

LEINSTER

Local Emergency Management Arrangements



2014

SHIRE OF LEONORA

**SHIRE OF Leonora
EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Leonora - Leinster Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson
Leinster LEMC

.....

Date

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Endorsed by Leonora Shire Council
Shire President

.....

Date

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Chief Executive Officer – Shire of Leonora	1
OIC Leinster Police Station	1
BHP Billiton NLN Emergency Services	1
Goldfields Emergency Services	1
SES – City of Kalgoorlie Boulder	1
FESA District Manager	1
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Local Government Library	1

Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List have to each of the documents found below.

	Level 1 Access		Level 2 Access		Level 3 Access	
	Version	Maps	Version	Maps	Version	Maps
Local Emergency Management Arrangements	FV	A3 A4	FV	A3 A4	RV	A4
Risk Statements & Risk Register	FV	A3 A4	RV	A3 A4	NP	A4
Emergency Welfare Centres Register	FV	A3 A4	FV	A3 A4	RV	A4
Local Recovery Management Plan	FV	A3 A4	RV	A3 A4	RV	A4
Emergency Contacts Directory	FV	A3 A4	FV	A3 A4	NP	A4
Resource & Asset Register	FV	A3 A4	RV	A3 A4	NP	A4

A3	A3 Maps (colour)
A4	A4 Maps (colour)
A4a	A4 Maps (black & white)
FV	Full Version
RV	Restricted Version
NP	Not for Public Access
CD	Compiled Document (bound or filed)
CU	Uncompiled Document (not bound)

Amendment Record

No.	Date	Amendment Details	By
1	13/07/2011	New Document	11662
2	16/01/2014	Updated details	88527
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GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

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

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

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

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

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

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

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

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

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

DISTRICT – means the municipality of the Shire of Leonora.

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

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

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

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

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

FESA – Fire & Emergency Services Authority of WA.

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

HAZARD

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

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

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

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

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

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

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

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

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

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

LG – Local Government meaning the Shire of Leonora & Shire of Leonora Council.

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

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

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

MUNICIPALITY – Means the district of the Shire of Leonora

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

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

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

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

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

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

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

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

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

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

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

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

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

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

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

PART 1 – INTRODUCTION

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Leinster Local Emergency Management Committee and approved by the Shire of Leonora.

Community Consultation

The active approach shown by the community of Leinster has enabled the Leinster LEMC to be well attended at the quarterly meetings. Local businesses have been forthcoming in all requests for information pertaining to possible assistance which could be provided in case of emergency.

Although the writing of the Arrangements is usually undertaken by a sub-group of the Local Emergency Management Committee (LEMC), it was essential that stakeholders within the community were engaged during the development of the document. Community involvement provided greater idea generation, and ensured that the Arrangements address the needs, issues and concerns of the community. It also improved community confidence in emergency management and generated a sense of ownership for the Arrangements within the community. Community participation in the process is also an effective tool in increasing emergency management awareness within the community.

1.2 Document Availability

The Act requires a copy of the Local Arrangements be made available to the public, however a restricted copy is available upon request which has the contact details removed (to protect confidential contact information).

This document can be displayed and available in written or electronic formats.

Members of the public are to be directed to the offices of the Shire of Leonora if they wish to have access to these plans.

During office hours, contact can be made to the Leinster Police Station on phone (08) 9055 8555.

1.3 Area Covered (Context)

A simple map showing the boundaries of the Shire is included in the supporting documents, contained within the Information File.

On 21st of June 2011 Leonora Council resolved to establish the Leinster Local Emergency Management Committee. The specific area which the committee is to exercise its functions is to include

- (i) Leinster and Agnew Town sites,
- (ii) Bronzewing, Darlot, Agnew, Lawlers, Leinster, Cosmos and Sinclair mining operations.
- (iii) Albion Downs, Yakabindie, Leinster Downs, Pinnacles, Weebo, Melrose and Yandal Pastoral Properties

1.4 Aim

The aim of the Shire of Leonora – Leinster Local Emergency Management Arrangements is to itemize General Planning, Risk Analysis and Emergency Contacts 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". (s. 41(2) of the 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 plan. Furthermore:

- a) This document applies to the local government district of the Shire of Leonora;

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

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

1.7 Related Documents & Arrangements

1.7.1 Local Emergency Management Policies

Local government policies for emergency management refer to any policies which are unique to that local government area. A good working relationship exists with emergency response departments of local mine sites. General state plans are utilized for these purposes.

1.7.2 Existing Plans & Arrangements

Following plans and arrangements:

- Local emergency risk management process (risk register and risk treatment schedule);
- Local Hazard Plans (prepared for hazards identified in the risk assessment process);
- State and District hazard plans (e.g. Westplan – Bushfires in which LGAs have key role/responsibility);
- Bushfire Management Plans;
- Organisation Plans (e.g. local government plans or the local WAPOL plan);
- Support Plans (e.g. Evacuation, Environmental Health, Communications);
- Local Recovery Plan;
- Airport procedures.

Plan	Owner	Location
State Air Crash Emergency Management Plan	Leinster Police	Leinster Police Station

State Land Search and Rescue Emergency Management Plan	Leinster Police	Leinster Police Station
State Urban Fire Emergency Management Plan	FESA	Leinster Police Station
State Road Transport Emergency Management Plan	Leinster Police	Leinster Police Station
State Space Re-entry Debris Emergency Management Plan	Leinster Police	Leinster Police Station
State Exotic Animal Disease Emergency Management Plan	Leinster Police	Leinster Police Station
Cyclone, Earthquake, Flood, Storm Isolation Emergency Management Plan	FESA	Leinster Police Station
State Emergency Management Policy Statements	Leinster Police	Leinster Police Station
State Emergency Management Support Plans	Leinster Police	Leinster Police Station
Bushfire Management Plans;	FESA	Leinster Police Station
Local Recovery Plan;	Leinster Police	Leinster Police Station
Airport procedures.	Leinster Police	Leinster Police Station

1.8 Agreements, Understandings & Commitments

An agreement has been made between the townsite of Leinster and the Shire of Leonora, with the general management of local mine sites, in which all agree to assist each other in the management of emergency situations. In particular, the use of mine site emergency response teams and their available equipment. This agreement stretches to contractors employed at these sites.

1.9 Additional Support

Organisation	Description	Comments	Contacts
Leinster Nickel Operation	Major mine operation	Refer to Resource Log	
Agnew Gold Mine	Major mine operation	Refer to Resource Log	
Darlot Gold Mine	Major mine operation	Refer to Resource Log	
Lawlers Gold Mine	Major mine operation	Refer to Resource Log	
Bronzewing Gold Mine	Major mine operation	Refer to Resource Log	
Cosmos Nickel Mine	Major mine operation	Refer to Resource Log	

1.10 Special Considerations

The following factors may affect the implementation of the Arrangements:

- Major influxes of tourists, workers
- Large public events
- Seasonal conditions etc Bushfires, floods

1.11 Resources

The HMA is responsible for the determination of resources required for the specific hazards for which they have responsibility. Local government and community resources have been identified and listed in a Resource Log that in the event of an emergency, resources may be made available upon request.

Refer to resources Log File

1.12 Financial Arrangements

Response

The Shire of Leonora recognized State Emergency Management Policy 4.2 “Funding for Emergencies” which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

1.13 Roles & Responsibilities

Local Emergency Coordinator

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

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

The local emergency coordinator for Leinster in the early stages of an event is the Officer In Charge of the Leinster Police Station.

Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. The current **Chairperson of the Leinster LEMC is Peter CRAIG, Leonora Shire Councilor.**

Local Emergency Management Committee

The functions of LEMC are [s. 39 of the Act]:

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

Local Government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

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.' [EM Act 2005 s4]

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

Combat Agencies

A combat agency is '*the agency identified as being primarily responsible for responding to a particular emergency*' AEM Glossary

Combat agencies have the following roles and responsibilities (Emergency Management Regulations, 2006):

- a. Executing combat action in accordance with their statutory responsibilities
- b. Executing tasks as allocated in the tactical response plan
- c. Providing progress reports to the designated Incident manager or Operations Area manager

- d. Providing progress reports to the higher levels of their parent organisation
- e. Provide an agency liaison officer to participate as part of the Incident Management Group upon request of the HMA
- f. Attend post incident debriefs
- g. Contributing to a post operations report or post incident analysis

Support Organisation

A support organisation 'provides essential services, personal or material support.

Support organisations have the following roles & responsibilities (Emergency Management Regulations, 2006):

- a. Restoring essential services affected by the emergency
- b. Providing 'functional' support as part of the tactical plan,
- c. Managing their own resources and those given to them in support of their specific function
- d. Providing progress reports to higher levels of their organisation
- e. Providing progress reports to the designated Incident Manager or operations Area Manager
- f. Provide an Agency Liaison officer to participate as part of the incident management group upon request of the HMA
- g. Attend post incident debriefs
- h. Contributing to a post operations report or post incident analysis.

Public Authorities & Others

State Emergency Management Policy No. 2.5 states that the allocation of responsibilities within the local emergency management arrangements should, as far as possible, follow the State emergency management arrangements.

PART 2 PLANNING

PART 2 – PLANNING (LEMC ADMINISTRATION)

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

2.1 LEMC Membership (positions)

Membership of the LEMC includes representatives of agencies, organisations, and those with expertise relevant to the identified community hazards and risks, and emergency management arrangements.

Refer to attached table (pg 46)

2.2 Meeting Schedule

The Leinster LEMC meets quarterly throughout the calendar year at the Leinster Police Station.

2.3 LEMC Constitution & Procedures

In accordance with SEMP 2.5

2.4 Annual Reports Annual Business Plan

In accordance with SEMP 2.6 the Leinster LEMC develops annual business plans and annual reports each financial year.

2.5 Emergency Risk Management

Arrangements for combating any emergency relies on the following:

- The Local Emergency Coordinator working with the LEMC to ensure community arrangements are adequate.
- The designated Hazard Management Agency managing the identified hazards.
- The appointment of the Operations Area Manager by the Hazard Management Agency to be responsible for managing the particular emergency.
- The participation of other community agencies in a coordinated effort as either Combat or Support Agencies.

Operational priorities for emergencies shall be as follows:

- **PRIORITY ONE** - attending to the immediate needs of the community (Rescue, medical care, food, shelter and clothing)

- **PRIORITY TWO** - repair and / or restoration of facilities and essential services that are essential to the health, safety and welfare of the community (Water, power, sanitation, communications, road, rail and air access)
- **PRIORITY THREE** - providing for the recovery of the community

Hazard Identification and Risk Analysis

A listing of the identified hazards for the Leinster community is below. **A formal community analysis** has revealed major hazards that may create situations requiring a response by the full emergency management organisation, as well as less critical hazards that may only require a coordinated emergency response by a few agencies.

The Leinster LEMC, in consultation with the community will conduct a review of the formal risk analysis of hazards, annually.

Within the Leinster LEMC district, no sub communities exist.

Following the process of risk analysis within the community, the following hazards (sources of risk) were identified as having a potential impact on the community.

Hazards (Sources of Risk) Impacting On the Community of Leinster

Hazards (Sources of Risk)	Planning Priority
<i>Fire (Bush and Grass)</i>	1
<i>Fire (Residential)</i>	1
<i>Fire (Industrial)</i>	1
<i>Hazardous Materials</i>	1
<i>Road Transport Accident</i>	1
<i>Flood</i>	2
<i>Tropical Cyclone</i>	3
<i>Exotic Animal Diseases</i>	3

<i>Storm/Tempest</i>	2
<i>Infrastructure Failure (Power & Communications)</i>	2
<i>Earthquake</i>	3
<i>Mine Site Collapse</i>	2
<i>Mine Site Man Trapped</i>	1
<i>Bulk LPG Storage Incident</i>	1
<i>Aircraft Transport Emergency</i>	1
<i>Explosive hazard Plan</i>	1
<i>Land Search Emergency Hazard Plan</i>	1
<i>Terrorism</i>	1

PART 3 RESPONSE

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan Operations Manager - Contacts
Air Transport	WA Police	VFRS, SES, ST John Ambulance,	DCP	Air Crash (2009)	OIC Leinster Police PH 9055 8555 Aussar PH 1800 815 257
Fire (ALL)	FESA	VFRS, LG, DEC	DCP / LG	Bushfire (2005)	NLN Gatehouse PH 9026 5262 MOB: 0438 958 604
Fire (inside gazetted district)	FESA	VFRS, LG	DCP / LG	Urban Fire (2000)	9227 0555 24 hours
Fire (outside gazetted fire district)	FESA	LG,VFRS, DEC	DCP / LG	Bushfire (2011)	Leonora Shire 9037 6044 9227 0555 24 hours
Fire (structural)	FESA	VFRS, ST John Ambulance	DCP	Urban Fire (2000)	9227 0555 24 hours
Flood	FESA	SES	DCP / LG	Flood (2010)	9227 0555 24 hours
Tropical Cyclone	FESA	SES	LG	Cyclone (2007)	9227 0555 24 hours
Hazardous Materials	FESA	VFRS	LG	HazMat (2010)	NLN Gatehouse PH 9026 5262 MOB: 0438 958 604
Land Search & Rescue	WA Police	SES	DCP / LG	Land Search (2007)	OIC Leinster Police PH 9055 8555
Road Transport Emergency	WA Police	VFRS, SES	DCP / LG	Road Crash (2008)	OIC Leinster Police PH 9055 8555
Storm/Tempest	FESA	VFRS, SES	DCP / LG	Storm (2004)	9227 0555 24 hours

Infrastructure Failure - Communications	Telstra	Telstra	LG, SES		<p>Lauren Howson</p> <p>Area General Manager Central WA Telstra P: +61 8 9026 0312 </p> <p>M: +61 428 556 112 E lauren.t.howson@team.telstra.com</p> <p>Technician – 0427 384 001</p>
Infrastructure Failure - Power	Transalta	Transalta	LG, SES		<p>Power station</p> <p>PH 9037 4186</p> <p>Regional Control Centre, PH 9091 0150</p>
Infrastructure Failure -Water	Leinster Town Yard	Leinster Town Yard	LG, SES		<p>Leinster Town Yard</p> <p>Supervisor PH: 9026 5227</p> <p>MOB: 0400 515 134</p>
Bulk LPG Storage	FESA	VFRS, SES	LG		<p>9227 0555 24 hours</p> <p>NLN Gatehouse PH: 9026 5262 MOB: 0438 958 604</p>
Mine Site Collapse	FESA	VFRS, SES	WA Police		9227 0555 24 hours
Mine Site Person Trapped	FESA	VFRS, SES	WA Police		9227 0555 24 hours
Explosives	WA Police				OIC Leinster Police PH 9055 8555
Welfare	DCP	DCP	DCP	Welfare (2009)	Laverton 9031 1104
Rail Freight Emergency	Westnet Rail	Westnet Rail	LG	Westnet Rail (2008)	OIC Leinster Police PH 9055 8555
Plant & Animal Biosecurity	Dept of Agriculture & Food	Dept of Ag & Food	Dept of Ag & Food	Animal & Plant Biosecurity (2008)	9368 3333 AH: 1800 675 888

Earthquake	FESA	FESA, SES, LG	LG	Westplan Earthquake (2003)	9227 0555 24 hours
Terrorism	WA Police	WA Police	WA Police		OIC Leinster Police PH 9055 8555
Space re- entry Debris	WA Police	WA Police, SES	LG	Westplan Space Debris (2010)	OIC Leinster Police PH 9055 8555

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

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

3.2 Activation of Local Arrangements

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

Incident Support Group (ISG)

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

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

- a. For a level 2 incident;
- b. Requirement for possible or actual evacuation;

- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);

Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- e. Where there is a need for regional support beyond that of a single agency.

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery. The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

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.

Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

Location One

Address: Leinster Police Station, 1 Mansbridge St Leinster

	Name	Phone	Phone
1 st Contact	OIC	9055 8555	0417 967 338
2 nd Contact	2IC	9055 8555	0407 085 581

Location Two

Address: Town Office Meeting Room

	Name	Phone	Phone
1 st Contact	L. ROBERTS	9026 5332	0419 964 239
2 nd Contact	T. LOUGHNANE	9026 5332	0439 904 215

Media Management and Public Information.

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

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

3.3 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

- Audible alarm activation
- Mine site communications will be implemented to allow fast distribution of information.
- Police vehicle public address system.

FESA Public Info Line

1300 657 209

ABC Radio

As per MOU Emergency Broadcasts on ABC Radio located in Arrangements File.

Contact and number local ABC radio 9093 7030

GWN Kalgoorlie 9021 3888

Kalgoorlie Miner 9022 0539

PART 4 EVACUATION

3.4 Evacuation

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

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

3.4.1 Evacuation Planning Principles

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

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

Management

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

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

Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages. This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

Special Needs Groups

Please find below a complete list of “at risk” groups within the Leinster community. This is to ensure that a HMA planning evacuation will be able to identify locations that require special attention or resources.

- Leinster Primary School - Gledden Drive Leinster
Phone 9037 9086 - approx 150 students.
- Leinster Day Care Centre - Gledden Drive Leinster
Phone 9037 9448 - up to 25 children.

- The two above organizations have department enforced evacuation plans and procedures in place. These plans are regularly appraised and tested.

3.4.2 Evacuation

Evacuation Assembly Points in the Town of Leinster are as follows:

Shopping Centre Car park

Avis Yard (Leinster Contracting) located on Mansbridge St

Town Oval

Lawn area adjacent to the Net Mess, Leinster SPQ

For a detail list of evacuation / welfare centres see tab 'Evacuation Centres'.

3.4.3 Matrix

The purpose of the following matrix is to outline the length of time and number of people the welfare centre can facilitate. Full details on each centre are under tab 'Evacuation Centres'

Table 3.3

No. of People	Duration				
	0-8 Hrs	8 Hrs - 1 Day	1-3 Days	3-7 Days	1 Week +
1-10	Town Hall	Town Hall	SPQ	SPQ	SPQ
10-100	Town Hall	Town Hall	SPQ	SPQ	SPQ
100-200	Town Hall	Town Hall	X	X	X
500+	Town Oval	Town Oval	X	X	X

Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

Animals (including assistance animals)

Leonora Shire Ranger – 0427 261 397

3.5 Welfare

The Department for Child Protection (DCP) has the role of managing welfare. DCP has developed a local Welfare emergency management Plan for this area.

Leinster is supported by DCP based in Leonora. It takes DCP staff 2 hours to drive from Leonora to Leinster, plus the time it takes to prepare the welfare centre. In this case DCP require about a six hour lead time to prepare, mobilise, arrive and set up. Recognising this, the Shire has made arrangements to staff the Welfare Centre until the arrival of DCP.

Local Welfare Coordinator

DCP Office in Kalgoorlie, Ph 9022 0700. There is no nominated staff member for this area. One will be allocated when the situation arises.

Local Welfare Liaison Officer

Town Administration will 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. This will be undertaken by a representative from Town Management Office.

District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shire of Leonora is contained in Contacts Register.

3.6 State & National Registration & Enquiry

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

Welfare Centres

See evacuation centre summary

PART 4 RECOVERY

PART 4 – RECOVERY

4.1 The Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the EMA's Recovery Manual No. 10, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

4.2 General Information

Recovery is the coordinated process of supporting emergency effected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

4.3 Aim of Recovery

To return Leinster Town site to operational capacity through amenities revival at earliest opportunity.

4.4 Planning for Recovery during Operations

As per AIIMS principals.

4.5 Transition from Response to Recovery

Recovery activities should commence immediately following the impact of an event (while response activities are still in progress). Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure appropriate recovery activities are initiated as soon as possible after the impact of the event, the HMA Incident Controller is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group. (ISG)

During response activities, many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the ISG will ensure;

- Alignment of response and recovery priorities;
- Liaison with key agencies
- An awareness of the key impacts and tasks; and
- Identification of the recovery requirements and priorities as early as possible.

The LRCC should be established as soon as possible for a briefing of the emergency (even during the response phase) to ensure a smooth transition from response to recovery.

The HMA Incident controller, in negotiation with the Local Recovery Coordinator and the Local Emergency coordinator will enact a formal handover from response to recovery.

The decision to activate the plan should be made by the Mayor/CEO on the advice of the Local Recovery coordinator.

4.6 Local Recovery Coordinator

Mr Dan Yates, Manager Works for the Shire of Leonora is the nominated Local Recovery Coordinator.

The Local Recovery Coordinator has two broad areas of responsibilities as follows:

- a. In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:**
- 1) Prepare, maintain and test the local recovery plan;
 - 2) ensure the training, educating and exercising of organisations and their personnel in the recovery management arrangements;
 - 3) coordinate the promotion of community awareness with respect to the recovery arrangements;

b. During recovery operations to:

- 1) in liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
- 2) assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- 3) facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- 4) contribute to the resolution of community and political problems which emerge during the recovery process;
- 5) ensure maximum community involvement in the recovery process;
- 6) ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- 7) coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- 8) monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- 9) 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.

4.7 Recovery Committee

Will encompass members of the Hazard Management Agency, the Combat Agencies, Support Organisations and the Public Authorities required to assist recovery. The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

4.8 Function of the Recovery Committee

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

4.9 Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:

- Health and safety of individuals and the Community
- Social recovery
- Economic recovery
- Physical recovery

4.10 Financial Management in Recovery

Funding is not available for recovery planning, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN- Recovery Coordination, 2008).

PART 5 EMERGENCY CONTACT DIRECTORY

See tab 'Contacts'

PART 6 – EXERCISING & REVIEWING

Exercising

Aim

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

Frequency

The LEMC will hold an exercise on an annual basis, this will be coupled with CASA exercise requirements for the local air strips.

Types

Exercises may be either

- a) Discussion
- b) Field

Reporting of Exercises

Exercises will be reported to the DEMC as per SEMP 2.5

Review

A detailed debrief will occur at the completion of each exercise, both mock and desktop.

Review of LEMC Positions

Membership to the LEMC Committee is dependent on representatives sent by the major stakeholders, in most cases the management of local mine sites. A list is held by Leinster Police who organizes attendance at the quarterly meetings.

Review of the Arrangements

A yearly review of these arrangements is tabled at the Leinster LEMC meeting held in the third quarter of the year. The document is extensively reviewed and updated with new information.

Appendices

Contacts

Name (Incl. email address)	Organisation	Address	Phone (w)	Phone (a/h)	Email
Peter CRAIG	Leonora Shire	Leinster Contracting	9037 9191	0418 950 572	Peter.craig@bagden.com.au
Mark MARRIOTT	Leinster Police	1 Mansbridge St Leinster	9055 8555	0417 967 338	Mark.Marriott@police.wa.gov.au
Trent NANKIVELL	Leinster Police	1 Mansbridge St Leinster	9055 8555	0407 085 581	Trent.Nankivell@police.wa.gov.au
Alana GALLAGHER	BHP NLN Emergency Services	Leinster Nickel Operations	9026 5262	0402 792 969	Alana.Gallagher@bhpbilliton.com
Dan YATES	Manager Works	Shire of Leonora	9037 6044	0428 376 154	Shireofleonora4@bigpond.com
Lewis ROBERTS	Town Manager	Worrung Rd Leinster	9026 5391	0419 964 239	Lewis.roberts@bhpbilliton.com
Mickey BURLING or Michael TAN	Agnew Emergency Services	Goldfields Agnew Mine	9088 3762	0437 904 927 or 0417 676 880	Mickey.Burling@goldfields.com.au or Michael.Tan@goldfields.com.au
Shirley WHITTAKER	St John Ambulance	Lindsay Street, Leinster	9037 9685	0407 645 126	sjaaleinster@hotmail.com
Melvyn GYI	Lawlers Gold Mine	Goldfields Lawlers Mine	9088 3394	0409 452 780	Melvyn.Gyi@goldfields.com.au
Michael BENNETT	Darlot Gold Mine	Goldfields Darlot Mine	9080 3425	0400 696 575	Michael.Bennett@goldfields.com.au

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	Leinster Town Hall
Physical Address	Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

□

Contacts

Name	Position	Work contact	A/hrs contact
T. LOUGHNANE	Town Manager	9026 5383	0439 904 215

Access Details

	Details
Keys	Leinster Town Office Leinster Police Station
Alarm	n/a
Security	Key locks
Universal Access	Once unlocked

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200 persons
Sleeping	Nil facilities
Duration	24 hours

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	N	
<u>Kitchen Facilities:</u>		
Stoves (types)	Y	
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<u>Dining Facilities:</u>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<u>General Facilities:</u>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	
Heating	Y	
Ceiling Fans	N	

Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	N	
Hot Water System (type)	N	
Bins	Y	
Deep Sewer/Septic	Y	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Y	
Outside Children's Play Area	N	
Recreation Rooms	N	
BBQs	N	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
<u>External Facilities:</u>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

Other:

Identify possible hazards:

- a. Not surrounded by bush;
- b. Not built on flood plain;
- c. Not positioned on coast; and
- d. Fully accessible

Include any other relevant information, such as:

- a. Has mobile phone coverage;

- b. Limited storage;
- c. Not pet friendly;
- d. Main power board located as per plans;

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	Leinster Single Person Quarters
Physical Address	Mansbridge Street X Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

□

Contacts

Name	Position	Work contact	A/hrs contact
Tanya Loughnane	Town Management	9026 5383	0439 904 215
Accommodation Desk	Administrator	9026 5596	0439 904 215

Access Details

	Details
Keys	Accommodation Desk Dry Mess SPQ
Alarm	n/a
Security	Key locks
Universal Access	No

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	200 persons
Sleeping	Single rooms pending availability
Duration	Up to 7 days

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	Y	
Baby Changing Facilities	Y	
<u>Kitchen Facilities:</u>		
Stoves (types)	Y	Dry Mess
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
<u>Dining Facilities:</u>		
Tables	Y	Dry Mess
Chairs	Y	
Cutlery and Crockery	Y	
<u>General Facilities:</u>		
Rooms	Y	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	
Heating	Y	
Ceiling Fans	N	

Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	Y	Wireless
Hot Water System (type)	Y	
Bins	Y	
Deep Sewer/Septic	Y	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Y	
Outside Children's Play Area	N	
Recreation Rooms	Y	Net Mess
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
<u>External Facilities:</u>		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	N	

Other:

Identify possible hazards:

- e. Surrounded by bush;
- f. Not built on flood plain;
- g. Not positioned on coast; and
- h. Fully accessible

Include any other relevant information, such as:

- e. Has mobile phone coverage;

- f. Adequate storage;
- g. Pet friendly;
- h. Main power board located as per plans;

Evacuation / Welfare Centre Information

	Details
Establishment/Facility:	Leinster Town Oval
Physical Address	Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

□

Contacts

Name	Position	Work contact	A/hrs contact
n/a			

Access Details

	Details
Keys	n/a
Alarm	n/a
Security	nil
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	500 + persons
Sleeping	Nil facilities
Duration	24 hours pending weather

Amenities

Item	Yes/No	Notes
<u>Toilet/Washing Facilities:</u>		
Toilets/Showers – Male	Y	Town Hall, Gym
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	N	
<u>Kitchen Facilities:</u>		
Stoves (types)	N	
Refrigeration	N	
Microwave	N	
Urn / Boiling Water Unit	N	
<u>Dining Facilities:</u>		
Tables	N	
Chairs	N	
Cutlery and Crockery	N	
<u>General Facilities:</u>		
Rooms	N	
RCD Protected	N	
Power Points	N	
Generator Port	N	
Fire Equipment	N	
Air Conditioning (type)	N	
Heating	N	
Ceiling Fans	N	

Lighting (internal)	N	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	N	
Hot Water System (type)	N	
Bins	Y	
Deep Sewer/Septic	N	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	N	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
<u>External Facilities:</u>		
Power Outlets	N	
Water	N	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	

Other:

Identify possible hazards:

- i. Not surrounded by bush;
- j. Not built on flood plain;
- k. Not positioned on coast; and
- l. Fully accessible

Include any other relevant information, such as:

- i. Has mobile phone coverage;

j. Limited storage;

k. pet friendly;

Demographics (refer to Census 2011 figures online)

Categories	CBD
Adults	<i>1167 PERSONS</i>
School age	102
Pre-school age	25
Hospital patients	NIL
Resident homes for the aged	NIL
People with disabilities	NIL
People needing electricity for medical reasons	NIL
Total population by area	1294 PERSONS