



Shire of

**Narrogin**

*Love the life*

# Local Emergency Management Arrangements

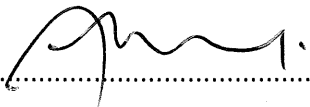
---

**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) and the State Emergency Management Committee.



.....

Endorsed by Council  
CEO, Shire of Narrogin

31/12/21  
.....

Date

# TABLE OF CONTENTS

|   |    |
|---|----|
| DISTRIBUTION .....                                    | 6  |
| AMENDMENT RECORD .....                                | 7  |
| GLOSSARY OF TERMS .....                               | 8  |
| ACRONYMS LIST .....                                   | 13 |
| PART 1 – INTRODUCTION .....                           | 14 |
| 1.1 Authority .....                                   | 14 |
| 1.1.2 Community Consultation.....                     | 14 |
| 1.2 Document Availability .....                       | 14 |
| 1.3 Area Covered (Context).....                       | 14 |
| 1.4 Aim   | 15 |
| 1.5 Purpose.....                                      | 15 |
| 1.6 Scope   | 15 |
| 1.7 Related Documents & Arrangements.....             | 16 |
| 1.7.1 Local Emergency Management Policies .....       | 16 |
| 1.7.2 Existing Plans & Arrangements.....              | 16 |
| 1.8 Agreements, Understandings & Commitments .....    | 17 |
| 1.9 Additional Support .....                          | 17 |
| 1.10 Special Considerations .....                     | 17 |
| 1.11 Resources .....                                  | 18 |
| 1.12 Finance arrangements.....                        | 18 |
| 1.13 Roles & Responsibilities.....                    | 18 |
| PART 2 – PLANNING (LEMC ADMINISTRATION) .....         | 23 |
| 2.1 LEMC Membership .....                             | 23 |
| 2.2 Meeting Schedule.....                             | 24 |
| 2.3 Annual Reports and Annual Business Plan .....     | 24 |
| 2.4 Emergency Risk Management .....                   | 24 |
| PART 3 – RESPONSE.....                                | 25 |
| 3.1 Risks – Emergencies Likely to Occur .....         | 25 |
| 3.2 Coordination of Emergency Operations.....         | 27 |
| 3.2.1 Incident Support Group (ISG) .....              | 27 |
| 3.2.2 Role.....                                       | 27 |
| 3.2.3 Triggers for the activation of an ISG .....     | 27 |
| 3.2.4 Membership of an ISG.....                       | 27 |
| 3.2.5 Frequency of Meetings.....                      | 27 |
| 3.2.6 Emergency Coordination Centre Information ..... | 28 |
| 3.2.7 Media Management and Public Information. ....   | 29 |
| 3.3 Public Warning Systems .....                      | 29 |

|  |    |
|--|----|
| 3.4 Evacuation .....   | 30 |
| 3.4.1 Evacuation Planning Principles .....                         | 30 |
| 3.4.2 Management .....   | 30 |
| 3.4.3 Special Needs Groups .....                                   | 31 |
| 3.4.4 Evacuation Routes .....                                      | 31 |
| 3.4.5 Critical Infrastructure .....                                | 32 |
| 3.4.6 Animal Evacuation .....                                      | 33 |
| 3.4.7 Demographics .....   | 33 |
| 3.4.8 Evacuation / Welfare Centres .....                           | 33 |
| 3.5 Welfare .....  | 33 |
| 3.5.1 Local Welfare Coordinator .....                              | 33 |
| 3.5.2 Local Welfare Liaison Officer .....                          | 34 |
| 3.5.3 District Emergency Services Officer (DESO) .....             | 34 |
| 3.5.4 State & National Registration & Enquiry .....                | 34 |
| PART 4 – RECOVERY .....  | 34 |
| PART 5 – EMERGENCY CONTACTS REGISTER .....                         | 34 |
| PART 6 – EXERCISING & REVIEWING .....                              | 35 |
| 6.1 The Aim of Exercising .....                                    | 35 |
| 6.2 Frequency of Exercises .....                                   | 35 |
| 6.3 Types of Exercises .....                                       | 35 |
| 6.4 Reporting of Exercises .....                                   | 36 |
| 6.5 Review of Local Emergency Management Arrangements .....        | 36 |
| 6.6 Review of Local Emergency Management Committee Positions ..... | 36 |
| 6.7 Review of Resources Register .....                             | 36 |
| 6.8 Annual Reporting .....   | 36 |
| APPENDIX 1: Risk Register Schedule .....                           | 37 |
| APPENDIX 2: Resources .....  | 39 |
| APPENDIX 3: Map of the District .....                              | 41 |
| APPENDIX 4: Special Needs Groups .....                             | 43 |
| APPENDIX 5: Demographics .....                                     | 45 |

## DISTRIBUTION

| <b>Distribution List</b>   |
|--|
| <b>Organisation</b>  |
| Shire of Narrogin (Chair)  |
| OIC Western Australian Police Force, Narrogin (Deputy Chair)                             |
| Great Southern SEMC Executive Officer  |
| Narrogin State Emergency Service (S.E.S.) Unit   |
| Narrogin Volunteer Fire and Rescue Service   |
| Narrogin Sub-Branch, St John Ambulance   |
| Department for Communities - Narrogin  |
| Department of Primary Industries and Regional Development (Agriculture & Food), Narrogin |
| Narrogin Health Services   |
| YMCA Narrogin Recreation Centre  |
| Disability Service Commission, Narrogin  |
| Salvation Army Narrogin  |
| Department Fire Emergency Services, Narrogin   |
| Department of Biodiversity, Conservation & Attractions, Narrogin                         |
| Australian Red Cross   |
| Main Roads WA Wheatbelt Region   |
| Narrogin District Education Department and Schools                                       |
| Water Corporation  |
| Western Power Corporation  |
| Karinya Cottage Homes  |
| Narrogin Community Care  |

## 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  | April-July 2021  | Review and update details                       | Narrogin LEMC                |
| 13  | 25 August 2021   | Shire Council Endorsement                       | 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.

**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.

**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.



**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.

**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 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 section 100.1 of the Criminal Code Act 1995;
- (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. **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 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.

**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.

**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.

**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.

**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 available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

## ACRONYMS LIST

|                    |  |
|--------------------|--|
| <b>BFS</b>         | Bush Fire Service                                      |
| <b>CEO</b>         | Chief Executive Officer                                |
| <b>Communities</b> | Department for Communities                             |
| <b>DBCA</b>        | Department of Biodiversity, Conservation & Attractions |
| <b>DEMC</b>        | District Emergency Management Committee                |
| <b>ECC</b>         | Emergency Coordination Centre                          |
| <b>DFES</b>        | Department of Fire and Emergency Services              |
| <b>FRS</b>         | Fire and Rescue Service                                |
| <b>HMA</b>         | Hazard Management Agency                               |
| <b>ISG</b>         | Incident Support Group                                 |
| <b>LEC</b>         | Local Emergency Coordinator                            |
| <b>LEMA</b>        | Local Emergency Management Arrangements                |
| <b>LEMC</b>        | Local Emergency Management Committee                   |
| <b>LRC</b>         | Local Recovery Coordinator                             |
| <b>LRCC</b>        | Local Recovery Coordinating Committee                  |
| <b>SEC</b>         | State Emergency Coordinator                            |
| <b>SEMC</b>        | State Emergency Management Committee                   |
| <b>SES</b>         | State Emergency Service                                |
| <b>SEWS</b>        | Standard Emergency Warning Signal                      |
| <b>SOP</b>         | 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 is encouraged to provide feedback when viewing the Arrangements via email to the Shire of Narrogin via [enquiries@narrogin.wa.gov.au](mailto:enquiries@narrogin.wa.gov.au)

### **1.2 Document Availability**

A copy of this document is available on the Shire of Narrogin website [www.narrogin.wa.gov.au](http://www.narrogin.wa.gov.au).

### **1.3 Area Covered (Context)**

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

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 topography 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 and 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, Gnarojin Park and Yilliminning Rock.
- Major industries are a Hay plant, piggery, , 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 Health Services a High School and three Primary Schools.

- Regional Offices for the Department Biodiversity, Conservation and Attractions (DBCA), the Shire of Narrogin

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 2005*).

#### **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) apply to the local government district for the Shire of Narrogin;
- b) cover areas where the Shire of Narrogin (Local Government) provides support to HMA's in the event of an incident;
- c) detail 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 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.

The Shire of Narrogin has the following Local Emergency Management Policies in place:

- Bush Fire Brigades – Establishment;
- Bush Fire Brigades – Management;
- Firebreaks and Fuel Hazard Reduction – Inspection & Prosecution;
- Harvest & Movement of Vehicles Bans;
- FCO Duties;
- Fire Fighting – Emergency plant hire;
- Fire Control Order.

### 1.7.2 Existing Plans & Arrangements

Relevant plans and arrangements that exist for the area are listed for reference purposes below.

#### 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<br>Wheatbelt Region | Main Roads and LG's |
| Bushfire Risk Management Plan  | Shire of Narrogin                 | Shire of Narrogin   |


#### Relevant State Hazard Plans

| Document  | Owner  | Location     |
|---|--|--------------|
| <a href="#">State Hazard Plan - Fire</a>  | DFES   | SEMC Website |
| <a href="#">State Hazard Plan - Flood</a>   | DFES   | SEMC Website |
| <a href="#">State Hazard Plan - Search &amp; Rescue Emergency</a>   | WA Police Force  | SEMC Website |
| <a href="#">State Hazard Plan - Crash Emergency</a><br>Road Crash<br>Air Crash<br>Rail Crash Arc Infrastructure<br>Rail Crash PTA | WA Police Force<br>WA Police Force<br>Arc Infrastructure Pty Ltd<br>Public Transport Authority | SEMC Website |



|  |                                 |              |
|--|---------------------------------|--------------|
| <a href="#">Westplan Earthquake</a>  | DFES                            | SEMC Website |
| <a href="#">State Hazard Plan - Energy Supply Disruption</a>                 | Coordinator of Energy           | SEMC Website |
| <a href="#">State Hazard Plan - Heatwave</a>                                 | State Health Coordinator        | SEMC Website |
| <a href="#">State Hazard Plan - Hazardous Materials Emergencies [HAZMAT]</a> | DFES                            | SEMC Website |
| <a href="#">State Hazard Plan - Human Biosecurity</a>                        | State Human Epidemic Controller | SEMC Website |
| <a href="#">State Hazard Plan – Storm</a>                                    | DFES                            | SEMC Website |
| <a href="#">State Hazard Plan - Animal and Plant Biosecurity</a>             | 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 | <br>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 1<sup>st</sup> October to 1<sup>st</sup> May (inclusive)  
 Prohibited Burning Period 1<sup>st</sup> November to 1<sup>st</sup> March (inclusive).
- Harvest – November to January.
- Christmas holidays – December/ January.
- Narrogin Show weekend – October.
- Rev Heads weekend – 3rd weekend in November.
- Jet Sprint Boats – First 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, Residency by Dillons, Narrogin Health Services and Narrogin Cottage Homes these facilities are 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.

### **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]; and
- 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 Rottneest Island Authority is the only agency that has been classed as a 'public authority'.

## PART 2 – PLANNING (LEMC ADMINISTRATION)

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

### 2.1 LEMC Membership

| Composition resolved by Council  |           |                                |
|--|-----------|--------------------------------|
| Nomination of  | No.       |                                |
| Council members, including ex-officio  | 2         | 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 Health Services   | 1         |                                |
| - Narrogin Volunteer Bush Fire Brigades  | 1         | Chief Bushfire Control Officer |
| - Narrogin VFERS Unit  | 1         |                                |
| - Narrogin SES Unit  | 1         |                                |
| - Water Corporation  | 1         |                                |
| - Western Power, Narrogin  | 1         |                                |
|  | 1         |                                |
| - Department of Primary Industries and Regional Development (Agriculture & Food) | 1         |                                |
| - Department of Biodiversity, Conservation & Attractions                         | 1         |                                |
| - Narrogin St John Ambulance Sub-centre  | 1         |                                |
| - Department of Education  | 1         |                                |
| <b>Total Membership</b>  | <b>15</b> |                                |
| <b>Quorum</b>  | <b>8</b>  | 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                             |
|--|--------------------------------------|
| Quarterly in March, June, September and December | Shire Office 89 Earl Street Narrogin |

## 2.3 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.

## 2.4 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  | 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      | <b>DFES</b> within gazetted fire districts or where DFES brigade or unit established;<br><b>Department of Biosecurity, Conservation and Attractions (DBCA)</b> on land it manages outside gazetted fire districts; and<br><b>Local government</b> 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<br><b>(a) chemical,</b><br><b>(b) radiological or</b><br><b>(c) other substance</b><br><b>(HAZMAT)</b><br>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,<br>Department of Health  | Department of Health   |
| 15 | Hostile Act   | Commissioner of Police                            | WA Police Force  |
| 16 | Human Epidemic  | Chief Executive Officer,<br>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 ( <b>liquid fuel supply disruption</b> ) | Coordinator of Energy                             | Energy Policy WA<br>(Note: Infrastructure Operators are considered the Controlling Agencies for physical restoration of supply.)   |
| 23 | Rail Crash  | PTA Network<br>- Public Transport Authority (PTA) | <ul style="list-style-type: none"> <li>• PTA; or</li> <li>• 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.</li> </ul>                                   |
|    |   | Arc Infrastructure Pty Ltd                        | <ul style="list-style-type: none"> <li>• Arc Infrastructure Pty Ltd; or</li> <li>• 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.</li> </ul> |
| 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.

## **3.2 Coordination of Emergency Operations**

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.

### **3.2.1 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.

### **3.2.2 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.

### **3.2.3 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.

### **3.2.4 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.

### **3.2.5 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.

### 3.2.6 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**

7 Wald Street, NARROGIN

Ph: 6832 3110

|                    | <b>Name</b>                     | <b>Phone</b>      | <b>Phone</b> |
|--------------------|---------------------------------|-------------------|--------------|
| <b>1st Contact</b> | RDC (Regional Duty Coordinator) | 1800 865 103      |              |
| <b>2nd Contact</b> | 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

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

#### **Narrogin Police Station**

82-84 Earl Street, NARROGIN

Ph: 9852 1300

|                    | <b>Name</b>        | <b>Phone</b> | <b>Phone</b> |
|--------------------|--------------------|--------------|--------------|
| <b>1st Contact</b> | OIC Police Station | 9852 1302    | 0436 842 199 |

#### **Shire of Narrogin Office**

89 Earl Street

Narrogin

Ph: 9890 0900 Fax: 9881 3092

|                    | <b>Name</b>      | <b>Phone</b> | <b>Phone</b> |
|--------------------|------------------|--------------|--------------|
| <b>1st Contact</b> | CEO Dale Stewart | 9890 0900    | 0437 698 912 |
| <b>2nd Contact</b> | Shire President  | 9890 0900    | 0428 832 095 |

### **3.2.7 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  |
| ABC Great Southern - Albany | Ph: 9842 4011 |
| ABC South West - Bunbury    | Ph: 9792 2711 |

#### **Other Radio**

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

|                                     |               |
|-------------------------------------|---------------|
| Triple M - Albany                   | Ph: 9842 2783 |
| Triple M Great Southern - Narrogin  | Ph: 9881 4000 |
| Triple M Great Southern - Katanning | Ph: 9821 2972 |
| Triple M Southwest - Bunbury        | Ph: 9726 5555 |

## Television

|               |               |
|---------------|---------------|
| GWN (Bunbury) | Ph: 9721 4466 |
| WIN (Bunbury) | Ph: 9721 9900 |
| WIN (Perth)   | Ph: 6216 5216 |

### 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 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 State Support Plan.

### 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                                     | 50 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<br>(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<br>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          | Cooramining Road Narrogin                 |
| Foxes Lair                   | Crn Williams & Narrakine Road Narrogin    |
| Hospital                     | Williams Road Narrogin                    |
| Recreational Centre          | Clayton Road Narrogin                     |
| Residential College          | Gray Street Narrogin                      |
| Narrogin Fire Station        | Gordon Street Narrogin                    |
| St Johns Sub Centre          | Falcon Street Narrogin                    |
| Narrogin Senior High School  | Gray Street Narrogin                      |
| East Narrogin Primary School | 33 Homer Street Narrogin                  |
| Narrogin Primary School      | 22 Williams road Narrogin                 |
| St Matthews Primary School   | 9 Glyde Street Narrogin                   |
| Senior Citizens              | Earl Street Narrogin                      |
| Bridges                      | See attached lists                        |
| Rail lines                   | Pioneer Drive Narrogin                    |
| Cemetery                     | Williams Road Narrogin                    |
| Waste disposal sites         | White Road Narrogin                       |
| Main Roads                   | See attached lists                        |
| Water storage                | Williams Road Narrogin                    |
| Electrical infrastructure    | Booth street Sub station Narrogin         |
| Karinya/ Aged Care           | Felspar Street Narrogin                   |
| Narrogin Town Hall           | Federal Street Narrogin                   |
| Residential College          | Gray Street Narrogin                      |
| Parks and Wildlife Radio     | 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        | 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     | 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 cannot 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 Appendix 5

### 3.4.8 Evacuation / Welfare Centres

| WELFARE CENTRES IN THE SHIRE OF NARROGIN                                       |                                    |   |                                       |                          |       |
|--|------------------------------------|---|---------------------------------------|--------------------------|-------|
| Name   | Address                            | Contact   | Capacity Status                       | Longitude                | Notes |
|  |                                    |   |                                       | Latitude                 |       |
| <b>Primary</b>   | Clayton Rd<br>Narrogin             | Shire 9890 0900<br>CEO 0437 698 912<br>Rec Centre 9881 2651 | 1,000/350<br>Long term<br>Has air con | 117.170756-<br>32.929688 |       |
| Narrogin Regional<br>Leisure Complex &<br>John Higgins<br>community<br>Complex |                                    |   |                                       |                          |       |
| <b>Primary</b>   | Cnr Homer &<br>Grey St<br>Narrogin | School 9881 9300  | 600/200<br>Short term                 | 117.190883-<br>32.936081 |       |
| Narrogin Senior<br>High School   |                                    |   |                                       |                          |       |
| <b>Secondary</b>   | Federal St,<br>Narrogin            | Shire 9890 0900<br>CEO 0437 698 912                         | 150 / 50<br>Short term                |                          |       |
| Narrogin Town Hall   |                                    |   |                                       |                          |       |

For a detailed list of evacuation / welfare centres see the **‘Local Emergency Evacuation 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  | 1 <sup>st</sup> Contact & Phone   | 2 <sup>nd</sup> Contact & Phone                       |
|-------------------|---|---|
| Shire of Narrogin | Chief Executive Officer<br>Dale Stewart<br>Ph: 9890 0900<br>Mob: 0437 698 912 | Shire President<br>Leigh Ballard<br>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 (DESO)

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 of Exercises**

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).

### **6.3 Types of Exercises**

Some examples of exercise 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.

## **6.5 Review of Local Emergency Management Arrangements**

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

However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of the contact list. (Refer to Appendix 2- Contacts). Consider also reviewing arrangements after exercises.

## **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, ongoing amendments occur at 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.



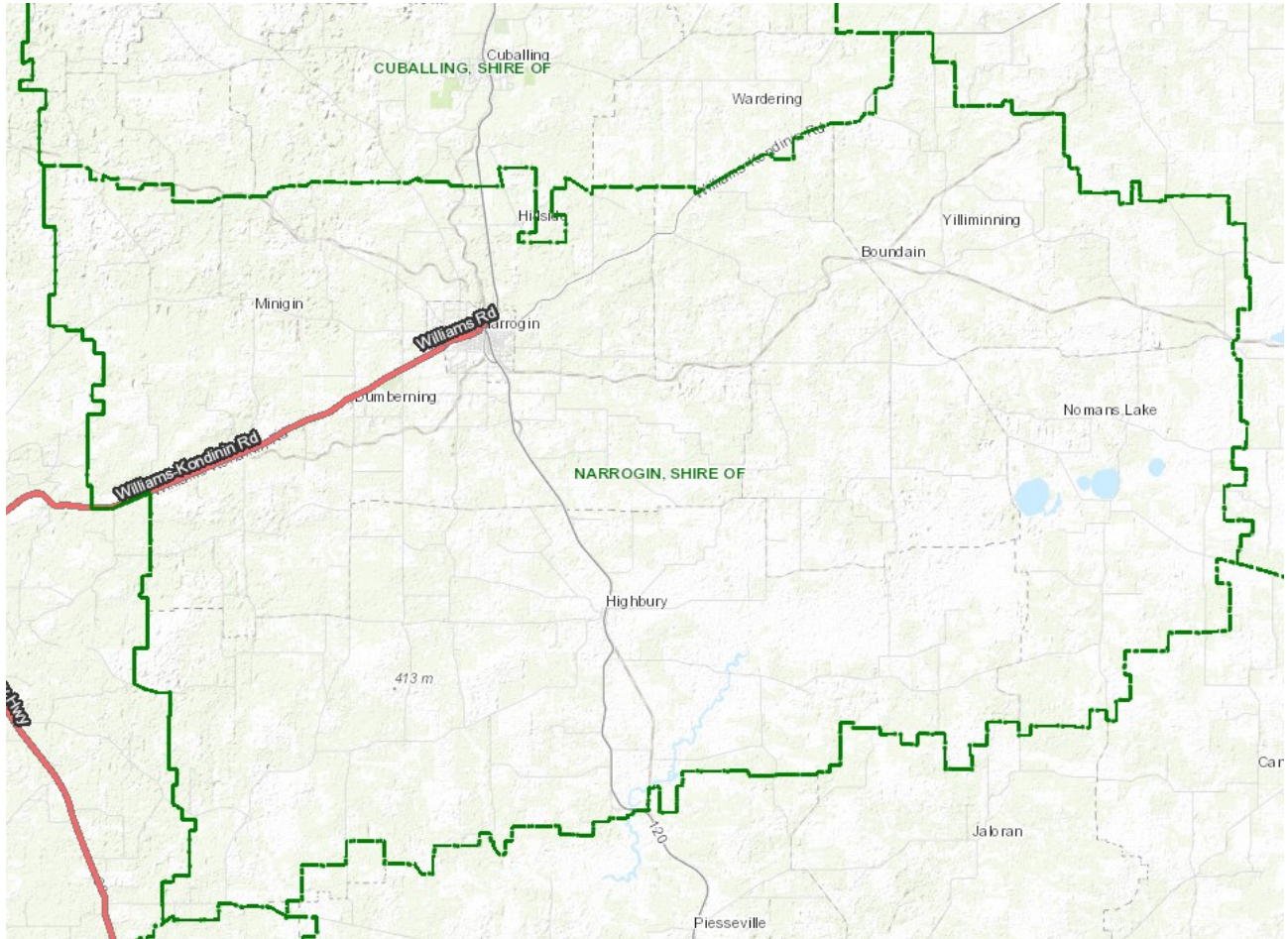
## **APPENDIX 2: Resources**

Refer to the 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                                    | 50 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<br>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 2019 data<br><a href="http://www.abs.gov.au">www.abs.gov.au</a> |             |
| 0-4 years old   | 274         |
| 5-9 years   | 358         |
| 10-14 years   | 329         |
| 15-19 years   | 390         |
| 20-24 years   | 252         |
| 25-29 years   | 321         |
| 30-34 years   | 240         |
| 35-39 years   | 265         |
| 40-44 years   | 243         |
| 45-49 years   | 313         |
| 50-54 years   | 301         |
| 55-59 years   | 325         |
| 60-64 years   | 356         |
| 65-69 years   | 325         |
| 70-74 years   | 262         |
| 75- 79 years  | 172         |
| 80- 84 years  | 123         |
| 85 years and over   | 135         |
| <b>Total Population</b>   | <b>4984</b> |
| Aboriginal and Torres Strait Islander people  | 6.8% (2016) |

| CATEGORIES                          |          |
|-------------------------------------|----------|
| <b>Religious Affiliation (2016)</b> | <b>%</b> |
| No Religion                         | 29.1     |
| Christianity                        | 56.6     |
| Buddhism                            | 0.8      |
| Hinduism                            | 0.5      |
| Islam                               | 0.3      |
| Other religions                     | 0.3      |
| Other spiritual belief              | 0.3      |
| Not stated                          | 12.1     |