

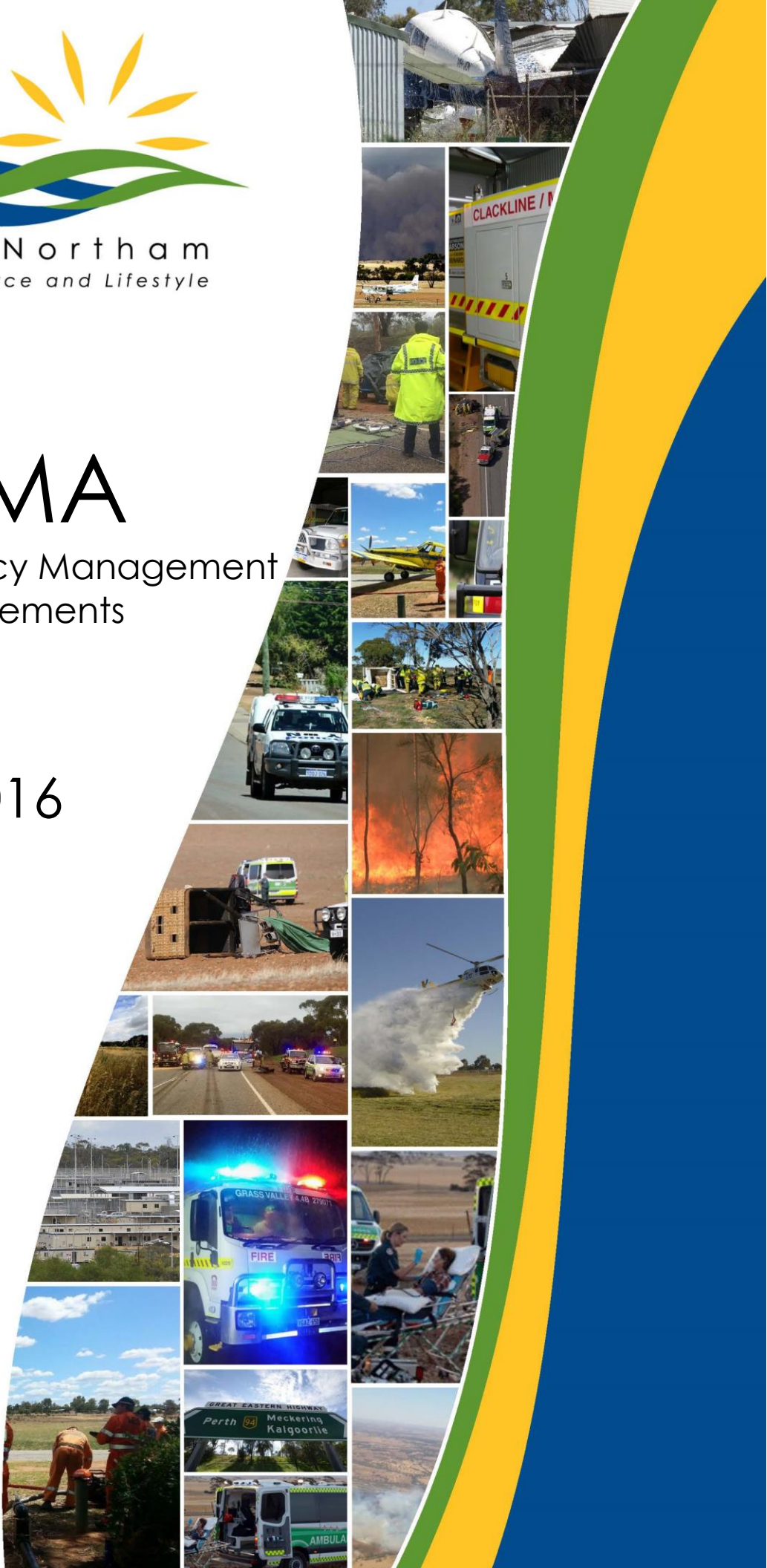


Shire of Northam
Heritage, Commerce and Lifestyle

LEMA

Local Emergency Management
Arrangements

2016



SHIRE OF NORTHAM

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of the S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of Northam Local Emergency Management Committee (LEMC) and by the Shire of Northam Council and noted by Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC)

These Arrangements must be read in conjunction with the *Emergency Management Act 2005*, *State Emergency Management Plans (WESTPLAN)* and *State Emergency Management Policy Statements*.

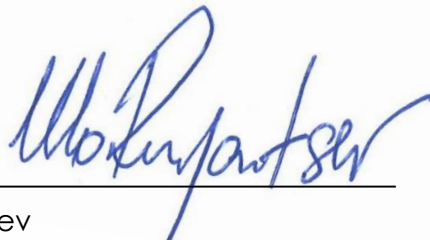
Endorsed by Local Emergency Management Committee on the 8 November 2016.

Endorsed by The Shire of Northam Council on the 16 November 2016.

Noted at District Emergency Management Committee meeting 3rd November 2016.

Noted by State Emergency Management Committee (SEMC) 6th December 2016.

Endorsed by;



Ulo Rumjantsev
Chairperson Northam LEMC

16/11/16

Date



Steve Pollard
Northam Shire President

16/11/16

Date

Document Review

November 2017

Date

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Shire of Northam	2
WA Police Northam Station	1
WA Police Wundowie Station	1
DFES District Office	2
State Emergency Management Committee	1
District Emergency Management Committee	1
Department for Child Protection and family support	1
Department of Agriculture and Food Western Australia (DAFWA)	1
Western Power	1
Main Roads WA	1
Water Corporation	1
Housing Authority	1
St John Ambulance	1
Department of Health	1
Northam Hospital	1
State Emergency Service Northam	1
Fire and Rescue Service Northam	1
Fire and Rescue Service Wundowie	1
Shire of Northam Chief Bush Fire Control Officer	1
Department of Parks and Wildlife	1
Department of Water	1
Australian Border Force	1
SERCO (Yongah Hill)	1
Australian Department of Defence	1

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the arrangements.

Feedback can include:

- What you do or do not like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies
- Errors, omissions or suggested improvements.

To forward feedback to:

Community Emergency Service Manager
cesm@northam.wa.gov.au

No.	Date	Amendment Details	By
1	2008	Initial issue	Phil Seven
2	2011	General update	Felix McQuistan
3	2016	Review and update of arrangements	Daniel Hendriksen
4			
5			
6			
7			
8			
9			

Glossary of Terms

For additional information in regards to the Glossary of terms, refer to the current Emergency Management Glossary for Western Australia.

COMBAT AGENCY: A public authority, or other person, may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

COMMUNITY EMERGENCY RISK MANAGEMENT: See RISK MANAGEMENT.

COMPREHENSIVE APPROACH: The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PRRR are aspects of emergency management, not sequential phases. Syn. '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.

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.

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

COORDINATION: The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also CONTROL and COMMAND:

DISTRICT: means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.

EMERGENCY: An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT: The management of the adverse effects of an emergency including:

- Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- Preparedness – preparation for response to an emergency
- Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY: A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the Emergency Management Act 2005.

EMERGENCY RISK MANAGEMENT: A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

ESSENTIAL SERVICES: The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

HAZARD:

- a cyclone, earthquake, flood, storm, tsunami or other natural event
- a fire
- a road, rail or air crash
- a plague or an epidemic
- a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code 1995 of the Commonwealth
- any other 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
- destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006

HAZARD MANAGEMENT AGENCY (HMA): A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialised knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

INCIDENT SUPPORT GROUP (ISG): A group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

LOCAL EMERGENCY COORDINATOR (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC): Means a committee established under section 38 of the Emergency Management Act 2005

MUNICIPALITY: Means the district of the local government.

OPERATIONAL AREA (OA): The area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

PREVENTION: Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also COMPREHENSIVE APPROACH.

PREPAREDNESS: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also COMPREHENSIVE APPROACH.

RESPONSE: Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also COMPREHENSIVE APPROACH.

RECOVERY: The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also COMPREHENSIVE APPROACH.

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT: The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

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

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

SUPPORT ORGANISATION: A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

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

VULNERABILITY: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

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

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 without 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, title and non-infringement. In no event shall the Shire of Northam be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
CPFS	Department for Child protection and Family Support
DPaW	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	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
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WANDRRA	Western Australian Natural Disaster Relief and Recovery Arrangements

Part One - Introduction

Community Consultation

A Community Emergency Risk Management Workshop along with an online survey was conducted in 2012 where community members were asked to rate the emergency management risks for the Shire of Northam. The Local Emergency Management Committee discussed the findings and gave input into the development of this Plan. The final document will be available to the public at the front counter of the Shire of Northam, and on the Shire's website.

Document Availability

Copies of the Arrangements are available for members of the public from the Shire of Northam office at;

- Shire of Northam 395 Fitzgerald Street, Northam.
- Northam Library
- Wundowie Library
- Shire of Northams website. ([Click Here](#))

Area Covered

The Shire of Northam is located in the Wheatbelt district 56km east of the Perth metropolitan area just over the Darling Range. The district is 57km east to west 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 1](#).

Aim

The aim of the Shire of Northam Local Emergency Management Arrangements is to provide detailed emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

Purpose

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

- the local government's policies for emergency management;
- the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);

- a description of emergencies that are likely to occur in the local government district;
- strategies and priorities for emergency management in the local government district;
- other matters about emergency management in the local government district prescribed by the regulations; and
- other matters about emergency management in the local government district the local government considers appropriate. (s.41(2) of the Act).

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.

Furthermore:

- 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 responsibilities 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

Agreements, Understandings & Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Northam	CPFS	Provisions of Welfare	
CPFS	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 660 636, H 9622 9932 Purchase order required.
Shire of Northam	Avon Regional Organisation of Councils	Regional cooperation Including the Shires of Northam, Toodyay, Chittering, Goomalling, Dowerin.	

Related Documents & Arrangements

Local Emergency Management Policies

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

Existing Plans & Arrangements

As per section 41(2) (a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify “*the local governments policies for emergency management*”. Local government policies for emergency management refer to policies unique to the local government.

The Shire of Northam LEMA should be read and used in conjunction with the following:

Local Plans

Document	Owner	Location	Date of Plan
Risk Register	Shire of Northam	Shire of Northam	2012
Risk Treatment Schedule	Shire of Northam	Shire of Northam	2012
Northam Bush Fire Management Plan	Shire of Northam	Shire of Northam	2010
Northam Flood Response Plan	SES Northam	SES	TBA
Shire of Northam Resources Register	Shire of Northam	Shire of Northam	2009
Road Crash	WA Police	Northam Police Station	2016
Air Crash	WA Police	Northam Police Station	2016
Land Search	WA Police	Northam Police Station	2016
Terrorism Plan	WA Police	Northam Police Station	2016
Wheatbelt Pandemic Influenza Management plan	Wheatbelt Public Health	Wheatbelt Health Unit	2009
Northam Local Welfare Plan	Child Protection & Family Support	Northam Office	2015
MRWA's Crisis & Incident Management Policy	Main Roads WA	Main Roads Northam, or online	2009
Avon Descent Plan	Avon Descent Association	Avon Descent Office	2009
Northam Airport Emergency Plan	Shire of Northam	Shire of Northam	2010
Yongah Hill Detention Centre	SERCO	Yongah Hill	

Individual hazard and support plans are the responsibility of each individual organisation and are held at their respective agencies, and are reviewed regularly by those individual agencies.

The Local Emergency Coordinator is to ensure individual plans are maintained and reviewed by the respective agencies.

Roles & Responsibilities

Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Northam are defined in s.36 of The Act .
Local emergency coordinator	The responsibilities of the LEC are defined in s.37 of The Act There are two for the Shire one for Wundowie area and one for Northam area.
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.
LG welfare liaison officer	During an evacuation assist CPFS by providing advice information and resources .
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government Incident management	<p>Ensure planning and preparation for emergencies is undertaken</p> <p>Implementing procedures that assist the community and emergency services deal with incidents</p> <p>Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</p> <p>– Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.</p> <p>Liaise with the incident controller (provide liaison officer)</p> <p>Participate in the ISG and provide local support</p> <p>Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</p>

LEMC roles and responsibilities

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

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is **not an operational committee** but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues, they provide advice to Hazard Management Agencies to develop effective localised hazard plans providing a multi-agency forum to analyse and treat local risk providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

Local role	Description of responsibilities
LEMC Chair	<p>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.</p>
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <p>Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Maintain committee membership contact register; <p>Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including:</p> <ul style="list-style-type: none"> • Annual Report; • Annual Business Plan; • Maintain Local Emergency Management Arrangements; <p>Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required;

Agency Roles and Responsibilities

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

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> Undertake responsibilities where prescribed for these aspects [EM Regulations] Appointment of Hazard Management Officers [s55 Act] Declare / Revoke Emergency Situation [s 50 & 53 Act] Coordinate the development of the Westplan for that hazard [SEMP 2.2] Ensure effective transition to recovery by Local Government
Combat Agency	<p>A combat agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A Public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (EMWA Glossary Version:2011)</p>

Part Two - Coordination of Emergencies

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.

Incident Support Group (ISG)

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.

The HMA or the Local Emergency Coordinator in consultation with the HMA may convene an ISG 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.

Triggers for an ISG

The triggers for an incident support group are defined in [State Emergency Management Plan Chapter 5 Response](#). These are;

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

Membership of an ISG

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, 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 emergency.

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

Frequency of Meetings

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

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The locations for the ISG meetings will be set out in [Part 8 Contacts & Resources](#)

Finance Arrangements

[State Emergency Management Policy 5.12](#) outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of [SEMP 5.12](#), 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 an emergency event requiring resourcing by the Shire of Northam occurs to ensure the desired level of support is achieved.

Part Three - Exercising, reviewing and reporting

The Aim of Exercising

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

Frequency of Exercises

The State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7 requires the LEMC to exercise their arrangements on at least an annual basis.

Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with [State Emergency Management Preparedness Procedure 8](#) and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- circumstances may require more frequent reviews.

Review of Local Emergency Management Committee Positions

The Shire of Northam in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of Resources Register

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

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The SEMC provide the annual report template. Information is provided by the LEMC to complete the annual report. The report is submitted to SEMC and tabled in Parliament in the SEMC Secretariat Annual Report.



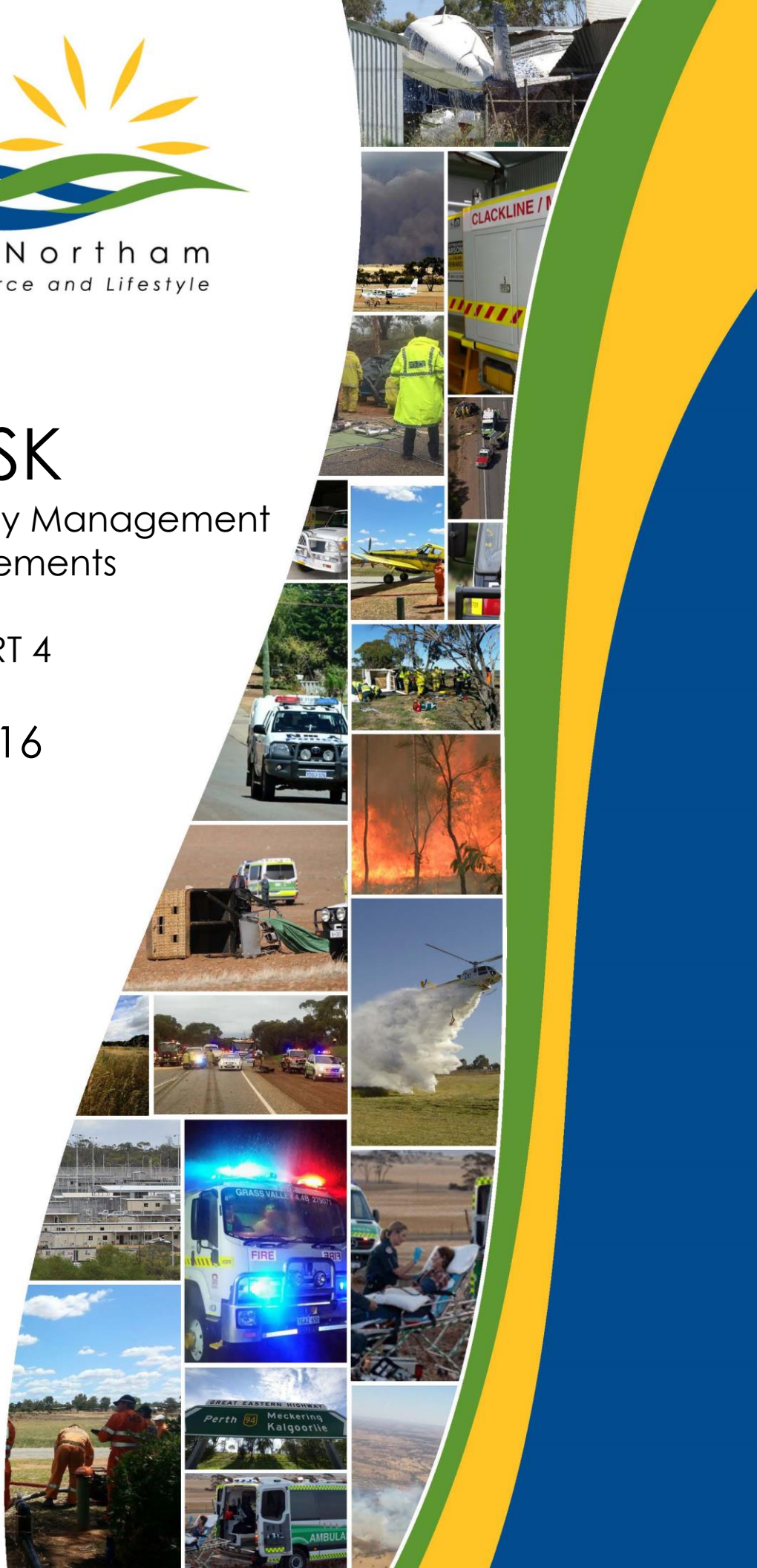
Shire of Northam
Heritage, Commerce and Lifestyle

RISK

Local Emergency Management Arrangements

PART 4

2016



Part Four - Risk

Emergency Risk Management

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency.

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.

- Yongah Hill Detention Centre
- Dangerous Goods Transportation
- Northam Airport
- Avon River 100 year flood
- Muresk Agricultural college
- Fire Risk western end of the Shire

Community activities:

- School, TAFE and University holidays
- Harvest (high fire danger) - bans.
- 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.
- Flying 50 – March annually, 2500 attend for the weekend to watch vintage cars drive around the town centre

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

Critical Infrastructure

The following assets/infrastructure are included in this area:

- Northam town centre
- Satellite towns – Wundowie, Bakers Hill, Clackline, Grass Valley, Spencers Brook.
- Northam Hospital
- Perth/Kalgoorlie Rail Line
- Perth/Kalgoorlie water pipeline & Grass Valley and Wundowie pumping station
- CBH bulk grain facility
- Northam Aerodrome
- Muresk Institute of Agriculture (Charles Sturt University Queensland)
- Central Regional TAFE (Northam Campus)
- Northam Residential College
- Northam Senior High School
- Northam Primary School
- West Northam Primary School
- Northam Residential College
- Yongah Hill Immigration Centre
- Northam and Wundowie Police Station
- St John Ambulance Depot
- DFES Regional Office
- DAFWA Northam Office
- Telecommunication Sites
- Western Power Sub Stations
- Communication Sites
- ADF Army Camp

Description of Emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Road Crash	WA Police	WA Police	Northam or Wundowie Police	St John Ambulance Northam & Wundowie VFRS	Westplan Road Crash	Northam Local Hazard Plan Road Crash 2016 Wundowie Local Hazard Plan Road Crash 2016
HAZMAT Dangerous Goods	DFES	DFES	Northam & Wundowie VFRS	WAPol & St John Ambulance & CPFS	Westplan HAZMAT	
Bushfire	Shire of Northam	DFES	Bushfire Brigades	FRS & SES & CPFS	Westplan Fire	Bushfire Management Plan 2010
Storm	DFES	DFES	Northam SES	Shire of Northam & CPFS	Westplan Storm	
Flood	DFES	DFES	Northam SES	Shire of Northam & CPFS	Westplan Flood	Northam SES Flood Plan
Rail Transport Emergencies	WA Police	WA Police	Northam & Wundowie Police	Brookfield Rail	Westplan Brookfield Rail Crash Emergencies	
Fire (DPaW managed land)	DPaW	DFES	DPaW Wheatbelt or Hills	Shire of Northam	Westplan Fire	
Fire Gazetted Fire Districts	DFES	DFES	Northam & Wundowie VFRS	Shire of Northam	Westplan Fire	
Human Epidemic	Dept of Health	Dept of Health	Wheatbelt Public Health	St John Ambulance	Westplan Human Epidemic	Wheatbelt Pandemic Influenza Plan 2009
Earthquake	DFES	DFES	Northam SES	Shire of Northam & CPFS	Westplan Earthquake	
Animal and Plant Biosecurity	DepT of Agriculture and Food Western Australia (DAFWA)	DAFWA	DAFWA	DAFWA	Westplan Animal and Plant Biosecurity	
Air Crash	WA Police	WA Police	Northam or Wundowie Police	St John Ambulance Northam & Wundowie VFRS	Westplan Air Crash	Northam Police Local Hazard Plan Air Crash 2016. Northam Airport Emergency Plan 2010

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

The below information is an extract from The Community Centred Emergency Risk Management Assessment completed in 2012 by LGIS on behalf of The Shire of Northam. It was written to identify any risks and vulnerability within the district.

This section will be reviewed and amended as part of the state risk project in 2017.



Risk Register

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
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 other 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	<p>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?</p>	Almost Certain	Minor	Medium	13	Medium
14	SEVERE STORM	<p>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.</p>	Almost Certain	Minor	Medium	14	Medium
15	URBAN FIRE	<p>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.</p>	Almost Certain	Minor	Medium	15	Medium
16	SEVERE STORM	<p>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.</p>	Almost Certain	Minor	Medium	16	Medium



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

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:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Power/ Water/ Gas * Road & Rail Transport * Bridges & Footpaths * Communications * Sewerage & Drainage Systems * Street Lighting 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * Bureau of Meteorology (BOM) 		<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * 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 FESA storm Services response				* DFES/ES
* FESA 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
*	*

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	02
BUSHFIRE	High	2	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk	Source			
<ul style="list-style-type: none"> * Loss to the community of the following life line services; <ul style="list-style-type: none"> * Power/ Water/ Gas * Roads * Bridges & Footpaths 	<ul style="list-style-type: none"> * 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. 			
EXISTING CONTROLS:				AGENCY:
* Reserve fuel reduction strategy to reduce hazardous burning	* Above ground utilities/communication systems			* LG/DEC
* Fuel reduction buffer zones adjacent to residential areas	* Arson			* LG/DEC
* Strict enforcement of Bush Fires Act and Local Laws pertaining to lighting of fires and fuel reduction	* Social engineered reliance on emergency services allowing reduced resilience and responsibility to all community members.			* LG
* Early DFES & LG Bush Fire Services response	* Road Traffic sparking			* FESA/LG
* Fire Fighting personal are well trained and regularly undergo training courses to provide local area response	* Natural weather occurrences			* FESA/LG
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective "All Hazards" early warning alarm system				* FESA
RECOMMENDED TREATMENTS:				AGENCY:
* Develop fire management mapping and implement into EM arrangement				* SLIP/LG
* Develop fire prevention/suppression strategies				* FESA/LG
* Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land				* LG/FESA
* Investigate Planning applications for residential areas adjacent to reserves and bush land				* LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)				* FESA/LG
* Develop specific bush land reserves Fire Management Strategy				* LG/DEC
* Develop fuel loading burn-off program				* FESA/DEC
* WestPlan: Fire (wildfire/bushfire)				* FESA/DEC/WAL GA
IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:	
*	*		*	
*	*		*	
MONITOR & REVIEW:				
*	*		*	
*	*		*	

APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:						
ORGANISATION	DATE	SIGNED		ORGANISATION	DATE	SIGNED
<ul style="list-style-type: none"> * Communications * Sewerage & Drainage Operating Systems * Street Lighting * Telephone <p>Community based Law enforcement – Policing Bush Fire Brigade & DEC facilities Policing Facilities Community Centres, meeting places. Community social Networks.</p>						
RESPONSIBLE AGENCIES/INDIVIDUAL/S:						
<ul style="list-style-type: none"> * Department of Environment and Conservation (DEC) * Local Government (LG) 		<ul style="list-style-type: none"> * WA Police (WAPOL) 		<ul style="list-style-type: none"> * Department of Fire Emergency Services (DFES) * Local Emergency Management Committee (LEMC) * Child Protection and Family Services (CPFS) 		

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	03
BUSHFIRE	High	3	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Loss to the community of the following life line services; <ul style="list-style-type: none"> * 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. 		<ul style="list-style-type: none"> * 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 FESA & LG Bush Fire Services response				* FESA/LG
* Fire Fighting personal are well trained and regularly undergo training courses to provide local area response				* FESA/LG
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective “All Hazards” early warning alarm system				* FESA
RECOMMENDED TREATMENTS:				AGENCY:
* Develop fire management mapping and implement into EM arrangement				* SLIP/LG
* Develop fire prevention/suppression strategies				* FESA/LG
* Develop specific awareness/preparedness campaigns for residential areas adjacent to reserves and bush land				* LG/FESA
* Investigate Planning applications for residential areas adjacent to reserves and bush land				* LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)				* FESA/LG
* Develop specific bush land reserves Fire Management Strategy				* LG/DEC
* Develop fuel loading burn-off program				* FESA/DEC
* WestPlan: Fire (wildfire/bushfire)				* FESA/DEC/WALGA
IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:	

*			*			*		
MONITOR & REVIEW:								
*			*			*		
APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:								
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED
RESPONSIBLE AGENCIES/INDIVIDUAL/S:								
* Department of Environment and Conservation (DEC)			* WA Police (WAPOL)			* Fire Emergency Services Authority (FESA)		
* Local Government (LG)						* 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:					
<p>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.</p>					
RISK ANALYSIS:					
At Risk			Source		
<ul style="list-style-type: none"> * People * Structures * The environment * Public Administration 			<ul style="list-style-type: none"> * Motor Vehicles * Floods * Earthquake * Cyclone * Storm * Technical Explosions 		
RESPONSIBLE AGENCIES/INDIVIDUAL/S:					
* Local Government (LG)		* FESA		* Main Roads	
EXISTING CONTROLS:					
* Trained and Equipped Volunteers				* FESA	
* USAR trained and mobile Staff				* FESA	
* 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

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	05
Road Transport Emergency	High	5	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS				
At Risk		Source		
<ul style="list-style-type: none"> * Vehicle occupants * Persons working on public carriageways * Animals & pets living within impact zones * Motorists driving through incident zones * Sightseers/Responders/Passersby/Pedestrians 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * Local Government * Department of Transport (DOT) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * St. Johns Ambulance (SJA) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Main Roads Department (MRD) 		
EXISTING CONTROLS:				AGENCY:
<ul style="list-style-type: none"> * 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
<ul style="list-style-type: none"> * Speed control systems/ i.e. multi-nova speed cameras/ radar, etc. 				* WAPOL/DOT
<ul style="list-style-type: none"> * Localized speed limits 				* WAPOL/LG
<ul style="list-style-type: none"> * Public awareness & education programs campaigns 				* WAPOL/DOT
<ul style="list-style-type: none"> * WAPOL Probationary periods for drivers/motor cyclists 				* WAPOL/DOT
<ul style="list-style-type: none"> * Traffic management planning and heavy vehicle operations 				* WAPOL/DOT
<ul style="list-style-type: none"> * Traffic infringements, penalties & convictions 				* WAPOL/DOT
<ul style="list-style-type: none"> * Media traffic announcements 				* WAPOL/MRD

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

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	06
Urban Fire	High	6	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * 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 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * St John Ambulance (SJA) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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	* FESA
* Community Education & Fire Awareness Campaigns	* FESA
* Building Code of Australia	* LG
* Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	* LG
* FESA maintain a 24/7 Communications Centre for emergency calls	* FESA
* Emergency Services "000" telephone number is available 24/7	* FESA
* FESA personnel are highly trained in Fire Fighting Search and Rescue	* FESA

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/FESA
* Investigate Town Planning applications for residential/commercial/industrial areas	* LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)	* FESA
* Develop specific Avon Fire Management Strategy	* LG
* Develop fuel loading burn-off program	* FESA
* Enforcement of Smoke Alarms	* LG/FESA
* WestPlan: Fire (Urban)	* FESA

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:	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			* Motor Vehicles		
* Structures			* Floods		
* The environment			* Earthquake		
* Public Administration			* Cyclone		
			* Storm		
			* Tsunami		
			* Technical Explosions		
RESPONSIBLE AGENCIES/INDIVIDUAL/S:					
* Local Government (LG)		* FESA		* Main Roads	
EXISTING CONTROLS:					
* Trained and Equipped Volunteers				AGENCY:	
* USAR trained and mobile Staff				* FESA	
* 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

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	08
Severe Storm	High	8	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Power/ Water/ Gas * Road & Rail Transport * Bridges & Footpaths * Communications * Sewerage & Drainage Systems * Street Lighting 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * Bureau of Meteorology (BOM) 		<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Local Emergency Management Committee (LEMC) 	
EXISTING CONTROLS:				AGENCY:
* Public Awareness & Education Campaigns				* FESA/LG
* Information website				* LG
* Strict enforcement of Building Code and Authority Standards pertaining to coastal developments				* LG
* Early FESA storm Services response				* FESA/ES
* FESA personal are well trained & regularly undergo training courses to provide local area response				* FESA
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective "All Hazards" early warning alarm system				* FESA

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:		
* Development of active community organisation actions to mitigate possible damages and arrangement			* implement into EM		* LEMC/LG
* Develop storm prevention/suppression strategies			*		* LG
MONITOR & REVIEW:					
* Investigate planning applications for building code compliance in coastal area developments			*		* LG
* Develop specific storm Response Strategy (Pre-Plans)			*		* FESA
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:				
<p>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?</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Loss to the community of the following life line services; <ul style="list-style-type: none"> * 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. 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * Department of Environment and Conservation (DEC) * Local Government (LG) 	<ul style="list-style-type: none"> * WA Police (WAPOL) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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 FESA & LG Bush Fire Services response				* FESA/LG
* Fire Fighting personal are well trained and regularly undergo training courses to provide local area response				* FESA/LG
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective “All Hazards” early warning alarm system				* FESA

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

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	10
Animal Pest & Plant Biosecurity	Medium	10	DATE:	16 August 2012
RISK STATEMENT:				
<p>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 other 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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Garden and other nurseries * Poultry Farms * Hobby Farms * Market Gardens * Horticulturalists/Florists * Furniture Manufacturers/Retailers 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * Dept. of Environment & Conservation (DEC) * Department of Agriculture and Food Western Australia(DFAWA) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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

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

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		
<ul style="list-style-type: none"> * Persons working with hazardous chemicals * General public living/working within impact zones * Animals & pets living within impact zones * Motorists /travelers driving through impact zones * Sightseers/Responders 		<ul style="list-style-type: none"> * Chemically laden vehicles * Chemically laden trains * Industrial accident, sabotage, terrorist attack * Vehicle accidents and/or collisions * Train collision/derailment * During chemical loading/discharge/transfer 		
RESPONSIBLE AGENCIES/INDIVIDUAL/S:				
<ul style="list-style-type: none"> * Dept. of Minerals and Petroleum (DMP) * Department of Environment & Conservation (DEC) 	<ul style="list-style-type: none"> * Local Government (LG) * WA Police (WAPOL) * 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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				* FESA
* Regular inspections of all licensed premises to store Dangerous Goods				* FESA/DMP
* Licensing of dangerous goods storage, vehicles and drivers				* DMP
* Transport routes are specifically designed				* DEC/WAPOL

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)			* FESA		
* Develop dangerous goods Management Strategy			* LG		
* Develop inter-agency communications			* FESA/DEC/DMP		
* Implementation of Welfare Plan			* CPFS		
* WestPlan: HAZMAT			* FESA		
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:				
<p>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?</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Power/ Water/ Gas * Road & Rail Transport * Bridges & Footpaths * Communications * Sewerage & Drainage Systems * Street Lighting 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * Bureau of Meteorology (BOM) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Local Emergency Management Committee (LEMC) 		
EXISTING CONTROLS:				AGENCY:
* Public Awareness & Education Campaigns				* FESA/LG
* Information website				* LG
* Strict enforcement of Building Code and Authority Standards pertaining to coastal developments				* LG
* Early FESA storm Services response				* FESA/ES
* FESA personal are well trained & regularly undergo training courses to provide local area response				* FESA
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective "All Hazards" early warning alarm system				* FESA

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/FESA		
* Investigate planning applications for building code compliance in coastal area developments			* LG		
* Develop specific storm Response Strategy (Pre-Plans)			* FESA		
* Develop specific storm Management Strategy			* LG		
* WestPlan: Storm			* FESA		
IMPLEMENTATION SCHEDULE:		BUDGET CONSIDERATIONS:			
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MONITOR & REVIEW:					
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APPROVAL TO IMPLEMENT RECOMMENDEATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	13
BUSH FIRE	High	13	DATE:	16 August 2012
RISK STATEMENT:				
<p>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?</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Loss to the community of the following life line services; <ul style="list-style-type: none"> * 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. 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * Department of Environment and Conservation (DEC) * Local Government (LG) 	<ul style="list-style-type: none"> * WA Police (WAPOL) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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 FESA & LG Bush Fire Services response				* FESA/LG
* Fire Fighting personal are well trained and regularly undergo training courses to provide local area response				* FESA/LG
* Regular multi-agency exercise are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective “All Hazards” early warning alarm system				* FESA

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

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	14
Severe Storm	Medium	14	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Sewerage & Drainage Systems * Wet Lands * Agriculture lands * Natural Flora and Fauna 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * Bureau of Meteorology (BOM) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Local Emergency Management Committee (LEMC) 		
EXISTING CONTROLS:				AGENCY:
* Public Awareness & Education Campaigns				* FESA/LG
* Information website				* LG
* Strict enforcement of Building Code and Authority Standards pertaining to developments				* LG
* Early FESA storm Services response				* FESA/BOM
* FESA personal are well trained & regularly undergo training courses to provide local area response				* FESA
* Regular multi-agency exercises are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective "All Hazards" early warning alarm system				* FESA

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:		
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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/FESA
* Investigate planning applications for building code compliance in coastal area developments	* LG
* Develop specific storm Response Strategy (Pre-Plans)	* FESA
* Develop specific storm Management Strategy	* LG
* WestPlan: Storm	* FESA

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	15
Urban Fire	High	15	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * 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 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * St John Ambulance (SJA) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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	* FESA
* Community Education & Fire Awareness Campaigns	* FESA
* Building Code of Australia	* LG
* Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	* LG
* FESA maintain a 24/7 Communications Centre for emergency calls	* FESA
* Emergency Services "000" telephone number is available 24/7	* FESA
* FESA personnel are highly trained in Fire Fighting Search and Rescue	* FESA

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/FESA		
* Investigate Town Planning applications for residential/commercial/industrial areas			* LG		
* Develop specific reserves Fire Response Strategy (Pre-Plans)			* FESA		
* Develop specific Avon Fire Management Strategy			* LG		
* Develop fuel loading burn-off program			* FESA		
* Enforcement of Smoke Alarms			* LG/FESA		
* WestPlan: Fire (Urban)			* FESA		
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:	16
Severe Storm	Medium	16	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * Employment * Cash flow * Community Confidence * District Macro Economy * Export and domestic marketing 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * Bureau of Meteorology (BOM) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Local Emergency Management Committee (LEMC) 		
EXISTING CONTROLS:				AGENCY:
* Public Awareness & Education Campaigns				* FESA/LG
* Information website				* LG
* Strict enforcement of Building Code and Authority Standards pertaining to developments				* LG
* Early FESA storm Services response				* FESA/BOM
* FESA personal are well trained & regularly undergo training courses to provide local area response				* FESA
* Regular multi-agency exercises are undertaken to test response plans and recovery strategies				* LEMC/FESA
* Integrated communication systems & network				* LEMC/LG/FESA
* Effective "All Hazards" early warning alarm system				* FESA

IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:		
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MONITOR & REVIEW:					
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APPROVAL TO IMPLEMENT RECOMMENDATIONS:					
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/FESA
* Investigate planning applications for building code compliance in coastal area developments	* LG
* Develop specific storm Response Strategy (Pre-Plans)	* FESA
* Develop specific storm Management Strategy	* LG
* WestPlan: Storm	* FESA

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	* FESA
* Community Education & Fire Awareness Campaigns	* FESA
* Building Code of Australia	* LG
* Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	* LG
* FESA maintain a 24/7 Communications Centre for emergency calls	* FESA
* Emergency Services "000" telephone number is available 24/7	* FESA
* FESA personnel are highly trained in Fire Fighting Search and Rescue	* FESA

RISK:	RISK RATING:	RISK PRIORITY:	TREATMENT PLAN No:	17
Urban Fire	High	17	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * 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 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * St John Ambulance (SJA) * Horizon Power (HP) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * Dept. of Health (DOH) * Child Protection and Family Services (CPFS) 		

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/FESA		
* Investigate Town Planning applications for residential/commercial/industrial areas			* LG		
* Develop specific reserves Fire Response Strategy (Pre-Plans)			* FESA		
* Develop specific Urban Fire Management Strategy			* LG		
* Develop Metropolitan fuel loading burn-off program			* FESA		
* Enforcement of Smoke Alarms			* LG/FESA		
* WestPlan: Fire (Urban)			* FESA		
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:	19
Urban Fire	High	19	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk		Source		
<ul style="list-style-type: none"> * 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 		<ul style="list-style-type: none"> * 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:				
<ul style="list-style-type: none"> * State Emergency Service (SES) * St John Ambulance (SJA) * Horizon Power (HP) 	<ul style="list-style-type: none"> * WA Police (WAPOL) * Local Government (LG) 	<ul style="list-style-type: none"> * Fire Emergency Services Authority (FESA) * 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	* FESA
* Community Education & Fire Awareness Campaigns	* FESA
* Building Code of Australia	* LG
* Installation of Smoke Alarms/Heat Detectors/Fire Suppression Systems in new properties	* LG
* FESA maintain a 24/7 Communications Centre for emergency calls	* FESA
* Emergency Services "000" telephone number is available 24/7	* FESA
* FESA personnel are highly trained in Fire Fighting Search and Rescue	* FESA

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/FESA
* Investigate Town Planning applications for residential/commercial/industrial areas	* LG
* Develop specific reserves Fire Response Strategy (Pre-Plans)	* FESA
* Develop specific Urban Fire Management Strategy	* LG
* Develop fuel loading burn-off program	* FESA
* Enforcement of Smoke Alarms	* LG/FESA
* WestPlan: Fire (Urban)	* FESA

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:	20
Flood	High	20	DATE:	16 August 2012
RISK STATEMENT:				
<p>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.</p>				
RISK ANALYSIS:				
At Risk	Source			
<ul style="list-style-type: none"> * 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; <ul style="list-style-type: none"> * Power/ Water/ Gas * Roads * Bridges & Footpaths * Communications * Sewerage & Drainage Operating Systems * Street Lighting * Telephone <p>Community based Law enforcement – Policing Bush Fire Brigade & DEC facilities Policing Facilities Community Centres, meeting places.</p>	<ul style="list-style-type: none"> * 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 (FESA)			
* 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					* FESA
* Community Education & Fire Awareness Campaigns					* FESA
* Building Code of Australia					* LG
* FESA maintain a 24/7 Communications Centre for emergency calls					* FESA
* Emergency Services "000" telephone number is available 24/7					* FESA
* FESA personnel are highly trained in Flood Search and Rescue					* FESA
*					*
IMPLEMENTATION SCHEDULE:			BUDGET CONSIDERATIONS:		
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MONITOR & REVIEW:					
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APPROVAL TO IMPLEMENT RECOMMENDEDATIONS:					
ORGANISATION	DATE	SIGNED	ORGANISATION	DATE	SIGNED



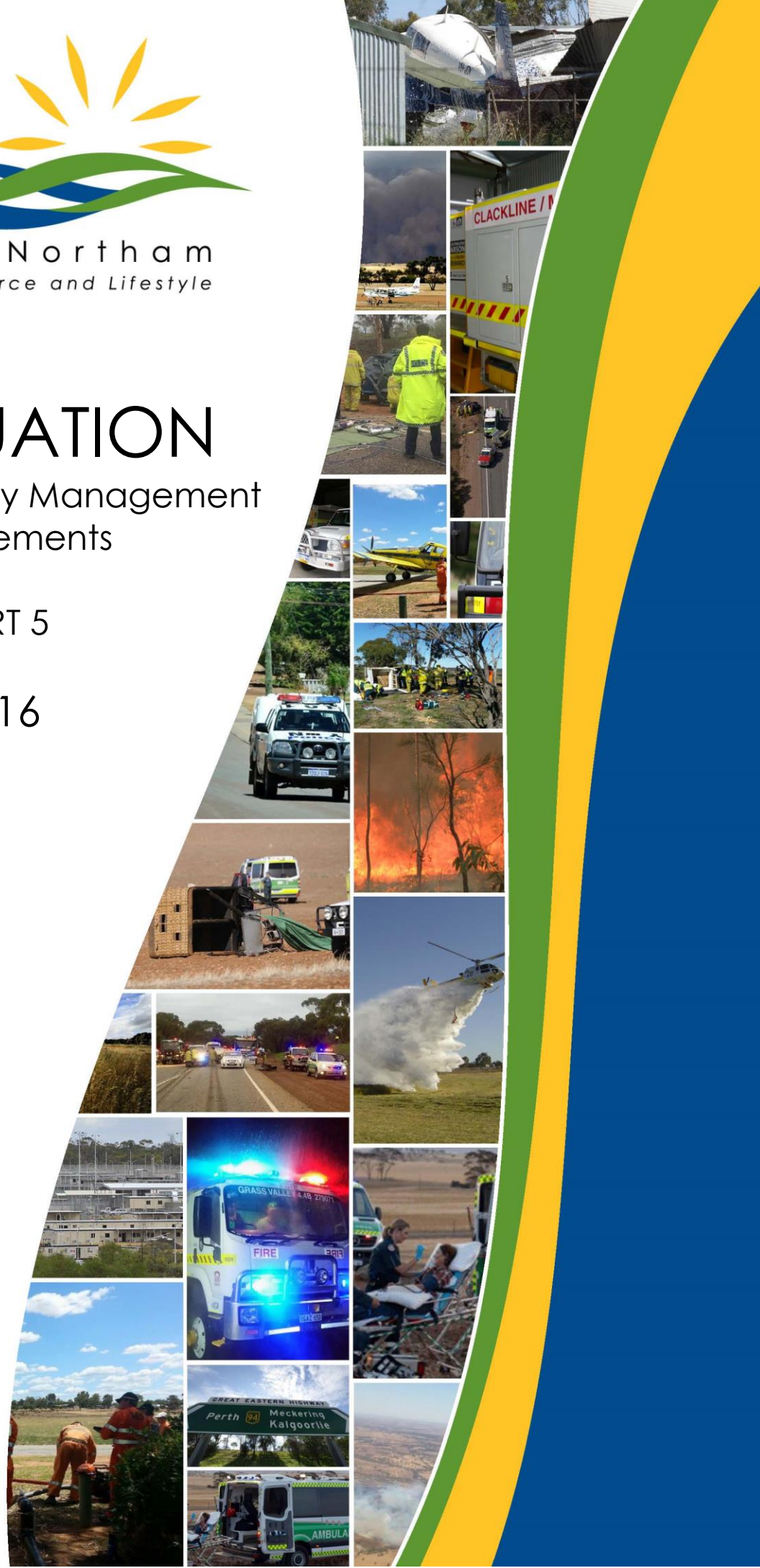
Shire of Northam
Heritage, Commerce and Lifestyle

EVACUATION

Local Emergency Management
Arrangements

PART 5

2016



Part Five - Evacuation

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Life safety must be considered a priority, and for that reason, evacuations must be planned and organised to ensure that all personnel are moved in an orderly fashion from any danger, or potentially dangerous situation, to a place of safety.

Evacuation may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It can also de-stabilise a community and involve extensive welfare arrangements. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

Circumstances may arise where there may be the need to totally or partially evacuate the population of a particular area due to a risk or the likelihood of a hazard such as:-

- Wildfire
- Structural Fire
- Transport Accident
- Storm
- Hazardous Material
- Earthquake
- Dam Rupture
- Aircraft Accident
- Flood
- Infrastructure Failure
- Terrorism

Such evacuation could involve the following:-

- 1. Immediate danger to life**
- 2. Damaged or uninhabitable homes**

Immediate Evacuation

Evacuation of this kind will require an instant decision by the Hazard Management Agency. The Incident Manager should advise the Local Emergency Coordinator of:-

- (a) The urgency of the evacuation.
- (b) The estimated area of evacuation.
- (c) The likely duration of the evacuation.
- (d) The safe direction for evacuation.

The Hazard Management Agency should then arrange the immediate evacuation of the area to any convenient safe area (Refer to Part 6 for details of the [Shire of Northam Welfare Centres](#)). It should be noted that statistics indicate more than 25% of people will ignore this instruction and will, in preference, proceed to friends or relatives. The remaining evacuees can then either be allowed to return to their homes once the all clear is confirmed or, in the case of a longer duration of evacuation, transported to a designated Community Welfare Centre as nominated by the Welfare Coordinator.

Planned Evacuation

Where circumstances permit, an orderly evacuation may be achieved. Once again a significant proportion of the evacuated population will make their own accommodation provisions. Review of the evacuation matrix will indicate the likely level of welfare response, i.e., local, divisional, regional or state.

Authority

In accordance with State Emergency Management Policy 5.7 Community Evacuation as far as practicable, community members should be involved in the decision to stay or evacuate when threatened by an emergency. The decision to evacuate will be made by the Hazard Management Authority (HMA) 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.

In accordance with reference B, an authorised officer may:

- Direct or by direction prohibit, the movement of people, animals and vehicles within, into, out of, or around the affected area or any part of the affected area.
- Direct the evacuation and removal of persons or animals from the affected area or any part of the affected area.
- Close any road, access route or area of water in, or leading to, the affected area.

Decision to Evacuate

Decisions relating to evacuation during an emergency rest with the Controlling Agency, which should be cognisant of;

- The threat of the hazard
- Community preparedness
- Community vulnerability
- Time available to conduct the evacuation safely
- Safety of persons conducting the evacuation
- Local Emergency Management arrangements and other arrangements in place
- Safer alternatives
- Identification of the safest corridors for egress
- Availability of effective public communicating resources
- The number of people, capability and demographics of the groups to be evacuated
- Method of evacuation
- Any legislative provisions
- Requirement of managing the welfare of domestic pets of evacuees.

Voluntary Evacuation

Voluntary evacuation may be made by private transport to safe havens (as determined by evacuees) or by provided transport (if private is not available) to a suitable welfare centre as determined by the HMA in consultation with the LG and CPFS. It is the Hazard Management Agencies responsibility to manage strategic points on traffic routes to facilitate the safe and effective movement of traffic.

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

The IC could advise residents to self-evacuate. This type of evacuation is not reliant upon an Emergency Situation Declaration Section 50 of the Emergency Management Act 2005, but can be provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely. The aim of providing this warning is to negate the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with an Emergency Situation Declaration.

The Incident Controller are responsible for co-ordinating the evacuation. If the area is too dangerous for emergency workers, other means of alerting the public will be required. Consider:

- Telephone
- Sentinel
- Emergency Alert System (automated phone system)
- Email (some remote properties have access to satellite internet).
- Community Information Points/Bushfire Ready phone trees.
- Siren/megaphones on emergency vehicles.

If the HMA deems it necessary to conduct a door knock of the affected area, the HMA can request that a combat agency Police, SES and Bush Fire Brigades may be co-opted to assist this process. The priority of the emergency services is to protect life.

Refusal to Evacuate

The Controlling Agency is to provide clear direction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

Also the Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision.

Where possible, a procedure should be put in place to track the remaining residents' welfare.

Special Needs Groups

This section should list an 'at risk' groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.

- Schools
- Nursing homes
- Child care centres
- Hospitals
- Sick/immobile residents
- Those with a different language,
- People without transport
- School children who may not be able to return home
- Tourists visiting the area
- Caravan parks & camp grounds
- Persons with disabilities
- CALD community

Each section of the section of the community mentioned above should have their own evacuation arrangements.

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

Wundowie Emergency Evacuation Guide
 Shire Office: 96226100



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

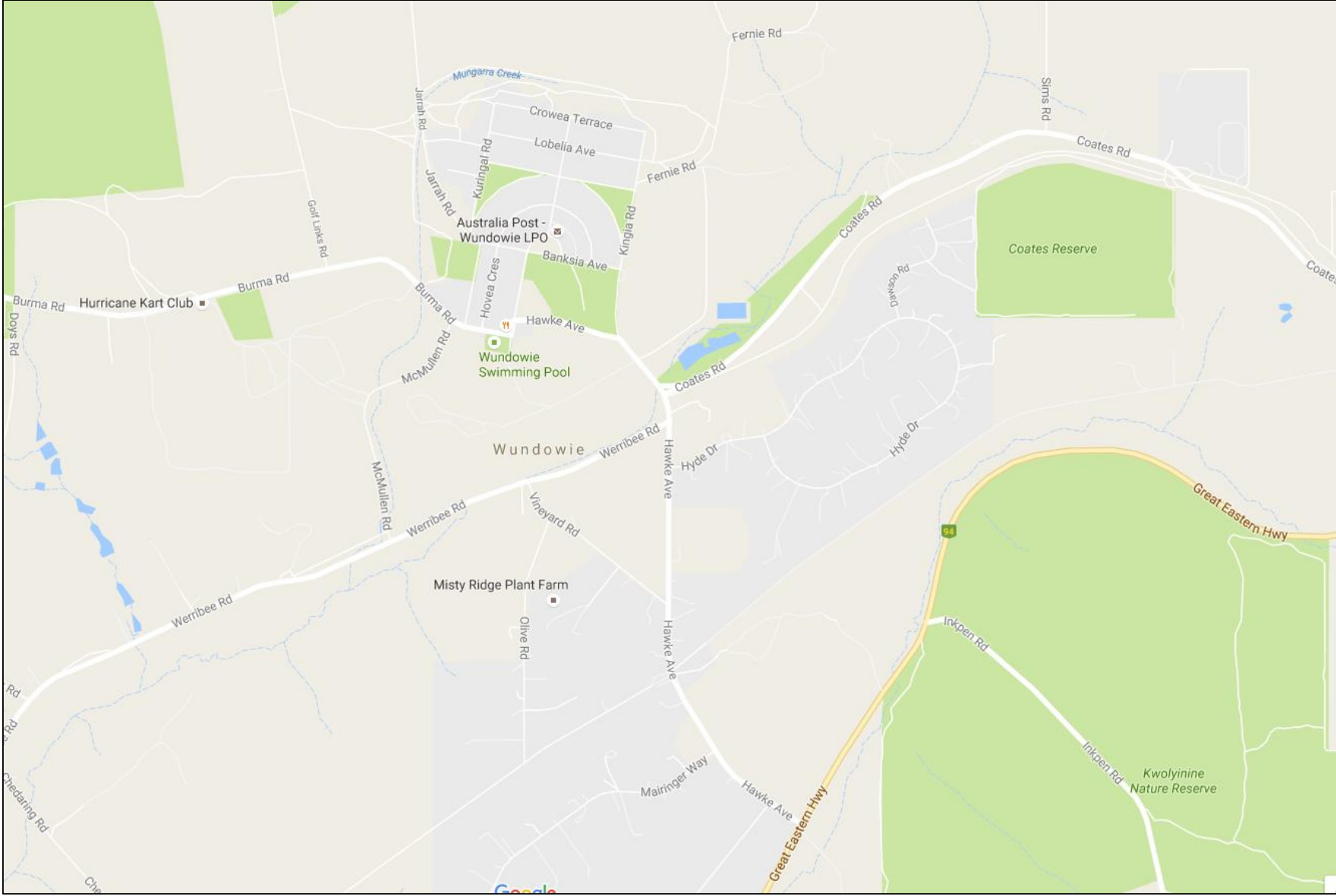
Special Needs Group:
1. Disability Services Commission:

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



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

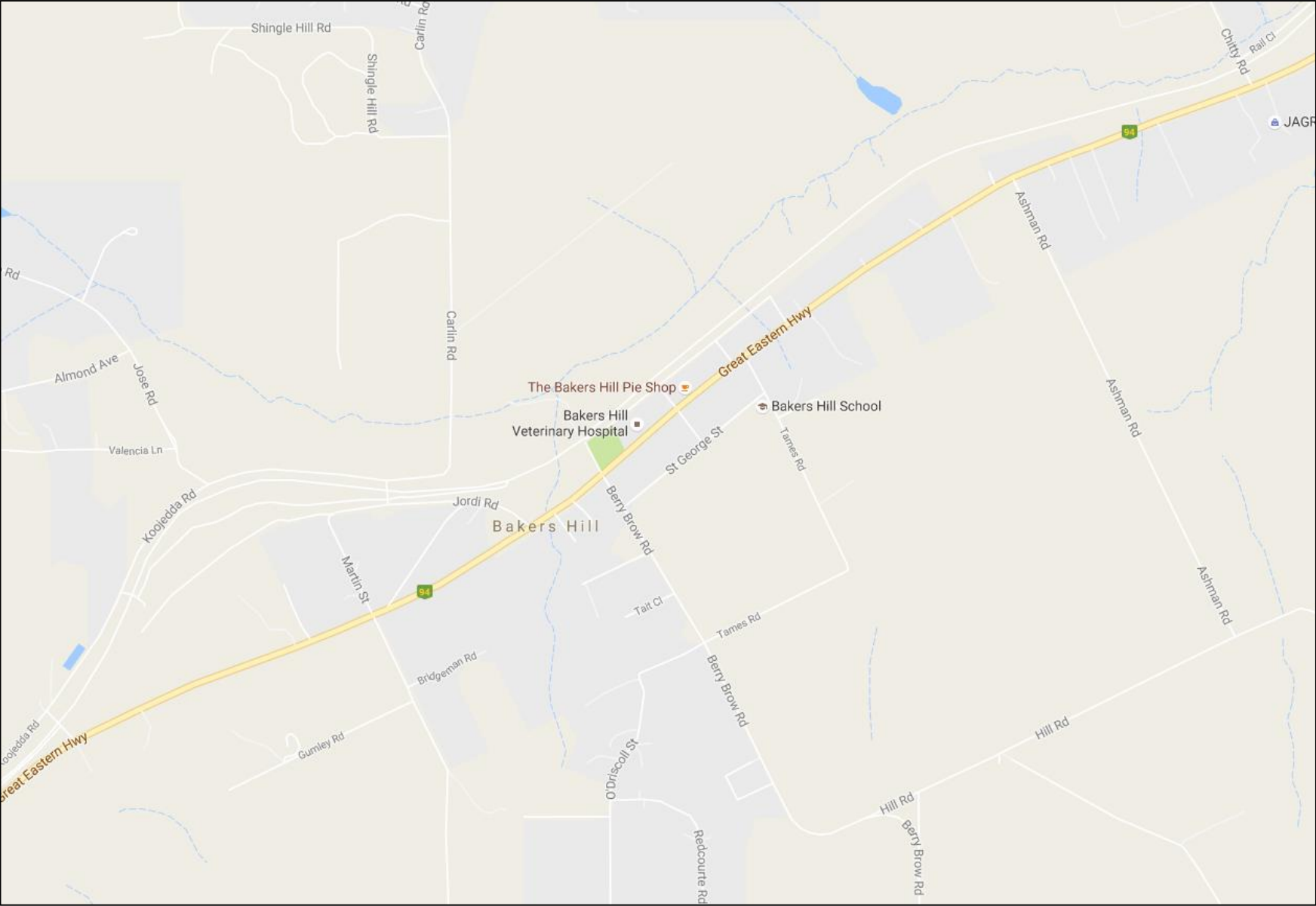
Special Needs Group:
1. Disability Services Commission:

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

Map of Bakers Hill



Clackline Emergency Evacuation Guide
Shire Office: 96226100



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

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

Special Needs Group:

1. Disability Services Commission:

Culturally and Linguistically Diverse (CALD)

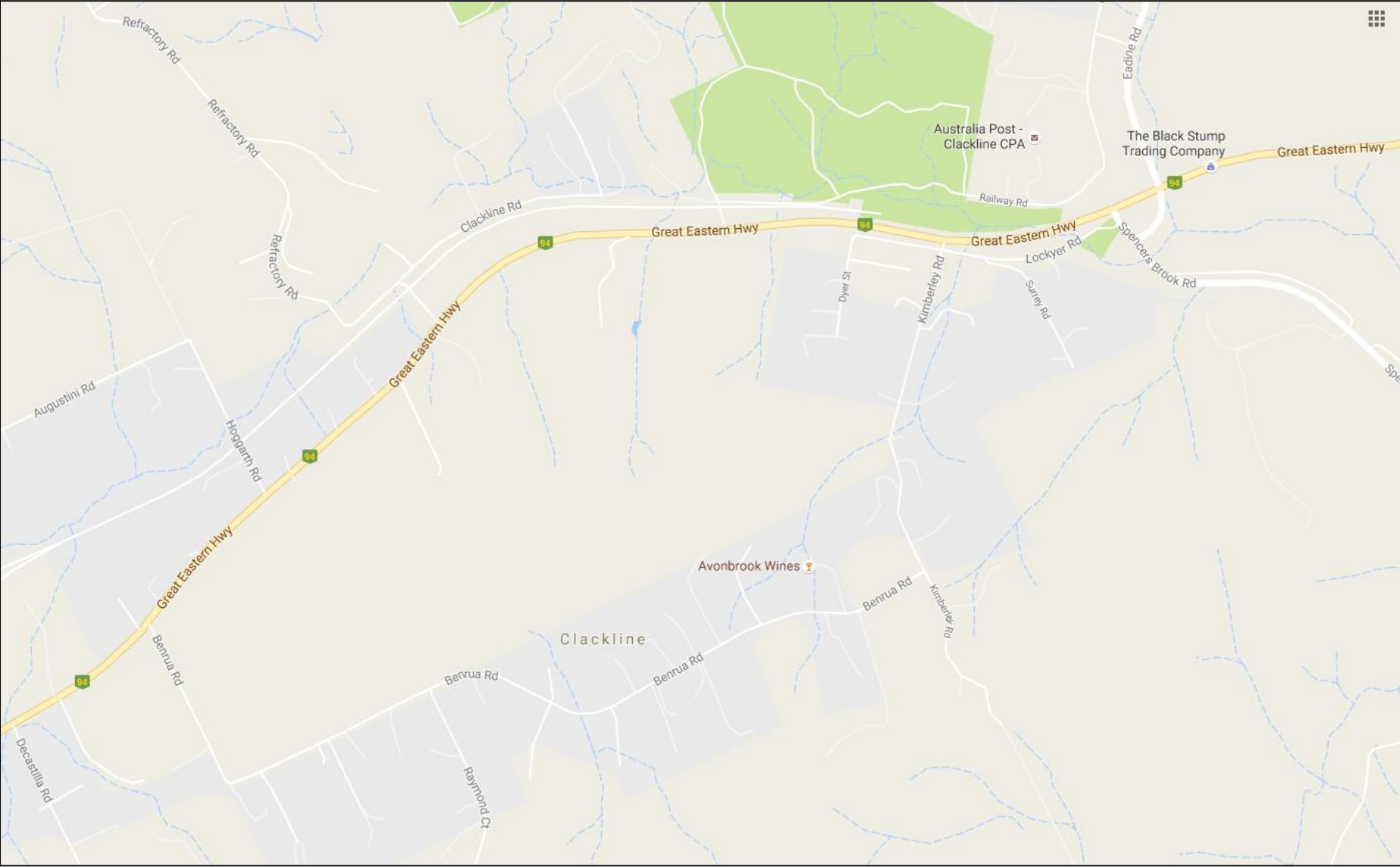
1. Nil

Significant Events

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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

Map of Clackline



Northam Emergency Evacuation Guide
Shire Office: 96226100



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. CPFES 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)

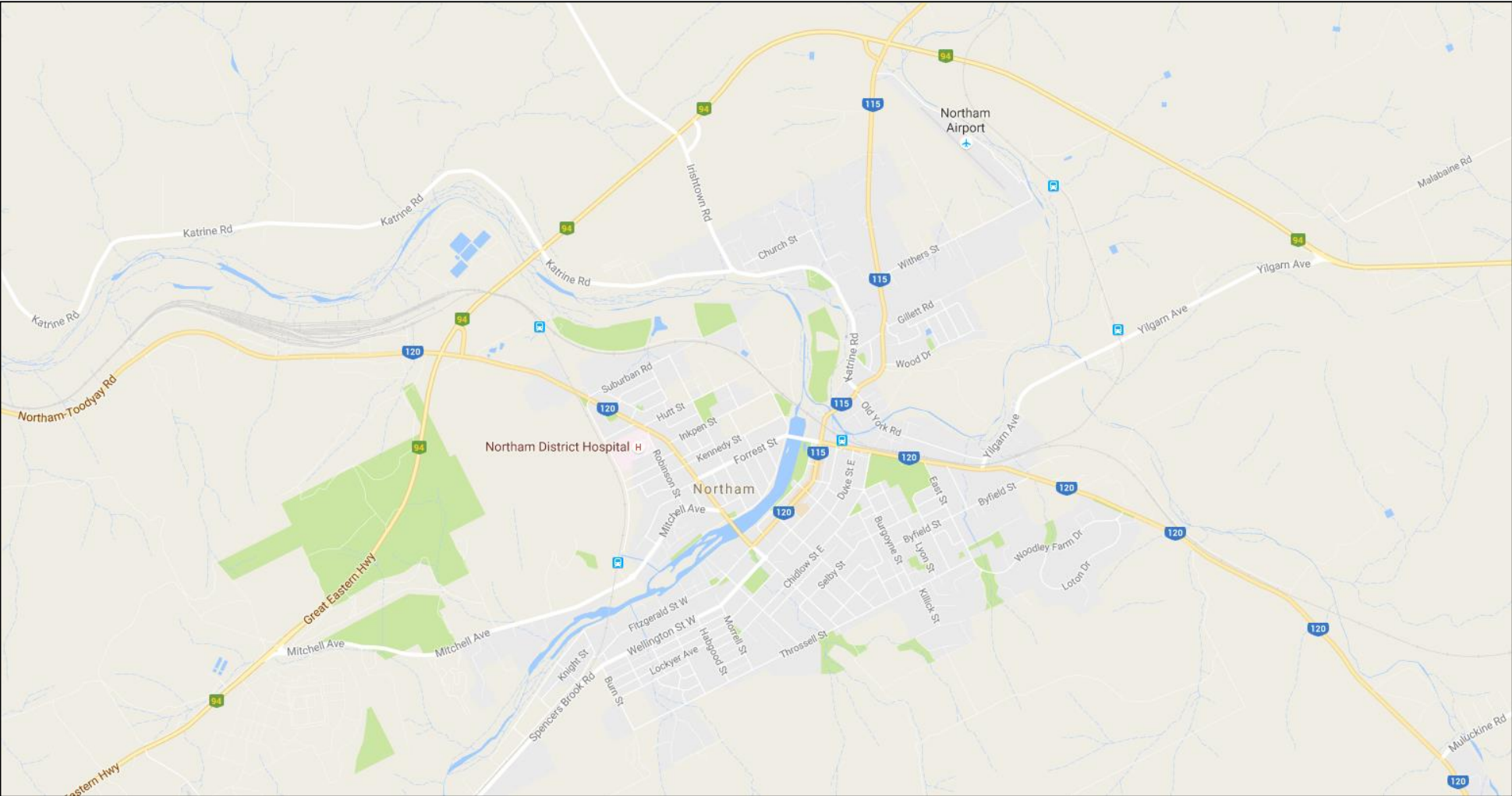
1. Nil

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	

Map of Northam



Grass Valley Emergency Evacuation Guide
Shire Office: 96226100



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 2. Keane Street 3. Sth Brook Road 4. Grass Valley S Road 5. Jennapullen Road 6. Muluckine Road	1. Grass Valley Tavern 2. Post Office 3. Grass Valley Town Hall

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

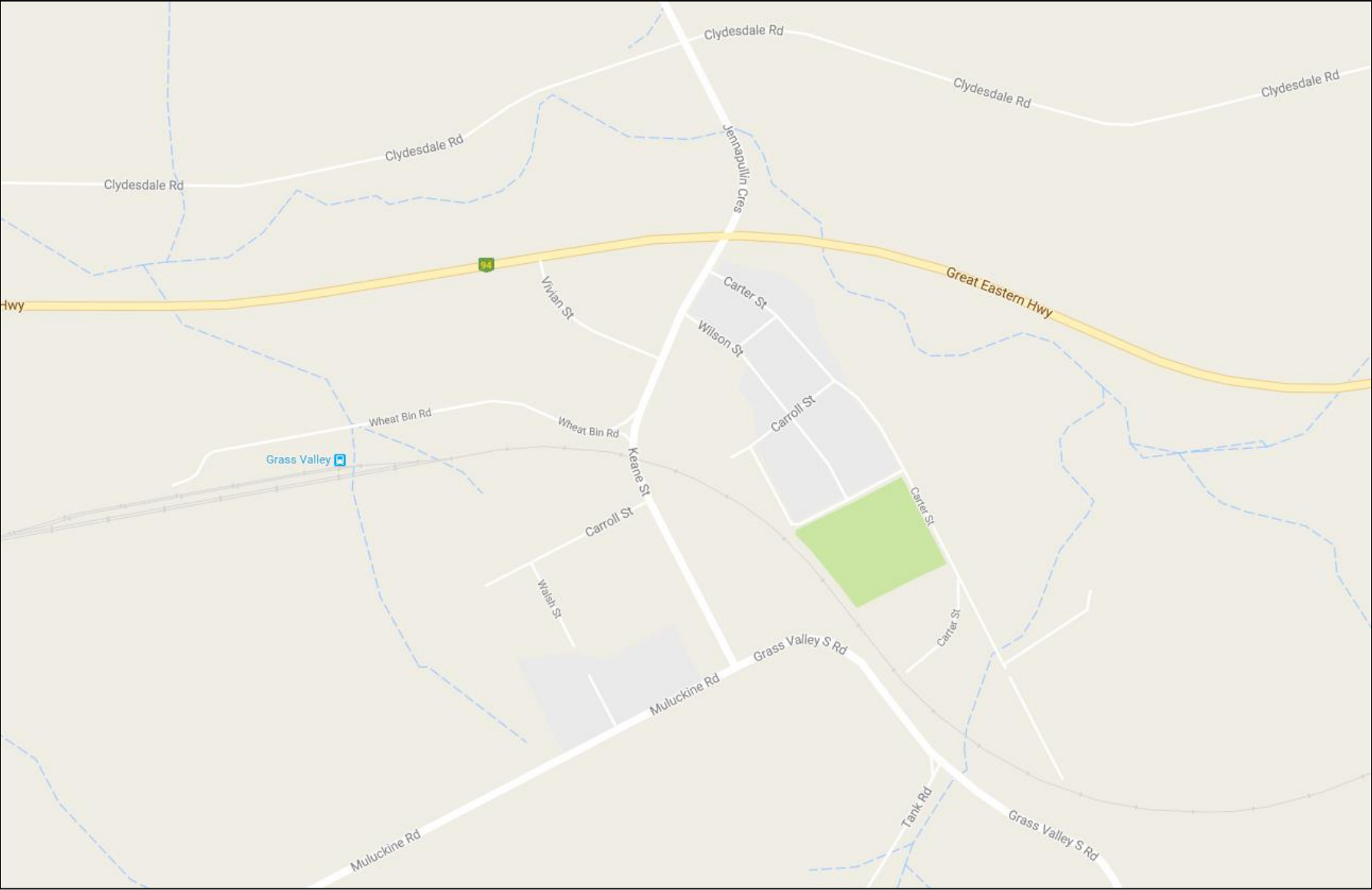
Special Needs Group:
1. Disability Services Commission:

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	

Map of Grass Valley





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Shire of Northam
Heritage, Commerce and Lifestyle

WELFARE

Local Emergency Management
Arrangements

PART 6

2016



Part Six - Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS has developed a Local Emergency Management Plan for the provision of Welfare Support for the Northam District.

Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Northam is *The Team Leader Northam Office* this positions is appointed by the CPFS District Director details are identified in the contact list.

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

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

[Part 8 Contacts and Resources](#) will specify particular people which will manage a welfare centre until such time as a DCPFS team arrives and takes control.

Register.Find.Reunite

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

Welfare Centres

The LG can choose to manage a Welfare Centre however the CPFS has a team available for this purpose. It is the responsibility of the HMA, in consultation with the LEC, to request assistance from CPFS.

The State WESTPLAN – Welfare is the responsibility of the Department of Child Protection and Family Support as are each Local Emergency Management Plan for the provision of welfare support. This welfare plan outlines the arrangements that apply in local circumstances.

Local Government can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators. If they do this in consultation with the Department, the Department's Coordinators referred to in the plan will revert to a support coordination role. If the Local Government elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services functional areas include:

- Emergency accommodation
- Emergency catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

CPFS have their own structure to manage catering, registration, personal support and, once they have assumed control of the Welfare Centre, manage the Centre in accordance with CPFS Local Welfare Plan. DCPFS may ask the Shire to co-ordinate support from the local community as follows:

Shire staff or LEMC community member to open the Welfare Centre and manage until CPFS arrives. Officers may then be asked by CPFS to co-ordinate other tasks such as provision of food.

During an emergency situation or a State of Emergency, the Emergency Management Act 2005 allows for an exchange of information, therefore CPFS may release personal details for evacuees. Where possible, CPFS would provide the HMA, police and/or Shire with a list of evacuee's names and addresses.

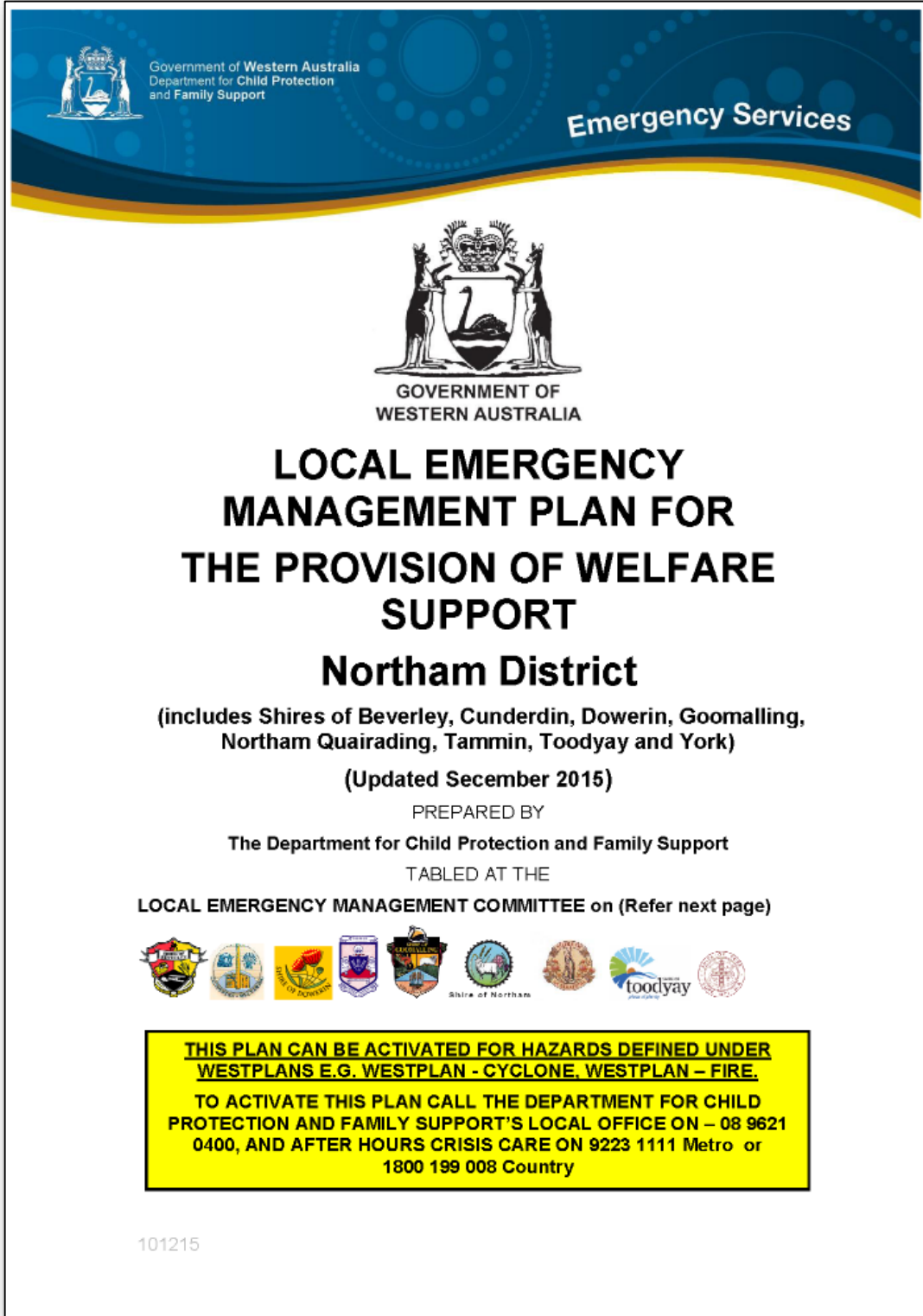
Location of Welfare Centres.

The selection of Welfare Centres will be dependent upon the direction of the emergency. It is possible that the HMA might also contemplate evacuating to other Shires.

Building	Address
Northam Recreation Centre (Primary)	44 Peel Tce, Northam
Northam Senior High School	Kennedy St, Northam
Bakers Recreation Centre	St George St, Bakers Hill
Wundowie Hall	Banksia Ave, Wundowie
Grass Valley Hall	Wilson St, Grass Valley
Irishtown Hall	Irishtown Rd, Irishtown
Southern Brook Hall	McManus Rd, Southern Brook


Welfare Plan

Please see Local Emergency Management Plan for the provision of Welfare Support for the Northam



Government of Western Australia
Department for Child Protection
and Family Support

Emergency Services



GOVERNMENT OF
WESTERN AUSTRALIA

**LOCAL EMERGENCY
MANAGEMENT PLAN FOR
THE PROVISION OF WELFARE
SUPPORT**


Northam District

(includes Shires of Beverley, Cunderdin, Dowerin, Goomalling,
Northam Quairading, Tammin, Toodyay and York)

(Updated December 2015)

PREPARED BY
The Department for Child Protection and Family Support

TABLED AT THE
LOCAL EMERGENCY MANAGEMENT COMMITTEE on (Refer next page)



**THIS PLAN CAN BE ACTIVATED FOR HAZARDS DEFINED UNDER
WESTPLANS E.G. WESTPLAN - CYCLONE, WESTPLAN - FIRE.**

**TO ACTIVATE THIS PLAN CALL THE DEPARTMENT FOR CHILD
PROTECTION AND FAMILY SUPPORT'S LOCAL OFFICE ON - 08 9621
0400, AND AFTER HOURS CRISIS CARE ON 9223 1111 Metro or
1800 199 008 Country**

101215

Considerations Once Welfare Centre is Setup

Task	Primary Provider	Aim	Responsible Officer	Comment
Call Centre/ Information hotline	HMA	To set up a telephone call centre to provide information to callers.		Consider setting up a Shire hotline to supplement that provided by HMA.
Media Liaison	HMA	To provide a single point of contact for information distribution and media enquiries.		HMA can be requested to provide a Media Liaison Officer (see Westplan).
Community information	Shire	To provide regular updates to: <ul style="list-style-type: none"> • Welfare Centres • Community Information Points • Local noticeboards • Visitor Centres, Service Stations and General Stores. • Schools, hospitals and aged care facilities. 		<ul style="list-style-type: none"> • Check media contacts list is current. • Ensure staff available to upload information bulletins to Shire website. • Consider requesting a Media Liaison Officer from the HMA.
Security of evacuated area	WAPOL	To assist WAPOL in conducting regular checks of properties		Consider engaging Security company.
Insurance enquiries	Shire	To provide facilities for insurance agencies to interact with clients.		One Stop Shop as part of recovery
Essential services	Shire	To fast-track repair and/or reconnection to essential services.		Liaison with HMA
Establish Local Welfare Emergency Management Committee if required	CPFS	To coordinate services		
Establish Recovery Committee	Shire	To implement early recovery process		Recovery Committee to be activated as soon as significant damage and/or loss of lives, property or stock has occurred.
Feedback /Debriefing	CPFS	To provide feedback, debriefing and counselling for Welfare Centre staff and volunteers.		



Shire of Northam
Heritage, Commerce and Lifestyle

RECOVERY

Local Emergency Management
Arrangements

PART 7

2016



Part Seven - Recovery

Recovery

The Shire of Northam Local Recovery Plan has been prepared by the Shire of Northam Local Emergency Management Committee to address the legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The Recovery Plan forms one part of a suite of documents collectively referred to as the 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 State Emergency Management Policy Chapter 6, Westplan Recovery Coordination, and forms part of the Shire of Northam Local Emergency Management Arrangements.

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;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- 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 the 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.

Local

The Shire of Northam is required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

State plans and policy

The following documents relate to this plan:

Document Title	Document Owner
State Emergency Management Plan Part 6 Recovery	SEMC
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	SEMC
State EM Policy 5.12 Funding for Emergency responses	SEMC
State EM Policy 5.10 Australian Government Physical Assistance	SEMC
State Emergency Management Recovery Procedures 1 & 2	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of the Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Transition from Response to Recovery

The immediate involvement of the Local Recovery Coordinator (LRC) in any ISG ensures 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 shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, as required.

Recovery Committee

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

- Local Recovery Coordinator
- Shire President
- Department for Child Protection and Family Support representative
- HMA representative (where applicable)
- WA Police representative
- Other persons as required.

Priorities for Recovery

As part of the ERM process community consultation during 2008 identified the following priorities for Recovery in order from most important:

1. Hospitals/Medical Centres
2. Utilities (Power, Water, Sewerage, Gas, Phone, etc...)
3. Emergency & Evacuation Centres
4. Communication Systems
5. Drainage
6. Residential Buildings
7. Roads & Rail Systems
8. Commercial Facilities
9. Financial Facilities
10. Schools/Childcare Facilities
11. Radio/Television Stations
12. Administration/Government Centres
13. Livestock/Orchards/Crops
14. Industrial Facilities
15. Cultural and Religious Facilities (Places of Worship)
16. Public and Recreational Facilities

Recovery Resources

The Local Recovery Coordinator for the Shire of Northam is responsible for determining the resources required for recovery activities in consultation with the 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.

The resources available and contact details for recovery have been identified and are included in [Part 8 Contacts and Resources](#).

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 Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Northam will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page - link - <http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx>
- The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA 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).
- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.
- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

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 an 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 Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), 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 WANDRRA, 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 [State Emergency Management Plan Part 6.12](#) Volunteers and Donations.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through 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.

Refer to [Part 9 Media Management](#) for a briefing on donation of goods

Local Recovery Coordinator

The Local Recovery Coordinator 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.

Roles and responsibilities of the Local Recovery Coordinator (LRC)

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 Mayor/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 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.

Local Recovery Coordination Group (LRCG)

The Local Recovery Coordinating Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. 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.

The LRCG must be driven by the Operational Recovery Plan. Refer to [Appendix 2](#) Suggested LRCG Subcommittee Terms of Reference. Refer to [Appendix 3](#)

Roles and functions of the Local Recovery Coordinating Group (LRCG)

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.

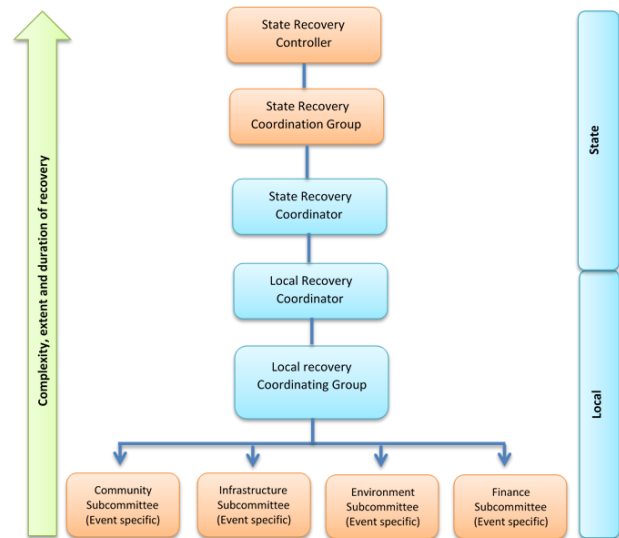
Controlling Agency Hazard Management Agency

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 Comprehensive Impact Assessment, 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).

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 D of [Westplan –Recovery Coordination](#). 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.



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 Assessment 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 4](#)



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Shire of Northam
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CONTACTS & RESOURCES

Local Emergency Management
Arrangements

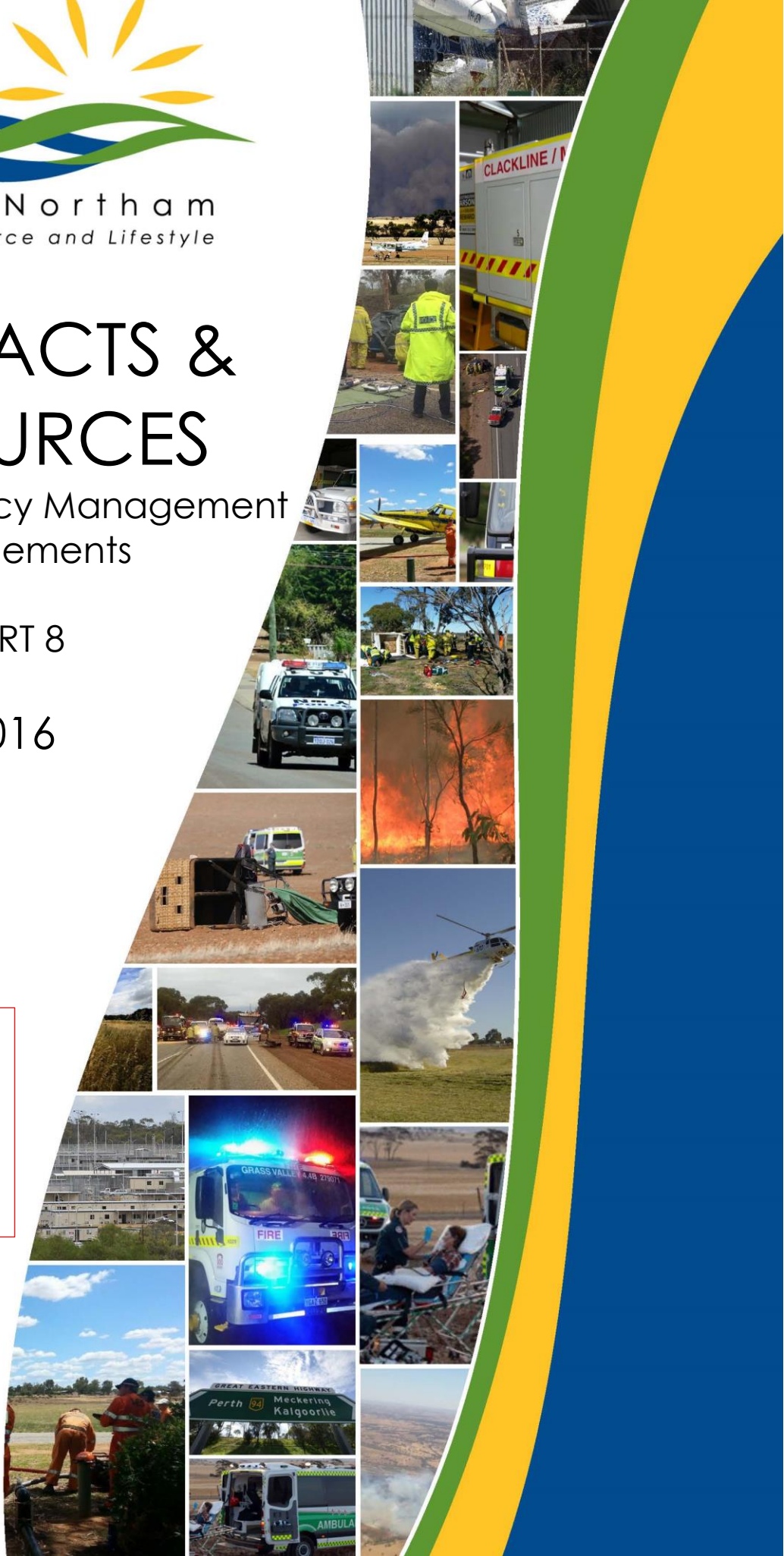
PART 8

2016

CONFIDENTIAL

Personal contact details are
provided for emergency use only
and should not be disclosed under
any circumstances

*This section will be removed in public
version*



Part Eight - Contacts and Resources

Amendment Record

Number	Date	Details of Amendment	Officer
1	20/01/2016	Updated contact details	D Hendriksen
2	28/10/2016	Revised document format & structure	D Hendriksen
3			
4			
5			
6			
7			
8			

Resources

Resources available from Local Government and other agencies / organisations have been identified and listed in the resource register kept up to date by the Shire of Northam LEMC. Where possible, these assets will be made available to an HMA upon request during an emergency situation.

It is the HMAs' responsibility to determine the resources required for their specific hazards and resourcing is managed by individual agencies

Agencies are requested to regularly review and update their resource registers.

CONFIDENTIAL

Personal contact details are provided for emergency use only and should not be disclosed under any circumstances



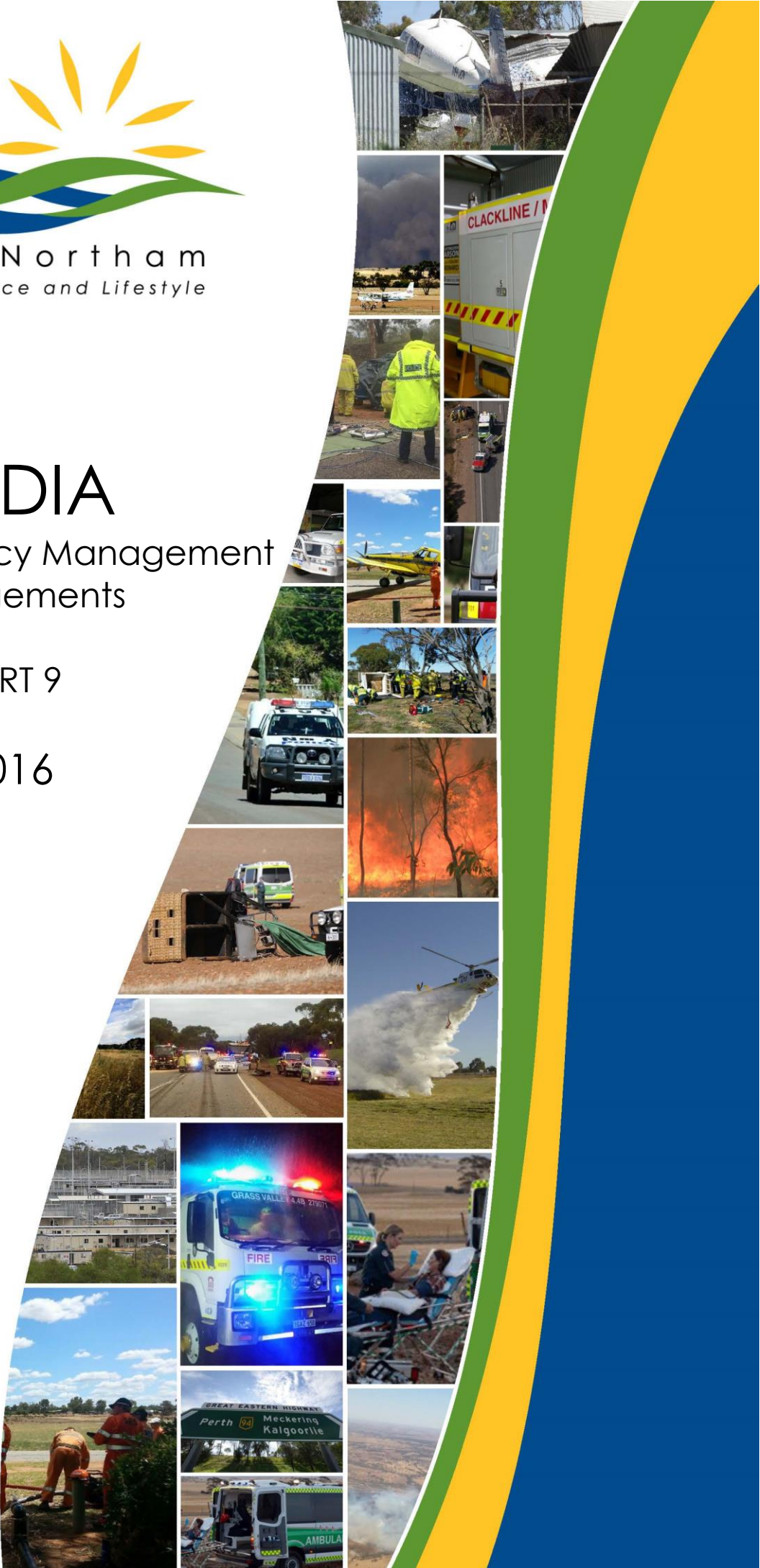
Shire of Northam
Heritage, Commerce and Lifestyle

MEDIA

Local Emergency Management Arrangements

PART 9

2016



Part Nine - Media Management and Public Information

Media 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.**

This is achieved through the IMT position of “Public Information Officer” as per the AIMS structure.

It is likely that individual agencies will want to issue media releases for their areas of responsibility.

Public information release times, issues identified and the content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Communication Principles

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

- Timelines Regularly updating stakeholder on the situation
- 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 the response 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

Public Warning & Alert Systems

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner.

All warnings should be timed to allow ample time for residents to evacuate from the impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

The Bushfire Warning System contains three levels of warning:

- An ADVICE will provide information on a bushfire that is not threatening lives or property but may be causing smoke near homes, such as a small containable fire.
- A WATCH AND ACT message is issued when there is a potential for lives and property to be threatened.
- An EMERGENCY WARNING means that immediate action must be taken to survive.

When the public are warned that they must evacuate, they should be given enough information.

Sentinel warning system is established warnings may be disseminated electronically. Community Information Boards Bushfire Ready Groups are established, warnings may be disseminated via the Phone Trees.

Standard Emergency Warning Signal.

Emergency Alert.

The control of warnings such as within the Bushfire Warning System may need to be informed by information supplied by the agencies/individuals represented within the ISG.

Local Systems

Local systems in place;

- Social Media Facebook
- Community notice boards
- Shire Website
- Harvest Ban & Brigade SMS List

Information to Provide to Those Evacuating.

The following information will assist those evacuating to make decisions and to understand the scale of the emergency.

- Who has authorised the evacuation and why there is a need to evacuate
- Where the Welfare Centre is
- How much time they have
- What to do with pets
- Which way they must travel
- Checkpoints for registration (particularly if they decide to evacuate but choose not to use the Welfare Centre)
- Transport pick-up locations
- How to obtain transport if required
- What they should take with them (blankets, clothing and medical supplies) and whether there are any restrictions on what belongings they can take
- That they should advise family/friends of their intended evacuation plan
- That they will not be allowed back into the area until the HMA confirms that it is safe for them to do so

That they should, before leaving their property, try to:

- Turn off gas/electricity
- Secure the property
- Leave a sign on the gate or door to show that they have left. This sign also to show what animals have been left behind and location of water supply.

Spontaneous Volunteers

When giving public information advise the public if there is a need for volunteers and if they are not needed give a reason why such as:

By entering the search area

- You disturb evidence
- Throw off tracking dogs
- Helicopters with FLIR cameras will be used

If spontaneous volunteers are to be used they must be registered on the Shires volunteer register or with The Red Cross. Make sure you give concise instructions on:

- Clothing and footwear
- Back pack with water and supplies
- A place to park vehicles
- Location of the registration sign in area

Donations in time of disaster

Media Statement on donations:-

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on the key messages. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the CPFS, Register.Find.Reunite the National Registration Inquiry System (NRIS) (via Red Cross) or WA Police, depending on the circumstances concerned. At all times you should:

- Establish the caller/visitors relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide assurance that all necessary actions are being taken to manage the situation; and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure.

Part Ten - 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

Where 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. Where 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 6 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](#)

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 euthanasing 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 7 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.



Shire of Northam
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APPENDICES
Local Emergency Management
Arrangements

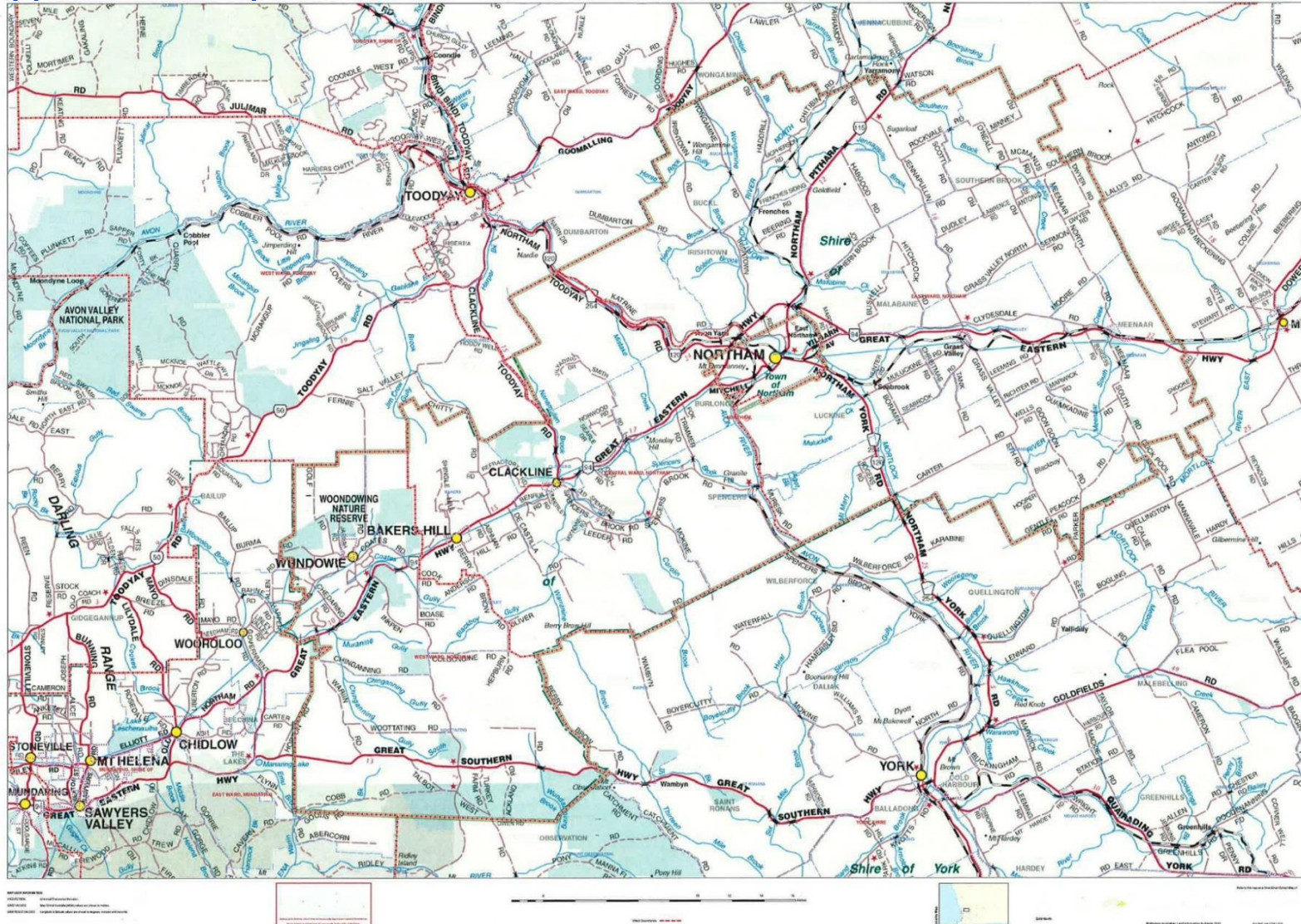
PART 11

2016



Part Eleven – Appendices

Appendix 1: Map of the District



Appendix 2: 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:

Residential:

Commercial:

Industrial:

Transport:

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

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

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

Other health issues:

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:

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 (NDRRA), insurance, public appeals and donations)*

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

Section 5 – Administrative arrangements

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

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

Section 6 – Conclusion

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

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

Appendix 3: Suggested LRCG Subcommittee Terms of Reference

COMMUNITY SUBCOMMITTEE

Terms of Reference

Background

The Shire of Northam Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Community Sub Committee

The primary objectives of the Community Subcommittee will include:

- To provide advice and guidance to assist in the restoration and strengthening of community well-being post Shire of Northam;
- 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 bushfire recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing;
- To assess and recommend medium and long term priority areas to the Shire of Northam Local Recovery Coordinating Group for consideration to assist in the restoration and strengthening of community wellbeing.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Northam will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Northam Local Recovery Coordinating Group may, from time to time, direct the Community Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Community Subcommittee acknowledges that the Shire of Northam is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Northam Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Shire of Northam Local Recovery Coordinating Group. Termination of any membership within the Subcommittee shall be at the direction of the members within the Subcommittee by consensus.

ENVIRONMENT SUB COMMITTEE

Terms of Reference

Background

The Shire of Northam Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Representative

- Link to community. Receive guidance and perspective from the community.

Objectives of Environment Subcommittee

- To provide advice and guidance in the immediate and long term treatment and restoration of affected areas of the community and surrounding environment;
- To provide advice and guidance to assist in the restoration of the natural environment post event;
- Facilitate the 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 and long term priority areas to the Shire of Northam Local Recovery Coordinating Group for consideration to assist in the restoration of the natural environment in the medium to long term.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Northam will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Northam Local Recovery Coordinating Group may, from time to time, direct the Environment Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Environment Subcommittee acknowledges that the Shire of Northam is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Northam Local Recovery Co-ordinating Group.

Termination of the Environment Sub Committee

Termination of the subcommittee shall occur at the direction of the Shire of Northam Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

FINANCE SUB COMMITTEE

Terms of Reference

Background

The Shire of Northam Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Objectives of Finance Sub Committee

The primary objective if the Finance Subcommittee is to assess and make recommendations to the Local Recovery Coordinating Group on the disbursement of donations made for individuals having suffered personal loss and hardship as a result of the bushfires which occurred on Shire of Northam in the Shire of Northam.

It should be noted that the Subcommittee has no direct access to donated funds or goods/services. The collection and management of monies, goods and services donated, does not form part of the Subcommittee's role. This includes any relevant legal, financial or taxation laws that may be applicable.

The Finance Subcommittee has been established to make recommendations to the Lord Mayor's Distress Relief Fund 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 bushfire which occurred on the Shire of Northam.

The primary role of the Finance Subcommittee will include:

- With regard to the Lord Mayor's Distress Relief Fund (LMDRF), the development of eligibility criteria and procedures by which payments from the fund will be made to affected individuals; and
- With regard to donations of support and assistance from the corporate sector, assist and where practical, facilitate the disbursement of their donations to affected individuals.
- In developing the eligibility criteria and procedures pertaining to the LMDRF, the Finance Subcommittee will endeavour to:
 - Ensure the principles of equity, fairness, simplicity and transparency apply;
 - Ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
 - 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; and
 - Ensure the privacy of individuals is protected at all times.

The Finance Sub Committee will need access to funding information provided to individuals by other agencies to assist with the above assessments.

Conduct of Meetings

- The quorum for a meeting of the Subcommittee will be at least 50% of the number of the membership.
- When decisions of the Subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.

If a member of the Subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.

- If a member of the Subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

Impartiality interest means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the Subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Northam will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Northam Local Recovery Coordinating Group may, from time to time, direct the Finance Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Finance Subcommittee acknowledges that the Shire of Northam is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Northam Local Recovery Co-ordinating Group.

Termination of the Community Sub Committee

Termination of the Subcommittee shall occur at the direction of the Shire of Northam Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.



INFRASTRUCTURE SUB COMMITTEE

Terms of Reference

Background

The Shire of Northam Local Recovery Coordinating Group has convened several subcommittees to assist in the coordination of recovery tasks as required. These subcommittees include:

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

Key functions of these committees it to provide advice to assist the effected community towards re-establishing economic, social, environmental, emotional and physical well-being.

Membership

Name	Representing

Chairperson

- Chair all scheduled meetings of the subcommittee
- Report to the Recovery Coordinating Group on the activities of the subcommittee.

Local Government Staff

- Operational implementation and decision making as per normal Local Government approval processes.
- Provide administrative support to the subcommittee.

Agency Representative

- Advice, information and support specific to the agency role.

Community Member

- Provide a linkage between the community and the subcommittee
- Receive guidance and perspective from the community

Objectives of Infrastructure Subcommittee

The primary objectives of the Infrastructure Subcommittee will include:

- Assess the requirement for the restoration of services and facilities to the affected community;
- Provide advice and assistance for the coordination of the restoration of Local Government and State infrastructure lost or damaged;
- To assess and recommend priority infrastructure projects to assist with the recovery process in the immediate, short and long-term; and
- Identify opportunities for application of betterment to rebuilding of infrastructure specifically local roads, bridges and culverts.

Conduct of Meetings

- The quorum for a meeting of the subcommittee will be at least 50% of the number of the membership.
- When decisions of the subcommittee cannot be determined by general consensus, then the decision will be made by a simple majority of the members present.
- If a member of the subcommittee has a **financial interest** in any matter before the Subcommittee, that member shall before discussion on the matter, disclose to the meeting their interest and leave the meeting:

*A person has a **financial interest** in a matter if it is reasonable to expect that the matter will, if dealt with by the subcommittee in a particular way, result in a financial gain, loss, benefit or detriment for the person.*

- If a member of the subcommittee has an **impartiality interest** in any matter before the Committee, that member shall before discussion on the matter, disclose to the meeting their interest but may remain in the meeting to participate in the consideration and decision on the matter.

***Impartiality interest** means an interest that could, or could reasonably be perceived to, adversely affect the impartiality of the person having the interest and includes an interest arising from kinship, friendship or membership of an association.*

- Other matters arising concerning the orderly and proper conduct of meetings of the Subcommittee shall be determined by either the majority of members present or if that's not possible then by the Chairperson whose decision will be final.
- The Subcommittee does not have any powers of delegation.
- All meetings of the subcommittee will be conducted on the basis of a written Agenda and Minutes – the Shire of Northam will provide this secretarial support.
- Meetings of the Subcommittee are not open to the public.

Reporting

The Shire of Northam Local Recovery Coordinating Group may, from time to time, direct the Infrastructure Subcommittee to provide to them, reports and other information as specified in the direction.

Probity

The Infrastructure Subcommittee acknowledges that the Shire of Northam is responsible for post action reporting and that the deliberations of this committee will be subject to scrutiny as part of that report.

These Terms of Reference may, from time to time, be amended by agreement of the Shire of Northam Local Recovery Co-ordinating Group.

Termination of the Infrastructure Subcommittee

Termination of the subcommittee shall occur at the direction of the Shire of Northam Local Recovery Coordinating Group. Termination of any membership within the subcommittee shall be at the direction of the members within the subcommittee by consensus.

Appendix 4: Local Recovery Coordination Group and Sub Committees

LRCG Composition

Agency Represented	Title	Number of reps	
Shire of Northam	Chair LRCG	1	
	LRC	1	
	Chief Executive Officer	1	
	Executive Manager Corporate Services	1	
	Executive Manager Engineering Services	1	
	Executive Manager Development Services	1	
Hazard Management Agency/s	Incident Controller or Regional Manager	2	
Department for Child Protection and Family Support	Local Team Leader and/ or District Emergency Services Officer	1	
Australian Red Cross	State Manager Emergency Services	1	
SEMC Secretariat	Community Emergency Management Officer	1	
Department of the Premier and Cabinet	State Recovery Coordinator	1	
	WANDRRA Officer	1	
Department of Human Services	Local Centre Link Manager	1	
Community	Affected community representative or elected member	As required	

LRCG- Finance Subcommittee

Role

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.

Functions

- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
- ensure the principles of equity, fairness, simplicity and transparency apply;
- ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- 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.

Sample of eligibility criteria and levels of financial assistance

(Criteria used by the Shire of Mundaring for the Parkerville -Stoneville-Mt Helena fire 12 January 2014)

Owners/Owner occupiers

For owners/owner occupiers of properties impacted by the event, there are three levels of LMDRF grant assistance available as follows:

Level One – Shall apply to those instances where the house/ house and contents have been totally destroyed.

Level Two – shall apply in those instances where the house/house and contents have been damaged but the house remains habitable.

Level Three – shall apply in those instances where there has been other property damage/loss, e.g. shed, shed contents, pergolas, outdoor furniture etc.

Occupiers

For occupiers (those renting) of properties impacted by the event, there are two levels of LMDRF grant assistance available as follows:

Level Four – shall apply in those instances where the house contents have been totally destroyed as a consequence of the house being totally destroyed.

Level Five- shall apply in those instances where there has been partial damage/loss of house contents and other personal effects.

Agency Represented	Title	Number of reps
Shire of Northam	Chair – Executive Manager Corporate Services Minute taker Finance/Administration Officer	1 1 1
Department of the Premier and Cabinet	WANDRRA Officer	1
Department of Human Service	Local Centre Link manager	1

LRCG – Infrastructure Subcommittee

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.
- Provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate short-term and medium long-term.

Agency Represented	Title	Number of reps
Shire of Northam	Chair –Executive Manager	1
	Engineering Services Minute taker	1
Department of the Premier and Cabinet	WANDRRA Officer	1
Local Government Insurance Services (LGIS)	District representative	1
Water Corporation	District Manager	1
Western Power	District Manager	1
Main Roads WA	Regional Manager	1

LRCG- Environment Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate understanding of the needs of the impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.

Agency Represented	Title	Number of reps
Shire of Northam	Chair – Executive Manager Development Services Minute taker Environmental Health Officer	1 1 1
Department of Environment & Regulation (DER)	District officer	1

LRCG – Community Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration and strengthening of community well-being post event.
- Facilitate understanding of the needs of the impacted community in relation to community well-being.
- 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 well-being.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community well-being.
- Ensure the affected community is informed and involved in the recovery process so actions and programs match their needs.

Agency Represented	Title	Number of reps
Shire of Northam	Chair – Deputy CEO Minute taker	1 1
Department for Child Protection and Family Support		1
Australian Red Cross	Local or district officer	1
Affected community	Local representatives as required	As required

Appendix 5: 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:	Finish Time:
	am/pm	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 \$		
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 6: 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: