

SHIRE OF DONNYBROOK-BALINGUP

EMERGENCY PLANS

PART 2

EMERGENCY RISK MANUAL

DATED SEPTEMBER 2006



“Making our Shire the safest possible place in which to live and raise our children”

REFERENCES

The following References must be read in conjunction with this Manual to gain a full appreciation of the Emergency Risk Management Process.

- Emergency Management Act 2005.
- State Hazard Management Plans (Westplans) For:
 - Cyclone – 2004.
 - Earthquake – 2003.
 - Flood – 2004.
 - Storm – 2004.
 - Tsunami – 1999.
 - Isolation.
 - Bushfire – 2005.
 - Exotic Animal Disease – May 2002.
 - Air Transport Emergencies – 2005.
 - Dam Break – 2004.
 - Urban Fire – 2000.
 - Hazmat – 2005.
 - Human Epidemic – 2001.
 - Space Debris – 2001.
 - Traffic Crash – 2005.
- South West Region Flood Emergency Management Plan – July 2006.
- DEMC South West District – South West Emergency Management Arrangements.
- FESA – Western Australia Emergency Risk Management Guide – July 2005.
- Combat Agencies SOPs, and
- Local Government (Shire of Donnybrook-Balingup) Local Laws.
- State Emergency Management Committee Draft Policy No 2.5.

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PART 1 - MANAGEMENT

AUTHORITY

These arrangements have been prepared and endorsed by the Shire of Donnybrook-Balingup Local Emergency Management Committee (**LEMC**). They have been tabled for information and comment with the South West District Emergency Management Committee.

DATE: 19th September 2006.

AREA COVERED

The area covered by this Plan is the geographic area covered by the Shire of Donnybrook-Balingup under the Local Government Act 1995.

The Shire of Donnybrook-Balingup occupies 1,541 square km to the east of Bunbury and shares boundaries with the Shires of Capel, Dardanup, Boyup Brook, Bridgetown-Greenbushes, Busselton, Collie and Nannup. Fifty percent of the land is either forest or plantation timber under the control of CALM. It is mainly located on the Darling Scarp; only a small portion of its area sits on the coastal plain. The Preston, Upper Capel and Blackwood Rivers and Balingup Brook cross the district. Donnybrook is the seat of Local Government (LG) and is located 206 km south of Perth and 36 km southeast of Bunbury. Other townsites or localities are Argyle, Brookhampton, Balingup, Lowden, Mumballup, Kirup, Noggerup and Newlands

PROFILE OF SHIRE

A party of four Irish Farmers first settled Donnybrook in 1844, one named his property "Donnybrook." The Shire of Donnybrook-Balingup now has a population of 4600, (approximately 65% urban) occupying some 1863 houses. Historically, its principal industries have been farming, fruit growing and timber milling. Today, orchards and farms still dominate, and although timber plantations are evident, milling has declined. Viticulture, tourism and stone quarries are other more recent industries to arise.

The major arteries running through the district are the South West Highway, the Donnybrook – Boyup Brook Road and the Picton – Northcliffe railway. A number of annual major events occur in the Shire including:

- Apple Festival – Easter at Donnybrook (now every second year) – approx 5 – 10,000 people.
- Small Farm Field Day – April in Balingup – approx 10,000 people.
- Medieval Carnival – August in Balingup – approx 5 – 8000 people.
- Donnybrook Marathon Relay – November – approx 3000 people.

In addition, a number of events held in neighbouring towns, produce considerable traffic through the Shire. These include the Bridgetown Blues Festival, the Blackwood Marathon and the Boyup Brook Country Music Festival.

With 50% of the Shire consisting of forest, it has suffered many bushfires, the worst of which was in combination with a storm “Cyclone Alby” in 1978. Other storms have also taken their toll. Floods in the Lowden and Argyle areas have been prevalent, especially in the years 1964, 1967, 1974 and 1990. Train derailments, fatal road accidents and road transport chemical spills have also been recorded.

A Shire “Fire Fighting Replacement and Management Strategy” last updated in Nov 2006 exists to support the fire fighting network. The Shire is also served by a Volunteer SES Group, a Fire and Rescue Unit, twelve Bush Fire Brigades and three Ambulance Units.

PURPOSE OF EMERGENCY MANAGEMENT ARRANGEMENTS

The purpose of these emergency management arrangements is to document the management of identified risks and provide specific detail on planning, response and recovery activities of Local Governments (LG’s), Hazard management Agency (HMA’s) and other agencies.

OBJECTIVES OF THESE EMERGENCY MANAGEMENT ARRANGEMENTS

The objectives of this plan are to describe the strategies and tools that will enable emergency management managers to:

- Describe the organisation, responsibilities and procedures for the effective management of any emergency that may impact on the communities within the Shire of Donnybrook-Balingup.
- Establish guidelines for the coordination between all agencies that may become involved.
- Provide a plan for the coordination of resources to cope with the impact of emergencies.
- Provide a framework for recovery operations.
- Provide guidelines for the operation of the plan following activation of the plan.

SCOPE

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the Shire of Donnybrook-Balingup, the plans and arrangements perform a multi faceted role in protecting the health, welfare, environment and economic well being of the community. To ensure the best possible outcomes for the Shire of Donnybrook-Balingup and by default, key stakeholders and the community, a comprehensive understanding of the hazards and risks faced by the community and the outcomes required by this plan is necessary.

AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

The Shire of Donnybrook-Balingup will endeavour to enter into a Memorandum of Understanding (MOU) with neighbouring Shires for reciprocal use of key equipment for

use in emergencies. The Shire will also endeavour to enter into MOUs with other agencies and private enterprise for full use of facilities in event of mass evacuation of parts of the community.

SPECIAL CONSIDERATIONS

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

- Bush Fire Season – December to April.
- Winter Storm Season – June to September.
- Flooding of low lying areas in the Shire or dam burst – Winter Season.

RESOURCES

The HMA is responsible for the determination of resources required for their specific hazards. LG resources have been identified and a Shire of Donnybrook-Balingup Asset Register is included at Annex B to this Plan. Where possible, these resources will be made available upon request.

FINANCIAL ARRANGEMENTS

Whilst recognising the provisions of the State Emergency Management Committee Policy Statement Number 13 – Funding for Multi – Agency Emergencies (SEMC PS 13), the Shire is committed to spending such necessary funds as required to ensure the safety of the Shire’s residents and visitors.

SEMC PS 13, Section 4.(c) states, “Where costs are incurred in delivering services or resources at the request of the HMA concerned, which are not part of the agency’s core functions and there are not prior agreements as to funding responsibilities, then such costs shall be met by that HMA.”

RESPONSIBILITIES

As stated in the Emergency Management Act 2005, the following outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management.

Local Emergency Coordinator

- The State Emergency Coordinator is to appoint a Local Emergency Coordinator for each Local Government District.
- Before appointing a Local Emergency Coordinator for a Local Government District, the State Emergency Coordinator is to consult the relevant Local Government.
- In making an appointment the state Emergency Coordinator is to have regard to any submissions of the Local Government.
- The Local Emergency Coordinator for a Local Government District has the following functions:

- To provide advice and support to the Local Emergency Management Committee (LEMC) in the development and maintenance of emergency management arrangements for the district;
- To assist Hazard Management Agencies (HMAs) in the provision of a coordinated response during an emergency in the district;
- To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

The Shire of Donnybrook-Balingup Local Emergency Coordinator is the **OIC Donnybrook Police Station**.

Local Emergency Management Committee (LEMC):

- A Local Government is to establish one or more LEMCs for the Local Government's district.
- If more than one LEMC is established, the Local Government is to specify the area in respect of which the committee is to exercise its functions.
- A LEMC consists of:
 - A chairman and other members appointed by the relevant Local Government in accordance with sub section 4 of the Emergency Act 2005; and
 - If the Local Emergency Coordinator is not appointed as chairman of the committee, the Local Emergency Coordinator for the Local Government District.

Subject to Section 38 of the Emergency management Act 2005, the constitution and procedures of a LEMC, and the terms and conditions of appointment of members, are to be determined by the SEMC.

FUNCTIONS OF LOCAL EMERGENCY MANAGEMENT COMMITTEE

The functions of a LEMC are, in relation to its district or the area for which it is established are:

- To advise and assist the Local Government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

ANNUAL REPORT

- After the end of each 2nd Calendar Quarter Meeting annually (June), each LEMC is to prepare and submit to the DEMC for the district, an annual report on activities undertaken by it during the financial year.
- The annual report is to be prepared within such reasonable time, and in the manner, as is directed in writing by the SEMC.

EXECUTIVE / ADMINISTRATIVE SUPPORT AND MEMBERSHIP

The Shire of Donnybrook-Balingup provides executive and administrative support to the LEMC and its membership includes representatives from Local Government and relevant HMAs, Government Agencies, Statutory Authorities, Non Government Organisations, Industry and Community Groups.

EMERGENCY COORDINATION CENTRE (ECC) MANAGEMENT

The management of the local ECC will be guided by the SES Standing Operating Procedures (SOPs), which will form a support document to this plan. Pre-planning requires that the location of an ECC be clearly identified. Whilst the nature of the emergency may impact on the choice of the location, identified ECC's for the Shire of Donnybrook-Balingup are:

PRIMARY EMERGENCY COORDINATION CENTRE

The primary location for the Shire of Donnybrook-Balingup ECC is:

**Shire of Donnybrook-Balingup Council Chambers
Bentley Street
Donnybrook WA**

SECONDARY EMERGENCY COORDINATION CENTRE

The secondary location for the Shire of Donnybrook-Balingup ECC is:

**St Johns Ambulance Centre
Bentley Street
Donnybrook WA**

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

SHIRE OF DONNYBROOK-BALINGUP ASSET REGISTER

1. Because these assets are subject to frequent change and to facilitate future amendments to this Asset Register, a detailed listing of assets held by the Shire is included at Annex B to this manual.

PART 2 - PLANNING

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)

- A Local Government is to establish one or more LEMCs for the Local Government's district.
- If more than one LEMC is established, the Local Government is to specify the area in respect of which the committee is to exercise its functions.
- A LEMC consists of:
 - A chairman and other members appointed by the relevant Local Government in accordance with sub section 4 of the Emergency Act 2005; and
 - If the Local Emergency Coordinator is not appointed as chairman of the committee, the Local Emergency Coordinator for the Local Government District.

LEMC COMMITTEE RESPONSIBILITIES

The functions of a LEMC are, in relation to its district or the area for which it is established are:

- To advise and assist the Local Government in ensuring that local emergency management arrangements are established for its district;
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and
- To carry out other emergency management activities as directed by the SEMC or prescribed by the regulations.

EMERGENCY RISK MANAGEMENT (ERM)

The Shire of Donnybrook – Balingup has undertaken a risk analysis by the conducting of a full ERM process in 2003 of the Shire area. This included a full community consultation involving key stakeholders and agencies and relevant areas of the community. The ERM models were based on the Australian / New Zealand Standard for Risk Management 4360:2004. The ERM was again reviewed in September 2006 and the complete Emergency Management Arrangements for the Shire, re-written. The subsequent outputs of this process have resulted in a Risk Management Register, and include the Shire of Donnybrook-Balingup Emergency Risk Management Plan that will encompass the implemented risk treatment commitments.

The Shire of Donnybrook-Balingup ERM Register and Emergency Risk Management Plan are integral incorporated parts of the Shire of Donnybrook-Balingup Local EM Arrangements. It is the intention of the Shire LEMC, that another full ERM process be conducted in 2011 when a complete review of local emergency management arrangements is undertaken. In the intervening years 2006 – 2010, the relevant priorities tabled will be addressed to focus on and develop risk statements so as to further facilitate the implementation and treatment options to further reduce risks to communities in the Shire.

RISK PRIORITIES TABLE – PUBLIC RISK PERCEPTION

PRIORITY	IDENTIFIED RISKS
1.	Rural Fire
2.	Road Transport Emergency
3.	Severe Storm / Tempest / Cyclone
4.	Urban Fire
5.	Rail Transport Accident
6.	Exotic Animal Disease
7.	Flood
8.	Dam Break
9.	Hazardous Materials Incident
10.	Terrorism
11.	Human Epidemic
12.	Landslide
13.	Earthquake
14.	Air Transport Accident
15.	Re-Entry of Space Debris
16.	Marine Oil Pollution
17.	Marine Transport Accident
18.	Tsunami

SHIRE OF DONNYBROOK-BALINGUP RISK REGISTER

RISK STATEMENT	Likelihood	Consequence	Risk Level	Priority
1. RURAL FIRE				
There is a risk that a rural fire will cause loss of life or serious injury	P	4	E	5
There is a risk that a rural fire will cause substantial property damage to 5 homes or more	P	4	E	6
There is a risk that a rural fire will cause closure of the SW Hwy for periods of 6 hours or more	P	3	H	
There is a risk that a rural fire will cause the evacuation of a town in the Shire	P	3	H	
There is a risk that a rural fire will result in the loss of essential services for periods greater than 24 hours	P	3	H	
There is a risk that a rural fire will cause significant property damage to 50% of commercial properties eg orchards, vineyards, packing sheds etc	P	3	H	
There is a risk that a rural fire will cause permanent property damage to community infrastructure and lifestyles	U	2	L	
There is a risk that a rural fire will cause medium, long term, or permanent damage to the environment	U	3	M	
There is a risk that a rural fire will cause property damage to commercial industry, leading to closure of business (20%) for periods of 12 hours or more	P	2	M	
2. MAJOR ROAD ACCIDENT (MRA)				
There is a risk that a MRA will cause the loss of life or serious injury	C	4	E	1
There is a risk that a MRA will cause significant damage to property	P	3	H	
There is a risk that a MRA will cause closure of the SW Hwy for periods of 6 hours or more	P	3	H	
There is a risk that a MRA will close the SW Hwy to emergency vehicles eg ambulances etc	P	4	E	4
There is a risk that an overladen heavy haulage vehicle will be involved in a major traffic accident	C	3	E	2
There is a risk that a speeding vehicle will be involved in a major road traffic accident	C	3	E	3
3. MAJOR STORM / TEMPEST / CYCLONE				
There is a risk that a storm will cause loss of life or serious injury	P	4	E	7
There is a risk that a storm will cause significant damage to property	P	3	H	

There is a risk that a storm will cause serious disruption to essential services for periods of 12 hours or more	P	3	H	
There is a risk that a storm will cause commercial and industry damage that may result in closure of business (20%) for periods of 24 hours or more	P	3	H	
4. URBAN FIRE				
There is a risk that an urban fire may cause loss of life or serious injury	P	4	E	8
There is a risk that an urban fire may cause significant loss or damage to five homes or more	P	4	E	9
There is a risk that an urban fire may cause closure of essential services for periods of 12 hours or more	P	3	H	
There is a risk that an urban fire will cause commercial and industrial property damage that may result in closure of business (20%) for periods of 24 hours or more	P	3	H	
There is a risk that an urban fire may cause extensive relocation of residents for periods of 12 hours or more	P	3	H	
5. FLOOD				
There is a risk that a flood will cause loss of life or serious injury	U	4	H	
There is a risk that a flood will cause substantial property damage to 5 homes or more	P	3	H	
There is a risk that a flood may cause the evacuation of a town in the Shire	U	3	M	
There is a risk that a flood may cause relocation of large numbers of residents from risk areas for periods of 12 hours or more	U	3	M	
There is a risk that a flood will cause disruption of essential services for periods of 12 hours or more	P	3	H	
There is a risk that a flood will cause commercial and industrial property damage that may result in closure of business (20%) for periods of 24 hours or more	P	3	H	
6. RAIL TRANSPORT ACCIDENT				
There is a risk that a rail accident may cause the loss of life or serious injury	P	4	E	10
There is a risk that a rail accident may close the SW Hwy for periods of 6 hours or more	P	2	M	
There is a risk that a rail accident may cause significant damage to property	U	2	L	
There is a risk that a rail accident may cause a significant rural fire	P	3	H	

There is a risk that a rail accident may block the SW Hwy for use by emergency vehicles	P	3	H	
7. EXOTIC ANIMAL DISEASE				
There is a risk of an outbreak of exotic animal disease in the Shire	U	4	H	
8. DAM BREAK				
There is a risk that a dam break will cause loss of life or serious injury	U	3	M	
There is a risk that a dam break may cause significant damage to property	P	2	M	
9. HAZARDOUS MATERIAL / CHEMICAL SPILL				
There is a risk that a hazardous material / chemical spill may cause loss of life or serious injury	P	4	E	11
There is a risk that a hazardous material / chemical spill may close the SW Hwy for periods of 6 hours or more	P	2	M	
There is a risk that a chemical spill may occur at the Donnybrook Recreation Centre or Chlorination Plant	P	4	E	11A
10. TERRORISM				
There is the threat of a terrorist incident in the Shire	U	4	H	
11. HUMAN EPIDEMIC				
There is the risk of a human epidemic in the Shire	U	4	H	
12. LANDSLIDE / EARTHQUAKE				
There is the risk of a landslide/earthquake in the Shire resulting in loss of life or serious injury	P	4	E	12
There is the risk of a landslide/earthquake in the Shire resulting in significant damage to property	P	4	E	13
13. AIR TRANSPORT ACCIDENT				
There is the risk of an air transport accident in the Shire	U	3	M	
14. RE-ENTRY OF SPACE DEBRIS				
There is the risk of re-entry of space debris in the Shire resulting in death, injury or damage to property	U	3	M	
15. TSUNAMI				
There is the risk of death, injury or property damage in the Shire as the result of a tsunami	R	4	H	

16. EXOTIC PLANT DISEASE				
There is the risk that an outbreak of an Exotic Plant Disease may occur in the Shire	P	3	H	
17. CLIMATIC CHANGE				
There is the risk that Climatic Change may significantly affect this Shire	P	3	H	
18. NATURALLY OCCURRING PEST PLAGUES Eg. Locust, Cane Toads etc				
There is the chance that a naturally occurring pest plague may occur in the Shire	P	3	H	
19. AIR TRANSPORT ACCIDENT				
There is the chance that an Air Transport Accident may occur in the Shire	U	2	L	
20. POLLUTION				
There is the chance that Pollution of the air, land or waterways will affect the Shire	P	2	M	

LIKELIHOOD: C – Almost Certain, L – Likely, P – Possible, U – Unlikely
R – Rare.

CONSEQUENCE: 1 – Insignificant, 2 – Minor, 3 – Moderate, 4 – Major,
5 – Catastrophic.

LEVEL OF RISK: L – Low, M- Moderate, H – High, E – Extreme.

PRIORITY: Indicates the Risk Mitigation Status given to this Risk by the LEMC.
1 = Highest, 10 = Lower etc.

RISK TREATMENT PLANS

ACTION PLAN No. 1 - Rural Fire

RECOMMENDED ACTION PLAN

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
RURAL FIRE	EXTREME	AUGUST 2006
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that a rural fire will cause loss of life or serious injury • There is a risk that a rural fire will cause substantial property damage to five (5) homes or more. 		
RISK ANALYSIS Vulnerability: Residents living in close proximity to State Forest, especially in the townsites of Noggerup, Kirup, Mullalyup and Balingup. Source and Elements of Risk: <ul style="list-style-type: none"> • Build up of fuel loadings in close proximity to homes. • Failure to heed early warnings, or • No early warning system in place. • Failure to undertake adequate seasonal precautionary measures. • Ember attack from nearby bushland (eg evaporative air conditioners). • Fire Service personnel and equipment unable to access properties. 		
RECOMMENDATION OF TREATMENT ACTIONS		Responsible Office
1. Reserve fuel reduction strategy as required (hazard reduction burning).		SHIRE – Manager Works & Services and Shire Ranger
2. Fuel reduction buffer zones adjacent to residential areas (20 metres)		SHIRE – Shire Ranger
3. Construction of fire breaks around rural properties		SHIRE – Shire Ranger
4. Specific awareness/preparedness campaigns for Shire residents		SHIRE – CEO & Ranger. FESA
5. Strict enforcement of Bushfires Act and Local Laws pertaining to lighting of fires and fuel reduction		SHIRE – CEO & Ranger.
6. Liaison with DEC to ensure complete integration of firefighting plans across common boundaries		SHIRE – CEO, Ranger and BFB DEC LEMC Representative
7. Implementation of an “all hazards” early warning system into the Shire.		LEMC FESA
8. Ensure Shire BFBs are adequately trained and equipped and that SOPs are up to date		BFB Captain
9. Development of evacuation plans for areas of specific risk		SHIRE CEO, LEMC, Ranger and BFB Captain
10. Town Planning and Building Control		SHIRE CEO & Town Planner

RISK TREATMENT PLAN**ACTION PLAN No. 1 – Rural Fire****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – SHIRE OF DONNYBROOK-BALINGUP OTHERS: DEC (Crown Land) FESA, private property owners, plantation timber owners		
PRIORITY STATUS – 5 & 6		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1, 2, 3, 5, 9 & 10 are to be absorbed in operational budgets. Option 4 – seek financial assistance from FESA. Option 6 Seek MOU between Shire and DEC. Option 7 – seek financial assistance from FESA and other applicable grants. Option 8 – Ensure ESL is used to replace ageing equipment. FESA & CBFCO to ensure SOPs are up to date and adequate.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
FESA		
CALM		
DONNYBROOK POLICE		
BUSH FIRE BRIGADE		

RISK TREATMENT PLAN**ACTION PLAN No. 2- Major Road Accident****RECOMMENDED ACTION PLAN**

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
MAJOR ROAD ACCIDENT	EXTREME	AUGUST 2006
RISK STATEMENT:		
<ul style="list-style-type: none"> • There is a risk that a major road accident will cause loss of life or serious injury and/or serious damage to property. 		
RISK ANALYSIS		
Vulnerability:		
Major roads that run through the Shire are subject to use by heavy vehicles hauling logs, wood chips and general freight. There is therefore a risk that any motorist using these roads may be involved in a major traffic accident. Elements of the community at greater risk are:		
<ul style="list-style-type: none"> • Residents living in outlying areas. • Tourists traveling through the Shire. • Drivers of the heavy haulage vehicles. • Any person using these roads to go about their normal daily activities. 		
Source and Elements of Risk:		
<ul style="list-style-type: none"> • Lack of suitable signage along roads. • Inappropriate speed limits for unsafe sections of the roads. • Speeding vehicles. • Unsafe / unroadworthy vehicles. • Overladen vehicles. • Unsafe road verges / shoulders. • Young Drivers with little experience 		
RECOMMENDATION OF TREATMENT ACTIONS	Responsible Office	
1. Adequate signage & marking of roads.	Main Roads Dept	
2. Correct speed limits for all sections of the road	Main Roads Dept	
3. Speeding vehicles	WA Police	
4. Overladen vehicles	WA Police and Heavy Vehicle Squad	
5. Strict enforcement of road rules	WA Police.	
6. Funding to improve state of roads	SHIRE – CEO	
7. Maintenance of road verges and shoulders.	SHIRE – Manager Works & Service and Dept of Main Roads	
8. Public Awareness campaigns on road safety	WA Police	
9. Development of HMA / Combat Agencies SOPs to respond to major accidents	LEMC	
10. Trees on minor roads allowed to grow too close to intersection	SHIRE – Manager Works & Service	
11. Conduct driver education courses at schools for students approaching the age to commence driving lessons	LEMC Roadwise	

RISK TREATMENT PLAN**ACTION PLAN No. 2- Major Road Accident****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – WA POLICE OTHERS: Shire of Donnybrook-Balingup, Fire & Rescue, SES, BFB, St John's Ambulance, Donnybrook District Hospital		
PRIORITY STATUS – 1		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1 st Quarterly Report	1 March 2007
	2 nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1 and 2 are the responsibility of Main Roads Dept and are to be funded from operational budgets. Options 3, 4, 5 and 8 are the responsibility of WA Police and Heavy Haulage Vehicle Squad. Option 7 – responsibility of Shire and Main Roads Dept. Close liaison should be maintained to ensure adequacy of funding and priority of work. Option 6 – Shire, TIRES Representative etc should maintain constant political pressure on State Government to ensure adequacy of funding. Option 9 is the responsibility of HMAs, CAs and LEMC to ensure adequacy of SOPs. Option 10 is the responsibility of SHIRE to be checked regularly. Option 11 – request assistance/advice from Roadwise and local schools		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
WA POLICE		
DEPT OF MAIN ROADS		
SHIRE FIRE & RESCUE		
SHIRE BUSH FIRE BRIGADE		
SHIRE AMBULANCE		
DONNYBROOK DISTRICT HOSPITAL		
DEMC		

RISK TREATMENT PLAN**ACTION PLAN No. 3 – Major Road Accident – Overladen Heavy Haulage Vehicle****RECOMMENDED ACTION PLAN**

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
MAJOR ROAD ACCIDENT	EXTREME	AUGUST 2006
RISK STATEMENT:		
<ul style="list-style-type: none"> • There is a risk that an overladen heavy haulage vehicle will be involved in a major traffic accident 		
RISK ANALYSIS		
Vulnerability:		
<p>Major roads that run through the Shire are subject to use by heavy vehicles hauling logs, wood chips and general freight. There is therefore a risk that any motorist using these roads may be involved in a major traffic accident. Elements of the community at greater risk are:</p> <ul style="list-style-type: none"> • Residents living in outlying areas. • Tourists traveling through the Shire. • Drivers of the heavy haulage vehicles. • Any person using these roads to go about their normal daily activities. 		
Source and Elements of Risk:		
<ul style="list-style-type: none"> • Lack of suitable signage along roads. • Inappropriate speed limits for unsafe sections of the roads. • Speeding vehicles. • Unsafe / unroadworthy vehicles. • Overladen vehicles. • Unsafe road verges / shoulders. 		
RECOMMENDATION OF TREATMENT ACTIONS		Responsible Office
1. Adequate signage.		Main Roads Dept
2. Correct speed limits for all sections of the road		Main Roads Dept
3. Speeding vehicles subjected to frequent speed camera checks		WA Police
4. Overladen vehicles subjected to frequent and vigorous load inspections		WA Police and Heavy Vehicle Squad
5. Strict enforcement of road rules		WA Police.
6. Funding to improve state of roads		SHIRE – CEO
7. Maintenance of road verges and shoulders.		SHIRE – Manager Works & Service and Dept of Main Roads
8. Annual Public Awareness campaigns on road safety, especially around the times of major holidays		WA Police
9. Development of HMA / Combat Agencies SOPs to respond to major accidents. In addition, post incidents reports are to be scrutinized critically to review operating procedures		LEMC

10. Apply for Black Spot Funding to improve the safety of known Crash Risk Areas .	SHIRE CEO, SHIRE Manager Works & Services
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RISK TREATMENT PLAN**ACTION PLAN No.3 – Major Road Accident – Overladen Heavy Haulage Vehicle****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – WA POLICE OTHERS: Shire of Donnybrook-Balingup, Fire & Rescue, SES, BFB, St John’s Ambulance, Donnybrook District Hospital		
PRIORITY STATUS – 2		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1 and 2 are the responsibility of Main Roads Dept and are to be funded from operational budgets. Options 3, 4,5and 8 are the responsibility of WA Police and Heavy Haulage Vehicle Squad. Option 7 – responsibility of Shire and Main Roads Dept. Close liaison should be maintained to ensure adequacy of funding and priority of work. Option 6 – Shire, TIRES Representative etc should maintain constant political pressure on State Government to ensure adequacy of funding. Option 9 is the responsibility of HMAs, CAs and LEMC to ensure adequacy of SOPs. Option 10. Requirement for such funding should be assessed annually.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
WA POLICE		
DEPT OF MAIN ROADS		
SHIRE FIRE & RESCUE		
SHIRE BUSH FIRE BRIGADE		
SHIRE AMBULANCE		
DONNYBROOK DISTRICT HOSPITAL		
DEMC		

Note: SHIRE is the Shire of Donnybrook-Balingup

RISK TREATMENT PLAN**ACTION PLAN No. 4 – Major Road Accident – Speeding Vehicle****RECOMMENDED ACTION PLAN**

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
MAJOR ROAD ACCIDENT	EXTREME	AUGUST 2006
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that a speeding vehicle will be involved in a major traffic accident • There is a risk that a MRA will close the SW Hwy for periods of 6 hours or more 		
RISK ANALYSIS Vulnerability: Major roads that run through the Shire are subject to use by heavy vehicles hauling logs, wood chips and general freight. There is therefore a risk that any motorist using these roads may be involved in a major traffic accident. Elements of the community at greater risk are: <ul style="list-style-type: none"> • Residents living in outlying areas. • Tourists traveling through the Shire. • Drivers of the heavy haulage vehicles. • Any person using these roads to go about their normal daily activities. Source and Elements of Risk: <ul style="list-style-type: none"> • Lack of suitable signage along roads. • Inappropriate speed limits for unsafe sections of the roads. • Speeding vehicles. • Unsafe / unroadworthy vehicles. • Overladen vehicles. • Unsafe road verges / shoulders. 		
RECOMMENDATION OF TREATMENT ACTIONS		Responsible Office
1. Adequate signage.		Main Roads Dept
2. Correct speed limits for all sections of the road		Main Roads Dept
3. Speeding vehicles subjected to frequent speed camera checks		WA Police
4. Overladen vehicles subjected to frequent and vigorous load inspections		WA Police and Heavy Vehicle Squad
5. Strict enforcement of road rules		WA Police.
6. Funding to improve state of roads		SHIRE – CEO
7. Maintenance of road verges and shoulders.		SHIRE – Manager Works & Service and Dept of Main Roads
8. Public Awareness campaigns on road safety		WA Police
9. Development of HMA / Combat Agencies SOPs to respond to major accidents		LEMC

10. Apply for Black Spot Funding to improve the safety of known Crash Risk Areas	SHIRE CEO, SHIRE Manager Works & Services
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RISK TREATMENT PLAN**ACTION PLAN No.4 – Major Road Accident – Speeding Vehicle****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – WA POLICE OTHERS: Shire of Donnybrook-Balingup, Fire & Rescue, SES, BFB, St John’s Ambulance, Donnybrook District Hospital		
PRIORITY STATUS – 3 & 4		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1 and 2 are the responsibility of Main Roads Dept and are to be funded from operational budgets. Options 3, 4, 5 and 8 are the responsibility of WA Police and Heavy Haulage Vehicle Squad. Option 7 – responsibility of Shire and Main Roads Dept. Close liaison should be maintained to ensure adequacy of funding and priority of work. Option 6 – Shire, TIRES Representative etc should maintain constant political pressure on State Government to ensure adequacy of funding. Option 9 is the responsibility of HMAs, CAs and LEMC to ensure adequacy of SOPs. Option 10 should be critically assessed on an annual basis.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
WA POLICE		
DEPT OF MAIN ROADS		
SHIRE FIRE & RESCUE		
SHIRE BUSH FIRE BRIGADE		
SHIRE AMBULANCE		
DONNYBROOK DISTRICT HOSPITAL		
DEMC		

RISK TREATMENT PLAN**ACTION PLAN No. 5 - Major Storm****RECOMMENDED ACTION PLAN**

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
MAJOR STORM	EXTREME	AUGUST 2006
RISK STATEMENT:		
<ul style="list-style-type: none"> • There is a risk that a major storm will cause loss of life, serious injury or significant damage to property 		
RISK ANALYSIS		
Vulnerability:		
Residents living on exposed hilltop sites in the Shire, residents living in townsites and industrial areas.		
Source and Elements of Risk:		
<ul style="list-style-type: none"> • Failure to keep gutters and roofs clear of debris (flooded eaves / ceilings). • Loose debris left lying around homes / buildings. • Trees too close to power lines. • Failure to undertake adequate seasonal precautionary measures. • Poor maintenance of homes / buildings. 		
RECOMMENDATION OF TREATMENT ACTIONS		Responsible Office
1. Responsible Town Planning & Building Controls		SHIRE – Town Planner
2. Tree Maintenance		SHIRE – Manager Works & Services
3. Building Inspection		SHIRE – Building Inspector
4. Public Awareness		FESA-SES, LEMC & Shire Ranger
5. Adequate Staffing and Training of Relevant HMA's / Combat Agencies		LEMC
6. Ensure that roadside drains are adequately maintained		SHIRE – Manager Works & Services and Main Roads Dept

RISK TREATMENT PLAN**ACTION PLAN No. 5 – Major Storm****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – FESA- SES OTHERS: WA Police, Shire Donnybrook-Balingup, DBK Fire & Rescue, DBK BFB, DBK Ambulance, Donnybrook Hospital		
PRIORITY STATUS – 7		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1, 2, 3 and 6 are to be absorbed in operational budgets. Option 4 – seek financial assistance from FESA to conduct seasonal public awareness campaigns. Option 5 – seek assistance from HMAs and CAs to ensure adequacy of training and completeness of SOPs.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
FESA		
SHIRE SES		
SHIRE POLICE		
SHIRE BUSH FIRE BRIGADE		
SHIRE FIRE & RESCUE		

Note: SHIRE is Shire of Donnybrook-Balingup.

RISK TREATMENT PLAN**ACTION PLAN No. 6 – Urban Fire****RECOMMENDED ACTION PLAN**

RISK:	LEVEL OF RISK RATING:	DATE COMPILED:
URBAN FIRE	EXTREME	AUGUST 2006
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that an urban fire may cause loss of life or serious injury. • There is a risk that an urban fire may cause significant loss or damage to five (5) homes or more. 		
RISK ANALYSIS Vulnerability: Residents living in close proximity to State Forest, bushland or Shire Reserve and residents living in townsites surrounded by forest or bushland. Source and Elements of Risk: <ul style="list-style-type: none"> • Build up of fuel loading in close proximity to homes... • Failure to clear roof and gutters of leaf matter. • Trees too close to homes. • Failure to undertake adequate seasonal precautionary measures. • Ember attack from nearby bushland (eg evaporative air conditioners). 		
RECOMMENDATION OF TREATMENT ACTIONS	Responsible Office	
1. Reserve fuel reduction strategy as required (hazard reduction burning)	SHIRE – Manager of Works & Services.	
2. Fuel reduction zones adjacent to residential areas (20 metres)	SHIRE – Manager Works & Services.	
3. Public Awareness	FESA and LEMC	
4. Adequate Staffing and Training of Relevant HMA's / Combat Agencies	LEMC	
5. Strict enforcement of Bushfires Act and local laws pertaining to lighting of fires	SHIRE – CEO	
6. Development of evacuation plans for areas of specific threat	LEMC	
7. Liaison with DEC concerning urban areas that abut DEC Land	SHIRE – CEO and DEC	
8. Good Strategic Town Planning	SHIRE – Town Planner	
9. Regular Inspection of Townsites for Rubbish Buildup etc	SHIRE – Shire Ranger	

RISK TREATMENT PLAN**ACTION PLAN No. 6 – Urban Fire****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – SHIRE OF DONNYBROOK-BALINGUP OTHERS: DEC, WA Police, DBK Fire & Rescue, DBK BFB, DBK Ambulance, DBK SES		
PRIORITY STATUS – 8 & 9		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Options 1, 2, 5, 8 and 9 are to be absorbed in operational budgets. Option 3 – seek financial assistance from FESA to conduct seasonal public awareness campaigns. Option 4 – LEMC to ensure adequacy of training of HMAs and CAs and completeness and accuracy of SOPs. Option 6 – LEMC in conjunction with HMAs and CAs compile a Shire Evacuation Plan. Option 7 – Shire to liaise with DEC to reach agreement on Hazard reduction burning on State land abutting homes.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
FESA		
SHIRE SES		
SHIRE POLICE		
SHIRE BUSH FIRE BRIGADE		
SHIRE FIRE & RESCUE		
CALM		

Note: SHIRE is Shire of Donnybrook-Balingup.

RISK TREATMENT PLAN**ACTION PLAN No. 7 – Flood – Loss of Life****RECOMMENDED ACTION PLAN**

RISK: FLOOD	LEVEL OF RISK RATING: HIGH	DATE COMPILED: SEPTEMBER 2006
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that Flood may cause loss of life or serious injury. 		
RISK ANALYSIS Vulnerability: Residents living in close proximity to: <ul style="list-style-type: none"> • Low lying areas along Preston River. • Parts of Balingup along creeks and rivers. • Parts of Donnybrook especially at convergence of Preston River and Noneycup Creek. • Properties situated adjacent to major gully dams Source and Elements of Risk: <ul style="list-style-type: none"> • Blocked roadside drains causing water runoff to build up. • Rivers and creeks blocked with weeds and overgrowth. • Poor building regulations allowing homes to be erected on areas at risk. 		
RECOMMENDATION OF TREATMENT ACTIONS	Responsible Office	
1. Blocked roadside drains	SHIRE – Manager of Works & Services and Main Roads Dept.	
2. Rivers and creeks blocked with weeds and overgrowth	SHIRE – Manager Works & Services and Water & Rivers Commission.	
3. Poor building regulations	SHIRE – CEO and Town Planner	
4. Lack of a comprehensive Evacuation Plan	SHIRE CEO and LEMC	
5. Ensure relevant Combat Agency is adequately trained and equipped to handle this emergency.	FESA and Local SES Unit	

RISK TREATMENT PLAN**ACTION PLAN No. 7 – Flood – Loss of Life****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – SHIRE SES Unit OTHERS: FESA, Main Roads Dept, Waters and Rivers Commission and SHIRE		
PRIORITY STATUS –		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Option 1 – Budgetary considerations and regular inspection by SHIRE Staff and close liaison with MRD. Option 2 – Budgetary Considerations, regular inspection by SHIRE Staff and LCDC groups and close liaison with Water and Rivers Commission. Option 3 – Close scrutiny of all building proposals close to areas at risk by SHIRE Town Planner. Option 4 – Chairperson of LEMC to work with LEMC writing team to develop an Evacuation Plan for the Shire. Option 5 – FESA to ensure local SES unit is adequately equipped and local SES commander to ensure that the unit members are adequately trained and SOPs are up to date.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
LCDC		
MAIN ROADS DEPT		
WATER & RIVERS COMMISSION		
FESA		
Local SES Unit		

Note: SHIRE is Shire of Donnybrook-Balingup.

RISK TREATMENT PLAN**ACTION PLAN No. 8 – Flood – Damage to Property****RECOMMENDED ACTION PLAN**

RISK: FLOOD	LEVEL OF RISK RATING: HIGH	DATE COMPILED: SEPTEMBER 2006
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that Flood may cause substantial property damage to five homes or more in the Shire or cause the evacuation of a town in the Shire 		
RISK ANALYSIS Vulnerability: Residents living in close proximity to: <ul style="list-style-type: none"> • Low lying areas along Preston River. • Parts of Balingup along creeks and rivers. • Parts of Donnybrook especially at convergence of Preston River and Noneycup Creek. • Properties situated adjacent to major gully dams Source and Elements of Risk: <ul style="list-style-type: none"> • Blocked roadside drains causing water runoff to build up. • Rivers and creeks blocked with weeds and overgrowth. • Poor building regulations allowing homes to be erected on areas at risk. • Lack of a comprehensive evacuation plan for the Shire. 		
RECOMMENDATION OF TREATMENT ACTIONS	Responsible Office	
1. Blocked roadside drains	SHIRE – Manager of Works & Services and Main Roads Dept.	
2. Rivers and creeks blocked with weeds and overgrowth	SHIRE – Manager Works & Services and Water & Rivers Commission.	
3. Poor building regulations	SHIRE – CEO and Town Planner	
4. Lack of a Shire Evacuation Plan	SHIRE CEO and LEMC	

RISK TREATMENT PLAN**ACTION PLAN No. 8 – Flood – Damage to Property****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – SHIRE OF DONNYBROOK-BALINGUP OTHERS: Main Roads Dept, Waters and Rivers Commission.		
PRIORITY STATUS –		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Option 1 – Budgetary considerations and regular inspection by SHIRE Staff and close liaison with MRD. Option 2 – Budgetary Considerations, regular inspection by SHIRE Staff and LCDC groups and close liaison with Water and Rivers Commission. Option 3 – Close scrutiny of all building proposals close to areas at risk by SHIRE Town Planner. Option 4 – Chairperson of LEMC to work with LEMC writing team to develop an Evacuation Plan for the Shire		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
LCDC		
MAIN ROADS DEPT		
WATER & RIVERS COMMISSION		

Note: SHIRE is Shire of Donnybrook-Balingup.

RISK TREATMENT PLAN**ACTION PLAN No. 9 – Hazardous Material/Chemical Spill****RECOMMENDED ACTION PLAN**

RESPONSIBLE AGENCY / INDIVIDUAL HMA – WA Police OTHERS: FESA Main Roads Dept and SHIRE.		
PRIORITY STATUS – 11		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Option 1 – Annual budgetary consideration by WA Police. Option 2 – Regular inspection and maintenance of roads by Main Roads or SHIRE as applicable. Option 3 – Regular inspections and maintenance by Main Roads or SHIRE as applicable. Option 4 – Close liaison with Main Roads by SHIRE Staff. Option 4 – Chairperson to include this aspect in the compilation of a Shire Evacuation Plan. Option 6 – Annual budgetary considerations to update equipment & train personnel.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
WA Police		
MAIN ROADS DEPT		
FESA (FRS)		

Note: SHIRE is Shire of Donnybrook-Balingup.

RISK TREATMENT PLAN**ACTION PLAN No. 10 – Hazardous Material/Chemical Spill – Donnybrook Recreation Centre or Chlorination Plant****RECOMMENDED ACTION PLAN**

RISK: HAZARDOUS MATERIAL / CHEMICAL SPILL	LEVEL OF RISK RATING: EXTREME	DATE COMPILED: JANUARY 2007
RISK STATEMENT: <ul style="list-style-type: none"> • There is a risk that a Hazardous Material / Chemical Spill will occur at the Donnybrook Recreation Centre or Chlorination Plant 		
RISK ANALYSIS Vulnerability: <ul style="list-style-type: none"> • Residents residing in close proximity to these areas. • Personnel and staff using these facilities Source and Elements of Risk: <ul style="list-style-type: none"> • Untrained Staff. • Unsafe use of chemicals. • Lack of or unclear safety procedures. • Lack of a Shire Evacuation Plan. 		
RECOMMENDATION OF TREATMENT ACTIONS	Responsible Office	
1. Adequate and proper training of staff	SHIRE - CEO	
2. Introduction and adherence to strict safety procedures	SHIRE – CEO and Recreation Centre Management	
3. Compilation of a comprehensive Shire Evacuation Plan	LEMC and SHIRE CEO	
4. Development of Hazard Management Agency SOPs to deal with this type of emergency	LEMC and FESA -Donnybrook FRS	

RISK TREATMENT PLAN**ACTION PLAN No. 10 – Hazardous Material/Chemical Spill – Donnybrook Recreation Centre or Chlorination Plant****RECOMMENDED ACTION PLAN**

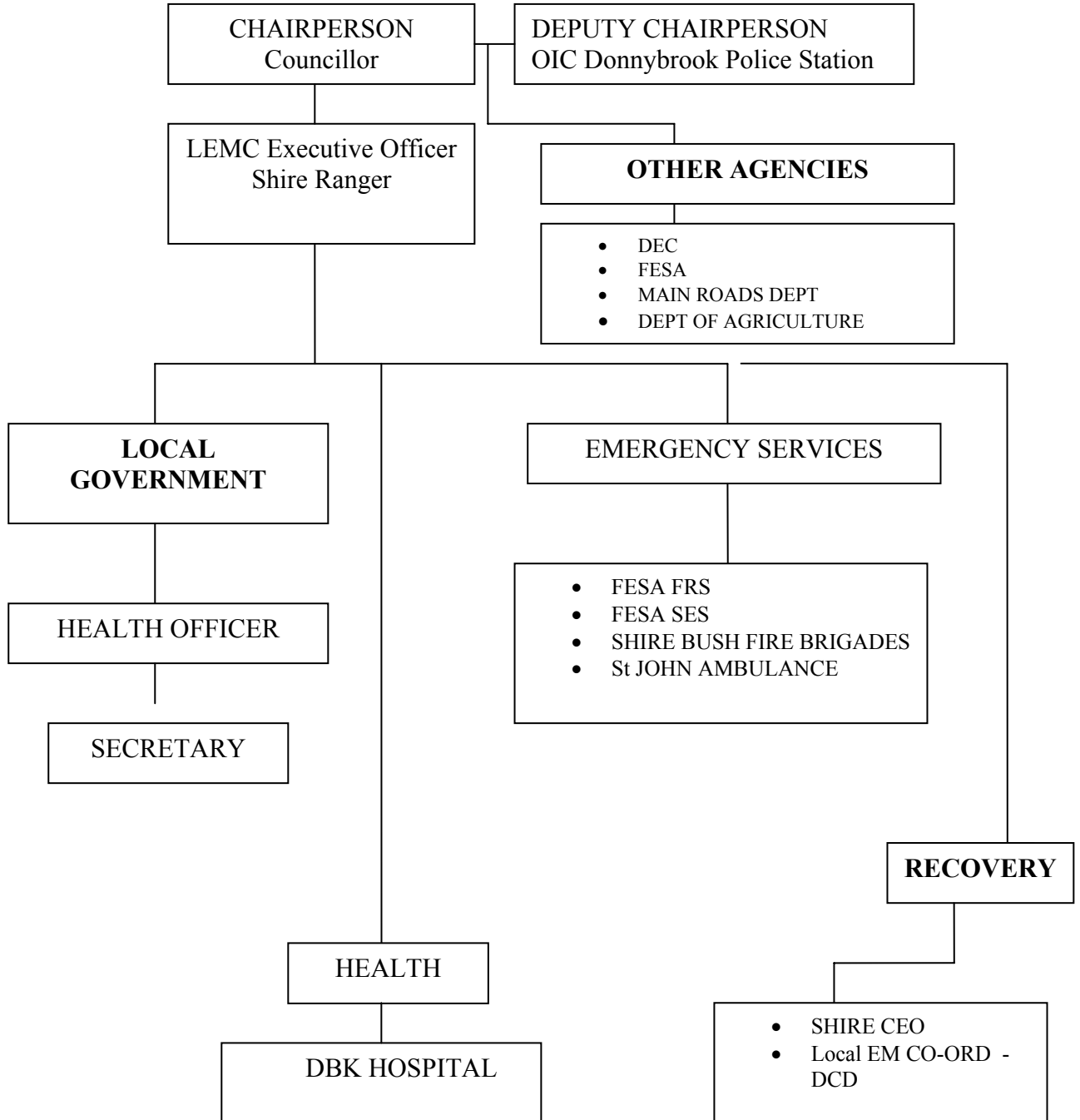
RESPONSIBLE AGENCY / INDIVIDUAL HMA – FESA – Donnybrook Fire & Rescue Service OTHERS: WA Police and Shire of Donnybrook-Balingup.		
PRIORITY STATUS – 11A		
IMPLEMENTATION SCHEDULE All treatment actions to be completed by November 2007	Implementation Plan	1 January 2007
	1st Quarterly Report	1 March 2007
	2nd Quarterly Report	1 June 2007
	Completion	1 September 2007
BUDGET CONSIDERATIONS – Option 1 – Annual budgetary consideration by Shire Donnybrook-Balingup. Option 2 – Shire of Donnybrook-Balingup and Recreation Centre Staff Annual Budget and planning, as applicable. Option 3 – Evacuation Plan to be compiled by June 2007 and tested by December 2007 by Shire LEMC. Option 4 – Continual review and amendment by relevant HMA.		
MONITOR AND REVIEW LEMC to monitor and review this plan in December on an Annual basis		
APPROVAL FOR RECOMMENDATION IMPLEMENTATION		
ORGANISATION	DATE	SIGNED
LEMC		
SHIRE OF DBK-BAL		
WA Police		
FESA (FRS)		

Note: SHIRE is Shire of Donnybrook-Balingup.

EMERGENCY MANGEMENT STRUCTURE

SHIRE OF DONNYBROOK-BALINGUP LEMC

EXECUTIVE MANAGEMENT GROUP



PART 3: RESPONSE

HAZARD MANAGEMENT AGENCY

The Emergency Risk Management (ERM) process will reveal the LG's major threats. The following table is to indicate these threats, the responsible HMA, whether there is HMA representation at the LG level and whether the risks are covered by a State or Local Response Plan.

HAZARD/EMERGENCY	HAZARD MANAGEMENT AGENCY	Local HMA	WESTPLAN	Local Plan
Air Transport Emergencies	WA Police Service	✓	✓	
Earthquake	FESA – SES	✓	✓	
Exotic Animal Disease	Dept of Agriculture		✓	
Fire – Rural	FESA – BFB	✓	✓	✓
Fire – Urban	FESA – FRS	✓	✓	✓
Fire – DEC Managed Areas	DEC	Kirup	✓	
Flood	FESA – SES	✓	✓	
Hazardous Materials Emergencies (including radioactive materials)	FESA – FRS	✓	✓	✓
Human Epidemic	WA Health Dept	No		
Industrial Accidents / Explosions	FESA – FRS	✓		
Land Search & Rescue	WAPS	✓	✓	
Landslide	FESA – SES	✓	✓	
Rail Transport Emergencies: <ul style="list-style-type: none"> • Urban passenger • Freight Network 	<ul style="list-style-type: none"> • Public Transport Authority • WestNet Rail 	No	✓	
Road Transport Emergencies	WAPS	✓	✓	
Storm / Tempest	FESA – SES	✓	✓	
Sea Search & Rescue	WAPS	✓	✓	

Consistent with SEMC Policy Statement No 7, these arrangements are based on the premise that the HMA responsible for the above threats will develop, test and review appropriate emergency plans.

It is recognized that HMA's and Combat Agencies may require Shire resources and assistance and the Shire of Donnybrook-Balingup is committed to providing that assistance / support where possible.

COMBAT AGENCY

A Combat Agency (CA) is an organisation with expertise and resources that has responsibility for performing a task or activity such as fire fighting, rescue, temporary building restoration, evacuation, containment of oil spills and monitoring of radioactive materials.

SUPPORT ORGANISATION

A Support Organisation is an organization whose response in an emergency is to provide support functions such as welfare, medical and health, transport, communications, engineering and essential services.

STAGES OF ACTIVATION

The stages of activation will vary in terms of time and space and the nature of each threat. The stages however, will generally conform to the following, except that in an impact type situation, they can take place simultaneously.

Stage 1 – Alerting

- Immediately a warning is received, the Local Emergency Coordinator notifies the Hazard Management Authority (HMA) concerned.
- The HMA is then to decide on the need to warn the Emergency Management Organisation and the Public.
- Preliminary preparations take place.

Stage 2 – Standby

- Issued by the Local Emergency Coordinator when a possible emergency situation is considered imminent.
- The Shire of Donnybrook-Balingup LEMC (or elements thereof referred to as an **Incident Management Group**) is prepared for support and assistance to the HMA.
- Further warnings to the public are issued if necessary.

Stage 3 – Callout

- Issued by the HMA.
- Resources are deployed on instructions according to the need of the situation.

Stage 4 – Stand Down

- To be decided upon by the HMA, depending on the situation at the time.
- Standing down is to be a gradual process to permit an orderly handing over of responsibilities (recovery operations).
- De-briefing arrangements are to be detailed at the time

Evacuations

All evacuations shall be managed under the guidelines stated in SEMC Policy Statement No 5 (2002)

TRIGGERS FOR CONSIDERING THE FORMATION OF AN INCIDENT MANAGEMENT GROUP

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information.

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC.

Demographic Details

Tables and information represents the number of facilities that are located throughout the Shire of Donnybrook-Balingup which are capable of supporting members of the community for short periods of time are in Part 1 (Emergency Contacts and Resources Directory). This includes a complete list of:

- Hospitals, Nursing Homes, Hostels, Aged Care Facilities, Retirement Homes and
- Primary Evacuation Centres

(This list is constantly being updated and is not available for download on the internet. Contact the Shire of Donnybrook-Balingup if you have reason to access this list).

SECONDARY EVACUATION CENTRES

In the unlikely event that a major evacuation in the Shire is required, it is envisaged that public and or private schools in the Shire could be used as secondary evacuation centres. Additionally agreements with neighbouring Shires could be entered into to cater for such an emergency.

EVACUATION RESPONSIBILITY

The Local Emergency Coordinator should establish and estimate the number of persons involved and determine the required level of welfare support.

Welfare support for evacuees can be obtained through DCD arrangements.

The appropriate agency to arrange deployment of DCD plans in the Shire of Donnybrook-Balingup Shire should be the HMA's Incident Controller with consultation from the Local Emergency Coordinator.

Should a short-term evacuation include persons who have been involved in or witnessed a traumatic event, the provision of trauma counseling shall be through DCD.

EVACUATION ROUTES

Should a major emergency i.e. rural fire, flood or earthquake, occur, the following highways / major roads may become blocked and alternative arrangements will have to be implemented to allow the community and emergency vehicle access:

- South West Highway.
- Donnybrook / Boyup Brook Road, and
- South West Highway / Nannup Road.

However because of a wide variance of emergency situations that can present itself, evacuation routes will be determined on the day in view of conditions experienced at the time.

NOTE:

A comprehensive EVACUATION PLAN will be developed and inserted into these arrangements as a sub-plan by November 2007.

PART 4: RECOVERY

The Overarching Plan:

The Recovery Process is detailed in the State WESTPLAN – RECOVERY documentation.

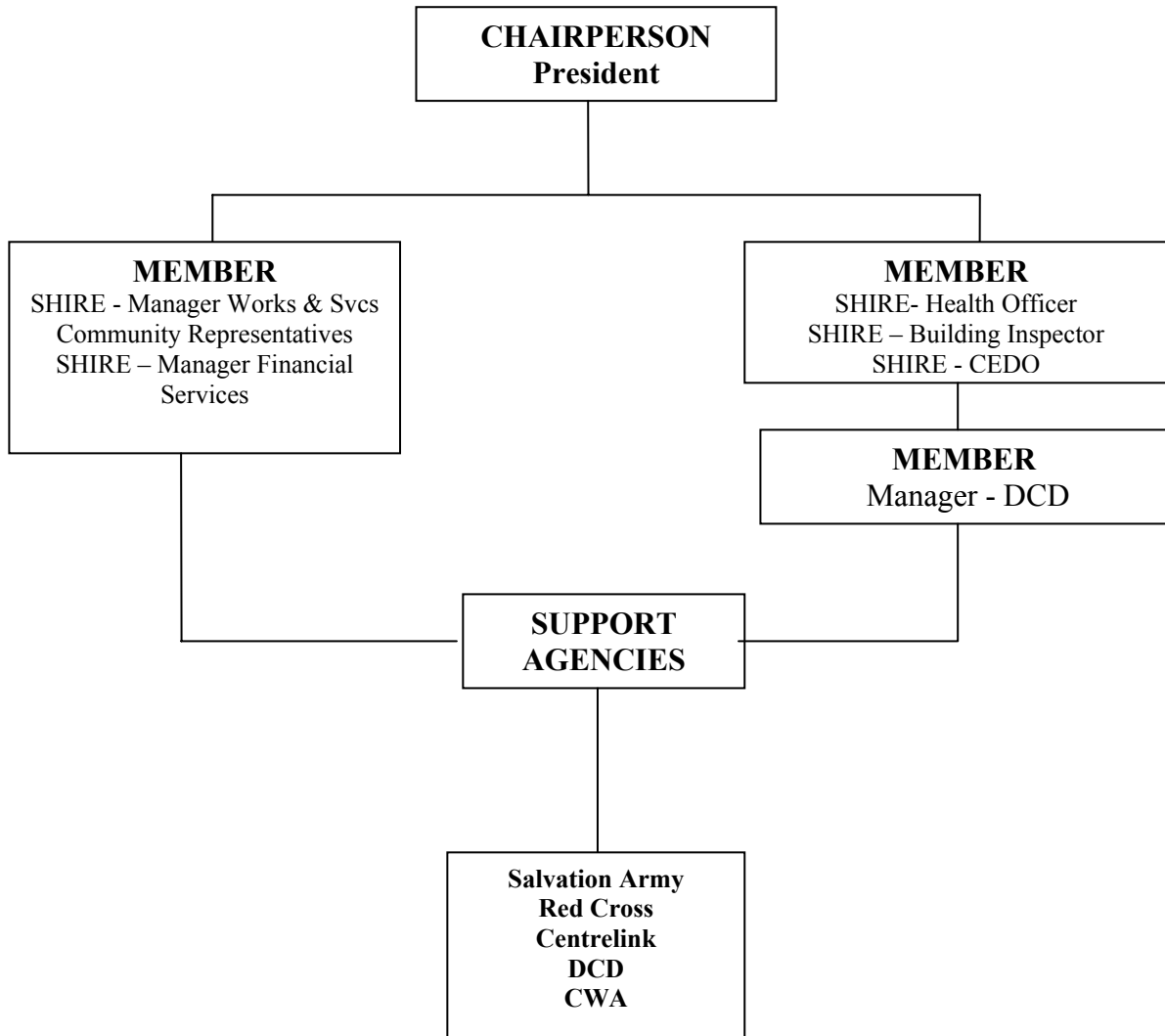
The Shire of Donnybrook-Balingup recognises and accepts their role in the process of Recovery from a major emergency. A Local Recovery Committee will be established and a comprehensive Shire Recovery manual will be compiled and added to this manual by June 2007. The anticipated membership of that committee is detailed on page 38 of this Manual.

The Local Recovery Committee will be responsible for:

- **Assessing requirements for restoration of services and facilities;**
- **Monitoring the progress of recovery and ensuring that the community is involved in any recovery action;**
- **Determine policy and strategies for the conduct of recovery and assistance measures;**
- **Provide short term emergency accommodation; and establishing and managing financial relief schemes for those community members affected by the emergency.**

A detailed Recovery Plan will be written and included in this manual by December 2007 as a separate detailed enclosure.

LOCAL RECOVERY COMMITTEE CHART



PART 5: EMERGENCY CONTACTS DIRECTORY

Emergency Contacts Directory:

See Part 1 (Emergency Contacts and Resources Directory) for a complete list of:

- Emergency Contacts
- Local Government contacts
- State government agencies, authorities and utilities
- Human Health agencies
- Media contacts
- Transport contacts
- Hire equipment
- Earthmoving
- Food/drinks
- Electricians, gas fitters and other local trades.

(This list is constantly being updated and is not available for download on the internet. Contact the Shire of Donnybrook-Balingup if you have reason to access this list).

PART 6: TESTING, EXERCISING & REVIEW

TESTING & EXERCISING

It is proposed to conduct a least one major exercise each year to test part of the Emergency Plan. Additionally it is envisaged that a major, multi agency, field exercise be conducted every two years to involve all agencies in the Shire of Donnybrook-Balingup operational area.

Exercise may take various forms and should be controlled by a structured exercise management group under the guidance of a trained exercise management practitioner.

Exercise Formats:

Discussion Exercise

- Orientation Exercise
- Agency presentation
- Hypothetical Exercise
- Syndicate Exercise

Functional Exercise

- Table Top Exercise
- TEWT (Tactical Exercise Without Troops).

Field Exercise

- **Simple**
- **Complex.**

Where possible, the community should be encouraged to participate in the exercise or be observers.

REVISION

Annually

A review of the Shire's Emergency Plans is to be conducted in December of each year. Additionally HMA's and Combat Agencies are to conduct a review of their SOPs to support these Plans by the same date. Additionally, each quarterly LEMC meeting will also discuss the adequacy of Emergency Management Arrangements.

Responsibility

Shire of Donnybrook-Balingup LEMC shall be responsible for these updates to be conducted and any amendments distributed to all parties.

Rewrite

A total rewrite of this Plan will occur every five (5) years unless otherwise directed by the SEMC. The rewrite will be carried out by a sub committee appointed by the LEMC with a Shire Councillor as the Chairperson.

NEXT REWRITE – DECEMBER 2011

OUTSTANDING DOCUMENTS

The following documents, when prepared, will become a part of this plan:

- MOU between the Shire of Donnybrook-Balingup and the Shires of Capel, Collie, Bridgetown and Nannup for reciprocal arrangements for sharing resources in event of disaster or emergency.
- MOU between the Shire and Donnybrook Masonic Lodge, Tuia Lodge and Donnybrook Football Club for use of their facilities in case of emergency or disaster.
- Emergency Control Centre's SOPs.
- Shire of Donnybrook-Balingup Recovery Plan – to be completed by December 2007.
- Shire of Donnybrook-Balingup Evacuation Plan – to be completed by June 2007.
- Shire Welfare Plan (to be prepared in conjunction with assistance from DCD) – to be completed by December 2007.

PART 7: THREAT PLANS

The following Plans have been prepared and are a part of this Plan and should be read in conjunction with the relevant references and agency's plans, SOPs, etc:

- 1. RURAL FIRES.**
- 2. SEVERE STORMS.**
- 3. ROAD & RAIL TRANSPORT ACCIDENT.**
- 4. HAZARDOUS MATERIAL INCIDENT.**
- 5. SEARCH & RESCUE**
- 6. EARTHQUAKES.**
- 7. URBAN FIRE.**
- 8. LANDSLIP / LANDSLIDE.**
- 9. EXOTIC PLANT DISEASE.**
- 10. FLOOD.**
- 11. HUMAN EPIDEMIC.**
- 12. EXOTIC ANIMAL DISEASE.**

THREAT PLANS

THREAT PLAN No. 1 - RURAL FIRES

REFERENCES: The Shire of Donnybrook-Balingup Fire Management Strategy
Shire of Donnybrook-Balingup Fire Suppression Response Plan
WESTPLAN – Wildfire (2003)

INTRODUCTION

Rural fires are a regularly occurring threat. Inter-agency planning for this threat has led to the production of the reference documents. The procedures contained in this reference plan will be adopted and all participating organisations should make themselves familiar with it.

This Threat Plan details the control and co-ordination arrangements within the Shire of Donnybrook-Balingup in support of the Fire and Rescue Response plan.

THREAT EFFECTS

Rural fires produce all or some of the following effects:

- Dead and injured.
- Destruction of homes and pastures/forest/plantation resources.
- Traffic disruption (smoke).
- Evacuation (fire and smoke threat).
- Disruption to power/communications services.

RESPONSE ARRANGEMENTS

Response arrangements for fires outside the district of the Shire of Donnybrook-Balingup will be accordance with the References.

The Local Emergency Coordinator is responsible for activating non-combative support for fire operations. This activation will be made on the advice of the nominated HMA – Incident Controller.

Fire control is normally effected from a mobile headquarters near the fire. Fire fighting support, including the acquisition of brigades from neighboring LGs is effected through the Bush Fire Services Bunbury, at the request of the nominated HMA – Incident Controller.

All other support arrangements are coordinated through the ECC, or by a mobile Police Coordination Centre located adjacent to the Fire Control Point.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA - Shire BFB.
- Local Emergency Coordinator - OIC Donnybrook Police Station.

Support Agencies:

- Fire fighting
- Building rescue
- Traffic/crowd control
- Casualties
- Evacuation
- Welfare
- Resources
- FESA-BFS
- FESA-FRS
- WA Police Service
- St John Ambulance
- Salvation Army
- DCD
- Utilities Restoration Statutory Authorities

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC

THREAT PLAN No. 2 – SEVERE STORMS

REFERENCES: WESTPLAN – Cyclone (2003).
WESTPLAN – Storm (2003).

INTRODUCTION

The Shire of Donnybrook-Balingup is subject to the effects of severe storms as a result of:

- Cyclones passing down the coast (November – April).
- Tornadoes (Summer & Winter).
- Winter Gales.

THREAT EFFECTS

Severe storms can produce some or all of the following effects:

- Light to severe damage to buildings & fences.
- Light to severe damage to trees.
- Loss of electrical power.
- Fire (lightning strikes).
- Death or injury (lightning strikes, falling trees or wind blown debris).
- Flash flooding (storm water drain overload).
- Traffic accidents (road weather alerts).

RESPONSE ARRANGEMENTS

There will be three levels of response to storms:

- For strong wind warnings (25-33 knots).
- For gale warnings (34-47 knots).
- For severe weather warnings (48 knots and above).

Strong Winds

Strong winds produce responses which are usually infrequent and of a minor nature. Reports may be received directly to the Shire of Donnybrook-Balingup, from the public, from Shire of Donnybrook-Balingup SES, the local FESA-SES Duty Officer or Donnybrook Police Station.

Gale Warnings

The standard response to Gale Warnings includes the restricted manning of the SES Local Headquarters. The following local planning arrangements should be implemented:

- Place SHIRE Parks & Gardens & Construction & Maintenance staff on stand-by.
- Restrict control burning (Local Authority Responsibility)
- Check availability/maintenance of storm damage stores & equipment.
- Establish communications between the Shire of Donnybrook-Balingup ECC and the Local SES Storm Control Centre.

Severe Weather Warnings

In the event of a **Severe Weather Warning** (including cyclone warnings) all SES Members in the Shire of Donnybrook-Balingup will report to their Local HQ and be placed on full alert. In addition to the local arrangements detailed for gale warnings, the HMA should advise all members of the LEMC and request that they place their organisation on alert status. Public information broadcasts should be considered after consultation with the SES.

Should a severe storm affect the Shire of Donnybrook-Balingup to the degree that services are badly disrupted and severe damage is sustained, the HMA – Incident Controller, in consultation with the Local Emergency Coordinator and the LEMC will determine the priority allocation of resources until the event is managed.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA FESA-SES
- Local Emergency Coordinator OIC Bunbury Police Station

Support Agencies:

- Fire fighting
- Building rescue
- Traffic
- Casualties
- Evacuation
- Resources
- Welfare
- FESA- SES
- Shire - BFB
- FESA-FRS
- St John Ambulance
- WA Police Service
- DCD
- Utilities restoration Statutory Authorities

INFORMATION FLOW

Domestic calls for assistance are usually passed to FESA-SES from the following sources:

- Direct from the caller by telephone.
- Via the SES Local HQ.
- Via Donnybrook ECC
- Direct observation by damage control teams.
- Via the Shire of Donnybrook-Balingup switchboard or other emergency services.

Utility damage reports are provided to the Donnybrook ECC by the appropriate Government Department or agency. It is the responsibility of the control authority to

provide timely Situation Reports (SITREPS) outlining the damage sustained to the Shire of Donnybrook-Balingup and action in progress to the SES Local HQ Control Centre and to all members of the LEMC / IMG.

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC.

THREAT PLAN No. 3 - ROAD AND RAIL TRANSPORT ACCIDENT

REFERENCES: Police FESA-FRS & Ambulance SOPs
WESTPLAN – Road Crash (2001)
WESTNET EMERGENCY PROCEDURES PLAN

INTRODUCTION

Transport accidents are the most common form of emergency response. The South West Highway, Donnybrook / Boyup Brook Road and many log hauling designated roads traverse the Shire of Donnybrook-Balingup.

ROAD ACCIDENTS

Road accidents are normally handled under the standing operating procedures of the Police, Fire Brigades and Ambulance. Where an extensive road accident occurs, beyond this normal response, the Police may activate portions of this Threat Plan in support.

RAIL ACCIDENTS

Rail accidents are complex operations. In addition to the standard response by Police, Fire and Ambulance, the Westnet Railway system will be heavily involved. Furthermore it is conceivable that the rail accident may include or cause the collapse of one of the many bridges across the line. The operation could be further complicated by access congestion and electrical hazards.

This Threat Plan must be read in conjunction with Westnet's Emergency Procedures Plan. The local organisation may be activated to provide resource support to this Plan.

To summarise, this Threat Plan will deal with road emergencies and low level rail emergencies. Large scale emergencies will require the activation of the local organisation to provide information and resource support only.

COMMAND & CONTROL STRUCTURE

The structure for major road accidents is as follows:

ROLE AGENCY:

- HMA – WA Police Service
- Local Emergency Coordinator – OIC Donnybrook Police Station

Support Agencies:

- Fire fighting
- Traffic/crowd control
- Casualties
- Evacuation
- Resources
- Welfare

- Shire - BFB
- St John Ambulance
- WA Police Service
- FESA-SES
- FESA - FRS
- DCD
- Utilities restoration Statutory Authorities

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC.

THREAT PLAN No. 4 - HAZARDOUS MATERIAL INCIDENT

REFERENCE: WESTPLAN – HAZMAT (2001)

INTRODUCTION

The storage and transportation of hazardous materials presents a severe threat to the community. Furthermore these operations require a highly specialised response and often create environmental pollution problems.

THREAT EFFECTS

Should this threat eventuate some or all of the following may be encountered:

- Dead and injured.
- Fire and/or explosion.
- Release of toxic solids, liquids or gases.
- Pollution of water supplies, streams and lakes.
- Evacuation.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

ROLE AGENCY:

- HMA – FESA-FRS
- Local Emergency Coordinator – OIC Donnybrook Police Station

Support Agencies:

- Traffic/crowd control
- Casualties
- Evacuation
- Resources
- Welfare
- FESA-FRS
- WA Police Service
- St John Ambulance
- WA Police Service
- FESA-SES
- DCD
- Utilities restoration Statutory Authorities

IDENTIFICATION OF UNKNOWN CHEMICALS AND ASSISTANCE FOR MAJOR CHEMICAL SPILLS

Dr Jimmy Seow from the Department of Environment & Conservation (DEC), Pollution Response Unit should be contacted through the FESA communication network to assist in the identification of unknown chemicals or to provide assistance with major chemical spills. The 24 hr emergency telephone for that unit is 1800 018 800.

THREAT PLAN No. 5 – SEARCH & RESCUE (SAR) – (LAND)

REFERENCE: WESTPLAN – Land SAR (2001) Australian Emergency Manual “LAND SEARCH OPERATIONS”

INTRODUCTION

There are a variety of situations that involve search and rescue. These operations may be of a minor nature. However, in certain circumstances a major coordinated response is required.

THREAT RESPONSES

SAR operations include some of the following:

- Searches for missing persons.
- Searches of rivers, lakes and dams.
- Cliff and cave rescues.
- Rescues from mine shafts, wells, bores and the like.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

SEARCHES: MISSING PERSONS:

- HMA WA Police Service
- Local Emergency Coordinator OIC Donnybrook Police Station.

Support Agencies:

- Field Search Controller
- Traffic/crowd control
- Casualties
- SAR Dogs
- Resources
- Welfare
- FESA-SES
- FESA-SES
- WA Police Service
- St John Ambulance
- DCD

SEARCHES: RIVERS LAKES DAMS:

- HMA WA Police Service
- Local Emergency Coordinator: OIC Donnybrook Police Station.

Support Agencies:

- Field Search Controller
- Traffic/crowd control

- Casualties
- SAR Dogs
- Resources
- Welfare
- WA Police Service
- St John Ambulance
- FESA-SES
- DCD

RESCUES: CLIFF & CAVE:

- HMA WA Police Service
- Local Emergency Coordinator: OIC Donnybrook Police Station

Support Agencies:

- Field Search Controller
- Traffic/crowd control
- Casualties
- SAR Dogs
- Resources
- Welfare
- FESA-SES
- WA Police Service
- St John Ambulance
- DCD

RESCUES: MINES, WELLS & BORES:

- HMA: WA Police Service
- Local Emergency Coordinator: OIC Donnybrook Police Station

Support Agencies:

- Field Search Controller
- Traffic/crowd control
- Casualties
- SAR Dogs
- Resources
- Welfare
- FESA-SES
- WA Police Service
- St John Ambulance
- DCD

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.

- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC.

THREAT PLAN No. 6 - EARTHQUAKES

REFERENCE: WESTPLAN – Earthquake (2003)

INTRODUCTION

The Darling Scarp intersects the Shire of Donnybrook-Balingup, so parts of the Shire can be considered to fall into a known seismic zone and therefore prone to earthquake. The risk of this threat eventuating is remote; however, in view of the catastrophic damage caused by this natural phenomena the threat cannot be ignored.

Should this threat eventuate it is a reasonable assumption that other parts of the Shire will sustain damage. This being the case the Shire of Donnybrook-Balingup will be unable to rely on neighboring communities for support in the first instance.

The emphasis of earthquake response will be directed towards saving the maximum number of lives and providing medical and welfare services to the survivors until organised relief operations arrive.

THREAT EFFECTS

Earthquakes produce all or some of the following:

- Dead and injured.
- Trapped.
- Extensive building damage.
- Extensive disruption to services and facilities.
- Fire.
- Evacuation
- Landslides

RESPONSE ARRANGEMENTS

Activation of the Shire of Donnybrook-Balingup Emergency Management Plan will be self-evident as the event occurs. Participating organisations should immediately man their Headquarters and establish communications with the Earthquake Control Centre and Shire of Donnybrook-Balingup ECC (Shire ECC). In the event that telecom/radio facilities are inoperative, communications with the Shire ECC **must** be established **by the** use of Liaison Officers.

During the initial stages, assessment of damage and urgent rescue/medical responses will be the responsibility of the FESA-SES, FESA-FRS, Shire of Donnybrook-Balingup, Shire - BFB and Shire employees. Thereafter, available rescue/medical resources will be allocated by the HMA – Incident Controller in consultation with the LEMC / IMG to particular areas of operation.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA: FESA-SES

- Local Emergency Coordinator - OIC Donnybrook Police Station

Support Agencies:

- Fire fighting
- Building rescue
- Traffic
- Casualties
- Evacuation
- Resources
- Welfare
- FESA-SES
- Shire - BFB
- FESA-FRS
- WA Police Service
- DCD
- Utilities restoration Statutory Authorities

This structure is designed to meet the immediate needs within the Shire of Donnybrook-Balingup. District, State and National Plans will be responsible for the acquisition, deployment and logistic support of external resources to the affected area. It is envisaged that Recovery Operations will be coordinated at State Level, with input from the LEMC / IMG.

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information.

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC

THREAT PLAN No. 7 – URBAN FIRE

REFERENCES: Local FESA – FRS Sops.

INTRODUCTION

With many of the towns in the Shire of Donnybrook-Balingup being surrounded by or abutting bushland, the risk of Urban Fire is high. In the recent past there have been a number of wildfires that have threatened towns and Donnybrook once suffered much damage as the result of a wildfire that spread into the town.

The emphasis on mitigation of the risk of Urban Fire will be directed towards prevention of the fire occurring in the first instance. This can be achieved by:

- Hazard reduction burning around towns to prevent the build up of combustible materials.
- Public awareness campaigns to advise residents to conduct seasonal preventative maintenance around their homes.
- Strict enforcement of the requirement to construct fire breaks where required, and
- Strict enforcement on the non lighting of fires in the restricted fire season.

THREAT EFFECTS

Urban Fire produce all or some of the following:

- Dead and injured.
- Destruction / damage to homes and property.
- Disruption to services and facilities.
- Disruption of the community.
- Evacuation.
- Extensive recovery period.

RESPONSE ARRANGEMENTS

Response arrangements for Urban Fire in the Shire of Donnybrook-Balingup will be in accordance with FESA – FRS SOPs.

The Local Emergency Coordinator is responsible for activating non-combative support for fire operations. This activation will be made on the advice of the nominated HMA – Incident Controller.

Urban Fire Control is normally effected from a mobile headquarters near the fire. Fire fighting support, including the acquisition of additional fire fighting resources is effected through the FESA Communications Network at the request of the nominated HMA – Incident Controller.

All other support arrangements are coordinated through the ECC, or by a mobile Police Coordination Centre located adjacent to the Urban Fire Control Point.

COMMAND & CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA: FESA – FRS.
- Local Emergency Coordinator – OIC Donnybrook Police Station.

Support Agencies:

- Fire Fighting.
- Building Rescue.
- Casualties.
- Evacuation.
- Welfare.
- Restoration of Essential Services.
- FESA – SES.
- Shire– BFB.
- FESA – FRS.
- WA Police Service.
- St John Ambulance.
- Recovery.
- DCD.
- Traffic / Crowd Control.

FORMATION OF AN INCIDENT MANAGEMENT GROUP

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

THREAT PLAN No. 8 – LANDSLIDE / LANDSLIP

REFERENCE:

To be written. In the interim, treat as per Earthquake.

THREAT PLAN No. 9 – EXOTIC PLANT DISEASE

REFERENCE:

INTRODUCTION.

It is unlikely that Exotic Plant Disease will cause death or serious injury to residents living in the Shire of Donnybrook-Balingup. A serious outbreak could cause serious financial hardship to the community and may result in large acreages of productive fruit trees being removed and destroyed. Sections of the community may be quarantined until the outbreak is contained and eradicated.

THREAT EFFECTS

Exotic Plant Disease may produce all or some of the following:

- Financial Hardship to sections of the community.
- Disruption to trade and commerce.
- Isolation of sections of the community.
- Removal of orchards, vineyards etc.

RESPONSE ARRANGEMENTS

Any response to an outbreak of Exotic Plant Disease in the Shire will be at the direction of Department of Agriculture. Local Combat Agencies and Local Government will assist the Department of Agriculture to contain and eradicate the outbreak.

Activation of the Shire of Donnybrook Emergency response Plan will be at the direction of the Department of Agriculture or by the Local Emergency Coordinator for the Shire. An Emergency Control Centre may be formed at the Shire Administrative Centre to assist operations.

COMMAND AND CONTROL STRUCTURE

The following structure will apply to an outbreak of Exotic Plant Disease in the Shire:

- HMA: - Department of Agriculture.
- Local Emergency Coordinator: - OIC Donnybrook Police Station.

Support Agencies:

- FESA – SES.
- Shire – BFB.
- FESA – FRS.
- Local Government.
- DCD.
- WA Police Service.
- Welfare.

FORMATION OF AN INCIDENT MANAGEMENT GROUP

Formation of an Incident management Group (IMG) to support any operations will be at the discretion of the HMA or Local Emergency Coordinator. If an IMG is formed, it will be located at the Shire of Donnybrook-Balingup Administrative Centre, Bentley Street Donnybrook.

THREAT PLAN No. 10 - FLOOD

REFERENCE: State Flood Emergency Management Plan (WESTPLAN FLOOD)

INTRODUCTION

Whilst the risk of Flooding in the Shire of Donnybrook-Balingup is reasonably low, there are some areas of the Shire that have been affected by Flood in the past. These areas are:

- Low lying land along the Preston River.
- Areas adjacent to the Blackwood River Catchment Area.
- Parts of Donnybrook at the convergence of the Preston River and Noneycup Creek, and
- Areas of Balingup adjacent to Balingup Brook.

This Threat Plan details the control and co-ordination arrangements within the Shire of Donnybrook-Balingup in support of the SES Response Plan.

THREAT EFFECTS

Floods produce all or some of the following effects:

- Dead and injured.
- Destruction of homes and pasture / forest / plantation resources.
- Destruction of orchards / vineyards.
- Destruction of livestock.
- Traffic Disruption (cutting off roads).
- Evacuation, and
- Disruption to power / communications infrastructure.

RESPONSE ARRANGEMENTS

Response arrangements for Floods in the Shire will be in accordance with SES SOPs.

The Local Emergency Coordinator is responsible for activating non combative support for Flood Operations. This activation will be made on the advice of the nominated HMA Incident Controller.

The Flood Operational Control Centre is normally effected from a mobile headquarters located in an area considered safe from rising water levels. Support for Flood Control, including the acquisition of SES Units from neighbouring Shires is effected through the FESA Network, at the request of the nominated HMA Incident Controller.

All other support arrangements are coordinated through the ECC, or by a mobile FESA Coordination Centre located adjacent to the Flood Operational Control Centre.

COMMAND AND CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA – SES.
- Local Emergency Coordinator – OIC Donnybrook Police Station.

Support Agencies:

- Evacuation.
- Recovery.
- Local Government.
- Welfare Agencies.
- DCD.
- Traffic / crowd Control.
- WA Police Service.
- St John Ambulance.
- Utility Restoration Statutory Authorities.

FORMATION OF AN INCIDENT MANAGEMENT GROUP.

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC

THREAT PLAN No. 11 – HUMAN EPIDEMIC

REFERENCE: Department of Health WA – Human Epidemic Response Plan

INTRODUCTION

The risk of Human Epidemic occurring in the Shire of Donnybrook-Balingup is considered low. The Shire however is visited by many Asian tourists, especially in the fruit picking season. The Shire is also on the flight path for migratory birds which also visit Asia. So the risk whilst low must still be considered. It is felt that public awareness is the best approach to mitigation of this risk at this time.

This Risk Plan details the control and coordination arrangements within the Shire of Donnybrook-Balingup in support of the Department of Health Human Epidemic Response Plan.

THREAT EFFECTS

Human Epidemic produce all or some of the following effects:

- Dead and injured.
- Community disruption.
- Community isolation.
- Evacuation or quarantine of homes / properties or communities, and
- Disruption of the local economy.

RESPONSE ARRANGEMENTS

Response arrangements for outbreaks of Human Epidemic within the Shire of Donnybrook-Balingup will be in accordance with the requirements of the Department of Health depending on the severity of the outbreak.

The Local Emergency Coordinator is responsible for activating non combative support for Human Epidemic operations. This activation will be made on the advice of the nominated HMA Incident Controller.

COMMAND AND CONTROL STRUCTURE

The following structure will apply to the incident:

- HMA – Department of Health.
- Local Emergency Coordinator – OIC Donnybrook Police Station.

Support Agencies:

- WA Police Service.
- ST John Ambulance.
- Welfare.
- Evacuation.
- Casualties.

- Shire - BFS.
- FESA - FRS.
- FESA - SES.
- Local Government.
- Recovery.
- DCD.

FORMATION OF AN INCIDENT MANAGEMENT GROUP.

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC

THREAT PLAN No. 12 – EXOTIC ANIMAL DISEASE

REFERENCE: Agriculture Western Australia – STATE EXOTIC ANIMAL DISEASES
Emergency management Plan

INTRODUCTION

Australia is constantly threatened by the risk of major disease outbreaks in livestock or other animals. Depending on the type of disease and its extent, such an outbreak could threaten the viability of livestock industries, cause serious financial hardships and social disruption to many people, or place human health at risk.

There are over ninety exotic (foreign) animal diseases which do not normally occur in Australia. Many exotic diseases are highly contagious and can spread rapidly. Urgent and stringent action is required to contain the infection and limit its spread. It is imperative that any outbreak is recognized quickly and then brought under control and eradicated as expeditiously as possible.

THREAT EFFECTS

Exotic Animal Disease can produce some or all of the following effects:

- Death of livestock.
- Spread of infection to humans.
- Loss of livelihood.
- Social Disruption, and
- Isolation of the community until disease is contained.

RESPONSE ARRANGEMENTS

Response arrangements for outbreaks of Exotic Animal Diseases within the Shire of Donnybrook-Balingup will be in accordance with Agriculture Western Australia SOPs.

The Local Emergency Coordinator is responsible for activating non combative support for outbreaks of exotic Animal Disease. This activation will be made on the advice of the nominated Agriculture Western Australia Incident Controller.

Requests for additional support will normally be effected through the Agriculture Western Australia communication network.

All other support arrangements are coordinated through the ECC.

COMMAND AND CONTROL STRUCTURE:

The following structure will apply to the incident:

- HMA – Agriculture Western Australia.
- Local Emergency Coordinator – OIC Donnybrook Police Station.

Support Agencies:

- Local Government.
- Welfare.
- DCD.
- SES.
- BFB.
- FRS.
- St John Ambulance.
- WA Police Service.

FORMATION OF AN INCIDENT MANAGEMENT GROUP.

When the decision is made to form an **Incident Management Group (IMG)** to support a Hazard Management Agency (HMA), representatives of HMAs and Combat Agencies will report to the ECC with the following equipment:

- VHF Radio.
- Mobile Telephone.
- Stationery (eg Log Books).
- Relevant maps or GPS equipment.
- SOPs pertinent to the organization.

Triggers for Considering the Formation of an Incident Management Group:

The formation of an **Incident Management Group (IMG)** will be considered if the following occurs or is likely to occur:

- Five or more homes are threatened by fire or flood or other emergency.
- A major road artery is closed or is likely to be closed for periods in excess of six (6) hours.
- Essential Services are lost or are likely to be lost for periods in excess of 24 hours.
- A school bus is involved in a major traffic accident.
- Threatened evacuation of a town in the Shire because of fire, flood or other emergency.
- Four or more agencies are involved in an incident.
- The local population shows signs of unrest or is demanding information

Once an IMG is formed it will meet initially for an overall briefing on the situation and will again meet at times and locations as determined by agreement between the HMA, Local Emergency Coordinator and the Executive Officer of the LEMC

ANNEXURE A – KEY PERSONNEL AND CONTACT DETAILS

Annex A to
ERM Manual
Dated September 2006

SHIRE OF DONNYBROOK-BALINGUP LEMC

KEY PERSONNEL AND CONTACT DETAILS

See Part 1 (Emergency Contacts and Resources Directory) for a complete list of key personnel and contact details.

(This list is constantly being updated and is not available for download on the internet. Contact the Shire of Donnybrook-Balingup if you have reason to access this list).

ANNEXURE B – SHIRE ASSET REGISTER

ANNEX B To
ERM MANUAL
Dated September 2006

SHIRE ASSET REGISTER

See Part 1 (Emergency Contacts and Resources Directory) for a complete list of:

- Construction and maintenance assets, and
- Fire fighting assets.

(This list is constantly being updated and is not available for download on the internet. Contact the Shire of Donnybrook-Balingup if you have reason to access this list).

BUILDINGS AND INFRASTRUCTURE
(Which could be used for evacuation or command & control purposes)

See Part 1 (Emergency Contacts and Resources Directory) for a complete list of buildings and infrastructure that can be used for evacuation or command and control purposes.

ANNEXURE C – DISTRIBUTION LIST

Annex C to
ERM Manual
Dated September 2006

DISTRIBUTION LIST

COPY NO	ADDRESSEE
1	Shire Donnybrook-Balingup CEO
2	Executive Officer Shire Donnybrook-Balingup LEMC
3	Chairperson Shire Donnybrook-Balingup LEMC
4	Shire of Donnybrook-Balingup Manager Works & Services
5	Shire of Donnybrook-Balingup Health Officer
6	Shire of Donnybrook-Balingup CEDO
7	Shire of Donnybrook-Balingup Front Office
8	Shire of Donnybrook-Balingup Manager Financial Services
9	Shire of Donnybrook-Balingup Manager Development & Environmental Services
10	OIC Donnybrook Police Station
11	Donnybrook Police LEMC Member
12	Donnybrook BFB LEMC Member
13	Donnybrook FESA-FRS LEMC Member
14	Donnybrook FESA-SES LEMC Member
15	St John Ambulance LEMC Member
16	Donnybrook District Hospital LEMC Member
17	Donnybrook CWA Member
18	Donnybrook Lions LEMC Member
19	Donnybrook Religious Groups LEMC Member
20	Balingup Progress Association LEMC Member
21	Balingup Business Association LEMC Member
22	Donnybrook Library
23	Balingup Library
24	Balingup Post Office
25	Kirup Progress Association
26	Balingup Progress Association
27	Noggerup Progress Association
28	Yabberup Progress Association
29	Brookhampton Progress Association
30	Newlands Progress Association
31	Dept of Community Development
32	Dept of Community Development
33	FESA-SES LEMC Member
34	FESA Fire Services LEMC Member
35	DEC LEMC Member
36	DEMC
37	Dept of Agriculture LEMC Member
38	Spare
39	Spare
40	Spare

ANNEXURE D – ANNUAL TIMETABLE & AGENDA - LEMC

Annex D to
ERM Manual
Dated September 2006

ANNUAL TIMETABLE & AGENDA FOR LEMC MEETINGS

Reference: SEMC Draft Policy No 2.5

- **1ST CALENDAR QUARTER MEETING – MARCH**
 - Contact Details
 - Post Incident Reports
 - Post Exercise Reports
 - ERM Progress
 - Treatment Strategies Progress
 - Local Emergency Management Arrangements
 - **Exercise Schedule**
 - Other Matters

- **2ND CALENDAR QUARTER MEETING – JUNE**
 - Contact Details
 - Post Incident Reports
 - Post Exercise Reports
 - ERM Progress
 - Treatment Strategies Progress
 - Local Emergency Management Arrangements
 - **Annual Report – submitted to DEMC**
 - Other Matters
 -

- **3RD CALENDAR QUARTER MEETING – SEPTEMBER**
 - Contact Details
 - Post Incident Reports
 - Post Exercise Reports
 - ERM Progress
 - Treatment Strategies Progress
 - Local Emergency Management Arrangements
 - **Funding Applications**
 - **ANNUAL EXERCISE**
 - Other Matters

- **4TH CALENDAR QUARTER MEETING – DECEMBER**
 - Contact Details
 - Post Incident Reports
 - Post Exercise Reports
 - ERM Progress
 - Treatment Strategies Progress
 - Local Emergency Management Arrangements
 - **Funding Nominations**
 - Other Matters