



Town of Port Hedland LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2021

1. ENDORSEMENT

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Town of Port Hedland Council and the Local Emergency Management Committee have been tabled with the District Emergency Management Committee (DEMC).



_____ Date: 5/08/2021

Chairperson
Port Hedland Local Emergency Management Committee



7/09/2021

_____ Date: _____

Chief Executive Officer - Town of Port Hedland
Endorsed by Council

Disclaimer: These arrangements have been produced by the Town of Port Hedland in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Town of Port Hedland expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

Town of Port Hedland - Local Emergency Management Arrangements, 2021

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3. ADMINISTRATION

3.1 Amendment Record

Version No.	Amendment Date	Details of Amendment	Author
1	2004	Initial issue	AC
2	2015	Review & update	CF
3	2016	Review and update	AN
4	2019	Exercise review and update	KS
5	2021	Review, re-write and update	KS

4. DISTRIBUTION LIST

4.1 Full Unrestricted Version

Organisation				
Town of Port Hedland Administration Office				
Town of Port Hedland CEO and Executive staff				
Pilbara District Emergency Management Committee (Executive Officer distributes to members)				
WA Police – OIC, Port Hedland Police Station				
WA Police – OIC, South Hedland Police Station				
Department Fire and Emergency Services - District Emergency Management Advisor				
Department Fire and Emergency Services – District Office Port Hedland				
SES - Port Hedland Unit				
South Hedland Volunteer Fire and Rescue				
Port Hedland Volunteer Fire and Rescue				
Hedland Bush Fire Brigade				
Volunteer Marine Rescue – Port Hedland Unit				
St. John Ambulance				
Port Hedland Hospital				
Pilbara Population Health				
Adjoining Councils:	City of Karratha	Shire of East Pilbara	Shire of Ashburton	Shire of Exmouth
Australian Defence Force				
Australian Red Cross				
Industry Partners:	BHP	FMG Ltd	Roy Hill	Rio Tinto

Port Hedland International Airport

Port Hedland Port Authority

Water Corporation

Horizon Power

4.2 Restricted Version – Public Access

Public access

Town of Port Hedland Administration Office – Front Counter/Reception
13 McGregor Street Port Hedland

Town of Port Hedland website: <https://www.porthedland.wa.gov.au>

Port Hedland Public Library

4.3 Document Availability

Restricted copies of these arrangements are available for viewing and can be found at:

Hardcopy: Town of Port Hedland Administration Centre –
13 McGregor Street Port Hedland– during normal business hours

Online: Town of Port Hedland website:
<https://www.porthedland.wa.gov.au>

4.4 Amendment Record

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

Feedback can include:

- what you do and don't like about the arrangements
- unclear or incorrect expression
- out of date information or practices
- errors, omissions or suggested improvements.

Forward feedback copy and relevant section/s with proposed changes marked to:

Executive Officer

Local Emergency Management Committee

Town of Port Hedland

PO Box 41

PORT HEDLAND WA 6721

Alternatively email – <https://www.porthedland.wa.gov.au>

Any suggestions and/or comments will be referred to the LEMC for consideration. All amendments must be approved by LEMC and entered in the Amendment Record (Pg.5).

5. OVERVIEW - Town of Port Hedland

5.1 Area Covered

Port Hedland is a dynamic town in Western Australia's North West located approximately 1,800km north of Perth. It has a population of around 16,000 people from diverse cultural backgrounds and cover 11,844 square kilometres of the Pilbara region.

Our two main residential centres, Port and South Hedland, offer a range of community services including cultural, recreation and shopping facilities.

The Wedgefield Industrial Area contains a variety of light and service industry premises and the shipping facilities, along with the expanded port facilities.

Port Hedland is Australia's largest bulk export port with Pilbara Ports Authority recording a record annual tonnage throughput of over 697 million tonnes in 2018/19 with 513.3 million tonnes. The Ports natural deep anchorage harbor also provides the main receival point for fuel and container for the region.

5.2 Topography

The topography of the Port Hedland area is predominantly influenced by the Abydos Plain, which rises from the coastal lowlands to around 300 /400 m above the mean sea level adjacent to the Chichester Range, located approximately 200 km south-west of Port Hedland.

The infrastructure corridor is located within a coastal area that is generally flat with gently sloping beaches, numerous headlands, and offshore islands.

5.3 Climate

The Pilbara region is classified as sub-tropical, becoming more arid inland. Maximum temperatures exceeding 40°C and minimum temperatures around 25°C are often experienced in Port Hedland during the summer months. Winters are generally milder, with average temperatures ranging from a minimum 12°C to a maximum 29°C

Average annual rainfall for the Pilbara region varies between 250 and 400 mm, with many years reporting no significant rainfall events. The majority of rain occurs during the summer months (December to February), and is generally associated with scattered thunderstorms and tropical cyclones.

The coast from Port Hedland to Exmouth Gulf is considered the most cyclone prone area in Australia (BoM, 2009b). In general, the cyclone season lasts

from November to April, although tropical cyclones may occur outside this period. These cyclones normally develop over ocean waters to the north of Australia and follow a south-westerly course parallel to the north-west Australian coastline. On average, two thirds of these cyclones then change direction and head south-east, crossing the coast and moving inland, bringing heavy rainfall.

5.4 Power Supply

Electricity in Port Hedland is supplied by Horizon Power and is distributed through a mixture of overhead and underground assets. The outlying communities have their own diesel power generation and distribution systems.

5.5 Transport

The area is accessible by road and air and Port Hedland harbour is accessible by sea.

5.5.1 Road

Access to the Port Hedland town site is by the Great Northern Highway (GNH / Highway 1), South Hedland area is accessed from Powell Road which runs off the GNH. The main connection between Port and South Hedland is via Walwork Road/Wilson St and Buttsweld Rd via Great Northern Hwy

5.5.2 Air

Strategically located in Australia's North West Port Hedland International Airport (PHIA) is the only International Airport in the Pilbara

It has regular passenger and charter services with multiple Perth flights daily, some interstate travel and international travel when permitted.

PHIA is a designated Australian first-point-of-entry with Border Force and biosecurity operations. The Airport is home to domestic and international freight operators, a certified international cargo terminal operator (CTO) and regularly handles the world's largest aircraft such as the Antonov 124, oversize, time-critical freight movements for the resources sector.

PHIA has an established Heliport fixed base operation and dedicated passenger processing facility. The Airport's on-site resources include refuelling, aviation rescue firefighting, charters and a passenger flight network connecting the Kimberley and Pilbara regions, transient worker accommodation and the Royal Flying Doctor Service.

5.5.3 Sea

The Pilbara Ports Authority manages the port business. Port Hedland port is the world's largest bulk export port, with exports including iron ore, lithium and salt. The Port Authority's headquarters, control tower and heliport are at Mangrove Point, just to the west of The Esplanade at the western end of Port Hedland.

The tugboat pen, customs office and public jetty are at nearby Laurentius Point. The harbour's wharves are located on both sides of the harbour – Finucane Island to the west and Port Hedland to the east.

5.6 Water Supply

The De Grey River wellfield is used in conjunction with the Yule River wellfield to supply water for Port Hedland. The De Grey River wellfield is operated by the Water Corporation and draws groundwater from the alluvial deposits of the De Grey River. The De Grey River wellfield is approximately 80 km East of the town with the Yule River Borefield approximately 90km west southwest of the town.

5.7 Sewerage

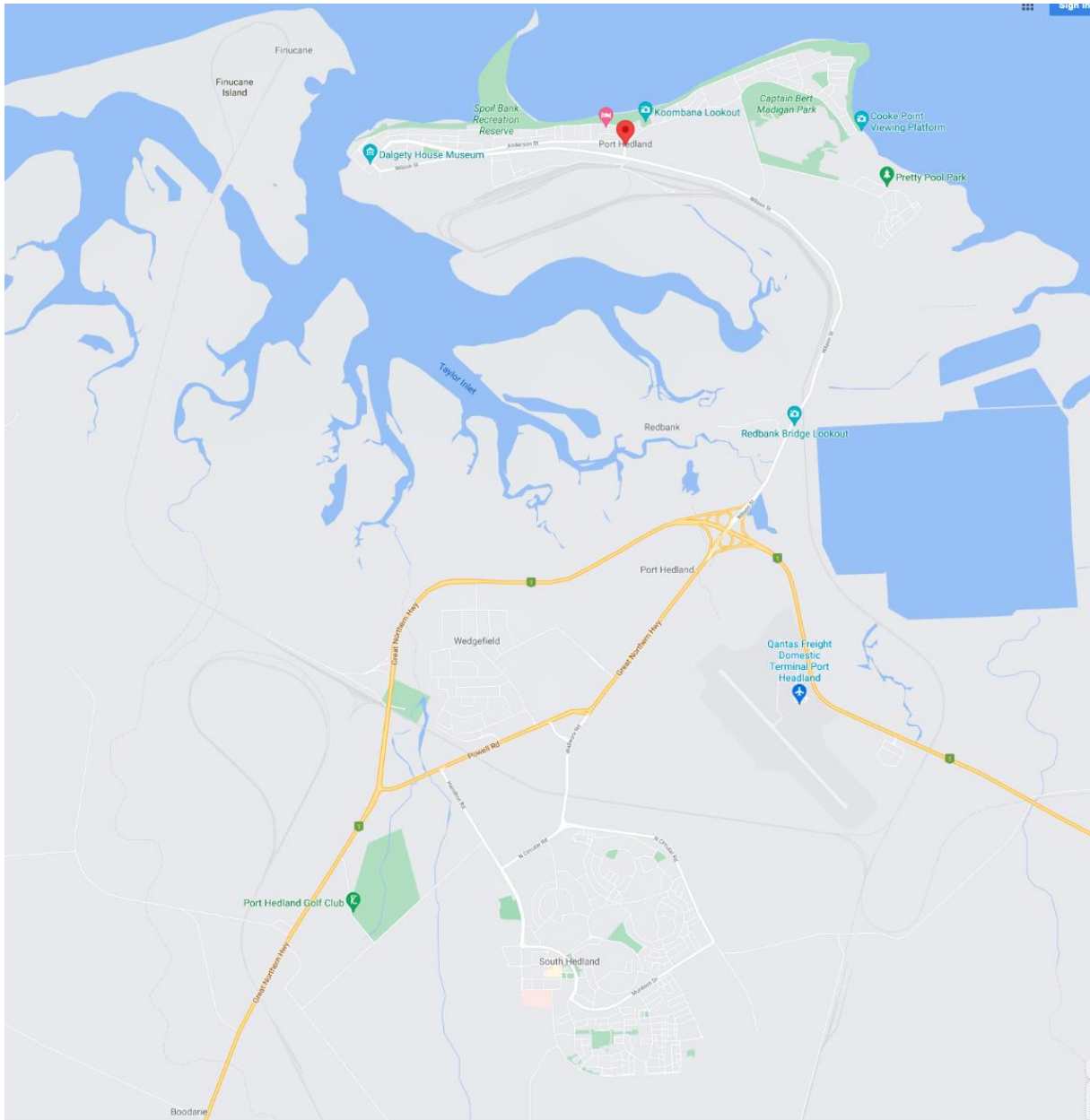
The main residential centres of Port Hedland and South Hedland are connected to the Water Corporation's reticulated sewerage system. The industrial areas of Hedland, including Wedgefield, and other remote areas of Hedland where connection to public sewer is unavailable, an onsite effluent disposal system is required to be installed.

5.8 Communications

The Town of Port Hedland (herby referred to as 'the Town') has an extensive Telstra and various telecommunications providers networks with associated support facilities for cable, microwave, digital phones.

The Royal Flying Doctor Service through its Port Hedland base operates a radio network that takes in all remote communities.

5.9 Geographic Location Map



6. EMERGENCY MANAGEMENT PLANNING

6.1 Aim and Purpose

The aim of the LEMA is to detail the emergency management arrangements as per our obligations under the Emergency Management Act 2005, ensure an understanding between agencies and stakeholders involved in managing emergencies, and provide for a collaborative approach to emergency management.

The purpose of these emergency management arrangements is to document the research into local risk along with the prevention, preparation, response and recovery arrangements for locally identified and prioritised risks. These are based upon the locally applicable ‘Risk Evaluation Criteria (REC)’, which provide sufficient metrics to assist in understanding locally acceptable consequence tolerances.

6.2 Objectives

Set out the local government’s policies for emergency
Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the Town

Describe the provisions for coordination and co-operation of emergency operations and activities relating to emergency management performed by persons/agencies within this plan

Description of emergencies likely to occur within the Town

Describe strategies and priorities for emergency management within the Town, together with procedures and processes to align with community expectation

Explain matters pertaining to emergency management within the Town prescribed by the regulations and within (s.41(2)) of the Emergency Management Act (2005)

Promote a consistent multi agency approach with community engagement in relation to emergencies within the Town

Set out other emergency management matters in the local government district the local government considers appropriate

6.3 Scope

The scope of these arrangements is to ensure that appropriate strategies are in place to minimise the adverse effects on the community, whilst ensuring the best possible outcomes for the community in the long term.

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMAs) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

This document applies to the local government district of the TownPort of Hedland

This document covers areas where Town of Port Hedland provides support to HMAs in an incident

This document details the Town's capacity to provide resources in support of an emergency, while still maintaining business continuity and Town's responsibilities for recovery management

7. RELATED DOCUMENTS AND ARRANGEMENTS

7.1 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Town area being bylaws or operational policies. There are no current policies within Town of Port Hedland relating to emergency management.

7.2 Existing Plans and Arrangements

To enable integrated and coordinated delivery of emergency management within the Town, these arrangements are consistent with the State Emergency Management Act 2005, Regulations 2006, State Emergency Management policies and procedures along with State Hazard Plans (WESTPLANS) and State Support Plans which are available on the SEMC website.

7.2.2 Existing Local Plans and Arrangements

Document	Owner	Location	Date
Local Recovery Plan	ToPH	ToPH Office	2021
Local Cyclone/Tsunami Plan	DFES/SES	DFES Regional	2019
Local Emergency Welfare Support Plan	Dept. of Communities (DC)	DC Regional Office	
Gratwick Aquatic Centre Emergency Plan	ToPH	ToPH Office	
South Hedland Aquatic Centre Emergency Plan	ToPH	ToPH Office	2021
Bushfire Emergency Management Plan	ToPH	ToPH Office	2012
South Hedland Waste Management Facility Fire Plan	ToPH	ToPH Office	2020
Town of Port Hedland Business Continuity Plan	ToPH	ToPH Office	2021

7.3 Agreements, Understandings, Commitments

7.3.1 Local Government reciprocal aid agreements

Formal agreements or MoUs that are between the Town of Port Hedland and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

Town of Port Hedland - Local Emergency Management Arrangements, 2021

Currently this is under review.

Document	Parties to the Agreement	Location	Date
Partnering Agreement – Pilbara District LGs (Provision of Mutual Aid during emergencies and post incident recovery).	Town of Port Hedland	ToPH Offices	2018
	Shire of East Pilbara		
	City of Karratha		
	Shire of Ashburton		
	Shire of Exmouth		

7.3.2 Department of Communities Agreement

Parties to		Summary of agreement	Special Consideration
DoC	ToPH	Establish and manage the J D Hardie Centre as a welfare centre	Access to the building by the Emergency Management Team from the ToPH

7.4 Special Considerations

The Town of Port Hedland has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Description	Time of Year	Impact / No of People
Cyclone Season	November – April	Severe damage throughout townsite and regional areas.
Wet Season	November - April	Flooding from cyclonic activity
Bushfire Season	June- February	Threatening townsite and rural population

Description	Time of Year	Impact / No of People
Dry Season	May – October	Large numbers of tourists throughout the Town
Population movements	All year	Large fly-in fly-out population in accommodation camps
Remote communities – culturally and linguistically diverse isolated communities	All year	Varying numbers
Port Hedland port facilities	All year	Largest bulk handling port in the world
Transient local population at peak holiday times	Christmas /New Year, school holidays,	Many residents leave town, impacting on availability of local emergency service volunteers

7.5 Local Area Mutual Aid

Authority to release resources to assist in other Local Government districts will rest with the CEO (or delegate), as per the provisions of the Pilbara Region Mutual Aid Agreement. The CEO and Mayor are to be informed of commitments outside of the district as soon as possible.

7.6 After Hours Weekends & Public Holidays – *phone 9158 9300*

7.7 Resources

Companies and organisations such as BHP, Rio Tinto Minerals, FMGL, Hire Companies and the Town of Port Hedland may provide resource support, upon request, to emergency services during an emergency incident.

The HMAs' are responsible for the determination of resources required for their specific hazards and resourcing is managed by individual agencies

Resources available from Local Government and other agencies / organisations have been identified and listed in an asset register kept and maintained by the Officer in Charge (OIC) of the South Hedland Police Station, as well as electronically at the Town of Port Hedland. Where possible, these assets will be made available to an HMA upon request.

Agencies are requested to regularly review and update their resource registers. Resources may include, but are not limited to (see appendix 4):

Staff & equipment	Lifeline Services (water, power, comms.)
Schools	Welfare and support (medical centres, doctors, chemists)
Interpreters	Accommodation
Local trades services	Fuel
Catering services	Animal welfare
Counselling Services	

7.8 Special Considerations

Description	Impacts
Culturally and Linguistically Diverse (CaLD)	The Town has a multi-cultural population with a variety of languages being spoken in the home. During an emergency event, language may become a communication barrier; a Telephone Interpreting Service (TIS) can be utilised, available 24 hours a day, to assist in providing or receiving information.
Industries within Town of Port Hedland area	The area within ToPH is host to a number of potential hazard facilities and industries. These may also trigger additional recovery requirements to be considered where an emergency event has resulted in a catastrophic failure of infrastructure in the area. A transient workforce is based in this area, which can fluctuate.
Transport	<p>A substantial number of dangerous goods and heavy haulage vehicles enter and exit the of Port Hedland area and rely on certain routes authorised for transportation.</p> <p>Road closure affecting these roads will need to be communicated as a priority to the industries within the area, Main Roads WA and the WA Police.</p>
Cultural and Environmental Values	The area is subject to strict cultural and environmental values. There are many locations identified as culturally sensitive, declared rare flora, threatened and priority ecological colonies.

7.9 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Town is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

7.9.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Town, to ensure the desired level of support is achieved.

7.9.2 Response

All Town resources are registered and identified in the Town asset register located in *Appendix 4*. Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the *Emergency Management Act 2005*.

8. LOCAL EMERGENCY MANAGEMENT COMMITTEE

8.1 Introduction

The Town of Port Hedland has established a Local Emergency Management Committee (LEMC) under section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but a planning committee, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the Town of Port Hedland area. The LEMC will assist in developing local emergency management arrangements, planning, and coordinating its emergency management partners/stakeholders.

8.2 LEMC Role

Performs a vital role in assisting the Town of Port Hedland and its community to become aware of, and prepared for, major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMA/Cas, as appropriate, so localised hazard plans can be developed

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

8.3 LEMC Procedures

The LEMC shall meet quarterly or as required (minimum of four meetings per annum). Each meeting of the LEMC shall consider, but not be restricted to:

Confirming local emergency management contact details of key stakeholders

Reviewing any post-incident reports and post-exercise reports since last meeting

Assessing progress of emergency risk management processes

Assessing progress of treatment strategies arising from emergency risk management process

Assessing progress of development or review of local emergency management arrangements

Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

8.4 Membership

LEMC membership includes the Town of Port Hedland representatives and the Local Emergency Coordinator (OIC WAPOL Port Hedland & South Hedland), Government agencies, industries and other statutory authorities nominating their representatives

ToPH LEMC	Description of Responsibilities
LEMC Chair	Chair - ToPH appointed elected member
	Provide leadership and support to LEMC ensuring effective meetings and emergency management planning and preparedness for ToPH
	Deputy Chair (if appointed, as not currently appointed)- Local Emergency Coordinator – OIC, Hedland or South Hedland Police Station/s
LEMC Executive Officer	Executive Officer - ToPH – Ranger & Emergency Services Advisor
	Provides secretariat support including:
	Meeting agenda
	Minutes and action lists
	Correspondence
	Committee membership contact register
	Coordinate development and submission of committee documents in accordance with legislative and policy requirements including:
	Annual Report
	Annual Business Plan
	Local Emergency Management Arrangements
	Provide emergency management advice to Chair committee
	Member of sub-committees and working groups as required

The Town of Port Hedland, in consultation with members' parent organisations, determines the appointment term of LEMC members. Representatives from community and groups will be invited to attend as required.

Complete membership roles and responsibilities are detailed in *Appendix 2*. All LEMC secretarial and admin support is to be provided by the Town.

8.5 Core Members

Agency	Position
Delegate – Elected member –Mayor/Councillor	Chair
Town of Port Hedland	Deputy Chair (if appointed, as not currently appointed)
	Councillor
	Local Recovery Coordinators
	Local Welfare Liaison Officer
	Executive Officer
	Chief Bush Fire Control Officer
	Animal Welfare Liaison Officer
	Environmental Health Services
WA Police	Local Emergency Coordinator
Dept. of Communities	Local Welfare Coordinator and District Emergency Services Officer
Industry Reps.	Industry Representatives
DFES	Agency Representative
Community Members – as appropriate	Representatives

8.6 Support Members

Agency	Position
Indigenous Communities reps	Agency Representative
Utilities Representatives	Agency Representatives
Main Roads WA	Agency Representative
Dept. Biodiversity Conservation & Attractions	Agency Representative

Dept. of Primary Industries and Regional Development	Agency Representative
Dept. of Health	Agency Representative
St John Ambulance	Agency Representative
Dept. of Education	Agency Representative
District Emergency Management Advisor	Committee Advisor role

The list above is not limited, with members co-opted as and when required.

8.7 LEMC Strategies and Policies

Priority	Strategy
LEMA endorsed by LEMC, Council, then noted by DEMC and SEMC	Review and development of compliant LEMA and LRP which is compliant with legislation; LEMA to then be exercised
Current compliant Emergency Risk Management process	Completion of Emergency Risk Management Process which complies with State EM Policy 1 and the National Emergency Risk Assessment Guidelines; prioritisation and implementation of treatments
LEMC to comply with legislation and policy	The ToPH LEMC to meet quarterly and submit annual report in accordance with State EM Policies and procedures

9. MANAGING RISK

9.1 Emergency Risk Management

The completed Emergency Risk Assessment can be accessed at **Appendix 3**. The Town and its LEMC recognise the critical component of risk management to the EM process. A sound risk management process paves the way for the Town and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Town, will endeavour to undertake a risk analysis within its district using the current models based on AS/NZS ISO 31000 standards, utilising the National Emergency Risk Assessment Guidelines and being compliant with State EM Prevention/Mitigation Policy 3.2 Emergency Risk Management Planning and State Emergency Management Prevention/Mitigation Procedure 1 Emergency Risk Management (ERM) Planning.

9.2 Likely Risks Port Hedland Area The following table outlines the emergencies that are likely to occur within the ToPH local government area.

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN / State Hazard Plans	Local Plan (Date)
Air Crash	WA Police	WA Police Commissioner	Port Hedland VFRS, ARFF	DC	Crash Emergencies	TBD
Bushfire	DCBA, DFES	DFES Commissioner	Hedland BFB,	DC	Fire	TBD
Cyclone	DFES	DFES Commissioner	SES	DC	Cyclone	Local Plan 2019
Flood	DFES	DFES Commissioner	SES	DC	Flood	State Plan 2016
Hazmat	DFES	DFES Commissioner	DFES	DC	HAZMAT Emergencies	State Plan 2020
Human Epidemic	Dept. of Health	Dept. of Health CEO	WACHS	WACHS DC	Human Biosecurity	State Plan 2020

Marine Transport Emergency	WA Police	WA Police Commissioner	VMRS	DC	Marine Environmental Emergency	State Plan 2020
Road Transport Emergency	WAPOL	WA Police Commissioner	Port Hedland VFRS,	DC	Crash Emergencies	TBD

These arrangements are based on the premise that the Hazard Management Agency is responsible for the above risks and will develop; test and review appropriate emergency management plans for their hazard.

10. RESPONSE AND COORDINATION EMERGENCY OPERATIONS

10.1 Activation of Local Arrangements

On becoming aware of, or on advice from the Controlling Agency Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairman of the need to convene the ToPH Local Recovery Coordination Group, if necessary.

Upon deciding not to convene and activate the Port Hedland Local Recovery Coordination Group and ToPH Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the ToPH Local Recovery Coordinator will continue to monitor the situation and keep the ToPH Mayor and CEO briefed accordingly.

10.2 Incident Support Group

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies that may need to be /are involved in the incident

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

Controlling Agencies / Hazard Management Agencies and Combat Agencies may require the Town's resources and assistance in emergency management. The Town is committed to providing assistance/support, if required resources are available, through the ISG if, and when, formed.

10.2.1 Triggers for the Incident Support Group

Defined in the State Emergency Management Response Policy 5.2.2 and State Emergency Management Plan section 5.1.7 being:

Where an incident is designated as a Level 2 or higher

Multiple agencies need to be coordinated

Community interests need to be represented

10.2.2 Incident Support Group membership

Made up of agency representatives that provide support to the CA. Emergency management agencies may be called on to provide liaison officers for the ISG. The ToPH Local Recovery Coordinator should be a member of the ISG from the outset, ensuring consistency of information flow, situational awareness and efficacious handover for recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved, and consequences caused by emergency. Agencies supplying staff for the ISG must ensure that the representative(s) have authority to commit resources and/or direct tasks within their organisation/agency.

10.2.3 ISG Meeting Location and Frequency

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

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

10.3 Emergency Coordination Centre

The Town has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable ECCs:

Locality	Position	Contact	Phone
SES HQ	Great Northern Hwy, PH	Local Manager	
		Deputy Local Manager	
DFES Regional Office	McKay/Anderson Streets, Port Hedland	DFES District Officer	

11. MEDIA MANAGEMENT AND PUBLIC INFORMATION

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction.

Communities require adequate, timely information and instruction to be aware of the emergency and take appropriate actions to safeguard life and property. In the response phase of an incident, information dissemination is the responsibility of the HMA/CA.

State Support Plan – Public Information, provides that the HMA/CA is responsible ‘for the provision and management of public information during emergencies.

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

HMA/CA is to manage all media releases under *State Support Plan – Public Information*

All media releases and public information alerts for the incident are to be authorised by Incident Controller

All media releases are to reflect Multi-Agency Incident Management and detail all agencies' involvement

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

All media releases are to carry the agencies' identification

Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release

All Media releases issued by any agency at State level will reflect multi-agency involvement

11.1 Town of Port Hedland Media Release

Any information for release to media or public must be forwarded to and approved by the Chief Executive Officer. The coordinating officer for the ToPH is the Manager, Corporate Affairs. The ToPH Mayor or the CEO shall only make statements to the press on behalf of the Town.

11.2 Public Warning Systems

11.2.1 Local Systems

The Town presently uses the local ABC radio station, ToPH website, the ToPH Facebook page and other electronic mediums, and relevant HMA media outlets.

Local public warning systems currently used by the Town are listed at Appendix 8

12. EVACUATION AND WELFARE

12.1 Evacuation Management

12.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

12.1.2 Timeliness

Decision to evacuate or recommend evacuation made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

12.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WA Police. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

12.1.4 Welfare Evacuation Centres

WA Police may work with the HMA to effect evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Town or appropriate neighbouring LGs and Department of Communities to ensure appropriate arrangements for welfare support for evacuees are in place. It is the Town's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of welfare evacuation centres and applicable support functions.

12.2 Evacuation Considerations

The Town and LEMC partners are aware of roads becoming impassable due to cyclonic and flooding activities. Remote communities will also be taken into consideration for evacuation complexities that may represent.

12.3 At-Risk Persons and Groups

The Town of Port Hedland relies on agencies responsible for At-Risk persons and groups to ensure suitable planning, and response capabilities are supporting at-risk individuals and groups.

Appendix 6, At-Risk Persons and Groups Plan provides guidance around working with and actions in evacuation with these persons and groups.

12.4 Evacuation Routes and Maps

Owing to the varying complexity within different emergencies, the HMA, in consultation with other relevant emergency management agencies, will

determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation. Mapping information can be sourced from the Town’s website, Google Maps and agencies such as Dept. of Biodiversity Conservation and Attractions and DFES.

12.5 Return

Responsibility for decisions relating to return of evacuated residents rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including DC, WACHS and the Town’s Environmental Health Officers.

Evacuations will be carried out in the Town of Port Hedland as per [Western Australian Community Evacuation in Emergencies Guideline](#).

ACTIONS

- Decision to evacuate made by HMA
- LEMC and the ToPH assist by pre-planning for evacuation
- All alternatives to be considered
- Decision to evacuate made as soon as possible
- At-Risk Persons and Groups to be considered (refer Appendix 6)
- Routes and maps sourced via internet or partner agencies
- Ensure Welfare Centre protocols and procedures are enacted.

13. WELFARE

The Department of Communities has the role of managing welfare described as, “the provision of both physical and psychological needs of a community affected by an emergency”.

This includes the functional areas of:

Personal support services	Financial assistance	Emergency and requisites	Clothing personal
Emergency accommodation	Registration and reunification	Emergency provision	food

The Local Emergency Welfare Plan has been developed for Town of Port Hedland by DC.

13.1 Department of Communities - Local Welfare Coordinator

DC shall appoint a Local Welfare Coordinator Officer; refer *Appendix 2 – Roles and Responsibilities - Welfare*.

13.2 Town of Port Hedland – Local Welfare Liaison Officer

The Town's Manager Community Development is the designated Local Welfare Liaison Officer. Refer *Appendix 3 Roles and Responsibilities – Welfare*.

13.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register to assist friends and relatives to locate each other. DC has reciprocal arrangements with Australian Red Cross (ARC) to undertake this process.

13.4 Welfare Centres

The Town in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the Welfare Centres Register available for activation as required by the HMA IC. See Appendix 7

13.5 Animals (including assistance animals)

The Town's Coordinator Ranger Services will consult with relevant stakeholders on animal welfare matters and shall agree on the distribution of duties, depending on resources available in each instance.

The Town does not currently have a formal local plan for animal welfare in emergencies.

ACTIONS

- DC responsible for managing welfare
- DC develops and maintains and enacts the Town's Local Emergency Welfare Support Plan
- ToPH Manager of Community Development is the Local Welfare Liaison Officer
- Register Unite Find responsibility actioned by DC. ARC undertakes process
- Identified Welfare Centres refer Welfare Centre Directory Appendix 6
- Emergency Animal Welfare is coordinated by Coordinator Ranger Services

14. RECOVERY

The Town of Port Hedland Local Recovery Plan is a critically important. It establishes sound recovery management, concepts, principles and values for Town's staff, elected members, partnering agencies, and community following significant impact from any emergency.

A Local Recovery Plan has been developed and forms part of the Local Emergency Management Arrangements. It should be read in conjunction with these Arrangements.

This can be found at appendix 9

15. EXERCISING REVIEW AND REPORTING

15.1 Exercising

The aim of conducting an exercise is:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them

15.2 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually.

Additionally, and in accordance with State EM Preparedness Policy 4.8 *Exercising* and State EM Preparedness Procedure 19 *Exercise Management*, local governments must undertake capability-based exercising.

Exercises may be desktop, functional or field exercises as determined by the Town of Port Hedland in consultation with the LEMC, as appropriate.

15.3 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the Pilbara District Emergency Management Committee as soon as practicable following the exercise.

15.4 Review of Local Emergency Management Arrangements (LEMA)

The LEMA is to be reviewed in accordance with State EM Procedure 8 *Local Emergency Management Arrangements*.

Town of Port Hedland - Local Emergency Management Arrangements, 2021

After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination

A major review will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes

Whenever the Local Government considers it appropriate

Contact lists are reviewed and updated quarterly (Refer *Appendix 4*)

16. REPORTING

Exercises are to be reported to the DEMC via the LEMC Annual Report using the format as detailed in State Emergency Management Preparedness Procedure 17 *Annual Reporting*.

17. APPENDICES

Appendix No.	Appendix Title
1	Glossary of Terms and Acronyms
2	Roles and Responsibilities
3	Emergency Risk Management
4	Emergency Contact and Resources Directory
5	Critical Infrastructure
6	At-Risk Persons and Groups Plan
7	Welfare Centre Facilities and Assets Directory
8	Public Warning Systems
9	Contact Booklet

NB – The above Appendix have been deliberately not provided due to regular update requirements.

Copies of any of the appendices can be made available upon request to the Town of Port Hedland, however, may exclude certain personal information.