the responsibility for the management and funding of municipal resources and co-ordination of community support to counter the effects of an emergency during both the response to and recovery from emergencies.

The Local Emergency Management Arrangements are to be consistent with the State Emergency Management Policies and State Emergency Management Plans and are to include a Recovery Plan and the nomination of the Local Recovery Coordinator.

Local recovery coordinator

To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

LG welfare liaison officer

During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.

LG liaison officer (to the ISG/IMT)

During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA

Hazard Management Agency (HMA) Role

A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [*Emergency Management Act 2005 2005 s4*]

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [*EM Regulations*]
- Appointment of Hazard Management Officers [*s55 Act*]
- Declare / Revoke Emergency Situation [*s 50 & 53 Act*]
- Coordinate the development of the Westplan for that hazard [SEMP 2.2]
- Ensure effective transition to recovery by Local Government

Controlling Agency Role

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to;

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- to control all aspects of the response to an incident.
- During Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

Combat Agency Role

A combat agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

Support Organisation

A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

Public Authorities

A public Authority is established under section 3 of the *Emergency Management Act 2005*. Under s35 the SEMC may specify (s35(6) both an area of the State and a public authority to exercise the functions of local government detailed under section 36 of the Act To date, the Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and State Emergency Management Policies.

2.1 LEMC Membership

Composition resolved by Council		
Nomination of	No.	
Council members, including ex-officio	1	Committee Chairperson
Employees, including ex-officio	0	
Other persons – Community at large	0	
- WA Police, OIC Narrogin	1	ex-officio – LEM Coordinator
- DFES, Narrogin Regional Officer	1	
- Narrogin Regional Hospital	1	
- Narrogin Volunteer Bush Fire Brigades	1	Chief Bushfire Control Officer
- Narrogin VFRS Unit	1	
- Narrogin SES Unit	1	
- Water Corporation	1	
- Western Power, Narrogin	1	
- Dept of Child Protection & Family Support	1	
- Dept of Agriculture and Food WA	1	
- Dept of Parks & Wildlife	1	
- Narrogin St John Ambulance Sub-centre	1	
Total Membership	13	
Quorum	7	No additional criteria

A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

2.2 Meeting Schedule

The LEMC meets four times a year in accordance with State Emergency Management Policy 2.5 – ‘Emergency Management in Local Government Districts’. Meetings are held as follows;

Date & Time	Location
By-monthly third Wednesday of the month	DFES House Williams Road Narrogin

2.3 LEMC Constitution & Procedures

The constitution and procedures for the LEMC are detailed in State Emergency Management Policy 2.5 – ‘Emergency Management in Local Government Districts’

2.4 Annual Reports and Annual Business Plan

The Executive Officer will complete the Annual Report in accordance with Policy. The LEMC will develop an Annual Business Plan as directed by SEMC.

2.5 Emergency Risk Management

The Narrogin LEMC and the community have undertaken a risk assessment of the Shire of Narrogin utilising emergency risk management models based on the ISO 31000 Australian/New Zealand Standard for Risk Management. The subsequent output of this process has resulted in a Risk Statement Register and a Risk Treatment Schedule, which are attached.

The Narrogin LEMC and the community will conduct a review of the risk analysis for the communities every 5 years in accordance with SEMP 2.5.

The details of the emergency risk management process as contained in the ‘Emergency Risk Management Report’ which is a sub- plan to these Arrangements.

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Crash	Commissioner of Police	WaPOL	WaPOL	VFRS, SES	Road Crash	
Air Transport	WaPOL	WaPOL	VFRS, ST John Ambulance, SES	DCPFS	Traffic Crash	
Fire (DPAW Land)	DPAW	DPAW	VFRS, SES	DCPFS, LG	Fire)	
Terrorist Act	Commissioner of Police	WaPOL	SES, VFRS	DCPFS, LG	Terrorist	
Fire (inside gazetted district)	DFES	VFRS	VFRS,	DCPFS, LG	Fire	
Fire (outside gazetted fire district)	LG	BFS	Bush Fire Brigade, P&W	DCPFS, LG	Fire	
Fire (structural)	DFES	VFRS	VFRS	DCPFS	Fire	
Flood	DFES	SES	SES	DCPFS, LG	Flood	
Earthquake	DFES	DFES	SES	VFRS	Earthquake	
Hazardous Materials	DFES	DFES	VFRS	LG	HazMat	
Land Search & Rescue	Commissioner of Police	WaPOL	SES	DCPFS, LG	Land Search	
Animal & Plant Bio-security	Dept Agriculture & Food	Dept Agriculture & Food			Animal & Plant Bio-security	
Road Transport Emergency	Commissioner of Police	WaPOL	VFRS, SES	DCPFS ,LG	Road Crash	

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's and Combat agencies may require the Shire of Narrogin's resources and assistance in emergency management. The Shire of Narrogin is committed to providing assistance/support if required.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

3.2.2 Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- e. Multi agency response where there is a need for collaborative Decision making and the coordination of resources/information; and
- f. Where there is a need for regional support beyond that of a single agency.

3.2.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one

Shire of Narrogin Local Emergency Management Arrangements

meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.5 Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

NARROGIN DFES OFFICE

10 Williams Road, NARROGIN
Ph: 9881 3893 Fax: 9881 3894

	Name	Phone	Phone
1st Contact	Area Manager	9881 3893	0427 026 967
2nd Contact	Area Manager	9881 3893	0427 012 948

Dept of Parks and Wildlife

Wald Street, NARROGIN
Ph: 9881 9200 Fax: 9881 1645

	Name	Phone	Phone
1st Contact	Chris Stewart	9881 9200 (diverts to duty officer on weekend and Public holidays)	0417 966 863
2nd Contact	Greg Durell	9881 9200	0427 478 953

Narrogin Police Station

Earl Street, NARROGIN
Ph: 9882 255 Fax: 9881 3104

	Name	Phone	Phone
1st Contact	OIC	9882 2555	0438 849 855

Shire of Narrogin Office

89 Earl Street

Narrogin

Ph: 9890 0900 Fax: 9881 3092

	Name	Phone	Phone
1st Contact	CEO Aaron Cook	9890 0900	0407 522 297
2nd Contact	Shire President	9890 0900	0428 832 095

3.2.6 Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

3.3 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

The Shire has an SMS system in place to alert of harvest bans or vehicle movement bans. This is available by contacting the Shire Office (9890 0900) or after hours the Shire President. It is an on line system accessible to Shire Staff. This will be utilized if require to get an urgent message out to residents.

DFES Public Info Line

Incidents occurring in the District that are DFES HMA responsibilities and local government managed bushfires may utilize DFES Media & Public Affairs, including the hotline to inform people of current incident. Contact may be made through the DFES Regional Duty Officer (9845

Shire of Narrogin Local Emergency Management Arrangements

5000) or DFES Communication Centre 1800 198 140. The Hotline number for people to ring for information is 1300 657 209).

Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth –	Ph 13 99 94	Fax 08 9220 2911
ABC South Coast Albany –	Ph 9842 4011	Fax 08 9842 4099
Bunbury:	Ph 9792 2711	

Other Radio

Radio West/HotFM broadcasts on 918AM and 100.5FM respectively.

Radio West Albany -	Ph 9842 2783	Fax 08 9841 8565
RadioWest Narrogin –	Ph 9811 4000	Fax 08 9881 3166
Radio West Katanning	Ph 9821 2972	Fax 08 9821 4055
RadioWest Bunbury –	Ph 9791 2359	Fax 08 9792 2799

Television

GWN (Bunbury)	08 9721 4466 (phone)	08 9792 2932 (fax)
WIN (Albany)	08 9842 8024 (phone)	08 9842 9067 (fax)
WIN (Perth)	08 9449 9999 (phone)	08 9449 9900 (fax)

3.4 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. 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. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make the decision on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

Under section 67 of the *Emergency Management Act 2005* a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- a. Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- b. Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c. Close any road, access route or area of water in or leading to the emergency area.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

3.4.2 Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection and Family Services must be consulted during the planning stages. This is because DCPFS have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.4.3 Special Needs Groups

The following table identifies sections of the Shire of Narrogin's community which may need assistance or special consideration during an evacuation;

Organisation	Number of People	Address	Phone
Karinya	35 residential care people with Special Needs & 67 people in independent units with various levels of special needs	50 Felspar St Narrogin	08 9881 1677
Narrogin Home Care	357	30 Clayton Rd Narrogin (see Manager for list of clients)	08 9881 4455
Department of Housing tenants	235 dwellings including Public Housing and GROH	Various	08 9881 9400
Hospital Patients	Various	Williams Road, Narrogin	08 9881 0333
Residency by Dillions (Aged Care)	50 residents and 56 Staff on site	52 Williams Road, Narrogin	08 9881 2244
Disability clients	15	Various (see Team leader DSC)	08 9881 4985
Narrogin High School / Residential college	685 Students and 90 Staff During the day 113 Students and 15 Staff at Residential College A/H	Crn Homer & Gray st Narrogin	08 9881 9300
Narrogin Primary School	315 Staff and 50 Students	Crn Williams & Johnson Streets, Narrogin	08 9881 1200
East Narrogin Primary School	253 Students and 40 Staff	Homer St, Narrogin	08 9881 1582
St Matthew's School	Numbers	9 Glyde Street Narrogin	08 9881 2154
Agriculture College	200	216 Cooramining Rd, Narrogin	08 9881 9700

3.4.4 Evacuation Routes

Should a major emergency occur the following highways/roads could be blocked and alternative arrangements will have to be implemented to allow the community and emergency vehicle access:

- Great Southern Highway (Narrogin Link Road/Garfield Street)
- Williams Kondinin Highway (Williams-Narrogin Road/Highway)
- Kipling Street/ Narrogin- Kondinin Road
- Herald Street/Yillimining Road
- Narrakine Road/Wandering Narrogin Road

These routes will become the priority for repair.

Shire of Narrogin Local Emergency Management Arrangements

3.4.5 Critical Infrastructure

Asset	Location
Thomas Hogg Oval	Bannister Street Narrogin
Bowling Club	Earl Street Narrogin
Railway Dam	Mokine Road Narrogin
Agriculture College	Cooramining Road Narrogin
Foxes Lair	Crn Williams & Narrakine Road Narrogin
Hospital	Williams Road Narrogin
Recreational Centre	Clayton Road Narrogin
Residential College	Gray Street Narrogin
Narrogin Fire Station	Gordon Street Narrogin
St Johns Sub Centre	Falcon Street Narrogin
Narrogin Senior High School	Gray Street Narrogin
East Narrogin Primary School	33 Homer Street Narrogin
Narrogin Primary School	22 Williams road Narrogin
St Matthews Primary School	9 Glyde Street Narrogin
Senior Citizens	Earl Street Narrogin
Bridges	See attached lists
Rail lines	Pioneer Drive Narrogin
Cemetery	Williams Road Narrogin
Waste disposal sites	White Road Narrogin
Main Roads	See attached lists
Water storage	Williams Road Narrogin
Electrical infrastructure	Booth street Sub station Narrogin
Karinya/ Aged Care	Felspar Street Narrogin
Narrogin Town Hall	Federal Street Narrogin
Residential College	Gray Street Narrogin
Parks and Wildlife Radio Tower	Williams Road Narrogin
Highbury Hall	Great Southern Highway Highbury
Nomans Lake Hall	Nomans Lake
Narrogin Airport	Clayton Road Narrogin
Military Airport (Lock Rd)	Lock Road Narrogin
Waste water treatment plants	Palmer street Narrogin
Highbury Tavern	Great Southern Highway Highbury
Narrogin Abattoir	Boxall Road Narrogin
Communication tower	Wandering / Narrogin Road
Old Radio West Site	Narrogin Valley Road Narrogin
Fleay Road Communication Tower	Fleay Road Narrogin
Narrogin Hay Plant	200 Waneri Road Narrogin
Bulk grain storage	Pioneer Drive Narrogin
CY O'Connor Building	Fortune Street Narrogin
Palm Haven House	Crn Hansard and Havelock Streets Narrogin
3 Heritage Listed Houses	Hale Street Narrogin
Narrogin Abattoir	Boxall Raod Narrogin
Narrogin Piggery	Wanerie Road Dumberning

3.4.6 Animal Evacuation

During times of evacuation peoples pets are an important part of the family, however can not usually be housed in the Welfare Centre. In these cases the Council Pound facilities may be made available for short term accommodation.

See Local Emergency Animal Welfare Plan.

3.4.7 Demographics

Refer to tab 'Demographics'

3.4.8 Evacuation / Welfare Centres

WELFARE CENTRES IN THE SHIRE OF NARROGIN					
Name	Address	Contact	Capacity Status	Longitude Latitude	Notes
Primary Narrogin Regional Leisure Complex & John Higgins community Complex	Clayton Rd Narrogin	Shire 9890 0900 / CEO 0407 522 297 / Rec Centre 9881 2651	1,000/350 Long term Has air con	117.170756- 32.929688	
Primary Narrogin Senior High School	Cnr Homer & Grey St Narrogin	School 9881 9300	600/200 Short term	117.190883- 32.936081	
Secondary Narrogin Town Hall	Federal St, Narrogin	Shire 9890 0900 / CEO 0407 522 297	150 / 50 Short term		

For a detailed list of evacuation / welfare centres see the **'Local Welfare Emergency Management Support Plan for the Shire of Narrogin.'**

3.6 Welfare

The Department for Child Protection and Family Services (DCPFS) has created a **'Local Welfare Emergency Management Support Plan for the Shire of Narrogin.'**

This plan provides all of the details relating to welfare and welfare / evacuation centres.

This Document should be read in conjunction with this plan.

3.6.1 Local Welfare Coordinator

The Local Welfare Coordinator is the Team Leader DCPFS Narrogin
 Team Leader
 DCPFS, Narrogin
 11-13 Park Street Narrogin
 Ph: 08 9881 0123
 After Hours: Crisis Care: 1800 199 008

3.6.2 Local Welfare Liaison Officer

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance. In cases where DCPFS have not arrived this person may need to coordinate the welfare response until the arrival of DCPFS.

The Welfare Liaison Officers are;

Local Government	1 st Contact & Phone	2 nd Contact & Phone
Shire of Narrogin	Chief Executive Officer Ph: 9890 0900 Mob: 0407 522 297	Shire President Ph: 9881 6000 Mob: 0428 812 329

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCPFS to arrive.

3.6.3 District Emergency Services Officer

The DESO for the Shire of Narrogin is contained in Contacts Register. The role of the DESO is to create, exercise & review the Local Welfare Emergency Management Support Plan.

3.6.4 State & National Registration & Enquiry

Under the State Emergency management arrangements DCPFS has the delegated responsibility for registration and reunification. In a large event where people are evacuated, displaced or separated the National Registration and Inquiry System is activated to assist in locating impacted people, reuniting families and answering inquiries from family and friend. DCPFS has reciprocal arrangements with the Australian Red Cross to assist with both the registration and inquiry processes.

There is Red Cross Team active in the community. They must be activated by the Department for Child Protection and Family Services.

PART 4 – RECOVERY

Refer to the Shire of Narrogin Local Recovery Management Plan

PART 5 – EMERGENCY CONTACTS REGISTER

See Contacts Register

Note: The contact register is excluded from the public copies of these arrangements.

PART 6 – EXERCISING & REVIEWING

6.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

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

6.2 Frequency

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

6.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise

- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

6.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref TP-1 'Annex B').

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'.(SEMP 3.1 s.23)

6.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (*S.42 of the Emergency Management Act 2005*).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

6.6 Review of Local Emergency Management Committee Positions

The Shire of Narrogin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.(SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

6.7 Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendix 1: Risk Register Schedule

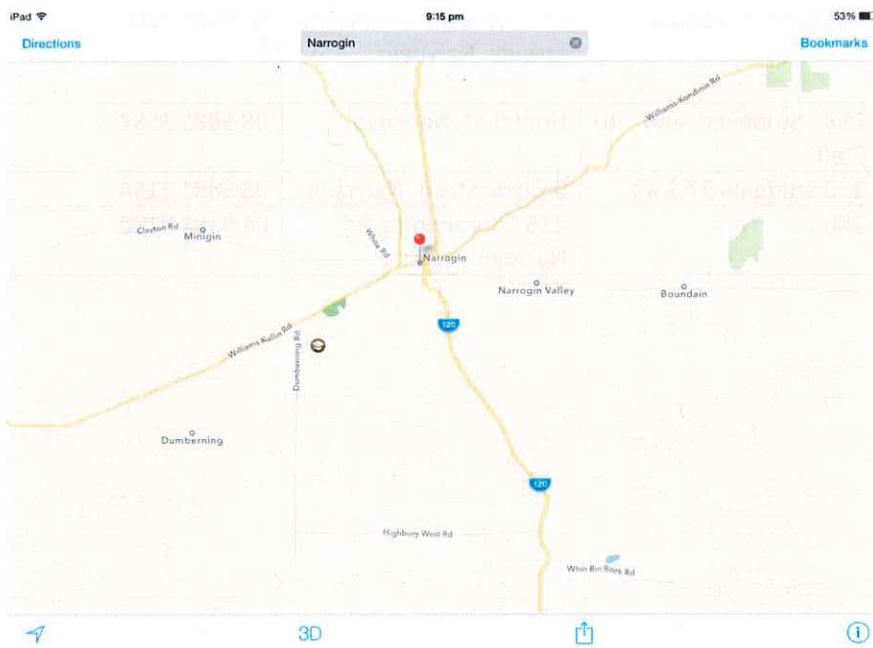
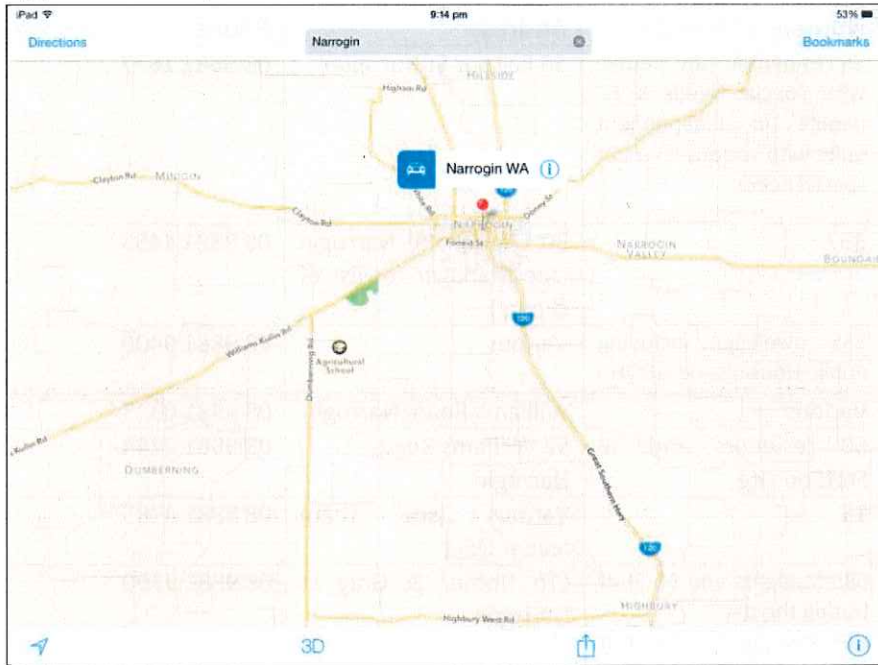
Refer to the Emergency Risk Management Report which is a sub-plan to these Arrangements.

Appendix 2: Resources

See Resource Register (Separate document as it is regularly updated and confidential)

Shire of Narrogin Local Emergency Management Arrangements

Appendix 3: Map of the District



Shire of Narrogin Local Emergency Management Arrangements

Appendix 4: Special Needs Groups

Organisation	Number of People	Address	Phone
Karinya	35 residential care people with Special Needs & 67 people in independent units with various levels of special needs	50 Felspar St Narrogin	08 9881 1677
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East Narrogin Primary School	253 Students and 40 Staff	Homer St, Narrogin	08 9881 1582
St Matthew's School	190 Students 27 Staff	9 Glyde Street Narrogin	08 9881 2154
Agriculture College	200	216 Cooramining Rd, Narrogin	08 9881 9700

Shire of Narrogin Local Emergency Management Arrangements

Appendix 5: Demographics

CATEGORIES		
Source: Australian Bureau of Statistics 2011 data www.abs.gov.au	TOWN	OUTER
0-4 years old	330	41
5-14 years	655	128
15-19 years	328	133
20-24 years	236	34
25-29 years	221	32
30-34 years	215	38
35-39 years	269	56
40-44 years	287	64
45-49 years	232	73
50-54 years	312	72
55-59 years	241	60
60-64 years	246	54
65-69 years	172	50
70-74 years	135	20
75- 79 years	128	13
80 years and over	213	6
Aboriginal and Torres Strait Islander people	394	14
Total Population	4,614	888

CATEGORIES		
Religious Affiliation	TOWN	OUTER
No Religion	1049	227
Anglican	855	221
Catholic	888	183
Uniting Church	318	66
Baptist	217	35

