



# **Local Emergency Management Arrangements**

**SEPTEMBER 2021**

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**SHIRE OF BROOMEHILL-TAMBELLUP  
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 Broomehill-Tambellup Local Emergency Management Committee and the Council of the Shire of Broomehill-Tambellup. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

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**Cr Mark Paganoni**  
**Chair**  
**Broomehill-Tambellup Local Emergency Management Committee**

**30 September 2021**

**Endorsed by Council**

**Resolution No. 211003**

**21 October 2021**

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## Distribution

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<b>Shire of Broomehill-Tambellup</b>	
Chief Executive Officer	1
Manager of Finance and Administration	1
Manager of Works	1
Community Emergency Services Manager	1
Strategic Support & Projects Officer (LEMC Administration)	1
Chief Bushfire Control Officer	1
Local Government Libraries – Broomehill & Tambellup	2
Shire Administration Offices	2
<b>Local Emergency Management Committee</b>	
LEMC Chairperson - Shire President	1
OIC - Tambellup Police (Local Emergency Coordinator)	1
St John Ambulance Sub Centre Tambellup	1
Tambellup Volunteer Fire and Emergency Service	1
Broomehill Red Cross	1
Tambellup Community Resource Centre	1
WA Country Health Service - Tambellup Health Centre	1
District Emergency Management Advisor	1
District Emergency Management Committee (DEMC)	1



## **Glossary of Terms**

For additional information in regards to the Glossary of Terms, refer to the current State EM Glossary or the WA Emergency Risk Management procedure.

**ACT** – refers to the *Emergency Management Act 2005*.

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** – A nationally adopted structure to formalise a coordinated approach to emergency management.

**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'

**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:

- a. Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- b. Preparedness – preparation for response to an emergency

- c. 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
- d. 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.

**HAZARD**

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
  - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
  - (ii) 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 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.

**LIFELINES** – 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.

**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 Shire of Broomehill-Tambellup

**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.

**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, taking into account 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, analysing, 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 1 (total loss).

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

**General Acronyms Used in these Arrangements**

<b>BFS</b>	Bush Fire Service
<b>CEO</b>	Chief Executive Officer
<b>Communities</b>	Department of Communities
<b>DPIRD</b>	Department of Agriculture & Food WA
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions
<b>DEMC</b>	District Emergency Management Committee
<b>ECC</b>	Emergency Coordination Centre
<b>DFES</b>	Department of Fire and Emergency Services
<b>FRS</b>	Fire and Rescue Service
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures
<b>VFES</b>	Volunteer Fire & Emergency Service
<b>WAPOL</b>	WA Police

## **PART 1 INTRODUCTION**

### **1.1. Authority**

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Broomehill-Tambellup Local Emergency Management Committee and approved by the Shire of Broomehill-Tambellup.

### **1.2. Community Consultation**

These Arrangements have been developed in consultation with the Broomehill-Tambellup LEMC as representatives of the respective communities and agencies.

### **1.3. Document Availability**

Copies of the Shire of Broomehill-Tambellup Local Emergency Management Arrangements can be found at:

- Shire of Broomehill-Tambellup Administration Offices:
  - 46-48 Norrish St, Tambellup
  - 30360 Great Southern Highway, Broomehill
- Broomehill Public Library
- Tambellup Public Library, Tambellup Community Resource Centre

Or alternatively online at [www.shirebt.wa.gov.au/documents/council-publications](http://www.shirebt.wa.gov.au/documents/council-publications)

### **1.4. Area Covered (Context)**

The Shire of Broomehill-Tambellup is situated in the Great Southern area southwest of Perth and north of Albany. It is bordered by the Shires of Gnowangerup to the east, Cranbrook to the south, Kojonup to the west and Katanning to the north. The Broomehill townsite is approximately 300 km by road south southwest of Perth (via Katanning) and 140 km from Albany. The townsite of Tambellup is 120 km north of the coastal City of Albany and 20 km south of Broomehill.

The Shire has a total area of 281,300 ha, (2,813 km<sup>2</sup>) consisting of agricultural and pastoral land, Crown land and reserves and the townsites of Broomehill and Tambellup. The population of the Shire is estimated at 1144 people (ABS Census 2016), with Broomehill townsite estimated at 251 people and 375 for the Tambellup townsite. 11.5% of the population (131 people) identifies as Aboriginal. The primary administration centre for the Shire is located at Tambellup with a satellite office maintained at Broomehill.

[Please refer to Appendix 8 – Maps and Demographics for a map of the area covered.](#)

### **Climate**

Rainfall is mainly during the winter and spring months and averages 470 mm. Temperatures range from moderate in winter up to 40°C plus in the summer. Burning Restrictions occur between October and April each year to prevent fires occurring in the district during the summer season.

## **Local Industries**

Business and industry within Broomehill-Tambellup is based upon traditional broadacre agriculture pursuits and support services. Within the rural sector a range of support and contract services such as agriculture supplies, mechanical, shearing, mulesing, spraying, super spreading, hay cutting, canola swathing and harvesting are available.

Each town has a Primary School catering for students in kindergarten to Year 6, with school bus services available to secondary school in Katanning.

Basic health services are available at the Tambellup Health Centre three days per week, with visiting doctor from Gnowangerup one day fortnightly.

Other businesses in Tambellup include the bank (Tuesdays/Thursdays), post office, convenience store with fuel, hotel and the Community Resource Centre.

Services available in Broomehill include the post office, and a café/restaurant. The Broomehill Village Caravan Park caters for caravan and camping, with short stay cabin accommodation available.

Based on the 2015-2016 census conducted by the Australian Bureau of Statistics, the Gross Regional Product (GRP) of the Broomehill-Tambellup LG is \$77 million.

The ABS amalgamates the gross value of agricultural production (GVAP) for the statistical area (SA2) of Kojonup, which includes the shires of Kojonup, Broomehill-Tambellup and Cranbrook. The GVAP for the Kojonup statistical area for the period 2015-2016 was estimated to be \$368 million (*ABARES Australian Agricultural Census 2015-16*)

Based on the proportion of the cleared agricultural area within the Broomehill-Tambellup LG relative to the cleared agricultural area within the Kojonup statistical area, it is estimated that the GVAP for Broomehill-Tambellup was \$116 million for 2015-2016. Of this it is estimated that \$83 million is attributed to the grains industry while \$32 million is derived from livestock sales and livestock products (primarily wool/meat). (*Catchment scale land use profiles by local government areas 2015-16 (ABARES)*)

### **1.5. Aim**

The aim of the Shire of Broomehill-Tambellup Local Emergency Management Arrangements is to set out local emergency management arrangements within the Shire. This document is to assist in the coordination of major emergencies and is not intended to provide procedures or directions to HMA's.

### **1.6. Purpose**

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

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;

- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the Emergency Management Act 2005 (EM Act)).

### **1.7. Scope**

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- a) This document applies to the local government district of the Shire of Broomehill-Tambellup;
- b) This document covers areas where the Shire of Broomehill-Tambellup (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Broomehill-Tambellup's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) Shire of Broomehill-Tambellup's (LG) responsibility in relation to recovery management.

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

## **PART 2 RELATED DOCUMENTS AND ARRANGEMENTS**

### **2.1. Local Emergency Management Policies**

- Policy 1.23 – Public Relations – Press Releases
- Policy 4.9 - Shire Owned Equipment at a Wildfire
- Policy 6.4 - Roadside Burning

### **2.2. Existing Plans & Arrangements**

<b>Document</b>	<b>Owner</b>	<b>Location</b>	<b>Date</b>
Broomehill-Tambellup Evacuation Plan	Shire of Broomehill-Tambellup/WAPOL	Shire Administration and Tambellup Police	2015
Broomehill-Tambellup Welfare Plan	Shire of Broomehill-Tambellup/Department of Communities	Shire Administration and Department of Communities	2019
Broomehill Primary School Emergency & Critical Incident Management Plan	Broomehill Primary School	Broomehill Primary School	2021
Broomehill Primary School Bush Fire Plan	Broomehill Primary School	Broomehill Primary School	2021
Tambellup Primary School Emergency & Critical Incident Management Plan	Tambellup Primary School	Tambellup Primary School	2021
Chemical Stock Manifest	Nutrien	In manifest box, Bridge St Tambellup	2021
Shire of Broomehill-Tambellup Standard Operating Procedures for Bushfire Brigades	Shire of Broomehill-Tambellup	Shire Administration, Chief, Deputy Chief, Brigade Fire Control Officers, Community Emergency Services Manager	2020

### **2.3. Agreements, Understandings & Commitments**

<b>Parties to the Agreement</b>		<b>Summary of the Agreement</b>	<b>Special Considerations</b>
Department of Communities	Coles Supermarkets	Opening up after hours to provide food for the welfare centre	Please contact the Manager. Purchase order required.

### **2.4 Special Considerations**

The following special considerations that are likely to impact on the availability of volunteers and the successful implementation of these emergency management arrangements in times of emergency:

Description	Time of Year	Impact/Number of People
School holidays	April, July, September, December-January	Reduced number of volunteers in the community, increased visitors to/through the Shire
Seasonal farming activities: Seeding	May/June	Reduced availability of volunteers in the community
Harvest	November/December	Reduced availability of volunteers in the community, increased risk of fire
Bush Fire season	October – April	Increased risk of fire and reliance on volunteers for fire response
Christmas holidays	December/January	Many residents are away, resulting in reduction of number of volunteers
Easter holidays	March/April	Many residents are away, resulting in reduction of number of volunteers

## 2.5 **Resources**

The Shire maintains a list of resources that may be available in the event of an emergency. This list is reviewed and amended on a regular basis.

[Please refer to Appendix 1– Resources register](#)

## **PART 3 ROLES AND RESPONSIBILITIES**

### **3.1 Local roles and responsibilities**

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Broomehill-Tambellup are defined in s.36 of The Act.
Local emergency coordinator	The responsibilities of the LEC are defined in s.36 of The Act. <i>The LEC is the Officer in Charge – Tambellup Police.</i>
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident. <i>The Local Recovery Coordinator is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
LG welfare liaison officer	During an evacuation where a local government facility is utilised by Department of Communities, provides advice, information and resources regarding the operation of the facility. <i>The LG Welfare Liaison Officer is the Strategic Support &amp; Projects Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
LG liaison officer (to the ISG/IMT)	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. <i>The LG Liaison Officer to the ISG/IMT is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated).</i>
Local government – Incident management	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implementing procedures that assist the community and emergency services deal with incidents</li> <li>• Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires’ emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support Department of Communities.</li> </ul>

### 3.2 **LEMC roles and responsibilities**

The Shire of Broomehill-Tambellup 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. 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.

<b>Local role</b>	<b>Description of responsibilities</b>
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. <i>The LEMC Chair is the President of the Shire of Broomehill-Tambellup.</i>
LEMC Executive Officer	Provide executive support to the LEMC by: <ul style="list-style-type: none"><li>• Provide secretariat support including:<ul style="list-style-type: none"><li>○ Meeting agenda;</li><li>○ Minutes and action lists;</li><li>○ Correspondence;</li><li>○ Maintain committee membership contact register;</li></ul></li><li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;</li></ul>

Local role	Description of responsibilities
	<ul style="list-style-type: none"> <li>○ Annual Report;</li> <li>○ Annual Business Plan;</li> <li>○ Maintain Local Emergency Management Arrangements;</li> <li>● Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>● Participate as a member of sub-committees and working groups as required;</li> </ul> <p><i>The LEMC Executive Officer is the Chief Executive Officer of the Shire of Broomehill-Tambellup (or as delegated.)</i></p>

### 3.3 Agency roles and responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> <li>● undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;</li> <li>● control all aspects of the response to an incident.</li> </ul> <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the <a href="#">Emergency Management Regulations 2006</a>.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> <li>● Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>● Appointment of Hazard Management Officers [s55 Act]</li> <li>● Declare / Revoke Emergency Situation [s 50 &amp; 53 Act]</li> <li>● Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]</li> <li>● Ensure effective transition to recovery by Local Government</li> </ul>

<p>Combat Agency</p>	<p>A combat agency as prescribed under subsection (1) of the Emergency Management 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>
<p>Support Organisation</p>	<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**

### **4.1 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 EM Policy section 3.2.

### **4.2 Risk Register and Critical Infrastructure**

A Risk Assessment has been completed in accordance with State Emergency Management Policy 3.2.6, during two workshops conducted with the assistance of the District Emergency Management Officer. The workshops consisted of two parts: workshop one held on 22 August 2017 as a planning workshop to identify the hazards, and workshop two on 27 March 2018 to conduct the risk assessment process.

The following hazards were identified as most likely to occur within the district:

- Fire
- Heatwave
- Hazardous Materials Incident (HAZMAT/Chemical substance)
- Flood

A total of 194 risk statements were examined across the four hazards, with 75 statements rating at the extreme or high level (requiring treatment actions to be considered).



The Broomehill-Tambellup LEMC is required to complete two further stages to continue the risk management process for the Shire of Broomehill Tambellup:

- Step 1: 31 risks have been identified as 'Consider Treating', this means the LEMC will need to consider each risk to determine if it will either 'Treat' the risk or 'Monitor and Review' the risk.

- Step 2: Treat Risks – this will be the process of determining and selecting treatments for the identified risks which require treatment.

It is anticipated these stages will be completed during 2021-2022. The Risk Register will be updated and circulated to all stakeholders on completion.

The Broomehill-Tambellup LEMC in consultation with the community will conduct a review of the risk analysis for the communities every 5 years in accordance with SEMP 2.9.

[Please refer to Appendix 3 – Risk Register.](#)

The emergency risk assessment process has identified a list of infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

[Please refer to Appendix 4 – Critical Infrastructure.](#)

#### **4.3 Risks – Emergencies Likely to Occur in local area**

<b>Hazard</b>	<b>Controlling Agency</b>	<b>HMA</b>	<b>Local Combat Role</b>	<b>Local Support Role</b>	<b>State Hazard Plan (Westplan)</b>	<b>Local Plan (Date)</b>
Air Transport Accident	WA Police	WA Police	St John VFES/SES	Communities	Crash Emergency	No
Earthquake	DFES	DFES	VFES/SES St John	Communities	Earthquake	No
Animal and Plant Biosecurity	DPIRD	DPIRD	DPIRD	LG	Animal and Plant Biosecurity	No
Hazardous Material Incident	DFES	DFES	VFES/SES St John	LG Communities	HAZMAT	No
Human Epidemic	WA Health	WA Health	St John	Communities	Human Epidemic	No
Rail Transport Accident	Arc Infrastructure	Arc Infrastructure	St John VFES	LG	Crash Emergency	No
Road Transport Accident	WA Police	WA Police	VFES St John	Communities LG	Crash Emergency	No
Storm Damage	DFES	DFES	VFES/SES St John	Communities LG	Storm	No

<b>Hazard</b>	<b>Controlling Agency</b>	<b>HMA</b>	<b>Local Combat Role</b>	<b>Local Support Role</b>	<b>WESTPLAN/State Hazard plan</b>	<b>Local Plan (Date)</b>
Fire	DFES	DFES	VFES BFB DPAW St John	Communities LG	Fire	No
Heatwave	WA Health	WA Health	St John	Communities	Heatwave	No
Energy Supply Disruption	Western Power	Public Utilities Office	Western Power		Electricity Supply Disruption	No

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

## **PART 5 COORDINATION OF EMERGENCY OPERATIONS**

It is recognised that the HMA's and Combat agencies may require Shire of Broomehill-Tambellup resources and assistance in emergency management. The Shire of Broomehill-Tambellup is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

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

The ISG is convened by the Controlling Agency appointed Incident Controller to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

#### **Role**

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may have involvement in the incident.

#### **Triggers for an ISG**

The triggers for an incident support group are defined in State EM Policy 5.2.2 'Operational Management' and State EM Plan section 5.1. These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

#### **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 and transition into 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**

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 or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

## 5.2 Location of ISG Meetings

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

**Location One**     **Shire of Broomehill-Tambellup Administration Office**  
**Address**            **46-48 Norrish St, Tambellup 6320**

	Name	Phone (Work)	Phone (Mobile)
1 <sup>st</sup> Contact	CEO	9825 3555	TBA
2 <sup>nd</sup> Contact	Manager Finance and Administration	9825 3555	0409 762212

**Location Two**     **Broomehill Central Bushfire Brigade Station**  
**Address**            **Great Southern Hwy, Broomehill 6318**  
*\*In consultation with Broomehill Central Bushfire Brigade*

	Name	Phone	Phone
1 <sup>st</sup> Contact	CEO	9825 3555	TBA
2 <sup>nd</sup> Contact	Community Emergency Services Manager		0417 071567

## 5.3 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 out to the public in a timely and efficient manner. This section highlights local communication strategies.

### **Shire Systems**

- SMS Messaging Service

The Shire of Broomehill-Tambellup has in place an SMS system for notification of harvest bans and road closures. Residents are able to register their mobile phone number to receive notifications. All Bushfire Brigades are set up in the Shire's SMS system. The Shire of Broomehill-Tambellup manages this system – phone 9825 3555.

All Volunteer Bushfire Brigades and the Tambellup Volunteer Fire and Emergency Service have SMS paging systems operational through DFES. These are activated in an emergency through the '000' service, or through DFES Regional Office in Albany – phone 9845 5000.

While the SMS systems are able to be used for other emergency-related purposes, effectiveness in some areas of the shire is limited by inconsistent mobile coverage.

- Recorded Phone Message (Harvest Ban Hotline) – 9825 1042  
A recorded phone message service is utilised by the Shire when Harvest and Vehicle Movement Bans are imposed through fire danger periods. The phone number for this service is well circulated within the Broomehill and Tambellup communities, and to neighbouring shires. In the event of an emergency this service will be utilised to provide updated information to the community. The service is managed by the Shire of Broomehill-Tambellup – phone 9825 3555.
- Shire Website – [www.shirebt.wa.gov.au](http://www.shirebt.wa.gov.au)  
The Shire's website will also be utilised to provide relevant information and updates to the public in a timely manner. The website is maintained by Shire staff – phone 9825 3555.
- Community notice boards:
  - Corner India and Journal St Broomehill
  - Tambellup Post Office, Norrish St Tambellup.

All Shire communication systems can be accessed remotely and after hours by authorised Shire employees.

#### **DFES Public Info Line**

DFES operates a public information line and website for natural hazards. Access to this is via the DFES Duty Officer – 9845 5000.

#### **Radio**

ABC Radio will broadcast community alerts as a priority. ABC transmits on 558AM & 630AM.

ABC Statewide Perth	Ph 13 99 94	Fax 08 9220 2911
ABC South Coast Albany	Ph 9842 4011	Fax 08 9842 4099
ABC Bunbury	Ph 9792 2711	

Radio West/Hot FM broadcasts on 918AM and 100.5FM respectively.

Radio West Albany	Ph 9842 2783	Fax 08 9841 8565
Radio West Narrogin	Ph 9811 4000	Fax 08 9881 3166
Radio West Bunbury	Ph 9791 2359	Fax 08 9792 2799

**Television**

GWN (Bunbury)	08 9721 4466 (phone)	08 9792 2932 (fax)
WIN (Albany)	08 9842 8024 (phone)	08 9842 9067 (fax)
WIN (Perth)	08 9449 9999 (phone)	08 9449 9900 (fax)

**5.4 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 Broomehill-Tambellup 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 Broomehill-Tambellup occurs to ensure the desired level of support is achieved.

## **PART 6 EVACUATION AND WELFARE**

### **6.1 Evacuation**

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

### **Management**

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

**Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages.** This is because Communities has responsibility under State Arrangements for coordinating the provision of welfare support.

[Please refer to Appendix 5 – Evacuation Plan](#)

### **6.2 At Risk Groups**

The following table identifies groups within the Shire of Broomehill-Tambellup community which may need assistance or special consideration during an evacuation;

<b>Organisation</b>	<b>Number of People</b>	<b>Contact</b>	<b>Address &amp; Phone</b>	<b>Evacuation Plan in place?</b>
Tambellup Primary School	65	Principal	Taylor St, Tambellup Phone: 9825 1144	Yes
Broomehill Primary School	50	Principal	Hassell St, Broomehill Phone: 9824 1250	Yes
Seniors Units - Tambellup	Up to 8	Shire	George St, Tambellup	No
Seniors Units - Tambellup	Up to 12	Shire	Taylor St, Tambellup	No
Seniors Units – Broomehill	Up to 8	Shire	Javelin St Broomehill	No
Aboriginal community	Varies	See Contacts Register		
Broomehill Village Caravan Park (visitors to the community)	Varies	Shire	Morgan Rd, Broomehill	No
Tambellup Daycare	Up to 8	Caitlin Willmott	Crowden St, Tambellup Phone: 0459 445994	Yes

Broomehill Playgroup (Old RSL)	Varies	President	Journal St, Broomehill Phone: 0428 713622	No
Tambellup Playgroup (Old Kindy Building)	Varies	Principal	Tambellup Primary School, Howard St, Tambellup Phone: 9825 1144	Yes

### Routes & Maps

Should a major emergency occur the following highways/roads could be blocked and alternative arrangements will have to be implemented to allow community and emergency vehicle access:

#### Roads - Tambellup

Tambellup West Road  
Gnowangerup - Tambellup Road  
Great Southern Highway

#### Roads – Broomehill

Broomehill - Kojonup Road  
Tieline Road  
Broomehill-Jerramungup Road  
Great Southern Highway

These routes will become the priority for repair.

[Please refer to Appendix 8 – Maps & Demographics.](#)

### 6.3 Welfare

The Department of Communities has the role of managing welfare. The Department of Communities has developed a Local Welfare Emergency Management Plan for the Shire of Broomehill-Tambellup.

[Please refer to Appendix 7 – Welfare Plan.](#)

#### 6.3.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Management Group when required

### **6.3.2 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 DCP to arrive.

### **6.4 Register.Find.Reunite**

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

A number of Red Cross members in Broomehill and surrounding districts have completed training to assist with registrations. [Refer to Appendix 2 – Contacts.](#)

### **6.5 Animals (including assistance animals)**

*The Shire is currently developing its Animal Welfare in Emergencies Plan. This will be attached as an appendix when complete.*

Animals (with the exception of assistance animals) are not permitted to enter a welfare centre.

Shire staff may open the pound at the Shire Depot to house domestic animals (dogs, cats) during an evacuation.

Arrangements have been made with a number of landowners in the shire for the use of portable stockyards if required.

[Please refer to Appendix 1 – Resource Register.](#)

### **6.6 Welfare Centres**

[Please refer to Appendix 7 – Welfare Plan](#) for a list of pre-determined primary and secondary welfare centre locations.

## **PART 7 RECOVERY**

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA.

[Please refer to Appendix 6 – Local Recovery Management Plan](#)

### **Local recovery coordinator**

Local governments are required to nominate a local recovery coordinator. Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

A Local Recovery Coordinator has been appointed. [Please refer to Appendix 2 – Contacts.](#)

## **PART 8 EXERCISING, REVIEWING AND REPORTING**

### **8.1 The Aim of Exercising**

Testing and exercising is essential to ensure that the emergency management arrangements are workable and effective. Testing and exercising is also important to ensure that 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 local government 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.

### **8.2 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 local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

### **8.3 Types of Exercises**

Some examples of exercises 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
- Locating and activating resources on the Emergency Resources Register

### **8.4 Reporting of Exercises**

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

## **PART 9 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

### **9.1. 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). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Contact lists are reviewed quarterly. Arrangements will also be reviewed following an exercise.

### **9.2 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.

### **9.3 Review of Resources Register**

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

### **9.4 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.

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC will issue the annual report template.

## **APPENDICES**

Due to the sensitive nature of some information presented in the appendices, these are not available for public information. Please contact the Shire on 9825 3555 if further information is required.

## **Appendix 1: Resource Register**

## **Appendix 2: Contacts**

### **Appendix 3: Risk Register**

## **Appendix 4: Critical Infrastructure**

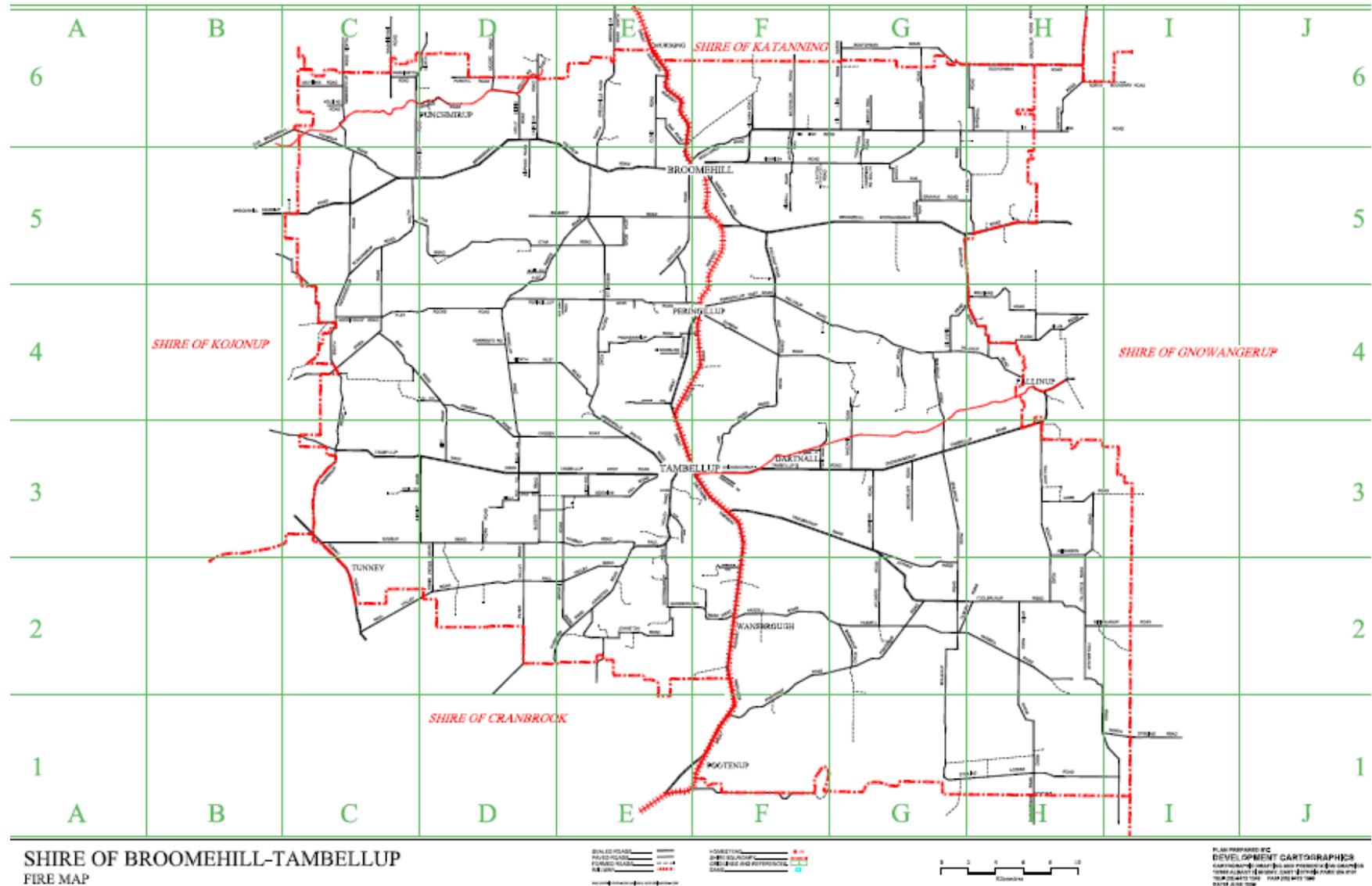
## **Appendix 5: Evacuation Plan**

## **Appendix 6: Recovery Plan**

**Appendix 7: Welfare Plan**

## **Appendix 8: Maps and Demographics**

# Shire of Broomehill-Tambellup – District map



**School Bus Routes** (updated annually)

## **Tambellup Flood Mapping (1982)**

## Demographics – Shire of Broomehill-Tambellup

Source: Australian Bureau of Statistics 2016 data: [www.abs.gov.au](http://www.abs.gov.au)

Age	Broomehill-Tambellup (S)
0-4 years	107
5-14 years	166
15-24 years	97
25-54 years	435
55-64 years	173
65 and over	168
Total population	1146
Median age	39

The median age of people in Broomehill-Tambellup (S) (Local Government Areas) was 39 years. Children aged 0 - 14 years made up 23.8% of the population and people aged 65 years and over made up 14.7% of the population.

*\*\*Data to be updated post 2021 census)*