

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2025

SHIRE OF BODDINGTON AUTHORITY

These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Shire of Boddington Local Emergency Management Committee and the Council of the Shire of Boddington. The Arrangements have been tabled for noting with the Great Southern District Emergency Management Committee and State Emergency Management Committee.

Name: Cr Lee Lewis

Signature: _____

Chairperson
Boddington LEMC

Date: 10/07/2024

Name: Cr Garry Ventris

Signature: _____

Shire President
Shire of Boddington

Date: 16/07/2024

TABLE OF CONTENTS

Amendment Record	1
Distribution List	2
Glossary of Terms and Acronyms	3
Terminology	3
Acronyms	7
Introduction	9
1. General Arrangements	10
1.1 Community Consultation	11
1.2 Document Availability	11
1.3 Area Covered by the LEMA	11
1.4 Community Description	11
1.5 Aim and Purpose	12
1.6 Objectives	12
1.7 Scope	12
1.8 Related Documents, Plans and Agreements	13
1.8.1 Local Laws Policies and Registers	13
1.8.2 Local EM Plans	14
1.8.3 State EM Plans	14
1.9 Agreements, Understandings and Commitments	15
1.10 Additional Support	15
1.11 Resources	16
1.12 Special Considerations	16
1.12.1 Community Events	16
1.12.2 Critical Infrastructure	16
1.13 Roles and Responsibilities	18
1.13.1 Local Roles and Responsibilities	18
1.13.2 Agency Roles and Responsibilities	19
1.13.3 LEMC Roles and Responsibilities	20
1.13.4 Composition of Local Emergency Management Committee	21
1.13.5 Incident Management Team	22
1.13.6 Incident Support Group	22
1.14 Media Management and Public Information	23
1.14.1 Local Public Warning Systems	24
1.14.2 State Public Information and Warning Systems	24

1.15	Evacuation, Relief and Support	25
1.16	Vulnerable Groups	26
1.17	Training Programs and General Literature	27
1.18	Testing, Exercising and Reviewing the LEMA	27
1.19	Financial Arrangements	28
1.20	Annual Reporting	28
2	Hazard Identification and Risk Analysis	29
2.1	Executive Summary	30
2.2	Methodology	30
2.3	Context	30
2.4	Hazard Identification	31
2.5	Risk Assessment and Ranking	32
2.6	Risk Analysis and Evaluation	32
2.7	Risk Treatment	33
2.8	Mitigation Action Plans - State and Local	33
2.9	Emergency Management Priority and Strategy	35
3	Emergency Contacts Directory and Maps	36
3.1	Emergency Contacts Directory	37
3.2	LEMC Contact Directory	37
3.3	Department of Communities Emergency Contact Details	37
	3.3.1 <i>Departmental Services</i>	37
3.4	Shire of Boddington Map	38
4.	Recovery Plan	39
4.1	Introduction	41
4.2	Aim	41
4.3	Objectives	41
4.4	Scope	41
4.5	Authority and Planning Responsibility	42
4.6	Related Documents	42
4.7	Recovery Management Principle and Concepts	42
4.8	Financial Arrangements	43
4.9	Grants and Donations	44
4.10	Roles and Responsibilities	45
	4.10.1 <i>Local Recovery Coordinator</i>	45
	4.10.2 <i>Local Recovery Coordination Group</i>	46
	4.10.3 <i>Responsibilities of Participating Agencies</i>	47
	4.10.4 <i>Recovery Management Arrangements</i>	48
	4.10.5 <i>Method of Operations</i>	49
	4.10.6 <i>Recovery Activities and Strategies</i>	49
	4.10.7 <i>Recovery Sub-Committees</i>	49
	4.10.8 <i>Stand Down / Debriefs / Post Operations Reports</i>	49
	4.10.9 <i>Recovery Activities and Strategies</i>	50
	Appendix A - Contacts and Resources List	54

SCHEDULE OF TABLES

Table 1	Amendment Record	1
Table 2	Distribution List	2
Table 3	Glossary of Terms	3
Table 4	List of Acronyms	7
Table 5	Local Laws, Registers and Policies	13
Table 6	List of Local Em Hazard Plans	14
Table 7	List of State Hazard Plans	14
Table 8	List of Agreements. Understandings and Commitments	15
Table 9	List of Local Arrangements	15
Table 10	Critical Infrastructure	16
Table 11	Local Roles and Responsibilities	18
Table 12	Agency Roles and Responsibilities	19
Table 13	Lemc Roles and Responsibilities	20
Table 14	Local Public Warning Systems	24
Table 15	State Public Information and Warning Systems	24
Table 16	Special Needs Groups	26
Table 17	Hazards Likely to Occur With State Hazard Plans	34
Table 18	Risk Mitigation Priorities	35
Table 19	List of Aid Grants and Donations	44
Table 20	Community Engagement in Recovery Planning	52

AMENDMENT RECORD

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

Executive Officer
Local Emergency Management Committee
Shire of Boddington
39 Bannister Road (PO Box 4)
Boddington, WA, 6390

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NO.	DATE		
1	Nov 2015	Plan updated and revised	M Glynn 11653 LEC WA Police Force
2	Sept 2017	Plan updated and revised	Revision A Smith (OEM) amended P Haas LEMC XO
3	June 2024	Comprehensive 5 Year Review	James Wickens Executive Manager Development and Community Services
4	August 2025	Minor amendments to LEMC composition and contact details for vulnerable groups	James Wickens. Executive Manager Development and Community Services

Table 1 Amendment Record



DISTRIBUTION LIST

ORGANISATION/AGENCY	NO. COPIES
Shire of Boddington	3
Shire of Boddington Local Emergency Management Committee Members	One per member
Western Australian Police Service	Electronic
Department Fire and Emergency Services	Electronic
Boddington State Emergency Service	Electronic
Department of Communities	Electronic
Shire of Williams	Electronic
Shire of Murray	Electronic
Shire of Wandering	Electronic
Shire of Waroona	Electronic
Shire of Collie	Electronic
Shire of Harvey	Electronic
Quindanning-Boddington Country Women's Association	Electronic
Boddington District Hospital	Electronic
Boddington District High School	Electronic
St John Ambulance - Boddington	Electronic
Chief Bush Fire Control Officer	Electronic
Deputy Chief Bush Fire Control Officer	Electronic
Newmont Boddington Gold	Electronic
Worsley Alumina, South32	Electronic
South West District Emergency Management Committee	Electronic
Great Southern District Emergency Management Committee	Electronic
Country Women's Association	Electronic
Table 2 Distribution List	

GLOSSARY OF TERMS AND ACRONYMS

Terminology

Terminology used throughout this Arrangement shall have the same meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the State EM Glossary, which aims to provide agreed definitions, drawn from multiple sources, for emergency management terms likely to be encountered by personnel operating within the emergency management sector. The listing below defines terms used in this Arrangement, other definitions should be sourced from the State EM Glossary.

TERM	DEFINITION
Bushfire	A fire involving grass, scrub or forest.
Combat	To take steps to eliminate or reduce the effects of an incident upon the Community.
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.
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.
Cyclone	A large-scale, closed circulation system in the atmosphere with low barometric pressure and strong winds that rotate counter clockwise in the northern hemisphere and clockwise in the southern hemisphere. The system is referred to as a 'cyclone' in the Indian Ocean and South Pacific, 'hurricane' in the western Atlantic and eastern Pacific and 'typhoon' in the western pacific.
Debrief	A meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

TERM	DEFINITION
District	When referring to the District of the Shire of Boddington, means an area of the State that is declared to be a district under section 2.1 of the Local Government Act 199.
Emergency	The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.
Emergency 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.
Emergency Coordination Centre	A facility established to coordinate and organise emergency provision of services.
Emergency Management	The management of the adverse effects of an emergency including: • Prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency • Preparedness - preparation for response to an emergency • Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and • Recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing
Emergency Relief and Support	The provision of immediate and ongoing social services to alleviate, as far as practicable, the effects on individuals impacted by an emergency. Communities has the primary responsibility for coordinating the provision of ERS services across six functional domains: • Emergency accommodation • Emergency food • Emergency clothing and personal requisites • Personal support services • Registration and reunification • Financial assistance
Evacuation	The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Evacuation Centre	A centre that provides individuals impacted by an emergency with basic human needs which may include accommodation; food; personal support; clothing and personal requisites; registration and reunification; and financial assistance.

TERM	DEFINITION
Hazard Management Agency	A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard.
Hazard Management Officer	A Hazard Management Agency may authorise officers or employees of the Hazard Management Agency, or other persons, to act as Hazard Management Officers during an emergency situation.
HAZMAT – Hazardous Material	A substance or material which has been determined by appropriate authority to be capable of posing an unreasonable risk to health, safety and property.
Incident	The occurrence or imminent occurrence of a hazard.
Incident Management Team	A group of incident management personnel comprising the Incident Controller, and the personnel they appoint to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident.
Incident support Group	A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.
Local Emergency Coordinator	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator.
Local Emergency Management Committee	A Local Emergency Management Committee established under section 38 of the Emergency Management Act 2005.
Objective	A goal statement of what is to be achieved.
Operation	The direction, supervision and implementation of tactics in accordance with the incident plan.
Planning	The collective and collaborative efforts by which agreements are reached and documented between people and organisations to meet their communities' emergency management needs. It is a sequence of steps which allows emergency management planning to take place.
Preparedness	Preparation for response to an emergency.

TERM	DEFINITION
Public Authority	• An agency as defined in the Public Sector Management Act 1994 • A body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established • A local government or regional local government • The Police Force of Western Australia • A member or officer of a body referred to in one of the above; or • A person or body prescribed (or of a class prescribed) by the regulators as a public authority for the purposes of this definition.
Recovery	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing.
Response	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
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 consequence and likelihood • A measure of harm, considering the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and • Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.
Strategies	Statements detailing how an objective will be achieved

Table 3 Glossary of Terms

Acronyms

Acronyms used within this Arrangement and associated Plans have the following meaning.

ABBREVIATION	EXPANSION
BoM	Bureau of Meteorology
CEO	Chief Executive Officer
CBFCO	Chief Bushfire Control Officer
DBCA	Department of Biodiversity Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department Fire and Emergency Services
DoH	Department of Health
DPIRD	Department of Primary Industry and Regional Development
DRFAWA	Disaster Recovery Fund Arrangement Western Australia
ECC	Evacuation Centre Coordinator
ELO	Shire of Boddington Emergency Liaison Officer
EM	Emergency Management
EM Act 2005	Emergency Management Act 2005
EMO	Shire of Boddington Emergency Management Officer
FES	Fire and Emergency Services
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LMDRF	Lord Mayor's Distress Relief Fund
LRC	Shire of Boddington Local Recovery Coordinator
LRCC	Local Recovery Coordination Centre
LRCG	Local Recovery Coordination Group
NBG	Newmont Boddington Gold
OASG	Operational Area Support Group
SRC	State Recovery Coordinator
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Services

ABBREVIATION	EXPANSION
SEWS	Standard Emergency Warning System
SHP	State Hazard Plan
WAPOL	WA Police Force

Table 4 List of Acronyms



SHIRE OF BODDINGTON

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Introduction

This Local Emergency Management Arrangement (LEMA) has been created to highlight the integration of local effort and resources in the preparation, planning, response and recovery to and from emergency events and how the Shire of Boddington provides support to emergency agencies and to address its responsibility for Recovery Operations. The LEMA are made up of several parts as follows:

Part 1 General Arrangements

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

Part 2 Hazard Identification and Risk Assessment

An assessment of risks in the district of the Shire of Boddington.

Part 3 Emergency Contacts Directory and Maps

A list of all organisations participating in the LEMA and the Local Emergency Management Committee (LEMC) and their contact details.

Part 4 Local Recovery Plan

Describing how recovery from an emergency event which may impact on communities within the district of the Shire of Boddington will be managed.

PART 1

GENERAL ARRANGEMENTS



1.1 Community Consultation

This LEMA was compiled in consultation with members of the Shire of Boddington Local LEMC and concluded after a broader public forum held on 25 March 2024. This forum provided the broader community with an overview of the Emergency Management (EM) Framework within Western Australia, together with the roles and responsibilities of the Shire of Boddington in the formation and support of the LEMC and the development of the LEMA. The attendees were afforded the opportunity to provide feedback on the LEMA prior to presentation to the LEMC and the Council of the Shire of Boddington for endorsement.

1.2 Document Availability

Copies of these LEMA shall be distributed in accordance with the Distribution List above and can be inspected free of charge during office hours at the Shire of Boddington Administration Centre, 39 Bannister Road Boddington.

1.3 Area Covered by the LEMA

This LEMA covers the district of the Shire of Boddington. A map of the district is included in Part 3 of these LEMA.

1.4 Community Description

Boddington was originally gazetted in 1912. The name Boddington comes from Henry Boddington, a shepherd who grazed his sheep on the banks of the Hotham River in the late 1800's. A pool in the Hotham River, where Henry frequently camped, had been named Boddington Pool by the early settlers.

Boddington sits between rolling hills of forests and farms on the banks of the Hotham River, around an hour and a half drive from Perth via Albany Highway, or around an hour from Mandurah.

Approximately half of the district of the Shire of Boddington is State Forest (predominantly jarrah and marri) managed by the Department of Biodiversity, Conservation and Attractions (DBCA) with mixed farming practices predominantly cropping and sheep.

There are now two operational mines within the district of the Shire of Boddington – a gold mine operated by Newmont Boddington Gold Pty Ltd and an Alumina and bauxite mine operated by South 32. Both mines are located in the northern section of the district and are in full production phase. A number of contractors and workers are located in the area and there is a mining camp located on Gold Mine Road.

1.5 Aim and Purpose

The aim of the LEMA is to detail the emergency management arrangements and recovery plans for the district of the Shire of Boddington.

The purpose of these LEMA is to set out:

- a. The Shire of Boddington policies, registers and local laws related to emergency management
- b. The roles and responsibilities of public authorities and other persons involved in emergency management in the district of the Shire of Boddington
- c. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b)
- d. A description of emergencies that are likely to occur in the district of the Shire of Boddington
- e. Strategies and priorities for emergency management in the district of the Shire of Boddington
- f. Other matters about emergency management in the district of the Shire of Boddington as prescribed by the regulations; and
- g. Other matters about emergency management in the district that the Shire of Boddington considers appropriate. (*s.41(2) of the Emergency Management Act 2005*).

1.6 Objectives

The objectives of the LEMA are to prescribe the organisation, concepts, roles, responsibilities and procedures for the effective management of all emergencies that may impact on communities within the district of the Shire of Boddington.

In addition, the objective of the LEMA is to:

- a. Identify and describe potential emergency risks in the district of the Shire of Boddington
- b. Identify HMA's, Control, Combat and Support agencies
- c. Detail planning, response and recovery actions; and
- d. Encourage open and effective communication and consultation between local emergency services.

1.7 Scope

This LEMA is to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not intended that the LEMA detail the procedures for HMA's or Controlling Agencies in how they may deal with a particular emergency, this detail should be in the relevant State or Local Hazard Plan.

Furthermore, this LEMA:

- Covers areas where the Shire of Boddington provides support to an HMA or Controlling Agency in the event of an incident
- Details the Shire of Boddington's capacity to provide resources in support of an emergency, while still maintaining business continuity
- Details the Shire of Boddington's responsibility in relation to recovery management
- This LEMA serves as a guide to be used at the local level. Incidents may arise that require action or assistance from a district, state or federal level

1.8 Related Documents, Plans and Agreements

1.8.1 Local Laws Policies and Registers

The following table provides a list of policies, registers and local laws held and/or maintained by the Shire of Boddington and other agencies to support or supplement its emergency management efforts.

DOCUMENTS	PURPOSE	LOCATION
Bushfires Brigades Local Law 2023	Establishing and managing Bushfire Brigades.	Shire of Boddington
Council Policy Bush Fire Fighter (Minimum Standards)	Establishes standards of competency to safely perform the function of a volunteer bushfire fighter.	Shire of Boddington
Council Policy Purchasing of Goods and Services Pages 67-70	In part discusses acquisitions for unforeseen emergency activity.	Shire of Boddington
Council Policy Communications and Media Pages 83-85	Establishes protocols on the release of information to the public and the roles and responsibilities of nominated Councillors and Officers.	Shire of Boddington
Local Planning Policy 6 – Development in Flood Affected Areas	To adopt a precautionary approach to flooding risks. To achieve this, proponents seeking planning (development), subdivision, scheme amendment, structure plan, and development guide plan approval and other works will need to consider flooding risk, including risks set out in the Shire of Boddington Floodplain Management Study.	Shire of Boddington
Local Planning Policy 19 Heritage Conservation	To establish development controls principles and requirements for places of Heritage List significance. Includes a schedule of 24 sites.	Shire of Boddington
Aboriginal Sites Database	Aboriginal heritage holds significant value to Aboriginal people for their social, spiritual, historical, scientific or aesthetic importance within Aboriginal traditions. Refer to the Aboriginal cultural heritage inquiry system for further information.	Department of Planning, Lands and Heritage

Table 5 Local Laws, Registers and Policies

1.8.2 Local EM Plans

The following table provides a list of local EM Hazard plans held by respective agencies within the district of the Shire of Boddington.

	DOCUMENT	OWNER	LOCATION	DATE
1	Local Hazard Plan Road Crash	Boddington Police	Boddington Police	2022
2	Local Hazard Plan Land Search	Boddington Police	Boddington Police	2022
3	Local Hazard Plan Air Crash	Boddington Police	Boddington Police	2022
4	Local Emergency Evacuation Plan, September 2024	Shire of Boddington	Shire of Boddington	2024
5	Bushfire Risk Management Plan see note below	Shire of Boddington	Shire of Boddington	2016-2021
6	Local Emergency Relief and Support Plan (LERSP)	Department of Communities	Department of Communities	2023

Table 6 List of Local EM Hazard Plans

Note – The State Hazard Plan Fire requires the Shire of Boddington, along with a schedule of other local governments that have been identified as high or extreme bushfire risk, to develop a Bushfire Risk Management Plan. This Plan has been developed and is subject to ongoing review.

1.8.3 State EM Plans

The following table provides a list of key State Plans relevant to the local hazards identified through the State Emergency Risk Assessment Project.

HAZARD	HAZARD MANAGEMENT AGENCY	CONTROL AGENCY	STATE HAZARD PLAN
HAZMAT	Fire and Emergency Services (FES) Commissioner	Department Fire and Emergency Services (DFES)	State Hazard Plan Hazmat
Hostile Act	Police Commissioner	WA Police Force (WAPOL)	State Hazard Plan Hostile Act
Crash Emergency	Police Commissioner	WAPOL	State Hazard Plan Crash Emergency
State Emergency Plan for Provision of Relief and Support	Director General of Department of Communities	Department of Communities	State Support Plan Emergency Relief and Support
Animal and Plant Biosecurity	Director General Department of Primary Industry and Regional Development (DPIRD)	DPIRD	State Hazard Plan Animal and Plant Biosecurity
Land Search	Police Commissioner	WAPOL	State Hazard Plan Search and Rescue Emergency

HAZARD	HAZARD MANAGEMENT AGENCY	CONTROL AGENCY	STATE HAZARD PLAN
Storm	FES Commissioner	DFES	State Hazard Plan Severe Weather
Human Epidemic	CEO Depart of Health (DOH)	DOH	State Hazard Plan Human Biosecurity
Air Crash	Police Commissioner	WAPOL	State Hazard Plan Crash Emergency
Fire	FES Commissioner	DFES, DBCA and Bush Fire Brigades (BFB)	State Hazard Plan Fire

Table 7 List of State Hazard Plans

1.9 Agreements, Understandings and Commitments

This section outlines any existing agreements (e.g. memorandums of understanding) between emergency services.

PARTIES TO THE AGREEMENT		DESCRIPTION OF THE AGREEMENT	SPECIAL CONSIDERATIONS
Shire of Boddington	Department of Communities	Provision of Shire Sport and Recreation Centre and the Town Hall as Evacuation Centres	Specifics related to each facility are detailed in the Local Emergency Evacuation Plan
Shire of Boddington	DFES	Handover for the Control of Bushfires	The process of a bushfire being handed over to DFES is outlined in the State Hazard Plan Fire, in particular section 4.5 and Appendix E of that Plan whilst noting that all Level 3 Bush fire incidents will automatically be controlled by DFES

Table 8 List of Agreements, Understandings and Commitments

1.10 Additional Support

This section outlines any additional support that may be available in an emergency.

PARTIES TO THE AGREEMENT		DESCRIPTION OF THE AGREEMENT	SPECIAL CONSIDERATIONS
DFES	Newmont Boddington Gold Mine	Use of mine's equipment and resources in time of emergency	A DFES Incident Number is required before resources can be mobilized
DFES	South 32 Boddington Bauxite Mine	Use of the mine's equipment and resources in time of emergency	A DFES Incident Number is required before resources can be mobilised

Table 9 List of Local Arrangements

1.11 Resources

The Shire of Boddington has or may be able to access the following resources typically maintained or contracted by a rural local government to support response to an emergency event. Activation can only be made by the IC by making contact with the LRC or the ELO. Whilst every effort will be made to make the equipment available, there is no guarantee it will be accessible when required.

- Front end loader
- Grader
- Fire Brigade appliances
- Miscellaneous plant and equipment
- Road works signage
- Ranger vehicle/personnel
- Trucks
- Light vehicles

A comprehensive schedule of resources is maintained and periodically reviewed by the LEMC for reference during an emergency event.

1.12 Special Considerations

1.12.1 Community Events

Annual community events include:

- The Boddington Lions Rodeo which is held on the first Saturday in November
- The Quindanning Picnic Race meeting held on the Easter weekend
- Boddington Medieval Fayre and Feast held in April
- South 32 Summer by the River held end of summer
- Boddington Country Muster September

Other events as promoted on Discover Boddington.

1.12.2 Critical Infrastructure:

Critical Infrastructure within the district includes the following:

ITEM	LOCATIONS	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Power	All		Western Power	13 13 51	Can be whole community
Water	Bannister-Marradong Road	Water tank	Water Corporation	13 13 75	Can be all those serviced by scheme water
Timber Bridge (0415)	Bannister-Marradong Road	Bridge over Wessel's Brook	Main Roads	138 138	Can cut access to Albany Highway

ITEM	LOCATIONS	DESCRIPTION	OWNER	CONTACT DETAILS	COMMUNITY IMPACT DESCRIPTION
Timber Bridge (0417)	Bannister-Marradong Road	Bridge over Bannister River	Main Roads	138 138	Can cut access to Albany Highway
Timber Bridge (0418)	Bannister-Marradong Road	Bridge over Hotham River	Main Roads	138 138	Can cut access to Albany Highway and access to the North of Boddington
Timber Bridge (0407)	Pinjarra-Williams Road	Bridge over Hotham River	Main Roads	138 138	Can cut access to South Western Highway
Timber Bridge (0408)	Pinjarra-Williams Road	Bridge over Marradong Creek	Main Roads	138 138	Can cut access to Albany Highway and access to the East of Boddington
Timber Bridge (0409)	Pinjarra-Williams Road	Bridge over Warrening Brook	Main Roads	138 138	Can cut access to Albany Highway
Bridge	Twin Bridges Road	Bridges over Crossman River	Shire	Shire office 9883 4999	
North Bannister Resource and Recovery Park	Albany Highway Nth Bannister	Waste management	Veolia	13 13 35	
Sewerage Treatment Plant	Gold Mine Road	Holding ponds	Water Corporation	13 13 75	
Telecommunication towers	Detail of all telecommunication towers can be located by searching the following website Radio Frequency National Site Archive (rfnsa.com.au)				Loss of mobile and internet services
Others	Other infrastructure as identified by Infrastructure Report 2016				

Table 10 Critical Infrastructure

Note – Special Needs Groups are listed in Table 16 Section 1.16 below.

1.13 Roles and Responsibilities

Section 41(2)(b) of the Emergency Management Act 2005 (EM Act 2005) states that the LEMA must set out the roles and responsibilities of public authorities and other persons involved in EM in the district. Descriptions of these roles and responsibilities are defined in the following table.

1.13.1 Local roles and responsibilities

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
Shire of Boddington	The Responsibilities of the Shire of Boddington are defined in Section 36 of the EM Act 2005 and can be summarised as: • Form and support a LEMC • Develop LEMA • Be responsible for recovery of a community after an emergency event; and • Appoint a LRC
Local Emergency Coordinator (LEC)	As defined in Section 37 of the Emergency Management act 2005. The LEC is appointed by the State Emergency Coordinator (SEC) and is the Senior Police Officer in the district. The role of the LEC is to: • Provide advice and support to the LEMC in the development and maintenance of the LEMA • Carry out other EM activities in accordance with directions of the SEC
Local Recovery Coordinator (LRC)	To ensure the development and maintenance of the effective recovery management for the Shire of Boddington. In conjunction with the Local Recovery Coordination Group (LRCG), implement a post incident recovery action plan and manage the recovery phase of the incident.
Shire of Boddington Evacuation Centre Coordinator (ECC)	During an evacuation where a Shire facility is requested by the Department of Communities, provide advice, information and resources regarding the operation of the facility.
Shire of Boddington Emergency Liaison Officer (ELO)	During a major emergency the ELO may attend Incident Support Group (ISG) and/or Incident Management Team (IMT) meetings to represent the Shire of Boddington, provides local knowledge detail contained in the LEMA and communicates back to Shire and stakeholders.
Shire of Boddington Emergency Management Officer (EMO)	The Shire of Boddington EMO is required: • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire of Boddington's emergency response and support capability • Liaise with the Incident Controller (IC) (provide ELO) • Participate in the ISG or IMT and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Boddington, provide an ECC to support the Department of Communities

Table 11 Local Roles and Responsibilities

1.13.2 Agency roles and responsibilities

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

AGENCY	DESCRIPTION OF RESPONSIBILITIES
Hazard Management Agency (HMA)	A 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' [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s 55 the EM Act 2005] • Declare/revoke emergency situations [s 50 and 53 EM Act 2005] • Coordinate the development of the State Hazard Plan for that hazard [State EM Policy Section 1.5] • Ensuring the activation of the appropriate recovery arrangements, including effective transition to recovery by the Shire of Boddington • Management of the incident or operation, within the context of planning, leading, organising and control • Preparing and implementing an operational plan • Public information and community awareness • Activating the IMT or Operations Area Support Group (OASG), where appropriate, in consultation with the relevant SEC/LEC • Arranging an operational debrief or post incident analysis
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident The Controlling Agency will ensure effective and timely transition to recovery.
Combat Agency	A Combat Agency as prescribed under subsection (1) of the <i>EM Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
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.

Table 12 Agency Roles and Responsibilities

1.13.3 LEMC roles and responsibilities

The Shire of Boddington has established a LEMC under Section 38(1) of the EM Act 2005 to develop, oversee, plan and test the LEMA.

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 Shire of Boddington to assist in the development of LEMA for its district.

The LEMC plays a vital role in assisting the community become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues. The LEMC provides advice to HMA's to develop effective local hazard plans
- Providing a multi-agency forum to analyse and treat local risk
- Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

The LEMC membership must include at least one representative of the Shire of Boddington and the LEC. Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
LEMC Chair	Appointed by the Shire of Boddington to provide leadership and support to the LEMC to ensure effective meetings and ensure high levels of emergency management planning and preparedness for the district of the Shire of Boddington more specifically the role will of the LEMC Chair will be to provide: • Overall management and effectiveness of the LEMC; and • Leadership and support to the LEMC to ensure effective meetings.
LEMC Executive Officer	Provide executive support to the LEMC by: • Providing secretarial support including: ◦ Meeting agenda ◦ Minutes and action lists ◦ Correspondence ◦ Committee membership and local EM contact registers • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: ◦ Annual Report ◦ Annual Business Plan ◦ LEMA • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required

LOCAL ROLE	DESCRIPTION OF RESPONSIBILITIES
LEC	The Officer in Charge, Boddington Police Station, is the LEC and has the responsibility to: • Provide advice and support to the LEMC in the development and maintenance of LEMA • Assist HMA's in the provision of a coordinated response. • Carry out other emergency management activities in accordance with the directions of the SEC; and • Act as Chair of the LEMC when required
LEMC	The LEMC boundary is based on the boundary of the district of the Shire of Boddington. The LEMC is chaired by a person appointed by the Shire of Boddington. The functions of the LEMC (s39) are to: • Advise and assist the Shire of Boddington in ensuring LEMA are established for its district • Liaise with public authorities and other persons in the development, testing and review of the LEMA; and • Carry out other emergency management arrangements directed by the SEMC or prescribed by the regulations

Table 13 LEMC Roles and Responsibilities

1.13.4 Composition of Local Emergency Management Committee

The LEMC is comprised of:

- Chair – Shire of Boddington Councillor
- Deputy Chair – LEC
- Executive Officer – Shire of Boddington Executive Manager Development and Community Services
- Chief Bush Fire Control Officer
- Local Manager State Emergency Services (SES) Boddington
- Chairperson St John Ambulance Boddington
- Representative Boddington Hospital
- Principal – Boddington District High School
- Representative Newmont Boddington Gold
- Representative South 32
- Boddington Police
- Department of Fire and Emergency Services
- Department of Biodiversity Conservation and Attractions
- Department of Communities
- Department Biodiversity, Conservation and Attractions
- Department of Primary Industry and Regional Development
- Shire Ranger/Emergency Management Officer
- Shire Bushfire Risk Mitigation Coordinator
- Representative Main Roads WA
- Representative Alcoa
- Other agencies as required

More information regarding the composition, operation, objective, duties and responsibilities, quorums and meeting schedules can be found in the LEMC Terms of Reference maintained by the Shire of Boddington in conjunction with the LEMC.

1.13.5 Incident Management Team

The IMT is coordinated by the Controlling Agency appointed Incident Controller (IC) as a group of incident management personnel comprising, in addition to the IC, the personnel they appoint to be responsible for the functions of operations, planning and logistics. The team headed by the IC which is responsible for the overall control of the incident.

When an emergency event, in particular a fire emergency, is being managed by DFES the Chief Bushfire Control Officer (CBFCO) or a nominated deputy would be a member of the IMT or the ISG.

State EM Policy 5.1.7 states *“To facilitate emergency responses, emergency management agencies, agencies and organisations should adopt interoperable incident management systems”*.

1.13.6 Incident Support Group

The ISG is contacted by the Controlling Agency appointed IC to assist in the overall coordination of service and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The ISG is a group of people represented by the different agencies who may be involved in the incident. The role of the ISG is to provide support to the IMT.

Triggers for establishing an ISG are defined in the State EM Policy 5.2.2 and the State EM Plan section 5.1.7, these are:

- Where an incident is designated level 2 or higher
- Multiple agencies need to be coordinated

1.13.6.1 Membership of an ISG

The ISG is made up of agency representatives that provide support to the Controlling Agency. EM agencies may be called on as liaison officers on the ISG.

The LRC should, or that person's nominee should, be a member of the ISG from the onset, to ensure consistency of information flow through situational awareness and handover to recovery.

The representation on the ISG may change regularly depending upon the nature of the incident, agencies involved, the consequences caused by the emergency and to manage fatigue.

Agencies supplying staff to the ISG must ensure they have authority to commit resources and/or direct tasks.

1.13.6.2 Frequency of meeting

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

1.13.6.3 Location of IMT and/or ISG Meetings

The point for the coordination of an emergency or disaster is the Emergency Coordination Centre. The Local Emergency Coordinator and the Incident Controller should operate out of the same facilities where possible. Primary and Alternate locations have been identified as:

- Boddington Shire Office Building – Primary - 39 Bannister Road, Boddington
- Boddington Police Station – Alternate – Cnr Pollard and Johnstone St Boddington
- Boddington SES Headquarters – Alternate – Johnstone St Boddington
- Boddington School – Alternate – Cnr Bannister Rd and Wuraming Ave Boddington
- Boddington Gold Mine Gate Houses at mine and camp
- South 32 Bauxite Mine – Crisis and Emergency Management Room
- Newmont Community Resource Centre – Bannister Road

1.14 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 instruction 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 or Controlling Agency.

Other agencies working at the incident should be aware of the HMA's media management requirements and direct media enquiries appropriately.

The Shire of Boddington Policy related to Communications and Media determines the positions that have authority to speak on behalf of the Shire.



1.14.1 Local Public Warning Systems

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

SYSTEM	CONTACT	CONTACT NUMBER
SMS System	Shire Ranger/Emergency Management Officer	9883 4999
Public Notice Board – Ken Austic Square	Shire office	9883 4999
Shire of Boddington Facebook Page	Shire Communications Officer	9883 4999
Shire of Boddington Website	Shire Communications Officer	9883 4999
Local Radio Station	Incident Controller/DFES	
Telephone Warning System	Incident Controller through DFES	

Table 14 Local Public Warning Systems

1.14.2 State Public information and warning systems

SYSTEM	DESCRIPTION
DFES Public Information Line	When there is an incident that threatens lives and properties, DFES activates the public information system. Emergency alerts are only issued for major emergencies involving fires, cyclones, floods, earthquakes, tsunamis, and HAZMAT spills. DFES issues warning on or to the following: - Emergency WA website – emergency.wa.gov.au - DFES emergency information 13 3337 - SES Assistance 132 500
Bureau of Meteorology (BoM)	BoM provides weather warning information to the public. The warning services provided include: - Fire weather warnings - Severe thunderstorm and general severe weather warnings - Heatwave warnings - Other warnings and alerts - National weather warning 1300 659 210
ABC Radio	Local ABC Radio – call sign 6WF – frequency 558
ABC Website	Abc.net.au/emergency
Standard Emergency Warning System (SEWS)	The SEWS is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. It can be used for various hazards and does not relate to any particular emergency situation or state of emergency, as defined by the EM Act. The purpose of SEWS is to alert the community that an official emergency announcement is about to be made concerning an actual or imminent emergency that has the potential to affect them, and is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/ or the environment.

SYSTEM	DESCRIPTION
Emergency Alert System	Delivers automatic emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for the community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location where there is immediate danger. All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. All mobile phones within the area of threat are contacted by SMS. Messages broadcast by Emergency Alert are made with the authority of an HMA in an emergency.

Table 15 State Public Information and Warning Systems

1.15 Evacuation, Relief and Support

Any requirement for evacuation will be determined by the appropriate IC, in consultation with the LEC. The actual evacuation is managed by the Controlling Agency (see SEMC WA Community Evacuation in Emergencies Guidelines) with appropriate assistance from other relevant agencies. This includes responsibility for associated costs unless arrangements have been made to the contrary.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning phase. This is because the Department of Communities has responsibility for the support of evacuees during an emergency event.

Mine sites, schools, hospitals, aged care facilities and childcare facilities, etc. should each have separate emergency evacuation plans, which show where their populations will be assembled for transportation. It is important for this information to be captured for an overall understanding of where people will be congregating in an emergency.

In most cases WAPOL will be the Combat Agency for evacuations and they may use the assistance of other agencies such as DFES and SES,

Evacuation Centres in the Shire of Boddington are as follows:

- Boddington Sport and Recreation Centre – Club Drive Boddington (capacity 500)
- Town Hall – Johnstone Street Boddington (Capacity 224)

Additional Assembly Points are located at the following locations:

- Boddington Old School - Wuraming Avenue Boddington
- Boddington RSL Hall - George Street Boddington
- Boddington District High School - Pollard Street Boddington
- Quindanning Picnic Race Grounds Harvey - Quindanning Road, Quindanning

Further details are contained in the Department of Communities Local Relief and Support Plan and the Shire of Boddington Local Emergency Evacuation Plan.

1.16 Vulnerable Groups

Every community will have a collection of residents that may be more vulnerable during an emergency event. These are identified in the following table

NAME	DESCRIPTION	ADDRESS	CONTACT 1	NO. PEOPLE	HAVE THEY GOT AN EVACUATION PLAN? WHO MANAGES THE PLAN? HAS A COPY BEEN PROVIDED TO THE LEMC?
Senior Citizens	Seniors living in own homes supported by an alarm monitoring system	Not published. Various Locations	Boddington Hospital Auxiliary 0428 848 305	47	N/A Service relates to response to activated personal alarms that are provided through the hospital auxiliary
Independent Living Units	Seniors 60+ years	Hotham Rise Lifestyle Village - 19 Forrest St. Boddington	Shire of Boddington 9883 4999	11x2 bed units	No
Boddington Hospital	Hospital patients	Hotham Avenue Boddington	9883 4444	11 beds	Yes
Boddington District High School	Children aged 6-15	25 Pollard Street Boddington	9884 2900	317 students	
Boddington Early Learning Centre	Pre-school children and carers	23 Pollard Street Boddington	9852 1223	20-36 children	Yes
Hikers	Hikers walking the Bibbulmun Track	Bibbulmun Track	Bibbulmun Track Foundation 9481 0551	Numbers varies	Information on website www.bibbulmun.org.au
Campers	On the Bibbulmun Track and elsewhere, potentially not registered	Bibbulmun Track, river systems, forests, other	See above for Bibbulmun Track	Unknown	No

Table 16 Special Needs Groups

1.17 Training Programs and General Literature

There are a number of training programs and general literature available in respect of emergency management. The Executive Officer of the Boddington LEMC is able to source such information on request.

1.18 Testing, Exercising and Reviewing the LEMA

Testing and exercising the LEMA is essential to maintaining the success of the Arrangements. Testing the Arrangements is the best method of validation to ensure effectiveness and reliability. It also builds capacity between organisations during non-emergency situations.

The Shire of Boddington, with support from the LEMC, are required to test these LEMA annually.

The type of exercises that may be considered are:

- Desktop exercises – take place in an operational environment that require participants to perform and discuss what actions they would take in a simulated emergency scenario. Desktop exercises test emergency plans in an informal, low-stress environment.
- Workshops – include agency presentations, hypothetical worst case scenario. These are organised as discussion exercises among more than one local government and HMA.
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency.

It is necessary for the Shire of Boddington or the LEMC to schedule exercises and present post exercise reports to the District Emergency Management Committee (DEMC).

If an exercise reveals that the LEMA could be improved, changes should be implemented as considered appropriate.

The LEMA will be reviewed in accordance with the Stet EM Policy section 2.5 and amended or replaced whenever the Shire of Boddington considers it appropriate (s42 of the EM Act.) However, according to State EM preparedness and Procedure 8, the LEMA (including Recovery Plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an ISG or an incident requiring significant recovery coordination.
- An entire review is to be undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

1.19 Financial Arrangements

Prevention and Preparedness

It is the responsibility of the individual HMA to resource prevention of and preparedness for the hazards for which they are responsible. Each agency has its own financial arrangements to carry out this process.

Response

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2, outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Boddington is committed to spending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The CEO of the Shire of Boddington should be approached immediately an emergency event requiring resourcing by that organisation is required to ensure the desired level of support is achieved.

Each individual agency has the responsibility to determine the financial arrangements for the emergencies for which they are responsible to control or combat, including the Shire of Boddington's obligation to resource Volunteer Bushfire Brigades (BFB's).

1.20 Annual Reporting

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

The information provided by the LEMC annual report is collated into the State Emergency Management Committee (SEMC) Annual Report which is tabled in Parliament.

The SEMC issues the annual report template.

PART 2

HAZARD IDENTIFICATION AND RISK ANALYSIS



2.1 Executive Summary

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enables the Shire of Boddington, the LEMC, land management agencies and HMA's to work together to mitigate the associated risk at a local level. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State EM Policy part 3.

In 2014 the Shire of Boddington, in conjunction with its LEMC, developed an emergency hazards and risks register. The risk assessment process identified the major risk events most likely to be experienced by the community. In addition, existing controls were identified and are reviewed annually. The major hazards to the community were identified as:

- Building fire
- Bushfire
- Chemical spill
- Contaminated water supply
- Disease outbreak – epidemic
- Flood
- Mine accident
- Road accident
- School Bus Accident
- Terrorist act

2.2 Methodology

The risk assessment process was based on the Western Australian Emergency Risk Management Guide July 2005, published by DFES and followed the Australian and New Zealand Risk Management Standard AS 4360, using the qualitative analysis matrices from the guide to determine the risk rankings for the hazards identified.

The risk assessment forms the basis of the emergency risk register for the Shire of Boddington.

2.3 Context

The context of the risk assessment was to cover the real credible events (hazards) that could occur and pose a risk to the district of the Shire of Boddington and the impact these risks may have on that community.

The criteria for evaluating the hazards were set and defined as the elements within the community that were at risk. The elements evaluated were:

- People
- Property
- Environment
- Economy
- Industry
- Infrastructure
- Social and Culture

The elements that the group defined were at risk from each hazard were then used to form the basis of the risk assessment.

2.4 Hazard Identification

The credible risks that were identified were from:

- Flood
- Bushfire
- Terrorist act
- House fire
- Building fire (community)
- School fire
- Disease outbreak - epidemic
- Animal disease outbreak
- Road accident
- Mine accident
- Chemical spill
- Civil unrest
- Civil violence
- Missing person (forest, Bibbulmun Track)
- Contaminated water supply
- Power supply failure
- Loss of emergency services
- School Bus Accident; and
- Storm (wind)

Each hazard was matched against the list of elements described in section 2.3 to define what elements would be at risk from these hazards. For each hazard and element, a series of possible credible risk scenarios and consequences were defined.

2.5 Risk Assessment and Ranking

The hazard scenarios were then assessed and ranked according to the risk matrices.

On completion of ranking, the risks were sorted from Extreme to Low based on the assessment. All risks ranked as Extreme or High, were then evaluated to determine what existing controls (Treatment Options) were in place and if any new controls were required. Any consequential actions required to implement new controls were also listed for each risk.

All risks ranked as Medium or Low were not considered further as the associated risk was deemed either acceptable or the risk was covered by the normal day-to-day operations of the Shire of Boddington and the local emergency services.

All risks were recorded in a risk register to form the Boddington LEMC Emergency Risk Register. This register is not published but is periodically reviewed and maintained by the Shire of Boddington in conjunction with the LEMC.

2.6 Risk Analysis and Evaluation

From the risk assessment it was determined that the emergency risks rated as Extreme were, in alphabetical order:

- Building fire (community) – Destruction of local supermarket and stock
- Bushfire – significant part of the community affected by the fire (loss of life and property)
- Chemical spill – pollution of a local water-way or land
- Contaminated water supply – Town population affected by water
- Disease outbreak – epidemic – loss of medical provider, community events cancelled and tourism affected
- Flood – damage to local infrastructure such as power water or sewerage.
- Mine accident – Local community members directly impacted
- Road accident – local identity killed in a vehicle accident
- School bus accident – accident involving injury and loss of life from a road accident
- Terrorist act

The risks that ranked as High included all of the above plus:

- House fire – Loss of life (multiple)
- Animal disease outbreak – economic hardship to community from restrictions on movement of people and animals and loss of stock
- Civil unrest – Community groups or outside groups protesting through town causing loss of life or damage to property
- Civil violence – large number of people involved in a fight in town spilling over to others

- Missing person (forest, Bibbulmun Track) – local persons lost and rescue required
- Power supply failure – causing interruptions to business and possible loss of life
- Loss of emergency services – Emergency services called away to other events or disbanded
- Storm (wind) – damage to infrastructure and communications
- School fire – loss of life or injury to a large number of persons

2.7 Risk Treatment

Only treatment options for the High and Extreme risks were considered. Many of the treatment options were existing controls that were part of existing operational plans for the Shire and the associated emergency agencies. The effectiveness of these controls is contingent on the Shire and the local emergency agencies maintaining their capacity and facilities in a ready state.

There were controls identified that were not complete or required further work.

2.8 Mitigation Action Plans – State and Local

The following table shows the State Hazard Plan (SHP), HMA and State and local agencies which are able to assist the HMA at the local level in the event that one of the extreme or high risk hazards occurs within the district of the Shire of Boddington.

The State Hazard Plans outline strategic opportunities for the mitigation of hazards across the state, with the expectation that the Shire of Boddington and the LEMC will continue to assess, review and mitigate the impact of hazards at a local level.

Note this table has consolidated several of the hazards identified in the risk process and listed in 2.4 above, for example, bushfire, house fire and school fire are technically managed by the one State Hazard Plan Fire. Similarly, an accident on the road whether it be a school bus, road train or multiple vehicles are all covered by the State Hazard Plan Crash Emergency.

HAZARD	STATE HAZARD PLAN	HMA	CONTROL AGENCY	LOCAL COMBAT ROLE	LOCAL SUPPORT ROLE
Fire (includes bush and structural fires)	Fire	Fire and Emergency Services (FES) Commissioner	DFES DBCA	BFB	Appendix C in each of the State Hazard Plans outlines the roles and responsibilities of the various agencies that may assist the HMA deal with these respective hazards
Chemical Spill	HAZMAT	FES Commissioner	DFES	Newmont Boddington Gold (NBG)	
Disease outbreak - Epidemic	Human Biosecurity	Commissioner Health	DoH.	Boddington Hospital	
Flood/Storm	Severe Weather	FES Commissioner	DFES	SES	
Mine Accident	Collapse	FES Commissioner	DFES	DFES	
Road Crash	Crash Emergency	Police Commissioner	WAPOL	WAPOL	
Terrorist act	Hostile Act	Police Commissioner	WAPOL	WAPOL	
Animal Disease Outbreak	Animal and Plant Biosecurity	Director General DPIRD	DPIRD	DPIRD	
Missing person	Search and Rescue Emergencies	Police Commissioner	WAPOL	SES, Royal Flying Doctor, St John, DBCA	
Power Supply Failure	Energy Supply Disruption	Coordinator of Energy	Operations Area Manager with an Operational Area Support Group (OASG)	Energy Market Operators	
Contaminated Water Supply	HAZMAT	FES Commissioner	DFES	DFES	See tables 1 and 2 of the SHP pages 33-146 Inclusive

TABLE 17 Hazards Likely to Occur with State Hazard Plans

Locally the Shire of Boddington in conjunction with the LEMC will continue to assess, review and implement treatment programs that mitigate the impacts of these hazards at a local level and maintain and record that detail in the Shire of Boddington Emergency Management Risk Register.

Existing examples of mitigation plans created since the Risk Assessment was undertaken are detailed in section 1.7.2, in particular:

- Local Hazard Plan Road Crash
- Local Hazard Plan Land Search
- Local Hazard Plan Air Crash
- Local Hazard Plan Space Debris Re-entry
- Shire of Boddington Local Emergency Evacuation Plan May 2015
- Bushfire Risk Management Plan 2016-2021
- BDCA has fire mitigation plans for its estates within the Shire

2.9 Emergency Management Priority and Strategy

The intention is for the Risk Assessment process to be reviewed to be comply with the more current State Risk Management Guideline which is based on the 2020 National Emergency Risk Assessment Guidelines (NERAG) and tailored to Western Australia's context.

Having identified priority hazards in 2014, the priority mitigation strategies are as follow:

PRIORITY	STRATEGY
Bushfire	Review the 2016-2021 Bushfire Risk Management Plan
Road Crash	Encourage Local WAPOL, through the LEMC, to review the existing Local Hazard Plan Road Crash
Land Search	Encourage Local WAPOL, through the LEMC, to review the existing Local Hazard Plan Land Search
Air Crash	Encourage Local WAPOL, through the LEMC, to review the existing Local Hazard Plan Air Crash
Flood	Review Local Planning Policy No. 6 – Development in Flood Affected Areas
Animal Welfare	Develop a plan to manage the welfare of animals during an emergency

Table 18 Risk Mitigation Priorities

PART 3

EMERGENCY CONTACTS DIRECTORY AND MAPS



3.1 Emergency Contacts Directory

Each organisation is to compile an emergency contacts directory specific to their organisation, this LEMA should be placed with that directory.

These details are not included in the LEMA as it is important that local units, brigades and police stations not be phoned in the case of a serious, life-threatening emergency. The emergency phone '000' should be used for life threatening emergencies. Therefore, if local resources are not readily available/contactable, the respective agencies communications centre can mobilise the next closest resource or redirect the local resources if appropriate.

3.2 LEMC Contact Directory

At each meeting of the Shire of Boddington LEMC the membership contact list is updated and subsequently distributed to all attending agencies. This obviates the need for continual adjustment, the contact listing is not replicated in this LEMA but maintained as a separate document.

3.3 Department of Communities Emergency Contact Details

In the event of an emergency incident in the Great Southern region including the Shire of Boddington, services of the Department of Communities can be activated by calling a designated mobile which is contained in a contact list maintained by the LEMC for reference of local EM agencies. The number is monitored 24 hours per day 7 days of the week.

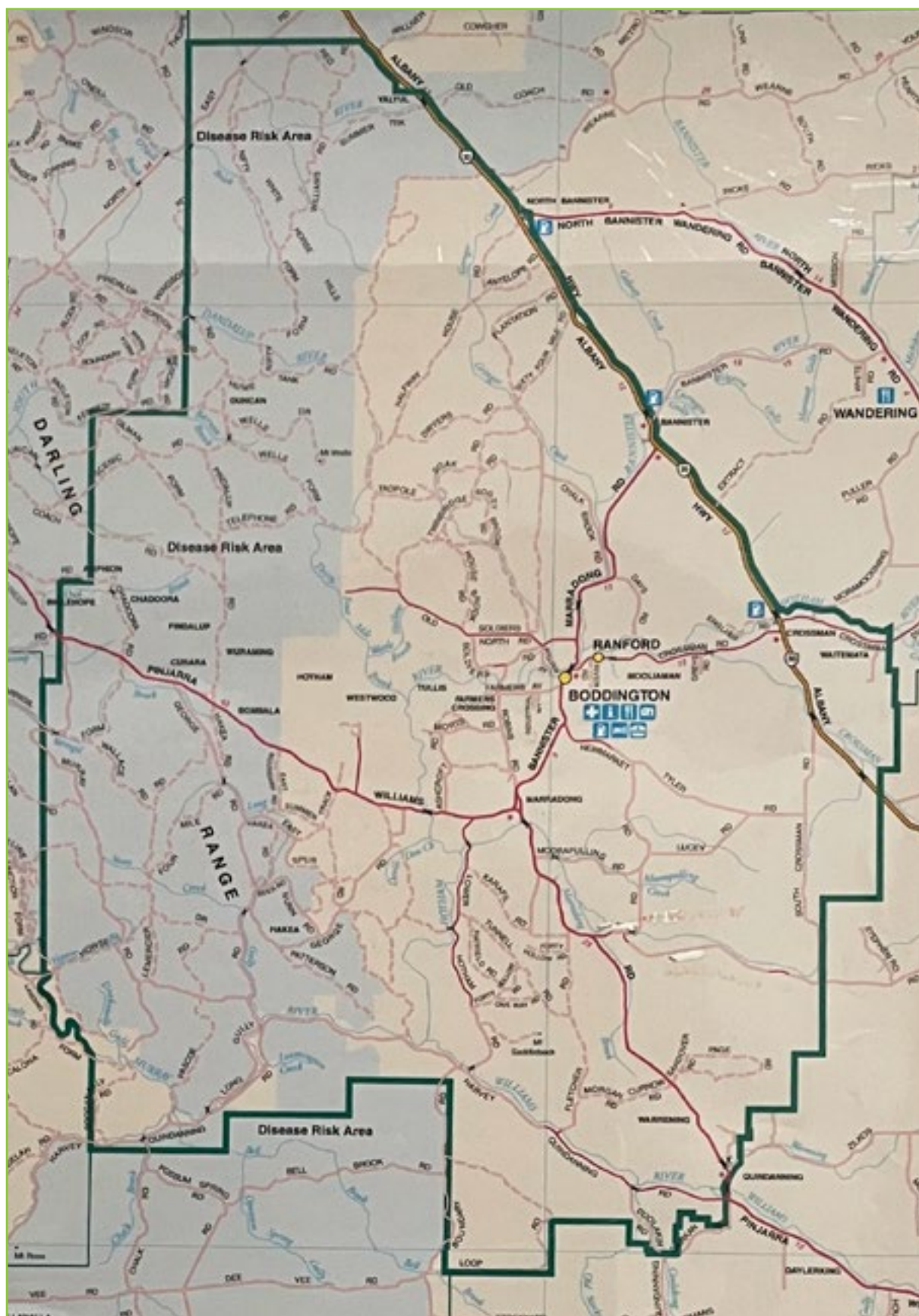
3.3.1 Departmental Services

The Department works collaboratively with Police, Emergency Services and Local Government to provide support to the community in times of emergency. The types of services provided by the Department of Communities include:

- Registration and inquiry
- Personal Support
- Food
- Clothing and personal items
- Financial Assistance including personal hardship and distress relief payments where applicable
- Accommodation assistance

Under the Western Australian emergency management arrangements the Department of Communities is responsible for providing Relief and Support services to people affected by a disaster/emergency incident.

3.4 Shire of Boddington Map



PART 4

RECOVERY PLAN



AUTHORITY

The Local Recovery Plan has been prepared in accordance with Section 41(4) of the EM Act 2005 and forms part of the LEMA for the Shire of Boddington. This Plan has been endorsed by the Shire of Boddington LEMC and has been tabled for information and comment by the DEMC. This Plan has been endorsed by the Council of the Shire of Boddington.

Name: James Wickens

Signature:  _____
Executive Manager Development and Community Services
Shire of Boddington Date: 10/07/2024

Name: Cr Garry Ventris

Signature:  _____
Shire President
Shire of Boddington Date: 16/07/2024

4.1 Introduction

Following the impact of an emergency on the community within the Shire of Boddington, there may be the need to assist the community recover from the effects of the emergency.

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.

Its purpose is to assist the community 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.

The level of state involvement in recovery will be determined after consideration of the emergency's recovery needs. This may lead to the engagement of the State Recovery Coordinator, establishment of a State Recovery Coordination Group and/or the appointment of a State Recovery Controller, as detailed in State EM Plan sections 6.6 and 6.7. A list of criteria to be considered as triggers for escalation of recovery activity are included in Appendix G of the State EM Plan. The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

4.2 Aim

The aim of this Plan is to detail the recovery management arrangements for the Shire of Boddington.

4.3 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 effort
- c. Provide a framework for recovery operations; and
- d. Provide guidelines for the operation of the recovery management arrangements.

4.4 Scope

The scope of this Plan is confined to the district of the Shire of Boddington. It details general arrangements for the community and does not detail how an individual business or organisation will conduct recovery operations within the scope of their activity.

4.5 Authority and Planning Responsibility

This plan forms Part 4 of the Shire of Boddington Local Emergency Management Arrangements.

Section 41(4) of the EM Act 2005 requires that LEMA include a Recovery Plan and nominate a LRC. In accordance with this section the Shire of Boddington has appointed the Executive Manager Development and Community Services of the Shire of Boddington as the LRC.

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

4.6 Related Documents

This Plan should be read in conjunction with the following State and Local plans;

- Local Plan for the Provision of Relief and Support Services (appended to this document)
- State Emergency Management Plan

4.7 Recovery Management Principle and Concepts

The arrangements in this Plan comply with the recovery principles and concepts detailed in the State Emergency Management Plan. This document is available from the designated Shire of Boddington LRC. The principles and concepts are as follows:

Principles and Concepts

Recovery from a disaster is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.

Effective recovery requires the establishment of planning and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community.

Recovery management arrangements are most effective when they recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.

The management of disaster recovery is best approached from a community development perspective and is most effective when conducted at the local level with the active participation of the affected community and a maximum reliance on local capacities and expertise.

Recovery management is most effective when human services agencies play a major role in all levels of key decision making which may influence the well-being and recovery of the affected community.

Recovery from disaster is best achieved where the recovery process begins from the moment of disaster impact.

Recovery planning and management arrangements are most effective when they are supported by training programs and exercises, which ensure that recovery agencies and personnel are properly prepared for their role.

Recovery from disaster is most effective where recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair, equitable manner and are sufficiently flexible to a diversity of community needs, including:

- Concepts
- Community involvement
- Management at the local level
- Affected area/community approach
- Differing effects/needs for different communities/individuals
- Empowering individuals and communities
- Minimum intervention
- Recognition of resourcefulness
- Planned/timely withdrawal
- Accountability, flexibility, adaptability and responsiveness
- Integration of services; and
- Coordination.

As the recovery process involves individuals and communities, the following shall form the basis of recovery decision making and have been incorporated into 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 person 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.

4.8 Financial Arrangements

Unless recovery is assumed by the State Recovery Coordinator (SRC), the Shire of Boddington would initially need to meet the cost of recovering its community after an emergency event.

Cost incurred by the Shire of Boddington may be recoverable through the Disaster Recovery Fund Arrangements Western Australia (DRFAWA).

The Shire of Boddington can use section 6.8(1) and 6.11(2) of the *Local Government Act 1995* with respect to expenditure of funds not contained in the annual budget.

The *Local Government Regulations 1996 (Financial Management 18(a))* provides exemption for the Council to make budget related decisions in emergencies without giving local public notice of changes to financial reserves; and

Section 6.20(2) of the *Local Government Act 1995* enables borrowing of funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by absolute majority decision of the Council.

4.9 Grants and Donations

The following table provides a list of pre-determined organisations and the available grants:

ORGANISATION	DESCRIPTION
DRFAWA	Through DRFAWA State government provides a range of relief measures to assist communities recover for eligible natural disaster events. DFES is the State's administrator of the DRFAWA.
Lord Mayor's Distress Relief Fund (LMDRF)	The LMDRF was established in 1961 to provide relief from personal hardship and distress arising from natural disasters occurring in WA. The perpetual fund is incorporated under the Charitable Collections Act and has Australian Taxation Office tax deductibility status. All donations resulting from a public appeal should be directed to the LMDRF in accordance with State EM Recovery Procedure 5.1.
Department of Human Services Centrelink	In an emergency Centrelink will ensure that payments to its existing clients in the impacted area are not disputed. In addition, it can often provide financial assistance to any person whose livelihood has been affected. Centrelink is represented on the State Emergency Relief and Support Committee and where possible should be invited to join the LRCG.
Volunteers and Donations	All offers or requests for volunteer assistance with recovery should be directed through and coordinated by the LRCG to avoid duplication of effort. Appeals and donations of physical items such as food and furniture should be discouraged unless specifically requested through the LRCG. Donations of cash The LRCG will encourage the use of the LMDRF for the contribution of cash donations. Donations of Service and Labour Likewise, the offer of services and labour should be coordinated through the Shire of Boddington and/or the LRCG. Donations of Goods The donation of goods to assist recovery from an emergency maybe arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisation concerned. Donations of physical items should otherwise be discouraged unless specifically requested through the LRCG.

TABLE 19 List of Aid Grants and Donations

4.10 Roles and Responsibilities

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

- a. Local Recovery Coordinator
- b. Local Recovery Coordination Group; and
- c. Other Participating Organisations and Community Groups acting through the LRCG.

4.10.1 Local Recovery Coordinator

The LRC is the Executive Manager Development and Community Services of the Shire of Boddington or another person appointed by the Shire of Boddington.

The LRC has two broad areas of responsibilities as follows:

In conjunction with the LRCG, the LRC is responsible for the development and implementation of recovery management arrangements for the Shire of Boddington including the following:

- a. Undertake the functions of the Executive Officer to the LRCG
- b. Prepare, maintain and test the local recovery plan
- c. Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements
- d. Coordinate the promotion of community awareness with respect to the recovery arrangements; and
- e. Provide, staff and equip the Local Recovery Coordination Centre (LRCC).

During recovery operations to:

- a. Determine the need to activate the Local Recovery Plan and convene the LRCG (in liaison with the HMA, LEC and other responsible agencies)
- b. Assess the recovery requirements for each event and ensure that appropriate strategies are implemented
- c. Facilitate the acquisition and appropriate application of materials, staff and financial resources necessary to ensure an effective recovery process
- d. Contribute to the resolution of community and political problems which emerge during the recovery process
- e. Ensure maximum community involvement in the recovery process
- f. Ensure that both the immediate and long-term individual and community needs are met in the recovery process
- g. Coordinate the local recovery activities in accordance with the local plans, strategies and policies determined in conjunction with the LRCG
- h. Monitor the progress of recovery and provide periodic reports to the LRCG; and
- i. Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after the stand-down and submission of a post operation report.

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

- a. organise and manage the resources, staff and systems necessary for the immediate and long-term recovery
- b. Advocate on behalf of the affected community with government departments, voluntary agencies, Shire of Boddington, 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, Shire of Boddington and government departments in order to achieve the most effective and appropriate recovery
- d. Provide information to the government, bureaucracy, community and media, the latter through the Shire President
- e. Mediate where conflicts occur during the relief, support and recovery processes
- f. Develop a close and positive working relationship with the key individuals and groups in the affected community; and
- g. Be partially distanced from the immediacy of the event and consider the overall recovery process in establishing priorities and anticipating future requirements.

4.10.2 Local Recovery Coordination Group

The LRCG comprises a core membership plus additional personnel depending on the type and magnitude of the event and the community affected. The membership may include the following:

- a. Shire President (Chair)
- b. Shire of Boddington CEO
- c. Executive Manager Development and Community Services and LRC
- d. Key Shire of Boddington staff (as required)
- e. LEC – OIC Boddington Police Station
- f. Local ECC
- g. Relevant HMA Representative
- h. Relevant IC
- i. Department of Communities representative
- j. Public utility providers, for example Western Power, Water Corporation, Telco's (where appropriate)
- k. Plus other members drawn from government and non-government organisations
- l. Representatives of community groups, with a role to play in the recovery process.

The functions of the LRCG include the following:

Assist the LRC prepare, maintain and test the Local Recovery Plan and following the impact of an event requiring a recovery operation, to develop a tactical recovery plan that:

- a. Meets the immediate needs of the community
- b. Takes account of local government long-term planning and goals.

- c. Includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required
- d. Develops a timetable for completing the major functions
- e. Considers the needs of youth, aged, the disabled, and non-English speaking people
- f. Allows full community participation in the progress of recovery
- g. Allows for the monitoring of the progress of recovery
- h. Effectively uses the support of State and Commonwealth agencies
- i. Provides for public access to information on the proposed programs and subsequent decisions and actions; and
- j. Allows consultation with all relevant community groups (see section 4.10.9.2.7).

4.10.3 Responsibilities of Participating Agencies

4.10.3.1 Shire of Boddington

- a. Chair and manage the activities of the LRCG
- b. Appoint the LRC
- c. Provide secretariat and administrative support to the LRCG
- d. Resource the LRCG
- e. Ensure the restoration or reconstruction of services/facilities normally provided by the Shire of Boddington

4.10.3.2 Hazard Management Agency

- a. Prepare an Impact Statement where required
- b. Provide a representative to the LRCG
- c. Advise the LRC when an event threatens or has impacted a community
- d. Initiate the recovery process
- e. Participate in the development of the tactical recovery plan; and
- f. Advise the LRC when withdrawing from the recovery process

4.10.3.3 Department of Communities

- a. Provide a representative to the LRCG
- b. Provide the relief and support components of the recovery process including emergency accommodation, emergency catering, emergency clothing and personal requisites, personal services, registration and inquiry and financial assistance

4.10.3.4 Public Utility Providers

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

4.10.3.5 Other Participating Organisations

- a. Provide a representative to the LRCG
- b. Provide recovery services in accordance with their statutory responsibilities or as agreed with the LRCG
- c. Other participating organisations may include; DPIRD, Main Roads, Chamber of Commerce, Department of Education, Local Health Service (Hospital, Medical Facility), Lord Mayor Distress Relief Fund, Centrelink, Insurance Commission of WA

4.10.4 Recovery Management Arrangements

4.10.4.1 Local Recovery Coordination Centre

Recovery operations shall be managed by the LRC from the Local Recovery Coordination Centre located in the offices of the Shire of Boddington.

4.10.4.2 One-Stop-Shop

A One-Stop-Shop will be created by the LRCG to provide a focal point for the delivery of information and services to the public. Such information provided in the Shop may include:

- Updated advice on the recovery process
- Access to assistance for financial payments/grants
- Arrange counselling
- Insurance advice assistance
- Building and planning advice/assistance

Sites for the One-Stop-Shop may be either the:

- Shire Office
- Boddington Community Resource Centre
- The Evacuation Centre/s being used; or
- Another site as determined by the LRC

4.10.4.3 Advice

The advice of an impending emergency or one that has already occurred will come from the LEC or the HMA to the LRC.

4.10.4.4 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 Controlling Agency, in liaison with the LEC and appropriate recovery organisations. The Controlling Agency will conduct a comprehensive impact assessment in accordance with State EM Procedure 4. and include detail in an Impact Statement.

- b. Based upon the assessment of the recovery and restoration requirements and the advice of the HMA and LEC, the LRC will advise the Chairman of the LRCG as to whether the recovery plan should be activated and the LRCG convened.
- c. Where the decision is taken not to activate the plan or convene the LRCG because statutory agencies are coping with the situation, the LRC will monitor the situation and keep the LRCG advised accordingly.

4.10.5 Method of Operations

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

4.10.6 Recovery Activities and Strategies

To assist the LRC and the LRCG, a listing of recovery activities that may have to be undertaken together with suggested strategies are detailed in the State Emergency Management Local Recovery Guideline Appendix two and Appendix Three.

4.10.7 Recovery Sub-committees

It may be necessary, depending on the severity and extent of impact, to establish Recovery Sub-Groups to assist the LRCG. If this becomes necessary, the Sub-Groups should be based on the following environmental areas:

- Social
- Built
- Natural
- Economic

An additional consideration may be a sub-group to specifically manage the media and distribution of information to the impacted community.

4.10.8 Stand Down / Debriefs / Post Operations Reports

The Recovery Management structure will gradually be stood-down as the Shire of Boddington and statutory authority's capability to manage the services improve.

The LRC will arrange for a debriefing of recovery agencies and the provision of a post operation report to the HMA to form part of the overall report for the event.

4.10.9 Recovery Activities and Strategies

4.10.9.1 Recovery Activities

Recovery activities include the following:

- a. Short term accommodation
- b. Counseling emotionally affected people
- c. Establishing and managing emergency financial relief schemes
- d. Surveying and assessing damage to public and private property
- e. Repairing or replacing public utilities, services and assets
- f. Assisting with the repair or replacement of private property
- g. Initiating programs to stimulate community morale and economic growth
- h. Managing environmental rehabilitation programs
- i. Co-coordinating recovery and research agencies
- j. Revision of Land Use/Town Planning schemes

4.10.9.2 Recovery Strategies

The following are some suggested strategies to assist HMA's and the LRCG in recovery management responsibilities:

4.10.9.2.1 Community Involvement Strategies

- a. Maximise use of local resources, groups and individuals
- b. Promote prior community awareness and education
- c. Involve people in their own and their communities' recovery
- d. Maintain continuous liaison between emergency teams, volunteer groups and community organisations
- e. Create opportunities for local decision making
- f. Ensure self-determination in restoration planning
- g. Maintain a co-operative relationship between volunteers and imported "specialists"
- h. Use local suppliers
- i. Empower the community as quickly as possible

4.10.9.2.2 Recovery Information Strategies

- a. Provide regular updates on:
 - i. Current state and extent of disaster
 - ii. Actual and proposed official response
 - iii. Desired community response
 - iv. Advice to isolated families

- b. Ensure everybody has an understanding of the situation and the opportunity for personal counseling/discussion
- c. Provide for advocacy by agencies and organisations

4.10.9.2.3 Recovery Assistance Strategies

- a. Provide for special needs of aged, ethnic, children etc.
- b. Make food, shelter, clothing, health and emergency finance available immediately
- c. Deliver services in a simple and caring manner with minimal disruption to existing processes
- d. Ensure evacuation centres cater for privacy and individual care
- e. Ensure emergency workers receive ongoing support, debriefing, relief and rest
- f. Maximise financial aid and minimise material aid

4.10.9.2.4 Accountability Strategies

- a. Ensure the affected community is involved in the allocation and distribution of material and financial resources
- b. Assist the community in ensuring there is accountability in the use of resources

4.10.9.2.5 Strategies for Grants, Loans and gifts

- a. Ensure there is community involvement in determining criteria
- b. Communicate entitlement criteria for financial support and grants immediately
- c. Alteration to criteria must be communicated clearly to the community
- d. Consider non-English speaking groups
- e. Maintain confidentiality

4.10.9.2.6 Strategies to Maintain Family Cohesion

- a. Keep families together during evacuation and resettlement
- b. Ensure all policies and processes support the family's ability to recover

4.10.9.2.7 Community Engagement in Recovery Planning

Community involvement during the development of the Local Recovery Plan is beneficial as it:

- Will provide an opportunity for the emergence of new ideas
- Ensure that the Local Recovery plan addresses the needs, issues and concerns of the community
- May also improve community confidence in recovery
- Generates a sense of ownership for the Local Recovery Plan within the community; and
- Is an effective tool in increasing recovery awareness

The type of communication required to engage with the community is largely dependent on the demography of the local community and the time and resources available. Consideration should be given to preparing a communications strategy.

The following table outlines steps for planning and implementing a communication strategy.

Planning and Implementing a Communication Strategy

STEP	INFORMATION
Establish target Audience	Understand the demographics of the community and investigate existing groups or networks: • The aged • Aboriginal community and specific organisations (Land and Sea Councils, health services, Corporations) • Culturally and linguistically diverse people • People with a disability and networks • Government agency networks • Non-government organisations • Community groups e.g. sport and recreation clubs, environmental groups, farming groups, community action groups, faith groups, service clubs, schools, chambers of commerce and industry, multicultural groups, and culture and arts groups • LEMC • Local government networks • Brigades and volunteer groups; and • Neighbouring LEMCs
Determine matters to be communicated	Determine what information you need from the community. This may include: • Historical emergency events – how has recovery been managed in the past? What could be improved; and • General feedback on the draft Local Recovery Plan. Determine what information you are going to provide the community. This may include: • Emergency management awareness • Recovery awareness; and • Recovery coordination centre locations

STEP	INFORMATION
Determine methods of communication	Considering the target audience, determine the most appropriate methods of communication. Different communication methods using different medium may be required to address various audiences. Consider the following methods: • Circulars (distributes information within agency networks) • Community meetings • Community Kiosks (an informal workshop with displays encouraging small group discussion) • Community displays (exhibiting the draft Plan in public areas) • Pre-planned meetings (presenting information at existing community group meetings e.g. Rotary) • Panels and focus group (establish a group to represent a cross section of the community) • Media (utilising local newspapers, radio stations, posters or pamphlets to distribute information and request feedback) • Internet/intranet (utilising local websites to distribute information and request feedback); and • Email (establish an email address for public enquiries and comments)
Develop a communication implementation plan	Record the target audience, matters to be communicated and methods of communication to be used in a communication implementation plan.

TABLE 20 Community Engagement in Recovery Planning.

Following the development of the Local Recovery Communications Plan, consider securing local media coverage of the approval phase and use that opportunity as an additional method to build public support for the process.

The amount of community consultation required will depend on the number of essential matters to be communicated, both from and to the community (Step 2 above). The extent of consultation will also be based on the diversity and size of the local community and the time and resources available.



APPENDIX A CONTACTS AND RESOURCES LIST

This Appendix is Not available for public use and only for emergency management personnel and for emergency management purposes only.



**The Shire of Boddington Shire Office
39 Bannister Road, Boddington**

08 9883 4999

shire@boddington.wa.gov.au

boddington.wa.gov.au

PO Box 4, Boddington WA 6390