Local Emergency Management Arrangements

SHIRE OF KULIN

EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Kulin Local Emergency Management Committee (LEMC) and the Shire of Kulin. The Arrangements have been tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee.

21 June 2023

....

Chairperson
Kulin LEMC

Date

21 June 2023

....

Endorsed by Council

Date

Resolution number: 09/0623

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Distribution List

Copies of this plan (hard copy and/or electronic) will be distributed to:

- Shire of Kulin – Office
- Shire of Kulin - Depot
- Shire of Kulin - Admin (website)
- Shire of Kulin - Shire President
- Shire of Kulin – Deputy President
- LEMC Members
- Kulin Volunteer Fire & Rescue
- Chief Bush Fire Control Officer
- Deputy Chief Bush Fire Control Officer
- Kulin Police
- Kulin Volunteer St John Ambulance
- Department of Communities (Child Protection)
- Kulin Community Resource Centre
- Kulin Health Centre
- Kulin District High School

Amendment Record

No.	Date	Amendment Details	By
1	July 2014	Review	Kulin LEMC
2	July 2019	Review	Kulin LEMC
3	May 2023	LEMA updated with SEM Model Guidelines	Kulin LEMC
4			
5			
6			
7			
8			
9			
10			
11			
12			

General acronyms used in these arrangements

BFS	Bush Fire Service
CEO	Chief Executive Officer
Communities	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

1.1 Community Consultation

The Shire of Kulin and the community, through agency and emergency service representatives were involved in the Local Emergency Management Arrangement preparations. The final plan prepared and adopted by the Kulin LEMC and Council will be distributed to a variety of agencies. Service and Community Groups consulted in the process include Police, Ambulance, Health Services, DFES, Fire & Rescue, Fire Control Officers & Brigades, Councillors, Shire Works Staff and Environmental Health Officer.

1.2 Document Availability

Copies of the Shire of Kulin's Local Emergency Management Arrangements can be found at:

- Shire of Kulin Administration Building, 38 Johnston St, Kulin
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee

Electronic copies are provided in the first instance, hard copies available on request.

1.3 Area Covered

The Shire of Kulin is located 284kms from Perth in the Eastern Wheatbelt and encompasses the towns of Kulin, Pingaring, Dudinin and Holt Rock. The Shire is 4,790km² in size, mainly agricultural, has 441 dwellings and currently has a population of approximating 700. The following assets/infrastructure are included in this area –

- Kulin Townsite
- Dudinin Townsite
- Pingaring Townsite
- Police/Fire Communications Tower
- Ambulance Tower
- Water Corp / Telstra
- Gorge Rock Lake Grace Rd
- Williams Kondinin Rd
- Railway Line Kulin to Narrogin – *not currently in use*
- Kulin Airstrip
- Varley Airstrip
- Local Government infrastructure
- CBH
- Water Catchment

<u>Adjoining Local Authorities</u>
Shire of Kondinin – to the north and east
Shire of Corrigin – to the west
Shire of Wickepin – to the west
Shire of Dumbleyung – to the south
Shire of Lake Grace – to the south

<u>Access</u>
The major access roads to the Shire of Kulin from Perth are Gorge Rock Lake Grace via Brookton and Williams Kondinin Road via Narrogin.

<u>Topography</u>
The Shire of Kulin is made up of pockets of bushland and farmland with terrain ranging from gentle sloping to steep rocky inclines of varied aspects. There are a significant number of bushland reserves within the shire. In addition to this there are a number of privately owned pockets of bushland with significant fuel loading.

1.4 Aim

The aim of the Shire of Kulin Local Emergency Management Arrangements is to detail emergency management plans, procedures and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 Purpose

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

a) the local government's policies for emergency management;
b) the roles and responsibilities of public authorities and other persons involved in 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" (s41(2) of the EM Act).

1.6 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 plans.

Furthermore:

a) This document applies to the local government district of the Shire of Kulin;
b) This document covers areas where the Shire of Kulin (Local Government) provides support to HMA's in the event of an incident;
c) This document details the Shire of Kulin's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Kulin's responsibilities 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.

RELATED DOCUMENTS & ARRANGMENTS

2.1 Local Emergency Management Policies

There are no current Emergency Management Policies within the Shire of Kulin

2.2 Existing Incident Plans & Arrangements

Incident Type	Agency	Responsibility	Date
Road Crash	WA Police	Kulin Police	
Land Search & Rescue	WA Police / SES	Kulin Police	
Air Transport Emergency	WA Police	Kulin Police	
State Managed Reserves	Dept Bio Cons & Attract	Dept Bio Cons & Attract	
Fire	DFES	DFES	
Terrorist (Security)	WA Police	Kulin Police	
Flood	DFES / SES	DFES	
Emergency Animal Disease	DPIRD	DPIRD	
Human Epidemic	Health Dept	Health Dept	
Clandestine Drug Laboratory	WA Police	Kulin Police	
Evacuation Checklist	WA Police	Kulin Police	

2.3 The following Local Hazard Plans have been prepared by the WA Police

- Road Crash
- Land Search
- Air Crash

Appendix 1

2.4 Arrangements, Understandings & Commitments

2.4.1 Emergency Services MOU

This agreement sets out a basic framework for cooperation between Local Governments in this area to promote cooperation in a disaster event which affects one or more of the partnering Local Governments. The purpose is to facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery and to enhance the capacity of our communities to cope in times of difficulty.

2.4.2 Special Considerations

- Seasonal conditions Bushfires
- Lack of communication in certain areas
- Absentee land owners
- Events held at the Kulin Bush Races site, including Kulin Bush Races (October) & Blazing Swan (Easter Weekend)
- Severe Storm & Flooding (year round)

2.4.3 Resources

Refer to Resources Log

Appendix 2

ROLES & RESPONSIBILITIES

3.1 Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Kulin are defined in section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.
Local government – Incident management	• Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

3.2 LEMC Roles and Responsibilities

The Shire of Kulin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the EM Act to oversee, plan and test the local emergency management arrangements.

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

The LEMC is not an operational committee but rather the organisation established by the local government to assist in the development of local emergency management arrangements for its district.

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

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

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

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

The LEMC Chairperson should 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

Local role	Local Representation	Current Member
LEMC Chair	Shire of Kulin CEO	Alan Leeson
Committee	Shire of Kulin Council Representative	Jarron Noble
	Shire of Kulin Staff Representative	Judd Hobson
	DFES Narrogin Representative	Gavin Stevens
	Captain Kulin Fire & Rescue	Craig McInnes
	Chief Bush Fire Control Officer	Rod Diery
	Kulin Police Officer	Andy Dunn
	St John Ambulance Representative	Brendon Sloggett
	WACHS Kondinin Hospital	Gabrielle Sweeeny
	Kulin District High School	Garry Walker

3.3 Agency roles and responsibilities

In the event of an emergency, the local government 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 role	Description of responsibilities
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. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act] 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 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5] Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as 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 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)

MANAGING RISK

4.1 Emergency Risk Management

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

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

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

4.2 Incident Support Group (ISG)

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

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.

Triggers for the activation of an ISG

The triggers for an incident support group are defined in State EM Policy statement 5.2.2 and State EM Plan section 5.1. These are;

a. where an incident is designated as Level 2 or higher;
b. multiple agencies need to be coordinated.

Membership of an ISG

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

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

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

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

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 incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Location of ISG Meetings

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

4.3 Emergency Coordination Centre Locations and Contact Details

Location One

	Kulin Co-Located Emergency Centre Fire Shed – 20 Johnston St, Kulin			
Contact	Name	Phone		Mobile
1st Contact	Rod Diery (DFES Local representative)			0427 037 705
2nd Contact	Alan Leeson (Shire CEO)	9880 1204		0497 801 204
3rd Contact	Judd Hobson	9880 1204		0427 801 241

Location Two

	Kulin Shire Admin Office Meeting Room – 38 Johnston St, Kulin			
Contact	Name	Phone		Mobile
1st Contact	Alan Leeson (Shire CEO)	9880 1204		0497 801 204
2nd Contact	Fiona Murphy (EMFS)	9880 1204		0402 901 442
3rd Contact	Judd Hobson	9880 1204		0427 801 241

4.4 Responsibilities Of Participating Organisations

4.4.1 WA POLICE

- Provide the Local Emergency Coordinator;
- Act as the Hazard Management Agency for:
  - Aircraft crashes,
  - Road Transport Accidents, and
  - Land Search and Rescue.
- Provide an Incident Control Centre, or field facility, to manage its Hazard Management Agency responsibilities;
- Ensure the provision, staffing and management of the Kulin Local Emergency Coordination Centre;
- Carry out survey and assessment of damage caused by hazard events for which it is the Hazard management Agency and provide survey and assessment teams to assist other Hazard Management Agencies; and
- Manage the survey and assessment arrangements during major operations.

4.4.2 DFES Act as the Hazard Management Agency with: **FIRE AND RESCUE SERVICE**

- Act as the Combat Agency for:
  - Fires in gazetted fire Districts;
  - Hazardous materials incidents; and
  - Industrial accidents involving fire/explosion;
- To be responsible for the following types of rescue:
  - Fire endangered rescue;
  - Vehicle accident rescue; and
  - Hazardous materials accident rescue;
  - Building rescue
- Provide a Control Centre, or field facility, to manage its Hazard management Agency responsibilities;

- Carry out survey and assessment of damage caused by hazard events for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Hazard Management Agencies;
- Provide a Liaison Officer to the Local Emergency Coordination Centre
- Provide support to the Local Emergency Coordinator as requested; and
- Provide a Specialist Rescue Coordinator if required.

4.4.3 VOLUNTEER BUSH FIRE BRIGADES

- Act as the Combat Agency for fires occurring outside of the Gazetted Fire District;
- To be responsible for bush fire endangered rescue.
- Provide an Incident Control Centre, or field facility, to manage its Hazard
- Management Agency responsibilities;
- Carryout survey and assessment of damage caused by hazard incident for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Hazard Management Agencies;
- Provide a Liaison Officer to the Local Emergency Coordination Centre if required;
- Provide support to the Local Emergency Coordinator as requested.

Kulin Bushfire Brigade Contacts 2022/23

Brigade		Officer	Postal	Town	Phone	Mobile	Email
Kulin Town		Rod Diery	Post Office	Kulin		0427 037 705	rdiery@bigpond.net.au
		Judd Hobson	PO Box	Kulin	9880 1204	0427 801 241	works@kulin.wa.gov.au
	•	Craig McInnes	PO Box 9	Kulin	9880 1152	0429 801 152	mcpest@bigpond.com
Kulin North	•	Donald Bradford	PO Box 213	Kulin		0427 801 252	djbradford@bigpond.com
		David Lewis	851 Sparks Rd	Kulin	9880 5041	0429 809 041	dfrs305@activ8.net.au
		Brendan Slogget	PO Box 3	Kulin	9880 9036	0427 081 925	brendans@treko.net.au
		John Bowey	PO Box 49	Kulin	9880 4005	0429 801 331	ybowey@westnet.com.au
		Michael Wilson	PO Box 31	Kulin	9880 1298	0429 801 298	wilson.m.k@bigpond.com
Kulin South	•	John Waters	PO Box 111	Kulin	9889 8030	0429 898 030	jakjwaters@bigpond.com
		Greg Schorer	RMB 119	E Wickepin	9889 0004	0428 890 004	grschorer@bigpond.com
		Darren Kirby	Post Office	Dudinin	98831009	0429 831 009	dk026@bigpond.com
		Clinton Mullan	Post Office	Dudinin	9883 1041	0429 001 651	clinton@tlins.com.au
		Rob O'Brien	PO Box 29	Kulin		0428 898 007	landfocus@bigpond.com
Jilakin /	•	Evan Wyatt	Post Office	Pingaring	9866 8090	0417 914 442	ejwyatt8@bigpond.com
Pingaring		Peter Riseborough	PO Box 83	Kulin	9880 4060	0427 804 060	riseboroughpk@hotmail.com
		Sean Scadding	PO Box 60	Kulin	9866 8181	0429 080 907	scaddsteryn@westnet.com.au
		Harry Hodgson	PO Box 61	Kulin		0429 804 033	harry_hodgson_6@hotmail.com
		Michael Lane	Post Office	Hyden	9880 5004	0427 004 701	mikdon@activ8.net.au
Holt Rock /	•	Cameron Mudge	RMB 223	Holt Rock		0429 700 123	cameron@tonwood-ag.com.au
Little Italy	•	Brent Hyde	RMB 230	Holt Rock	9875 2030	0427 773 314	barlow@koorliferms.com.au

• Brigade Contact

HARVEST BAN ZONES

Kulin North	Zone 1	Jilakin / Pingaring	Zone 2
Kulin South	Zone 1	Holt Rock / Little Italy	Zone 3

IN CASE OF FIRE RING 000

CHIEF BUSH FIRE CONTROL OFFICER - ROD DIERY
DEPUTY CBFCO - EVAN WYATT
FIRE WEATHER OFFICER - ALAN LEESON
DEPUTY FWO - JOHN WATERS

BURNING PERIODS

Restricted 19 September - 31 October
Prohibited 1 November - 15 February
Restricted 16 February - 15 March

HARVEST BANS - the order of authorisation to issue harvest bans in conjunction with authorisation from the Fire Weather Officer is:
1. Alan Leeson, ACEO
2. Judd Hobson, Manager of Works
3. Rod Diery, CBFCO
4. Evan Wyatt, DCBFCO

HARVEST BAN INFORMATION LINE: 9880 1511

4.4.4 DFES Act as the Hazard Management Agency with: **STATE EMERGENCY SERVICE**

- Act as the Combat Agency for:
  - Cyclone
  - Earthquake
  - Flood
  - Storm/tempest
  - Land search.
- Provide an Incident Control Centre, or field facility, to manage its Hazard
- Management Agency responsibilities;
- Carry out survey and assessment of damage caused by hazard event for which
- it is the Hazard Management Agency; and
- Provide survey and assessment teams to assist other Hazard Management Agencies;
- Act as the Support Agency for:
  - Air search;
  - Communications;
  - Emergency Coordination Centre;
  - Fire fighting support;
  - Temporary building repair;
  - Resource coordination support;
  - Emergency re-supply
  - Miscellaneous support.
- Provide support to the Local Emergency Coordinator as requested; and
- Provide a Specialist Rescue Coordinator if required.

4.4.5 ST JOHN AMBULANCE

- Provide ambulance, first aid and triage services;
- Provide a Liaison Officer to the emergency local Coordination Centre if required
- Provide support to the Local Emergency Coordinator as requested.

4.5 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 Controlling Agency.

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. This section highlights local communication strategies.

Local Systems

The Shire of Kulin currently runs a Harvest Ban SMS service and this service is currently utilized for the implementation of Harvest Bans as well as notification of Bush/Crop fire within the Shire.

This messaging service may be utilized to provide a range of public information in times of emergency, and can be requested by the Kulin Community Emergency Services Manager (refer to contacts directory) this is a FREE service – please contact the Shire of Kulin to register.

- Total Vehicle Movement Bans
- Fire Weather Forecast in Prohibited & Restricted Burning Periods

The Fire Weather Hotline is 08 9880 1511

The Shire of Kulin has its own website and social media platforms it can use to communicate when required effectively providing up to date information at any time of the day or night.

ARRANGEMENTS
State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire of Kulin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Kulin occurs to ensure the desired level of support is achieved.

EVACUTION AND WELFARE

5.1 Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA or Controlling Agency (where authorised by the HMA), the local government with the assistance of its LEMC is responsible pre emergency evacuation planning. An evacuation plan for local government, whether it is part of a LEMA or a stand-alone document, is of considerable value to all agencies with a potential role in an evacuation and needs to be easily available to the Controlling Agency and/or HMA in an emergency to support informed decisions in a timely manner.
Referencing relevant evacuation plans from adjoining local areas may assist where the impact of a hazard may not be confined to the local government boundaries and may offer the most suitable evacuation options for some emergencies.
To assist with emergency evacuation planning SEMC has endorsed the *Western Australian Community Evacuation in Emergencies Guideline* which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

The management of evacuation is the responsibility of the hazard management agency in charge of the event; however, **it is the responsibility of local governments to ensure the provision of facilities for use as welfare centres in an emergency**. Hence it is important that local governments identify and document the resources and facilities that can assist and cope with evacuees.

5.2 At Risk Groups

Please refer to table below of Special Needs Groups within the Shire of Kulin, and important contact information in the event of evacuation.

Group	Contact Name	Phone	Special Needs
Kulinda Village	Annette Lewis Shire of Kulin	9880 1204	10 x Aged Residents Retirement Homes
Workman Estate	Annette Lewis Shire of Kulin	9880 1204	3 x Aged Residents
Kulin District High School	Principal	6865 7300	90 Primary students 30 Secondary students
Kulin Child Care Centre	Sue Knapp	9880 1636	Children & Staff
Kulin Caravan Park	Trish Mahe Shire of Kulin	0439 469 850	Numbers dependant on bookings.

ROUTES & MAPS

6.1 This section provides a map of the locality and identifies any issues and local land marks.

See Appendix 3 – Map of the District

WELFARE

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

7.1 Local Welfare Coordinator

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

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

7.2 Local Welfare Liaison Officer

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

Local government should appoint a liaison officer.

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

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

Position	Contact Details
Local Welfare Coordinator (LWC)	To be appointed by the Department of Communities once notified of an emergency event requiring welfare management
District Emergency Services Officer (DESO) Narrogin	Emergency Services Unit Department of Communities P: 1800 032 965 9881 2040
Local Liaison Officer	Alan Leeson Chief Executive Officer Shire of Kulin P: 08 9880 1204 M: 0497 801 204

7.3 Register.Find.Reunite

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

Currently there is no Red Cross Unit operating in the Shire of Kulin.

7.4 Animals

Within the Shire of Kulin, animals are an integral part of community and rural life. Animal owners are responsible for the care of their pets and livestock at all times, including planning and welfare during emergencies.

Contacts for Animal Welfare Groups include:

Dept. of Primary Industries and Regional Development, Narrogin	9881 0222
RSPCA, Perth	9209 9300
Dept. of Parks and Wildlife, Narrogin	9881 9200

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. To support the development of the recovery plan the SEMC has endorsed the Local Recovery Guideline.
The guideline will assist local governments to undertake the recovery planning process.

"The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical well-being."

Refer to Shire of Kulin Local Recovery Plan

Appendix 4

Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy section 6, State EM Plan section 6 and State EM Recovery Procedures 1-4.

EXERCISING, REVIEWING AND REPORTING

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

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

Exercising the emergency management arrangements will allow the local government to:

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

Frequency of exercises
State EM Policy section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10).

Types of exercises
Some examples of exercise types include:
- desktop/discussion;
- a phone tree recall exercise;
- opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- operating procedures of an Emergency Coordination Centre; or
- locating and activating resources on the Emergency Resources Register.

Reporting of exercises
Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT).

Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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

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

Consider quarterly reviews of contact lists. Consider also reviewing arrangements after exercises

Review of Local Emergency Management Committee Positions

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

Review of resources register

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

Annual Reporting

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

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

WAPOL Local Hazard Plan –Road Crash

Kulin Police Station

Road Crash

DATE REVIEWED 16/05/2023

AUTHORITY
The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS
Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
2.1	Feb 2014	Review	PD06943
2.3	16 May 2023	Update Contacts	PD07316

Contact Officer: Sergeant Andrew Dunn PD07316, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005 and Emergency Management Regulations 2006* designates the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for road crash within Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to a road crash emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a road crash.

Road crashes which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements.

Each Police Sub District OIC is responsible for writing and exercising this local plan. The principles contained in WESTPLAN Road Crash are to be applied to each local area through the development of the Hazard Plans. This Plan is prepared by the local Police in consultation with the Local Emergency Management Committee members.

a. Aim and Objectives

The aim of Local Hazard Plan Road Crash is to detail the local arrangements for preparation and response to a road crash in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006.*

The objectives of the plan are:

- To outline the responsibilities and immediate priorities of resources in response to a road crash emergency.
- To define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of a road crash emergency.
- To provide a basis for the provision and coordination of resources to cope with a road crash emergency.

b. Scope

This plan shall apply to operations relevant to road crash emergencies within the state of Western Australia.

The arrangements in this plan are designed to effectively deal with a road crash which is of such a magnitude that it requires a significant and coordinated multi-agency response. Each agency with a statutory role shall have in place appropriate operational procedures that detail that agency's response in accordance with this plan.

The procedures and responsibilities detailed in this document are established for information and compliance by all public authorities, and for the coordination of all non-government agencies that may possibly become engaged in a road crash emergency.

c. Hazard Definition

A road crash emergency is defined as a road crash which is beyond the resources of WA Police or which requires the coordination of a number of significant emergency management activities.

d. Legislation and Related Documents

The *Emergency Management Act 2005* and *Emergency Management Regulations 2006* governs and regulates emergency management in Western Australia. These response arrangements should be read in conjunction with the following:

a) *Emergency Management Act 2005,*
b) *Emergency Management Regulations 2006,*
c) Road traffic legislation*,*
d) State Emergency Management Committee policies and procedures,
e) Relevant WESTPLAN for subsequent emergency.

e. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or
- As often as deemed necessary by the WA Police District Superintendent.

f. Authority to Plan

The authority for this plan is vested in the Local OIC by the CoP in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006.*

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local hazard plans to ensure a controlled and coordinated response to a road crash. The local OIC is responsible for ensuring that any response to a road crash is initiated promptly and executed with effective use of all available resources.

b. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with AUS/NZS IS0 31000:2009.

c. Planning and Arrangements

The concept of this plan is to employ and coordinate the resources of public authorities together with resources available from private industry and volunteer groups during road crash emergencies.

This concept is based on:

- The designation of a single agency responsible for the management of road crash emergency operations. This single agency is WA Police.

- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC).

- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

Responsibility for resources and response to a road crash emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate. If the road crash emergency is to escalate beyond the ability of State resources, Commonwealth assistance may be sought.

d. Training

Training shall be undertaken with the purpose of developing knowledge of local plans and actions in responding to a road crash.

Police responders to a road crash must have the ability to work within the Australasian Inter-Service Incident Management System (AIIMS) operational structure arrangements.

e. Exercises

WA Police Hazard Plan for road crash emergency must be tested annually (at a minimum). Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted where possible.

3. Response

a. Responsibility for Response

The response to a road crash shall be based on the principle of a graduated response, i.e. activation of Local Road Crash Hazard Plans and deployment of local resources first, followed by District and if necessary State and then Commonwealth support.

This Plan will be activated when:

- Advice is received that a road crash has occurred.

b. Notification

Advice that a road crash emergency has occurred will be received by, or directed to the Police Operations Centre (POC). Control and coordination of a road crash emergency rests with WA Police as the HMA.

c. Activation at Local and District Level

The activation procedures, warning stages and sequence of actions contained in this document are to be applied at District and Local levels through the development of road crash emergency response procedures.

d. Levels of response

The process to deal with a road crash emergency in Western Australia is based on the principle of graduated response. Responsibility for resourcing and responding to an emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate.

In the event of a road crash emergency, this plan can be activated in stages. However, a road crash emergency will be an impact event, in which case the stages will be condensed and activated concurrently to accelerate the emergency response.

The three stages of activation used in this Plan are:

Alert: Heads or Liaison Officers of participating combat agencies and support organisations are briefed on the situation. No further action is required.

Call Out: Combat agencies and support organisations are requested to dispatch their personnel.

Stand Down: Response and recovery actions have been completed and agencies are stood down.

e. Incident Management System

During emergencies involving hazards for which the Commissioner of Police is the prescribed HMA, WA Police will control the response activities in accordance with State Emergency Management Policy 4.1 - *Incident Management*. All agencies with agreed responsibilities under this plan are encouraged to ensure their personnel are familiar with and are able to work within the Australasian Inter-service Incident Management System which is familiar to WA Police.

f. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

g. Hazardous Materials Involved- (Ref: WESTPLAN – HAZMAT)

In the event a road crash emergency involves hazardous materials, the DFES Commander will manage the hazardous materials emergency as a combat agency until their responsibilities are completed. If the hazardous materials pose a significantly greater risk, control of the incident may be transferred by agreement with DFES, who shall take on the role of controlling agency whilst WA Police remain the HMA.

4. Command and Control

a. Incident Control

In the event of an air crash emergency, WA Police will appoint an appropriate Incident Controller who will assume overall control of the emergency. The HMA must ensure where possible the appointed incident controller is competent to undertake the incident control function at a level matching the defined level of the incident as outlined in State Emergency Management Policy 4.1. The operational incident level (1-3) shall be declared based on actual and/or potential risks associated with the incident.

The Incident Controller will be supported by an Incident Management Team (IMT) based on the ICCS Plus model which is consistent with AIIMS. The Incident Controller will be supported by the Local / District Emergency Coordinator and / or the State Emergency Coordinator.

The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Develop and execute the Incident Action Plan;
- Accounting for persons and liaising with the Forensic Division for disaster victim registration and identification purposes, if required;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where an appointed Welfare Coordinator can assume responsibility for their management;
- Establishing and maintaining secure perimeters around the crash site(s) to protect the site, the wreckage, victims, goods and personal effects, and to permit the other agencies to work unobstructed in the performance of their specified duties;

- Modifying plans as necessary to cope with changing conditions and developments on the scene;
- Facilitate media management;
- Maintain a log of activities including critical decisions.

b. HMA Strategic Incident Management Support

Depending on the magnitude and scale of the event, the Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).

The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Providing strategic level resources from within WA Police to support the incident response.

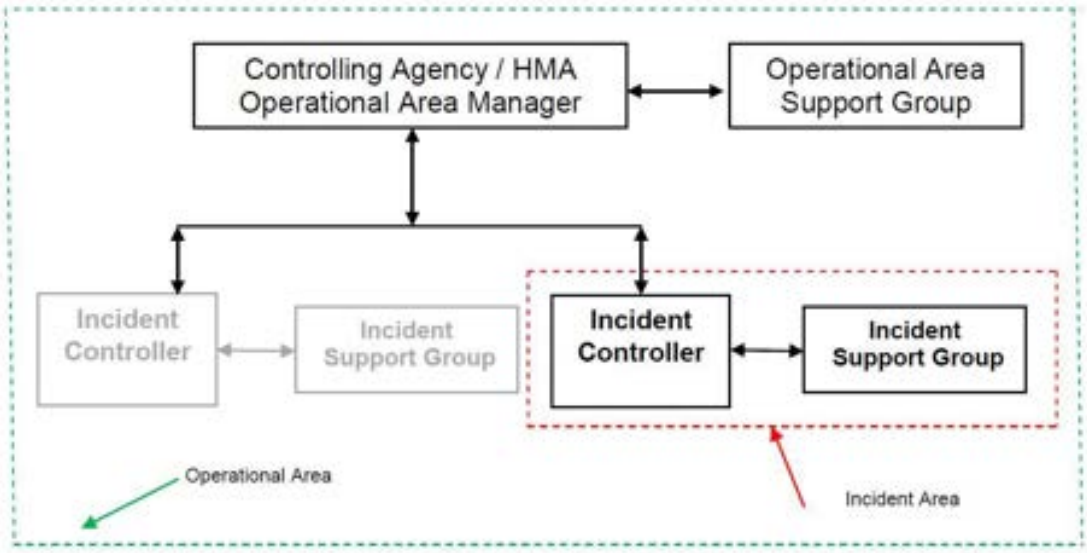
c. Coordination Structure

During level 1 and 2 road crash emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and Liaison Officers from local organisations involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 air crash emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN Road Crash).

A SECG may be established if an air crash emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as fire fighting. An emergency operation may involve a number of Combat Agencies.

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

COMMANDER – A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within the agency and cannot command members of another agency. Individual agencies may refer to this position as a Manager, Controller etc.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management 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.

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

CONTROL AREA - The total area within the outer perimeter, and includes the combat area, all crash wreckage and triage area.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources 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 - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

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

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – is a principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

INCIDENT CONTROLLER - the person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

INCIDENT AREA - The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by the incident.

INCIDENT SUPPORT GROUP - a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

OPERATION - An incident (or multiple incidents) that impacts, or is likely to impact beyond a localised community or geographical area.

OPERATIONAL AREA MANAGER - The person designated by the relevant Controlling Agency, responsible for the overall management of an operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

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

OPERATIONAL AREA SUPPORT GROUP (OASG) - a group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

POLICE OPERATIONS CENTRE (POC) - The facility from which the day-to-day operational management of WA Police is conducted.

ROAD CRASH - where in the course of the use of any vehicle a collision occurs whereby any person is injured or any property is damaged.

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

STATE HEALTH COORDINATOR - The State Health Coordinator has the authority to command the coordinated use of all health resources within WA, for response to and recovery from, the impacts and effects of a major emergency or disaster situation.

VEHICLE includes –

a) Every conveyance, not being a train, vessel or aircraft, and every object capable of being propelled or drawn, on wheels or track, by any means; and

b) Where the context permits, an animal being driven or ridden.

Immediate Response Actions - Aide Memoir (Appendix 2) should be laminated and made available to all staff in stations and patrol cars to ensure an appropriate immediate response to a Road Crash.

Appendix 2 - Immediate Response

KULIN POLICE STATION

Road Crash AIDE MEMOIRE

- POC, District and Local Police Officers to be alerted. ☐
- All participating combat and support agencies to be alerted. ☐
- Police, Combat and support agencies dispatched to the site immediately. ☐
- Establish position, number of vehicles, passengers, dangerous materials. ☐
- Advise relevant District Emergency Coordinator. ☐
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153. ☐
- Incident Controller and Incident Management Team to be appointed. ☐
- Ensure all actions are recorded on running sheets, consider the use of WebEOC. ☐
- Advise Major Crash Investigation.☐
- Advise Disaster Victim Identification Unit.☐

Contact Details	Phone	Mobile
WA Police - Local Station		
WA Police - District IMU		
WA Police District On Call Duty Officer		
WA Police - District Emergency Coordinator - **<<Name>>**		
WA Police - Emergency Operations Unit - On Call Officer		**0411709153**
Local DFES / SES Unit		
St John Ambulance		
Local Hospital / GP		
Welfare – Department for Child Protection and Family Support – District Emergency Services Officer (DESO) -		
Police Media		
Major Crash Investigation		
Police Communications Centre , Midland		
DFES Operations Centre Cockburn	**132500**	
Disaster Victim Identification		

Appendix 3 - Organisation Roles

The Main participants and their prime functions are listed below:

Organisation	Prime Function
WA Police (HMA)	• Control and Coordination. • Major Crash Investigation. • Disaster Victim Identification. • Media Liaison.
Department of Fire and Emergency Services	• Fire fighting, rescue of trapped persons, HAZMAT resources and communications support
St John Ambulance - Western Australia	• Primary triage and treatment, and road transport of casualties
Australian Red Cross	• In conjunction with, or on behalf of the Department of Child Protection manage the welfare functional areas of registration and inquiry. • Assist in personal support and recovery as requested.
Australian Red Cross Blood Service	• Provide blood and blood products, specialist consultation on transfusion medicine
Department for Child Protection and Family Support	• Coordinate welfare services for survivors including welfare centres and crisis care as required. • Activate National Registration and Inquiry System as appropriate
Department of Mines & Petroleum (Dangerous Goods Safety Branch)	• Provide technical advice regarding HAZMAT and dangerous goods.
Department of Parks and Wildlife	• Advice
Department of Health	• Coordinate health response including acute medical response to site
Department for Planning and Infrastructure	• Advice and resources
Local Government	• Advice and resources
Main Roads Western Australia (MRWA)	• Traffic management planning and heavy vehicle operations. • Operate and coordinate traffic control signals for all roads. • Traffic management, public information, resources and restoration of assets for State Highways and Main Roads.
Royal Flying Doctor Service – Western Operations	• Air transport of medical personnel, primary triage and treatment, air transport of casualties
Transport Industry	• Provide passenger/cargo manifest, assist with welfare of survivors, provide transport and accommodation for survivors
LifeLine Groups	• Advice and Assistance

Appendix 4 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	**9861 5800**	**0437 824 185**	
Police - District Office	**9892 9355**	**N/A**	**9892 9363**
District Emergency Coordinator **Name : Superintendent COOMBES**	**9892 9355**	**0400772026**	**9892 9363**
GSDO On Call Officer	**9892 9395**		
State Control Centre	**9323 5567**		
Police Operations Centre (POC) Duty Inspector	**9323 5567**		
WAPOL Emergency Operations Unit	**9370 7115**	**A/H On Call 0411 709 153**	**9370 7109**
Police Media	**9222 1011**		
Emergency Management Committee members:			
Local Government – Shire of Kulin	**9880 1204**		
CEO Alan LEESON	**9880 1204**	**0497 801 204**	
Manager of Works – Judd HOBSON	**9880 1204**	**0427 801 241**	
Ambulance	**000**	**0427 081 925**	
Medical Centre	**9880 1056**		
Department of Community Protection And Family Support - DCPFS	**132 316**		
DFES Operations Centre – SES Headquarters (National)	**132 500**	**0419 869 655**	
Kulin Volunteer Fire Service	**9880 1287**	**0429 801 152**	
DFES Comcen – 000 Operators (24hrs)	**9323 9333**		
DFES Comcen Supervisor (24hrs)	**9323 9496**		
Water Corporation Emergency Call Centre (24hrs)	**131 375**		
MRWA Customer Contact Centre (24 hrs)	**138 138**		
MRWA Traffic Operations Centre	**9323 2222**		
MRWA Heavy Vehicle Operations	**9311 8450**		

Western Australia Police Local Hazard Plan – Land Search

KULIN POLICE STATION

Land Search

DATE REVIEWED 16/05/2023

AUTHORITY
The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS
Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
4	Initial Issue – 20th August 2009		Philip Lane CT&SP
5	Review – 01 August 2013		D.BRIGGS EOU
5.1	Feb 2014	Review	PD06943
5.2	16 May 2023	Updated Contacts	PD07316

Contact Officer: Sergeant Andrew DUNN PD07316, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005*, in conjunction with the *Emergency Management Regulations 2006*, designates the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for Land Search in Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to a land search emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a land search emergency.

The National Search and Rescue Manual designates Police as the Search & Rescue (SAR) authority in each State and Territory assigning them the primary responsibility for coordinating search operations for persons lost or in distress on land and whose location is unknown.

Each Police Sub District OIC is responsible for writing and exercising this local plan. The principles contained in Westplan Land Search are to be applied to each local area through the development of the Hazard Plans. This Plan is prepared by the local Police in consultation with the local emergency management committee members.

a. Aim and Objectives

The aim of Local Hazard Plan Land Search is to detail the local arrangements for preparation and response to a land search emergency in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006*.

The objectives of the plan are to:

- Outline the responsibilities and immediate priorities of resources in response to a land search incident.
- Define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of a Land Search Emergency.
- Provide a basis for the provision and coordination of resources to cope with a Land Search Emergency.

b. Hazard Definition

A Land Search Emergency is the significant coordination of a search operation to aid persons lost or in distress on land.

c. Legislation and Related Documents

This plan should be read in conjunction with the following documents:

- *Emergency Management Act 2005;*
- *Emergency Management Regulations 2006;*
- Australian National Search and Rescue Manual;
- State Emergency Management Committee Policy Statements;
- *Westplan Land Search*;
- Local Government Emergency Arrangements.

d. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with the risk management standard AUS/NZS IS0 31000:2009.

e. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or
- As often as deemed necessary by the WA Police District Superintendent.

f. Authority to Plan

The Authority for this plan is vested in the local OIC by the CoP in accordance with WA Police Frontline Policing Priorities.

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to a land search emergency.

The local OIC has overall responsibility for the development of plans and management of a Land Search Emergency. The local OIC is responsible for ensuring that any land search emergency is initiated promptly and executed with effective use of all available resources, until the search is resolved or there is no reasonable possibility of success.

b. Planning and Arrangements

Land search emergencies comprise of the search for and provision of aid to persons who are, or are believed to be lost or are in distress on land and whose location is unknown. The success of a land search operation is dependent upon the available resources being organised and coordinated so that effective and expeditious search emergencies can be assured.

The concept of this plan is to employ and coordinate the resources of combat and support agencies together with resources available from private industry and volunteer groups, for a land search emergency.

This concept is based on:

- The designation of a single agency responsible for the management of a land search. This single agency is WA Police;
- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC) at Midland;
- The process for the notification and investigation of missing person/s that may initiate a land search;
- The establishment of Control Centres, from which management of land search emergencies takes place;
- The deployment of search units to support WA Police whenever required;
- The deployment of specialist rescue resources by WA Police and Combat Agencies;
- The provision of expert advice on land search emergencies and aeronautical matters by appropriate agencies on request of WA Police;
- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

c. Training

The local OIC should ensure there are qualified personnel within the sub district to undertake control of a land search emergency. The importance of thorough training for all personnel employed on search operations cannot be over-emphasised. Each agency is responsible to train their own staff in their roles. All personnel involved in a search emergency need to undertake specific training. Training of search personnel should focus on both practical and theoretical application.

WA Police are to provide land search training to Police Officers at a Search Mission Controller (SMC) level.

DFES are to provide Search Team Members, Search Team Leader and Field Search Controller (FSC) courses to State Emergency Service personnel.

d. Exercises

WA Police local hazard plans for land search must be tested annually (at a minimum). Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as operational plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted when possible.

e. Special Considerations

Special consideration should be given to areas that are known to be a hazardous environment or have had a history or a high frequency of land search emergencies.

3. Response

a. Responsibility for response

The decision by WA Police as to whether or not a search operation should be initiated is dependent upon the result of a careful evaluation of all data received in the initial report and information subsequently gathered and investigated.

The decision by WA Police as to the appropriate resources to be deployed for a search emergency is dependent on several factors including the following:

- The degree of urgency;
- The search area;
- The availability of resources;
- The capabilities of available search units;
- Current and forecast weather conditions.

Control and coordination of a land search rests with WA Police through the designated SMC.

In significant operations, coordination of resources may be undertaken by the relevant Emergency Coordinator operating closely with the Search Mission Controller (SMC) at the Search Coordination Centre.

b. Notification

Activation of the local plan would be generated by the requirement for coordination for a land search based on an urgency assessment (Appendix 4). Initial reports indicating a possible search incident must be forwarded without delay to WA Police District Office.

c. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

d. Levels of response

In most circumstances, a land search response will be managed at the local level. Where further resources are required, co-ordination will be escalated to the District level.

Guidelines for the immediate actions are as follows:

- Carry out urgency assessment as per Urgency Assessment Form – Appendix 4;
- Appoint a Search Mission Controller (SMC);
- Establish an Incident Management Team (IMT);
- Advise the Emergency Operations Unit On Call Officer (24/7) - 0411 709 153;
- Advise the relevant District Emergency Management Coordinator;
- Identify and request support from Support/Combat Agencies. (All requests for support from DFES SES, must be initiated through Emergency Operations Unit, 0411 709 153.)

4. Command and Control

a. Incident Control

In the event of a land search emergency, WA Police will appoint an appropriately trained Incident Controller who will assume overall control of the operation. The HMA must ensure where possible that the appointed incident controller is competent to undertake the incident control function at a level commensurate to the defined level of the incident as per WA emergency management arrangements (SEMP 4.1). This policy broadly classifies operational incidents into three levels (1-3) based on actual and/or potential of the incident.
The Incident Controller will be supported by an Incident Management Team (IMT) and the Local / District Emergency Coordinator and / or the State Emergency Coordinator.
The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Maintain relationship with National Rescue Coordination Centre (RCC) during emergency;
- Develop and execute the Incident Action Plan:
- Accounting for persons and liaising with the Forensic Division for Disaster Victim Registration and Identification purposes, if required;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where an appointed Welfare Coordinator can assume responsibility for their management;
- Establishing and maintaining secure perimeters around the crash site(s) to protect the site, the wreckage, victims, goods and personal effects, and to permit the other agencies to work unobstructed in the performance of their specified duties;
- Modifying plans as necessary to cope with changing conditions and developments on the scene;
- Facilitate media management;
- Maintain a log of activities including critical decisions.

b. HMA Strategic Incident Management Support

Depending on the magnitude and scale of the event, the Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).

The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Providing strategic level resources from within WA Police to support the incident response.

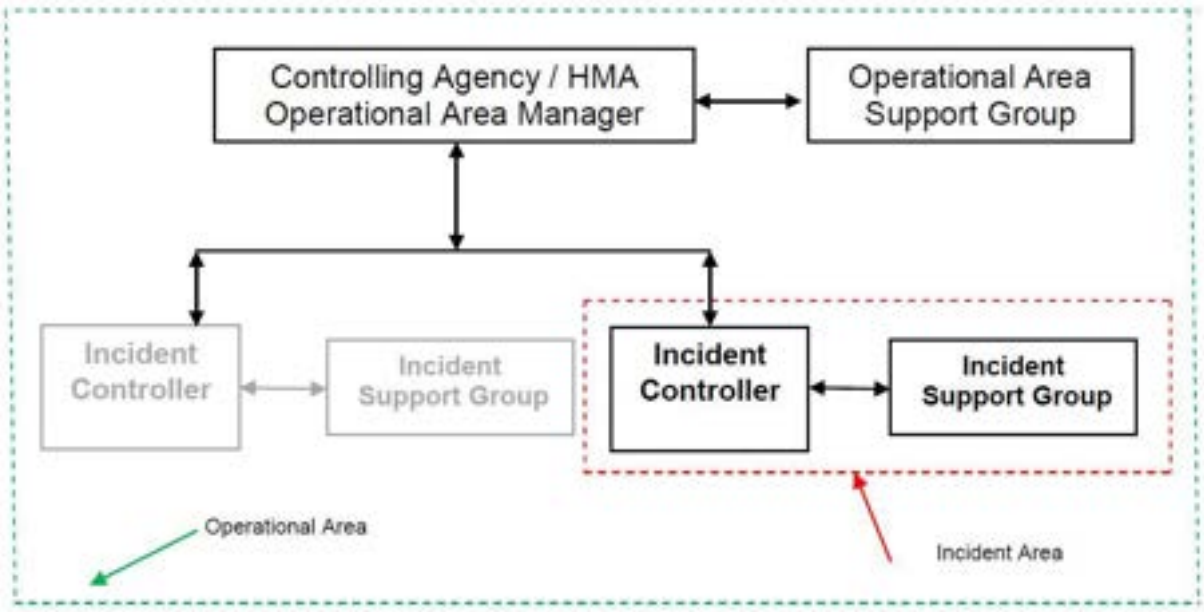
c. Coordination Structure

During level 1 and 2 land search emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and Liaison Officers from local organisations involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 land search emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN LANDSAR).

A SECG may be established if a land search emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

AIR SEARCH COORDINATOR - the person appointed by the Hazard Management Agency to coordinate the operations of aircraft involved in a search (used in National Search and Rescue Manual and synonymous with a Divisional Commander under AIIMS).

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as fire fighting. An emergency operation may involve a number of Combat Agencies.

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

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management 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.

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

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources 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 - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - the person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

FIELD SEARCH CONTROLLER (FSC) - the person appointed by the Hazard Management Agency, responsible to the Incident Controller, to plan and control the field aspects of a search mission and provides advice.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – is a principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

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

LANDSAR Control Centre - the facility staffed and operated by the Hazard Management Agency and from which land search emergencies are managed. This term is synonymous with the term Incident Control Centre (ICC) under AIIMS.

RESCUE COORDINATION CENTRE (RCC) Australia, a division of the Australian Maritime Safety Authority (AMSA) responsible for coordinating aviation and maritime search and rescue (SAR) services.

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

SEARCH - an operation using available personnel and facilities to locate persons who are lost or in distress.

SEARCH and RESCUE (SAR) - The process of locating and recovering disaster victims and the application of first aid and basic medical assistance as may be required.

SEARCH and RESCUE INCIDENT - The specific situation that causes the search and rescue system to be activated.

SEARCH and RESCUE OPERATION - In whole or in part, the action taken during the conduct of a search and rescue incident.

SEARCH MISSION CONTROLLER (SMC) - the Police officer appointed by the Hazard Management Agency to coordinate a land search incident. (Incident Controller).

SEARCH UNIT - a resource (e.g. boat, aircraft, vehicle, rescue unit etc) which performs the search, rescue or associated action during any stage of an operation.

SUPPORT ORGANISATION - that public authority, or other person whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc.) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc.

Guidelines for First Responders (Appendix 2), Phases of a Land Search Emergency (Appendix 3) and Urgency Assessment Guide (Appendix 4) should be laminated and bound and made available to all staff as a response pack, in stations and patrol cars to ensure an appropriate first response to a land search incident.

Appendix 2 - First Responder Actions

KULIN POLICE STATION
LAND SEARCH AIDE MEMOIRE

Ensure LANDSAR QUALIFIED PERSON CONTACTED

First Responder Actions

- Carry out urgency assessment as per Urgency Assessment Form – Appendix 4;
- Appoint a Search Mission Controller (SMC);
- Establish an Incident Management Team (IMT);
- Advise Emergency Operations Unit On-Call Officer (24/7) - 0411 709 153;
- Advise relevant District Coordination Centre (DCC);
- Advise relevant District Emergency Management Coordinator;
- Identify and request support from Support/Combat Agencies.

Officers qualified to conduct LANDSAR
Contact OIC Kulin Police Station

Call Out Procedures:
Contact OIC Kulin Police Station

Control Centre
The Land Search Control Centre will be established at TBA and is the first point of contact for responding agencies. For areas not provided with a permanent Search Control Centre, arrangements for establishment of temporary facilities should be detailed

Communications
Communications networks established in the area are:
List the local communications networks to be utilised – e.g. The SES portable network, bushfire radio network, CB network, digital radio channel, mobile and satellite phones)

High Risk Areas – (Areas that are known to be a hazardous environment or have had a history or a high frequency of LANDSAR Emergencies

Appendix 3 - Phases of LANDSAR Emergency 3

Phase 1: Alert	**WA Police (Hazard Management Agency)** a. Receives information or incident report. b. Commence the information gathering process. c. Complete urgency assessment form.
	Other Agencies a. No action required.
Phase 2: Initial Action	**WA Police** a. Appoint a Search Mission Controller (SMC) in consultation with Emergency Operations Unit, 24/7 On Call Officer - 0411 709 153. b. Establish a LANDSAR Control Centre. c. Issue warning order or callout to participating combat / support agencies, or other persons required to provide resources or advice. d. Continue investigations. e. Minimise contamination of the scene. f. Consider reconnaissance search.
	Other Agencies a. Respond as requested by WA Police.
Phase 3: Planning	**WA Police** a. Decision made to initiate general search. b. Callout/Coordinate with all participating agencies. c. Appoint a Field Search Controller. d. Establish Incident Management Team. e. Determine search area. f. Establish Forward Command Post. g. Develop a practical search plan using available information and resources. h. Appoint a Media Liaison officer. i. Alert medical and other facilities that may be required. j. Establish and staff a Support base. NOTE: Rescue planning is commenced simultaneously with the search plan and forms part of the overall response.
	Other Agencies a. Provide a Field Search Controller on request. b. Advise the Incident Management Team of resources available. c. Provide Agency Commander / Liaison Officers.
Phase 4: Operations	**WA Police** a. Tasking and deployment of resources. b. Continue information gathering, evaluation and review plan. c. Commence ongoing planning for subsequent search emergencyal periods. d. Monitor progress of the search. e. Conduct briefings and provide SITREPS / Liaise and brief media.
	Other Agencies a. Commence search operation tasks. b Provide SITREPS to the Field Search Controller including any problems encountered in carrying out tasks in the search area. c. Field Search Controller (where not provided by WA Police) to provide SITREPS to the SMC and advise of any required modifications to the search plan.
Phase 5: Conclusion	**WA Police** a. Recall all units and advise all agencies of search termination or suspension. b. Debrief all personnel involved in the operation and complete debriefing reports. c. Arrange for a final debriefing of all agencies as soon as practicable after the operation. d. File all documentation connected with the operation for future reference and inquiry.
	Other Agencies a. Ensure that all personnel are debriefed by SMC. b. Carry out an individual agency debriefing of all units / Note points to be raised at the combined debriefing. c Provide post operative reports on request. d. Attend multi agency debrief. e. File all records for future reference. f. Forward a copy of all documentation and records relating to the incident, to the SMC to be filed for future reference.

Appendix 4 - LANDSAR Urgency Assessment Form

Number of subjects		
1 person	1	
2 people or 3 or more – separated	2	
3 people or more – together	3	
Age		
Very young	1	
Other	2-4	
Very old	1	
Medical Condition		
Known illness or requires medication	1	
Suspected illness or injury	2	
Healthy	3	
Known fatality	4	
Potential vision impairment	1	
Character		
Reliable, punctual (late is out of character)	1	
Usually reliable, on time	2	
Reliability, punctuality questionable	3	
Completely unreliable	4	
Circumstances		
At risk for some reason	1	
Adequate information, low risk	2	
Questionable information	3	
High probability not in area	4	
Experience profile		
Not experienced, not familiar with area	1	
Not experienced – familiar with area	2	
Experienced – not familiar with area	3	
Experienced – familiar with area	4	
Physical Condition		
Unfit	1	
Fit	2	
Very fit	3	
Clothing profile		
Inadequate/insufficient	1	
Adequate	2	
Very good	3	
Equipment Profile		
Inadequate for activity/environment	1	
Questionable	2	
Adequate	3	
Very Well equipped	4	
Weather profile		
Existing hazardous weather	1	
Hazardous forecast (8 hours or less)	2	
Hazardous forecast (more than 8 hours)	3	
No hazardous weather forecast	4	
Terrain and Hazards profile		
Known hazards	1	
Difficult terrain	2	
Few hazards	3	
Easy terrain, no known hazards	4	

Time: : hrs Date: / / Officer: **Result Total:**

Explanation of Results.

11 - 15 Urgent Response
16 - 27 Measured response
28 - 41 Evaluative Response

URGENT RESPONSE

- Immediate launching of a search emergency.
- Appoint a qualified Search Mission Controller (SMC).
- Contact EMERGENCY OPERATIONS UNIT On-Call officer on 0411 709 153.

MEASURED RESPONSE

- Deployment of field resources to areas of high probability (Last Known Position (LKP); Place Last Seen (PLS); hot spots and confinement).
- Aggressively gather further information and more investigation required.
- Contact EMERGENCY OPERATIONS UNIT On-Call officer 0411 709 153.

EVALUATIVE RESPONSE

- Information does not warrant the deployment of field resources.
- Further investigation/information gathering required.
- More information may escalate investigation to a Measured or Urgent Response.
- Alternatively information may assist in deciding to maintain an “open” Missing Persons file; or conclude the inquiry/operation.

HAVING A “1” IN ANY CATEGORY MAY INDICATE THAT A HIGHER RESONSE MAY BE REQUIRED

Other factors that may influence the urgency of a search emergency include:

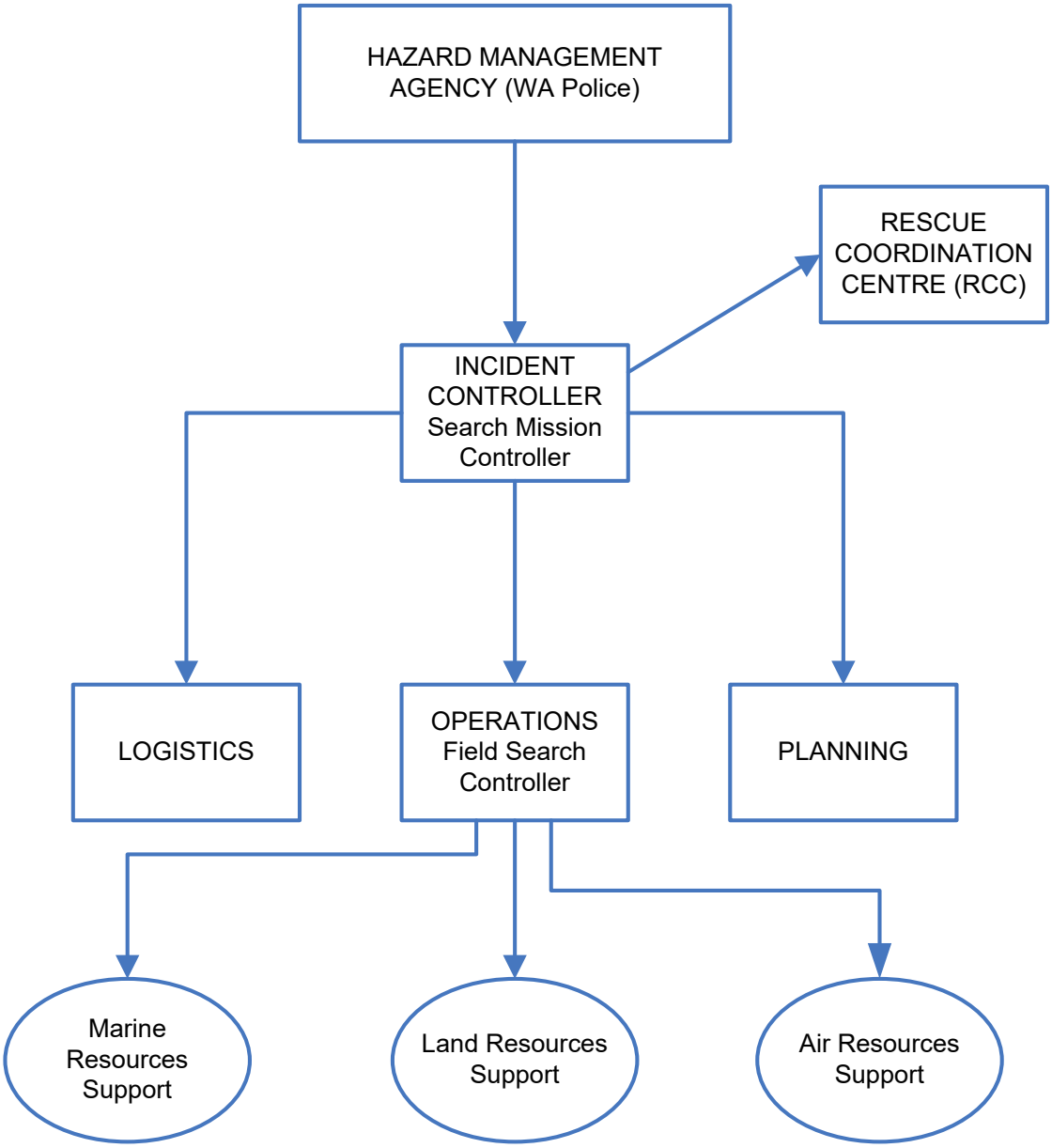
History - the frequency of past incidents in the area

Time - elapsed time since person last seen

REMEMBER: THIS IS TO BE UTILISED AS A GUIDE ONLY

(Source: The TEXTBOOK for Managing LANDSAR Emergencys, ERI publications ©2006)

Appendix 5 – Search Organisational Diagram



Appendix 6 – Organisation's Roles & Responsibilities

Organisation	Prime Function
WA Police (HMA)	• Overall Control & Coordination. • Notify all departments, agencies and organisations involved in the response to an emergency. • Establish the operational structure, including the appointment of Operation Area Managers and the Incident Controller/s. • Establish a Field Control Centre, and a Control and Combat area. • Coordinate the activities of all responding services and agencies
DFES	• Fire fighting, rescue of trapped persons, HAZMAT resources and communications support. • DFES (SES) to provide Search Team Members and Field Search Controller (FSC).
Rescue Coordination Centre (RCC), Australia	• Responsible for coordinating aviation and maritime search and rescue (SAR) services
Department of Health	• Coordinate health response.
Department for Child Protection and Family Services (DCPFS)	• Coordinate welfare services for survivors including welfare centers and crisis care as required.
Department of Environment and Conservation	• Advice and Resources
Local Government	• Advice and resources
Royal Flying Doctor Service – Western Operations	• Air transport of medical personnel, primary triage and treatment, air transport of casualties.
St John Ambulance - Western Australia	• Primary triage and treatment, and road transport of casualties.

Appendix 7 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	**9861 5800**	**0437 824 185**	
Police - District Office	**9892 9355**	**N/A**	**9892 9363**
District Emergency Coordinator **Name : Superintendent COOMBES**	**9892 9355**	**0400772026**	**9892 9363**
GSDO On Call Officer	**9892 9395**		
State Control Centre	**9323 5567**		
Police Operations Centre (POC) Duty Inspector	**9323 5567**		
WAPOL Emergency Operations Unit	**9370 7115**	**A/H On Call 0411 709 153**	**9370 7109**
Police Media	**9222 1011**		
Emergency Management Committee members:			
Local Government – Shire of Kulin	**9880 1204**		
CEO Alan LEESON	**9880 1204**	**0497 801 204**	
Manager of Works – Judd HOBSON	**9880 1204**	**0427 801 241**	
Ambulance	**000**	**0427 081 925**	
Medical Centre	**9880 1056**		
Department of Community Protection And Family Support - DCPFS	**132 316**		
DFES Operations Centre – SES Headquarters (National)	**132 500**	**0419 869 655**	
Kulin Volunteer Fire Service	**9880 1287**	**0429 801 152**	
DFES Comcen – 000 Operators (24hrs)	**9323 9333**		
DFES Comcen Supervisor (24hrs)	**9323 9496**		
Water Corporation Emergency Call Centre (24hrs)	**131 375**		
MRWA Customer Contact Centre (24 hrs)	**138 138**		
MRWA Traffic Operations Centre	**9323 2222**		
MRWA Heavy Vehicle Operations	**9311 8450**		

WA Police Local Hazard Plan – Air Crash

Kulin Police Station

Air Crash

DATE REVIEWED 16/05/2023

AUTHORITY
The Local Hazard Plan has been prepared by the O.I.C Kulin Police Sub District in compliance with the *WA Emergency Management Act 2005*.

Signed: Sergeant Andrew DUNN PD07316
(OIC Kulin Police Sub District)

Endorsed: Superintendent Paul COOMBES PD06557
(District Superintendent – Great Southern)

AMENDMENTS
Amendments are to be certified in the table below

Version Number	Date Of Amendment	Changes	Entered By
2	01 August 2013	Annual Review	D. Briggs EOU
2.1	Feb 2014	Review	PD06943
2.2	16 May 2023	Update to Contacts	PD07316

Contact Officer: Sergeant Andrew DUNN PD07316, OIC Kulin Police Sub District

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1. Introduction

The *Emergency Management Act 2005* and *Emergency Management Regulations 2006* designate the Commissioner of Police (CoP) as the Hazard Management Agency (HMA) for Air Crash within Western Australia. The CoP is responsible for the preparation of plans to ensure a controlled and coordinated response to an air crash emergency. The CoP exercises his responsibility through Western Australia Police (WA Police).

As the designated HMA, WA Police is responsible for the preparation of local plans to ensure a controlled and coordinated response to an air crash emergency.

Each Officer in Charge (OIC) is responsible for writing and exercising plans for their sub district. The principles contained in WESTPLAN Air Crash are to be applied to each local area through the development of the Local Hazard Plans. This plan is prepared by the local Police in consultation with the Local Emergency Management Committee members.

a. Aim and Objectives

The principles contained in this document are to be applied to each local area that requires an air crash response capability through the development of a Local Air Crash Hazard Plan. This plan should contain the following, as is relevant:

- The manner in which operations are to be conducted;
- The responsibilities of personnel/agencies;
- Details of available resources and usage priorities;
- Personnel contact details;
- Communications arrangements;
- A list of services that may be utilised; and
- A regular review process to keep the plan current and up to date.

Certified Aerodromes must have an Aerodrome Emergency Plan (AEP) as part of their local air crash arrangements and are to be considered in the planning process.

The aim of Local Hazard Plan Air Crash is to detail the local arrangements for preparation and response to an air crash emergency in accordance with the *Emergency Management Act 2005* and *Emergency Management Regulations 2006.*

The objectives of the plan are to:

- Outline the responsibilities and immediate priorities in response to an air crash emergency.

- Define the responsibilities of the HMA, Combat Agencies and Support Organisations in the event of an air crash.

- Provide a basis for the provision and coordination of resources to cope with an air crash emergency.

b. Scope

This plan shall apply in respect to the following air crash emergency on or off an airport site.

The procedures and responsibilities detailed in this document are established for information and compliance by all public authorities, and for the coordination of all non-government organisations that may possibly become engaged in an air crash emergency.

Air crashes which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements. Where an air crash occurs at an airport with a developed and exercised AEP, these plans will be used to respond to an air crash emergency

within their area of responsibility, and to identify resources required. Plans are to ensure agreed and coordinated arrangements are formulated for preparedness and response.

c. Hazard Definition

For the purposes of this plan, the hazard is defined as an emergency involving the crash of an aircraft requiring significant and coordinated response.

d. Military/Defence aircraft

The response to an air crash emergency involving Australian military or any defence aircraft will be dealt with pursuant to Western Australia emergency response arrangements and in accordance with Australian Defence Force (ADF) 6734.001, Defence Air Safety Manual (DASM) Sec.3 Chap.10.26b.

WA Police will assume the duties of Incident Controller for the air crash (with particular awareness to the possibility of the presence of ordinance). An appropriately qualified ADF member should always be available to assist the Police. If arrangements permit, the ADF member is to assume the duties of the Forward Commander whilst the WA Police (as HMA) maintain control and provide appropriate support to the specialist advice provided by ADF personnel.

e. General

The Australian Maritime Safety Authority, Rescue Coordination Centre (RCC) Australia is the lead agency responsible for search and rescue (SAR) response to all international and civil registered aircraft within the Australian search and rescue region.

In WA, RCC Australia will coordinate the initial response with WA Police. By mutual agreement with RCC Australia and when the CoP or his representative is in a position to accept coordination of the incident, RCC Australia will hand over the coordination.

f. Legislation and Related Documents

The *Emergency Management Act 2005* and *Emergency Management Regulations 2006* govern and regulate emergency management in Western Australia. These response arrangements should be read in conjunction with the following:

- Civil Aviation Act 1988;
- Civil Aviation Regulations 1988;
- Civil Aviation Safety Regulations 1998;
- Commonwealth Government Aviation Disaster Response Plan (CAVDISPLAN);
- Coroners Act 1996;
- Emergency Management Act 2005;
- Emergency Management Regulations 2006;
- Environmental Protection Act 1986;
- Local Government Act 1995;
- National Search and Rescue Manual;
- Occupational Safety and Health Act 1984;
- Relevant WESTPLANS (Refer 4.10);
- State Emergency Management Committee Policy and Procedures;
- Local Emergency Management Arrangements and Aerodrome Emergency Procedures (AEP), which may identify further resources and provide local knowledge.

g. Plan Review

A review of the plan will be conducted at least every 12 months or:

- Following activation of the plan;
- Following an exercise to test all or part of the plan;
- Following a change in the role and responsibility of any participating agency; or

- As often as deemed necessary by the WA Police District Superintendent.

h. Authority to Plan

The Authority for this plan is vested in the local OIC by the CoP in accordance with *Emergency Management Act 2005* and *Emergency Management Regulations 2006.*

2. Preparedness

a. Responsibility for Planning

As the designated HMA, WA Police is responsible for the preparation of local hazard plans to ensure a controlled and coordinated response to an air crash emergency. The local OIC is responsible for ensuring that any response to an air crash emergency is initiated promptly and executed with effective use of all available resources that are necessary.

b. Risk Management

For planning, prevention and preparation at a local level it is useful to identify the risk level presented by the hazard and key aspects for the community including to the people, the economy, the social fabric, the governance, the infrastructure and the environment.

The adoption of a risk management approach in decision-making allows a proactive approach towards emergency management with greater emphasis on prevention and preparedness and helps facilitate appropriate resource allocation during response.

Risk management planning identifies sources of risk, estimates the impact of those risks and describes appropriate responses to treat those risks and is compliant with AS/NZS IS0 31000:2009.

c. Planning and Arrangements

The concept of this plan is to employ and coordinate the resources of public authorities together with resources available from private industry and volunteer groups, for air crash emergencies.

This concept is based on:

- The designation of a single agency responsible for the management of air crash emergency operations. This single agency is WA Police.

- The availability of a 24 hour State level contact facility provided by the HMA for receipt of initial incident reports. This is the Police Operations Centre (POC).

- The deployment of additional resources from State and Commonwealth agencies to support WA Police.

In accordance with the *Emergency Management Act 2005*, the HMA is responsible for the development of local hazard plans. Certified aerodromes must have an Aerodrome Emergency Plan (AEP) as part of local air crash plans and arrangements.

Air crash emergencies which are within the capability of the local agencies to manage are to be dealt with in accordance with local plans and arrangements.

Where appropriate, the Officer in Charge of each police sub district will have a Local Air Crash Hazard Plan, as part of their local plans which should align with any existing AEP.
These plans will be used to respond to an air crash emergency within their area of responsibility, and to identify resources required. Plans are to ensure agreed and coordinated arrangements are formulated for preparedness and response.

Responsibility for resources and response to an air crash emergency initially rests at the local level. An emergency beyond the capability of local resources will receive support from district resources. State resources shall be provided if district resources are inadequate. If the air crash emergency is to escalate beyond the ability of State resources, Commonwealth assistance may be sought through the activation of the Commonwealth Aviation Disaster Response Plan (CAVDISPLAN).

d. Training

Training shall be undertaken with the purpose of developing knowledge of local plans and actions in responding to an air crash.

Police responders to an air crash emergency must have the ability to work within the Australasian Inter-Service Incident Management System (AIIMS) operational structure arrangements.

e. Exercises

WA Police Hazard Plan for Air Crash must be tested annually (at a minimum) with a full field exercise every two years in order to meet CASA's manual of standards. Activation of the local plan can be considered as a test of the plan. Exercises are required to test such elements as all plans, communication procedures and facilities, individual staff capabilities, search unit performance and inter organisational operations. Multi-agency exercises should be conducted when possible.

f. Arrangement for assistance from other jurisdictions

The Australian Maritime Safety Authority (AMSA) through the Rescue Coordination Centre (RCC) Australia is the Commonwealth authority responsible for civil aviation search and rescue. The Australian Defence Force is the authority for military aircraft search and rescue. These arrangements are detailed in the National Search and Rescue Manual (NSM), and are summarized below.

g. Emergencies involving civil aircraft

In flight emergency responsibility rests with Airservices Australia. The coordination is passed to RCC Australia when the aircraft is believed to be lost, missing, ditched or has crash-landed.

RCC Australia will control the search and rescue response for the missing aircraft until such time the target has been located and the occupants, where required, have been conveyed to a place of safety. The transfer of ongoing coordination of a response can, by mutual agreement, be transferred to WA Police at any stage after the target has been located.

At or in the vicinity of a certified airport where an air crash emergency occurs, the local AEP details the response management to the emergency. At these airports, WA Police is the Controlling Agency with mutual agreement with the RCC.

At remote locations, unmanned airports or landing grounds and in State waters RCC Australia remain the controlling authority until such time as the crash site has been located and the survivors have been removed to a place of safety or WA Police are in a position on scene to take over ongoing control; if the possibility of locating survivors is no longer present and through mutual agreement WA Police are in a position to take over control of the response.

For air crash emergencies offshore (beyond State waters), RCC Australia is the controlling authority and will request assistance from Western Australia through WA Police as required.

h. Transfer of Control

Arrangements between the Commonwealth and the State provide that once the position of the crashed aircraft is known and the magnitude of the event requires the activation of the response

arrangements, the overall control will be transferred from RCC Australia to WA Police with RCC Australia providing continuing support as required.

Where required, RCC Australia will continue to control the search and rescue operation until it has been agreed that WA Police are better placed to assume responsibility once on scene. Handover will take place after discussion between RCC Australia and WA Police.

3. Response

a. Responsibility for response

The response to an air crash shall be based on the principle of graduated response, i.e. activation of Local Air Crash Hazard Plans and deployment of local resources first, followed by District and if necessary, State and then Commonwealth support.

This Plan will be activated when either:

- Advice is received that an air crash has occurred or, is likely to occur.

Note: If the air crash occurs at a CASA regulated airport, then the AEP and Local Hazard Plan will be activated and where a coordinated response is required guidance should be sought from WESTPLAN Air Crash.

b. Notification

Advice that an aircraft emergency has, or is likely to occur will be received by, or directed to the Police Operations Centre (POC).

The decision by WA Police as to the appropriate resources to be deployed for air crash is dependent on several factors including the following:

- The degree of urgency;
- The search area;
- The availability of resources;
- The capabilities of available search units;
- The existing and forecast weather;

Control and coordination of an air crash emergency rests with WA Police.

c. Activation at Local and District Level

The activation procedures, warning stages and sequence of actions contained in this document are to be applied at District and Local levels through the development of air crash emergency response procedures.

d. Triggers for activation

Where advice is received of an imminent / actual air crash emergency and the location is known and immediately accessible, WA Police shall take timely action to assist RCC Australia in resolving the situation. Once Police arrive on scene and it there is mutual agreement, transfer of responsibility from RCC Australia to WA Police can be affected to ensure activation of this plan.

e. Levels of response

RCC Australia and WA Police have adopted classifications as detailed in the National SAR Manual to indicate the various stages of response, and are described on appendix 3.
The Officer receiving the warning from RCC Australia shall apply the terminology used by WA Police and other emergency services. The Incident Controller will determine the level of incident and appropriate response actions based on the principle of graduated response in accordance

with State Emergency Management Procedure OP 23 – *Incident Level Declaration* and State Emergency Management Policy 4.1 – *Incident Management*.

f. Incident Management System

During emergencies involving hazards for which the Commissioner of Police is the prescribed HMA, WA Police will control the response activities in accordance with State Emergency Management Policy 4.1 - *Incident Management*. All agencies with agreed responsibilities under this plan are encouraged to ensure their personnel are familiar with and are able to work within the Australasian Inter-service Incident Management System which is familiar to WA Police.

g. Crisis Information Management System (WebEOC)

Consideration should be given to using WebEOC as the Crisis Information System for capturing and logging all the information and events. This process will facilitate better information sharing and decision making throughout the agency.

h. Hazardous Materials Involved- (Ref: Westplan – HAZMAT)

In the event that an air crash emergency creates a hazardous materials emergency, the Department of Fire and Emergency Services OIC/Agency Commander will manage the hazardous materials emergency until their responsibilities are completed.

4. Command and Control

Incident Control

In the event of an air crash emergency, WA Police will appoint an appropriate Incident Controller who will assume overall control of the emergency. The HMA must ensure where possible the appointed incident controller is competent to undertake the incident control function at a level matching the defined level of the incident as outlined in State Emergency Management Policy 4.1. The operational incident level (1-3) shall be declared based on actual and/or potential risks associated with the incident. *(Note: The aviation industry classifies incidents into three levels (1-3) however the levels are based upon the aircraft's capacity).*

The Incident Controller will be supported by an Incident Management Team (IMT) based on the ICCS Plus model which is consistent with AIIMS. The Incident Controller will be supported by the Local / District Emergency Coordinator and / or the State Emergency Coordinator.

The duties of the Incident Controller may include but are not restricted to the following:

- Activating the Incident Management Team (IMT) and if necessary the Incident Support Group (ISG) and Operational Area Support Group (OASG);
- Controlling the response activities of all agencies;
- Developing/approving the Incident Action Plan:
- Accounting for persons on board the aircraft and liaising with the Forensic Division for disaster victim registration and identification purposes;
- Ensuring the orderly evacuation of uninjured survivors to a safe and secure area where the State Welfare Coordinator can assume responsibility for their management;
- Ensure adequate arrangements are in place for transportation of the injured;
- Assisting the Australian Transport Safety Bureau (ATSB) with their investigations;
- Establishing and maintaining secure perimeters around the impact site(s) to protect the site, wreckage, victims, cargo and personal effects and to permit other agencies to work unobstructed in the performance of their specified duties;

- Modifying plans as necessary to cope with changed conditions and developments on the scene;
- Facilitate media management;

- Maintain a log of activities logging critical decisions.

HMA Strategic Incident Management Support

Depending on the complexity and location(s), the controlling agency may at its discretion appoint an Operational Area Manager to undertake the strategic management of more complex emergencies.

The Incident Controller may report to the appropriate Assistant Commissioner or delegate (during duty hours), or the Duty Executive Officer (after duty hours).
The Assistant Commissioner or delegate is responsible for:

- Providing strategic incident management support and guidance to the Incident Controller;
- Advising on the need for the State Emergency Coordination Group (SECG) in conjunction with State Emergency Coordinator;
- Ensuring appropriate State Emergency Management "Hazard" and "Support" Plans are activated;
- Provide strategic level resources from within WA Police to support the incident response.

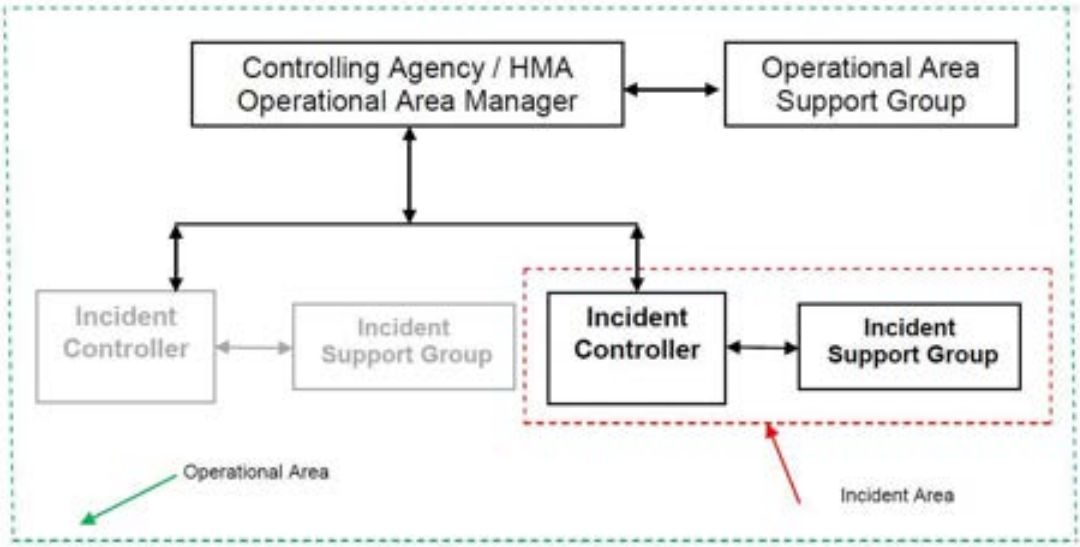
Coordination Structure

During level 1 and 2 air crash emergencies, an Incident Support Group (ISG) consisting of a Local Emergency Coordinator and operational representatives involved in the incident may be formed. The ISGs role is to assist the IC in providing specific agency operational advice relating to their support of the incident.

An Operational Area Support Group (OASG) may be established for level 2 or 3 air crash emergencies to assist with supporting the incident. The OASG members may include agencies that have an agreed responsibility under this plan (refer to WESTPLAN Air Crash).

A SECG may be established if an air crash emergency escalates to a level 3 incident or the State Emergency Coordinator (SEC) initiates activation of the group on his own initiative. Any SECG activation will be in accordance with State Emergency Management Procedure OP 11 - *SECG Activation*.

An Incident Support Group (ISG) and/or an Operations Area Support Group (OASG) may be convened by the Incident Controller depending on the scale and complexity of the incident.



Appendix 1 – Glossary

ACCIDENT – An accident is defined as the occurrence or imminent occurrence of an air crash, where an aircraft is destroyed or seriously damaged at any time between departure and arrival, and is associated with:

a) the death or serious injury of a person and/or
b) destruction of, or damage to, property or any part of the environment.

AEP (Airport Emergency Plan) - A plan developed by the airport operator to coordinate all agencies, State or supporting plans and their individual Airport Emergency Procedures for dealing with an aerodrome emergency.

AIIMS – Australasian Inter-Service Incident Management System is an incident management system utilised by the majority of emergency agencies in Western Australia to manage emergency operations.

AIRSERVICES AUSTRALIA - Federal Government agency providing:

- Air traffic services including in-flight emergency response for aircraft declaring an emergency.
- Aviation Rescue Fire Fighting Services at major airports.

ATSB (Australian Transport Safety Bureau) - A division of the Federal Department of Transport and Regional Services responsible for air transport safety investigations.

CERTIFIED AERODROME (AIRPORT) - An airport owned by a person or organisation licensed by the Civil Aviation Safety Authority (CASA) and operated according to an approved Airport Manual.

COMBAT AGENCY - An organisation, which because of its expertise and resources is responsible for performing a task or activity such as firefighting. An emergency operation may involve a number of Combat Agencies.

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

COMMANDER – A single-agency term. A commander has authority only within that agency. Responsibilities include the direction and coordination of the activities of that agency. A commander operates vertically within the agency and cannot command members of another agency. Individual agencies may refer to this position as a Manager, Controller etc.

CONTROL - The overall direction of emergency management activities in a designated emergency. Authority for control is established in legislation or in an emergency management 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.

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

CONTROL AREA - The total area within the outer perimeter, and includes the combat area, all aircraft wreckage and triage area.

COORDINATION - The bringing together of organisations and elements to ensure effective emergency management response and is primarily concerned with the systematic acquisition and application of resources (organisation, human resources 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 - An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY COORDINATOR - The person appointed by the State Emergency Coordinator to assist the hazard management agency in the provision of a coordinated response during an emergency.

HAZARD MANAGEMENT AGENCY (HMA) - A public authority, or other person, prescribed by the Emergency Management Regulations to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

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

INCIDENT COMMAND and CONTROL SYSTEM (ICCS) Plus – A principles and function-based incident management framework used by Australian Police jurisdictions. The components of ICCS Plus are intelligence, planning, operations, logistics, public information, investigations, communications, safety and recovery.

INCIDENT CONTROLLER - The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

INCIDENT AREA - The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by the incident.

INCIDENT SUPPORT GROUP - A group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident.

OPERATION - An incident (or multiple incidents) that impacts, or is likely to impact beyond a localised community or geographical area.

OPERATIONAL AREA MANAGER - The person designated by the relevant Controlling Agency, responsible for the overall management of an operation within a defined Operational Area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.

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

OPERATIONAL AREA SUPPORT GROUP (OASG) - A group of agency / organisation liaison officers, including the designated Emergency Coordinator, convened by the Operational Area Manager/Incident Controller to provide agency specific expert advice and support in relation to strategic management of the incident/s.

POLICE OPERATIONS CENTRE (POC) - The facility from which the day-to-day operational management of WA POLICE is conducted.

RESCUE COORDINATION CENTRE (RCC) Australia - A division of the Australian Maritime Safety Authority (AMSA) responsible for coordinating aviation and maritime search and rescue (SAR) services in accordance with the National Search and Rescue (NATSAR) Manual.

REGISTERED AIRCRAFT - Aircraft on the register of the Civil Aviation Safety Authority (CASA) will display a 5-letter registration commencing with the letters VH-

STATE HEALTH COORDINATOR - The State Health Coordinator has the authority to command the coordinated use of all health resources within WA, for response to and recovery from, the impacts and effects of a major emergency or disaster situation.

STATE WELFARE COORDINATOR - The person appointed by the Director General, Department for Child Protection and Family Support (DCPFS), to coordinate the delivery of emergency welfare services to victims of an air crash.

TERRORIST ACT - An act or threat, intended to advance a political, ideological or religious cause by coercing or intimidating an Australian or foreign government or the public, by causing serious harm to people or property, creating a serious risk of health and safety to the public, disrupting trade, critical infrastructure or electronic systems. (*Criminal Code Act 1995* [Commonwealth])

TRIAGE - Means the process of sorting people based on their need for immediate medical treatment as compared to their chance of benefiting from such care. Triage is done in emergency departments, disasters and wars when limited medical resources must be allocated to maximize the number of survivors.

WELFARE CENTRE - A centre established to provide welfare services to persons affected by an emergency.

Response Actions Aide Memoir (Appendix 2) and Levels of Response (Appendix 3) should be laminated and bound and made available to

all staff in stations and patrol cars to ensure an appropriate immediate response to an Air Crash.

Appendix 2 - Response Actions

KULIN POLICE STATION
AIR CRASH - AIDE MEMOIRE

Phases

1. Uncertainty Phase – On receipt of advice that doubt exists as to the safety of an aircraft because of lack of information concerning progress or position. The key word is doubt.

- POC, District and Local Police Officers to be alerted. ☐
- All participating combat and support agencies to be briefed. ☐
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153. ☐

2. Alert Phase – On receipt of advice that doubt exists as to the safety of an aircraft;

- POC, District and Local Police Officers to be alerted. ☐
- Ensure all participating combat and support agencies are briefed. ☐
- Advise relevant District Emergency Coordinator. ☐
- Ensure Emergency Operations Unit On Call Officer advised (24/7) - 0411 709 153. ☐
- Establish position, type of aircraft, and people on board, dangerous materials. ☐

3. Standby Phase – On receipt of advice that apprehension exists for safety of the aircraft;

- POC, District and Local Police Officers to be advised of standby phase. ☐
- Combat and support agencies to be placed on standby. ☐
- District and Local Police procedures to be activated. ☐

4. Call Out – Advice received that an aircraft has crashed.

- POC, District and Local Police Officers to be alerted. ☐
- All participating combat and support agencies to be alerted. ☐
- Police, Combat and support agencies dispatched to the site immediately. ☐
- Establish position, type of aircraft, and people on board, dangerous materials. ☐
- Advise relevant District Emergency Coordinator. ☐
- Advise Emergency Operations Unit On Call Officer (24/7) - 0411 709 153. ☐
- Incident Controller and Incident Management Team to be appointed. ☐
- Ensure all actions are recorded on running sheets, consider the use of WebEOC. ☐

Appendix 3 – Levels of Response

Rescue Coordination Centre (RCC) ,	**WA POLICE and Emergency**

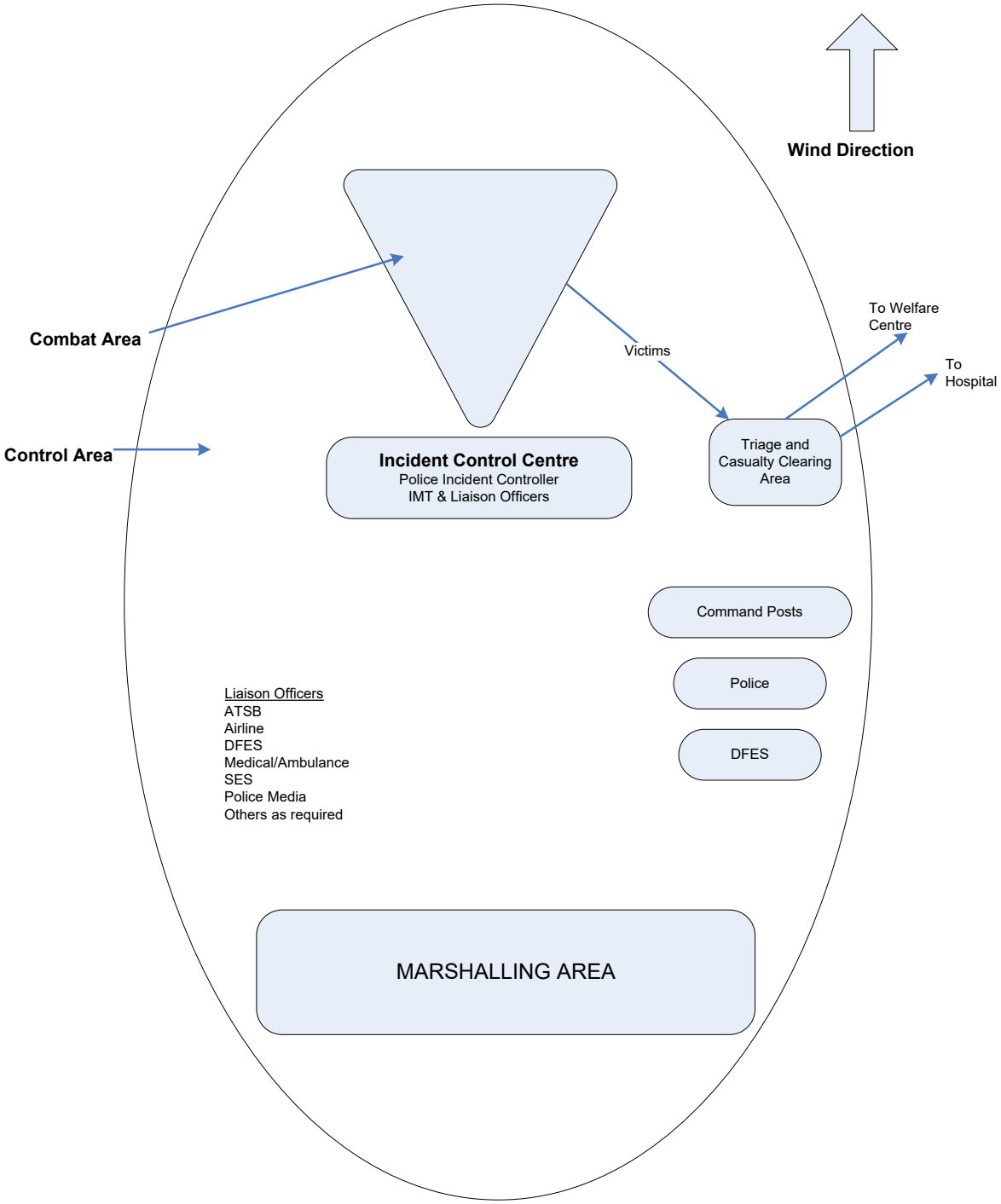
Australia	Services
Uncertainty Phase (INCERFA): Assigned any time doubt exists as to the safety of an aircraft because of lack of information concerning progress or position. The key word is doubt.	**ADVICE ONLY:** Heads or Liaison Officers of participating combat agencies are briefed on the situation. No further action is required.
Alert Phase (ALERFA) Assigned any time apprehension exists for the safety of an aircraft because of definite information that serious difficulties exist which does not amount to distress, or because of a continued lack of information concerning progress or position. The key word is apprehension.	**STAND BY:** The situation has deteriorated and combat agencies may be required to attend. Heads or Liaison Officers are updated and brief their own personnel.
Distress Phase (DETRESFA) Declared when immediate assistance is required by an aircraft threatened by grave or imminent danger or because of a continued lack of information concerning progress or position. The key words are "grave or imminent danger" and "immediate assistance required".	**CALL OUT:** An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel
CRASH Self evident situation where an aircraft is seen to crash or is about to crash	**CALL OUT:** An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel
For use at airports: **Full Emergency** Declared when it is known that an aircraft approaching the airport is, or is suspected to be, in such trouble that there is danger of an accident and requiring the response from off-airport agencies.	**CALL OUT:** An air crash has occurred or is imminent and combat agencies are requested to dispatch their personnel
Notification of Completion	**STAND DOWN:** Rescue actions have been completed and agencies are stood down.

Appendix 4 – Organisation Roles

Organisation	**Prime Function**
WA Police (HMA)	• Overall Command, Control & Coordination.
Combat Agencies	
Department of Fire and Emergency Services	• Fire fighting, rescue of trapped persons, HAZMAT resources and communications support.
Aviation Rescue Fire Fighting – Airservices Australia	• Where Australian Federal Police are not present, ARFF will assume overall control & coordination at aerodromes where services established. Will handover to WA Police under Westplan Air Crash arrangements and remain the combat agency for the aircraft incident. • Fire fighting, rescue of trapped persons, specialist aviation resources.
Rescue Coordination Centre (RCC), Australia	• Coordinate the first response. Provide Search and Rescue Services for civil and internationally registered aircraft in Australia's Search and rescue region.
Support Organisations	
Department of Health	• Coordinate health response including acute medical response to site.
Department for Child Protection and Family Support (DCPFS)	• Coordinate welfare services for survivors including welfare centres and crisis care as required.
Australian Red Cross	• Activate National Registration and Inquiry System as appropriate.
Department of Mines & Petroleum (Dangerous Goods Safety Branch)	• Provide technical advice regarding HAZMAT and dangerous goods.
Department of Parks and Wildlife	• Advice and Resources
Department of Transport	• Advice and resources
Local Government	• Advice and resources
Main Roads of Western Australia (MRWA)	• Traffic management planning.

Royal Flying Doctor Service – Western Operations	• Air transport of medical personnel, primary triage and treatment, air transport of casualties.
St John Ambulance - Western Australia	• Primary triage and treatment, and road transport of casualties.
Rescue Coordination Centre Australia	• Coordination of aviation and maritime search and rescue services.
Airline Company or Handling Agent	• Provide passenger/cargo manifest, assist with welfare of survivors, and provide transport and accommodation for survivors.
LifeLine Groups	• Advice, Assistance and Resources.
Bureau of Meteorology	• Provide SAR weather forecasts to RCC Australia.
Air Services Australia/ Westralia Airports Corporation	• Provide Aviation Rescue and Firefighting (ARRF) at Perth, Broome & Karratha. • Provide air traffic control services at Perth.
Westralia Airports Corporation	• Establishment of the Aerodrome Emergency Plan, support operations and aerodrome safety at Perth Airport
Australian Customs Service	• Process uninjured passengers.
Australian Transport Safety Bureau	• Support
Australian Federal Police	• Support
Australian Quarantine and Inspection Service (AQIS)	• Provide quarantine clearance.
Department of Immigration and Citizenship	• Provide immigration clearance

Appendix 5 – Air Crash Site Layout



Appendix 6 – List of Contacts

Contact Details	Phone	Mobile	Fax
Police - Local Station	**9861 5800**	**0437 824 185**	
Police - District Office	**9892 9355**	**N/A**	**9892 9363**
District Emergency Coordinator **Name : Superintendent COOMBES**	**9892 9355**	**0400772026**	**9892 9363**
GSDO On Call Officer	**9892 9395**		
State Control Centre	**9323 5567**		
Police Operations Centre (POC) Duty Inspector	**9323 5567**		
WAPOL Emergency Operations Unit	**9370 7115**	**A/H On Call 0411 709 153**	**9370 7109**
Police Media	**9222 1011**		
Emergency Management Committee members:			
Local Government – Shire of Kulin	**9880 1204**		
CEO Alan LEESON	**9880 1204**	**0497 801 204**	
Manager of Works – Judd HOBSON	**9880 1204**	**0427 801 241**	
Ambulance	**000**	**0427 081 925**	
Medical Centre	**9880 1056**		
Department of Community Protection And Family Support - DCPFS	**132 316**		
DFES Operations Centre – SES Headquarters (National)	**132 500**	**0419 869 655**	
Kulin Volunteer Fire Service	**9880 1287**	**0429 801 152**	
DFES Comcen – 000 Operators (24hrs)	**9323 9333**		
DFES Comcen Supervisor (24hrs)	**9323 9496**		
Water Corporation Emergency Call Centre (24hrs)	**131 375**		
MRWA Customer Contact Centre (24 hrs)	**138 138**		
MRWA Traffic Operations Centre	**9323 2222**		
MRWA Heavy Vehicle Operations	**9311 8450**		

Appendix 2

Local Emergency Management Arrangements

RESOURCES LOG

Updated May 2023

Kulin Emergency Centre

Operations Centre: Kulin Emergency Centre
Address: 20 Johnston Street KULIN
Phone: 9880 1205

Equipment: Emergency Headquarters

Role: **Emergency Headquarters**

Additional Details

- Houses Kulin Fire Brigade, St John Ambulance & Kulin SES.
- Can be utilised as headquarters in emergency
- Contains telephone line, fax, white boards, television
- Can also be utilised as emergency accommodation with showers and toilets

Kulin Fire and Rescue

Co-ordinator: Craig MCINNES, Captain
Address: Day Street, Kulin
Phone: 0429 801 152
a/h: 9880 1152

Operations Centre: Kulin Emergency Centre
Address: 20 Johnston Street KULIN
Phone: 9880 1079

Equipment: **Rescue Trailer – Tandem Axle fully enclosed**
Fire Truck – Light Tanker – Toyota Landcruiser 4 x 4

Role: Road Rescue, General Rescue and HAZMAT

Additional Details

- Powered cutting and spreading equipment
- Manual hydraulic spreading equipment
- Generator & 240V rescue lights
- Oxy-viva portable
- Breathing apparatus & chemical splash suits
- 550L Water Tank
- Diesel powered 120L/min pump
- Hose reel
- WAERN High Band Radios
- Refer Page 9 for Radio Installation List
- Satellite telephone
- 1550L Water Tank
- Diesel powered 1800L/min pump
- Hose reels and water cannon
- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment: **Fire Truck – Rural Appliance Isuzu FSS 4 x 4 Truck**

Role: Grass/Stubble/Bush Fires & Rural Structural Fires

Additional Details

- 1800L Water Tank
- Diesel powered 1400L/min pump
- Hose reels and water cannon
- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment: **Communication Equipment**

Role: Communications

Additional Details

- WAERN High Band Radios
- Refer Page 9 for Radio Installation List

Name	Brigade / Location	House	Vehicle
Darren Kirby	Kulin South		Yes
Clinton Mullan	Kulin South	Yes	Yes
John Waters	Kulin South		Yes
Greg Schorer	Kulin South	Yes	Yes
Michael Wilson	Kulin North		
Craig McInnes	Kuiln Town		
Rod Diery	Kulin Town	Yes	Yes
Gerald Noble	Kulin North	Yes	Yes
Don Bradford	Kulin North		Yes
John Bowey	Kulin North		Yes
David Lewis	Kulin North		Yes
Brendan Sloggett	Kulin North	Yes	Yes
Brendan Sloggett	Ambulance		
Geoff Hodgson	Jilakin Pingaring	Yes	Yes
Evan Wyatt	Jilakin Pingaring		Yes
Michael Lane	Jilakin Pingaring		Yes
Peter Riseborough	Jilakin Pingaring		Yes
Brent Hyde	Holt Rock Little Italy		Yes
Brendon DiRusso	Holt Rock Little Italy		Yes

St John Ambulance

Co-ordinator: Brendon Sloggett - Station Officer (Ambulance)
Address: 2008 Gnarming Road, KULIN
Phone: 0427 081 925
a/h: 9880 9036

Operations Centre: Kulin Emergency Centre
Address: 20 Johnson Street KULIN
Phone: 9880 1079

Equipment: **Fully Equipped Ambulance (Mercedes Sprinter)**

Role: First aid treatment and transport to hospital facilities

Additional Details

- Ambulance can also be arranged by contacting Kondinin Hospital (nearest hospital to Kulin) – 9894 1222
- Other hospitals
    - Lake Grace – 9894 1222
    - Corrigin – 9063 2300

WA Police Service

Co-ordinator: Sergeant Andrew DUNN, Officer in Charge

Operations Centre: Kulin Police Station
Address: 21 Johnson Street KULIN
Phone: 9861 5800 or 0437 824 185 (out of hours)

Equipment: **Marked Police Vehicle (Subaru Outback - LE101)**

Role: Local Emergency Management Coordinator

Additional Details

- 1 x UHF base radio call sign LE100
- 2 x UHF hand held radio call signs LE801 & LE802
- 1 x UHF Vehicle radio
- 1 x CB vehicle radio
- 1 x Satellite Phone
- DFES radio set

Shire of Kulin

Co-ordinator:	Alan LEESON – Chief Executive Officer
Address:	38 Johnston Street, KULIN
Phone:	9880 1204
a/h:	0497 801 204
Alternative Contact:	Judd Hobson, Manager of Works
Address:	38 Johnston Street, KULIN
Phone:	9880 1204
a/h:	0427 801 241
Alternative Contact:	Fiona MURPHY, Deputy Chief Executive Officer
Address:	38 Johnston Street, KULIN
Phone:	9880 1204
a/h:	0402 901 442
Operations Centre:	Shire Office, Kulin
Address:	24 Johnson Street KULIN
Phone:	9880 1204
Equipment:	Communication Equipment
Role:	**Communications**

Additional Details

- WAERN High Band Radios
- Refer Page 6 for Radio Installation List

Equipment:	Plant/Machinery
Role:	**Provide engineering, public health and resources support in emergency management operations, and manager recovery activities**

Additional Details

- 5 graders
- 1 low loader
- 2 tractors
- 1 bulldozer
- 1 back hoe
- 2 loaders
- Isuzu firetruck – 3000L water tank
- Man power of 16 employees
- Signs

Equipment:	Community Bus
Role:	**Transport – Community Bus**

Additional Details

- Bus seats 20 people plus driver (21 seats total)

Water Authority

Co-ordinator: Trevor Brewis
Address: High Street, KULIN
Phone: 9880 1356
a/h: 9889 0020

Operations Centre: Water Authority Compound
Address: High Street, KULIN
Phone: 9880 1356

Equipment: FWD Ute, normal ute, 3 tonne truck

Role: **Accommodation**

Additional Details

- Also has chainsaws, water pumps, road signs, red hats, red lights, 2 tonne truck fitted with oxy & gen set
- Available all hours

Agriculture WA

Co-ordinator: District Manager, Narrogin
Phone: 9881 0222

Operations Centre: Ag WA Narrogin Office

Role: **The control and/or eradication of exotic animals and provision of animal relief services**

Additional Details

- Lead Combat Authority for exotic animal disease incidents

Kulin District High School

Co-ordinator: Garry WALKER, Principal
Address: 11 Gordon Street, KULIN
Phone: 6865 7300 a/h: 0407 216 730

Alternative Contact: Megan Syred, Deputy Principal
Address: 11 Gordon Street, KULIN
Phone: 6865 7300

Operations Centre: Principal's Office

Role: **To assist the care of children in care of education facilities and the provision of welfare centres**

Additional Details

- Assist with evacuation of children, who are in care of educational facilities at the time of disaster, to a safe area
- To make available departmental premises for use as Welfare Assembly Centre/Emergency Accommodation Centres
- To assist in the delivery of emergency management education

Transport – School Bus Operators

Role: **Transport – School Bus**

Bus Run: Kulin/Dudinin
Owner/Driver: Ron Silver
Contact Number: 0447 906 257
Bus seats 20 people plus driver (21 seats total)

Bus Run: Kulin/Jitarning
Owner/Driver: John Munro
Contact Number: 0427 386 849
Bus seats 10 people plus driver

Bus Run: Kulin East/Jilakin
Owner: Tessa Silver
Contact Number: 0429 880 155
Driver: Sue Hobson
Contact Number: 0427 801 284
Bus seats 10 people plus driver

Bus Run: Kulin North/West
Owner: Linda Bradford
Contact Number: 0407 420 504
Driver: Elsabe Nel
Contact: 0419 740 280
Bus seats 10 people plus driver

Bus Run: Kulin/Karlgarin
Owner: Brian and Shirley Wilson
Contact Number: 9880 1295/0427 801 295
Driver: Jo Wilson
Contact Number: 0427 365 245
Bus seats 20 people plus driver (21 seats total)

Bus Run: Kulin/Kondinin
Owner: Mandy Bootsma
Contact Number: 0427 426 676
Driver: Emily Bastian
Contact Number: 0409 576 599
Bus seats 20 people plus driver (21 seats total)

Acres of Taste - Cafe

Co-ordinator: Amy Parnell
Address: 51 Johnston Street, KULIN
Phone: 0499 920 002

Operations Centre: Acres of Taste Café
Address: 51 Johnston Street, KULIN
Phone: 0499 920 002

Equipment: Fully equipped commercial kitchen

Role: Catering

Additional Details

- Space to seat people at café if necessary

Kulin IGA

Co-ordinator: Rachel and Allen (Hooch) ARGENT
Address: 53-59 High Street, KULIN
Phone: 9880 1007
a/h: 0428 898 042

Role: Supermarket / Food and Drink Supplier

Additional Details

Kulin Caravan Park

Co-ordinator: Trish Mahe (Caretaker)
Address: 90 Johnston Street, KULIN
Phone: 0439 469 850

Alternative Contact: Alan LEESON, Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0497 801 204

Operations Centre: Kulin Caravan Park
Address: 90 Johnston Street, KULIN

Equipment: On-site Vans/camp sites

Role: Accommodation

Additional Details

- Accommodation and public amenities available

Airplane Owners

Co-ordinator: Keith Wilson
Address: 1693 Carmody Road, KULIN
Mobile: 0427 653 046

Co-ordinator: Barry West
Address: 1303 Corrigin Road, KULIN
Mobile: 0488 090 221

Co-ordinator: Anthony Dearlove
Address: 380 Dearlove House Road, KULIN
Mobile: 0487 594 260

Role: **Airplane useful for spotting**

Freebairn Recreation Centre

Co-ordinator: Alan LEESON, Chief Executive Officer
Address: 38 Johnston Street, KULIN
Phone: 9880 1204
a/h: 0497 801 204

Alternative Contact: Caroline CARRIE, Centre Manager
Address: Kulin – Lake Grace Road
Phone: 9880 1000
a/h: 0447 828 636

Operations Centre: Freebairn Recreation Centre
Address: Kulin-Lake Grace Road, KULIN
Phone: 9880 1000

Equipment: Enclosed public area

Role: **Accommodation**

Additional Details

- Indoor basketball courts suitable for accommodation
- Function areas suitable for accommodation
- Fully equipped kitchen
- Office space
- Access to computer, internet access, telephone, fax and photocopier

Kulin Hotel/Motel

Co-ordinator: Theresa Brown, Duty Manager
Address: 55 – 57 Johnston Street, KULIN
Phone: 9880 1201
a/h:

Alternative Contact: Barry and Wendy Gangell, Owner
Address: 19 High Street, KULIN
Phone: 9880 1292
a/h: 0429 801 292

Operations Centre: Kulin Hotel/Motel
Address: 55 – 57 Johnston Street, KULIN
Phone: 9880 1201

Equipment: Accommodation/catering

Role: Accommodation and catering

Additional Details

- 6 hotel units (double)
- 10 rooms in hotel complex
- Fully equipped kitchen
- Dining room

Pingaring General Store

Co-ordinator: Bev Gangell
Address: Luke Price Street, PINGARING
Phone: 9866 8014
a/h: 9866 8806

Operations Centre: Gangells AgSolutions Pingaring
Address: Luke Price Street, PINGARING
Phone: 9866 8014
a/h: 9866 8806

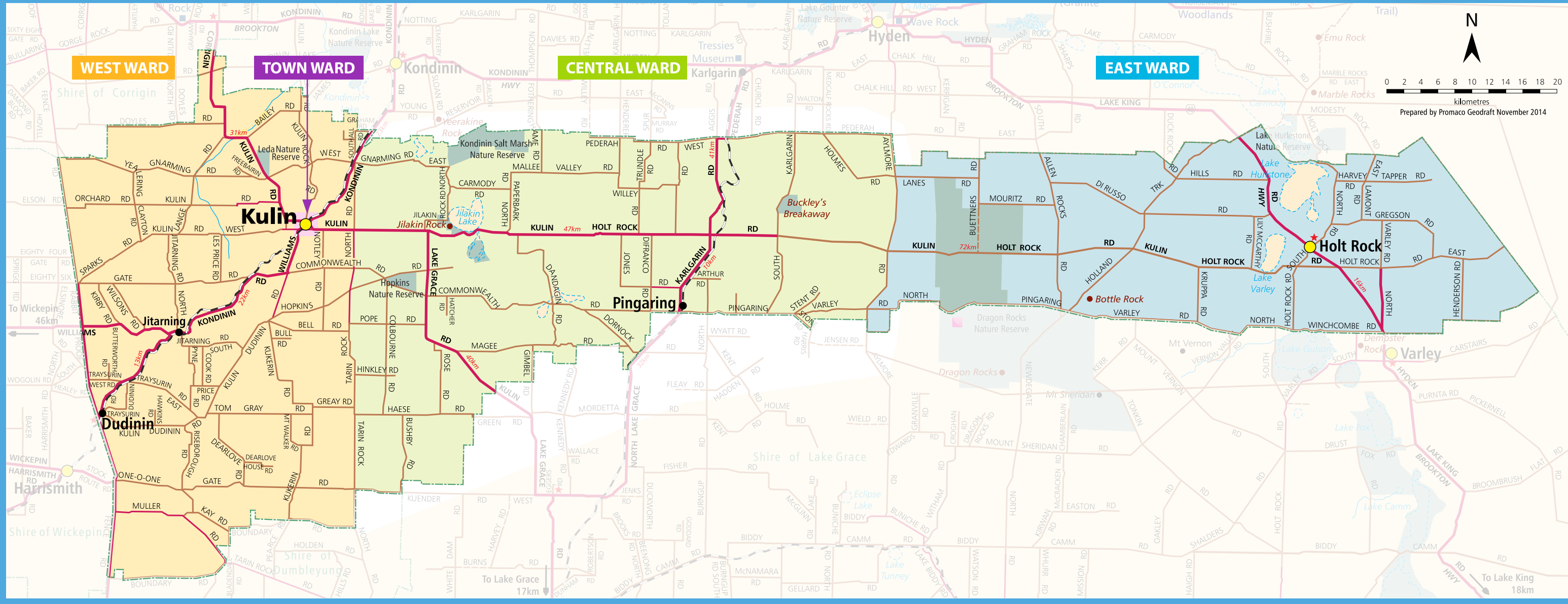
Role: Groceries/Fuel

Additional Details

- Unleaded Fuel
- Diesel Fuel
- Oil and Grease
- Groceries and basic hardware supplies
- WAERN High Band Radios
- Refer Page 9 for Radio Installation List

Community Halls

Pingaring, Jitarning, Dudinin: Accommodation


WEST WARD
TOWN WARD
CENTRAL WARD
EAST WARD
N
0 2 4 6 8 10 12 14 16 18 20
kilometres
Prepared by Promaco Geodraft November 2014
Kulin
Jitarning
Dudinin
Pingaring
Holt Rock
Varley
Kondinin
Karlgarin
Hyden
Harrismith
Jilakin Rock
Jilakin Lake
Buckley's Breakaway
Bottle Rock
Lake Hurlstone
Lake Varley
Dragon Rocks
Shire of Corrigin
Shire of Wickepin
Shire of Dumbleyung
Shire of Lake Grace
To Wickepin 46km
To Lake Grace 17km
To Lake King 18km
KULIN
HOLT ROCK
KONDININ
WILLIAMS
LAKE GRACE
KARLGARIN
31km
22km
13km
47km
40km
41km
10km
72km
16km

APPENDIX 4

SHIRE OF KULIN

RECOVERY PLAN

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7.1 Introduction

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

a. reconstruction of the physical infrastructure; and

b. restoration of emotional, social, economic and physical wellbeing.

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.

7.2 Aim

The aim of this document is to detail the recovery management arrangements for the Shire of Kulin to assist with the timely and effective coordination of reconstruction and restoration activities to improve the quality of life in an affected community, so that they can continue to function as part of the wider community.

7.3 Objectives

The objectives of these arrangements are to prescribe the organisation, concepts, responsibilities and procedures for the effective management of recovery functions following the impact of an emergency;

- establish the basis for coordination between agencies that may become involved in the recovery effort;
- provide a framework for recovery operations; and
- provide guidelines for the operations of these recovery management arrangements.

7.4 Authority and Planning Responsibility

This plan is part of the Shire of Kulin's Local Emergency Management Arrangements, the authority for which is vested in the *Emergency Management Act 2005*.

The preparation, maintenance and testing of these Recovery Arrangements is the responsibility of the Local Emergency Management Committee

The Shire of Kulin Local Recovery Arrangements has been endorsed by the:

- Shire of Kulin LEMC on _____
- Shire of Kulin Council on _____
- District Emergency Management Committee on _____

7.5 Recovery Management Principles and Concepts

The arrangements in this plan comply with the recovery principles and concepts detailed in the State Emergency Management Recovery Plan and in the Australian Emergency Manual "Disaster Recovery'. Both of these documents are available from the Shire's Recovery Coordinator.

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 of this plan:

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.

7.6 Organisation and Responsibilities

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

a. Local Recovery Coordinator;
b. Local Recovery Committee; and
c. Other participating organisations and community groups.

7.7 Appointment

7.7.1 Local Recovery Coordinator

The role of the Local Recovery Coordinator will be undertaken by Shire of Kulin Chief Executive Officer.

7.7.2 Deputy Local Recovery Coordinator

The role of the Deputy Local Recovery Coordinator will be undertaken by Shire of Kulin Manager of Works.

7.7.3 Recovery Committee Members

The appointment of the Recovery Committee will be undertaken by Council resolution and include representatives detailed as the "Core Group" in section "1.5 Organisational Structure" of this document. Other members will be co- opted by the Core Group as required depending on the scale and nature of the event or emergency.

7.8 Responsibilities

7.8.1 Shire of Kulin

The Shire of Kulin will undertake the following;

- Be responsible for ensuring a co-ordinated recovery;
- Prepare, maintain and test these arrangements (via the LEMC sub-committee);
- Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
- Appoint the Local Recovery Coordinator and Deputy Local Recovery Coordinator;
- Provide Executive & Communications Support to the Recovery Coordinating Committee;
- Provide Staff and Equipment for the Recovery Coordination Centre as required;
- Provide Financial Management support to the Recovery Coordinating Committee; and
- Prepare Business Continuity Plan to accommodate a protracted Recovery process.

Execution of the above responsibilities will result in the following tasks being undertaken;

- Manage the activities of the Local Recovery Coordination Committee;
- Provide secretariat and administrative support to the Local Recovery Coordination Committee;
- Provide the Local Recovery coordination Centre; and
- Ensures the restoration or reconstruction of Local Government services/facilities.

7.8.2 Local Recovery Coordinator / Deputy Local Recovery Coordinator

The Local Recovery Coordinator has two broad areas of responsibilities and will undertake the following;

In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development & implementation of recovery arrangements for the Shire including the following:

- Assist in the preparation, maintenance and testing of the local recovery plan;
- Ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements; and
- Coordinate the promotion of community awareness with respect to the recovery arrangements.

During recovery operations:

- In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies, determine the need to activate this Recovery Plan and convene the Local Recovery Committee;
- Assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- Facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery process;
- Contribute to the resolution of community and political problems which emerge during the recovery process;
- Ensure maximum community involvement and long-term individual and community needs are met in the recovery process;
- Coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

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

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

7.8.3 Deputy Local Recovery Coordinator

The Deputy Local Recovery Coordinator will undertake the following;

- To support the Local Recovery Coordinator with the Local Recovery Coordinator duties listed above; and
- In the absence of the Local Recovery Coordinator, to act in that position until such time as they can resume their role as LRC.

7.8.4 Local Recovery Coordinating Committee

The Local Recovery Coordination Committee (LRCC) is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC policies and the Local Recovery Arrangements.

The Local Recovery Coordinating Committee is responsible for:

- Maintaining the recovery process in accordance with SEMP 4.4 which includes the National Disaster recovery Principles.

And:

- Appointment of key positions within the committee and the sub-committees;
- Assessing requirements for the restoration of the Social, Infrastructure, Physical, Health, Environmental, and Economic wellbeing of the community;
- Establish sub-committees as required;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making recommendations to LEMC to improve the community's recovery preparedness.

The functions of the LRCC include the following;

(a) assist the Local Recovery Coordinator prepare, maintain and test the Local Recovery Plan

(b) following the impact of an event requiring recovery, to develop a tactical recovery plan that-

- meets the immediate needs of the community;
- takes accounts of Local Government long term planning and goals;
- includes an assessment of the immediate recovery needs of the community and determines which recovery functions are still required;
- develops a time table for completing the major functions;
- considers the needs of youth, aged, disabled and non-English speaking people;
- allows for the monitoring of the progress of recovery;
- allows full community participation and access;
- effectively uses the State and Commonwealth agencies;
- provides for public access to information on the proposed programs and subsequent decisions and actions; and allows consultation with all relevant community groups.

7.9 Responsibilities of Participating Organisations

7.9.1 Hazard Management Agency

a. Provide a representative to the Local Recovery Committee where possible;
b. Advise the Local Recovery Coordinator when an event threatens or has impacted the community;
c. Initiate the recovery process;
d. Participate in the development of the recovery plan; and
e. Advise the Recovery Coordinator when withdrawing from the recovery process.

7.9.2 Department for Child Protection

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

7.9.3 Lifeline Agencies

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

7.10 Management Arrangements

7.10.1 Local Recovery Coordination Centre

The Local Recovery Coordination Centre is where the Local Recovery Committee is based during an emergency and recovery phase, and provides a focal point for a coordinated approach to recovery services.

The following communication systems are desirable when setting up an LRCC (dependant on the scale of the incident):

- Phone;
- Internet;
- Email.

It is preferred that each LRCC will have the following facilities available (dependant on the scale of the incident):

- Meeting Rooms;
- Ablutions; and
- Kitchen/Food Preparation Area.

7.10.2 Advice

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

7.10.3 Activation

a. In order to facilitate the effective coordination of the recovery process, it is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of an event. This will be undertaken by the Local Recovery Coordinator, in liaison with the Hazard Management Agency, the Local Emergency Coordinator and appropriate recovery organisations.
b. Based upon the assessment of the recovery and restoration requirements and the advice of the Hazard Management Agency and the Local Emergency Coordinator and the Local Recovery Coordinator will advise the Chairman of the Local Recovery Committee as to whether the recovery plan should be activated and the Local Recovery committee convened.

c. Where the decision is taken not to activate the plan or convene the Local Recovery Committee because statutory agencies are coping with the situation, the local Recovery Coordinator will monitor the situation and keep the Local Recovery Committee advised accordingly.

7.10.4 Method of Operations

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

7.10.5 Recovery Activities and Strategies

To assist the Local Recovery Coordinator and the Local Recovery Committee a listing of recovery activities that may have to be undertaken together with suggested strategies has been listed below:

7.10.6 Activities

- Short Term Accommodation
- Counselling
- Establish and managing emergency financial relief schemes
- Surveying and assessing the damage to public and private property
- Repairing and/or replacing public utilities, services and assets
- Assisting with the repair or replacement of private property
- Initiating programs to stimulate community morale and economic growth
- Managing environmental rehabilitation programs
- Coordinating recovery and research agencies
- Revision of Land Use/Town Planning schemes

7.11 Strategies

7.11.1 Community Involvement Strategies

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

7.11.2 Recovery Information Strategies

- Provide regular updates on –
  - current state & extent of the disaster,
  - actual and proposed official response
  - desired community response
  - advice to isolated families
- Ensure everybody has an understanding of the situation and the opportunity for personal counselling
- Provide for advocacy by agencies and organisations. Information may be made available to the public using a combination of the methods such as;

- One Stop Shop
- Door Knocks
- Out Reach Programs
- Information Sheets
- Community Newsletters

7.11.3 Recovery Assistance Strategies

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

7.11.4 Accountability Strategies

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

7.11.5 Strategies for Grants, Loans and Gifts

- Ensure there is community involvement in determining criteria
- Communicate entitlement criteria for financial support & grants immediately
- Alterations to criteria must be communicated clearly to the community
- Consider non-English speaking groups in designing information for grants
- Maintain confidentiality

7.11.6 Strategies to Maintain Family Cohesion

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

7.12 Financial Arrangements

7.12.1 Financial Arrangements During An Emergency Situation

It should be recognised that in the event of an emergency there may be a need for the Shire of Kulin to undertake essential recovery activities during the emergency event, or as soon as possible after the emergency.

On these occasions the Shire will need to act in its capacity as the agency responsible for Recovery without funding allocated within Council's Budget. Under Section 6.8 of the *Local Government Act* 1995*,* the Shire President may approve emergency expenditure where requested by the Chief Executive Officer or Recovery Committee:

"A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure –

- *is incurred in a financial year before the adoption of the annual budget by the local government;*
- *is authorised in advance by resolution*; or*
- *is authorised in advance by the mayor or president in an emergency."*

7.12.2 Appeals and Donations

Where possible, donations of goods and services should be discouraged as they are difficult to manage. Donations of cash are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Donations of Cash

The Local Recovery Committee will encourage the use of the Lord Mayor's Distress Relief Fund for people wanting to make cash donations, although if deemed necessary will open a separate account specifically for cash donations (Ref SEMP OP 19).

Donations of Service and Labour
Any donations of services or labour to assist with the recovery process should be administered by the affected Local Government or if established the Local Recovery Committee. Where the State Government level recovery coordination arrangements are activated under WESTPLAN – RECOVERY COORDINATION, the Recovery Services Sub Committee may arrange the administration of donations of services and labour.

Donations of Goods
The donations of goods to assist victims to recover from an emergency may be arranged by non-government organisations. The distribution of the donated goods shall be undertaken by the organisations concerned.

7.12.3 Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA

To assist the recovery of communities whose social, financial and economic well-being has been severely affected by a *natural disaster*, the State Government has established the WANDRRA, providing a range of *eligible measures* designed to help those within disaster affected communities.
Assistance is NOT provided as compensation for damage/losses sustained, or as a disincentive to self-help by way of commercial insurance and/or other appropriate strategies of *disaster mitigation*. Insurable assets such as houses and vehicles will not be eligible under the WANDRRA.

7.12.4 Declaration of Eligible Natural Disasters

Before any WANDRRA relief or recovery measures can be accessed, a disaster must be declared a *"natural disaster"*, in accordance with the criteria specified under the WANDRRA.

The WANDRRA criteria for the declaration of an *eligible disaster* are as follows:
Must be an ***eligible event***; and
The anticipated cost to the State of ***eligible measures*** must exceed the ***small disaster criterion***, being the amount of $240,000.
(Further information concerning the terms *'eligible event' and 'eligible measures'* follow.)

Eligible Events
The WANDRRA **ONLY** apply for those events resulting from any one, or a combination of, the following natural hazards: *Bushfire; Cyclone; Earthquake; Flood; Landslide; Meteorite Strike; Storm; Storm Surge; Tornado or Tsunami.'*

Eligible Measures
The WANDRRA comprises a range of *eligible measures* that have been approved by the *State* Government. An *eligible measure* means an act of relief or recovery that is:
carried out to alleviate damage or distress arising as a direct result of a *natural disaster*; **and**
of a type described below as a Category A, B, C or D measure.

Category A Measure - is a form of emergency assistance that is given to *individuals* to alleviate their personal hardship or distress arising as a direct result of a *natural disaster*.

Category B measure - is for the restoration or replacement of certain essential public assets damaged as a direct result of a natural disaster;
Specified subsidies or grants to alleviate the financial burden of costs incurred by certain businesses, primary producers, voluntary non-profit bodies and individuals as a direct result of a natural disaster, or counter disaster operations for the protection of the general public.

Category C measure - is a community recovery package designed to support a holistic approach to the recovery of regions, communities or sectors severely affected by a *natural disaster*.
Category D measure - is an act of relief or recovery carried out to alleviate distress or damage in circumstances that are 'exceptional'.

7.12.5 Administration and Management of the WANDRRA

The Fire and Emergency Services Authority is responsible for the overall administration of the WANDRRA.

FESA is assisted by a number of State Government agencies that manage specific components of the WANDRRA (e.g., Personal Hardship or Distress measures by the Department for Child Protection).

FESA is also the contact point for the Australian Government in respect of the NDRRA.

7.13 Stand Down

The Recovery Management structure will gradually be stood-down as the Shire statutory authorities' capability to manage the services improves*.*

7.13.1 Post Recovery Analysis

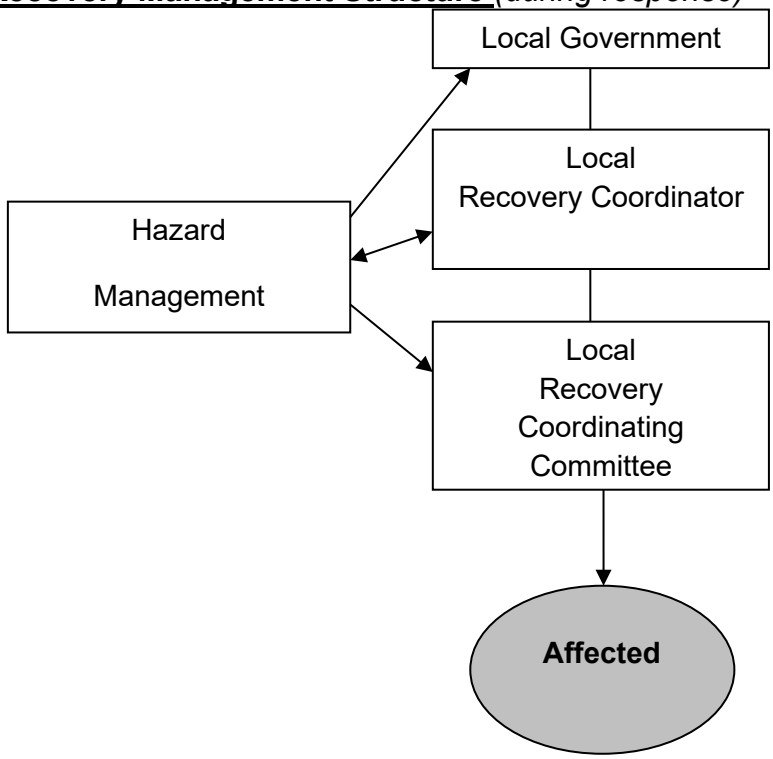
The Recovery Coordinator will hold a Post Recovery Analysis (PRA) of recovery agencies and the provision of a post operation report to the Hazard Management Agency to form part of the overall report for the event.

7.13.2 Post Recovery Reports

The Recovery Coordinator with the assistance of the Shire of Kulin will produce a Post Recovery Report (PRR) to the Hazard Management Agency to form part of the overall report for the event.

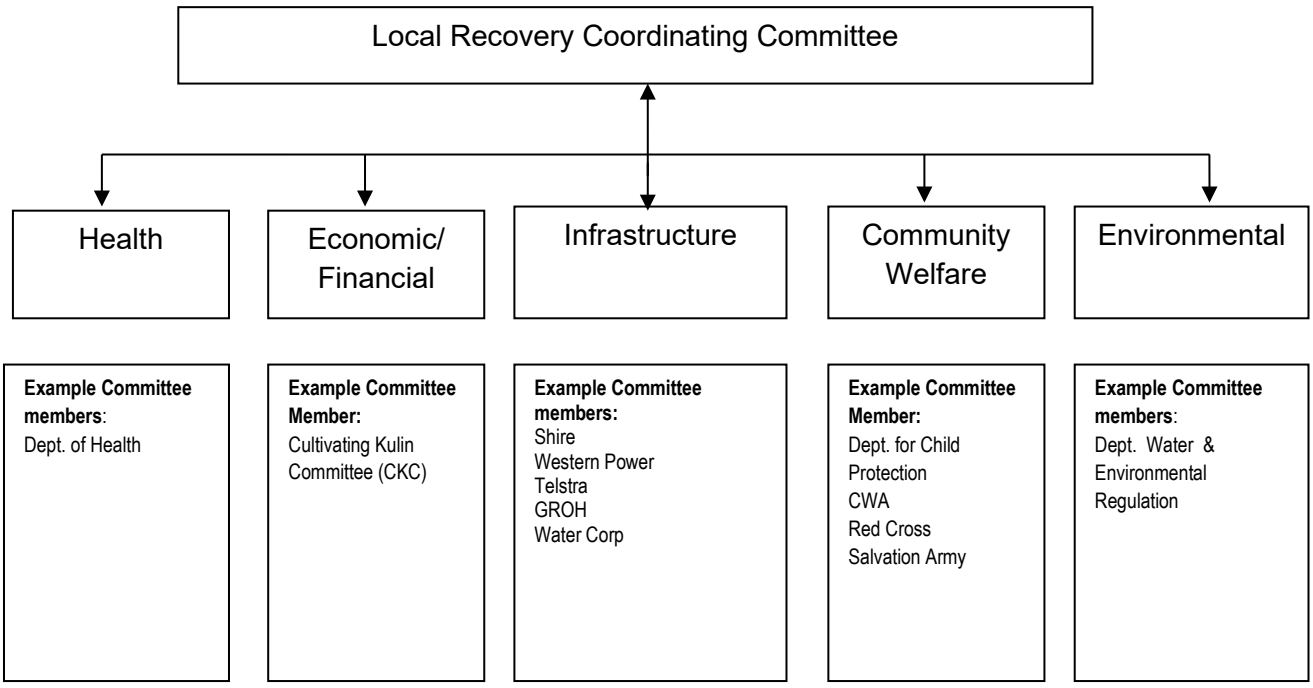
Annex 1 Local Recovery Organisation

Initial Recovery Management Structure *(during response)*



Recovery Committee Structures *(following handover from HMA to LRC)*

(depending upon community impact and complexity of event)



Annex 2 Contacts (Recovery Specific)

Refer to Local Emergency Managements Arrangements document.

Annex 3 Local Recovery Coordinator/ Coordinating Committee

Transition From Response:	**OK**
IC shall include the LRC in critical response briefings	
LRCC shall ensure the Incident Controller aware of recovery requirements and tasks prior to the termination of the state of emergency	
LRCC shall ensure that agencies with response and recovery obligations are aware of their continuing role	
LRCC to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available.	
LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
Management Structure (the LRCC Shall):	
Ensure of the appointment of an LRC has occurred	
Activate a recovery coordination centre if required	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required	
Ensure and facilitate the completion of the impact assessment	
Assume public information responsibilities from response agency and provide information to the impacted area and to public and media	
Facilitate and advise on State/Federal disaster relief funding, facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement (the LRCC shall):	
Work within existing community organizations	
Recruit representatives of the affected community into recovery planning	
Establish strategies for uniting the community behind agreed objectives	
Provide information centres for advice, information and assistance during the recovery period	
Establish mechanisms for sharing information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment -managerial issues (the LRCC shall):	
Use intelligence/planning information from the response operation, and set up a recovery liaison person in the EOC/ECC	
Confirm the total area of impact for determination of survey focus	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues	
Link with parallel data-gathering work	
Identify and close information gaps (establish the “big picture”)	
Assess the financial and insurance requirements of affected parties	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments - technical focus (the LRCC shall):	
Establish and define the purpose of inspection/assessment and expected outcomes	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
Collect and analyse data	
Establish a method/process to determine the type of information needed for this recovery operation, defining:	

• how and who will gather the information (single comprehensive survey) • how information will be shared • how information will be processed and analysed • how the data will be verified (accuracy, currency and relevance)	
Manage the process to minimise calling back	
Select and brief staff	
Maintain confidentiality and privacy of assessment data	
Data Management (the LRCC shall):	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer	
Create templates for impact assessment and for tracking assistance provided.	
State Government Involvement (the LRCC shall):	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate ERC Sub-committees, as appropriate	
Gain familiarity with the recovery claim process, Relief Fund applications, and reduction plan proposals	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Local Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour)	
Answer requests for information from government agencies.	
Public Information (the LRCC shall):	
Appoint spokespeople to deal with the media	
Manage public information following the handover from response to recovery by the HMA	
Identify priority information needs	
Develop a comprehensive media/communication strategy	
Coordinate public information through: • Recovery Coordination centre • spokesperson/s • identifying and adopting key message priorities • using a single publicised website for all press releases	
Develop processes for: • media liaison and management (all forms e.g. print, and electronic) • briefing politicians • alternative means of communication e.g. public meetings, mailbox fliers, advertising • communicating with community groups • meeting specialist needs • formatting press releases • developing and maintaining a website • ensuring feedback is sought, integrated and acknowledged	
Monitor print and broadcast media, and counter misinformation.	
Rehabilitation and Assistance LRCC Shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups	
Monitor and assist rehabilitation of critical infrastructure	
Prioritise recovery assistance	
Prioritise public health to restore health services and infrastructure	
Assist and liaise with businesses to re-establish and reopen	
Restore community and cultural infrastructure (including education facilities)	
Restore basic community amenities for meetings and entertainment	
Facilitate emergency financial assistance through the Department for Child protection	
Adjust capital works and maintenance programs.	

Implementation of Reduction Measures LRC shall plan to:	
Take the opportunity, while doing the hazard analysis, to: • identify essential services and facilities in high-risk areas • consider the restoration options in the event of their becoming dysfunctional	
Identify options based on research and consultation	
Undertake urgent hazard reassessment based on new (event) information adhere to an ERM Plan.	
Financial Management LRCC shall:	
Review financial strategies	
Communicate with financial agencies, including insurance companies	
Keep financial processes transparent.	
Reporting LRCC Shall Plan:	
Provide a simple, flexible and succinct reporting system	
Provide adequate administrative support	
Managed Withdrawal LRCC Shall Plan:	
Continually review the recovery management process with a view to withdrawing as the community takes over	
Identify long term recovery activities and agency responsible for management	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
Stage a public event of acknowledgement and community closure.	
Conduct a debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events	

Annex 4 Transition from Response to Recovery Form

The purpose of this form is to document the effect the emergency has had on the community at the time of handover from Response to Recovery.

This document will assist the Local Recovery Coordination Committee (LRCC) in the commencement of the recovery process.

The document is also regarded as the official handover from Incident Management Team and the LRCC by the Incident Controller and the Local Recovery Coordinator.

RESPONSE TO RECOVERY HAND OVER FORM

1: Incident details

Incident Name:	
Incident Number:	
Hazard Management Agency:	
Local Government Affected:	
Final Situation Report Provided:	**YES / NO**
Maps Attached:	**YES / NO**
Has the ISG been stood down	**YES / NO**

- Essential public services are restored to an adequate level **YES / NO**
  - If **NO** which ones have not?
- Is the area safe for the community to return? **YES / NO**
- Have all rescues been completed? **YES / NO**
- Are there any road blocks in place? **YES / NO**
- Displaced people provided with shelter? **YES / NO**

2: Impact Assessment

1. Number of **residential** properties **destroyed**?
2. Number of **residential** properties **damaged**?
3. Number of **commercial or industrial** properties **destroyed**?
4. Number of **commercial or industrial** properties **damaged**?
5. Number of **rural, pastoral or primary producer** properties **affected**?

Impact assessment information can be provided via the final HMA situation report

3: Relocation/Evacuation

6. Estimated number of people **Relocated / Evacuated**?

7. Has the public been informed it is safe to return **YES / NO**

4: Confirmation

This is a FULL / PARTIAL handover. If PARTIAL what will the HMA remain responsible for:

_____

_____

_____

_____

_____

HANDED OVER BY:
Incident Controller

Name: _____

Agency: _____

Date: _____

Time: _____

Signature: _____

HAND OVER ACEPTED BY:
Local Government CEO

Name: _____

Local Government: _____

Date: _____

Time: _____

Signature: _____

Operational Sequence Guide/Checklist

SITUATION	ORGANISATION/ACTION
ALERT **(Transition)** On receipt of advice of an emergency which has the potential to require Local coordination of recovery activities	**HMA** • Ensure that the Local Emergency Coordinator (LEC) and affected local government(s) are advised of the extent of potential recovery support requirements. • Include Local Recovery Coordinators/local governments in briefings/Incident Management Group. **LOCAL GOVERNMENT** • Establish liaison with Local Recovery Coordinator/ Committee (LRC) chairperson and appropriate core members to consider possible requirement for Local level coordination of recovery support. • Advise and liaise with LRCC members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT** • When requested by or on the advice of the HMA or the Incident Management Group, convene the LRCC and, where required, establish a Reconstruction/Restoration Group and/or Community/Support Services Group or other sub-committees. **LRC** • Arrange for conduct of on-site assessment, if appropriate. • Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC** • Ensure handover of responsibility for ongoing recovery activities to a managing agency. • Advise LEC and LRC members of stand-down • Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group • Manage the implementation of post operations report recommendations and revision of Local Recovery Emergency Management Plan as required.

SHIRE OF KULIN
Local Recovery Coordinating Committee
Action Recovery Plan

Emergency: _____
(type and location)

Date of Emergency: _____

Section 1	**Introduction**
Background on the nature of the emergency or incident • Aim or purpose of the plan • Authority for plan	
Section 2	**Assessment of Recovery Requirements**
• Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure) • Estimates of costs of damage • Temporary accommodation requirements (includes details of evacuation centres) • Additional personnel requirements (general and specialist) • Human services (personal and psychological support) requirements • Other health issues	
Section 3	**Organisational Aspects**
• Details the composition, structure and reporting lines of the groups/committees and sub-committees set up to manage the recovery process • Details the inter-agency relationships and responsibilities • Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Recovery Coordinator.	
Section 4	**Operational Aspects**
• Details resources available and required • Redevelopment Plans (includes mitigation proposals) • Reconstruction restoration programme and priorities, (including estimated timeframes) • Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies • Includes the local government program for community services restoration • Financial arrangements (assistance programs (NDRA), insurance, public appeals and donations (see also Section 4 below)Public information dissemination.	
Section 5	**Administrative Arrangements**
• Administration of recovery funding and other general financial issues • Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).	
Section 6	**Conclusion**
Summarises goals, priorities and timetable of plan.	

Notes:

Signed by: _____
Chairperson, Shire of Kulin Local Recovery Coordinating Committee

Name: _____

Date: _____

Local Recovery Committee Standard Reporting

SHIRE OF KULIN
Local Recovery Coordinating Committee

RECOVERY REPORT _____
(Emergency Situation)

Report No: ……

To: Chairman, SRCC/State Recovery Coordinator

Situation Update: *Should include: full damage report (once only) and estimated amount in $, work in progress including estimated completion dates, details of difficulties or problems being experienced.*

_____
_____
_____
_____
_____
_____

Proposed Activities: *Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.*

_____
_____
_____
_____
_____
_____

Special Assistance:

_____
_____
_____
_____
_____
_____

Requirements: Includes support from other agencies, LRCC intervention with priorities.

Financial Issues: May include support from LRCC for additional funding from Treasury.

Recommendations:

Signature: _____

Name: _____

Title: _____

Date: _____

Local Recovery Committee Post Incident Analysis Proforma

ISSUE	COMMENT	RECOMENDATIONS
MANAGEMENT		
Was notification/mobilisation satisfactory/appropriate?		
Was the Management / Adminstration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Were there any issues working / liaising with other organisations?		
Emergency Management – **Recovery Support Arrangements** Are relevant Agency/Organisation arrangements established/current?		