

## Shire of Chittering

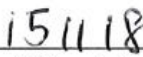
### Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Chittering Local Emergency Management Committee and the Council of the Shire of Chittering. The Arrangements have been tabled for noting with the Wheatbelt District Emergency Management Committee and State Emergency Management Committee.

  
\_\_\_\_\_  
Chair  
Chittering Local Emergency Management Committee

  
\_\_\_\_\_  
Date

Endorsed by:

  
\_\_\_\_\_  
Council Resolution  
Shire of Chittering

  
\_\_\_\_\_  
Date

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### Distribution

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Distribution List	
Organisation	Number of copies
WA Police – Gingin	2
Senior District Emergency Services Officer - Dept. of Communities	1
DFES North East Metro Region	1
St John Ambulance	1
Department of Defence – RAAF	1
DEMC Executive Officer	1
Chittering Chamber of Commerce	1
Swan SES	1

**NOTE**

To ensure Shire staff has access to appropriate and relevant documents during an event, individual plastic bound copies are available in the SOC Community Emergency Services office.



## Amendment Record

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		
01	19 September 2019	Contact details reviewed and updated	N Mossman
02	7 November 2019	Contact details reviewed and updated following LG Elections	N Mossman
03	20 November 2019	Name corrections, contacts amended	J Connell
04	3 December 2019	Swan SES contact updates	J Connell
05	9 December 2020	Name corrections, contacts amended	J Connell
06	18 March 2021	Name and Contact Corrections, Department Name Corrections, Updates to BFB contacts	J Connell
07	20 September 2022	Contact updates	J Connell
08	5 December 2022	Details changed for Communities and contact updates for Shire.	J Connell

### Glossary of Terms

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The following terms apply throughout these arrangements:

**AIIMS** – the Australasian Interagency Incident Management System is a command structure set up to systematically and logically manages emergency incidents from small to large difficult or multiple incidents. It is designed to expand to ensure effective span of control at all levels.

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

**COMBAT AGENCY** – an organisation which, because of its expertise and resources, is responsible for performing a task or activity such as fire-fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

**COMMAND** – the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and cabinet minutes and/or by agreement within an organisation. **COMMAND** relates to organisations and operates vertically within an organisation.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – a systematic process that produces a range of measures which contribute to the well-being of communities and the environment (see also – **RISK MANAGEMENT**).

**CONTROL** – the overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation, policy statements, and cabinet minutes or in an emergency management plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. **CONTROL** relates to situations and operates horizontally across organisations.

**CONTROL CENTRE** – a facility where the Controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, e.g. Fire Control Centre, Cyclone Control Centre, Forward Command Unit, etc.

**COORDINATION** – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

**DISASTER** – see **EMERGENCY**.



**DISTRICT EMERGENCY COORDINATOR** – is appointed by the State Emergency Coordinator for each emergency management district. The **DISTRICT EMERGENCY COORDINATOR** has responsibility to provide advice and support to the **DISTRICT EMERGENCY MANAGEMENT COMMITTEE** for the district in the development and maintenance of emergency management arrangements for its district and to carry out other emergency management functions in accordance with the directions of the State Emergency Coordinator.

**DISTRICT EMERGENCY MANAGEMENT COMMITTEE** – is responsible in assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the regulations.

**EMERGENCY** – an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant **EMERGENCY MANAGEMENT** activities.

**NOTE**

The terms **EMERGENCY** and **DISASTER** are used nationally and internationally to describe events that require special arrangements to manage the situation. **EMERGENCIES** or **DISASTERS** are characterised by the need to deal with the hazard and its impact on the community.

The term **EMERGENCY** is used on the understanding that it also includes any meaning of the word **DISASTER**.

**EMERGENCY MANAGEMENT** – is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.

**EMERGENCY MANAGEMENT CONCEPTS** – the **EMERGENCY MANAGEMENT CONCEPTS** for Western Australia are consistent with those of the Commonwealth and in accordance with the *Emergency Management Act 2005*:

- a. **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
- b. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
- c. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.



- d. **Recovery** activities support emergency affected communities in their construction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

**EMERGENCY COORDINATION CENTRE** – a facility, where the Controller is located and from which coordination of all support to the Controller is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres

**EMERGENCY RISK MANAGEMENT** – a systematic process that produces a range of measures that on being implemented contributes to the safety and wellbeing of communities and the environment.

**HAZARD** – a situation or condition with potential for loss or harm to the community or the environment.

**HAZARD MANAGEMENT AGENCY** – that organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that all **EMERGENCY MANAGEMENT** activities pertaining to the prevention of, preparedness for, response to and recovery from, a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level **EMERGENCY MANAGEMENT** plans.

**INCIDENT** – an **EMERGENCY**, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency **EMERGENCY MANAGEMENT** activities at a district or State level.

**INCIDENT AREA** – the area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an **INCIDENT**.

**INCIDENT CONTROLLER (INCIDENT MANAGER)** – the person responsible for the overall management of a major **EMERGENCY** or **DISASTER**. In all instances the senior officer of the **HAZARD MANAGEMENT AGENCY** will perform this function.

**INCIDENT MANAGEMENT GROUP (IMG)** – the group that may be convened by an Incident Manager in consultation with the relevant **LOCAL EMERGENCY COORDINATOR** to assist in the overall management of an Incident. The **IMG** includes representation from key agencies involved in the response.

**INCIDENT MANAGEMENT TEAM** – the group of incident management personnel comprised of the **INCIDENT CONTROLLER** and the personnel appointed to be responsible for the functions of Planning, Operations and Logistics.

**LIFELINES** – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.





**LOCAL EMERGENCY COORDINATOR** – is appointed for a Local Government district by the State Emergency Coordinator. The **LOCAL EMERGENCY COORDINATOR** is responsible for providing advice and support to the **LOCAL EMERGENCY MANAGEMENT COMMITTEE** for the district in the development and maintenance of emergency management arrangements and are also responsible for assisting **HAZARD MANAGEMENT AGENCIES** in the provision of a coordinated response during an **EMERGENCY** in the district and carrying out other **EMERGENCY MANAGEMENT** activities in accordance with the directions of the State Emergency Coordinator.

**LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS** – refers to this document and may also be referred to as '*these arrangements*' or '*local arrangements*'.

**LOCAL EMERGENCY MANAGEMENT COMMITTEE** – is established by the Local Government consists of a Chairperson and other members appointed by the relevant Local Government with the Shire President or Deputy Shire President as the Chairperson of the Committee. Functions of the **LOCAL EMERGENCY MANAGEMENT COMMITTEE** 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 **OFFICE OF EMERGENCY MANAGEMENT** or prescribed by the regulations.

**OPERATION** – an **INCIDENT** or multiple **INCIDENTS** which impact, or are likely to impact, beyond a localised community or geographical area.

**OPERATIONS AREA** – that area, defined by the **OPERATIONS AREA MANAGER**, incorporating the entire community or geographical area impacted by, or likely to be impacted by, an **OPERATION** and incorporating a single or multiple **INCIDENT AREAS**.

**OPERATIONS AREA MANAGEMENT GROUP (OAMG)** – the group that may be convened by an **OPERATIONS AREA MANAGER**, in consultation with the relevant **DISTRICT EMERGENCY COORDINATOR(S)**, to assist in the overall management of an **OPERATION**. The **OAMG** includes representation from key agencies involved in the response.

**OPERATIONS AREA MANAGER** – the person designated by the relevant **HAZARD MANAGEMENT AGENCY**, responsible for the overall management of an **OPERATION** and provision of strategic direction to agencies and **INCIDENT MANAGER(S)** in accordance with the needs of the situation.

**RISK** – a concept used to describe the likelihood of harmful consequences, arising from the interaction of **HAZARDS**, communities and the environment.



**RISK MANAGEMENT** – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk; refer to *AS/NZS Standard ISO 31000 (Risk Management)*.

**STATE EMERGENCY COORDINATION GROUP (SECG)** – a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the **HAZARD MANAGEMENT AGENCY**, to assist in the provision of a coordinated multi-agency response to and recovery from the **EMERGENCY**. The **SECG** includes representation, at State level, from key agencies involved in the response and recovery for the **EMERGENCY**.

**STATE EMERGENCY MANAGEMENT PLAN** – means a plan prepared under section 18 of the *Emergency Management Act 2005*.

**STATE EMERGENCY MANAGEMENT POLICY** – means a policy prepared under section 17 of the *Emergency Management Act 2005*.

**SUPPORT ORGANISATION** – that organisation whose response in an emergency is either to restore essential lifeline services (e.g., Western Power, Water Corporation of W.A, Main Road W.A. etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering etc.



### General Acronyms used in these Arrangements

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<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>DC</b>	Department of Communities
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DEMC</b>	District Emergency Management Committee
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>DFES</b>	Department of Fire and Emergency Services
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCG</b>	Local Recovery Coordination Group
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Services
<b>SEWS</b>	State Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures



### INTRODUCTION

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#### **Community Consultation**

These arrangements have been prepared and endorsed by the LEMC and approved by the SOC Council. They have been tabled for the information and comment with the East Metropolitan DEMC.

#### **Document Availability**

Copies of these Arrangements are available in the Bindoon Library (6177 Great Northern Highway, Bindoon) free of charge during office hours and are available to view/download from the Shire's website.

#### **Area covered**

The SOC is a land locked Shire situated on the Darling Scarp, with the Shire centre of Bindoon being 80 kilometres from Perth (refer **ANNEX C**). It is bounded on the west by the Shire of Gingin, on the north by the Shire of Victoria Plains, on the east by the Shire of Toodyay and on the south by the City of Swan. A small south-westerly section of the Shire abuts the City of Wanneroo.

The Shire is close to the Metropolitan area and is experiencing rapid growth of special rural areas. These special rural areas are being utilised for a variety of reasons ranging from retirement to affordable land and housing areas for young families. Current statistics put the population for the Shire at 5,472 people.

The Shire has five main population density areas. (1) Muchea – a gazetted township in the south of the Shire; (2) Upper Chittering – mostly small hobby farms; (3) Lower Chittering – mostly small farms; (4) Bindoon – incorporating the Chittering Heights subdivision including the gazetted town site of Bindoon and the special rural areas of the Chittering Country Club and Bindoon Heights; (5) Wannamal – a broad acre farming area with a gazetted town site.

The rest of the population is generally spread on farms and small areas of closer settlement adjacent to the main roads that bisect the Shire. The Shire encompasses an area of 1,220 square kilometres and has 302kms of sealed road and 151kms of unsealed road.

There is a wide range of landforms in the Chittering Shire, ranging from the flat wetlands of the Muchea area to the steep heights of Lower Chittering. Muchea is situated on relatively flat, sandy soil that is inundated during winter with lush growth, and during summer, sustained by a high water table.

Lower Chittering is well known for its scenic beauty, has very high steep slopes dropping to spectacular rivers. Bindoon is also hilly, but the hills are not as steep as those found in Lower Chittering. Wannamal has undulating hilly sections to open farming land.



### **Aim**

The aim of the Shire of Chittering Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire of Chittering.

### **Purpose**

The purpose of these Arrangements is to set out:

- a. The local government's policies for emergency management;
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the person's mentioned in 'b' above;
- d. A description of emergencies that are likely to occur in the local government district;
- e. Strategies and priorities for emergency management in the local government district;
- f. Other matters about emergency management in the local government district prescribed by the regulations; and
- g. Other matters about emergency management in the local government district the local government considers appropriate [s.41.2(2) of the *Emergency Management Act 2005* (EM Act)].

### **Scope**

These Arrangements are to ensure the community is prepared 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 the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Shire of Chittering;
- This document covers areas where the Shire of Chittering provides support to HMAs in the event of an incident;
- This document details the Shire of Chittering's capacity to provide resources in support of an emergency, while maintaining business continuity, and the Shire of Chittering's responsibilities in relation to recovery management.

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



## RELATED DOCUMENTS AND ARRANGEMENTS

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### Emergency Management Policies

The Shire of Chittering does not have Local Emergency Management Policies unique to the local government area.

### State Emergency Management Plans

The State Emergency Management Committee (SEMC) has responsibility to arrange the preparation of state level plans that cover specific hazard support issues.

State Emergency management Plans include but are not limited to the following:

#### Hazards

- Animal and Plant Biosecurity
- Bushfire
- Cyclone
- Earthquake
- Hazmat
- Heatwave
- Storm
- Air Crash
- Collapse
- Dam break
- Flood
- Rail Crash PTA
- Human Epidemic
- Tsunami

State Emergency Management Plans can be viewed via the SEMC website – [www.wa.gov.au](http://www.wa.gov.au).



### Existing plans and arrangements

To enable integrated and coordinated delivery of emergency management within the SOC, these arrangements are consistent with State Emergency Management policies and State Emergency Management Plans.

#### Local Plans

TABLE 1: Local Plans

Document	Owner	Location	Date
Local Emergency Welfare Plan – Joondalup and Wheatbelt Regions	Department of Communities	5 Newman Court, Fremantle	January 2023
Emergency Management Plan	Bindoon Primary School	19 Learners Way Bindoon	2017
Bushfire Plan	Bindoon Primary School	19 Learners Way Bindoon	February 2018
Emergency and Critical Incident Management Plan	Edmund Rice College	3398 Bindoon-Dewars Pool Rd, Bindoon	June 2013
Critical and Emergency Incidents Policy	Immaculate Heart College	Santa Gertrudis Drive Lower Chittering	May 2017
Bushfire Policy – Evacuation Procedure	Immaculate Heart College	Santa Gertrudis Drive Lower Chittering	August 2016

### Agreements, Understandings and Commitments

Nil

### Special considerations

With the diversity of the SOC, there are several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

TABLE 2: Special Considerations

Description	Time of Year	Impact/No. of People
Bushfire Season	November to April	
Storm Season	August to September	
Bindoon Dirt Drags	April	1,500
Wear Ya Wellies	May	4,000
A Taste of Chittering	August	1000
Targa West	August	2,500
Chittering Flower Festival	September	3,000
Bindoon Show and Rodeo	October	6000

### Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Chittering has conducted a broad analysis of resources available within the Shire of Chittering and collated these in the Shire of Chittering Emergency Resources Register (**ANNEX B**) located in the Emergency Contacts Directory and the Plant and Equipment Register. Both documents shall be reviewed and updated quarterly.

They include information pertaining to:

- (a) HMA, combat and support agencies;
- (b) Specialised services;
- (c) Local Government staff and volunteers;
- (d) Emergency Evacuation Centres'
- (e) SOC facilities (building etc);
- (f) Operational plant machinery;
- (g) Transport vehicles; and
- (h) Various plant equipment.

### Roles and responsibilities

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

**TABLE 3: Local Roles and Responsibilities**

Local Role	Description of responsibilities
Local Government	<p>The responsibilities of the Shire of Chittering are defined in Section 36 of the EM Act:</p> <p><b>36. Functions of local government</b></p> <p><i>It is a function of a local government—</i></p> <ul style="list-style-type: none"> <li>(a) <i>subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</i></li> <li>(b) <i>to manage recovery following an emergency affecting the community in its district; and</i></li> <li>(c) <i>to perform other functions given to the local government under this Act.</i></li> </ul>
Local Emergency Coordinator	<p>The responsibilities of the Local Emergency Coordinator are defined in Section 37 of the EM Act:</p> <p><b>37. Local emergency coordinators</b></p> <ul style="list-style-type: none"> <li>(1) <i>The State Emergency Coordinator is to appoint a local emergency coordinator for each local government district.</i></li> <li>(2) <i>Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.</i></li> </ul>





Local Role	Description of responsibilities
	<p>(3) <i>In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.</i></p> <p>(4) <i>The local emergency coordinator for a local government district has the following functions—</i></p> <ul style="list-style-type: none"> <li>(a) <i>to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</i></li> <li>(b) <i>to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</i></li> <li>(c) <i>to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</i></li> </ul>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local Government – incident management	<ul style="list-style-type: none"> <li>● Ensure planning and preparation for emergencies is undertaken</li> <li>● Implement procedures that assist the community and emergency services deal with incidents</li> <li>● Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>● Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>● Liaise with the incident controller (provide liaison officer)</li> <li>● Participate in the ISG and provide local support</li> <li>● Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.</li> </ul>



### LEMC Roles and Responsibilities

The Shire of Chittering has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the EM Act 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 Shire of Chittering to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues – they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- Providing a multi-agency forum to analyse and treat local risk;
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. 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.



**TABLE 4: LEMC Roles and Responsibilities**

Local Role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>● Provide secretariat support including: <ul style="list-style-type: none"> <li>○ Meeting agenda;</li> <li>○ Minutes and action lists;</li> <li>○ Correspondence;</li> <li>○ Committee membership contact register;</li> </ul> </li> <li>● Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> <li>○ Annual Report;</li> <li>○ Annual Business Plan;</li> <li>○ Local Emergency Management Arrangements;</li> </ul> </li> <li>● Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>● Participate as a member of sub-committees and working groups as required;</li> </ul>

### Agency Roles and Responsibilities

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

**TABLE 5: Agency Roles and Responsibilities**

Agency Role	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>● undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>● control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p>



Agency Role	Description of responsibilities
	<p>The HMAs are prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>● Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>● Appoint Hazard Management Officers [s55 Act]</li> <li>● Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>● Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5]</li> <li>● Ensure effective transition to recovery by local government</li> </ul>
Combat Agency	<p>A Combat Agency as prescribed under subsection(1) of the <i>Emergency Management Act 2005</i> 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.</p>
Support Organisation	<p>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. (State EM Glossary)</p>



### MANAGING RISK

#### Description of emergencies likely to occur

The following table describes emergencies that are likely to occur within the Shire of Chittering. These have been derived from the local emergency risk management process.

TABLE 6: Description of emergencies likely to occur in our area

HAZARD	HMA	LOCAL AGENCY	STATE HAZARD PLAN	LOCAL PLAN
Bushfire	DFES	SOC	Fire (May 2021)	Response Plan Avon Valley Response Plan.
	DFES	SOC	Fire (May 2021)	
	DFES	Perth Hills/Swan Coastal District	Fire (May 2021)	
Severe Storm	DFES	Swan SES	Severe Weather Interim (Aug 2021)	
Structure Fire	DFES	(i) Gingin VFRS (ii) Bullsbrook VFES (iii) Ellenbrook CFRS	Fire (May 2021)	
Road Transport Emergency	WAPOL	Gingin Police	Crash Emergency (May 2021)	
Heat Wave	DOH	DOH	Heatwave (Oct 2022)	
Air Transport Emergency	WAPOL	Gingin Police	Crash Emergency (May 2021)	
Hazardous Materials	DFES	(i) Gingin VFRS (ii) Ellenbrook CFRS	Hazardous Materials Emergencies HAZMAT (June 2020)	

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

### COORDINATION OF EMERGENCY OPERATIONS

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It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Chittering is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

#### **Incident Support Group (ISG)**

The ISG is convened by the Controlling Agency appointed Incident Controller 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 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 EM Policy Statement 5.2.2 and State EM Plan Section 5.1. These are:

- (a) Where an incident is designated as Level 2 or higher;
- (b) Multiple agencies need to be coordinated.

#### **Member 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.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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

The 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 objectives by agencies sharing information and resources.

### Location of ISG meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District:

**TABLE 7: Suitable locations for ISG meetings**

Location one		
<b>Address:</b> Council Chambers, 6177 Great Northern Highway, Bindoon		
Description	Name	Phone
1 <sup>st</sup> Contact	Denaye Kerr	9576 4606
2 <sup>nd</sup> Contact	Michelle Nagel	9576 4640

Location two		
<b>Address:</b> WAMIA, Lot 5 Muchea East Road, Muchea		
Description	Name	Phone
1 <sup>st</sup> Contact (Chief Executive Officer)	Steve Wainwright	0475 943 981
2 <sup>nd</sup> Contact (Executive Officer)	Judy Niblett	9571 0013



## MEDIA MANAGEMENT AND PUBLIC INFORMATION

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

### Public Warning Systems

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

### Local Systems

The following table provides the necessary information on the Shire of Chittering’s local systems:

TABLE 8: Local systems

Description	Contact Person	Contact Number	Further information
Information telephone line	Shire of Chittering Administration	9576 4600	
Public notice board – Administration	Shire of Chittering Administration	9576 4600	Denaye Kerr holds keys.
ABC Radio – Midwest and Wheatbelt 245 Marine Terrace Geraldton	Barry Nicholls	9923 4111	
Northern Valleys News	Tamieka Preston	0419 902 904	<a href="mailto:tamieka@nvnews.com.au">tamieka@nvnews.com.au</a>

Other methods of providing necessary information are:

- Shire of Chittering Facebook page (<https://www.facebook.com/ShireofChittering/>)
- Shire of Chittering website (<http://www.chittering.wa.gov.au/>)
- Public and community meetings
- Pamphlets, flyers, brochures, newsletters
- Word of mouth, door knocking, face-to-face
- Text messaging
- Radio and television





### FUNDING ARRANGEMENTS

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State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Chittering is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately should an emergency event require resourcing by the Shire of Chittering to ensure the desired level of support is achieved.



## EVACUATION AND WELFARE

### Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre-emergency evacuation planning. A comprehensive evacuation plan is considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC have endorsed the Western Australian Community Evacuation in Emergencies Guideline which has a section on pre-emergency planning for local governments and LEMCs and dot point items for consideration.

### Special needs groups

The following table lists the special needs group in the Shire of Chittering.

TABLE 9: Special needs groups

Name	Description	Address	Contact	Average No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Bindoon Primary School	Primary School	19 Learners Way, Bindoon	9576 1097	140	Yes School Yes
Edmund Rice College	Secondary College	3398 Bindoon-Dewars Pool Road, Bindoon	9576 5500	160	Yes College Yes
Immaculate Heart College	Primary School	34 Santa Gertrudis Drive, Lower Chittering	9571 8135	100	Yes School Yes

### ROUTES AND MAPS

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This section provides a map of the locality and identifies any issues and local land marks.

*Bindoon townsite map*

*Muchea townsite map*

*Wannamal townsite map*

*Lower Chittering map*



## WELFARE

As per Section 5.5.4 of the State Emergency Management Plan, the Department of Communities is responsible for the EM activity of providing welfare services (r. 32 EM Regulations). The Department of Communities has the primary responsibility for coordinating the provision of welfare support and resources during emergencies including:

- emergency accommodation;
- emergency catering;
- emergency clothing and personal requisites;
- personal services;
- registration and reunification; and
- financial assistance.

Each functional area is managed by the Department of Communities with the assistance of a range of government organisations and NGOs that have agreed to undertake responsibilities. Agreed organisational roles and responsibilities for each functional area are documented in the relevant Department of Communities emergency operational plan

### Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities 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, promulgate, 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 Coordinator 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.

TABLE 10: Local Welfare Coordinator

Organisation	Contact Person	Phone numbers	Email address
Department of Communities	Jo Spadaccini Jo-Anne Bennett	0429 102 614 0429 683 948	<a href="mailto:joanne.spadaccini@communities.wa.gov.au">joanne.spadaccini@communities.wa.gov.au</a> <a href="mailto:Joanne.bennett@communities.wa.gov.au">Joanne.bennett@communities.wa.gov.au</a>

### Please Note

**Jo Spadaccini is responsible for Bindoon, Upper Chittering, Lower Chittering and Wannamal**  
**Jo-Anne Bennett is responsible for Muchea**



### Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare responses during emergencies and liaise with the Local Welfare Coordinator.

If the evacuation process is of such a nature that it can be dealt with solely by the Local Welfare Liaison Officer, all duties performed by the Local Government Officer shall be performed by the Local Welfare Liaison Officer. If the Local Welfare Liaison Officer believes the evacuation process requires the attendance of the Local Government Officer, the Local Government officer will be appointed to perform the duties of the Local Government Officer.

TABLE 11: Local Welfare Liaison Officer

Organisation	Contact Person	Phone numbers	Email address
Shire of Chittering	Jodie Connell	9576 4615	<a href="mailto:jodie.connell@chittering.wa.gov.au">jodie.connell@chittering.wa.gov.au</a>
Shire of Chittering	Lynette Prendergast	9576 4635	<a href="mailto:lynette.prendergast@chittering.wa.gov.au">lynette.prendergast@chittering.wa.gov.au</a>
Shire of Chittering	Annie Hudson	9576 4610	<a href="mailto:library@chittering.wa.gov.au">library@chittering.wa.gov.au</a>
Shire of Chittering	Lisa Kay	9576 4601	<a href="mailto:lisa.kay@chittering.wa.gov.au">lisa.kay@chittering.wa.gov.au</a>
Shire of Chittering	Kat Schofield	9576 4609	<a href="mailto:Kat.schofield@chittering.wa.gov.au">Kat.schofield@chittering.wa.gov.au</a>

### Register.Find.Reunite

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved the Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

### Animals

The Department of Communities (DC) is primarily responsible for coordinating the provision of emergency welfare response services to people affected by emergency incidents. A part of that role DC will provide staff and operate Evacuation/Welfare centres if required.

DC is thus required to be aware of the provisions of this plan and support its activation. Animals are the responsibility of the Local Government and when their resources are stretched, Department of Primary Industries and Regional Development are also responsible for animal welfare and can assist.

### Welfare Centres

The following welfare centres have been identified and are listed in **ANNEX B**.



### RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan, the SEMC has endorsed the Local Recovery Guideline.

#### Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

#### Core Recovery Group:

(Function – recovery planning, activation of plan, support Local Recovery Coordinator to manage the recovery process. The core group is usually made up of local government elected members and administration staff).

TABLE 12: Local Recovery Group

Position	Primary	Alternate
Chair	Cr Aaron King President	Cr Mary Angus Deputy President
Local Recovery Coordinator	Melinda Prinsloo Chief Executive Officer	
Deputy Recovery Coordinator	Sue Mills A/Executive Manager Corporate Services	Jake Whistler Executive Manager Development Services
Administrative support	Jodie Connell Development Services Support Officer	Lynette Prendergast, Development Services Support Officer
Communications officer	Annie Hudson Customer Service Officer Library	Alison Reliti Community Development Coordinator



### Co-opted members:

Function – these members would be co-opted as required to provide agency specific or expert advice and resources to assist the recovery process.

TABLE 13: Co-opted Members

<b>Hazard Management Agency or controlling Agency</b>	DFES, Police
<b>Essential services</b>	Telstra, Water Corp, Main Roads, Western Power, NBN Local
<b>Welfare agencies</b>	Department of Communities, Red Cross, Salvation Army, local welfare services
<b>Financial services</b>	Centre link, Development commissions, Insurance providers, Chamber of Commerce
<b>Department of Health</b>	WACHS, Jupiter Health Centre
<b>Department of Education</b>	
<b>Department of Transport</b>	
<b>Department of Primary Industries &amp; Regional Development</b>	
<b>Department of Biodiversity, Conservation &amp; Attractions</b>	
<b>WA Police</b>	
<b>St John Ambulance</b>	
<b>Community Groups or representatives.</b>	Rotary Club, Lions Club, CWA, Wannamal Community Centre
<b>CALD group representatives</b>	
<b>Non-Government Organisations</b>	

### Sub Committees:

Function – sub committees may be formed to assist the recovery process by considering specific priority areas).

Core priority areas that may require the formation of a subcommittee include;

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee



### EXERCISING, REVIEWING AND REPORTING

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#### **The aim of exercising**

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

#### **Frequency of exercises**

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

#### **Types of exercises**

Examples of exercise types include:

- Desktop / discussion;
- A phone tree recall exercise;
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- Operating procedures of an Emergency Coordination Centre; or
- Locating and activating resources on the Emergency Resources Register.





### **Reporting of exercises**

Each LEMC reports their exercise schedule to the relevant DEMC by 1 May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.



### REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- Contacts lists are reviewed and updated quarterly (refer to **ANNEX A – EMERGENCY CONTACT INFORMATION “RESTRICTED”**)
- A review is conducted after training that exercises the arrangements
- An entire review is undertaken every five years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

#### **Review of Local Emergency Management Committee Positions**

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

#### **Review of resources register**

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



### ANNUAL REPORTING

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

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

