



BUNBURY EMERGENCY MANAGEMENT ARRANGEMENTS

GENERAL PLAN

November 2019

SEMC ENDORSED MARCH 2020



CONTENTS

0. INTRODUCTION

CONTENT	PAGE
Amendment Record	4
Bunbury Emergency Support Plans and Policies	5
Distribution List	6
Public Access to Local Emergency Management Arrangements	6
Glossary of Terms	7
Abbreviations	10
Community Engagement Process	11

1. GENERAL PLAN

CONTENT	PAGE
1.1 Authority	12
1.2 Bunbury Profile	12
1.2.1 Geographic Area	12
1.2.2 Social & Economic Environment	12
1.2.3 Climate	12
1.2.4 Climate Change Issues	12
1.3 Purpose/Aim of Arrangements	13
1.4 Objectives	13
1.5 Scope	13
1.6 Agreements, Understandings and Commitments	14
1.6.1 South West Local Government Emergency Management Alliance (SWEMA)	14
1.6.2 South West Health Campus	14
1.6.3 Aged Care Facilities	14
1.7 Special Considerations	14

2. MANAGEMENT

CONTENT	PAGE
2.1 Local Emergency Coordinator (LEC)	15
2.2 Local Emergency Management Committee (LEMC)	15
2.3 LEMC Responsibilities	15
2.4 Local Government in EM	15
2.5 Testing and Exercising	16
2.6 LEMA Review	16
2.7 Outstanding Documents	16

3. ORGANISATION AND RESPONSIBILITY

CONTENT	PAGE
3.1 Hazard Management Structure	17
3.2 General	18
3.3 Hazard Management Agency (HMA)	18
3.4 Controlling Agency (CA)	18
3.5 Control Agency and Support Organisations	18
3.6 Incident Support Group (ISG)	18
3.6.1 ISG Composition	19
3.6.2 ISG Activation	19
3.6.3 Liaison Officers	19
3.6.4 Resources	19
3.6.5 Business Continuity in Emergency Events – City of Bunbury	19
3.7 Financial Aspects of Emergencies	20

4. RESPONSE

	CONTENT	PAGE
4.1	Advice & Notification	22
4.2	Decision to form an ISG	22
4.3	Emergency Co-ordination Centre (ECC) Management	22
4.4	City of Bunbury Business Continuity Plan	23

ANNEXURES

1	LEMC TERMS OF REFERENCE
2	EMERGENCY RISK MANAGEMENT
3	RESPONSE ARRANGEMENTS
4	HAZARD PLANS
5	CONTACTS & RESOURCES
6	BUNBURY BUSHFIRE RESPONSE PLAN
7	RECOVERY ARRANGEMENTS
8	BUSINESS CONTINUITY DURING EMERGENCY SITUATIONS
9	SHARK HAZARD MANAGEMENT PLAN
10	BUNBURY EMERGENCY EVACUATION PLAN

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
No	Date		
1	March 2005	Complete Plan Review	LRW
2	August 2006	Plan review, update emergency contact lists	LRW
3	January 2008	Plan review, update emergency contacts, add response items, add risk updates, add new layers to mapping	LRW
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
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
9	May 2019	Complete plan review – Draft to LEMC	CW ESM
10	November 2019	Shark Hazard Threat Plan and CoB Guidelines added to General Plan	PH
11	November 2019	Amendments resulting from feedback SEMC DA	CW
12	APRIL 2020	Amended General Plan -DEMA and DEMS DoC	PH

BUNBURY EMERGENCY SUPPORT PLANS

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

- Bunbury Emergency Evacuation Plan – 2020 – Now Annex 10
- Bunbury Emergency Recovery Plan – 2014 (now Annex 7 - LEMC endorsed May 2019)
- Environmental Health Emergency Management Support Plan – July 2017 (Under review)
- Local Emergency Management Plans for the Provision of Welfare Support - Jan 2019
- Bunbury Aged Care Emergency Evacuation and Reception Plan & Partnership Agreements – April 2011
- Animal Welfare during an Emergency Plan – In drafting February 2020
- Bunbury Bush Fire Response Plan – August 2019 (now Annex 6 – Endorsed LEMC May 2019)
- Bunbury Medical Support Plan - 2007
- South West Pandemic Plan (interim) – November 2008
- City of Bunbury Business Continuity Plan – Now Annex 8
- Shark Hazard Management Plan – Now Annex 9

COUNCIL ENDORSED POLICIES IN SUPPORT OF EMERGENCY MANAGEMENT

City of Bunbury Policies on Emergency Management

- Bushfire Inspection and Mitigation Policy – March 2019,
- Disaster Relief Reserve Fund Council Policy – October 2018,
- Risk Management Council Policy – October, 2018,
- Shark Hazard Management Council Policy – October 2018.

City of Bunbury Corporate Guidelines on Emergency Management

- Bushfire Inspection and Mitigation Corporate Guideline – March 2019,
- Management of Bushland Reserves and Wetlands – September 2018,
- Shark Hazard Management Corporate Guidelines – September 2019,
- Volunteer Leave Corporate Guideline – October 2015.

DISTRIBUTION LIST

LEMC member organisations	25
Chief Executive Officer – City of Bunbury	1
Mayor	1
Council Chambers	1
CoB Director – Strategy and Organisational Performance	4
CoB Director - Infrastructure	2
CoB Director – Sustainable Communities	3
COB Libraries and Administration Centre - 4 Stephen Street (redacted contact details)	3
COB Website version for internet (redacted contact and resource details)	
COB – Team Leader – Community Law & Safety and Emergency Management	2
COB – Corporate Communications Officer	1
WA Police – SW District Office	1
DFES SW District Office	2
SEMC – Business Unit (Perth)	1
DFES - SW Regional Office	
DFES - Lower SW Regional Office	1
SWEMA member SW LG's	
Bunbury and Districts Education Office	1

Public Access to the Local Emergency Management Arrangements

Copies of the LEMA are available from the reception counter, at the City of Bunbury Administration Centre, 4 Stephen Street Bunbury. These are available for no charge.

Updated versions of the full suite of the arrangements. are also available on the City of Bunbury Website www.bunbury.wa.gov.au/Pages/Emergency-Management.aspx

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 firefighting, 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 wellbeing of communities and the environment. (See also – RISK MANAGEMENT)

COMMAND - the direction of members and resources within an organisation, in the performance of the organisation's role and tasks. Authority to command is established in legislation, policy statements, and/or by agreement within an organisation. **Command relates to organisations** and **operates vertically** within that 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** and then within them, through command.

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, 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 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 and/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 risk 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 Framework. These relate to:

- a. **Prevention** activities eliminate, or reduce the probability or severity of an occurrence of a specific hazard.
- b. **Preparedness** activities focus on essential emergency response capability development through research, 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, whilst working to ensure effective recovery operations.
- d. **Recovery** activities support emergency affected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

EMERGENCY COORDINATION CENTRE – is a facility where the coordinator is located and from which coordination of all support to the Incident Controller is managed. There are four types of coordination centres State, Regional, 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. The current 27 prescribed hazards are allocated HMA within [Section 3](#) of the [Emergency Management Regulations \(2006\)](#), specifically [r16-23B](#).

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 Controller* 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, including community.

INCIDENT CONTROLLER – the person designated by the relevant *Hazard Management Agency, or Controlling Agency* to be responsible for the overall management and *control* of an *incident*.

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, whilst 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 Superintendent. 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 that has been 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 coordination of an *Operation* and the provision of strategic direction to agencies and *Incident Manager(s)*, in accordance with the needs of the situation.

Recovery – the support of emergency affected communities to ensure the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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 (NERAG) - 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. This group's function is 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 (*eg.*, 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 Communities (Child Protection and Family Services)
DPaW	Department of Parks and Wildlife
DPIRD	Department of Primary Industries & Regional Development (Agriculture)
DER	Department of Environment and Regulation
DEC	District Emergency Coordinator (Regional Supt. – WA Police Force)
DEMC	District Emergency Management Committee
DoE	Department of Education
DoH	Department of Housing (Dept of Communities)
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 (Station OIC - WA Police Force)
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
SWEMA	South West Emergency Management Alliance (Local Government)
WAPoI	Western Australian Police Force

Community Engagement in Emergency Management

The assumptions relating to the of the City of Bunbury community risk profile, were developed through an active community engagement program, in June 2014. In this latest Community-centred Emergency Risk Management study, this engagement was undertaken by an external consultant and involved the LEMC and its community networks, plus a similar exercise with the elected members of Council conducted in parallel.

The resultant risk register was then workshopped with the various Controlling Agencies for each defined risk, to negotiate treatment options and the transfer of the risk controls to those agencies.

As with the 2013 CERM study, the process was advertised throughout City publications for community awareness and participants were encouraged to involve (or consider) as many of their networks as reasonably possible to ensure that special needs groups were effectively considered in the risk assumptions.

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 with the *Emergency Management Act 2005 - Section 41*. They have been tabled for information and comment with the South West District Emergency Management Committee. **DRAFT – This document is still pending these endorsements.**

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 in Australia.

The City of Bunbury occupies 61.2 square kilometres (km) on the swan coastal plain, 175 km south of Perth. Its geography 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 a town by Governor Stirling, in 1841. It now has a population of 33,237, occupying around 14,000 urban dwellings. Bunbury is a regional administration, business, entertainment and health centre, supporting 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. The average annual temperature ranges from 27.6 C in summer to 17.1 C in winter (*SWC 2006* online). The average annual rainfall for the City is 734 mm 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).

Climate change has been acknowledged to be affecting the climate and environment in Australia. The average temperate in Australia has increased by about 2°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 weather change 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 2006 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, severe storms and cool season tornados experienced in the greater Bunbury area. Rising sea levels is a further issue that will have implications on Bunbury as a coastal City, into the future.

1.3 PURPOSE

The purpose of these emergency management arrangements is to document the research into local risk along with the prevention, preparation, response and recovery arrangements for locally identified and prioritised risks. These are based upon the locally applicable '*Risk Evaluation Criteria (REC)*', which provide sufficient metrics to assist in understanding locally acceptable consequence tolerances. These REC are then used to inform the triggers within the *Hazard Plans (Annex 4)*. They can also be used in the communication with the risk owners, when that risk is transferred to another agency/landowner.

The **Aim of these arrangements**, apart from complying with the City's obligations under the Emergency Management Act (2005), is to provide for a safer community, through the recognition and treatment of risk, in a collaborative approach to emergency management. Supporting City of Bunbury Policies and Corporate Guidelines can be found on page 5 of this plan.

Discreet agency roles and responsibilities, with actions are detailed in *Annex 3 – Response Plans*.

Emergencies likely to occur with the City of Bunbury district, are detailed in *Annex 2 – Emergency Risk Management* and the resultant *Annex 4 – Hazard Plans*. The ERM (Annex 4) demonstrates the hazard hierarchy and treatment options for these emergencies.

1.4 OBJECTIVES

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

- Detail the responsibilities, procedures and processes, along with the associated community expectations, with respect to Emergency Management.
- Establish guidelines for the inter-agency coordination and cooperation that may be required.
- 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 and action checklists for participants in the Emergency Management environment within Bunbury.

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, whilst ensuring the best possible outcomes for the community in the long term.

In the case of the City of Bunbury, the Emergency Management Plans and Arrangements are designed to provide for a multi-faceted approach to protecting the health, welfare, environmental and economic well-being of the community. The Risk Evaluation criteria that were developed through the consultation phase of the ERM studies, are used provide the focus for the prioritisation and application of these plans. These Risk Evaluation Criteria indicated vulnerabilities, threat and tolerances from the various elements of the community that were able to be engaged. It was this consideration that enabled the formulation

of the City's hierarchy of risks and the warning and preparatory thresholds with the Hazard Plans ([Annex 4](#)). These were also used in the 'Recommended Action Plans' (from [Annex 2 – Emergency Risk Management Plan](#)), for the Risk Transfer Instruments that were used to negotiate the Risk Treatments with the responsible agencies. These are then also used to provide the triggers for ISG formation and Controlling Agency advice, when an event threatens to reach or surpass these pre-determined triggers.

1.6 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

1.6.1 *South West Emergency Management Alliance (SWEMA), formally SWLGEMA*

The City of Bunbury, through its LEMC and in conjunction with 11 other LG in the South West District, have formed and become part of an Emergency Management alliance. The intent of this alliance is to increase local EM capabilities through information and resource sharing opportunities. The Alliance was formed as a reaction to the introduction of the [Emergency Management Act in 2005](#) and the subsequent increasing expectations upon Local Government. The objectives of this alliance as outlined in its 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, which would then be elevated to State level, for determination and resolution,
2. To inform a range of partners on regional emergency management challenges, strategies and solutions,
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/all agency' strategic, operational and financial planning frameworks.

The [Bunbury Local Emergency Management Arrangements \(LEMA\)](#) 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. These are also published on the City of Bunbury's website, to be shared by the members of the alliance and the general public.

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 required to be evacuated.

1.6.3 *Aged Care Facilities*

The City of Bunbury LEMC has also facilitated a MOU between all Aged Care Facilities in the Greater Bunbury area, for mutually supportive arrangements for any event whereby one or more centres are required to be evacuated.

1.7 SPECIAL CONSIDERATIONS

The City of Bunbury Emergency Risk Management studies have highlighted a number of local factors that require consideration, as they would be considered to have an impact on the implementation of these emergency management arrangements:

- Bush fire season – typically between the months of November and April,
- Storm season – typically between the months of May and September,

- Due to its low lying topography, the East Bunbury area is considered to be susceptible to inundation, from various natural causes, such as storm surge, tsunami and riverine flooding. The may be exacerbated by run-off from heavy rainfall over the CBD.
- Large Regional events attracting crowds above 10,000 which are subject to special risk management, through the permit system required for operators to conduct such events.
 - for example:
 - Australia Day (including Fireworks),
 - Grooving the Moo music festival,
 - ANZAC Day and other annual events.

2. MANAGEMENT

As prescribed within the [Emergency Management Act \(2005\)](#), the following sections define the descriptions and responsibilities of the main 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 ([Emergency Management Act - 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 its EM arrangements. The LEC may also assist a Hazard Management Agency (HMA) or Controlling Agency (CA), 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 response. This LEMC is to be a partnership development opportunity on behalf of the Bunbury community and other stakeholder groups.

For the City of Bunbury LEMC membership see - [Terms of Reference](#) , [Annex 1](#)

2.3 LEMC RESPONSIBILITIES

The functions of the LEMC ([EM Act section 39](#)) are as follows:

- To advise and assist the City of Bunbury in ensuring that Local Emergency Management Arrangements (LEMA) are established and maintained,
- To liaise with public authorities and other persons, in the development, review and testing of the LEMA,
- To carry out other EM activities as directed by the SEMC, or prescribed regulations,
- To represent the various elements of the community in the Community-Centred Emergency Risk Management communications processes,
- Ensure that the LEMC Annual Report is prepared and submitted to DEMC. This is to include a report on all activities undertaken during each financial year.

Along with the regulatory functions of the LEMC, it is recognised that LEMC is the responsible body for the development and establishment of sound working partnerships and relationships between the relevant agencies and the community. In addition, it is likely that should an Incident Support Group (ISG) be required, that many of the members of that group would come from the LEMC membership.

2.4 LOCAL GOVERNMENT IN EM

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

- subject to the Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district,
- to manage recovery activities, following an emergency affecting the community in its district,
- to perform other functions given to the City of Bunbury, under this Act, and
- to provide business continuity for City functions, per the *City Business Continuity Plan – Annex 8*.

2.5 TESTING AND EXERCISING

It is a requirement of LEMC, that at least one exercise is conducted each financial year, to test the LEMA. Ideally, this exercise should involve all LEMC agencies, in the City of Bunbury's district.

Such an 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 and a representative of Council should be encouraged to participate in the exercise, or be observers.

The exercise development should start with the formulation of a predetermined exercise 'Aim' and a limited number of 'Objectives'. An 'Exercise Assessment Instrument' should then be developed, to gather data during the exercise, testing these Objectives and be used to measure the strengths and weaknesses of the elements of the LEMA, throughout the Exercise. The use of this instrument during the exercise should enable a quantitative/qualitative report to be developed and presented to LEMC, for consideration towards recommendations for improvements to the arrangements.

2.6 LEMA REVIEW

2.6.1 Annually

Updates of this Plan shall occur by 31st March every year. The Resource and Contacts Directory (*LEMA - Annex 5*) will be reviewed by November 30 each year and distributed within the City, as a separate A5 booklet.

2.6.2 Responsibility

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

2.6.3 Rewrite

A total review of the Plan will occur every five (5) years, unless directed by the SEMC. The rewrite may be carried out by a sub-committee appointed by the LEMC, with the Executive Officer as the Chairperson. Alternatively, the re-write will be conducted by a person engaged for that purpose, communicating with the LEMC and its community networks regularly and the final draft tabled at LEMC for endorsement and submission to Council. This process would be favoured for expediency.

2.7 OUTSTANDING DOCUMENTS

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

No outstanding documents at this time

3. ORGANISATION and RESPONSIBILITIES

3.1 HAZARD MANAGEMENT STRUCTURE

Consistent with the *EM Act* (specifically *section 20*), 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 State Hazard/WestPlans for those hazards.

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

For additional emergency events not covered below, WA Police Force would appoint an Incident Controller (*State EM Response Procedure1 – Unclear Controlling Agency, or Plan – Appendix 'F', page 111*).

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	Local HMA	WEST Plan	Local Plan
Air Crash	WAPol Commissioner	✓	✓	✓
Animal or Plant Pest Disease	DG - DPIRD	✓	✓	
Collapse (Structural)	FES Commissioner	✓	✓	
Earthquake	FES Commissioner	✓	✓	X
Earthquake	FES Commissioner	✓	✓	
Electricity Supply Disruption	Coordinator of Energy		✓	
Fire - (DBCA Managed areas)	FES Commissioner	CA		✓
Fire (Rural and Urban)	FES Commissioner	✓	✓	✓
Flood	FES Commissioner	✓	✓	X
Gas Supply Disruption	Coordinator of Energy		✓	
Hazardous Materials (Biological)	State Health Coordinator		✓	
Hazardous Materials Emergencies (including radioactive materials)	FES Commissioner	✓	✓	✓
Heatwave	State Health Coordinator			
Human Pandemic	State Human Epidemic Controller	✓	✓	✓
Land Search and Rescue	WAPol Commissioner	✓	✓	✓
Landslide	FES Commissioner	✓	✓	X
Liquid Fuel Supply Disruption	Coordinator of Energy		✓	
Marine Oil Pollution	DoT – Marine Safety GM Southern Ports Authority – BPA	✓	✓	✓
Marine Search and Rescue	WAPol Commissioner	✓	✓	✓
Marine Transport Emergency	DoT – Marine Safety GM		✓	
Radiation Escape (Nuclear Warships)	WAPol Commissioner		✓	
Rail Transport Emergencies				
<ul style="list-style-type: none"> • Urban Passenger • Freight Network 	<ul style="list-style-type: none"> • Public Transport Authority • ARC Infrastructure 	✓	✓	✓
Road Crash	WAPol Commissioner	✓	✓	✓
Road Transport Emergencies	WAPol Commissioner	✓	✓	✓
Space Re-entry Debris	WAPol Commissioner		✓	
Storm/Tempest	FES Commissioner	✓	✓	✓
Terrorist Act	WAPol Commissioner	✓	✓	
Tropical Cyclone	FES Commissioner	✓	✓	
Tsunami	FES Commissioner	✓	✓	✓

Reference – *Emergency Management Regulations (2006) - r16-23B*

3.2 GENERAL

The organisation for an emergency is based on the following:

- An HMA with overall responsibility for the development of arrangements, equipment and expertise, along with the management of an operational response,
- Controlling Agency (CA) – the agency with a response role, through an associated WestPlan,
- An Incident Support Group (ISG), to assist the HMA/CA with its overall responsibility and community and resources support,
- Reference to relevant State Plans.

The process to deal with an emergency in Western Australia, is based on the principle of graduated response. The responsibility for responding to and resourcing a response to an emergency, is initially a local level effort. 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)

An 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 Controller who will assume overall management of an Incident and any supporting agencies, as required. The HMA will establish an Emergency Operations Centre to coordinate that event with an Incident Management Team (IMT) and associated support mechanisms, commensurate with complexity of that event.

3.4 CONTROLLING AGENCY

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. (*State EM Plan - Appendix 'C'*)

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, sections 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 The CoB *Local Emergency Management Arrangements* – within *Annex 2 - ERM Plans*.

3.6 INCIDENT SUPPORT GROUP (ISG)

Any ISG would include representatives of agencies and community, appointed to assist and support the HMA with the overall management and co-ordination of the incident.

An ISG acts as 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 in consultation with, the event Incident Controller, from the HMA/CA. This group would also provide an

early focus on the ultimate community recovery and community level communications, through the City's communications networks.

3.6.1 ISG Composition

ISG is comprised of representatives from key agencies involved in the response (and also potentially the recovery phase) of an incident, or emergency event. It is not necessary to have all members of the LEMC on the ISG however, 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 and community.

The ISG should also include the Recovery Coordinator, if recovery is likely to be formally required.

The City's Response Coordinator (RC) (as appointed from the City of Bunbury Business Continuity Plan), should also be involved in any ISG, to facilitate effective City participation in the event.

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 (or 3) incident is declared. The Local Emergency Coordinator must be advised. (*State EM Policy - Statement 5.2.2*, or *State EM Plan - section 5.1*)

3.6.3 Liaison Officers

Agency representation on the ISG will take the form of Liaison Officers (LO's). The role of the 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 authority 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 commitment 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 *State EM Plan – section 5.4* however, there are opportunities to recover costs through *State EM Recovery - Procedure 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 parent Agency informed of the current situation and intended action/s and commitments.
5. Maintaining accurate records of any actions taken and approvals gained, in response to LEC requests for justification of expenditure incurred.
6. Participating in committees to co-ordinate such issues as evacuation, transport, health, and welfare/accommodation, etc. Committees will be activated as required, to ensure that resources are deployed in the most economical 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/CA 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. Opportunities for recovery of costs related to non-core business are explained within *State EM Recovery Procedure 2 – (DFRA-WA)*.

3.6.5 Business Continuity During and Emergency Event

The City of Bunbury will apply the natural hazard triggers within the Hazard Plan (Annex 4), to provide pre-emptive warnings throughout the City and the LEMC. The responses from the City should provide an effective support mechanism to reducing the impact of the event upon the community, the City functioning and aid in community recovery.

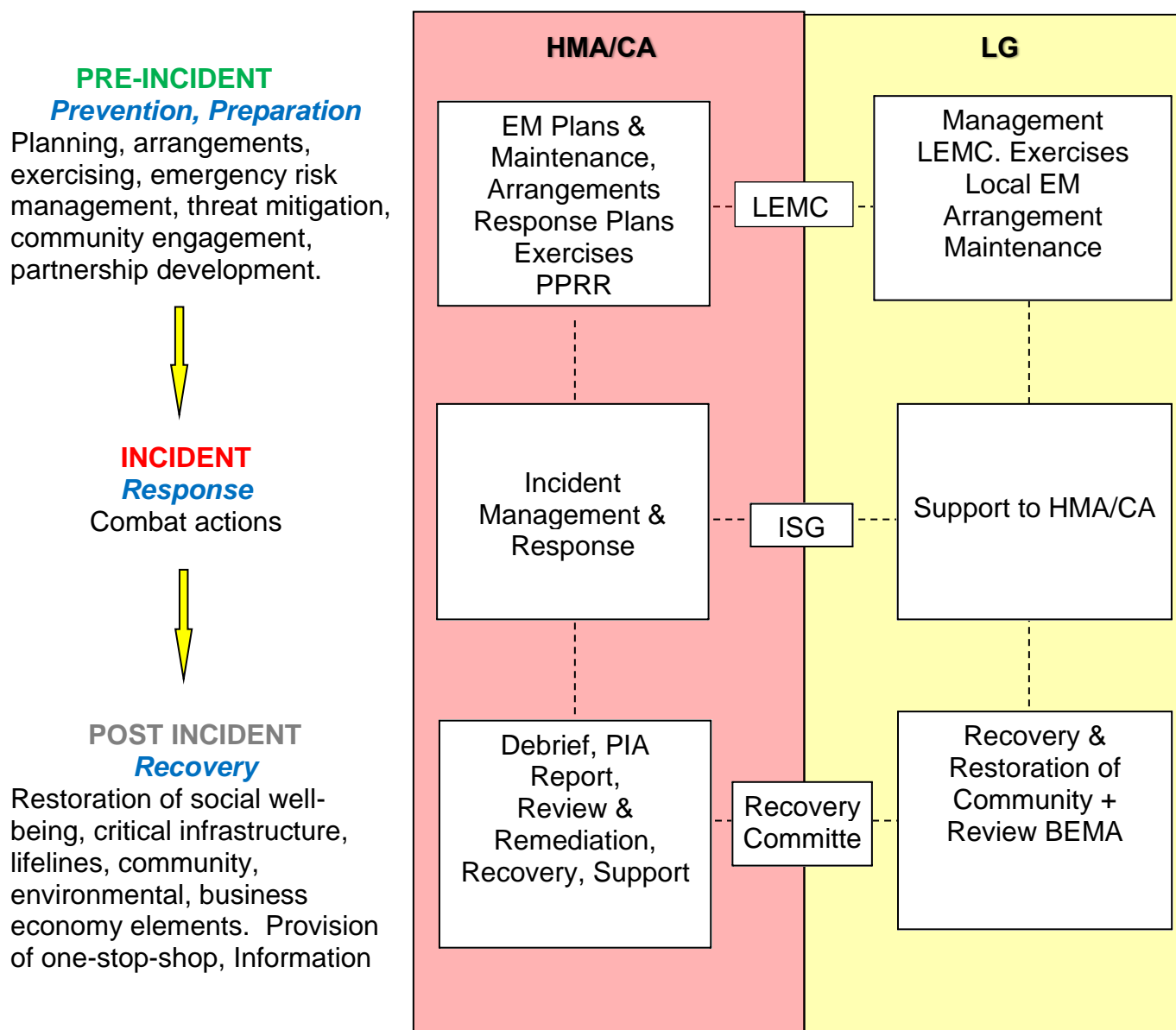
3.7 FINANCIAL ASPECTS OF EMERGENCIES

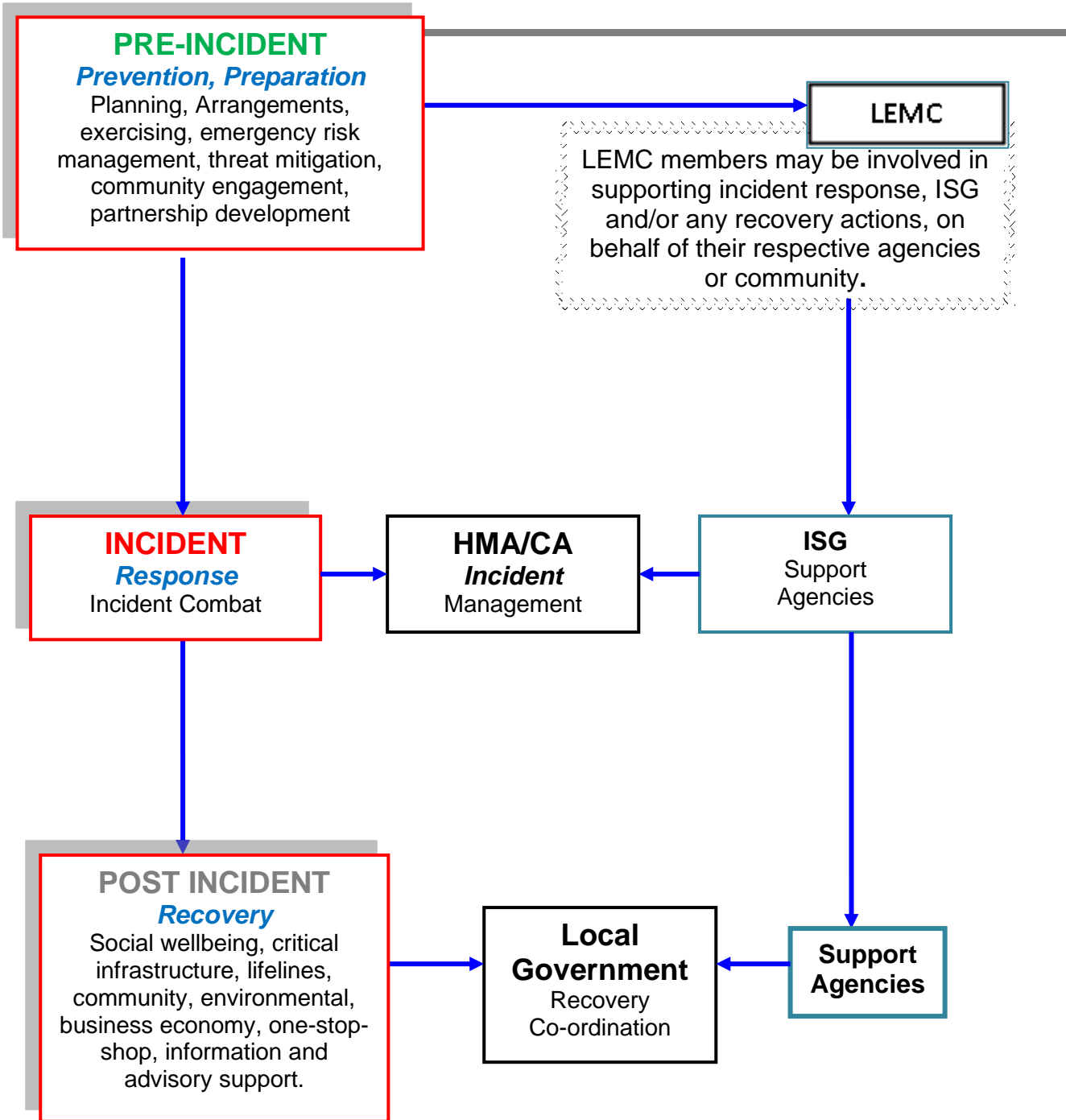
All costs associated in a multi-agency response to an emergency, shall be met by each individual agency, provided such costs are related to the delivery of services or resources which form part of the agency’s core function, or the agency has a bi-lateral agreement to provide such services and resources 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 of an item on which to call, no financial commitments can be entered into or expenditure incurred, unless authorised by the Incident Controller (HMA).

3.8 BUNBURY EMERGENCY MANAGEMENT ORGANISATIONAL PLAN





4. RESPONSE

4.1 ADVICE AND NOTIFICATION

Advice that an emergency has occurred, or is 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), should consider initiating an Incident Support Group (even if only to advise and communicate with the LEMC delegates, in preparation) per [Section 3.6](#), within this plan. If any of the warnings indicate the likelihood of meeting or exceeding any of the triggers within the [Hazard Plans \(LEMA – Annex 4\)](#), this communication would become of critical importance.

4.2 DECISION TO FORM AN INCIDENT SUPPORT GROUP (ISG)

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

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

For further information relating to triggers, support functions and management see [section 3.6](#) of this Plan.

4.3 EMERGENCY COORDINATION CENTRE (ECC) MANAGEMENT

The ECC shall be established to provide an effective operating space, with sufficient resources and personnel to aid in the coordination of the response to the emergency event. The reference '[Australian Emergency Manual](#)' series '[Manual 31 – Operations Centre Management](#)' (under review in 2019) should be considered to be the 'go to' guide, for best practice. The ECC shall contain sufficient space, administration infrastructure and communications facilities, to enable and encourage the required ISG liaison Officers to operate nearby.

The ECC shall be established to assist coordination of any multi-agency activity associated with a large scale incident. The ISG should operate within close communication proximity to the ECC to enable good situational awareness of the group, without impeding upon the functioning of the Operations/Coordination Centre/s. The objective would be to enable the necessary support to the HMA/CA and combat agencies, whilst still ensuring that the ISG is able to provide the required intelligence to and from their parent agencies.

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 (08) 9792 7000

Secondary Emergency Coordination Centres

South West District Police HQ Operations Centre
Wittenoom Street Bunbury (08) 9722 2111

Secondary or Supporting ECC's:

SUBURB	NAME OF FACILITY	ADDRESS
Picton East	COB Depot	Sutherland way
Withers	SW Sports Centre	Wimbledon Way (off Parade Road).

In response to any event that would be likely to impact upon the capacity of the City of Bunbury being able to continue to provide the expected level of 'core business', in addition to assisting the Controlling Agency/HMA in the response to the event, the City's Business Continuity Plan should be consulted, to guide the City's reaction. This plan is [Annex 8 – Business Continuity During Emergency Events](#) to these arrangements.

In most cases, where the impact is due to a 'natural hazard', a warning would have been issued throughout the City and the LEMC that the triggers for these warnings had been (or is likely to be) met. These triggers are articulated with the LEMA [Annex 4 – Hazard Plans](#).