

Shire of Northam



Shire of Northam
Heritage, Commerce and Lifestyle

Local Emergency Management Arrangements 2011

Shire of Northam
Local Emergency Management Arrangements

February 2011

SHIRE OF NORTHAM

EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of the Shire of Northam Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

.....

Endorsed by Chairperson
Northam LEMC

.....

Date

.....

Endorsed by Council
Shire President

.....

Date

Shire of Northam
Local Emergency Management Arrangements

February 2011

Contents

Distribution	6
Amendment Record	7
Acknowledgments.....	8
Glossary of Terms.....	8
PART 1 – INTRODUCTION.....	14
1.1 Authority	14
Community Consultation	14
1.2 Document Availability	14
1.3 Area Covered (Context).....	14
1.4 Aim	15
1.5 Purpose	15
1.6 Scope	15
1.7 Related Documents & Arrangements	15
1.7.1 Local Emergency Management Policies.....	15
1.8 Agreements, Understandings & Commitments	17
1.9 Additional Support	18
1.10 Special Considerations	18
Community activities:	18
1.11 Resources	19
1.12 Financial Arrangements	19
Response	19
1.13 Roles & Responsibilities	19
Local Emergency Coordinator.....	19
Chair person Local Emergency Management Committee	19
Local Emergency Management Committee.....	20
Local Government.....	20
Hazard Management Agency.....	20

Combat Agencies	20
Support Organisation	20
PART 2 – PLANNING (LEMC ADMINISTRATION)	21
The Shire of Northam have established a Local Emergency Management Committee (LEMC), to develop maintain and review the Local Emergency Management Arrangements. Membership is representative of the agencies, community groups, non government organisations and emergency services within the Shire.	21
2.1 LEMC Membership (positions)	21
2.2 Meeting Schedule	21
2.3 LEMC Constitution & Procedures	21
2.4 Annual Reports Annual Business Plan	21
PART 3 – RESPONSE	21
3.1 Risks – Emergencies Likely to Occur	21
3.2 Response	25
ISG	25
Role	25
Triggers for the activation of an ISG	25
Emergency Coordination Centre Information	26
.....	28
Media Management and Public Information	28
3.2 Public Warning Systems	29
3.4 Evacuation	31
3.4.1 Evacuation Planning Principles	31
Special Needs Groups	31
3.4.2 Demographics	32
Evacuation / Welfare Centres	32
Routes & Maps	32
District Emergency Services Officer	35
3.13 State & National registration & Enquiry	35
PART 4 – RECOVERY	36
PART 5 – Emergency Contacts Directory	37

Shire of Northam
Local Emergency Management Arrangements

Feburary 2011

PART 6 – EXERCISING & REVIEWING	38
Exercising	38
Aim	38
Frequency	38
Types	38
Reporting of Exercises.....	38
Review	38
Appendices.....	39
Appendix 1.....	40
Contacts (February 2010).....	40
Risk Register Schedule	41
Equipment.....	42
Business Plan.....	43
(Generic) Shire of Northam	43
Map of the District Appendix 6.....	46
Appendix 7	47
Demographics	47

Distribution

Distribution List	
Organisation	No. Copies
Shire of Northam	2
WA Police (Northam & Wundowie)	2
DFES	2
State Emergency Management Committee WA (C/O DFES)	1
Department for Child Protection and family support	1
Department of Agriculture and Food WA	1
Western Power	1
Main Roads	1
Water Corporation	1
Department of Housing	1
St Johns	1
Department of Health	1
SES	1
FRS	1
Shire of Northam Bush Fire Brigades CBFCO	1
Department of Parks and Wildlife	1
Department of Water	1

Amendment Record

No.	Date	Amendment Details	By
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			

Shire of Northam
Local Emergency Management Arrangements

February 2011

Acknowledgments

The Shire of Northam & the Northam LEMC would like to acknowledge the work of the members of the Local Emergency Management Committee in developing this Plan.

Glossary of Terms

AIIMS – Australasian Interagency Incident Management System is a command structure set up to systematically and logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels.

COMBAT - take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY - an organization which, because of its expertise and resources, is responsible for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies.

COMMUNITY EMERGENCY RISK MANAGEMENT – See RISK MANAGEMENT

CONTROL – The overall direction of emergency management activities during an *Incident* or *Operation*.

COORDINATION – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, human resources and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

DISTRICT – means the municipality of the Shire

DISTRICT EMERGENCY COORDINATOR (DEC) - that person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC) – Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a District Superintendant of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the DFES Commissioner.

Shire of Northam
Local Emergency Management Arrangements

February 2011

EMERGENCY – means the occurrence or imminent occurrence of a hazard which is of such nature or magnitude that it requires a significant and coordinated response

EMERGENCY MANAGEMENT – is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.

EMERGENCY MANAGEMENT AGENCY – means hazard management agency, a combat agency or a support organization involved in the prevention, preparedness, response or recovery from an emergency

EMERGENCY RISK MANAGEMENT (ERM) – a systematic process that produces a range of measures that, on being implemented, contributes to the safety and wellbeing of communities and the environment.

SES –State Emergency Service

VFRS –Volunteer Fire & Rescue Service

VMR –Volunteer Marine Rescue

DFES – Department of Fire & Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

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

HAZARD - a situation or condition with potential for loss or harm to the community or the environment.

HAZARD MANAGEMENT AGENCY (HMA) - that organisation which, because of its legislative responsibility or specialized knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery (specialist issue management) from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

Shire of Northam
Local Emergency Management Arrangements

February 2011

INCIDENT – an *Emergency*, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.

INCIDENT AREA – the area, defined by the *Incident Manager*, incorporating the localised community or geographical area impacted by an *Incident*.

INCIDENT CONTROLLER/INCIDENT MANAGER (IC/IM) – the person designated by the relevant *Hazard Management Agency*, responsible for the overall management and *control* of an *incident* and the tasking of agencies in accordance with the needs of the situation.

INCIDENT SUPPORT GROUP (ISG) – the group that may be convened by an *Incident Manager* in consultation with the relevant *Local Emergency Coordinator* to assist in the overall management of an *Incident*. The ISG includes representation from key agencies involved in the response.

INCIDENT MANAGEMENT TEAM (IMT) – The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic.

LEVEL 1 RESPONSE – operational response involving:

- ☐ local response/resources required;
- ☐ no significant issues;
- ☐ single or limited multi agency response (day to day business);
- ☐ minimal impact on community;
- ☐ managed by an HMA Incident Management Team (IMT) only;
- ☐ low risk of incident escalation.

LEVEL 2 RESPONSE

- ☐ requires multi agency response;
- ☐ protracted duration;
- ☐ activation of an Incident Support Group (ISG);
- ☐ resources required from outside the local area;
- ☐ medium level of media interest;
- ☐ medium level of complexity;
- ☐ medium impact on the community;
- ☐ potential declaration of an 'Emergency Situation'.

LEVEL 3 RESPONSE

- ☐ requires significant multi agency response;
- ☐ protracted response duration;

Shire of Northam
Local Emergency Management Arrangements

February 2011

- ☐ activation of an Operational Area Support Group (OASG);
- ☐ State or National resources required;
- ☐ significant level of media interest;
- ☐ high level of complexity;
- ☐ significant impact on the community;
- ☐ multiple incident areas;
- ☐ significant political interest;
- ☐ potential declaration of an 'Emergency Situation' or 'State of Emergency'.

LG – Local Government meaning the Shire of Northam & Shire of Northam Council

LIFELINES – systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.

LOCAL EMERGENCY COORDINATOR (LEC) - that person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during *Incidents* and *Operations*. At the State level this is the Commissioner of Police. At the District level it is the District Police Officer. At the local level it is the Senior Police Officer responsible for the police sub-district.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

MUNICIPALITY – means the district of the Shire

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

OPERATIONS AREA - that area, defined by the *Operations Area Manager*, incorporating the entire community or geographical area impacted or likely to be impacted, by an *Operation* and incorporating a single or multiple *Incident Areas*.

OPERATIONS AREA SUPPORT GROUP (OASG) – the group that may be convened by an *Operations Area Manager*, in consultation with the relevant *District Emergency Coordinator(s)*,

to assist in the overall management of an *Operation*. The OASG includes representation from key agencies involved in the response.

OPERATIONS AREA MANAGER (OAM) - that person designated by the *Hazard Management Agency*, responsible for the overall management of an *Operation* and provision of strategic direction to agencies and *Incident Manager(s)* in accordance with the needs of the situation.

PREVENTION – Measures to eliminate or reduce the incidence or severity of emergencies

PREPAREDNESS – Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects.

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support.

RECOVERY – The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical well being.

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

RISK MANAGEMENT – the systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to AS/NZS Standard 4360:2004 (Risk Management).

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

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

STATE EMERGENCY COORDINATION GROUP (SECG) - a group that may be established at State level, by the State Emergency Coordinator, at the request of, or in consultation with, the Hazard Management Agency, to assist in the provision of a coordinated multi-agency response to and recovery from the emergency. It is the operational arm of the State Emergency Management Committee and includes representation, at State level, from key agencies involved in the response and recovery for the emergency.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority as deputy Chair. The Executive Director, DFES Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive

Shire of Northam
Local Emergency Management Arrangements

February 2011

and four functional groups whose membership includes those organisations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are:

- Emergency Services Group
- Public Information Group
- Lifelines Services Group
- Recovery Services Group

SUPPORT ORGANISATION - an organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

TELECOMMUNICATIONS – the transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

VULNERABILITY – The degree of susceptibility and resilience of the community and environment to hazards.

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with the Emergency Management Act 2005 and endorsed by the Northam Local Emergency Management Committee and approved by the Shire of Northam.

Community Consultation

Community representatives on the Local Emergency Management Committee gave input into the development of this Plan at their meetings on 15 May 2008, 12 August 2008 and 28 September 2009. The final document was available to the public at the front counter of the Shire of Northam, placed on the Shire's website and advertised via the Shire's newsletter calling for input from 20 October 2008 until 20 August 2009. The LEMC has further reviewed and updated the document from 28 September 2009 till 23 February 2010.

1.2 Document Availability

Copies of the Arrangements are available for members of the public from the Shire of Northam office at 395 Fitzgerald Street, Northam. Contact Phil Steven on 9622 6100 or mgrhealth@northam.wa.gov.au

1.3 Area Covered (Context)

The district of Northam is 56km east of the Perth metropolitan area just over the Darling Range. The district is roughly rectangular, encompassing another 57km east of Perth and approximately 25km from north to south. The district covers 1,425km² and has a population of approximately 10600. A map detailing the boundaries of the district is attached as Appendix.

The following assets/infrastructure are included in this area:

- Northam town centre
- Satellite towns – Wundowie, Bakers Hill, Clackline, Grass Valley, Spencers Brook.
- Northam Regional Hospital
- Perth/Kalgoorlie Rail Line
- Perth/Kalgoorlie water pipeline
- CBH bulk grain facility
- Northam Aerodrome
- 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.

Shire of Northam
Local Emergency Management Arrangements

February 2011

1.4 Aim

The aim of the Shire of Northam Local Emergency Management Arrangements is to improve the emergency preparedness for the region.

1.5 Purpose

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

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

1.6 Scope

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

Furthermore:

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

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

1.7 Related Documents & Arrangements

1.7.1 Local Emergency Management Policies

The Shire of Northam currently has no specific Local Government Policies pertaining to Emergency Management.

Shire of Northam
Local Emergency Management Arrangements

February 2011

1.7.2 Existing Plans & Arrangements

Local Plans

Document	Owner	Location	Date of Plan
Risk Register	Shire of Northam	Shire of Northam	2003
Risk Treatment Schedule	Shire of Northam	Shire of Northam	2003
Northam Bush Fire Management Plan	Shire of Northam	Shire of Northam	2010
Northam Flood Response Plan	SES Northam	SES	TBA
Shire of Northam – Bushfire Policies	Shire of Northam	Shire of Northam	2009
Shire of Northam resources register	Shire of Northam	Shire of Northam	2009
Wheatbelt Pandemic Influenza Management plan	Wheatbelt Public Health	Wheatbelt Health Unit	April/May 2009
Welfare Plan	Dept of Child Protection	Northam Office	2010
MRWA's Crisis & Incident Management Policy	Main Roads WA	Main Roads Northam, or online	Reviewed Nov 09
Avon Descent Plan	Avon Descent Association	Avon Descent Office	2009
Northam Airport Emergency Plan	Shire of Northam	Shire of Northam	2011

To enable integrated and coordinated delivery of Emergency Management within the Shire of Northam, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans (WESTPLANS). Following is a list of policies and state plans used to guide the development of these arrangements.

Relevant State Emergency Management Plans (Westplans)

Document	Owner	Location
Westplan Flood	DFES	DFESWeb
Western Australian Management Plan for Pandemic Influenza	Wheatbelt Public Health	Wheatbelt Public Health
State Emergency Management Policies PS 7, SEMP 2.5, 4.1, 4.4 & 4.7	Emergency Management WA	DFES
State Emergency Management Plans (WESPLANS) Aircrash (2005) Animal & Plant Biosecurity (2008) Collapse (2008) Earthquake (2003) Urban Fire (2000) Flood (2004) HAZMAT (2005) Human Epidemic (2008) Land Search & Rescue (2007) Road Crash (2008) Space Debris (2001) Storm (2004) Westnet Rail (2008)	State DFES Dept Agriculture DFES DFES DFES DFES Dept Health WAPOL DFES WAPOL DFES Westnet Rail	Various

1.8 Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
DCP	Coles Supermarkets	Opening up after hours to provide food for the welfare centre	Please contact the Manager of Northam Coles – Darren Steinert – Store 9622 2177, mobile 0400 660636, H9622 9932 Purchase order required.

Shire of Northam
Local Emergency Management Arrangements

February 2011

Shire of Northam	Avon Regional Organisation of Councils	Regional cooperation Including the Shires of Northam, Toodyay, Chittering, Goomalling, Dowerin.	
------------------	--	---	--

1.9 Additional Support

Organisation	Description	Comments	Contacts
Salvation Army	Emergency Services Trailer – food and water supply, generator, cooking facilities	Trailer at 3 Elizabeth Place Northam	Gareth McDonald 9622 1228 (bus hrs), 0419 944 891
Country Women's Association	May be able to cater	There is not a CWA in Northam	Jenacubbine Branch – Ellie Eaton 9623 2224, Yvonne Lawrence 9622 3881

1.10 Special Considerations

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.

- Avon Descent – August annually - 2000 people attend the start of the power boat and kayak race on the Northam Foreshore on a Saturday morning.
- Avon River festival – August annually - 3000 to 4000 people attend an event involving a parade down Fitzgerald Street on the Friday night before the Avon Descent.
- Motorcycle festival – 10,000 attend for the weekend of the biennial event that involves motorbike displays at Bernard Park.
- Flying 50 – March annually, 2500 attend for the weekend to watch vintage cars drive around the town centre.

Community activities:

- School, TAFE and University holidays
- Harvest (high fire danger) - bans.

Special Risk Plans are listed in this plan eg Avon Descent Risk Management Plan See 1.7.2

Shire of Northam
Local Emergency Management Arrangements

February 2011

1.11 Resources

Refer to resources tab, Appendix 3.

1.12 Financial Arrangements

AWARE funding.

An AWARE Grant has been received to conduct a review of the Emergency Risk Management Process in 2009/2010.

Response

The Shire of Northam recognize State Emergency Management Policy 4.2 “funding for Emergencies” which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

While recognizing provisions under this policy, the Shire of Northam is committed to spending such necessary funds as required to ensure the safety of the Shire of Northam residents and visitors.

1.13 Roles & Responsibilities

Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chair person Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. Councillor Bert Llewellyn is the current Chairman.

Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district
 - b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Local Government

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;
- (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.

Hazard Management Agency

A hazard management agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'*

EM Act 2005 s4.

The HMA's are prescribed in the Emergency Management Regulations 2006.

Table 3.1 identifies local HMA's

Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

Table 3.1 identifies the local combat agency for identified hazards.

Support Organisation

A support organisation 'provides essential services, personal or material support' (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

Table 3.1 Identifies groups within the Shire who provide these services.

PART 2 – PLANNING (LEMC ADMINISTRATION)

The Shire of Northam have established a Local Emergency Management Committee (LEMC), to develop maintain and review the Local Emergency Management Arrangements. Membership is representative of the agencies, community groups, non government organisations and emergency services within the Shire.

2.1 LEMC Membership (positions)

- Chairman – Nominated Councilor of the Shire of Northam
Deputy – Officer in Charge of the Northam Police Station
Executive Officer – Staff Member of Shire of Northam

A comprehensive list of LEMC Membership and contact details can be found at the Contacts Appendix 1

2.2 Meeting Schedule

The LEMC meets once per quarter and exercises their plan at a minimum once per year.

2.3 LEMC Constitution & Procedures

The LEMC functions under in accordance with SEMP 2.5

2.4 Annual Reports Annual Business Plan

The annual business plan and annual report is prepared in accordance with State Emergency Management policies 2.5 and 2.6.

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

A phone and mail survey of 243 people was carried out in January 2003. This was used in a risk evaluation of the anticipated hazards for the area, to rank the hazard planning priorities listed in Appendix (Risk Register).

The following criteria were agreed to and used by the Shire of Northam LEMC members in its evaluation of the identified risks.

Criterion No 1

Any reasonably preventable accident / incident resulting in loss of life is unacceptable.

Criterion No 2

Any reasonably preventable accident / incident resulting in serious injury is unacceptable.

Criterion No 3

Any reasonably preventable matter that will affect the health and well being of a community should be considered as unacceptable.

Criterion No 4

Any reasonably preventable activity or incident that will have a medium to long term, or permanent effect on the environment is unacceptable.

Criterion No 5

Any reasonably preventable activity or incident that will have long term or permanent effects on the cultural assets and values of a community is unacceptable.

Criterion No 6

Any reasonably preventable activity or incident that will cause closure or seriously disrupt community lifelines or services is unacceptable.

Further information is contained in the Shire of Northam Risk Management Report 2003.

Note: AWARE funding has been received to undertake the Emergency Risk Management Process again in the Shire of Northam to update the previous Register. Completion is in 2010.

The ERM process identified the major hazards within the Shire of Northam. The table in Appendix 2 ranks the major hazards that the community considered the greatest risks. Associated HMA, Combat and support roles and relevant plans are listed below.

Threat	HMA	Combat Role	Local Support Role	Westplan	Local Plan
Fire rural	Local Government	Shire of Northam	SES, St John Ambulance	Bushfire	Bush Fire Management Plan 2010
	DEC (DEC estate)	DEC		Bushfire	Incident Control Working Plan

Shire of Northam
Local Emergency Management Arrangements

February 2011

Earthquake	DFES	Northam SES	Shire of Northam, St John Ambulance	Earthquake	N/A
Flood	DFES	Northam SES	Shire of Northam, St John Ambulance	Flood	Flood Plan
Severe Storm, Tempest	DFES	Northam SES	Shire of Northam, St John Ambulance	Storm	Storm Plan
Transport Emergencies					
Road	WA Police	Northam Police	Shire of Northam if local road, MRWA otherwise	Road Crash	Road Transport Emergency Plan 2008
Rail	WA Police	Northam Police	Westnet Rail/Public Transport Authority	Air Crash	Air Transport Emergency Plan 2008
Air	WA Police	Northam Police	St John Ambulance, SES for all		
Hazardous Materials	DFES	Northam VFRS	Shire of Northam, St John Ambulance	Hazmat	SOP's
Industrial accident/rescue	DFES	Northam VFRS	Shire of Northam, St John	Hazmat	SOP's

Shire of Northam
Local Emergency Management Arrangements

February 2011

			Ambulance		
Fire urban	DFES-FRS	Northam VFRS	Shire of Northam, St John Ambulance	Urban Fire 2000	SOP's
Land Search and rescue:	Police	Northam Police, SES	Shire of Northam, St John Ambulance	Land Search and Rescue	Land Search Plan 2008 (Police)
Building Collapse	DFES	SES, USAR team	Shire of Northam, St John Ambulance	Collapse	SOP's
Bridge Collapse	WA Police	Northam VFRS	MRWA if road bridge, Shire of Northam, St John Ambulance	Collapse	SOP's
Epidemic – Human	Dept of Health	Wheatbelt Public Health Unit	Shire of Northam, St John Ambulance	Human Epidemic	Yes
Exotic Disease – Animal & Plant			Shire of Northam, St John Ambulance	Animal & Plant Biosecurity	SOP's
Infrastructure failure: Power Water Communications	Western Power Water Corp Telstra				SOP's SOP's SOP's
C.B.R. Terrorism	DFES			Hazmat	SOP's

Shire of Northam
Local Emergency Management Arrangements

February 2011

Radioactive emergencies:	DFES-FRS	Yes			SOP's
Aeronautical accident	Police	Yes		Space debris	SOP's

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

It is recognised that the HMA's and Combat agencies may require Shire of Northam 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 management Group when and if formed.

3.2 Response

ISG

The Incident Support Group is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

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

Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- For a level 3 incident.
- Requirement for possible or actual evacuation.
- A need to coordinate warning/information to community during a multi agency event.
- Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge)
- Multi agency response where there is a need for collaborative decision making and the coordination of resources/information.
- Where there is a need for regional support beyond that of a single agency.

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group is based during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

Location One

Shire Council Chambers

395 Fitzgerald Street, Northam

	Name	Phone	Phone
1 st Contact	Executive Manager Regulatory Services	9622 6100	0407 385 419
2 nd Contact	Manager Works	9622 6100	0419 945 721

Location Two

SES Headquarters

Henry Street

	Name	Phone	Phone
1 st Contact	Office	1300 130 039	0407 112 436
2 nd Contact	Local Manager	132 500	0407 112 436

Shire of Northam
Local Emergency Management Arrangements

February 2011

Location Three**Shire Recreation Centre****Address**

	Name	Phone	Phone
1 st Contact	Manager Recreation	9622 5153	0407 088 183
2 nd Contact	Executive Manager Regulatory Services	9622 6100	0407 385 419

•

Media Management and Public Information.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this Information is the responsibility of the HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation 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 conflicting messages being given to the public.

Shire of Northam
Local Emergency Management Arrangements

February 2011

3.2 Public Warning Systems

Local Systems

SMS and Pager systems are in place to advise listed farmers of harvest bans, and Bushfire Brigades in case of bushfires. The State Alert System has also been introduced to notify residents landlines in an emergency as outlined by SOP 70. Benefits and limitations are:

- Both Pager and SMS are limited to areas of mobile coverage. For example there are dead spots in Inkpen, Clackline, the back of Spencers Brook, Southern Brook and Jennapullin. In Northam, mobile coverage is limited at DFES and the Hospital.
- SMS gets overloaded in emergency situations causing delays.
- Many farmers are not on the notification list for harvest bans.
- SMS and Pagers are a good way of covering large demographics with a simple message. SMS can be sent to all mobile phones within reach of the mobile phone tower. Pagers are limited number (45) of bush fire brigade members.
- Both systems are reliant on the communication tower.

Alternatives include communication via email, radio and television. However these would be ineffective if power is down.

DFES Public Info Line

DFES keeps West Australian communities informed of potential, developing and current emergencies for which it is the designated Hazard Management Agency.

Information is gathered from incident managers in the field and disseminated by the DFES Media and Public Affairs team. DFES only comments on matters within its jurisdiction and all information is approved prior to release.

ABC Radio

Radio is the most immediate communication tool and is used to provide essential information, such as location, direction of fire or cyclone, timing et. ABC local radio undertakes emergency broadcasts during its programs when requested and information is also provided through the news media. Emergency alerts are also issued via the DFES website and the DFES recorded information line. A staffed community information line may also be activated for callers who are seeking more information.

Emergency Broadcast	local ABC (quarter to and quarter past the hour when activated)
Contact and number	Deborah Leavitt 9220 2700
Website	www.DFES.wa.gov.au
Recorded Information Line	1300 657 209
Community Information line	when activated, callers get the number from the recorded information line.

3.4 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The HMA will make decisions on evacuation, including which evacuation centres to use, and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

The following information is provided to assist the HMA in this decision making process.

3.4.1 Evacuation Planning Principles

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

SEMP 4.7 has been consulted during the development of this evacuation section of the LEMA and planning consideration has been given to the following:

Community warnings

See Section 3.2

Information

Information will be circulated via websites, telephone numbers, notice boards, and public meetings. See Section 3.2.

Traffic management

Major routes in/out, and possible congestion points are shown on the map in Appendix 6.

Resource needs

Shire Resources are identified in Appendix 3.

Special Needs Groups

Below is a list of the more vulnerable areas in our community to ensure that a HMA planning evacuation will be able to identify locations that

require special attention or resources.

Centre	Contact	Description	Address	Evacuation Plan	Date of Plan
Bethavon Aged Hostel	Glenda Kirkman 9622 3466	Aged Hostel 32 beds – low care & respite	107 Duke St Northam	Yes	Jan 2008
The Residency	Glenda Kirkman 9622 3466	Aged Hostel 40 beds high care	47-57 Burgoyne St Northam	Yes	Jan 2008
Killara Adult Centre	Chris Martin 9622 5765	Adult Day Care & Respite - up to 7 patients, 6 beds.	2 Burgoyne St Northam	Yes	2009
Northam Residential College	Trevor Turnock 9622 1381	Youth Hostel – up to 50 students	Inkpen St Northam	Yes	2008

Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages. This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.4.2 Demographics

A breakdown of the population demographics is shown at Appendix 6

Evacuation / Welfare Centres

Refer to Welfare Plan, in Appendix 4

Routes & Maps

Refer to tab 'Maps' in Appendix 6. This section provides a map of the locality and identifies any issues and local land marks.

Animals (including assistance animals)

If practical, the Shire will open and staff the pound and allow animals to be kept temporarily on the Shire commonage or Bert Hawke or Jubilee oval. Alternatively residents should contact the Northam Race Club and Trotting Club for temporary placement of stock.

In the event of an incident involving pets and livestock, the following agencies can be contacted to provide assistance –

Shire of Northam
Local Emergency Management Arrangements

February 2011

Agency	Phone	Assistance available
Department for Ag and Food	08 9690 2000	Assistance with Stock Animal health / disease Quarantine Livestock movement
Department for Ag and Food (Emergency Animal disease Hotline)	1800 675 888	Animal health / disease Quarantine Livestock movement
Department for Environment and Conservation	9474 9055	Native animal care/rescue Sick injured orphaned animal care
RSPCA	9209 9300	Treating sick injured animals Euthanasia of animals
The Vet Northam	9622 1000	Treating sick injured animals Euthanasia of animals
A Country Practice Vet	9622 7479	Treating sick injured animals Euthanasia of animals
Avon Valley Equine Vet	9621 2234	Horses
Kanyana Wildlife	9293 1416	Native animal care/rescue
Bakers Hill Vet	9574 1061	Treating sick injured animals Euthanasia of animals
Northam Shire Ranger Service	9622 7267	Domestic animal welfare Re-homing Watering / feeding of stock
Northam Race Club 9622 7765 Northam trotting Race club	0417 186 547	Agistment of horses (minor amount yards required + 62kva genset & dis board Agistment of stock

In the event of an incident which requires the disposal of dead animals the shire of Northam has a disposal site identified on Fox Road (old shire pound) or alternately deceased animals may be disposed of at the Quarry Road or Inkpen landfill sites.

Shire of Northam
Local Emergency Management Arrangements

Feburary 2011

Should there be a need to dispose of a significant quantity of carcasses consideration should be made to dispose of carcasses in situ where appropriate.

For further information on the appropriate disposal of animals in the event of an emergency refer to Animal health Australia, AUSVET PLAN- Operational procedures - “Disposal Procedures”

<http://www.animalhealthaustralia.com.au/programs/eadp/ausvetplan/operational-procedures-manuals.cfm>

Welfare

Welfare is *“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.”* (AEM glossary)

Welfare activities are the responsibility of the DCP who will coordinate resources and undertake other functions as directed in the WESTPLAN – Welfare.

The local Welfare Emergency Management support plan is included in these arrangements, Appendix 4.

- The Local Welfare Coordinator is the Team Leader at DCP To activate the DCP at the time of an Emergency Incident, contact the **Team Leader at DCP Northam on 9621 0400 which diverts through to Crisis Care after hours 1800 199 008.**
- The Shire of Northam will provide a liaison role (Local Welfare Liaison Officer role) and assist with opening and closing of facilities and make arrangements in the early stages of evacuation if required due to DCP not being available immediately. **Enquiries to Council’s Executive Manager Regulatory Services or Environmental Health Officer on 9622 6100.**

District Emergency Services Officer

The Department for Child Protection appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Northam is;

Name	Julie Brown
Address	Corner of Fitzgerald and Gairdner Streets Northam
Contact	9621 0400

3.13 State & National registration & Enquiry

In a large scale emergency when people are evacuated or become displaced, DCP has the responsibility for recording who has been displaced and placing the information onto a State or National Register.

PART 4 – RECOVERY

Insert Shire of Northam Recovery Management plan.

PART 5 – Emergency Contacts Directory

See tab 'Contacts' in Appendix 1

PART 6 – EXERCISING & REVIEWING

Testing the local emergency management arrangements is as important as writing them. The arrangements are intended to be a blueprint for the Shire of Northam's response to, and recovery from a major occurrence and it must be verified for accuracy and functionality. The benefits of testing include:

- Determining the effectiveness of the Shire of Northam's arrangements;
- Bringing together all relevant people and giving them knowledge of and confidence in each other;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing an opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of the agencies to work together on common tasks; and
- Improving the arrangements in accordance with results found from debriefing the testing.

Exercising

Aim

The aim of any exercise conducted by the LEMC should be to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

Frequency

The LEMC will hold an exercise on at least an annual basis, but otherwise as determined by the LEMC.

Types

Exercises may be either

- a) Discussion
- b) Field

Reporting of Exercises

Exercises should be reported to the DEMC as per SEMP 2.5 in accordance with the guidelines as per SEMP 3.1

Review

As stipulated in *State Emergency Management Policy No. 2.5 Emergency Management in Local Government Districts*, the local emergency management arrangements will be reviewed as follows:

- Contact and resource lists are reviewed and updated quarterly, as a standing item on the LEMC Agenda;
- After an event or incident in which the local emergency management arrangements were used;
- After training that exercises the arrangements; and
- As risks might vary due to climatic, environment and population changes, an entire review is to be conducted every five years.

An 'Amendment Record' Table is shown at the front of this document and is to include all updates, including to resources and contact lists.

Shire of Northam
Local Emergency Management Arrangements

February 2011

Appendices

Appendix 1

Contacts (February 2010)

See included spreadsheet

February 2011

Shire of Northam
Local Emergency Management Arrangements

Risk Register Schedule

Appendix 2

Risk Register 2003

Hazards (Sources of Risk)	Planning Priority
Fire Rural	1
Earthquake	2
Flood	3
Severe Storm, Tempest	4
Transport Emergencies [Road Rail and Air]	5
Hazardous Materials Emergencies	6
Industrial Accident / Rescue	7
Fire Urban	8
Search and Rescue	9
Building collapse [USAR]	10
Bridge Collapse	11
Epidemic – Human	12
Exotic Disease- Animal and Plant	13
Infrastructure Failure [Power Communications Water]	14
Terrorism / C.B.R.	15
Radioactive Materials Emergencies	16
Aeronautical Accident	17

Resources**Appendix 3**

Area: Shire of Northam
Resources Schedule
Shire of Northam Local Government
Plant and equipment resources

Location:	Shire of Northam Administration Office	
Contact/s		Mob:
Ian Bartlett	Shire of Northam Works Manager	0419 945 721

Equipment

Portable toilet

Welders & Welding Equipment

Generator 5kva 3.4kva 4.4kva

Chairs Tables

Gardening power tools Chainsaw Brush cutter Blower Vac

Crockery / Cutlery

Utility 12

Sedan 8

Wagon 2

Elevated Work Platform 1

Grader 2

Backhoe 2

Quad Bike 1

Portable Ablutions block 1

Bobcat 2

Tractor 2

Truck 10

Loader x 2 Inkpen tip Depot

Bus 2

BBQ 3

Pumps and Tanks (portable)

Wheel Chairs & Mobility equipment

Trailers (numerous)

Shade structure 10m x 12m 1

Tools Numerous Power and Hand

PA SYSTEM x 2

Landcruiser Panel Van (SES) N4982

Toyota Landcruiser SES (Ex DFES) 2006

Shire of Northam
Local Emergency Management Arrangements

Feburary 2011

- **Evacuation / Welfare Centre Information**

Appendix 5

Business Plan

(Generic)

Shire of Northam

Local Emergency Management Committee

Annual Business Plan

Financial year:

Mission

The Shire of Northam LEMC is committed to working with the community to develop community emergency management arrangements.

Goal 1: Identification of key issues and emerging trends		
Outcome	LEMC strategies for achieving outcomes	Achievements
Nil		

Goal 2: Identifying and utilizing funding requirements/opportunities		
Outcome	LEMC strategies for achieving outcomes	Achievements
<ul style="list-style-type: none"> LEMC has knowledge of available funding programs for emergency management projects. 	<ul style="list-style-type: none"> Information received from varying sources on available funding will be tabled at LEMC meetings. 	
<ul style="list-style-type: none"> Applications submitted for mitigation funds and/or emergency management projects where appropriate. 	<ul style="list-style-type: none"> LEMC will, where appropriate or required, submit applications for funding 	

Goal 3: Enhancing the local capability		
Outcome	LEMC strategies for achieving outcomes	Achievements
<ul style="list-style-type: none"> Local arrangements developed/endorsed/reviewed in accordance with SEMP 2.5. 	<ul style="list-style-type: none"> LEMC will review it's current Local Emergency Management Arrangements to ensure consistency with the EM Act, Policy and the 'Guide to Developing Your Local Emergency Management Arrangements' 	
<ul style="list-style-type: none"> Undertake the Emergency Risk management Process. 	<ul style="list-style-type: none"> LEMC will review the currency of it's Emergency Risk Management (ERM) documentation If the ERM documentation is greater than 5 years old or there has been a significant 	

Shire of Northam

Local Emergency Management Arrangements

Feburary 2011

	change in the level of risk the LEMC will review the ERM process and documentation	
<ul style="list-style-type: none"> Exercising of Local Arrangements in accordance with SEMP 2.5 and SEMP 3.1. 	<ul style="list-style-type: none"> LEMC will review it's current Local Emergency Management Arrangements to ensure consistency with the EM Act, Policy and the 'Guide to Developing Your Local Emergency Management Arrangements' 	
<ul style="list-style-type: none"> Encourage LEMC members to undertake current and appropriate EM training. 	<ul style="list-style-type: none"> LEMC member will be encouraged to subscribe to the DFES 'Weekly Bulletin' which outlines available EM training A copy of the 'Weekly Bulletin' will be tabled at each LEMC 	

Goal 4: Developing community resilience		
Outcome	LEMC strategies for achieving outcomes	Achievements
<ul style="list-style-type: none"> Provide support to community safety activities within the EM district. 	<ul style="list-style-type: none"> The LEMC may consider to lend in principle support to community safety activities by providing a network of local contacts and feedback on community needs 	
<ul style="list-style-type: none"> Encourage organizations to promote Community awareness and education of hazards relevant to the LG district. 	<ul style="list-style-type: none"> Having conducted the ERM process and identified the hazards that are likely to effect the community, the LEMC may encourage HMA's and Support Agencies to conduct community education and awareness captains in the local community. 	
<ul style="list-style-type: none"> Promote community centered ERM process to LGs. 	<ul style="list-style-type: none"> The LEMC recognise the importance of utilizing the ERM process, aligned to the Australian Standard, and involving the community in the process to obtain a balanced view of the emergencies likely to occur within the community. 	

Goal 5: Enhance/apply land use planning and building codes		
Outcome	LEMC strategies for achieving outcomes	Achievements
<ul style="list-style-type: none"> Provide support to land use planning and/or building reviews. 		

Goal 6: Reinforcing/integrating the comprehensive EM approach		
Outcome	LEMC strategies for achieving outcomes	Achievements
Nil		

Goal 7: Policy and Governance		
Outcome	LEMC strategies for achieving outcomes	Achievements
<ul style="list-style-type: none"> LEMC membership and composition reviewed to ensure composition in accordance with SEMP 2.5. 		
<ul style="list-style-type: none"> LEMC has representation at the DEMC in accordance with SEMP 2.4 & 2.5. 		
<ul style="list-style-type: none"> Annual business planning undertaken in accordance with SEMP 2.6. 		

Shire of Northam
Local Emergency Management Arrangements

Feburary 2011

<ul style="list-style-type: none"> Annual reporting undertaken in accordance with SEMP 2.6 		
<ul style="list-style-type: none"> Review and comment on SEMC policies as requested. 		
<ul style="list-style-type: none"> Ensure a debrief/PIA is undertaken for all ISG activations and outcomes forwarded to EMWA. 		

LEMC priorities

The LEMC may have local priorities that fall outside of the SEMC goals above. These are documented below.

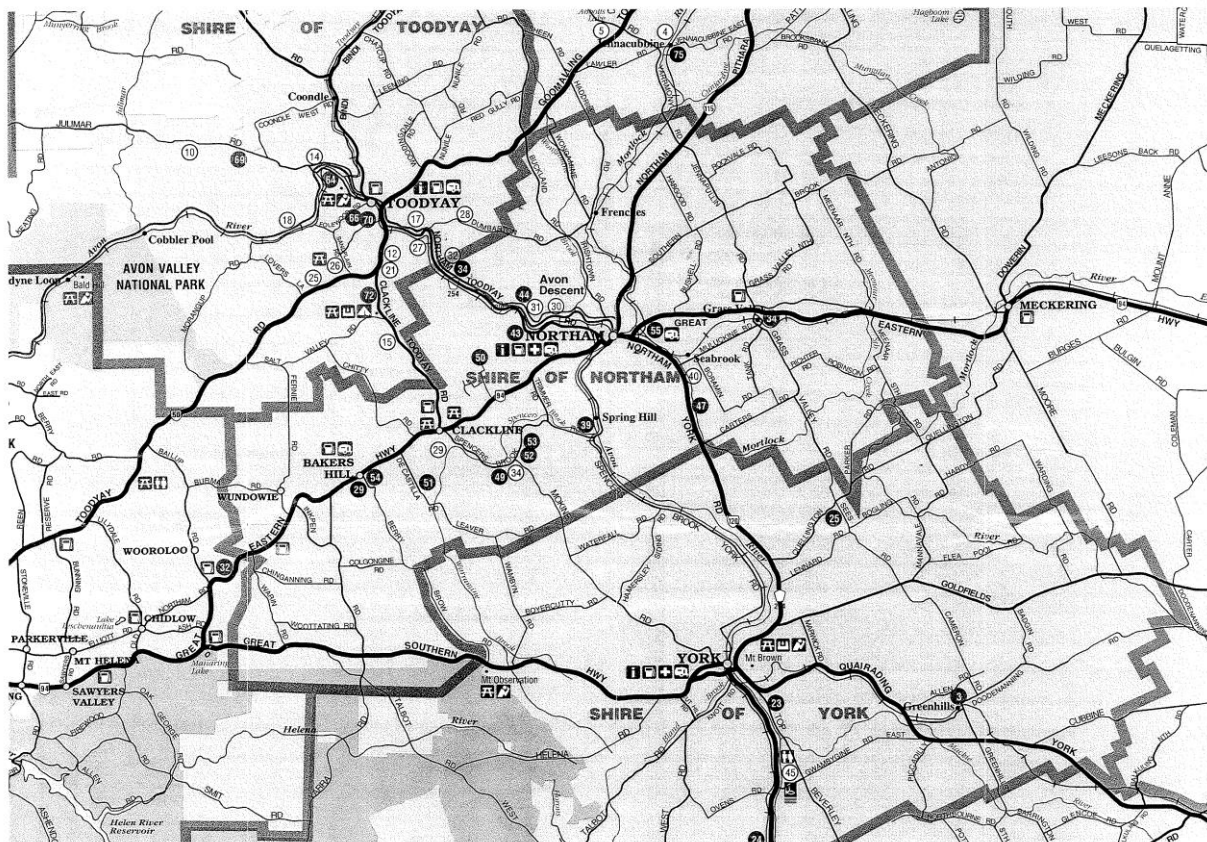
Goal 1:		
Outcome	LEMC strategies for achieving outcomes	Achievements

Goal 2:		
Outcome	LEMC strategies for achieving outcomes	Achievements

Goal 3:		
Outcome	LEMC strategies for achieving outcomes	Achievements

Map of the District

Appendix 6



Shire of Northam Local Emergency Management Arrangements

February 2011

Appendix 7

Demographics

The following table records the number of people and their demographic groups expected to be in each area of the Shire of Northam.

Categories	Geographical Areas				
	Town CBD North of River	Town CBD South of River	West Corridor	East Corridor	Central Corridor
Adults	2176	2515	1455	544	754
Secondary School age	719	202	Nil	Nil	Nil
Primary School age	145	671	198	Nil	Nil
Pre-school age	23	35	68	Nil	Nil
Hospital Patients	40	Nil	Nil	Nil	Nil
Residents Home for the Aged	Nil	83	8	Nil	Nil
Total Population by area	3203	3506	1729	544	754

Note: Median age Shire of Northam residents - 38 years old

Vulnerable Groups

Name	Description	Address
Bethavon Aged Hostel	Aged Hostel	107 Duke St Northam
Avon Valley Residency	Aged Hostel	47-57 Burgoyne St Northam
Northam Residential College	Youth Hostel	Inkpen St Northam
Killara Day Respite Centre	Day Respite Centre	Cnr Burgoyne & Chidlow St Northam