



BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

GENERAL PLAN

12 June, 2014

Endorsed by City Council 5 August, 2014 – Resolution 289/14



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AMENDMENT RECORD

Proposals for amendment or additions to the text of these arrangements should be forwarded to the Chairperson of the Bunbury Local Emergency Management Committee and endorsed by the LEMC.

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY INITIALS/DATE
No	Date		
1	March 2005	Complete Plan Review	LRW (XO LEMC) March 2005
2	August 2006	Plan review, update emergency contact lists	LRW (XO LEMC) August 2006
3	January 2008	Plan review, update emergency contacts, add response items, add risk updates, add new layers to mapping	LRW (XO)LEMC February 2008
4	March 2009	Plan review, update emergency contacts, add response items, add risk updates, re-format in line with DEMC EM Arrangements, review trigger activations, include IMG and structure info.	LRW (XO)LEMC March 2009
5	February 2010	Update emergency contacts list	PAN
6	November 2010	Update and Distribute Emergency Contact and Resource Directory	PAN/MAH
7	May 2011	Update formatting and review terminology and procedure changes	LRW
8	May 2014	Complete plan review	CW ESM/EJH

BUNBURY EMERGENCY SUPPORT PLANS

The following support plans are approved and are to be used and read in conjunction with the main BEMA. The support plans consist of:

- Bunbury Emergency Evacuation Plan
- Bunbury Emergency Recovery Plan
- Environmental Health Emergency Management Support Plan
- Local Emergency Management Plans for the Provision of Welfare Support
- Bunbury Aged Care Emergency Evacuation and Reception Plan & Partnership Agreements
- Animal Emergency Plan
- Bunbury Bush Fire Response Plan/Brigade Response Plan
- Bunbury Medical Support Plan
- South West Pandemic Plan (interim)

DISTRIBUTION LIST

LEMC member organisations	25
Chief Executive Officer	1
Mayor	1
Council Chambers	1
Executive Manager City Development, Operations Manager, Parks Operations Manager, City Engineer	4
Executive Manager Corporate Services, City Accountant	2
Executive Manager City Services, Manager City Development, Manager Building Services	3
COB Libraries (Minus contact details), Regional Library, Withers Library	2
COB Website version for internet (minus all contact and resource details)	
COB Community Law & Safety, Senior Ranger, Administration Officer	2
COB Communications Officer	1
WA Police SW District Office	1
DFES SW District Office	2
DFES EMWA (Perth)	1
DFES Lower SW District Office	1
SWLGEMA website access for SW LG's	
Bunbury and Districts Education Office (DEET)	1

GLOSSARY OF TERMS

The following definitions apply throughout this document:

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.

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)

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.

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 Incident 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.

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

CO-ORDINATION – 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.

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 State Emergency Management WestPlans for specified hazards:

- 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 the reconstruction 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 area coordinator is located and from which coordination of all support to the Incident Manager is managed. There are four types of coordination centres State, Region, Local and Forward Coordination Centres

“FUNCTION” SUPPORT COORDINATOR - that person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan.

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 SUPPORT GROUP (ISG) – 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 ISG includes representation from key agencies involved in the response.

INCIDENT MANAGER – the person designated by the relevant *Hazard Management Agency*, or *Controlling Agency* responsible for the overall management and *control* of an *incident* and the tasking of agencies in accordance with the needs of the situation.

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 - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or 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*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

OPERATION – an *Incident* or multiple *Incidents* which impact, or is likely to impact, beyond a localised community or geographical

OPERATIONS AREA - that area, defined by the *Operations Area Manager*, incorporating the entire community or geographical area impacted, 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 IS 31 000 (Risk Management – Principles and Guidelines) and the National Emergency Risk Assessment Guidelines (2010).

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.

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.

GLOSSARY OF ABBREVIATIONS

AIIMS	Australasian Inter-service Incident Management System
BOM	Bureau of Meteorology
CA	Controlling Agency
COB	City of Bunbury
CPFS	Department for Child Protection and Family Services
DAFWA	Department of Agriculture and Food WA
DPaW	Department of Parks and Wildlife
DER	Department of Environment and Regulation
DEC	District Emergency Coordinator
DEMC	District Emergency Management Committee
DoE	Department of Education
DoH	Department of Housing
DOT	Department of Transport
EM	Emergency Management
EMA	Emergency Management Australia
ERM	Emergency Risk Management
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
DFES-SES	State Emergency Service
DFES-FRS	Fire and Rescue Service
DFES-BFS	Bush Fire Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEC	Local Emergency Coordinator
LG	Local Government
LO	Liaison Officer
NCTC	National Counter Terrorism Committee
NGO	Non Government Organisation
OAM	Operations Area Manager
OASG	Operations Area Support Group
OIC	Officer in Charge
PPRR	Prevention, Preparedness, Response and Recovery
SEMC	State Emergency Management Committee
SECG	State Emergency Coordination Group

SEWS	Standard Emergency Warning Signal
SOP	Standing Operating Procedure
SWLGEMA	South West Local Government Emergency Management Alliance
WAPol	Western Australian Police

1. GENERAL PLAN

1.1 AUTHORITY

These arrangements have been prepared and endorsed by the Bunbury Local Emergency Management Committee (LEMC). They have been presented and endorsed by the City of Bunbury Council in compliance to the Emergency Management Act 2005 Section 41. They have been tabled for information and comment with the South West District Emergency Management Committee.

1.2 BUNBURY PROFILE

1.2.1 *Geographic Area*

The area covered by this Plan is the geographic area covered by the City of Bunbury under the *Local Government Act 1995*.

The City of Bunbury is the largest regional local government area outside Metropolitan Perth, Western Australia and is one of the fastest growing regional centres (4th) in Australia.

The City of Bunbury occupies 61.2 square kilometres (km) on the swan coastal plain, 175 km south of Perth. Its physiography is low lying, gently undulating to flat. It is bounded inland by the Shires of Harvey, Dardanup and Capel and the Indian Ocean on the west. Bunbury Port, within the City area, is a major seaport which sits adjacent the entrance to Leschenault inlet, a major recreational waterway fed by the Preston and Collie rivers.

1.2.2 *Social and Economic Environment*

Bunbury was discovered in 1803, settled in 1830 and formally declared as a town by Governor Stirling in 1841. It now has a population of 33,237, occupying around 14,000 almost entirely urban dwellings. Bunbury is a regional administration, business, entertainment and health centre boasting extensive industry, mining, educational and tourist facilities.

Bunbury is a destination for major road and rail arteries from Perth and other regional locations, which are used extensively for transport of raw materials, goods and people. Bunbury Port is an industrial/primary produce port with export activity of around 1,250,000 tonnes per month, while Bunbury Airport is used for light/medium commercial and recreational aircraft.

1.2.3 *Climate*

The climate of the South West Region is described as a typically mid Mediterranean climate. The average annual temperature ranges from 27.6 C in summer to 17.1 C in winter (SWCd 2006 online). The average annual rainfall for the City is 734mm and over the last 20 years the City has experienced below average rainfall (Sustainability Strategy for Bunbury 2003), which is considered to be consistent with the global occurrence of climate change.

1.2.4 *Climate Change Issues*

In the last 50 years around the globe, climate change has been characterised by increasing temperatures in both the atmosphere and oceans (Indian Ocean Climate Initiative (IOCI) 2006 online).

Dramatic climate change is significantly impacting the climate and environment in Australia. The average temperate in Australia has increase by 1 C from the mid 20th century while heat waves have increased in occurrence and cold days and frosts have declined. In the last 50 years, the northwest of the State has experienced increased rainfall while the far southwest has experienced a decline in rainfall (Bureau of Meteorology 2006 online).

It is the sudden decrease in rainfall, recorded since the mid 1970's, that is considered to be the most detrimental to the southwest region. Other changes include rising sea levels and changing ocean circulation and associated impacts such as changing river flows, groundwater, salinity and estuarine conditions (IOCI 2006 online).

It is considered that this trend toward climate change is expected to continue and in spite of even the lowest greenhouse gas predictions the south west is expected to be drier and warmer (IOCI 2005 online). There is concern that public awareness in this State of climate change and its implications is inadequate. It is noted that ‘...observed changes of recent decades (whatever that causes) need an informed response in many decisions of our community and individuals...’ (IOCI 2003 online).

These implications significantly affect emergency management as we see longer drier periods of summer drought supporting increased fire activity, heat wave effects, and increased demand on utilities. The unsettling effects of climate change has also been suggested for increased localised flooding and severe storms as tornados experienced in the greater Bunbury area. Rising sea levels is a further issue that will have implications on Bunbury as a coastal City.

1.3 PURPOSE

The purpose of these emergency management arrangements is to document the management of identified risks and provide specific detail on planning, response and recovery activities of Local Government (LG), Hazard Management Agency (HMA's) and other support agencies.

1.4 OBJECTIVES

The objectives of this plan are to describe the strategies and tools that will enable emergency managers to:

- Describe the organisation, responsibilities and procedures for the effective management of any emergency that may impact on the communities within the City of Bunbury.
- Establish guidelines for the coordination between all agencies that may become involved.
- Provide a plan for the coordination of resources to cope with the impact of emergencies.
- Provide a comprehensive framework for evacuation and recovery operations.
- Provide guidelines for the operation of the plan following activation of the plan.

1.5 SCOPE

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the City of Bunbury, the plans and arrangements perform a multi faceted role in protecting the health, welfare, environment and economic well being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the City of Bunbury, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

1.6 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

1.6.1 *South West Local Government Emergency Management Alliance (SWLGEMA)*

The City of Bunbury through its LEMC in conjunction with 11 other LG in the South West area have formed an alliance for the increased ability for information sharing resource sharing and forming closer ties in the area of emergency management. The objectives of this alliance as outlined in the terms of reference are:

1. To collate and coordinate complex risk treatment strategies which are beyond the capacity of individual Local Governments or which have a regional impact and elevate to State level for determination and resolution;

2. To inform a range of partners of regional emergency management strategies;
3. To promote an integrated emergency management capability within the South West Region of Western Australia through networks, shared forums, planning initiatives, processes, information and resources;
4. To raise issues and provide collective solutions to emergency management problems;
5. To promote and facilitate the integration of comprehensive emergency management planning into whole-of-government agencies strategic, operational and financial planning processes.

The Bunbury Emergency Management Arrangements (BEMA) will be provided to other LG's within the South West Emergency Management District to accommodate better understanding and knowledge sharing with all LG's. It is envisaged this will be accomplished through a common website established for the SW alliance members to access. www.swlgema.com

1.6.2 South West Health Campus

The City of Bunbury has entered into a Memorandum of Understanding (MOU) with the South West Health Campus (Bunbury Regional Hospital and St John of God Hospital) for the use of the SW Sports Centre to be used as an emergency hospital in event of the SWHC being evacuated.

1.6.3 Aged Care Facilities

The City of Bunbury LEMC has also brokered a MOU between all Aged Care Facilities in the Greater Bunbury area for self supportive arrangements in event of one or more centres having to be evacuated.

1.7 SPECIAL CONSIDERATIONS

The City of Bunbury has several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

- Bush fire season – November to April,
- Storm season – May – September,
- Due to its low lying topography, the East Bunbury area could be viewed as susceptible to inundation from various natural causes,
- Large Regional events attracting crowds above 10,000 for example;
 - Australia Day Fireworks,
 - Grooving the Moo concert.

2. MANAGEMENT

As stated in the Emergency Management Act (2005) the following outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management.

2.1 LOCAL EMERGENCY COORDINATOR (LEC):

Under Western Australian Emergency Management Act (2005) section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district (section 28 (2)).

At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

2.2 LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC):

The aim of the LEMC is to promote a safe, sustainable, and resilient community, through practical planning, for hazard mitigation and partnership development on behalf of the Bunbury community and other stakeholder groups.

For the LEMC Terms of Reference see [Annex 1](#)

2.3 LEMC RESPONSIBILITIES

The functions of the Committee are as follows (EM Act section 39):

Functions – To:

- Advise and assist the Local Government in ensuring that local emergency management arrangements (LEMA) are established.
- Liaise with public authorities and other persons in the development, review and testing of LEMA.
- Carry out other EM activities as directed by the SEMC or prescribed regulations.
- Annual preparation and submission of a report to DEMC on activities undertaken during the financial year.

Along with regulatory functions it is recognised that LEMC is the key driver for the development and establishment of sound partnerships and relationships between key agencies and the community.

2.4 LOCAL GOVERNMENT

The functions of the City of Bunbury as specified in the EM Act section 36 are:

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

2.5 TESTING AND EXERCISING

It is LEMC goal that at least one exercise is conducted each financial year to test these arrangements and involve all agencies in the City of Bunbury's operation area.

Exercise may take various forms and should be controlled by a structured exercise management group under the guidance of a trained exercise management practitioner.

Where possible the community should be encouraged to participate in the exercise or be observers.

2.6 REVIEW

Annually

Updates of the Plan shall occur by 31st March every year. The Resource and Contacts Directory will be reviewed by November 30 each year and distributed as a separate A5 booklet.

Responsibility

The Executive Officer shall be responsible that these updates be carried out and distributed.

Rewrite

A total review of the Plan will occur every five (5) years unless directed by the SEMC. The rewrite will be carried out by a sub-committee appointed by the LEMC with the Executive Officer as the Chairperson.

2.7 OUTSTANDING DOCUMENTS

The following documents, when produced, will become a part of this plan:

No outstanding documents at this time

3. ORGANISATION & RESPONSIBILITIES

3.1 HAZARD MANAGEMENT STRUCTURE

Consistent with SEMC PS 7, these arrangements are based on the premise that the Hazard Management Agency (HMA) responsible for the below threats will develop, test and review appropriate emergency managements plans, including WESTPlans.

It is recognised that HMA's, Controlling Agencies and Combat Agencies may require COB resources and assistance and the COB is committed to providing that assistance/support where possible.

Additional emergency events not covered include civil disturbance and land search and rescue for which the WA Police has Statutory Authority status.

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	Local HMA	WEST Plan	Local Plan
Air Transport Emergencies	WAPol	✓	✓	✓
Earthquake	DFES – SES	✓	✓	X
Fire (Rural and Urban)	DFES– BFS/DFES – FRS	✓	✓	✓
Fire -Department of Parks and Wildlife Managed areas)	HMA remains DFES	CA	X	✓
Flood	DFES – SES	✓	✓	X
Hazardous Materials Emergencies (including radioactive materials)	DFES – FRS	✓	✓	✓
Land Search and Rescue	WAPol	✓	✓	✓
Landslide	DFES – SES	✓	✓	X
Rail Transport Emergencies				
• Urban Passenger	• Public Transport Authority	✓	✓	✓
• Freight Network	• WestNet Rail			✓
Road Transport Emergencies	WAPol	✓	✓	✓
Storm/Tempest	DFES – SES	✓	✓	X
Marine Transport Emergencies	DoT/WAPol/BPA	✓	✓	✓
Pandemic	Department of Health	✓	✓	✓

3.2 GENERAL

The organisation for an emergency is based on the following:

1. An HMA with overall responsibility for the development of arrangements and management of operations,
2. Controlling Agency (CA) – the agency with response role, through an associated WESTPlan,
2. An Incident Support Group (ISG) to assist the HMA/CA with its overall responsibility,
3. Reference to relevant State Plans.

The process to deal with an emergency in Western Australia is based on the principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the Local level. An emergency beyond the capability of Local resources will receive support from District resources. State assistance can be provided to supplement District resources as required.

3.3 HAZARD MANAGEMENT AGENCY (HMA)

A HMA is an organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources, is responsible for ensuring that emergency management activities are undertaken. (*Emergency Management Regulations (2006) – Part 3, section 16-23B*)

In the event of an emergency the Hazard Management Agency will appoint an Incident Manager who will assume overall management of an Incident and supporting agencies in accordance with the needs of the situation. The HMA will establish an Emergency Operations/Coordination Centre to coordinate and organize emergency provision of services.

3.4 CONTROLLING AGENCY

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. (*SEMP4.1-2a*)

3.5 COMBAT AGENCY and SUPPORT ORGANISATION

Combat agencies and Support organizations provide resources and expertise essential to combating the hazard. (*Emergency Management Regulations (2006) – Part 5, section 26-32*)

These Arrangements are based on the assumption that each agency written into these Arrangements has in place appropriate Standing Operational Procedures/Plans which detail that agency's response arrangements in accordance with this Plan.

Combat Agencies and Support Organisations are responsible for the planning, command, coordination and conduct of emergency response and initial recovery operations undertaken by their respective agency or functional area.

Each agency and organisation involved in an emergency response shall, on request from the Hazard Management Agency, provide a written situation report.

The roles and responsibilities of participating agencies are detailed in [Annex 2](#).

3.6 INCIDENT SUPPORT GROUP (ISG)

Representatives of agencies and community appointed to assist and support the HMA with the overall management and co-ordination of the incident.

The ISG is the operational arm of the LEMC. They can be activated for the duration of an incident to assist the HMA to identify priorities and coordinate resources to combat the incident. The ISG will assemble when and where requested by the Local Emergency Coordinator (LEC) on advice and consultation with the event Incident Manager from the HMA/CA.

3.6.1 ISG Composition

ISG is comprised of representatives from key agencies involved in the response and recovery phase of an incident or emergency situation. It is not necessary to have all members of the LEMC on the ISG; members should be co-opted when necessary and stood down when services are no longer required. This principle is adopted to ensure the ISG is functional as a coordination group in support of the HMA/CA.

3.6.2 ISG Activation

The ISG is activated by the Controlling Agency Incident Controller when an incident requires the coordination of multiple agencies or a Level 2 incident is declared. The Local Emergency Coordinator must be advised. ([SEMP4.1-53c](#))

3.6.3 Liaison Officers

Agency representation on the ISG will take the form of Liaison Officers (LO's). The role of liaison officers is to arrange the provision of specified departmental physical resources and specialist skills to assist the HMA through the ISG. It is essential that each LO has sufficient level and status to commit parent agency resources and assist the LEC with the decision making process. Liaison Officers are responsible for the following:

1. Ensuring that agency approval is obtained for the employment of resources in support of the Hazard Management Agency. It is expected that State agencies will meet costs associated with activities within their functional responsibilities as per SEMC Policy Statement No.4.2.
2. Liaising with other LO's and the LEC to achieve the most efficient use of resources in accordance with agreed priorities.
3. Keeping the LEC informed of progress by providing regular situation reports.
4. Keeping their Agency informed of current situation and intended action.
5. Maintaining accurate records of actions taken and approvals gained in response to LEC requests for justification and explanation of expenditure incurred.
6. Participating in committees to co-ordinate such issues as evacuation, transport, health, and welfare/accommodation. Committees will be activated as required to ensure that resources are deployed in the most economic and efficient manner.

3.6.4 Resources

The use and acquisition of resources rests with each individual agency. Where an agency is asked by the HMA to undertake a task which requires resources not intrinsic to their core business, the HMA will be responsible for the provision/financing of such resources. In this instance all requests should be task, resource and/or personnel specific and well documented.

3.7 FINANCIAL ASPECTS OF EMERGENCIES

[Ref: SEM Policy 4.2 – Funding for Emergencies](#)

All costs associated in a multi-agency response to an emergency shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency's core function, or the agency has a bi-lateral agreement to provide such services and resources at its own cost.

Where costs are incurred in delivering services or resources at the request of the HMA, which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities, then such costs shall be met by the HMA.

Where agency/departmental resources are inadequate, either because of insufficient funds or lack of a suitable appropriation item on which to call, no financial commitments can be entered into or expenditure incurred unless authorised by the Incident Controller (HMA).

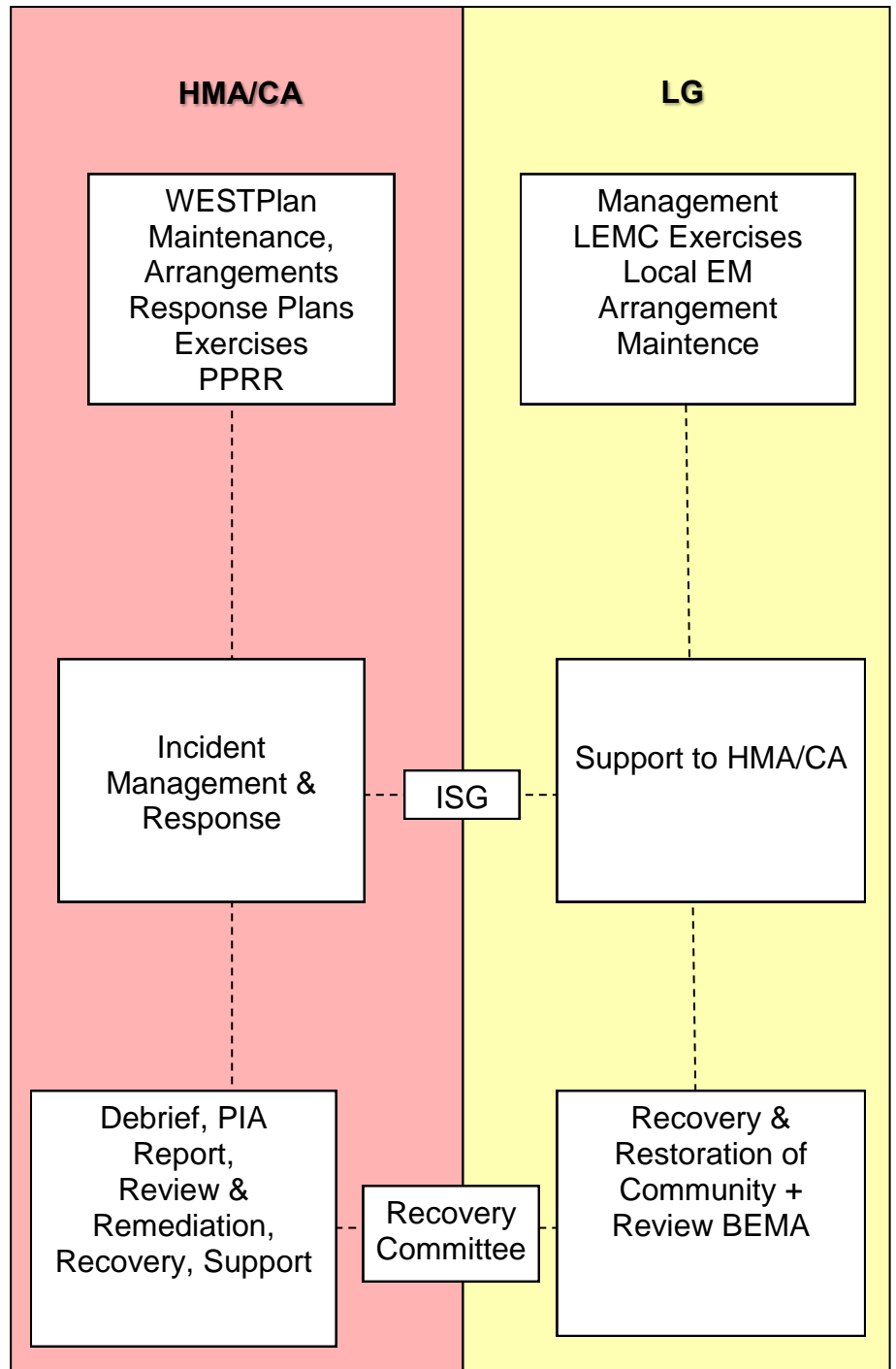
PRE-INCIDENT
Prevention, Preparation
 Planning, arrangements, exercising, emergency risk management, threat mitigation, community engagement, partnership development.

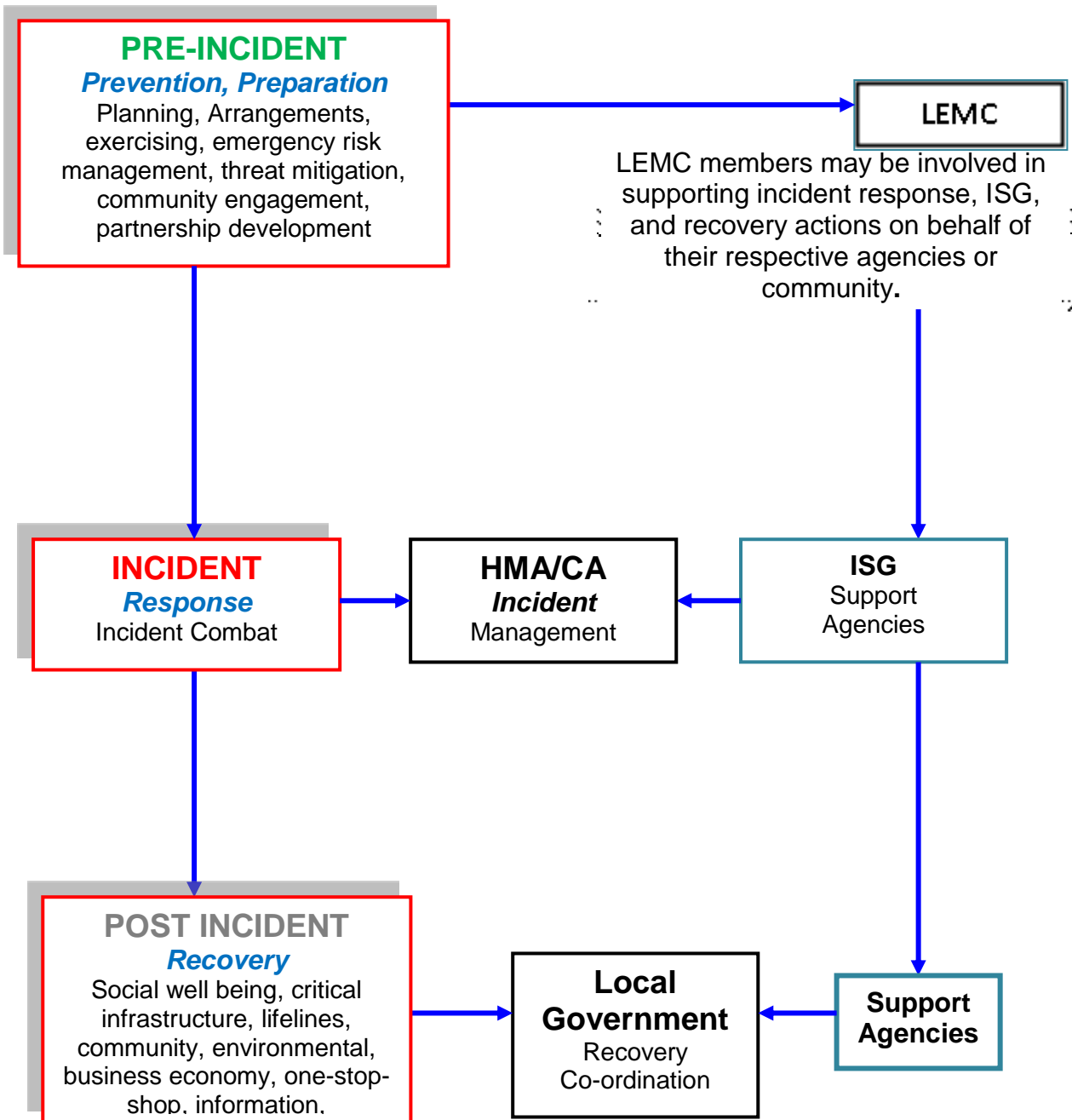
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INCIDENT
Response
 Combat actions

↓

POST INCIDENT
Recovery
 Social well being, critical infrastructure, lifelines, community, environmental, business economy, one-stop-shop, Information





4. RESPONSE

4.1 ADVICE AND NOTIFICATION

Advice that an emergency is actual or imminent may be received through a number of sources. On being alerted to an emergency the LEC in conjunction with the HMA or Controlling Agency (CA) shall instigate the Operational Sequence Guide found at [Annex 3](#).

4.2 DECISION TO FORM AN INCIDENT SUPPORT GROUP (ISG)

Should the emergency be beyond the capability of local resources and require extensive support agency assistance, the HMA/CA and LEC will assess the situation and if considered necessary implement the formation of an ISG.

The role of the ISG is to assist the HMA/CA coordinate services (physical, Human, Information) during a major multi-agency incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

For further information relating to triggers, support functions and management see [Annex 3](#).

4.3 EMERGENCY COORDINATION CENTRE (ECC) MANAGEMENT

The ECC shall be established using good practise guidelines found in Emergency Management Australia emergency manual series publication. The ECC shall contain sufficient space, administration infrastructure and communications facilities to cater for ISG liaison Officers.

The ECC shall be established to assist coordination of multi-agency activity associated with a large scale incident. The ISG will operate out of the ECC providing the necessary support to the HMA/CA and combat authorities.

Pre-planning requires that the location of an ECC be clearly identified. Whilst the nature of the emergency may impact on the choice of location, identified ECC's for the City of Bunbury are:

Primary Emergency Coordination Centre

City of Bunbury Administration Offices
4 Stephen Street Bunbury

Secondary Emergency Coordination Centres

South West District Police HQ Operations Centre
Wittenoom Street Bunbury

Secondary or Supporting ECC's:

SUBURB	NAME OF FACILITY	ADDRESS
Carey Park	COB Depot	Nuytsia Street
Withers	SW Sports Centre	Washington Ave/ Bussell Hwy.