



**Shire of Roebourne
Local Community
Emergency Management
Arrangements**

PURPOSE

The purpose of this review is to evaluate the Shire of Roebourne Local Emergency Management Arrangements against the following criteria:

- The requirements of the *Emergency Management Act 2005*.
- The requirements of *State Emergency Management Policy No 2.5 – Emergency Management in Local Government Districts*.
- Good practice as outlined in the Local Emergency Management Arrangements Guide for WA (LEMAG).
- The reviewer's understanding of the local hazards, threats and vulnerabilities affecting the Shire of Roebourne.

METHODOLOGY

This review has been undertaken by systematically reviewing each element in the Shire of Roebourne Local Emergency Management Arrangements against the planning criteria detailed in the Local Emergency Management Arrangements Guide for WA and relevant sections of the *Emergency Management Act 2005* and *State Emergency Management Policy No 2.5 – Emergency Management in Local Government Districts*.

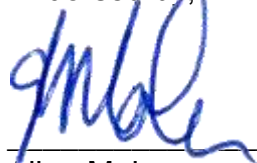
The planning checklist provided in the Local Emergency Management Arrangements Guide for WA was utilised as an evaluation tool and has been included as an attachment.

ENDORSEMENT

These arrangements have been prepared and endorsed by the Shire of Roebourne Local Emergency Management Committee (LEMC).

They have been tabled for information and comment with the Pilbara District Emergency Management Committee (DEMC) and at the Shire of Roebourne Council.

Endorsed by:



Allan Moles
Chairperson
Roebourne LEMC

Date: 26 / 06 / 2009

Endorsed by Council:

Resolution Number:

DOCUMENT CONTROL – for office use only

Officer Title: Chief Executive Officer

File No: EO/1/21

Status of Document: Original

Review Date: March 2014

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DISTRIBUTION LIST

Name	Company	Copies
Records	Shire of Roebourne	1
Chairperson	Shire of Roebourne LEMC	1
District Emergency Coordinator	WAPOL Pilbara Regional Office	1
Executive Officer	Pilbara DEMC	1
Secretary	SEMC	1
Public Copy	Shire of Roebourne	1
Public Copy	Karratha Library	1
Public Copy	Roebourne Library	1
Public Copy	Wickham Library	1
Public Copy	Dampier Library	1
OIC	Karratha Police Station	1
OIC	Dampier Police Station	1
OIC	Roebourne Police Station	1
OIC	Wickham Police Station	1
Captain	Karratha Fire and Rescue Service	1
Captain	Dampier Fire and Rescue Service	1
Captain	Roebourne Fire and Rescue Service	1
Captain	Wickham Fire and Rescue Service	1
Captain	Point Samson Bush Fire Brigade	1
Local Manager	Karratha SES	1
Local Manager	Roebourne / Wickham SES	1
Chairperson	Karratha St John Ambulance	1
Chairperson	Roebourne St John Ambulance	1
Chairperson	Wickham St John Ambulance	1
Emergency Management Officer	Burru Fertilisers	1
Emergency Management Officer	CITIC Pacific Mining	1
Security Manager	Corrective Services	1
OIC	Customs	1
Manager	Dampier Port Authority	1
Team Leader / Emergency Management Officer	Dept. for Child Protection	2
Manager	Dept. of Environment & Conservation	1
District Director of Nursing	Dept. of Health	1
Manager	Dept. of Transport	1
Principal	Dept. of Education and Training	1
Supervising Fisheries & Marine Officer	Fisheries Dept.	1
Manager	Gorgon Project	1
Manager	Main Roads WA	1
Property & Facilities Manager	Pilbara TAFE	1
OIC	Pilbara Regiment	1
Team Leader	Red Cross	1
Superintendent Emergency Management & Security	Rio Tinto (Coastal Operations)	1
Operations Manager	Water Corporation	1
District Manager	Horizon Power	1
Team Leader	Telstra	1
Manager	West Kimberley Power Project – LNG	1
Security & Emergency Management Coordinator	Woodside	1

PREFACE

These Local Emergency Management Arrangements completely replace all previous Local Disaster plans that exist for the Shire of Roebourne. These Arrangements are in eight parts:

Part 1 – Management

Part 2 – Planning

Part 3 – Response

Part 4 – Recovery

Part 5 – Testing, Exercising and Training

Part 6 – Monitoring and Reviewing the Arrangements

Part 7 – Risk Management

Part -8 – Weather Information

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

FEEDBACK

Suggestions and comments can help improve this document and subsequent amendments. Photocopy the relevant section, mark your proposed changes and send it to:

Chief Executive Officer
Shire of Roebourne
C/- Roebourne Local Emergency Management Committee
PO Box 219
ROEBOURNE WA 6714
sor@roebourne.wa.gov.au

Feedback can include:

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

Suggested amendments or additions to these Arrangements should be forwarded in writing to:

The Chief Executive Officer will refer amendments or additions to the Local Emergency Management Committee for consideration and/or approval. Amendments promulgated are to be certified in the following table when entered.

[illegible]

GLOSSARY OF TERMS

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

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

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

COMMUNITY EMERGENCY RISK MANAGEMENT – is a systematic process that produces a range of measures that, on implementation, contribute to the safety and wellbeing of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised. (See also – RISK MANAGEMENT).

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

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

DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC) – a DEMC is established for each emergency management district. The committees are chaired by Police District Officers, as District Emergency Coordinator, (except for the Metropolitan Emergency Management Executive Group (MEMEG) which is chaired by the Assistant Commissioner Metropolitan) with a FESA Regional Director as Deputy Chair. Executive Officer support is provided by FESA Managers nominated by FESA Chief Executive Officer.

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

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

EMERGENCY MANAGEMENT AGENCY – means hazard management agency, a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT (ERM) – is a systematic process that produces a range of measures that, on implementation, contributes to the safety and wellbeing of communities and the environment. This process considers the likely effect of hazardous events and the measures by which they can be minimised.

Hazard A situation or condition with potential for loss or harm to the community or the environment.

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

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

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

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

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

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

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

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

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

LOCAL EMERGENCY COORDINATOR (LEC) - the Officer in Charge of each Police subdistrict is appointed by the State Emergency Coordinator (the Commissioner of Police) for the local government district in which they are situated [s. 37(1) of the Act]. The Local Emergency Coordinator provides advice and supports to its LEMC in the development and maintenance of local emergency management arrangements, assists HMAs in the provision of a coordinated response during an emergence in the district, and carries out other emergency management arrangements directed by the State Emergency Coordinator [s. 37(2) of the Act].

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) - the local government is to establish one or more LEMCs for the local government district, based on local government boundaries. The committee is chaired by a nominee of the local government, and the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, is a member. The LEMC is established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district [s. 38 of the Act].

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – written by the local government, local emergency management arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to emergency management (Prevention/Mitigation, Preparedness, Response and Recovery) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

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

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

OPERATIONS AREA MANAGEMENT GROUP (OAMG) – the group that may be convened by an *Operations Area Manager*, in consultation with the relevant *District Emergency Coordinator(s)*, to assist in the overall management of an *Operation*. The OAMG includes representation from key agencies involved in the response.

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

PREVENTION, PREPAREDNESS, RESPONSE AND RECOVERY (PPRR) – makes up a legitimate and valid system of emergency management (ref s. 3 of the Act). Each element represents a dynamic set of actions flowing into the next. Communities are encouraged to take greater responsibility for their own safety, to be more self-reliant and better prepared for the eventualities of emergencies. Activities of each of these elements together provide a method for local communities to minimise the impact of emergencies.

Prevention - activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred.

Preparedness – activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.

Response – activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations for and in the local community.

Recovery – activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.

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

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

SITUATION REPORTS (SITREPS) – are formal written communications to participating organisations to ensure they are regularly informed during an emergency. Controversial issues should be advised to the next higher level as soon as possible rather than waiting for inclusion in the next routine sitrep.

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

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – the SEMC is established under section 13(1) of the Act. Section 13(2) stipulates membership of the SEMC, which consists of the Commissioner of Police, as State Emergency Coordinator and Chair, and the Chief Executive Officer of the Fire and Emergency Services Authority (FESA) as Deputy Chair. The Executive Director, FESA Strategic Management Directorate, is the SEMC Executive Officer. Other members include a local government representative and other members as are provided for by the Minister.

In accordance with the Act, the SEMC has established six subcommittees whose membership includes those organisations essential to the State's emergency management arrangements. The subcommittees are:

- (1) Emergency Services Subcommittee;
- (2) Public Information Group;
- (3) Lifelines Services Group;
- (4) Recovery Services Subcommittee;
- (5) State Mitigation Committee
- (6) Health Services Subcommittee.

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

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

1.0 MANAGEMENT

1.1 Authority for the Arrangements

The authority to plan in Western Australia is prescribed by Section 41(1) of the *Emergency Management Act 2005*.

These arrangements have been prepared and endorsed by the Shire of Roebourne Local Emergency Management Committee. They have been tabled for information and comment with the Pilbara District Emergency Management Committee and approved by the Shire of Roebourne.

1.2 Document Availability

The *Emergency Management Act 2005* requires that the Local Arrangements are made publically available (section 43). These arrangements have been made available to the public at the Shire Administration Office, Shire Internet and all Shire Libraries.

1.3 Area Covered

The Shire of Roebourne is situated on the Pilbara coast approximately 1,535kms north of Perth and 850kms south of Broome on the North West Coastal Highway and to the west is the Indian Ocean. It is joined by the Town of Port Hedland to the North and Shire of Ashburton to the South.

The Shire has a total area of 1,519,700 ha (15,197 km²) consisting of agricultural and pastoral land, mining leases, Crown land and reserves and the town sites of Karratha, Dampier, Wickham, Point Samson and Roebourne. There is a resident population of approximately 23,000 people with Karratha being the major centre with 5811 dwellings (Rates notices 2009).

The Shire is also a gateway to a number of natural attractions in the region and experiences high levels of tourists on a seasonal basis. The major transport routes in the Shire are the North West Coastal Highway and the private railway lines from Dampier to Tom Price and Wickham to Pannawonica. A sealed road connecting the towns of Karratha and Tom Price is partially completed.

The Shire has one major airport at Karratha. The airport services daily commercial flights to and from Perth and houses a range of fixed wing and rotary aircraft which primarily service the oil, gas and minerals industries in the region. There is one regional hospital located in Karratha.

Emergency Services in the Shire are primarily provided by volunteer personnel. The volunteer services in the Shire are generally well resourced and trained.

These arrangements apply to the Shire of Roebourne, including the town sites of Pt Samson, Roebourne, Wickham, Karratha and Dampier.

1.4 Climate

The Shire of Roebourne is blessed with a great climate, and although it does get warm during summer this is more than compensated by a glorious winter where daytime temperatures average around 30C. The Pilbara region, incorporating the Shire of Roebourne has a tropical, semi-desert climate with temperatures ranging from 0 - 45+C.

As the Shire of Roebourne is located in the cyclone belt of Northern WA, conditions can change quite dramatically from day to day, particularly in the summer months.

1.5 Aim

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

1.6 Purpose

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

- a) The local government's policies for emergency management;
- b) The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) A description of emergencies that are likely to occur in the local government district;
- e) Strategies and priorities for emergency management in the local government district;
- f) Other matters about emergency management in the local government district prescribed by the regulations; and
- g) Other matters about emergency management in the local government district the local government considers appropriate. (Section 41(2) of the *Emergency Management Act 2005*).

1.7 Objectives

The objectives of this plan are to:

- a) Describe risks and hazards, their likely effects and prescribe treatment options.
- b) Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency management.
- c) Identify primary and secondary emergency operations centres.
- d) Establish and implement public warning systems.
- e) Maintain a current contact list for participating agencies and organisations.
- f) Provide a framework for recovery operations.
- g) Provide arrangements for testing, evaluation and maintenance of these arrangements.
- h) Provide a Resource and Contacts Register to assist the community in prevention, preparedness, response and recovery.

1.8 Scope

- a) This document applies to all areas encompassed within the established boundaries of the local government known as the Shire of Roebourne.
- b) These arrangements cover areas when the Shire of Roebourne provides support to HMAs and other agencies in the event of an emergency event.
- c) This document comprises details on the capacity of the Shire of Roebourne in relation to the provision of resources to support the effective management of emergencies.
- d) The Shire's responsibilities in recovery operations and the restoration and reconstruction of services and facilities within the community are detailed in this document.

- e) These arrangements serve as a guide to emergency management at the local level. An emergency situation may graduate and require to be managed at a Regional or State level.

1.9 Local Emergency Management Policies

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

In the Shire of Roebourne such unique policies include:

- Burrup Industries Emergency Management Committee is a sub committee of the Local Emergency Management Committee. The committee is about an overriding commitment to community safety through:
 - Maintenance of a safe and efficient emergency response capability based on common standards, ongoing training and regular evaluation.
 - Ongoing review of emergency arrangements to ensure they remain appropriate.
 - Continuously being alert to changing risks through continuing consultation and collaboration.
- Indigenous communities have a unique culture that must be considered when planning for hazards, for example: English is often the second or third language spoken. As a result of indigenous Australians relationship with Land, Lore and Kin, communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources. These factors may result in the requirement for special localised arrangements in the area of prevention, preparedness, response and recovery activities.
- Unallocated Crown Land – Responsibility for managing fire on unallocated Crown land and unmanaged reserves outside the metropolitan area, regional centres and townsites has been transferred to DEC. In relation to Crown land not covered by the MOU with DEC, where there is no legal requirement for the State to abide by the requirements of the *Bush Fires Act 1954*, the DEC seeks to be a good neighbour and to fulfil its management responsibilities. Funds are budgeted annually for fire abatement programs on unallocated Crown land and on unmanaged reserves inside the metropolitan area, regional centres and townsites. This work is arranged by the Fire and Emergency Services Authority (FESA); in accordance with its MOU with DEC. Priority is given to large tracts of land considered to present a high risk to communities and to Crown land adjacent to urbanised areas.

1.10 Existing Plans & Arrangements

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Roebourne area. However, it is not possible in this document to contain all of the existing plans and arrangements or to provide too much detail within this document. Therefore, the Shire of Roebourne Local Emergency Management Arrangements should be read and used in conjunction with the State Emergency Management Policy and WESTPLAN's.

The following table indicates the plans and arrangements that exist in this document and are listed for reference purposes and where they are located within the document.

Table 1: Existing Plans and Arrangements

Document	Owner	Location
WESTPLAN Tropical Cyclone	Fire & Emergency Services Authority	WESTPLAN Tropical Cyclone
WESTPLAN Wildfire/ Bushfire	Fire & Emergency Services Authority	WESTPLAN Wildfire/ Bushfire
WESTPLAN Urban Fire	Fire & Emergency Services Authority	WESTPLAN Urban Fire
WESTPLAN HAZMAT	Fire & Emergency Services Authority	WESTPLAN HAZMAT
WESTPLAN Tsunami	Fire & Emergency Services Authority	WESTPLAN Tsunami
WESTPLAN Earthquake	Fire & Emergency Services Authority	WESTPLAN Earthquake
WESTPLAN Road Transport Emergencies	WA Police	WESTPLAN Road Transport Emergencies
WESTPLAN Air Transport Emergencies	WA Police	WESTPLAN Air Transport Emergencies
WESTPLAN Land Search and Rescue	WA Police	WESTPLAN Land Search and Rescue
WESTPLAN Sea Search and Rescue	WA Police	WESTPLAN Sea Search and Rescue
Evacuation Centres	Dept. for Child Protection	<i>See Section 3.7 of this arrangement</i>
Risk Register	Shire of Roebourne	<i>See Section 7.8 of this arrangement</i>
Risk Treatment Schedule	Shire of Roebourne	<i>See Section 7.9 of this arrangement</i>
Welfare and Support Resources	Shire of Roebourne	<i>See Appendix 3 of this arrangement</i>
Contact and Resources Lists	Shire of Roebourne	<i>See Appendix 4 of this arrangement</i>
Emergency Resources Register	Shire of Roebourne	<i>See Appendix 5 of this arrangement</i>
Demographic Details	Shire of Roebourne	<i>See Appendix 6 of this arrangement</i>
Hazard Plans	Shire of Roebourne	<i>See Appendix 7 of this arrangement</i>
Special Plans	Shire of Roebourne	<i>See Appendix 7 of this arrangement</i>
Support Plans	Shire of Roebourne	<i>See Appendix 7 of this arrangement</i>
Local Recovery Plan	Shire of Roebourne	<i>See Appendix 8 of this arrangement</i>
Welfare Emergency Support Plan	Dept. for Child Protection	<i>See Appendix 9 of this arrangement</i>
SES Evacuation Plan	State Emergency Service	<i>See Appendix 10 of this arrangement</i>
Airport Emergency Plan	Shire of Roebourne	<i>See Appendix 11 of this arrangement</i>
Bush Fire Hazard Management Plan	Shire of Roebourne	<i>See Appendix 12 of this arrangement</i>
Pilbara Pandemic Influenza Management	WA Country Health Service	<i>See Appendix 15 of this arrangement</i>

Plan		
Pilbara Health Emergency Management Support Plan	WA Country Health Service	<i>See Appendix 16 of this arrangement</i>
Tsunami/Cyclone Local plans	State Emergency Service	<i>See Karratha/Roebourne Districts SES units</i>

1.11 Agreements, Understandings and Commitments

Table 2: Agreements, Understandings and Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shire of Roebourne / FESA	Bush Fire handover	
FESA / Woodside	Mutual support in planning and responding to incidents	
FESA / Industry	Arrangements for accessing Aviation resources during emergencies	
FESA / Straits Resources	Mutual support in planning and responding to incidents	
Shire of Roebourne / DEC	Multi agency fire operations on DEC managed land	

1.12 Additional Support

Additional emergency management support is available through the following parties:

- Rio Tinto (Rail and Port)
- Woodside
- Burrup Fertiliser
- Red Cross
- Salvation Army
- Corrective Services
- Centrelink
- St John Ambulance
- LEMC Support

1.13 Special Considerations

The Shire of Roebourne is subject to significant factors that could potentially impact the effectiveness of these local arrangements:

- Annual influx of tourists during the period June to October.
- Random population surges (2000 plus people) in response to major industrial developments or expansion works.
- Significant departures of residents during peak holiday times lessening the availability of local emergency services volunteers.
- Cyclone season between 1st November and 30th April.
- Indigenous communities have a unique culture that must be considered when planning for hazards, for example: English is often the second or third language spoken. As a result of indigenous Australians relationship with Land, Lore and Kin, communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources.

These factors may result in the requirement for special localised arrangements in the area of prevention, preparedness, response and recovery activities.

1.14 Resources

Hazard Management Agencies are responsible for determination of resources required for their specific hazards and resourcing is managed by individual agencies.

A register of non-HMA resources that may be required in response to the impact of identified hazards in the Shire is documented in Appendix's 3, 4 & 5 of these arrangements.

1.15 Financial Arrangements

Whilst recognising the provisions of *State Emergency Management Policy No 4.2 – Funding for Emergencies*, the Shire of Roebourne is committed to spending such necessary funds as practicable to ensure the safety of the Shires residents and visitors.

The funding arrangements for emergencies shall be based on the following criteria. Detailed procedures for funding arrangements are contained in the Emergency Management Procedures Manual.

- a) **Situation A.** A single service response with no support from other organisations, all costs associated with the emergency shall be met by the prescribed emergency management agency responsible for responding to the emergency.
- b) **Situation B.** A single HMA response with agreed bi-lateral arrangements for support, either through plans or memoranda of understanding, all costs associated with the emergency will be met by the emergency management agencies concerned.
- c) **Situation C.** A multi-agency response. All costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions; or as in Situation B.
- d) **Situation D.** Where costs are incurred in delivering services or resources at the request of the HMA concerned, which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities,
- e) **Situation E.** Where an emergency is declared an eligible event under the Natural Disaster Relief and Recovery Arrangements (NDRRA) Determination and arrangements have been entered into between agencies and the co-ordinating agency (i.e. Fire and Emergency Services Authority of Western Australia (FESA) for the provision of specific eligible measures.
- f) **Situation F.** Where an emergency occurs outside the jurisdiction of the State of Western Australia.
- g) **Situation G.** An emergency response where an agencies/organisations funding does not meet the criteria of Situation's A – F.

Following an emergency the Shire will aim to recoup expenses in accordance with *State Emergency Management Policy Statement No 4.2*.

Where possible, a single person should be appointed to the position of Finance Officer as allowed for under the Australasian Interagency Incident Management System (AIIMS) structure, during an emergency/incident.

1.16 Roles and Responsibilities

As stated in Sections 37 and 38 of the *Emergency Management Act 2005*, the following give descriptions and responsibilities of key positions or groups in relation to local community emergency management.

1.16.1 Chairman of LEMC

The Chairman for the Shire of Roebourne LEMC is the Chief Executive Officer for the Shire.

The Chairman must be capable of pulling all the emergency management arrangement together and have the ability to make it happen.

Where the chairman is not appointed by the local government, then this duty will fall to the Local Emergency Coordinator who is usually the Officer in Charge of Police in small towns or in larger suburban areas a senior police officer appointed by the State Emergency Coordinator for the local government district.

If the Local Emergency Coordinator has not been appointed as the Chairman for the Local Emergency Management Committee, one will be appointed by the relevant local government [s. 38(3) of the Act].

It is of utmost importance that a representative of local government fills this important role to ensure that there is a real link between the local government and the committee.

1.16.2 Local Emergency Coordinator (LEC)

The Local Emergency Coordinator (LEC) for a local government district has the following functions —

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

Within the Shire of Roebourne, the Officers in Charge of the Roebourne, Dampier, Wickham and Karratha Police Stations share these responsibilities.

1.16.3 Local Emergency Management Committee (LEMC)

The Local Emergency Management Committee (LEMC) is based on the Shire of Roebourne boundaries and is convened at Karratha.

The Shire of Roebourne LEMC is chaired by the Shire's Chief Executive Officer. Executive support is also provided by the Shire. The Chairman of the LEMC is appointed by the local government [s.38 of the Act].

The LEMC membership includes representatives from the Shire of Roebourne and relevant Hazard Management Agencies, Government Agencies, Statutory Authorities, Non Government Organisations, Industry, Community Groups and is detailed at Appendix 1 of these arrangements.

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

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

1.16.4 Local Government

Section 36 of the Act provides the key functions of a Local Government. These being;

It is a function of a local government —

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

1.16.5 Public Authorities and Others

The arrangements for emergency management in the Shire of Roebourne Local Emergency Management Committee level are based on the following:

Hazard Management Agencies

Hazard Management Agencies are public authorities responsible for the emergency management of a prescribed hazard. HMAs are prescribed in the *Emergency Management Regulations (2006)* based on their functions, expertise and resources.

Hazard management agencies have the following responsibilities:

- a) Ensuring emergency management activities relating to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.
- b) Preparing a strategic plan or arrangements (WESTPLAN) designed to cope with the particular hazard that includes details of joint agency operational arrangements.
- c) Appointing an Incident Manager(s) and Operations Area Manager, where appropriate, responsible for:
 - Management of the incident or operation, within the context of planning, leading, organising and control;
 - Preparing and implementing an operational plan;
 - Public information and community awareness;
 - Activating the Incident Management Group or Operations Area Management Group where appropriate, in consultation with the relevant State/Local Emergency Coordinator(s);
 - Ensuring activation of the appropriate recovery arrangements;
 - Providing progress/situation reports to the higher levels of their parent organisation and the emergency management organisation;
 - Arranging an operational debrief or post incident analysis as required; and
 - Submitting a post operations report.

Designated HMAs have the authority to declare an emergency situation and invoke the powers of the Emergency Management Act.

The following table summarizes Hazard Management Agency responsibilities for emergencies likely to occur in the Shire, and where available, details the aspects and areas prescribed.

Table 3: Hazard Management Agency Responsibilities for Emergencies

Hazard	HMA	Prescribed Aspects	Prescribed Area
Air Crash	WA Police	Preparedness & Response	Whole of the State
Animal and Plant Pests and Diseases	Department of Agriculture & Food		
Dam Break	Water Corporation ¹		
Earthquake	FESA	Preparedness & Response	Whole of the State
Fire (DEC managed land)	Dept of Environment and Conservation Other: FESA		
Fire (Rural and Urban)	Gazetted Fire Districts: FESA Other: Local Government	Preparedness & Response	Whole of the State
Flood	FESA	Preparedness & Response	Whole of the State
Fuel Shortage Emergencies	Dept of Commerce – Energy Safety		
Actual or impending spillage, release or escape of a chemical, radiological or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment.	FESA	Preparedness & Response	Whole of the State
Human Epidemic	Dept of Health	Preparedness & Response	
Persons lost or in distress on land, requiring significant coordination of search operations.	WA Police	Preparedness & Response	Whole of the State
Injury or threat to life of persons trapped by the collapse of a structure or landform	FESA	Preparedness & Response	Whole of the State
Marine Oil Pollution	Dept of Transport		
Marine Transport Emergencies	Dept of Transport		
Offshore Petroleum Operations Emergencies	Dept of Mines and Petroleum		
Rail Transport Emergencies	Industry	Preparedness & Response	

Hazard	HMA	Prescribed Aspects	Prescribed Area
Road Crash	WA Police	Preparedness & Response	Whole of the State
Persons lost or in distress on inland waterways within the limits of a port or in a fishing vessel or pleasure craft within the limits of a port or at sea	WA Police	Preparedness & Response	Whole of the State
Storm	FESA	Preparedness & Response	Whole of the State
Tropical Cyclone	FESA	Preparedness & Response	Whole of the State
Tsunami	FESA	Preparedness & Response	Whole of the State

1 HMA responsibilities are limited to those hydraulic structures for which Water Corp. is the managing agency

Combat Agencies

The Emergency Management Regulations prescribe combat agencies.

A combat agency is an agency identified as being primarily responsible for responding to a particular emergency.

Combat agencies have the following roles & responsibilities
(*Emergency Management Regulations, 2006*):

- a) Executing combat action in accordance with their statutory responsibilities
- b) Executing tasks as allocated in the tactical response plan
- c) Providing progress reports to the designated Incident manager or Operations Area manager
- d) Providing progress reports to the higher levels of their parent organisation
- e) Provide an agency liaison officer to participate as part of the Incident management Group upon request of the HMA
- f) Attend post incident debriefs
- g) Contributing to a post operations report or post incident analysis

The following table summarises current Combat Agency arrangements in the Local Emergency Management area:

Table 4: Current Combat Agency Arrangements

Hazard	HMA	Combat Agency	Activity
Air Crash	WA Police	FESA FRS FESA SES	Fire Suppression & Rescue Operational Support
Fire (DEC managed land)	DEC Other: FESA Local Government	DEC & Local Govt. FESA & Local Govt.	Fire Suppression Fire Suppression
Fire (Rural and Urban)	Gazetted Fire Districts: FESA Other: Local Government	DEC & Local Govt. FESA & DEC	Fire Suppression Fire Suppression
Persons lost or in distress on land, requiring significant coordination of search operations.	WA Police	FESA SES	Land Search
Marine Oil Pollution	Dept of Transport	Port Authorities (Dampier)	Oil Spill Containment
Marine Transport Emergencies	Dept of Transport	VMRS FESA FRS	Sea Search & Transport Fire Suppression & HAZMAT
Rail Transport Emergencies	Industry	FESA	Fire Suppression & Rescue
Road Crash	WA Police	FESA SES FESA FRS	Rescue (in prescribed areas) Rescue (in prescribed areas) & Fire Suppression
Persons lost or in distress on inland waterways within the limits of a port or in a fishing vessel or pleasure craft within the limits of a port or at sea	WA Police	VMRS	Sea Search & Transport

Support Organisations

The Emergency Management Regulations prescribe support organisations.

Support organisations provide essential services, personal or material support during an emergency. An example may be the Red Cross or CWA providing meals to a welfare centre.

Support organisations have the following roles & responsibilities

(*Emergency Management Regulations, 2006*):

- a) Restoring essential services affected by the emergency
- b) Providing 'function' support as part of the tactical plan, e.g. Department for Child Protection to provide welfare services.
- c) Managing their own resources and those given to them in support of their specific function
- d) Providing progress reports to higher levels of their organisation
- e) Providing progress reports to the designated Incident Manager or operations Area Manager
- f) Provide an Agency Liaison officer to participate as part of the incident management group upon request of the HMA
- g) Attend post incident debriefs
- h) Contributing to a post operations report or post incident analysis.

The following table summarises existing support functions in the Local Emergency Management area:

Table 5: Existing Support Functions

Support Function	Responsible Agency
Health and Medical Services	Department of Health
Road Closure & Traffic Management	Main Roads
Potable Water Supplies and Waste Water Management	Water Corporation
Reticulated Power Supplies	Horizon Power Pilbara Iron (local supply authority Dampier, Wickham, Tom Price, Paraburdoo, Pannawonica)
Telecommunications	FESA
Public Information	WA Police
Welfare Services	Department for Child Protection

1.17 Emergency Coordination Centres (ECCs)

Emergency Coordination Centres are the focus for the coordination and control of activities in an emergency. Pre-planning requires that the location of Emergency Coordination Centres be clearly identified. The Local Emergency Coordinators may be required to attend the Emergency Coordination Centre or provide a Police Liaison Officer to these facilities. Whilst the nature of the emergency may impact on the choice of location, the following Emergency Coordination Centres have been designated within the Shire of Roebourne:

Table 6: Existing Support Functions

Facility	Responsible Agency	Location
Shire of Roebourne Executive Offices	Shire of Roebourne	Lot 1083 Welcome Road, Karratha
Karratha SES Local Headquarters	Karratha SES	Balmoral Road, Karratha
Karratha Police Station	WA Police	Welcome Rd, Karratha
FESA Regional Office	FESA	1/5 Warrambie Road, Karratha
Dampier Port Authority Board Room (alternate facility)	Dampier Port Authority	Dampier Port, Dampier

2.0 PLANNING

2.1 Local Emergency Management Committee (LEMC)

The Shire of Roebourne has established a LEMC to overview, plan and test the local community emergency management arrangements in accordance with section 38 of the *Emergency Management Act 2005*.

Membership of the LEMC includes representatives of agencies, organisations, community groups and those with expertise relevant to the identified community hazards and risks, and emergency management arrangements.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC. The term of appointment of LEMC members shall be as determined by the local government in consultation with the parent organisation of the members.

Minimum LEMC membership includes:

- a) A chairman: appointed by the relevant local government [s. 38(3) of the Act]; and
- b) A local emergency coordinator(s): appointed by the State Emergency Coordinator for the local government district [s. 37(1) of the Act], when not appointed as the Chairman.

In addition to those members specified in the Act, in order to make local emergency management work, it is essential that LEMC membership includes:

- a) Local government representative: when a local government representative is not appointed as the Chairman;
- b) Representatives from local Emergency Management Agencies in the local government district, e.g., FESA representative, health/medical representative; and
- c) Any other representatives as shall be determined by the local government, e.g., community champions.

As determined by the local government, other LEMC members may include community groups (e.g., CWA, local church groups), industries (e.g., major hazardous facilities), welfare groups (e.g., Red Cross, Salvation Army), cultural groups, community representatives and the Local Recovery Coordinator.

Secretariat and administration support will be provided by the local government. The Shire of Roebourne Local Emergency Management Committee membership is shown in Appendix 1 of these arrangements.

2.2 LEMC Meetings

SEMP 2.5 "Emergency Management in Local Government Districts" specifies that LEMC meetings should be held quarterly.

2.3 LEMC Constitution and Procedures

The Constitution and Procedures for the LEMC have been determined by the SEMC. SEMP 2.5 provides some basic discussion points for each meeting.

2.4 Annual Reports and Annual Business Plans

The Shire of Roebourne LEMC develops annual business plans and annual reports each financial year.

2.5 Emergency Risk Management (ERM)

The Shire of Roebourne LEMC has undertaken a risk assessment of the Shire area utilising Emergency Risk Management models based on the *Australian/New Zealand Standard for Risk Management 4360:2004*. The output of this process has resulted in a Risk Register and a Risk Treatment Schedule, which is located in section 7.0 of this document. The Shire of Roebourne Local Emergency Management Committee will facilitate a review of the risk analysis for the communities every five years. The next one will occur in 2014 and will be based on the new *Australian/New Zealand Standard for Risk Management 4360: 2004*.

Hazards identified with “high” and “extreme” levels of risk and “almost certain”, “likely” and “possible” likelihoods will require the development of local emergency response arrangements. Development of such arrangements is the responsibility of the prescribed Hazard Management Agency.

State Emergency Management Policy No 2.4 section 41(2) (e) requires the local emergency management arrangements to detail strategies for emergency management in the district. The risk treatment plans developed at the risk analysis stage of ERM will fulfil this requirement, which is located in section 7.9 of this document.

2.6 Hazard Management Structure

The Shire of Roebourne’s Hazard Management structure is consistent with the details of *Emergency Management Regulations 2006* as appropriate to local resources.

Table 7: Hazard Management Structure

Hazard	Hazard Management Agency	Combat Agency	Support Agencies
Air Transport Emergencies	WA Police	FESA	Health, St John Ambulance, DCP
Animal and Plant Bio-security	Dept. of Agriculture and Food	Dept. of Agriculture and Food	WA Police, FESA, Main roads, DEC
Dam Break	Water Corp	Water Corp, FESA	DCP
Earthquake	FESA	FESA	Health, St John Ambulance, DCP
Fire (Urban)	FESA (Gazetted Fire Districts) Shire of Roebourne (other)	FESA, Industry	
Fire (Rural)	FESA (Gazetted Fire Districts) Shire of Roebourne (other)	FESA, Shire of Roebourne, Industry	
Fire (DEC managed lands)	Dept. of Environment and Conservation	DEC, FESA, Shire of Roebourne, Industry	
Flood	FESA	FESA	Health, St John Ambulance, DCP
Hazardous Materials Emergencies (including CBR)	FESA	FESA, Industry	Health, St John Ambulance, DCP
Human Epidemic	Dept of Health	Health	St John Ambulance, DCP
Land Search and Rescue	WA Police	FESA	Health, St John Ambulance, DCP
Landslide	FESA	FESA, Industry	Health, St John Ambulance, DCP
Marine Oil Pollution	Dept of Transport	DPA, Industry	
Marine Transport Emergencies	Dept of Transport	DPA, FESA, Industry	Health, St John Ambulance, DCP
Offshore Petroleum Resources	Dept of Mines and Petroleum	Industry	
Rail Transport Emergencies	Industry	Industry, FESA	Health, St John Ambulance, DCP
Road Transport Emergencies	WA Police	FESA, Industry	Health, St John Ambulance, DCP
Sea Search and Rescue	WA Police	FESA, DPA, DoT	
Storm\Tempest	FESA	FESA	
Tropical Cyclone	FESA	FESA, Industry	Health, St John Ambulance, DCP
Tsunami	FESA	FESA	Health, St John Ambulance, DCP

2.7 Testing During the Planning Process

The testing of emergency management arrangements is a critical component of the planning process. Testing is the only way to validate the effectiveness of arrangements. Additionally, the testing of arrangements provides a mechanism for personnel with a role during a major occurrence to gain an appreciation of each others skills and develop working relationships.

The Shire of Roebourne Local Emergency Management Committee (LEMC) has determined that these arrangements will be tested annually. The style of exercise used to test these arrangements may vary from year to year, however, the LEMC have determined that the process should incorporate a field exercise every second year. The testing of these arrangements will be in addition to any exercises conducted to test hazard specific plans. Local emergency management exercises may take the form of field, functional or discussion exercises

2.8 Training Programmes

Emergency Management Australia and FESA's Training and Development (EM) division offer a range of training programmes to assist Local Governments and their LEMC's to perform their functions.

These programmes include:

- Introduction to Emergency Risk Management
- Introduction to Recovery Management
- Context in Recovery Management
- Community-based Recovery Management
- Planning and Managing Recovery
- Recovery Services
- Evacuation and Recovery Centre Management
- Introduction to Evacuation Management WA
- Contribute to Emergency Risk Management
- Facilitate Emergency Risk Assessment
- Determine Treatment Options
- Undertake Emergency Planning
- Emergency Management for Local Government
- Risk Based Land Use Planning
- Exercise Management
- Business Continuity Management
- Emergency Coordination Centre Management
- Community Engagement

Other Literature Which May Assist in this Area

- Emergency Management Australia manuals
- Western Australian Emergency Risk Management Guide
- Recovery Plan Guide to Developing Your Community's Recovery Management Plan

Each year in March the Shire of Roebourne LEMC will undertake a training needs analysis and, in consultation with member agencies and organisations, develop a training programme for the coming financial year.

The timing of the training needs analysis has been set to enable the submission of funding applications to support the training programme.

3.0 RESPONSE

3.1 Risks

The major hazards in the Shire of Roebourne have been identified through the Emergency Risk Management process which forms the foundation of the community's Local Emergency Management Arrangements, as it identifies risks in the local community.

The following table identifies the major hazards in the Shire of Roebourne, details the responsible Hazard Management Agencies and lists existing plans prepared to manage those hazards.

Table 8: Risks

Hazard	HMA	Local HMA	WESTPLAN	Local Plan (if applicable)
Air Transport Emergency	WA Police	WA Police	Air crash (2005)	Karratha Airport Emergency Plan
Animal and Plant Bio-security	Dept. of Agriculture and Food	Dept. of Agriculture and Food	Animal and Plant Biosecurity	
CBRN	FESA	VFRS WAPOL has Terrorist HMA	RESTRICTED Please contact responsible agency	
Dam Break	Water Corp	Water Corp	Dam break (2004)	
Earth Quake	FESA	SES	Earthquake (2003)	
Fire – Gazetted Fire District	FESA	VFRS	Urban Fire (2000)	FESA SOP'S Note1
Fire - Rural	Shire of Roebourne	Shire of Roebourne	Bushfire (2005)	Bush Fire Hazard Management Plan
Fire – DEC Managed Land	DEC	DEC	Bushfire (2005)	
Flood	FESA	SES	Flood (2004)	Storm Surge Plan
Fuel Shortage Emergency	Dept of Commerce - Energy Safety	N/A	Not available - currently under review	
Hazardous Materials	FESA	VFRS	HAZMAT (2005)	FESA SOP'S Note1
Human Epidemic	Dept. of Health	WA Country Health	Human Epidemic (2001)	
Land Search & Rescue	WA Police	WA Police	Land SAR (2007)	✓
Marine Oil Pollution	Dept of Transport	Dampier Port Limits – DPA Elsewhere along Shire coast - DoT	Marine Oil Pollution Plan (2006)	✓
Marine Transport Emergencies	Dept of Transport	Dampier Port Authority (DPA)	Marine Transport Emergencies (2007)	✓
Rail Transport Emergencies	Pilbara Iron	Pilbara Iron		✓
Road Transport Emergencies	WA Police	WA Police	Road Crash (2008)	✓
Sea Search & Rescue	WA Police	WA Police	Marine SAR (2008)	✓
Storm\Tempest	FESA	SES	Storm (2004)	Storm Surge Plan
Tropical Cyclone	FESA	SES	Cyclone (2007)	Cyclone Plan
Tsunami	FESA	SES	Tsunami (1999)	✓

Note 1. Special Risk Plans have been developed for Major Hazard Facilities

NOTE: Copies of all WESTPLAN's are available on the Internet: <http://www.fesa.wa.gov.au/>

Consistent with Section 20 of the *Emergency Management Act 2005*, these arrangements are based on the premise that the Hazard Management Agency responsible for the above threats will develop, test and review appropriate emergency management plans. It is recognised that Hazard Management Agencies and Combat Agencies may require Shire of Roebourne resources and assistance in emergency management. The Shire of Roebourne is committed to providing assistance/support where possible. To ensure a timely response to any of the above threats, Appendix 2 of these arrangements, details contacts for each Hazard Management Agency.

3.2 Response

Response activities are carried out in accordance with State Emergency Management Policy and relevant SEMC WESTPLANS.

3.3 Incident Management Group (IMG)

3.3.1 Activation

The Incident Management Group is activated by the Hazard Management Agency Incident Controller/Incident Manager, in consultation with the Local Emergency Coordinator.

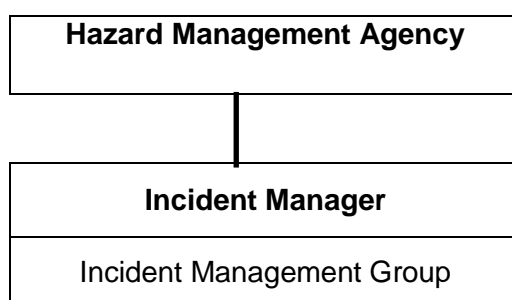
3.3.2 Members of the IMG

The Incident Controller/Incident Manager is appointed by the Hazard Management Agency. Members are representatives from those agencies and the community directly involved in the response and recovery of the incident as determined by the Incident Controller/Incident Manager.

3.3.3 Role

Assist the Incident Controller/Incident Manager with the overall management of the incident. The Incident Management Group is the operational arm of the Local Emergency Management Committee.

Figure 1 – Operations Management Structure for a Localised Incident



3.4 Public Warning Systems

It is essential that communities threatened by hazards receive adequate information to alert them to the existence or threat of an emergency, and direct them to take appropriate precautions. There are a number of public warning systems available in Western Australia. These include:

Bureau of Meteorology - Ph. 1300 659 213 - Fax 1902 935 067 Website:
www.bom.gov.au

This site provides information on the warning services that are provided to the public by the Bureau of Meteorology (BoM). The information includes the types of warning that are issued, when and where they are issued and samples of the individual warnings. Warning services provided: Tropical Cyclone Warning Services; Fire

Weather Warning Services; Severe Thunderstorm and general Severe Weather Warning Services; Flood Warning Services; Marine Warning Services; and other warnings and alerts.

The BoM site also provides current weather radar displays, satellite images, weather charts and weather observations.

FESA Public Information Line - Ph. 1300 659 209

Website: www.fesa.wa.gov.au

This requires an Incident Controller/Incident Manager to either contact their Local Emergency Coordinator, or FESA Duty Officer who will in turn advise the FESA Communications Centre or the Regional Coordination Centre to activate the alerts. The alerts are disseminated from Perth through the media (mainly ABC Radio which has a signed Memorandum of understanding with State Emergency Management Committee) as well as through a recorded message on the Public Information Line and on FESA's web page. Residents may call the Shire of Roebourne for assistance. Therefore it is advisable, even if the FESA system is being used, to ensure staff/volunteers are available at the Shire offices to take calls from the public.

3.4.1 Standard Emergency Warning Signal (SEWS)

Standard Emergency Warning Signal is a distinct sound substantially different from any other emergency signal or siren. It can be used for various emergency situations and does not relate to any particular emergency situation. The purpose of Standard Emergency Warning Signal is to alert the population that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them. The emergency announcement that follows Standard Emergency Warning Signal is intended to instruct the population to take, or be prepared to take, specific action in order to protect life, property and/or environment.

Further information on Standard Emergency Warning Signal can be found in *State Emergency Management Policy Statement 2 - Standard Emergency Warning Signal* (April 2003), particularly Annex B, 'Procedures for the use of Standard Emergency Warning Signal'.

3.4.2 ABC Radio

ABC Radio in WA will broadcast an emergency message immediately, repeatedly, for as long as necessary, and to whatever target audience in any area. The WA Police or any Authorised representative of the Emergency Services (Hazard Management Agency Incident Controller/Incident Manager) can request this in order to notify listeners that a significant emergency is occurring in their area. The Alerts are only to be issued under strict instruction. They are broadcast when, in consultation with the Local Emergency Coordinator, it is approved by an "Authorised Officer" or an Incident Controller/Incident Manager and there is an immediate requirement to warn the community of a threat.

The ABC Radio channel for the Shire of Roebourne is 702 AM.

Website: www.abc.net.au

3.4.3 Television

GWN, WIN and ABC television in WA will broadcast an emergency message immediately, repeatedly, for as long as necessary, and to whatever target audience in any area. The WA Police or any Authorised representative of the Emergency Services (Hazard Management Agency Incident Controller/Incident Manager) can request this in order to notify watchers that a significant emergency is occurring in

their area. The Alerts are only to be issued under strict instruction. They are broadcast when, in consultation with the Local Emergency Coordinator, it is approved by an "Authorised Officer" or an Incident Controller/Incident Manager and there is an immediate requirement to warn the community of a threat.

3.4.4 Shire of Roebourne

The Shire of Roebourne website provides bush fire information, cyclone information, cyclone season preparations and cyclone warning messages. There are links to the latest cyclone warning updates, Satellite picture updates and Road Condition reports to name a few.

Website: www.roebourne.wa.gov.au/services.htm

3.5 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The Department for Child Protection (DCP) is responsible for Welfare Emergency Support within the Shire of Roebourne.

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

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.

Under section 67 of *the Act*, a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- a) 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;
- b) Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- c) Close any road, access route or area of water in or leading to the emergency area.

All plans should have an evacuation section detailing broad arrangements for evacuation. The section is written in conjunction with *State Emergency Management Policy No. 4.7 Emergency Evacuation* and the *State Welfare Emergency Management Support Plan* (WESTPLAN – Welfare). The planning and provision of emergency welfare services at the local level must be consistent with, as far as possible, the policy and concepts of WESTPLAN – Welfare. If local governments nominate their own Welfare Coordinators or Welfare Liaison Officers, the Local Welfare Coordinators referred to in WESTPLAN - Welfare will have a support coordinator role.

Evacuation is an important part of the emergency management process. The management of evacuation is the responsibility of the hazard management agency in charge of the event; however, **it is the responsibility of local governments to ensure the provision of facilities for use as welfare centres in an emergency.**

DCP have identified a number of suitable facilities to utilise as welfare centres and have made arrangements with the facility owners for this purpose. Details of capacity, availability, amenities and activation protocols are contained in the Shire of Roebourne Welfare Emergency Support Plan, attached at Appendix 8.

The Shire of Roebourne Welfare Emergency Support Plan is applicable to the sheltering of evacuees from within the Shire of Roebourne and/or displaced persons from neighbouring communities. All evacuations shall be managed under the guidance of *State Emergency Management Policy Statement No 5* (2002).

The Hazard Management Agency should be in a position to advise the Local Emergency Coordinator of the area and estimated duration of evacuations. The Local Emergency Coordinator should then establish and estimate the number of persons involved and determine the required level of welfare support.

The Department for Child Protection is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, personal support) to evacuees and management of registration and inquiry services using the National Registration and Inquiry system and forms.

The appropriate agency to arrange activation of Local or State plans should be the Hazard Management Agency in consultation with the Local Emergency Coordinator. Should a short term evacuation include persons who have been involved in or witnessed a traumatic event, the provision of trauma counselling shall be through Department for Child Protection.

3.6 Evacuation Arrangements

Evacuation of persons or animals from an area of danger or potential danger is a possible strategy in combating any particular hazard impact.

3.7 Emergency Welfare Centres

Table 8: Emergency Welfare Centres

Pilbara TAFE – <i>Karratha Campus</i>	Dampier Road, Karratha Ph: (08) 9159 6700 Fax: (08) 9159 6711
St Lukes College – <i>Gymnasium</i>	Rosemary Rd, Karratha Ph: (08) 9144 1081
Roebourne Prison	Point Samson Roebourne Rd, Roebourne Ph: (08) 9182 0100 Fax: (08)

3.8 Evacuations

The Department for Child Protection is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, personal support) to evacuees and management of registration and enquiry services using the National Registrations & Enquiry system and forms.

3.9 Immediate Evacuation

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

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

The Local Emergency Coordinator should then arrange the immediate evacuation of the area to any convenient safe area. It should be noted that statistics indicate more than 25% of people will ignore this instruction and will, in preference, proceed to friends or relatives.

3.10 Planned Evacuation

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

3.11 Demographic Details

Demographic Details are located at Appendix 6 of these arrangements and represent the number of people in demographic groups that are expected in each area during the day and the night. There is sufficient information contained in the arrangements to locate at-risk populations in times of an emergency.

3.12 Evacuation Matrix

The purpose of a matrix is to outline the length of time and number of people, the facilities and resources in the local government area can facilitate.

Table 9: Evacuation Matrix

No. of People	Duration				
	0 – 8 Hrs	8 Hrs – 1 Day	1 – 3 Days	3 – 7 Days	1 Week +
1 - 10	Any Welfare Centre	Any Welfare Centre	Any Welfare Centre		
10 – 100	Any Welfare Centre	Any Welfare Centre	Any Welfare Centre	Any Welfare Centre	Any Welfare Centre
100 - 500	Any Welfare Centre with the exception of Point Samson Community Hall	Any Welfare Centre with the exception of Point Samson Community Hall	Any Welfare Centre with the exception of Point Samson Community Hall	Any Welfare Centre with the exception of Point Samson Community Hall	Any Welfare Centre with the exception of Point Samson Community Hall
500+	Pilbara TAFE St Lukes College	Pilbara TAFE St Lukes College	Pilbara TAFE St Lukes College	Pilbara TAFE St Lukes College	Pilbara TAFE St Lukes College

Note:

- 1) This matrix is not to be used to determine if the event is Local, Divisional, Regional or State.
- 2) This matrix is a guide only although it shows that Welfare Centres can be used; DCP can only support and provision a limited number of centres at any one time.

The above evacuation matrix is a guide to the Hazard Management Agency and/or Local Emergency Coordinator during emergency operations. The Hazard Management Agency should be in a position to advise the Local Emergency Coordinator of the area and estimated duration of evacuations.

The Emergency Coordinator should then establish and estimate the number of persons involved and by using the above matrix, determine the required level of Welfare Support.

Welfare support for evacuees can be obtained through local planning or the Department for Child Protection arrangements. "Local" in the above indicates the Local Community Emergency Management Arrangements require activation. Where "Division", "Region" or "State" are indicated, Department for Child Protection arrangements at Divisional, Regional or State level may be activated.

The appropriate agency to arrange activation of Local or Department for Child Protection Emergency Management Support Plans in the area should be the head of the Hazard Management Agency or the Local Emergency Coordinator by conferring with the appropriate Welfare Coordinator from that organisation.

Should a short term evacuation include persons who have been involved in or witnessed a traumatic event, trauma counselling can be arranged through the nearest Department for Child Protection or other agencies.

3.13 Welfare

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

The Department for Child Protection (DCP) has the role of managing welfare. DCP will coordinate resources and undertake other functions as described in WESTPLAN-Welfare.

- Local Welfare Coordinator
DCP shall appoint a Local Welfare Coordinator (LWC) who will coordinate the provision of resources.
- District Emergency Services Officer
The DESO is responsible for developing local welfare emergency management plans. The DESO shall provide district support to the LWC.

Local Government should provide a Local Welfare Liaison Officer. This role will provide assistance to the LWC, including the management of emergency evacuation centres such as building opening, closing, security & maintenance.

3.14 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.

To assist DCP, the Red Cross in Karratha will provide volunteers for the registration process. They also keep a cache of registration forms so when the welfare centres are opened they are able to commence the registering process immediately.

3.15 Public Information Management / Media Management

During an emergency, the issue of who is responsible for creating public information and speaking to the media often arises, particularly at a localised incident managed by local resources. WESTPLAN Public Information provides that the HMA is responsible *‘for the provision and management of public information during emergencies’*. Part 3 & Part 4 of the WESTPLAN provide a robust framework for discussing media management at your LEMC.

3.16 Evacuation Routes

Should a major emergency occur, the following highways / roads could be blocked and alternative arrangements will have to be implemented to allow the community and emergency vehicle access.

3.16.1 Roads

North West Coastal Highway - this route will become the priority for repair.

Millstream Link Road (Karratha to Tom Price Road, Stage 2)

3.16.2 Air

Karratha Airport services daily commercial flights to and from Perth and houses a range of fixed wing and rotary aircraft. However, the airport may be subject to flooding during major events. The Karratha Airport has its own alternate power and fuel supply to run all of its facilities.

3.16.3 Rail

This is an option, but is currently not used for passenger services. However, the same emergency that closes roads will more than likely affect the rail system.

4.0 RECOVERY

4.1 Introduction

Section 36 of the *Emergency Management Act* provides;

36. Functions of local government

*It is a function of a local government –
(b) To manage recovery following an emergency affecting the
community in its district;*

This part of the arrangements must be read in conjunction with other parts of the arrangements and WESTPLAN – Recovery and WESTPLAN – Freight Subsidy Plan. The Shire of Roebourne Local Emergency Management Committee will maintain separate Recovery Management Arrangements and this section therefore only summarises details of that plan.

4.2 The Aim of the Recovery Process

The aim of recovery is to allow the community to return to normal social and economic activities, and to physically re-establish as soon as possible. At the same time actions should be taken to prevent the future occurrence of emergencies by noting opportunities that arise to make improvements within the community.

4.3 Recovery Management Committee

The Shire of Roebourne recognises and accepts their role within the Recovery process. A Recovery Management Committee will be established with appropriate membership following a significant hazard impact on the community to progress recovery arrangements.

The Committee composition and Recovery arrangements are detailed in the Shire of Roebourne Recovery Plan located at Appendix 7.

4.4 Role

To develop and maintain a recovery management plan that will assist the community to recover after a major emergency.

4.5 Functions

- a) Make appropriate recommendations to the Local Emergency Management Committee to improve the Shire of Roebourne's recovery preparedness;
- b) Prepare and maintain a Recovery Management Plan, which prescribes the concepts, organisation, responsibilities for the planning and management of recovery from emergencies in the Shire of Roebourne;
- c) Provide advice and support to those persons, organisations and local government involved in or responsible for, planning and/or managing the recovery process;
- d) Provide an open forum for discussion/resolution of recovery issues;
- e) Review post incident/exercise reports involving recovery issues with a view to improving arrangements in the Recovery Management Plan; and
- f) Provide advice to the Local Emergency Management Committee on all aspects of recovery management.

4.6 Priorities for Recovery

Resources available to conduct Recovery activities may be scarce, and will be allocated on a prioritised basis. The Recovery priorities of the Shire of Roebourne are:

- a) Health and Safety of individuals and the Community
- b) Social recovery
- c) Economic recovery
- d) Physical recovery
- e) Environmental recovery

Detailed recovery arrangements relating to specific hazards and communities are contained in the relevant hazard plans or local recovery plans as appropriate.

4.7 General

As early as possible during an emergency, the Recovery Management Committee conducts recovery operations to assist victims and restore local community services. Whilst local government authorities expect to retain significant responsibility for the well being of local communities and take a major role in recovery operations they may require significant support, particularly with respect to the overall coordination of operations.

4.8 Planning for Recovery Operations

It is essential that the need for recovery operations is assessed and planned during the earliest stages of an emergency response operation. The Local Emergency Coordinator is responsible for ensuring that this occurs.

4.9 Coordination

The Incident Manager/Incident Controller is to determine the requirements for recovery operations by their area. They assist the Local Emergency Coordinator in determining overall area requirements, and should be prepared to take a lead role in operations when circumstances and expertise indicate this to be appropriate.

4.10 Local Recovery Coordinating Committee

If recovery operations are necessary, the Local Emergency Coordinator is responsible for the formation of a Local Recovery Coordinating Committee. All appropriate combat agencies, functional groups and other agencies, should meet initially on a daily basis and possibly less frequently as Recovery operations precede. Membership should take into account all Recovery priorities.

4.11 State Isolated Communities Freight Subsidy Plan

The Local Emergency Management Committee is to provide advice and assistance as required and may be used as a forum to discuss and resolve local issues.

The activation of this plan will be at the discretion of the HMA when it considers that the required response is beyond its capabilities to meet the requirements.

The Plan has two objectives:

- a) To insulate consumers in isolated communities from the effects of increased prices for essential commodities by the payment of freight subsidies when alternative and more expensive means of delivery must be employed.
- b) To coordinate and arrange the transport of essential commodities to isolated communities when they themselves are unable to do so.

4.12 Transition from Response to Recovery

A Recovery Coordinator may be appointed by the Council at any time its sole discretion to manage repair and renewal activities, whether or not an emergency has been declared. However, it is most likely that the appointment will arise following an event that has occasioned a declaration and will take effect when the declaration expires or is terminated.

5.0 TESTING, EXERCISING & TRAINING

5.1 Testing & Exercising

SEMP 2.5 requires that Local Arrangements be exercised annually to check for currency, effectiveness and efficiency.

The benefits of testing include:

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

Testing and exercising is an integral component of maintaining effective emergency management arrangements.

In recognition of this, the Shire of Roebourne LEMC will test these arrangements annually. The testing of arrangements may be achieved using a range of exercise styles, however a field exercise will be conducted every second year.

A formal analysis will be undertaken and documented following each exercise so that learning's can be captured and incorporated in the review process.

The requirement for testing these arrangements will be in addition to the testing of hazard specific arrangements by Hazard Management Agencies.

The LEMC Executive Officer will retain records of all exercises undertaken so that details can be recorded in the annual report to the District Emergency Management Committee.

5.1.1 Exercise Formats

Discussion exercises include orientation exercises, agency presentations, hypothetical and syndicate progressive exercises. Discussion exercises are low cost and usually involve few players.

Functional exercises are closely related to discussion exercises, but normally take place in an operational environment and require participants to actually perform the functions of their roles. They are commonly known as tabletop exercises.

Field exercises involve the deployment of personnel to a simulated incident or emergency.

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

It will be useful to retain details of the exercises undertaken, in particular for annual reporting to the DEMC. The appointed LEMC Secretariat is the preferred record keeper.

5.2 Training

Emergency management training for Local Emergency Management Committee members, Hazard Management Agencies and other organisations with a role in emergency management will be encouraged. An annual training needs analysis will be undertaken by the Roebourne Local Emergency Management Committee, as well as promoting any upcoming training. The 'Weekly Emergency Management Bulletin' is sent to members of State Emergency Management Committee, all West Australian local governments, FESA employees and emergency managers who subscribe to the weekly bulletin. The subscription list is maintained by the FESA Manager – Training and Development, Emergency Management Services and is not available to other organisations and individuals.

6.0 MONITORING AND REVIEWING THE ARRANGEMENTS

6.1 Reviewing

The Chairman of the Shire of Roebourne LEMC is responsible for ensuring the review of these arrangements. Reviews will be undertaken in the following circumstances:

- Following activation of these arrangements.
- Following exercising of these arrangements.
- Following any significant developments or changes within the Shire.
- Following any changes in Emergency Management legislation or policies.
- As a minimum once per year.

The LEMC Membership, Emergency Contact Directory, Welfare and Support Resources, Resources and Contacts Register and the Contract equipment Register (Appendix's 1 to 5 of these arrangements) will be reviewed and revised every three months by the Shire of Roebourne.

6.2 Document Rewrite

A total rewrite of the arrangements will occur every five (5) years, unless directed by the State Emergency Management Committee. The rewrite will be carried out by a sub-committee appointed by the Local Emergency Management Committee with the Executive Officer as the Chairperson.

7.0 EMERGENCY RISK MANAGEMENT

7.1 Emergency Risk Management Process

The Emergency Risk Management (ERM) process forms the foundation of the local emergency management arrangements. The ERM process will identify the relevant risks/hazards in an area and will assist local governments in preparing Arrangements that address those risks. The ERM process will also assist HMAs to deal with residual risks.

ERM is a process of identifying risks, analysing and evaluating risks, and developing appropriate treatment activities to reduce or remove the risks. Community and stakeholder communication and consultation is carried out throughout the process to ensure that the risks and treatment strategies identified address their concerns and are not solely based on the perceptions of the local government. The process is described in the Australian/New Zealand Standard for Risk Management (AS/NZS 4360:2004).

Figure 2 illustrates the steps in the ERM process.



A community's ability to cope with the impact of emergencies depends mainly on whether it, along with the HMAs, has prepared plans, arrangements and programs for:

- Prevention and mitigation – regulatory and physical measures to ensure that risks are minimised, emergencies are prevented, or their effects mitigated;
- Preparedness – measures to ensure that should an emergency occur, communities, resources and services are capable of coping with the effects and can be rapidly mobilised and deployed;
- Response – actions taken immediately prior to, during and immediately after an emergency impact to ensure that its effects are minimised; and
- Recovery – measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic, environmental and physical wellbeing.

The ERM process addresses the Prevention and Preparedness aspects of PPRR.

7.2 Qualitative Measures of Consequence

Table 10: Qualitative Measures of Consequence

<i>Rating</i>	<i>Descriptor</i>	<i>Description</i>
1	Insignificant	<ul style="list-style-type: none"> No injuries or fatalities. Small number or no people are displaced and only for short duration. Little or no personal support required (support not monetary or material). Inconsequential or no damage. Little or no disruption to community. No measurable impact on environment. Little or no financial loss.
2	Minor	<ul style="list-style-type: none"> Small number of injuries but no fatalities. First aid treatment required. Some displacement of people (less than 24 hours). Some personal support required. Some damage. Some disruption (less than 24 hours). Small impact on environment with no lasting effects. Some financial loss.
3	Moderate	<ul style="list-style-type: none"> Medical treatment required but no fatalities. Some hospitalisation. Localised displacement of people who return within 24 hours. Personal support satisfied through local arrangements. Localised damage that is rectified by routine arrangements. Normal community functioning with some inconvenience. Some impact on environment with no long-term effect or small impact on environment with long-term effect. Significant financial loss.
4	Major	<ul style="list-style-type: none"> Extensive injuries, significant hospitalisation, large number displaced (more than 24 hour's duration). Fatalities. External resources required for personal support. Significant damage that requires external resources. Community only partially functioning, some services unavailable. Some impact on environment with long term effects. Significant financial loss - some financial assistance required.
5	Catastrophic	<ul style="list-style-type: none"> Large number of severe injuries. Extended and large numbers requiring hospitalisation. General and widespread displacement for extended duration. Significant fatalities. Extensive personal support. Extensive damage. Community unable to function without significant support. Significant impact on environment and/or permanent damage.

7.3 Qualitative Measures of Likelihood

Table 11: Qualitative Measures of Likelihood

Rating	Descriptor	Description
A	Almost Certain	Is expected to occur in most circumstances; and/or high level of recorded incidents and/or strong anecdotal evidence; and/or a strong likelihood the event will recur; and/or great opportunity, reason, or means to occur.
B	Likely	Will probably occur in most circumstances; and/or regular recorded incidents and strong anecdotal evidence; and/or considerable opportunity, reason, or means to occur.
C	Possible	Might occur at some time; and/or few, infrequent, random recorded incidents or little anecdotal evidence; and/or very few incidents in associated or comparable organisations, facilities or communities; and/or some opportunity, reason or means to occur.
D	Unlikely	Is not expected to occur; and/or no recorded incidents or anecdotal evidence; and/or no recent incidents in associated organisations, facilities or communities; and/or little opportunity, reason or means to occur.
E	Rare	May occur only in exceptional circumstances.

7.4 Qualitative Risk Analysis Matrix – Level of Risk

Table 12: Qualitative Risk Analysis Matrix – Level of Risk

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium Risk	High Risk	High Risk	Very High Risk	Very High Risk
Likely	Medium Risk	Medium Risk	High Risk	High Risk	Very High Risk
Possible	Low Risk	Medium Risk	High Risk	High Risk	High Risk
Unlikely	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk
Rare	Low Risk	Low Risk	Medium Risk	Medium Risk	High Risk

**ERM Risk Assessment & Priority Matrix from AS/NZS 4360: 2004*

7.5 Risk Evaluation Criteria

1. Any loss of life is unacceptable.
2. Any harm to people's health in preventable situations is unacceptable.
3. Any economic loss to the business community is unacceptable.
4. Any harm to the natural or cultural environment is unacceptable.
5. Any damage to the social infrastructure of the community is unacceptable.
6. Any loss of heritage is unacceptable.
7. Any damage to the lifelines within the community is unacceptable.
8. Any damage to the bio-diversity of the Local Government municipality is unacceptable.

7.6 Identified Hazards (Sources of Risk)

1. Air Transport
2. Rail Transport Accident
3. Road Transport Accident
4. Water Transport Accident
5. Building Collapse
6. Earthquake
7. Animal and Plant Bio-security
8. Urban Fire
9. Rural Fire
10. Hazardous Materials Incident
11. Human Epidemic
12. Industrial Accident
13. Land Search and Rescue
14. Reservoir Collapse
15. Storm Surge
16. Tropical Cyclone
17. Tsunami

7.7 Risk Identification Matrix

Table 13: Risk Identification Matrix

SOURCES OF RISK	ELEMENTS AT RISK									
	Lifelines	Facilities	Social	Life	Health	Psych	Assets	Economy	Environ	Cultural
Transport Accident - Air	No	No	No	Yes	Yes	Yes	No	No	No	No
Transport Accident - Rail	No	No	No	Yes	No	No	No	Yes	No	No
Transport Accident - Road	No	No	No	Yes	Yes	No	No	No	No	No
Transport Accident - Water	No	No	No	Yes	No	No	No	No	No	No
Building Collapse	No	No	No	Yes	Yes	Yes	Yes	No	No	No
Earthquake	Yes	Yes	No	Yes	Yes	Yes	Yes	No	No	No
Animal and Plant Bio-security	No	No	Yes	No	No	Yes	Yes	Yes	No	No
Fire – Urban	Yes	No	No	Yes	Yes	Yes	Yes	No	No	No
Fire – Rural <i>including DEC Managed Land</i>	Yes	No	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Hazardous Material Incident	No	No	No	Yes	Yes	No	No	No	Yes	No
Human Epidemic	No	No	No	Yes	Yes	Yes	No	Yes	No	No
Industrial Accident	Yes	No	No	Yes	Yes	Yes	Yes	Yes	No	No
Land Search & Rescue	No	No	No	Yes	Yes	No	No	No	No	No
Reservoir Collapse	Yes	Yes	No	Yes	Yes	No	Yes	No	No	No
Flood	No	No	No	Yes	Yes	Yes	Yes	No	No	No
Tropical Cyclone	Yes	Yes	No	Yes	Yes	No	Yes	No	No	No
Tsunami	No	No	No	Yes	Yes	Yes	Yes	No	No	No

7.8 Risk Statement Register

Table 14: Risk Statement Register

Risk Statement Register - (12/12/2008)	Likelihood Rating	Consequence Rating	Level of Risk
Risk statements – Air Transport Accident			
There is a risk that an air transport accident could cause loss of life.	Unlikely	Major	Medium
There is a risk that an air transport accident could cause harm to people's health.	Likely	Moderate	High
There is a risk that an air transport accident could cause psychological damage to people's health.	Likely	Moderate	High
Risk statements – Rail Transport Accident			
There is a risk that a rail transport accident could cause loss of life.	Possible	Major	High
There is a risk that a rail transport accident could damage the business economy of the area.	Possible	Minor	Medium
Risk statements – Road Transport Accident			
There is a risk that a road transport accident could cause loss of life.	Likely	Major	High
There is a risk that a road transport accident could cause harm to people's health.	Likely	Major	High
Risk statements – Water Transport Accident			
There is a risk that a water transport accident could cause loss of life.	Possible	Major	High
Risk statements – Building Collapse			
There is a risk that a building collapse event could cause loss of life	Unlikely	Catastrophic	High
There is a risk that a building collapse event could cause harm to people's health.	Unlikely	Moderate	Medium
There is a risk that a building collapse event could cause psychological damage to people's health.	Unlikely	Moderate	Medium
There is a risk that a building collapse event could damage assets belonging to residents of the area.	Unlikely	Moderate	Medium
Risk statements – Earthquake			
There is a risk that an earthquake could cause damage to the lifelines of the area, including water, power and access.	Unlikely	Major	Medium
There is a risk that an earthquake could cause damage to the facilities of the area.	Unlikely	Major	Medium
There is a risk that an earthquake could cause loss of life.	Unlikely	Catastrophic	High
There is a risk that an earthquake could damage the health of residents of the area.	Unlikely	Moderate	Medium
There is a risk that an earthquake could cause psychological harm to residents of the area.	Unlikely	Moderate	Medium
There is a risk that an earthquake could damage assets belonging to residents of the area.	Unlikely	Major	Medium

Risk Statement Register	Likelihood Rating	Consequence Rating	Level of Risk
Risk statements – Animal and Plant Bio-security			
There is a risk that the results of an Animal and Plant Bio-security event could damage the social networks of residents of the area for a prolonged period.	Unlikely	Minor	Low
There is a risk that the results of an Animal and Plant Bio-security event could cause psychological harm to residents affected by the incident.	Unlikely	Minor	Low
There is a risk that as a result of an Animal and Plant Bio-security event assets belonging to residents could be damaged or destroyed.	Unlikely	Moderate	Medium
There is a risk that the business economy of the area would be threatened as a result of an Animal and Plant Bio-security event.	Unlikely	Minor	Low
Risk statements – Urban Fire			
There is a risk that an urban fire could threaten lifelines causing disruption to residents.	Likely	Minor	Medium
There is a risk that an urban fire could cause loss of life of residents or emergency service personnel.	Possible	Major	High
There is a risk that an urban fire could damage the health of those affected by the fire.	Likely	Minor	Medium
There is a risk that an urban fire could damage the psychological health of those affected by the fire.	Likely	Minor	Medium
There is a risk that an urban fire could damage assets belonging to residents of the area.	Likely	Minor	Medium
Risk statements – Rural Fire including DEC Managed Land			
There is a risk that a rural fire could threaten lifelines causing disruption to residents of the area.	Possible	Insignificant	Low
There is a risk that a rural fire could cause loss of life of residents or emergency service personnel.	Possible	Major	High
There is a risk that a rural fire could damage the health of those affected by the fire.	Possible	Insignificant	Low
There is a risk that a rural fire could cause psychological harm to the health of those affected by the fire.	Possible	Insignificant	Low
There is a risk that a rural fire could damage assets belonging to residents of the area.	Possible	Minor	Medium
There is a risk that a rural fire could cause disruption to the business economy of the area.	Possible	Insignificant	Low
There is a risk that a rural fire could cause damage to the natural environment of the area affected by fire.	Possible	Minor	Medium
Risk statements – Hazardous Materials			
There is a risk that a hazardous materials incident could cause loss of life.	Unlikely	Major	Medium
There is a risk that a hazardous materials incident could threaten the health of those affected.	Possible	Moderate	High
There is a risk that a hazardous materials incident could cause damage to the natural environment of the affected area.	Possible	Moderate	High

Risk Statement Register	Likelihood Rating	Consequence Rating	Level of Risk
Risk statements – <i>Human Epidemic</i>			
There is a risk that a human epidemic could cause loss of life.	Unlikely	Catastrophic	High
There is a risk that a human epidemic could threaten the health of residents of the area.	Unlikely	Catastrophic	High
There is a risk that a human epidemic could cause psychological harm to those affected.	Unlikely	Catastrophic	High
There is a risk that the results of a human epidemic could disrupt the business economy of the area.	Unlikely	Major	Medium
Risk statements – <i>Industrial Accident</i>			
There is a risk that an industrial accident could threaten lifelines causing disruption to residents of the area.	Unlikely	Insignificant	Low
There is a risk that an industrial accident could cause loss of life.	Unlikely	Catastrophic	High
There is a risk that an industrial accident could threaten the health of residents of the area.	Unlikely	Catastrophic	High
There is a risk that an industrial accident could cause psychological harm to those affected.	Unlikely	Major	Medium
There is a risk that an industrial accident may cause damage to the assets of those in the affected area.	Unlikely	Major	Medium
There is a risk that the results of an industrial accident could disrupt the business economy of the area.	Possible	Major	High
Risk statements – <i>Land Search & Rescue Incident</i>			
There is a risk that a search and rescue incident could result in the loss of life of those people involved including emergency service personnel.	Possible	Major	High
There is a risk that a search and rescue incident could result in harm to the health of those people involved.	Possible	Moderate	High
Risk statements – <i>Reservoir Collapse</i>			
There is a risk that a reservoir collapse could cause damage to the lifelines within the affected area.	Unlikely	Major	Medium
There is a risk that a reservoir collapse could cause damage to the community facilities within the affected area.	Unlikely	Major	Medium
There is a risk that a reservoir collapse may cause loss of life of those in the affected area.	Possible	Major	High
There is a risk that a reservoir collapse could threaten the health of those in the affected area.	Unlikely	Major	Medium
There is a risk that a reservoir collapse may cause damage to the assets of those in the affected area.	Unlikely	Major	Medium
Risk statements – <i>Flood</i>			
There is a risk that a flood could cause loss of life.	Unlikely	Major	Medium
There is a risk that a flood could damage the health of residents of the area.	Unlikely	Moderate	Medium
There is a risk that a flood could cause psychological harm to residents of the area.	Unlikely	Moderate	Medium
There is a risk that a flood could damage assets belonging to residents of the area.	Unlikely	Major	Medium

Risk Statement Register	Likelihood Rating	Consequence Rating	Level of Risk
Risk statements – <i>Tropical Cyclone</i>			
There is a risk that a tropical cyclone could cause damage to the lifelines within the affected area.	Possible	Moderate	High
There is a risk that a tropical cyclone could cause damage to the community facilities within the affected area.	Likely	Moderate	High
There is a risk that a tropical cyclone may cause loss of life of those in the affected area.	Possible	Major	High
There is a risk that a tropical cyclone could threaten the health of those in the affected area.	Possible	Major	High
There is a risk that a tropical cyclone may cause damage to the assets of those in the affected area.	Likely	Major	High
Risk statements – <i>Tsunami</i>			
There is a risk that a Tsunami event could cause loss of life.	Unlikely	Catastrophic	High
There is a risk that a Tsunami event could cause harm to people's health.	Unlikely	Major	Medium
There is a risk that a Tsunami event could cause psychological damage to people's health.	Unlikely	Major	Medium
There is a risk that a Tsunami event could damage assets belonging to residents of the area.	Unlikely	Major	Medium

7.9 Risk Treatment Schedule

Table 15: Risk Treatment Schedule

Source of Risk	Treatment Option	Responsibility for Implementation	Timetable
Air Transport Accident	Ensure Airport Emergency Procedures Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. HMA plans in place & up to date. Recovery Plan in place & up to date.	Shire of Roebourne & Airport Manager. LEMC. Relevant HMA's & LEC. Shire of Roebourne.	
Rail Transport Accident	Ensure Rail Emergency Procedures Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. HMA plans in place & up to date. Recovery Plan in place & up to date.	Pilbara Iron Rail. LEMC. Relevant HMA's & LEC. Shire of Roebourne.	
Road Transport Accident	Ensure Road Emergency Procedures Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. HMA plans in place & up to date. Recovery Plan in place & up to date.	MRWA Manager. LEMC. Relevant HMA's & LEC. Shire of Roebourne.	
Water Transport Accident	Ensure Water Emergency Procedures Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. HMA plans in place & up to date. Recovery Plan in place & up to date.	Port Authority. LEMC. Relevant HMA's & LEC. Shire of Roebourne.	
Building Collapse	HMA Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. Support emergency services. LEMC maintain contact with lifeline agencies.	FESA. LEMC. Shire of Roebourne. LEMC.	
Earthquake	EARTHQUAKE Codes. Ensure resource register & contacts list is up to date.	FESA – State Emergency Service. Shire of Roebourne. Department for Child Protection. Police. LEMC & LEC.	
Animal and Plant Bio-security	HMA Plan in place & up to date. Ensure resource register & contacts list is up to date. Recovery Plan in place & up to date. Evacuation Plan in place & up to date. Welfare Plan in place & up to date.	Department of Agriculture and Food. LEMC & LEC. Shire of Roebourne. LEMC & LEC. Department for Child Protection.	

Source of Risk	Treatment Option	Responsibility for Implementation	Timetable
Fire –Urban/ Rural	Support Shire of Roebourne Strategic Bushfire Plan. Instigate fire prevention strategies. Support public awareness campaign. Promote interaction between relevant participating organisations. Ensure relevant HMA plan in place & up to date. LEMC arrangements in place & up to date. Recovery Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter-agency training.	LEMC & Shire of Roebourne. Shire of Roebourne, FESA Fire Services. LEMC & Shire of Roebourne. LEMC. FESA Fire Services & LEC. LEMC & LEC. Shire of Roebourne. LEMC.	
Hazardous Materials Incident	Ensure HAZMAT Plan in place & up to date. Maintain agency / industry cooperation. Ensure storage / handling / transportation procedures are adhered to. Ensure resource register & contacts list is up to date.	FESA Fire Services. LEMC. Department of Mines and Petroleum. LEMC & LEC.	
Human Epidemic	HMA Plan in place & up to date. Community to be kept well informed of any potential epidemic. Ensure “Food Safe” program is supported. Ensure appropriate agencies have training in identification, handling, etc of any epidemic. Maintain agency / industry cooperation.	Health Department. Health Department & local media outlets. Shire of Roebourne. Health Department & Shire of Roebourne. LEMC.	
Industrial Accident	HMA Plan in place & up to date. Maintain agency / industry cooperation. Recovery Plan in place & up to date. Evacuation Plan in place & up to date. Welfare Plan in place & up to date.	FESA. LEMC. Shire of Roebourne. LEMC & LEC. Department for Child Protection.	
Land Search & Rescue	Ensure Land Search & Rescue Procedures Plan in place & up to date. Support AIIMS-ICS across all agencies, including inter- agency training. HMA plans in place & up to date. Recovery Plan in place & up to date.	FESA State Emergency Service. LEMC. Relevant HMA's & LEC. Shire of Roebourne.	
Reservoir Collapse	HMA Plan in place & up to date. Ensure resource register & contacts list is up to date. Recovery Plan in place & up to date. Evacuation Plan in place & up to date. Welfare Plan in place & up to date.	FESA & Water Corporation. LEMC & LEC. Shire of Roebourne. LEMC & LEC. Department for Child Protection.	

Source of Risk	Treatment Option	Responsibility for Implementation	Timetable
Food	HMA Plan in place & up to date. Ensure resource register & contacts list is up to date. Recovery Plan in place & up to date. Evacuation Plan in place & up to date. Welfare Plan in place & up to date.	FESA & Water Corporation. LEMC & LEC. Shire of Roebourne. LEMC & LEC. Department for Child Protection.	
Tropical Cyclone	LEMC support public awareness campaign. HMA Plan in place & up to date. Support emergency services. LEMC maintain contact with lifeline agencies.	LEMC & FESA State Emergency Service. FESA State Emergency Service & LEC. Shire of Roebourne. LEMC.	
Tsunami	LEMC support public awareness campaign. HMA Plan in place & up to date. Support emergency services. LEMC maintain contact with lifeline agencies.	LEMC & FESA State Emergency Service. FESA State Emergency Service & LEC. Shire of Roebourne. LEMC.	

8.0 WEATHER INFORMATION

8.1 Bureau of Meteorology (BoM) Details

All weather information can be accessed through the Bureau of Meteorology home page on the Internet (www.bom.gov.au).

9.0 REFERENCES

9.1 References

- Emergency Management Act 2005
www.wa.gov.au
- State Emergency Management Policies
www.fesa.wa.gov.au
(State emergency management policy and planning state emergency management policy)
- State Emergency Management Plans
 - WESTPLAN - Public information
 - WESTPLAN - Coordinated Recovery
 - WESTPLAN - Welfarewww.fesa.wa.gov.au
(State emergency management policy and planning state emergency management plans)
- Emergency Management Australia Manuals
www.ema.gov.au
- Western Australian Emergency Risk Management Guide
www.fesa.wa.gov.au
(State emergency management publications)
- Australian and New Zealand Standard: Risk Management (AS/NZS 4360:2004)
www.riskmanagement.com.au
- Your Community Local Emergency Management Committee (LEMC) Guide
www.fesa.wa.gov.au
(State emergency management publications)

These documents plus more are available on the WA Emergency Management Extranet. Visit www.fesa.wa.gov.au (click on link to EM Extranet and register online).

10.0 ATTACHMENTS LIST

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APPENDIX 1: - LEMC Membership

APPENDIX 2: - Emergency Activation Directory

APPENDIX 3: - Welfare & Support Resources

APPENDIX 4: - Roebourne Resources & Contacts Register

APPENDIX 5: - Emergency Resources Register

APPENDIX 6: - Demographic Details

APPENDIX 7: - State Emergency Management Policy Statements, WESTPLAN's, Support Plans and Special Plans

APPENDIX 8: - Shire of Roebourne Recovery Plan

APPENDIX 9: - DCP Welfare Emergency Management Support Plan

APPENDIX 10: - SES Storm Surge Plan (to be provided)

APPENDIX 11: - Airport Emergency Plan

APPENDIX 12: - Shire of Roebourne Bush Fire Hazard Management Plan

APPENDIX 13: - WANDRRA Claim Forms

APPENDIX 14: - WA EM Approach and Committee Structure

APPENDIX 15: - Pilbara Pandemic Influenza Management Plan

APPENDIX 16: - Pilbara Health Emergency Management Support Plan

APPENDIX 17: - Shire of Roebourne Tsunami Arrangements

APPENDIX 18: - Local Emergency Management Arrangements Guide for WA