MINUTES

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

3 August 2021

The Chief Executive Officer recommends the endorsement of these minutes at the next Local Emergency Management Committee Meeting

Signed: . _(signature)_ .... Date **10/08/21**

These minutes were confirmed at the Local Emergency Management Committee Meeting held on 21 September 2021

Signed: ...... _(signature)_ ......
(Presiding Person at the meeting at which minutes were confirmed)

Acknowledgement of Noongar People

The Shire of Narrogin acknowledges the Noongar people as traditional custodians of this land and their continuing connection to land and community. We pay our respect to them, to their culture and to their Elders past and present.

Naatj ngiyan Birdiya Gnarojin kep unna nidja Noongar Moort ngaala maya nidja boodjera baarlap djoowak karlerl koolark. Ngalak niny ngullang karnan balang Bibolman baalap borong koora wer boorda.

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Please note that meetings may be recorded for minute taking purposes.

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LEMC MEETING
3 AUGUST 2021

1. OFFICIAL OPENING/ANNOUNCEMENT OF VISITORS

The Acting Presiding Member, Cr Seale, declared the meeting open at 4:40 pm.

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

Committee Members (Voting)

Cr Brian Seale	Acting Presiding Member
Alby Van Den Berg	WA Police – Narrogin
Simon Vogel	DFES – Narrogin Regional Officer
Anika Keeling	Narrogin SES
Jenny Menasse	Narrogin Health Service
Jo Spadaccini	Department of Communities - Via instantaneous communication
Ronan Blaney	St John Ambulance - Via instantaneous communication

Staff

Azhar Awang	Executive Manager Development & Regulatory Services (EMDRS)
Wendy Russell	Executive Support Officer (ESO)

Apologies

Cr Clive Bartron	Councillor
Alison Lacey	Department of Primary Industry & Regional Development
Snr Sgt John Bouwman	WA Police – OIC Narrogin (LEM Coordinator)
Pip Porter	Narrogin Volunteer Bush Fire Brigades

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

> **OFFICERS' RECOMMENDATION & MEETING RESOLUTION**
>
> Moved: Alison Lacey   Seconded: Anika Keeling
>
> That the minutes of the Local Emergency Management Committee Meeting held on 15 June 2021 be confirmed as an accurate record of the proceedings.
>
> **CARRIED**

4. ANNOUNCEMENTS BY THE PERSON PRESIDING WITHOUT DISCUSSION

Nil

5. MATTERS WHICH REQUIRE DECISIONS

5.1. REVIEW OF THE LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Attachment 1. Copy of Local Emergency Management Arrangements with marked up changes.

Discussion on final changes to the LEMA document

MEETING RESOLUTION

Moved: Cr Brian Seale   Seconded: Anika Keeling

Thar the committee accept the Local Emergency Management Arrangements with the modifications at Attachment 1 and recommend that it be presented to the next Ordinary Council Meeting for adoption.

CARRIED

5.2. REVIEW OF THE LOCAL RECOVERY MANAGEMENT PLAN (LRMP)

Attachment 2. Copy of Local Recovery Management Plan with marked up changes.

LEMA is to be completed to be presented to the August Ordinary Council Meeting.

MEETING RESOLUTION

Moved: Cr Brian Seale   Seconded: Alby Van Den Berg

Thar the committee accept the Local Recovery Management Plan with the modifications at Attachment 2 and recommend that it be presented to the next Ordinary Council Meeting for adoption.

CARRIED

6. GENERAL BUSINESS

Nil.

7. DATE TIME & VENUE OF NEXT MEETING

The next LEMC meeting is scheduled for Tuesday 21 September 2021, at 4:30 in the Administration meeting room.

Committee Members – if you are unable to attend please organise a proxy.

8. CLOSURE OF MEETING

There being no further business to discuss, the Presiding Member declared the meeting closed at 4:58 pm.

Local Emergency Management Arrangements

SHIRE OF NARROGIN

SHIRE OF NARROGIN LOCAL 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   Date

....

Endorsed by Council   Date

CEO, Shire of Narrogin

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Organisation	**No Copies**
Shire of Narrogin (Chair)	2
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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 Communities - Narrogin	2
Dept of Primary Industries and Regional Development (Agriculture & 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
Dept of Biodiversity, Conservation & Attractions, 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

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 Sept 2016	Shire Council Endorsement (Amalgamated)	Shire of Narrogin
11	2 January 2020	Review and amend Arrangements	Shire of Narrogin EM Officer
12	May/June 2021	Review and update details	Shire of Narrogin

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 <u>section 100.1 of</u> ~~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, analysing, 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.

ACRONYMS LIST

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department for Communities
~~**P&W**~~**DBCA**	Department of Biodiversity, Conservation & Attractions
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 to the Shire of Narrogin <u>via</u> enquiries@narrogin.wa.gov.au

1.2 Document Availability

A copy of this document is available <u>on the Shire of Narrogin website www.narrogin.wa.gov.au/</u>~~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 is bordered by the southern Wheatbelt to the north and the South West region to the west.

- Narrogin is 174 kms from the regional town of Bunbury with Cuballing 13.9 kms from Narrogin.
- The ~~demography~~ <u>topography</u> 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~~<u>and</u> 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.

- Regional Offices for the Department Biodiversity, Conservation and Attractions (DBCA), the Department of Primary Industries and Regional Development (DPIRD) and the Department of Fire and Emergency Services (DFES).

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 these arrangements:

a)   This document applies apply 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

Local Recovery Management Plan and Local Emergency Evacuation Plan.

1.7.1 Local Emergency Management Policies

The Shire of Narrogin (LG) has established a joint Local Emergency Management Committee. This has been ~~done because~~established as 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
Local Emergency Welfare Plan	Communities	All member LG's
Road Closure Contingency Plans	Main Roads WA Wheatbelt Region	Main Roads and LG's

Relevant State Hazard Plans (Westplans)

Document	Owner	Location
~~Westplan Air Transport~~	~~WA Police Force~~	~~SEMC Website~~
Fire	DFES	SEMC Website
Westplan Flood	DFES	SEMC Website
~~Land~~ Search & Rescue Emergency	WA Police Force	SEMC Website
~~Westplan Road Transport~~ Crash Emergency Road Crash Air Crash Rail Crash Arc Infrastructure Rail Crash PTA	WA Police Force WA Police Force Arc Infrastructure Pty Ltd Public Transport Authority	SEMC Website
Westplan Earthquake	DFES	SEMC Website
Energy Supply Disruption	Coordinator of Energy	SEMC Website
Heatwave	State Health Coordinator	SEMC Website
Hazardous Materials Emergencies [HAZMAT]	DFES	SEMC Website
Human Biosecurity	State Human Epidemic Controller	SEMC Website

Westplan Welfare	Communities	SEMC Website
Animal and Plant Biosecurity	~~DAFWA~~DPIRD	SEMC Website

1.8 Agreements, Understandings & Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shire of Narrogin and Shires of Dumbleyung, Kulin, Lake Grace, Pingelly, Quairading, Wagin, Wandering, West Arthur, Wickepin and Williams	MOU sets out a basic framework for cooperation between the Local Governments named, to promote cooperation in a disaster event which affects one or more of the partnering LGs	MOU 2..pdf

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 Plan (SEMP 5.4) outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of SEMP 5.4, 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. ~~Then continuing with Recovery Procedure 2 – More information is available from State EM Recovery Procedure 2 or DFES website.~~

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, and
- 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, and
- 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.

Chairperson 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 flood or storm to develop a local plan to manage the ordering, receiving and distributing of essential supplies.

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.

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 Policy and State Emergency Management Plan 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

The local government facility may be utilised by Department of Communities (CPFS) during an evacuation. CPFS can 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:

- undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- 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 Rottnest 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 Communities	1	
- Dept of Primary Industries and Regional Development (Agriculture & Food)	1	
- Dept of Biodiversity, Conservation & Attractions	1	
- Narrogin St John Ambulance Sub-centre	1	
- Department of Education	1	
Total Membership	**14**	
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 Procedure. Meetings are held as follows:

Date & Time	Location
~~Bi-monthly third Wednesday of the month~~Quarterly in March, Jjne, September and December	Shire Office 89 Earl Street Narrogin

~~**2.3 LEMC Constitution & Procedures**~~

~~Is to be developed by the Shire of Narrogin~~

2.~~4~~ 3 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~~ 4 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 the Risk Policy Procedure.

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	WAPF	WAPF	VFRS, SES	Road Crash	
Air Transport	WAPF	WAPF	VFRS, ST John Ambulance,SES	Communities	Traffic Crash	
Fire (DPAW Land)	DPAW	DPAW	VFRS, SES	Communities, LG	Fire)	
Terrorist Act	Commissioner of Police	WAPF	SES, VFRS	Communities, LG	Terrorist	
Fire (inside gazetted district)	DFES	VFRS	VFRS,	Communities, LG	Fire	
Fire (outside gazetted fire district)	LG	BFS	Bush Fire Brigade, P&W	Communities, LG	Fire	
Fire (structural)	DFES	VFRS	VFRS	Communities	Fire	
Flood	DFES	SES	SES	Communities, LG	Flood	
Earthquake	DFES	DFES	SES	VFRS	Earthquake	
Land Search & Rescue	Commissioner of Police	WAPF	SES	Communities, LG	Land Search	
Animal & Plant Bio-security	Dept of Primary Industries and Regional Development (Agriculture & Food)	Dept of Primary Industries and Regional Development (Agriculture & Food)			Animal & Plant Bio-security	
Road Transport Emergency	Commissioner of Police	WAPF	VFRS, SES	Communities ,LG	Road Crash	

It was suggested that we replace the table above with the following table from SEMC

The table below displays the prescribed hazards, the Hazard Management Agency, the associated organisation and the controlling agency:

	Hazard	Hazard management Agency	Organisation
1	Air Crash	Commissioner of Police	WA Police Force
2	Animal or plant: pests or disease	Agriculture Director General	Department of Primary Industries and Regional Development
3	Injury or threat to life of persons trapped by the collapse of a structure or landform (collapse)	Fire and Emergency Services Commissioner	Department of Fire and Emergency Services (DFES)
4	Cyclone	Fire and Emergency Services Commissioner	DFES
5	Earthquake	Fire and Emergency Services Commissioner	DFES
6	Loss of or interruption to the supply of electricity that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person (electricity supply disruption)	Coordinator of Energy	Energy Policy WA (Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)
7	Fire	Fire and Emergency Services Commissioner	**DFES** within gazetted fire districts or where DFES brigade or unit established; **Department of Biosecurity, Conservation and Attractions (DBCA)** on land it manages outside gazetted fire districts; and **Local government** in local government districts outside of gazetted fire districts and DBCA land.
8	Flood	Fire and Emergency Services Commissioner	DFES
10	Actual or impending spillage, release or escape of a biological substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.	Chief Executive Officer, Department of Health	Department of Health
11/12/13	Actual or impending spillage, release or escape of a **(a) chemical, (b) radiological or (c) other substance (HAZMAT)** that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES

14	Heatwave	Chief Executive Officer, Department of Health	Department of Health
15	Hostile Act	Commissioner of Police	WA Police Force
16	Human Epidemic	Chief Executive Officer, Department of Health	Department of Health
17	Land Search – for persons lost or in distress, that requires a significant coordination of search operations	Commissioner of Police	WA Police Force
18	Loss of or interruption to the supply of liquid fuel as defined in the Liquid Fuel Emergency Act 1984 (Cth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health, of a person(**liquid fuel supply disruption)**	Coordinator of Energy	Energy Policy WA (Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)
23	Rail Crash	PTA Network - Public Transport Authority (PTA)	• PTA; or • WA Police Force or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of the PTA.
		Arc Infrastructure Pty Ltd	• Arc Infrastructure Pty Ltd; or • WA Police Force or DFES, by agreement, following the declaration of an emergency situation or state of emergency or circumstance where the demands of the situation are deemed to exceed the capacity or capability of Arc Infrastructure.
24	Road Crash	Commissioner of Police	WA Police Force
25	Space Re-entry Debris	Commissioner of Police	WA Police Force
26	Storm	Fire and Emergency Services Commissioner	DFES
27	Terrorist Act	Commissioner of Police	WA Police Force

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 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 (ECC) 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:

DFES REGIONAL OFFICE NARROGIN

~~10 Williams Road~~7 Wald Street, NARROGIN

Ph: ~~9881 3893~~6832 3110 ~~Fax: 9881 3894~~

	Name	Phone	Phone
1st Contact	RDC (Regional Duty Coordinator)	1800 865 103	
2nd Contact	Superintendent	08 68 323 110 B/H	0429 922 062

Dept of Biodiversity, Conservation & Attractions

9 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

82-84 Earl Street, NARROGIN

Ph: ~~9882 2559~~9852 1300 ~~Fax: 9881 3104~~

	Name	Phone	Phone
1st Contact	OIC Police Station	9852 1302	0436 842 199
2nd Contact	Great Southern District Supervisor – Albany (24 hours)	9892 9315	

Shire of Narrogin Office

89 Earl Street
Narrogin
Ph: 9890 0900 Fax: 9881 3092

	Name	Phone	Phone
1st Contact	CEO Dale Stewart	9890 0900	0437 698 912
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

DFES is responsible for incidents occurring in the Region in which DFES is the HMA. The local government manage bushfires however may utilize DFES Media & Public Affairs, including the hotline to inform people of current incident. Contact may be made through the DFES Regional Duty Coordinator **(RDC) 1800 865 103** 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~~ Great Southern - Albany~~—~~   Ph 9842 4011~~Fax 08 9842 4099~~

ABC South West - Bunbury~~:~~   Ph 9792 2711

Other Radio

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

Triple M - ~~Radio West~~ Albany~~—~~   Ph 9842 2783   ~~Fax 08 9841 8565~~

~~RadioWest~~ Triple M Great Southern - Narrogin~~—~~   Ph ~~9811~~ 9881 4000~~Fax 08 9881 3166~~

Triple M Great Southern - ~~Radio West~~ Katanning   Ph 9821 2972~~Fax 08 9821 4055~~

Triple M Southwest - ~~RadioWest~~ Bunbury~~—~~   Ph ~~9791 2359~~9726 5555~~Fax 08 9792 2799~~

Television

GWN (Bunbury)	Ph 9721 4466 ~~08 9792 2932 (fax)~~
WIN (Bunbury)	Ph 9721 9900~~08 9842 9067 (fax)~~
WIN (Perth)	Ph 6216 5216~~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 ~~Plan 4.6 'Evacuation Arrangements~~Policy section 5.7 and the WA Community Evacuation Planning Guideline '~~~~should be consulted when planning an 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 Communities must be consulted during the planning stages. This is because Communities have responsibility under State Arrangements to maintain the welfare of evacuees under ~~Westplan~~ State Support Plan~~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 Communities - 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	33 Homer St, Narrogin	08 9882 1600
St Matthew's School	170 students and 22 staff	9 Glyde Street Narrogin	08 9853 9500
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/)
- Williams Kondinin Highway (Williams-Narrogin Road/Highway)
- Kipling Street/ Narrogin- Kondinin Road
- Herald Street/Yilliminning Road
- Narrakine Road/Wandering Narrogin Road.

These routes will become the priority for repair.

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	Cooraminning 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 Wanerie 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 Road 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 they 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'Appendix 5

3.4.8 Evacuation / Welfare Centres

WELFARE CENTRES IN THE SHIRE OF NARROGIN					
Name	Address	Contact	Capacity Status	Longitude	Notes
				Latitude	
Primary Narrogin Regional Leisure Complex & John Higgins community Complex	Clayton Rd Narrogin	Shire 9890 0900 CEO 0437 698 912 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 0437 698 912	150 / 50 Short term		

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

3.5 Welfare

The Department for Communities (Communities) has created a **'Local Emergency Welfare Plan for the Narrogin District**.

This plan provides all of the details relating to welfare and welfare / evacuation centres. This Document should be read in conjunction with this plan.

3.5.1 Local Welfare Coordinator

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

3.5.2 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 Communities have not arrived this person may need to coordinate the welfare response until the arrival of Communities.

The Welfare Liaison Officers are:

Local Government	1st Contact & Phone	2nd Contact & Phone
Shire of Narrogin	Chief Executive Officer Dale Stewart Ph: 9890 0900 Mob: 0437 698 912	Shire President Leigh Ballard Mob: 0428 832 095

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

3.5.3 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 Emergency Welfare Plan.

3.5.4 State & National Registration & Enquiry

Under the State Emergency management arrangements Communities 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 friends. Communities 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 of Communities.

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

State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10). 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 local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable. 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~~ each LEMC meeting.

6.8 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.
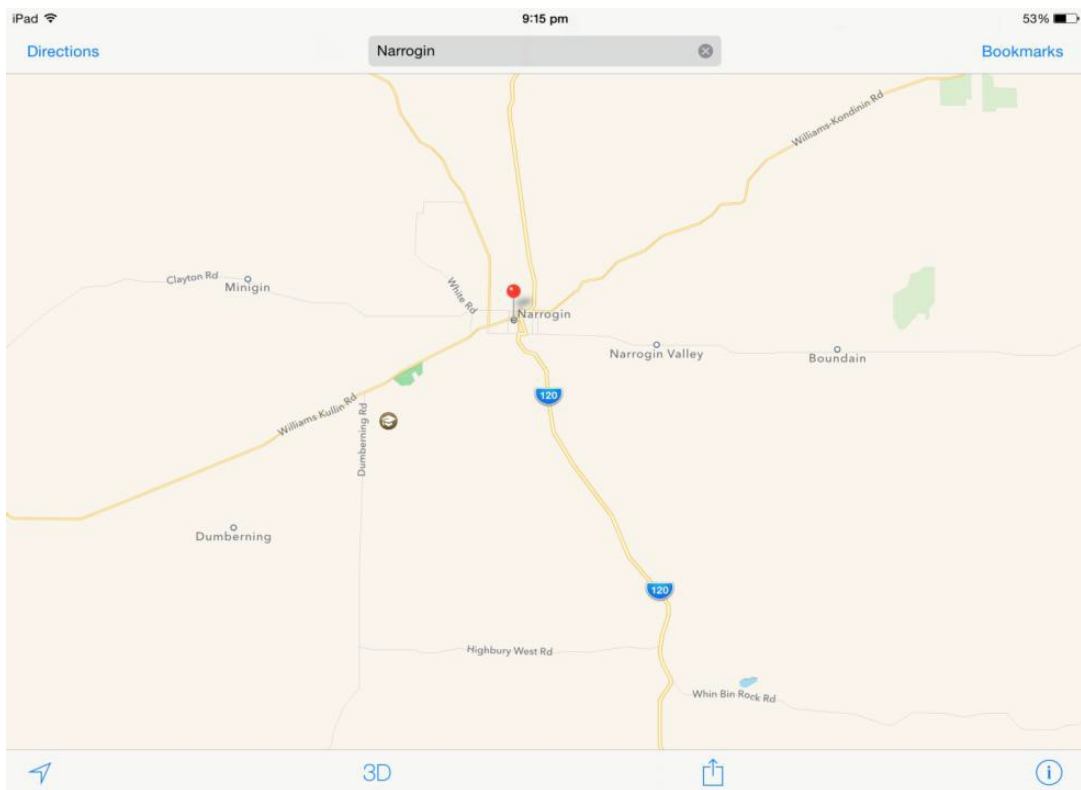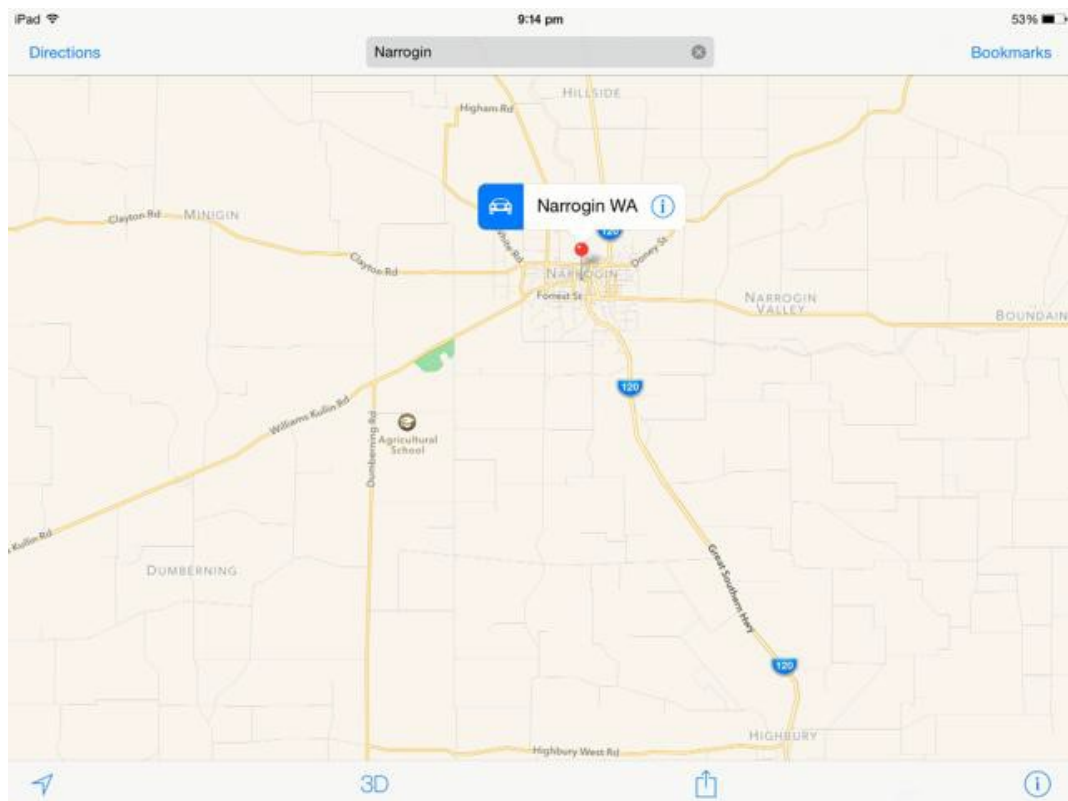
The SEMC issue the annual report template.

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)

APPENDIX 3: Map of the District

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
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	365 Staff and Students	Crn Williams & Johnson Streets, Narrogin	08 9881 1200
East Narrogin Primary School	253 Students and 40 Staff	Homer St, Narrogin	08 9882 1600
St Matthew's School	170 Students 22 Staff	9 Glyde Street Narrogin	08 9853 9500
Agriculture College	200	216 Cooramining Rd, Narrogin	08 9881 9700

APPENDIX 5: Demographics

CATEGORIES	
Source: Australian Bureau of Statistics 2016 data **www.abs.gov.au**	
0-4 years old	324
5-9 years	380
10-14 years	364
15-19 years	395
20-24 years	263
25-29 years	276
30-34 years	285
35-39 years	262
40-44 years	292
45-49 years	335
50-54 years	323
55-59 years	386
60-64 years	338
65-69 years	299
70-74 years	219
75- 79 years	163
80- 84 years	126
85 years and over	132
Total Population	**5,162**
Aboriginal and Torres Strait Islander people	351 (6.8%)

CATEGORIES	
Religious Affiliation	
No Religion	1492
Anglican	898
Catholic	1013
Uniting Church	300
Not stated	623

Local Recovery Management Plan

SHIRE OF NARROGIN

CONTENTS

Introduction

Following the impact of a hazard on a community within the Shire of Narrogin, there may be a need to assist the community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

a) reconstruction of the physical infrastructure and

b) restoration of emotional, social, economic and physical wellbeing.

Its purpose is to assist the community attain a proper level of functioning as soon as possible. Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

Aim

The aim of this plan is to detail the Recovery Management Arrangements for the Shire of Narrogin.

Objectives

The objectives of the plan are to:

- prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency.
- establish a basis for coordination between agencies that may become involved in the recovery effort.
- provide a framework for recovery operation. and
- provide guidelines for the operation of the recovery management arrangements.

Authority and Planning Responsibility

This plan is part of the Shire of Narrogin's Local Emergency Management Arrangements, the authority for which is vested in the Emergency Management Act 2005. The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

Recovery Management Principles and Concepts

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Plan and in the Australian Institute for Disaster Resilience Handbook 2 ~~'Community Recovery'~~'Community Recovery'. Both of these documents are available from the Recovery Coordinator.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into the recovery management arrangements of this plan:

- The community has a right to be involved in the decision making and management of all aspects of the recovery process.
- The community has a 'right to know', as information is an essential part of the recovery process.

- Every person has a right to effective assistance until long-term recovery is achieved.
- Both the affected person and the community have a responsibility to account for financial and material resources used.
- The community has a right to know the criteria for the determination of financial support and grants. and
- The community has a right to expect the maintenance of family cohesion.

Organisation and Responsibilities

The recovery management organisation for the Shire of Narrogin is based on the following:
- Local Recovery Coordinator.
- Local Recovery Coordinating Group . and
- Other participating organisations and community groups.

Appointment

The Local Recovery Coordinator is:

Local Government	Recovery Coordinator	Contact	A/hrs
Shire of Narrogin	Chief Executive Officer	08 9890 0900	0407 522 297

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

Shire of Narrogin

The Shire of Narrogin, will undertake the following:
- Ensure that a Local Recovery Plan for its district is prepared, maintained and tested [EM Act s.41(4)].
- Appoint a Local Recovery Coordinator(s) [EM Act s.41(4)].
- Chair the LRCG.
- Provide secretariat and administrative support to the LRCG, as required.
- Provide other representatives to the LRCG or its subcommittees, as appropriate to the emergency (e.g. Building Surveyor, Environmental Health Officer, ~~Community~~and Community Services).
- Ensure the restoration/reconstruction of services/facilities normally provided by the Shire of Narrogin.
- Be responsible for ensuring a co-ordinated recovery.

Local Recovery Coordinator

Role
The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire of Narrogin, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local Recovery Plan is established.

- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate.

- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies.

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened.

- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group.

- Assess requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.

- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group.

- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.

- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinator.

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.

- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery.

- Ensure the recovery activities are consistent with the principles of community engagement.

- Arrange for the conduct of an debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.

- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Local Recovery Coordinating Group (LRCG)

Composition
The Local Recovery Coordinating Group comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes as follows:
- Chair - Elected member of Local Government;
- Council Chief Executive Officer;
- Local Recovery Coordinator;
- Shire Engineer/ Manager of Works;
- Local Emergency Coordinator;

- Local Welfare Coordinator;
- Department of Communities;
- Relevant Hazard Management Agency representative;
- Lifeline Agencies Representatives (where appropriate);
- plus other members drawn from government and non-government organisations, including community groups with a role to play in the recovery process.

Role

The role of the Local Recovery Coordinating Group is to coordinate and support local management of the recovery processes within the community.

Functions

- Establishing subcommittees as required.

- Assessing requirements, based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate.

- Developing an operational plan for the coordination of the recovery process for the event that:
  o takes account of the local government long term planning and goals;
  o includes an assessment of the recovery needs and determines which recovery functions are still required;
  o develops a timetable and identifies responsibilities for completing the major activities;
  o considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse (CALD) people;
  o allows full community participation and access; and
  o allows for the monitoring of the progress of recovery.

- Overseeing the delivery of projects that support the social, built, economic and natural environments of recovery to ensure that they are community-owned and targeted to best support the recovery of impacted communities.

- Facilitating the provision of services, public information, information exchange and resource acquisition.

- Providing advice to the State and Local Government/s to ensure that recovery programs and services meet the needs of the community.

- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.

- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies.

- Ensuring a coordinated multi agency approach to community recovery.

- Providing a central point of communication and coordination for the actions of the wide range of recovery-related services and projects being progressed outside of the direct control of the Committee.

- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

Hazard Management Agency / Controlling Agency

- Provide a representative to the Local Recovery Coordinating Group;
- Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
- Initiate the recovery process;
- Participate in the development of the recovery plan; and
- Advise the Recovery Coordinator when withdrawing from the recovery process.

Department ~~for~~ of Communities

- Provide a representative to the LRCG.
- Coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance. ~~(State EM Plan Section 5.4).~~[SA1]
- Manage the provision of the Personal Hardship and Distress measures under the ~~WA Natural~~ Disaster ~~Relief~~ Recovery Funding Arrangements Western Australia (DRFAWA), including counselling, emergency assistance and temporary accommodation ~~(State EM Plan Section 6.10 and WANDRA)[SA2]~~

Lifeline Agencies

- Provide a representative to the Local Recovery Coordinating Group;
- Undertake repairs and restoration of services; and
- Assist the recovery effort with resources and expertise available from within the service.

MANAGEMENT ARRANGEMENTS

Local Recovery Coordination Centre

Recovery operations shall be managed by the Local Recovery Coordinator from the Local Recovery Coordination Centre. The location of the Recovery Coordination Centre will be the administration office of the Shire of Narrogin.

Commencement of Recovery

The Controlling Agency with responsibility for response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will:

- Liaise with the Local Recovery Coordinator and include them in the incident management arrangements including the Incident Support Group and Operations Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator.
- Coordinate completion of the Impact Assessment, prior to the cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, the Shire of Narrogin and the State Recovery Coordinator.
- Provide risk management advice to the affected community (in consultation with the HMA).

A copy of the Impact Assessment is available from the SEMC website here.

Activation

- In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Controlling Agency in liaison with the Local Recovery Coordinator and appropriate organisations.

- Based upon the assessment of the recovery and restoration requirements Controlling Agency will advise the Chairman of the Local Recovery Coordinator as to whether the recovery plan should be activated and the Local Recovery Coordinating Group convened.

- Where the decision is taken not to activate the plan or convene the Local Recovery Coordinating Group because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Coordinating Group advised accordingly.

Method of Operations

Recovery arrangements will normally be instigated by the Controlling Agency, in the first instance, with statutory organisations providing recovery services that are part of their everyday responsibilities. The Local Recovery Coordinator will monitor these activities and keep the Local Recovery Coordinating Group advised accordingly.

In major events, recovery management may be passed to the Shire of Narrogin, via the Local Recovery Coordinator. It is envisaged that the recovery effort will be managed through regular coordinating meetings of the Local Recovery Coordinating Group, **twice a day initially**, to ensure development, implementation and monitoring of the tactical recovery plan.

Annex 6 detail sub-committee role statements.

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a listing of recovery activities that may be undertaken together with suggested strategies is as follows:

Activities

- One Stop Shop;
- Short Term Accommodation;
- Counselling;
- Establish and managing emergency financial relief schemes;
- Surveying and assessing the damage to public and private property;
- Repairing and/or replacing public utilities, services and assets;
- Assisting with the repair or replacement of private property;
- Initiating programs to stimulate community morale and economic growth;
- Managing environmental rehabilitation programs;

- Coordinating recovery and research agencies;
- Revision of Land Use/ Planning schemes.

Strategies

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals;
- Promote prior community awareness and education;
- Involve people in their own and their community recovery;
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations;
- Create opportunities for local decision making;
- Ensure self-determination in restoration planning;
- Maintain a co-operative relationship between volunteers and imported specialists;
- Use local suppliers;
- Empower the community as quickly as possible.

Recovery Information Strategies

- Provide regular updates on –
  - o current state & extent of the disaster;
  - o actual and proposed official response;
  - o desired community response;
  - o advice to isolated families.
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling.
- Provide for advocacy by agencies and organisations.
- Information may be made available to the public using a combination of the methods such as:
  - o One Stop Shop;
  - o Door Knocks;
  - o Out Reach Programs;
  - o Information Sheets and or/ Community Newsletters.

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc.
- Make food, shelter, clothing, health and emergency finance available immediately.
- Deliver services in a simple & caring manner with minimal disruption to existing processes.
- Ensure welfare centre cater for privacy and individual care.
- Ensure emergency workers receive ongoing support, debriefing, relief and rest.
- Maximise financial aid and minimise material aid.

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of

material and financial resources.

- Assist the community in ensuring there is accountability in the use of resources.

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria.
- Communicate entitlement criteria for financial support & grants immediately.
- Alterations to criteria must be communicated clearly to the community.
- Consider non-English speaking groups in designing information for grants.
- Maintain confidentiality.

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement.
- Ensure all policies and processes support the family's ability to recover.

STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

The Recovery Management structure will gradually be stood-down as the recovery process progresses.

The Recovery Coordinator will arrange for a debrief of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event. Minutes and information about the debrief/ reports are to be provided to the community as information sheets for comments and ease of communication.

FINANCIAL ARRANGEMENTS

Disaster Recovery Funding ~~Western Australia Natural Disaster Relief and Recovery~~ Arrangements Western Australia (~~WANDRRA~~DRFAWA)

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the ~~WANDRRA~~DRFAWA, providing a range of *eligible measures* designed to help those within disaster affected communities.

Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the DRFAWA~~WANDRRA~~.

Declaration of Eligible Natural Disasters

Before any DRFAWA~~WANDRRA~~ relief or recovery measures can be accessed, a disaster must be declared a *"natural disaster"*, in accordance with the criteria specified under the DRFAWA~~WANDRRA~~.

~~The WANDRRA criteria for the declaration of an eligible disaster are as follows:~~

~~Must be an eligible event and~~

~~The anticipated cost to the State of eligible measures must exceed the small disaster criterion, being the amount of $240,000. (Further information concerning the terms 'eligible event' and 'eligible measures' follow.)~~

Eligible Events

To be an eligible event, these criteria must be met:

- A coordinated, multi-agency response is required

- The cost of emergency assistance to individuals and communities, and/or damage to essential public assets, is estimated to exceed $240,000 (costs for the event as a whole - not costs for each local government impacted)

- It must be a terrorist event or one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

DFES coordinates all communication with the Commonwealth and will confirm whether an event is deemed eligible.

Once an event is declared eligible, the Commonwealth issues a unique Australian Government Reference Number (AGRN) to be noted on all claims and supporting documentation.

Assistance measures available

The different funding options available under the DRFAWA are referred to as assistance measures. These are broken down into four main categories:

Category A – Emergency assistance for individuals. Category A measures are generally administered by the Department of Communities and local governments.

Category B – Emergency assistance for the repair of essential public assets and to support primary producers and small businesses to recover from a disaster event. Not all of the assistance measures offered by the Commonwealth are provided by Western Australian Government. There is, however, an additional assistance measure relating to fencing for primary producers that the WA Government does provide.

Category C – A community recovery package that is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster.

Category D – Covers 'exceptional circumstances', in the opinion of the Commonwealth, to alleviate distress or damage.

The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire, Cyclone, Earthquake, Flood, Landslide, Meteorite Strike, Storm, Storm Surge, Tornado or Tsunami.'*

Eligible Measures

The WANDRRA comprises a range of *eligible measures* that have been approved by the *State* Government. An *eligible measure* means an act of relief or recovery that is carried out to alleviate damage or distress arising as a direct result of a *natural disaster*, **and** of a type described below as a Category A, B, C or D measure.

Category A measure
Is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster.*

Category B measure
Is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster; Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure

~~Is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.~~

~~***Category D measure***~~

~~Is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.~~

~~Administration and Management of the WANDRRA~~

~~The Office of Emergency Management (OEM) is responsible for the overall administration of the WANDRRA. OEM is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department of Communities). OEM is also the contact point for the Australian Government in respect of the NDRRA.~~

APPEALS AND DONATIONS

Public Appeals – Lord Mayor's Distress Relief Fund (LMDRF)

State EM Plan section 6.10 and State EM Recovery Procedure 1 outline the arrangements for initiating and managing appeals and donations; including that all donations of cash resulting from a public appeal should be directed to the LMDRF.

Calls for public donations to assist with any emergency recognised by any government or statutory body within Western Australia or Australia in general should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any Government or statutory body.

The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

Non-Government Organisations (NGOs)

In some circumstances, NGOs can provide assistance by way of emergency relief funds, shelter, accommodation or household supplies. Where possible, all offers of, or requests for, assistance should be coordinated through the Local Recovery Coordination Groups to avoid duplication of effort and confusion.

Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group.~~Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilize local services which in turn assists with the recovery of local business.~~

~~Donations of Cash: The Local Recovery Coordinating Group will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations. (Ref State EM Procedure Management of Public Fundraising and Donations).~~

~~Donations of Service and Labour: Any donations of services or labour to assist with the recovery from an emergency should be administered by the affected Local Government or if established the Local Recovery Coordinating Group.~~

~~Donations of Goods: The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned. Non- government organisations such as GIVIT are able to assist in these areas.~~

ANNEX 1: Local Recovery Organisation

Initial Recovery Management Structure

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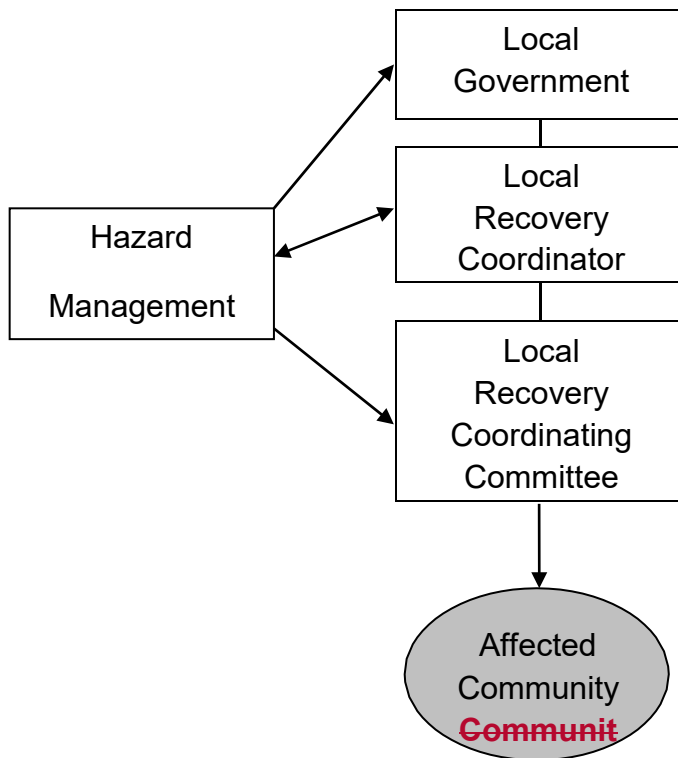
Recovery Committee Structures

(depending upon community impact and complexity of event)

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              │  Local Recovery Coordinating     │
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OR      │ Personal Support │◀─────▶│  Reconstruction  │
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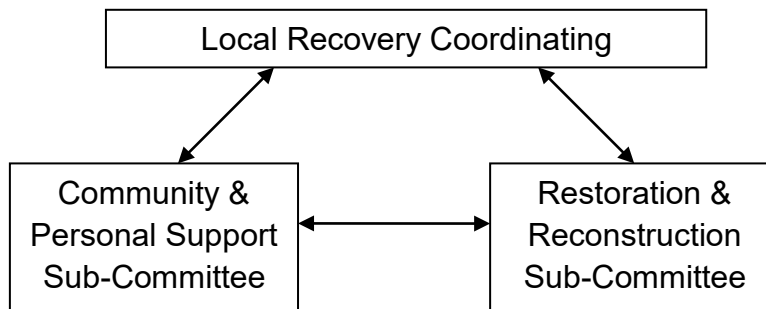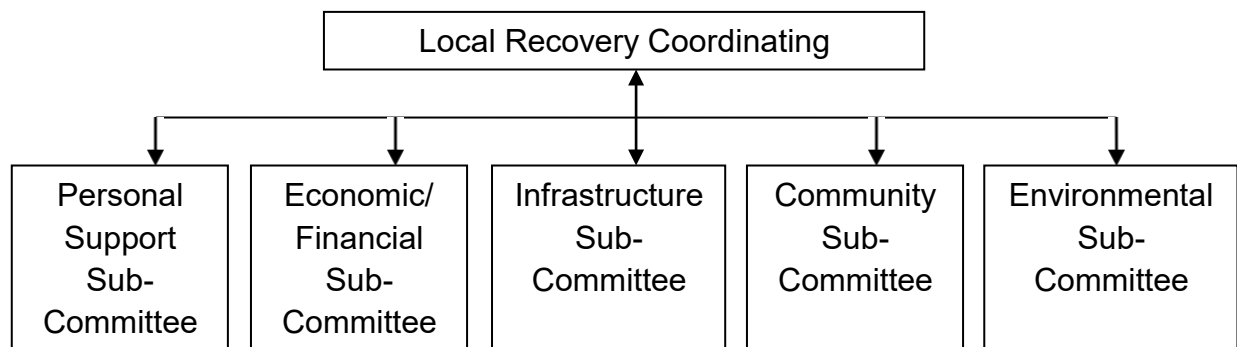
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ANNEX 2 Contacts

(Recovery Specific) – SEE CONTACT LIST

ANNEX 3: Local Recovery Coordinator ~~/ coordinating group~~ Action Checklist

(Please note this listing is a guide only and is not exhaustive)
(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvementin development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government forendorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreementsmade between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify at risk groups such as youth, the aged, people with disabilities, Aboriginal people,culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to anevent occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations AreaSupport Group where appropriate.	
Where more than one local government is affected, a coordinated approach should befacilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement providedby the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on specific arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene theLRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on thesocial, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log ofevents, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrativesupport, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, asapplicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate andconsistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	

Develop and implement an event specific Communication Plan, including public information,appointment of a spokesperson and the local government's internal communication processes.	

Task Description	Complete
Within 48 hours*	
Local Recovery Coordinator to contact and alert key local contacts	
Local Recovery Coordinator to liaise with the Controlling Agency and participate in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate	
Local Recovery Coordinator to receive initial impact assessment from the Controlling Agency	
Local Recovery Coordinator to determine the need for the Local Recovery Coordinating Group to be convened and its members briefed, in conjunction with the local government	
Local Recovery Coordinator and the local government to participate in the determination of state involvement in conjunction with the State Recovery Coordinator	
Meet with specific agencies involved with recovery operations to determine actions	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the local governments internal communication processes.	
Consider support required, for example resources to maintain a record of events and actions	
Within 1 week	
Participate in consultation on the coordination of completion of a Comprehensive Impact Assessment by the Controlling Agency	
Activate a recovery coordination centre if required	
Identify special needs groups or individuals.	
Determine the need to establish subcommittees, and determine functions and membership if necessary	

Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities	
Confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief Arrangements and if so what assistance measures are available.	
Manage offers of assistance, including volunteers, material aid and donated money.	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Consider establishing a call centre with prepared responses for frequently asked questions	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
Within 12 months	
Determine longer-term recovery strategies	
Debrief recovery agencies and staff	
Implement transitioning to mainstream services	
Evaluate effectiveness of recovery within 12 months of the emergency	

Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the	

community.	
Liaise and meet with specific emergency management agencies involved with recoveryoperations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities withassistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officersto determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund,if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery(includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the StateRecovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required orwhere there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effortto the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soonas possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergencyto make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops,and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the needfor a considerable period of psychosocial support (often several years) should be planned for.	

ANNEX 4 ~~Comprehensive~~ Impact Assessment

A copy of the ~~Comprehensive~~ Impact Assessment template should be downloaded from the Office of Emergency Management website here

ANNEX 5 Operational Recovery Plan Template

(Name of community) *Local Recovery Coordinating Group*

Operational Recovery Plan

Emergency: (type and location)

Date of Emergency:

Section 1 Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of evacuation centres)
- Additional personnel requirements (general and specialist)
- Human services (personal and psychological support) requirements
- Other health issues

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.

Section 4 Operational Aspects

- Details resources available and required
- Redevelopment Plans (includes mitigation proposals)
- Reconstruction restoration programme and priorities, (including estimated timeframes)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies
- Includes the local government program for community services restoration

- Financial arrangements (assistance programs (NDRRA), insurance, public appeals and donations
- Public information dissemination.

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).

Section 6 Conclusion

Summarises goals, priorities and timetable of plan.

Signed by

Chair, Local Recovery Coordinating Group
Date:

ANNEX 6 Recovery Sub-committee Role Statements

COMMUNITY (OR SOCIAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event
- To facilitate understanding on the needs of the impacted community in relation to community wellbeing
- To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing
- To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.

ENVIRONMENT (OR NATURAL) SUBCOMMITTEE

Objectives

- To provide advice and guidance to assist in the restoration of the natural environment post the event
- To facilitate understanding of the needs of the impacted community in relation to environmental restoration
- To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife
- To assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

INFRASTRUCTURE (OR BUILT) SUBCOMMITTEE

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate
- To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

FINANCE (OR ECONOMIC) SUBCOMMITTEE

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

- the development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
  - ensure the principles of equity, fairness, simplicity and transparency apply
  - ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
  - recognise the extent of loss suffered by individuals
  - complement other forms of relief and assistance provided by government and the private sector
  - recognise immediate, short, medium and longer term needs of affected individuals
  - ensure the privacy of individuals is protected at all times
- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Sample LMDRF Eligibility Criteria and Levels of Financial Assistance

(Criteria used by the Shire of Mundaring for the Parkerville-Stoneville-Mt Helena Fire on 12 January 2014)

Owners/Owner Occupiers

For Owners/Owner Occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:
- Level One – shall apply in those instances where the house/house and contents have been totally destroyed
- Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable
- Level Three – shall apply in those instances where there has been other property damage/loss, eg sheds, shed contents, pergolas, outdoor furniture etc.

Occupiers

For Occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:
- Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed
- Level Five – shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

Annex 7 Local Recovery Coordinating Group Reporting

LOCAL RECOVERY COORDINATING COMMITTEE RECOVERY REPORT –

<Emergency Situation>

<insert Name> Local Recovery Coordinating Committee
Report No: …………

To: State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in $, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

Special Assistance:

Requirements: *Includes support from other agencies, LRCC intervention with priorities.*

Financial Issues: *May include support from LRCC for additional funding from Treasury.*

Recommendations:

Name & Signature:

Title:
Date: