

# Shire of Shark Bay



# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

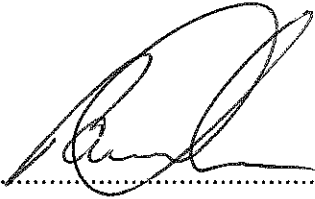
Public Version

2013

**Local Emergency Management Arrangements**

**SHIRE OF SHARK BAY  
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

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



.....  
Chairperson  
Shark Bay LEMC

5/3/2013

.....  
Date



.....  
Endorsed by Council  
Shire President

14 March 2013

.....  
Date

## Local Emergency Management Arrangements

### Table of Contents

<b>DISTRIBUTION LIST</b> .....	<b>6</b>
<b>RECORD OF AMENDMENTS</b> .....	<b>8</b>
<b>GLOSSARY OF TERMS</b> .....	<b>9</b>
<b>GENERAL ACRONYMS USED IN THESE ARRANGEMENTS</b> .....	<b>13</b>
<b>Part 1: INTRODUCTION</b> .....	<b>14</b>
1.1 AUTHORITY FOR PREPARATION .....	14
1.2 COMMUNITY CONSULTATION .....	14
1.3 DOCUMENTATION AVAILABILITY.....	14
1.4 PHYSICAL AND SOCIAL GEOGRAPHY.....	14
1.5 PURPOSE OF THE ARRANGEMENTS .....	15
1.6 SCOPE OF THE ARRANGEMENTS.....	15
1.7 RELATED DOCUMENTS AND ARRANGEMENTS .....	16
1.7.1 Formal Local Emergency Management Policies	16
1.7.2 Existing Plans and Arrangements	16
1.7.3 Agreements, Understandings & Commitments	16
1.8 SPECIAL CONSIDERATIONS .....	16
1.9 AVAILABILITY OF RESOURCES .....	17
1.10 ROLES AND RESPONSIBILITIES .....	17
1.10.1 Local Emergency Coordinator	17
1.10.2 Chairperson Local Emergency Management Committee	17
1.10.3 LEMC Executive Officer	18
1.10.4 Local Emergency Management Committee	19
1.10.5 The Function of the LEMC	19
1.10.6 Local Government	19
1.10.7 Controlling Agency	20
1.10.8 Hazard Management Agency	20
1.10.9 Combat Agencies	20
1.10.10 Support Organisation	20
1.10.11 Public Authorities and Others	21
<b>Part 2: PLANNING</b> .....	<b>22</b>
2.1 PLANNING (LEMC ADMINISTRATION) .....	22
2.2 LEMC MEMBERSHIP .....	22
2.3 MEETING SCHEDULE.....	22
2.4 LEMC CONSTITUTION AND PROCEDURES .....	22
2.4.1 Every Meeting:	22
2.4.2 First Calendar Quarter:	23
2.4.3 Second Calendar Quarter:	23
2.4.4 Third Calendar Quarter:	23

## Local Emergency Management Arrangements

2.4.5	Fourth Calendar Quarter:	23
<b>2.5</b>	<b>LEMC ANNUAL REPORT</b> .....	<b>23</b>
<b>2.6</b>	<b>ANNUAL BUSINESS PLAN</b> .....	<b>24</b>
<b>2.7</b>	<b>EMERGENCY RISK MANAGEMENT</b> .....	<b>24</b>
<b>Part 3: SUPPORT TO RESPONSE</b> .....		<b>25</b>
<b>3.1</b>	<b>RISKS – EMERGENCIES LIKELY TO OCCUR</b> .....	<b>25</b>
<b>3.2</b>	<b>INCIDENT SUPPORT GROUP (ISG)</b> .....	<b>26</b>
3.2.1	Role of the ISG	26
3.2.2	Triggers for the Activation of an ISG	26
3.2.3	Membership of an ISG	26
3.2.4	Frequency of ISG Meetings	26
3.2.5	Locations for ISG Meetings	27
<b>3.5</b>	<b>MEDIA MANAGEMENT AND PUBLIC INFORMATION</b> .....	<b>27</b>
<b>3.6</b>	<b>CRITICAL INFRASTRUCTURE</b> .....	<b>27</b>
<b>Part 4: EVACUATION</b> .....		<b>28</b>
<b>4.1</b>	<b>EVACUATION</b> .....	<b>28</b>
<b>4.2</b>	<b>EVACUATION PLANNING PRINCIPLES</b> .....	<b>28</b>
<b>4.3</b>	<b>EVACUATION MANAGEMENT</b> .....	<b>29</b>
<b>4.4</b>	<b>SPECIAL NEEDS GROUPS</b> .....	<b>29</b>
<b>4.5</b>	<b>EVACUATION / WELFARE CENTRES</b> .....	<b>29</b>
<b>4.6</b>	<b>REFUGE SITES</b> .....	<b>29</b>
<b>4.7</b>	<b>ROUTES AND MAPS</b> .....	<b>29</b>
<b>Part 5: WELFARE</b> .....		<b>31</b>
<b>5.1</b>	<b>WELFARE MANAGEMENT</b> .....	<b>31</b>
<b>5.2</b>	<b>LOCAL WELFARE COORDINATOR</b> .....	<b>31</b>
<b>5.3</b>	<b>LOCAL WELFARE LIAISON OFFICER</b> .....	<b>31</b>
<b>5.4</b>	<b>STATE AND NATIONAL REGISTRATION AND ENQUIRY</b> .....	<b>31</b>
<b>5.5</b>	<b>ANIMALS (INCLUDING ASSISTANCE ANIMALS)</b> .....	<b>32</b>
<b>5.6</b>	<b>EVACUATION / WELFARE CENTRES</b> .....	<b>32</b>
<b>Part 6: RECOVERY</b> .....		<b>33</b>
<b>6.1</b>	<b>THE RECOVERY PROCESS</b> .....	<b>33</b>
<b>6.2</b>	<b>AIM OF RECOVERY</b> .....	<b>34</b>
<b>6.3</b>	<b>PRINCIPLES OF RECOVERY</b> .....	<b>34</b>
<b>6.4</b>	<b>RECOVERY CONCEPTS</b> .....	<b>34</b>
<b>6.5</b>	<b>TRANSITION FROM RESPONSE TO RECOVERY</b> .....	<b>35</b>
<b>6.6</b>	<b>LOCAL RECOVERY COORDINATOR</b> .....	<b>35</b>
<b>6.9</b>	<b>COMPOSITION OF THE RECOVERY COMMITTEE</b> .....	<b>37</b>
<b>6.10</b>	<b>ROLE AND RESPONSIBILITIES OF THE RECOVERY COMMITTEE</b> .....	<b>37</b>
<b>6.11</b>	<b>PRIORITIES FOR RECOVERY</b> .....	<b>38</b>
<b>6.12</b>	<b>FINANCIAL MANAGEMENT IN RECOVERY</b> .....	<b>38</b>
<b>Part 7: EXERCISING AND REVIEWING</b> .....		<b>39</b>

## Local Emergency Management Arrangements

7.1	THE AIM OF EXERCISING.....	39
7.2	FREQUENCY OF EXERCISES.....	39
7.3	TYPES OF EXERCISES .....	39
7.4	REPORTING OF EXERCISES .....	39
7.5	REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS .....	39
7.6	REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS .....	40
7.7	REVIEW OF RESOURCES REGISTER .....	40
	<b>Appendix 1. ....</b>	<b>41</b>
	RESOURCE REGISTER.....	41
	<b>Appendix 2. ....</b>	<b>43</b>
	RISK REGISTER SCHEDULE.....	43
	<b>Appendix 3. ....</b>	<b>44</b>
	ISG MEETING LOCATIONS .....	44
	<b>Appendix 4. ....</b>	<b>45</b>
	EVACUATION / WELFARE CENTRE INFORMATION .....	45
	<b>Appendix 5. ....</b>	<b>55</b>
	CRITICAL INFRASTRUCTURE .....	55
	<b>Appendix 6. ....</b>	<b>56</b>
	SPECIAL NEED GROUPS.....	56
	<b>Appendix 7. ....</b>	<b>57</b>
	LOCAL DISTRICT MAPS .....	57
	<b>Appendix 8. ....</b>	<b>58</b>
	PASTORAL STATIONS – RESOURCE REGISTER.....	58
	<b>Appendix 9. ....</b>	<b>59</b>
	LEMC MEMBERSHIP AND CONTACT DETAILS .....	59

## Local Emergency Management Arrangements

### DISTRIBUTION LIST

Organisation	Location/Officer	No of Copies
<b>SHIRE OF SHARK BAY</b>		
Shire of Shark Bay	CEO	1
Shire of Shark Bay	EM – Finance & Admin	1
Shire of Shark Bay	EM Community, E & Tourist	1
Shire of Shark Bay	Works Manager	1
<b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b>		
LEMC	Chairperson	1
WA Police	Shark Bay Police Station	1
Dept. Child Protection	Carnarvon	1
Dept. Child Protection	Geraldton	1
Health Services	Shark Bay Silver Chain Nursing Post	1
Horizon Power	Carnarvon	1
Water Corporation	Carnarvon	1
Water Corporation	Shark Bay	1
St John Ambulance	Shark Bay Volunteers	1
FESA – Fire and Rescue Services	Shark Bay Volunteers	1
FESA – State Emergency Services	Shark Bay Volunteers	1
FESA – State Emergency Services	Useless Loop Volunteers	1
FESA - VMRS	Shark Bay Volunteers	1
FESA Regional Office	Geraldton	1
Shark Bay Primary School	Shark Bay	1
DEC	Shark Bay	1
Fisheries	Shark Bay	1

## Local Emergency Management Arrangements

<u>Organisation</u>	<u>Location/Officer</u>	<u>No of Copies</u>
Monkey Mia Resort	Monkey Mia Road	1
Shark Bay Resources	Useless Loop	1
Shark Bay Airport	Shark Bay	1
<b>ADJOINING SHIRES:</b>		
Shire of Carnarvon	LEMC	1
Shire of Upper Gascoyne	LEMC	1
Shire of Murchison	LEMC	1
Shire of Northampton	LEMC	1

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

**Contact addresses at Appendix 9.**

## Local Emergency Management Arrangements

### RECORD OF AMENDMENTS

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

Feedback can include:

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

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

Chairperson  
Local Emergency Management Committee  
Shire of Shark Bay  
PO Box 126  
DENHAM WA 6537

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

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

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>

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



## GLOSSARY OF TERMS

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

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

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

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

**COMBAT AGENCY** – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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

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

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

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

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

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

**DISTRICT** – means the municipality of the Shire of Shark Bay.

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

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

**Prevention** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

**Preparedness** – preparation for response to an emergency

## Local Emergency Management Arrangements

**Response** – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

**Recovery** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

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

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

FESA – Fire & Emergency Services Authority of WA.

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

### HAZARD

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

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

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

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

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

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

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

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

## Local Emergency Management Arrangements

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

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

**LG** – Local Government meaning the Shire of Shark Bay.

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

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

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

**MUNICIPALITY** – Means the district of the Shire of Shark Bay.

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

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

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

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

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

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

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

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

## Local Emergency Management Arrangements

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

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

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

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

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

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

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

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

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

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

## Local Emergency Management Arrangements

### GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

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

## Part 1: INTRODUCTION

### 1.1 Authority for Preparation

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

### 1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members.

### 1.3 Documentation Availability

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire's Administration Office  
65 Knight Terrace  
DENHAM WA 6537
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- FESA Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

### 1.4 Physical and Social Geography

#### The Locality

Shark Bay is a place of unique natural wonders, but its cultural heritage is also rich. Over thousands of years people have come to this land: indigenous Malgana, Nhanda and Yingkarta; Dutch traders; French explorers; English entrepreneurs; workers from Asia and the Pacific; tourists from all over the world. Over thousands of years people have left traces of meaning and memory on this land, physical and psychological. They range from ancient campsites, middens and quarries to shipwrecks, sheds, and landmarks named for scientists and surveyors.

#### **Aboriginal Heritage**

Shark Bay is the traditional country of three Aboriginal language groups; the Malgana, Nhanda and Yingkarta. They have lived in Shark Bay for some 30,000 years. Yet this ancient place is also a place of beginnings. Shark Bay is probably the site where indigenous Australians met Europeans for the first time. Since European colonisation, the fortunes of Shark Bay's Aboriginal people have fluctuated. Many have suffered exploitation and injustice. Today the history, traditions and achievements of Aboriginal people are recognised and celebrated, encouraging a resurgence of pride in identity, culture and language.

The Malgana name for Shark Bay is Gathaagudu, which means "two bays".

## Local Emergency Management Arrangements

### European Heritage

Shark Bay is also a place of significance in the European history of Australia. It is the earliest recorded site of European landfall in Western Australia. It is the place where the oldest European artefact, a Dutch explorer's engraved pewter plate, was recovered from Australian soil. It is where the first scientific collection of plants was made. It is a place of shipwrecks, territorial claims, exploration and adventure. It is also a place of hard work, and often hard times.

The Zuytdorp ("South Land") was a Dutch East India Company merchant ship smashed against Shark Bay's coastal cliffs in June 1712 whilst voyaging to Batavia (Jakarta, Indonesia). Aboard the Zuytdorp were about 200 passengers and crew and a rich cargo, including 248,000 silver coins. The precise circumstances of the wreck remain a mystery, because no survivors reached Batavia to tell the tale. Some did live for a time in Shark Bay, however, where they were helped by local Aboriginal people. This contact with Europeans was probably the first ever made by Australia's indigenous people.

Shark Bay was listed as a World Heritage Area for its outstanding natural values, but it is also significant in the history of the early European settlement of Australia.

### 1.5 Purpose of the Arrangements

The purpose of this document is to detail:

- The Shire of Shark Bay's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of Shark Bay;
- Strategies and priorities for emergency management in the Shire of Shark Bay;
- Other matters about emergency management in the Shire of Shark Bay prescribed by the regulations; and
- Other matters about emergency management in the Shire of Shark Bay the local government considers appropriate. [s. 41(2) of the EM Act 2005]

### 1.6 Scope of the Arrangements

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

Furthermore:

- a. This document applies to the local government district of the Shire of Shark Bay;
- b. This document covers areas where the Shire of Shark Bay provides support to HMA's in the event of an incident;
- c. This document details the Shire of Shark Bay's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d. The Shire of Shark Bay's responsibility in relation to recovery management.

## Local Emergency Management Arrangements

### 1.7 Related Documents and Arrangements

#### 1.7.1 Formal Local Emergency Management Policies

The Shire of Shark Bay currently has one policy that relates specifically relates to emergency management, unique to this local government area.

#### 1.7.2 Existing Plans and Arrangements

##### Local Plans

Document	Owner	Location	Date
Paid Leave to staff when volunteering	Shire of Shark Bay	Admin Office	Current

**Table 1.7.2**

#### 1.7.3 Agreements, Understandings & Commitments

This is a list formal agreements or MOU's that are in between the Shire of Shark Bay and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Shark Bay	Shark Bay Primary School	Use of the Pre-primary facility as an Evacuation Centre, if required.	Work party will be required to clear the facility and then make good at the competition of the incident

**Table 1.7.3**

### 1.8 Special Considerations

There are special considerations that need to be documented in relation to when planning for an emergency situation:

- Major influxes of tourists all school holidays and from April to September when "Grey Nomads" are moving around Australia
- The Shire of Shark Bay is susceptible to seasonal conditions ie bushfires, cyclones, local flooding.
- The townsite of Denham, particularly Knight Terrace, is subject to flooding at "king high tide" and can isolate the only fuel outlets in town
- Denham and Monkey Mia may be subjected to isolation due to flooding and/or high tide at Goulet Bluff, 37 km on the Shark Bay Road.
- Useless Loop is may be subject to isolation due to flooding, high tides and damage to the Useless Loop Road.
- The camping areas within the Steep Point area will be of a concern during certain events due to inaccessibility and poor communications.



## Local Emergency Management Arrangements

- Pastoral Properties, with occupant's in-situ shall be classed as "isolated communities" in certain emergencies.
- There are several small communities that can be isolated by seasonal activities:
  - Nanga Bay Resort
  - Hamlin Pool
  - Billabong Roadhouse
  - Overland Roadhouse
  - Dirk Hartog Island

### 1.9 Availability of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Shark Bay has conducted a broad analysis of resources available within the Shire of Shark Bay including the pastoral properties and collated these in the Shire of Shark Bay Emergency Resources Register at [Appendix 1.](#) or [Appendix 8.](#) for the pastoral properties.

### 1.10 Roles and Responsibilities

#### 1.10.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]:

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

#### 1.10.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to [Appendix9.](#) for details.

The Chairperson of the LEMC has the following roles in relation to the operation of the meeting:

- Chair the Local Emergency Management Committee;
- Manage the development and maintenance of the Local Emergency Managements Arrangement within the district;
- Ensure the development of the committees reporting requirements in accordance with legislative and policy requirements; and
- Ensure the effective operation of the committee in accordance with legislation.

The Chairperson is responsible for the *process* of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes.

## Local Emergency Management Arrangements

The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.

The Chairperson undertakes the following tasks:

- Oversees the preparation of the agenda in consultation with the XO;
- Opens the meeting;
- Welcomes and introduces members and guests;
- Keeps individuals focused on the topics being discussed;
- Makes sure that members are aware of decisions that are made;
- Keeps track of the time; and
- Closes the meeting.

The Deputy Chairperson of the LEMC has the following roles:

- Acts as Chairperson to the committee in the absence of the Chairperson;
- Provides such assistance and advice as requested by the Chairperson;
- Undertake the role of Chairperson to committee working groups, as required;
- Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required;
- Provide support and direction to the XO, as required; and
- Understudy the roles and responsibilities of the Chairperson.

### 1.10.3 LEMC Executive Officer

The LEMC Executive Officer (XO) is responsible for taking notes and writing the record of the meeting, and works closely with the Chairperson. The XO may delegate the taking of notes and record meeting details to a support officer. The XO focuses on the **content** of the meeting while the Chairperson is concerned with the **process**.

The XO also takes responsibility for communicating with members outside meetings through the distribution of the agenda and the circulation of the meeting notes. At times there may be out-of-session matters that have to be addressed, and the XO contacts members in such instances.

The Executive Officer typically undertakes the following tasks:

- Calls for agenda items prior to the meeting allowing sufficient time for members to respond;
- Prepares and writes the agenda, a joint responsibility with the Chairperson;
- Distributes the agenda and papers prior to the meeting allowing adequate time for members to read them;
- Organises catering arrangements and acts on instructions about equipment that may be required for the meeting;
- Takes notes at the meeting;
- Prepares draft Minutes from the notes taken;
- Finalises the Minutes in consultation with the Chairperson;
- Circulates the Minutes;
- Keeps a complete record of meetings and documentation; and
- Develops a system of archiving notes and documents.

## Local Emergency Management Arrangements

### 1.10.4 Local Emergency Management Committee

The Shire of Shark Bay has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 39 of the EM Act 2005).

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

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

### 1.10.5 The Function of the LEMC

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

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

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements:

- the LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - *Freight Subsidy Plan*)
- the LEMC may provide advice and assistance to the SES and FESA to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – *Cyclone, Flood and Tsunami*)

### 1.10.6 Local Government

It is a function of a local government —

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;

## Local Emergency Management Arrangements

- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

### 1.10.7 Controlling Agency

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

The function of a Controlling Agency is to:

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;
- to control all aspects of the response to an incident; and
- during Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

### 1.10.8 Hazard Management Agency

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

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

The functions of the HMAs are to:

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

### 1.10.9 Combat Agencies

A combat agency is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity by the regulations in relation to that agency.'* (EMWA Glossary)

### 1.10.10 Support Organisation

A support organisation is *'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relations to that agency.'* (EMWA Glossary) An example may be the Salvation Army providing meals to welfare centre.

## **Local Emergency Management Arrangements**

### **1.10.11 Public Authorities and Others**

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

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

As the Department for Child Protection (DCP), who do not have a permanent presence in the town, therefore in the case of an emergency incident, where welfare is required, the Shire of Shark Bay will provide the welfare role until DCP arrives.

### Part 2: PLANNING

The Shire of Shark Bay, under s. 38 of the *Emergency Management Act 2005*, has established a Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

#### 2.1 Planning (LEMC Administration)

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

#### 2.2 LEMC Membership

The Shire of Shark Bay LEMC is comprised of and is reflective of the community:

- A Chairperson, as appointed by the Shire of Shark Bay
- The Local Emergency Coordinator (LEC), as appointed by the State Emergency Coordinator (SEC)
- Local Recovery Coordinator
- At least one local government representative
- Representatives from local emergency management agencies located in the Shire of Shark Bay
- Welfare support agencies
- State Government agencies
- Local Industry representatives
- Local Indigenous or CALD representatives
- Special needs Group representatives
- Any other representatives as determined by the Shire of Shark Bay (e.g. community champions)
- Secretarial and administration support will be provided by the Shire of Shark Bay.

A comprehensive list of LEMC Members and contact details, can be found at [Appendix9](#).

#### 2.3 Meeting Schedule

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

#### 2.4 LEMC Constitution and Procedures

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

##### 2.4.1 Every Meeting:

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

## Local Emergency Management Arrangements

- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

### 2.4.2 First Calendar Quarter:

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

### 2.4.3 Second Calendar Quarter:

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

### 2.4.4 Third Calendar Quarter:

- Identify emergency management projects for possible grant funding.

### 2.4.5 Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

## 2.5 LEMC Annual Report

A signed hard copy of the Annual Report for the Shire of Shark Bay' LEMC shall be completed and submitted to the Executive Officer of the Midwest-Gascoyne DEMC within (2) weeks of the end of the financial year for which the annual report is prepared.

The LEMC Annual Report is to contain, for the reporting period:

- a description of the area covered by the LEMC,
- a description of activities undertaken by it, including:
  - the number of LEMC meetings and the number of meetings each member, or their deputy, attended;
  - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG);
  - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC;
  - the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007);
  - the level of development of the local recovery plan for the area covered by the LEMC;
  - the progress of establishing a risk register for the area covered by the LEMC;
  - a description of major achievements against the LEMC Annual Business Plan;
  - the text of any direction given to it by;
  - the local government that established it; and

## Local Emergency Management Arrangements

- the major objectives of the Annual Business Plan of the LEMC for the next financial year.

### 2.6 Annual Business Plan

State Emergency Management Policy No 2.6 – *Annual Reporting*, states that each LEMC will complete and submit to the DEMC, an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s. 25 (b)(vii) & s. 25(d)]

From time to time the SEMC will establish a template for the Annual Business Plan that can be used by LEMC's.

### 2.7 Emergency Risk Management

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

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

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

One of the ERM outputs should be to identify critical infrastructure in the community and its vulnerability to hazards.

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



## Local Emergency Management Arrangements

### Part 3: SUPPORT TO RESPONSE

#### 3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area which have been derived through the Emergency Risk Management process:

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Date
Air Transport Emergencies		WA Police	Shark Bay Police	Shark Bay FRS St John Ambulance	Aircrash (2009)	
Animal and Plant Biosecurity		Department of Agriculture			Animal and Plant Biosecurity (2009)	
Bushfire (LG)		LG/FESA	Shark Bay FRS, BFB's	Horizon Power	Bushfire (2011)	
Bushfire (DEC Lands)		DEC	DEC, BFB's, Shark Bay FRS	Horizon Power	Bushfire (2011)	
Earthquake		FESA	Shark Bay / Useless Loop SES	Horizon PowerWater Corp	Earthquake (2011)	
Fire Urban		FESA	Shark Bay FRS	Horizon Power	Urban Fire (2000)	
Hazardous Materials Incident		FESA	Shark Bay FRS		HAZMAT (2010)	
Human Epidemic		Department of Health			Human Epidemic (2010)	
Land Search		WA Police	Shark Bay / Useless Loop SES		Land SAR (2007)	
Road Transport Emergency		WA Police	Shark Bay Police	Shark Bay FRS St John Ambulance	Road Crash (2010)	
Storm/Tempest		FESA	Shark Bay / Useless Loop SES	Horizon Power	Storm(2004)	

**Table 3.1**

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

## Local Emergency Management Arrangements

It is recognised that the HMA's and Combat agencies may require Shire of Shark Bay resources and assistance in emergency management. The Shire of Shark Bay is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

### 3.2 Incident Support Group (ISG)

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

#### 3.2.1 Role of the ISG

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

#### 3.2.2 Triggers for the Activation of an ISG

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

- Requires multi-agency response;
- Protracted duration;
- Requires coordination multi-agency resources;
- Resources required from outside the local area;
- Some impact on critical infrastructure;
- Has a medium level of complexity;
- Has a medium impact on the routine functioning of the community;
- Has potential to be declaration of an "Emergency Situation"; and/or
- Consists of multiple hazard.

#### 3.2.3 Membership of an ISG

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

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

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

#### 3.2.4 Frequency of ISG Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum,

## Local Emergency Management Arrangements

there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

### 3.2.5 Locations for ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. **Appendix 3** identifies suitable locations and contact details for opening, where the ISG can meet within the Local Government District.

## 3.5 Media Management and Public Information

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

## 3.6 Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

Refer to **Appendix5.** for details.

### Part 4: EVACUATION

#### 4.1 Evacuation

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

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

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

#### 4.2 Evacuation Planning Principles

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

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

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

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

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

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

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and
- The decision to evacuate will only be made by a HMA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent

## Local Emergency Management Arrangements

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

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

### 4.3 Evacuation Management

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

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

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

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

### 4.4 Special Needs Groups

This section lists 'at risk' groups within the community and the purpose behind this is so that a Controlling Agency planning for an evacuation will be able to identify locations that require special attention or resources.

For details of Special Need Groups refer to **Appendix6.**

### 4.5 Evacuation / Welfare Centres

For a detailed list of evacuation / welfare centres refer to **Appendix4.**

### 4.6 Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identify as high risk. This may be due to single access etc.

### 4.7 Routes and Maps

The main routes through the Shire of Shark Bay are as follows:

- North West Coastal Highway – main north/south access through the Shire.
- Shark Bay Road – access into Denham, Monkey Mia and Useless Loop.
- Useless Loop Road (formed gravel road) – access into Useless Loop and Steep Point from the Shark Bay Road.

### Local Emergency Management Arrangements

- Butchers Track (formed gravel road) – east/west access between the North West Coastal Highway and the Carnarvon-Mullewa Road.
- Woodleigh – Byro Road (formed gravel road) – east/west access between the North West Coastal Highway and the Carnarvon-Mullewa Road.

Refer to **Appendix 7**. This section provides a map of the locality and identifies any issues and local land marks.

## **Part 5: WELFARE**

### **5.1 Welfare Management**

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

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

### **5.2 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the DCP District Director to

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

Nominated in Contacts Register, refer to **Appendix 9.**

### **5.3 Local Welfare Liaison Officer**

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

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for DCP to arrive. With the delay in DCP arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare Coordinator.

Nominated in Contacts Register, refer to **Appendix9.**

### **5.4 State and National Registration and Enquiry**

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording

## **Local Emergency Management Arrangements**

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.

### **5.5 Animals (including assistance animals)**

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to make arrangements for their own animals.

### **5.6 Evacuation / Welfare Centres**

For a detail list of evacuation / welfare centres refer to **Appendix 4.**



## Part 6: RECOVERY

### 6.1 The Recovery Process

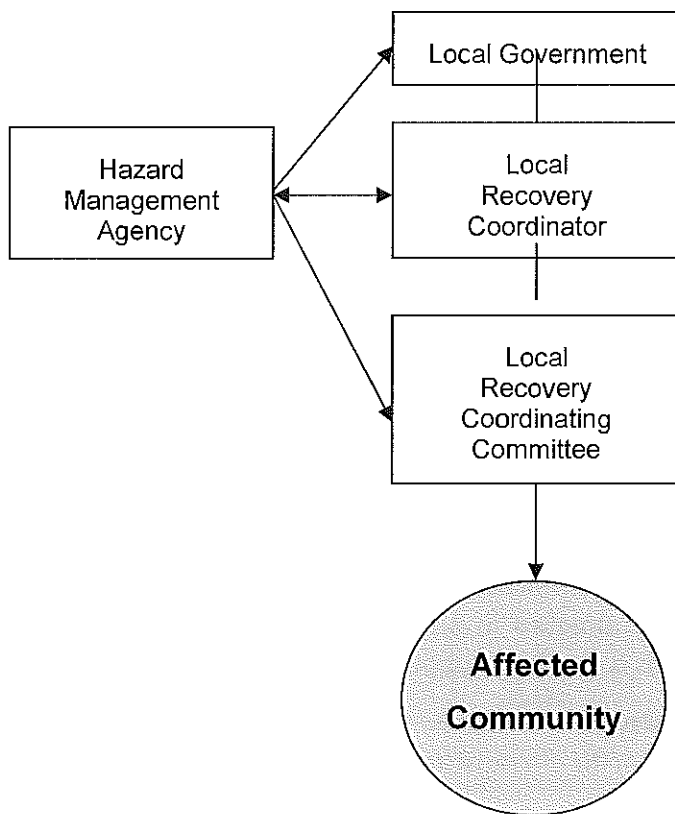
Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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

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

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

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



### 6.2 Aim of Recovery

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

### 6.3 Principles of Recovery

Recovery from emergencies is most effective when:

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

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

### 6.4 Recovery Concepts

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

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.

## Local Emergency Management Arrangements

- **Empowerment:** Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- **Resourcefulness:** Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- **Responsiveness, Flexibility, Adaptability and Accountability:** Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable
- **Integrated Services:** Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- **Coordination:** Recovery services are most effective when coordinated by a single agency.
- **Planned Withdrawal:** Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

### 6.5 Transition from Response to Recovery

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

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

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

### 6.6 Local Recovery Coordinator

Nominated in Contacts Register, refer to [Appendix9](#).

### 6.7 Local Recovery Coordinator Roles and Responsibilities

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

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;

## Local Emergency Management Arrangements

- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.

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

- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for 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 of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

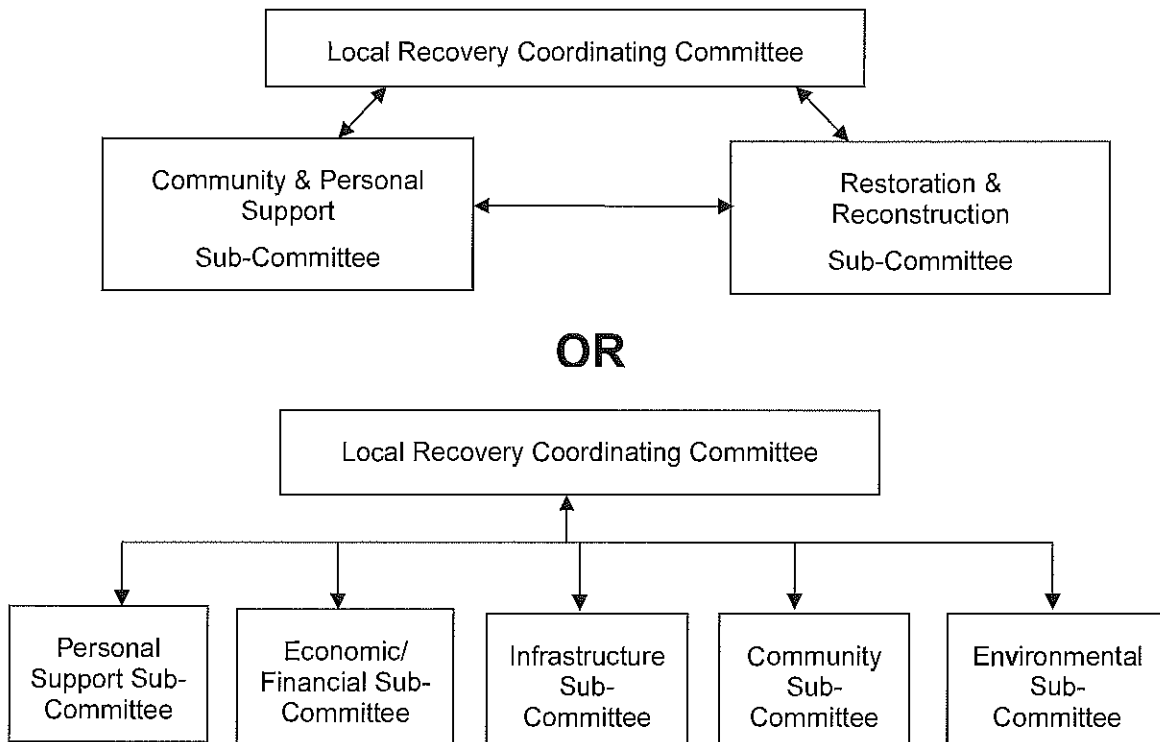
### 6.8 Recovery Committee

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

## Local Emergency Management Arrangements

### Recovery Committee Structures

*Following handover from HMA to LRC (depending upon community impact and complexity of event)*



### 6.9 Composition of the Recovery Committee

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

**Table 6.9**

### 6.10 Role and Responsibilities of the Recovery Committee

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

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

- Appointment of key positions within the committee and, when established, the sub-committees;

## Local Emergency Management Arrangements

- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

### 6.11 Priorities for Recovery

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

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

### 6.12 Financial Management in Recovery

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

Relief programs include:

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

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

### Part 7: EXERCISING AND REVIEWING

#### 7.1 The Aim of Exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

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

#### 7.2 Frequency of Exercises

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

#### 7.3 Types of Exercises

Some examples of exercises types include:

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

#### 7.4 Reporting of Exercises

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

#### 7.5 Review of Local Emergency Management Arrangements

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

## **Local Emergency Management Arrangements**

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, the LEMA (including recovery plans) are to be reviewed and amended as follows:

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

### **7.6 Review of Local Emergency Management Committee Positions**

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

### **7.7 Review of Resources Register**

The Chairperson shall have the Resources Register checked and updated on an annual basis, however ongoing amendments may occur at any LEMC meeting.



## Local Emergency Management Arrangements

### Appendix1. to Shark Bay LEMA

#### Resource Register

**Name of Organisation**            Shire of Shark Bay

**Location:**                            Shark Bay

**Plant and Equipment Resources:**

Contact	Position	Phone/Mobile
Brian Galvin	Works Manager	0428 178 501
Paul Anderson	CEO	0427 948 925

Item Description	Size	No of Items
6 Wheel Tip Truck	18 Tonne	1
Ford Tractor – Slasher	Ford 4000	1
Tip Truck	3.5 Tonne	1
6 Wheel Water Truck	4500Lts	1
Water Truck	3.5 Tonne	1
Ride-on Mower		1
Backhoe	1 Tonne	1
Forklift		1
Community Bus	21 Seats	1
Cat 140H Grader	14 Ft Blade	1
Cat 926 Front End Loader	1 ½ cubic meters	1
Cat Skid Steer Loader	226B	1
Generator	3KVA	1
Chainsaw		1
Fire Lighter (Back burning)		1
Single Mattresses		32

## Local Emergency Management Arrangements

**Name of Organisation**                      **Shark Bay Resources**

**Location:**                                      **Useless Loop**

**Plant and Equipment Resources:**

Contact	Position	Phone/Mobile
Ken Grinter	Production Manager	0899480214
	Registered Manager	0899480201
Bradley Daly	Safety Officer	0899480268

Item Description	Size	No of Items
6 Wheel Tip Truck	18 Tonne	1
Cat Bulldozer	D8	1
Prime Mover – Kenworth	Road Train	1
6 Wheel Water Truck	4500Lts	1
Water Truck	3.5 Tonne	1
Franna Crane	12 tonne	1
Grader – John Deere		1
Fire Tender - Landcruiser		1
Landcruiser Troopcarrier – SES (8 persons)		1

**PLEASE NOTE:**

Shark Bay Resources (SBR) equipment is non-road registered equipment and therefore will require Police approval to mobilise on registered roads.

SBR have two permanent earthmoving contractors on site who have licensed equipment, Kym Magor – water cart, 6 wheel water cart, and a loader and Them Earthmoving who have a dozer and a low loader.

SBR's preference would be for FESA to utilise the contractors equipment first which SBR would make available.

**Risk Register Schedule**

**Insert when information is available**

## Local Emergency Management Arrangements

### Appendix 3. to Shark Bay LEMA

#### ISG Meeting Locations

**Location One:** Shark Bay Police Station

**Address:** Durlacher Street, Denham

	Name	Phone	Mobile Phone
1 <sup>st</sup> Contact	OIC	9948 9500	0429 575 506
2 <sup>nd</sup> Contact	Station	9948 1201	

**Location Two:** Shire of Shark Bay – Town Hall

**Address:** Hughes Street, Denham

	Name	Phone	Mobile Phone
1 <sup>st</sup> Contact	CEO	9948 1218	0427 948 925
2 <sup>nd</sup> Contact	EM – Finance & Admin	9948 1218	

**Location Three:** Hamlin Pool Station

**Address:** Shark Bay Road

	Name	Phone	Mobile Phone
1 <sup>st</sup> Contact	Brian Wake	9942 5914	
2 <sup>nd</sup> Contact			

**Location Four:** Shark Bay Resources

**Address:** Useless Loop

	Name	Phone	Mobile Phone
1 <sup>st</sup> Contact	Registered Manager	9948 0201	0419 917 097
2 <sup>nd</sup> Contact	Bradley Daly	9948 0268	

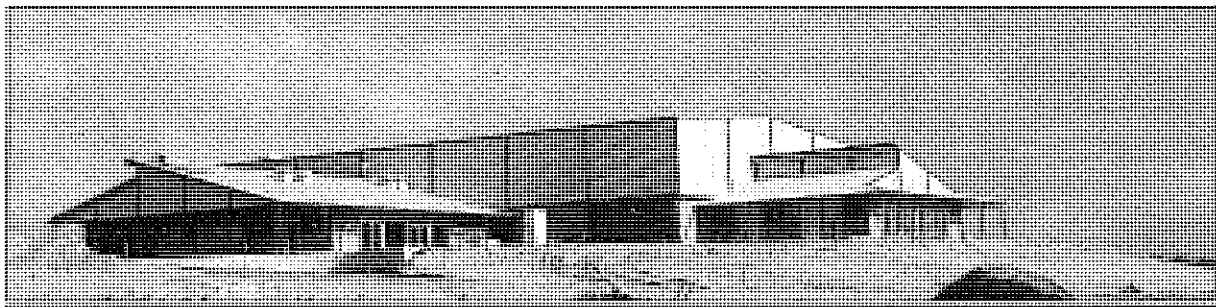
**Appendix4.**  
to Shark Bay LEMA

**Evacuation / Welfare Centre Information**

	Details
Establishment/Facility:	<b>Shark Bay Recreation Centre</b>
Physical Address	Francis Road, Denham
General Description of the Complex	New purpose sports centre with a large air conditioned indoor basketball court, gym and a multi-purpose facility.
Site Limitations	Small kitchen
Telephone No	9948 3507
Fax No	
Email Address	recctr@sharkbay.wa.gov.au

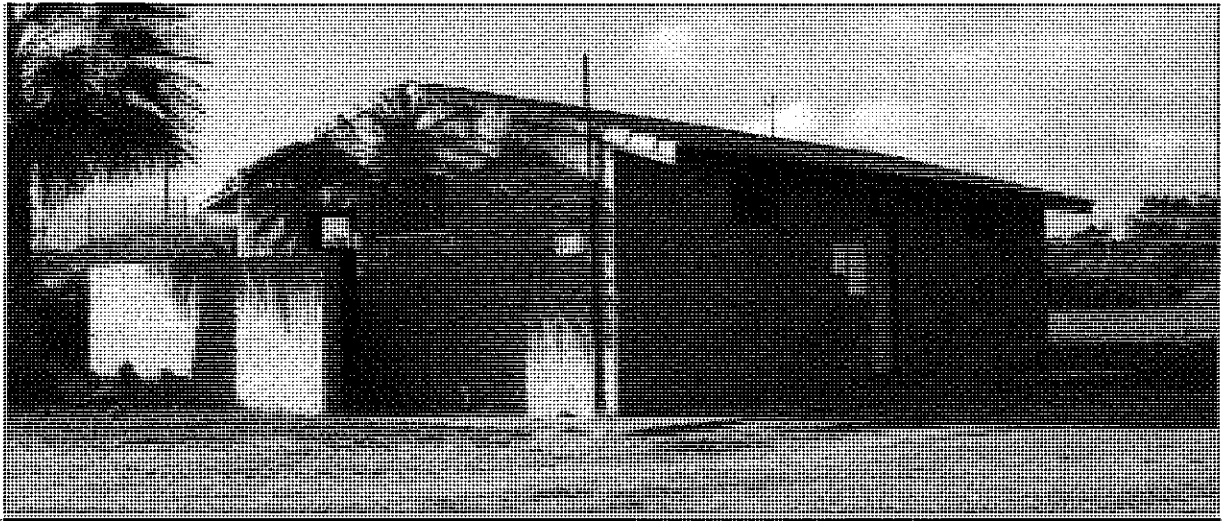
**Contacts**

Name	Position	Work Contact	A/Hrs Contact
Paul Anderson	CEO	99481218	0427 948 925



**Shark Bay Recreation Centre**

## Local Emergency Management Arrangements



### Oval Toilet Block

#### Access Details

	Details
Keys	Shire
Alarm	No
Security	CCTV
Universal Access	Yes

#### Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200
Sleeping	150
Duration	48-72 hours

## Local Emergency Management Arrangements

### **Ablution Amenities – Main Area**

Item	Yes/No	Notes
<b><u>Male Toilets:</u></b>		
Toilets	Yes	2 x standard pans
Urinal	Yes	3 x wall hung urinals
Shower	Yes	3 x shower cubicles
Hand Basins	Yes	3 off
<b><u>Female Toilets:</u></b>		
Toilets	Yes	4 x standard pans
Shower	Yes	3 x shower cubicles
Hand Basin	Yes	3 off
Baby Change Table	No	
<b><u>Disabled Toilet:</u></b>		
Toilet	Yes	Standard disabled pan
Hand Basin	Yes	
Shower	Yes	With fold-down bench
<b><u>Male Changeroom:</u></b>		
Showers		

### **General Amenities**

Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Yes	6 x burner gas commercial with oven
Rangehood	Yes	Commercial over stove
Refrigeration	Yes	2 x glass door commercial
Dishwasher	Yes	Commercial unit
Microwave	Yes	
Serving Shutter	Yes	To external of building

## Local Emergency Management Arrangements

<b><u>Dining Facilities:</u></b>		
Tables	??	Nothing at this stage
Chairs	??	Nothing at this stage
Cutlery and Crockery	??	Nothing at this stage
<b><u>General Facilities:</u></b>		
Rooms		See below
RCD Protected	Yes	
Power Points	Yes	
Generator Port	??	
Fire Equipment	Yes	Fire booster system
Air Conditioning (type)	Yes	See room details
Heating	Yes	Reverse cycle air conditioning
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Communications panel in foyer area
Internet Access	Yes	
Water Cooler	No	
Hot Water System (type)		Solar
Bins	Yes	
Sewerage	Yes	Pumping station in carpark west of building
<b><u>Multi-Purpose Room:</u></b>		
Carpet		
Air Conditioned		
Opens to external of building		
<b><u>Sports Hall:</u></b>		
Sprung sports floor		
Air Conditioned		



## Local Emergency Management Arrangements

<b><u>Gymnasium:</u></b>		
Carpet	Yes	
Air Conditioned	Yes	Refrigerated
Office	Yes	
Store	Yes	
Disabled Toilet	Yes	
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	No	Good verandah overlooking oval
Outside Children's Play Area	No	
Recreation Rooms		Could use Multi-purpose room
BBQs	Yes	External – south of kitchen
Conference Rooms		Could use Multi-purpose room
Meeting Rooms		Could use Multi-purpose room
Swimming Pool	No	
Oval	Oval	This facility over looks town oval to the West Shelters/tables located around oval
Netball/Basketball Court		To the East of the oval with lights
Tennis Court		To the East of the oval with lights
<b><u>External Facilities:</u></b>		
Power Outlets	No	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	On the oval
Toilets	Yes	See below
Caravan/Articulated Vehicles	Yes	On and around the oval
<b><u>Other:</u></b>		
Mobile Phone Coverage	Yes	
Storage	Yes	4 x small internal on the West elevation of the Hall

## Local Emergency Management Arrangements

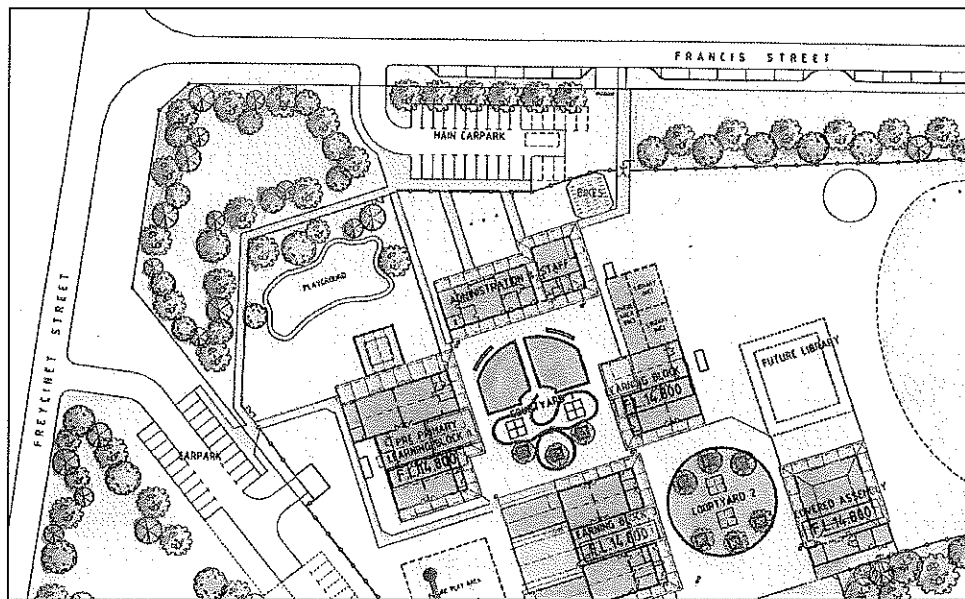
First Aid Room	Yes	On West elevation of the Hall
Pet friendly		Shire's prerogative
Main Electrical Board Location		In the foyer of the facility
Water Stop Cock Location		At the entry to the carpark of the facility
Surrounded by Bush		Some
Built on a Flood Plain		No
Positioned on Coast		Yes
Site Access		Good
Timeframe before pump out of septic		Pump facility will require monitoring
<b>Oval Public Toilet Block –East of Oval – no hot water</b>		
<b><u>Male Toilets:</u></b>		
Toilets	Yes	2 x standard pans
Urinal	Yes	1.2m SS stall
Shower	Yes	1 x shower cubicles
Hand Basins	Yes	2 off
<b><u>Female Toilets:</u></b>		
Toilets	Yes	4 x standard pans 1 x sanitary bin
Shower	Yes	2 x shower cubicles
Hand Basin	Yes	4 off
Baby Change Table	No	

## Local Emergency Management Arrangements

	Details
Establishment/Facility:	<b>Shark Bay School</b>
Physical Address	Francis Road, Denham
General Description of the Complex	This is a purpose built self-contained double pre-primary classrooms with its own kitchen, ablutions and enclosed play area. A MOU will be required.
Site Limitations	Requires work party to set up facility before occupation and to make good before return back to Education. Limited due to ablutions.
Telephone No	9948 0000
Fax No	99481266
Email Address	Sharkbay.ps@education.wa.edu.au

### Contacts

Name	Position	Work Contact	A/Hrs Contact
Kay Mack	Principal	9948 0000	0427 481 207
Rebecca Moroney	Registrar	9948 0000	0409 331 728



## Local Emergency Management Arrangements

### Access Details

	Details
Keys	School. Police have a set of school keys
Alarm	Yes – Fire Alarm
Security	No
Universal Access	Yes

### Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	150
Sleeping	70-100
Duration	24-48hrs – no showers

### Ablution Amenities

Item	Yes/No	Notes
There are toilets in the facility but they area more suited to small children however there is one adult toilet. No showers are available.		

### General Amenities

Item	Yes/No	Notes
<b><u>Kitchen Facilities: Limited</u></b>		
Stoves (types)	Yes	4 x burner domestic stove
Refrigeration	Yes	3 x door domestic fridge
<b><u>Dining Facilities:</u></b>		
Tables	No	Small chd's tables and chairs
Chairs	No	
Cutlery and Crockery	No	

## Local Emergency Management Arrangements

<b><u>General Facilities:</u></b>		
Rooms		
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	No	
Air Conditioning (type)	Yes	
Heating	Yes	
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	Yes	
Water Cooler	Yes	Outside building
Hot Water System (type)	Yes	Electric
Bins	Yes	
Deep Sewerage	Yes	
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	Yes	Covered area at front of building. Fenced
Outside Children's Play Area	Yes	Fenced
Recreation Rooms	No	
BBQs	No	
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	Yes	Part of the School precinct
Netball/Basketball Court	Yes	Part of the School precinct
Tennis Court	Yes	Part of the School precinct

## Local Emergency Management Arrangements

<b>External Facilities:</b>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	Limited
Area for Tents	No	
Toilets	Yes	Outside building
Caravan/Articulated Vehicles	No	
<b>Other:</b>		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly		No – Education policy
Main Electrical Board Location		External at the rear of the building
Water Stop Cock Location	Yes	Outside school grounds on Francis Road
Surrounded by Bush	No	
Built on a Flood Plain	No	
Positioned on Coast	Yes	
Site Access		Limited due to fencing

**Appendix5.**  
**to Shark Bay LEMA**

**Critical Infrastructure**

The infrastructure scheduled below is those that the community considers to be critical within the Shire of Shark Bay and therefore should be treated as such in an emergency:

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Shark Bay Health Centre	Silver Chain/Department of Health
• Power Generation	Horizon Power
• Power Reticulation	Horizon Power
• Wind Turbines	Verve Energy
• North West Coastal Highway	Main Roads
• Shark Bay Road	Main Roads / Shire
• Useless Loop Road	Shire
• Butchers Track	Shire
• Shark Bay School	Dept of Education
• Water Supply	Water Corporation
• Waste Water Treatment	Water Corporation
• Shark Bay Airport	Aspen Parks
• Communication Towers	Various providers
• Evacuation Centres	Shire
• Shire Administration Centre	Shire
• Police Station	WA Police

**Appendix 6.**  
to Shark Bay LEMA

Special Need Groups

Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Shark Bay School	Francis Road	Kay Mack Principal 9948 0000 0427 481 207	Rebecca Moroney Registrar 9948 0000 0409 331 728		Yes
Shark Bay Health Centre	Hughes Street	9948 1213			Yes
Home Based Medical Support	Various	Health Centre/HAAC			



**Appendix 7.**  
**to Shark Bay LEMA**

**Local District Maps**



**DENHAM**



**USELESS LOOP**

**Pastoral Stations - Resource Register**

Carbla Station	Meadow Station
Carrarang Station	Nanga Station
Coburn Station	Nerren Nerren Station
Dirk Hartog Island	Talisker Station
Faure Island	Tamala Station
Gilroyd Station	Woodleigh Station
Hamelin Pool Station	Yalardy Station

**DETAILS NOT FOR PUBLIC DISSEMINATION**

Should you wish to obtain information, that may be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.

**Appendix9.**  
**To Shark Bay LEMA**

**LEMC Membership and Contact Details**  
**(RESTRICTED)**

**DETAILS NOT FOR PUBLIC DISSEMINATION**

Should you wish to obtain information that may, be contained in this Appendix, please contact the Chairperson of the LEMC, through the Shire.