



Shire of
Katanning
Heart of the Great Southern

Local Emergency Management Arrangements

SHIRE OF KATANNING

These arrangements have been produced and issued under the authority of s41 (1) of the Emergency Management Act 2005, endorsed by the Shire of Katanning Local Emergency Management Committee (LEMC) and has been tabled with the Great Southern District Emergency Management Committee (DEMC).

.....
Endorsed by CEO
Katanning

.....
Date

Endorsed Shire of Katanning

Voting Requirement: Simple Majority

Officer's Recommendation/Council Motion:

MOVED: CR KRISTY D'APRILE SECONDED: CR ERNIE MENGHINI

OC45/21 That Council endorses the Local Emergency Management Arrangements for the Shires of Katanning as proposed.

CARRIED 7/0

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Water Corporation	1

Amendment Record

NO.	DATE	AMENDMENT DETAILS	BY
1	9 June 2010	Complete Re-write & re-issue	LEMC
2	14 th July 2011	Update and re- issued	LEMC
3	15 th Nov 2013	Update and re-issued	Cindy Pearce/ Val Jolly
4	20 th Nov 2015	Updated Contact Numbers	CESM Cindy Pearce
5	8 TH Feb 2016	Updated Contacts Numbers / Legislative Changes.	CESM Cindy Pearce endorsed by LEMC
6	4 March 2016	Updated Contact Numbers /details with consultation from other Shires	CESM Cindy Pearce endorsed by LEMC 3 March 2016
7	10 Jul 2019	Updated and re-issued, (additions / format changes)	CESM Mike Barnes
8	20 Oct 2020	Moved Glossary to appendix 7.15. Corrected formatting errors. Updated 'Emergencies Likely to Occur' with links to updated State Hazard Plans. Added Critical Contacts List Updated Welfare Centre details Updated resource information Updated Katanning & Woodanilling Risk information.	CESM Suzan Lees CESM Cindy Pearce DCEO Sue Dowson
9	28 Jan 2021	Kent Shire Welfare Centre details updated	CESM Suzan Lees
9.01	5 May 2021	Kent Shire Risk Assessment details added. Evacuation information updated.	CESM Suzan Lees
9.02	14 May 2021	Update of Details in Contact List and Shire of Katanning resolution included.	CESM Cindy Pearce
1	August 2021	Re write LEMA to separate into individual shires	CESM Cindy Pearce

Copies will be distributed to agencies listed in the distribution list with the most up-to-date copy of the plan being available on its website;

www.Katanning.wa.gov.au

When an amendment is made, the Shire will ensure that:

- the amendment is recorded in the 'amendment record' of the master document; and
- copies of the amendments are distributed to those listed in the distribution list.

1 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 Katanning Local Emergency Management Committee and approved by the Council of the Shire of Katanning.

1.2 LEGISLATED EM FUNCTIONS OF LOCAL GOVERNMENT

Under s.36 of the *Emergency Management Act 2005*, it is a function of a local government —

- a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and
- 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.

1.3 AIM OF THE ARRANGEMENTS

The aim of the Local Emergency Management Arrangements (LEMA) is to describe the overall emergency management coordination arrangements within the Shire.

1.4 PURPOSE OF THE ARRANGEMENTS

The purpose of these emergency management arrangements is to detail:

- a) the local governments' 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 governments consider appropriate". (s.41(2) of the Emergency Management Act 2005).

1.5 SCOPE OF THE ARRANGEMENTS

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 HMAs in dealing with an emergency. These should be detailed in each HMA's individual plan.

- This document applies to the local government districts of the Shire of Katanning.

- details the shires' capacity to provide resources in support of an emergency, while maintaining business continuity;
- details the shires' responsibilities in relation to recovery management; and
- 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 AREA COVERED (CONTEXT)

1.6.1 SHIRE OF KATANNING

The Shire of Katanning is centrally located in the heart of the Great Southern. It offers the advantages of a rural lifestyle, with the convenience of easy access to the cities of Perth, Albany and Bunbury. While the area is essentially agricultural, the town is a regional centre with access to a range of recreation and leisure facilities, government, health and education services, as well as a diverse retail and business district.

The town site is situated on the Great Southern Hwy, with the main entrance framed by the picturesque and adventurous All Ages Playground.

1.7 SPECIAL CONSIDERATIONS

During various times of the year, the following may impact on the availability of resources, volunteers or the number of people in a township.

1.7.1 EVENTS

- Seasonal Agricultural Activities
 - Seeding – May – July
 - Harvest – November – January
- Tourist Season – all year
- Wagin Woolarama – first weekend in March annually
- Bushfire Season – November – April

1.7.2 SHIRE OF KATANNING

- Special Events –
 - Australia Day breakfast – 26th January
 - Katanning Harmony Festival 3rd week of March
 - Katanning Agricultural Show 4th weekend of October
 - Christmas on Clive – first Saturday in December
 - Sheep sales – every Wednesday
- CaLD & Indigenous Community – The Shire of Katanning has a high Indigenous and Muslim community. Emergency Managers should be aware of differences in culture and communications when offering information to these sections of the community. This may require the use of specialist resources such as translators or specifically targeted community information. Assistance may be available from Katanning Migrant Resource Centre &/or Albany Migrant Resource Centre.

1.8 RELATED DOCUMENTS & ARRANGEMENTS

- Emergency Management Act 2005 (the EM Act) and Regulations
- SEMP Policies, Procedures and Guidelines
- State Hazard Plans
- State Support Plans

1.8.1 LOCAL EMERGENCY MANAGEMENT POLICIES

- Nil

1.8.2 LOCAL PLANS

Table 1.1

DOCUMENT	OWNER	LOCATION
Local Emergency Welfare Plan	Department of Communities	July 2019
Risk Register	Shire of Katanning 2020	Shire of Katanning
Animal Welfare Plan In Emergencies	Shire of Katanning 2021 Ready for endorsement Sept 2021.	Shire of Katanning

1.9 AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

The following table identifies documented agreements for the provision of services during major emergencies.

Table 1.2

PARTIES TO THE AGREEMENT	SUMMARY OF THE AGREEMENT	SPECIAL CONSIDERATIONS

1.9.1 ADDITIONAL SUPPORT

Table 1.3

ORGANISATION	DESCRIPTION	COMMENTS	CONTACTS
Tourists camping in the area	Caravan and Camping at Lake Ewlyamartup and Police Pools.	With Covid more travels are staying in the camping area.	Shire of Katanning 98219999

1.10 COMMUNITY CONSULTATION

This document was developed in consultation with the LEMC as a representative committee providing advice and information to each Council on behalf of the community.

1.11 DOCUMENT AVAILABILITY

Copies of these Arrangements are available from each Shire's Administration Office during normal office hours. The LEMA is also available on the Shire website.

Shire of Katanning 52 Austral Tce Katanning 6317

2 PART 2 – PREVENTION & PREPAREDNESS

2.1 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

The Shire of Katanning under s. 38 of the *EM Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. The framework under which the LEMC operates is detailed in the *State Emergency Management Policy* at point 2.5.

2.1.1 LEMC FUNCTIONS

The LEMC has the following functions (s. 39 of the *EM Act 2005*):

- to advise and assist the local government in ensuring that local emergency management arrangements are established for its district;
- to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

2.1.2 LEMC MEMBERSHIP

The LEMC membership must include at least one local government representative and the 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

A full list of LEMC Membership and contact details is located in **Error! Reference source not found.**

2.1.3 LEMC ROLES AND RESPONSIBILITIES

2.1.3.1 LEMC Chair

The Chair of the LEMC is appointed by the local government (s. 38 of the *EM Act 2005*) and has the following responsibilities:

- Chairs the LEMC meetings;
- manage the development and maintenance of the LEMA for the district;
- ensure the development of the committee's reporting requirements in accordance with legislative and policy requirements; and
- ensure the effective operation of the committee in accordance with legislation.

During meetings, the Chairperson:

- opens the meeting;
- welcomes and introduces members and guests;
- keeps individuals focused on the topics being discussed;
- makes sure that members are aware of decisions that are made;

- keeps track of the time; and
- closes the meeting.

2.1.3.2 LEMC Deputy Chair

- acts as Chairperson to the committee in the absence of the Chairperson;
- assists and provides advice as requested by the Chairperson;
- Undertakes the role of Chair to committee working groups, as required;
- provides relevant emergency management advice to the Chairperson and committee, as required;
- provides support and direction to the XO, as required.

2.1.3.3 LEMC Executive Officer

The LEMC Executive Officer (XO) (or delegated officer) is responsible for taking notes and writing the record of the meeting and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the **content** of the meeting while the Chairperson is concerned with the **process**.

The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.

The XO is responsible the following tasks:

- Calls for agenda items prior to the meeting allowing sufficient time for members to respond;
- Prepares and writes the agenda, a joint responsibility with the Chairperson;
- Distributes the agenda and papers prior to the meeting allowing adequate time for members to read them;
- Organises catering arrangements and acts on instructions about equipment that may be required for the meeting;
- Takes notes at the meeting;
- Prepares draft Minutes from the notes taken;
- Finalises the Minutes in consultation with the Chairperson;
- Circulates the Minutes;
- Keeps a complete record of meetings and documentation; and
- Develops a system of archiving notes and documents.

2.2 MEETING SCHEDULE

The Local Emergency Management Committee aims to meet four times a year in accordance with *State Emergency Management Procedure 7 - LEMC meeting frequency 'Emergency Management in Local Government Districts*.

At each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Every Meeting:

- Confirm key stakeholders contact details;
- Review any Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of Emergency Risk Management (ERM) process;
- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

First Quarter:

- Develop and approve next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

Second Quarter:

- Prepare LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalise and approve annual business plan.

Third Quarter

- Identify emergency management projects for possible grant funding.

Fourth Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.2.1 ANNUAL REPORTS (S. 25 EM ACT)

The Executive Officer or nominated representative will complete and submit the Annual Report on behalf of the LEMC and Local Governments in accordance with State Emergency Management Policy 7.1 ‘Annual Reporting’. Using the template in State Emergency Management Procedures (s.17 Annual Reporting).

2.3 EMERGENCY RISK MANAGEMENT

2.3.1 KATANNING

The Shire of Katanning conducted a risk assessment in May 2019. The completed Risk Register is available from the Shire. The hazards evaluated, listed in the table below, resulted in 81 risks requiring a treatment plan. An extract of the Risk Register, listing the risks rated ‘Extreme’ or ‘High’ is included at **section Error!** Reference source not found. Error! Reference source not found..

Table 2.1 - Katanning

Hazard	Risks - Treatment Required
Fire	5 Extreme, 11 High
Storm	8 Extreme, 10 High

Hazard	Risks - Treatment Required
Flood	15 High
Heatwave	3 Extreme, 3 High
Animal and Plant Biosecurity	5 Extreme, 6 High
Earthquake	14 High

3 RESPONSE

3.1 LOCAL GOVERNMENT RESPONSIBILITIES IN RESPONSE

The Local Government has the follow roles in relation to emergency response:

- Combat Agency for bush fire (outside of gazetted fire district).
- Liaise with the incident controller and provide liaison officer to the Incident Management Team (IMT).
- Participate in the ISG and provide local support.
- Where an identified welfare centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.

3.2 EMERGENCIES LIKELY TO OCCUR

The following is a table of emergencies that are likely to occur within the Local Government area and links to the relevant State Hazard Plans;

Hazard	Hazard Management Agency	Controlling Agency	Local Combat	Local Support	State Hazard Plan
Animal and Plant Biosecurity	Agriculture Director General	DPIRD	DPIRD Katanning		Animal & Plant Biosecurity
Collapse	FES Commissioner	DFES	SES	St John Ambulance	Collapse
Crash Emergency (Air, Rail or Road)	Commissioner of Police	WA Police	VFRS	St John Ambulance	Crash Emergency
Earthquake	FES Commissioner	DFES	SES	SES	Earthquake
Energy Supply Disruption	Coordinator of Energy	Energy Policy WA			Energy Supply Disruption
Flood	FES Commissioner	DFES	SES	SES	Flood
Fire	FES Commissioner	DFES, DBCA, LG	BFB, DBCA, VFRS	Farmer response	Fire
Heatwave	Chief Executive Officer	Department of Health	Katanning Hospital		Heatwave
Hazardous Materials	FES Commissioner	DFES	Katanning Hospital		HAZMAT
Human Biosecurity	Chief Executive Officer	Department of Health	Katanning Hospital		Human Epidemic
Search and Rescue	Commissioner of Police	WA Police	SES		Search and Rescue

Hazard	Hazard Management Agency	Controlling Agency	Local Combat	Local Support	State Hazard Plan
					Emergency
Storm	FES Commissioner	DFES	SES		Storm

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.

3.2.1 RELEVANT STATE SUPPORT PLANS

DOCUMENT	OWNER	LOCATION
Animal Welfare in Emergencies	Director General DPIRD	SEMC Website
Emergency Public Information	SEMC	SEMC Website
Emergency Welfare (Interim)	CEO Department of Communities	SEMC Website
State Health Emergency Response Plan	CEO Department of Health	SEMC Website

3.2.2 RELEVANT STATE GUIDELINES

DOCUMENT	OWNER	LOCATION
Traffic Management during Emergencies Guideline	SEMC	SEMC Website
WA Community Evacuation in Emergencies Guideline	SEMC	SEMC Website
Emergency Evacuation Planning Template	SEMC	SEMC Website
Operational Evacuation Plan Template	SEMC	SEMC Website

3.3 RESOURCES

The controlling agency is responsible for determining the resources required to combat the hazards for which they have responsibility. If required, the shire of Katanning may provide resources and support through the Incident Support Group.

The Shires' available resources are listed in **section** Error! Reference source not found. Error! Reference source not found..

3.4 FINANCIAL ARRANGEMENTS

The shires of Katanning recognizes state *EM Policy 5.12 - funding for emergencies*:

To ensure accountability for expenditure incurred, the Emergency Management Agency (EMA) with operational control of any resource is responsible for payment of all related expenses associated with its operation during emergencies, unless other arrangements are established.

This means that where the local government is the Controlling Agency for a bushfire, it is responsible for all related costs unless the fire has been handed over to the HMA under s.13 of the *Bush Fires Act 1954*.

3.5 RESPONSE ROLES & RESPONSIBILITIES

3.5.1 HAZARD MANAGEMENT AGENCY

A Hazard Management Agency (HMA) is an agency or person who is responsible for the management of a hazard or range of hazards as prescribed in the *EM Regulations 2006*.

The functions of the HMAs are to:

- Undertake responsibilities where prescribed in the *EM Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the *EM Act*)
- Declare / revoke emergency situation (s.50 and 53 of the *EM Act*)
- Coordinate the development of the State Hazard Plan for that hazard.
- Ensure effective transition to recovery from the controlling agency to local government

3.5.2 CONTROLLING AGENCY

The Controlling Agency has responsibility for controlling the response to an incident, as specified in the relevant State Hazard Plan. The Controlling Agency must appoint an Incident Controller (IC).

If an incident escalates to become an emergency, the Controlling Agency and the HMA may often be the same agency.

If it is not clear who the Controlling Agency should be, and a satisfactory agreement cannot be reached, then the WA Police shall assume control of the incident until such time as the appropriate Controlling Agency can be determined.

3.5.3 COMBAT AGENCIES

A combat agency is responsible for response tasks as specified in the relevant State Hazard Plan. An example of this is local government bush fire brigades responding to a bush fire. While the fire is managed by the local government, the local government is also the Controlling Agency, and must appoint an Incident Controller.

3.5.4 INCIDENT MANAGEMENT TEAM

An Incident Management Team (IMT) is 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, logistics and public information. The team headed by the incident controller which is responsible for the overall control of the incident.

3.5.5 SUPPORT AGENCIES

A Support Organisation is responsible for specific activities in support of the Controlling Agency and may also support Combat Agencies and other Support Organisations upon request. An example may be the Salvation Army providing meals to welfare centre.

3.5.6 INCIDENT SUPPORT GROUP (ISG)

The ISG is a group of people represented by the different agencies who may be involved in the incident, whose role it is provide support to the Incident Management Team (IMT).

The ISG is convened by the Incident Controller (IC) 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. The Local Government Liaison Officer should be a member of the IMT.

Triggers for the activation of an ISG

The triggers for an incident support group are defined in the *State EM Policy* Statement 5.2.2 and *State EM Plan* Section 5.1. The activation of an ISG should be considered when the following occur;

- the incident is designated as Level 2 or higher;
- multiple agencies need to be coordinated;
- possible or actual evacuation required;
- the need to coordinate warning/information to community during;
- there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- there is a need for regional support beyond that of a single agency.

ISG Membership

The makeup of an ISG will generally depend on the nature of the incident and this group may change over the incident's duration.

The local recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency.

The frequency of meetings will be determined by the IC 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 by agencies sharing information and resources. It is important that accurate meeting records are maintained.

Refer to section Error! Reference source not found. Error! Reference source not found. for suitable locations and contact details for establishing the ISG.

3.6 INDIVIDUAL ROLES' RESPONSIBILITIES

3.6.1 INCIDENT CONTROLLER

The Incident Controller (IC) is appointed by Controlling Agency of an incident. During an incident the IC is responsible for:

- the overall control of an incident within a defined Incident Area;
- leading an incident management team;
- assessing the incident level — if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with *State EM Response Procedure 2*;
- ensuring the accuracy of the emergency public information, approving its release in coordination with all relevant agencies and terminating its broadcast;
- In consultation with the HMA, ensuring effective strategies for evacuation are implemented;
- Management of traffic during an emergency response.

3.6.2 LOCAL EMERGENCY COORDINATOR

The Local Emergency Coordinator (LEC) is the Officer in Charge of the local WA Police station:

- provide advice and support to the LEMC in the development and maintenance of LEMA;
- assist HMAs to provide a coordinated response during an emergency in the district; and
- carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

3.6.3 LOCAL GOVERNMENT LIAISON OFFICER

The LG Liaison Officer is the CEO or delegate (for respective shires):

- represents the local government on the Incident Management Team (IMT);
- attends the Incident Support Group (ISG) and/or Operations Area Support Group (OASG) meetings to represent the relevant shire to provide local knowledge; and
- has authority to commit shire resources and services to the emergency response.

3.6.4 LOCAL RECOVERY COORDINATOR

The LG Recovery Coordinator (LRC) is the CEO or delegate

- forms part of the IMT to ensure recovery can commence as soon as practicable;
- develop and maintain effective recovery management arrangements for the local government;
- in conjunction with the local recovery committee, implement a post-incident recovery action plan; and
- manage the recovery phase of the incident.

(See the Shire of Katanning Local Recovery Plan for further details).

3.6.5 LOCAL WELFARE ROLES AND RESPONSIBILITIES

When the Incident Controller has decided that an evacuation of people or animals is necessary, a Welfare Centre should be established.

For details, please refer to the Department of Communities Local Emergency Welfare Plan for the Shires of Katanning, Kent and Woodanilling.

When a Welfare Centre has been opened, the following roles are activated:

3.6.5.1 District Emergency Services Officer

The Communities shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Katanning is contained in the Contacts Register.

3.6.5.2 Local Welfare Coordinator

The Local Welfare Coordinator is the Team Leader, Communities Katanning. The contact number is listed in the contacts register.

3.6.5.3 LG Welfare Liaison Officer

The LG Welfare Liaison Officer is the Executive Manager Community Development or delegate. The role of the Local Welfare Liaison Officer is to provide a point of contact to local government resources for a welfare centre.:

- open and establish a welfare centre;
- commence the registration process of affected persons until the arrival of the Department of Communities;
- provide advice, information and resources regarding the operation of the facility; and
- assist with maintenance requirements for the facility.

Refer to Error! Reference source not found. Error! Reference source not found. for the details of current Welfare Officers.

3.7 PUBLIC INFORMATION

3.7.1 ONE SOURCE, ONE MESSAGE

Communities threatened or impacted by emergencies have an urgent and vital need for timely, adequate and accurate information and instructions so they can be aware of the emergency and to take appropriate actions to safeguard life and property (State EM Policy 5.6).

However, the community must be encouraged to seek out information from reliable sources, such as the emergency.wa.gov.au website, make decisions early, and not wait to be contacted by emergency management agencies.

The Controlling Agency is responsible for providing this information, and the IC (or delegate) must approve all public information messages before they are disseminated.

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

3.8 PUBLIC WARNINGS

During an incident that may impact on the local community, reliable information must be made available.

The IC is responsible for the dissemination of public information and warnings. Any warnings should be broadcast through DFES to ensure that the emergency.wa.gov.au website and DFES public information lines are updated with current information.

3.8.1 DFES PUBLIC INFORMATION SYSTEM

The DFES public information system should be activated during any incident where there is a possible threat to lives or homes, or where there may be heightened public concern.

To request the issue of a public warning contact:

DFES Regional Duty Coordinator on 1800 865 103.

3.8.2 LOCAL SYSTEMS

The DFES Public Information System should be the preferred method of communication and should be promoted as a trusted source of information.

Local systems should be used with caution, as it may cause confusion, or people may come to rely on being contacted by local shires in the event of an emergency, which cannot be guaranteed.

The Shires of Katanning operate a Short Message System (SMS) that provides information to subscribers regarding harvest and vehicle movement bans. Although it is not intended to be used as an emergency warning system, this is a possible method of communications. Access is via the Shire of Katanning.

Individual shires may also utilize additional communication channels such as websites, Facebook and WhatsApp.

3.9 MANAGING ENQUIRIES

3.9.1 MEDIA ENQUIRIES

During an emergency, information used in the communication response must be controlled to ensure that all facts are accurate and that the release is authorised. The following guidelines should be followed:

- The CEO or Shire President is to ensure that during a crisis all communication with the media and audiences is consistent, transparent and controlled.
- The spokesperson must have the updated facts and be both available and prepared to manage media relations.
- All information to be provided regarding an incident or its response is to be checked with the Controlling Agency and authorised by the IC before being disseminated.

In addition, shire personnel should adhere to the following guidelines:

- No shire personnel or spokesperson is to give “off the record” or “in confidence” information.
- The details of all media calls are to be recorded;
- Any public information material released by the Shires of Katanning must have prior approval from the CEO or Shire President;
- Anything communicated to the media must be consistent with other internal and external communication.
- All media calls are to be returned as soon as possible.

3.9.2 GENERAL ENQUIRIES

Frontline shire employees should be prepared to receive enquiries from a range of stakeholders. Shire staff (other than approved spokespeople listed above), are not permitted to divulge any information relevant to an incident to any stakeholder, beyond what would be considered ‘business as usual’.

If the enquiry requires further information or comment, the caller or visitor must be referred to an authorised spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible.

The procedure for shire personnel in handling enquiries is:

- inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information;
- take a message including the nature of the enquiry and the deadline (if applicable); and
- ensure that the appropriate person receives the message and returns the call within a timely manner.

Enquiries from concerned relatives and friends must be directed to the Department of Communities or the WA Police. At all times, you should:

- establish the caller/visitor's relationship to the person being enquired about;
- demonstrate care and listen to their concerns;
- provide reassurance that all necessary actions are being undertaken to manage the situation;
- remain calm; and

- if you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the Controlling Agency or WA Police are advised of the enquiry as soon as possible.

4 COMMUNITY EVACUATION

Evacuation is the immediate and urgent movement of people away from a threat or actual occurrence of a hazard or emergency to a place of safety. Evacuating people and/or animals from an area threatened or affected by a hazard is a strategy that may be used to mitigate the potential loss of, or harm to, life.

The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the resources available.

Experience has shown that the evacuation of residents may not always be the optimum solution to managing the risk. Therefore, alternative strategies such as shelter in place, quarantine and/or the control or restriction of movement should be considered where appropriate.

The evacuation process comprises five stages:



4.1 DECISION TO EVACUATE

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and will determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

During an emergency event or state of emergency (declared under the EM Act 2005), the Controlling Agency must comply with the directions of the relevant HMA and the State Emergency Coordinator (SEC).

An Incident Controller who is not an HMO, Authorised Officer or Police Officer DOES NOT HAVE the power to make a **directed evacuation** during an emergency or declared state of emergency.

A **directed** evacuation may only be made by:

- Hazard Management Officers (i.e. officers or employees of the HMA, authorised under s.55 of the EM Act 2005, to act as hazard management officers during an emergency situation declared by that HMA)
- an Authorised Officer (under legislation other than the EM Act, such as s.14 of the Bus Fires Act 1954); or
- a police officer.

When considering evacuation, the Department of Communities (Communities) must be consulted during the planning stages. When the IC has decided that an evacuation of people or animals is necessary, a Welfare Centre must be established.

For details, please refer to the Department of Communities *Local Emergency Welfare Plan for the Shires of Katanning, Kent and Woodanilling.*

4.2 WARNING

The IC is to provide community warnings and timely advice on the likely threat of an emergency to assist community members in recognising the threat and being able to make an informed decision as to whether to move to another location. Community warnings should detail the actions required to be taken by the community.

This information should include:

- The areas under threat.
- If it is safe to leave or shelter in place.
- If it safe to leave, the direction people should leave in.
- Details of any road closures.
- Location of welfare centre(s).
- Information for animal owners (e.g. can animals be brought to a welfare centre).

When considered necessary the Controlling Agency may request, through the HMA, the use of warning systems such as the SEWS or the Emergency Alert Telephone Warning System (emergency alert).

For more information see section 3.7 Public Warnings.

4.3 STAGE 3: WITHDRAWAL

4.3.1 SELF-EVACUATION

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. As far as is practicable, the IC should provide sufficient, timely and relevant information to assist community members in making an informed decision to self-evacuate.

4.3.2 EVACUATION

For either a recommended or directed evacuation, the Controlling Agency or person carrying out the evacuation will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

Recommended Evacuation (Voluntary)

A recommended (voluntary) evacuation will be made by the Controlling Agency or other authorised officer when there is a possible threat to lives or property, but it is not believed to be imminent or significant and the community is considered to have the capacity and capability to make an informed decision.

Once a decision has been made to evacuate an area, the IC in consultation with the HMA, must ensure that effective communication strategies are implemented and maintained for the duration of the emergency. **(See section 3.8 Public Warnings for more information.)**

Directed Evacuation (Compulsory)

A directed evacuation may only be made by an HMO, Authorised Officer or police officer during an emergency situation or state of emergency using powers under the EM Act (or other relevant legislation).

A directed evacuation is most likely to occur where members of the community at extreme risk do not have the capacity to make an informed decision or when injury or loss of life is imminent.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate. The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and can make an informed decision.

See section 3.8 Public Warnings for more information.

4.4 SHELTER

Shelter is the provision of temporary respite for evacuees and includes immediate sheltering, temporary sheltering and temporary housing.

When considering appropriate alternatives for shelter, the Controlling Agency should consider, as far as practicable, the most appropriate types of shelter for a specific incident. This may include:

- shelter in place - where this is the safest or most appropriate option for the hazard, with consideration for advising additional action to increase personal safety;
- with family, friends or other accommodation outside the affected area if it is safe to leave (many members of the community will choose to do this if they have the option to do so);
- assembly area - either for a known short-term evacuation or as a temporary stopping point before moving on to an evacuation centre;
- evacuation centre - selected from suitable locations detailed in Appendix 8 - Pre-Event Evacuation Planning

4.4.1 4.4.1 AT RISK PERSONS

Please see **section 7.7 Appendix 7 – At Risk Persons Groups** for details of those persons who may need special consideration during an evacuation.

4.4.2 HIGH RISK SETTLEMENTS

- The following settlements may be exposed to high level of emergency risk within the local government district

Area/Settlement	Hazard	Description
Moojabing Heights	Fire	Small subdivision approx 7km North of Katanning on Trimmer Rd

Area/Settlement	Hazard	Description

4.4.3 IDENTIFICATION OF WELFARE CENTRES

Please see section 7.8 for details of the locations of available welfare centres and the facilities available at each centre.

4.4.4 ISOLATION AND QUARANTINE

For issues regarding isolation and quarantine at Welfare Centres, the current Department of Communities advice will be adhered to, where possible.

4.4.5 RESOURCES

For resources, including for transport, please refer to section 7.5 Appendix 5 - Contractor Resources

4.4.6 TRAFFIC CONSIDERATIONS

Consider:

- any pinch points – such as, one road in-one road out;
- load limits on bridges;
- suitable access/egress routes for the expected type/volume of traffic, including alternatives by or air when suitable roads are inaccessible, insufficient or inappropriate;
- possible locations for vehicle control points to assist with traffic management (i.e. where traffic can be easily re-routed, and communications should be reliable).

4.4.7 DEMOGRAPHICS:

Shire of Katanning

Demographics	Number	Considerations
Total permanent population	4,042	Seasonal increase of farm workers during seeding and harvest
Median age	40.3	
Persons aged 75+	313	
Aboriginal & Torres Straits Islander peoples	430 - (10%)	

Demographics	Number	Considerations
Persons born overseas	840	
Proficiency in English	71.1%	CALD peoples to be considered in evacuation planning
People with a disability	900 (estimated)	Mobility issues to be considered in evacuation planning.

4.4.8 MAJOR EVENTS

Please refer to **section 1.7 Special Considerations** for details of special events or seasonal activities that may impact on availability of resources, volunteers or the number of people in a township during an emergency event.

4.4.9 ANIMALS

The owner or carer of an animal is responsible for the safety and welfare their animal(s) at all times, including during emergency events. **Please refer to the shires' Plan for Animal Welfare in Emergencies (PAWE) for details.**

There are no commercial animal boarding facilities available. The Council Dog Pounds are not suitable to hold dogs in an emergency.

The Equestrian area and Shearing Sheds at the Leisure Centre in Katanning may be suitable to hold some animals; however, owners would need to be responsible for managing their animals.

Refer to 7.10 Appendix 10 - Welfare Centre Information for information about facilities for animals at Welfare Centres.

4.5 APPENDIX 9 - OPERATIONAL EVACUATION PLAN PLANNING

4.5.1 EMERGENCY EVACUATION PLANNING MAP

An online mapping system, such as FES Maps will generally be used by the IC to plan evacuations.

Refer also to section 7.11 Appendix 11 - Maps of District.

4.5.2 OPERATIONAL EVACUATION PLAN TEMPLATE

Under the *Emergency Management Act 2005*, for a recommended evacuation, developing an evacuation plan or undertaking activities to support the plan, will generally be completed by the Incident Controller (appointed by the Controlling Agency). In the case of a directed evacuation, this will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

This template on the following pages can be used to develop a plan or document decisions and strategies from another agency where time permits – or as an aide-memoire where needs to be taken urgently.

The template is also available for download on the SEMC website.

4.6 RETURN

The IC, in consultation with the HMA, is responsible for the provision of timely and accurate situational information to the displaced community (e.g. current activities being undertaken, timeframe for return of community and assistance available to evacuees) and should ensure there is an effective plan in place for returning the displaced community, including provision for at risk persons.

The return phase of evacuation may be executed in stages and should be subject to planning. This should include issues such as community safety, restoration of essential services and provision of welfare support services.

The Controlling Agency should manage any risk from other (non-prescribed) hazards (e.g. structural integrity, site contamination, hazardous materials and health threats) arising from the emergency, before returning a community following evacuation.

4.7 EVACUATION PLANNING

4.7.1 PRE-EVACUATION PLANNING

Planning an evacuation is dependent on many factors, including the nature and extent of the hazard, the predicted speed of onset, the number and category of people at risk from the hazard, possible safe evacuation routes and the resources available.

Some of these factors will be unknown and cannot be planned for in advance of an emergency. However, identifying resources, persons and communities at risk, critical contacts and resources can assist the Controlling Agency to develop effective operational evacuation plans.

For more information, refer to section Error! Reference source not found. Error! Reference source not found..

4.7.2 EVACUATION PLANNING - OPERATIONAL

Under the *Emergency Management Act 2005*, for a recommended evacuation, the IC will generally develop the operational evacuation plan.

For a directed evacuation, the operational evacuation plan will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

For more information, refer to section Error! Reference source not found. Error! Reference source not found.

5 PART 5 – RECOVERY

Please refer to the Shire of Katanning Recovery Management Plan.

6 PART 6 – EXERCISING & REVIEWING

6.1 EXERCISING

6.1.1 AIM

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

6.1.2 FREQUENCY

The LEMC will hold an exercise annually.

6.1.3 TYPES

Exercises may be:

- Discussion
- Field
- Desktop

6.1.4 REPORTING OF EXERCISES

Exercises are to be reported to the DEMC as per State Emergency Management Policy 4.8.4 and/or 4.8.5 State EM Preparedness Procedure 19.

6.2 REVIEW

The Executive Officer should ensure this document is reviewed as follows;

Item	Review
Contact Details	Each quarterly meeting
Local Arrangements – contents	Annually
Local Arrangements – via exercise	Annually
Emergency Risk Management	5 years or if there is a significant change

7 PART 7 APPENDICES

