



Shire of Halls Creek Local Emergency Arrangements 2015

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Thomas Street
PO Box 21 Halls Creek WA 6770
Tel: (08) 9168 6007
Fax: (08) 9168 6236
Website: www.hallscreek.wa.gov.au
Email: hcshire@hcshire.wa.gov.au

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The Shire of Halls Creek Emergency Management Arrangements have been prepared and endorsed by the Halls Creek Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the Emergency Management Act 2005 and a copy has been submitted to the Kimberley District Emergency Management Committee in accordance with Item 31 of State Emergency Management Policy Statement 2.5.

Certificate of Approval

CERTIFICATE

Local governments are required under the provisions of Section 36 of the Emergency Management Act 2005 to ensure that local emergency management arrangements are prepared for the local government area. The documents to which this certificate refers shall be referred to as the *Shire of Halls Creek Local Emergency Management Arrangements 2015* and herein after referred to as the Arrangements.

The Arrangements have been prepared by the Local Emergency Management Committee in consultation with hazard management agencies, government and non-government organisations, community and vulnerable groups.

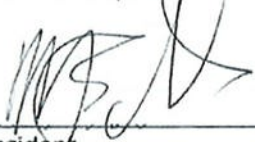
As is a requirement of State Emergency Management Committee Policy Statement 2.5, the Arrangements have been submitted for endorsement to those bodies appearing below.

The Shire of Halls Creek Local Emergency Management Committee


Chairperson


26/3/2015
Date

The Shire of Halls Creek


Shire President

26/3/2015
Date

Kimberley - District Emergency Management Committee

 30422
Chairperson

14.4.2015
Date

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Glossary of Terms and Acronyms

The following terms apply throughout these arrangements

COMMUNITY EMERGENCY RISK MANAGEMENT- a systematic process that produces a range of measures which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT)

DISASTER- See EMERGENCY.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- is responsible for assisting in the establishment and maintenance of effective emergency management arrangements for the district for which it is constituted and has such other functions as are prescribed by the Regulations.

EMERGENCY- an event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organisation or which requires the coordination of a number of significant emergency management activities.

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 CONCEPTS - the emergency management concepts for Western Australia are consistent with those of the commonwealth and in accordance with the Emergency Management Regulations 2006:

1. **Prevention** activities eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of damage likely to be incurred.
2. **Preparedness** activities focus on essential emergency response capabilities through the development of plans, procedures, organisation and management of resources, training and public education.
3. **Response** activities combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations.
4. **Recovery** activities support emergency affected communities in their construction 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 the effects on the community.

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

HAZARD – a situation or condition with potential of for loss or harm the community or the environment.

INCIDENT – an emergency, which impacts upon a localized community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or State level.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS – refers to this document and may also be referred to as 'these arrangements' or 'local arrangements'.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – is established by the local government and consists of a chairperson and other members appointed by the relevant local government with the Shire President/Mayor or person appointed by the Local Government as the chairperson of the committee. Functions of the Local Emergency Management Committee to advise the and assist the local government in ensuring that local emergency management arrangements are established for its district, to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements, and to carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

RECOVERY - includes all activities to support affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economical and physical wellbeing.

RISK – The effect of uncertainties on objectives (Reference ISO 31,000:2009)

RISK MANAGEMENT – Coordinated activities to direct and control an organisation with regard to risk. The risk management process includes the activities of:

- Communication and consultation;
- Establishing the context;
- Risk assessment, which includes;
 - Risk identification
 - Risk analysis, and
 - Risk evaluation.
- Risk treatment, and
- Monitoring and review

(Reference National Emergency Risk Assessment Guide 2014)

ACRONYMS USED IN THESE ARRANGEMENTS

BoM	Bureau of Meteorology
CEO:	Chief Executive Officer
DOH:	Department of Health
SHC:	Shire of Halls Creek
DCPFS:	Department for Child Protection and Family Support
DPaW:	Department of Parks and Wildlife
DEMC:	District Emergency Management Committee
DET:	Department of Education and Training
DFES:	Department of Fire and Emergency Services
IAM:	Infrastructure Assets Manager
IC:	Incident Controller
ISG:	Incident Support Group
KLRC:	Kimberley Language Resource Centre
LEC:	Local Emergency Coordinator
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority/Area
LGLO:	Local Government Liaison Officer
LRC:	Local Recovery Coordinator
LRCC:	Local Recovery Coordination Committee
MPF:	Multi-Function Police Facility
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMCS:	State Emergency management Committee Secretariat
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
VESU:	Volunteer Emergency Services Unit
WAP:	Western Australia Police

Distribution List

	No. of Copies
Chairperson LEMC	1
OIC Ranger Services	1
Shire President	1
Chief Executive Officer	1 (Master Version)
Executive Officer Kimberley DEMC	1
Manager Halls Creek Airport	1
OIC Volunteer Emergency Services Unit	1
Librarian Shire of Halls Creek	1
Department of Agriculture & Food WA	1
Department for Child Protection	1
Halls Creek Hospital	1
Kimberley Language Resource Centre	1
Yura Yungi	1
Department of Agriculture	1
Centrelink	1
Horizon Power	1
Water Authority	1
Main Roads WA	1
District Officer Kimberley District Police Office	1
OIC Halls Creek Police (LEC)	1
OIC Balgo Multi-Function Police Facility	1
OIC Warmun Multi-Function Police Facility	1

Communities

Balgo Hills	1
Billiluna	1
Frog Hollow	1
Mulan	1
Kundat Djaru (Ringer Soak)	1
Warmun	1
Yiyilli	1

The master version of these arrangements will be located in the office of the CEO Shire of Halls Creek.

An Electronic version of the Local Recovery Plan has been provided to the Kimberley DEMC and SEMC for noting.

Copies of this Local Recovery Plan are available to the public at www.hallscreek.wa.gov.au or at reception of the Shire Offices located at Lot 17 Thomas Street, Halls Creek WA 6770.

Amendment Record

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

Feedback can include:

What you do or do not like about the arrangements;

Unclear or incorrect expression;

Out of date information or practices;

Inadequacies; and/or

Errors, omissions or suggested improvements.

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

Chairperson
Local Emergency Management Committee
Shire of Halls Creek
PO Box 21
Halls Creek WA 6770

Or alternatively you may email to:

hcshire@hcshire.wa.gov.au

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

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

[illegible]

PART 1 – Management

These arrangements have been prepared and endorsed by the Shire of Halls Creek LEMC and approved by the Shire of Halls Creek Council. They have been tabled for the information and comment with the Kimberley DEMC.

Public Consultation and Access

The local emergency management arrangements will be made available to members of the public free of charge supplied in electronic format on application to the Shire during normal business hours. Email: hcshire@hcshire.wa.gov.au.

Area Covered

The Shire of Halls Creek covers an area of 143,025.5 square kilometres and incorporates the town of Halls Creek and localities of Balgo Hills, Billiluna, Frog Hollow, Mulan, Kundat Djaru (Ringer Soak), Warmun (Turkey Creek) and Yiyili.

Profile

Halls Creek is a busy service town for surrounding pastoralists, Aboriginal communities and travelers exploring northern Western Australia. Halls Creek is also the fourth fastest growing shire within Western Australia. Situated in the heart of the Kimberley, Halls Creek is the gateway to a range of world renowned natural attractions, including the World Heritage listed Bungle Bungle Ranges of Purnululu National Park. Located on the edges of the Great Sandy Desert and Tanami Desert, 362km south of Kununurra, 1288km south-west of Darwin and 2873km north-east of Perth, Halls Creek offers a genuine insight into the spectacular Australian outback covering some 143,025.5 square kilometres of predominantly desert and pastoral country.

Halls Creek has a tropical semi-arid climate due to its location between the wetter northern regions of the Kimberley and the arid Great Sandy Desert to the south. There are two distinct seasons. The "wet", usually from December to March when 80% of the annual rain falls, and the "dry", usually from May to October when it is typically dry for very long periods. Two transitional periods are also recognised. One before the onset of the "wet" called the "buildup" and another before the "dry" called the "change" when rain and cloud become less frequent as the monsoons retreats to more northerly latitudes.

Demographics

Council Statistics

Local Government District Area	143,025 Km ²
Length of Sealed Roads	389 km
Length of Unsealed Roads	1,525 Km
Population	4,500
Number of Dwellings	900

Aboriginal Community Statistics

Community	Population	Languages spoken
Balgo Hills	460	Kukatja, Ngardi, Northern Territory languages
Billiluna	144	Kukatja, Eastern Walmajarri, Jaru, Ngardi
Mulan	194	Kukatja, Eastern Walmajarri, Jaru, Ngardi
Frog Hollow	No data	Kija
Ringer Soak	160	Jaru, Kukatja, Ngardi, Northern Territory languages
Warmun	196	Kija
Yiyili		Gooniyandi

Information kindly supplied by Kimberley Language Resource Centre

Purpose

The objectives of these arrangements are to:

- Ensure effective and coordinated management of emergencies within the Shire of Halls Creek
- Ensure these arrangements comply with State emergency management arrangements.
- Provide a register of identified risks found within the Shire of Halls Creek
- Ensure a coordinated approach to the public education in relation to emergencies with the Shire of Halls Creek.
- Ensure these arrangements are kept up-to-date.

Scope

The scope of these arrangements is limited to and includes:

- The geographical boundaries of the Shire of Halls Creek;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other Emergency Management Plans.

Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Halls Creek, these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans.

The flow chart in ANNEX A indicates the relationship between the State and local plans.

State

To view the Westplans and Policy Statements guiding emergency management in WA, refer to the State Emergency Management Committee website.

<https://www.semc.wa.gov.au/Pages/default.aspx>

Local Arrangements

Shire of Halls Creek Local Emergency Management Arrangements;
Shire of Halls Creek Local Recovery Plan;
Shire of Halls Creek Emergency Contact Directory;
Shire of Halls Creek Resource and Assets Register; and
Halls Creek Aerodrome Emergency Plan 2014.

Finance Arrangements

State Emergency Management Arrangements, as found in SEMP 4.2, outline the responsibilities of funding during multi-agency emergencies. While recognizing the provisions of SEMP 4.2, the Shire of Halls Creek is committed to expending such necessary funds as required on its part to ensure the safety of its residents and visitors.

Refer to the Shire of Halls Creek 'Financial Sub-Plan' for information on public appeals, finance management, etc.

Current agreements, understandings and Commitments

Mutual Aid Agreements, such as sharing of resources during times of emergency has been discussed and agreed between the Councils of the Shire of Broome, Derby-West Kimberley, Halls Creek, Wyndham- East Kimberley and Christmas Island. These Councils form the Western Australian Local Government Association (WALGA) Kimberley Zone of Councils.

Special Considerations

Seasonal activities like school holidays may impact on the availability of volunteer resources and support staff. Other factors as described below should be noted when planning activities to test these arrangements.

The tourist high season for the Kimberley occurs between April and October each year and results in a significant influx of tourists into the area. During these times of high tourist activity the Shire's capacity to support larger than normal numbers may be stretched should a significant emergency event occur that limits the ability of tourists to leave town.

Access

Road: The Halls Creek town site is accessible via the Great Northern Highway which runs through the main street and the Duncan Highway to the East. The Great Northern Highway is a major sealed road suitable for heavy transport but is susceptible to flooding during the wet season which could render it impassable for weeks at a time. The Tanami Road is unsealed and in poor condition in most parts outside the town boundary. The road carries local and tourist traffic along with heavy haulage vehicles and is highly susceptible to wet weather throughout the year.

Air: The Halls Creek Aerodrome is managed by Aerodrome Management Services (AMS) on behalf of the Shire of Halls Creek. In the event that the lights at the airport are required to be manually turned on AMS will be contacted in the first instance. In the instance where AMS officers are not available, the LGLO or Director of Nursing should be contacted.

Water Supply

Halls Creek town water is supplied through a Water Corporation Wellfield drawing ground water for the King Leopold Sandstone aquifer. The aquifer is vulnerable to contamination from overlying land uses but these uses mainly agriculture pose a limited risk. The water supply is protected through the Halls Creek Water Reserve Protection Plan 2002.

The Halls Creek Water Treatment Plant is located less than 500 metres south and east of bores 2/89 and 7/90. The treatment plant consists of two primary treatment and two polishing ponds and an evaporation pond. There is a risk of contamination from system leakages and system overflows. The Duncan Highway traverses the water reserve and poses a risk of contamination to the water supply through contaminants emanating from road crash incidents.

Power Supply

Power supplies for the Halls Creek town site is supplied through Horizon Power generation station. The generation system is reliant on diesel fuel supplies that can be in short supply during prolonged emergency events namely flooding.

Remote communities also derive their electricity from on-site diesel powered generation systems that are also vulnerable to liquid fuel shortages during flooding events.

Communications

Telecommunications is delivered throughout the Shire by Telstra via a subterranean cable, microwave, digital and analogue telephone. Emergency communications for Volunteer Fire & Rescue Service operates via VHF Mid and High band radio. The loss of telecommunications to the town in recent times has severely impacted the community's businesses and local consumers.

Responsibilities

As stated the Emergency Management Regulations 2006 the following outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Emergency Management Act 2005 a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in SEMP 2.5.

Local Government Emergency Management Planning

Section 41 of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies is described in Sections 4 and 5 of the Emergency Management Act 2005.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under WESTPLAN – Public Information, SEMP 4.6 Emergency Public Information.

Cessation of response and transition to recovery requirements are set out in WestPlan Recovery Coordination 2014. The Shire of Halls Creek, the Shire will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act. **Refer to the Local Recovery Plan for guidance.**

Local Emergency Operations Centre

For incidents of a local nature, the EOC for an emergency will be designated by the responsible HMA "Incident Controller". Where the HMA requests an alternate location for the EOC or where the primary location is deemed not suitable for any reason, an alternative facility listed below has been deemed appropriate for use:

NOTE: The EOC may also be used as a Recovery Coordination Centre if required during recovery activities. Refer to the SHC 'Local Recovery Plan' for further details.

Primary Emergency Operations Centre

Shire of Halls Creek Council Chambers
Thomas Street
Halls Creek

Alternative Emergency Operations Centre

Halls Creek Courthouse
Police Station
Great Northern Highway
Halls Creek

PART 2 – Planning

Local Emergency Management Committee (LEMC)

The local government and the LEC have established a LEMC to plan, administer and test the local emergency management arrangements. Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chair	Shire President
Deputy Chair	Councillor
Administration Officer	Shire of Halls Creek CEO
Members	
Chief Executive Officer	Shire of Halls Creek
President	Shire of Halls Creek
Councillors	Shire of Halls Creek
Infrastructure Assets Manager	Shire of Halls Creek
Team Leader	Department for Child Protection & Family Support
Officer in Charge	Halls Creek Police Station (LEC)
Officer in Charge	Halls Creek VESU
District Manager	DFES
Director of Nursing	Halls Creek District Hospital
Regional Manager	Department of Housing

Risk Schedule

The LEMC has conducted an Emergency Risk Management Assessment based on the ISO Standard 31,000/2009 for Risk Management. The '**Risk Register and Treatment Schedule**' are incorporated in the Emergency Risk Assessment Database ERAD an Excel spread sheet tool developed for use by Local Government and the LEMC in support of these arrangements. Risks associated with a number of natural and technological hazards likely to impact the community are identified in the table in Part 3 of this plan.

Emergency Management Structure

The Halls Creek emergency management structure is consistent with the Emergency Management Regulations 2006 and State Policy as appropriate to local governments.

The structure of the Local Emergency Management Committee is on page 17 and its functions and duties are shown in [Annex B](#).

During an emergency event, and dependent upon the declared level, Level 1, Level 2, or Level 3, the Shire of Halls Creek will provide a Local Government Liaison Officer to attend meetings of the Incident Support Group (ISG) in support of the resolution of any emergency event as follows:

Event Level	Local Response
Level 1	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge
Level 2	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres.
Level 3	Provide such assistance as may be required to support the resolution of an incident at the local level. Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as welfare centres. • Where an OAMG is formed, provide a Local Government Liaison Officer.

Emergency Actions

Some emergency situations such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Some emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for PPRR will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

Consistent with the Emergency Management Regulations 2006 and SEMP 4.1, this plan is based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above risks, local or district contact details for each HMA are listed below:

Testing During the Planning Process

Exercising and testing during the planning process is essential to ensure that the arrangements are workable and effective. Exercising the arrangements during the planning process will allow LEMC to:

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

SEMP 2.5 requires the exercising of these arrangements at least annually by the LEMC. Reporting to the LEMC and the DEMC after exercises have been conducted must occur in the format found in SEMP 2.5.

'Part 6' of these arrangements and SEMP 3.1 has further details on exercising.

Hazard Management Agency Contact Details

Contact details for all emergency management agencies and support organisations are published in the Contacts Register. The contacts register is aligned to hazards reasonably assessed as likely to impact on the Halls Creek community.

It is recognised that the HMAs and combat agencies may require resources held by the local government and assistance to manage the emergency. The Shire of Halls Creek is committed to providing assistance/support if the required resources are available.

Hazard Management and Supporting Agency contact details

HAZARD MANAGEMENT AGENCY	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services	9169 1370 0409 294 909
Western Australia Police Halls Creek Balgo MPF Warmun MPF	9168 9777 9168 8978 9194 0255
Department of Parks & Wildlife	0418 919 384
Department for Child Protection and Family Support Halls Creek Broome Kununurra	9168 6114 9193 8400 9168 0333

It is recognised that the HMA and combat agencies may require resources held by the Shire of Halls Creek to support the response to an emergency. The Shire of Halls Creek is committed to supporting the response effort within the LGA.

Training Programs which may assist in this area

Western Australian Local Government Association provides valuable training opportunities in emergency management to local government in WA. The training includes:

- Working in Emergency Management (on-line training. This course is nationally accredited and linked to the Advanced Diploma Public Safety Emergency Management training package)
- AIIMS awareness (on-line training accredited by DFES for volunteers)
- Participate in Local Government Emergency Management Preparation (Face-to-face)
- Manage recovery activities for Local Government (Face-to-face)
- Local Recovery Coordinator (Face-to-face)

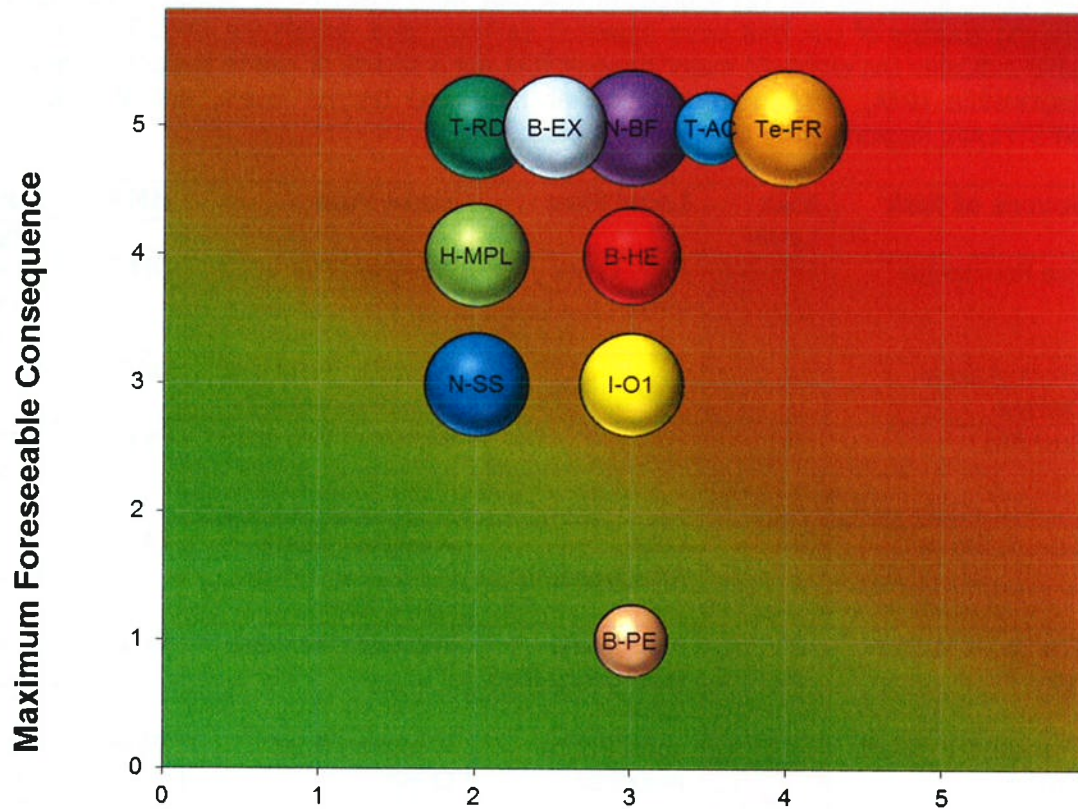
PART 3 – Response

Risks

The LEMC identified two (2) sources of risk that were assessed as 'severe' and a further five (5) sources of risk that were assessed as 'High' and within the SHC. The following table indicates the eight (8) major hazards that are a source of risk to the community, the responsible HMA, HMA representation at local and district levels, and the relevant WESTPLAN, Regional and/ local plans in place.

Source of Risk	Risk Level	Local Plan	State Plan	HMA	Support Org
Fire Residential	Extreme	Halls Creek VFRS	Westplan Fire 2013	DFES	Halls Creek VESU
Exotic Animal Disease	Extreme		Westplan Plant and Animal Biosecurity	DAFWA	Shire
Bushfire	High		Westplan Fire 2013	DFES	Halls Creek VESU
Severe Storm	High	Local EM Arrangements	Westplan Storm	DFES	Halls Creek VESU
Transport incident -air	High	Aerodrome Emergency Plan 2014	Westplan Air crash	WAPOL	Halls Creek VESU
Transport incident - road	High	Local Police response	Westplan Road Crash	WAPOL	Halls Creek VESU
Human epidemic/pandemic	High	Halls Creek Hospital response plan	Westplan Human Epidemic	DoH	

Community Emergency Risk Assessment (CERA) Heat Map



Halls Creek, Shire of			
6 June 2013			
Code	Risk	Ratings Confidence	Residual Risk Rating
N-BF	Bushfire	Med	High
N-SS	Severe storm / Tornados	Med	High
T-AC	Transport incident - Air	Low	High
T-RD	Transport incident - Road	Med	High
H-MPL	Missing person - Land Search	Low	Medium
I-O1	Service Disruption - Utilities	Med	Medium
Te-FR	Fire - residential	Med	Extreme
B-HE	Human epidemic / pandemic	High	High
B-PE	Plant disease	Low	Low
B-EX	Exotic animal disease	Low	Extreme

Figure 1: Shire of Hall's Creek Risk Profile

Consistent with the Emergency Management Regulations 2006 these arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above risks, 'Part 5' of these arrangements detail contacts for each HMA.

It is recognised that the HMA's and combat agencies may require SHC resources and assistance to manage the emergency. The SHC is committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

Incident Support Group (ISG)

The ISG consists of Liaison Officers from organisations involved in the incident. The makeup and duties of the ISG are established and described in SEMP 4.1.

The Shire of Halls Creek will make available an experienced member of staff at managerial level to be a '**liaison officer**' and represent the Shire of Halls Creek at the Incident Support Group upon the request of either:

- The Incident Controller; or
- The Local Emergency Coordinator;

The role of the nominated Liaison Officer is to be liaison between the ISG/Incident Controller and the local government and is described in Annex C.

Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shire of Halls Creek.

Evacuation is the "directed, forced movement of (non-emergency services) people by an emergency service".

Relocation is the "self-initiated or voluntary movement of people to:

- A place of safe refuge;
- A designated Welfare Centre".

All evacuations shall be managed in accordance with SEMP 4.7

The SEMC resource **Evacuation Management Guide 2014** may assist in evacuation planning and management.

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

A decision on the need for evacuation will be given by the HMA. Evacuation will occur in a planned and safe manner. The HMA will consult with police and the DCPFS when evacuation of any type is being considered.

Incident Support Group(s) (ISG)

The ISG consists of Liaison Officers from local organisation involved in the incident.

Function:

The ISG function is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation;

Composition:

Chair: Incident Controller appointed by the HMA.

Emergency Coordinator:

Members:

Representatives (Liaison Officers) from those agencies and community organisations directly involved in the response and recovery of the event as determined by the Incident Controller;

Activation:

Activated by the HMA Incident Controller when at least one of the following occurs:

- Where an incident is designated at Level 2 or higher;
- Multiple agencies need to be coordinated.

Aboriginal Community Evacuation

The evacuation or relocation of people from Aboriginal communities in the Shire of Halls Creek poses many issues for Aboriginal people and responders alike. Where a decision has been taken by the HMA Incident Controller in consultation with other stakeholders because of a real or perceived risk to the community from the hazard(s), it is imperative that consultation with Aboriginal people and their representatives takes place well before the evacuation of a community or communities is planned.

For evacuations involving Halls Creek communities including the town communities, advice should be sought from the Kimberley Language Resource Centre that will ensure the following outcomes:

- Communication with Aboriginal people is facilitated in their own language;
- Cultural sensitivities can be discussed and protocols observed;
- HMA issues surrounding the proposed evacuation can be clearly communicated;
- The views of Aboriginal people can be sought and concerns addressed;
- The community can be evacuated to the place of their choosing;
- Under what circumstances the evacuation will take place i.e. when, where, why and how.

Where evacuations occur for community safety reasons, the HMA Incident Controller in consultation with the OAMG must also discuss the staged return of Aboriginal people and other members of the community from the place of safe refuge to their communities when it has been deemed safe to do so. DCP will be the key agency for decisions on how this should occur. The local contact details for the Kimberley language Centre can be found in the Contacts Directory.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

The hazard Management Agency controlling the response to an emergency will control the release of public information via various sources and tools as listed below:

SEWS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Emergency Alert: - A national telephone warning system used by emergency services to send voice messages to landlines and text messages to mobile phones within a defined area about likely or actual emergencies. In the case of an emergency, you may receive a voice message on your landline or a text message on your mobile phone.

Emergency Warning messages: - Verbal messages transmitted through the electronic media.

Vulnerable Groups

Town based Aboriginal and remote communities are always to be considered vulnerable groups during and following emergency events. The sick and elderly along with educational facilities in the community must be considered for evacuation to safer places should time permit.

The following table identifies town based facilities where persons considered more vulnerable to the effects of an emergency event than the wider community may be located.

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Halls Creek District High School	Thomas St Halls Creek	9168 6082	6	Yes
Halls Creek Hospital	Roberta Ave Halls Creek	9168 9222	8	Yes

Evacuation Centres

The following table details the evacuation centres owned by the SHC available and deemed suitable for evacuation purposes. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

Building Name	No. of Persons		Address	Duration
	Capacity	Sleeping		
Civic Hall	150	100	Great Northern Highway Halls Creek	Short Term 1-7 days
Recreation Centre	200	200	Great Northern Highway Halls Creek	Short Term 1-7 days

Note: The DCPFS and the Shire of Halls Creek is to be contacted whenever an evacuation is considered as both the DCPFS and the Shire of Halls Creek. The DCPFS has responsibility for the provision of welfare services (food, clothing, accommodation, financial assistance, and personal support) to evacuees and management of registration and inquiry services using the Register.Find.Reunite System and associated forms. The Shire owns the above mentioned buildings and will arrange for access and the rescheduling of community use of the facilities.

For further information on evacuation centres, refer to [Annex D](#).

Welfare

Welfare can be described as "the provision of both physical and psychological needs of a community affected by an emergency". This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, emergency clothing, and personal requisites. Welfare activities are the responsibility of the DCPFS who will coordinate resources and undertake other functions as found in the following support plans:

WESTPLAN –Welfare;

Welfare Management

The State-wide management of emergency welfare functions is the responsibility of the DCPFS (WESTPLAN – Welfare).

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Department for Child Protection & Family Support

Local Welfare Coordinator:

The DCPFS shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer, if one has been appointed by the local government, and coordinate the provision of resources detailed in the Local Welfare Emergency Management Support Plan.

Shire of Halls Creek

Local Government Officer:

The SHC will provide an officer as Liaison/support between the DCPFS and the SHC where an evacuation centre has been established within the local government district, if requested by the Local Welfare Coordinator.

Training Programs which may assist in this Area.

The DCPFS will coordinate local training opportunities for the establishment and running of evacuation centres.

PART 4 – Recovery

Management of the Local Recovery Coordination Committee

The Shire of Halls Creek recognises and accepts the importance of their role in the recovery process. As such a LRCC has been established and its membership and structure is outlined below:

Executive:

Chairperson (if not the SHC President or the SHC CEO, then preferably a SHC Councilor);
Local Recovery Coordinator (Should be different to the Chairperson);
Secretary (normally provided by the local government);
Local Emergency Coordinator, the OIC Halls Creek Police.

Core Membership (Recommended)

- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or local government Environmental Health Officer;
- Department for Child Protection & Family Support;
- Western Australia Police Service;
- Community Representative/s; and if established

Chairpersons of sub-committees

- Co-opted members (Recommended)
- Department of Agriculture and Food WA;
- Department of Environment and Conservation;
- Lifelines (power, water, gas etc);
- Main Roads WA;
- Department of Water;
- Regional Development Commission;
- Education/ school representative;
- Community groups;
- Chamber of Commerce;
- St John Ambulance;
- Insurance representative; and
- Other persons/organisations as identified.

Local Recovery Committee Roles and Responsibilities

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the SHC '**Local Recovery Plan**'.

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees as required;
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing a strategic plan for the coordination of the recovery process for the event that:
- Takes account of the local government long term planning and goals;
- Includes an assessment of the recovery needs and determines which recovery functions are still required;
- Develops a timetable and identifies responsibilities for completing the major functions;
- Considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
- Allows full community participation and access; and
- Allows for the monitoring and the progress of recovery.
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery;
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

Local Recovery Coordinator

The table below lists the persons responsible for leading the community recovery process. By appointing and training more than one person to undertake the role of the LRC, coverage is ensured in the event the primary appointee is unavailable when an emergency occurs.

LRCC Position	Primary	Alternate
Chair	Shire President	Councillor
LRC	CEO	IAM

Local Recovery Coordinator Roles and Responsibilities

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

- Prepare, maintain and test the SHC '**Local Recovery Plan**';
- Assess the community recovery requirements for each event, in consultation with the HMA, EC and other responsible agencies, for;
- Advice to the SHC President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC if convened.
- Undertake the functions of the Executive Officer to the LRCC;
- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required form the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

Refer to the SoHC '**Local Recovery Plan**' for further details.

PART 5 – LEMC & HMA Contact Directory

This contact directory is provided to ensure the timely contact of key personnel during an emergency. The Chairperson of the LEMC shall ensure this directory is maintained up-to-date, however individuals have a personal responsibility to advise of any change in contact details immediately. For other emergency contacts, refer to the SHC '**Local Emergency Contact Directory**'.

Hazard Management Agencies

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	CONTACT NUMBER
Air Transport Emergencies	Western Australia Police	9168 9777
Dam Break (including major hydraulic structures)	Water Corporation	1800 626 636
Earthquake	Fire and Emergency Services Authority	9169 1370 0409 294 909
Exotic Animal Disease	Department of Agriculture & Food WA	9166 4000
Fire (DPAW managed land)	Department of Environment and Conservation	0418 919 384
Flood	Fire and Emergency Services Authority	9169 1370 0409 294 909
Land Search and Rescue	Western Australia Police	9168 9777
Road Transport Emergencies	Western Australia Police	9168 9777
Space Re-entry Debris	Western Australia Police	9168 9777
Storm/Tempest/Cyclone	Fire and Emergency Services Authority	9169 1370 0409 294 909

PART 6 – Testing, Exercising and Reviewing the Arrangements

Testing and Exercising

The LEMC recognises that the testing of these arrangements is as important as writing them. As a blueprint for the communities' response and recovery activities to an emergency these arrangements must be verified for accuracy and functionality.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
- Providing the opportunity to promote the arrangements and educate the community;
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
- Improving the arrangements in accordance with the results of exercise debriefings.

SEMP 3.1 details requirements on testing arrangements within the State. EMA Managing Exercises Manual 42 provides guidelines and a national reference for the design, conduct and review of exercises and simulations. The manual is useful for members of emergency management services and personnel responsible for developing or testing emergency response plans and their capabilities.

Schedule of Exercises

The LEMC shall undertake to conduct at least one multi-agency exercise per year, though a minimum of one exercise per year will be conducted as required by SEMP 2.5 and a report forwarded the DEMC in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas of possible improvement to these arrangements.

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

Exercise Formats:

- Discussion Exercise:
- Orientation exercise
- Agency presentation
- Hypothetical exercise
- Functional Exercise
- Table top exercise
- Field Exercise
- Simple
- Complex

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

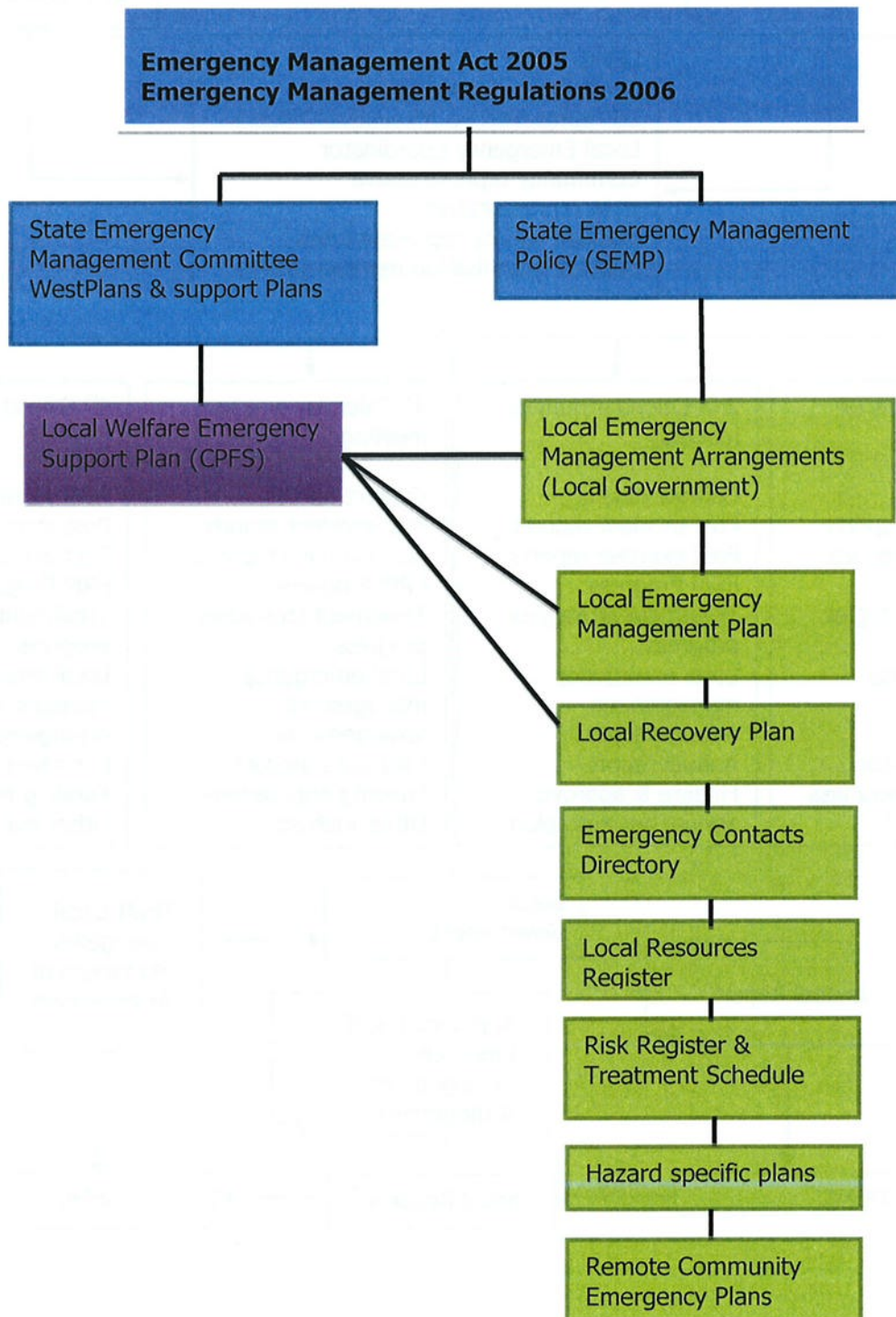
Review of These Arrangements

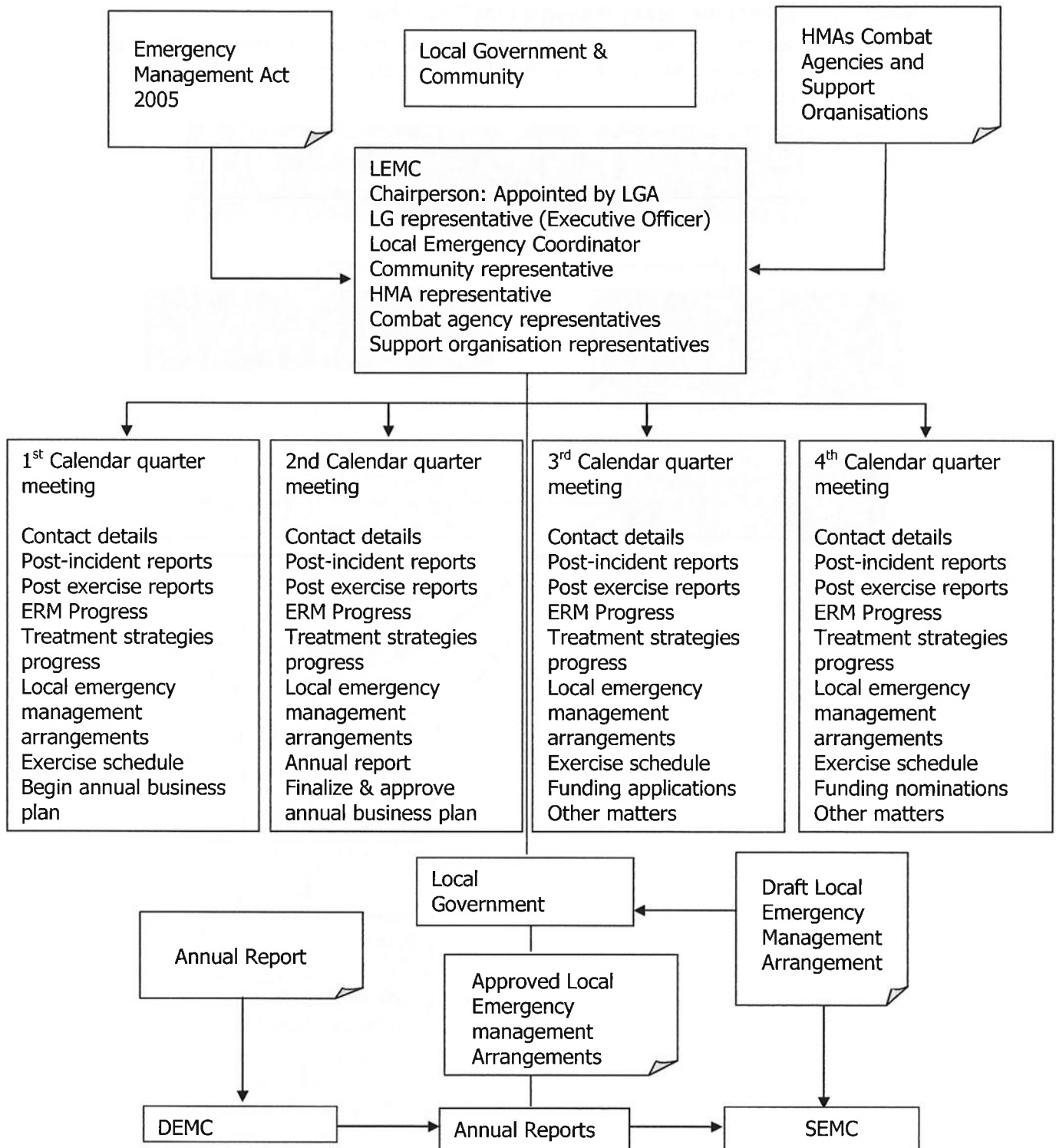
These arrangements will be reviewed every five (5) years, after an exercise, after an emergency where all or any part of these arrangements are utilised or where changes are required for other reasons.

The Executive Officer the LEMC is responsible for ensuring the review of these arrangements occurs.

ANNEX A: Local Emergency Management Flow Chart

The following flow chart reflects the relationship between the Shire of Halls Creek Local Emergency Management Arrangements and their relevance to local plans, support documents and sub-plans.



ANNEX B: Flowchart for the Establishment of a LEMC and its Functions

ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Halls Creek will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

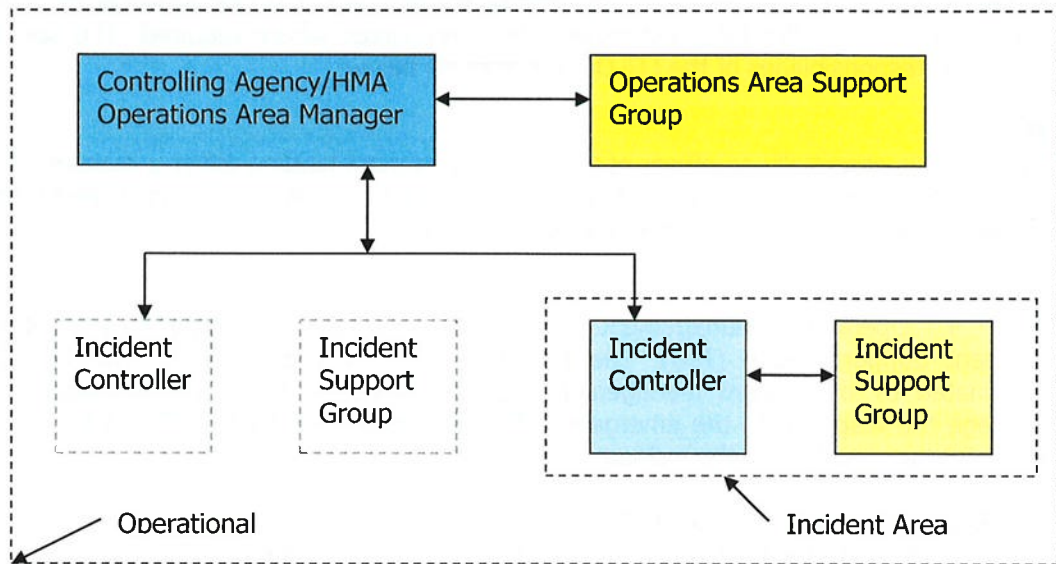
The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

The IC of the HMA or Controlling Agency will provide the following information:

- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting.



Multi Agency Support Structure

ANNEX D: Shire of Halls Creek Evacuation Centres

Civic Hall

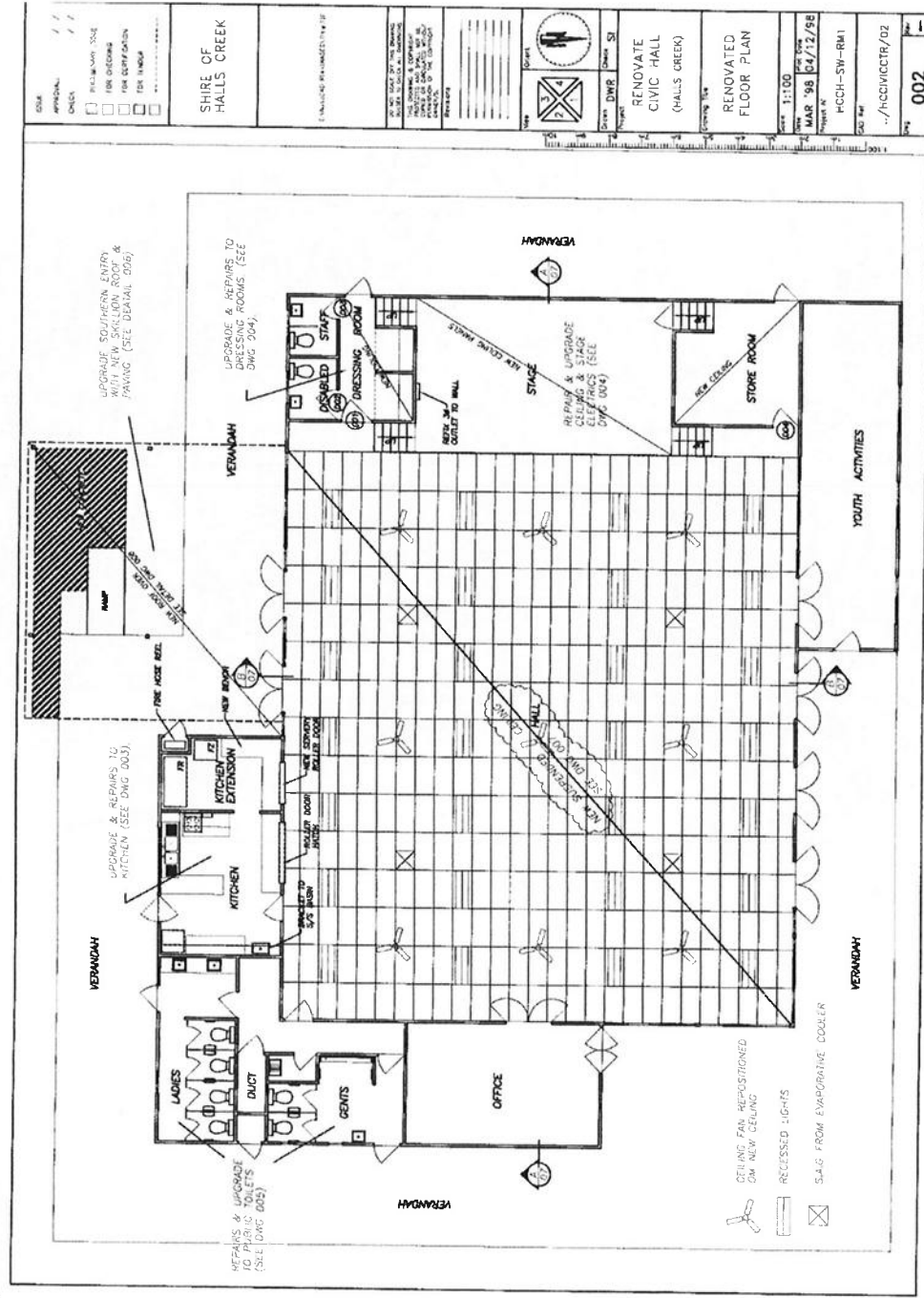
Address: Great Northern Highway, Halls Creek

Contact: Shire of Halls Creek
Office Ph: 9168 6007

Capacity: 100



Floor Plan



INTERNAL FACILITIES		
ITEM	YES/NO	NOTES
Power Points	Yes	Limited to kitchen area
Generator Point	No	
Lighting	Yes	
Telephone line point	No	
Ceiling Fans	Yes	
Air Conditioning	Yes	Evaporative two outlets in main hall
Heating	No	
Hot Water System	Yes	Kitchen only
Showers	No	
Toilet male	Yes	Two cubicles plus one urinal
Toilets Female	Yes	Four
Toilets Unisex	Yes	One collocated with disabled toilet
Disabled Toilets	Yes	One
Baby Facilities	Yes	On plan as dressing room
Tables	Yes	Shared between hall and Recreation Centre
Chairs	Yes	As above
Cooking Facilities	Yes	One four burner stove/oven
Tea/Coffee Facilities	Yes	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	
Fire Extinguishers/Hose reels	Yes	Hose reel located near disabled ramp

EXTERNAL FACILITIES		
ITEM	YES/NO	NOTES
External Lighting	No	
Toilets	No	
Play Area for Children	No	
Rubbish Bins	Yes	
External Taps	No	
Parking Spaces Available	Yes	Car park between shire hall and recreation centre
Outdoor Cooking Facilities	No	
Disabled Access	Yes	

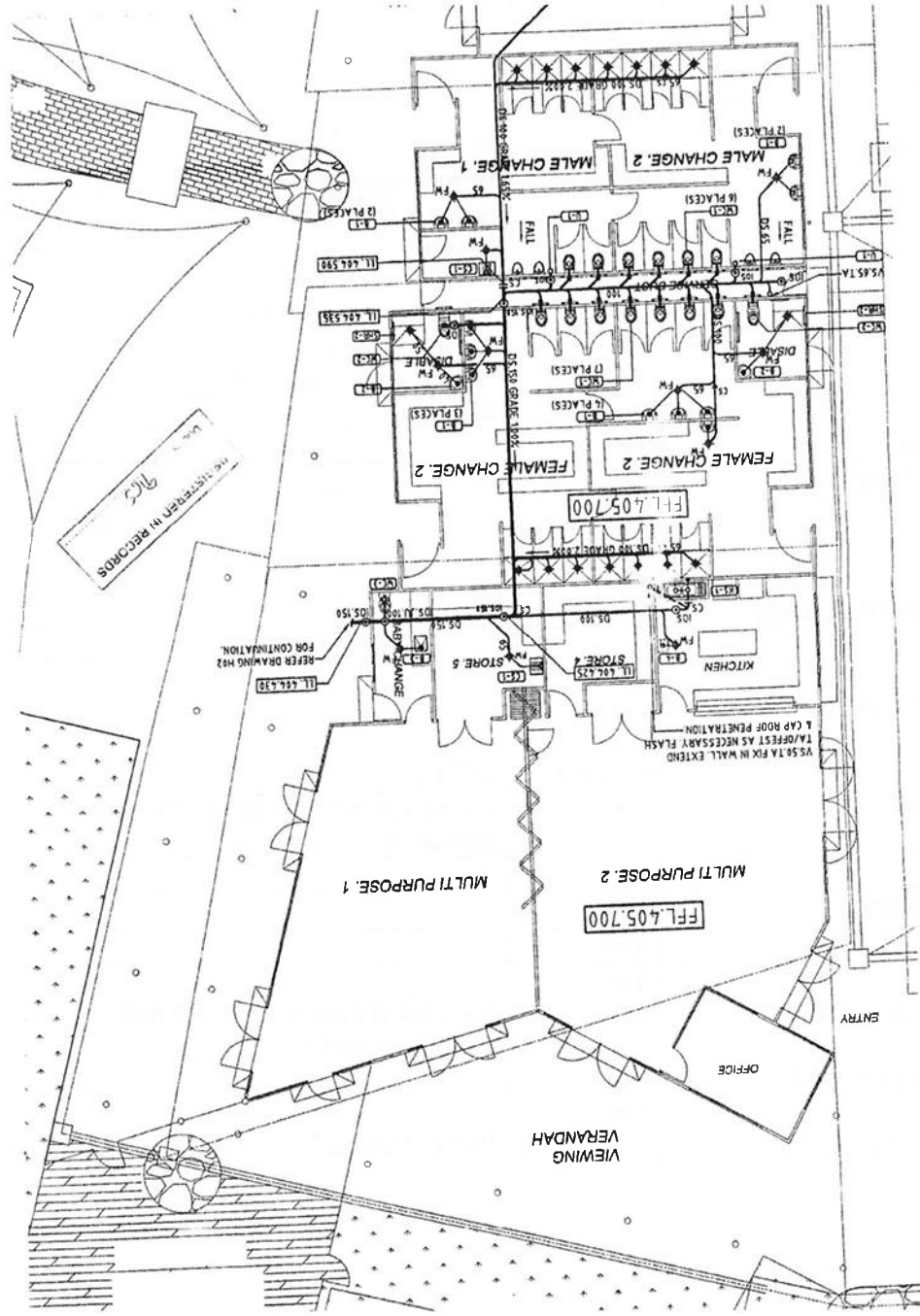
Shire of Halls Creek Recreation Centre

Address: Great Northern Highway, Halls Creek

Contact: Shire of Halls Creek
Office Ph 9168 6007

Capacity: 200





INTERNAL FACILITIES		
ITEM	YES/NO	NOTES
Power Points	Yes	Multiple
Generator Point	No	
Lighting	Yes	
Telephone line point	Yes	
Ceiling Fans	No	
Air Conditioning	No	Evaporative
Heating	No	
Hot Water System	Yes	Kitchen
Showers	Yes	Female seven Male seven
Toilet male	Yes	Six plus four urinal
Toilets Female	Yes	Seven
Toilets Unisex	No	
Disabled Toilets	Yes	Two with shower facilities
Baby Facilities	No	No specific area
Tables	Yes	Shared with Shire Hall
Chairs	Yes	As above
Cooking Facilities	Yes	
Tea/Coffee Facilities	Yes	
Water Supply	Yes	
Sewerage	Yes	
Rubbish Bins	Yes	
Fire Extinguishers/Hose reels	Yes	

EXTERNAL FACILITIES		
ITEM	YES/NO	NOTES
External Lighting	Yes	Oval adjacent, basketball courts and pool area
Toilets	No	
Play Area for Children	No	
Rubbish Bins	Yes	
External Taps	Yes	
Parking Spaces Available	Yes	Car park between shire hall and recreation centre
Outdoor Cooking Facilities	No	
Disabled Access	Yes	
Outside sporting facilities	Yes	Public 25m pool and oval

ANNEX E: Shire Map

