Shire of Williams

Local Emergency Management Arrangements

** Public Access Copy **

☒ Public Copy
☐ Restricted Copy

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

....

Chairperson
Shire of Williams LEMC

...... 28/04/2016 .....
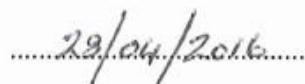
Date

....

Endorsed by
Chief Executive Officer
Shire of Williams

28/4/16

Date

Extract from Williams LEMC Meeting Minutes – Meeting held 18th April 2016

4.1 Williams Local Emergency Management Arrangements including Recovery Plan - 2016

Updated versions were circulated to members for their consideration and input. Plans were tabled for endorsement. Members have provided feedback prior to the meeting as to changes and updates required for the Plans.

It was moved that the updated and amended 2016 Williams Local Emergency Management Plan including Recovery Plan be endorsed.
Trevor Palframan / Glen Dinsdale   **CARRIED**

Extract from Shire of Williams Council Meeting Minutes – Meeting held 20th April 2016

MINUTES – ORDINARY MEETING OF COUNCIL HELD 20TH APRIL 2016

Council Resolution
Major/Paterson
That Council endorses the Williams Local Emergency Management Arrangements and Recovery Plan 2016.
Carried 8/0
Resolution 214/16

2

TABLE OF CONTENTS

Distribution

Distribution List	
Organisation	**No Copies**
Shire of Williams Administration, CEO, Williams LEMC Executive Officer	3
Shire of Williams Shire President	1
Williams Police	1
Great Southern DEMC Executive Officer & Administration	2
DFES Great Southern Narrogin & Albany	2
Williams St John Ambulance Sub-Centre	1
Williams Primary School	1
Williams Medical Centre	1
Williams Volunteer Fire & Rescue Service	1
DPIRD – Central Office Narrogin	1
Department for Child Protection & Family Support – District Emergency Services Officer	1

Amendment Record

No.	Date	Amendment Details	By
1	Oct 2015-April 2016	Complete rewrite	Williams LEMC Executive Officer
2	October 2016	Update contacts list	Williams LEMC Executive Officer
3	May 2017	Update contacts list	Williams LEMC Executive Officer
4	November 2017	Update contacts list	Williams LEMC Executive Officer

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

COMBAT AGENCY – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency 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 [s.6(2) of the EM Act]. A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

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'.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of 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.**

DISTRICT – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

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:
  o *Prevention* – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
  o *Preparedness* – preparation for response to an emergency
  o *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
  o *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 as prescribed under the provisions of *the Emergency Management Act 2005*.

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

HAZARD

> cyclone, earthquake, flood, storm, tsunami or other natural event;
> fire;
> road, rail or air crash;
> plague or an epidemic;
> terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth;
> any other event, situation or condition that is capable of causing or resulting in:
>> o loss of life, prejudice to the safety or harm to the health of persons or animals; or
>> o destruction of or damage to property or any part of the environment and is prescribed by *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 specialised knowledge, expertise and resources, to be responsible for the emergency management of an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

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.

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) – means a committee established under section 38 of the *Emergency Management Act 2005*

MUNICIPALITY – Means the district of the Shire of Williams.

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.

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.

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.

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.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
CEO	Chief Executive Officer
CPFS	Department for Communities (Child Protection & Family Support)
DPIRD	Department of Primary Industry & Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DBCA	Department of Biodiversity, Conservation & Attractions
ECC	Emergency Coordination Centre
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 Williams Local Emergency Management Committee and approved by the Shire of Williams.

1.2 Community Consultation

These Arrangements have been developed in consultation with the Shire of Williams LEMC as a representative committee of the Williams community. The Williams LEMC has representation from the following organisations:

- o Shire of Williams
- o Williams Police
- o Williams Volunteer Fire & Rescue Service
- o Department of Fire & Emergency Services
- o Williams St John Ambulance Sub-Centre
- o Williams Medical Centre
- o Williams Primary School
- o Department of Agriculture & Food

1.3 Document Availability

Copies of these Arrangements shall be distributed to the following and shall be made available free of charge during office hours:

- o Shire of Williams Administration Office – 9 Brooking Street WILLIAMS
- o Shire of Williams Public Library – Williams Community Resource Centre – Brooking Street Williams (**public access copy** – hardcopy – contact details & emergency evacuation centres details removed)
- o Shire of Williams Website in PDF format – www.williams.wa.gov.au (**public access copy** – electronic copy - with contact details & emergency evacuation centres details removed)
- o DFES Regional Offices (Narrogin & Albany)
- o DFES District Emergency Management Committee (Albany)
- o State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered (Context)

The Shire of Williams is located in the south-west interior of Western Australia within the Wheatbelt Region. The Shire is situated in pleasant and undulating broad acre faming country and is particularly picturesque. Adjoining local government authorities include the Shires of Narrogin, Cuballing, Wandering, Boddington, Collie and West Arthur. The Shire is located 160km from Perth on the Albany Highway but is interestingly rated as "outer regional Australia" under the Australian Census classification of remoteness. The Shire has a population of 932 (ABS Statistics 2014).
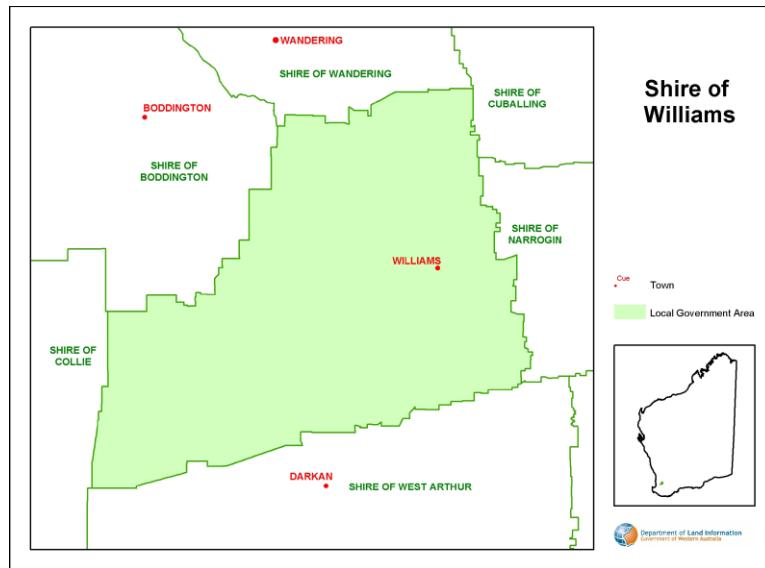
The economic activity of the Shire is dominated by agricultural pursuits, including the growing of barley, lupins, peas, canola, wheat, oats, olives, wine grapes and the rearing of sheep, pigs and cattle. The Shire is a strong hay growing area and there are a number of hay plants within reasonable distance of the townsite. In 2010/11, the Gross Value of Agricultural Product (GVAP) for Williams was estimated at $53.1million. $20.2m was attributed to grain production; $39.2m to livestock production and $0.2m to horticulture (wine production and olives), based on ABS Census Data. It is especially relevant when considering the impact that some risks may have on the agricultural pursuits and therefore the economy of Williams. Other industries in the area include grain pellet production, hay processing, holiday farm stays, engineering, retailing and servicing of machinery. Tourism is a strong economic driver for a number of busy retail outlets that service travellers on the Albany Highway and the other major roads that intersect in Williams.

The Shire covers an area of 2295 km^2 and includes the localities of Boraning, Congelin, Culbin, Dardadine, Narrakine, Quindanning, Tarwonga and Williams.

1.5 Aim/Scope

The aim of the Williams Local Emergency Management Arrangements is to detail the local emergency management arrangements within the Shire.

These arrangements have been prepared 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 plans.

Furthermore:
- o This document applies to the local government district of the Shire of Williams
- o This document covers areas where the Shire of Williams (LG) provides support to HMA's in the event of an incident.
- o This document details the Shire of Williams' (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity.
- o The Shire of Williams' (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.

1.6 **Purpose**

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

- o The local government's policies for emergency management;
- o The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- o Provisions about the coordination of emergency operations and activities relating to emergency management performed by the relevant HMAs;
- o A description of emergencies that are likely to occur in the local government district;
- o Strategies and priorities for emergency management in the local government district;
- o Other matters about emergency management in the local government district prescribed by the regulations; and
- o Other matters about emergency management in the local government district the local government considers appropriate. (s. 41(2) of the Act).

1.7 **Related Documents & Arrangements**

1.7.1 **Local Emergency Management Policies**

The Shire of Williams has established a LEMC to advise and assist the local government in the development and maintenance of its emergency management arrangements.

1.7.2 **Existing Plans & Arrangements**

Table 1.1 – Local Plans

Document	Owner	Location	Date
Risk Register	Williams LEMC	Shire of Williams	Completed 2012
Risk Treatment Schedule	Williams LEMC	Shire of Williams	Completed 2012
Recovery Plan	Williams LEMC	Shire of Williams	Revised and updated 2017
Local Emergency Evacuation Plan	WAPOL	WAPOL Williams & Shire of Williams	August 2014
Local Emergency Management Plan for the Provision of Welfare Support (CPFS Local Welfare Plan)	CPFS	CPFS Northam & Shire of Williams	April 2016
Williams Primary School Emergency Management Plan	Williams Primary School	WPS & Shire of Williams & Northam District Office server	2013
Williams Primary School Bushfire Plan	Williams Primary School		2014

Table 1.2 - Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Air Crash	WAPOL	https://www.oem.wa.gov.au/
Westplan Animal and Plant Biosecurity	DAFWA	https://www.oem.wa.gov.au/
Westplan Brookfield Rail Crash Emergencies	Brookfield Rail	https://www.oem.wa.gov.au/
Westplan Collapse	DFES	https://www.oem.wa.gov.au/
Westplan Cyclone	DFES	https://www.oem.wa.gov.au/
Westplan Dambreak	Water Corporation	https://www.oem.wa.gov.au/
Wesplan Earthquake	DFES	https://www.oem.wa.gov.au/
Westplan Electricity Supply Distribution	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Fire	DFES	https://www.oem.wa.gov.au/
Westplan Flood	DFES	https://www.oem.wa.gov.au/
Westplan Gas Supply Distribution	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Hazmat	DFES	https://www.oem.wa.gov.au/
Westplan Heatwave	WA State Government – Department of Health	https://www.oem.wa.gov.au/
Westplan Human Epidemic	WA State Government – Department of Health	https://www.oem.wa.gov.au/
Westplan Land Search	WAPOL	https://www.oem.wa.gov.au/
Westplan Liquid Fuel Supply Disruption	WA State Government – Department of Finance (Public Utilities Office)	https://www.oem.wa.gov.au/
Westplan Marine Oil Pollution (MOP)	WA State Government – Department of Transport	https://www.oem.wa.gov.au/
Westplan Marine Search and Rescue (MARSAR)	WAPOL	https://www.oem.wa.gov.au/
Westplan Nuclear Powered Warships (NPW)	WAPOL	https://www.oem.wa.gov.au/
Westplan PTA Rail Crash	Public Transport Authority	https://www.oem.wa.gov.au/
Westplan Road Crash	WAPOL	https://www.oem.wa.gov.au/

Westplan Space Re-Entry Debris (SPRED)	WAPOL	https://www.oem.wa.gov.au/
Westplan Storm	DFES	https://www.oem.wa.gov.au/
Westplan Tsunami	DFES	https://www.oem.wa.gov.au/

Relevant State Emergency Management Support Plans (Westplans)

Westplan Reception	CPFS	https://www.oem.wa.gov.au/
Westplan Recovery	Local Government	https://www.oem.wa.gov.au/
Westplan Welfare	CPFS	https://www.oem.wa.gov.au/

1.8 Agreements, Understandings & Commitments

Table 1.3

Parties to the Agreement		Summary of the Agreement	Special Considerations
nil			

1.9 Special Considerations

The Shire of Williams experience seasonal variations which may affect its volunteers' ability to respond to some emergencies. These times are:
- o Seeding – April – June
- o Hay/Harvest – September – January
- o Bushfire season – November – April
- o Special events – Williams Gateway Expo (April, annually)

1.10 Resources

Refer to Appendix 3 for comprehensive list of Resources available in an emergency.

1.11 Roles & Responsibilities

1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) is appointed by the State Emergency Coordinator. The Local Emergency Coordinator for the Shire of Williams is the Officer-in-Charge of Williams Police Station. 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.

1.11.2 Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The Shire of Williams has nominated the Shire President as the Chair of the LEMC. The Alternate Chair is the Chief Executive Officer and the Deputy Chair is the OIC of Williams Police.

1.12 Local Government

It is a function of a local government —
a. Subject to this Act (*Emergency Management Act 2005*), 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 (*Emergency Management Act 2005*).
These functions include (but not limited to):
a. Administrating the LEMC in accordance with SEMP 2.5
b. Completing the Local Government Preparedness and Annual Reporting in accordance with SEMP 2; and
c. Establishing and maintaining the local emergency management arrangements, which includes a local recovery plan.

1.13 LEMC Executive Officers

Executive Officers will provide executive support to the LEMC by:
   a. Ensuring the provision of secretariat support including:
      o   Preparing the meeting agenda;
      o   Preparing and distributing Minutes and action lists;
      o   Correspondence;
      o   Maintain committee membership contact register;
   b. Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
      o   Local Government Preparedness and Annual Reporting
      o   Maintenance of Local Emergency Management Arrangements;
   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;

1.14 Local Emergency Management Committee

The Williams Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* has a responsibility 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]:

- To advise and assist the local government in establishing local emergency arrangements for the district;
- To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- 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.

1.15 Controlling Agency

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;
- Ensure effective transition to Recovery by Local Government.

1.16 Hazard Management Agency

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

1.17 Combat Agencies

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. *(EMWA Glossary Version: 2011)*

1.18 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. *(EMWA Glossary Version: 2011)*

1.19 Public Authorities

A Public Authority is established under section 3 of the Act. 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 EM Act 2005 and policies.

2.1 <u>LEMC Membership</u>

The following is a list (by position) of the members of the Williams LEMC:
- Shire President - Chairperson
- OIC Williams Police Station – Local Emergency Coordinator/Deputy Chairperson
- Economic Development Officer, Shire of Williams – LEMC Executive Officer
- CEO, Shire of Williams - Alternate Deputy Chairperson
- Captain – Williams Volunteer Fire & Rescue Brigade (or delegate)
- Shire of Williams Chief Bushfire Control Officer
- Shire of Williams Deputy Chief Bushfire Control Officer
- Chairperson – Williams St John Ambulance Sub-Centre (or delegate)
- Principal – Williams Primary School (or delegate)
- Director of Nursing – Williams Medical Centre (or delegate)
- Representative, Department of Communities (Child Protection and Family Support) (or delegate)
- OEM - DEMO (co-opted member)
- DFES – Area Manager – Narrogin (co-opted member) (or delegate)
- SJA Community Paramedic (co-opted member)
- Department of Primary Industry & Regional Development (Agriculture & Food) – Central Region (Narrogin) – Manager (or delegate)

A comprehensive list of LEMC Membership and respective contact details can be found at Appendix 1 (**removed from public access copy**).

2.2 <u>Meeting Schedule</u>

The Shire of Williams LEMC meets approximately twice a year, or more if required. Meetings will be conducted pre- and post-bushfire season around April and October annually. The LEMC will regularly review, update and monitor EM arrangements and contact details to ensure that these remain current throughout the year. LEMC members may conduct an annual exercise to test the arrangements and their coordinated responses. Joint meetings with adjoining LEMCs may be considered if warranted. There is some merit in this, as many organisations and volunteers work across shire boundaries.

2.3 <u>LEMC Meeting Procedures</u>

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:
- Confirmation of local emergency management arrangements contact details;
- Review of any post-incident reports and post exercise reports generated since last meeting;
- Progress of emergency risk management process;
- Progress of treatment strategies arising from emergency risk management process;
- Progress of development or review of local emergency management arrangements;
- Review of and endorsement of Local Government Preparedness and Annual Reporting (as required); and
- Other matters determined by the local government.

The LEMC shall determine other procedures as it considers necessary. (SEMP 2.5).

2.4 <u>Local Government Preparedness and Annual Reporting</u>

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. State Emergency Management Policy 2.5 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. (SEMP 2.6 s25 (b)(vii) & s25(d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

2.5 <u>Emergency Risk Management</u>

The Shire of Williams completed a comprehensive Risk Review in 2011-2012. The objective of the project was to complete the emergency risk assessment for the Shire of Williams by communicating and consulting with key stakeholders to identify, analyse, evaluate and treat the risks which the community faces. The plan aimed to reduce the impact of risks within the Shire of Williams by identifying the risks that affect the community, assess the vulnerability of those at risk and by providing options for the treatment of the risks.

Risk Identification Process

Purpose
- To develop an understanding of potential hazards relevant our community
- To develop an understanding of the vulnerability of the community
- To find out what risks the community is facing

What to do
- Identify and describe hazards
- Identify and describe elements of the community and environment (i.e.: what we value)
- Identify and analyse vulnerability
- Establish the risks

A risk appears only where there is an interaction between a hazard and vulnerable elements of our community. A flood is a hazard, but does not present a risk unless is interacts with people, roads, bridges etc. This is why there is a need to understand the hazards, community and vulnerability in order to identify the risks which the community faces.

Vulnerability
Vulnerability is the susceptibility and resilience of the community and environment to hazards. The process of identifying risk will involve a consideration of vulnerability. We are not all equally vulnerable or resilient.

Risk identification is extremely important and it is worthwhile taking time to ensure that everyone involved understands the concept. Risk identification should be done as thoroughly as possible because a

risk missed at this stage may not be picked up later. All-important risks should be broken down to a level where treatment options requirements can be determined.

Results
- A description of hazards, the community and environment
- A description of community vulnerability
- A list of community risks

Sources of Risk

The following list presents the risks which the community within the Shire of Williams is most likely to be faced with. The list has been determined from the hazards identified in the WA Emergency Risk Management Policy documentation

Air crash	Terrorism Act (Civil disturbance)
Earthquake	Hazardous Materials
Plant & Animal Disease or Pest	Human Epidemic
Bushfire	Land Search
Flood	Road Crash
Fuel shortage	Structure Collapse
Storm	Chemical, biological, radiological

Sources of Risk Description

Following on from the identification of the Risks, a description of each source of risk was made and group notes retained for the purpose of the exercise.

The description is a broad statement which includes 'Descriptor of Risk'
- ✓ Intensity (how big, fast, powerful the source of risk may be)
- ✓ Extent (the area that a source of risk may impact)
- ✓ Likelihood of occurrence (frequency of the event, not impact)
- ✓ Timeframe (warning time, duration, time of day/week/year)
- ✓ Manageability (what can be done about it)

The outcomes of the process, and the Risk Register and Risk Treatment Schedule & Options is attached at Appendix 2.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Air Crash	WAPOL	Commissioner of Police	DFES	Dept. Health Williams SJA CPFS Shire of Williams Main Roads Essential services	Air Crash	August 2014
Dam Break	Water Corporation	Water Corporation	Shire of Williams DFES VFRS	Williams SJA Main Roads Essential Services CPFS	Dam Break	Sept 2004
Bushfire	Shire of Williams and DFES	FES Commissioner	DFES VFRS BFB	DPAW DAFWA WAPOL SJA CPFS Shire of Williams	Fire	Aug 2013
Road Crash	WAPOL	Commissioner of Police	DFES VFRS	Williams SJA Main Roads Essential Services CPFS Dept. Health Shire of Williams	Road Crash	August 2014
Biosecurity Threats	DPIRD (Agriculture & Food)	Director General, DPIRD	DPIRD	WAPOL DFES Main Roads Water Corporation DPAW Shire of Williams Dept. Health CPFS	Animal and Plant Biosecurity	March 2015
Human Epidemic	Dept. Health	State Human Epidemic Controller (SHEC)	Dept. Health	WAPOL Williams SJA Shire of Williams DAFWA CPFS Dept. Education	Human Epidemic	June 2014

Storm	Shire of Williams and DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Shire of Williams CPFS Main Roads Essential Services Dept. Health BoM	Storm	Dec 2014
Flood	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services Shire of Williams BoM Dept. Health DAFWA CPFS	Flood	Aug 2015
Earthquake	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services Shire of Williams Dept. Health DAFWA CPFS	Earthquake	June 2011
Civil Disturbance	WAPOL	Commissioner of Police	As advised	As advised	Terrorist Act	August 2014
HAZMAT	DFES	FES Commissioner	DFES VFRS	WAPOL Williams SJA Main Roads Essential Services Shire of Williams Dept. of Health CPFS	HAZMAT	Dec 2010
Land Search	WAPOL	Commissioner of Police	DFES DPAW	BoM Dept. Heath Shire of Williams	Land Search	August 2014
Structure Collapse	DFES	FES Commissioner	DFES WAPOL	Williams SJA Dept. Health Main Roads Shire of Williams Essential Services	Collapse	Dec 2013

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard. It is recognized that the HMA's and Combat agencies may require Shire of Williams resources and assistance

in emergency management. The Shire of Williams is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

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.

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.

Triggers for an ISG
The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Operational Management'. These are:
- o Where an incident is designated as "Level 2" or higher;
- o Requirement for possible or actual evacuation;
- o Multiple agencies need to be coordinated and collaborative decision making is required.

Membership of an ISG
The Incident Support Group is made up of agencies / representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. 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.

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

Location of ISG Meetings
The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the Shire of Williams:

Location One   Shire of Williams Administration Centre
Address   9 Brooking Street WILLIAMS

	Name
1st Contact	Geoff McKEOWN Chief Executive Officer
2nd Contact	Heidi COWCHER LEMC Executive Officer

Location Two   Williams Community Resource Centre
Address   5 Brooking Street WILLIAMS

	Name
1st Contact	Hazel HARRIS Coordinator
2nd Contact	Justine HARDING Chairperson

3.3 <u>Media Management and Public Information</u>

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**. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

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 of Williams manages an SMS system primarily for its bushfire network, and for the provision of information relating to fires, harvest bans and total vehicle movement bans. This could also be a useful tool that could be utilized in getting information to the community in a timely manner. Local government staff are responsible for this information dissemination as required.

DFES Public Information Line

Incidents occurring in the District that are DFES HMA responsibilities and local government managed bushfires may utilize DFES Media & Public Affairs, including the hotline to inform people of a current incident. Contact may be made through the DFES Regional Duty Officer (9845 5000) or DFES Communication Centre 1800 198 140. The Hotline number for people to ring for information is 1300 657 209.

Radio

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 720AM.

ABC Statewide Perth – Ph 9220 2700; Fax 08 9220 2911
ABC Great Southern & South Coast Albany – Ph 98 424 011; Fax 08 9842 4099

Triple MMM Great Southern - broadcasts on 918AM and 100.5FM respectively.

Triple MMM Great Southern – Ph 9881 4000; Fax 08 9881 3166; Email: wa@triplem.com.au

Radio Great Southern broadcasts on 1422AM and 1611AM

Ph 9861 2500; Mob 0439 956 175; Email: cybervale@westnet.com.au

Television

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

Emergency Alert

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

Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.

Residents do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address.

In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area.

Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.

For more information on Emergency Alert: www.emergencyalert.gov.au.

3.4 <u>**Critical Infrastructure**</u>

Following is a list of identified infrastructure within the Shire of Williams that if affected by a hazard would have a negative and prolonged impact on the community.

Table 3.2

Item	Location	Description	Owner	Contact Details	Community Impact Description
Radio Repeater Communication Tower	Bates Road WILLIAMS	DFES, WAPOL, SJA and BFB all have infrastructure on the tower	Shire of Williams	08 9885 1005	Emergency Service Communications
Mobile Phone Tower	Wanerie Katta Property Lefroy Road WILLIAMS	Mobile phone tower – Optus and Telstra	Telstra	13 22 03	Loss of mobile phone communication
Bridge (major)	Albany Highway WILLIAMS	Main Bridge over Williams River at Lions Park	Main Roads	138 138	Main transport route; would severely impact on traffic flow Perth-Albany. Diversion would be significant.
Bridge (minor)	Albany Highway WILLIAMS	Minor bridge over Coalling Creek at north entrance to town	Main Roads	138 138	Main transport route; would severely impact on traffic flow Perth-Albany. Diversion would be significant.
Power infrastructure	Throughout Shire	WP network of power lines	Western Power	13 13 51	Power infrastructure if impacted significantly would have negative effect on community.
Water pipeline/infrastructure	Throughout Shire	Main water pipeline runs along Narrogin Road and Quindanning-Williams Rd	Water Corporation	13 13 75	Loss of access to scheme water would significantly impact on the community.
Plant & Animal Disease Outbreak	Throughout Shire	Agriculture is a major economic driver in this community and any impact could have detrimental, long term effects.	DPIRD Exotic Plant Pest Disease Hotline Exotic Animal Disease Watch Hotline	1800 084 881 1800 675 888	Any impact on the agricultural pursuits in the sector would significantly impact the community.

3.5 <u>Evacuation</u>

'A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.' (SEMP 4.7)

Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

The WA Police have prepared an Evacuation Plan for the Shire of Williams, and this is included as a Supporting Document to this Plan.

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 Controlling Agency will make decisions 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.

3.5.1 Evacuation Planning Principles

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

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

Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency 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.

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

3.5.2 Special Needs Groups

This section lists 'at risk' groups within the community. The purpose behind this is so that a Controlling Agency planning evacuation will be able to identify locations that require special attention or resources. Each section of the section of the community mentioned above should have their own evacuation arrangements, however you may need to confirm this with them.

Table 3.3

Name	Address
Williams Primary School	Rosselloty Street WILLIAMS
Willi Wag Tails Childcare Centre	Growse Street WILLIAMS

Evacuation may need to be supported by the use of buses. The local school bus contractors are:

Table 3.4

Bus name
Williams-Culbin/Tarwonga
Williams-Congelin
Williams-Narrakine
Williams-Boraning

3.5.3 Routes & Maps

Refer to Appendix 5 for a map of the Shire of Williams. More detailed maps are located in the Shire of Williams Administration offices and the Radio Base Station Operator has a shire map.

3.6   Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a *Local Emergency Management Plan for the Provision of Welfare Support (December 2015)*. It is tabled as a Supporting Document to this Plan.

3.6.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS District Director to:

a. Establish, Chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
b. Prepare, disseminate, test and maintain the Local Welfare Plans;
c. Represent the Department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
d. Establish and maintain the Local Welfare Emergency Coordination Centre;
e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
g. Represent the Department on the Incident Management Group when required

3.6.2   Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

The Shire of Williams has appointed the Chief Executive Officer (or delegate) to be the Local 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.

The Local Liaison Officer will be responsible for the initial opening up and providing staffing of the Welfare Centre whilst waiting on CPFS staff to arrive.

3.6.3   Register, Find, Reunite.

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection and Family Services (CPFS) has responsibility for is recording who has been displaced and placing the information onto a State or National Register called 'Register, Find, Reunite.'. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process. For more information refer to: https://register.redcross.org.au/

3.6.4 Animals (including assistance animals)

There are no animal management facilities available in the Shire of Williams. Limited commercial facilities may be available in Narrogin, however could not be relied upon. While assistance animals are welcomed at a welfare centre, normal domestic animals will need to be managed at the time. The Shire has a very small pound at the Shire Depot and could house a small number of animals, however it would not be able to manage significant numbers of domestic pets.

3.6.5 Welfare Centres

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS have developed a *Local Emergency Management Plan for the Provision of Welfare Support (December 2015)*. The Shire of Williams has a copy of the Plan as prepared by CPFS and is a Supporting Document to this Plan.

Activation

To activate the Welfare Plan:

During Office Hours – contact the District Emergency Services Officer

After Hours – contact Crisis Care – 1800 199 008

The purpose of the following matrix is to outline the length of time and number of people each identified welfare centre can facilitate.

PART 4 RECOVERY

Please refer to the Shire of Williams Local Recovery Management Plan that is provided as a Supporting Document to these arrangements.

Part 5:   EXERCISING AND REVIEWING

5.1   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 primarily the respective HMA's responsibility however it could be incorporated into a LEMC exercise if considered appropriate.

Exercising the emergency management arrangements will allow the LEMC to:

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

5.2   Frequency of Exercises

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.

5.3   Types of Exercises

Some examples of exercises types include:
o Desktop/Discussion;
o A phone tree recall exercise;
o Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
o Operating procedures of an Emergency Coordination Centre;
o Locating and activating resources on the Emergency Resources Register.

5.4   Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC annually as requested to do so. 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).

5.5   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 EM Act).

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:

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

5.6   Review of Local Emergency Management Committee Positions

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

5.7   Review of Resources Register

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

PART 6 - APPENDICES

APPENDIX 1 – CONTACT LIST

APPENDIX 2 – RISK REGISTER SCHEDULE & RISK TREATMENT OPTIONS

APPENDIX 3 – RESOURCES

APPENDIX 4 – EVACUATION/WELFARE CENTRE INFORMATION

These details have been removed from the Public Access copy, as it is important that local units, brigades and police stations not be phoned in the case of a serious, life threatening emergency. The emergency phone **'000'** should be used for **life threatening emergencies**. Therefore, if local resources are not readily available/contactable, the respective agencies communications centre can mobilize the next closest resource or redirect the local resources if appropriate.

APPENDIX 5: MAP OF THE DISTRICT