

Shire of Sandstone



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Version June - 2016

SHIRE OF SANDSTONE

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 Sandstone Local Emergency Management Committee and the Council of the Shire of Sandstone. The Arrangements have been tabled for noting with the Midwest- Gascoyne District Emergency Management Committee and the State Emergency Management Committee.

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Chairperson
Sandstone LEMC

.....

Date 9 June 2016

.....

Endorsed by Council
Shire President

.....

Date 23 June 2016

Local Emergency Management Arrangements

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DISTRIBUTION LIST

<u>Organisation</u>	<u>Location/Officer</u>	No of Copies
SHIRE OF SANDSTONE		
Shire of Sandstone	CEO	1
Shire of Sandstone	Works Manager	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC	Chairperson	1
Executive Officer	CEO of Sandstone	0
WA Police	Mt Magnet Police Station	1
Dept. Child Protection and Family Support	Geraldton	1
Sandstone Nursing Post	WA Health Aboriginal Medical Services	1
Horizon Power	Carnarvon	1
Water Corporation	Mount Magnet	1
St John Ambulance	Sandstone Volunteers	1
Bush Fire Services	Sandstone Volunteers	1
DFES Regional Office	Geraldton	1
National Hotel	Sandstone	1
Royal Flying Doctors		1
Country Health WA Community Nurse	Sandstone	1
ADJOINING SHIREs/LEMCS:		
Shire of Cue	LEMC	1
Shire of Meekatharra	LEMC	1

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Shire of Wiluna	LEMC	1
Shire of Leonora	LEMC	1
Shire of Menzies	LEMC	1
Shire of Mount Marshall	LEMC	1
Shire of Yalgoo	LEMC	1
Shire of Mount Magnet	LEMC	1

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

Contact addresses at Appendix 8.

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RECORD OF AMENDMENTS

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

Feedback can include:

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- Out of date information or practices;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

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

Chairperson
Local Emergency Management Committee
Shire of Sandstone
Hack Street
SANDSTONE WA 6751

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

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

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>
V1	12 August 2015	Complete Review	MD 15 October 2015
June 2016	9 June 2016	Committee and SEMC amendments	SF 31 May 2016

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

GLOSSARY OF TERMS – Refer to Emergency Management Glossary for further information

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

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

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

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

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

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

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

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

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

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

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

DISTRICT – means the municipality of the Shire of Sandstone.

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

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

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

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

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Fire & Emergency Services Authority of WA.

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

HAZARD

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

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

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

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

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

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

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

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

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

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

LG – Local Government meaning the Shire of Sandstone.

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

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

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

MUNICIPALITY – Means the district of the Shire of Sandstone.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

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

Part 1: INTRODUCTION

1.1 Authority for Preparation

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

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members. The forums typically include public meetings and workshops as required.

1.3 Documentation Availability

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

- Shire's Administration Office
Hack Street
SANDSTONE WA 6751
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

1.4 Physical and Social Geography

Sandstone is a remote community situated between Mount Magnet and Leinster, right in the heart of the Murchison District, where you've got the action of gold prospecting and the industry of mining and pastoral stations, all co-existing with a rapidly growing tourism industry.

Our bronzed landscape tells many tales of bygone days, when gold was first discovered in 1894 by Ernest Shillington and a number of fellow prospectors about 20 km southwest of the present town site. For a period of six years from 1907 Sandstone was a small city of some 6,000 to 8,000 people. With four hotels, four butchers, many cafes, stores and business houses, as well as a staffed police station and two banks, things were booming. In

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July 1910, the railway came to the town, however by 1919 only 200 people remained and many buildings were pulled down and moved.

Fortunately Sandstone was able to survive as a centre for the region's growing pastoral industry and in more recent times, gold-mining has re-emerged as the principal industry.

Throughout the area, natural rock formations or breakaways contrast dramatically with the rust stained Sandstone landscape which gives the town its name. The mainly flat surroundings and the distant horizons give the impression of a very large sky which provides that wide open and free feeling which one can only experience in the true outback.

The red terrain and the vivid blue of the mostly cloudless sky, enhances the natural beauty of this unique place. It is a wonderful, peaceful environment to experience the glory of the night skies. In the evenings you can witness some truly spectacular sunsets. At night far, from the interference of city lights, the darkness of the outback makes it a great setting for stargazing and viewing the magnificent sky of the southern hemisphere. In addition from July to September, Sandstone is transformed from red earth to a carpet of colour with a spectacular display of wildflowers.

2012 Sandstone Figures:

- 32,889 sq. km
- Population 111
- No. Dwellings 51
- LG Employees 19

1.5 Purpose of the Arrangements

The purpose of this document is to detail:

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

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1.6 Scope of the Arrangements

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

Furthermore:

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

1.7 Related Documents and Arrangements

1.7.1 Formal Local Emergency Management Policies

The Shire of Sandstone currently does not have any policies that specifically relates to emergency management, unique to this local government area.

1.7.2 Existing Plans and Arrangements

Local Plans

Document	Owner	Location	Date

Table 1.7.2

1.7.3 Agreements, Understandings & Commitments

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

Parties to the Agreement	Summary of the Agreement	Special Considerations

Table 1.7.3

1.7.4 Other Plans and Arrangements

The Shire of Sandstone does not have local response plans or local event plans in place at this point in time.

The LEMC has reviewed and adopted the CPFS Murchison – Shire of Sandstone Welfare Plan.

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1.8 Special Considerations

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

- Influxes of tourists all school holidays and from April to September when “Grey Nomads” are moving around Australia
- Prospectors visit the area throughout the year. They do not register with the Shire and often camp in remote areas in isolation without any EPERB, or satellite phone to assist in emergency events.
- The Shire of Sandstone is susceptible to seasonal conditions i.e. bushfires, cyclones, local flooding.
- There is an airstrip that is used by Royal Flying Doctors. Airstrip is unregistered and the tarmac is earth.
- There is a golf course. The area is broad and the flooring is dirt.
- Community Water is off Bore water.
- There is a bio remediation cell set up for hydrocarbon spills. This is owned and operated by the Shire of Sandstone.

1.9 Availability of Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Sandstone has conducted a broad analysis of resources available within the Shire of Sandstone including the pastoral properties and collated these in the Shire of Sandstone Emergency Resources:

Appendix 1 - Council Register. **Appendix 8** – Pastoralists Register.

Attachments 1 – Plant List January 2014. **Attachments 2** – Water Bore Register.

1.10 Roles and Responsibilities

1.10.1 Local Emergency Coordinator

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

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

1.10.2 Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group. The functions of the Local Recovery Coordinator include:

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- Ensure the Local Recovery Plan is established
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies, for:
 - Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Committee/Group (LRCG) and provide advice to the LRCG if convened
 - Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group
 - Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
 - Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group.
 - Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG.
 - Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established.
 - Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally.
 - Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery
 - Ensure the recovery activities are consistent with the principles of community engagement
 - Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements.
 - Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency

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1.10.3 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to **Appendix 8** for details.

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

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

The Chairperson is responsible for the **process** of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes. The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants.

The Chairperson undertakes the following tasks:

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

The Deputy Chairperson of the LEMC has the following roles:

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

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1.10.4 LEMC Executive Officer

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

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

The Executive Officer typically undertakes the following tasks:

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

1.10.5 Local Emergency Management Committee

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

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

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

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

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

Local Emergency Management Arrangements

1.10.6 The Function of the LEMC

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

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

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

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

1.10.7 Local Government

It is a function of a local government —

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

1.10.8 Controlling Agency

A Controlling Agency is the agency with responsibility, either through legislation, or by agreement with the HMA, to control the response activities to an incident.

The function of a Controlling Agency is to:

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

Local Emergency Management Arrangements

1.10.9 Hazard Management Agency

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

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

The functions of the HMAs are to:

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

1.10.10 Combat Agencies

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

1.10.11 Support Organisation

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

1.10.12 Public Authorities and Others

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

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

The Department for Child Protection and Family Services (CPFS), does not have a permanent presence in the town, therefore in the case of an emergency incident, where welfare is required, the Shire of Sandstone will provide the welfare role until CPFS arrives.

Local Emergency Management Arrangements

Part 2: PLANNING

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

2.1 Planning (LEMC Administration)

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

2.2 LEMC Membership

The Shire of Sandstone LEMC is comprised of and is reflective of the community:

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

A comprehensive list of LEMC Members and contact details can be found at **Appendix 8**.

2.3 Meeting Schedule

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

Local Emergency Management Arrangements

2.4 LEMC Constitution and Procedures

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

2.4.1 Every Meeting:

- Contact details
- Post-incident reports
- Post-exercise reports
- Funding nominations and applications process
- Emergency Risk management/ treatment strategies progress
- Review Local Emergency management arrangements
- Review LEMC business plan strategies and record key achievements

2.4.2 First Calendar Quarter:

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

2.4.3 Second Calendar Quarter:

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

2.4.4 Third Calendar Quarter:

- Identify emergency management projects for possible grant funding.

2.4.5 Fourth Calendar Quarter:

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

2.5 LEMC Annual Report

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

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

- a description of the area covered by the LEMC,
- a description of activities undertaken by it, including:
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended;

Local Emergency Management Arrangements

- a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG);
- a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC;
- the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007);
- the level of development of the local recovery plan for the area covered by the LEMC;
- the progress of establishing a risk register for the area covered by the LEMC;
- a description of major achievements against the LEMC Annual Business Plan;
- the text of any direction given to it by;
- the local government that established it; and
- the major objectives of the Annual Business Plan of the LEMC for the next financial year.

2.6 Annual Business Plan

State Emergency Management Policy 2.5 *'Annual Reporting'* states that each LEMC will complete and submit to the DEMC, an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s25 (b)(vii) & s25(d)]

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

2.7 Emergency Risk Management

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

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

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

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

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

Local Emergency Management Arrangements

Part 3: SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

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

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Date
Air Transport Emergencies		WA Police	Sandstone Police	Sandstone FRS St John Ambulance	Aircrash (2014)	
Animal and Plant Biosecurity		Department of Agriculture			Animal and Plant Biosecurity (2015)	
Bushfire (LG)		LG/DFES	Sandstone FRS, BFB's	Horizon Power	Bushfire (2011)	
Bushfire (DEC Lands)		DEC	DEC, BFB's, Sandstone FRS	Horizon Power	Bushfire (2011)	
Fire		DFES	Sandstone FRS, BFB's		Fire (2013)	
Earthquake		DFES	Sandstone	Horizon Power Water Corp	Earthquake (2011)	
Fire Urban		DFES	Sandstone FRS	Horizon Power	Urban Fire (2000)	
Hazardous Materials Incident		DFES	Sandstone FRS		HAZMAT (2010)	
Human Epidemic		Department of Health			Human Epidemic (2014)	
Land Search		WA Police	Sandstone		Land SAR (2013)	
Road Crash Emergency		WA Police	Sandstone Police	Sandstone FRS St John Ambulance	Road Crash (2013)	
Storm		DFES	Sandstone	Horizon Power	Storm (2014)	

Table 3.1

Local Emergency Management Arrangements

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

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

3.1.1 Priority Risk Register

The Priority Risk Register will be included in future versions of this plan.

3.1.2 Emergency Management Strategies and Priorities

The strategies and priorities for emergency management in the local government district will be included in future versions of this plan.

3.1.3 Local Policies

The Shire of Sandstone has nil policies in place regarding emergency management. However, it does have a policy in place allowing shire staff to take leave and participate in state emergency service incidents or bushfire incidents.

3.2 Incident Support Group (ISG)

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

3.2.1 Role of the ISG

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

3.2.2 Triggers for the Activation of an ISG

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

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

Local Emergency Management Arrangements

3.2.3 Membership of an ISG

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

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

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

3.2.4 Frequency of ISG Meetings

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

3.2.5 Locations for ISG Meetings

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

3.5 Media Management and Public Information

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

The Shire of Sandstone has in place the following communication processes:

- SMS for sending out of messages to those on the SMS list;
- Email distribution regarding key stakeholders;
- Notices section on the Shire website regarding updates to the wider community, sub-region, region and state.
- Media statements to provide ongoing updates to the media and the wider community, sub-region, region and state.

3.6 Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. Refer to **Appendix 5** for details.

Part 4: EVACUATION

4.1 Evacuation

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

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

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

4.2 Evacuation Planning Principles

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

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

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

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

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

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

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

Local Emergency Management Arrangements

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

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

4.3 Evacuation Management

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

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

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

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

4.4 Special Needs Groups

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

- The Murchison Hostel for the Aged will have its own evacuation plans for their clients but requires confirmation.
- Other special needs group have been identified through the medical service and have been documented through medical records and cultural processes.

For details of Special Need Groups refer to **Appendix 6**.

4.5 Evacuation / Welfare Centres

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

4.6 Refuge Sites

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

Local Emergency Management Arrangements

4.7 Routes and Maps

The main routes through the Shire of Sandstone are as follows:

- Mt Magnet – Sandstone Road – access from Great Northern Highway
- Agnew – Sandstone Road – access through to Goldfields Highway
- Booylgoo – Yeelirrie Road (formed gravel road) – access from Agnew – Sandstone Road through to Goldfields Highway
- Meekatharra – Sandstone Road (formed gravel road) – access between Meekatharra and Sandstone
- Menzies – Sandstone Road (formed gravel road) – access between Menzies and Sandstone
- Sandstone and Wiluna Road (formed gravel road) – direct access between Sandstone and Wiluna
- Sandstone and Paynes Find Road (formed gravel road) – direct access between Sandstone and Paynes Find
- Youanmi Road (formed gravel road) – access from Mt Magnet-Sandstone Road and Youanmi
- Gidgee Road (formed gravel road)
- Lake Barlee – Youanmi Road (formed gravel road) – access from Lake Barlee to Youanmi

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

Local Emergency Management Arrangements

Part 5: WELFARE

5.1 Welfare Management

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

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

As CPFS does not have a permanent presence in Sandstone and, therefore, where welfare support services are required during an emergency, the Shire of Sandstone will provide these services pending the arrival of CPFS staff.

5.2 Local Welfare Coordinator

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

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

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

5.3 Local Welfare Liaison Officer

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

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

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

Local Emergency Management Arrangements

5.4 Register and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection and Family Support (CPFS) has responsibility for is recording who has been displaced and placing the information onto a Register. This primarily allows friends or relatives to find and reunite with each other but also has many further applications. Because of the nature of the work involved CPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

5.5 Animals (including assistance animals)

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

5.6 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to [Appendix 4](#).

Part 6: RECOVERY – Refer to Sub-plan for Recovery

6.1 Local Recovery Plan

Refer to the Local Recovery Plan.

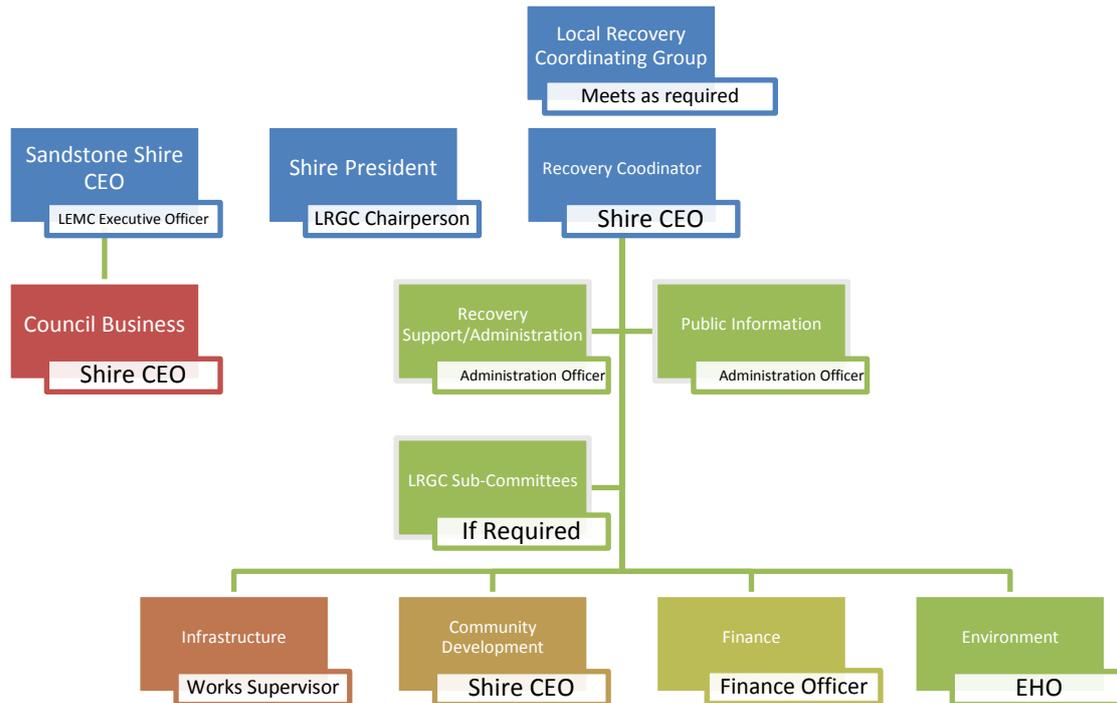
6.2 Financial Arrangements

SEMP 4.2 outlines the responsibilities for funding during multi-agency emergencies. While recognizing the above, the Shire of Sandstone is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive officer should be approached immediately an emergency event requiring resourcing by the Shire of Sandstone occurs to ensure the desired level of support is achieved.

6.3 Local Recovery Coordinating Group Structure

The structure of the local recovery support arrangements including the local recovery and coordinating group is set out as follows:

Local Emergency Management Arrangements



The local recovery coordinating group has the capacity to set up sub-committees to assist with the recovery process. This is dependent on the nature and extent of the recovery required:

1. Community (Social)
2. Infrastructure (Built)
3. Environment (Natural)
4. Finance (Economic)

6.4 Local Recovery Coordinator

The Local Recovery Coordinator is the Shire of Sandstone Chief Executive Officer.

Part 7: EXERCISING AND REVIEWING

7.1 The Aim of Exercising

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

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

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements

Local Emergency Management Arrangements

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

7.2 Frequency of Exercises

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

7.3 Types of Exercises

Some examples of exercises types include:

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

7.4 Reporting of Exercises

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

7.5 Review of Local Emergency Management Arrangements

Review in accordance with Administration Procedure 5:

“The local government shall ensure the review of the LEMA on the following basis:

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring a significant recovery coordination after training or drills that exercises the arrangements;
- Every five years; and
- Whenever the local government considers it appropriate.

7.6 Review of Local Emergency Management Committee Positions

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

Local Emergency Management Arrangements

7.7 Review of Resources Register

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

7.8 Public Access

These LEMA are available for public access and inspection as follows:

- At the offices of the Shire of Sandstone;
- Free of charge to the public during office hours;
- Copy on the Shire's website.

Local Emergency Management Arrangements

**Appendix 1.
to Sandstone LEMA**

Resource Register

Name of Organisation **Shire of Sandstone**
Location: **Sandstone**

Plant and Equipment Resources:

Contact	Position	Phone/Mobile
Rob Moss	Works Supervisor	0457 993 008

Item Description	Size	No of Items
Tip Truck	10.5 Tonne	1
Tip Truck	3.5 Tonne	1
Backhoe	2 cubic metres	1
Front End Loader	5 cubic metres	1
Cat 140H Grader	14" blade	1
Komatsu Grader	14" blade	1
Community Bus	12 Seats passenger	1
Water Truck	30,000 litres	1
Generators		1
Refer to Plant List for specific information.		

Local Emergency Management Arrangements

Appendix 2. to Sandstone LEMA

Risk Register Schedule

Insert when information is available

Local Emergency Management Arrangements

Appendix 3. to Sandstone LEMA

ISG Meeting Locations

Location One: Mount Magnet Police Station

Address:

	Name	Phone	Mobile Phone
1 st Contact	OIC	9963 3222	0427 570 254
2 nd Contact	Station	9963 3222	0419 928 885

Location Two: Shire of Sandstone – Council Chambers

Address: Hack Street, Sandstone

	Name	Phone	Mobile Phone
1 st Contact	CEO	9963 5802	0407 471 754
2 nd Contact	Works Supervisor	9963 5802	0457 993 008

Location Three: Shire of Sandstone – Evacuation Centre

Address: Corner of Rowe Street and Payne Street Sandstone

	Name	Phone	Mobile Phone
1 st Contact	CEO	9963 5802	0407 471 754
2 nd Contact	Works Supervisor	9963 5802	0457 993 008

Local Emergency Management Arrangements

Appendix 4. to Sandstone LEMA

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	SANDSTONE COMMUNITY CENTRE
Physical Address	Corner of Rowe Street and Payne Street Sandstone
General Description of the Complex	<p>A complex built as a mining mess from transportable buildings and there is only one room that would have to be used for “day use” and any bedding would have to be packed away.</p> <p>Disability Access into building and toilets.</p> <p>Surrounded by wide verandahs with clear café style roll-up blinds.</p> <p>Commercial grade kitchen.</p> <p>Toilets external to the main building still under a common roof. Disabled/Women’s toilet has 2 toilets, 2 showers, 2 basins. Full Disabled Access. Male’s toilet has 2 toilets, 2 showers, 2 basins.</p> <p>Water tanks – 1 large new one and 2 small old tanks.</p> <p>Secure and lockable building.</p> <p>A reception area and bar area that could be used as registration and first aid rooms.</p> <p>Full barbecue facilities outside.</p> <p>Swings and play area for children.</p> <p>Tennis court fully fenced that could house animals if required.</p> <p>Full complex is enclosed by a 1.800m high chainmesh fence and the area is grassed with reticulation.</p> <p>Works division has generators that could be located to venue during an event. Council has 5 satellite phones and UHF Radio as Comms Resources.</p>
Telephone No	9963 5802 (Shire Administration Office) AH 0407 471 754
Fax No	9932 5852 (Shire Administration Office)
Email Address	

Local Emergency Management Arrangements



Contacts

Name	Position	Work Contact	Mobile Phone
To be advised	CEO	08 9963 5802	0407 471 754
Council Administration		08 9963 5802	
Rob Moss	Works Supervisor	08 9963 5802	0457 993 008

Access Details

	Details
Keys	Available from the Shire
Alarm	No
Security	Full Security Screened
Universal Access	Disability Access

Local Emergency Management Arrangements

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	40
Sleeping	20
Duration	24-48 Hours

Amenities

Item	Yes/No	Notes
<u>Toilet Facilities: Male</u>		
Toilets		1 x standard pan 1 x disabled pan
Showers		1 x standard shower cubicle 1 x disabled shower cubicle
Urinal		1 x 2metre SS
Hand Basins		2 off
<u>Toilet Facilities: Female</u>		
Toilets		1 x standard pan with sanitary bin 1 x disabled pan with sanitary bin
Showers		1 x standard shower cubicle 1 x disabled shower cubicle
Hand Basins		2 off
<u>Toilet Block Store:</u>		
Chest freezer		1 x 500ltr
Electrical sub-board		yes

Local Emergency Management Arrangements

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	2 off commercial LPG 5 x burners with oven
BBQ/Griddle plate	Yes	
Range Hood	Yes	Commercial unit covers both stoves and BBQ/Griddle plate
Refrigeration	Yes	1 x domestic fridge 520ltr 1 x 2 door commercial fridge External – 2 x door cool room
Microwave	2	domestic
Urn	1	
Chip Fryer	1	
Bain Marie	1	8 x half pots
Bug Zapper	1	
Electrical sub-board		
<u>Dining Facilities:</u>		
Tables	8	
Chairs	60	
Cutlery and Crockery	50	
<u>Main Area:</u>		
Vinyl Sheet flooring		
Electrical switchboard		Located on West wall
<u>Bar:</u>		
Fridge	Yes	Domestic 350ltr
Kitchen Sink	Yes	No hot water
<u>General Facilities:</u>		
Rooms		
RCD Protected	Yes	
Power Points	Yes	

Local Emergency Management Arrangements

Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (Type)	Yes	2 x evaporative roof/ceiling mounted units
Heating	Yes	2 x wall mounted strip heaters
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Hot Water System (type)	Yes	Electric external to the toilets
Bins	Yes	
Septic	Yes	

External Amenities

<u>Amenities Areas:</u>		
Enclosed Covered Areas	yes	Large verandahs all round with acrylic roller type café blinds.
Outside Children's Play Area	Yes	Limited
Recreation Rooms	No	
BBQs	Yes	Large wood fired off the Eastern verandah.
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	no	
Oval	No	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	yes	Plenty
Area for Tents		On golf course however the ground is hard
Toilets	Yes	The only toilets are external to the main

Local Emergency Management Arrangements

		building but under the same roof line.
Caravan/Articulated Vehicles	Yes	Plenty of room
<u>Other:</u>		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly		Shire's prerogative
Main Electrical Board Location		Main Switch is in service box with meter on pole inside the front fence. Main switchboard in on the external of the building on the Western verandah.
Water Stop Cock Location		Outside front fence on footpath near electrical service pole.

Local Emergency Management Arrangements

Appendix 5. to Sandstone LEMA

Critical Infrastructure

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

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Sandstone Nursing Post	Silver Chain/Department of Health
• Power Generation	EnGen
• Power Reticulation	Horizon Power
• Water Supply	Dept of Education
• Sandstone Airstrip	Main Roads
• Communication Towers	Telstra
• Evacuation Centre	Shire
• Shire Administration Centre	Shire

Local Emergency Management Arrangements

Appendix 6. to Sandstone LEMA

Special Need Groups

Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Sandstone Nursing Post	Irvine Street	Lana Lefroy		1	Yes
Alice Atkinson Caravan Park	Irvine Street	Margie Dixon	Dot Whittington		No

Nursing Post

Transport by ambulance to the Shire of Sandstone airport if required, or to the Mt Magnet Nursing Post. The warning method would include phone contact. Egress points include the front door and side door to the carport.

Caravan Park

Different egress points include:

- Unobstructed exit by foot to the east, turning south through 100M to the major truck parking bay;
- Exit gate on the Griffiths Street end for vehicles (Western end);
- Two main entry/exit points onto Irvine Street for vehicles including car, caravan, other self contained vehicle;

Local Emergency Management Arrangements

The warning method includes: notification by phone or Works Supervisor using his vehicle with flashing beacon lights and directing person as the situation dictates. Such persons would be evacuated to the community centre if required. The Shire's community bus could be used in this situation. In the main only dogs are allowed and the community centre is fully fenced.

Local District Maps



Local Emergency Management Arrangements

Appendix 8. to Sandstone LEMA

Pastoral Stations

Resource Register

This information is to be updated and included in a future version of the plan.

Local Emergency Management Arrangements

**Appendix 9.
To Sandstone LEMA**

LEMC Membership and Contact Details

(RESTRICTED)

This information is not public available