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Acknowledgment of Country



*The Shire of Dundas recognises the
Ngadju and Mirning People as traditional custodians, and
acknowledges their Elders past, present and emerging.*

Disclaimer

The Local Emergency Management Arrangements have been developed by the Shire of Dundas Local Emergency Management Committee and are presented in good faith. The information is obtained

from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of information cannot be guaranteed, and the Shire of Dundas expressly disclaims any liability for any act or omission done or not done in reliance of the information and for any consequences whether direct or indirect arising from such omission.

Authority

The Shire of Dundas Emergency Management Arrangements have been prepared and endorsed by the Shire of Dundas Local Emergency Management Committee pursuant to Section 41(1) of the Emergency Management Act 2005. A copy has been submitted to the State Emergency Management Committee pursuant to Section 41(5) of the Emergency Management Act 2005 and a copy has been submitted to the Goldfields Esperance District Emergency Management Committee in accordance with the State EM Preparedness Procedure 8.

Shire of Dundas Emergency Management Arrangements

These arrangements have been produced and issued under the authority of the Shire of Dundas Local Emergency Management Committee (LEMC) and has been tabled with the Goldfields Esperance District Emergency Management Committee (DEMC).

.....
Endorsed by Dundas LEMC

Peter Fitchat
Chairperson
Dundas LEMC

Date: February 2022

Endorsed by the Council at the Ordinary Council Meeting February 2022

Laurene Bonza
Shire President
Shire of Dundas

Date: February 2022

Distribution List

Organisation	Representative	Digital Copy
Shire of Dundas	Shire President Elected Members CEO Senior Officers	7
Norseman Police	Officer in Charge	1
Eucla Police	Officer in Charge	1
St John WA	Regional Manager Ambulance Paramedics- Norseman	2
Royal Flying Doctor Services WA	Manager Operations	1
Norseman Hospital	Director of Nursing Doctor	2
Eucla Silver Chain Nursing Station	Silver Chain Nurse	1
Department of Fire and Emergency Services	District Operations Emergency Manager District Emergency Management Advisor	2
Goldfields Esperance District Emergency Management Committee	Secretary	1
State Emergency Management Committee (SEMC) of Western Australia	Secretary	1
Norseman Volunteer Fire and Rescue Service	Captain	1
Eucla Volunteer Fire and Rescue Service	Captain	1
Ngadju Conservation	CEO	1
Norseman District High School	Principal	1
Mainroads WA	Maintenance Manager, Goldfields Esperance Region	1
Road Safety WALGA	Regional Representative	1
Department of Communities	District Emergency Services Officer – Goldfields Emergency Services Unit	1
Pantoro	General Manager	1
IGO (Frasers Range Operations)	Site Managers	
Western Areas- Forrestania	Site Managers	1

Norilsk Nickel (Lake Johnston Operations)	Site Managers	1
WestGold (MetalX)	Site Managers	1
Pastoral Stations Eyre Highway	Mundrabilla Station Fraser Range Station Arubiddy Station Balladonia/Noondonia Madura Plains Station Southern Hills Station Virginia Station Rawlina Station	8
Roadhouses -Shire of Dundas	BP Norseman Caltex Norseman Balladonia Roadhouse Border Village Roadhouse Caiguna Roadhouse Cocklebidy Roadhouse Eucla Motel Madura Pass Roadhouse Mundrabilla Roadhouse	9

Amendment Record

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

Feedback can include:

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

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

Chairperson

Local Emergency Management Committee

Shire of Dundas

PO Box 163

NORSEMAN WA 6443

or alternatively email to: shire@dundas.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and or approval and any amendments promulgated are to be certified in the following table when updated.

No.	Date	Amendment Details	By
1	20/07/2016	Update Contact Details	Steve Bowyer
2	16/10/2017	Update Arrangements	Doug Stead
3	2/11/2017	Update Arrangements and Contact Details	Monique Guest
4	25/05/2018	Update Contact Details	Pania Turner
5	25/07/2018	Update Contact Details	Pania Turner
6	07/09/2018	Update Contact details	Pania Turner
7	04/2019	Update Arrangements	Pania Turner
8	01/2020	Update Arrangements	Pania Turner
9	19/5/2021	Review and Redraft LEMA presented to LEMC	Pania Turner
10	22/2/22	Presented to Council	Pania Turner

Glossary of Terms

This glossary is limited to the terms used in these arrangements, and has been developed using the State EM Glossary. For the full State EM Glossary head to <https://semc.wa.gov.au/emergency-management/glossary>

Term	Acronym	Role/Function
Accident		a sudden event in which harm is caused to people, property or the built or natural environment
Australasian Interagency Incident Management System	AIIMS	A command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Alert		that period when it is believed that resources may be required which enables an increased level of preparedness
Assembly Area		a designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.
At risk persons		Anyone who may have difficulty either receiving or responding to emergency public information, e.g. may include people with access or information needs, people with disabilities (intellectual, cognitive, with decision making impairments) or other health related issues, children, the aged, tourists/travellers, those who are homeless, those who are socially isolated and those from remote or culturally and linguistically diverse communities
Bureau of Meteorology	BOM	<p>the overall mission of the Bureau is to observe and understand Australian weather and climate and provide meteorological, hydrological and oceanographic services in support of Australia's national needs and international obligations. This overall mission involves four separate basic missions:</p> <ul style="list-style-type: none"> • monitoring – observation and data collection to meet the needs of future generations for reliable homogeneous national climatological data; • research – research directed to the advancement of meteorological science and the development of a comprehensive description and scientific understanding of Australia's weather and climate; • services – provision of meteorological and related data, information, forecast, warning, investigation and advisory services on a national basis; and • international –
Bushfire		A fire involving grass, scrub or forest
Bushfire danger period		A period of the year, either established by legislation or

		declared by the relevant agency, when restrictions are placed on the use of fire due to dry vegetation and the existence of conditions conducive to the spread of fire.
Bushfire Management		All those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communications systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.
Chief Executive Officer	CEO	Most senior officer in the Shire of Dundas.
Chief Bush Fire Control Officer	CBFCO	
Civil Aviation Safety Authority	CASA	An independent statutory authority responsible for conducting the safety regulation of civil air operations in Australia and the operation of Australian registered aircraft overseas.
Combat		To take steps to eliminate or reduce the effects of an incident upon the community.
Combat Agency		a combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Communicable Disease		A disease caused by germs such as bacteria and viruses that can be spread from one person to another. Syn. 'infectious disease'.
Communications Plan		Details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)
Department of Biodiversity, Conservation and Attractions	DBCA	
Desk top exercise		An umbrella term for some types of indoor discussion exercise. They may feature a model of the area on which a prepared scenario is played out, or simply using a projected map, not in real time. The model or map is used to illustrate the deployment of resources, but no resources are actually deployed. Additionally, responses may be prepared in syndicate, in plenary, or under the guidance of a facilitator who maintains the pace and asks questions. A cost-effective and highly-efficient exercise method that should be conducted as a prelude to a field exercise as part of a graduated series.
Disaster Management		The body of policy and administrative decisions and

		operational activities which pertain to the various stages of a disaster at all levels.
District Emergency Coordinator	DEC	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during <i>Incidents</i> and <i>Operations</i> . At the State level this is the Commissioner of Police. At the District level it is the District Police Officer
District Emergency Management Committee	DEMC	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Regional Director of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by DFES CEO
Department of Fire and Emergency Services	DFES	The State Government department responsible for coordinating emergency services for a range natural disasters and emergency incidents threatening life and property.
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 Centre	ECC	
Emergency Management	EM	A range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters.
Emergency Management Agency	EMA	A hazard management agency, a combat agency or a support organisation involved in the prevention, preparedness, response or recovery from an emergency.
Emergency Risk Management	ERM	A systematic process that produces a range of measures that, on being implemented, contributes to the safety and wellbeing of communities and the environment.
Evacuation		The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.
Evacuation Centre		A centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided
Fire and Rescue Service	FRS	
“Function” Support Coordinator	FSC	A person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc., and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
Global Positioning System	GPS	A highly-accurate navigation system based on a constellation of 24 satellites orbiting the earth at 20,000 kilometres that transmit back a set of signals.

Hazard Management Agency	HMA	The organisation which, because of its legislative responsibility or specialized knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery (specialist issue management) from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
HAZCHEM	HAZCHEM	emergency action code a code system indicating the initial emergency actions for incidents involving hazardous materials, as specified in the ADG Code.
Incident controller/ Incident manager	IC/IM	The person designated by the relevant <i>Hazard Management Agency</i> , responsible for the overall management and <i>control</i> of an <i>incident</i> and the tasking of agencies in accordance with the needs of the situation.
Incident Management Team	IMT	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic
ISG Incident Support Group	ISG	The group that may be convened by an <i>Incident Manager</i> in consultation with the relevant <i>Local Emergency Coordinator</i> to assist in the overall management of an <i>Incident</i> . The ISG includes representation from key agencies involved in the response.
LEC Local Emergency Coordinator	LEC	The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.
Local Emergency Management Arrangements	LEMA	A local emergency management committee established under section 38 of the Emergency Management Act 2005. <i>For this document LEMC referees to the Shire of Dundas LEMC.</i>
Local Emergency Management Committee	LEMC	Based on either local government boundaries or emergency management sub-districts and chaired by the Shire President or CEO (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.
Local Government Authority	LGA	In this document referring to the Shire of Dundas
Local Recovery Coordinator	LRC	
Local Recovery Coordination Committee	LRCC	
Operations Area Support Group	OASG	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an

		Operation. The OAMG includes representation from key agencies involved in the response.
Operations Area Manager	OAM	The person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Manager(s) in accordance with the needs of the situation.
State Emergency Management Committee	SEMC	Chaired by the Commissioner of Police, as State Emergency Coordinator, with the Chief Executive Officer of the Fire and Emergency Services Authority as deputy Chair. The Executive Director, DFES Emergency Management Services, is the SEMC Executive Officer. The SEMC is comprised of an executive and four functional groups whose membership includes those organisations essential to the State's emergency management arrangements. The chair of each of the functional groups is also a member of the SEMC Executive group. The functional groups are: <ul style="list-style-type: none"> • Emergency Services Group: • Public Information Group • Lifelines Services Group • Recovery Services Group
State of Emergency		A declaration made under section 56 of the Emergency Management Act 2005, by the Minister, which provides access to further emergency management powers.
Standard Emergency Warning Signal	SEWS	A distinct sound approved by the State Emergency Management Committee to indicate an emergency announcement follows.
Standard Operating Procedures	SOP	

Part 1. Introduction

1.1 Authority

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

1.2 Community Consultation

The Local Emergency Management Arrangements were prepared by the Shire of Dundas in consultation with the Dundas LEMC and OIC Norseman Police. The draft arrangement was advertised with an invitation for community comment. All submissions were considered and where appropriate included in the document. The draft was considered by the Council prior to final adoption.

1.3 Document Availability

The Local Emergency Management Arrangements are available at the Shire of Dundas administration office located at 88-92 Prinsep Street Norseman or by contacting the Shire on 9039 1205. A digital version is available via the Shire's website www.dundas.wa.gov.au.

1.4 Area Covered

The Shire of Dundas covers 92,725km² in the south east of WA. The Shire borders the Southern Ocean, the Shires of Esperance, Ravensthorpe, Kondinin, Coolgardie, the City of Kalgoorlie/Boulder and the WA/SA border. The principal town is Norseman, 723 km from Perth by sealed road or 600km via Hyden, which requires 250km of gravel road travelling. Eucla, 12km from the S.A/W.A. border is the other town in the Shire located 717 km east from Norseman. Two time zones operate in the Shire, being ¾ hour difference by changing the clock at Caiguna, about halfway along the Eyre Highway. The major industries are mining, pastoral, tourism, and fishing. The Shire has a semi-arid climate with annual rainfall of approximately 300 mm. Temperature ranges from high 30° to 40° in summer to between 0° & 15° in winter. Population fluctuates due to employment in the mining industry, however averages about 800.

1.5 Aim

The aim of the Shire of Dundas Local Emergency Management Arrangements is to detail how the Shire of Dundas will address hazards and emergency confronting the community with reference to:

- Planning for, responding to and recovering from disaster and emergency with the support of Hazard Management Agencies (HMAs), including but limited to government, industry, community organisations, and Community.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government’s policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in e emergency management in the local government district;
- 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 local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate”. (s. 41(2) of the Act).

1.7 Scope

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

Furthermore:

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

These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

1.8 Related Documents & Arrangements

Table 1: Local Emergency Management Plans and Policies

The Shire of Dundas is undergoing a review of its emergency management policies, procedures and plans at the time of these arrangements being adopted.

Document	Status
Local Recovery Plan	Under Development
Records Risk Management Plan	Under Development
Bushfire Control Policy	Current
Financial Hardship Policy	Current
Pandemic Response Plan	Current

1.9 Agreements, Understandings & Commitments

The following agreements have been made between the Shire of Dundas and the organisations as stated. Copies of these agreements and all supporting documents or support plans are located with the Shire of Dundas and the relevant organisation.

Table 2: Agreements

Agreement /Arrangement	Parties	Status
Evacuation Centres	Shire of Dundas Department of Communities	To be reviewed
Bushfire Response	Shire of Dundas DFES	To be reviewed

1.9.1 Additional Support

The following special agreements are made between the Shire of Dundas and organisations to provide specific support.

Table 3: Special Support Agreements

Organisation	Description	Comments	Contacts
N/A			

1.10 Special Considerations

With the diversity and isolation of the Shire of Dundas, there are several considerations that will have an impact on the implementation of these emergency management arrangements in the times of emergency:

Bush fire season – November to April

Restricted access and egress to some areas due to the topography and terrain of the area.

Restricted access to bushfires due to the remoteness and isolation of the region

- Limited egress (retreat) opportunities for tourists and travellers as roads can be impassable at times due to inundation or bushfire.

COVID-19 Pandemic

The onset of the global pandemic in 2019 through to current day, places a number of pressures on the Shire of Dundas' ability to respond in emergency. Emergency response for the pandemic, or local out break is captured in the Shire's COVID-19 Pandemic Response Plan.

1.11 Resources

The HMA is responsible for the determination of resources required for their specific hazards. Resources within the community and the Shire of Dundas assets have been identified in the '**Local Resource and Asset Register**'. Where possible the Shire of Dundas resources will be made available upon request.

The register located as **APPENDIX 3** and contains the following type of information:
 Organisation holding the resource and contact details, resource type and quality held.

1.12 Financial Arrangements

The Shire of Dundas will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process.
- Ensuring assets are recorded, maintained, and adequately insured where possible.
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk.
- Understanding the use of section 6.8(1) (b) or (c) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council.
- Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month’s public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides and exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
- Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month’s local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council.
- Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA), and what may be required of local government to gain access to this potential assistance.
- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

1.13 Roles & Responsibilities

Specific roles and responsibilities for the Shire of Dundas and its officers.

Local Role	Description of Responsibilities
Local Government	The functions of the local government are to: <ul style="list-style-type: none"> a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;

	<p>b) to manage recovery following an emergency affecting the community in its district; and</p> <p>c) to perform other functions given to the local government under this Act.</p>
Local Emergency Coordinator	<p>The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:</p> <p>a) to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and</p> <p>c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</p>
Local Recovery Coordinator	<p>The role of the Local Recovery Coordinator is to ensure the development and maintenance of effective recovery management arrangements for the LG. In conjunction with the Local Recovery Committee to implement a post incident recovery action plan and manage the recovery phase of the incident.</p>
LG Welfare Liaison Officer	<p>During an evacuation where the LG facility is utilised by the Department of Communities provide advice, information and resource regarding the operation of the facility.</p>
LG Liaison Officer	<p>During a major emergency, the liaison officer attends meetings to represent LG and provide local knowledge input and details in the LEMA</p>
LG Incident Management	<p>Local Government roles during an incident include:</p> <p>a) Ensure planning and preparation for emergencies is undertaken.</p> <p>b) Implement procedures that assist the community and emergency services deal with incidents</p> <p>c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</p> <p>d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</p> <p>e) Liaise with the incident controller (provide liaison officer)</p> <p>f) Participate in the ISG and provide local support</p> <p>g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</p>

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

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair/ assigned SoD Senior Officer	<p>Roles and responsibilities of the LEMC Deputy Chair/Executive Officer is to provide executive support to the LEMC by:</p> <p>(a) Provide secretariat support including:</p> <ul style="list-style-type: none"> • Meeting agenda • Minutes and action lists • Correspondence • Committee membership contact register <p>(b) Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including;</p> <ul style="list-style-type: none"> • Annual Report • Annual Business Plan • Local Emergency Management Arrangements <p>(c) Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</p> <p>Participate as a member of sub-committees and working groups as required.</p>

State agencies will be involved in the operational aspects of the emergency. These agencies will liaise with the Shire of Dundas coordinators.

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <p>(a) undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</p> <p>(b) control all aspects of the response to an incident.</p> <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>
Hazard Management Agency	<p>A hazard management agency is <i>'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.'</i> [EM Act 2005 s4]</p>

	The HMA's are prescribed in the Emergency Management Regulations 2006.
Combat Agency	A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

Part 2 Planning- Managing Risk

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

2.1 LEMC Membership

Membership of the Shire of Dundas LEMC is representative of agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Chairperson	Chief Executive Officer - Shire of Dundas
Deputy Chair	Manager of Corporate and Community Services
Local Emergency Coordinator	OIC, WAPOL Norseman OIC , WAPOL Eucla
Members	Delegated Elected Members of Council Delegated Senior Staff Shire of Dundas Chief Bush Fire Control Officer Local Welfare Liaison Officer Council of Shire of Dundas Elected Members x2 DFES District Manager Captain NVFRS Captain EVFRS Main Roads WA Ngadju Rangers Representative Department of Communities St John WA Royal Flying Doctor Service WA Silver Chain Eucla Nursing Station Mines in the area Representatives Norseman Hospital DON WALGA Roadwise Representative Eyre Hwy Pastoral Representatives

A comprehensive list of LEMC Membership and contact details can be found in **APPENDIX 1 (LEMC Copy Only)**

2.2 Meeting Schedule

The LEMC meets quarterly at 10.00 am on the second Wednesday bi-monthly at the Shire of Dundas Administration Office located at 88-92 Prinsep Street, Norseman WA.

The LEMC also have the power to determine additional meetings, locations and electronic attendance as required in emergency environments.

2.3 LEMC Constitution & Procedures

In accordance with State EM Preparedness Procedure 7.

2.4 Annual Reports

In accordance with State EM Preparedness Procedure 17. The Business Plan and Annual Report are considered and adopted by the LEMC before the 30th June each year.

2.5 Emergencies Likely to Occur (Emergency Risk Management)

The AWARE program was developed by DFES EMS and funded by EMA to enhance West Australian emergency management arrangements. The Shire of Dundas participated in an AWARE project with the local LEMC. The project produced some interesting although predictable results and raised levels of awareness into EM.

To gain acceptance and support for the project, the concept of ERM and overall EM planning had to be communicated to several key people, groups and community. These were:

- EMT in form of a presentation and written proposal and information sheet
- Shire President and Councillors in form of information sheets, briefing notes and private meetings with Shire President and Shire CEO.
- Complete overview, information sheets and presentation to Dundas LEMC
- Presentation and overview to DEMC
- Overview of project to Shire of Dundas committee meetings
- Media release in local newspaper of project (Kalgoorlie Miner)
- Radio interview regarding project (ABC)

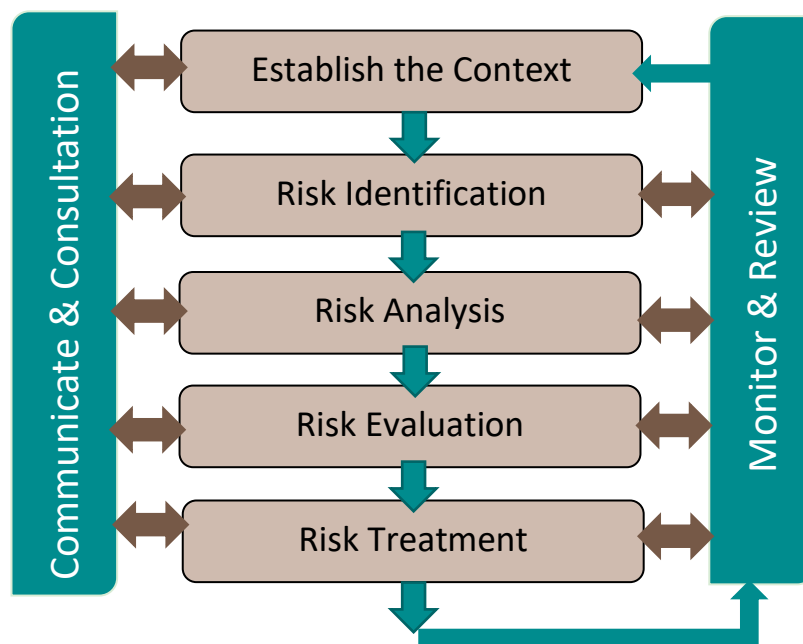
The primary objectives for the ERM project were:

- A comprehensive community consultation survey relevant to Dundas
- A complete ERM process to ascertain risks and their priorities
- Develop treatment strategies for the agreed top 6 risks
- Implementation of the agreed top 6 treatment strategies
- A database of risks to continue the ERM process in the future

The secondary objectives for the entire project were:

- Raise level of awareness of EM in community and with key stakeholders
- Provide introduction training in EM for key stakeholders
- Provide a foundation in ERM to align with new redeveloped local area emergency management planning and arrangements
- A best practice pathway for future ERM process for the Shire of Dundas and information that can be shared with other Local Governments, particularly in the region

2.6 The ERM Process



To establish the context and identify the risks the Shire of Dundas was involved in an AWARE project in 2006. The project included a mail out community consultation survey of the Dundas rural and town areas.

400 survey forms were sent out to occupiers of properties in the town and rural locations. The choice of survey recipients was undertaken by a mail out through Australia Post to all residents and these people received the questionnaire with a reply paid envelope.

49 town site surveys were returned 12% of 400

20 rural surveys were returned 5% of 400

69 surveys returned in total 17% of 400

From the surveys received, 19 different emergency risks were identified. The LEMC considered the identified risks and decided that an in-depth assessment of six major risks was required.

The risk evaluation criteria, risk register with assigned level of risk for each risk statement, risk treatment schedules are included in **APPENDIX 2**.

Part 3 Response

Risks

3.1 Risks – Emergencies Likely to Occur

The ERM Process identified seven (7) major hazards within the Shire of Dundas as perceived by the community. The following table indicates the major hazards that are a source of risk to the community, the responsible HMA, HMA representation at Local and District levels, and the relevant WESTPLAN, Regional and/or Local Plans in place.

Table 3.1

Hazard	C/A	Local Combat Role	Local Support Role	Westplan	Local Plan
Bushfire	LG	Shire of Dundas	L/G Staff	Fire 2016	To be developed
	DFES	Norseman VFRS	DFES	Fire 2016	
	DFES	Eucla VFES	DFES	Fire 2016	
	DPaW	Esperance DEC	L/G Staff	Fire 2016	
Severe Storm	DFES	Norseman VFRS/DFES Eucla VFRS	L/G Staff	Storm (2016)	SOP's
Structure Fire	DFES	Norseman VFRS Eucla VFRS	Norseman Police Norseman SJA Eucla Police	Fire (2016)	SOP's
Road Transport Emergency	WA Police	Norseman Police Norseman VFRS Eucla VFRS in Roads	Norseman SJA	Road Crash (2016)	SOP's
Agricultural Disease	DAFW A	DAFWA	L/G Staff	Animal Disease and Plant Biosecurity (2016)	
Air Transport Emergency	WA Police	Norseman Police Norseman VFRS Eucla VFRS	Norseman SJA	Air crash (2016)	SOP's
Hazardous Materials	DFES	Norseman VFRS Eucla VFRS	Norseman Police Eucla Police	HAZMAT (2016)	SOP's

In accordance with Emergency Management Regulations 2006, these arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

To ensure a timely response to any of the above risks, 'Part 5' of these arrangements details contacts for each HMA.

It is recognized that the HMA's and Combat agencies may require Shire of Dundas resources and assistance in emergency management. The Shire of Dundas is committed to providing assistance/support if the required resources are available.

3.2 Activation of Local Arrangements

The Hazard Management Agency or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

3.3 Incident Support Group (ISG)

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

3.3.1 ISG Role

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

3.3.2 Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- a) For a level 3 incident;
- b) Requirement for possible or actual evacuation;
- c) A need to coordinate warning/information to community during a multi-agency event;
- d) Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
- e) Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- f) Where there is a need for regional support beyond that of a single agency.

3.3.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

3.3.4 Frequency of Meetings

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

3.4 Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group is based during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District. Table 3.2 shows the Emergency Coordination Centers and the contact details for opening each site:

Table 3.4

Primary Location			
Norseman Co-located Emergency Services Facility			
55 Prinsep Street - Norseman			
Contacts	Peter Fitchat	9039 1205	0429 391 291
	Barry Hemopo	9039 1205	0429 391 355
Secondary Location			
Shire of Dundas Administration Office			
Contacts	Peter Fitchat	9039 1205	0429 391 291
	Pania Turner	9039 1205	0476 815 727

MEDIA

3.5 Media Management and Public Information.

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

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however the release times, issues identified and content shall be approved by the incident controller or his delegate to avoid conflicting messages being given to the public.

3.5.1 Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. There are a number of communication strategies.

3.5.2 Local System

In the event of emergency the Shire of Dundas will be a contact point for information. The Shire will disseminate relevant information from the Shire Administration Office as necessary. Communications with community include

- Notice on Norseman town clock
- Notice on Shire of Dundas website
- Shire of Dundas social media
- Community social media groups and pages
- Notice boards in Norseman
- School and hospital phone/SMS trees
- Radio/TV broadcasts
- Information Officer at the Recovery Centre
- Public Meetings

3.5.3 DFES Public Info Line

For information relating to an emergency incident contact the Regional Office of DFES at Kalgoorlie on (08) 9026 4100, visit the website at www.dfes.wa.gov.au or for emergency information call DFES on 1300 657 209.

3.5.4 Media - Radio / Television

Should there be a need to send out urgent emergency information the below options are available locally (Kalgoorlie).

ABC Radio

Suite 3/Quartz Centre 353 Hannan St Kalgoorlie

Ph: 9093 7011

Triple M Esperance

8-1- Williams St, Esperance

Ph: 9071 2747

Triple M Goldfields

89 Egan St, Kalgoorlie

Ph: 9021 2666

State Alert

To register call

Ph: 1300 253 787

For emergency information call DEFS

Ph: 1300 657 209

3.5.5 Information to Aboriginal Communities

Emergency warnings to people of Aboriginal descent must be considered when dispersing warnings to the community. Aboriginal languages need to be considered and messages may need to be re structured to ensure that they are understood and acted upon. Liaison with Aboriginal groups and Elders may help support distribute information.

Ngadju Native Title Aboriginal Corporation

Ph: 9462 3500

E: reception@nntac.org.au

EVACUATION

3.6 Evacuation

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

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

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

3.6.1 Evacuation Planning Principles

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

State Emergency Management Policy 4.7 ‘Community Evacuation’ should be consulted when planning evacuation.

3.6.2 Evacuation Management

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

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

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. The CPFS have responsibility under State Arrangements to maintain the welfare of evacuees under State Emergency Welfare Plan.

3.6.3 People with Special Needs

There are a number of ‘at risk’ groups within the community. The following may need special attention by the HMA or provided with additional resources:

Table 3.3

Name	Address	Contact	Phone
Norseman District High School	Goodliffe Street	Principal	9083 9100
Dundas House Aged Accommodation	100 Prinsep Street	Shire	9039 1205
Norseman Hospital	1 Talbot Street	DOP	9039 9200

3.6.4 Animals

Animals that may be affected by an evacuation plan may be housed at the Shire of Dundas dog pound located to the rear of the Shire depot. Shire staff will open and staff the pound as required.

3.7 Demographics

Population statistics are taken from the ABS website and the 2009 population is estimated from the 2016 ABS census and included as **APPENDIX 6**

3.8 Evacuation / Welfare Centers

The Shire of Dundas has identified a few facilities that can be used as evacuation / welfare centers within the Shire. These facilities are available to be used for emergency relief and temporary accommodation.

- Norseman Town Hall
- Norseman Recreation Sports Centre
- Eucla Community Hall

3.8.1 Evacuation Centre Capabilities

The following table 3.4 gives a brief outline of the number of people and the length of time that the welfare centers can accommodate. Capacity numbers noted do not apply when social distancing restrictions are in place. Full details on each evacuation centre are included as **APPENDIX 5**.

Table 3.4

No of Persons		Building Name	Address	Duration
Sleeping	Sitting			
50	150	Norseman Town Hall	Prinsep Street Norseman	1 day +
30	100	Norseman Recreation Sports Hall	Sinclair Street Norseman	1 day +
20	60	Eucla Community Hall		

3.9 Routes & Maps

Maps of the area including major roads, streets, evacuation centres and local landmarks are included as **APPENDIX 7**.

3.10 Welfare

Welfare can be described, as “the provision of both physical and psychological needs of a community affected by an emergency”. This includes the functional areas of personal services, emergency accommodation, financial assistance, registration and inquiry services, and personal requisites and emergency catering. Welfare activities are the responsibility of the Department of Communities who will coordinate resources and undertake other functions as outlined in their Welfare Emergency Plan for the Local Government area.

The Welfare Management Plan 2016 for the Shire of Dundas is currently being reviewed by the District Emergency Services Officer as part of a review of the Emergency Welfare Arrangement for the Goldfields Region.

3.10.1 Local Welfare Coordinator

The local welfare coordinator is Ashleigh Thurn who is based in Esperance.
For **Emergencies** call:

Ashleigh Thurn
Phone- 9083 2583
Email- Ashleigh.Thurn@cpfs.wa.gov.au
Department of Communities
Esperance 9083 2566
Crisis Care 1800 199 008

3.10.2 Local Welfare Liaison Officer

The Shire of Dundas will provide a Local Welfare Liaison Officer who will assist with coordinating the local welfare response during emergencies in consultation with the Local Welfare Coordinator from the Dept of Communities. This role will aid the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Local Welfare Liaison Officer will identify and undertake the initial arrangements for welfare to occur until such time as a DESO arrives.

The Local Welfare Liaison Officer is Pania Turner who is based in Norseman.
For **Emergencies** call:

Pania Turner- Manager Corporate and Community Services
Phone-9039 1205 Mobile-0476 815 727
Email- community@dundas.wa.gov.au

3.10.3 District Emergency Services Officer

The Department of Communities Services appoints a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Dundas is:

Ashleigh Thurn
Department of Communities
868 Winchester Street, Esperance WA 6450.
Ph. 9022 0704
Email: ashleigh.thurn@cpfs.wa.gov.au

3.11 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced the Department of Communities has responsibility for recording who has been displaced and placing the information onto a State or National Register. This allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved Dept of Communities have reciprocal

arrangements with the Red Cross to assist with the registration process. As no Red Cross unit operates in the community volunteers need to be found to assist in the conduction of the registration process.

3.12 Welfare Centres

A brief list of Evacuation Centres is shown in Table 3.4. For full details see **APPENDIX 5**

Part 4 Recovery

4.1 The Recovery Process

The Shire of Dundas recognises and accepts the importance of the Shire's role in the recovery process and will undertake to facilitate the return of the psychological, social, infrastructure, physical, health, environmental, and economic wellbeing of the community.

4.2 Planning for Recovery

LGAs are the closest level of government to their communities and have access to specialized knowledge about environment and demographic features of their communities. The Shire of Dundas is committed to a recovery process that:

- Takes account of the local government long term planning and goals;
- Includes an assessment of the recovery needs and determines which recovery functions are still required;
- Develops a timetable and identifies responsibilities for completing the major functions;
- Considers the needs of youth, the aged, the disabled, and culturally diverse people;
- Allows full community participation and access; and
- Allows for the monitoring and the progress of recovery.
- Facilitates the provision of services, public information, information exchange and resource acquisition;
- Makes the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitors the progress of recovery, and receive periodic reports from recovery agencies;
- Ensures a coordinated multi-agency approach to community recovery;
- Makes appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

4.3 Recovery Committee

In the event of an incident a Local Recovery Coordination Committee LRCC will be established and its membership and structure is outlined below:

Executive:

Chairperson (CEO, Shire President, or delegated Senior Officer or Councillor);

Local Emergency Coordinator (OIC Norseman Police).

Local Recovery Coordinator (Manager of Corporate and Community Services)

Local Recovery Deputy Coordinator (as appointed);

Executive (secretarial) Support (provided by the Shire);

Core Membership (*Recommended*):

Local Government Officers;

Hazard Management Agency;

Department of Health and or Local Environmental Health Officer;

Department of Communities

Western Australian Police Service;

Community Representative/s; and if established

Chairpersons of Sub-committees.

Co-opted Members (*Recommended*):

Department of Parks and Wildlife ;

Lifelines (power, water, gas, etc.);

Main Roads;

Department of Water;

Regional Development Commission;

Education/school representative;

Community Groups;

Chamber of Commerce;

Ngadju Rangers

St Johns Ambulance;

Volunteer Fire and Rescue Service;

Insurance representative;

Other persons/organisations as identified.

4.3.1 Function of the Recovery Committee

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State emergency management policy and the '**Local Recovery Plan**'.

The LRCC is responsible for:

- Appointment of key positions within the committee and, when established, the sub-committees
- Establishing sub-committees as required
- Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate.
- Developing a strategic plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning and goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major functions;
 - develops 'tasks' to be allocated to Shire staff and volunteers;

- considers the needs of youth, the aged, the disabled, and culturally and linguistically diverse people;
- allows full community participation and access; and
- allows for the monitoring of the progress of recovery.
- Facilitating the provision of services, public information, and information exchange and resource acquisition.
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies.
- Ensuring a coordinated multi agency approach to community recovery.
- Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.3.2 Recovery Subcommittees

Community Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration and strengthening of community well-being post event.
- Facilitate understanding of the needs of the impacted community in relation to community well-being.
- Assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community well-being.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration and strengthening of community well-being.
- Ensure the affected community is informed and involved in the recovery process so actions and programs match their needs.

Environment Subcommittee

Objectives

- Provide advice and guidance to assist in the restoration of the natural environment post event.
- Facilitate understanding of the needs of the impacted community in relation to environmental restoration.
- Assess and recommend priority areas, projects and community education to assist the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife.
- Assess and recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment.

Finance subcommittee

Role

To make recommendations to the Lord Mayor's Distress Relief Fund (LMDRF) on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the event.

Functions

- Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:
- ensure the principles of equity, fairness, simplicity and transparency apply;
- ensure the procedures developed are straightforward and not onerous to individuals seeking assistance;
- recognise the extent of loss suffered by individuals;
- complement other forms of relief and assistance provided by government and the private sector;
- recognise immediate, short, medium and longer term needs of affected individuals;
- ensure the privacy of individuals is protected at all times;
- Facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical.

Infrastructure Subcommittee

Objectives

- Assist in assessing requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate.
- Provide advice and assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency.
- Assess and recommend priority infrastructure projects to assist with the recovery process in the immediate short-term and medium long-term.

4.5 Local Recovery Coordinator

The Shire of Dundas will appoint a person to the position of LRC in accordance with the requirements of the Act, Section 41(4). The LRC will generally be the Deputy CEO of the Shire.

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

- Prepare, maintain and test the Shire of Dundas 'Local Recovery Plan';
- Assess the community recovery requirements for each event, in liaison with the HMA, LEMC and other responsible agencies, for:
- Provide advice to the CEO/Shire President on the requirement to activate the Plan and convene the LRCC; and
- Assess for the LRCC the requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;

- Liaise with the Chair, SRCC or the State Recovery Coordinator where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure that regular reports are made to the State Recovery Coordinating Committee on the progress of recovery;
- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after standdown.

PART 5 – Emergency Contacts Directory

The Emergency Contacts Directory is located in **APPENDIX 1**

Part 6 Recovery

Exercises

6.1.1 Exercise Aims

The aim of any exercise conducted by the LEMC is to assess the Local Emergency Management Arrangements, not a HMA's response to an incident. This is a HMA responsibility.

6.1.2 Exercise Frequency

The Dundas LEMC will hold an exercise on an annual basis

6.1.3 Types of Exercise

Exercises will be either:

- a) Table Top Exercise
- b) Field Exercise

6.1.4 Reporting of Exercises

Exercises are to be reported to the DEMC as per the State EM Policy at section 4.8.

6.2 Review

These arrangements will be reviewed every 5 years, after an exercise, after an emergency where all or any part of these arrangements are utilized or where changes are required for other reasons.

The LEMC is responsible for ensuring the review of these arrangements occurs.

Appendix 1- Contacts

LEMC Copy Only

Appendix 2: Risk Register

2.1 Risk Evaluation Criteria

The ERMC appraised several formats and examples of risk evaluation criteria being used around Australia. These ranged from very specific criteria as in quantifying the levels of effect on the community through to broader statements into what was unacceptable to the community.

Community values should also be established so that correct risk evaluation criteria can be applied. The following factors have been identified:

- **Health** and well-being of family and friends
- **Security** of income and shelter (includes law and order)
- **Lifestyles** in regard to maintaining current recreation and leisure standards

Dundas Risk Evaluation Criteria

With the above factors considered it is determined to adopt broad risk evaluation criteria for Dundas as follows:

- Criterion 1:** Any reasonably preventable accident/incident resulting in loss of life is unacceptable.
- Criterion 2** Any reasonably preventable accident/incident resulting in serious injury is unacceptable.
- Criterion 3** Any reasonably preventable matter that will affect the health and well-being of the community is unacceptable.
- Criterion 4** Any reasonably preventable activity or incident that will have a medium to long term, or permanent effect on the environment is unacceptable.
- Criterion 5** Any reasonably preventable activity or incident that will cause closure or seriously disrupt normal business activity is unacceptable
- Criterion 6** Any reasonably preventable activity or incident that will cause closure or seriously disrupt community lifelines or services is unacceptable.

2.2 Risk Priorities in Dundas

The following list of risks identified in the Dundas area are in order of priorities according to survey results and input from key stakeholders and responsible agencies;

2.2.1 Risk Priorities Table

Mining Accident	1.
Rural Fire	2.
Road Accident	3.
Storm/Tempest/Cyclone	4.
Hazardous Material Spill	5.
Urban Fire	6.
Pandemic Influenza	7.
Rail Transport Emergency	8.
Gas Pipeline Rupture	9.
Flood / Extreme Rain	10.
Air Transport Emergency	11.
Dam Break	12.
Space Re-entry Debris	13.
Landslide	14.
Marine Accident	15.
Animal Disease	16.
Human Epidemic	17.
Terrorism	18.
Marine Oil Pollution	19.
Earthquake	20.

2.3 Risks Identified for Analysis Treatment and Assessment

The six major risks that were identified by the community on the basis of the Dundas Risk Evaluation Criterion and selected for treatment are:

1 Mining Accident.

This is attributed to the following:

- Extensive media coverage of recent mining accidents in WA and the Tasmanian Beaconsfield disaster.
- Norseman is a mining town with a mining history covering 110 years and people being aware of the incumbent risks associated with the industry.

2 Rural Fire.

This is attributed to the following:

- There have been some recent severe fires in the region
- There has been disruption to services as a result of these fires.
- The Shire is a major undeveloped bushland with 1000's of sq. km of susceptible scrubland

3 Major Road Accident.

This is attributed to the following:

- There have been recent incidents of loss of life from road accidents with the subsequent media exposure
- There have been a number of road train accidents in the region highlighting the risk that these vehicles present
- The local community regularly shares the highways with road trains during normal daily commuting and is aware of their risk potential

4 Severe Storm.

This is attributed to the following:

- A severe storm may cause substantial damage to existing infrastructure.
- There is a risk that a severe storm may cause closure of the highways into town causing serious disruption to normal business activity.
- Closure of the Eyre highways would strand tourists and heavy haulage traffic from the east

5 Hazardous Material Spill.

This may be attributed to the following:

- The mining industry consumes a large quantity of hazardous material.
- Road trains from the eastern states carrying hazardous materials regularly travel on roads that lead through Norseman.
- There have been recent incidents of hazard material spills on the state highway north of Norseman.

6 Urban Fire.

This may be attributed to the following:

- There is a serious risk that an urban fire may cause loss of life or serious injury.
- There is a serious risk that an urban fire may cause substantial property damage.
- There is a serious risk that an urban fire may cause damage to the central business and retail area of town causing serious economic problems and service disruption.

2.4 Other Major Risks

Pandemic Influenza

A current and serious local, regional, Australian and global risk is that of a flu pandemic (Pandemic Influenza) which regularly makes world headlines. There is a real and serious risk to the Dundas community should a virus be detected in the area. The Australian Government Department of Health and Aging has prepared a document “Australian Management Plan for Pandemic Influenza” June 2005 which outlines a guide for the response to the risk.

Gas Pipeline Rupture

The high-pressure gas pipeline was recently extended from Kambalda to Esperance and passes through the centre of Norseman. There have been fears expressed about the impact of a gas leak from the pipeline that may impact on the community.

2.5 Risk Statements

Risk statements were developed based on priority outcomes from the survey and HMA input. The risk statements are aligned closely to the risk evaluation criteria.

It is important to note that the statements do not meet every eventuality. Each HMA’s SOP’s handles most situations very well with possible assistance from pre-determined support organisations.

It is only when a situation escalates to the point that it goes beyond the normal scope of the HMA dealing with the emergency and the event encapsulates a significant number of the community that the particular risk requires the attention of the LEMC with risk analysis and treatment options.

For this reason risk statements are kept to six, keeping in mind time and resource constraints and only wanting to engage the most serious risks and involving effort in treatments that would make a significant difference to the Dundas community.

Risk treatments for some risks could overlap, for instance in the case of urban or rural fire and storm or flood, as some of the risk elements and recovery treatments for these risks are very similar.

The risk statements are not included in the general; however form a separate document namely Emergency Management Arrangements - Part 2 Risk Assessment, Treatment and Analysis.

Appendix 3: Local Resource & Asset Register

SHIRE OF DUNDAS

Location:	Shire of Dundas – Depot Mildura Street	
Contact/s	Peter Fitchat	Mob : 0429 391 291
	Barry Hemopo	Mob: 0429 391 359

Item description	Number of items
Front End Loader (large)	1
Front End Loader (small)	1
Skid Steer Loader	1
Grader	1
15 ton Tip Truck (large)	2
3 ton Tip Truck (small)	1
Water Tanker 12,000 ltr	1
Slip on Tank 1000 ltr	1
Slip on Tank 600 ltr	2
4WD Utes	3
Bus 20 seat	1
Fast Attack fire 4WD vehicle (during fire season)	1
2 / 4 Fire Unit 4WD vehicle (during fire season)	1

NORSEMAN CONCRETE

Location:	Lot 1 Old Coach Road cnr Hatto Way	
Contact/s	Shane	9039 0000 or 0417 952 442

Item description	Number of items
Front End Loaders	4
Water Truck Tankers x 25000 ltrs each	4
Low Loader (27 ton)	1
Service Vehicle	1
4WD support vehicles	4
1000 ltr fire unit on trailer	1

Pantoro (Old Norseman Gold Mine site)

Plant and equipment resources

Location:	Mines Road Norseman	
Contact/s	Rhys Nevin	0468 942 692
	Duty ESO	

Item description	Number of items
Fire Tender (1000 ltr)	1
Ambulance	1
Rescue Trailer (equipped, ropes, Hazchem, wash stations, etc.)	1
Closed circuit breathing Apparatus	10
Open circuit breathing Apparatus	10
Turn Out Gear	10

Recovery Resources –Suppliers

Shire of Esperance	Phone
Bunnings	9072 0888
Esperance Camping World	9071 2142
Redlion Bus and Coach Transport	9072 1717
Bradshaws Chemist	9071 3539
Retravisision	90713539
Target Country	9071 0000
Bankwest	137000
Swans Veterinary	9071 5777
South East Petroleum	9071 1065
Woolworths	9076 4400
Red Cross	90714842

Shire of Dundas	Phone
IGA	9039 1032
Norseman Gold Pharmacy	9039 0205
Op Shop	0412 147 380
Norseman Hardware	9039 1052

City of Kalgoorlie Boulder	Phone
Bunnings	9091 0700
BCF	9022 3104
Goldrush Tours	9092 6000
Harvey Norman	9093 5500
Kmart	9026 3700
Coles	9021 8466
Commonwealth	132221
Red Cross	9026 1605

O'Dwyer Electrical 0409 112 061
 Electrics with Style 0439 112 957

Esperance Plumbing 9071 5021
 South Coast Plumbing 0438 907 583

Appendix 4: Local Plans & Exercises

Table 1.1

Document	Owner	Location
Road Crash Response 2009	WA Police Norseman	Norseman Police Station
Land Search Response 2009	WA Police Norseman	Norseman Police Station
Space Re-entry Response 2009	WA Police Norseman	Norseman Police Station
Air Transport Emergency Plan 2009	WA Police Norseman	Norseman Police Station

Relevant State Emergency Management Plans (Westplans)**Table 1.2**

Document	Responsible Agency	Westplan Link
Air Crash	WA Police	Air crash (2016)
Fire	DFES, LGA, DPaW	Fire (2016)
Earthquake	DFES	Earthquake (2016)
Hazardous Materials Emergency	DFES	HAZMAT (2016)
Land Search & Rescue	WA Police	Land SAR (2016)
Road Crash	WA Police	Road Crash (2016)
Storm	DFES	Storm (2016)
Rail Freight Emergencies	Brookfield Rail	Brookfield Rail (2016)

For further information and additional Westplans, please refer to the Policy and Legislation framework on the OEM website: <https://www.oem.wa.gov.au/resources/legislation-and-policy-framework/plan/westplans>

Appendix 5: Shire of Dundas Evacuation Centres

5.1 Evacuation / Welfare Centre Information

5.1.1 Norseman Town Hall

	Details
Establishment/Facility:	Norseman Town Hall
Physical Address	77-79 Prinsep St Norseman - (refer to Norseman map in APPENDIX 7)
Telephone No	C/- Shire 9039 1205
Fax No	C/- Shire 90391359
Email Address	C/- Shire shire@dundas.wa.gov.au



Shire of Dundas - TOWN HALL

Contacts

Name	Position	Work contact	A/hrs. contact
Peter Fitchat	CEO	90389 1205	0429 391 291
Pania Turner	Manager Corporate and Community Services	9039 1205	0476 815 727
Barry Hemopo	Works Coordinator	9039 1205	0429 391 355

Access Details

	Details
Keys	Shire of Dundas
Alarm	N/A
Security	N/A
Universal Access	Disabled Access

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	150
Sleeping	50

Duration	1 day+
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Amenities

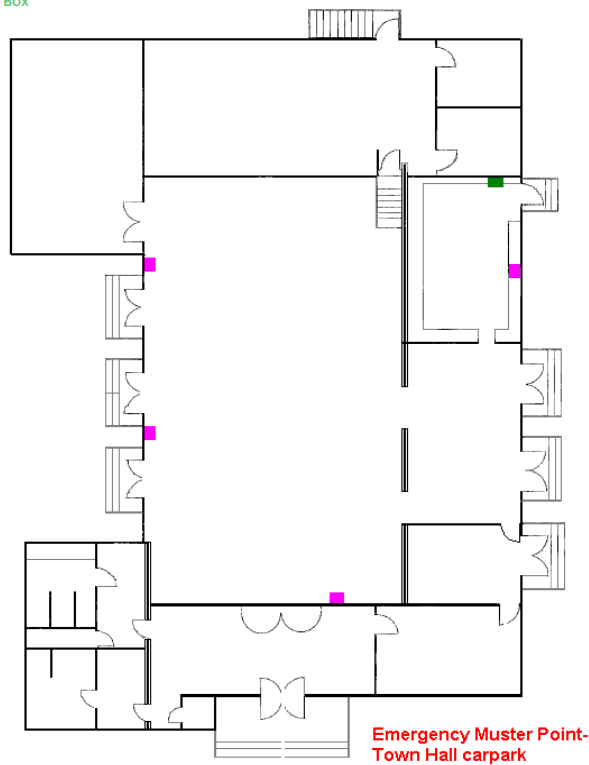
Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets – Male	Yes	
Toilets – Female	Yes	
Toilets – Universal Access	Yes	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves	Yes	Gas
Refrigeration	Yes	Large Fridges
Microwave	No	
Urn / Boiling Water Unit	Yes	
Baine Marie	Yes	
<u>Dining Facilities:</u>		
Tables	Yes	20
Chairs	Yes	200
Cutlery and Crockery	Yes	
<u>General Facilities:</u>		
Rooms		
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split Systems
Heating	Yes	
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access		
Hot Water System (type)	Yes	Electric
Bins	Yes	
Deep Sewer/Septic	No	Septic
<u>Amenities Areas:</u>		
Recreation Rooms		
BBQs	Yes	
Conference Rooms		
Meeting Rooms		
<u>External Facilities:</u>		
Power Outlets		
Water	Yes	
Parking	Yes	
Area for Tents	No	

Other:

Other relevant information:

- Mobile phone coverage;
- Storage is available;
- Not Pet friendly;
- Main power board located in Foyer;
- Water stop cock located to rear of building
- Septic tank will require pumping on a regular basis?

■ Dry Powder Extinguisher
 ■ First Aid Box



Norseman Town Hall & RSL

5.1.2 Norseman Sports Recreation Centre

	Details
Establishment/Facility:	Norseman Sports Recreation Centre
Physical Address	Reserve 3327 Mildura Street Norseman (refer to Norseman maps in APPENDIX 7)
Telephone No	C/- Shire 9039 1205
Fax No	C/- Shire 9039 1359
Email Address	C/- Shire shire@dundas.wa.gov.au



Shire of Dundas – SPORTS RECREATION CENTRE

Contacts

Name	Position	Work contact	A/hrs. contact
Peter Fitchat	CEO	90389 1205	0429 391 291
Pania Turner	Manager Corporate and Community Services	9039 1205	0476 815 727
Barry Hemopo	Works Coordinator	9039 1205	0429 391 355

Access Details

	Details
Keys	Keys held at Shire Office
Alarm	N/A
Security	N/A
Universal Access	Disabled Access

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	100
Sleeping	40
Duration	1 day +

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	Yes	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	

Baby Changing Facilities	No	
Kitchen Facilities:		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	No	
Urn / Boiling Water Unit	Yes	
Dining Facilities:		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	No	
General Facilities:		
Rooms		
RCD Protected	Yes	
Power Points	Yes	
Generator Port		
Fire Equipment	Yes	
Air Conditioning (type)		
Heating		
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access		
Hot Water System (type)	Yes	Solar
Bins	Yes	
Septic System	Yes	
Amenities Areas:		
Recreation Room		
BBQ	Yes	
Conference Room		
Meeting Room		
Oval	Yes	
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Caravan/Articulated Vehicles	Yes	

Other:

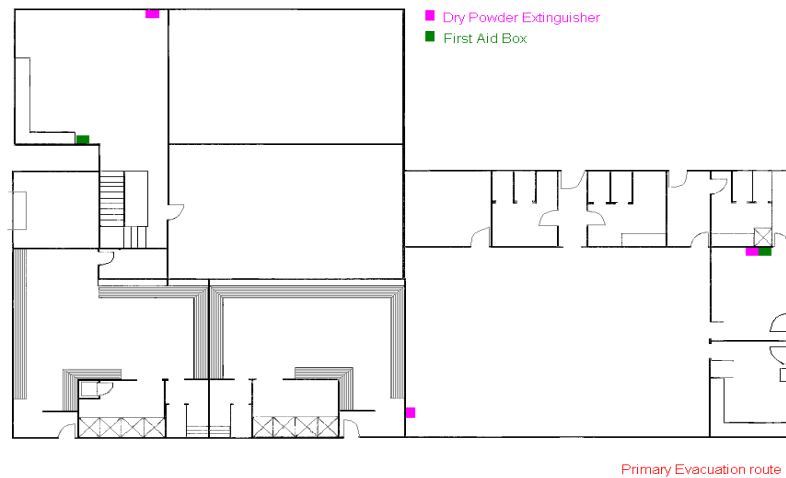
Identify possible hazards:

- Disabled access to side door

Other relevant information:

- Mobile phone coverage;
- Storage space available;
- Pet friendly; oval adjacent

- Main power board located in main hall;
- Water stop cock located adjacent to the lane fence; and
- Septic tank will require pumping on a regular basis



SPORT AND RECREATION CENTRE

Eucla Community Hall

Contacts

Name	Position	Work contact	A/hrs. contact
Peter Fitchat	CEO	90389 1205	0429 391 291
Pania Turner	Manager Corporate and Community Services	9039 1205	0476 815 727
Barry Hemopo	Works Coordinator	9039 1205	0429 391 355

Access

	Details
Access Code	Contact shire of Dundas 90391205
Alarm	N/A
Security	N/A
Universal Access	Disabled Access

	Details
Sitting / Standing	60
Sleeping	20
Duration	1 day +

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Yes	
Toilets/Showers – Female	Yes	
Toilets/Showers – Universal Access	Yes	
Toilets/Showers –Unisex	No	
Laundry Facilities	No	
Baby Changing Facilities	No	
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	
Refrigeration	Yes	
Microwave	No	
Urn / Boiling Water Unit	No	
<u>Dining Facilities:</u>		
Tables	Yes	
Chairs	Yes	
Cutlery and Crockery	No	
<u>General Facilities:</u>		
Rooms		
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)		
Heating		
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines		
Internet Access		
Hot Water System (type)	Yes	
Bins	Yes	
Septic System	Yes	
<u>Amenities Areas:</u>		
Recreation Room		
BBQ	Yes	
Conference Room		
Meeting Room	Yes	2 small meeting rooms
Verandah	Yes	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	Limited
Parking	Yes	Limited
Area for Tents	No	
Caravan/Articulated Vehicles	No	

Appendix 6: Shire of Dundas Demographics

Updated as per current Census Data.

6.1 Shire of Dundas - Demographics

Population Details (ABS) 2016

ESTIMATED RESIDENT POPULATION – as per 2016 census

Population by Sex

Males	no.	420
Females	no.	348
Persons	no.	791

Population by Age group

Persons - 0 to 14 years	%	15.3
Persons - 15 years to 24 years	%	5.1
Persons - 25 years to 34 years	%	12.5
Persons - 35 years to 44 years	%	9.1
Persons - 45 years to 54 years	%	19
Persons - 55 years to 64 years	%	21.1
Persons - 65 years to 74 years	%	13.5
Persons - 75 years to 84 years	%	4.3
Persons - 85 years and over	%	0.1

In the 2016 Census, there were 772 people in Dundas (S) (Local Government Areas). Of these 54.7% were male and 45.3% were female. Aboriginal and/or Torres Strait Islander people made up 10.5% of the population.

Appendix 7: Shire of Dundas Maps

The following maps are available on the Shire of the Shire of Dundas Website. Click n the links below or head to <https://www.dundas.wa.gov.au/tourism/about-dundas/shire-of-dundas-maps.aspx>

Maps of Dundas

[Norseman Tourist Information Map](#)

[Norseman Street Map](#)

[Nullarbor Map](#)

[Dundas Regional Map](#)

[Woodlands Discovery Trail Map \(Hyden/Norseman Rd\)](#)

[Eucla Town Map](#)