

2022-2027

Local Emergency Management Arrangements

Kojonup



One community, many choices

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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 Local Emergency Management Committee and the Council of the Shire of Kojonup. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee.

Endorsement

_____	_____
Chair	Date
Mr Robert Jehu	
Manager of Regulatory Services	

_____	_____
Mr Ned Radford	Date
Shire President	

Council Motion _____

Version Control

Number	Date	Details	Author
1	November 2004	Review of Risk Statement Register & Contact Details	
2	January 2005	Review of Risk Statement Register	
3	June 2005	Complete Review of Kojonup Emergency Management Plan (all components)	
4	June 2009	Initiated review of Draft Plan	
5	December 2009	Draft Plan for endorsement of Council	
6	March 2011	Amendment post DEMC feedback	
7	September 2011	Update of contact list and alignment with evacuation plan	
8	January 2012	Update of Risk Management Project Process	
9	September 2016	Update of Emergency Management Arrangements	Rob Cowie
10	May 2017	Updated Arrangements distributed to LEMC	
11	June 2017	To Council for endorsement	
12	June 2017	To Office of Emergency Management	
13	February 2022	Complete plan review – Rewrite	Kevin Bransby

Distribution List

Organisation	Number of Copies
Shire of Kojonup	5
WA Police – Kojonup	1
St John Ambulance – Kojonup Sub Centre	1
Department of Primary Industries and Regional Development	1
Department of Communities	1
Kojonup Health Service	1
Kojonup Volunteer Bush Fire Brigades	1
Kojonup Volunteer Fire and Rescue Service	1
District Emergency Management Committee	1
Department of Fire and Emergency Services	1

Glossary

For additional information regarding the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS): A nationally adopted structure to formalize a coordinated approach to emergency incident management.

AIIMS STRUCTURE: The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

COMBAT AGENCY: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND: The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

CONTROL: The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.

CONTROLLING AGENCY: An agency nominated to control the response activities to a specified type of emergency.

COORDINATION: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

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

EMERGENCY: An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT: The management of the adverse effects of an emergency including:

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency

- Preparedness – preparation for response to an emergency
- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

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

ESSENTIAL SERVICES: The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

HAZARD:

- Cyclone, earthquake, flood, storm, tsunami or other natural event
- Fire
- Road, rail or air crash
- Plague or an epidemic
- Terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- Any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or;
- Destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006.

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

INCIDENT SUPPORT GROUP (ISG): A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LOCAL EMERGENCY COORDINATOR (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005.

MUNICIPALITY: Means the district of the local government.

OPERATIONAL AREA (OA): The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION: Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

PREPAREDNESS: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also COMPREHENSIVE APPROACH.

RESPONSE: Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

RISK: A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment.

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, considering the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT: The systematic application of management policies, procedures and practices to the tasks of identifying, analyzing, evaluating, treating and monitoring risk.

RISK REGISTER: A register of the risks within the local government, identified through the Community Emergency Risk Management process.

RISK STATEMENT: A statement identifying the hazard, element at risk and source of risk.

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

TREATMENT OPTIONS: A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.

VULNERABILITY: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the

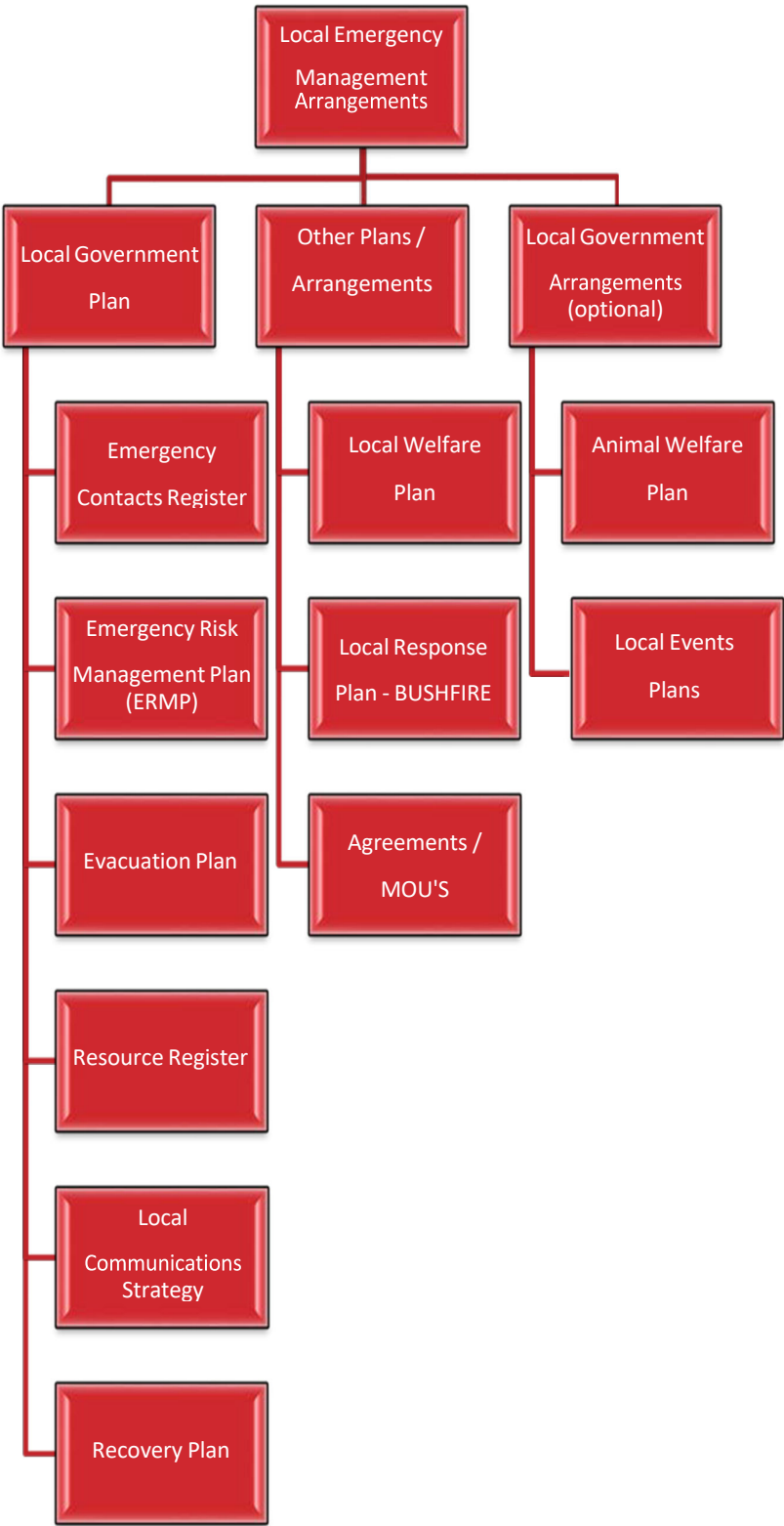
occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

WELFARE CENTRE: Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Acronyms

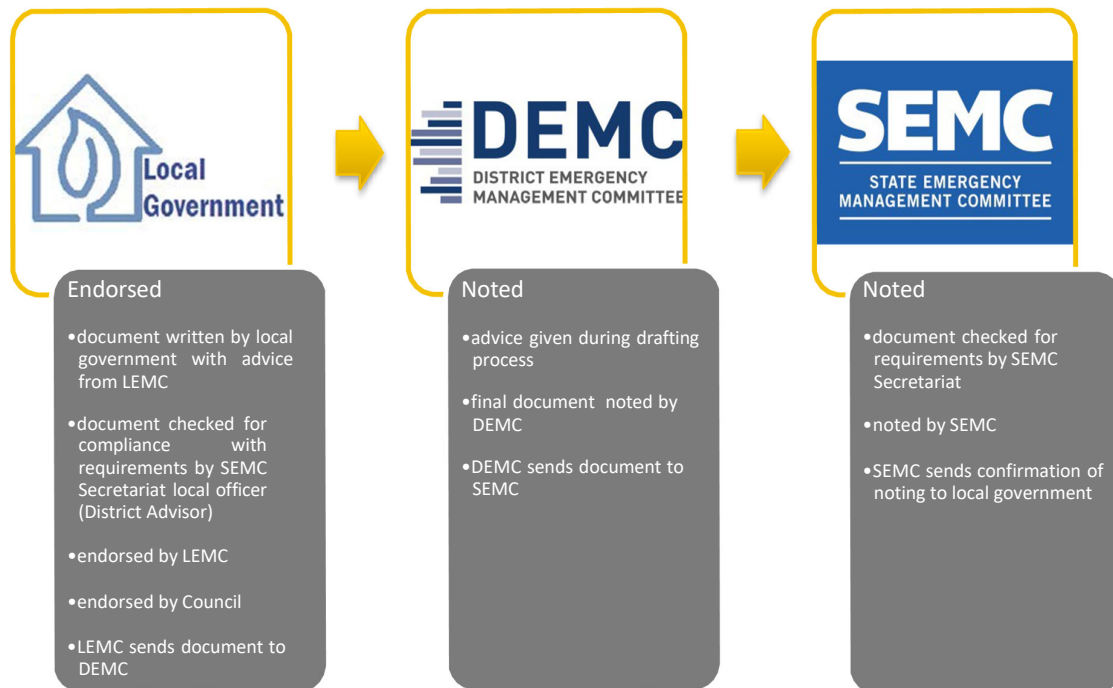
Acronym	Definition
BFB	Bush Fire Brigade
BFS	Bush Fire Service
CBFCO	Chief Bushfire Control Officer
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
ComCen	DFES Communication Centre
DBCA	Department of Biodiversity, Conservation & Attractions
DCBFCO	Deputy Chief Bushfire Control Officer
DEMC	District Emergency Management Committee
DFES	Department of Fire & Emergency Services
DoC	Department of Communities
DPIRD	Department of Primary Industries & Regional Development
ECC	Emergency Coordination Committee
EM	Emergency Management
EM Act	Emergency Management Act 2005
EM Regulations	Emergency Management Act Regulations 2005
FCO	Fire Control Officer
HAZMAT	Hazardous Materials
HMA	Hazard Management Authority
ICC	Incident Control Centre
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
MRS*	Manager of Regulatory Services
OEM	Office of Emergency Management
P&W	Parks & Wildlife
SEC	State Emergency Coordinator
SECT	State Exercise Coordination Team
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
VFRS	Volunteer Fire & Rescue Service
*	Shire Specific

LEMA Structure



Approval Process

The LEMA should be drafted by the local government after consultation from a broad range of stakeholders, including DEMC members. The suite of Documents must be endorsed by the LEMC, and local government, then noted by the relevant DEMC and the SEMC before the local government is deemed consistent with the requirements of the legislation and policy.

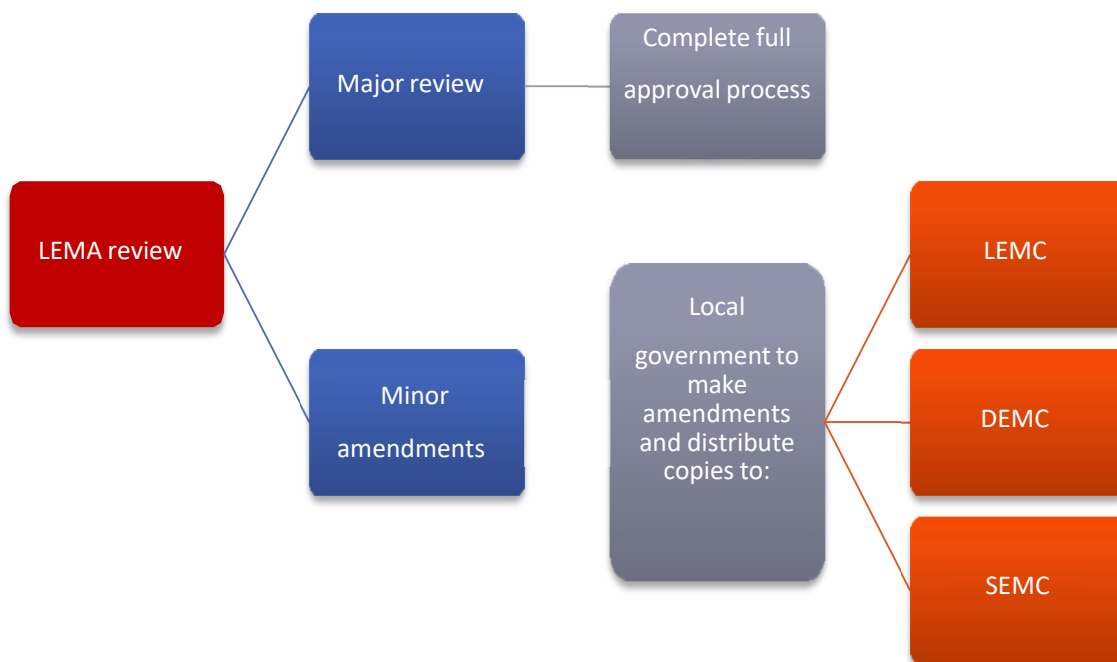


Review Process

LEMA must be reviewed regularly. The LEMA should be reviewed:

- After an event or incident that requires the activation of an ISG or significant recovery coordination.
- After training or drills that exercise the arrangements.
- Every five (5) years; and
- Any other time the local government considers appropriate.

The review might be a 'light touch' or statement of fact change with minor amendments, or there may be major updates required. The Shire of Cranbrook conducts an annual minor review prior to the December LEMC meeting to ensure that all contacts, resources and information contained within the LEMA are correct and up to date. Refer to figure 3 for the review process.

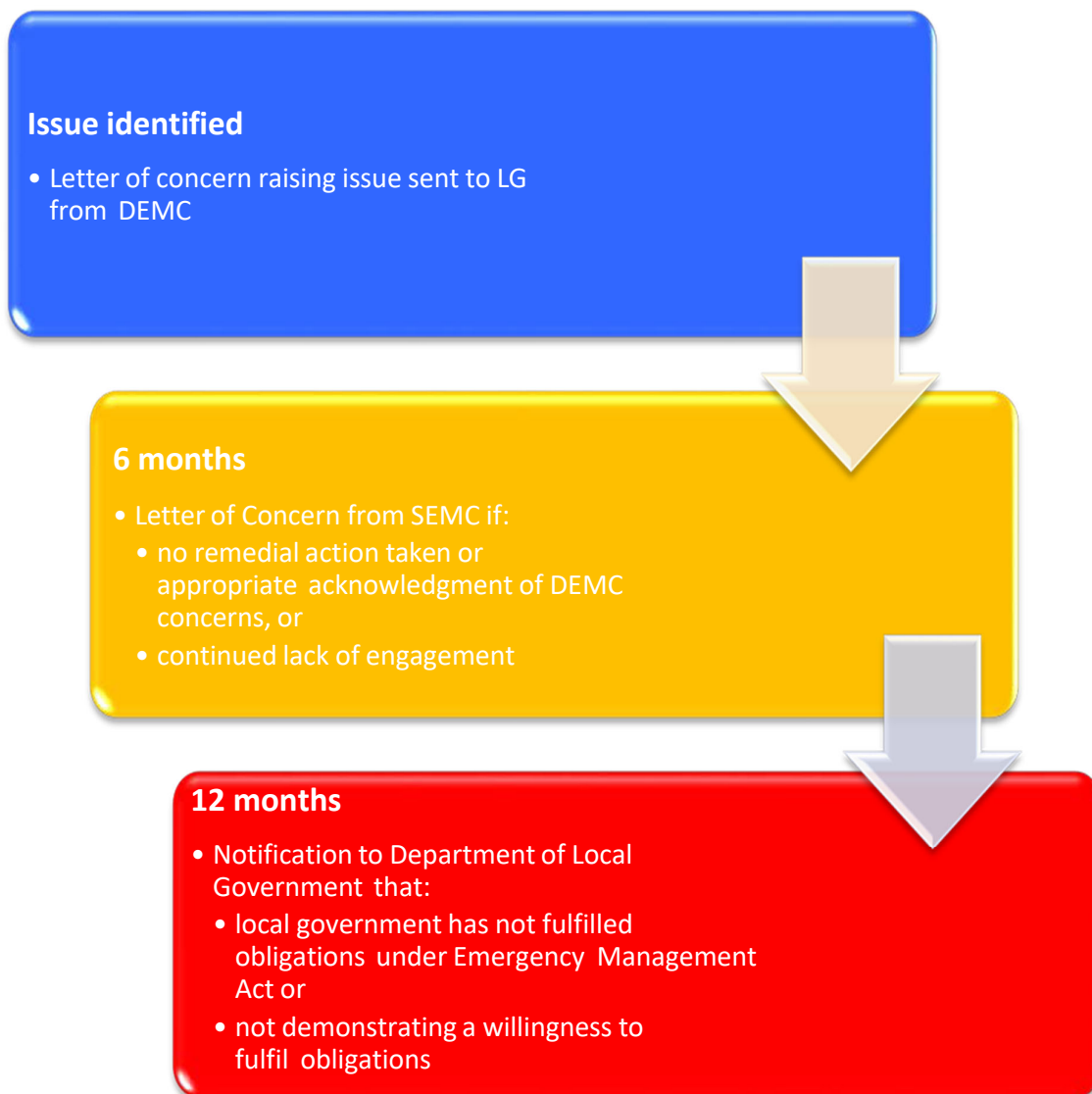


Non-completion / Non-adherence by Local Government

The State Emergency Management Committee acknowledges the legislative requirement for local government to have appropriate local emergency management arrangements established for their district.

SEMC have established a non-compliance process to address instance where a local government is not fulfilling its obligations under the EM Act. Issues which may cause the non-completion or non-adherence process (refer Figure 4) to be implemented include the following:

- LEMA not been developed or reviewed in a timely fashion.
- LEMA is not consistent with policy, for example does not include a recovery plan; and
- Apparent lack of engagement by local government.



Part 1 - Shire of Kojonup Snapshot

Geography

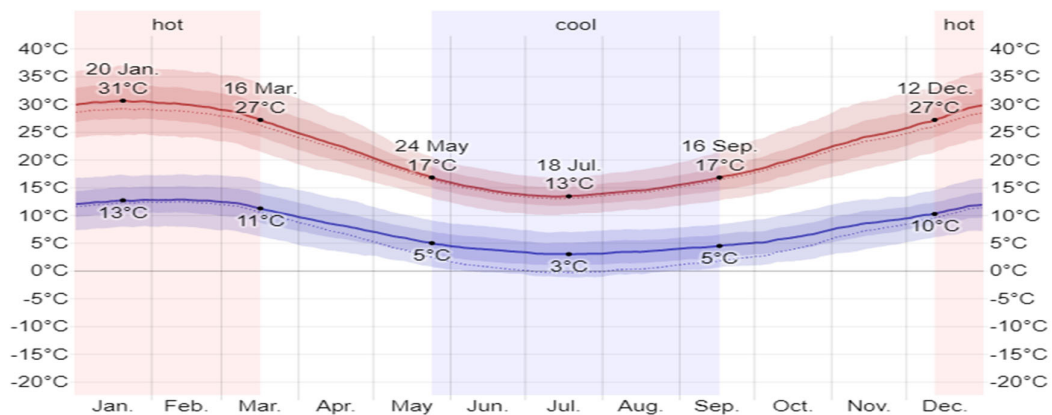
The arrangements are to cover the *Shire of Kojonup* defined by the boundary, representing an area of 2,937 square kilometres, approximately 250km from Perth centred on the Albany Highway and bounded by:

- Foley Road to the West.
- Coben Soak Road and Boscabel-Chittinup Road to the North.
- Warrenup Road, Grahams Well Road and Marron Pool Road to the East; and
- Scotts Brook Road and Dujemerrup Road to the South.



Climate

In Kojonup, the summers are hot and dry, the winters are long and cold, and it is windy and mostly clear year-round. Over the course of the year, the temperature typically varies from 3°C to 31°C and is rarely below -1°C or above 37°C.



Population

In the 2016 Census, there were 1,298 people in Kojonup. Of these 48.9% were male and 51.1% were female. Aboriginal and/or Torres Strait Islander people made up 6.7% of the population.

The median age of people in Kojonup (State Suburbs) was 46 years. Children aged 0 - 14 years made up 19.8% of the population and people aged 65 years and over made up 22.2% of the population.

Estimated Residential Population

Local Government	2013	2016	2020	ERP Change
Albany	36,318	37,285	38,296	+ 1,978
Broomehill-Tambellup	1,194	1,164	1,088	- 106
Cranbrook	1,129	1,107	1,144	+ 15
Denmark	5,804	6,018	6,370	+ 566
Gnowangerup	1,294	1,237	1,200	- 94
Jerramungup	1,112	1,127	1,130	+ 18
Katanning	4,403	4,200	4,046	- 357
Kojonup	2,044	2,010	1,912	- 132
Plantagenet	5,172	5,103	5,276	+ 104
Ravensthorpe	2,118	1,764	1,566	- 552

Kojonup Population

Age	Kojonup	%	Western Australia	%	Australia	%
Median age	46		36		38	
0-4 years	100	7.7	161,727	6.5	1,464,779	6.3
5-9 years	99	7.6	164,153	6.6	1,502,646	6.4
10-14 years	57	4.4	150,806	6.1	1,397,183	6.0
15-19 years	51	3.9	149,997	6.1	1,421,595	6.1
20-24 years	52	4.0	160,332	6.5	1,566,793	6.7
25-29 years	59	4.6	184,908	7.5	1,664,602	7.1
30-34 years	87	6.7	194,267	7.9	1,703,847	7.3
35-39 years	72	5.6	173,041	7.0	1,561,679	6.7
40-44 years	41	3.2	171,996	7.0	1,583,257	6.8
45-49 years	89	6.9	172,520	7.0	1,581,455	6.8
50-54 years	118	9.1	162,438	6.6	1,523,551	6.5
55-59 years	89	6.9	149,899	6.1	1,454,332	6.2
60-64 years	94	7.3	132,145	5.3	1,299,397	5.6
65-69 years	83	6.4	116,755	4.7	1,188,999	5.1
70-74 years	56	4.3	82,911	3.4	887,716	3.8
75-79 years	52	4.0	61,509	2.5	652,657	2.8
80-84 years	47	3.6	42,590	1.7	460,549	2.0
85 years and over	50	3.9	42,420	1.7	486,842	2.1

Nationality

In Kojonup, 74.6% of people were born in Australia. The most common countries of birth were New Zealand 5.5%, England 2.6%, Philippines 2.0%, Italy 1.0% and Scotland 0.5%.

Country of birth	Kojonup	%	Western Australia	%	Australia	%
Australia	964	74.6	1,492,842	60.3	15,614,835	66.7
New Zealand	71	5.5	79,221	3.2	518,466	2.2
England	34	2.6	194,163	7.8	907,570	3.9
Philippines	26	2.0	30,835	1.2	232,386	1.0
Italy	13	1.0	19,210	0.8	174,042	0.7
Scotland	6	0.5	26,058	1.1	119,417	0.5

Part 2 - Introduction

Community Consultation

Key Stakeholder consultation was undertaken through the LEMC which covers all aspects of the community.

Document Availability

Copies of these arrangements shall be distributed to the members of the Kojonup LEMC and shall be available free of charge, upon request at the Shire administration during office hours and on the Shire's web page.

- 93 Albany Highway, Kojonup, WA, 6395
- www.kojonup.wa.gov.au

Aim

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

The overall result of this is to facilitate a coordinated and consistent approach ensuring effective and efficient utilization of resources both physical and financial. The Local Emergency management Arrangements is the coordinating document to each HMA's management plan and standing procedures.

Purpose

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

1. The local government's policies for emergency management.
2. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district.
3. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b).
4. A description of emergencies that are likely to occur in the local government district.
5. Strategies and priorities for emergency management in the local government district.
6. Other matters about emergency management in the local government district prescribed by the regulations; and
7. Other matters about emergency management in the local government district the local government considers appropriate. (s.41(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 Kojonup.
- This document covers areas where the Shire of Kojonup provides support to the HMA in the event of an incident and.
- This document details the Shire of Kojonup's capacity to provide resources in support of an emergency, while still maintaining business continuity, and the Shire of Kojonup'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 the regional, state or federal level.

Existing Plans and Arrangements

The Shire of Kojonup and other existing emergency plans can be found in the appendices.

Shire

Document	Owner	Responsibility Of	Location	Review Period	Review
Business Continuity & Disaster Recovery Plan	Shire of Kojonup	• Risk Management Co-ordinator	Shire Office	Annual	2022
Adverse Events Plan	Shire of Kojonup	• Risk Management Co-ordinator • LEMC	Shire Office	5 Years or After Activation	2025
Local Recovery Plan	Shire of Kojonup	• Recovery Coordinator	Shire Office	5 Years or After Activation	2022
Local Evacuation Plan	Shire of Kojonup	• LEMC	Shire Office	5 Years or After Activation	2022
Local Welfare Plan	• Shire of Kojonup • DoC	• Department of Communities	Shire Office	5 Years or After Activation	2027
Animal Welfare Plan	Shire of Kojonup	• Manager of Regulatory Services • Shire Ranger	Shire Office	5 Years or After Activation	2027
Risk Management Plan	Shire of Kojonup	• Risk Management Co-ordinator	Shire Office	5 Years or After Activation	
Bushfire Risk Management Plan	Shire of Kojonup	• Manager of Regulatory Services	Shire Office	5 Years	To Be Developed

Schools

Document	Owner	Responsibility Of	Location	Review Period	Review
Kojonup District High School – Emergency Plans	Kojonup District High School	• Principal	• School Office • Shire Office	Annual – February	2022
St Bernards Primary	St Bernards Primary	• Principal	• School Office • Shire Office	Annual – February	2022

Agreements, Understandings and Commitments

Agreement	Parties	Summary	Considerations
WALGA	Great Southern Zone	To provide assistance & resources to each other in the event of an emergency.	Any support given in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the Council giving the support.
VROC - Southern Link Voluntary Regional Organisation of Councils	Cranbrook Broomehill-Tambellup Kojonup Plantagenet Katanning Gnowangerup	Strategic Directions 2015 – 2020 Strategy G3: Share systems, processes and professional development between member LGAs: <ul style="list-style-type: none"> ➤ Action 3: Provide local staff with opportunities for career pathways between the six LGAs. ➤ Memorandums of Understanding on at least 4 areas. ➤ Each LGA to incorporate opportunities within their Workforce Plan and Position Descriptions regarding Resource Sharing. 	To be developed further - Emergency Management staff from the 6 Shires to develop an MOU regarding resource sharing in an emergency event.

Special Considerations

Major Influxes of Tourists

- Wildflower season
 - September – November
- School Holidays / Public Holidays
 - Tourists travelling through the Shire on Albany Highway

Large Public Events

- Kojonup show – October
- Wandella picnic races – February
- Twilight Markets at Kodja Place - November

Seasonal Conditions

- Bushfire Season
 - November – March
- Restricted Burning Period
 - 1 October – 4 November
 - 15 February – 13 April
- Prohibited Burning Period
 - 5 November – 14 February
- Harvest
 - November – January
- Seeding
 - April – June
- Storm Season
 - May – November

Resources and External Contacts

When developing the list of resources consideration has been taken of documenting not only LEMC member agency resources but also community, industry and commercial resources that may be available.

The Shire of Kojonup has developed an “Emergency Contacts and Resources Book” which lists all relevant contacts required for an emergency. See Appendix - Kojonup - Emergency Contact Book

This document is updated yearly and supplied to all parties.

Part 3 – LEMC Roles and Responsibilities

The *Shire of Kojonup* has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the Local Emergency Management Arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local government to 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. The Shire of Kojonup LEMC will also include one Elected Member, 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.

Local Roles and Responsibilities

Local Role	Nominated Person	Description of Responsibilities
Local Government		The responsibilities of the Shire of Kojonup are defined in Section 36 of the EM Act 2005.
Local Emergency Coordinator	OIC Kojonup Police	The responsibilities of the LEC are defined in Section 37 of the EM Act 2005. This position is appointed by the State Emergency Coordinator
Local Recovery Coordinator	Manager of Regulatory Services	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.
Welfare Liaison Officer	Community Development Officer	During an evacuation where a local government facility is utilised by DoC, provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer	Shire President	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Incident Management	Manager of Regulatory Services	<ul style="list-style-type: none"> ➤ Ensure planning and preparation for emergencies is undertaken. ➤ Implement procedures that assist the community and emergency services deal with incidents. ➤ Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. ➤ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. ➤ Liaise with the incident controller (provide liaison officer). ➤ Participate in the ISG and provide local support. ➤ Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DoC.
LEMC Chair	Manager of Regulatory Services	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	Regulatory Services Administration Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> ➤ Provide secretariat support including: <ul style="list-style-type: none"> • Meeting agenda. • Minutes and action lists. • Correspondence. • Committee membership contact register. ➤ Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including. <ul style="list-style-type: none"> • Annual Report. • Annual Business Plan. • Local Emergency Management Arrangements ➤ Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and <p>Participate as a member of sub-committees and working groups as required.</p>

Agency Roles

Agency Role	Role Description
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> <p>The HMAs are prescribed in the <u>Emergency Management Regulations 2006</u>. Their function is to:</p> <ul style="list-style-type: none"> ➤ Undertake responsibilities where prescribed for these aspects [EM Regulations 2006] ➤ Appoint Hazard Management Officers [s55 Act] ➤ Declare / revoke emergency situation [s 50 & 53 Act] ➤ Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] <p>Ensure effective transition to recovery by local government</p>
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the EM Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</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>

Part 4 – Managing Risk

Emergency Risk Management

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State Emergency Management Policy section 3.2 'Emergency Risk Management Planning'.

Identified Risks / Hazards / Emergencies

Hazard	HMA	Combat Agency	Local Support	State Hazard Plan
Biosecurity	Agriculture Director General	DPIRD	Local Veterinarians	Animal & Plant Biosecurity
Electrical Supply Disruption	Coordinator of Energy	Network/System Operators (Western Power etc.)	Local Electricians	Energy Supply Disruption
Fire (DBCA)	FES Commissioner	DBCA – Albany Manjimup -Narrogin	Local BFB's	Fire
Fire (UCL/UMR)	FES Commissioner	DFES	Local BFB's Land Owner/Occupier Industry e.g. Plantations	Fire
Fire Structure	FES Commissioner	DFES	Career & Volunteer FRS Local BFB's	Fire
Flood	FES Commissioner	DFES	SES – Mount Barker -Gnowangerup	Flood
HAZMAT	FES Commissioner	DFES	Kojonup VFRS Mount Barker VFRS	HAZMAT
Land Search & Rescue	Commissioner of Police	WA Police	SES – Mount Barker -Gnowangerup	Search & Rescue Emergency
Energy Supply Disruption – Fuel	Coordinator of Energy	Network/System Operators		Energy Supply Disruption
Road Crash	Commissioner of Police	DFES	Career & Volunteer FRS Local BFB's	Crash Emergency
Storm	FES Commissioner	DFES	SES – Mount Barker -Gnowangerup	Storm

Other Hazards

Hazard	HMA	Combat Agency	Local Support	State Hazard Plan
Air Crash	Commissioner of Police	DFES	St John Ambulance Local Volunteer Brigades	Crash Emergency
Collapse	DFES	Fire and Rescue	SES Mount Barker Mount Barker VFRS WA Police Cranbrook	Collapse
Earthquake	FES Commissioner		SES Mount Barker Kojonup VFRS Mount Barker VFRS WA Police Kojonup	Earthquake
Gas Supply Disruption	Coordinator of Energy			Energy Supply Disruption
Heatwave	State Health Coordinator	Department of Health	Kojonup Health Service Plantagenet Health Service Katanning Health Service Albany Health Service HACC Child Health Nurses	Heatwave
Human Epidemic	State Health Coordinator	Department of Health	Kojonup Health Service Plantagenet Health Service Katanning Health Service Albany Health Service	Human Biosecurity
Space Re-Entry Debris (SPRED)	Commissioner of Police	WA Police	Volunteer BFB's	Hazardous Materials Emergencies – Annex B – Space Re-Entry Debris

Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Impact Description
Albany Highway	All of Shire	Major traffic route	Main Roads WA	138138	Financial Impact
Airfield (Water Tanks)	5km north of Kojonup	Local Airstrip, 2x	Shire of Kojonup	98312400	Water re-filling station for Water Bombers during Fire.
Bridge	Muradup	Rd bridge over river	Main Roads WA	138138	Loss of access to Muradup and Boyup Brook
Radio Repeater Tower	Delaney St	Emergency Comms	Shire of Kojonup	98312400 (Shire)	Emergency Communications
Kojonup Health Service	Spring St Kojonup	Main Health Service for Shire	WA Government	98312222	Loss of ability to treat emergencies
Kojonup District High School	Blackwood Rd	Education	WA Government	98312300	Loss of secondary education facility
St Bernards Primary School	Katanning Rd	Early Childhood	WA Government	98311263	Loss of primary education facility
Daycare	Elverd St	Early Childhood	Shire of Kojonup	98310001	Loss of early childhood learning facility
Springhaven Aged care	Barracks Place Kojonup	Aged Care Facility	Shire of Kojonup	98312800	
Power Substation	Tunney Rd Kojonup	Power Station	WA Government	131351	Loss of Power to town and Southwest Land Division
Shire Depot Office	Albany Hwy Blackwood Rd	Office	Shire of Kojonup	98312400 98312900	Main Emergency and Recovery Operation Centres
Water Treatment Plant	Soldier Rd Kojonup		Water Corp	98312400 (Shire of Kojonup)	Major health impact
Waste Recycling Station	Tunney Rd Kojonup	Waste Transfer Station	Shire of Kojonup	9777 1025 (Matt Webb)	Toxic and Chemical Contamination

Part 5 – Coordination Of Emergency Operations

It is recognised that the HMAs and combat agencies may require Shire of Kojonup resources and assistance in emergency management. The Shire of Kojonup 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 in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

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 be involved in the incident.

In accordance with Euan Ferguson Report: Recommendation 8 - the Shire and LEMC will be considering nominating representatives from the Shire of Kojonup district to sit on the State Bushfire Level 3 - Preformed Incident Management Teams.

Triggers for an ISG

If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an ISG (Figure 6). If a Level 3 incident is declared, the Controlling Agency must establish an ISG. The Controlling Agency must appoint a relevant person to be the Chair (State Emergency Management Plan 5.1.7)

Membership of an ISG

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

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 Shire office has a fully equipped Incident Control Room set up and ready for any emergency. Located at 93 Albany Highway Kojonup. The Shire Depot can be utilised as a secondary facility if required.

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 Shire of Kojonup utilises the following systems to alert the public of any emergency that may occur:

- Emergency SMS – Website SMS system, administered by the Shire, the Chief Bushfire Control Officer and Deputies have access to this.
- Facebook – Administered by the Shire.
- Local Radio and newspaper.

Please contact the Shire office for use of these Systems – 9831 2400

Finance Arrangements

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 Kojonup 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 an emergency event requiring resourcing by the Shire of Kojonup occurs to ensure the desired level of support is achieved.

Part 6 - 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, Shire of Kojonup with the assistance of its LEMC has clear responsibilities to undertake pre-emergency evacuation planning. A comprehensive evacuation plan is of 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.

Refer to:

Local Emergency Evacuation Plan

Local Emergency Welfare Plan

Special Needs Groups

Name	Description	Address	Contact 1	Contact 2
Kojonup District High School	Kindergarten to Yr. 10	Blackwood Rd Kojonup	9831 2300	
St Bernards Primary	Primary School	Katanning Rd	9831 3500	9831 3500
Kojonup Health Service	Hospital	Spring St Kojonup	9831 2222	Nurse in Charge
Springhaven Aged Care	Aged Care Facility	Barracks Place	9831 2800	98312400
Kojonup Child Care Centre	Early Childhood Facility	Elverd St	9051 5555	
Bowler Place	Homes for the Aged	Bowler Place	9831 0334	

Routes and Maps

The Shire of Kojonup is situated on the Albany Highway and as such, this is a major route for travellers and a major freight route. There is a considerable increase in traffic volume during the school holidays especially Easter and Christmas. As well as a substantial increase in grain haulage trucks during the harvest season.

Along with Albany Highway, there are four other main roads out of Kojonup

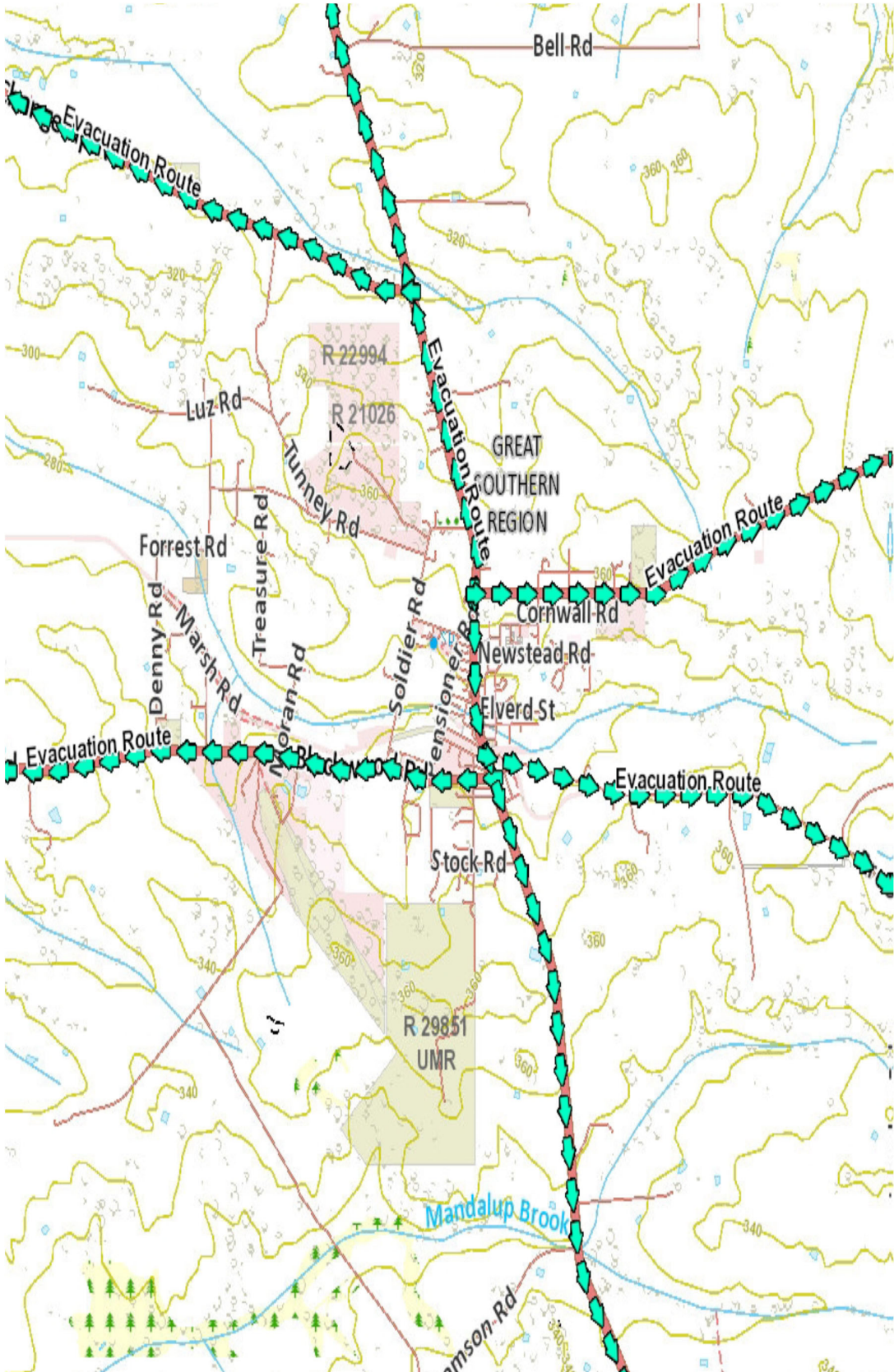
- Kojonup-Katanning Road
- Collie-Changerup Rd
- Boyup Brook-Kojonup Rd
- Broomehill-Kojonup Rd

These roads can be considered if required in an evacuation.

Possible areas to evacuate to as a first option prior to Evacuation & Recovery Centre being established:

Location	Details	Contact
Sports Complex	Benn Pde, Kojonup	Shire – 9831 2400
Showgrounds	Blackwood Rd, Kojonup	Shire – 9831 2400
Schools	Various - See Above	
Glenlossie	Albany Hwy Kojonup	Shire – 9831 2400
Muradup Hall	Blackwood Rd, Muradup	Shire – 9831 2400
Katanning Rec Centre	Bemle St, Katanning	Shire – 9821 9999

Route Map



Initial Temporary Evacuation Centres



Welfare

The Department of Communities (DoC) has the role of managing welfare. DoC have developed a local Welfare Emergency Management Plan for the Shire of Kojonup.

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DoC District Director to

1. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director.
2. Prepare, promulgate, test and maintain the Local Welfare Plans.
3. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee.
4. Establish and maintain the Local Welfare Emergency Coordination Centre.
5. Ensure personnel and organisations are trained and exercised in their welfare responsibilities.
6. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
7. Represent the department on the Incident Management Group when required.

Local Welfare Liaison Officer

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

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

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

Register. Find. Reunite.

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas DoC 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 DoC have reciprocal arrangements with the Red Cross to assist with the registration process.

Animals (including assistance animals)

The Department of Communities advise that they allow assistance animals into welfare centres.

The Shire of Kojonup has limited facilities to house animals with a pound that has a maximum capacity of 4 animals. The sale yards only have the capacity for up to 300 sheep for a short period of time and the show grounds could cater for up to 10 horses. Therefore, the Shire of Kojonup will assist with contacting residents to support temporary housing of animals.

Welfare centres

The Local Emergency Welfare Management Plan includes reference to the designated Welfare centre.

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 OEM has endorsed the Local Emergency Recovery Plan. The plan will assist local governments to undertake the recovery planning process.

Refer to

Local Emergency Recovery Plan

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.

The Local Recovery Coordinator is the Manager of Regulatory Services of the Shire of Kojonup or their delegate.

Part 7 - Exercising, Reviewing And Reporting

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 co-ordination 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

Some examples of exercise types include:

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

Reporting Of Exercises

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC.

Review Of Local Emergency Management Arrangements

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:

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

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

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

Appendices

Business Continuity & Disaster Recovery Plan

Adverse Events Plan

Local Recovery Plan

Local Evacuation Plan

Local Welfare Plan

Animal Welfare Plan

Risk Management Plan

Bushfire Risk Management Plan

Kojonup - Emergency Contact Book