

SHIRE OF KOORDA

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS



Version 2011
Updated contacts 21 March 2013

Local Emergency Management Arrangements

SHIRE OF KOORDA
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These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Koorda Local Emergency Management Committee (LEMC), to be tabled with the District Emergency Management Committee (DEMC) and an electronic copy will be forwarded to the Secretary of the State Emergency Management Committee (SEMC) by the Regional Community Emergency Management Officer (CEMO).



Chairperson
KOORDA LEMC

16 March 2011

Date



Endorsed by Council
Shire President

16 March 2011

Date

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Distribution List

<i>Organisation</i>	<i>Location</i>	<i>No. Copies</i>
SHIRE OF KOORDA		
Shire of Koorda	<i>Shire Office</i>	
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
WA Police Service	<i>Koorda Police Station</i>	
Dept. Child Protection	<i>Northam</i>	
Health Services	<i>Wyalkatchem District Hospital</i>	
Water Authority	<i>Wyalkatchem</i>	
St John Ambulance	<i>Koorda</i>	
Bush Fire Brigade	<i>Koorda</i>	
Fire & Rescue Services	<i>Wyalkatchem</i>	
FESA	<i>Geraldton</i>	
Koorda Primary School	<i>Koorda</i>	
CWA	<i>Koorda</i>	
Red Cross	<i>Koorda</i>	

The distribution list is included to enable amendments to be distributed at later dates.

Record of Amendments

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

Feedback can include:

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- Out of date information or practices;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

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

Chairperson

Local Emergency Management Committee

Shire of Koorda

PO Box 20

KOORDA WA 6475

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are to be certified in the following table, when updated.

Amendment		Details of Amendment	Amended by
No.	Date		*Initial/Date

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

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

AIIMS STRUCTURE – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

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

COMBAT AGENCY – A combat agency 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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

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

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

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

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 the municipality of the Shire of KOORDA.

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.

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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.

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

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

FESA – Fire & Emergency Services Authority of WA.

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

HAZARD

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

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 specialized 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.

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT**, **EMERGENCY** and **DISASTER**.

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INCIDENT AREA (IA) – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

INCIDENT MANAGEMENT TEAM (IMT) – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

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.

LG – Local Government meaning the Shire of KOORDA & Shire of KOORDA Council.

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

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

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

MUNICIPALITY – Means the district of the Shire of KOORDA.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

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

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taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also **COMPREHENSIVE APPROACH**.

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

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

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

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

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

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

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

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

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

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

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

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General Acronyms used in these Arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
DCP	Department of Child protection
DEC	Department of Environment and Conservation
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
FESA	Fire and Emergency Services Authority
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	District Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
ERM	Emergency Risk Management

Part 1: INTRODUCTION

1.1 Authority

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

1.2 Community Consultation

Community consultation was through LEMC meetings, members of committee representing the community.

1.3 Documentation Availability

Copies of these Arrangements shall be distributed to the following:

- Shire's Administration Office
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Adjoining local governments (Wyalkatchem, Mt Marshall, Trayning, Dalwallinu, Wongan-Ballidu and Dowerin)
- Local Library
- Related committees
- FESA Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

1.4 Physical and Social Geography

The Shire of Koorda is bounded on the north by the Shires of Mt Marshall and Dalwallinu, on the west by the Shires of Wongan-Ballidu and Dowerin, on the south by the Shires of Wyalkatchem and Trayning, on the east by the Shire of Mt Marshall.

The Shire of Koorda covers an area of 2,662 square kilometres with its closest border located about 218 kilometres north east from Perth. The Shire is roughly rectangular in shape, about 85 kilometres north-south and 34 kilometres east-west. The town site of Koorda is located 238 kilometres by road from Perth and 384 kilometres from Kalgoorlie (ATCF).

Koorda is a small rural community with broad acre agriculture being the major industry. The social and recreational needs are met with a variety of club, groups and facilities.

1.5 Purpose

The purpose of this document is to detail:

- The Shire of Koorda's policies for emergency management;

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- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of KOORDA; and
- Strategies and priorities for emergency management in the Shire of KOORDA.

1.6 Scope

These arrangements apply to all areas encompassed within the established boundaries of the Shire of Koorda. Specifically, it covers the areas where the Shire of Koorda provides support to Hazard Management Agencies (HMAs) and other agencies in an emergency.

This document comprises details on The Shire of Koorda's capacity to provide resources to support the effective management of emergencies.

The Shire of Koorda's responsibilities in recovery operations and the restoration of services and facilities within the community are also detailed in this document.

These arrangements will guide the response to a local emergency.

An emergency that graduates beyond this level will require management at a regional or state level.

1.7 Related Documents and Arrangements

1.7.1 Existing Plans and Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

Local Plans

Document	Owner	Location
Risk Register		
Risk Treatment Schedule		
Bushfire Management Plan		

Table 1.7.1

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1.7.2 Relevant State Emergency Management Plans (WESTPLANS)

HAZARDS	HMA	WESTPLAN	LOCAL PLAN (if applicable)
<i>Air Transport Emergencies</i>	WA Police	Aircrash (2009)	
<i>Animal and Plant Biosecurity</i>	Department of Agriculture	Animal & Plant Biosecurity (2008)	
<i>Bushfire</i>	FESA, DEC, LG	Bushfire (Draft) (2009)	
<i>Earthquake</i>	FESA	Earthquake (2003)	
<i>Fire Urban</i>	FESA	Urban Fire (2000)	
<i>Hazardous Materials</i>	FESA	HAZMAT (2005)	
<i>Human Epidemic</i>	Department of Health	Human Epidemic (2008)	
<i>Land Search and Rescue</i>	WA Police	Land SAR (2007)	
<i>Road Transport Emergencies</i>	WA Police	Road Crash (2008)	
<i>Storm/Tempest</i>	FESA	Storm (2004)	
<i>Rail Freight Emergencies</i>	Westnet Rail	Westnet Rail (2008)	

Table 1.7.2

1.8 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. Shire of Koorda has conducted a broad analysis of resources available within the Shire of Koorda area and collated these in the Shire of Koorda Emergency Resources Register at **Appendix 1**.

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1.9 Financial Arrangements

The Shire of Koorda recognized State Emergency Management Policy No. 4.2 – *Funding for Emergencies*, which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

The principles of funding for emergencies is to ensure accountability for the expenditure incurred, the organisation with operational control of any resource shall be responsible for payment for all related expenses associated with it's operation during emergencies, unless other arrangements are established.

1.10 ERM Process

The Emergency Risk management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

For details of the Risk register refer to **Appendix 2.**

1.11 Roles and Responsibilities

1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the Act]:

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

1.11.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government [s. 38 of the Act].

1.11.3 Local Emergency Management Committee

Local Emergency Management Arrangements

The Shire of KOORDA has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements [s. 39 of the Act].

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 ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). 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.

1.11.4 Local Government

It is a function of a local government —

- subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under this Act.

1.11.5 Hazard Management Agency

A Hazard Management Agency (HMA) is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.'* [EM Act 2005 s. 4]

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

1.11.6 Combat Agencies

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

1.11.7 Support Organisation

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

Part 2: PLANNING

The Shire of Koorda, under the EM Act 2005 s 38 (1), has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements who meet on regular basis and as necessary to ensure processes are in place and regularly reviewed.

2.1 Planning (LEMC Administration)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and policies.

2.2 LEMC Membership

The Shire of Koorda LEMC is comprised of:

- A Chairperson, as appointed by the Shire of Koorda
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC)
- At least one local government representative
- Representatives from Local Emergency Management Agencies in the Shire of Koorda
- Any other representatives as determined by the Shire of Koorda (e.g. community champions)
- Secretarial and administration support will be provided by the Shire of Koorda.

A comprehensive list of LEMC Members and contact details, can be found at **Appendix 7.**

2.3 Meeting Schedule

The LEMC shall meet every three (3) months and as required (SEMP No 2.5 para 21).

2.4 LEMC Constitution and Procedures

At each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

2.4.1 Every Meeting:

- Confirmation of LEMA Contact Details and Keyholders;
- Review any of Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of ERM process;
- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and

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- Other matters as determined by the Local Government.

2.4.2 First Calendar Quarter:

- Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
- Begin developing annual business plan.

2.4.3 Second Calendar Quarter:

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

2.4.4 Third Calendar Quarter:

- Identify emergency management projects for possible grant funding.

2.4.5 Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.4 Annual Report and Business Plan

The annual report for the Shire of Koorda shall be completed and submitted to the Midlands DEMC within (2) weeks of the end of the financial year and shall contain any major achievements from the annual business plan of the LEMC from the same financial year.

A copy of the annual business plan, for the next financial year, shall be attached to the annual report. (SEMP No 2.6 para 11 and 12).

Part 3: RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area:

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Air Transport Emergencies	WA Police			Aircrash (2009)	
Animal and Plant Biosecurity	Department of Agriculture			Animal and Plant Biosecurity (2009)	
Bushfire (LG)	LG/FESA	BFB's, KOORDA FRS	Salvation Army Western Power	Bushfire (Draft) (2009)	
Bushfire (DEC Lands)	DEC	DEC, BFB's, KOORDA SES	Salvation Army	Bushfire (Draft) (2009)	
Earthquake	FESA	Koorda SES	Salvation Army Western Power	Earthquake (2003)	
Fire Urban	FESA	KOORDA BFB	Western Power	Urban Fire	
Hazardous Materials Incident	FESA	KOORDA SES		HAZMAT (2005)	
Human Epidemic	Department of Health			Human Epidemic (2008)	
Land Search and Rescue	WA Police	Koorda SES	Salvation Army	Land SAR (2007)	
Road Transport Emergency	WA Police	Koorda SES		Road Crash (2008)	
Storm/Tempest	FESA	Koorda SES	Western Power	Storm (2004)	
Rail Transport Emergency	Westnet Rail			Westnet Rail (2008)	

Table 3.1

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

It is recognised that the HMA's and Combat agencies may require Shire of Koorda resources and assistance in emergency management. The Shire of Koorda is committed to providing

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assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 Activation of Local Arrangements

The Hazard Management Agency (HMA) or the Local Emergency Coordinator (LEC) in consultation with the HMA, is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

3.3 Incident Support Group (ISG)

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

3.3.1 Role of the 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.

3.3.2 Triggers for the Activation of an ISG

The activation of an ISG should be considered when the incident escalates to an operational **Level 2** which is when one or more of the following occur;

- Protracted duration;
- Requirement for possible or actual evacuation;
- Multi agency response where there is a need for collaborative decision making and the coordination of resources/information;
- A need to coordinate medium level of warning/information to community during a multi agency event;
- Where there is a perceived need relative to an impending hazard impact (flood, fire, storm surge);
- A medium level of complexity;
- Resources are required from outside of the local area; and
- Potential declaration of an "Emergency Situation".

3.3.3 Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

Local Emergency Management Arrangements

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

3.3.4 Frequency of ISG Meetings

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

3.4 Emergency Coordination Centre Information

The Emergency Coordination Centre (ECC) is where the ISG meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. The LRC will operate and manage this facility and it is the focus of the community emergency response and recovery process.

3.4.1 Locations and Layout of ECCs

The following table identifies suitable ECCs and contact details for opening within the District. The layout of the ECC should enable the effective management of an emergency

Location One:

Shire of Koorda Emergency Services Building

Address

Corner Smith Street & Ninghan Road

Koorda

	Name	Phone	Home	Mobile Phone
1 st Contact	CEO – David Burton	9684 1219	9684 1360	0429 941 219
2 nd Contact	DCEO- Linda Longmuir	9684 1219	9684 1058	0408 153 023

Location Two:

Koorda Administration Office

Address

Corner Allenby & Haig Streets

Koorda

Local Emergency Management Arrangements

	Name	Phone	Home	Mobile Phone
1 st Contact	CEO – David Burton	9684 1219	9684 1360	0429 941 219
2 nd Contact	DCEO- Linda Longmuir	9684 1219	9684 1058	0408 153 023

3.4.2 Management of ECCs

The LRC is charged with the management of the ECC. However, the LRC's responsibilities commence well before the occurrence of an emergency. The LRC is responsible for ensuring that the LRC and alternate locations are stocked with the appropriate collateral. Additionally, the LRC should monitor the serviceability of IT equipment, communication systems and room amenity systems.

Upon activation of the LRCC, the LRC Coordinator is to coordinate staff to set up the primary and alternate ECCs for the LRCC to occupy. This will be expedited by forewarning individual holders of identified equipment to be seconded to the ECC, with a direction for where the equipment is to be delivered on notification.

Throughout the period of emergency response, the ECC will need to be managed. The scope of these management duties may include:

- Preparation and coordination of briefings and meetings
- Maintenance of an effective working environment
- Ensuring that only necessary personnel are in the ECC
- Security (of information, access and equipment).

Finally, upon stand down of the LRCC, the LRC is responsible for refurbishing all ECC locations to their normal state and refurbishing all pre-prepared materials for use in a future event.

3.4.3 Facilities and Equipment

The ECC needs to be equipped with essential information technology systems and equipment to support the LRCC in making timely decisions. The LRC should ensure that the facility and associated equipment is ready and operating in the event of an incident.

3.5 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA however at the time of handover, the responsibility of sign-off of communication material is handed over to the LRC.

Local Emergency Management Arrangements

3.5.1 Communication Policy

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

Therefore this section has been created to guide the Shire of Koorda in approaching crisis communication in a way that is structured, well-coordinated and effective.

It is imperative that the communication from all agencies, including the LRCC, is effectively coordinated and that messages are not mixed and confusing. No other member of the LRCC is authorised to provide information to stakeholders and, in particular, the media.

3.5.2 Communication Principles

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

- Timeliness - regularly updating stakeholders 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.

3.5.3 Approvals/Sign-Off Process

Communication material directly relating to the Shire of Koorda must be signed-off by the President of the Shire of Koorda or by the LRC. It is the responsibility of the CEO of the Shire of Koorda, to ensure that information relied upon in approving external communications is correct. Doubtful or assumed information should never be included in official communication from the Shire of Koorda.

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

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3.5.4 Public Information Systems

Public information systems for emergency alerts in Western Australia are coordinated by FESA and the SEMC. These systems make use of ABC local radio stations to provide community updates and directions from emergency services. The Shire of Koorda may make use of this system in coordination with the DEMC, SEMC and FESA.

3.5.5 Stakeholder Communication

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

Both internal and external communication will be directed by the strategy, which will ensure alignment with the LRCC response objectives and with the Shire of Koorda communications policy. A well managed and coordinated response will ensure the following occurs:

- Stakeholders are arranged in order of priority and addressed accordingly
- Communication is facilitated only by those authorised to do so
- Information released is confirmed and accurate
- Communication is regular, consistent and takes into account sensitivities.

3.5.6 General Enquiries

Frontline employees from outside the LRCC must be prepared to receive enquiries from a range of stakeholders. The LRCC will ensure that frontline staff are provided with a script based on the key messages and a brief on the communication policies. Other than approved spokespeople, no LRCC personnel are authorised to make comment to any stakeholder beyond the scope of the script and these documents. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorised spokesperson.

If the frontline employee is unable to transfer the caller to the appropriate person, a message needs to be taken so that the call can be returned as soon as possible.

In brief, the procedure for LRCC personnel in handling enquiries is:

- Inform the person that you are not an authorised spokesperson and cannot provide comment or detailed information
- Correctly take a message including the nature of the enquiry and the deadline
- Ensure that the appropriate person receives the message and returns the call within a timely manner.

3.5.7 Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the Department for Child Protection (DCP) or the Police.

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At all times, you should:

- Establish the caller/visitor's relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide reassurance that all necessary actions are being undertaken to manage the situation
- 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.

3.5.8 Media Policy

This policy governs the actions of all LRCC personnel when dealing with the media. Its purpose is to ensure a professional and consistent approach is taken by the LRCC to external communications, through the maintenance of positive media relationships.

To build positive media relations, all personnel must remember the following:

- Media representatives are to be treated with courtesy and respect at all times
- All media calls are to be returned as soon as possible
- Only authorised spokespeople may provide comment to the media.

The correct procedures for the management of media enquiries include the following:

- Any LRCC personnel receiving a media enquiry must transfer the enquirer to the authorised spokesperson within the LRCC
- The details of all media calls are to be recorded
- The authorised spokesperson will liaise with the LRCC to determine what follow up actions are necessary
- LRCC personnel or spokesperson is to use the phrase "no comment" when talking to the media
- No LRCC personnel or spokesperson is to give "off the record" or "in confidence" information
- All media releases and holding statements must go through the approvals process prior to release, with final sign off from the LRC or the Shire of Koorda President
- Anything communicated to the media must be consistent with other internal and external communication

Local Emergency Management Arrangements

3.5.9 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 that their release is authorised. The LRC is responsible for enforcing this procedure, which is detailed below:

- Facts will be verified internally through update briefings within the LRCC. Information is never to be assumed
- The LRCC will draft documents for release to external stakeholders
- The LRC must confirm all incident-related facts
- LRC will coordinate final sign-off from the President of the Shire of Koorda prior to document release
- Having one authorised spokesperson during a crisis ensures that communication with the media and audiences is consistent, transparent and controlled.

They must have the updated facts and be both available and prepared to manage media relations. This will involve responding to media enquiries and speaking on behalf of the Shire of Koorda at media briefings or conferences.

3.6 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

3.6.1 Local Systems

No local systems in place.

3.6.2 Standard Emergency Warning Signal (SEWS)

The SEWS is a distinctive sound broadcast used immediately before an urgent safety message over radio or television.

3.6.3 FESA Public Info Line

FESA recorded information line – 1300 657 209

FESA website – www.fesa.wa.gov.au

SES assistance – 132 500

3.6.4 ABC Radio

Local ABC radio – 531 AM Geraldton

3.6.5 State Alert System

The process for accessing the system for the local area will be documented in the Local Recovery Plan. Refer to FESA SOP 70 for further details and activation.

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3.7 Evacuation

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

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

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

3.7.1 Evacuation Planning Principles

The decision to evacuate will only be made by a 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.

Under the *Emergency Management Act 2005* (S 67), a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

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

The evacuation plan will rely heavily on effective communication with the community. It will be essential to involve community representatives in the planning process so they are aware of and are informed about what they might face during an evacuation.

Community members should have an understanding of the local community's evacuation principles and procedures. Community awareness and education are critical to the successful implementation of an evacuation plan.

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the State's emergency management organisation is that:

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and
- The decision to evacuate will only be made by a 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

Local Emergency Management Arrangements

- In consultation with the community and the DCP, the HMA is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

State Emergency Management Policy No. 4.7 – *Community Evacuation* should be consulted when planning evacuation.

3.7.2 Evacuation Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection (DCP) must be consulted during the planning stages. This is because DCP have responsibility under state arrangements to maintain the welfare of evacuees under WESTPLAN - Welfare.

3.7.3 Special Needs Groups

The Koorda Primary School has been identified as a special needs group.

3.7.4 Demographics

Refer to **Appendix 5.**

3.7.5 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Appendix 3.**

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3.7.6 Accommodation Duration Matrix

The purpose of the following matrix is to outline the length of time and number of people that the evacuation / welfare centres can facilitate. Full details on each centre refer to **Appendix 3.**

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10					
10-100			KOORDA RECREATION CENTRE KOORDA MEMORIAL HALL		
100-500					
500+					

Note: This matrix is not to be used to determine if the event is local, divisional, regional or state.

Table 3.7.6

3.7.7 Routes and Maps

The main routes through the Shire of Koorda are as follows:

Koorda Bullfinch Road	Koorda Mollerin Road
Wyalkatchem Koorda Road	Dowerin Koorda Road
Burakin Wialki Road	Koorda Kulja Road
Kalannie Kulja Road	

Refer to **Appendix 5.** This section provides a map of the locality and identifies any issues and local land marks.

3.7.8 Animals (including assistance animals)

The Shire Ranger(s) will arrange appropriate animal welfare through local resources and relevant organizations.

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3.8 Welfare

In emergency management terminology, Welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department for Child Protection (DCP). DCP will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Koorda LEMC.

3.8.1 Local Welfare Coordinator

Nominated in Contacts Register, refer to **Appendix 7.**

3.8.2 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the role will be to provide support and assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DCP to arrive.

Nominated in Contacts Register, refer to **Appendix 7.**

3.8.3 District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Koorda is contained in Contacts Register refer to **Appendix 3.**

3.8.4 State and National Registration and Enquiry

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

3.8.5 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Appendix 3.**

Part 4: RECOVERY

4.1 The Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The recovery process will be detailed in the Shire of Koorda Local Recovery Plan which will be in support of this document.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the EMA's Recovery Manual No. 10, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self determination.

4.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

4.3 Principles of Recovery

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Agreed plans and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community, have been established.
- Recovery arrangements recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- Human service agencies play a major role in all levels of key decision-making which may influence the well being and recovery of the affected community.

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- The recovery process begins from the moment the emergency impacts.
- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.

Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

4.4 Recovery Concepts

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

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4.5 Transition from Response to Recovery

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

Refer to **Appendix 6.** for the Recovery Structure.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shire of Koorda is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Koorda CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

4.6 Local Recovery Coordinator

Nominated in Contacts Register, refer to **Appendix 7.**

4.7 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;
- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.

Undertake the functions of the Executive Officer (XO) to the LRCC;

- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;

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- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

4.8 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

4.9 Composition of the Recovery Committee

Position	Suggested Representative
Chairperson	Shire of Koorda President, Deputy, Councilor or CEO
Local Recovery Coordinator	Shire of Koorda
Secretary/Executive Officer	Shire of Koorda
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments

Table 4.9

4.10 Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;

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- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

4.11 Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:

1. Health and safety of individuals and the Community
2. Social recovery
3. Economic recovery
4. Physical recovery

4.12 Financial Management in Recovery

Funding is not available for Recovery planning, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief Arrangements (NDRA)
- Centerlink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN – Recovery Coordination, 2008).

Part 5: EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately 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.

5.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government*, requires the LEMC to exercise their arrangements on an annual basis

5.3 Types of Exercises

Some examples of exercises types include:

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

5.4 Reporting of Exercises

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMC Policy No 2.6 – *Annual Reporting*.

Local Emergency Management Arrangements

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, 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.

5.6 Review of Local Emergency Management Committee Positions

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

5.7 Review of Resources Register

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

Resource Register

Name of organisation Shire of Koorda
Location: Koorda

Plant and Equipment Resources:

Contact	Position	Phone/Mobile
David Burton	CEO	9684 1219/0429 941 219
Linda Longmuir	DCEO	9684 1219/0408 153 023
Darren West	Works Supervisor	0427 841 275

Item Description	Size	No of Items
Dozer – tracked	D4	1
Grader	140 hp	3
Water Tanker	36,000 lt	1
Tipper	6 Wheeler	1
Loader – wheeled	2.5 m2	2
Prime Mover & S/Tipper	25m2	2
Prime Mover & low loader		1
Cherry picker	6.5m	1
Tip Truck	3 tonne	1
Breathing Apparatus (Koorda Swimming Pool)		1

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Name of organisation Cooperative Bulk Handling
 Location: Koorda Cadoux Road Koorda

Plant and Equipment Resources:

Contact	Position	Phone/Mobile
Steve Tilbee	Area Manager	9684 2200
Nick Chandler	Area Manager	9684 2200/0428 927 120

Item Description	Size	No of Items
Front End Loader	4 tonne	1
Skid Steer Loader		1
Tip Truck with 8 wheel float	8 tonne	1
Mobile Workshop	8 tonne	1
Mobile Workshop	6 tonne	1
Water Truck	8 tonne	1
Water Truck (fitted with water tank & pump)	6 tonne	1
Alternator	110 KVA	1
Portable generators	small	3
Trailer mounted lighting plants		4

Risk Register Schedule

Earthquake
Road accident
Fire – Bush & Building
Chlorine gas leak
Rail derailment
Fuel spill
Aircraft accident
Chemical spill

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	Koorda Recreation Centre & Tennis Rooms
Physical Address	Scott Street KOORDA WA 6475
General Description of the Complex	
Telephone No	96841219
Fax No	96841379
Email Address	shire@koorda.wa.gov.au



Koorda Recreation Centre and Tennis club



Local Emergency Management Arrangements

Contacts

Name	Position	Work Contact	A/Hrs Contact
David Burton	CEO	(08) 9684 1219	0429 941 219
Darren West	Works Supervisor	(08) 9684 1219	0427 841 275
Linda Longmuir	DCEO	(08) 9684 1219	(08) 9684 1058

Access Details

	Details
Keys	Master lock system
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	251
Sleeping	65
Duration	2 nights

Local Emergency Management Arrangements

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	9
Toilets/Showers – Female	Yes	3
Toilets/Showers – Universal Access	Yes	3
Toilets/Showers –Unisex	Yes	3
Laundry Facilities	Yes	Caravan Park
Baby Changing Facilities	Yes	2
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 gas, 2 electric
Refrigeration	Yes	1 cool room, 1 lge fridge, 3 sm fridge
Microwave	Yes	2
Urn / Boiling Water Unit	Yes	2
<u>Dining Facilities:</u>		
Tables	Yes	20
Chairs	Yes	120
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	3
RCD Protected	Yes	1
Power Points	Yes	
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Evaporative
Heating	Yes	Gas
Ceiling Fans	No	
Lighting (internal)	Yes	

Local Emergency Management Arrangements

Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	Limited wireless
Hot Water System (type)	Yes	Electric & Solar
Bins	Yes	10
Deep Sewer/Septic		Septic
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	Yes	1
BBQs	Yes	1
Conference Rooms	Yes	1
Meeting Rooms	Yes	2
Swimming Pool	No	
Oval	Yes	1
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Oval
Toilets	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

Identify possible hazards:

- a. Surrounded by bush; Yes
- b. Built on flood plain; No
- c. Positioned on coast; No and
- d. Access Road or helicopter - Yes

Local Emergency Management Arrangements

Include any other relevant information, such as:

- a. Mobile phone coverage; Limited
- b. Storage; limited
- c. Pet friendly; No
- d. Main powerboard location; west of buildings
- e. Water stop cock location; south west corner of Reserve cnr Scott and Railway Streets
- f. What time frame before septic tank will require pumping? Unsure

	Details
Establishment/Facility:	Koorda Memorial Hall
Physical Address	Allenby Street KOORDA WA 6475
Telephone No	96841219
Fax No	96841379
Email Address	shire@koorda.wa.gov.au



Local Emergency Management Arrangements

Contacts

Name	Position	Work Contact	A/Hrs Contact
David Burton	CEO	(08) 9684 1219	0429 941 219
Darren West	Works Supervisor	(08) 9684 1219	0427 841 275
Linda Longmuir	DCEO	(08) 9684 1219	(08) 9684 1058

Access Details

	Details
Keys	Master lock system
Alarm	No
Security	No
Universal Access	No

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	251
Duration	1 nights

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets – Male	Yes	4
Toilets – Female	Yes	4
Toilets– Universal Access	Yes	1
Toilets/Showers –Unisex	No	0
Laundry Facilities	No	
Baby Changing Facilities	Yes	1

Local Emergency Management Arrangements

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 electric
Refrigeration	Yes	1 lge fridge, 1 sm fridge
Microwave	No	0
Urn / Boiling Water Unit	Yes	2
<u>Dining Facilities:</u>		
Tables	Yes	20
Chairs	Yes	120
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms	Yes	1
RCD Protected	Yes	1
Power Points	Yes	Numerous
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	No	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	3
Deep Sewer/Septic		Sewer
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	No	
Recreation Rooms	No	

Local Emergency Management Arrangements

BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	No	
External Facilities:		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	No	

Other:

Identify possible hazards:

- e. Surrounded by bush; No
- f. Built on flood plain; No
- g. Positioned on coast; No and
- h. Access Road or helicopter - Yes

Include any other relevant information, such as:

- g. Mobile phone coverage; Limited
- h. Storage; limited
- i. Pet friendly; No
- j. Main powerboard location;
- k. Water stop cock location;
- l. What time frame before septic tank will require pumping? N/A

Demographics

Refer to the Bureau of Statistics for the current Census statistics online.

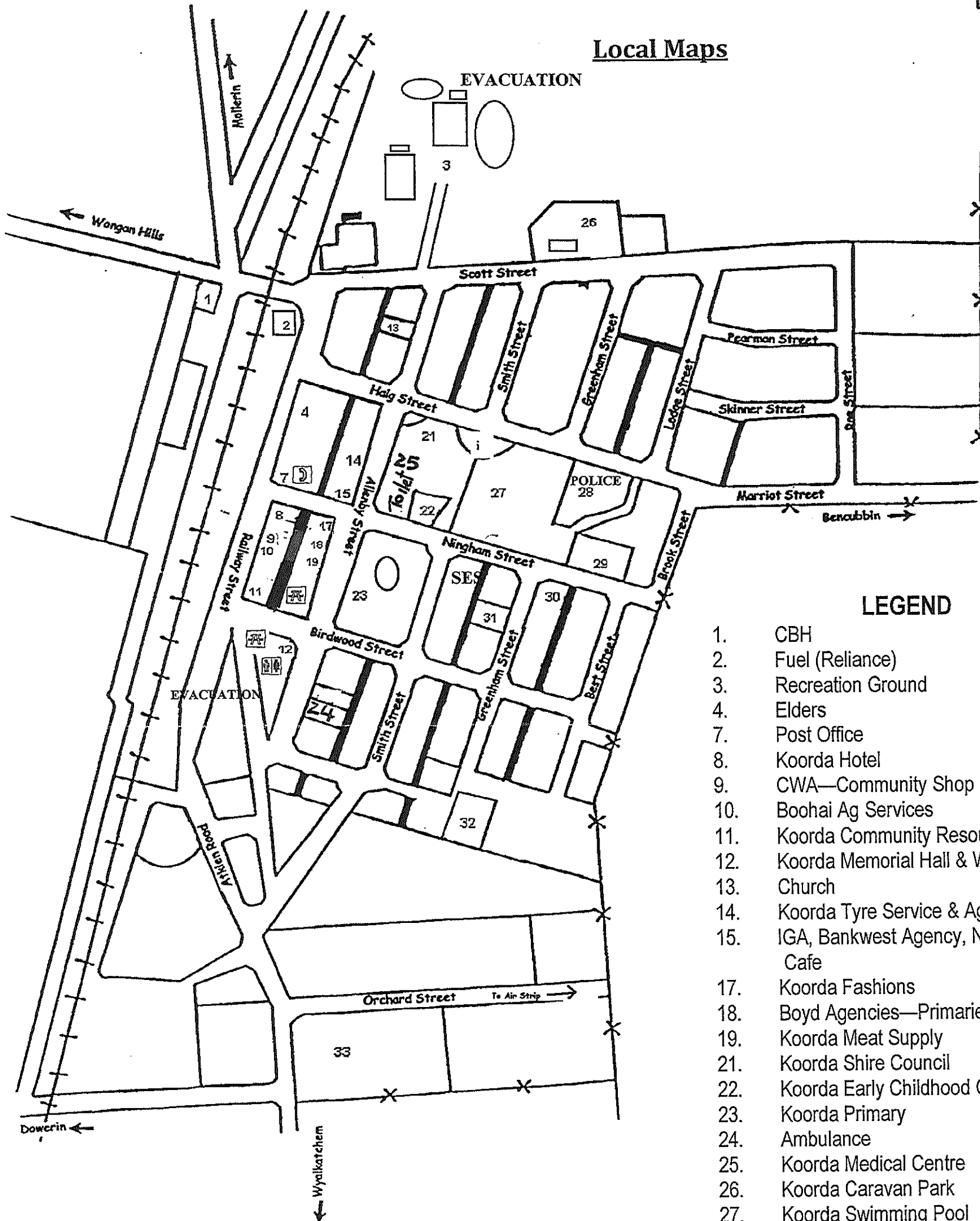
Categories	Geographical Areas (Day / Night)				
Adults	<i>N° by day/N° by night</i>	/	/	/	/
Secondary School age	/	/	/	/	/
Primary School age	/	/	/	/	/
Pre-school age	/	/	/	/	/
Hospital patients	/	/	/	/	/
Resident homes for the aged	/	/	/	/	/
People with disabilities	/	/	/	/	/
People needing electricity for medical reasons	/	/	/	/	/
Etc	/	/	/	/	/
Total population by area					

Local Emergency Management Arrangements

KOORDA TOWNSITE

Appendix 5. to Koorda LEMA

Local Maps

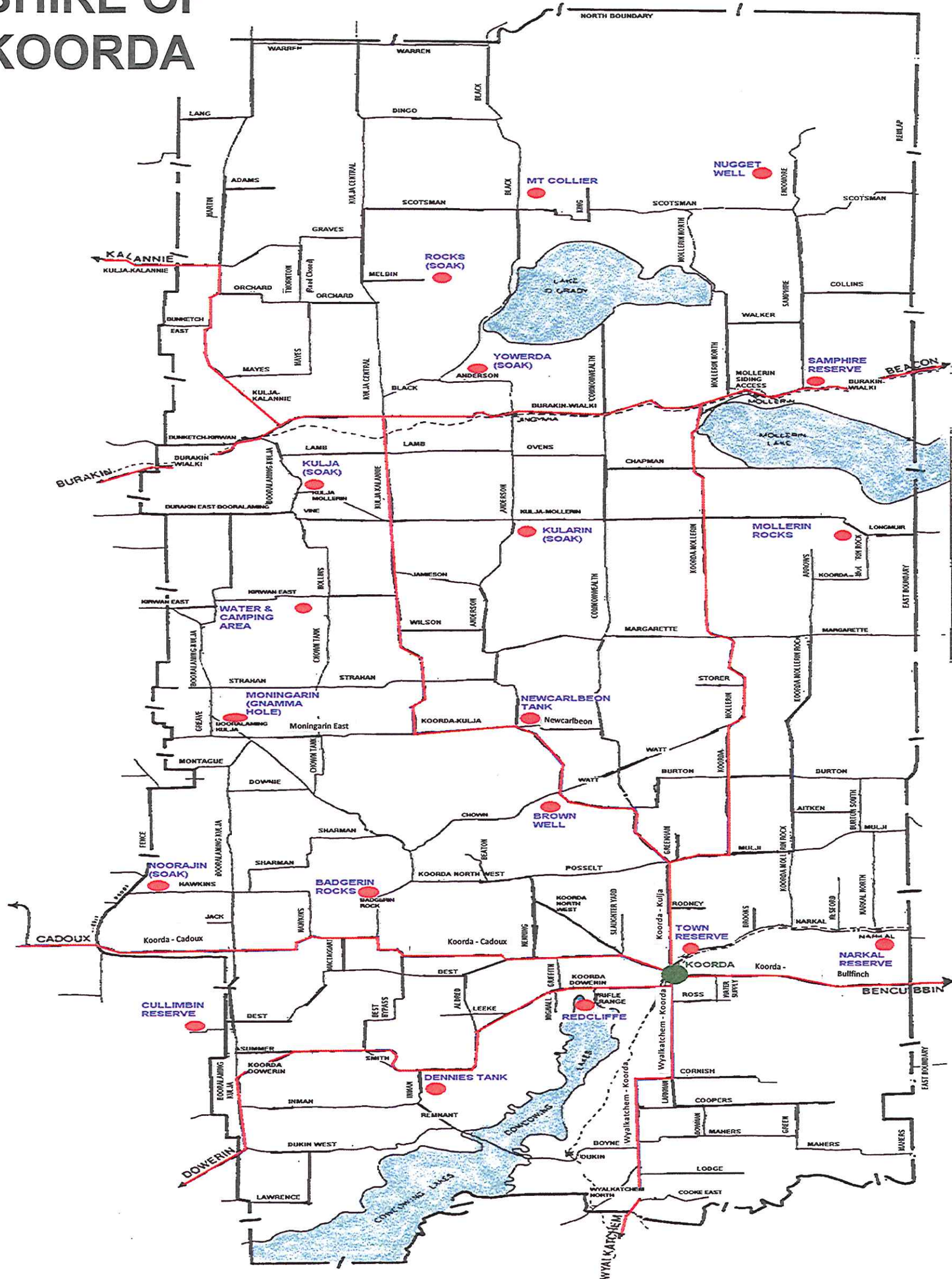


LEGEND

1. CBH
2. Fuel (Reliance)
3. Recreation Ground
4. Elders
7. Post Office
8. Koorda Hotel
9. CWA—Community Shop
10. Boohai Ag Services
11. Koorda Community Resource Centre
12. Koorda Memorial Hall & War Memorial
13. Church
14. Koorda Tyre Service & Ag Parts
15. IGA, Bankwest Agency, Newsagent & Cafe
17. Koorda Fashions
18. Boyd Agencies—Primaries
19. Koorda Meat Supply
21. Koorda Shire Council
22. Koorda Early Childhood Centre
23. Koorda Primary
24. Ambulance
25. Koorda Medical Centre
26. Koorda Caravan Park
27. Koorda Swimming Pool
28. Police
29. Koorda Museum
30. Church
31. Koorda Self Contained Units
32. Koorda Sports Club

Local Maps

SHIRE OF KOORDA

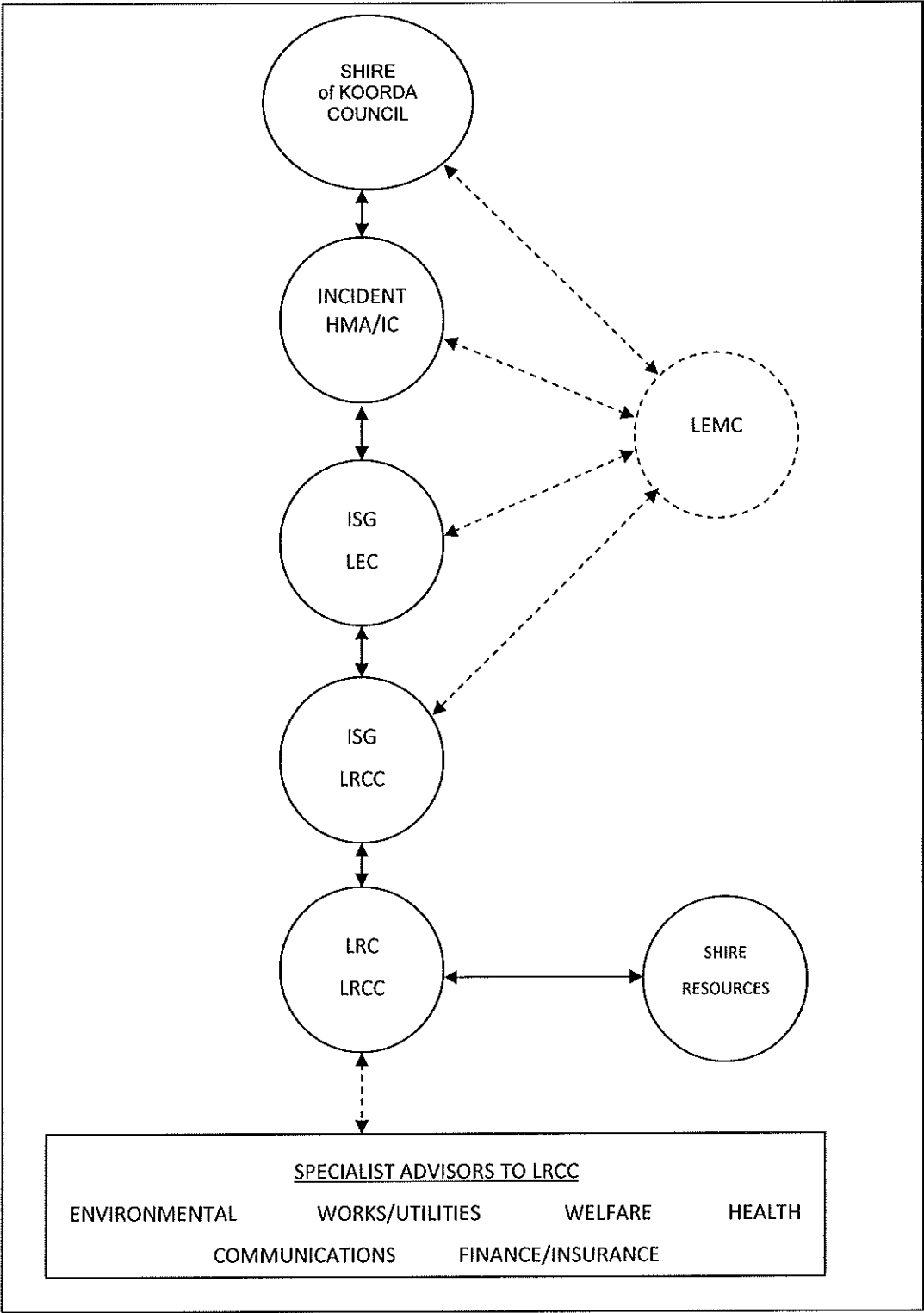


KOORDA
Local Emergency Arrangements 2013
Emergency Contact

CONTACT	DETAILS	PHONE	MOBILE/AH	FAX
AMBULANCE/POLICE	KOORDA	000		
Boyd Agencies (Chemicals)	Shane Boyd	9684 1235	0427 841 235	
Buses Koorda Community Bus Koorda School Bus	Shire of Koorda Leonie & John Ross	9684 1219 9684 1207		9684 1379
Community Health Services	Northam	9690 1600		
Crane Hire- Dowerin	Engineering/Jason Pickering	9631 1272	9631 1434	
CBH District Office – Koorda Area Manger	Nick Chandler	9684 2201	0428 927 120	9684 1397
Dept for Child Protection & Family Support (CPFS)	Julie Brown (Westplan Welfare)	9041 1622 Merredin	1800 199 088 Crisis Care 24/7	
Elders (Chemicals)	Wayne Maher	9684 1004	0427 841 004	9684 1080
FESA Hazchem Trailer - Goomalling	Northam FESA Northam	9690 2300 9622 7311		9622 5178
FIRE Volunteer Bush Fire Brigade- Koorda CFCO Deputy CFCO Captain 1 st Lieutenant Shire Kulja BFB Captain 1 st Lieutenant	 George Storer Greg Westlund Graeme Surtees Josh Smith Darren West Greg Westlund Gary Greaves	 9684 6026 9684 4027 9684 1002 9684 1228 9684 1219 9684 4027 9684 3015	 0428 846 026 0427 844 027 0428 951 463 0429 934 785 0427 841 275 0427 844 027 0428 843 015	 9684 6062 9684 4043
Fuel Great Southern Fuels	Hannah Cooper Gordon Francis	9684 1286		
IGA Groceries PUBLIC DEFIBILLATOR	Chris & Cristina May	9684 1322	Chris- 0409 296 527 Cristina – 0428 763 861	
Hospital – Wyalkatchem	Dr Liviu	9692 1222		9692 1201
Doctor - Wyalkatchem	Dr Liviu	9684 1140		9684 1270
Doctor – Koorda (Wed only)	Dr Liviu	9684 1472		9684 1745
Hospital - Kununoppin	Dr Brian Walker	9683 2044		
Doctor - Kununoppin	Dr Brian Walker	9683 0204	A/H 9683 0222	
Hospital – Wongan Hills		9671 1122		
Doctor Wongan Hills		6971 1000		
Hospital -Goomalling		9629 0100		
Doctor - Goomalling	Dr Nina McLellan	9629 1166		
Hospital - Northam		9690 1300		

CONTACT	DETAILS	PHONE	MOBILE/AH	FAX
Nursing Post Koorda Silver Chain (Bencubbin)	Michelle Nichols Diane Morgan (Tues) Kary Sachse	9684 2444 9685 1229	 Home 9685 1056	
Poisons Information	Toll free	13 11 26		
POLICE		13 14 44		
Police – Koorda	Shane Wheeler - OIC Con Terry Carmichael	9684 2444	0427 085 609	
Public Health		9622 4320		
RAC		13 11 11		
Red Cross	Marj Delane	9684 1297		
Salvation Army	Northam	9622 1228		
SES	Belmont Northam Goomalling	1300 130 039 0408 644 009 9690 2304 9629 1049		
Shire Of Koorda	Office	9684 1219		9684 1379
	CEO David Burton	9684 1360	0429 941 219	
	Works – Darren West		0427 841 275	
	Pool- Mary SVB	9684 1301		
Shires – Dalwallinu - Dowerin - Mt Marshall - Wongan-Ballidu - Wyalkatchem - Trayning		9661 1001 9631 1202 9685 1202 9671 1011 9681 1166 9684 1001		
School - Koorda Primary	Principal – Fiona Gaetke	9684 1269	0488 918 975	
Water Corporation	Northam Wyalkatchem	13 13 75 9622 4888 9681 1322		9622 4866
St John Ambulance -Koorda Volunteers	Peter Longmuir (Chief)	9684 1058	0427 841 059	
	David Burton	9684 1360	0429 941 219	
	Graeme Surtees	9684 1002	0429 416 332	
	Lesley Foote	9684 1464	0429 416 332	
Tow Operators - Bencubbin Smash repairs -Beacon Panel & Paint -Northam towing -Geraghtys Mechanical	Tom Rawlings John Tolarzo Steve Lawler Peter Geraghty	9685 1125 9686 1010 9622 4627 9047 1031	0429 851 125 0427 964 264	
Western Power		13 13 51		

Recovery Structure



Local Emergency Management Arrangements

Appendix 7. to Koorda LEMA

LEMC Membership and Contact Details (RESTRICTED)

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Chairperson		Shire of Koorda			
Deputy Chair/Local Emergency Coordinator		WA Police			
Executive Officer					
Local Recovery Coordinator		Shire of Koorda			
Local Welfare Coordinator		Department of Child Protection			
Local Welfare Liaison Officer		Shire of Koorda			
District Emergency Services Officer		Department of Child Protection			