



Kununurra – Wyndham

Local Emergency Management


Arrangements

SHIRE OF WYNDHAM EAST KIMBERLEY

2022 - 2027

CERTIFICATE OF ENDORSEMENT

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Wyndham East Kimberley Local Emergency Management Committee (LEMC), the Shire of Wyndham East Kimberley Council and have been tabled with the Kimberley District Emergency Management Committee (DEMC) and the State Emergency Management Committee (SEMC).

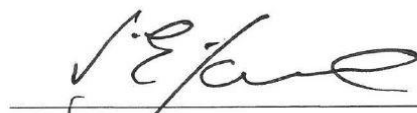


Chair

21-04-2022
Date

Shire of Wyndham East Kimberley

Local Emergency Management Committee



Chief Executive Officer
Shire of Wyndham East Kimberley

21-04-2022
Date

Endorsed by Shire of Wyndham East Kimberley Council.

Date: 22nd February 2022

Resolution Number: 118587

Noted by the State Emergency Management Committee

Date: 4th August 2022

Resolution Number: 10/2022

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Wunan - Kununurra	1
Juniper Community Care – Kununurra/Wyndham	1
Committees:	
Kimberley District Emergency Management Committee	1
State Emergency Management Committee	1

AMENDMENT RECORD

NUMBER	DATE	AMENDMENT SUMMARY	AUTHOR
1	June 2016	Complete review of expired 2016 Plan. Endorsed by LEMC 06/07/2016. Endorsed by Council 28/06/2016 (Resolution 11415)	Emergency Services Coordinator (SWEK)
2	December 2020	Complete review of expired V2 Plan. Endorsed by LEMC TBA Endorsed by Council TBA (Resolution TBA)	Emergency Services Coordinator (SWEK)
3	February 2022	Endorsed by Council 22/02/2022	Emergency Services Coordinator (SWEK)
4	August 2022	Noted by SEMC 04/08/2022	Emergency Services Coordinator (SWEK)
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Suggestions and comments can help improve these arrangements.

Feedback can include:

- What you like 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- Out of date information or practices;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
Kununurra - Wyndham
Local Emergency Management Committee (LEMC)
Shire of Wyndham East Kimberley
PO Box 614
Kununurra WA 6743
mail@swek.wa.gov.au

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

Amendments promulgated are certified in the above table, when updated.

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the *State Emergency Glossary* or the *WA Emergency Risk Management Procedure*.

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

A

Accident a sudden event in which harm is caused to people, property or the built or natural environment. See also **Incident** and **Emergency**.

Agency Representative an individual allocated to an incident from an assisting agency who has been delegated full authority to make decisions on all matters affecting that agency's participation at the incident. *Syn.* 'liaison officer'.

AIIMS see **Australasian Interservice Incident Management System**.

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

Alert that period when it is believed that resources may be required which enables an increased level of preparedness. See also **Warning**.

All-Agencies Coordinated and Integrated Approach the 'all agencies coordinated and integrated' approach recognises that no one agency can address all of the impacts of a particular hazard. It is necessary for a lead agency to coordinate the activities of the large number of organisations and agencies that are involved. These can be drawn from across all levels of government, non-government, volunteer organisations and the private sector.

All-Hazards Approach the all-hazards approach assumes the functions and activities applicable to one hazard are often applicable to a range of hazards. The all-hazards approach increases efficiency by recognising and integrating common emergency management elements across all hazard types. It does not, however, prevent the development of specific plans and arrangements for hazards that require a specialised approach.

Assets anything valued by people which includes houses, crops, forests and in many cases the environment.

Australasian Interservice Incident Management System (AIIMS) a nationally adopted structure to formalise a coordinated approach to emergency incident management.

Australian Maritime Safety Authority (AMSA) a Commonwealth regulatory safety agency having as its charter the efficient delivery of safety and other services to the Australian maritime industry and provision of search and rescue services to the aviation and maritime sectors.

Authorised Officer (a) the State Emergency Coordinator and (b) a person authorised under Section 61 of the *Emergency Management Act 2005*.

Authorised Person a person authorised by legislation to utilise a range of powers conferred by that legislation.

Available Resources resources at an incident and available for allocation at short notice. *See also Resources.*

B

Biological Disaster a disaster caused by the exposure of living organisms to germs and toxic substances.

Briefing the process of advising personnel of the details of the incident or event with which they will deal.

Bureau of Meteorology (BOM) the overall mission of the Bureau is to observe and understand Australian weather and climate and provide meteorological, hydrological and oceanographic services in support of Australia's national needs and international obligations.

Bushfire a fire involving grass, scrub or forest. Syn. 'wildfire'.

Bushfire Danger Period a period of the year, either established by legislation or declared by the relevant agency, when restrictions are placed on the use of fire due to dry vegetation and the existence of conditions conducive to the spread of fire.

Bushfire Management all those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communications systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.

C

Civil Aviation Safety Authority an independent statutory authority responsible for conducting the safety regulation of civil air operations in Australia and the operation of Australian registered aircraft overseas.

Civil Disorder a riot, violent protest, demonstration, or illegal assembly that may affect public safety.

Combat to take steps to eliminate or reduce the effects of an incident upon the community.

Combat Agency a combat agency prescribed under Part 5 of the *Emergency Management Regulations 2006* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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 Control and Coordination.*

Commander a single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within that agency and cannot command members of another agency.

Communicable Disease a disease caused by germs such as bacteria and viruses that can be spread from one person to another. *Syn.* 'infectious disease'.

Communications Plan details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

Community a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

Community Alert a community alert is issued to warn the community of a period danger and provide safety advice on what to do relative to the risks.

Community Warning a warning to provide information to the public so people can take appropriate action to reduce losses during an actual or developing emergency situation.

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'

Consequence the outcome of an event or situation expressed qualitatively or quantitatively, being a loss, injury, disadvantage or gain. In the emergency risk management context, consequences are generally described as the effects on people, social setting, public administration, and the environment and the economy.

Contamination invasion of a person or animal by pathogenic germs (contaminants). Presence of an infectious agent on inanimate articles such as clothes, surgical instruments, dressings, water, milk or food. Transfer and propagation of a contaminant.

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**.

D

Damage Classification evaluation and recording of damage to structures, facilities, or objects according to three (or more) categories:

- 1 'severe damage' which precludes further use of the structure, facility, or object for its intended purpose;
- 2 'moderate damage' or the degree of damage to principal members, which precludes effective use of the structure, facility, or object for its intended purpose, unless major repairs are made short of complete reconstruction; and,
- 3 'light damage' such as broken windows, slight damage to roofing and siding, interior partitions blown down, and cracked walls; the damage is not severe enough to preclude use of the installation for the purpose for which was intended.

Debrief (Operational Debrief) a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

Defence Assistance to the Civil Community (DACC) assistance to the community provided by Department of Defence personnel in the event of natural disaster or civil emergency.

Disaster see **Emergency**

Disaster Area a geographical part of the State or Territory in which a state of emergency or disaster exists.

Disaster Management the body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels. See also **Emergency Management**.

Disaster Victim Identification (DVI) procedures used to positively identify deceased victims of a multiple casualty event.

Discussion Exercise (DISCEX) a discussion exercise is an indoor exercise employing a carefully prepared scenario to test and practice various aspects of emergency management planning, procedures or training. Syn. 'tabletop exercise', 'model exercise' or 'syndicate exercise'. See also **Exercise**.

Disease Control all policies, precautions and measures taken to prevent the outbreak or spread of communicable diseases.

District means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

District Emergency Management Committee (DEMC) a district emergency management committee established under section 31(1) of the *Emergency Management Act 2005*.

District Emergency Coordinator (DEC) the person appointed by the State Emergency Coordinator to provide advice and support to their district emergency management committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator.

E

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

Emergency area the area to which an emergency situation declaration or a state of emergency declaration applies.

Emergency coordination centre (ECC) a facility established to coordinate and organize emergency provision of services. *See also* **Emergency Operations Centre**.

Emergency Management the management of the adverse effects of an emergency including:

- prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
- preparedness – preparation for response to an emergency;
- response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency a Hazard Management Agency (HMA), a Combat Agency or a Support Organisation.

Emergency Management District an emergency management district established under section 28 *Emergency Management Act 2005*.

Emergency Operations Centre (EOC) a facility, either static or mobile, from which the total operation or aspects of the operation are managed. A facility established to control and coordinate the response and support to an incident or emergency. Syn. **Incident Control Centre**. *See also* **Forward Control Centre**.

Emergency Plan a documented scheme of assigned responsibilities, actions and procedures, required in the event of an emergency. *See also* **Emergency Response Plan**.

Emergency Public Information (EPI) information provided to the community during emergency situations with instructions on how to get assistance or to protect personal health, safety and property.

Emergency Public Information Coordinator the person appointed at State, district or local level to coordinate arrangements for emergency public information support to Hazard Management Agencies at the respective level.

Emergency Response Plan a plan which sets out the roles and responsibilities of agencies in emergency response and the coordination arrangements which are to be utilised. *See also* **Emergency Plan**.

Emergency Risk Management a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

Emergency Service an agency responsible for the protection and preservation of life and property from harm resulting from incidents and emergencies. Syn. 'emergency services authority' and 'emergency service organisation'.

Emergency Situation a declaration made under section 50 of the *Emergency Management Act 2005*, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

Emergency Welfare Service an organisation to provide all reasonable welfare aid and services to people in need due to an emergency or disaster. Such measures include coordination, control and provision of services to be instituted before, during and after the impact of an emergency or disaster.

Essential Services Network Operators 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

Evacuation the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Evacuation Centre a centre that provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided.

Event an incident or situation, which occurs in a particular place during a particular interval of time.

Exercise simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to practice people in working together. For example: discussion exercises, field exercises, table top exercises and tactical exercises without troops.

F

Field Commander (Agency Specific) the officer responsible for commanding the activities of an agency in the field.

Forward Control Centre a facility, where the controller is located, at or near the scene of an emergency to facilitate better control and management of a particular emergency. In emergencies where the impact is widespread there may be the need to locate more than one forward control centre in which case the title of each forward control centre should be preceded by the place name. The forward control centre may be located in an existing building or be a self-contained mobile unit. Syn. 'field control centre', 'forward command centre', 'forward command post', 'forward control point', and 'incident control point'.

G

Geographic Information System (GIS) a computerised database for the capture, storage, analysis and display of locationally defined information. Commonly, a GIS portrays a portion of the earth's surface in the form of a map on which this information is overlaid.

Global Positioning System (GPS) a highly-accurate navigation system based on a constellation of 24 satellites orbiting the earth at 20,000 kilometres that transmit back a set of signals.

H

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

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event;
- (b) a fire, a road, rail or air crash;
- (c) a plague or an epidemic;
- (d) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth;
- (e) 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 *Emergency Management Regulations 2006*

Hazard Identification the process of recognising that a hazard exists and defining its characteristics.

Hazard Management see **Mitigation**.

Hazard Management Agency (HMA) a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Hazardous Material a substance or material which has been determined by an appropriate authority to be capable of posing an unreasonable risk to health, safety and property.

HAZCHEM Emergency Action Code a code system indicating the initial emergency actions for incidents involving hazardous materials.

HAZMAT see hazardous material.

I

Impact to have a noticeable or marked effect on.

Impact Area any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.

Incident the occurrence or imminent occurrence of a hazard. See also **Accident** and **Emergency**.

Incident Action Plan a statement of objectives and strategies to be taken to control or suppress an incident; approved by the incident controller. Describes the actions to be taken to control or suppress an incident.

Incident Control Centre (ICC) the location where the incident controller and, where established, members of the incident management team provide overall direction of response activities in an emergency situation. Syn. 'emergency operations centre'.

Incident Controller / Manager the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however, the function remains the same].

Incident Management the process of controlling the incident and coordinating resources.

Incident Management System (IMS) a system that allows an Incident Controller and their team to control an incident and coordinate resources that is facilitated by information management and intelligence gathering.

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 controller which is responsible for the overall control of the incident.

Incident Support Group (ISG) a group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.

L

Legislation a set of rules made by a State, Territory or Federal Government, and includes acts and regulations.

Liaison Officer a representative of an agency/organisation as part of an incident management/operations area management group. Liaison officers should have the capability to communicate with the agency they represent and the authority to commit their agencies' resources. *See also Agency Representative.*

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) the person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

Local Emergency Management Arrangements (LEMA) written by the local government, Local Emergency Management Arrangements are documented emergency management plans for the local government district. Consistent with State emergency management policies and plans, arrangements are to include information as stipulated in section 41(2) of the Act, accommodating the comprehensive approach to Emergency Management; Prevention, Preparedness, Response and Recovery (PPRR) that contribute to the reduction or elimination of hazards and to reducing the susceptibility or increase in the resilience to hazards of the community or the environment in the local government district.

Local Emergency Management Committee (LEMC) a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

Logistics the range of operational activities concerned with supply, handling, transportation, and distribution of materials. Also applicable to the transportation of people.

M

Major Incident an event which requires response by police, emergency services and the community which may affect a wider area over a longer period of time but is not a declared emergency situation or state of emergency.

Media Liaison Officer a liaison officer delegated the task of dealing with the media.

Minister references to the Minister means the Minister responsible for the *Emergency Management Act 2005*.

Mitigation measures taken in advance of a disaster aimed at decreasing or eliminating its impact on society and environment.

Municipality means the district of the Shire of Wyndham East Kimberley.

N

Natural Disaster Relief & Recovery Arrangements (NDRAA) the arrangements under which the Commonwealth Government assists the State and Territory governments to provide approved financial assistance to eligible persons and organisations following natural disasters.

Natural Disaster any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike and tornado.

O

Objective a goal statement of what is to be achieved.

Operating Procedures prescribed routine action to be followed by staff during operations.

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.

Operational Area Manager (OAM) the person designated by the relevant HMA, responsible for the overall management of an Operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

Operational Area Support Group (OASG) a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.

Operations Officer the officer delegated by the Incident Controller for the direction, supervision and implementation of tactics in accordance with the Incident Action.

P

PPRR an abbreviation for prevention, preparedness, response and recovery. See *Emergency Management Principles*.

Pandemic prevalent throughout an entire country or continent, or the whole world, as in a disease.

Perceived Risk the level of risk that is thought to exist by an individual or group of individuals.

Personal Support Services the process of assisting the diverse, immediate as well as longer-term personal needs of people affected by a disaster. Such needs may encompass provision of information, practical advice on a range of issues and emotional support. See also **Recovery**.

Plan a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. See also **Emergency Plan**.

Population at Risk a well-defined population whose lives, property, and livelihoods are threatened by given hazards. Used as a denominator. All those persons who would be directly exposed to floodwaters within the dambreak - affected zone if they took no action to evacuate.

Preparedness preparation for response to an emergency. 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**.

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

Probability the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.

Public Authority:

- an agency as defined in the Public Sector Management Act 1994;
- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established;
- a local government or regional local government;
- the Police Force of Western Australia;
- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

Public Awareness the process of informing the community as to the nature of the hazard and actions needed to save lives and property prior to and in the event of disaster.

Q

Quarantine legal restrictions imposed on a place or tract of land by the serving of a notice and limiting access or egress of specified animals, persons or things.

R

Reception Centre a centre established for the immediate receipt of evacuees and as such will be the initial source for the delivery of welfare services to those evacuees.

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

Recovery Information Management develops timely, effective communication channels to gather, process and disseminate information relevant to the recovery of the affect community.

Recovery Management (principles of) successful recovery relies on:

- understanding the context;
- recognising complexity;
- using community-led approaches;
- ensuring coordination of all activities;
- employing effective communication; and
- acknowledging and building capacity.

Refuge Site a place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.

Register.Find.Reunite an Australian Red Cross service that registers, finds and reunites family, friends and loved ones after an emergency.

Registration the process of accurately recording onto disaster registration cards details of all persons affected by disaster whether they are evacuated or remain in the disaster area. See also **Register.Find.Reunite**.

Relief the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management and provision of services to emergency relief centres.

Resilience the ability of a system, community or society, exposed to hazards to resist, absorb, accommodate to and recover from the effects of a hazard in a timely and efficient manner, including through the preservation and restoration of its essential basic structure and functions. This is determined by the degree to which the community has the necessary resources and is capable or organising itself both prior to and during times of need.

Resources all personnel and equipment available, or potentially available, for incident tasks.

Response the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recover. 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**.

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

- The chance of something happening that will have an impact upon objectives.
- It is measured in terms of consequences and likelihood;
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and
- 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 Acceptance an informed decision to accept the likelihood and the consequences of a particular risk.

Risk Assessment the overall process of risk identification, risk analysis and risk evaluation.

Risk Criteria the State's endorsed risk criteria and associated tools and guidelines which form the minimum required level of analysis/reporting.

Risk Identification the process of finding, recognising and describing risks.

Risk Management coordinated activities of an organisation or a government to direct and control risk.

Risk Reduction actions taken to lessen the likelihood, negative consequences, or both, associated with a 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.

Risk Treatment process of selection and implementation of measures to modify risk. The term "risk treatment" is sometimes used for the controls themselves.

Risk Treatment Options measures which modify the characteristics of hazards, communities, or environments.

S

Safest Corridor the route that evacuees take that presents the safest egress from the threat to the place of safety.

Search and Rescue (SAR) the process of locating and recovering disaster victims and the application of first aid and basic medical assistance as may be required.

Secondary Hazard a hazard that occurs as a result of another hazard or disaster, i.e. fires or landslides following earthquakes, epidemics following famines, food shortages following drought or floods.

Situation Report (SITREP) a brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.

St John Ambulance Australia a national charitable organisation dedicated to the relief of persons in sickness, distress, suffering or danger. In all States it provides first aid training and volunteer first aid and community care services, and in Western Australia and the Northern Territory it also runs the public ambulance service.

Staging Area a prearranged, strategically placed area where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

Stand-Down that phase where an agency's response is no longer required, and services are wound back. Site teams are returned to base and additional staff called in are released from duty.

Standard Emergency Warning Signal (SEWS) a distinct sound approved by the State Emergency Management Committee to indicate an emergency announcement follows.

Standard Operating Procedures (SOP) a set of directions detailing what actions could be taken, as well as how, when, by whom and why, for specific events or tasks.

State Disaster Council a group established, under section 63 of the *Emergency Management Act 2005*, during a state of emergency to liaise with, advise and support the State Government and the State Emergency Coordination Group, and liaise with the Australian Government as required, in relation to the state of emergency.

State Emergency Coordination Group (SECG) a group that is established, under section 26 of the *Emergency Management Act 2005* during a state of emergency, or may be established where an emergency occurs or is imminent, to ensure the provision of a strategic, coordinated multi-agency response to and recovery from the emergency and report to the Minister.

State Emergency Management Committee (SEMC) committee established under section 13 of the *Emergency Management Act 2005*.

State Emergency Management Plan a plan prepared under section 18 of the *Emergency Management Act 2005* to outline the State arrangements for the emergency management of hazards and support functions.

State Emergency Management Policies a set of policies prepared under Section 17 of the *Emergency Management Act 2005* that provides for:

- a strategic framework for emergency management in the State;

- the roles and responsibilities of emergency management organisations; and
- other matters that are prescribed by the regulations.

State Emergency Public Information Coordinator (SEPIC) the SEPIC, appointed by the State Emergency Coordinator, is the Director Media and Public Affairs, Western Australia Police.

State of Emergency a declaration made under section 56 of the *Emergency Management Act 2005*, by the Minister, which provides access to further emergency management powers.

State Public Information Line (SPIL) a telephone call centre facility that may be established by the State Emergency Public Information Coordinator to receive and respond to general inquiries from the public regarding an emergency.

Strategy a statement detailing how an objective will be achieved.

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.

T

Tolerable Risk a risk which the exposed people are expected to bear without undue concern, once all reasonable practicable reduction measures have been adopted. 'Tolerable' is sometimes used interchangeably with 'acceptable', but its more negative connotations make it more appropriate for risks which are reluctantly accepted.

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.

U

Unified Command a method for all agencies or individuals who have jurisdictional responsibility, or in some cases who have functional responsibilities at the incident, to contribute to: determination of overall objectives for the incident, and selection of strategies to achieve the objectives.

V

Volunteer Emergency Worker a volunteer worker who engages in emergency activity at the request (whether directly or indirectly) or with the express or implied consent of the chief executive (however designated), or of a person acting with the authority of the chief executive, of an agency to which either the State emergency response or recovery plan applies.

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).

W

Warning information provided to people at risk before or during an incident/emergency advising them to take appropriate action to reduce losses.

Warning System a suite of procedures and protocols established to inform individuals and communities about emerging or current threats and how to respond to reduce risk of death, injury, property loss and damage.

Weather Alert a warning broadcast on radio or television of an approaching storm or gale, or of an impending cold change.

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

Welfare Assembly Centre the initial point, within or just outside the disaster area, to which and from which emergency affected persons shall be directed as appropriate.

Welfare Centre location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Welfare Information Centre any centre established within or near the disaster area to meet the immediate needs of emergency affected persons which will be the focal point for the delivery of welfare services to the community but does not provide accommodation.

Acronym	Full Name
AFP	Australian Federal Police
ADF	Australian Defence Force
AGDEMA	Attorney Generals Department of Emergency Management
ARFF	Airport Rescue and Fire Fighting
ATSB	Air Transport Safety Bureau
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
DBCA	Department of Biodiversity, Conservation and Attractions
DEC	District Emergency Coordinator
DEM	District Emergency Management Committee
DEMC	District Emergency Management Committee
DER	Department of Environment Regulation
DFES	Department of Fire and Emergency Services
DISCC	Disaster Information Support and Care Centres
DPLH	Department of Planning, Lands and Heritage
DMP	Department of Mines and Petroleum
DPIAD	Department of Primary Industries and Regional Development
DOC	Department of Communities
DOE	Department of Education
DOH	Department of Housing
DPI	Department of Planning and Infrastructure
ECC	Emergency Coordination Centre
EM	Emergency Management
EMAG	Exercise Management Advisory Group
EOC	Emergency Operations Centre
HMA	Hazard Management Agency
HP	Horizon Power
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator

LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
LRP	Local Recovery Plan
MRWA	Main Roads Western Australia
OASG	Operations Area Support Group
OEM	Office of Emergency Management
OIC	Officer in Charge
PPRR	Prevention / Preparedness / Response / Recovery
RCC	Recovery Coordination Centre
RFDS	Royal Flying Doctors Service
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SJA	St John Ambulance
SOP	Standard Operation Procedure
SRCC	State Recovery Coordinating Committee
SWEK	Shire of Wyndham East Kimberley
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police

PART 1. INTRODUCTION

1.1 Community Consultation

The Local Emergency Management Committee (LEMC) members and outside organisations have been consulted throughout the draft process, including minuted amendments.

1.2 Document Availability

Copies of these arrangements shall be distributed to all members, shall be free of charge during office hours and available on the Shire of Wyndham East Kimberley website.

- Kununurra Shire Office
20 Coolibah Drive, Kununurra.
- Wyndham Shire Office
Koolama Street, Wyndham.
- Shire's website www.swek.wa.gov.au.

1.3 Area Covered

The Shire of Wyndham East Kimberley (SWEK) is located in the ruggedly picturesque and sparsely populated northeast corner of Western Australia (WA), stretching from the Northern Territory (NT) border to the northern most tip of WA.

The Shire covers an area of 121,000 square kilometers and is one of four local governments that make up the Kimberley region. The Shire includes the towns of Kununurra and Wyndham and there are also a number of Aboriginal Communities; the largest being Kalumburu, which is situated in the northern part of the Shire.

The Shire boasts many attractions some of which include Carr Boyd Ranges, Celebrity Tree Park, Cockburn Ranges, Drysdale River National Park, Emma Gorge, Five Rivers Lookout (the Bastion), Gibb River Road, The Grotto, Ivanhoe Crossing, Kelly's Knob, Kununurra Diversion Dam/Lake Kununurra, Lake Argyle, Lily Lagoons, Mirima National Park, Mitchell River National Park, Ord River Irrigation Area, Ord River, Parry's Lagoon Nature Reserve, Pentecost River, Ragged Range, Wyndham Community Fishing Jetty and Zebedee Springs.

The Shire of Wyndham East Kimberley is a diverse and varied community which has a number of special considerations that need to be taken into account when planning for and managing an emergency incident. These special considerations are detailed at 1.7.3 Special Considerations.

Refer **Attachment number 1** – Locality maps – Kununurra, Wyndham, Kalumburu & Communities.

1.3.1 Population

The Shire of Wyndham East Kimberley has two main population areas, Kununurra and Wyndham. The town of Kununurra is the principal centre located 3,040kms northeast of Perth and is situated approximately 37 kms from the WA/NT Border. With its tropical climate and its many natural attractions, the Shire of Wyndham East Kimberley is the eastern gateway to the Kimberley.

The population is approximately 8,000 people which are split between the two towns of Kununurra and Wyndham as well as pastoral leases and Indigenous communities. This excludes large variances in tourist population during the Wet and Dry Seasons.

1.3.2 Climate

The climate is defined by a distinct wet season and dry season. The Shire of Wyndham East Kimberley is located north of the Tropic of Capricorn, so the climate in the East Kimberley is a tropical monsoon climate.

The dry season is characterised by clear blue skies, easterly winds and cooler temperatures. The weather is very stable and outdoor events can be planned years in advance.

The wet season is hot and humid, sometimes violent, and above all unpredictable. During the "build up", the beginning of the wet season, rain occurs in the form of violent thunderstorms. Huge cloud masses pile up in the afternoons with lightning and localised rainfall that is often preceded by strong winds. Weather patterns change as the wet season progresses. During the wet season tropical lows can develop into cyclones effecting the Shire.

Flooding is a common event in the East Kimberley wet seasonal period causing road closures, cutting off main access roads and localised flooding.

1.3.3 Water Supply

The Kununurra town water supply is provided and managed by the Water Corporation and obtained from bores in an unconfined aquifer on the northern bank of Lake Kununurra.

The Ord Irrigation Cooperative (OIC) provides water and drainage services to the farms within Stage I and 2 of the Ord River Irrigation Area (ORIA) in Kununurra. The Ord Stage 1 area is 15, 150 hectares of agricultural land. Water is gravity fed to farms via a series of earth lined open supply channels, using a range of flow regulator Structures.

Wyndham obtains its water supply from Mooloolah Dam. The dam's catchment is undeveloped Crown land. It provides a secure, high-quality water source. Mooloolah Dam is a reinforced rock fill dam with a clay core. The reservoir has a capacity of 2.007 GL.

1.3.4 Sewerage

Within the Shire, Kununurra and Wyndham provide connection to deep sewerage infrastructure that is maintained by the Water Corporation. The remainder are connected to their own onsite waste water systems, such as conventional septic tanks and leach drains, or alternative treatment systems.

1.3.5 Power Supply

The towns of Wyndham and Kununurra get their energy from the hydro power station at Lake Argyle. Horizon Power have back-up generators based in Kununurra and Wyndham.

1.4 Aim

The aim of the Shire of Wyndham East Kimberley Local Emergency Management Arrangements (LEMA) is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose

The purpose of these Emergency Management Arrangements is to set out:

- The Local Government's policies for Emergency Management;
- The roles and responsibilities of public authorities and other persons involved in Emergency Management in the Local Government District;
- Provisions about the coordination of emergency operations and activities relating to Emergency Management performed by the persons mentioned in the above paragraph;
- A description of emergencies that are likely to occur in the Local Government District;
- Strategies and priorities for Emergency Management in the Local Government District;
- Other matters about Emergency Management in the Local Government District prescribed by Regulations; and
- Other matters about Emergency Management in the Local Government District the Local Government considers appropriate. (s.41(2) of the *Emergency Management Act 2001*).

1.6 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the Shire of Wyndham East Kimberley;
- This document covers areas where the Shire of Wyndham East Kimberley provides support to HMAs in the event of an incident;
- This document details the Shire of Wyndham East Kimberley capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Wyndham East Kimberley responsibilities in relation to Recovery Management.
- These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.7 Related Documents and Arrangements

1.7.1 Local Emergency Management Policies

As per s.41(2)(a) *Emergency Management Act 2005*, the Local Emergency Management Arrangements need to specify "The Local Government's policies for Emergency Management". Local Government policies for Emergency Management refer to any policies unique to the Local Government area. There are no emergency management policies.

The Shire of Wyndham East Kimberley Agreements / Memorandum of Understanding (MoU) include:

- MoU between the Department of Fire and Emergency Services and the Shire of Wyndham East Kimberley – The maintenance and support of Bush Fire Brigades within the district.
- Wyndham Police update roadside cyclone warning signs in Wyndham.
- Agreement with the Department of Communities relating to the use of Shire facilities as a Welfare Evacuation Centre.
- Kimberley MoU for provision of mutual aid during emergencies and post incident recovery when this document is approved and signed off.

1.7.2 Existing Plans and Arrangements

To enable integrated and coordinated delivery of Emergency Management within the Shire of Wyndham East Kimberley; these arrangements are consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with the Shire of Wyndham East Kimberley Local Emergency Management Arrangements.

Document	Owner	Location	Date
Local Pre-Emergency Evacuation Plan	SWEK	SWEK Office - Kununurra	Updated 2021
Local Recovery Plan	SWEK	SWEK Office - Kununurra	Updated 2021
Kununurra and Wyndham Airport Emergency Plan	SWEK	SWEK Office - Kununurra	Updated 2018
Local Emergency Welfare Plan	Department of Communities	Department of Communities - Kununurra	Updated 2020
Environmental Health Emergency Management Support Plan	SWEK – Environmental Health Officers	SWEK Office - Kununurra	In progress (Draft)
Northern Territory Ord Stage 3 Regional Biosecurity Emergency Response Plan	Northern Territory Department of Primary Industries and Resources	Northern Territory Department of Primary Industries and Resources	Updated 2018

1.7.3 Special Considerations

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

Description	Time of Year	Impact / No of People
Annual influx of tourists	April - October	
Random population surges in response to major industrial developments or expansion works. (ie. Stage 3 Ord Irrigation Scheme and Project Sea Dragon Aquaculture Facility)	Variable	Variable

Significant departures of residents during peak holiday times lessening the availability of Local Emergency Service Volunteers.	November - March	Less than 1000
Cyclone Season	November - April	Direct cyclonic activity is relatively rare however, during this period, increased monsoonal weather activity creates increased rainfall and localised flooding.
Bushfire Season	May - October	The severity of the season is dictated by fuel loads and the extent of summer rains – both of which are highly variable from year to year. Fire risk is increased during this period creating further resource use including volunteer attendance.
Indigenous Communities	N/A	Indigenous Communities have a unique culture that must be considered when planning for hazards. Communities are often located in regions considered high risk in terms of emergency. Isolation may increase response times in the event of an emergency and reduce the ready availability of response resources.
Regional Events: <ul style="list-style-type: none"> • Dam to Dam • Lake Argyle Swim • Ord Valley Muster - Kimberley Moon • The Gibb Challenge • Lake Argyle Adventure Race • Kununurra/Wyndham Race (Horse) Days 	<ul style="list-style-type: none"> • April • May • May • May • September • September 	Large regional events attracting large crowds and a significant increase in the population.

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

1.7.4 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. A register of resources that may be required in response to the impact of identified hazards in the Shire is documented in **Attachment number 2 – Shire of Wyndham East Kimberley Local Emergency Management Resource Register**.

1.7.5 Financial Arrangements

Emergency management agencies undertaking emergency response activities, particularly multiagency emergencies, often incur significant unforeseen costs. Some of these costs are directly related to agencies' core functions and programs while other costs may be associated with the provision of services and resources in support of Controlling Agencies.

In addition, private organisations, because of their expertise and resources, may be called upon to support Controlling Agencies at some cost.

The principle of funding for emergencies is to ensure accountability for expenditure incurred. The emergency management agency with operational control of any resource shall be responsible for payment of all related expenses associated with its operation during emergencies, unless other arrangements are established.

In accordance with State Emergency Management Policy Section 5.12, agencies that have assisted in the response to emergencies may be eligible for reimbursement of some expenses. Funding arrangements for emergencies are dependent on the situation and based on certain criteria as follows:

Situation A

A single service response with no support from other organisations.

Situation B

A Controlling Agency response with agreed bi-lateral arrangements for support, either through plans or memoranda of understanding.

Situation C

A multi-agency response.

Situation D

Where costs are incurred in delivering services or resources at the request of the Controlling Agency which are not part of the agency's core functions and there are no prior agreements as to funding responsibilities.

Situation E

Where an emergency is declared an eligible event under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA). Determination and arrangements have been entered into between agencies and the co-ordinating agency (i.e. the WA Department of the Premier and Cabinet [DPC]) for the provision of specific eligible measures.

Situation F

Where an emergency occurs outside the jurisdiction of the State of Western Australia.

Situation G

An emergency response where an agencies/organisations funding does not meet the criteria of Situation's A – F.

Whilst recognising the provisions of State Emergency Management Policy No 5.12 – *Funding for Emergency Responses*, the Shire of Wyndham East Kimberley is committed to spending such

necessary funds as practicable to ensure the safety of the Shire's residents and visitors. Following an emergency, the Shire will aim to recoup expenses in accordance with SEMP Statement No 5.12.

PART 2. PLANNING

2.1 Roles and Responsibilities

2.1.1 Local Roles and Responsibilities

Local Role	Description of Responsibilities
Local Government	The responsibilities of the Shire of Wyndham East Kimberley are defined in Section 36 of the <i>Emergency Management Act 2005</i>
Local Emergency Coordinator	The responsibilities of the Local Emergency Committee are defined in Section 36 of the <i>Emergency Management Act 2005</i>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the Local Recovery Committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Government Welfare Liaison Officer	During an evacuation where a Local Government Facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
Local Government Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends Incident Support Group (ISG) meetings to represent the Local Government and provide local knowledge input and details in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the Incident Controller (provide Liaison Officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire, provide a Liaison Officer to support the Department of Communities

2.1.2 Local Emergency Management Committee Responsibilities

The Shire of Wyndham East Kimberley has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the Local Emergency Management Arrangements.

The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risk and Emergency Management Arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the Local Government to assist in the development of Local Emergency Management Arrangements for its district.

The LEMC plays a vital role in assisting our communities to become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans;
- Providing a multi-agency forum to analyse and treat local risk; and
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

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

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

Local Role	Description of Responsibilities
LEMC Chair (SWEK Emergency Services Coordinator)	Provide leadership and support to the LEMC to ensure effective meetings and high levels of Emergency Management Planning and Preparedness of the East Kimberley District is undertaken.
LEMC Executive Officer (SWEK – Senior Ranger and Emergency Service's Coordinator)	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> - Meeting agenda - Minutes and actions list - Correspondence - Committee membership contact register • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> - Annual Report - Annual Business Plan - Local Emergency Management Arrangements • Facilitate the provision of relevant emergency management advice to the Chair and committee as required • Participate as a member of sub-committees and working groups as required

2.1.3 Agency Roles and Responsibilities

In the event of an emergency, the Shire of Wyndham East Kimberley will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles:

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • Control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>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</p>

	<p>of the hazard for which it is prescribed.” (Section 4 of the <i>Emergency Management Act 2005</i>)</p> <p>The HMAs are prescribed in the <i>Emergency Management Regulations 2006</i>.</p> <p>Their function is to :</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects (<i>Emergency Management Regulations 2006</i>) • Appoint Hazard Management Officers (Section 55 of the <i>Emergency Management Act 2005</i>) • Declare / revoke emergency situation (Section 50 & 53 of the <i>Emergency Management Act 2005</i>) • Coordinate the development of the State Hazard Plan (Westplan) for that hazard (<i>State Emergency Policy</i> Section 1.5) • Ensure effective transition to recovery by Local Government
Combat Agency	<p>A Combat Agency as prescribed under Section (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (<i>State Emergency Management Glossary</i>)</p>

PART 3. MANAGING RISK

3.1 Emergency Risk Management

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in the State EM Policy (item 3.2 Emergency Risk Management Planning).

3.2 Description of Emergencies Likely to Occur

The emergency risk management process identified 6 major hazards within the Shire of Wyndham East Kimberley:

- Flood
- Cyclone
- Fire (Bushfire and Structural)

- Road Crash
- Human Epidemic

3.2.1 Shire of Wyndham East Kimberley Risk Register

SWEK Risk assessment conducted February 2020 identified the following risks giving following results:

Hazard	Consequence	Likelihood	Level of Risk
Human Epidemic	Catastrophic	Unlikely	Extreme
Flood	Major	Likely	Extreme
Cyclone	Moderate	Likely	High
Fire (Bushfire and Structural)	Moderate	Likely	High
Road Crash	Moderate	Almost Certain	High

3.2.2 Risk Matrix

	Consequence Level				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	Medium	Medium	High	Extreme	Extreme
Likely	Low	Medium	High	Extreme	Extreme
Unlikely	Low	Low	Medium	High	Extreme
Rare	Very Low	Low	Medium	High	High
Very Rare	Very Low	Very Low	Low	Medium	High
Extremely Rare	Very Low	Very Low	Low	Medium	High

Source - WA ERM Guide 2015 - Table 9: Risk Matrix

3.2.3 Risk Likely Hood Level

Likelihood Level	Annual exceedance probability in % (AEP)	Average recurrence interval (ARI) (indicative)	Frequency (indicative)
Almost Certain	63% per year or more	1 year or less	Once or more per year
Likely	10 - <63% per year	1-10 years	Once per 10 years
Unlikely	1 - <10% per year	11-100 years	Once per 100 years
Rare	0.1 - <1% per year	101-1000 years	Once per 1000 years
Very Rare	0.01 - <0.1% per year	1001-10,000 years	Once per 10,000 years
Extremely Rare	<0.01% per year	10,000 years or more	Once per 100,000 years

Source - WA ERM Guide 2015 - Table 8: Likelihood level

3.2.4 List of Hazards

The table below is a comprehensive list of hazards (listed in alphabetical order) that are identified through the State Risk Project (Local). The table also references the Hazard Management Agency for each risk, as appointed by the State Emergency Management Committee.

These arrangements are based on the premise that the HMA responsible for the below risks will develop, test and review appropriate emergency management plans for the hazards under their appointed responsibility.

Hazard	HMA	Controlling Agency	Combat / Support Roles	Westplan/State Hazard Plan
Air Crash	Commissioner of Police	WAPOL	DFES, AFP, ARFF, ATSB, DOH, DC, DMP, DER, DOT, SWEK, MRWA, SJA, Health Dept., HP	State Hazard Plan – Crash Emergency
Animal and Plant Biosecurity	Agriculture Director General	DPIRD	Airservices Australia, Red Cross WA, BoM, DC, DER, DFES, DOH, Landgate, SWEK, HP, MRWA, Water Corp WA, WAPOL, Heath Dept., DBCA	State Hazard Plan - Animal and Plant Biosecurity
Collapse (Cliff, landform, building)	DFES Commissioner	DFES	DFES, WAPOL, SES, SJA, DOH, DER, MRWA, SWEK, Water Corp WA, HP, Telstra, Health Dept., DBCA	Westplan - Collapse
Cyclone	DFES Commissioner	DFES	DC, SWEK, DOH, MRWA, Lifeline agencies, WAPOL, BOM	Westplan - Cyclone

Earthquake	DFES Commissioner	DFES	DFES, SES, DC, DOH, HP, SWEK, MRWA, Telstra, Water Corp, WAPOL, BOM, Health Dept., DPIRD, DBCA	Westplan - Earthquake
Electrical Supply Disruption	Coordinator of Energy	Horizon Power	DC, MRWA, Water Corp WA, WAPOL, SWEK, DOH, DC	State Hazard Plan - Energy Supply Disruption
Fire (Bushfire & Structural)	DFES Commissioner	DFES	BFS, WAPOL, DOH, SWEK, DC, BOM, Health Dept., DPIRD, DBCA	State Hazard Plan - Fire
Flood	DFES Commissioner	DFES	WAPOL, MRWA, BOM, DC, DOH, Water Corp WA, SES, SWEK, SJA, Health Dept., DBCA	Westplan - Flood
Gas Supply Disruption	Coordinator of Energy	Public Utilities Office (PUO)	DMP, OEM, DOH, DFES, WAPOL, Power producers and Infrastructure Operators	State Hazard Plan - Energy Supply Disruption
HAZMAT: Biological	State Health Coordinator	WA Health	DER, WAPOL, SWEK, DMP, MRWA, DC, SJA, DPIRD, DBCA	State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)
HAZMAT: Chemical	DFES Commissioner	DFES	DER, WAPOL, SWEK, DMP, MRWA, DC, Health Dept., SJA, DPIRD	State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)
HAZMAT: Radiological	DFES Commissioner	DFES	DER, WAPOL, SWEK, DMP, MRWA, DC, Health Dept., SJA, DPIRD	State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)
Heatwave	State Health Coordinator	WA Health	WAPOL, DFES, DC, Water Corp, HP, BOM, SJA, SWEK, Health Dept.	State Hazard Plan - Heatwave
Human Epidemic	State Human Epidemic Controller	WA Health	SJA, Water Corp, DPIRD, DC, WAPOL, DBCA	Westplan - Human Epidemic
Land Search	Commissioner of Police	WAPOL	WAPOL, DFES, DBCA, SES	State Hazard Plan – Search and Rescue Emergency
Liquid Fuel Supply Disruption	Coordinator of Energy	Public Utilities Office (PUO)	Fuel companies, DOT, DOH, DFES, WAPOL	State Hazard Plan - Energy Supply Disruption
Marine Search	Commissioner of Police	WAPOL	WAPOL, DFES, Marine Rescue	State Hazard Plan – Search and Rescue Emergency
Road Crash	Commissioner of Police	WAPOL	MRWA, SJA, SWEK	State Hazard Plan – Crash Emergency

Space Debris Re-entry	Commissioner of Police	WAPOL	DOH, DFES, DER, DC, SWEK, DBCA	State Hazard Plan – Hazardous Materials Emergencies (HAZMAT)
Storm	DFES Commissioner	DFES	DC, SWEK, DOH, MRWA, Lifeline agencies, WAPOL, BOM	Westplan - Storm
Terrorism	Commissioner of Police	WAPOL	SJA, DFES, DOH, DC, SWEK	State Hazard Plan - Terrorist Act (restricted access)
Tsunami	DFES Commissioner	DFES	WAPOL, MRWA, BOM, DBCA, DC, DOH, Water Corp WA, SWEK	State Hazard Plan - Tsunami

3.3 Emergency Management Strategies and Priorities

Priority	Strategy
Community Awareness	Refer 4.3.2 – Public Warning Systems
Access to resources	Keep SWEK Resource register up to date
Providing Support to the HMA	Keep LEMA up to date and staff trained in EM responsibilities
Open evacuation centres	Keep facilities evacuation ready. Ensure Department of Communities – Local Welfare Plan is updated and distributed.
Inter-organisational contacts, communication and knowledge	Holding regular LEMC meetings and attendance at DEMC meetings
Media Management	The Local Recovery Coordinator in liaison with the Media Officers will manage the public information during the recovery phase of the emergency. The Shire President or CEO may elect to act as the ongoing spokesperson.

PART 4. RESPONSE

4.1 Coordination of Emergency Response

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Wyndham East Kimberley is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

4.2 Incident Support Group (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller 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.

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.

4.2.1 Triggers for an ISG

The triggers for an incident support group are defined:

State EM Policy Statement 5.2.2:

- In response to an incident and in accordance with incident management systems, the Controlling Agency must appoint an IC. If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an Incident Support Group (ISG). If a Level 3 incident is declared, the Controlling Agency must establish an ISG. The ISG is activated by the IC.

State EM Policy Statement 5.2.3:

- the overall control of an incident within a defined incident area, which may include the whole State in some incidents;
- leading an incident management team;
- assessing the incident level — if an incident is assessed as a Level 2 or Level 3 incident, the IC must make an incident level declaration in accordance with State EM Response Procedure 4.2;
- ensuring the accuracy of the 'emergency public information', approving its release in coordination with all relevant agencies and terminating its broadcast;
- in consultation with the HMA, ensuring effective strategies for evacuation are implemented; and
- management of traffic during an emergency response.

State EM Policy Statement 5.2.4:

Specific State government agencies, local government and other organisations have Controlling Agency responsibilities, as outlined in the State EM Plan Appendix C.

State EM Plan 5.1.5:

Incident Levels

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3 incidents. This ensures all agencies involved have a common understanding of the potential and/or actual severity of the incident and ensures the provision of effective assistance to the Controlling Agency.

Typical conditions for Level 1, 2 and 3 incidents are as follows:

Level 1

- there are no significant issues
- there is a single or limited multi-agency response (day-to-day business)
- the incident area is limited in extent (i.e. to one jurisdiction or district)

- the response duration is within a single shift
- resources can be sourced from one local government district
- there is minimal impact on critical infrastructure
- there is minimal impact on the community (social, built, economic and natural)
- the incident can be managed by a Controlling Agency IMT only
- there is a low level of complexity
- there is potential for low incident escalation.

Level 2

- requires a multi-agency response
- requires coordination of multi-agency resources
- has a duration covering multiple shifts
- resources need to be sourced from district or State level
- there is a medium level of complexity
- there are multiple incident areas
- there is a medium - actual or imminent impact on critical infrastructure
- there is a medium impact on the community (social, built, economic and natural)
- may require delegation of a number of IMT functions
- the incident involves multiple hazards
- there is potential for the incident/or a requirement to be declared an 'Emergency Situation.'

Level 3

- requires significant coordination of a multi-agency response
- there is a protracted response duration
- resources need to be sourced from State, National and even International level
- there is a high level of complexity
- there is a significant - actual or imminent impact on critical infrastructure
- there is a significant impact on community (social, built, economic and natural)
- may require delegation of all IMT functions
- evacuation and/or relocation of community is required
- there is an actual or potential loss of life or multiple, serious injuries
- a declaration of an 'Emergency Situation' or 'State of Emergency' is likely.

These typical conditions are provided for consideration only, and the escalation of an incident is at the discretion of the IC.

It is recognised that there will be some overlap between levels and the IC will determine the incident level based on the actual and/or potential impact of the incident. Satisfying one or more of the typical conditions of a Level 2 or Level 3 incident does not automatically necessitate an escalation to that level. The Controlling Agency must ensure that the appointed IC is competent to undertake the incident control function at a level commensurate with the defined level of the incident (e.g. Level 2 incident Level = 2 Incident Controller).

4.2.2 Membership of an ISG

The Incident Support Group is made up of agencies' representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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.

4.2.3 Frequency of Meetings

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

4.2.4 Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where it can meet within the District.

Kununurra

Centre Name	Address	Capacity and available resources	Contacts
DFES Office	32 Poincettia Way, Kununurra	<ul style="list-style-type: none"> Capacity: 20ppl max Whiteboard Laptops Photocopiers Telephones Internet Radio Comms 	District Officer – (08) 9169 1370 Regional Duty Coordinator – 9193 6639
Police Station	94 Coolibah Drive, Kununurra	<ul style="list-style-type: none"> Capacity: 20ppl max Whiteboard Laptops Photocopiers Telephones Internet Radio Comms 	OIC – (08) 9166 4530
SWEK Administration	20 Coolibah Drive, Kununurra	<ul style="list-style-type: none"> Capacity: 30ppl max Whiteboard Laptops Photocopiers Telephones Internet Radio Comms 	Admin – (08) 9168 4100 Ahrs – (08) 9168 4166 (Rangers)

Wyndham

Centre Name	Address	Capacity and available resources	Contacts
DFES – Fire Station	St Pauls Way, Wyndham	<ul style="list-style-type: none"> Capacity: 20ppl max Whiteboard Laptops Photocopiers 	Fire Chief – (08) 9169 1370

		<ul style="list-style-type: none"> • Telephones • Internet • Radio Comms 	
Police Station	16 MacPhee Street, Wyndham	<ul style="list-style-type: none"> • Capacity: 20ppl max • Whiteboard • Laptops • Photocopiers • Telephones • Internet • Radio Comms 	OIC – (08) 9161 0400
SWEK Administration	Koolama Street, Wyndham	<ul style="list-style-type: none"> • Capacity: 20ppl max • Whiteboard • Laptops • Photocopiers • Telephones • Internet • Radio Comms 	Admin – (08) 9161 1200 Ahrs – (08) 9168 4166

4.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

4.3.1 Public Warning Systems

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

4.3.2 Local Systems

STATE

Description	Access Arrangements / Contact Number
Standard Emergency Warning Signal (SEWS)	Hazard Management Agency
ABC Radio	ABC to monitor & broadcast
DFES Website – www.dfes.wa.gov.au	DFES to monitor and update

LOCAL

Description	Contact Person	Access Arrangements / Contact Number
Cyclone Level Warning lights on roof of the KNX DFES Co-location Centre	Kununurra DFES to monitor and update	SES Manager (08) 9169 1003 On Call Duty Officer (08) 9193 6639
SWEK Website & Facebook page	SWEK Communications and Marketing Officer to implement and update.	(08) 9168 4100 Emergencies: (08) 9168 4166
Cyclone Road Signs located in Wyndham Port to indicate state of alert. WAPOL to place and update.	Wyndham Police Station - OIC	(08) 9161 0400
Wyndham Police Station flag system Yellow/Blue/Red to be monitored by Police members.	Wyndham Police Station - OIC	(08) 9161 0400
Kununurra and Wyndham Police Twitter page to be updated by Police	Kununurra and Wyndham Police Stations – OIC's	(08) 9161 0400 Wyndham (08) 9166 4530 Kununurra
SWEK SMS	SWEK Communications and Marketing Officer to implement and update.	(08) 9168 4100 Emergencies: (08) 9168 4166
Local Radio Station – Warringarri Radio 6WR	Administration	(08) 9168 2214
Variable Message Boards	Kennard's Hire	(08) 9169 4400

4.4 Evacuation and Welfare

4.4.1 Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning.

A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

A Local Pre-Emergency Evacuation Plan is in place for the Shire of Wyndham East Kimberley.

Consideration also needs to be given to receiving evacuees from other local governments.

4.4.2 Special Needs Groups

The aged, infirm, culturally and linguistically diverse and disabled persons are to be given special consideration. Each aged/retirement centre should have detailed records of occupants and their special needs.

Town based Aboriginal and remote communities are always to be considered vulnerable groups during and following emergency events. The sick and elderly in these communities must be considered for evacuation to safer places should time permit. Itinerant workers and tourists must also be considered.

In addition, town based organisations catering for the most vulnerable in the community are listed in the following table:

It is important that each person who evacuates from an area is recorded and on return or otherwise to their place of residence, be again recorded so that all persons can be accounted for.

Refer Attachment 5 - SWEK Aboriginal Community Locations.

Special Needs Groups – Evacuation Management

Name	Description	Address	Contact 1	Contact 2	No. People	Evacuation plan Y/N?
East Kimberley College	School	79 Mangaloo St, Kununurra	(08) 9168 4400	Principal	Staff - 150 Students - 1100	Y
St Josephs School - Kununurra	School	Coolibah Dve, Kununurra	(08) 9168 1079	Principal	Staff – 30 Students - 150	Y
Wyndham District High School	School	Coverley St, Wyndham	(08) 9161 1063	Principal	Staff – 30 Students - 105	Y
St Josephs School - Wyndham	School	St Peters Way, Wyndham	(08) 9161 1021	Principal	Staff – 16 Students - 68	Y
Kununurra District Hospital	Hospital	96 Coolibah Drive, Kununurra	(08) 9166 4222	On Call Maintenance Officer - (Kununurra and Wyndham) - 0467 733 137 Maintenance Officer- (Kununurra and Wyndham) – 0419 912 317	Maximum of: Ward Patients – 32 Emergency Ward - 5 Staff – 106 over 24hr period	Y

Wyndham District Hospital	Hospital	43 Minderoo St, Wyndham	(08) 9161 0222	On Call Maintenance Officer - (Kununurra and Wyndham) - 0467 733 137 Maintenance Officer- (Kununurra and Wyndham) – 0419 912 317	Maximum of: 5 - Patients 7- Staff Total - 12	Y
Ngnowar Aerwah Rehabilitation Centre - Wyndham	Rehabilitation Centre	Lot 1370 Great Northern Hwy, Wyndham	(08) 9161 2109 (08) 9161 1806	N/A	Occupants – 26 max Staff - 2	Y
Ngnowar Aerwah Sobering Up Shelter - Wyndham	Sober-Up Shelter	Koolama St cnr Kangaroo Dve, Wyndham	(08) 9161 2111	N/A	Occupants – 15 Staff - 13	Y
Moongoong Sober Shelter - Kununurra	Sober-Up Shelter	St Martins Way, Kununurra	(08) 9168 3296	N/A	Occupants – 28 Staff - 6	Y
Tourists	Kununurra Visitor Centre	Various	(08) 9168 1177	N/A	Various	N/A
Remote Aboriginal Communities	Remote Aboriginal Communities within the SWEK region	Refer attachment number 12 – Aboriginal Community Locations	Refer WA Police and Department of Communities – Child Protection and Family Support	Kununurra WAPOL – (08) 9166 4530 Wyndham WAPOL – (08) 9161 0400 Kununurra DCPFS –	Various	Y

				(08) 9168 0333 Wyndham DCPFS – (08) 9161 3500 DCPFS EM On Duty Officer – 0418 943 835		
Juniper Community Care - Kununurra	Aged Care Facility	5 Coolibah Dve, Kununurra	All hours contact – (08) 9169 1640	N/A	Maximum of: 40 - Patients 30- Staff Total - 70	Y
Juniper - Marigu Village - Wyndham	Aged Care Facility	27 Coverley Street, Wyndham	All hours contact – (08) 9161 1431	N/A	Maximum of: 9 - Patients 3 - Staff Total -	Y
Kununurra Aboriginal Hostel	Hostel	Victoria Hwy, Kununurra	(08) 7904 0250	N/A	Students – 40 Visitors - 2 Staff - 12	Y
Department of Justice - Wyndham	Wyndham Work Camp	Great Northern Hwy, Wyndham	All hours contact – (08) 9161 2880	N/A	Maximum of: 40 - Inmates 4- Officers Total - 44	Y
Homeless	People who are transient	Refer WA Police and Department of	Refer WA Police and Department	Kununurra WAPOL – (08) 9166 4530	Various	N/A

	and are living without a home	Communities – Child Protection and Family Support	of Communities – Child Protection and Family Support	Wyndham WAPOL – (08) 9161 0400 Kununurra DCPFS – (08) 9168 0333 Wyndham DCPFS – (08) 9161 3500 DCPFS EM On Duty Officer – 0418 943 835		
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4.5 Routes and Maps

Refer Attachment number 1 for Locality maps – Kununurra, Wyndham, Kalumburu & Communities.

4.6 Welfare

The Department of Communities has the role of managing welfare. The Department of Communities have developed a local Emergency Welfare Plan for the Shire of Wyndham East Kimberley.

4.6.1 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

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

(This individual will be appointed by Department of Communities) – **Refer attachment number 3 – SWEK Local Emergency Management Contacts Register.**

4.6.2 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the local government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

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

Refer attachment number 3 – SWEK Local Emergency Management Contacts Register.

4.6.3 Register. Find. Reunite

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

4.7 Animals (Including Assistance Animals)

4.7.1 Animals in Welfare Centres

The Department of Communities Local Emergency Welfare Plan Section 2.2 Special Considerations states:

- For health and safety reasons no animals, including pets, are permitted in Welfare Centres with the exception only of assistance animals e.g. Guide Dogs, Hearing and Disability Aid Dogs.

4.7.2 Injured Animals Brought to Evacuation Centres

The owners of injured or sick animals brought to evacuation centres should be instructed to convey their animals to a veterinary practice for assessment and treatment if required. The cost of any Veterinary treatment would be the responsibility of the owner of the animal.

4.7.3 Injured Animals

Injured or sick animals should be assessed and their condition managed by veterinarians or other suitably qualified animal carers.

4.7.4 General Considerations

In the event that the numbers of injured or sick animals overwhelms the capacity of local veterinary care providers, the RSPCA should be contacted for advice and assistance.

4.7.5 Injured Native Animals

Injured native animals should be referred to the Local Veterinary Clinic, Kimberley Animals Nature and Education Inc (KANE), Kangaroo Haven Inc, Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service or Shire of Wyndham East Kimberley Ranger Services.

4.7.6 Deceased Animals

While not specifically related to the welfare of animals it is recognised that the broad visibility of deceased animals within an area that has been affected by an emergency event, and as residents return to the area concerned when it is declared safe to do so could be emotionally challenging and confronting.

In addition, the disposal of livestock or large animals due to either the size of the animal or the number of animals will necessitate careful consideration of public health and environmental aspects of the disposal/burial of such animals.

The Shire of Wyndham East Kimberley Ranger Service Department can be contacted in this matter.

4.7.7 Companion Animals

In consultation with the Incident Controller and when it safe to do so Ranger Services will patrol an area affected by an emergency. It should be noted that this may occur before such time as residents are allowed to return to the area concerned.

If deceased companion animals are observed in or around publicly accessible areas Rangers will facilitate the removal the deceased animal/s from the area concerned. If the animal is a dog or cat the

animal will be checked for means of identification such as Tags or Microchipping and conveyed for temporary storage at the Shire Animal Management Facility.

In the event that the owner of the animal can be identified that owner will be contacted by Rangers to effect notification of the death of the animal and to facilitate return of the animal to the owner for burial.

In the event that the owner of the deceased animal cannot be identified or located the deceased animal will be held for a period of 24 hours before being disposed of for burial.

4.7.8 Livestock and Large Animals

The Owners of singular or small numbers of deceased large animals may be identifiable through Ranger Services local knowledge enabling contact of the owner to facilitate removal of the animal/s to an appropriate burial place.

The removal of larger numbers of deceased livestock should be facilitated in consultation with the owners of the animals concerned, The Department of Primary Industries and Regional Development – Agriculture and Food and Shire of Wyndham East Kimberley Environmental Health Officers. Any proposed potential burial site for significant numbers of livestock should be assessed by Shire of Wyndham East Kimberley Environmental Health Officers to determine the suitability of the proposed site.

4.7.9 Native Animals

The collection and disposal of native animals deceased as a result of an emergency incident situated on public land/reserves should be facilitated by SWEK Ranger Services in consultation with Department of Biodiversity, Conservation and Attractions – Parks and Wildlife Service.

4.7.10 Welfare Centres

Refer Attachment number 4 – SWEK Welfare Centre Information.

Kununurra:

1. Kununurra Leisure Centre (Suitable for use as a Recovery Coordination Centre)
2. East Kimberley College (Suitable for use as a Recovery Coordination Centre)
3. Kununurra Youth Centre (Suitable for use as a Recovery Coordination Centre)
4. Kununurra Department of Communities – CPFS Office

Wyndham

- No suitable welfare centre locations. At the time of the incident the Controlling Agency will determine the appropriate strategy to be implemented in relation to Wyndham which may include evacuation, shelter in place or another suitable strategy.

PART 5. RECOVERY

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing”. (*Emergency Management Act 2005*)

Under the *Emergency Management Act 2005*, it is a function of local government to manage recovery following an emergency affecting the community in its district.

The extent of recovery activity will, however, depend on the nature and magnitude of the emergency. In some circumstances, it may be necessary for the State Government to assume responsibility for coordinating the recovery process at a whole-of-government level.

The Shire of Wyndham East Kimberley LEMC will maintain a separate Local Recovery Plan.

5.1 Local Recovery Coordinator

The Shire of Wyndham East Kimberley is required to nominate a Local Recovery Coordinator. Local Recovery Coordinators are to advise and assist Local Government and coordinate local recovery activities as outlined in State Emergency Management Policy Section 6, State Emergency Management Plan Section 6 and State Emergency Management Recovery Procedures 1-4.

5.2 Exercising, Reviewing and Reporting

Testing and exercising is essential to ensure that emergency management arrangements are workable, effective and to ensure individuals and organisations remain 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.

State Emergency Management Preparedness Policy 4.8 states that Local Government's must conduct capability-based exercising and State Emergency Management Preparedness Procedure 19 further articulates how this is done.

5.2.1 Frequency of Exercises

State Emergency Management Policy Section 4.8, State Emergency Management Plan 4.7 and State Emergency Management Preparedness Procedure 19 outline the State's arrangements for Emergency Management exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

5.2.2 Types of Exercises

Some examples of exercise 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; or
- locating and activating resources on the Emergency Resources Register.

5.2.3 Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

5.2.4 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State Emergency Management Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the *Emergency Management Act 2005*). However, according to State Emergency Management Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- after an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Quarterly reviews of contact lists will be conducted and a review of the LEMA will be conducted after each exercise.

5.2.5 Review of Local Emergency Management Committee Positions

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

Committee Position	Position Held By (Department Title)
Chair	Director Infrastructure (SWEK)
Deputy Chair	Senior Ranger & Emergency Services Coordinator (SWEK).
Executive Officer	Senior Ranger & Emergency Services Coordinator (SWEK).
Local Emergency Coordinator	Officer in Charge (OIC) Kununurra/Wyndham Police
Member Agencies	DBCA, SWEK, DCPFS, Horizon Power, NIAA, Dept Water, DAFWA, SJA, VFRS, DFES, WAPOL, Main Roads, WA Health Services, Housing Authority, Services Australia, Local Medical providers, Water Corporation & SES.

5.2.6 Review of Resource Register

The Executive Officer shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

5.2.7 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

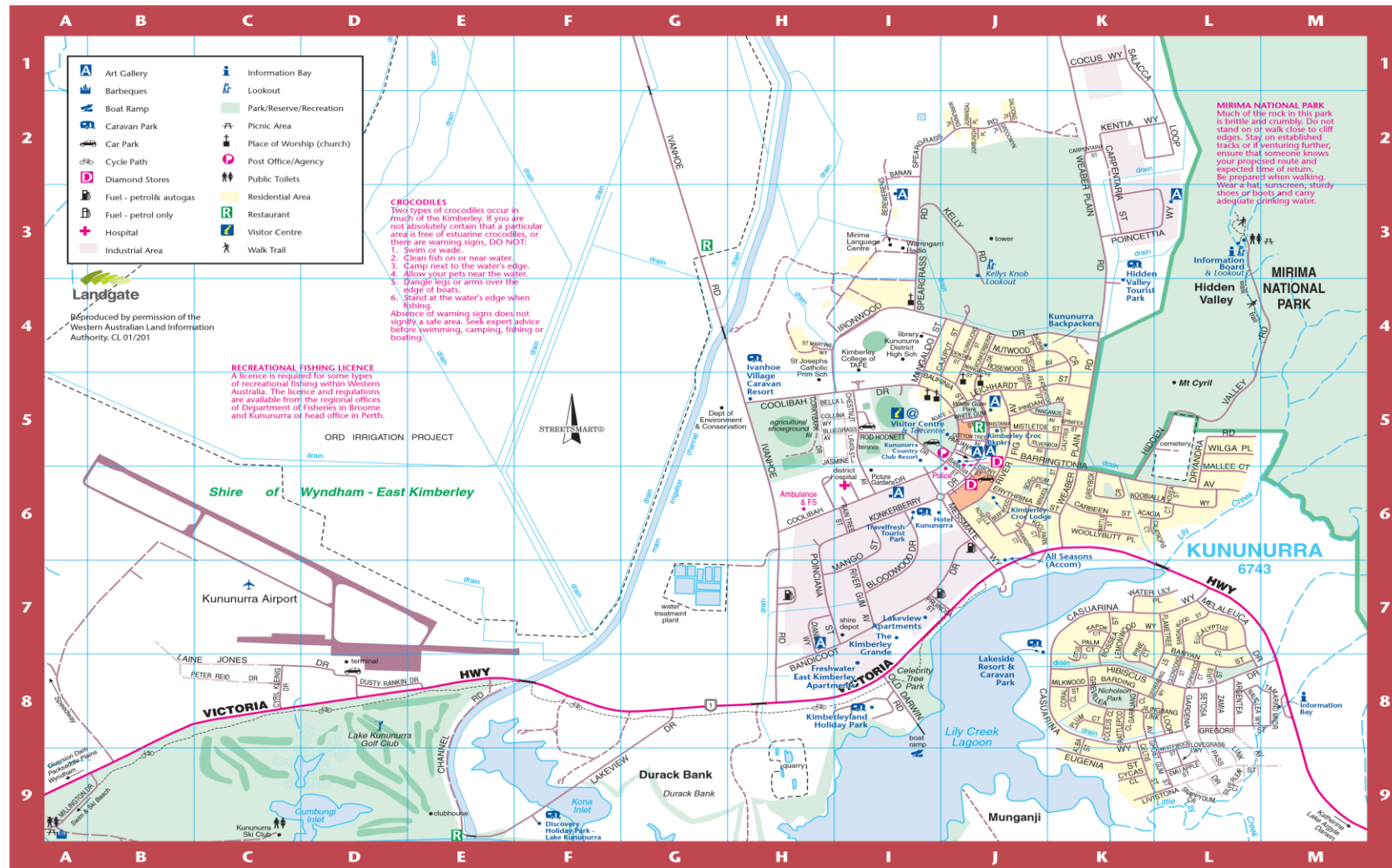
The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

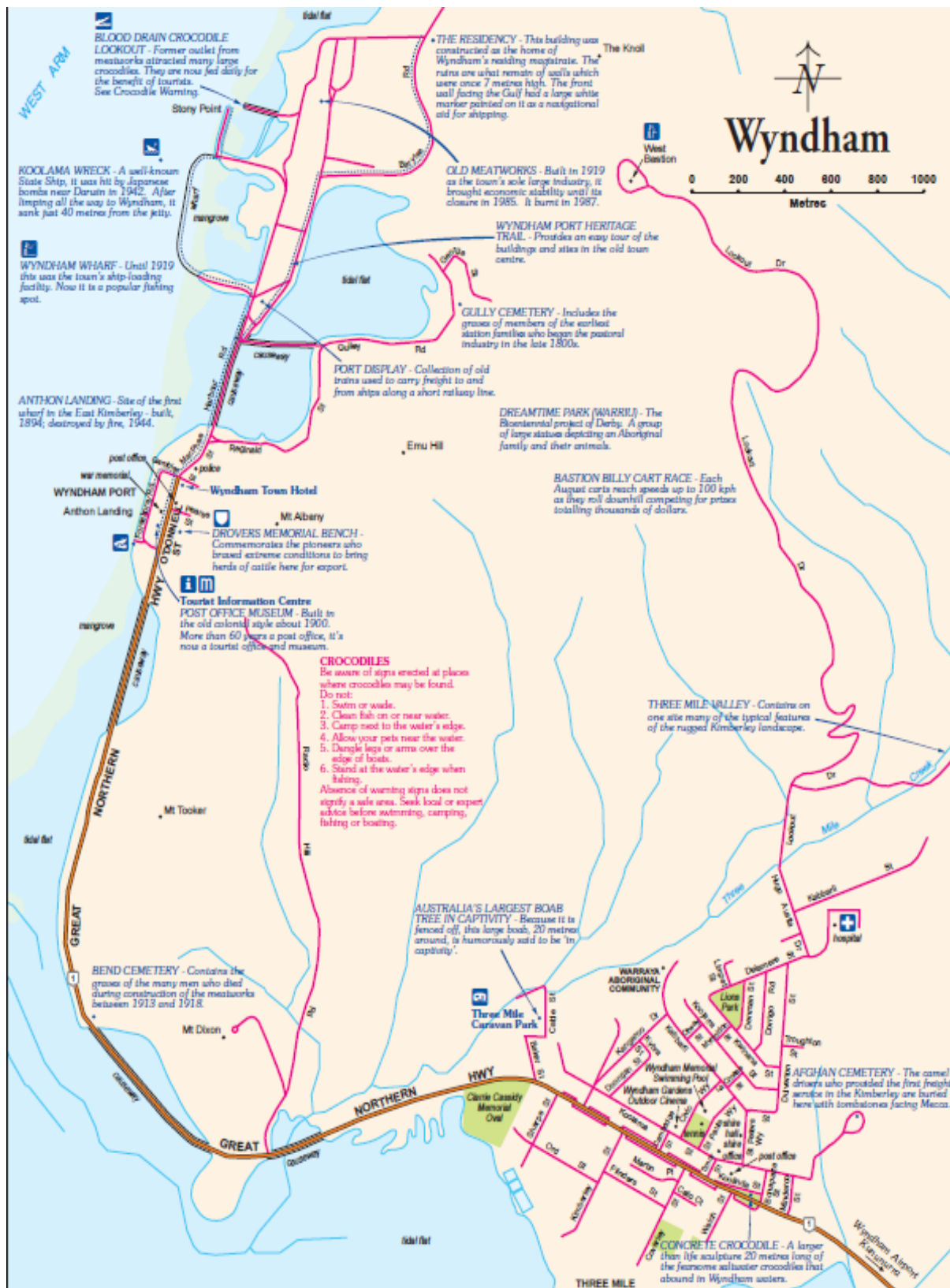
The SEMC issue the annual report template.

PART 6. LIST OF ATTACHMENTS

Attachment Number	Description
1	Locality Maps – Kununurra, Wyndham, Kalumburu & Communities
2	SWEK Resource Register
3	SWEK Local Emergency Management Contacts Register
4	SWEK Welfare Centre Information
5	SWEK Aboriginal Community Locations

Attachment 1: Locality Maps – Kununurra, Wyndham, Kalumburu & Communities

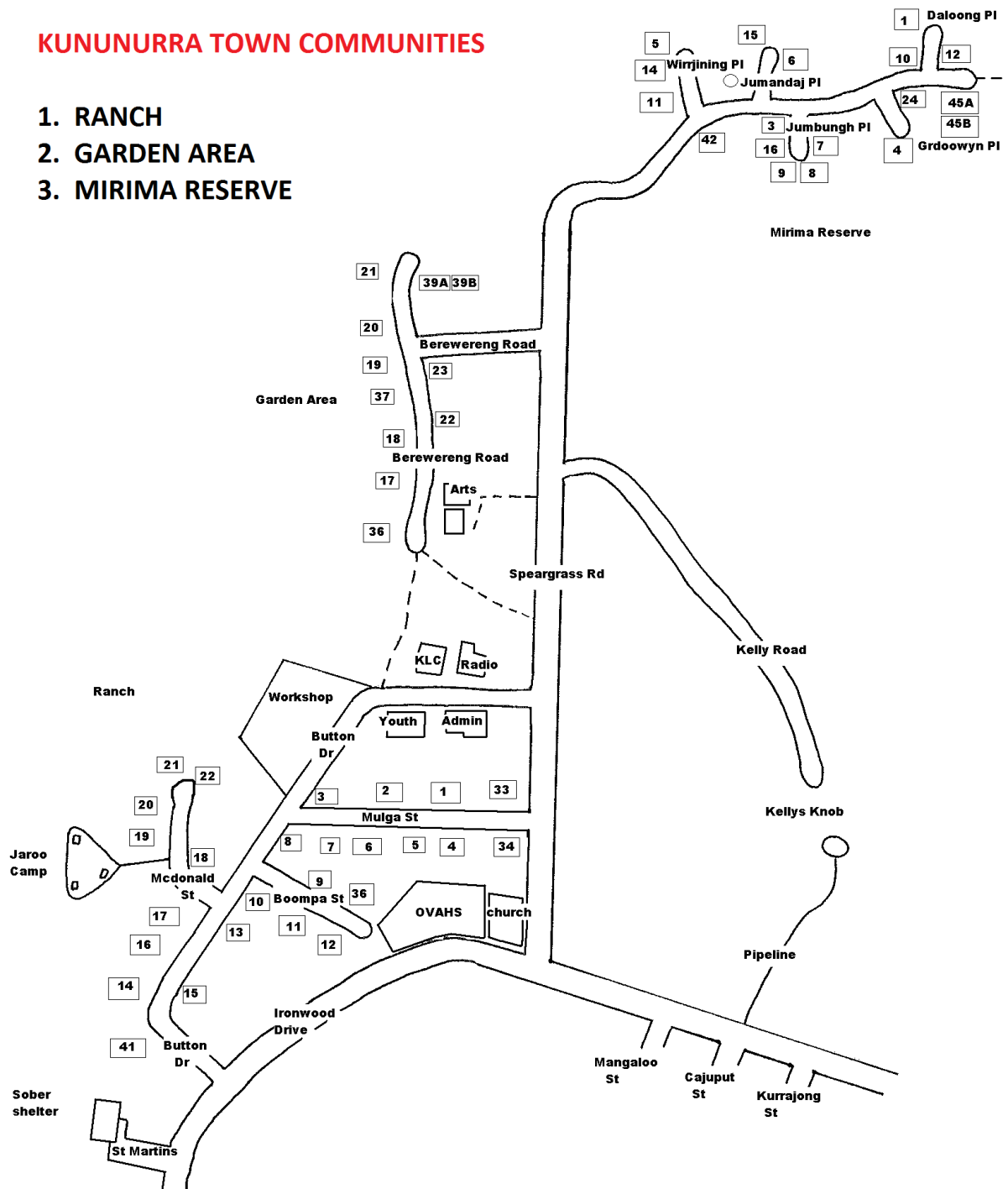






KUNUNURRA TOWN COMMUNITIES

1. RANCH
2. GARDEN AREA
3. MIRIMA RESERVE



Kununurra:

Item Description	Size	Location	No of items
Grader		Kununurra Depot	1
Truck - Tipper	3 Tonne	Kununurra Depot	1
Truck - Tipper	10 Tonne	Kununurra Depot	1
Tractor		Kununurra Depot	1
Backhoe		Kununurra Depot	1
Skid Steer		Kununurra Depot	1
Mowers & Slashers	Various	Kununurra Depot	4
Custom made trailer with water tank fitted	600L	Ranger Services	1
Slip on Fire Unit for Ranger vehicle	300L	Ranger Services	2
Tractor		Kununurra Airport	1
Diesel Powered Sweeper		Kununurra Airport	1
Truck	3.5 Tonne	Kununurra Airport	1
Custom made trailer with water tank fitted	1000L	Kununurra Airport	1

Wyndham:

Item Description	Size	Location	No of Items
Tipper	3 Tonne	Wyndham Depot	1
Tractor	90HP	Wyndham Depot	1
Backhoe		Wyndham Depot	1
Diesel Fuel	3000Lt	Wyndham Depot	1
Mowers & Slashers	Various	Wyndham Depot	3

REDACTED – RELEASE UPON APPLICATION

KUNUNURRA:**Primary Centre**

Kununurra Leisure Centre	Owner: Shire of Wyndham East Kimberley Contact 1: KLC Coordinator Mobile: 0428 223 599 Ph: 08 9168 2120 Fax: 08 9168 2581 mail@swek.wa.gov.au Contact 2: Manager Community Development Mobile: 0439 692 877 Ph: 08 9168 2120 Fax: 08 9168 2581 mail@swek.wa.gov.au
Address: Coolibah Dr. cross of Chestnut Dr.	
Capacity: 400	
Comments: <ul style="list-style-type: none"> • Nominated as a Welfare Evacuation Centre • It has one main auditorium with a limited number of smaller rooms <p>For further information please consult the assessment sheet compiled by DC</p>	

Secondary Centre

East Kimberley College	Owner: Dept. of Education Contact: Principal Mobile: 0458 881 861 Ph: 08 9168 4400
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	Fax: 08 9169 1185
Address: Mangaloo St. cross of Ironwood Dr.	
Capacity: 200 people	
Comments: <ul style="list-style-type: none"> • Nominated for use as a welfare evacuation centre • To be further assessed when new building is completed. 	

Kununurra Youth Centre (Leased to PCYC)	Owner: Shire of Wyndham East Kimberley Contact: Director Infrastructure Ph: 08 9168 4100 Fax: 08 9168 1798 mail@swek.wa.gov.au
Address: Chestnut Dr. cross of Coolibah Dr.	
Capacity: 200	
Comments: <ul style="list-style-type: none"> • Nominated for use as a welfare evacuation centre 	

Emergency Management Welfare Support Coordination Centre

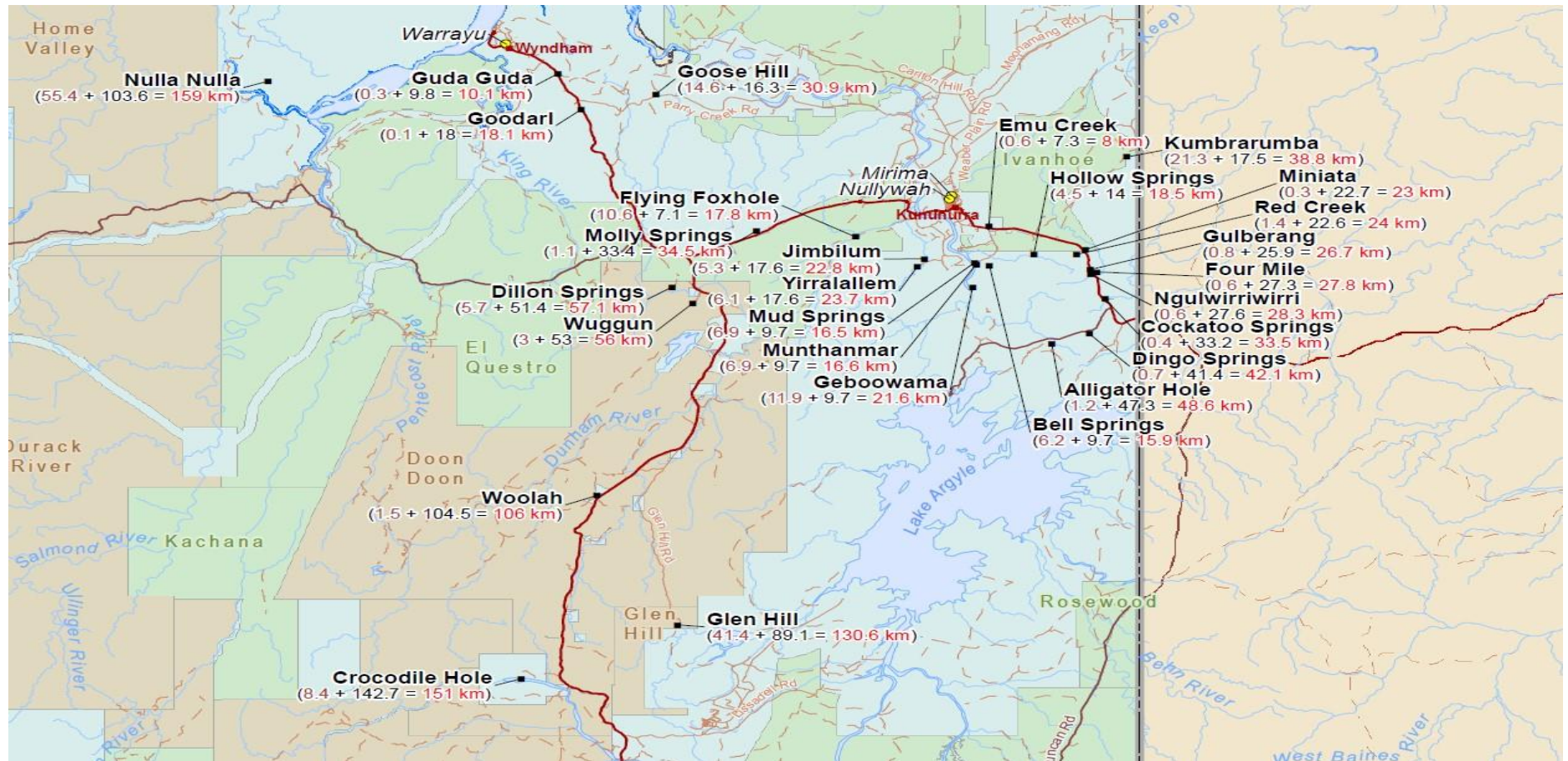
Kununurra Department of Communities-CPFS Office Conference Room	Owner: DC-CPFS Contact: District Director – East Kimberley Ph: 08 9168 0333 Fax: 08 9168 3607 Mob: 0428 053 731
Address: Corner of Messmate Way and Konkerberry Dr.	
Capacity: 20	
Comments: <ul style="list-style-type: none">• Two conference rooms• Phone – computer access• Catering and toilet facilities• Administrative support	

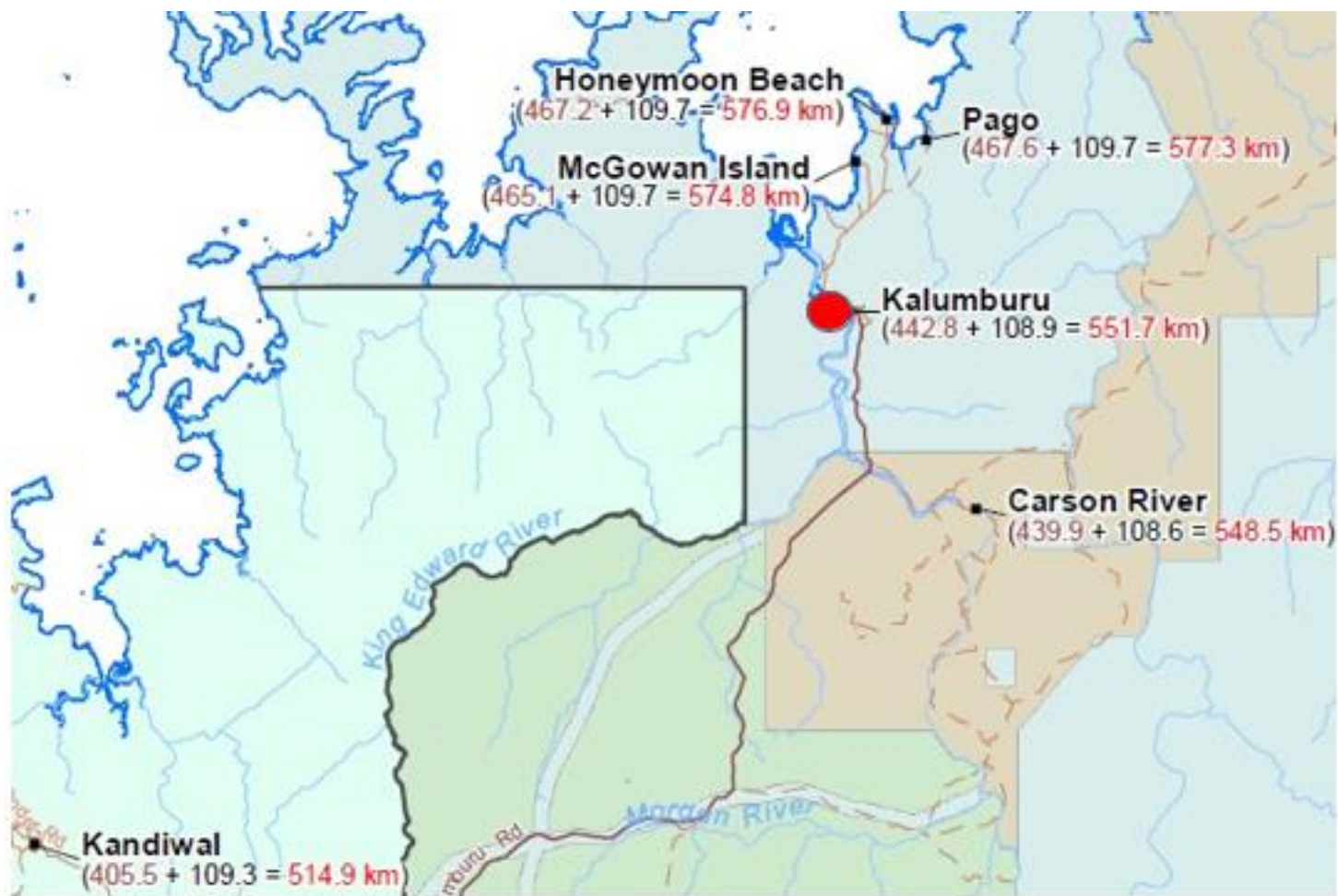
WYNDHAM:

NO SUITABLE WELFARE CENTRE LOCATIONS

- At the time of the incident the Controlling Agency will determine the appropriate strategy to be implemented in relation to Wyndham which may include evacuation, shelter in place or another suitable strategy.

ABORIGINAL COMMUNITIES SHOWING DISTANCES FROM KUNUNURRA / WYNDHAM





Community Name	Alternative Name	Location	Landmarks
Alligator Hole		47 km from Kununurra. 1 Kilometre in from Lake Argyle Road	- LHS turn from Lake Argyle Road - Past Granite Creek
Bell Springs		14 km from Kununurra	- RHS turn onto Fish Farm Rd - located on dirt section - crossover the Creek crossing - star picket on LHS - go through white gate signposted
Bow River	Juwurlingi	- 165 km from Kununurra - 27 km from Warmun	- RHS turn off Victoria Highway heading towards Halls Creek - Aboriginal coloured rock and signposted - White fence and gate to open - 12km on dirt road
Crocodile Hole	Rugan	- 136 km from Kununurra - 56km from Warmun	- RHS turn off Victoria Hwy - Turn off is before Bow River Community - 4 km in off the Hwy
Darlu Darlu	Nine Mile	162 km from Kununurra	- Enter via the Northern Territory on the Duncan Road (unsealed road 54.6 km from Kununurra) - Community is RHS turn off the Duncan Road - before "Shire of Halls Creek" sign
Dillon Springs		60 km from Kununurra	- RHS turn off Victoria Hwy - Turn off is before Card Creek (Wuggubun)
Dingo Springs	Yardungarll	- 41 km from Kununurra - 300m in on the Lake Argyle Road	- LHS turn on Lake Argyle Road - Directly after Fine Spring Creek - Fence & gate to enter into community

Dodnun		465 km along Derby - Gibb River Road	<ul style="list-style-type: none"> - RHS turn off to Mt Elizabeth Station (362 km) - RHS turn off to Dodnun Community (13 Km along the Mt Elizabeth Road) - Community is sign-posted.
Eight Mile	Gulberang	26 km from Kununurra	<ul style="list-style-type: none"> - RHS turn off Victoria Hwy - Past Philcowski's Crossing - Near "K 490" sign - Community visible from the Hwy
Emu Creek	Gulgagulganeng	8 km from Kununurra	<ul style="list-style-type: none"> - LHS turn off Victoria Hwy towards NT - Past Emu Creek & Fish Farm Rd - Well worn dirt road - Go through a fence & gate before entering the community
Flying Foxhole	ABANDONED	Off Packsaddle Road, near the Dunham River	
Four Mile	Johnson's Block	27 km from Kununurra	<ul style="list-style-type: none"> - LHS turn off Victoria Hwy - immediately before Four Mile Creek - 500m dirt road off Hwy
Geeboowama	Rocky Springs & Morning Glory	22 km from Kununurra	<ul style="list-style-type: none"> - Fish Farm Road - enter onto dirt section - Community is LHS turn before Munthanmar & Mud Springs
Glen Hill	Mandangala	<ul style="list-style-type: none"> - 139 km from Kununurra - turn-off is 3 km along Scenic Road - then 41km along dirt road into Community 	<ul style="list-style-type: none"> - LHS turn at "Scenic Lookout" sign off Victoria Hwy heading towards Halls Creek or turn left at small sign "Telstra Site" onto a dirt road which is before the Scenic Lookout sign - number of gates to go through
Goose Hill	Gulalluwa or Gilaluwa	<ul style="list-style-type: none"> - 91 Km from Kununurra (77 km to turn-off & 14 km in on road) - 37 km from Wyndham 	<ul style="list-style-type: none"> - RHS turn off Gt Northern Hwy at Parry Creek Farm sign (old Wyndham Road) - 14 km in on a dirt road, then on the LHS of road - Community is on the river side - Dirt Road

Guda Guda	Nine Mile	Near Wyndham	<ul style="list-style-type: none"> - RHS turn off Great Northern Hwy heading towards Wyndham, 3km after golf club sign (white water tank) - 7 kilometres before Wyndham Community Club
Honeymoon Beach	French Family	25 km from Kalumburu	On the Coast, refer to directional signs at Kalumburu
Jimbilum			Access at 'Ceres Farm' sign on Packsaddle Road
Kalumburu		Gibb River - Kalumburu Rd	On the coast, past Theda Station
Kandiwal		<ul style="list-style-type: none"> - 600 km from Kununurra - Near Mitchell Plateau 	<ul style="list-style-type: none"> - LHS turn off the Port Warrender Road to the Mitchell Plateau
McGowan Island	Maraltadj	25 km from Kalumburu	On the coast, refer to directional signs at Kalumburu
Miniata		25 km from Kununurra	<ul style="list-style-type: none"> - LHS turn off Victoria Hwy - turn off is before Red Creek 1
Mirima		Town community of Kununurra	<ul style="list-style-type: none"> - Located at the very end of Speargrass Road - Community is together with Garden Area
Molly Springs	Wijilarwarrim	<ul style="list-style-type: none"> - 34 km from Kununurra - 66 km from Wyndham 	<ul style="list-style-type: none"> - Past Yearling Creek, RHS turn off Great Northern Highway heading towards Wyndham - Pass the old Art Centre and through a creek - 750 metres in off Hwy (dirt road)
Mud Springs	Rowena Downs Ribinyung Dawang	16 km from Kununurra	<ul style="list-style-type: none"> - RHS turn onto Fish Farm Road, located at very end of dirt section
Munthanmar			<ul style="list-style-type: none"> RHS turn onto Fish Farm Rd - located on dirt section - crossover the Creek crossing -

			LHS turn off dirt road - signposted
Ngallagunda	Gibb River Station	- 328 Kilometres from KNX to Gibb River Station turn-off. - Community along Derby-Gibb River Road.	- Community is signposted with "Gibb River Station"
Ngulwirriwirri		30.5 km from Kununurra	- RHS turn off Victoria Highway - Directly after Four Mile Creek - Drive through a fence & gate and past a tower to enter the community - 500m on dirt road from the Hwy
Ningbingi	Nimbing	79 km from Kununurra	Located along the Cape Domett Road
Nulla Nulla		165 km from Kununurra	- Drive along Gibb River Rd, road access is at Home Valley Station. - Boat access is from Wyndham Port to the Durack River (easier) but need 4WD to drive to Community
Nulleywah	Ngaliwah	Town Community in Kununurra	- LHS on Speargrass Road - Community is located behind Waringarri Aboriginal Corporation
Oombulgurri	Forest River	Forest River, Wyndham	Go via plane from Wyndham or Kununurra. Driving is difficult but can be achieved, always travel with a 2nd vehicle.
Pago		25 km from Kalumburu	On the coast, refer to directional signs at Kalumburu
Prap Prap	Marunbabidi	- 51 km from Drysdale Station - 14 km in from the Kalumburu Road	LHS turn off Kalumburu - Gibb River Road

RB River Junction		168 km from Kununurra unsealed road section = 57km	<ul style="list-style-type: none"> - Enter via the NT on the Duncan Road - enter into the Halls Creek Shire - Community is RHS turn off the Duncan Road, signposted - Has a gate that is usually locked (need permission to enter) - After the "Shire of Halls Creek" sign but before RB Creek
Red Creek	Red Creek 1 & Biljing Biljing Bingarr	25 km from Kununurra	- RHS turn off Victoria Hwy
Warrayu		Town community of Wyndham at the end of Kangaroo Drive	Behind Joorook Ngarni Aboriginal Corporation
Woolah	Doon Doon	106 km from Kununurra	<ul style="list-style-type: none"> - RHS turn off Gt Northern Hwy - Roadhouse is on the right-hand side - cross Donkey Creek to enter the community
Woolergerberleng	Woolie & Hollow Springs	14 km from Kununurra	<ul style="list-style-type: none"> - RHS turn off Victoria Hwy - Turn right directly at the "K 500" sign - Go through a deep creek and a gate to enter community - 4km in on dirt road - need permission to enter community
Wuggubun	Card Creek	53 km from Kununurra	- RHS turn off Great Northern Hwy - turnoff is directly after Card Creek - community is signposted
Yirralalem	Packsaddle Springs	45 km from Kununurra	Access at 'Ceres Farm' sign on Packsaddle Road

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Requests for further authorisation should be directed to the:

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