

Shire of Northampton Local Emergency Management Arrangements 2022

Authority

These arrangements have been produced and issued under the authority of s.41(1) of the Emergency Management Act 2005, endorsed by the Shire of Northampton Local Emergency Management Committee (LEMC) on 19 October 2022 and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC) on xx xxxxxxxx 2022

Note: The Shire of Northampton LEMC is a newly created committee. Prior to the formation of the Shire of Northampton LEMC the Shire was part of the Batavia LEMC which also included the City of Greater Geraldton and the Shire of Chapman Valley.

ENDORSEMENTS

Endorsed by LEMC: Signature  _____

Date: 19/11/2022

Endorsed by Council: Shire President: 

ELEANOR ELIZABETH SUDLOW

Date: 19/11/2022

Amendment Record

Amendment		Details of Amendment	Amended By
No.	Date		
1	21/08/2022	Prepare LEMA Guidelines	Grant Middleton – Shire of Northampton

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

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

Shire of Northampton LEMC

Executive Officer

Shire of Northampton

199 Hampton Road

NORTHAMPTON WA 6535

Or email to: dceo@northampton.wa.gov.au

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

Distribution Matrix

This document will be distributed in full, including appendices, to all members of the Shire of Northampton LEMC.

A public version, not containing appendices, will be made available on the Shire of Northampton website (www.northampton.wa.gov.au) and at the Northampton and Kalbarri offices.

Distribution List	
Organisation	No. copies
Shire of Northampton LEMC Members (refer to the membership table - page 24-25)	1

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Glossary of Terms

For additional information in regards to the Glossary of Terms, refer to Section 3 of the Emergency Management Act 2005 or the State Emergency Management Glossary.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) – A nationally adopted structure to formalise 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 specialised 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 an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

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

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

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

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

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by 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.

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

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

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 HMA 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 is headed by the incident manager who 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.

LGA – Local Government Authority, meaning the Shire of Northampton.

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 HMA in the provision of a coordinated multi-agency response during incidents and operations.

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – A committee established under Section 38 of the Emergency Management Act 2005. Based on either local government boundaries or emergency management sub-districts. Chaired by the Locality President (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 local government.

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** in the State Emergency Management Glossary.

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 are 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 the 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, the 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 that is 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 specialised knowledge, expertise and resources are 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 minimise the potential harm to the community.

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

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

General Acronyms used in these Arrangements

BFB	Bush Fire Brigade
BFS	Bush Fire Services
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoC	Department of Communities
DPIRD	Department of Primary Industry and Regional Development
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LWEC	Local Welfare Emergency Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SON	Shire of Northampton
SOP	Standard Operating Procedures
VFRS	Volunteer Fire and Rescue Service
VMRS	Volunteer Marine Rescue Services
XO	Executive officer

1 Introduction

1.1 Authority

These arrangements have been prepared in accordance with s.41 of the *Emergency Management Act 2005*, approved by the Shire of Northampton Local Emergency Management Committee and endorsed by the members of Local Governments.

1.2 Community Consultation

The community has been consulted through various forums and groups post cyclone Seroja including the LEMC committee and other groups.

1.3 Document Availability

In accordance with s.43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the relevant Council offices:

Shire of Northampton – Main Administration Office
199 Hampton Road
NORTHAMPTON WA 6535

Shire of Northampton – Allen Centre
Grey Street
KALBARRI WA 6536

These arrangements will also be available via Councils website:

<http://www.northampton.wa.gov.au>

1.4 Area Covered

Shire of Northampton

The Shire of Northampton local government area covers 13,738 km². It is bound by the Shire of Shark Bay to the north, Shire of Murchison to the east and Shire of Chapman Valley to the south and includes the towns of Northampton, Kalbarri, Horrocks, and Port Gregory. The total population of the Shire is 3227.

Maps for each can be found in appendix 6.6.

1.5 Aim

This document aims to define the management of identified risks and provide detail on proposed planning, response and recovery activities for each of the local governments.

1.6 Purpose

The purpose of these arrangements is to set out:

- Each of the local government's policies for emergency management;
- The roles and responsibilities of public authorities and other agencies involved in emergency

management in each local government;

- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur.
- Strategies and priorities for emergency management;
- Other matters about emergency management in the local governments prescribed by the regulations; and
- Other matters about emergency management in the local governments the Council considers appropriate.

1.7 Scope

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

Furthermore:

- This document applies to the member local government.
- This document covers areas where the local government provides support to HMA's in the event of an incident;
- This document details the LEMC's capacity to provide resources in support of an emergency, while still ensuring business continuity; and
- The LEMC's responsibility for recovery management.

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

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the local government. It is not possible for this document to contain all of the existing plans and arrangements, or to provide sufficient detail within this document. Some key documents are listed below.

1.9 Local Emergency Management Policies

Document	Owner	Date
Annual Firebreak Notice	Shire of Northampton	Annual
Risk and Emergency Management Policies and Procedures	Shire of Northampton	Various
Bushfire Risk Management Plan	Shire of Northampton	2017

1.10 Existing Plans and Arrangements

Document	Owner	Date
Local Recovery Plan	Shire of Northampton Local Emergency Management Committee	2022
Department of Communities Welfare Plan	Department of Communities	2016

1.11 Agreements, Understandings and Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations

1.12 Special considerations

Please refer to appendix 6.9 for Special Considerations.

1.13 Special Needs Groups

Special needs groups are available in appendix 6.4 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

1.14 Resources

Resources are captured and included in the resources register in appendix 6.1. This list of resources considers not only LEMC member agency resources but also community, industry and commercial resources that may be available particularly in supporting welfare and recovery, not just response.

1.15 Roles and Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local Government	The responsibilities of the respective Local Governments are defined in Section 36 of the EM Act.
Local Emergency Coordinator	<p>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 EM Act 2005]:</p> <ul style="list-style-type: none">• 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;• to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post-incident recovery action plan and manage the recovery phase of the incident.

Local role	Description of responsibilities
Local welfare coordinator	<p>The Local Welfare Coordinator is appointed by the Department of Communities District Director to:</p> <ul style="list-style-type: none"> • Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director; • Prepare, promulgate, test and maintain the Local Welfare Plans; • Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee; • Establish and maintain the Local Welfare Emergency Coordination Centre; • Ensure personnel and organisations are trained and exercised in their welfare responsibilities; • Coordinate the provision of emergency welfare services during the response and recovery phases of an emergency; and • Represent the department on the Incident Management Group when required.
LGA welfare liaison officer	<p>During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.</p>
LGA liaison officer (to the ISG/IMT)	<p>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.</p>
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies are undertaken; • Implement procedures that assist the community and emergency services deal with incidents; • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role; • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability; • Liaise with the incident controller (provide liaison officer); • Participate in the ISG and provide local support; and • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the Department of Communities.

Local role	Description of responsibilities
LEMC Chair	<p>The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to appendix 6.7 for details.</p> <p>The Chairperson of the LEMC has the following roles in relation to the operation of the meeting:</p> <ul style="list-style-type: none"> • Chair the Local Emergency Management Committee; • Manage the development and maintenance of the Local Emergency Management Arrangement within the district; • Ensure the development of the committee reporting requirements in accordance with legislative and policy requirements; and • Ensure the effective operation of the committee in accordance with legislation. <p>The Chairperson is responsible for the process of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes.</p> <p>The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.</p> <p>The Chairperson undertakes the following tasks:</p> <ul style="list-style-type: none"> • Oversees the preparation of the agenda in consultation with the XO; • Opens the meeting; • Welcomes and introduces members and guests; • Keeps individuals focused on the topics being discussed; • Makes sure that members are aware of decisions that are made; • Keeps track of the time; and • Closes the meeting. <p>The Deputy Chairperson of the LEMC has the following roles:</p> <ul style="list-style-type: none"> • Acts as Chairperson to the committee in the absence of the Chairperson; • Provides such assistance and advice as requested by the Chairperson; • Undertake the role of Chairperson to committee working groups, as required; • Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required; • Provide support and direction to the XO, as required; and • Understudy the roles and responsibilities of the Chairperson.

Local role	Description of responsibilities
LEMC Executive Officer	<p>The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the content of the meeting while the Chairperson is concerned with the process.</p> <p>The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.</p> <p>The Executive Officer typically undertakes the following tasks:</p> <ul style="list-style-type: none"> • Calls for agenda items before meeting allowing sufficient time for members to respond; • Prepares and writes the agenda, a joint responsibility with the Chairperson; • Distributes the agenda and papers before the meeting allowing adequate time for members to read them; • Organises catering arrangements and acts on instructions about equipment that may be required for the meeting; • Takes notes at the meeting; • Prepares draft Minutes from the notes taken; • Finalises the Minutes in consultation with the Chairperson; • Circulates the Minutes; • Keeps a complete record of meetings and documentation; and • Develops a system of archiving notes and documents.

Local role	Description of responsibilities
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>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.</p> <p>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.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency management for the district;</p> <ul style="list-style-type: none"> • To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations.
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</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. During recovery, the Controlling Agency will ensure an effective transition to recovery.

Local role	Description of responsibilities
Hazard Management Agency (HMA)	<ul style="list-style-type: none"> A HMA 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.' [Emergency Management Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: Undertake responsibilities where prescribed for these aspects [Emergency Management Regulations] Appoint Hazard Management Officers [S55 Act] Declare / revoke emergency situation [S50 and 53 Act] Coordinate the development of the State Hazard Plans for that hazard [State EM Policy Section 1.5] Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of 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.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources are responsible for providing support functions in relation to that agency. (State Emergency Management Glossary)

1.16 The Functions of the LEMC

It is the function of the LEMC to (s. 39 of the EM Act 2005):

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

1.17 The functions of Local Government

It is a function of a local government to:

- Subject to the Emergency Management Act, ensure that effective local emergency management arrangements are prepared and maintained for its district;
- Manage recovery following an emergency affecting the community in its district; and
- Perform other functions given to the local government under the Emergency Management Act.

1.18 The Functions of a Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a Controlling Agency is to:

- To undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness;
- To control all aspects of the response to an incident; and
- During recovery, the Controlling Agency will ensure an effective transition to recovery by Local Government.

1.19 The Functions of a Hazard Management Agency

A hazard management Agency (HMA) is to be a public authority or other person who, because of that agency functions under a written law or specialised knowledge, expertise and resources are responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed (s4 of the EM Act 2005).

The HMA's functions are prescribed in the Emergency Management Regulations 2006, and are to:

- Undertake responsibilities where prescribed in the Emergency Management Regulations 2006 for these aspects;
- Appointment of Hazard Management Officers (s.55 of the EM Act 2005);
- Declare / Revoke Emergency Situation (s.50 and 53 of the EM Act 2005);
- Coordinate the development of the State Hazard Plans for that hazard SEMP No 2.2 Development and Review of State Emergency Management Plans; and
- Ensure effective transition to recovery by Local Government.

1.20 The Functions of Combat Agencies

A combat 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 performing an emergency management activity by the regulations in relation to that agency.' (EMWA Glossary).

1.21 Support Organisation

'A support organisation 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 providing support functions in relations to that agency.' (EMWA Glossary) An example may be the Salvation Army providing meals to the welfare centre.

1.22 Public Authorities and Others

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [EM Act 2005 s 41(2) (b)].

The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements.

As the Department of Communities (DoC), do not have a permanent presence in the Shire of Northampton, therefore in the case of an emergency incident, where welfare is required, the Shire of Northampton will provide a limited short term support function until DoC arrives.

2 Planning

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

2.1 LEMC Membership

The Shire of Northampton has established the LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non- government organisations and expertise relevant to the identified community hazards, risks and emergency management arrangements.

Core Membership	
Chair	Elected member
Deputy Chair	HMA
Executive Officer:	Identified by Local Government
Local Recovery Coordinator:	CEO for the Shire of Northampton
Administrative Support:	Identified by Local Government
Local Government	Chief Bush Fire Control Officer
Department of Biodiversity, Conservation and Attractions (Kalbarri Parks & Wildlife)	Senior Ranger
Department of Fire and Emergency Services	District Officer / District Advisor
Department of Fire and Emergency Services	Captain – Kalbarri VFRS
Department of Fire and Emergency Services	Captain – Northampton VFRS
State Emergency Service	Local Manager - Kalbarri
WA Police Force	Officer in Charge – Kalbarri
WA Police Force	Officer in Charge – Northampton
Department of Communities	District Emergency Services Officer
Volunteer Marine Rescue Svc	Kalbarri Commander

Additional Membership as directed by Local Government	
St John Ambulance	Community Paramedic Midwest
St John Ambulance	Chairperson - Kalbarri
St John Ambulance	Chairperson - Northampton
Kalbarri Health Service	Nurse Manager
Northampton Health Service	Nurse Manager
Shire of Northampton	Northampton Ranger/CBFCO
Shire of Northampton	Kalbarri Ranger
Shire of Northampton	Environmental Health Officer
Kalbarri Visitor Centre	Manager

2.2 Meeting Schedule

SEMC Procedure – 2018, part 3 section 7 states that LEMCs shall meet every three months or more if required.' The LEMC will schedule meetings in February, May, August and November each year. The LEMC may convene a special meeting if required for example after any major emergency incident. As required meeting locations will be rotated and determined by the member local government.

2.3 Constitution and Procedures

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

- a) Every meeting:
 - Confirmation of local emergency management arrangements contact details;
 - Review any post-incident reports and post-exercise reports generated since the last meeting;
 - Progress of emergency risk management process;
 - Progress of treatment strategies arising from emergency risk management process;
 - Progress the development or review of local emergency management arrangements; and
 - Other matters determined by the local government.
- b) First quarter:
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC); and
 - Begin developing annual business plan.
- c) Second quarter:
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report); and
 - Finalisation and approval of annual business plan.
- d) Third quarter:
 - Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two weeks of the end of the financial year for which the annual report is prepared. The DEMC is required to submit a copy of the annual report to the State Emergency Management Committee.

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

The LEMC annual report is to contain, for the reporting period:

- a) A description of the area covered by the LEMC,
- b) A description of activities undertaken by it, including;
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC,
 - a description of major achievements against the Annual Business Plan,
 - the text of any direction given to it by the local government that established it,
 - the major objectives of the annual business plan of the LEMC for the next financial year.

2.5 Annual Business Plan

SEMC Procedure – 2018, Part 3 Section 17 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The LEMC may develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines, including State Emergency Management Procedure.

A copy of the Annual Business Plan if completed will be available on request from the Executive Officer.

2.6 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in appendix 6.2, and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

3 Support To Response

3.1 Risks – Emergencies Likely to Occur and Responsible HMA

The LEMC identified the following hazards within the member LGA areas from the Emergency Risk Management process.

Hazard	HMA	State Hazard Plan
Animal and plant biosecurity emergency	Department Primary Industries and Regional Development – Agriculture Director General	Animal and Plant Biosecurity 2021
Collapse (structure or landform)	Fire and Emergency Services Commissioner - DFES	Collapse 2021
Crash emergency	Commissioner of Police – WA Police Force	Crash Emergency 2018
Earthquake	Fire and Emergency Services Commissioner - DFES	Earthquake 2021
Energy supply disruption (electricity, gas, and liquid fuel)	Coordinator of Energy – Public Utilities Office	Energy supply distribution 2018
Fire emergency (Includes bush and urban fire)	DFES/LGA/DBCA – depending on jurisdiction	Fire 2020
Hazardous materials emergency	Fire and Emergency Services Commissioner - DFES	HAZMAT 2019
Heatwave emergency	State Health Coordinator – Department of Health	Heatwave 2018
Human epidemic emergency	State Health Coordinator – Department of Health	Human Biosecurity 2019
Land and/or sea search and rescue emergency	Commissioner of Police – WA Police Force	Search and Rescue Emergency 2019
Maritime emergency	General manager – Department of Transport	Maritime Environmental Emergencies 2018
Radiation incident/escape from a nuclear-powered warship	Commissioner of Police – WA Police Force	HAZMAT 2019 Annex A
Severe Weather (Cyclone, Flood & Storm)	Fire and Emergency Services Commissioner - DFES	Severe weather 2021

Hazard	HMA	State Hazard Plan
Storm emergency	Fire and Emergency Services Commissioner - DFES	Storm 2016
Space debris Re-entry	Commissioner of Police – WA Police Force	HAZMAT 2019 Annex B
Terrorist act	Commissioner of Police – WA Police Force	Terrorist Act 2018
Tsunami emergency	Fire and Emergency Services Commissioner - DFES	Tsunami 2018
Hostile Act	Commissioner of Police – WA Police Force	Hostile Act 2021

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

It is recognised that the HMA's may require the member local government resources and assistance during an emergency. The member local government may provide assistance/support if the required resources are available, through the ISG when formed.

3.2 Incident Support Group (ISG)

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

3.2.1 Role

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

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers are met:

- requires multi-agency response;
- has a protracted duration;
- requires coordination of multi-agency resources;
- requires resources from outside the local area;
- some impact on critical infrastructure;
- has a medium level of complexity;
- has a medium impact on the routine functioning of the community;
- has potential to be declared an 'Emergency Situation'; and/or
- consists of multiple hazards.

State Emergency Management Plan S5.1 – ‘Response’ should be consulted for further detail.

3.2.3 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 the clear identification of priorities and goals by agencies sharing information and resources.

3.2.4 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 of this group may change regularly depending upon the nature of the incident, the 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.

3.2.5 Location of ISG Meetings

Proposed locations for ISG meetings are detailed in appendix 6.8.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure.

3.4 Critical Infrastructure

The member local governments have identified critical infrastructure within their district. Due to the sensitive nature of this information, the details of critical infrastructure are included in appendix 6.3 and not for public distribution.

3.5 Financial Arrangements

State Emergency Management Policy Section 5.12, State Emergency Management Plan Section 5.4 and 6.10 and State Emergency Management Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the member local governments are committed to expending such necessary funds within their current budgetary constraints as required to ensure the safety of its residents and visitors.

3.6 Evacuation

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as staying, protecting and controlling, and restricting movement should also be considered where appropriate.

Evacuation is a risk management strategy that may need to be implemented, particularly in regard 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 for all the needs of those being evacuated to ensure their safety and ongoing welfare.

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

3.6.1 Evacuation Planning Principles

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

The WA Police Community Evacuation Plans relevant to the area will be provided as an Annex to these arrangements, but due to the sensitive nature will not be available for public distribution.

3.6.2 Evacuation Management

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

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because the Department of Communities has responsibility under State Arrangements to maintain the welfare of evacuees under the State Emergency Welfare Plan.

3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups refer to the corresponding Department of Communities Welfare Plan (Shire of Northampton) as required.

3.8 Refuge Sites

Refer to appendix 6.5 Welfare Centres.

3.9 Routes and Maps

The following maps contained in the Mid-West Gascoyne Emergency Services Directory may be used as reference across emergency services agencies:

ESD Ref.	Localities
KLBR1	Kalbarri
NHMPT1	Northampton
Enlargements A-J	Horrocks
28455	Port Gregory

3.10 Welfare

The Department for Communities has the role of managing welfare. Refer to the Welfare Emergency Plan.

3.10.1 Welfare Management

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 of Communities. DoC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Shire of Northampton LEMC.

3.10.2 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DoC District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DoC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- coordinate the provision of emergency welfare services during the response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required.

Nominated in Contacts Register, refer to appendix 6.7.

3.10.3 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the role to provide support and assistance to the Local Evacuation / 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 DoC to arrive.

Nominated in Contacts Register, refer to appendix 6.7.

3.11 State and National Registration and Inquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a 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 the Department of Communities has reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals

The Shire of Northampton will endeavor to provide support for the coordination of animal welfare during an emergency situation. The care of animals at evacuation centres, temporary animal shelters and longer-term animal care arrangements which include stockyards, farms or any other facility will need to be considered and support provided where possible during an emergency.

3.13 Evacuation/Welfare Centres

The Shire of Northampton LEMC maintains a register that allows for the Department of Communities to utilise the buildings contained within the document for evacuation/welfare purposes after an event has occurred, as well as being requested to do so by the Hazard Management Agency (HMA). Refer to appendix 6.3.

4 Recovery

Refer to the Shire of Northampton LEMC Local Recovery Plan.

5 Exercising, Reviewing and Reporting

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 organizations 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; and
- 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 State Emergency Policy section 4.8, 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 an Emergency Coordination Centre;
- Locating and activating resources on the Emergency Resources Register; and
- Complex.

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the DEMC as required. The DEMC compiles the reports and sends the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report referenced from State EM procedure 2018.

Once the exercises have been completed they should be reported to the DEMC via the template found at State Emergency Management Procedure.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with State Emergency Management Policy 2018 and replaced whenever the local government considers it appropriate (S42 of the Emergency Management Act).

According to the State Emergency Management Plan, 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 that may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The local government in consultation with members shall determine the term and composition of the LEMC positions.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.

6 Appendixes

6.1 Resource Register

The following table is a list of resources that may be able to provide Local services in an emergency, this list is not exhaustive and is designed to be used as a guide only.

Should no local supplier be available, other sources, e.g. the WALGA supply list could be used.

ANIMAL WELFARE			
Animal Shelters			
Name	Contact Details	Location	Email Address
Dog and Cat Pound Facility	99341202	Northampton	ranger@northampton.wa.gov.au
Dog and Cat Pound Facility	99371097	Kalbarri	kalbarri.ranger@northampton.wa.gov.au
Veterinary Clinics			
Name	Contact Details	Location	Email Address
Chapman Animal Hospital	9964 2828 0448 380 008	Geraldton	chapman-vet@wn.com.au
Midwest Veterinary Centre	9964 3671 0407 471 933	Geraldton	reception@midwestvet.com.au
Sanford Veterinary Clinic	9921 1797	Geraldton	reception@sanfordvet.com.au
TRADE SERVICES or CONTRACTORS			
Earthmoving			
Name	Contact Details	Location	Email Address
Graeme Ralph	0427 361 122	Kalbarri	graemebr70@gmail.com
Thurkle's Dozing	0427 965 956	Walkaway	thurklesdozing@bigpond.com
Northampton Road Transport	9934 1136	Northampton	
Shire of Northampton Works Depot	9934 1202	Kalbarri & Northampton	works@northampton.wa.gov.au

Electrical			
Name	Contact Details	Location	Email Address
Abrolhos Electrical	0418 909 707	Kalbarri	
Mark Armstrong Electrical	0417 966 369	Kalbarri	
Platinum Electricians Midwest	9923 2277	Spalding	midwest@platinumelectrcians.com.au
S and K Electrical Contracting	9964 6880	Geraldton	admin@skec.com.au
Spalding Electrical Services	0419 961 253	Geraldton	spaldinges@bigpond.com
Verlindens Electrical Geraldton	9964 1181	Webborton	reception@verlindens.com.au
Plumbing			
Name	Contact Details	Location	Email Address
Active Plumbing	9965 3044	Geraldton	perth@activeplumbing.net.au
Bubbles Plumbing and Gas	9964 4171 0419 361 391	Geraldton	dan.plumber@hotmail.com
Hansen Plumbing and Gas	9938 2333 0418 939 170	Geraldton	hanson.plumbing@bigpond.com
Herrings Coastal Plumbing and Gas Fitting Services	9964 4171	Webborton	admin@herringsplumbing.com.au
Midwest Plumbing and Gas Fitter	9921 5944 0419 042 090	Geraldton	
Sun City Plumbing	9921 1700	Geraldton	admin@scpmw.com.au
T&T Plumbing, Air Conditioning and Gas	9921 7225	Geraldton	
Traffic Management			
Name	Contact Details	Location	Email Address
Altus Traffic	9353 2244	Perth Geraldton	wa.operations@altustraffice.com.au
Baba Marda Road Services	0498 999 429	Geraldton	reception@babamarda.com.au
Carrington's Traffic Services	0418 930 566	Geraldton	
Midwest Traffic Controllers	0418 939 378	Geraldton	
Quality Traffic management	1300 557 930 6244 1650	Geraldton	info@qtm.net.au

Tree Lopping or Arborists			
Name	Contact Details	Location	Email Address
Aussie Tree Services	9964 2200	Geraldton	admin@aussietrees.com.au
Midwest Mulching and Mowing	0429 341 306	Geraldton	pmillington@wn.com.au
Midwest Tree Services	0400 348 358	Kalbarri	
Waste Disposal			
Name	Contact Details	Location	Email Address
Batavia Skip Bins	0418 929 022	Geraldton	
Cleanaway	9938 4000	Geraldton	
Geraldton Liquid Waste Removal	9921 3415	Geraldton	
Geraldton Waste Movers	9964 2844	Geraldton	
Veolia	9964 2844	Geraldton	
INTERPRETER SERVICES			
Name	Contact Details	Location	Email Address
Aust-Asia Migration and Interpreting Services	9322 5555	Perth	
Australian Institute of Interpreters and Translators (AUSIT)	1800 284 181		
Deaf Society of Western Australia	9441 2677	East Perth	
Italian T/I Services Translating/Interpreting	9344 7663 0407190498	Balcatta	
National Relay Service A/H Emergency Deaf Interpreting Service	13 36 77		
TRANSPORT			
Air Charter			
Name	Contact Details	Location	Email Address
Geraldton Air Charter Brearley Terminal	9923 3434	Geraldton Airport	geroair@midwest.com.au
Shine Aviation	9923 3600	Geraldton Airport	reception@shineaviation.com.au

Vehicles			
Name	Contact Details	Location	Email Address
Avis	9921 9090	Geraldton	
Budget Car Hire	9923 2590	Geraldton	
Geraldton Coach Lines	9938 2720 (24hrs)	Geraldton	admin@schoolbuslogistics.com.au
Hertz Car Rental	9965 2844	Webborton and Geraldton Airport	geraldton@hertzrentals.com.au
Shire of Northampton Works Depot	9934 1202 0427 341 202	Northampton	ceo@northampton.wa.gov.au
Shire of Northampton Works Depot - Kalbarri	9934 1202 0427 341 202	Kalbarri	ceo@northampton.wa.gov.au
Thrifty Car Rental	13 6139	Geraldton	geraldton@thriftywa.com
HIRE AND EQUIPMENT			
Cranes			
Name	Contact Details	Location	Email Address
Cranecorp Australia	9964 3158	Geraldton	perth@cranecorpaustralia.com.au
Freo Cranes	9965 2007	Webborton	geraldton@freogroup.com.au
Geraldton Cranes and Haulage	9921 6477	Webborton	gtncrane@iinet.net.au
OKG Cranes	0400 383 355	Geraldton	kavak@bigpond.com
Generators			
Name	Contact Details	Location	Email Address
Abrolhos Electrical	0418 909 707	Kalbarri	krakwa@bigpond.net.au
Coates Equipment Hire	9920 4200	Geraldton	geraldton@coateshire.com.au
Elite Electrical	9921 4061	Geraldton	admin@eliteec.com.au

SUPERMARKETS			
Name	Contact Details	Location	Email Address
IGA Kalbarri	9937 1100	Kalbarri	
IGA Northampton	9934 1110	Northampton	admin.northamptoniga@commander.net.au

6.2 Animal Emergency Group

In a large emergency the RSPCA is to be notified to ascertain if an Animal Emergency Group (AEG) is required and can be implemented.

6.2 Risk Register

LEMC RISK REGISTER

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01	Hazard: Marine oil spill Impact: Will cause damage to or destroy the marine environment. Description: Oil spills could be caused by leakage from ships, from off shore oil rigs, or from within the harbor during bunkering or offloading operations which may cause severe damage to the marine environment including fish stocks and wildlife	UNLIKELY	MAJOR	MODERATE	ENVIRONMENT		
02	Hazard: Road transport emergency Impact: Will cause serious injury or death to people. Description: Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the LEMC region of Local Government. The LEMC has numerous major heavy vehicle routes within its boundaries.	UNLIKELY	CATASTROPHIC	MODERATE	PEOPLE		
03	Hazard Severe storm Impact: Will cause damage to or destroy infrastructure. Description: Severe storm events can affect the Midwest-Gascoyne area including the LEMC region. There may also be significant damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas close to the ocean	POSSIBLE	MODERATE	MODERATE	INFRASTRUCTURE		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
04	Hazard: Bush fires Impact: Will cause death or serious injury to people. Description: Many outer urban areas of the LEMC contain areas of bushland reserve consisting predominately of coastal heath scrub, grassland and native wattle in close proximity to the urban fringe. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	CATASTROPHIC	EXTREME	PEOPLE	1	Y
05	Hazard: Bush fires Impact: Will cause damage to or destroy the environment. Description: Bush fires in the coastal heath and pasture lands can remove vegetation exposing the top soil subject to erosion from wind or rain.	LIKELY	MODERATE	MODERATE	ENVIRONMENT		
06	Hazard: Bush fires Impact: will affect the economy of the community. Description: The farming community around the LEMC region may be exposed to financial losses from crop damage during harvest.	LIKELY	MODERATE	MODERATE	ECONOMY		
07	Hazard: Bush fires Impact: Will cause damage to or destroy infrastructure. Description: Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	LIKELY	MODERATE	MODERATE	INFRASTRUCTURE		
08	Hazard: Hazardous materials spill Impact: Will cause serious injury to people. Description: Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	UNLIKELY	MAJOR	MODERATE	PEOPLE		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
09	Hazard: Marine oil spill Impact: Will cause damage to or loss of the foreshore environment. Description: The environment especially the beaches are at risk from pollutants such as oil.	UNLIKELY	MAJOR	MODERATE	ENVIRONMENT		
10	Hazard: Tsunami Impact: Will cause damage to or destroy infrastructure. Description: There is a possibility that low lying areas would be greatly affected.	RARE	MAJOR	MODERATE	INFRASTRUCTURE		
11	Hazard: Riverine flood Impact: Will cause damage to or destroy infrastructure. Description: The Greenough River has a history of flooding and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	POSSIBLE	MODERATE	MODERATE	INFRASTRUCTURE		
12	Hazard: Severe storm Impact: Will cause loss or damage to the environment. Description: There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.	POSSIBLE	MINOR	MODERATE	ENVIRONMENT		
13	Hazard: Severe storm Impact: Will affect the economy of the community Description: The business community around the Batavia LEMC region may be exposed to financial losses from damage to business premises.	POSSIBLE	MINOR	LOW	ECONOMY		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
14	Hazard: Hazardous materials spill Impact: Will cause damage to or destroy the environment. Description: There is a possibility that hazardous chemicals may enter the drainage systems through accidental spillage. Local drains are designed to disperse rain water to collection points such as sumps and may discharge into water ways. Hazardous materials may enter these discharge points causing serious environmental damage.	UNLIKELY	MODERATE	LOW	ENVIRONMENT		
15	Hazard: Hazardous materials spill Impact: Will affect the economy of the community.	UNLIKELY	MINOR	LOW	ECONOMY		
16	Hazard: Marine oil spill Impact: Will impact on the social setting of the community. Description: A significant oil spill may have a social impact on the community though damage to local beaches and areas of community importance.	UNLIKELY	MODERATE	LOW	SOCIAL/ CULTURAL		
17	Hazard: Tsunami Impact: Will cause serious injury. Description: Should a tsunami impact on The Batavia Region, there is likelihood that people resident in low lying areas could be injured	RARE	MAJOR	MODERATE	PEOPLE		
18	Hazard: Tsunami Impact: Will cause damage to or destroy the environment. Description: Should a tsunami impact on The Batavia Region, there is likelihood that sensitive environmental areas such as beaches and rivers may be severely damaged or lost.	RARE	MODERATE	LOW	ENVIRONMENT		

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
19	Hazard: Severe storm Impact: Will cause serious injury. Description: Should a severe storm impact on The Batavia Region, there is likelihood that people in the storm path could be injured	POSSIBLE	MAJOR	MODERATE	PEOPLE		

MITIGATION MEASURES

RISK No.	RISK STATEMENT	LEVEL OF RISK	MITIGATION MEASURES	LIKELIHOOD RATING	CONSEQUENCE RATING	MITIGATED LEVEL OF RISK
04	Hazard: Bush fires Impact: Will cause death or serious injury to people. Description: Many outer urban areas of the LEMC contain areas of bushland reserve consisting predominately of coastal heath scrub, grassland and native wattle in close proximity to the urban fringe. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	EXTREME	Develop and implement Bushfire Risk Management Plans; Undertake Annual firebreak inspection and works; Resource and manage bushfire brigades.	UNLIKELY	CATASTROPHIC	HIGH

6.3 Critical infrastructure

The post event shelters listed below are not built to withstand Cyclonic winds.

Item	Description	Location	Owner	Contact Details	Community Impact Description
Office Buildings	Northampton Shire Office	Hampton Road Northampton	SON	9934 1202	Significant governance impact, activate alternate site arrangements
	Allen Centre Kalbarri	Grey Street	SON	9937 1097	
	Kalbarri DFES VFRS/SES building	Magee Crescent	DFES	9937 2398	SES activities
	St John Ambulance Building - Kalbarri	Magee Crescent	St Johns	9937 2159	St John's activities
	Kalbarri Sports Complex	Porter Street	SON		Sports events
	Kalbarri Camp	Anchorage Lane	SON	9937 1185	Scheduled/booked events
	Horrocks Community Recreation Centre	Mitchell Street	SON		Scheduled/booked events
	Northampton Community Centre	Harvey Road	SON	9934 1391	Scheduled/booked events
	Port Gregory Progress Association Hall	Pluschke Road	SON	9935 1195 (John Miles)	Scheduled/booked events
	Northampton RSL Memorial Hall	Essex Street	SON	9934 1202	Scheduled/booked events
Airports	Kalbarri Airport	Local Service	SON	9937 1184	Local Services
Local Roads	Throughout Shire	Vehicle transport	SON	9934 1202	Potential Road Closures, economic/business impacts, safety

External Agency Owners of Critical Infrastructure

Infrastructure	Owner	Contact Details
Water Supply	Water Corporation	Operations Manager 0436 291 043 08 9956 6801
WAERN Repeater Stations	DFES	Radio Communications Supervisor
Main Roads	Main Roads	Network Manager 0429 087 838 9956 1245
Western Power	Western Power	Field Services Coordinator – Geraldton 0429 118 078
Northampton Hospital	Health	Director of Nursing 99340200
Kalbarri Health Centre	Health	Nurse Manager 0429 370 103 99370100

6.4 Special needs groups

SCHOOLS AND COLLEGES		
Name	Address	Contact
Northampton District High School	Harvey Road, Northampton	9934 7000
St Mary's Catholic Primary school	26 Mary Street, Northampton	9996 7100
Kalbarri District High school	48 Hackney Street, Kalbarri	9936 4800
Binnu Primary School	2 Lauder Street, Binnu	99361017
AGED CARE AND MEDICAL CENTRES		
Name	Address	Contact
Pioneer Lodge, Northampton	Cnr Robinson and Essex Streets	9934 1230
Northampton District Hospital	Stephen Street	9934 0200
Kalbarri Health Centre	Kaiber Street	9934 7000
CHILD CARE CENTRES		
Name	Address	Contact
Northampton Child Care (REED)	92 Stephen Street, Northampton	99341036
Kalbarri Childcare	47 Smith St	9937 1170

CARAVAN AND HOLIDAY ACCOMMODATION

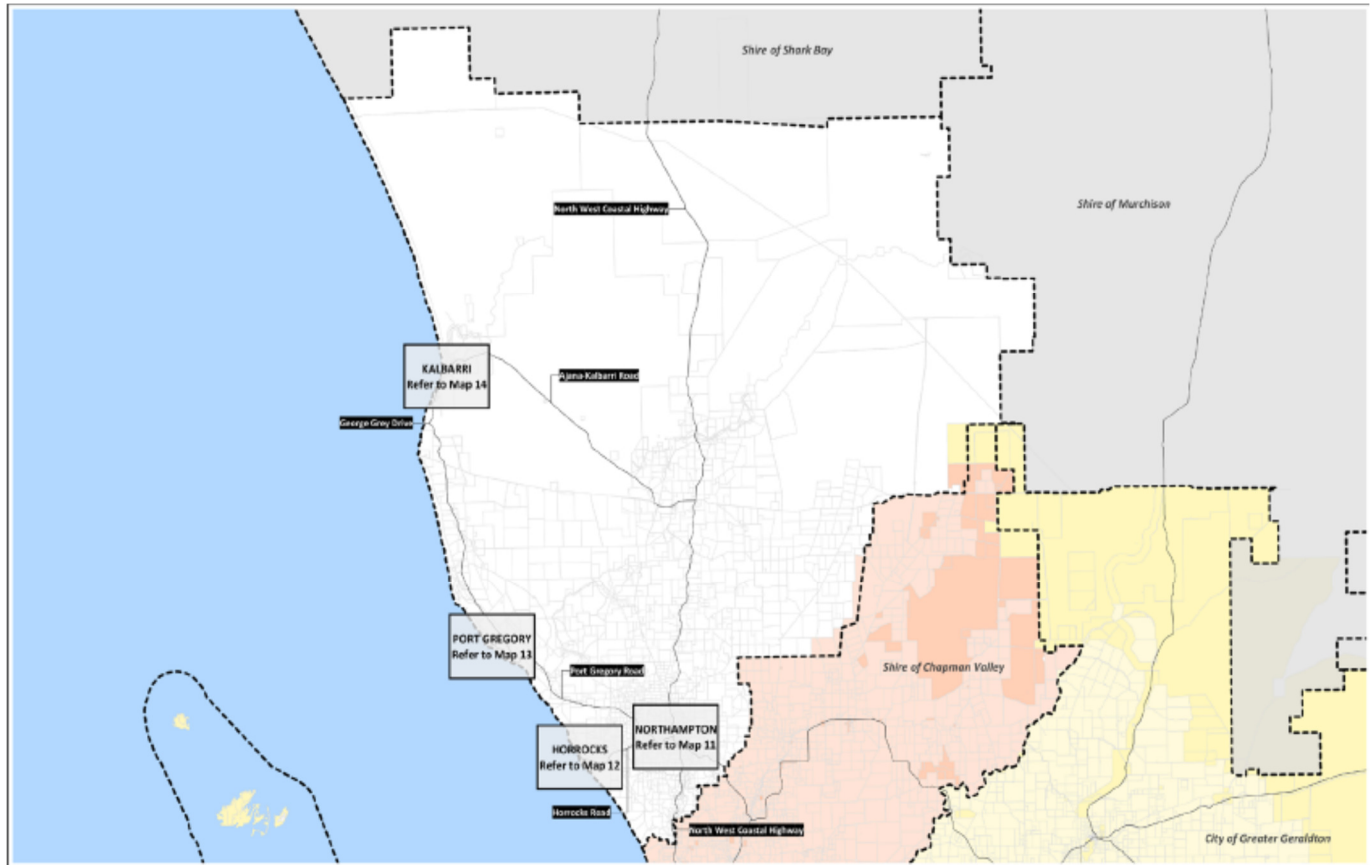
Name	Address	Contact
Elbenjo	Swamp Road, Yallabatharra	0409 685 887
Wagoe Chalets	40-43 George Grey Drive	9936 6060
Murchison River Caravan Park	92 Grey Street, Kalbarri	9937 1005
Kalbarri Anchorage Caravan Park	Anchorage lane Kalbarri	9937 1181
Port Gregory Caravan Park	13 Sanford Street, Gregory	9935 1052
Horrocks Beach Caravan Park	1 North Court, Horrocks	9934 3039
Murchison House Station	5618 Ajana, Kalbarri	9937 1998
Northbrook Farmstay	5800 NW Coastal Highway	9934 1222
Red Bluff Caravan Park	Red Bluff Road, Kalbarri	9937 1104
Tudor Caravan Park	10 Porter Street	99371077
Nerren Nerren Rest Stop	Nerren Nerren	N/A
Galena Bridge Camp Area	Lot 69 NW Coastal Highway, Ajana	N/A
Northampton True Blue Caravan Park	Hampton Rd	0458 732 503

6.5 Emergency Welfare Centres Register

Refer to Department of Communities Welfare plans.

6.6 Site Maps

Shire of Northampton



Northampton Townsite



Kalbarri Townsite



Horrocks Townsite



Port Gregory Townsite



6.7 LEMC Contacts

Refer to separate file appendix 6.7 LEMC Contacts.pdf.

6.8 ISG Meeting locations

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the Shire of Northampton. The HMA may request a specific location to be utilised for a coordination point.

Location 1

Shire of Northampton Office		
Address	Northampton Office	
Contact 1	CEO	9934 1202 / 0427 341 202
Contact 2	DCEO	9934 1202 / 0427 341 203
Contact 3	Works Manager	9934 1202 / 0428 341 202

Location 2

Shire of Northampton		
Address	Kalbarri Office (Allen Centre)	
Contact 1	CEO	9934 1202 / 0427 341 202
Contact 2	DCEO	9934 1202 / 0427 341 203
Contact 3	Works Manager	9934 1202 / 0428 341 202

6.9 Special Considerations

6.9.1 Seasonal Risks:

Bush Fire Season – October to April.

Storm Season – August to September.

School and Public Holidays.

6.9.2 Events

A number of major public events are held in the Shire throughout the year, all of which attract significant numbers of people. These events require special consideration in the event that an emergency may affect the town whilst the event is being held.

Details of significant events include the following:

Month	Event
January	Australia Day <ul style="list-style-type: none">• Attracts approximately 1000 people.• Variety of activities on the Kalbarri foreshore and includes fireworks in the evening.• Event occurs during high fire danger season (October –March).
April	Anzac Day <ul style="list-style-type: none">• Attracts approximately 500 people for formal proceedings at dawn service, March and Breakfast at RSL.• Event managed by SON in collaboration with the local branch of the RSL.• Event occurs toward the end of the fire danger season.
June	Rock Lobster Fest <p>Attracts approximately 1,000 people.</p> <ul style="list-style-type: none">• Variety of activities on the Kalbarri foreshore and includes fireworks in the evening. <p>Event occurs in a period of low risk for natural disasters.</p>
July	Ewe-turn <ul style="list-style-type: none">• Attracts approximately 1,000 people over the event.• Variety of activities and attractions spread over various locations.• Event occurs in a period of low risk for natural disasters.

6.10 Local Public Warning Systems

Description	Contact Person	Contact Number
Emergency SMS SON	Executive Support Officer	9934 1202
ABC Radio Harvest Ban Broadcasting	Emergency Coordinator	0428 670 320
Shire of Northampton Social Media (website and media release)	Executive Support Officer	9934 1202