

SHIRE OF MUNDARING

LOCAL EMERGENCY MANAGEMENT PLAN

June 2005

SHIRE OF MUNDARING

LOCAL EMERGENCY MANAGEMENT PLAN

This plan has been produced and issued under the authority of the Shire of Mundaring's Local Emergency Management Committee (LEMC) and has been approved by

PRESIDING MEMBER
LEMC

DATE

DATE

AMENDMENT RECORD

Amendments to this plan will be issued periodically. Any suggestions for amendments can be forwarded to:

The Presiding Member
LEMC
Shire of Mundaring
7000 Great Eastern Highway
MUNDARING WA 6073

No.	AMENDMENT/ REVIEW		Amended / Reviewed By
	Date	Details	Signature
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GLOSSARY

1. The following definitions apply throughout this document:

COMBAT

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

COMBAT AUTHORITY

The organization that, because of its expertise and resources, is responsible for performing a task or activity associated with mitigation of an emergency. An emergency may involve a number of combat authorities.

COMMAND

The direction of members and resources of an organization in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement within an organisation. *command* relates to *organisations* and operates *vertically* within an *organisation*.

CONTROL

The overall direction of emergency management activities in a designated emergency or disaster situation. Authority for control is established in legislation or in an emergency management plan, and carries with it the responsibility for tasking and coordinating other organizations in accordance with the needs of the situation. *control* relates to *situations* and operates *horizontally* across *organisations*.

CONTROLLER

The person responsible for the overall management of a major emergency or disaster. In most instances this function will be performed by a Police Officer.

CONTROL CENTRE

A facility where the controller is located and from which the control and management of emergency operations is conducted. It is usually prefixed by the nature of the emergency, eg. Fire Control Centre.

COORDINATION

The bringing together of organizations and elements to ensure an effective emergency management response. It is primarily concerned with the systematic acquisition and applications of resources, (organisations, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency or disaster. *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*.

DISASTER (See emergency)

EMERGENCY

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

EMERGENCY COORDINATOR

That person designated by the Commissioner of Police to be the District or Local Coordinator for the purposes of coordinating all support to the designated Controller. At the state level this is the Commissioner of Police. At the district level it is the District Officer. At the local level it is the Senior Police Officer responsible for the Police Sub District.

EMERGENCY COORDINATION CENTRE

A facility where the Emergency Coordinator is located and from which the coordination of all support to the controller is managed. There are four types of coordination centres – State, District, Local and Forward Coordination centres.

FORWARD CONTROL CENTRE

A facility from which operational management of a specific function is conducted. The particular level and function precedes the title of the facility eg. The Shire of Mundaring Administration Centre. The facilities are usually at a fixed location.

FUNCTION COORDINATOR

That person appointed by an organization or committee to be the coordinator of all activities associated with a particular function. Eg. Welfare Coordinator, and includes coordinating the functions of other organizations that support that particular function.

HAZARD

A potential or existing condition or situation that may cause death or injury to life or damage to property and or the environment.

HAZARD MANAGEMENT AGENCY

That organization which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that all emergency management activities pertaining to the **Prevention or Preparedness for, Response to and Recovery from** a specific hazard are undertaken. Such organizations are either designated by legislation or detailed in state level emergency management plans.

RISK

The probability that a hazard may be realised at a specific level in a given span of time.

SERVICE OPERATIONS CENTRE

A facility from which operational management of a single service is conducted. The name of the service precedes the title, eg. WA SES Operations Centre. The facilities are usually at a fixed location.

SUPPORT ORGANISATION

That organization whose response in an emergency is either to restore essential services or to provide a support function.

SHIRE OF MUNDARING

LOCAL EMERGENCY MANAGEMENT PLAN

PART 1 - GENERAL ARRANGEMENTS

AUTHORITY FOR THE PLAN

The authority for the plan is the Shire of Mundaring's Local Emergency Management Committee, which has been established under Western Australian State Government Emergency Management Arrangements.

AREA COVERED BY THE PLAN

The area to be covered by the plan is the Shire of Mundaring. A description of the Mundaring Shire including maps is included at the rear of this plan.

AIM

The aim of the plan is to detail the emergency management arrangements for the Shire of Mundaring.

OBJECTIVES

The objectives of the plan are to prescribe the organisation, concept, responsibilities and procedures for the effective management of all emergencies that may impact on communities within the area covered by this Plan.

PLAN FORMAT

The plan is made up of a number of parts as follows.

PART 1 General Arrangements

The principal document which prescribes the aims and objectives, concepts, organisation, assignment of responsibilities, control, command and coordination arrangements and other general information necessary for effective management of emergencies within the Shire of Mundaring area.

PART 2 Recovery Arrangements

Describing the arrangements for managing the recovery aspects of any emergency, which may impact on communities within the Shire of Mundaring.

PART 3 Emergency Contacts Directory

Containing a list of all organizations participating in the plan and their contact details.

CONCEPT OF OPERATIONS

Arrangements for combating any emergency relies on the following:

- The Local Emergency Coordinator working with the LEMC to ensure community arrangements are adequate.
- The designated Hazard Management Agency managing the identified hazards.
(Note: The responsibility for managing identified hazards is tabled in SEMC Policy Statement 7)
- The appointment of an Operations Manager by the Hazard Management Agency, to be responsible for managing each emergency.
- The participation of other community agencies in a coordinated effort as either Combat or Support Agencies.

Operational priorities for emergencies shall be as follows:

- **PRIORITY ONE** – attending to the immediate needs of the community (rescue, medical care, food, shelter and clothing)
- **PRIORITY TWO** – repair and / or restoration of facilities and essential services that are essential to the health, safety and welfare of the community (water, power, sanitation, communications, road and rail access)
- **PRIORITY THREE** – providing for the recovery of the community.

HAZARD IDENTIFICATION AND RISK ANALYSIS

A listing of the identified hazards for the community is compiled under a separate document titled Shire of Mundaring Emergency Management Plan.

The Shire of Mundaring's LEMC in consultation with its community shall conduct an annual, formal hazard risk analysis.

EMERGENCY MANAGEMENT STRUCTURE

The emergency management organisation is structured through the LEMC and comprises:

- Mundaring Local Emergency Coordinator – (Local Senior Police Officer)
- Identified Hazard Management Agencies
- Identified Combat Agencies
- Identified Support Organisations

LOCAL EMERGENCY COORDINATOR

The Officer in Charge, Mundaring Police Station, is the nominated Local Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Names and contact details for the Mundaring LEMC are attached. These details will be upgraded every three months. (refer APPENDIX A)

Also provided is a copy of the Shire of Mundaring's Emergency Roster, which is updated and distributed in October of each year. (refer APPENDIX B)

EMERGENCY COORDINATION CENTRE LOCATIONS

The focal point for the coordination to an emergency or disaster is the Emergency Coordination Centre (ECC). The Emergency Coordinator and the Incident Controller should operate out of the same facilities where possible. Primary and alternate locations have been identified within the Shire of Mundaring.

- Shire Administration Centre – Primary
- Shire Works Depot – Alternative
- Bush Fire Brigade Stations - Alternative
- Fire & Rescue Services Station – Alternative

EVACUATION

The appropriate Hazard Incident Controller, in consultation with the Local Emergency Coordinator, will determine any requirements for evacuation. The actual evacuation is managed by the Police with appropriate assistance from other relevant agencies.

Evacuation assembly points and centres in the Shire of Mundaring are identified are attached. (refer APPENDIX C)

FINANCE

All expenses incurred by an organization for a particular emergency operation shall be met by the appropriate Hazard Management Agency (HMA), which would normally authorise such expenditure on a case-by-case basis. These costs would not include expenditure in meeting their own statutory obligations or on tasks previously agreed to with the Hazard Management Agency.

All invoices, as authorised by the HMA, shall be forwarded to the HMA concerned for payment as soon as possible after the event.

Local Government should also include an emergency management component in its annual budget process.

REVIEW OF THE PLAN

This plan shall be reviewed annually. Copies of this plan should be forwarded annually to the Presiding Member of the Local Emergency Management Committee.

PART 2 - RECOVERY ARRANGEMENTS

INTRODUCTION

Following the impact of a hazard on a community within the Shire of Mundaring there may be the need to assist that community to recover from the effects of the emergency. This recovery is a coordinated process of supporting the affected community in:

- a. Reconstruction of the physical infrastructure; and
- b. Restoration of emotional, social, economic and physical well being.

The purpose is to assist the community to attain a proper level of functioning as soon as possible.

Recovery activities will normally commence in conjunction with immediate response activities but may continue for an extended period after response activities have concluded.

AIM

The aim of this plan is to detail the recovery management arrangements for the Shire of Mundaring.

OBJECTIVES

The objectives of the plan are to:

- a. Prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery operations following the impact of an emergency;
- b. Establish a basis for coordination between agencies that may become involved in the recovery effect;
- c. Provide a framework for recovery operations; and
- d. Provide guidelines for the operation of the recovery management arrangements.

AUTHORITY AND PLANNING RESPONSIBILITY

This plan forms part of the Shire of Mundaring's Local Emergency Management Plan, the authority for which is vested in the Shire of Mundaring's Local Emergency Management Committee.

The preparation, maintenance and testing of the Recovery Plan is the responsibility of the Local Recovery Coordinator.

RECOVERY MANAGEMENT PRINCIPLES AND CONCEPTS

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan. This document is available from the designated Shire of Mundaring Recovery Coordinator. The principles and concepts are attached for ease of reference and for understanding of these local recovery management arrangements. **(refer APPENDIX D)**

As the recovery process involves individuals and communities, the following will form the basis of recovery decision-making and be incorporated in the recovery management arrangements.

- a. The community has a right to be involved in the decision-making and management of all aspects of the recovery process;
- b. The community has a right to know, as information is an essential part of the recovery process;
- c. Every person has a right to effective assistance until long-term recovery is achieved;
- d. Both the affected persons and the community have a responsibility to account for financial and material resources used;
- e. The community has a right to know the criteria for the determination of financial support and grants; and
- f. The community has a right to expect the maintenance of family cohesion.

ORGANISATION AND RESPONSIBILITIES

The recovery management organisation for the Shire of Mundaring is based on the following:

- a. Local Recovery Coordinator
- b. Local Recovery Committee; and
- c. Other participating Organisations and Community Groups

LOCAL RECOVERY COMMITTEE

Appointment – The Local Recovery Coordinator is to be appointed.

Responsibilities – The Local Recovery Coordinator has two (2) broad areas of responsibilities, which are as follows:

- A. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:
1. Undertake the functions of the Executive Officer to the Local Recovery Committee.
 2. Prepare, maintain and test the local recovery plan.
 3. Ensure the training, education and exercising of organisations and their personnel in the recovery management arrangements.
 4. Coordinate the promotion of community awareness with respect to the recovery arrangements.
 5. Provide, staff and equip the Local Recovery Coordination Centre (LRCC).
- B. During recovery operations to:
1. Determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee (in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies).
 2. Assess the recovery requirements for each event and ensure that appropriate strategies are implemented.
 3. Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process.
 4. Contribute to the resolution of community and political problems, which emerge during the recovery process.
 5. Ensure maximum community involvement in the recovery process.
 6. Ensure that both the immediate and long-term individual and community needs are met in the recovery process.
 7. Coordinate the local recovery activities in accordance with the local plans, strategies and policies determined with the Local Recovery Committee.
 8. Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee.
 9. Arrange for the conduct of a de-briefing of all participating agencies and organisations as soon as possible after the stand-down and submission of a post operation report.

TASKS

Execution of the above responsibilities may result in the following tasks being undertaken:

- a. Organise and manage the resources, staff and systems necessary for immediate and long-term recovery.
- b. Liaise on behalf of the affected community with government departments, voluntary agencies, local government, the wider community, business and other organisations involved in the recovery process.
- c. Liaise, consult and, where necessary, coordinate or direct voluntary agencies, community groups, local government and government departments in order to achieve the most effective and appropriate recovery.
- d. Provide information to the government, bureaucracy, community and media.
- e. Mediate where conflicts occur during the relief and recovery process.
- f. Develop a close and positive working relationship with the key individuals and groups.
- g. Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

COMPOSITION

The Local Recovery Committee comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The composition includes the following:

- a. Shire of Mundaring Chief Executive Officer
- b. Local Recovery Coordinator (Manager Community Safety)
- c. Shire Works Department
- d. Local Emergency Coordinator
- e. Local Welfare Coordinator and/or Department for Community Development representative
- f. Relevant Hazard Management Agency Representative
- g. Lifeline Agency Representatives (where appropriate)
- h. Other members drawn from government and non-government organisations, including community groups, with a role to play in the recovery process.

FUNCTIONS

The functions of the committee include the following:

- a. Assist the Local Recovery Coordinator to prepare, maintain and test the local recovery plan.
- b. Following the impact of an event requiring a recovery operation, develop a tactical recovery plan that will -
 - 1) Meet the immediate needs of the community
 - 2) Accommodate local government long-term planning and goals
 - 3) Include an assessment of the immediate recovery needs of the community and determine which recovery functions are still required
 - 4) Develop a timetable for completing the major functions
 - 5) Consider the needs of youth, the aged, and the disabled and non-English speaking people
 - 6) Allow full community participation of the progress recovery
 - 7) Allow for the monitoring of the progress of recovery
 - 8) Effectively utilise the support of State and Commonwealth agencies
 - 9) Provide public access to information on the proposed programs and subsequent decisions and actions
 - 10) Allow consultation with all relevant community groups

RESPONSIBILITIES OF PARTICIPATING ORGANISATIONS

Shire of Mundaring

- a. Chair and manage the activities of the Local Recovery Committee
- b. The Chief Executive Officer to appoint the Local Recovery Coordinator
- c. Provide secretarial and administrative support to the Local Recovery Committee
- d. Provide the Local Recovery Management Centre
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the local government authority

Hazard Management Agency

- a. Provide a representative to the Local Recovery Committee
- b. Advise the Local Recovery Coordinator when an event threatens or impacts on the community
- c. Initiate the recovery process
- d. Participate in the development of the tactical recovery plan
- e. Advise the Recovery Coordinator when withdrawing from the recovery process.

Department for Community Development

- a. Provide a representative to the Local Recovery Committee
- b. Provide the welfare components of the recovery process including emergency accommodation, catering, clothing, personal requisites and services, registration and inquiry and financial assistance.

Lifeline Agencies

- a. Provide a representative to the Local Recovery Committee
- b. Undertake repairs and restoration of services
- c. Assist the recovery effort with resources and expertise available from within the service

Other Participating Organisations

- a. Provide a representative to the Local Recovery Committee
- b. Provide recovery services in accordance with their statutory responsibilities or as agreed with the Local Recovery Committee

MANAGEMENT ARRANGEMENTS

Local Recovery Committee Centre

The Local Recovery Coordinator from the Local Recovery Coordination Centre located in the Shire Administration Centre Mundaring, will manage recovery operations.

Warnings

The warning of an impending emergency or one that has already occurred will come from the Emergency Coordinator or the Hazard Management Agency to the Local Recovery Committee.

Activation

- a. In order to facilitate the effective coordination of the recovery process it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
- b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and Local Emergency Coordinator, the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery Committee convened.
- c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the Local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

Method of Operation

- a. Recovery arrangements will normally be instigated by the Hazard Management Agency in the first instance, with statutory organisations providing the recovery services that are part of their everyday responsibilities. The Local Recovery Committee is to be advised accordingly.
- b. In major events recovery management may be passed to the Local Recovery Committee working through the designated Local Recovery Coordinator.
- c. It is envisaged that the recovery effort will be managed through regular coordination meetings of the Local Recovery Committee, perhaps twice a day initially, to ensure development, implementation and monitoring of the tactical recovery plan.

RECOVERY ACTIVITIES AND STRATEGIES

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies are detailed in Appendix E. (**refer APPENDIX E**)

STAND DOWN/DEBRIEFS/POST OPERATION REPORTS

The recovery management structure will gradually stand down as the capability of the Shire and the statutory authorities to manage the services improve.

The Recovery Coordinator will arrange for a debriefing of recovery agencies and the provision of a post operations report to the Hazard Management Agency to form part of the overall report for the event.

PART 3 - EMERGENCY CONTACTS DIRECTORY

The Emergency Contacts Directory comprises of the following:

LEMC Composition & Contact Directory **(refer APPENDIX A)**

Shire of Mundaring Emergency Roster **(refer APPENDIX B)**

The LEMC Composition & Contact Directory is to be updated every three months or as and when the composition of the membership changes. The Shire of Mundaring Emergency Roster is updated and distributed in October of each year.

	CHECKLIST	DATE COMPLETED	DATE REVIEWED
1.	LEMC details		
2.	Additional emergency contacts		
3.	Recovery Plan		
4.	HMA Hazards and Support Plans for each agency**		
5.	Risk Analysis <ul style="list-style-type: none"> ▪ By LEMC ▪ By Community ▪ Forum 		
6.	Shire profile		
7.	Resource list		
8.	Other		