Local Emergency Management Arrangements

Shire of Northam

The aim of the Shire of Northam Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

Document Control			
Document ID	LEMA	**Version**	4
LEMC Endorsement date	03/03/2022	**Last Review**	2022
Current Review	2022	**Next Review Date**	2027
Prepared by	Community Emergency Services Manager		
Documents maintained by	**Shire of Northam**		

AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the *Emergency Management Act 2005* ('the Act'), endorsed by the Shire of Northam Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

These arrangements have been developed by personnel within the Shire of Northam and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the *Emergency Management Act 2005* and the State Emergency Management Plans (WESTPLAN), State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Management Plan for the Provision of Welfare Support.

Endorsed by:

_____   18/3/2022
Chairperson, LEMC   Date

The Common Seal of the Shire of Northam
was hereto affixed as per council resolution
No. ...C. 4417.......in the presence of:

_____   18/3/2022
Cr Chris Antonio   Date
Shire President

_____   18. 3. 2022
Mr Jason Whiteaker   Date
Chief Executive Officer

AMENDMENT HISTORY

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	**DATE**		**NAME**
1.	**2008**	**Initial Issue**	**Phil Steven**
2.	**2011**	**General update**	**Felix McQuistan**
3.	**2016**	**5 year review and update**	**Daniel Hendriksen**
4.	**2022**	**5 year review and update**	**Brendon Rutter**

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to:

> The Chairperson
>
> Shire of Northam Local Emergency Management Committee
>
> PO Box 613
>
> NORTHAM WA 6401

Or email to: records@northam.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

- [State Emergency Management Policy](#)
- [State Emergency Management Plan](#)
- [State Emergency Management Procedure](#)
- [State Emergency Management Guidelines](#)
- [State Emergency Management Glossary](#)

DISTRIBUTION LIST

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Northam State Emergency Service	
Northam St John Ambulance sub-station	
Northam Senior High School	
Department of Communities	
Department of Fire and Emergency Services (DEMA, DO Avon)	
Main Roads WA Representative	
Silver Chain Representative	
Other Committees	
Wheatbelt District Emergency Management Committee	
State Emergency Management Committee	

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Introduction

Section One

1.0   Glossary of Terms

Australasian Inter-Service Incident Management System (AIIMS): A nationally adopted structure to formalise a coordinated approach to emergency incident management.

Combat Agency: As prescribed under Section 6(2) of the *Emergency Management Act 2005,* a combat agency 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.

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 phrases. (Synonyms: disaster cycle, disaster phases and PPRR)

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

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

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 related 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 Emergency Management Committee: A committee established under Section 31(1) of the *Emergency Management Act 2005*

Emergency: The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that is requires a significant and coordinated response

Emergency Coordination Centre: A facility established to coordinate and organise emergency provision of services.

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 up the recovery process.

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.

Hazard: An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruct of; or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006.*

Hazard Management Agency (HMA): A public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard for a part of the whole of that State.

Incident: the occurrence or imminent occurrence of a hazard.

Incident Controller: The person designated by the Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. (Note: Agencies may use different terminology, however, the function remains the same).

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Incident Support Group: A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

Local Emergency Coordinator: The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Committee: A committee established under Section 38 of the *Emergency Management Act 2005.*

Operational Area: 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.

Preparedness: Preparation for response to an emergency.

Prevention: The mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Public Authority: An agency as defined in the *Public Sector Management Act 1994;*

- A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;

- A local government or regional local government;

- The Police Force of Western Australia;

- A member or officer of a body referred to in one of the above; or

- A person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition

Recovery: The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Response: The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

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, if may be expressed as the likelihood of death to an exposed individual over a given period; and

- 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 in the product of hazard and vulnerability.

Standard Operating Procedure: A set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Emergency Management Committee: A committee established under Section 13 of the *Emergency Management Act 2005.*

Vulnerability:

The characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

Welfare: The provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

1.1 General Acronyms used in these Arrangements:

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DC	Department of Communities
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	(Volunteer) Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordination
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum of Understanding
NGO	Non-governmental organisation
PaW	Parks and Wildlife Service (Department of Biodiversity, Conservation and Attractions)
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	State Emergency Warning Signal
SHC	State Health Coordinator
SJA	St John Ambulance
WA	Department of Health
WAPOL	WA Police Force

1.2 Disclaimer

The Shire of Northam makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Northam hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose,

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1.3   Document Availability:

A copy (public version) of this document is available on the Shire of Northam website www.northam.wa.gov.au.

A print copy of this document (public version) will be made available to the public at the Shire of Northam administration building at 395 Fitzgerald Street ,Northam WA 6401

An electronic copy of this document (confidential version) is available to all Local Emergency Management Committee members.

1.4   Aim:

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5   Purpose:

To set out:

- The Shire of Northam policies for emergency management

- The roles and responsibilities for public authorities and other persons involved in emergency management

- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons

- Description of emergencies likely to occur within the Shire of Northam

- Strategies and priorities for emergency management in the district

- Other matters about emergency management in the Shire of Northam that the Shire of Northam considers appropriate

1.6   Scope:

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs individual plans.

- This document applies to the local government district of the Shire of Northam

- This document covers areas where the Shire of Northam provides support to HMAs in the event of an incident.

- This document details the Shire of Northam capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Northam's responsibilities in relation to recovery management.

The 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.

1.7 Area Covered:

The Shire of Northam is located approximately 96 kilometres Northeast of Perth. It encompasses an area of 1443 km² and includes the localities of Bakers Hill, Clackline, Grass Valley, Northam, Spencers Brook and Wundowie.

1.8 Exercising, Reviewing and Reporting:

Exercising:

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of Northam Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting of the DEMC.

Reviewing:

An entire review of the emergency management arrangements should be undertaken

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.

- Every five years and;

- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting:

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.9   Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Northam are defined in s.36 Functions of local government of the Emergency Management Act 2005 stated below: It is a function of a local government — (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and (b) to manage recovery following an emergency affecting the community in its district; and (c) to perform other functions given to the local government under this Act.
Local Emergency Coordinator	The responsibilities of the LEC are defined in s37(4) Local Emergency Coordinators of the *Emergency Management Act 2005* stated below: (4) The local emergency coordinator for a local government district has the following functions — (a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;

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Local Role	Description of Responsibilities
	(b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; (c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
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. **Refer to *Contacts & Resources Register* for details.**
Local Government Welfare Liaison Officer	During an evacuation assist Dept. Communities by providing advice information and resources (a) open and establish a welfare centre at the nominated facility until the arrival of DC; (b) establish the registration process of evacuees until the arrival of DC; (c) provide advice, information and resources in support of the facility; and (d) assist with maintenance requirements for the facility. **Refer to *Contacts & Resources Register* for details.**
Local Welfare Coordinator	Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within the Northam Office. A Communities LWC responsibilities include: (a) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees; (b) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services; (c) Represent Communities on the Incident Support Group (ISG) when required.

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Local Role	Description of Responsibilities
Local Government Liaison Officer (to ISG/IMT)	During a major emergency the liaison officer attended ISG meetings to represent the local government, provides local government knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	- Ensure planning and preparation for emergencies is undertaken - Implement procedures that assist the community and emergency services deal with incidents - Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role - Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. - Liaise with the incident controller (provide liaison officer) - Participate in the IMT/ISG and provide local support - Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.
Communities Welfare Centre Coordinator (WCC)	In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include: a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC; c) Remaining at the centre to manage the centre operations.

1.10 LEMC Roles and Responsibilities

The Shire of Northam has established a Local Emergency Management Committee (LEMC) as per section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

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 includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Northam LEMC meets quarterly, generally on the second Wednesday of every February, May, August and October.

LEMC Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken. NB: The Northam LEMC elects a Deputy Chair on an 'as needs' basis, in the absence of the elected Chair.
LEMC Executive Officer LEMC Administration Officer	Coordinates the activities of the LEMC by oversight of actions of relevant Shire personnel as delegated by the CEO.

1.11 LEMC Membership

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire's LEMC include representatives from DFES, Shire of Northam councillors and staff, WA Police Force, Department of Health, Department of Education and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts please refer to Contacts & Resources Register – this is only available to LEMC members and Emergency Management professionals.

1.12   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	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident During Recovery the Controlling Agency will ensure effective transition to recovery
Hazard Management Agency	A HMA 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" A HMA's function is to: • Undertake responsibilities where prescribed for these aspects • Appointment of Hazard Management Officers • Declare/Revoke Emergency Situation • Coordinate the development of the Westplan/State Hazard Plan for that hazard • Ensure effective transition to recovery by Local Government

Agency Roles	Description of Responsibilities
Combat Agency	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 that 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.
Support Organisation	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.

1.13   Related Documents and Arrangements

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Northam has the following emergency management policies in place:

Policy Name	Policy Objective
Shire of Northam Bush Fire Manual	Council Endorsed administration document for operation of the Shire Bush Fire Service.

Existing Plans and Arrangements:

Document	Owner	Location	Date of Plan
Risk Register	Shire of Northam	https://au.promapp.com/shireofnortham/Risk/Register	N/A
Bushfire Risk Management Plan	Shire of Northam	https://au.promapp.com/shireofnortham/Documents/Minimode/Permalink?crypto=DS8QOzycVINjOXG9V8yP6b	2018-2023

Document	Owner	Location	Date of Plan
State Hazard Plans	State Emergency Management Committee	https://semc.wa.gov.au/emergency-management/plans/state-hazard-plans	Various
Northam Airport Emergency Plan	Shire of Northam	https://au.promapp.com/shireofnortham/Documents/Minimode/Permalink?crypto=nJVsDmdMv14RHhB2bzXTA	2011
Local Emergency Management Plan for the Provision of Welfare Support, Northam District	Department of Communities	Department of Communities	Unknown
Yongah Hill Detention Centre	SERCO	SERCO	Unknown

Local Agreements, Understanding and Commitments

Parties to the agreement	Summary of the agreement
Shire of Northam and the Avon Regional Organisation of Councils	Regional cooperation including the Shires of Northam, Toodyay, Goomalling, Victoria Plains and York.

The Shire of Northam is continuing to work towards provision of mutual aid during emergencies and post incident recovery.

1.14   Community Consultation

These arrangements have been developed by the Shire of Northam in consultation with the Shire of Northam Local Emergency Management Committee.

examples

- *Community representatives are encouraged to become members of the LEMC*

- *The LEMC seeks community leaders to assist with consultations and attend exercises where appropriate.*

- *Through utilisation of the Shire Facebook and website pages*

1.15   Community Awareness

The Shire of Northam LEMC makes every effort to increase community awareness of emergency management. Examples below:

- *EM news including raising awareness of risks and preparedness measure provided in local community newsletters and social media platforms. (i.e. storm season preparedness, bush fire awareness)*

- *invites to major exercises*

- *emergency management days*

- *workshops and information days*

- *Encourage LEMC members to share learnings with family, friends and colleagues and to disseminate information through their agencies.*

- *Notice boards*

- *Radio (e.g. Shire President weekly announcements)*

- *Through utilisation of the Shire Facebook and website pages*

- *Courses and working groups*

Coordination

of

Emergencies

Section Two

AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

1	**Unity of Command**	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
2	**Span of Control**	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
3	**Functional Management**	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
4	**Management by Objectives**	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
5	**Flexibility**	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

1	**Control**	Management of all activities required to resolve the incident.
2	**Planning**	Development of objectives, strategies and plans for the resolution of the incident.
3	**Intelligence**	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
4	**Public Information**	Provisions of warnings, information and advice to the public, liaison with the media and community.
5	**Operations**	Tasking and application of resources.
6	**Investigation**	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
7	**Logistics**	Acquisition and provision of human and physical resources, facilities, services and materials.
8	**Finance**	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.
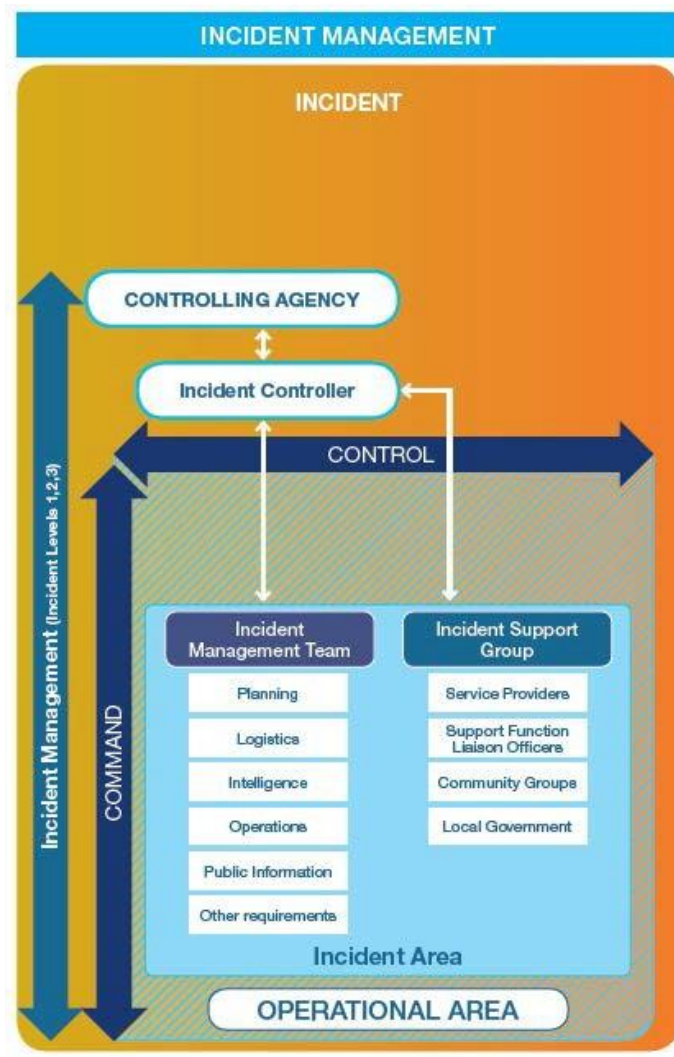
Figure 1: A diagram illustrating Incident Management

2.0   Coordination of Emergency Operations.

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

The Local government liaison officer/s will attend the IMT and ISG as required to provide the link between operations and the local government.

2.1 Incident Management Team (IMT)

An IMT is made up of incident management personnel comprising the Incident Controller and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.2 Incident Support Group (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.3 Triggers for AN ISG

An ISG is triggered when the incident is a "Level 2" or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources	Provide support to resolve the incident at the local level
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

2.4   Membership of an ISG

The recovery coordinator should be a member of the ISG from the outset to ensure consistency of information flow, situational awareness and handover to recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the incident.

Agencies supplying staff/liaison officers for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

2.5   Frequency of Meetings

The frequency of meetings will be determined by the Incident Controller and will depend on the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.6   Location of Incident Control Centres

Primary Emergency Operations Centre (Response)

	Northam Co-location Centre - - Henry Street Northam		
	Contact	**Name**	**Contact**
Operations Centre	1st Contact	SES Local Manager	Refer to Contact and Resource Register
	2nd contact	CESM	
	3rd contact	DFES GM RDC	

Alternative Emergency Operation Centre's (Response/Recovery)

	DFES Regional Office, Newcastle Road Northam		
	Contact	**Name**	**Contact**
Operations Centre	1st Contact	DFES GM RDC	Refer to Contact and Resource Register
	2nd Contact	CESM	
	3rd Contact	DFES DO	

	Shire of Northam Bush Fire Facilities (Southern Brook, Grass Valley, Irishtown, Clackline, Bakers Hill, Inkpen)		
	Contact	**Name**	**Contact**
Operations	1st Contact	CESM	Refer to Contacts and Resource Register
	2nd Contact	Brigade Captain or 1st LT	
	3rd Contact	EMDS	

	Shire of Northam Office- 395 Fitzgerald Street , Northam		
	Contact	**Name**	**Contact**
Recovery	1st Contact	Executive Manager Corporate Services	Refer to Contacts and Resource Register
	2nd Contact	CEO	
	3rd Contact	Shire Rangers	

2.7   Locations of ISG Meetings

Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

The following locations can be used for ISG meetings:

	Shire of Northam Office- 395 Fitzgerald Street , Northam		
	Contact	**Name**	**Contact**
ISG	1st Contact	Executive Manager Corporate Services	Refer to Contacts and Resource Register
	2nd Contact	CEO	
	3rd Contact	Shire Rangers	

	Create298, 298 Fitzgerald Street, Northam		
	Contact	**Name**	**Contact**

ISG	1st Contact	Executive Manager Community Services	Refer to Contacts and Resource Register
	2nd Contact	Executive Manager Corporate Services	
	3rd Contact	CEO	

2.8 Financial Arrangements

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

Risk

Section Three

3.0 Risk Management

Risk Management is a vital part of the emergency management process.

The Shire of Northam LEMC has taken into account that there are a number of special considerations to be given attention when considering risks affecting our community. They are listed below.

3.1 Special Considerations

- *Bush fire season is starting earlier and finishing later. Many volunteers away during summer.*
- *There is the possibility that summer storms may become more severe and that cyclones will be a new consideration as they move further south with the current warming trend.*
- *An emergency incident may occur during a COVID 19 outbreak or lockdown. All agencies to refer to their own guidelines or the state Government COVID 19 plan. The Dept of Communities have a plan that covers actions to run a Welfare centre safely during a COVID 19 outbreak*
- *Vulnerable residents will require special considerations. Welfare services that work with these residents are included in the contacts list. Refer to the contacts and resources register.*
- *There have been no CaLD groups identified in preparation of this document*

The Shire of Northam has given special consideration to the key local community events that will affect the response to an emergency in their community.

- *Yongah Hill Detention Centre*
- *Dangerous Goods Transportation (rail and road)*
- *Northam Airport*
- *Avon River flood risk*
- *Fire Risk western end of the Shire*

Community activities:

- *Harvest (high fire danger) - bans.*

3.2 Critical Infrastructure:

The following assets/infrastructure are located within the Shire of Northam have been classified as critical infrastructure as below;

Communication
- WAWA repeater site – Bobakine Hill
- WAERN Repeater site - Fox Rd
- Telstra Mobile Towers
  - Inkpen Rd – Copley
  - Martin St – Bakers Hill
  - Grt Eastern Hwy Mokine
  - Fox Rd
  - Northam/Toodyay Rd
  - Mt Ommaney

Railway
- *Perth/Kalgoorlie Rail Line*

Health
- *Northam Regional Hospital*

Roads
- *Great Eastern Highway*
- *Northam Cranbrook Road*
- *Northam Pithara Road*
- *Spencers Brook Rd*

Bridges
- *Avon Bridge, Northam*
- *Peel Terrace Bridge, Northam*
- *Taylor Street Bridge, Northam*
- *Clackline Bridge*

Waste
- *Old Quarry Road Waste Management Facility, Northam*
- *Inkpen Road Waste Management Facility, Wundowie*

Power
- *Western Power sub-station*

Water
- *Perth/Kalgoorlie water pipeline*
- *Pump Station*

Sewerage
- *Northam Wastewater Treatment Plant, Colebatch Road, Northam*
- *Wundowie Wastewater Treatment Plant, Hawke Avenue, Wundowie*

Special Facilities
- *Avon Industrial Park*
- *Northam Aerodrome*
- *CBH bulk grain facility*
- *Muresk Institute of Agriculture (Curtin University)*
- *TAFE (Northam Campus)*
- *Northam Residential College*
- *Northam Senior High School*
- *Northam Primary School*
- *West Northam Primary School*
- *Northam Residential College*

Map of **Key Assets and Infrastructure**

Shire of Northam Infrastructure

1:200,000 when printed at A3

0 1 2 3 4 5 Kilometres

Map created by DFES Intelligence Systems
Department of Fire & Emergency Services
Drawn on 17/02/2022
Data sourced from DBCA, DFES, Landgate,
Water Corporation, WAPOL 2022
Task No: 1728
File name: Task1728_A3_Landscape.mxd
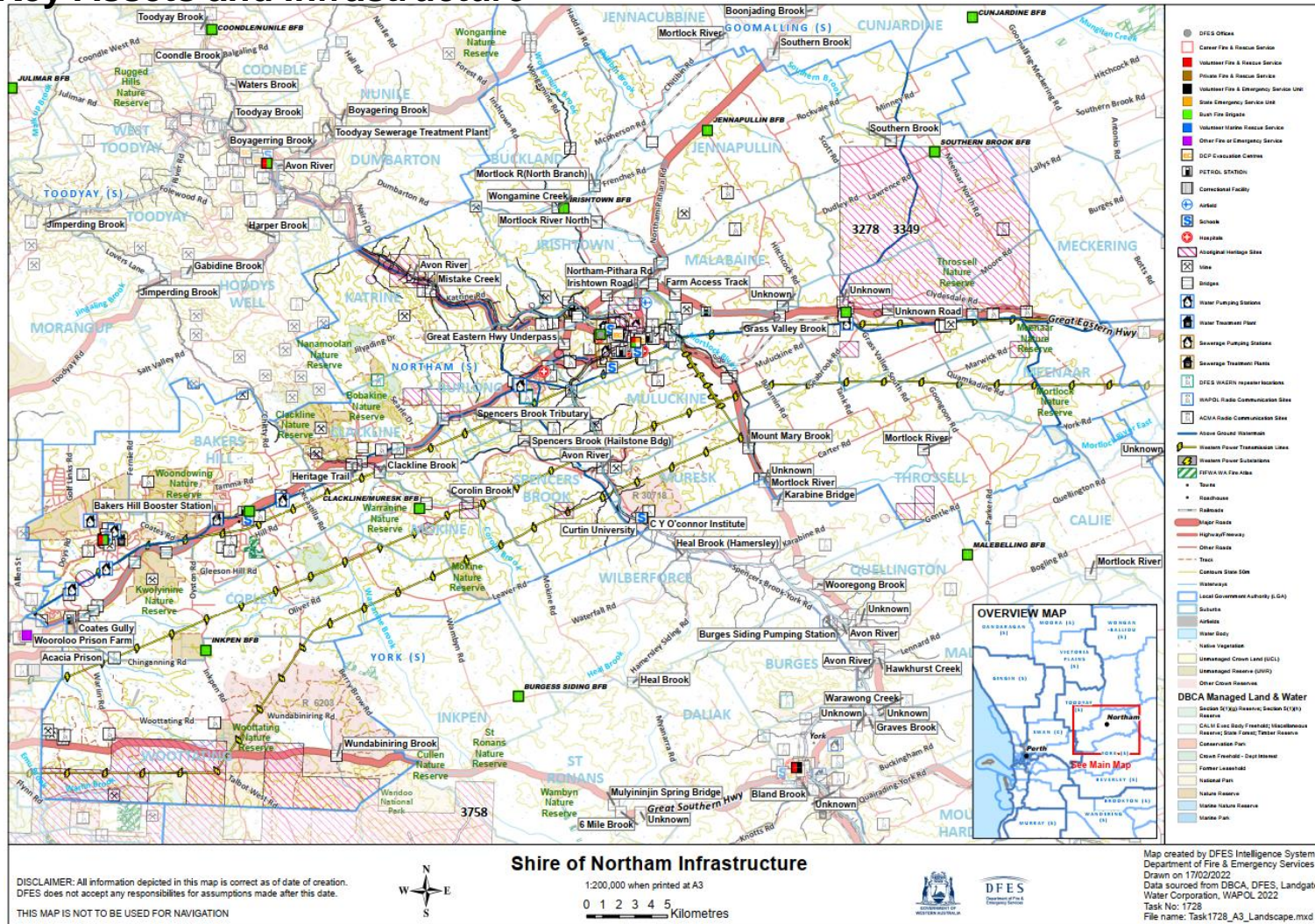
3.3   Risk Register:

The Shire of Northam LEMC has undertaken extensive risk assessment work to better understand our local capability and capacity.

- Scenarios of the top 6 hazards were presented and 190 risk statements were assessed across the 6 hazards of Flood, storm, Earthquake, Human Epidemic, Animal Biosecurity and Bushfire.

- 103 of the risk statements have been recommended for treatment consideration.

- Likelihood of a risk occurring was rare in the majority of risks assessed. However the consequence of the risks, should they occur, predominantly fell in the Moderate – Catastrophic range. Storm was the only assessed hazard which defied this trend with the majority of its risks falling the insignificant and minor consequence categories.

- Earthquake had the lowest likelihood, but the greatest consequence.

- Human Epidemic risk were the most likely to be realised (owing to the largest Annual Exceedance Probability.)

For further detail, the full risk register and the "Local Risk Assessment Summary Document" are available from the Shire of Northam

Shire of Northam
Heritage, Commerce and Lifestyle

Risk #	RISK SOURCE	RISK STATEMENT	Likelihood	Consequence	Level	Priority	Confidence
1	**SEVERE STORM**	There is a risk to the **economy** with and some parts externally to the Shire of Northam from a catastrophic bush fire. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a bush fire of this magnitude. Direct loses would be those that rely of the feed from the lands that have been burnt, eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment of their animals or buy in feeds to sustain those animals. Those grain and feed producers would affected directly by loss of crop.	Almost Certain	Major	Extreme	**1**	High
2	**BUSH FIRE**	There is a risk that if a bush fire emergency occurred, **social setting** aspects of the community may be impacted in terms of road closures, inaccessibility to certain public buildings and open spaces. People may be hindered or prevented from returning home, accessing schools and returning children, major and minor Roads. People would be stressed about the inability to gain access to their homes and animals. Industries would be affected by the inability to function normally causing employees to be stood down for the period of the emergency. Some day care facilities may be closed displacing children and seniors from normal activities. Local business would be affected by the removal of employees that serve as emergency service volunteers and would be part of the emergency response. People may lose their homes and be forced to relocate until such time that their homes are replaced. People will be left behind with friends relocated.	Almost Certain	Major	Extreme	**2**	High
3	**BUSH FIRE**	There is a risk that if a bushfire occurred, it could damage or destroy overhead power lines and communication **infrastructure**, causing service and communication interruptions to homes, businesses, and industry and traffic management lights. It could impact upon roads and rail transport infrastructure causing fire debris, damage to roads, traffic congestion, accidents and impact on the supply of products and services to residents and businesses. Bush fire will affect the supply of electricity, water and gas. Telecommunications including emergency services radio bands could be affected by the loss of communication infrastructure. Emergency services may lose their headquarters, stand pipes and water tanks.	Almost Certain	Major	Extreme	**3**	High

4	**COLLASPE**	There is a risk that if a cyclone, flood, earthquake, road crash or any other incident that has a negative impact on **people** within a structure if it occurred, it could damage or destroy overhead power lines and communication infrastructure, causing service and communication interruptions to homes, businesses, industry and traffic management. The loss of critical buildings, supermarkets, roads and bridges, jetties and wharfs would cause disconnect in the community. The location of communities in Northam Shire would cause delay in restoration works because of distance and access.	Possible	Major	High	4	Low
5	**ROAD TRANSPORT EMERGENCY**	There is a risk that if a road transport emergency occurred, **people** in the accident may be seriously injured or killed. Other road users may be involved, with possible injuries and /or deaths. Toxic fumes from chemicals and hazardous material spills and/or subsequent fires etc. may cause people with respiratory issues or other health conditions to become ill in surrounding areas. Emergency response personnel are also at risk of injury or death in the event of an unforeseen explosion/s whilst attending to the injured, spillages and fires. Major arterial routes include Great Eastern Highway, and many major roads to communities. There is also a network of 347 km's of sealed and 292 km of unsealed roads in the shire that service many communities and farms. The user mix is from heavy haulage, commuter and tourist buses, and 4WD and passenger vehicles.	Almost Certain	Moderate	High	5	High
6	**URBAN FIRE**	There is a risk that if urban fire occurred, **people** in any of the communities within the Northam Shire, high density or buildings such as day care centres, pre-school, schools, aged care facilities, retirement villages, sporting complexes and shopping centres, injury or multiple deaths may occur, and many pets may be homeless or killed. Toxic fumes from the fires may cause people with respiratory issues or other health conditions to become ill in surrounding areas Survivors would be displaced and emergency service personnel in attendance may be at risk of injury or death from fighting the fire and entering unsafe properties and buildings.	Likely	Moderate	High	6	Medium
7	**COLLASPE**	There is a risk that if a cyclone, flood, earthquake, road crash or any other incident that has a negative impact on **infrastructure** within a structure in it occurred, it could damage or destroy overhead power lines and communication infrastructure, causing service and communication interruptions to homes, businesses, industry and traffic management. The loss of critical buildings, supermarkets, roads and bridges, jetties and wharfs would cause disconnect in the community. The location of communities in Northam Shire would cause delay in restoration works because of distance and access.	Possible	Major	High	7	Low
8	**SEVERE STORM**	There is a risk to **public administration** in the Shire of Northam is a severe storm incident was not readily managed and had the added risk factors of high temperatures and strong winds to force the path into areas of high risk locations within the Shire. The Shire in its response to the hazard, along with agencies would be stretched to provide only Critical Business Functions when enacting its Business Continuity Business Management Plan. Shire premises would be at risk along with employees that have been diverted to manage the operation. This to stretches resources because the fire would be covering all hours of operational functionality. Many Shire premises would need to be manned to accommodate displaced person and animals.	Almost Certain	Major	Extreme	8	Medium

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

9	**BUSH FIRE**	There is a risk that if a bushfire occurred, it may cause injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance, smoking embers, dirt and dust may litter the Shire of Northam causing an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourist may become stranded and disorientated, how knows where they are?	Likely	Moderate	High	9	High
10	**PLANT & ANIMAL BIOSECURITY**	There is a risk that if an outbreak of animal and plant disease occurred, permanent **environmental** damage may occur. All areas in the Shire have a level of vulnerability based on proximity to each over and a mobile population. Widespread Animal Pest & Plant Disease may cause significant environmental damage to the various bush land occupants. The Shire may be called to dispose of diseased animal and or plants in a mass burial site that would need to be contained and monitored to prevent further contamination.	Likely	Moderate	High	10	Low
11	**HAZMAT**	There is a risk that if a chemical/hazardous material spill occurred, it may cause disruption to public administration to those working and residing within the Northam District may happen. The extent is dependent upon the location of the contamination, the climatic conditions and the nature, composition and amount of pollutant exposed to the general community. Many pets may also be affected, either becoming ill or dying.	Likely	Moderate	High	11	Medium
12	**SEVERE STORM**	There is a risk that if a severe storm occurred, it may cause illness, injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance from fallen trees, down power lines, damaged roofs or buildings may litter the Shire of Northam. Stress or dust may cause an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourists may become stranded and disorientated, who knows where?	Almost Certain	Minor	Medium	12	Medium

13	**BUSH FIRE**	There is a risk that if a bushfire occurred, it may cause injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance, smoking embers, dirt and dust may litter the Shire of Northam causing an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourist may become stranded and disorientated, how knows where they are?	Almost Certain	Minor	Medium	13	Medium
14	**SEVERE STORM**	There is a risk that if a cyclone occurred, large areas of natural **environment** may be destroyed. The Northam Shire has approximately 1400 sq. kilometres of bush land within the region. Widespread environmental damage may destroy flora and fauna Unallocated Crown Lands, privately owned lands and the Avon National Parks. Animals and wildlife may become homeless damaging the ecosystem, in some cases this may not be recoverable due to the natural of a damage that could be caused by a severe storm. Many years of a coordinated recovery response from environmental agencies would be needed return the bushlands to pre-storm condition if possible.	Almost Certain	Minor	Medium	14	Medium
15	**URBAN FIRE**	There is a risk that if a fire in an urban or built environment will cause damage to the ecosystem. Widespread environmental damage may destroy flora and fauna from burning substances that enter natural bushland and waterways. Privately owned lands and property could close businesses and relocate people. Animals and wildlife may become homeless damaging the ecosystem, in some cases this may not be recoverable due to the natural of a damage that could be caused by a severe storm. Many years of a coordinated recovery response from insurance and environmental agencies would be needed return the bushlands to pre-fire condition if possible.	Almost Certain	Minor	Medium	15	Medium
16	**SEVERE STORM**	There is a risk to the **economy** with and some parts externally to the Shire of Northam from a severe storm. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a storm of a severe magnitude. Direct loses would be those that rely of the feed from the lands that have been flattened or water rot, retail and eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment of their animals or buy in feeds to sustain those animals. Those grain and feed producers would affected directly by loss of crop.	Almost Certain	Minor	Medium	16	Medium

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

17	URBAN FIRE	There is a risk to the **economy** with and some parts externally to the Shire of Northam from a bush fire. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a catastrophic bush fire magnitude. Direct loses would be those that rely of the feed from the lands that have been burnt, retail and eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment of their animals or buy in feeds to sustain those animals. Those grain and feed producers would affected directly by loss of crop.	Almost Certain	Minor	Medium	17	Medium
18	URBAN FIRE	There is a risk to **public administration** in the Shire of Northam if an urban fire was not readily contained and had the added risk factors of high temperatures and strong winds to force the path into areas of high fuel locations. Including all buildings, commercial or residential within the Shire. The Shire in its response to the hazard, along with agencies would be stretched to provide only Critical Business Functions when enacting its Business Continuity Business Management Plan. Shire premises would be at risk along with employees that have been diverted to manage the operation. This to stretches resources because the fire would be covering all hours of operational functionality. Many Shire premises would need to be manned to accommodate displaced person and animals, if not affected by the fire itself.	Almost Certain	Minor	Medium	18	Medium
19	URBAN FIRE	There is a risk that if an urban fire emergency occurred, **social setting** aspects of the community may be impacted in terms of road closures, inaccessibility to certain public buildings and open spaces. People may be hindered or prevented from returning home, accessing schools and returning children, major and minor Roads and Rail. People would be stressed about the inability to gain access to their homes and animals. Industries would be affected by the inability to function normally causing employees to be stood down for the period of the emergency. Some day care facilities may be closed displacing children and seniors from normal activities. Local business would be affected by the removal of employees that serve as emergency service volunteers and would be part of the emergency response. People may lose their homes and be forced to relocate until such time that their homes are replaced. People will be left behind with friends relocated. All of the community hubs have a level of vulnerability.	Almost Certain	Minor	Medium	19	Medium
20	FLOODING	There is a risk that if a flood occurred, it could damage or destroy overhead power lines and communication **infrastructure**, causing service and communication interruptions to homes, businesses, and industry and traffic management. It could impact upon roads, transport infrastructure causing debris, damage to roads, traffic congestion, accidents and impact on the supply of products and services to residents and businesses. Floods will affect the supply of electricity, water and gas. Telecommunications including emergency services radio bands could be affected by the loss of communication infrastructure. Emergency services may lose their headquarters.	Likely	Moderate	High	20	Medium

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

3.4 Emergencies likely to occur / Hazards Register

The following hazards were identified as the most likely to occur in the Shire. Below is a register of the identified hazards.

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan (Westplan)	Local plans (Supplementary to agency SOPs)
Road Crash	WA Police	WA Police	Northam & Wundowie Police	SJA and Northam and Wundowie VFRS	Crash Emergency 2021	SOPs
HAZMAT	DFES	DFES	Northam & Wundowie VFRS	WA Police & SJA	HAZMAT 2020	SOP's
Bushfire	DFES	DFES Shire of Northam DBCA	Bushfire Brigades	VFRS & SES WAPOL SJA	Fire 2020	Bush Fire Response plan 2019 DFES & LG SOP's
Storm	DFES	DFES	Northam SES	Shire of Northam	Severe Weather 2021	SOP's
Flood	DFES	DFES	Northam SES	Shire of Northam	Severe Weather 2021	SOP's
Rail Crash	WA Police	WA Police DFES	Northam & Wundowie Police	SJA VFRS	Crash Emergency 2021	SOP's
Human Epidemic	Dept of Health	Dept of Health	Wheatbelt Public Health	SJA and Shire of Northam	Human Biosecurity 2020	SOP's
Earthquake	DFES	DFES	SES	Shire of Northam	Earthquake 2021	SOP's
Animal & Plant Biosecurity	DPIRD	DPIRD	DPIRD	WA Police	Animal & Plant Biosecurity 2021	SOP's
Air Crash	WA Police	WA Police	Northam & Wundowie Police	SJA, VFRS	Crash Emergency 2021	Northam Airport Emergency Management Plan 2011

Risk Treatment Plans

The below Risk Treatment Plans were created as part of the Community Emergency Risk Management Report 2012. This document was created by LGIS on behalf of the Shire of Northam. The risk section of the LEMA will be reviewed in 2017 as part of the State Risk Project.

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	01
Severe Storm		**Extreme**	**1**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk to the **economy** with and some parts externally to the Shire of Northam from a catastrophic bush fire. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a bush fire of this magnitude. Direct loses would be those that rely of the feed from the lands that have been burnt, eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment of their animals or buy in feeds to sustain those animals. Those grain and feed producers would affected directly by loss of crop.

RISK ANALYSIS:

At Risk	Source
∗ Power/ Water/ Gas ∗ Road &Rail Transport ∗ Bridges & Footpaths ∗ Communications ∗ Sewerage & Drainage Systems ∗ Street Lighting	∗ Global Warming ∗ Climate Change ∗ Southern Hemisphere Tropical Zones ∗ Very low atmospheric pressure systems ∗ El Nino/La Nina events ∗ Debris that damages property because of a failure to mitigate against wind, "Tie Down" of "put Away" lose items.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES) ∗ Bureau of Meteorology (BOM)	∗ WA Police (WAPOL) ∗ Local Government (LG)	∗ Department of Fire Emergency Services (DFES) ∗ Local Emergency Management Committee (LEMC)

EXISTING CONTROLS:	AGENCY:
∗ Public Awareness & Education Campaigns	∗ DFES/LG
∗ Information website	∗ LG
∗ Strict enforcement of Building Code and Authority Standards pertaining to coastal developments	∗ LG
∗ Early DFES storm Services response	∗ DFES/ES
∗ DFES personal are well trained & regularly undergo training courses to provide local area response	∗ DFES
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
*	*	*
*	*	*
MONITOR & REVIEW:		
*	*	*
*	*	*
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:		

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RECOMMENDED TREATMENTS:	AGENCY:
* Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	* LEMC/LG
* Develop storm prevention/suppression strategies	* LG
* Develop specific awareness/preparedness campaigns for coastal areas	* LG/DFES
* Investigate planning applications for building code compliance in coastal area developments	* LG
* Develop specific storm Response Strategy (Pre-Plans)	* DFES
* Develop specific storm Management Strategy	* LG
* WestPlan: Storm	* DFES
*	*

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	02
BUSHFIRE		High	2	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a bush fire emergency occurred, **social setting** aspects of the community may be impacted in terms of road closures, inaccessibility to certain public buildings and open spaces. People may be hindered or prevented from returning home, accessing schools and returning children, major and minor Roads. People would be stressed about the inability to gain access to their homes and animals. Industries would be affected by the inability to function normally causing employees to be stood down for the period of the emergency. Some day care facilities may be closed displacing children and seniors from normal activities. Local business would be affected by the removal of employees that serve as emergency service volunteers and would be part of the emergency response. People may lose their homes and be forced to relocate until such time that their homes are replaced. People will be left behind with friends relocated.

RISK ANALYSIS:

At Risk	Source

∗ Loss to the community of the following life line services;
      ∗ Power/ Water/ Gas
      ∗ Roads
      ∗ Bridges & Footpaths
      ∗ Communications
      ∗ Sewerage & Drainage Operating Systems
      ∗ Street Lighting
      ∗ Telephone
 Community based Law enforcement – Policing
 Bush Fire Brigade & DEC facilities
 Policing Facilities
 Community Centres, meeting places.
 Community social Networks.
	∗ Buildup of fuel loadings in close proximity to utilities etc.
	 ∗ Failure to undertake adequate seasonal precautionary measures
	 ∗ Ember attack from nearby bush
	 ∗ Fire Service personnel and equipment unable to access at risk utilities etc.
	 ∗ Above ground utilities/communication systems
	 ∗ Arson
	 ∗ Social engineered reliance on emergency services allowing reduced resilience and responsibility to all community members.
	 ∗ Road Traffic sparking
	 ∗ Natural weather occurrences.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Department of Environment and Conservation (DEC) ∗ **Local Government (LG)**	∗ WA Police (WAPOL)	∗ Department of Fire Emergency Services (DFES) ∗ Local Emergency Management Committee (LEMC) ∗ Child Protection and Family Services (CPFS)

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:	
∗	∗		∗	
∗	∗		∗	
MONITOR & REVIEW:				
∗	∗		∗	
∗	∗		∗	
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:				

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
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RECOMMENDED TREATMENTS:		AGENCY:	
∗	Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	∗	LEMC/LG
∗	Develop storm prevention/suppression strategies	∗	LG
∗	Develop specific awareness/preparedness campaigns for coastal areas	∗	LG/DFES
∗	Investigate planning applications for building code compliance in coastal area developments	∗	LG
∗	Develop specific storm Response Strategy (Pre-Plans)	∗	DFES
∗	Develop specific storm Management Strategy	∗	LG
∗	WestPlan: Storm	∗	DFES
∗		∗	

EXISTING CONTROLS:	AGENCY:
∗ Reserve fuel reduction strategy to reduce hazardous burning	∗ LG/DEC
∗ Fuel reduction buffer zones adjacent to residential areas	∗ LG/DEC
∗ Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction	∗ LG
∗ Early DFES & LG Bush Fire Services response	∗ DFES/LG
∗ Fire Fighting personal are well trained and regularly undergo training courses to provide local area response	∗ DFES/LG
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES
RECOMMENDED TREATMENTS:	**AGENCY:**
∗ Develop fire management mapping and implement into EM arrangement	∗ SLIP/LG
∗ Develop fire prevention/suppression strategies	∗ DFES/LG
∗ Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	∗ LG/DFES
∗ Investigate Planning applications for residential areas adjacent to reserves and bush land	∗ LG
∗ Develop specific reserves Fire Response Strategy (Pre-Plans)	∗ DFES/LG
∗ Develop specific bush land reserves Fire Management Strategy	∗ LG/DEC
∗ Develop fuel loading burn-off program	∗ DFES/DEC
∗ WestPlan: Fire (wildfire/bushfire)	∗ DFES/DEC/WALGA

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
∗		∗
∗		∗

MONITOR & REVIEW:		
∗		∗
∗		∗

APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	03
BUSHFIRE		High	3	D A T E:	**16 August 2012**

RISK STATEMENT:

There is a risk that if a bushfire occurred, it could damage or destroy overhead power lines and communication **infrastructure**, causing service and communication interruptions to homes, businesses, and industry and traffic management lights. It could impact upon roads and rail transport infrastructure causing fire debris, damage to roads, traffic congestion, accidents and impact on the supply of products and services to residents and businesses. Bush fire will affect the supply of electricity, water and gas. Telecommunications including emergency services radio bands could be affected by the loss of communication infrastructure. Emergency services may lose their headquarters, stand pipes and water tanks.

RISK ANALYSIS:

At Risk	Source

* Loss to the community of the following life line services;
      * Power/ Water/ Gas
      * Roads Bridges & Footpaths Street Lighting
      * Communications Telephone
      * Sewerage & Drainage Operating Systems
 * Community based Law enforcement – Policing
 * Bush Fire Brigade & DEC facilities
 * Policing Facilities
 * Community Centres, meeting places.
 * Community social Networks.
	* Buildup of fuel loadings in close proximity to utilities etc.
	 * Failure to undertake adequate seasonal precautionary measures
	 * Ember attack from nearby bush
	 * Fire Service personnel and equipment unable to access at risk utilities etc.
	 * Above ground utilities/communication systems
	 * Arson
	 * Social engineered reliance on emergency services allowing reduced resilience and responsibility to all community members.
	 * Road Traffic sparking
	 * Natural weather occurrences.

EXISTING CONTROLS:	AGENCY:
* Reserve fuel reduction strategy to reduce hazardous burning	* LG/DEC
* Fuel reduction buffer zones adjacent to residential areas	* LG/DEC
* Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction	* LG
* Early DFES & LG Bush Fire Services response	* DFES/LG
* Fire Fighting personal are well trained and regularly undergo training courses to provide local area response	* DFES/LG
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies	* LEMC/DFES
* Integrated communication systems & network	* LEMC/LG/DFES
* Effective "All Hazards'" early warning alarm system	* DFES

RECOMMENDED TREATMENTS:	AGENCY:
* Develop fire management mapping and implement into EM arrangement	* SLIP/LG
* Develop fire prevention/suppression strategies	* DFES/LG
* Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	* LG/DFES
* Investigate Planning applications for residential areas adjacent to reserves and bush land	* LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)	* DFES/LG
* Develop specific bush land reserves Fire Management Strategy	* LG/DEC
* Develop fuel loading burn-off program	* DFES/DEC
* WestPlan: Fire (wildfire/bushfire)	* DFES/DEC/WALGA

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:
*	*		*
MONITOR & REVIEW:			
*	*		*
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

* Department of Environment and Conservation (DEC)
* **Local Government (LG)**

* WA Police (WAPOL)

* **Fire Emergency Services Authority (DFES)**
* Local Emergency Management Committee (LEMC)
* Child Protection and Family Services (CPFS)

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:		**04**
Collapse		**Medium**	**4**	**DATE:**		**16 August 2012**

RISK STATEMENT:

There is a risk that if a cyclone, flood, earthquake, road crash or any other incident that has a negative impact on **people** within a structure if it occurred, it could damage or destroy overhead power lines and communication infrastructure, causing service and communication interruptions to homes, businesses, industry and traffic management. The loss of critical buildings, supermarkets, roads and bridges, jetties and wharfs would cause disconnect in the community. The location of communities in Northam Shire would cause delay in restoration works because of distance and access.

RISK ANALYSIS:

At Risk	Source
∗ People ∗ Structures ∗ The environment ∗ Public Administration	∗ Motor Vehicles ∗ Floods ∗ Earthquake ∗ Cyclone ∗ Storm ∗ Technical Explosions

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Local Government (LG)	∗ DFES	∗ Main Roads

EXISTING CONTROLS:		AGENCY:
∗ Trained and Equipped Volunteers	∗	DFES
∗ USAR trained and mobile Staff	∗	DFES
∗ Building Codes	∗	LG
∗	∗	
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IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	05
Road Transport Emergency	**High**	**5**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a road transport emergency occurred, **people** in the accident may be seriously injured or killed. Other road users may be involved, with possible injuries and /or deaths. Toxic fumes from chemicals and hazardous material spills and/or subsequent fires etc. may cause people with respiratory issues or other health conditions to become ill in surrounding areas. Emergency response personnel are also at risk of injury or death in the event of an unforeseen explosion/s whilst attending to the injured, spillages and fires. Major arterial routes include Great Eastern Highway, and many major roads to communities. There is also a network of 347 km's of sealed and 292 km of unsealed roads in the shire that service many communities and farms. The user mix is from heavy haulage, commuter and tourist buses, and 4WD and passenger vehicles.

RISK ANALYSIS

At Risk	Source
∗ Vehicle occupants ∗ Persons working on public carriageways ∗ Animals & pets living within impact zones ∗ Motorists driving through incident zones ∗ Sightseers/Responders/Passersby/Pedestrians	∗ Vehicle roadworthiness ∗ Faulty traffic management systems ∗ Inclement weather ∗ Speeding/dangerous driving ∗ Driver fatigue/medical condition/inexperience ∗ Driver alcohol/illegal drugs/medication abuse ∗ Pedestrians/motorists/cyclists ∗ Livestock and Native Animals

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Local Government ∗ Department of Transport (DOT)	∗ **WA Police (WAPOL)** ∗ St. Johns Ambulance (SJA)	∗ Fire Emergency Services Authority (DFES) ∗ Main Roads Department (MRD)

EXISTING CONTROLS:	AGENCY:
∗ Legislation: - Emergency Management Act 2005/ Road Traffic Act 2006/ Coroners Act 1996/ Main Roads Act 1930/ Dangerous Goods Safety Act 2004/ Electricity Corp. Act 2005/ Environmental protection ACT 1986/ Motor Vehicle Act 1943/ Local Govt. Act 1995/ OSH Act 1984	∗ WAPOL/MRD/DOT
∗ Speed control systems/ i.e. multi-nova speed cameras/ radar, etc.	∗ WAPOL/DOT
∗ Localized speed limits	∗ WAPOL/LG
∗ Public awareness & education programs campaigns	∗ WAPOL/DOT
∗ WAPOL Probationary periods for drivers/motor cyclists	∗ WAPOL/DOT
∗ Traffic management planning and heavy vehicle operations	∗ WAPOL/DOT
∗ Traffic infringements, penalties & convictions	∗ WAPOL/DOT
∗ Media traffic announcements	∗ WAPOL/MRD

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RECOMMENDED TREATMENTS:	AGENCY:
∗ Increase penalties	∗ WAPOL/DOT
∗ Introduce graduated engine sized vehicles for probationary drivers	∗ WAPOL/DOT
∗ Review suburban speed limits in high density/risk areas	∗ WAPOL/LG/DOT
∗ Develop register of "Accident Hot Spots" and Risk Assess	∗ WAPOL/DOT/MRD
∗ Develop annual WestPlan: Road Crash multi-agency exercise and training	∗ WAPOL/LG
∗ WestPlan: Road Crash	∗ WAPOL
∗ Local Roads - Engineered Speed reduction strategy	∗ DOT/LG/MRD

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	06
Urban Fire	**High**	**6**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if urban fire occurred, **people** in any of the communities within the Northam Shire, high density or buildings such as day care centres, pre-school, schools, aged care facilities, retirement villages, sporting complexes and shopping centres, injury or multiple deaths may occur, and many pets may be homeless or killed. Toxic fumes from the fires may cause people with respiratory issues or other health conditions to become ill in surrounding areas Survivors would be displaced and emergency service personnel in attendance may be at risk of injury or death from fighting the fire and entering unsafe properties and buildings.

RISK ANALYSIS:

At Risk	Source
∗ Persons/animals living/working in domestic/commercial and/or industrial sites ∗ Persons living/working in close proximity to incident site ∗ General public within the vicinity of an urban fire ∗ Motorists from road accidents resulting from smoke or response activity ∗ Sightseers congregating to observe urban fire and response activity ∗ Passers-by ∗ People/animals with underlying medical conditions ∗ Vulnerable age groups i.e. senior citizens/infant children	∗ Buildup of fuel loadings in close proximity to residential homes ∗ Failure to heed early warnings or no early warning alarm system in place ∗ Failure to undertake adequate seasonal precautionary measures ∗ Ember, smoke and/or ash attack from nearby bush land ∗ Fire Service personnel and equipment unable to access incident properties ∗ Lack of public information on fires and/or fire exit routes ∗ Lack of road signage and police presence to control traffic at fire initiation ∗ Lack of public information on emergency situations protocol ∗ Lack of public control at fire initiation ∗ Erratic weather and/or fire conditions ∗ Human and/or industrial accident ∗ Failure to install and maintain smoke alarms ∗ Arson

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES) ∗ St John Ambulance (SJA)	∗ WA Police (WAPOL) ∗ Local Government (LG)	∗ **Fire Emergency Services Authority (DFES)** ∗ Dept. of Health (DOH) ∗ Child Protection and Family Services (CPFS)

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

EXISTING CONTROLS:		AGENCY:	
∗	Legislation:- Fire Brigade Act 1942/ Local Government Act 1960-1994/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984	∗	DFES
∗	Community Education & Fire Awareness Campaigns	∗	DFES
∗	Building Code of Australia	∗	LG
∗	Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	∗	LG
∗	DFES maintain a 24/7 Communications Centre for emergency calls	∗	DFES
∗	Emergency Services "000" telephone number is available 24/7	∗	DFES
∗	DFES personnel are highly trained in Fire Fighting Search and Rescue	∗	DFES

RECOMMENDED TREATMENTS:		AGENCY:	
∗	Develop fire management mapping and implement into EM arrangement	∗	LEMC/LG
∗	Develop fire prevention/suppression strategies	∗	LG
∗	Identify suitable evacuation centres for fire affected victims	∗	LG
∗	Develop specific awareness/preparedness campaigns for residential/commercial/industrial areas	∗	LG/DFES
∗	Investigate Town Planning applications for residential/commercial/industrial areas	∗	LG
∗	Develop specific reserves Fire Response Strategy (Pre-Plans)	∗	DFES
∗	Develop specific Avon Fire Management Strategy	∗	LG
∗	Develop fuel loading burn-off program	∗	DFES
∗	Enforcement of Smoke Alarms	∗	LG/DFES
∗	WestPlan: Fire (Urban)	∗	DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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∗	∗	∗

MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**07**
Collapse		**High**	**7**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a cyclone, flood, earthquake, road crash or any other incident that has a negative impact on **infrastructure** within a structure in it occurred, it could damage or destroy overhead power lines and communication infrastructure, causing service and communication interruptions to homes, businesses, industry and traffic management. The loss of critical buildings, supermarkets, roads and bridges, jetties and wharfs would cause disconnect in the community. The location of communities in Northam Shire would cause delay in restoration works because of distance and access.

RISK ANALYSIS:

At Risk	Source
∗ People ∗ Structures ∗ The environment ∗ Public Administration	∗ Motor Vehicles ∗ Floods ∗ Earthquake ∗ Cyclone ∗ Storm ∗ Tsunami ∗ Technical Explosions

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Local Government (LG) ∗	∗ DFES	∗ Main Roads

EXISTING CONTROLS:	AGENCY:
∗ Trained and Equipped Volunteers	∗ DFES
∗ USAR trained and mobile Staff	∗ DFES
∗ Building Codes	∗ LG
∗	∗

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	08
Severe Storm		**High**	**8**	DATE:	**16 August 2012**

RISK STATEMENT:

There is a risk to **public administration** in the Shire of Northam is a severe storm incident was not readily managed and had the added risk factors of high temperatures and strong winds to force the path into areas of high risk locations within the Shire. The Shire in its response to the hazard, along with agencies would be stretched to provide only Critical Business Functions when enacting its Business Continuity Business Management Plan. Shire premises would be at risk along with employees that have been diverted to manage the operation. This to stretches resources because the fire would be covering all hours of operational functionality. Many Shire premises would need to be manned to accommodate displaced person and animals.

RISK ANALYSIS:

At Risk	Source
∗ Power/ Water/ Gas	∗ Global Warming
∗ Road &Rail Transport	∗ Climate Change
∗ Bridges & Footpaths	∗ Southern Hemisphere Tropical Zones
∗ Communications	∗ Very low atmospheric pressure systems
∗ Sewerage & Drainage Systems	∗ El Nino/La Nina events
∗ Street Lighting	∗ Debris that damages property because of a failure to mitigate against wind, "Tie Down" of "put Away" lose items.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES)	∗ WA Police (WAPOL)	∗ **Fire Emergency Services Authority (DFES)**
∗ Bureau of Meteorology (BOM)	∗ Local Government (LG)	∗ Local Emergency Management Committee (LEMC)

EXISTING CONTROLS:	AGENCY:
∗ Public Awareness & Education Campaigns	∗ DFES/LG
∗ Information website	∗ LG
∗ Strict enforcement of Building Code and Authority Standards pertaining to coastal developments	∗ LG
∗ Early DFES storm Services response	∗ DFES/ES
∗ DFES personal are well trained & regularly undergo training courses to provide local area response	∗ DFES
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

RECOMMENDED TREATMENTS:	AGENCY:
∗ Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	∗ LEMC/LG
∗ Develop storm prevention/suppression strategies	∗ LG
∗ Develop specific awareness/preparedness campaigns for coastal areas	∗ LG/DFES
∗ Investigate planning applications for building code compliance in coastal area developments	∗ LG
∗ Develop specific storm Response Strategy (Pre-Plans)	∗ DFES
∗ Develop specific storm Management Strategy	∗ LG
∗ WestPlan: Storm	∗ DFES

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:		
*	*		*		
*	*		*		
MONITOR & REVIEW:					
*	*		*		
*	*		*		
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**09**
BUSHFIRE		**High**	**9**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a bushfire occurred, it may cause injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance, smoking embers, dirt and dust may litter the Shire of Northam causing an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourist may become stranded and disorientated, how knows where they are?

RISK ANALYSIS:

At Risk	Source

∗ Loss to the community of the following life line services;
    ∗ Power/ Water/ Gas
    ∗ Roads
    ∗ Bridges & Footpaths
    ∗ Communications
    ∗ Sewerage & Drainage Operating Systems
    ∗ Street Lighting
    ∗ Telephone
Community based Law enforcement – Policing
Bush Fire Brigade & DEC facilities
Policing Facilities
Community Centres, meeting places.
Community social Networks.
	∗ Buildup of fuel loadings in close proximity to utilities etc.
	∗ Failure to undertake adequate seasonal precautionary measures
	∗ Ember attack from nearby bush
	∗ Fire Service personnel and equipment unable to access at risk utilities etc.
	∗ Above ground utilities/communication systems
	∗ Arson
	∗ Social engineered reliance on emergency services allowing reduced resilience and responsibility to all community members.
	∗ Road Traffic sparking
	∗ Natural weather occurrences.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Department of Environment and Conservation (DEC) ∗ **Local Government (LG)**	∗ WA Police (WAPOL)	∗ **Fire Emergency Services Authority (DFES)** ∗ Local Emergency Management Committee (LEMC) ∗ Child Protection and Family Services (CPFS)

EXISTING CONTROLS:	AGENCY:
∗ Reserve fuel reduction strategy to reduce hazardous burning	∗ LG/DEC
∗ Fuel reduction buffer zones adjacent to residential areas	∗ LG/DEC
∗ Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction	∗ LG
∗ Early DFES & LG Bush Fire Services response	∗ DFES/LG
∗ Fire Fighting personal are well trained and regularly undergo training courses to provide local area response	∗ DFES/LG
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

RECOMMENDED TREATMENTS:		AGENCY:
* Develop fire management mapping and implement into EM arrangement	*	SLIP/LG
* Develop fire prevention/suppression strategies	*	DFES/LG
* Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	*	LG/DFES
* Investigate Planning applications for residential areas adjacent to reserves and bush land	*	LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)	*	DFES/LG
* Develop specific bush land reserves Fire Management Strategy	*	LG/DEC
* Develop Metropolitan fuel loading burn-off program	*	DFES/DEC
* WestPlan: Fire (wildfire/bushfire)	*	DFES/DEC/WALGA

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
*	*	*
*	*	*

MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	10
Animal Pest & Plant Biosecurity	**Medium**	**10**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if an outbreak of animal and plant disease occurred, permanent **environmental** damage may occur. All areas in the Shire have a level of vulnerability based on proximity to each over and a mobile population. Widespread Animal Pest & Plant Disease may cause significant environmental damage to the various bush land occupants. The Shire may be called to dispose of diseased animal and or plants in a mass burial site that would need to be contained and monitored to prevent further contamination.

RISK ANALYSIS:

At Risk	Source
∗ Garden and other nurseries ∗ Poultry Farms ∗ Hobby Farms ∗ Market Gardens ∗ Horticulturalists/Florists ∗ Furniture Manufacturers/Retailers	∗ Vessel ballast and bio-fouling ∗ Natural phenomena: insect pests, fungal disease ∗ Island hoppers: screw worm fly, fruit pests, tropical diseases ∗ Tourism: human, plant and animal diseases ∗ Introduced pasture plants: weed and pests ∗ Cut flower imports: insect pest, diseases ∗ Wood imports - furniture: insect pests ∗ Aquarium trade: pest fish, fish diseases, aquatic weeds ∗ Scientific & germplasm imports ∗ Introduced pasture plants: weed and pests

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Dept. of Environment & Conservation (DEC) ∗ Department of Agriculture and Food Western Australia(DFAWA)	∗ WA Police (WAPOL) ∗ Local Government	∗ Fire Emergency Services Authority (DFES) ∗ Aust. Quarantine & Inspection Service (AQIS) ∗ Dept. of Agriculture, Fisheries & Forestry (DAFF)

EXISTING CONTROLS:	AGENCY:
∗ State Quarantine programs	∗ DFA/DAFF
∗ Pest and Disease surveillance and controls	∗ DFA/DAFF
∗ Livestock identification and branding	∗ DFA/DAFF
∗ Zoning and Movement controls	∗ DFA/DAFF
∗ Diagnostic services	∗ DFA/DAFF
∗ Call centres	∗ DFA/DAFF

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RECOMMENDED TREATMENTS:		AGENCY:
* Develop specific awareness campaigns for industries working with animals/plants	*	DFA/DAFF
* Develop zoning and movement control scales for specific Biosecurity outbreaks	*	DFA/DAFF
* Randomly audit industry for legislative compliance and Biosecurity control	*	DFA/DAFF
* Develop local government register for at risk farms, businesses etc	*	DFA/LG
* Increase penalties for non-compliance	*	DFA/DAFF
* WestPlan: Animal Pest & Plant Biosecurity	*	DFA

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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*	*	*

MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	11
Hazardous Materials/Chemical Spill		**High**	11	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a road or industrial emergency occurred and depending on the climatic conditions and location of the emergency, environmental areas may be affected by road transport vehicles carrying toxic chemicals or materials, plus any other fuel like substances coming from any vehicles or industrial sites involved in the emergency. Fires and explosions from highly flammable and toxic materials could present a high risk to natural reserves, waterways, flora and fauna.

RISK ANALYSIS:

At Risk	Source
∗ Persons working with hazardous chemicals	∗ Chemically laden vehicles
∗ General public living/working within impact zones	∗ Chemically laden trains
∗ Animals & pets living within impact zones	∗ Industrial accident, sabotage, terrorist attack
∗ Motorists /travelers driving through impact zones	∗ Vehicle accidents and/or collisions
∗ Sightseers/Responders	∗ Train collision/derailment
	∗ During chemical loading/discharge/transfer

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Dept. of Minerals and Petroleum (DMP)	∗ Local Government (LG)	∗ **Fire Emergency Services Authority (DFES)**
∗ Department of Environment & Conservation (DEC)	∗ WA Police (WAPOL)	∗ Child Protection and Family Services (CPFS)Dept. of Health (DOH)
	∗	

EXISTING CONTROLS:	AGENCY:
∗ Pollution/waste management and land use is monitored and controlled	∗ DEC
∗ Chemically laden vehicles/trains must carry identifiable dangerous goods warnings /descriptions	∗ DEC/WAPOL
∗ Employers must prepare Material Safety Data Sheets for transported dangerous goods	∗ DEC
∗ Hazardous Emergency Advisory Team (HEAT) are on call 24 hours	∗ DMP/DEC/DOH
∗ HAZMAT education and awareness programs	∗ DFES
∗ Regular inspections of all licensed premises to store Dangerous Goods	∗ DFES/DMP
∗ Licensing of dangerous goods storage, vehicles and drivers	∗ DMP
∗ Transport routes are specifically designed	∗ DEC/WAPOL

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RECOMMENDED TREATMENTS:	AGENCY:
∗ Develop dangerous goods management mapping and implement into EM arrangement	∗ LEMC/LG
∗ Develop dangerous goods identification/prevention/clean-up strategies	∗ LG
∗ Develop specific awareness campaigns for dangerous goods storage/transport	∗ LG/DMP
∗ Investigate applications for dangerous goods storage/transport	∗ LG
∗ Develop specific dangerous goods Response Strategy (Pre-Plans)	∗ DFES
∗ Develop dangerous goods Management Strategy	∗ LG
∗ Develop inter-agency communications	∗ DFES/DEC/DMP
∗ Implementation of Welfare Plan	∗ CPFS
∗ WestPlan: HAZMAT	∗ DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:		**12**
Severe Storm		**Medium**	**12**	**DATE:**		**16 August 2012**

RISK STATEMENT:

There is a risk that if a severe storm occurred, it may cause illness, injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance from fallen trees, down power lines, damaged roofs or buildings may litter the Shire of Northam. Stress or dust may cause an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourists may become stranded and disorientated, how knows where they are?

RISK ANALYSIS:

At Risk	Source
∗ Power/ Water/ Gas	∗ Global Warming
∗ Road &Rail Transport	∗ Climate Change
∗ Bridges & Footpaths	∗ Southern Hemisphere Tropical Zones
∗ Communications	∗ Very low atmospheric pressure systems
∗ Sewerage & Drainage Systems	∗ El Nino/La Nina events
∗ Street Lighting	∗ Debris that damages property because of a failure to mitigate against wind, "Tie Down" of "put Away" lose items.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES)	∗ WA Police (WAPOL)	∗ **Fire Emergency Services Authority (DFES)**	
∗ Bureau of Meteorology (BOM)	∗ Local Government (LG)	∗ Local Emergency Management Committee (LEMC)	

EXISTING CONTROLS:	AGENCY:
∗ Public Awareness & Education Campaigns	∗ DFES/LG
∗ Information website	∗ LG
∗ Strict enforcement of Building Code and Authority Standards pertaining to coastal developments	∗ LG
∗ Early DFES storm Services response	∗ DFES/ES
∗ DFES personal are well trained & regularly undergo training courses to provide local area response	∗ DFES
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

RECOMMENDED TREATMENTS:		AGENCY:	
∗	Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	∗	LEMC/LG
∗	Develop storm prevention/suppression strategies	∗	LG
∗	Develop specific awareness/preparedness campaigns for coastal areas	∗	LG/DFES
∗	Investigate planning applications for building code compliance in coastal area developments	∗	LG
∗	Develop specific storm Response Strategy (Pre-Plans)	∗	DFES
∗	Develop specific storm Management Strategy	∗	LG
∗	WestPlan: Storm	∗	DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**13**
BUSH FIRE		**High**	**13**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a bushfire occurred, it may cause injury or death to **people**. People residing in bush land areas anywhere in the Shire are at risk and may require assistance, smoking embers, dirt and dust may litter the Shire of Northam causing an onset of respiratory conditions and increased demand on medical services. Medication supplies could run out. Some people may be stranded in areas that have poor emergency egress and those on walking and riding trails. Tourist may become stranded and disorientated, how knows where they are?

RISK ANALYSIS:

At Risk	Source

∗ Loss to the community of the following life line services;
      ∗ Power/ Water/ Gas
      ∗ Roads
      ∗ Bridges & Footpaths
      ∗ Communications
      ∗ Sewerage & Drainage Operating Systems
      ∗ Street Lighting
      ∗ Telephone
 Community based Law enforcement – Policing
 Bush Fire Brigade & DEC facilities
 Policing Facilities
 Community Centres, meeting places.
 Community social Networks.
	∗ Buildup of fuel loadings in close proximity to utilities etc.
	 ∗ Failure to undertake adequate seasonal precautionary measures
	 ∗ Ember attack from nearby bush
	 ∗ Fire Service personnel and equipment unable to access at risk utilities etc.
	 ∗ Above ground utilities/communication systems
	 ∗ Arson
	 ∗ Social engineered reliance on emergency services allowing reduced resilience and responsibility to all community members.
	 ∗ Road Traffic sparking
	 ∗ Natural weather occurrences.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ Department of Environment and Conservation (DEC) ∗ **Local Government (LG)**	∗ WA Police (WAPOL)	∗ **Fire Emergency Services Authority (DFES)** ∗ Local Emergency Management Committee (LEMC) ∗ Child Protection and Family Services (CPFS)

EXISTING CONTROLS:	AGENCY:
∗ Reserve fuel reduction strategy to reduce hazardous burning	∗ LG/DEC
∗ Fuel reduction buffer zones adjacent to residential areas	∗ LG/DEC
∗ Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction	∗ LG
∗ Early DFES & LG Bush Fire Services response	∗ DFES/LG
∗ Fire Fighting personal are well trained and regularly undergo training courses to provide local area response	∗ DFES/LG
∗ Regular multi-agency exercise are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RECOMMENDED TREATMENTS:		AGENCY:	
∗	Develop fire management mapping and implement into EM arrangement	∗	SLIP/LG
∗	Develop fire prevention/suppression strategies	∗	DFES/LG
∗	Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land	∗	LG/DFES
∗	Investigate Planning applications for residential areas adjacent to reserves and bush land	∗	LG
∗	Develop specific reserves Fire Response Strategy (Pre-Plans)	∗	DFES/LG
∗	Develop specific bush land reserves Fire Management Strategy	∗	LG/DEC
∗	Develop Metropolitan fuel loading burn-off program	∗	DFES/DEC
∗	WestPlan: Fire (wildfire/bushfire)	∗	DFES/DEC/WALGA

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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∗	∗	∗

MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**14**
Severe Storm		**Medium**	**14**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a severe storm occurred, large areas of natural **environment** may be destroyed. The Northam Shire has approximately 1400 sq. kilometres of bush land within the region. Widespread environmental damage may destroy flora and fauna Unallocated Crown Lands, privately owned lands and the Avon National Parks. Animals and wildlife may become homeless damaging the ecosystem, in some cases this may not be recoverable due to the natural of a damage that could be caused by a severe storm. Many years of a coordinated recovery response from environmental agencies would be needed return the bushlands to pre-storm condition if possible.

RISK ANALYSIS:

At Risk	Source
- Sewerage & Drainage Systems - Wet Lands - Agriculture lands - Natural Flora and Fauna	- Global Warming - Climate Change - Southern Hemisphere Tropical Zones - Very low atmospheric pressure systems - El Nino/La Nina events - Debris that damages property because of a failure to mitigate against wind, "Tie Down" of "put Away" lose items.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

* State Emergency Service (SES)	* WA Police (WAPOL)	* **Fire Emergency Services Authority (DFES)**
* Bureau of Meteorology (BOM)	* Local Government (LG)	* Local Emergency Management Committee (LEMC)

EXISTING CONTROLS:	AGENCY:
* Public Awareness & Education Campaigns	* DFES/LG
* Information website	* LG
* Strict enforcement of Building Code and Authority Standards pertaining to developments	* LG
* Early DFES storm Services response	* DFES/BOM
* DFES personal are well trained & regularly undergo training courses to provide local area response	* DFES
* Regular multi-agency exercises are undertaken to test response plans and recovery strategies	* LEMC/DFES
* Integrated communication systems & network	* LEMC/LG/DFES
* Effective "All Hazards'" early warning alarm system	* DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
∗	∗	∗
∗	∗	∗
MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RECOMMENDED TREATMENTS:	AGENCY:
∗ Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	∗ LEMC/LG
∗ Develop storm response and recovery strategies	∗ LG
∗ Develop specific awareness/preparedness campaigns for coastal areas	∗ LG/DFES
∗ Investigate planning applications for building code compliance in coastal area developments	∗ LG
∗ Develop specific storm Response Strategy (Pre-Plans)	∗ DFES
∗ Develop specific storm Management Strategy	∗ LG
∗ WestPlan: Storm	∗ DFES

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**15**
Urban Fire		**High**	**15**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a fire in an urban or built environment will cause damage to the ecosystem. Widespread environmental damage may destroy flora and fauna from burning substances that enter natural bushland and waterways. Privately owned lands and property could close businesses and relocate people. Animals and wildlife may become homeless damaging the ecosystem, in some cases this may not be recoverable due to the natural of a damage that could be caused by a severe storm. Many years of a coordinated recovery response from insurance and environmental agencies would be needed return the bushlands to pre-fire condition if possible.

RISK ANALYSIS:

At Risk	Source
∗ Water Table ∗ Soils ∗ General public within the vicinity of an urban fire ∗ Motorists from road accidents resulting from smoke or response activity ∗ Sightseers congregating to observe urban fire and response activity ∗ Passers-by ∗ People/animals with underlying medical conditions ∗ Vulnerable age groups i.e. senior citizens/infant children ∗ River and streams ∗ Atmosphere	∗ Buildup of hazardous fuel loadings in close proximity to residential homes ∗ Failure to heed early warnings or no early warning alarm system in place ∗ Failure to undertake adequate seasonal precautionary measures ∗ Ember, smoke and/or ash attack from nearby bush land ∗ Fire Service personnel and equipment unable to access incident properties ∗ Lack of public information on fires and/or fire exit routes ∗ Lack of road signage and police presence to control traffic at fire initiation ∗ Lack of public information on emergency situations protocol ∗ Lack of public control at fire initiation ∗ Erratic weather and/or fire conditions ∗ Human and/or industrial accident ∗ Failure to install and maintain smoke alarms ∗ Arson

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES) ∗ St John Ambulance (SJA)	∗ WA Police (WAPOL) ∗ Local Government (LG)	∗ **Fire Emergency Services Authority (DFES)** ∗ Dept. of Health (DOH) ∗ Child Protection and Family Services (CPFS)

EXISTING CONTROLS:	AGENCY:
∗ Legislation:- Fire Brigade Act 1942/ Local Government Act 1960-1994/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984	∗ DFES
∗ Community Education & Fire Awareness Campaigns	∗ DFES
∗ Building Code of Australia	∗ LG
∗ Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	∗ LG
∗ DFES maintain a 24/7 Communications Centre for emergency calls	∗ DFES
∗ Emergency Services "000" telephone number is available 24/7	∗ DFES
∗ DFES personnel are highly trained in Fire Fighting Search and Rescue	∗ DFES

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RECOMMENDED TREATMENTS:	AGENCY:
∗ Develop fire management mapping and implement into EM arrangement	∗ LEMC/LG
∗ Develop fire prevention/suppression strategies	∗ LG
∗ Identify suitable evacuation centres for fire affected victims	∗ LG
∗ Develop specific awareness/preparedness campaigns for residential/commercial/industrial areas	∗ LG/DFES
∗ Investigate Town Planning applications for residential/commercial/industrial areas	∗ LG
∗ Develop specific reserves Fire Response Strategy (Pre-Plans)	∗ DFES
∗ Develop specific Avon Fire Management Strategy	∗ LG
∗ Develop fuel loading burn-off program	∗ DFES
∗ Enforcement of Smoke Alarms	∗ LG/DFES
∗ WestPlan: Fire (Urban)	∗ DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:		16
Severe Storm		**Medium**	**16**	**DATE:**	**16 August 2012**	

RISK STATEMENT:

There is a risk to the **economy** with and some parts externally to the Shire of Northam from a severe storm. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a storm of a severe magnitude. Direct loses would be those that rely of the feed from the lands that have been flattened or water rot, retail and eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment to their animals or buy in feeds to sustain those animals. Those grain and feed producers would affected directly by loss of crop.

RISK ANALYSIS:

At Risk	Source
∗ Employment ∗ Cash flow ∗ Community Confidence ∗ District Macro Economy ∗ Export and domestic marketing	∗ Global Warming ∗ Climate Change ∗ Southern Hemisphere Tropical Zones ∗ Very low atmospheric pressure systems ∗ El Nino/La Nina events ∗ Debris that damages property because of a failure to mitigate against wind, "Tie Down" of "put Away" lose items.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES) ∗ Bureau of Meteorology (BOM)	∗ WA Police (WAPOL) ∗ Local Government (LG)	∗ **Fire Emergency Services Authority (DFES)** ∗ Local Emergency Management Committee (LEMC)

EXISTING CONTROLS:	AGENCY:
∗ Public Awareness & Education Campaigns	∗ DFES/LG
∗ Information website	∗ LG
∗ Strict enforcement of Building Code and Authority Standards pertaining to developments	∗ LG
∗ Early DFES storm Services response	∗ DFES/BOM
∗ DFES personal are well trained & regularly undergo training courses to provide local area response	∗ DFES
∗ Regular multi-agency exercises are undertaken to test response plans and recovery strategies	∗ LEMC/DFES
∗ Integrated communication systems & network	∗ LEMC/LG/DFES
∗ Effective "All Hazards'" early warning alarm system	∗ DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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*	*	*
MONITOR & REVIEW:		
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*	*	*
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:		

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

EXISTING CONTROLS:		AGENCY:
*	Legislation:- Fire Brigade Act 1942/ Local Government Act 1960-1994/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984	* DFES
*	Community Education & Fire Awareness Campaigns	* DFES
*	Building Code of Australia	* LG
*	Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	* LG
*	DFES maintain a 24/7 Communications Centre for emergency calls	* DFES
*	Emergency Services "000" telephone number is available 24/7	* DFES
*	DFES personnel are highly trained in Fire Fighting Search and Rescue	* DFES

RECOMMENDED TREATMENTS:		AGENCY:
*	Development of active community organisation actions to mitigate possible damages and implement into EM arrangement	* LEMC/LG
*	Develop storm response and recovery strategies	* LG
*	Develop specific awareness/preparedness campaigns for coastal areas	* LG/DFES
*	Investigate planning applications for building code compliance in coastal area developments	* LG
*	Develop specific storm Response Strategy (Pre-Plans)	* DFES
*	Develop specific storm Management Strategy	* LG
*	WestPlan: Storm	* DFES

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	17
Urban Fire		**High**	**17**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk to the **economy** with and some parts externally to the Shire of Northam from an urban fire. Most segments of the commercial enterprises would be affected by the community dislocation that maybe the result of a catastrophic bush and structural fire magnitude. Direct loses would be those that rely of the feed from the lands that have been burnt, retail and eco businesses, including the Avon National Park and other reserves. Persons involved with livestock may be force to adjustment of their animals or buy in feeds to sustain those animals. People will need to relocate for different periods of time.

RISK ANALYSIS:

At Risk	Source
- Water Table - Soils - General public within the vicinity of an urban fire - Motorists from road accidents resulting from smoke or response activity - Sightseers congregating to observe urban fire and response activity - Passers-by - People/animals with underlying medical conditions - Vulnerable age groups i.e. senior citizens/infant children - River and streams - Atmosphere	- Buildup of hazardous fuel loadings in close proximity to residential homes - Failure to heed early warnings or no early warning alarm system in place - Failure to undertake adequate seasonal precautionary measures - Ember, smoke and/or ash attack from nearby bush land - Fire Service personnel and equipment unable to access incident properties - Lack of public information on fires and/or fire exit routes - Lack of road signage and police presence to control traffic at fire initiation - Lack of public information on emergency situations protocol - Lack of public control at fire initiation - Erratic weather and/or fire conditions - Human and/or industrial accident - Failure to install and maintain smoke alarms - Arson

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

- State Emergency Service (SES) - St John Ambulance (SJA) - Horizon Power (HP)	- WA Police (WAPOL) - Local Government (LG)	**Fire Emergency Services Authority (DFES)** - Dept. of Health (DOH) - Child Protection and Family Services (CPFS)

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RECOMMENDED TREATMENTS:	AGENCY:	
∗ Develop fire management mapping and implement into EM arrangement	∗	LEMC/LG
∗ Develop fire prevention/suppression strategies	∗	LG
∗ Identify suitable evacuation centres for fire affected victims	∗	LG
∗ Develop specific awareness/preparedness campaigns for residential/commercial/industrial areas	∗	LG/DFES
∗ Investigate Town Planning applications for residential/commercial/industrial areas	∗	LG
∗ Develop specific reserves Fire Response Strategy (Pre-Plans)	∗	DFES
∗ Develop specific Urban Fire Management Strategy	∗	LG
∗ Develop Metropolitan fuel loading burn-off program	∗	DFES
∗ Enforcement of Smoke Alarms	∗	LG/DFES
∗ WestPlan: Fire (Urban)	∗	DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**19**
Urban Fire		**High**	**19**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if an urban fire emergency occurred, **social setting** aspects of the community may be impacted in terms of road closures, inaccessibility to certain public buildings and open spaces. People may be hindered or prevented from returning home, accessing schools and returning children, major and minor Roads and Rail. People would be stressed about the inability to gain access to their homes and animals. Industries would be affected by the inability to function normally causing employees to be stood down for the period of the emergency. Some day care facilities may be closed displacing children and seniors from normal activities. Local business would be affected by the removal of employees that serve as emergency service volunteers and would be part of the emergency response. People may lose their homes and be forced to relocate until such time that their homes are replaced. People will be left behind with friends relocated. All of the community hubs have a level of vulnerability.

RISK ANALYSIS:

At Risk	Source
∗ Water Table ∗ Soils ∗ General public within the vicinity of an urban fire ∗ Motorists from road accidents resulting from smoke or response activity ∗ Sightseers congregating to observe urban fire and response activity ∗ Passers-by ∗ People/animals with underlying medical conditions ∗ Vulnerable age groups i.e. senior citizens/infant children ∗ River and streams ∗ Atmosphere	∗ Buildup of hazardous fuel loadings in close proximity to residential homes ∗ Failure to heed early warnings or no early warning alarm system in place ∗ Failure to undertake adequate seasonal precautionary measures ∗ Ember, smoke and/or ash attack from nearby bush land ∗ Fire Service personnel and equipment unable to access incident properties ∗ Lack of public information on fires and/or fire exit routes ∗ Lack of road signage and police presence to control traffic at fire initiation ∗ Lack of public information on emergency situations protocol ∗ Lack of public control at fire initiation ∗ Erratic weather and/or fire conditions ∗ Human and/or industrial accident ∗ Failure to install and maintain smoke alarms ∗ Arson

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES) ∗ St John Ambulance (SJA) ∗ Horizon Power (HP)	∗ WA Police (WAPOL) ∗ Local Government (LG)	∗ **Fire Emergency Services Authority (DFES)** ∗ Dept. of Health (DOH) ∗ Child Protection and Family Services (CPFS)

Shire of Northam
Heritage, Commerce and Lifestyle

EXISTING CONTROLS:		AGENCY:	
∗	Legislation:- Fire Brigade Act 1942/ Local Government Act 1960-1994/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984	∗	DFES
∗	Community Education & Fire Awareness Campaigns	∗	DFES
∗	Building Code of Australia	∗	LG
∗	Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	∗	LG
∗	DFES maintain a 24/7 Communications Centre for emergency calls	∗	DFES
∗	Emergency Services "000" telephone number is available 24/7	∗	DFES
∗	DFES personnel are highly trained in Fire Fighting Search and Rescue	∗	DFES

RECOMMENDED TREATMENTS:		AGENCY:	
∗	Develop fire management mapping and implement into EM arrangement	∗	LEMC/LG
∗	Develop fire prevention/suppression strategies	∗	LG
∗	Identify suitable evacuation centres for fire affected victims	∗	LG
∗	Develop specific awareness/preparedness campaigns for residential/commercial/industrial areas	∗	LG/DFES
∗	Investigate Town Planning applications for residential/commercial/industrial areas	∗	LG
∗	Develop specific reserves Fire Response Strategy (Pre-Plans)	∗	DFES
∗	Develop specific Urban Fire Management Strategy	∗	LG
∗	Develop fuel loading burn-off program	∗	DFES
∗	Enforcement of Smoke Alarms	∗	LG/DFES
∗	WestPlan: Fire (Urban)	∗	DFES

IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:
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MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

RISK:		RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	**20**
Flood		**High**	**20**	**DATE:**	**16 August 2012**

RISK STATEMENT:

There is a risk that if a flood occurred, it could damage or destroy overhead power lines and communication **infrastructure**, causing service and communication interruptions to homes, businesses, and industry and traffic management. It could impact upon roads, transport infrastructure causing debris, damage to roads, traffic congestion, accidents and impact on the supply of products and services to residents and businesses. Floods will affect the supply of electricity, water and gas. Telecommunications including emergency services radio bands could be affected by the loss of communication infrastructure. Emergency services may lose their headquarters.

RISK ANALYSIS:

At Risk	Source

∗ Persons/animals living/working in domestic/commercial and/or industrial sites
∗ Businesses in close proximity to flooded area
∗ Motorists from road accidents resulting from flooded roads
∗ Mining Leases
∗ Medical facilities
∗ Vulnerable age groups i.e. senior citizens/infant children
∗ Lifeline infrastructure that maintains people in the flooded and wider shire area.
∗ Commercial viability for persons employed in this affected area.
∗ Mental welfare.
∗ Loss to the community of the following life line services;
    ∗ Power/ Water/ Gas
    ∗ Roads
    ∗ Bridges & Footpaths
    ∗ Communications
    ∗ Sewerage & Drainage Operating Systems
    ∗ Street Lighting
    ∗ Telephone
Community based Law enforcement – Policing
Bush Fire Brigade & DEC facilities
Policing Facilities
Community Centres, meeting places.
	∗ Buildup of debris loading in close proximity to residential homes
	∗ Failure to heed early warnings or no early warning alarm system in place
	∗ Failure to undertake adequate seasonal precautionary measures – Drainage cleaning
	∗ Failure of residents to clean gutters
	∗ Emergency Service personnel and equipment unable to access flooded properties
	∗ Lack of public information on access and egress routes
	∗ Lack of road signage and police presence to control traffic at flood sites
	∗ Lack of public information on emergency situations protocol
	∗ Lack of public control at Flood ways and bridges
	∗ Erratic weather and/or rain conditions
	∗ Human and/or industrial accident
	∗ Changing the natural flow of water on the ground
	∗ No business continuity planning and inadequate insurance
	∗ Introduction of the built environment interface
	∗ Failure to build up to allow the flow of waters under and through structures or engineer flow around said structures.

RESPONSIBLE AGENCIES/INDIVIDUAL/S:

∗ State Emergency Service (SES)	∗ WA Police (WAPOL)	∗ **Fire Emergency Services Authority (DFES)**
∗ St John Ambulance (SJA)	∗ Local Government (LG)	∗ Dept. of Health (DOH)
		∗ Depart. Of Child Protection (DCP)

EXISTING CONTROLS:	**AGENCY:**
∗ Legislation:- Fire Brigade Act 1942/ Local Government Act 1960-1994/ Building Code/ Explosives and Dangerous Goods Act 1961/ Occupational Health and Safety Act 1984	∗ DFES
∗ Community Education & Fire Awareness Campaigns	∗ DFES
∗ Building Code of Australia	∗ LG
∗ DFES maintain a 24/7 Communications Centre for emergency calls	∗ DFES
∗ Emergency Services "000" telephone number is available 24/7	∗ DFES
∗ DFES personnel are highly trained in Flood Search and Rescue	∗ DFES
∗	∗

IMPLEMENTATION SCHEDULE:		**BUDGET CONSIDERATIONS:**
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∗	∗	∗

MONITOR & REVIEW:		
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:

ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Northam
Heritage, Commerce and Lifestyle

Evacuation

Evacuation

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Northam and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Northam and the Department of Communities.

4.0 Types of Evacuations

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A *controlled evacuation* is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A *recommended evacuation* is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A *directed evacuation* is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life in imminent.

4.1 The Five stages of Evacuation

Things to Consider: Legislative powers, risk management, resource requirements. Reasons to/not to evacuate must be recorded.

Stage Two: Warning – Telling people of the need to go

Part of the LEMC's planning process is to identify available communication methods for public information.

Stage Three: Withdrawal – Getting people out

Self-evacuation, recommended evacuation or directed evacuation?

Controlling Agency should, as far as is practicable, ensure the security of the area that has been evacuated and of the remaining persons and property – assistance with this may be sought from WAPOL, local government and security and/or traffic management contractors.

Stage Four: Shelter – Where people can go and providing support

Where a Controlling Agency establishes one or more evacuation centres, they must take reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the local government. Department of Communities will coordinate the provision of welfare support for evacuated persons.

Stage Five: Return – Allowing people back and supporting their return

In most circumstances the return of the affected community is the responsibility of the Controlling Agency that determined the need for an evacuation in the first place. In instances where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee at the State or Local level.

A relevant person will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to. The return may be executed in stages as the operational plan should consider issues such as community safety, restoration of essential services and provision of welfare support services.

4.2   Evacuation (WELFARE) Centres

Please refer to section Five "Welfare" for a full list of evacuation centres.

4.3   Evacuation to other Local Government Areas

There are currently no formal agreements with other local government areas.

4.6   Special Needs Groups

The Shire of Northam is continuing to work towards engagement of special need group representatives. Arrangements for have yet to be developed.

4.7   Vulnerable Groups

The following groups have been identified as vulnerable:

- Killara Day Care & Respite Centre
- Northam Senior High School
- Northam Primary School
- West Northam Primary School
- Avonvale Primary School
- Bakers Hill Primary School
- Wundowie Primary School
- Fluffy Ducks Day Care Wundowie
- Kurringal Village Wundowie
- Juniper Northam
- Sparrow Early Learning Northam
- Central Regional TAFE
- Northam Eco Lifestyle Village

Please refer to the Contacts and Resources Register for listings and contacts.

4.8   Evacuation Plans for specific areas of concern

There are currently no evacuation plans for the following areas of concern:

- Raymond Crt, Virginia Crt, Bobakine Rd, Railway Reserve Clackline
- Mauravillo Estate
- Bodeguero Estate

Record of Evacuation

If it is possible, a record of people leaving the area should be maintained by the personnel manning road blocks (MRWA, WAPOL, Shire and DFES). This information is useful not only for recording the location of evacuees, but also for identifying possible arsonists.

Information should include:

- names of people evacuating,
- vehicle registration number,
- Destination, and contact telephone number at destination (if known).

This information is to be passed on to the HMA – Incident Controller and.

The Shire of Northam is to maintain a register to record:

- Names of people who have evacuated and where they have gone to
- Names of people who are staying, and details of pets/animals left behind.

Transport

Under State Emergency Management Policy 5.7, Community Evacuation is the responsibility of the

Controlling Agency to arrange for transport of evacuees who should be cognisant of;

- The method of evacuation including transportation requirements
- It is recommended that there are clear lines of communication between the Controlling Agency, the Local Government during any emergency evacuation

It is likely there will be a requirement to provide transport for some of the people to be relocated from the Welfare Centres; in particular, people with special needs.

If resources are available and it is safe to do so, The Shire of Northam will assist with the transport of people with special needs from the Welfare Centre to a nominated hospital.

The Shire of Northam will, if directed and if resources are available, also help people without transport leave the affected area. Collection from residences will be considered by The Shire of Northam on a case-by-case basis. It may be necessary to provide a bushfire appliance or police escort when collecting from residences.

Arrangements for School Children

If an emergency occurs during school hours and children are not able to safely return home, it is the responsibility of the school to care for the children until they are collected by their parents or another person nominated by their parent. If the emergency causes the evacuation of a school, the School Evacuation Plan is to be implemented.

Evacuation Considerations

- If a small number of people were required to evacuate, the Department for Child Protection & Family Support would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities.
- Some special groups may need their own secure section in an evacuation centre, or a separate evacuation centre.
- Childcare, Schools and Aged and Community Care Accommodation Facilities e.g. hostels, group homes – should each have their own evacuation procedures.
- Welfare Centres will allow Assistance Dogs e.g. Guide Dogs, "Hearing" Dogs and registered Disability Aid Dogs into the Centre. All other animals must be kept outside.
- People can return to their homes to clean up and then return to the Welfare Centre for food and sleep with permission from the HMA.
- Arrangements to be made to provide a local point of contact when the Welfare Centre shuts down (name and phone number to be displayed on door so that people who need assistance can obtain help).
- CPFS staff will provide reasonable access to mobile phones for evacuees wishing to contact relatives.
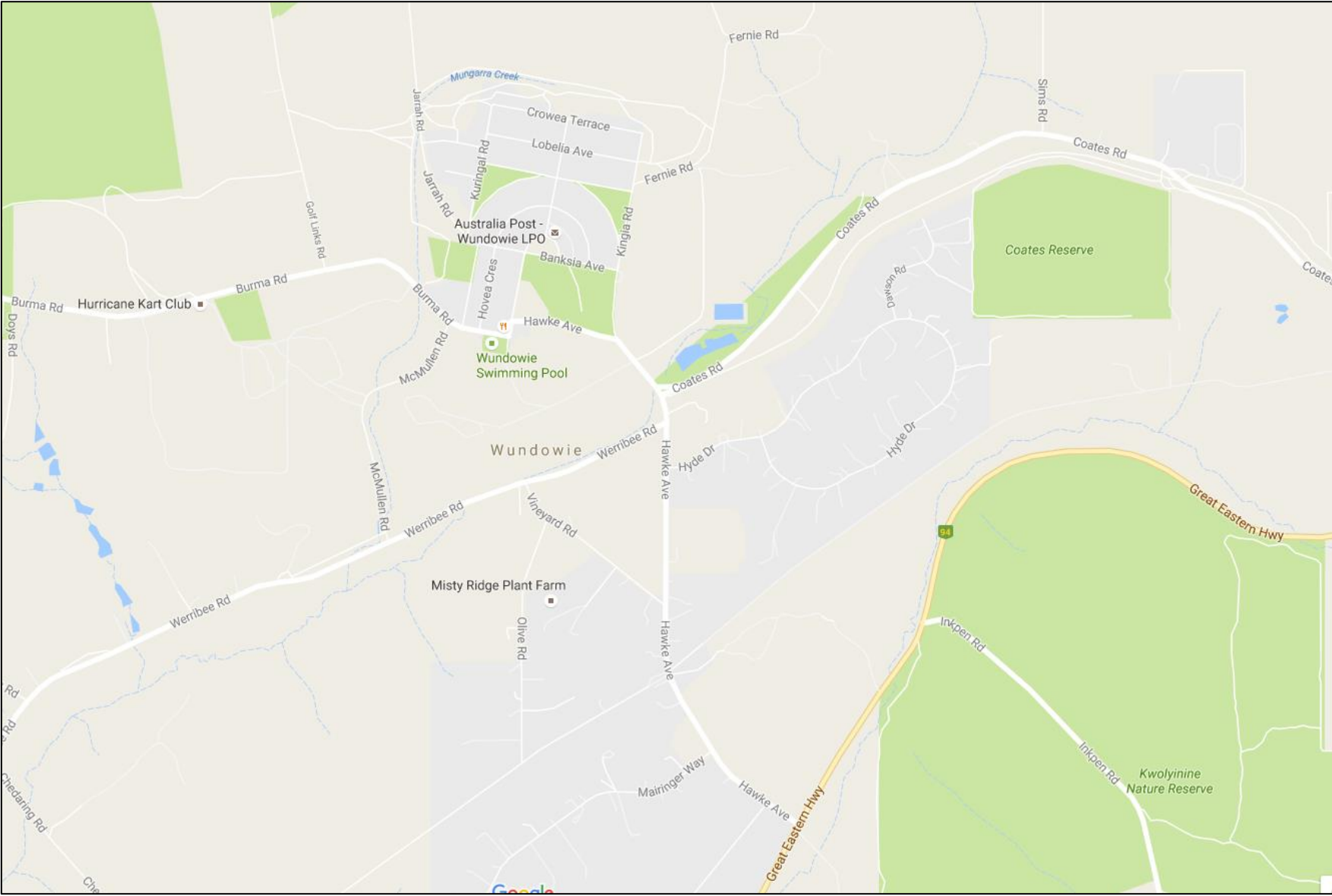
Evacuation Plans

Below is the evacuation plans and maps for the town sites of:
- Wundowie
- Bakers Hill
- Clackline
- Northam
- Grass Valley

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Wundowie Evacuation Plan

Wundowie Emergency Evacuation Guide Shire Office: 96226100	Shire of Northam

Area Covered: Wundowie Town Site   Map: Emergency Services Directory 2006 Page 168

Authority

Authorisation to evacuate is given by **Hazard Management Agency Incident Controller**

Control and Coordination Incident managed by **Hazard Management Agency or an Authorised Officer (Pol# 4.7-12)**

Control and Coordination of Evacuation/Welfare Centre is managed by **Dept of Child Protection**

Key Roads	Key Infrastructure	
1. Great Eastern Highway	1. Primary School	8. Water Pumping Station
2. Coates Road	2. Post Office	9. Wundowie Club Inc
3. Werribee Road	3. Shire Depot	10. Doctors Surgery
4. Burma Road	4. Shopping Centre	11. Child Care Centre
5. Hawke Ave	5. Recreation Ground	12. Foundry
6. Fernie Road	6. Town Hall	13 Telephone Exchange and Tower
	7. Wundowie Pool	

Key Contacts			
1. Shire Office (Northam):	9622 6100	09. Library:	9573 6205
2. Police Station:	9573 6244	10. Wundowie Pool:	9573 6344
3. State Emergency Services:	132 500	11. Western Power:	131351
4. Ambulance:	000	12. WaterCorp:	131375
5. Fire and Rescue:	000	13. Child Care:	9573 6380
6. Bush Fire:	000	14. Health Centre:	9573 6741
8. CPFS Crisis Care (AH):	9223 1111	16. Post Office:	9573 6229

Information Management			
1. State Alert:	1300 566 588	4. Shire CEO:	0419 927 123
2. ABC Radio:	9325 2492	5. Newspaper West Australian:	9482 3111
3. Police:	9573 6244		

HMA instructions check list

- ☐ 1. Alert/ Inform local Police
- ☐ 2. Alert / Inform DFES or WA Police Service to activate STATE ALERT Phone System
- ☐ 3. Advice media officer to employ information management tools such as ABC radio, TV, Newspaper etc
- ☐ 4. Alert/ Inform Department of Child Protection
- ☐ 5. Advise Special Needs Groups
- ☐ 6. Employ support agencies and volunteers for evacuation planning

Special Needs Group:

1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)

1. Nil

Significant Events

Iron Festival (May)   Movies by Twilight

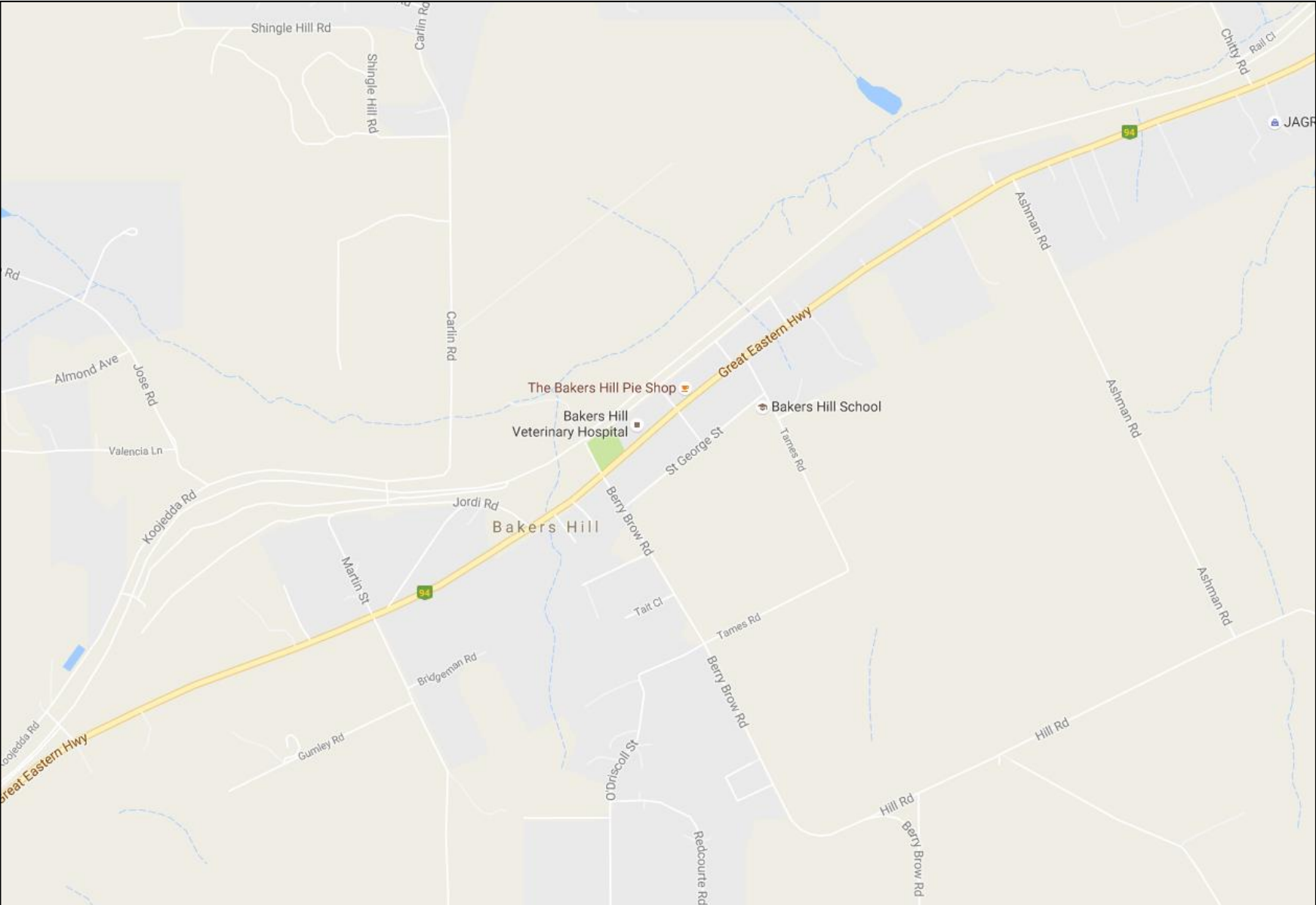| Evacuation/Welfare Centres	Business	After Hours
1. Wundowie Town Hall	9622 6100	0458 08 08 18
2. Wundowie Recreation Ground	9622 6100	0458 08 08 18
3. Bakers Hill Recreation	9622 6100	0458 08 08 18

Map of Wundowie

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Bakers Hill Evacuation Plan

Bakers Hill Emergency Evacuation Guide Shire Office: 96226100	

Area Covered: Bakers Hill Town Site   Map: Emergency Services Directory 2006 Page 112

Authority
Authorisation to evacuate is given by **Hazard Management Agency Incident Controller**
Control and Coordination Incident managed by **Hazard Management Agency or an Authorised Officer (Pol# 4.7-12)**
Control and Coordination of Evacuation/Welfare Centre is managed by **Dept of Child Protection**

Key Roads	Key Infrastructure	
1. Great Eastern Highway	1. Primary School	8. Youstos Pharmacy
2. Martin Street	2. Post Office	9. Managers Tearooms
3. Berry Brow Road	3. Pie Shop	
4. Tames Road	4. Tavern	
5. Ashman Road	5. Veterinary Clinic	
6. Chitty Road	6. Route 94 Service Station	
7. Keane Street	7. B.H. Rural Supplies & Hardware	

Key Contacts			
1. Shire Office (Northam):	9622 6100	09. Post Office:	9574 1531
2. Police Station:	9573 6244	10. Western Power:	131351
3. State Emergency Services:	132 500	11. WaterCorp:	131375
4. Ambulance:	000		
5. Fire and Rescue:	000		
6. Bush Fire:	000		
8. DCPFS Crisis Care (AH):	9223 1111		

Information Management			
1. State Alert:	1300 566 588	4. Shire CEO:	0419 927 123
2. ABC Radio:	9325 2492	5. Newspaper West Australian:	9482 3111
3. Police:	9573 6244		

HMA instructions check list
- ☐ 1. Alert/ Inform local Police
- ☐ 2. Alert / Inform DFES or WA Police Service to activate STATE ALERT Phone System
- ☐ 3. Advice media officer to employ information management tools such as ABC radio, TV, Newspaper etc
- ☐ 4. Alert/ Inform Department of Child Protection
- ☐ 5. Advise Special Needs Groups
- ☐ 6. Employ support agencies and volunteers for evacuation planning

Special Needs Group:
1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)
1. Nil

Significant Events

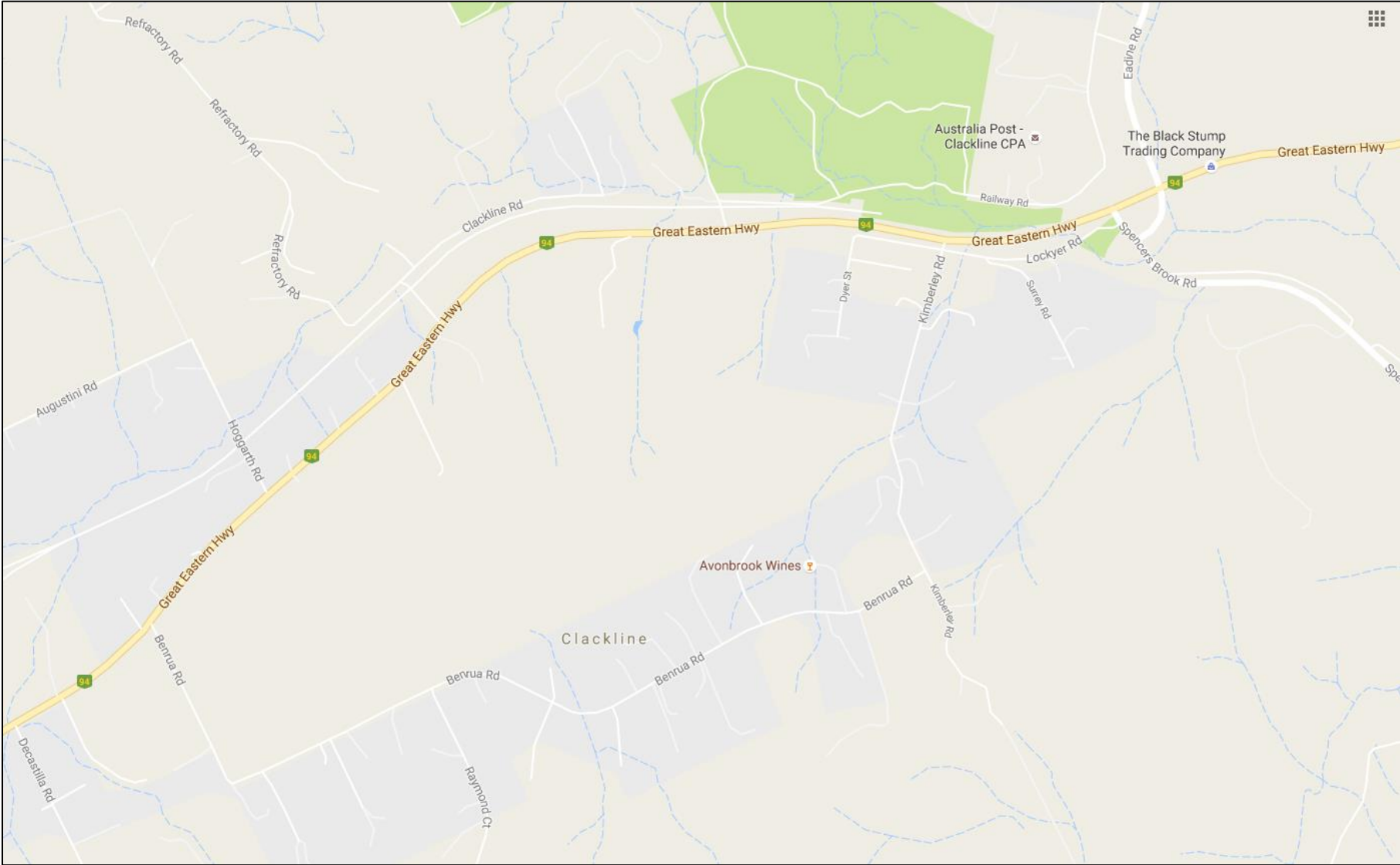| Evacuation/Welfare Centres	Business	After Hours
1. Bakers Hill Recreation	9622 6100	0458 08 08 18
2. Wundowie Town Hall	9622 6100	0458 08 08 18
3. Northam Recreation Centre	9622 6220	0407 088 183

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Map of Bakers Hill

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Clackline Evacuation Plan

Clackline Emergency Evacuation Guide Shire Office: 96226100	Shire of Northam

Area Covered: Clackline Town Site	Map: Emergency Services Directory 2006 Page 113

Authority

Authorisation to evacuate is given by **Hazard Management Agency Incident Controller**

Control and Coordination Incident managed by **Hazard Management Agency or an Authorised Officer (Pol# 4.7-12)**

Control and Coordination of Evacuation/Welfare Centre is managed by **Dept of Child Protection**

Key Roads	Key Infrastructure
1. Great Eastern Highway	1. Post Office
2. Surrey Road	2. Avon Brook Winery
3. Kimberley Road	3. Top Stock WA Feed Services
4. Lockyer Road	
5. Spencers Brook Road	
6. Railway Road	
7. Clackline Road	

Key Contacts

1. Shire Office (Northam):	9622 6100	8. CPFS Crisis Care (AH):	9223 1111
2. Wundowie Police Station:	9573 6244	9. Post Office & General Store:	9574 1405
3. Northam Police Station:	9622 4260		
4. State Emergency Services:	132 500		
5. Ambulance:	000		
6. Fire and Rescue:	000		
7. Bush Fire:	000		

Information Management

1. State Alert:	1300 566 588	4. Shire CEO:	0419 927 123
2. ABC Radio:	9325 2492	5. Newspaper West Australian:	9482 3111
3. Police:	9573 6244		

HMA instructions check list

- ☐ 1. Alert/ Inform local Police
- ☐ 2. Alert / Inform DFES or WA Police Service to activate STATE ALERT Phone System
- ☐ 3. Advice media officer to employ information management tools such as ABC radio, TV, Newspaper etc
- ☐ 4. Alert/ Inform Department of Child Protection
- ☐ 5. Advise Special Needs Groups
- ☐ 6. Employ support agencies and volunteers for evacuation planning

Special Needs Group:

1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)

1. Nil

Significant Events

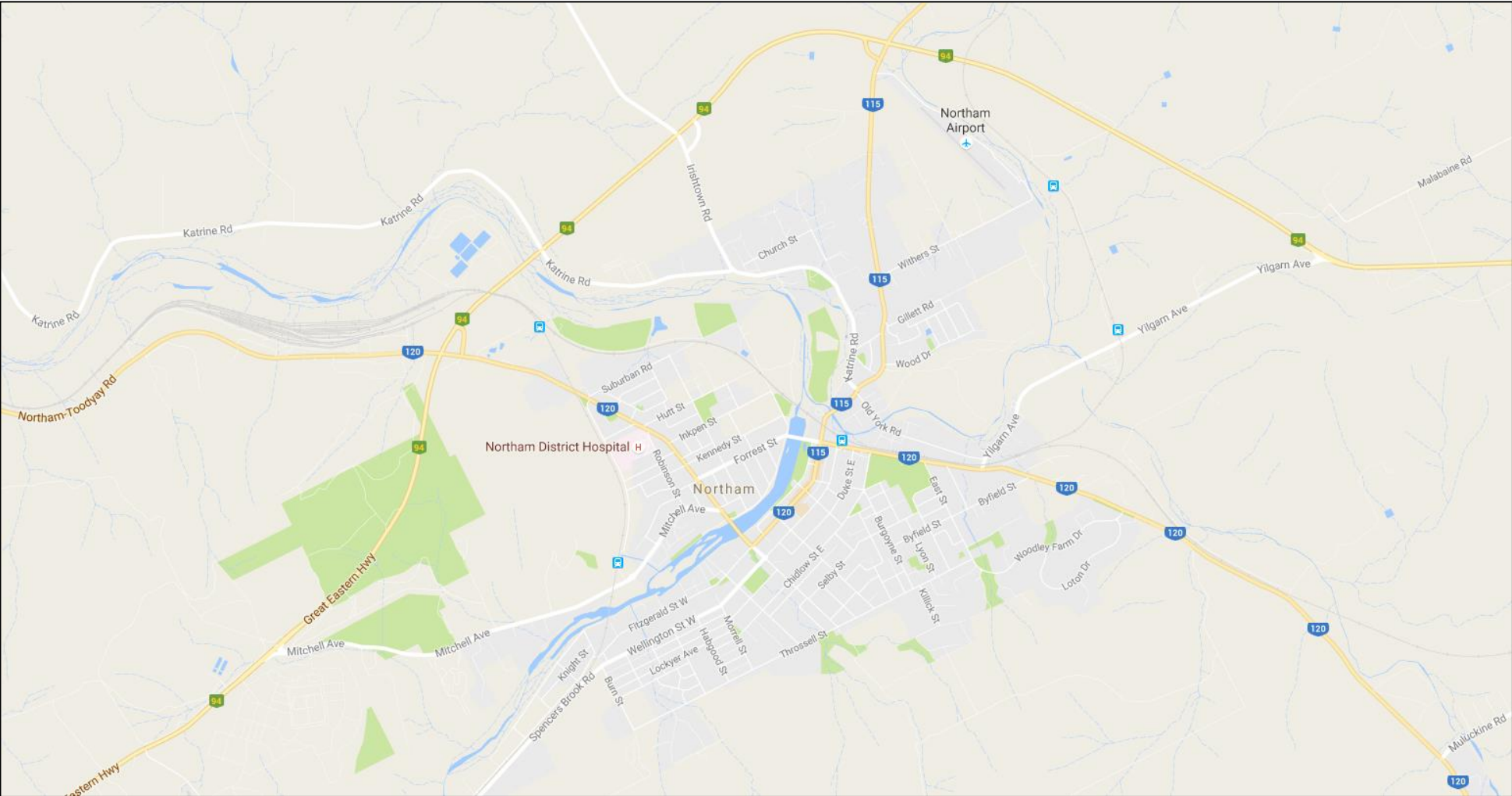| Evacuation/Welfare Centres	Business	After Hours
1. Bakers Hill Recreation	9622 6100	0458 08 08 18
2. Northam Recreation Centre	9622 6220	0407 088 183
3. Wundowie Town Hall	9622 6100	0458 08 08 18

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Map of Clackline

Northam Evacuation Plan

Northam Emergency Evacuation Guide Shire Office: 96226100	Shire of Northam

Area Covered: Northam Town Site   Map: Emergency Services Directory 2006 Page 163

Authority
Authorisation to evacuate is given by **Hazard Management Agency Incident Controller**
Control and Coordination Incident managed by **Hazard Management Agency or an Authorised Officer (Pol# 4.7-12)**
Control and Coordination of Evacuation/Welfare Centre is managed by **Dept of Child Protection**

Key Roads	Key Infrastructure	
1. Great Eastern Highway	1. Northam Hospital	8. Water Pumping Station
2. Coates Road	2. Police Station	9. Shire Office & Depot
3. Werribee Road	3. Ambulance Depot	10. Doctors Surgery
4. Burma Road	4. Shopping Centres	11. Child & Aged Care Centre
5.Hawke Ave	5. Recreation Centre	12. DFES Regional Office and FRS
6. Fernie Road	6. Avon Bridges	13 Telephone Exchange and Tower
	7. Senior High School	14. Primary School

Key Contacts			
1. Shire Office (Northam):	9622 6100	09. Hospital:	9690 1300
2. Police Station:	9622 4260	10. Dept Education:	9622 0200
3. State Emergency Services:	132 500	11. Western Power:	131351
4. Ambulance:	000	12. WaterCorp:	131375
5. Fire and Rescue:	000	13. Shopping Centre:	9573 6380
6. Bush Fire:	000	14. Main Roads:	9622 4777
8. CPFS Crisis Care:	9223 1111	16. Northam Recreation Centre:	9622 6220

Information Management			
1. State Alert:	1300 566 588	4. Shire CEO:	0419 927 123
2. ABC Radio:	9325 2492	5. Newspaper West Australian:	9482 3111
3. Police:	9573 6244		

HMA instructions check list

- ☐ 1. Alert/ Inform local Police
- ☐ 2. Alert / Inform DFES or WA Police Service to activate STATE ALERT Phone System
- ☐ 3. Advice media officer to employ information management tools such as ABC radio, TV, Newspaper etc
- ☐ 4. Alert/ Inform Department of Child Protection
- ☐ 5. Advise Special Needs Groups
- ☐ 6. Employ support agencies and volunteers for evacuation planning

Special Needs Group:
1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)
1. Nil

Significant Events

Australia Day Concert	Movies by Twilight	Northam Motorsport Festival (April)	Anzac Day Services
Avon River Festival & Avon Descent (Aug)	Northam Agricultural Show (Sept)		Remembrance Day Services
Dog's Day Out	Christmas Street Party		

Evacuation/Welfare Centres	Business	After Hours
1. Northam Recreation Centre	9622 6220	0407 088 183
2. Northam Senior High School	9621 0000	

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Map of Northam

Grass Valley Evacuation Plan

Grass Valley Emergency Evacuation Guide Shire Office: 96226100	Shire of Northam

Area Covered: Grass Valley Town Site   Map: Emergency Services Directory 2006 Page 115

Authority
Authorisation to evacuate is given by **Hazard Management Agency Incident Controller**
Control and Coordination Incident managed by **Hazard Management Agency or an Authorised Officer (Pol# 4.7-12)**
Control and Coordination of Evacuation/Welfare Centre is managed by **Dept of Child Protection**

Key Roads	Key Infrastructure
1. Great Eastern Highway	1. Grass Valley Tavern
2. Keane Street	2. Post Office
3. Sth Brook Road	3. Grass Valley Town Hall
4. Grass Valley S Road	
5. Jennapullen Road	
6. Muluckine Road	

Key Contacts

1. Shire Office (Northam):	9622 6100	09. Grass Valley Tavern:	9622 9511
2. Police Station:	9622 4260	10. Post Office:	9622 9601
3. State Emergency Services:	132 500		
4. Ambulance:	000		
5. Fire and Rescue:	000		
6. Bush Fire:	000		
8. CPFS Crisis Care:	9223 1111		

Information Management

1. State Alert:	1300 566 588	4. Shire CEO:	0419 927 123
2. ABC Radio:	9325 2492	5. Newspaper West Australian:	9482 3111
3. Police:	9573 6244		

HMA instructions check list

- [ ] 1. Alert/ Inform local Police
- [ ] 2. Alert / Inform DFES or WA Police Service to activate STATE ALERT Phone System
- [ ] 3. Advice media officer to employ information management tools such as ABC radio, TV, Newspaper etc
- [ ] 4. Alert/ Inform Department of Child Protection
- [ ] 5. Advise Special Needs Groups
- [ ] 6. Employ support agencies and volunteers for evacuation planning

Special Needs Group:
1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)
1. Nil

Significant Events

Evacuation/Welfare Centres	Business	After Hours
1. Grass Valley Town Hall	97561 018	9756 0943
2. Northam Recreation Centre	9622 6220	0407 088 183
3. Northam Senior High School	9621 0000	

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Map of Grass Valley

Welfare

Section Five

5.0   Local Emergency Management Plan for the Provision of Welfare Support

The Department of Communities has the role of managing welfare. The Shire of Northam falls under the Northam district of the Department of Communities. They have developed a Local Emergency Management Plan for the Provision of Welfare Support, which aims to prescribe the arrangements for the provision of welfare support services during emergencies. The plan is available from the Shire of Northam and/or the Department of Communities. The plan contains private contact details of key personnel and is not for public distribution.

5.1   Local Welfare Coordinator

Local Welfare Coordinators (LWCs) shall be nominated officers of Communities within the Northam Office.

A Communities LWC responsibilities include:

(a) Represent Communities and the emergency welfare function on LEMCs and Local Recovery Committees;

(b) During activation, manage and coordinate emergency welfare services, including establishing and managing welfare centres, and if further welfare assistance is required request for additional support services via the Communities Emergency Services;

(c) Represent Communities on the Incident Support Group (ISG) when required.

Refer to Contacts & Resources Register for details.

5.2   Local Welfare Liaison Officer

The Local Welfare Liaison Officer is appointed by the local government to coordinate welfare response during emergencies and to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Refer to Contacts & Resources Register for details.

5.3   Register find Reunite

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to

locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 Animal Welfare

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

It is important to note that due to safety reasons general companion pets will not be allowed inside an evacuation centre, however animals will be welcomed to the precinct around the welfare centre and every effort will be made to ensure their welfare.

Please refer to Appendix 5A.

5.5 Welfare Centre

The Local Government may choose to manage a Welfare Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event the Department of Communities assume control of one or more evacuation centres, the Shire of Northam will have representation at the centre to provide support to the Department.

5.5 Communities Welfare Centre Coordinator (WCC)

In some circumstances Welfare Centre Coordinators (WCCs) are appointed. They shall be nominated officers of Communities and the WCC responsibilities include:

(a) Establish and manage the operations of the welfare centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate welfare services to the evacuees in the welfare centre.

(b) Communicate regularly with the LWC, and if further welfare assistance is required request for additional support services via the LWC;

(c) Remaining at the centre to manage the centre operations.

EVACUATION/WELFARE CENTRES

Building Name	Site Address	Capacity Seated	Capacity Sleeping	Facilities	Contact Details
Northam Recreation Centre	44 Peel Tce Northam	605	Limited by Toilets	Toilets & Showers	CESM or EMDS
Bakers Hill Recreation Centre	St George St Bakers Hill	275	Need to confirm	Toilets only	CESM or EMDS
Wundowie Hall	Banksia Ave Wundowie	350	Limited by Toilets	Toilets only	CESM or EMDS
Grass Valley Hall	Wilson Street Grass Valley	174	Need to confirm	Toilets only	CESM or EMDS
Southern Brook Hall	McManus Road Southern Brook.	90	Need to confirm	Toilets only	CESM or EMDS
Muresk Institute	Note: One way access.	Need to Confirm	Need to Confirm	Shared ablutions (consideration during human pandemic, no formal agreement in place)	General Manager, Muresk Institute, Department of Training & Workforce Development
Northam Senior High School	Kennedy Street Northam	Need to confirm	Need to confirm	Shared ablutions (consideration during human pandemic, no formal agreement in place)	Director of Education

Functional areas of Welfare Coordination include.

- Emergency Accommodation
- Emergency Catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under WA Emergency Management Arrangements for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of a Welfare Evacuation Centre (Evacuation Centre) to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under WA Emergency Management Arrangements for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Dept of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open a Welfare Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with process.

The LG staff will provide a handover to Communities staff on their arrival at the Evacuation Centre. Communities may require assistance with coordinating of tasks, such as provision of food etc.

APPENDIX 5A: Animal Welfare Plan

Animal Welfare

The Shire of Northam will coordinate arrangements for the welfare of animals and pets that have been evacuated during an emergency.

This plan is to be used in conjunction with the State Emergency Welfare Plan.

The Animal Welfare Plan should be implemented whenever a disaster affects the Shire of Northam.

The main objectives of the plan are to:

- Provide immediate welfare for distressed animals;
- Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews;
- Provide an alternative refuge for the animals for collection by their owners at an appropriate time.

The Shire of Northam Ranger Service will work in close cooperation with the other stakeholders on animal welfare matters arising out of the evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance.

Native Animals

All native animals or wildlife are to be referred to Department of Parks and Wildlife 9474 9055, unless they are tame pets and can be handled as any other pet, or fall under the exotic pet category.
Exotic Pets

Were practical Exotic pets should be taken to a carer for the specific type of animal. At a last resort the issue is referred to the AEU controller and on their permission they may be transported to the shelter within the confine of their own cage. Venomous Reptiles should be transported with extreme care.
Livestock on Roads

If the owner of the livestock is present it is their responsibility evacuate or secure their livestock in a safe area away from any threat. Were practical Livestock should be removed from roads for safety reasons The Incident controller is to be informed of straying stock in an area.

Animal Evacuation and Welfare Group

The Animal Evacuation and Welfare Group (AEWG) includes all persons assisting with animal welfare. The Group will include members of the Shire of Northam Ranger Service and may also include contract or other Rangers, RSPCA Officers, Veterinarians, State Emergency Service or Volunteer Bush Fire Brigade personnel and any other person accepted by the Animal Evacuation and Welfare Group to assist in an emergency disaster.

The Animal Evacuation and Welfare Group will coordinate the rescue and collection of animals that require assistance. Members of the group may be from other organisations experienced in animal welfare and not necessarily employed by the Shire of Northam. The group will appoint an AEWG Incident controller to coordinate a response and provide information up to the Incident Management team

During an emergency, the Animal Evacuation and Welfare Group will work from a central location to coordinate operations, receive calls, dispatch officers to jobs and keep a log of personnel and resources in the field. The first preference for this centre will be the Shire of Northam Administration Centre, Fitzgerald Street, Northam. If this office has been damaged in the course of the emergency, a secondary location will be decided Such as The Shire Pound or a One Stop Shop set by the Recovery Committee.
Request for Assistance

When deemed necessary the Shire Ranger can request assistance from veterinarians or anyone with special animal care knowledge. This includes requests to other local governments for assistance from other Rangers. The Ranger may also make request to other departments within the Shire of Northam for use of specialist vehicles and equipment such as chainsaws for the rescue of trapped animals if deemed necessary to assist with evacuation.

Refer to Appendix 5B Animal Welfare Task and Resource Request Form

Supplies and Equipment

Animal food suppliers shall be contacted to obtain food.

Please Note: The RSPCA may also be contacted for immediate assistance for food if required.

Listed in the Contacts and Resources Animal Welfare are other pet food suppliers.

Evacuation Points

A list of possible evacuation points such as showgrounds, ovals, etc. are listed in Contacts and Resources Animal Welfare.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Evacuation Equipment

A list of evacuation equipment are listed in Contacts and Resources Animal Welfare

Animal Welfare Centre

When the need arises, an emergency shelter shall be set up to temporarily house domestic animals brought in or the animals will be transported to local boarding kennels, veterinary clinic or the RSPCA (refer to list of agreed businesses below). The appointed Animal Welfare Centre Coordinator shall:

Keep a register of animals that need to be evacuated from the Animal Care Centre and or animals brought in information should include type of animal, breed, colour, sex, animal registration number, microchip number where and when found and physical condition of animal.

Secure or confine animals to such an area where it is not likely to injure itself or be injured by other animals.

Ensure arrangements are made for animals to be fed, watered and their facilities are regularly cleaned.

Report any apparent injury or illness to a veterinarian, if necessary, for treatment or euthanising as soon as practical. Animals suffering from contagious illness shall be segregated to prevent infection of other animals.

Upon release of the animal, record the date and time and obtain the details of the owner including name, address and telephone number.

Refer to Appendix 5C Animal Welfare Registration Form

If deemed necessary due to damage of the Shire of Northam's Animal Care Centre, the AEWG will consider establishing a replacement Animal Centre or temporarily re-homing the animals at one of the facilities as listed until the emergency period is over. The shelter may or may not be within the Shire's boundaries. Possibilities include bordering Shires facilities, Boarding Kennels, the RSPCA shelter or other veterinary clinics. Refer to Contacts and Resources Animal Welfare

Injured Animals and Animal Rescue

The rescue of animals shall be coordinated by the Rangers Service or by the AEWG. If an animal is rescued and requires veterinary treatment, measures should be taken to provide the necessary treatment as soon as possible. Where an authorised person or vet deems that movement or prolonging the life of an injured animal will cause unreasonable stress or suffering, shall authorise the humane destruction of the animal.

Charges and Donations

No fee or charges shall be imposed for animals cared for during an emergency, provided the animals are collected within one (1) week after the danger has passed or by negotiation with Ranger Services.

Donations of food for the immediate care of animals will be accepted and volunteer carers are welcome as long as the carers property is adequate to effectively confine the animal in care. Conclusion of an Event

When the emergency is deemed to be over or downgraded to the extent that the Shire believes there are sufficient resources to handle the evacuated animals, the Ranger shall release any additional agencies assisting the Shire.

APPENDIX 5B: Animal Welfare Task and Resource Request Form

TASK/RESOURCE REQUEST FORM
JOB NUMBER:
1. PERSON MARKING REQUEST   Name: Title: Phone:
2. REQUEST DETAILS
Detailed description of Task/Resource:
Location (where is the task to be completed/resource destination):
Date & Time (time for completion of task/resource to be delivered)   Date: Start Time: am/pm   Finish Time: am/pm
Contact Person (the person to whom those undertaking the task will go/will receive the resource):   Name: Phone Number:
3. ACTION DETAILS
Referred to (the person who will take action on the request):   Name: Phone Number:
Referral Date & Time: Date: Time: am/pm
ESTIMATED COST $

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Approved (approval of task/resource):

Executive Manager:

Name (print): _____ Signature:_____

Title: _____

4. COMMENTS (eg Circumstances/Action Taken)

5. COMPLETION DETAILS

Name:

(person who reports task completed/resource delivered)

Date: Time: am/pm

Purchase/resourced from:

FINAL COST: $

APPENDIX 5C: Animal Welfare Registration Form

EVENT AND LOCATION: DATE: ENTRY NO: Part A: OWNER DETAILS		
Name:		**Phone:**
Address:		**Mobile:**
Alternative contact details:		**Name of current veterinarian:**

Part B: ANIMAL DETAILS

No	Animal Name	Type Dog, Horse, Pig, etc	Breed	Description Colour	Collar/Tag	Tag No.	Comments
1							
2							
3							
4							

Animal/s received from (name):

Name   Date   Signature

Part C: EMERGENCY HOUSING CONTACT DETAILS	
Name:	**Phone:**
Address Animal Located:	**Mobile:**
Part D: ANIMAL RELOCATION DETAILS	
Relocated to:	**Phone:**
Address:	**Mobile:**
Animals received by (Name): Date:	**Signature:**
Part E: RETURN OR COLLECTION DETAILS	
Name:	**Phone:**
Address:	**Mobile:**
Animals received by (Name): Date:	**Signature:**

Shire of Northam
Heritage, Commerce and Lifestyle

Recovery Plan

Section Six

The Local Recovery Coordinator is Chadd Hunt, 0437 609 120 or emds@northam.wa.gov.au

The Deputy Local Recover Coordinator is Colin Young, 0418 908 506 or emcorps@northam.wa.gov.au

6.0   Introduction

Recovery

The Shire of Northam Local Recovery Plan has been prepared by the Shire of Northam Local Emergency Management Committee to reflect the capacity of the Shire and to address the Shire's legislative responsibility under Section 36(b) and Section 41(4) of the Emergency Management Act 2005 and the Emergency Management Regulations 2006.

This recovery plan forms part of the Shire of Northam's Local Emergency Management Arrangements (LEMA).

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and Part 6 of the State EM Plan.

Objectives:

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Northam
- Establish a basis for the coordination of recovery activities at the local level;
- To promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management;
- Provide a framework for recovery operations for the Shire of Northam

Scope:

The scope of this recovery plan is limited to the boundaries of the Shire of Northam. It details general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

6.1 Roles and Responsibilities

Local Recovery Coordinator

The Local Recovery Coordinator (LRC) is responsible for the development and implementation of the recovery management arrangements for the local government.

The Shire of Northam has appointed officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Northam may appoint more than one person to the position of LRC by appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

Refer to Contacts & Resources Register for appointed persons details.

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local recovery Plan is established;

- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings;

- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordination Group (LRCG) and provide advice to the LRCG if convened;

- Ensure the functions of the Executive Officer are undertaken for the LRCG;

- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;

- Determine the resources required for the recovery process in consultation with the LRCG;

- Coordinate local level recovery activities for a particular event, in accordance with plans and strategies determined by the LRCG;

  - Monitor the progress of recovery and provide periodic reports to the LRCG and the State Recovery Coordinating Group (SRCG) if established;

- Liaise with the SRC on issues where State level support is required or where there are problems encountered with services from government agencies locally;

- Facilitate the acquisition and appropriate application of the resources necessary to

Section Six
Recovery Plan

ensure an effective recovery program;

- Ensure the recovery activities are consistent with the principles of community engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the recovery arrangements;

- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

The above can be read in conjunction with the Aide Memoire – Local Recovery Coordinator local level recovery arrangements provided by the State Emergency Management Committee. – APPENDIX 6B: AIDE MEMOIRE LOCAL RECOVERY COORDINATOR

Local Recovery Coordination Group (LRCG)

The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;

- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;

- Developing an operational plan for the coordination of the recovery process for the event that:

- takes account of the local government long term planning goals;

- includes an assessment of the recovery needs and determines which recovery functions are still required;

- develops a timetable and identifies responsibilities for completing the major activities;

- considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;

- allows full community participation and access; and

- allows for the monitoring of the progress of recovery.

- Overseeing the delivery of projects that support social, built, economic and natural

environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;

- Facilitating the provision of services, public information, information exchange and resource acquisition;

- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;

- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;

- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;

- Ensuring a coordinated multi-agency approach to community recovery by:

- Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;

- Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

Management Handbook 2 "Community Recovery" contains details on the principles, and methodologies for effective recovery management which may assist the local recovery coordination group.

6.2 Controlling Agency Hazard Management Agency

The Controlling Agency/ HMA with the responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, the Controlling Agency/ HMA will:

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;

- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;

- Provide risk management advice to the affected community (in consultation with the HMA).

6.3 State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency.

For a list of criteria to be considered as triggers for escalation, refer to Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

6.4 Recovery Structure State and Local

6.5   Commencement of Recovery

Local Recovery Coordinator:

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery. The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities

- Connect with key agencies

- Understand key impacts and tasks. Have input into the development of the Impact statement that will be used when the incident is transferred from response to recovery.

- Identify recovery requirements and priorities as early as possible.

- Establish a Local Recovery Committee, and any sub committees as required.

The Controlling Agency:

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery, it will;

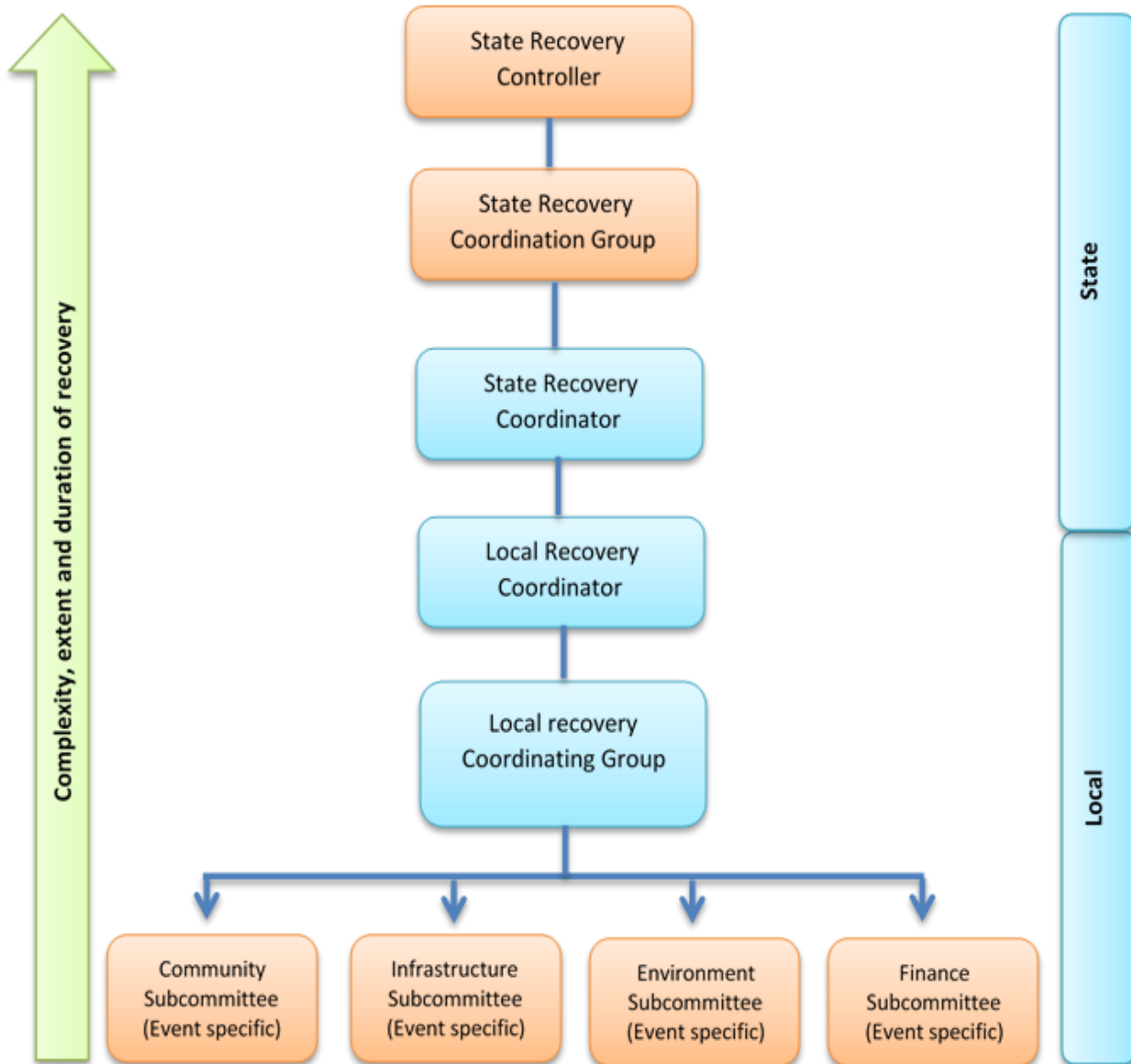- Liaise with the local recovery coordinator and include them in the incident management arrangements including the Incident Support Group or Operational Area Support Group.

- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator

- Coordinate completion of the Impact Statement, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4) and in consultation with the ISG, the affected local government/s and the state recovery coordinator.

- Provide risk management advice to the affected community.

- Complete an Impact Statement document.

Local Recovery Coordination Group:

Where required, the LRC shall form a Local Recovery Coordination Group which shall consist of, as a guide, the following:

Core Recovery Group:

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

Title
Chair LRCG/Shire President
Local Recovery Coordinator/Executive Manager Development Services
Deputy Recovery Coordinator/Executive Manager Corporate Services
Chief Executive Officer
Executive Manager Corporate Services
Executive Manager Engineering Services
Executive Manager Development Services
Executive Manager Community Services
Accountant
Administration Officer (Support)

Co-opted members:

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

Hazard Management Agency or controlling Agency	Dept of Fire and Emergency Services Dept of Biodiversity Conservation and Attractions
Essential services	WA Police St John Ambulance Water Corporation Western Power Telstra National Broadband Network Shire of Northam (waste and recovery works)
Dept of Health	
Dept of Education	
Dept of Transport	
Dept of Food and Agriculture	

Subcommittees:

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

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

- Economic / Finance Subcommittee

- Infrastructure Subcommittee

- Personal / Community Subcommittee

- Environmental Subcommittee

Please refer to APPENDIX 6A: SUB COMMITTEES – OBJECTIVES for objectives and Terms of Reference for these four subcommittees should they need to be activated quickly.

6.6 Priorities for Recovery:

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shire of Northam aligns its priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader context and recognising complexity is foundational.

Principles	Detail
Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.

Principles	Detail
Recognise COMPLEXITY	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at
https://knoweldge.aider.org.au/resources/national-prinicples-disster-recvoery

6.6   Assessment and Operational Recovery Planning:

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Statement data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction

required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan template refer to Appendix 6 B: Operational Recovery Plan template

6.7 Resources

Recovery Resources:

The Local Recovery Coordinator for the Shire of Shire of Northam is responsible for determining the resources required for recovery activities in consultation with the Controlling Agency/Hazard Management Agency and Support Organisations.

The Shire of Northam resources are identified in the Contacts and Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Northam should an emergency occur.

Section 2.6 identifies suitable Local Recovery Coordination Centres in the Local Government area.

6.8 Financial Arrangements:

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

Through the Disaster Recovery Funding Arrangements – WA (DFRA-WA), the State Government provides a range of relief measures to assist communities in recovering from an eligible natural event. The Shire of Northam will make claims for recovery activities where they are deemed eligible under DFRA.

More information regarding DRFA is availablew from the State Emergency Management Committee web page - link –

https://www.dfes.wa.gov.au/recovery/Pages/default.aspx

DFES, as the State Administrator, may activate DRFA-WA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at $240,000).

6.9 Financial Preparation:

The Shire of Northam will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;

- Ensuring assets are recorded, maintained and adequately insured where possible;

- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;

- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;

- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.

- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;

- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements- WA (DRFA-WA), and what may be required of local government in order to gain access to this potential assistance.

- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFA, or Main Roads WA

Managing Donations:

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed in the State EM Recovery Procedure1– Management of Public Fundraising and donations. NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested by the Local Recovery Coordination Group. In all instances cash donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

Shire of Northam
Heritage, Commerce and Lifestyle

6.10   Community Reactions

It is important to understand the common reactions that individuals and the affected community as a whole, move through, when they are touched by an emergency.

Understanding the psychosocial impacts of emergencies can provide insight to assist people get back on their feet and to re-establish their post-emergency life.

The below diagram illustrates the four-stage cycle of emotions that people are likely to experience after being impacted by an emergency. This process is indicative only. It should not be read as a sequential process, but as a guide to help anticipate predictable challenges in the recovery stage
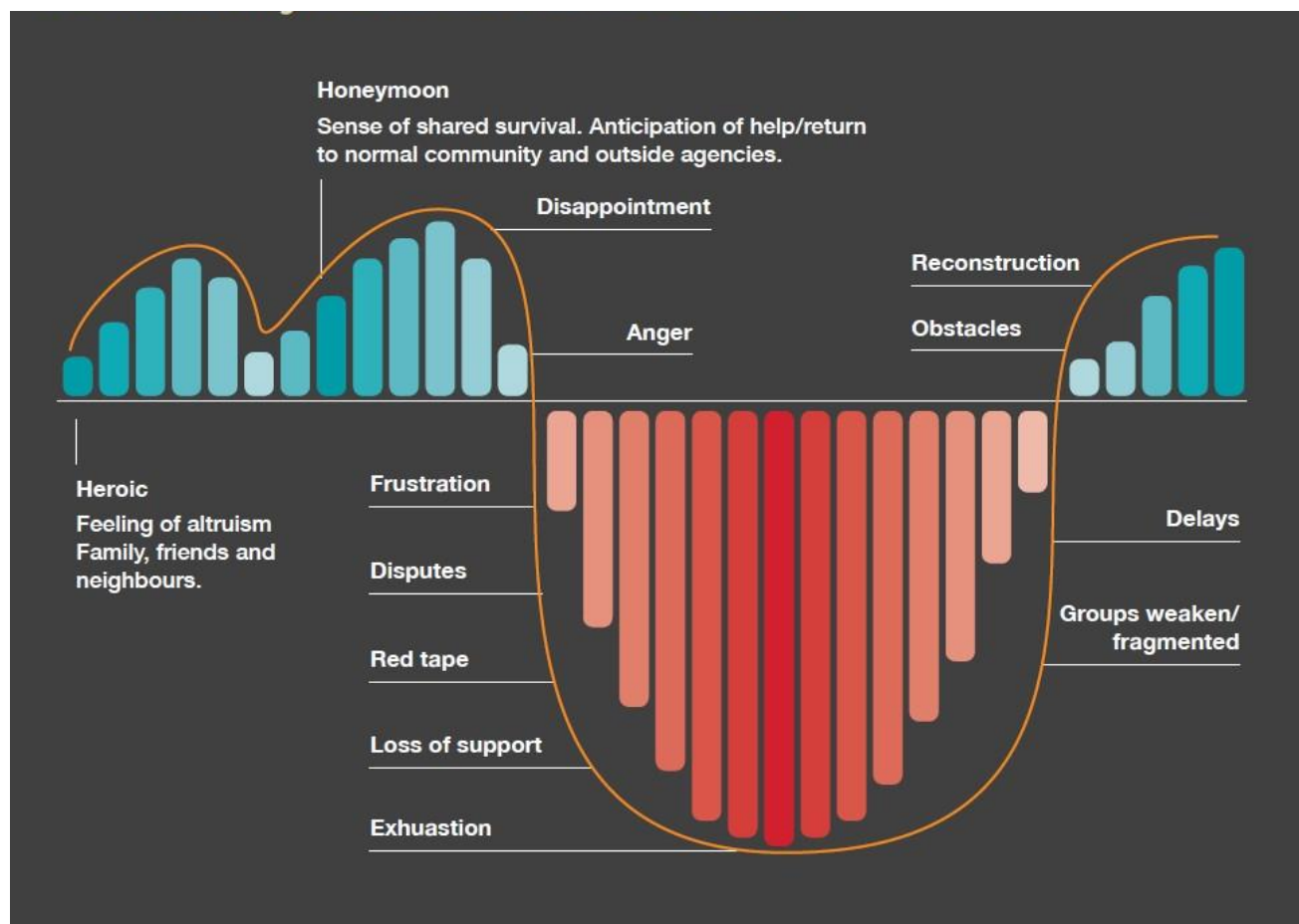
It is important that all recovery communications are mindful of the cycle detailed above. By understanding this, recovery communications can be carefully tailored for the community as they move through each phase.

6.11 Actions and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Coordinating Group a list of recovery activities that may be undertaken together with suggested strategies has been provided. The list is not exhaustive but meant as a prompt to initiate discussion and planning.

Activities:

- One Stop Shop
- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/ Planning schemes

Strategies:

Community Involvement Strategies

- Maximise the use of local resources, groups and individuals
- Promote prior community awareness and education
- Involve people in their own and their community recovery
- Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- Create opportunities for local decision making
- Ensure self-determination in restoration planning
- Maintain a co-operative relationship between volunteers and imported specialists
- Use local suppliers
- Empower the community as quickly as possible

Recovery Information Strategies

Provide regular updates on –

- current state & extent of the disaster,

- actual and proposed official response

- desired community response

- advice to isolated families

- Ensure everybody has an understanding of the situation and the opportunity for personal counselling

- Provide for advocacy by agencies and organisations

- Information may be made available to the public using a combination of the methods such as;

  o One Stop Shop

  o Door Knocks

  o Outreach Programs

  o Information Sheets and/or Community Newsletters

  o Social media groups

Recovery Assistance Strategies

- Provide for special needs of aged, ethnic, children etc

- Make food, shelter, clothing, health and emergency finance available immediately

- Deliver services in a simple & caring manner with minimal disruption to existing processes

- Ensure welfare centre cater for privacy and individual care

- Ensure emergency workers receive ongoing support, debriefing, relief and rest

- Maximise financial aid and minimise material aid

Accountability Strategies

- Ensure the affected community is involved in the allocation and distribution of material and financial resources

- Assist the community in ensuring there is accountability in the use of resources

Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria

- Communicate entitlement criteria for financial support & grants immediately

- Alterations to criteria must be communicated clearly to the community

- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

Strategies to Maintain Family Cohesion

- Keep families together during evacuation and resettlement
- Ensure all policies and processes support the family's ability to recover

APPENDIX 6A: Sub Committees– Objectives

Committee	Objectives
Community (or Social) Subcommittee Objectives	• To provide advice and guidance to assist in the restoration and strengthening of community well-being post the event • To facilitate understanding on the needs of the impacted community in relation to community wellbeing • To assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing • To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing • To ensure the affected community is informed and involved in the recovery processes so actions and programs match their needs.
Environment (or Natural) Subcommittee Objectives	• To provide advice and guidance to assist in the restoration of the natural environment post the event • To facilitate understanding of the needs of the impacted community in relation to environmental restoration • To assess and recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife • To assess and recommend medium-term and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.
Infrastructure (or Built) Subcommittee Objectives	• Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate • To provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency • To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term

Committee	Objectives

Finance (or Economic) Subcommittee	To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.
	
	• The development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which
	    o ensure the principles of equity, fairness, simplicity and transparency apply
	    o ensure the procedures developed are straightforward and not onerous to individuals seeking assistance
	    o recognise the extent of loss suffered by individuals
	• complement other forms of relief and assistance provided by government and the private sector; recognise immediate-, short-, medium- and longer-term needs of affected individuals
	• ensure the privacy of individuals is protected at all times.
	• Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

APPENDIX 6B: Aide Memoire Local Recovery Coordinator

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the Local Recovery Coordination Group (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the Local Recovery Plan in conjunction with the local government for endorsement by the Council of the local government;

- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;

- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;

- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;

- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;

- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;

- Consult with the Controlling Agency on completing the Impact Statement prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;

- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;

- Determine the required resources for effective recovery in consultation with the LRCG;

- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;

- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;

- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and

- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- Local Recovery Coordinator;

- key local government staff and elected members;

- Community Recovery Coordinator and/or Community Liaison Officer;

- Controlling Agency;

- District Emergency Management Advisor; and

- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

- Australian Red Cross;

- Chamber of Commerce and Industry WA / Small Business Development Corporation;

- Department of Biodiversity, Conservation and Attractions;

- Department of Communities;

- Department of Education (or Local School Representative);

- Department of Fire and Emergency Services (DFES);

- Department of Health (or Local Health Services Provider/Officer);

- Department of Local Government, Sport and Cultural Industries;

- Department of Planning, Lands and Heritage;

- Department of Primary Industries and Regional Development;

- Essential Services Network Operators Reference Group representative;

- Essential Services such as:

  - Telstra Corporation;

  - National Broadband Network;

  - Water Corporation; and

  - Western Power/Horizon Power.

- Insurance Council Australia;

- Main Roads Western Australia;

- Public Information Reference Group representative;

- Volunteering WA;

- Western Australia Police Force; and

- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement; State Recovery Cadre; Disaster Recovery Funding Arrangements Western Australia; environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);

- Department of Water and Environmental Regulation; and

- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan.	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	

Task Description	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund, if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Task Description	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

APPENDIX 6C: Aide Memoire Local Recovery Coordination Group

Local Recovery Coordination Group Aide Memoire

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

ROLE

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

FUNCTIONS

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;

- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.

- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;

- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;

- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;

- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;

- Prepare a Communications Plan where appropriate;

- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:

  - taking account of the local government's long-term planning and goals; and

  - assessing which recovery functions are still required, timeframes and responsibilities for completing them.

- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;

- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;

- Provide advice to the State and local government to ensure that recovery programs and

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

services meet the needs of the community;

- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

MEMBERSHIP

Core Members

- Local Recovery Coordinator;
- key local government staff and elected members;
- Community Recovery Coordinator and/or Community Liaison Officer;
- Controlling Agency;
- District Emergency Management Advisor; and
- local government networks, community members and community groups/associations /committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, Aboriginal groups, schools, chambers of commerce and industry, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event. The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);

- Department of Local Government, Sport and Cultural Industries;

- Department of Planning, Lands and Heritage;

- Department of Primary Industries and Regional Development;

- Essential Services Network Operators Reference Group representative;

- Essential Services such as:

    – Alinta Gas;

    – Telstra Corporation;

    – Water Corporation; and

    – Western Power/Horizon Power.

- Insurance Council Australia;

- Main Roads Western Australia;

- Public Information Reference Group representative;

- Volunteering WA;

- Western Australia Police Force; and

- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: Impact Statement, State Recovery Cadre, Disaster Recovery Funding Arrangements Western Australia, environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);

- Department of Water and Environmental Regulation; and

- Lord Mayor's Distress Relief Fund (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery.	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	

Task Description	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the [Lord Mayor's Distress Relief Fund](#), if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

APPENDIX 6D: Operational Recovery Plan Template

Shire of Northam

Operational Recovery Plan

Emergency Type and location:

....
......

Date emergency occurred : ....

Section 1 – Introduction

Incident description

....

Purpose of this plan

....

Authority

....

Section 2 – Assessment of recovery requirements

Details of loss and damage: (Refer Comprehensive Impact Assessment)

Residential:

....

Commercial:

....

Industrial:

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Transport:

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Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

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Temporary accommodation requirements: *(includes evacuation centres)*

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………………………………………………………………………………………………………

Additional personnel requirements:

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Human services: *(personal and psychological support requirements:*

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………………………………………………………………………………………………………

Other health issues:

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Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks, and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

………………………………………………………………………………………………………

Resources required:

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Redevelopment plans:

………………………………………………………………………………………………………
(includes mitigation proposals)

………………………………………………………………………………………………………

………………………………………………………………………………………………………

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs, and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (DFRA-WA), insurance, public appeals, and donations)*

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Public information dissemination *(Key messages, methods of distribution)*

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Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

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Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture, and equipment details for additional temporary personnel)*

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Section 6 – Conclusion

(Summarises goals, priorities, and timetable of the plan).

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Endorsed by

_____   _____

Chairperson   Date
Local Recovery Coordinating Group

6.13   Recovery Report

STATE RECOVERY COORDINATING COMMITTEE RECOVERY REPORT
(Emergency Situation)

Agency / Organisation:..Report No: ....

To: Chairman, SRCC/State Recovery Coordinator

Situation update should include:

- Full damage report (once only)

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- Estimated amount in $

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- Work in progress including estimated completion dates

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- Details of difficulties or problems being experienced.

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Proposed Activities should include:

- Plans and strategies for resumption of normal services (where appropriate)

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- Plans for mitigation works

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- Dates of commencement and completion of reconstruction works

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- Possible disruption of activities of other agencies.

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Special Assistance:

Requirements should include:

- support from other agencies

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- SRCC intervention with priorities.

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Financial Issues may include:

- Support from SRCC for additional funding from Treasury.

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Recommendations:

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Signature   Date

Title: ………………………………………………..

Communications Plan

Section Seven

7.0   Introduction

Communicating with an affected community is a vital part of all stages of emergency management. When threatened or impacted by an emergency, community members have an urgent need for information and direction. The provision of this information is the responsibility of the Hazard Management Agency.

When communicating with an affected community, special considerations should be given to children and youth; elderly people; people with disabilities; medically reliant persons; Aboriginal people; people who are isolated or transient; and people with Culturally and Linguistically Diverse backgrounds. A list of Groups/ Business to coordinate the contact with Vulnerable People, please refer to the VULNERABLE PEOPLE CONTACT GROUPS within the Contacts and Resources section.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporate on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflict messages being given to the public.

All Council (Local Government) media contact must be directed to the Shire President or Chief Executive Officer.

7.1   Communication Policy

Management of communication in a crisis is critical. This section has been created to guide the Shire of Northam in approaching crisis communication in a way that is structured, well- coordinated and effective.

During a crisis, this response will be led by the Local Recovery Coordinator (LRC) with assistance from Key members of the Local Recovery Coordination Committee (LRCC). In the management of media relations, the Local Recovery Coordination (LRCC) must seek direction from the Hazard Management Agency and the Shire of Northam CEO and/or Shire President.

7.2   Communication Principals

In an emergency, communication with stakeholders must adhere to the following principals

- Timeliness - regularly updating stakeholders on the situation
  - During Emergency Warning– 1x hourly
  - During Watch & Act – 2 x hourly
  - During Advice – 4 x hourly
  - Recovery – 1 x Daily or as required.
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and progress
- Simplicity - ensuring communication is easily understood and consistent
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable.

7.3   Stakeholder Communication

If an emergency arises, a strategy will be developed that is specific to the situation and will direct the communication response. The communication strategy will be prepared by the Local Recovery Coordination (LRCC) in collaboration with the President and CEO of the Shire of Northam.

Both internal and external communications will be directed by the strategy, which will ensure alignment with the Local Recovery Coordination (LRCC) response objectives and with the Shire of Northam Communications Policy.

A well-managed and coordinated response will ensure the following occurs:

- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

o   During Emergency Warning– 1x hourly

o   During Watch & Act – 2 x hourly

o   During Advice – 4 x hourly

o   Recovery – 1 x Daily or as required.

7.4   Communicating in the Prevention Stage:

Prevention is defined as "the mitigation or prevention of the probability of the occurrence of, and the potential adverse effect of, an emergency".

The Shire of Northam employs several practices in order to aid the prevention of emergencies and these are communicated to the public.

- Information shared with community at the monthly markets.

- Information included in the community newsletter

- Information available on social media and the Shire website.

- The Shire is mindful of older residents and ensures that communications do not solely rely on social media and the internet. Messages will also be disseminated via newsletters, pamphlets and messages on local radio

7.5   Communicating in the Preparedness Stage:

Preparedness is defined as "the preparation for response to an emergency".

Through increasing community preparedness, Emergency Management Agencies can educate stakeholders, networks and communities on potential emergency risks, impacts, and personal responsibility, therefore promoting community resilience. By doing so an EMA can;

- Raise awareness in high-risk areas about the importance of planning and preparing (i.e. for cyclones, floods and bushfires);

- Raise personal awareness of risks and the need for adequate insurance;

- Increase adoption of preparedness measures and appropriate response behaviours in high-risk areas;

- Increase understanding of how to prevent, prepare for, respond to and recover from the hazards particular communities will face.

7.6   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. Such information should include the following information:

- Where to go
- The safest route to take
- What to take (Medications etc)

State Systems

During a major emergency you can also find information on;

- Emergency WA website: https://www.emergency.wa.gov.au/
- Emergency broadcast on the ABC radio. (Car radios can be used during power outage)
- TV and radio news bulletins, print and online newspapers
- A staffed communication information line may be set up
- A TV crawler displaying messages at the bottom of the screen may be used.
- Standard Emergency Warning Signal (SEWS):
- SEWS is a distinctive siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster. It is intended to be used as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens.

In Western Australia, the broadcast of SEWS is authorised by the Department of Fire and Emergency Services, or the Regional Director of the Bureau of Meteorology for flood and weather events.

DFES Public Info line

Website   www.dfes.wa.gov.au and www.emergency.wa.gov.au

Telephone   13 3337 (13DFES) (For emergency information

only) – OR 1300 657 209 (recorded information line).

State Alert System

1300 253 787

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

State Alert

State Alert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice – Landline and mobile, and/or

- Text – mobile telephone, email and RRS feed.

  State Alert is also available for use by external HMAs for situations where lives may be in danger. All requests for State Alert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency and that the proposed release of State Alert is classed as a 'Life threatening' incident.

Local Systems

Having multiple methods can be very useful and ensure a large population of the community are reached, even when the power is out.

- Variable message boards
- SMS systems (bushfire SMS, school systems, CBH harvest bans)
- Email database
- Notice boards (Shire Administration Centre, El Caballo)
- Radio
- Shire of Northam social media and website
- TV
- External speakers if practical (emergency services vehicles)

7.6   Communicating in the Response Stage:

Communities affected by an emergency have a vital and urgent need for information. The purpose of emergency public information is to provide the public with consistent, adequate and timely information and instructions.

The Controlling Agency or Hazard Management Agency will make the decision to evacuate a community, or part of it, should it be under threat from an emergency. They will decide how best to communicate the evacuation suggestion, or order, to community members.

7.7 Communicating in the Recovery Stage:

Recovery communications refers to the practice of sending, gathering, managing and evaluating information in the recovery stage following an emergency.

When communicating with the public in the Recovery stage, it is important to understand the common reactions that individuals, and the community as a whole, are likely to experience as a result of the emergency.

Ensure all messaging adheres to the Giuliani method of communication information which includes:

- What we know;
- What we don't know;
- What we are doing; and
- What we want you to do

Status Update

The status update is the first information assessment about what is happening, which provides crucial information about the emergency and recovery efforts. These are maintained on a daily basis in summary form, which are used to inform key talking points for use by the Shire of Northam.

Talking Points

The talking points are developed from information contained within the status updates.

The talking points provide key messages to be used by the spokesperson and all members of the Shire who are in contact with affected community and general public. Talking points can be used for all communication methods such as the newsletter, community meetings etc.

Social Media Applications

Social media can be used effectively as an engagement tool with the community in the event of an emergency and recovery. The Shire is committed to regular use; monitoring and reliable updating.

Media Release

Media releases can provide a vital way of providing instant information that can be picked up by the local newspaper or radio station. The designated local government spokesperson must be used in the media release. Consider co-branded media releases that relate to a specific stakeholder in the early stages of the response to recovery phase.

Community Meetings

Community meetings Community meetings are essential in response and recovery as it is important to address the community in a face-to-face setting early on, to earn the trust and respect of the affected community and engage in meaningful dialogue. Community meetings may involve many state government agencies such as the Hazard Management Agency, along with local government and community organisation representatives. It is important that the Master of Ceremony and spokesperson are delegated by the local government.

Notice Boards

A central notice board at a key location in the community can be used to provide information in recovery. This may be a location already being used or one that is decided that is best placed for the emergency and recovery effort.

- The information must be general, local and provide people with call to actions such as contact numbers and places to go for additional information.

- The notice board may also be used to gain feedback directly from the community, if required.

Media Conference

A media conference can be utilised if there is public and media interest after the emergency and can be used to get specific messages across the media, general public and the community.

- A media conference should be managed by the Media Liaison function located within the Recovery Communications team.

- The announcement will need to be prepared, the spokesperson chosen and briefed, and the time of the conference chosen to suit relevant media deadline

Community Newsletter

A community newsletter that is printed or emailed is a simple and easy method of communication in recovery.

Newspaper Article

A newspaper article may be picked up by the newspaper from the media release that has been issued, the local government may be given a regular space each week to address the issues in recovery for the community or be able to place paid advertising within the newspaper.

Recovery Communications Plan

A recovery communications plan details the local governments' strategy on communication and consultation with the affected community in recovery.

A copy of a basic communications plan template can be found at Appendix 7A

Managing the Media

During a crisis information used in the communication response must be controlled. The approvals/sign off procedure must be adhered to so that all facts are accurate and that their release is authorised. The Local Response Coordinator (LRC) is responsible for enforcing this procedure, which is as follows:

- Facts will be verified internally through update briefings within the Local Recovery Coordination Committee (LRCC). Information is never to be assumed

- The Local Recovery Coordination Committee (LRCC) will draft documents for release to external stakeholders

- The Local Response Coordinator (LRC) must confirm all incident-related facts

- Local Recovery Coordination Committee (LRCC) Chair will coordinate final sign-off from the CEO prior to document release.

Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled. Designated spokespeople may include:

- Shire CEO

- Shire President

- Incident relevant elected representative

They must have the updated facts and be both available and prepared to manage media relations. It is crucial that all employees are aware of the

procedure for handling enquiries and know how to appropriately direct calls and visitors.

General Enquiries

Frontline employees from outside the Local Recovery Coordination Committee (LRCC) must be prepared to receive enquiries from a range of stakeholders. The Shire of Northam's Communication advisor will ensure that they are provided with a script based on the key messages and a copy of the prepared Q&As and must brief them on the communication policies. Other than approved spokespeople, no employee is authorised to make comment to any stakeholder beyond the scope of the script and these documents.

- No employee or spokesperson is to give "off the record" or "in confidence" information

- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the CEO or Local Recovery Coordination Committee (LRCC) Chair.

APPENDIX 7A Recovery Communications Plan Template

Shire of Northam

Recovery Communication Plan

Recovery Vision for the affected Community.

Vision

Mission

Mission of the recovery communications plan.

Why?	
Who?	
What?	
When?	
Where?	
How?	

BACKGROUND

Brief detailed description of the emergency events.

COMMUNICATION OBJECTIVES

Clear, measurable and achievable objectives. No more than five.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Key Target Audience

Who are the key community members that are being targeted and how is this being done? Who is responsible for the communication method and by when?

Target Audience	
Descriptions	
Actions	
Who	
By When	

Key Messages

What are the current key messages and how are they being distributed, to whom?

Message	
Method	
Who	

Actions

What communications are being undertaken to which stakeholder group and how is this being done?

Who has responsibility and how often will they be distributed and/or updated?

Stakeholder Group	
Communication	
Method	
Who	
Frequency	

Monitor and Evaluate

How is each communication method being monitored and evaluated for effectiveness?
How often will they be monitored and evaluated?

Method	
Monitor and Evaluate	
Frequency	

Communications Budget

How much money has been allocated to be spend on each communication method?
Keeping up to date records of how much is being spent against the budget is essential.

Method	
Amount Allocated	
Amount Spend/Date	

Communications Plan Review

Who is responsible for monitoring the complete recovery communications plan, what date
was it reviewed and what were the major changes that were made?

By Whom	
Date	
Major Changes	

Contacts and Resources Register

Section Eight

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS