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SHIRE OF WYALKATCHEM

EMERGENCY MANAGEMENT ARRANGEMENTS TO BE REVIEWED EVERY FIVE YEARS

These arrangements are to ensure the community is prepared to deal with identified emergencies should they arise. It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

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

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

These amended arrangements have been produced and issued in compliance with s.41(1)(2) of the *Emergency Management Act* 2005 ('the Act'), endorsed by the Shire of Wyalkatchem Local Emergency Management Committee (LEMC) and council and will be tabled with the District Emergency Management Committee (DEMC).

The Shire of Wyalkatchem, Officer In Charge (OIC) Wyalkatchem Police, Fire and Rescue, St John Ambulance personnel and members of the Local Emergency Management Committee were consulted in the drawing up of the arrangements.

.....
Quentin Davies (Chairperson)
SHIRE WYALKATCHEM LEMC

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Date

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Ian McCabe (Chief Executive Officer)

.....
Date

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GLOSSARY OF TERMS

Combat Agency – A public authority, or other person may be prescribed by the regulations to be a Combat Agency who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency [s.6(2) of the Emergency Management Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

Community Emergency Risk Management – See **Risk Management**.

Comprehensive Approach – The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response, and Recovery (PPRR).

Controlling Agency – an agency nominated to control the response activities to a specified type of emergency.

Coordination – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency.

District – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

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

Emergency Risk Management – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

Emergency Management – The management of the adverse effects of an emergency including:

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

Emergency Management Agency – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

Hazard

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the *Criminal Code 1995* of the Commonwealth
- (f) any other event, situation or condition that is capable of causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by *Emergency Management Regulations 2006*

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

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

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

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

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

Local Emergency Management Committee (LEMC) – means a committee established under section 38 of the *Emergency Management Act 2005*

Municipality – Means the district of the Shire of Wyalkatchem.

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

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

Preparedness – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed.

Measures to ensure that, should an emergency occur; communities, resources and services are capable of coping with the effects. See *also* **Comprehensive Approach**.

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

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

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

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

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

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

Risk Statement – A statement identifying the hazard, element at risk and source of risk.

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

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

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

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

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS:

BFS	Bush Fire Service
BFB	Bush Fire Brigade
CA	Controlling Agency
CEO	Chief Executive Officer
DCPFS	Department for Child Protection and Family Support
DPaW	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DAFWA	Department of Agriculture and Food WA
DFES	Department of Fire and Emergency Services
WA HEALTH	Department of Health
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
MOU	Memorandum Of Understanding
NEWROC	North Eastern Wheatbelt Regional Organisation of Councils
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SHC	State Health Co-ordinator
WAPOL	Western Australia Police

An Electronic Copy is available to all LEMC members

A public copy is available on the Shire website

A Hard copy is held by the Shire of Wyalkatchem

Below is a list of LEMC members

Organisation	Location/Officer
Shire of Wyalkatchem	CEO
Shire of Wyalkatchem	Manager of Works
Shire of Wyalkatchem	Administration Officer
Shire of Wyalkatchem	Shire President
Local Emergency Management Committee	
Representative from Council	Councillor Jones
Home And Community Care	Corinne Graham
WA Police (WAPOL)	Glen Stoddart
Department for Child Protection and Family Support	Jo Spaddaccini
Western Power	Steve Pethick
St. John Ambulance	Jay Hammond Peter Wood
DFES	Torben Bendtsen
Chief Bush Fire Control Officer	Trent Tyler
Fire and Rescue - Wyalkatchem	Owen Garner Emma Holdsworth
Water Authority	Glen Metcalfe
Wyalkatchem / Koorda District Hospital	Subin Daniel Hospital Services Manager
Wyalkatchem District High School	School Principal
Road Wise	Cliff Simpson - Northam
Doctor	Dr Awogun
Department of Parks and Wildlife	Graeme Keals
OEM	Yvette Grigg - Northam

Amendments to LEMA

No		Date	Amendment Details	By
1		March 2014	Contacts and roles amended	GEO
2		April 2014	Risks- emergencies likely to occur, added epidemic and heat wave	GEO
3		April 2014	Acronyms updated	GEO
4		April 2014	Welfare/Evacuation Centres (Pet survival plan, welfare centre checklist, Register Find Reunite Reg'n form)	GEO
5		May 2014	Fuel Disruptions	GEO
6		May 2014	Resource Updates	GEO
7		May 2014	Chief Executive Officer is Local Recovery Co-ordinator as DCEO has retired	GEO
8		August 2014	Spontaneous Volunteers	GEO
9		August 2014	Fatigue Management	GEO
10		August 2014	Volunteer Trailer	GEO
11		August 2014	Communications Plan	GEO
12		September 2014	Contractor Resources	GEO
13		2016	Re-draft	GEO

Suggestions and comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments;

Feedback can include:

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

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

The Chairperson
Local Emergency Management Committee.
Shire of Wyalkatchem
PO Box 224
Wyalkatchem W.A. 6485
E-mail: general@wyalkatchem.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document, when updated.

Aim

- To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the shire.
- To ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's dealing with an emergency. These should be detailed in the HMA's individual plans.

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

The scope of these arrangements is limited to, and includes:

- The entire district of the Shire of Wyalkatchem;
- Situations in which the Shire of Wyalkatchem provides support to HMA's in the event of an incident
- Details as to the capacity of the Shire of Wyalkatchem in relation to the provision of resources to support the effective management of emergencies
- The Shire of Wyalkatchem's responsibilities in relation to recovery management;
- To serve as a guide to emergency management at the local level recognising that an emergency situation may escalate and require to be managed at a regional, state or federal level.

Related Documents and Arrangements

State Emergency Management Plans (Westplans). These can be viewed via the SEMC website – www.semc.wa.gov.au

The State Emergency Management Committee (SEMC) has responsibility to arrange the preparation of state level plans that cover specific hazard support issues. State Emergency management Plans (Westplans) include but are not limited to the following:

CPFS Local Emergency Management Plan for the Provision of Welfare Support – Merredin District

CPFS Local Emergency Management Plan for the Provision of Welfare Support – Merredin District

CBH Koorda - Email agreement to use 30,000L water tanks at CBH, Cowcowing

Merino Ram Breeders Association - Use of sale yards for animals in an emergency

Glyn and Jo Harrington - use of school buses in an emergency

Russell and Shauna Wells - use of school bus in an emergency

Local Farmers - use of earth moving equipment in an emergency

Financial Arrangements

State Emergency Management Policy no. 4.2 *Funding for Emergencies* states who is responsible for the funding for emergencies.

PLANNING

Emergency Contacts					
Organisation/Position	Name	Ph Work	Ph Home	Mobile	E-mail
DFES Comms	24 hr Hotline	1800 198 140			
Shire President - LEMC Chair	Quentin Davies	0408 346 519	9638 1077	0408 346 519	cr.davies@wyalkatchem.wa.gov.au
Deputy President - LEMC Deputy Chair	Owen Garner	0429 825 069		0429 825 069	cr.garner@wyalkatchem.wa.gov.au
Shire CEO and A/H Emergency Number	Ian McCabe	9681 1166	0429 960 000	0427 811 166	ceo@wyalkatchem.wa.gov.au
Shire MOW and A/H Emergency number	Craig Harris	9681 1166		0427 431 075	works@wyalkatchem.wa.gov.au
Shire EHO	Bill Hardy	9681 1166		0428 831 037	eho@koorda.wa.gov.au
Shire Governance + Emergency Officer	Rachel Nightingale	9681 1166		0488 053 992	admin2@wyalkatchem.wa.gov.au
Wylie Police	Glen Stoddart	9692 1888			glen.stoddart@police.wa.gov.au
Police - Northam	Ins Col Murray	9045 4104		0429 086 704	colin.murray@police.wa.gov.au
SJA - Chairperson	Jay Hammond	9681 1248		0428 140 751	hammond896@hotmail.com
SJA - Deputy Chair	Steven Petchell	0427 811 007		0427 811 007	s.petchell@hotmail.com
Wylie SJA Controller	Peter Wood	9681 1051		0427 811 592	peterswood48@gmail.com
Ambulance - Emergency		000			
Hospital Services Manager	Subin Daniel	9692 1222			
Doctor	Dr Awogun	9681 1140		0470 583 732	olawogun@yahoo.com
To open evacuation centre	Merredin CPFS	9041 1622			
CPFS – First Call B/h	Team Leader Merrredin office	9041 6900			AH Crisis care 1800 199 008
CPFS – Second Call B/h	District Director – Julie Mckenzie	9621 0400			AH Crisis care 1800 199 008
CPFS	Jo Spadaccini	9041 6900		0429 102 614	joanne.spadaccini@cpfs.wa.gov.au
CPFS Crisis Care A/h		1800 199 008			
DCBFCO	Marcus Reilly	9681 1316		0427 422 249	kellimarcus@bigpond.com
CBFCO	Trent Tyler	9682 5001		0427 814 034	tjt1979@bigpond.com
DFES - Northam	Torben Bendtsen	9690 2302		0427 002 703	torben.bendtsen@dfes.wa.gov.au

SES		1800 198 140			
SES	Colin Brown (SES DO)			0428 100 457	colin.brown@dfes.wa.gov.au
VFRS Captain	Owen Garner	0429 825 069		0429 825 069	cr.garner@wyalkatchem.wa.gov.au
VFRS Apps	Craig Ward		9681 1589	0429 342 018	cdward@iipb.net.au
VFRS Lieutenant	Emma Holdsworth	9681 1117		0429 015 062	cr.e.holdsworth@wyalkatchem.wa.gov.au
VFRS Secretary/Treasurer	Brad Davies	9681 1358	9681 1358	0429 811 358	
WALGA Roadwise	Cliff Simpson	9622 2100		0409 686 138	csimpson@walga.asn.au
WDHS Principal	Gary Stenhouse	9692 1500		0428 889 801	gary.stenhouse@education.wa.edu.au
WDHS - Deputy	Susan Bruse	9692 1500	9681 1390	0429 112 079	susan.bruse1@education.wa.edu.au
WDHS - Registrar	Sandra Ross	9692 1500	9681 1080	0488 776 538	sandra.ross@education.wa.edu.au
Water Corp - Wylie	Glen Metcalfe	9681 1273		0427 088 952	glen.metcalfe@watercorporation.com.au
Water Corp - Northam	Larry Bayley	9690 1853		0428 955 923	larry.bayley@watercorporation.com.au
Main Roads - Northam	Gerald Morey	9622 4777	9622 4706	0409 500 184	gerald.morey@mainroads.wa.gov.au
Brookfield Railways	Des McPolin	9212 2810		0429 373 426	mmcpolin@wnr.com.au
Western Power	Emergency	13 13 51			
Shire of Dowerin CEO	Andrea Selvey	9631 1202		0429 311 202	ceo@dowerin.wa.gov.au
Shire of Dowerin MOW	Steve Geerdink			0429 311 160	works@dowerin.wa.gov.au
Shire of Trayning CEO	Graham Merrick	9683 1001			ceo@trayning.wa.gov.au
Shire of Trayning MOW	Rob Tanner			0428 831 036	works@trayning.wa.gov.au
CBFCO, Trayning	Dylan Tarr	9683 2102		0427 324 146	
DCBFCO, Trayning	Marlon Hudson			0428 825 023	
Shire of Koorda - CEO	David Burton	9684 1219		0428 831 035	ceo@koorda.wa.gov.au
MOW Koorda	Darren West			0427 841 275	works@koorda.wa.gov.au
Shire of Cunderdin CEO	Peter Naylor	9635 1005		0458 351 008	ceo@cunderdin.wa.gov.au
MOW Cunderdin	Ian Bartlett			0409 686 938	wm@cunderdin.wa.gov.au

CESM, Cunderdin	Daniel Birleson			0448 008 653	cesm@cunderdin.wa.gov.au
MOW Tammin	Greg Stephens			0437 371 101	works@tammin.wa.gov.au
Shire of Nungarin	Bill Fensome			0427 465 006	ceo@nungarin.wa.gov.au
Shire of Mukinbudin	Ray Hooper (acting)			0428 471 102	ceo@mukinbudin.wa.gov.au
HACC Worker	Corinne Graham	9692 1222		0447 676 470	corinne.graham@health.wa.gov.au
Rotary	Ross Crute	9681 1046			meros@bbnet.com.au
Roadhouse	Karilyn Mahon	9681 1310			karilynmahon@hotmail.com
WWF	Phil Lewis	9681 4040		0437 971 344	plewis@wwf.org.au
Community Mart	Pat Jones	9681 1036		0429 080 200	kpjones6485@bigpond.com
Wylie News and Gifts	Fred Butt	0448 279 225			fab050155@hotmail.com
Caravan Park	Shauna and Russell Wells	9681 4042	R 0429 814 042	R 0429 814 042 S 0427 814 042	rwellsy1@yahoo.com.au swellsy1@yahoo.com.au
Wylie Hotel	Julie Normandale	9681 1210		0418 922 721	
Community Resource Centre	Dianne Davies - President	9638 1077		0429 976 203	diannejdavies@gmail.com
Community Resource Centre	Lynsey Gawley - Co-ordinator	9681 1500		0419 905 232	coordwyliecrc@westnet.com.au
CBFCO, Wyalkatchem	Trent Tyler			0427 814 034	tjt1979@bigpond.com
DCBFCO, Wyalkatchem	Marcus Reilly			0427 422 249	kellimarcus@bigpond.com
Nalkain BFB	Brad Martin	9681 5036		0428 815 036	brad@bordnet.com.au
	David Gamble	9681 5029		0428 464 187	kionar@wn.com.au
	Marcus Reilly	9681 1316		0427 422 249	kellimarcus@bigpond.com
	Ian Jones			0428 815 013	
Wylie BFCO	Sean Stratford			0427 485 955	seanstratford@bigpond.com
	Trent Tyler			0427 814 034	tjt1979@bigpond.com
FCO (West Wylie)	Kennedy Pearse			0428 362 004	wheatbeltweedseeking@westnet.com.au
FCO (Yorkrakine)	James Ryan	9638 1014		0439 381 014	jimmy.ryan18@gmail.com
	Dennis Reid	9638 1049		0428 381 044	dasmreid@bigpond.com
Avgas, Northam Air Services	Roger Watson			0427 986 238	
Avgas, Cunderdin Gliding Club	Cameron McDonald			0400 581 132	
Avgas, Cunderdin Gliding Club	Kevin Saunders			0407 775 146	
ABC Geraldton	Geoff Cannon			0427 604 282	

Wayne and Linda Metcalfe	Aeroplane, Wyalkatchem		0458 342 035	
Brad Jones	Aeroplane, Tammin		0427 632 244	
Errol Croft	Aeroplane, Dowerin		0428 880 149	
Justin Begley	West Moto Park (Quad bikes)		0429 929 550	

PLANNING

Local Emergency Coordinator

Officer in charge of Wyalkatchem Police station

Glen Stoddart

Tel: 9692 1888 Mobile: (not for distribution)

The local emergency coordinator for a local government district has the following functions —

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

Local Emergency Management Committee

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

The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for the district.

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

Meeting Schedule

SEMP 2.5 states “LEMC’s shall meet every three (3) months and as required”

The LEMC at Wyalkatchem meets at the Shire Office on the first Wednesday in the months of February, April, August and November starting at 5pm.

Constitution and Procedures

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate.

- a) Every meeting
 - Confirmation of Local Emergency Management Arrangements, contact details and key holders
 - Review of any post incident reports and post exercise reports generated since last meeting.
 - Progress of emergency risk management process
 - Progress of treatment strategies arising from emergency risk management process.
 - Progress of development of review of local emergency management arrangements;
 - Other matters determined by the local government.

- b) First quarter
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC).
 - Begin developing annual business plan.

Local Government

It is a function of the Local Government –

- a) Subject to the Act to ensure that effective local emergency management arrangements are prepared and maintained for its district
- b) To manage recovery following an emergency affecting the community in its district
- c) To perform other functions given to the local government under the *Emergency Management Act 2005*.

These functions include but are not limited to; administrating the LEMC in accordance with SEMP 2.5, completing an annual report and annual business plan in accordance with SEMP 2.6 and establishing and maintaining the local emergency management arrangements which includes a local recovery plan.

Functions of LEMC [s.39 of the Emergency Management Act]

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

LEMC Executive Officers

- Provide executive support to the LEMC by:
 - a) Ensuring the provision of secretariat support including
 - Meeting agenda
 - Minutes and Action lists
 - Correspondence
 - maintain committee membership and register
 - b) Co-ordinate the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual report
 - Annual business plan
 - Maintenance of Local Emergency Management Arrangement
 - c) Facilitate the provision of relevant emergency management advice to the chair and committee as required.
 - d) Participate in a number of sub committees and working groups as required.

LEMC Membership

- Chairperson
- Local Emergency Co-coordinator and Deputy Chair
- CEO – Shire of Wyalkatchem
- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer
- DFES representative
- DPaW representative
- Wyalkatchem/Koorda District Hospital
- St John Ambulance
- Western Power
- Water Corporation
- Wyalkatchem District High School
- Department for Child Protection and Family Support
- Wyalkatchem Medical Centre
- HAAC Co-ordinator
- Brookfield Rail – not a member but receives minutes for information

Annual Reporting

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

The LEMC annual report is to contain, for the reporting period:

- a) A description of the area covered by the LEMC
- b) A description of activities undertaken by it, including;
 - The number of LEMC meetings and the number of meetings each member, or their deputy attended.
 - A description of emergencies within the area covered by the LEMC involving the activation of an incident Support Group (ISG)

A description of exercises undertaken that exercised the Local Emergency Management Arrangements for the area covered by LEMC.

A risk register for the area covered by LEMC

A description of the major achievements measured against the LEMC Annual Business Plan

The Annual Business Plan

State Emergency Management Policy 2.5 'Annual Reporting' provides each LEMC will complete and submit to the DEMC an annual report at the end of each financial year.

Risk Management

The Shire of Wyalkatchem has a risk register. This is included as an appendix to the LEMA

Arrangement for assistance from and to other jurisdictions

When an emergency management operation is beyond the resources of the State, request may be made for the provision of physical resources by the Australian Government.

Commonwealth Government Assistance

The provision of Commonwealth Government physical assistance is dependent upon established criteria and requesting arrangements. All requests for commonwealth physical assistance are to be made in accordance with *State Emergency Management Policy 4.9 – Australian Government Physical Assistance*.

Interstate Assistance

Interstate assistance (if required) will be progressed as per SEMP 4.9. Individual agencies requiring interstate assistance may do so via bilateral agreements (if established) or by SEMP 4.9.

Defense Assistance to the Civil Community (DACC)

Defence assistance to the Civil Community (DACC) can be provided in a number of ways, which are defined *within SEMC Procedure OP 9*.

The most immediate support is DACC Category 1, which is:

“emergency assistance for specific tasks provided by a local commander or administrator, from within his or her own resources, in localised emergency situations when immediate action is necessary to save human life, alleviate suffering, prevent extensive loss of animal life or prevent widespread loss of damage to property”.

Other categories of DACC Assistance may be provided at the discretion of Emergency Management Australia where the State requests Australian Government Physical Assistance. In these cases, the initial resource request should be made through the Executive Officer to the State Emergency Co-ordination Group.

Assistance from overseas

International assistance (if required) will be progressed based on need via the State Emergency Coordinator and the Attorney General Department's Emergency Management Australia.

Incident Support Group (ISG)

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

Role

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

Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy 4.1 'Operational Management'. These are;

- a) where an incident is designated as "Level 2" or higher; (complex in size and resource needs and pose more risk to the community; they may require delegation of a number of incident management functions and may require interagency response)

- b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies/representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

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

Frequency of Meetings

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

Location of ISG Meetings

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

Location One; Shire of Wyalkatchem Administration Officer Address
Honour Avenue, Wyalkatchem. W.A. 6485

	Name	Phone	Phone
1 st Contact	Ian McCabe	08 9681 1166 (W)	0427 811 166
2 nd Contact	Craig Harris	08 9681 1166(W)	0427 431 075

Location Two; Wyalkatchem Police Station
Address Gamble Street, Wyalkatchem W.A. 6485

	Name	Phone	Phone
1 st Contact	Glen Stoddart	08 9692 1888	Private number
2 nd Contact			

Location Three; Wyalkatchem Airport
Address Wyalkatchem/Tammin Road, Wyalkatchem W.A. 6485

	Name	Phone	Phone
1 st Contact	Ian McCabe	08 9681 1166 (W)	0427 811 166
2 nd Contact	Craig Harris	08 9681 1166 (W)	0427 431 075

Wyalkatchem Townsite



Airport Terminal 2.5km from town

Geographic Location

The Shire of Wyalkatchem covers approximately 1,743 square kilometres and includes the localities of Wyalkatchem, Korrelocking and Yorkrakine. Wyalkatchem is 194 kms North East of Perth on the Goomalling/Merredin Road . The local government area adjoins the Shires of Trayning, Koorda, Dowerin, Tammin and Cunderdin.

Several Main Roads' run through the Shire of Wyalkatchem including the Goomalling-Merredin Road, the Cunderdin/Wyalkatchem Road and the Wyalkatchem/Tammin Road.

Vulnerable People

The following people have been identified as vulnerable in that they are elderly, live alone or have a condition which limits the response ability.

To see a list of vulnerable people in Wyalkatchem see Appendices.

Special Considerations

- Restricted vehicle access in times of high rainfall
- Increase in heavy vehicle traffic on major roads during the harvest period
- Increase in heavy vehicle traffic on minor roads during the seeding period
- Increased bushfire risk during summer months. Increased fire risk during harvest
- Christmas holiday and January break - lack of emergency services and other support staff
- Communications are limited in some areas due to phone coverage.

Agencies and Roles

Controlling Agency

A controlling agency is an agency nominated to control the response activities to a specified type of emergency.

The function of a controlling agency is to;

- Undertake all responsibilities as prescribed in Agency specific legislation for Preventions and Preparedness.
- Control all aspects of the response to an incident
- Ensure effective transition to recovery by local government.

Hazard Management Agency

The hazard management agency is the police department as prescribed under *The Act*. The HMA's are prescribed in the *Emergency Management Regulations 2006*.

Their function is to:

- Undertake responsibilities where prescribed for these aspects [EM Regulations].
- Appointment of Hazard Management Officers (*s.55 of The Act*)
- Declare/Revoke Emergency situation (*s50 and s53 of The Act*)
- Coordinate the development of the Westplan for that hazard (SEMP 2.2).
- Ensure effective transition to recovery by Local Government.

See below for list of Hazards and controlling agencies

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

It is recognised that the HMA's and Combat agencies may require Shire of Wyalkatchem

resources and assistance in emergency management. The Shire of Wyalkatchem is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed

Combat Agency

Combat agencies are defined within the Emergency Management Act 2005 and prescribed with the Emergency management Regulations. Combat agencies are primarily responsible for providing services in response to particular emergencies.

Support Organisation

Support organisations in general are organisations that provide essential services and in the event of an emergency may be responsible for the restoration of such services. The services that support organisations provide include: Support organisations are expected to delegate representatives to accept appointments as members of LEMC or to accept periodic invitations to attend/address LEMC meetings.

- Welfare
- Water supply and Treatment
- Health care
- Transport (infrastructure and vehicles)
- Communications

WYALKATCHEM STANDPIPES

All tank sites have 64,000 Litre capacities and can be accessed through the manhole & couples to a 50mm male cam-lock

1



De Pierres Road – 750m
West of de Pierres/Divers
Road cross roads

2



Standpipe at Nembudding
South and Hammond Road.

3



Jarvis Road

4



Elashgin East West Road on
crossroads of Parsons Road

5



Wyalkatchem Airport

6



Wyalkatchem Town Hall

7



Corner of Wyalkatchem North
and Martin Road.

Wyalkatchem Swimming pool



Wyalkatchem Shire Swimming Pool – 2,500,000 litres

Dams

Other Dams available, they may or may not have water in them.

Dam Name	Reserve No.	Location Description	Town	Shire	Current Owner
Red Tank	9570			Wyalkatchem	DOLA
Nalkain Siding	34032			Wyalkatchem	Shire
Korrelocking N	15868	Avon Loc. 17130	Korrelocking	Wyalkatchem	D of W
Wallambin Tank	15543	Cowcowing AA233	Nalkain	Wyalkatchem	D of W
Benjaberring	13373		Benjaberring	Wyalkatchem	D of W
Kings Rock	12913	Avon loc. 15714	Korrelocking	Wyalkatchem	D of W
Nalkain	18668	Cowcowing Ag area lot 272. D48497	Nalkain	Wyalkatchem	Water Corp

Farmer Resources

Ref	Name	Contact	Rural Street Address	Contact no.	Resources					Other
					Truck	Trailer	Ute	2Wav	Dozer	
1	Wyalkatchem Shire	Craig Harris	Honour Avenue	0427 431 075	10,000 L	2		35		2 x loader, 1 x grade
2	Water Authority	Glen Metcalf	Wvwalkatchem North Road	0427 088 952						Loader
4	Holdsworth David	David Holdsworth	Grace Street	0427 918 904						
8	Martin and Son	Brad Martin		0428 815 036						
9	Martin and Son	Brad Martin		0428 815 036						
10	Steve Gamble	Steve Gambe		0427 815 031		1000		18		
11	Ryan RW & CE	Anthony Ryan	2213 Wvwalkatchem North Road	0429 815 010			1000 L	32		
14	Jones Ian	Ian Jones		0428 815 013	10,000		1000	18		
16	Dawson Stuart	Stuart Dawson								
17	Holdsworth Alby	Alby Holdsworth		0428 922 711		1000L/2000L		25		
20	Pease Dennis	Dennis Pease	114 Hennessy Road	0429 342 031						
22	Tyler Trent	Trent Tyler		0427 814 034	24000 L	6000L/6000L				2 x loader, 1 x grade
23	Ward Max	Mark Ward		0429 811 380						
25	Dickson Ewan	Ewan Dickson	4398 Goomalling-Wvwalkatchem Road	0407 001 687			1500 L	15		Loader
27	Ashelford Gary	Gary Ashelford	645 Goldfields Road	0429 001 671						
28	Begley Justin	Justin Begley								
31	Garner Myles	Myles Garner		0427 814 020						
33	Quade Bernie	Bernie Quade	6307 Nungarin-Wvwalkatchem Road	0427 266 880						
33	Quade Bernie			0427 266 880						
34	Jones Brian	Campbell Jones		0428 885 603						
35	Maitland Avery	Avery Maitland		0428 666 321						
37	Pladdy John	John Pladdy		9681 4026						
38	Stratford Darryl	Darryl Stratford		0427 681 191						
39	Trenorden Paul	Paul Trenorden	377 Allan Road	0428 825 065	10,000	800L tank				Loader
40	McNee Jim	Greg McNee		0429 815 012						
41	Pearse Ian	Ian Pearse		0428 362 049						
43	Jones Campbell	Campbell Jones		0428 885 603			1000 L	10		
45	Pearse Kennedy	Kennedy Pearse		0428 362 004						
48	Nightingale Will	Will Nightingale	3837 Wvwalkatchem/Tammin Road	0427 195 358						
49	O'Loughlin Pat	Pat O'Loughlin		0427 381 031						
55	Everett Jim	Jim Everett	1486 Davies Road	0488 944 112						
57	Grace Mike	Mike Grace	430 McNee Road	6102 4208						
58	Begley Graham	Graham Begley	453 Begley Road	0477 811 523						
59	Metcalf Carolyn	Carolyn Metcalf	1381 Beniaberring-Hindmarsh Road	9631 3054						
60	Teakles	Teakles Teakles	3181 Cunderdin-Wvwalkatchem Rd	9635 1954						
63	Maitland Chris	Chris Maitland	900 Elashoin Road	0409 638 180						
65	Gamble David/Steve	David Gamble	139 Elsegood Road	0428 864 187	4000L			18		
66	Lundy Frank	Frank Lundy	900 Flowery Patch	0408 097 222						
67	Davies Brad	Brad Davies	4870 Goomalling-Wvwalkatchem Road	0429 811 358						
69	Hutchison Colin	Colin Hutchison	165 Nembudding South Road	0427 102 008						
70	Davies Gary	Kirwan Naughton	1097 Nembudding South Road	0427 825 070						
71	Lewis Phil	Phil Lewis	6379 Nungarin-Wvwalkatchem Road	0437 971 344						
72	Pike Ronald	Ronald Pike	6465 Nungarin-Wvwalkatchem Road							
73	Austin Jules	Jules Austin	6473 Nungarin-Wvwalkatchem Road							
74	Holdsworth Alby	Alby Holdsworth	748 Old Nalkain Road	0428 922 711		1000L/2000L		25		
78	Nightingale Will	Will Nightingale	5127 Tammin-Wvwalkatchem Road	0427 195 358	5000 L		1000 L	33		
79	Mullins Alex	Alex Mullins	158 Trenorden Road	0427 825 007						
80	Yamba Holdings	Greg McNee	1425 Wallambin Road	0429 815 012						
81	Yamba Holdings	Greg McNee	1426 Wallambin Road	0429 815 012						
82	Haagertys	Ian Haagerty	1761 Wallambin Road	0427 815 022						

82	McAndrew Craig	Craig McAndrew	365	McAndrew Road	0428 825 015		1000L/2000L		15		Loader
83	Wilton, Marilyn	Marilyn Wilton	57	Wvalkatchem North Road	9681 1292						
84	Jones Ian	Ian Jones	2027	Wvalkatchem North Road	0428 815 013						
84	Pladdy John	John Pladdy		Tyler's Sheds							
85	Ryan James	James Ryan			0439 381 014	5000L			34		Loader
86	Crutes	Steve Crute	1536	Amery-Beniaberring Road	0429 631 303		1500 L				Loader
86	King Graham	Graham King		Dowerin	0438 204 661						10Kva Light tower with Genset
87	Graham Anderson		1608	Amery-Beniaberring Road							
89	Pearse Ian	Ian Pearse	315	Borgward Road	0429 362 049						
90	Lester Odea		364	Cowcowing West Road							
90	Cowcowing CBH					30.000L tank					
92	Reid Ray		219	Yorkrakine East Road	0418 941 850						
93	Martin Brad	Brad Martin	2246	Wvalkatchem-Koorda Road	0428 815 036	3000 L		800L	8		Loader
93	Padovan	Annette									
94	Nock		647	Nock Road	0427 381 090						
96	Reid Dennis		220	Yorkrakine East West Road	0428 381 044						
12a	McNee Kim	Kim McNee	483	Turner Road	0429 815 017						
12b	McNee Kim	Kim McNee	576	Harrison Road	0429 815 017		1000L	1000 L	21		
12c	McNee Kim	Kim McNee	169	Holdsworth Road	0429 815 017						
12d	McNee Kim	Kim McNee	1309	Wallambin Road	0429 815 017						
13a	Jonas Rob	Rob Jonas	752	Williams/Hindmarsh Road (Pulfor	0437 705 163		400 L				
13b	Jonas Rob	Rob Jonas									
15a	Stratford Darryl	Darryl Stratford	5053	Goomalling-Wvalkatchem Road	0427 681 191	6000 L			24		
15b	Stratford Sean	Sean Stratford			0427 485 955						
15c	Stratfords	Darryl Stratford			0427 681 191						
15d	Stratfords	Darryl Stratford	231	Mckay Road	0427 681 191						
15e	Stratfords	Darryl Stratford	132	Rhind Road	0427 681 191						
15f	Stratfords	Darryl Stratford	180	Rifle Range Road	0427 681 191						
15g	Stratfords	Sean Stratford	94	West Lake Road	0427 485 955						
15h	Stratfords	Luke Stratford	96	West Lake Road	0427 485 955						
15i	Stratfords	Sean Stratford	186	West Lake Road	0427 485 955						
15j	Stratfords	Darryl Stratford	554	Korrelocking North Road	0427 681 191	6000 L			24		
15k	Stratfords		359	Wvalkatchem Koorda Rd	0427 681 191						
18a	Hutchison Jason	Jason Hutchison	641	Elsegood Road	0429 090 594		2000 L	1000 L			
18c	Hutchison Jason	Jason Hutchison	1210	Elsegood Road	0429 090 594			1000L x 2			
19a	Davies Quentin	Quentin Davies	1842	Davies Road	0408 346 519		3500 L		13		Loader
19b	Davies Quentin	Quentin Davies	1843	Davies Road	0408 346 519						
19c	Davies Quentin	Quentin Davies	3637	Tammin-Wvalkatchem Road	0408 346 519						
19d	Davies Quentin	Quentin Davies	600	Yorkrakine West Road	0408 346 519						
21a	Garners	Owen Garner	488	Parsons Road	0429 825 069						
21b	Garner Owen	Owen Garner	360	McNee Road	0429 825 069						
21c	Garner Myles	Myles Garner	719	Parsons Road	0427 814 020	3000 L	2200 L		23		Loader
21d	Garners	Owen Garner	477	Nembudding South Road	0429 825 069						
21e	Garners	Owen Garner	487	Parsons Road	0429 825 069						
22b	Tyler Dale	Dale Tyler	897	Elsegood Road	0429 103 991						
22c	Tyler's	Dale Tyler	239	Tyler Road	0429 103 991						
24a	Bruse Jeremy	Jeremy Bruse	125	Brennan Road	0429 811 131						
24b	Bruse Jeremy	Jeremy Bruse	83	Brennan Road	0429 811 131						
26a	Eatons	Brad Eaton	483	Cemetery Road	0427 996 867					1	Loader
26b	Eatons	Brad Eaton	5484	Tammin-Wvalkatchem Road	0427 996 867						
26c	Eatons	Brad Eaton	431	Wvalkatchem Road	0427 996 867						
29a	Dickson Graham	Graham Dickson	398	Davies South	0427 811 327			800 L	40		Loader
29b	Dickson Graham	Graham Dickson			0427 811 327						

29c	Dickson, Graham	Graham Dickson	1730	Amerv-Beniaberring Road	0427 811 327						
29d	Dickson, Graham	Graham Dickson									
30a	DePierres Paul	Paul de Pierres	1245	Depierres Road	0428 882 991						
30b	Depierres Paul	Paul de Pierres	1246	Depierres Road	0428 882 991						
32a	Steve Gamble	Steve Gamble			0427 815 031						
32b	Steve Gamble	Steve Gamble			0427 815 031						
3a	Garn Nathan	Nathan Garn	6156	Cunderdin-Wvalkatchem Road	0427 811 065						
3b	Garn Vic	Vic Garn	607	Garn Road	0437 811 545						
3c	Garn Vic	Nathan Garn	1071	Holdsworth Road							
3d	Garn Vic	Nathan Garn	418	Wvalkatchem North Road							
42a	McNee Kim	Kim McNee			0429 815 017						
44a	Maitland Chris	Chris Maitland	82	Elashqin East West	0409 638 180	1000 L			32		Loader
44b	Maitland Chris	Chris Maitland	4572	Tammin-Wvalkatchem Road	0409 638 180						
46a	Pease Doug	Doug Pease	5386	Cunderdin Road	0429 811 232	15000L					Loader
46b	Pease Dennis	Dennis Pease	231	Remnant Road (vacant)	0429 342 031						
46c	Pease Dennis	Dennis Pease			0429 342 031						
47a	Tyler Dale	Dale Tyler	81	Thiel Road	0429 103 991						
47a	Tyler Dale	Dale Tyler	123	Thiel Road	0429 103 991						
47a	Tyler Dale	Dale Tyler	157	Thiel Road	0429 103 991						
48a	Nightingale Will	Will Nightingale	3837	Wvalkatchem-Tammin Road	0427 195 358						
50a	Garner	Myles and Thea Garner	1054	Cox Road	0427 814 020						
50b	Garner	Myles and Thea Garner	1086	Cox Road	0427 814 020						
51a	Metcalf Joan	Dennis Pease	114	Hennessey Road	0429 342 031						
51b	Metcalf Joan	Dennis Pease	94	Hennessey Road	0429 342 031						
52a	McCormacks	Tom McCormack	216	Davies Road	0428 831 147						
52b	McCormacks	Tom McCormack			9638 1014						
52c	McCormacks	Tom McCormack	247	Elashqin Road	0428 831 147						
53a	Holdsworth John	John Holdsworth	655	Allan Road							
53b	Holdsworth John	John Holdsworth									
53c	Holdsworth John	John Holdsworth									
54a	Tilbrook Des	Des Tilbrook	116	Boyle Road	0429 205 040						
54b	Tilbrook Des	Des Tilbrook	168	Boyle Road	0429 205 040						
54c	Tilbrook Des	Des Tilbrook	1173	Shields Road	0429 205 040						
54d	Tilbrook Des	Des Tilbrook	624	Tilbrook rd	0429 205 040						
56a	Ross Brad	Brad Ross	157	Fisher Road	9681 1080						
56b	Ross Brad	Brad Ross	181	Ross Road	9681 1080						
56c	Ross Brad	Brad Ross									
5a	Reilly Marcus	Marcus Reilly	729	Harrison Road	0427 422 249	1000 L			4		
5b	Reilly Marcus	Marcus Reilly	439	Lewis Road	0427 422 249						
5c	Reilly Marcus	Marcus Reilly	1231	Martin Road	0427 422 249						
5d	Reilly Marcus	Marcus Reilly	753	Old Nalkain	0427 422 249						
61a	Davies Brad	Brad Davies	151	Davies South Road	0429 811 358						
61b	Davies Brad	Brad Davies	153	Davies South Road	0429 811 358						
62a	Garners	Owen Garner	781	Elashqin Road	0429 825 069						
62b	Pearse Ian	Ian Pearse	113	Macpherson Road	0428 362 049						
64a	Maitland Gill	Russell Wells	846	Elashqin East West Road	0427 381 074						
64b	Maitland Gill	Avery Maitland	528	Maitland Road	0427 381 074						
64c	Maitland Gill	Gill Maitland	1199	Parsons Road	0427 381 074						
64d	Maitland Gill	Gill Maitland	281	Maitland Road	0427 381 074						
68a	Siesta Park Nomine	eBeard GL	103	Hobden Road							
68b	Siesta Park Nomine	eBeard GL	137	Hobden Road							
6a	Jones Brian	Campbell Jones	484	Chilman Road	0428 885 603			1000L	10		
6b	Jones Brian	Campbell Jones	77	Jennings Road	0428 885 603						

6c	Jones Brian	Campbell Jones	843	Wallambin Road	0428 885 603						
75a	Brennan Joan	Myles Garner	109	Parsons Road	0427 814 020						
75b	Brennan Joan	Myles Garner	258	Parsons Road	0427 814 020						
76a	Charlton Gavin	Gavin Charlton	1554	Parsons Road	0429 381 085						
76b	Charlton Gavin	Gavin Charlton			0429 381 085						
77a	Maitland Noela	Boyd Maitland	100	Cox Road	9638 1061						
77b	Maitland Noela	Boyd Maitland	106	Maitland Road	9638 1061						
7a	Gamble David	David Gamble	11	Gamble Road	0428 864 187	2500L					
7c	Gamble David/Steve	David Gamble	1959	Wallambin Road	0428 864 187						
85a	Ernie Hutchison	Colin Hutchison	15	Yorkrakine East Road	0427 102 008						
85b	Colin Hutchison	Colin Hutchison	146	Yorkrakine West Road	0427 102 008						
88a	Bookhams	Ian Haggerty	161	Bookham Road	0427 815 022						
88b	Bookhams	Ian Haggerty	288	Chilman Road	0427 815 022						
88c	Bookhams	Ian Haggerty	5756	Tammin-Wyalkatchem Road	0427 815 022						
88d	Bookhams	Ian Haggerty	1422	Wyalkatchem-Koorda	0427 815 022						
91a	Steve Gamble	Steve Gamble	441	Martin Road	0427 815 031						
91b	Steve Gamble	Steve Gamble	978	Martin Road	0427 815 031						
91c	Steve Gamble	Steve Gamble	877	Wyalkatchem North Road	0427 815 031						
92a	Metcalf	Wayne									
92a	Metcalf	Wayne and Linda Metcalf			0488 342 035						
92b	Metcalf	Linda									
92b	Metcalf	Joan									
	Brennan Jedd				0498 262 139						
	Hocking	Matt			0427 467 181						
	Naughton	Kirwan Naughton			0427 825 070		2000L		26		Loader
	Reid Stuart										

Bus Contractors

Glyn Harrington	Owner Driver	Kununoppin	0417 096 742
Glyn Harrington	Owner Driver	Minnivale	0417 096 742
Glyn Harrington	Owner Driver	Koorda	0417 096 742
Russell Wells	Owner Driver	West Yorkrakine	0429 814 042
Community Bus	Owned by the Shire of Wyalkatchem. The bus is stored at the school. Spare keys are located in shire offices		9681 1166 0427 811 166

Retailers and Community groups available to render assistance in the provision of food

Retailers

Retailer	Services	Contact number
IGA Express	Supermarket	9681 1261
Roadhouse	Hot Food, Sandwiches, Snacks, Fuel	9681 1310
Wylie meat supply	Meat	9681 1242
Newsagency	cafe	6102 3784
St Marks Pharmacy	Pharmaceuticals	9681 1547

Community Group Contacts for catering

Community Group	Service	Contact
Wyalkatchem Districts Club	Kitchen facilities	Ian Pearse: 0429 362 049
Wyalkatchem Hotel	Bar Food available	9681 1210
Wyalkatchem Hockey Club	Catering	Tanya: 0427 479 311
Wyalkatchem Tennis Club	Catering	Tracy Dickson: 0429 911 327
Wyalkatchem Netball Club	Catering	Mischa Stratford: 0438 464 421
Wyalkatchem Golf Club	Catering	Dianne Davies: 0429 976 203
Wyalkatchem Bowling Club	Catering	Dianne Davies: 0429 976 203

Hire or use of privately owned vehicles

Vehicle	Rate/Hour with operator	Comments
Grader	\$200	Canaan Contracting, BA & VM Brookes
Out of town Dozer Plus mobilisation costs of approx. \$2,000	\$250	Canaan Contracting, Marty Grant bulldozing
Local Dozer	\$150	Eatons
Loader	\$100	Canaan Contracting, Tylers, Gams, Stratfords, D&D Transport
Water Carts	\$150	Canaan Contracting, Not so Dusty
Water Carts	\$150	Vernon Contracting
Grader	\$180	Vernon Contracting

Canaan Contracting (Doug Pease) - Plant and Service hire.		Mobile: 0429 811 232
Marty Grant Bulldozing (Beacon) -		Mobile: 0438 214 572
BA & VM Brookes earthmoving(Goomalling)	Tel: 9629 1148	Mobile: 0429 044 349
Quairading Earthmoving	Tel: 9645 1077	Mobile: 0429 903 904
Colin Hutchinson (Yorkrakine) Not so Dusty		Mobile: 0427 102 008
Vernon Contracting (Dale Vernon)	Tel: 9683 1017	Mobile: 0428 831 074
D&D Transport - low loader	Tel: 9681 1117	Mobile: 0427 918 904

Shire Resources

Loader
 New Holland Tractor
 Bobcat
 Isuzu Prime mover tip truck with side tipper
 Isuzu 3T tip truck
 Fuel trailer
 2 x box trailers
 Ranger trailer with cage
 Grader
 2 x utes

COMMUNICATIONS PLAN

COMMUNICATIONS PLAN

Effective Warning Methods

During emergencies, controlling agencies must:

- provide information in both written and verbal formats;
- request in writing that TV stations run crawlers;
- request in writing that online media provide a link to controlling agency website;
- request in writing that open captions be “switched on” during rolling coverage of a life threatening emergency;
- seek the services of a qualified AUSLAN interpreter for planned public meetings that will be broadcast.
- ensure documents provided as pdfs online are also provided in Word format.

Information can be provided in a range of written formats:

- webpage alerts;
- media releases on controlling agency website;
- TV crawlers;
- online news media;
- Twitter;
- Facebook; or
- via community warning system – text, fax, email, RSS

Information can be provided in a range of spoken formats:

- broadcast media;
- via community warning system – recorded message;
- recorded phone messages;
- call centre; or
- “listen to this page” application for websites.

Radio Station Contact details

Rosemary Greenham	Emergency Broadcast Content director	0413 609 978	08 9220 2722	greenham.rosemary@abc.net.au
Belinda Varischetti	Executive Producer	0419 482 924	08 9220 2852	varischetti.belinda@abc.net.au
Sarah Knight	Manager 720 ABC	0416 755 744		

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIMS Structure.

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Media release guidelines can be found as an appendix to the communications plan

- Social Media; Twitter, Facebook
- SAMS
- Noticeboards
- SMS – currently used to advise farmers of harvest bans. System can be expanded and used as a public warning system.
- Loud Hailers
- ABC Radio (car radio if power outage)
- Landline phones – advisable to have landline phones that don't use power
- Door knocking by volunteer groups.
- Web page
- DFES – Emergency alert telephone warning system
- DFES – Emergency alert message

Public Warning and Alert Systems

Public emergency warning and alert systems in Western Australia are coordinated by DFES. Such systems include, but are not limited to:

- Bushfire Warning System
- Standard Emergency Warning Signal
- Emergency Alert

Local Systems

Council has access to a SMS service. It is used for informing farmers of harvest bans. This system can be expanded and used as a public warning system. A series of different recipients can be programmed in. The database is maintained by the Shire.

Council has a community notice board available to be used for warnings. The shire website can be used to relay information to residents.

General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on the key messages. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

Enquiries from concerned relatives and friends

Enquiries from concerned relatives and friends must be directed to Register Find Reunite on the Red Cross website, Red Cross website, CPFS or Police. At all times you should:

- Establish the caller/visitors relationship to the person being enquired about
- Demonstrate care and listen to their concerns
- Remain calm
- Provide assurance that all necessary actions are being taken to manage the situation; and
- If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

In an emergency, communication with stakeholders must adhere to the following principles:

- Timelines – regularly updating stakeholders on the situation
- Co-operation – being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity – prioritizing stakeholders, guarding sensitive information

Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure.

Communication material directly relating to or to be issued on behalf of the Shire of Wyalkatchem must be approved by the President or CEO of the Shire of Wyalkatchem.

Public Information Strategy

The establishment of the public information strategy for a specific emergency, including determination of the most appropriate methods, is the responsibility of the Controlling Agency.

The Controlling Agency may consider the following message content where an evacuation is recommended or directed for part or all of a community:

- what is known/not known about the incident;
- information about the action being taken to combat the hazard;
- what the community is being asked to do;
- any recommendation or direction to evacuate;
- the expected duration of the absence, as far as predictable;
- what evacuees should take with them (e.g. identification, medication);
- what they should not bring (e.g. pets or livestock to mainstream evacuation centres);
- advice to secure premises and personal effects as they leave, but ideally leaving gates to properties unlocked for ease of access to emergency workers;
- advice to restrict use of telephones to emergencies to avoid system overload;
- the recommended evacuation route(s);
- advice about how to obtain updates (e.g. ABC radio, Controlling Agency website);

- the nominated evacuation centre(s), including if any of them will accept people with pets and/or livestock;
- available assistance, such as transport or health services;
- other advice for companion animals or livestock;
- information about any registration system in place (e.g. Register, Find, Reunite, see Westplan Registration and Reunification);
- a reminder that those who remain behind cannot expect to be rescued if the situation worsens or provided with assistance to protect property and livestock; and
- information on any system for flagging of evacuated properties (such as wheelie bin across the driveway).

Communication Management

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under WESTPLAN – Public Information, SEMP 4.6 Emergency Public Information.

Once a formal transition from response to recovery is made, local government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the Local Government Act.

This will be led by the Chair of the Local Recovery Co-ordinating Committee (LRCC). Sections 2.8(1) (d), 2.9, 5.34 and 5.41 of the Local Government Act 1995 deal with certain powers of the CEO and Shire President to act on behalf of the local government. These are the only persons, as empowered by the Act, who will comment publicly on behalf of local government.

Principles

In an emergency, communication with stakeholders must adhere to the following principles:

- Timeliness – regularly updating stakeholders on the situation;
- Co-operation – being responsive and considerate to enquiries, deadlines and needs of stakeholders;
- Sensitivity – prioritising stakeholders, guarding sensitive information as needed
- Transparency – remaining honest and open about the situation and the response progress
- Simplicity – ensuring communication is easily understood and consistent;
- Accuracy – sharing only confirmed facts, never making assumptions or giving false information
- Accountability - accepting responsibility if appropriate and reasonable

Stakeholders

If an emergency arises, a communication plan will be developed that is specific to the situation and will direct the Shire's response. The communication strategy will be prepared by the LRCC in collaboration with the Shire President and shire staff. All communications (internal and external) will be directed by the strategy to ensure alignment with the LRCC response objectives and with the communications policy.

A well-managed and co-ordinated response will ensure the following occurs:

- Stakeholders are arranged in order of priority and addressed accordingly;
- Communication is facilitated only by those authorised to do so;
- Information released is confirmed and accurate;
- Communication is regular, consistent and takes into account sensitivities

Materials and Examples of media messages

During recovery, a communication strategy should be developed to ensure that all communication efforts are aligned with emergency response objectives, Shire of Wyalkatchem policies and principles outlined above.

Two communication tools are Key Messages and Media Releases.

Key Messages: Messages must be completely supported by facts. The document should be updated as more information or facts become known. Messages that are approved by the LRCC will form the basis of all communication with stakeholders. The key messages document is strictly for internal use only and should never be given directly to stakeholders. It should not include any confidential or potentially compromising statements. It is important that legal advice is sought on issues which may have legal or commercial sensitivities before information is released.

Example 1: • The Shire of Wyalkatchem is working with (agency) to ensure the safety of our community and care for those (families/employees/communities) impacted. • Our primary concern is the wellbeing of the people within our community. • An Evacuation/Support Centre has been established at (insert).

Example 2: • Shire of Wyalkatchem is committed to supporting a complete investigation to avoid recurrence of the incident. • We will conduct reviews internally to focus on operational and emergency response issues. • We are committed to our community and keeping it safe, so we will endeavour to do whatever possible to avoid a recurrence of the incident.

(additional points that may need to be covered independent to the level of incident and response – who will head the review; when are results likely to be released; who will be part of the review ie will there be community consultation; timeframe for specific information to be confirmed and released).

Note: whilst it is important to stick to the key messages, media are likely to ask for more information. It is important to stick to the key messages.

Never respond, “no comment”. Instead something like:

- “We are currently focused on helping authorities and supporting our community.”
- “There will be a review into the incident which we will support however possible. It is too early for me to comment on those issues without all of the facts.”
- “At this stage we are unable to provide any further information, but will provide an update as soon as possible.”

Media Releases During a crisis, information released to the public must be controlled. The approvals/signoff procedure must be adhered to so that all facts are accurate and their release is authorised.

The LRCC Chair is responsible for enforcing the following procedure:

- Facts verified internally through update briefings within the LRCC
- Information never to be assumed
- Communications Advisor, in liaison with LRCC, to draft document for release to external stakeholders

Guidelines for media releases

Having one authorised spokesperson during a crisis ensures that communications with the media and audience is consistent, transparent and controlled. The spokesperson must have the updated facts and be both available and prepared to speak to the media.

The communications advisor will receive media enquiries and work with the LRCC, Shire President and shire staff and will confirm responses and the method for them to be relayed by(email, phone, in person, facebook, twitter).

If an incident spans over several days, set times will be in place to update the media (for example a media briefing at 8.30am, 12pm and 4pm). Media briefings are to given at these times, unless the situation changes. This ensures the media are updated, with the Shire in control of the timing.

Structuring a Media Release

- What do you want to say? Try and summarise it in one short statement before you start to expand or develop your ideas
- What is the most important information you want to get out
- Write only confirmed facts
- Write short sentences. Ideally don't have more than two sentences to a paragraph
- Ensure you answer – who, what, when and why?

Style and Language

- Make sure the first sentence is effective
- Avoid excessive use of adjectives, keep language simple
- Include a quote from a person, identifying them by name and titles
- Ensure the release undergoes a proof and edit, and approval is given to distribute

Key messages

Time:

Date:

Overview of situation:

Key messages:

-
-
-

Authorised for release: Yes No

Signed: (LRCC Chair) Signed: (CEO)

Date: Time: Date: Time:

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EVACUATION

EVACUATION PLAN

Evacuation is defined as a risk management strategy that may be used to mitigate the effects of an emergency on a community. It involves the movement of people to a safer location and their return.

An evacuation may be pre-warned (cyclone, storm) or immediate (hazardous materials, bush fires, earthquakes, emergencies, air crashes).

Exercise and Review

The LEMC's Evacuation Plan should be regularly exercised to validate, assess, test, train and identify any gaps. Involving the community in exercises should be considered where possible. Periodic review of the Evacuation Plan should also be undertaken, to take into account any lessons identified in exercises or actual emergencies, recommendations from inquiries or post incident reviews, and to ensure information remains accurate and up to date.

The Department for Child Protection and Family Support should be contacted straight away in order to obtain an incident number, they would then pick up the costs
The Local Welfare Liaison Officer would be contacted to co-ordinate the evacuation until the DCPFS arrives.

Contact Details for CPFS:

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Mobile: 0429 102 614

E-Mail: joanne.spadaccini@cpfs.wa.gov.au

Contact Details for Local Welfare Liaison

officer: Tel: 9681 1166

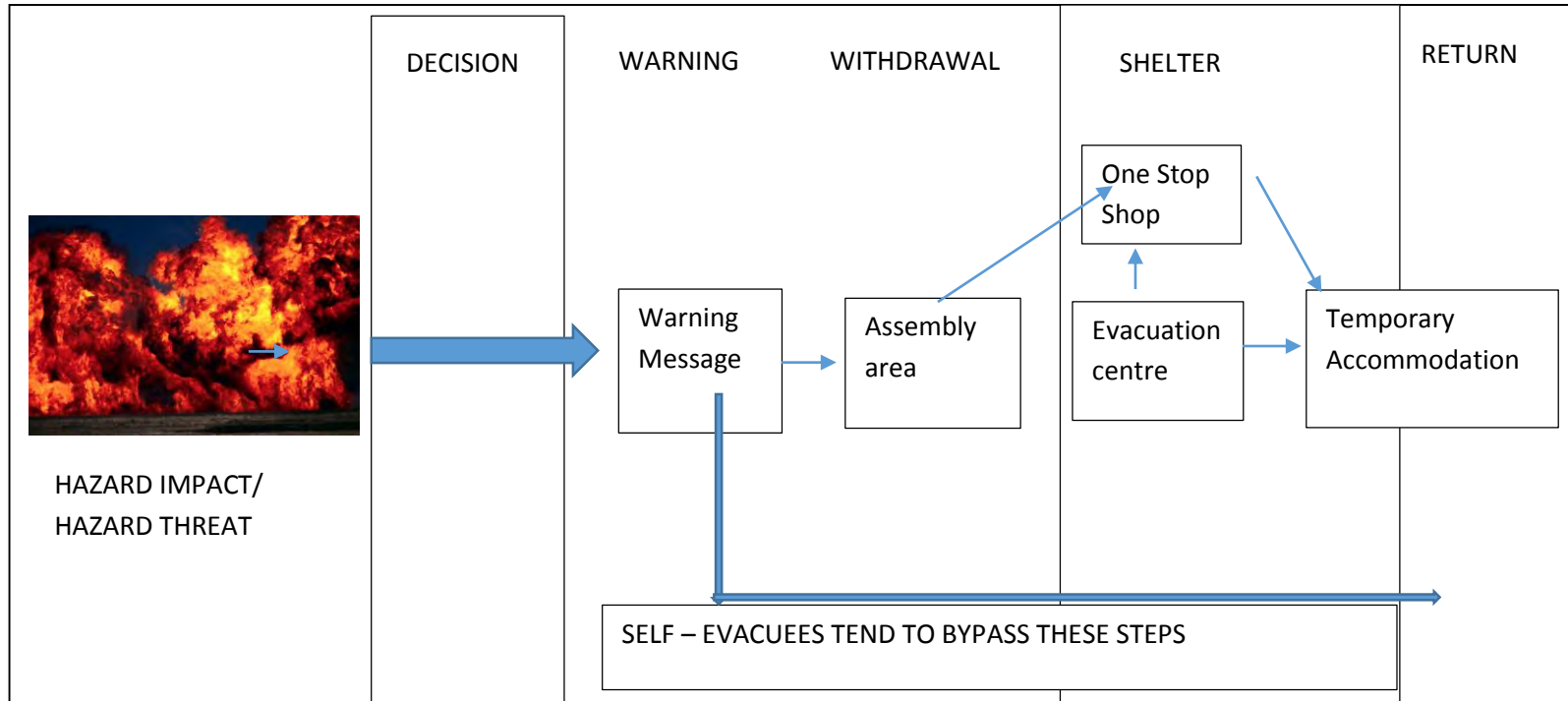
Mobile: 0427 811 166

Tel: 9681 1166

Mobile: 0427 811 166

E-Mail: admin2@wyalkatchem.wa.gov.au

The evacuation process



The overall responsibility for any evacuation rests with the Controlling Agency.

Hazard Management Agency

Where an evacuation is being undertaken for a hazard which is prescribed under the Emergency Management Regulations 2006, the regulations also prescribe an agency or individual as the HMA for that hazard. In these circumstances, the HMA can access powers to direct the movement of people and animals contained in the EM Act if they make a formal declaration of an emergency situation. An emergency situation can also be declared for any hazard by the State Emergency Coordinator (SEC). In most circumstances, the HMA will be the same as the Controlling Agency for an emergency arising from that hazard.

State Emergency Co-coordinator

Should the HMA declare an emergency situation or the minister declare a state of emergency, those persons appointed as Authorised Officers by the Commissioner of Police as State Emergency Coordinator, may also access these part 6 powers, along with additional powers set out in the EM Act specific to a state of emergency.

Western Australia Police (WAPOL)

The WAPOL may not always be in a position to assist with an evacuation. Volunteers may be more effectively placed.

Main Roads WA (MRWA)

Important role to play in any traffic management plan for the withdrawal phase, through the provision of information about road networks and infrastructure capabilities, staffing and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for extended emergencies.

The Department for Child Protection and Family Support (CPFS)

CPFS is a crucial partner in the shelter phase of an evacuation process, as they will coordinate welfare and support for evacuees at agreed evacuation centres by accessing a number of organisations and volunteer groups.

Red Cross has a key role with regard to the provision of a registration and reunification service, where requested by CPFS. This may include the use of the Register, Find, Reunite form.

The Department of Health (Health)

Health will coordinate Medical Support, including the services of St John Ambulance and the Royal Flying Doctor Service, for those evacuees requiring medical care, in accordance with Westplan health.

Department of Defence (Defence)

Where the capabilities of agencies is insufficient or unavailable, the Department of Defence may provide assistance in accordance with SEMP 4.9 Australian Government Physical Assistance.

Facilities Where People with Animals May Go in Emergency

There is a pound located near the recreation centre, this has the capacity for three animals. Assistance animals are welcomed at a welfare centre, normal domestic animals will need to be managed at the time. The recreation centre is a designated dog exercise area. This may be the most appropriate place for animals. The merino breeders Association have granted permission for animals to be kept in the sale yards on a short term basis should an emergency situation arise.

Controlling Agency Hazard Planning

Emergency management agencies preparing hazard plans (Westplans and Local Hazard Plans) are also to consider any evacuation arrangements (or other appropriate protective actions) specific to the hazards for which they are responsible.

The Evacuation Process

Decision Stage

The HMA is responsible for the decision to evacuate. Many factors need to be considered during this stage.

Legislative Powers

It is important to identify:

- who has the legal authority to make a decision to evacuate;
- under what legislation;
- whether this provides authority for a directed evacuation or just a recommendation to evacuate, and any legal constraints or enablers to be addressed.

An example of the latter would be where there is a need for a declared emergency situation to access Part 6 powers of the Emergency Management Act 2005 (EM Act):

- identifying what agency/person is the HMA;
- what personnel within that agency have delegated authority to make this declaration, and appoint HMOs who may utilise the powers, and
- the identification of any standing appointments for HMAs and/or other persons who require such an appointment for the specific emergency.

Wyalkatchem Shire Office

Full radio facilities, internet, toilets, kitchen, refrigeration, backup power source.



Wyalkatchem Town Hall

The Town Hall is a brick building and unsuitable for use in the event of an earthquake.

It does not have air conditioning

Capacity: 320 Persons seated



100 persons sleeping

Toilets, Kitchen, refrigeration, Wired for backup power source.

Wyalkatchem Recreation Centre

Off Hands Drive – Toilets, Kitchen, Refrigeration, Air-Conditioning

Capacity: 355 persons seated 120 persons sleeping



Wyalkatchem Airport Terminal

Wyalkatchem/Tammin road, toilets, kitchen, refrigeration, wired for backup power source

Capacity: 158 persons seated 51 persons sleeping



Wyalkatchem District High School

Slocum Street, toilets, shower, kitchen, refrigeration, internet access

Capacity: 1000 persons seated 200 persons sleeping



Railway Barracks

Grace Street, short term emergency accommodation. Includes showers, toilets, kitchen, refrigeration and food heating, rugs. 16 x double rooms.



Risk Management

An Incident Controller's decision to recommend or direct an evacuation will reflect a consideration of relative risk. The following risk management factors may influence the decision whether or not to evacuate a community or part of a community:

- The nature and probability of the threat presented by the hazard (which will be affected by both the hazard and the geography or other characteristics of the area);
- Any other risk management strategies that may be in place (e.g. community and/or asset preparedness);
- The potential consequences of evacuation compared with shelter in place (e.g. building characteristics, community vulnerability);
- Engagement with other relevant key stakeholders (e.g. those who may be required to assist with an evacuation or with responsibilities for groups of the community);
- The potential consequences of making a decision to evacuate too early or too late (e.g. to determine appropriate trigger points for action);
- The risk to evacuees and emergency workers in undertaking an evacuation (direct or indirect effects of the hazard);
- Any individuals/groups within the community that may require special consideration (e.g. unaccompanied children, tourists and other at risk persons, schools, hospitals, vulnerable groups, aged care facility, independent living units);
- The likely loss of any infrastructure that will affect the community's capacity to remain (e.g. water, electricity, roads);
- The risks involved in sheltering;
- Whether a full or partial evacuation is required;
- Whether the evacuation should be phased or prioritised;
- Any other relevant information that may be available, such as weather and historical data;
- Any time constraints to undertake the evacuation safely;
- The anticipated time and location of impact of the hazard; and
- Whether there is sufficient time to evacuate.

Resource Requirements

A number of resource implications may influence the decision to evacuate, including availability and capacity of:

- Personnel and equipment required;
- Traffic management plans (including safest routes to get evacuees out and also emergency workers and essential services in);
- Transport options (within and external to the community);
- Suitable accommodation and welfare options; and
- Communication channels (for public information and within and across agencies involved).

There may be external factors compromising the capacity of an Incident Controller to make a decision to evacuate, such as competing tasks, external pressures, and availability of and/or access to adequate knowledge/experience.

A Hazard Management Agency or relevant advisory group may produce hazard specific guidance to assist an Incident Controller with decision making which may be documented in the relevant Westplan or internal agency procedures.

Decision to Evacuate

A decision to evacuate or take alternative protective action is a critical decision. The reasons for any decision to evacuate or not evacuate must be recorded, along with the context for deciding if any controlled evacuation is to be implemented through a recommendation or direction to the community (or parts of a community).

Once a decision to evacuate a whole or part of a community has been made by the Incident Controller, the details of the Operational Evacuation Plan should be determined.

Existing Evacuation Plans are to be identified and accessed as far as practicable. This Evacuation plan should be available to the IMT.

Trigger Points

Decisions about how to conduct an evacuation will need to include the identification of trigger points for action to allow sufficient time to undertake the evacuation safely, safest routes for evacuees to leave the threat area whilst still allowing emergency workers into the area as required, and the number, capability and demographics of those to be evacuated. Trigger points may be related to the hazard impacting on a particular geographical landmark, a change in the magnitude of the hazard.

Decisions will also need to include recommended or directed action for people with animals (including pets and livestock) as this will affect the likelihood of compliance for many. Most evacuation centres cannot accept any animal other than assistance animals for people with disabilities. Each local government should be asked to nominate at least one location where animals may be taken by their owners.

Warning Stage

It is the responsibility of the Controlling Agency to provide community warnings and timely advice on the likely threat of an emergency and any recommended or required actions that the community should take. This should be undertaken in accordance with Westplan Emergency Public Information.

Method of communication

Multiple methods of communication are recommended to ensure the widest possible audience is reached. This may include general (mass audience) methods, such as social media, and also specific (targeted audience) methods, including at risk persons where it is known these are present.

Public Information Strategy for an evacuation

The establishment of the public information strategy for a specific emergency, including determination of the most appropriate methods, is the responsibility of the Controlling Agency.

The Controlling Agency may consider the following message content where an evacuation is recommended or directed for part or all of a community:

- what is known/not known about the incident;
- information about the action being taken to combat the hazard;
- what the community is being asked to do;
- any recommendation or direction to evacuate;
- the expected duration of the absence, as far as predictable;
- what evacuees should take with them (e.g. identification, medication);
- what they should not bring (e.g. pets or livestock to mainstream evacuation centres);
- advice to secure premises and personal effects as they leave, but ideally leaving gates to properties unlocked for ease of access to emergency workers;
- advice to restrict use of telephones to emergencies to avoid system overload;
- the recommended evacuation route(s);
- advice about how to obtain updates (e.g. ABC radio, Controlling Agency website);
- the nominated evacuation centre(s), including if any of them will accept people with pets and/or livestock;
- available assistance, such as transport or health services;
- other advice for companion animals or livestock;
- information about any registration system in place (e.g. Register, Find, Reunite, see Westplan Registration and Reunification);
- a reminder that those who remain behind cannot expect to be rescued if the situation worsens or provided with assistance to protect property and livestock; and
- information on any system for flagging of evacuated properties (such as wheelie bin across the driveway).

Shelter in Place Warnings

If shelter in place is recommended or directed for part or all of the community, the Controlling Agency may consider further message content that could include:

- advice to maximise personal safety;
- guidance for support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated;
- any specific protective actions in relation to the hazard (e.g. closing windows, isolating air conditioning systems);
- any re-supply information in relation to food, water, power or other essential services (which may include for livestock if evacuation is being advised for people and there is no time or no facility to accommodate this);
- how to assess possible shelter for suitability, which may be based on location or type, and be a building or open space; and
- a consideration of mental and physical fitness (most relevant for recommended as opposed to compulsory evacuations).

Community Warnings

Community warnings such as messages in suitable formats to communicate an imminent hazard and information about protective action, will normally have three levels, as well as the level 'All Clear' when the threat has passed. These are:

- Advice (general information about a potential hazard and advice to keep up to date with developments);
- Watch and Act (the community is likely to be impacted and should take action to protect themselves), and
- Emergency Warning (the community will be impacted and must take action immediately).

This terminology is derived from bushfire warnings and may be extended to other hazards. Other terminology that may be used in Western Australia includes Blue, Yellow and Red Alert for cyclone, and whilst different words may be used, there is commonality in the use of three escalating levels.

Standard Emergency Warning System (SEWS)

The Controlling Agency may also utilise the Standard Emergency Warning Signal (SEWS) as an audio prefix to emergency warnings as described in the State Emergency Management Procedure OP-5 when considered necessary.

Withdrawal Stage

Getting people out

Self – Evacuation

It is known that self-evacuation may occur in response to general awareness of or information about an emergency, either prior to, or in the absence of a recommendation or direction to leave. It may occur as a consequence of the issuing of an 'Advice' level of community warning (or other first level of warning, depending on the hazard), or in response to a perceived risk through personal observation or other source of information.

A Controlling Agency may receive requests to assist those who choose to self - evacuate and, whilst it is unlikely that formal arrangements will be in place to provide welfare and support, it can be prudent to support self-evacuation as far as practicable early in an incident. The key to maximising self-evacuation is ensuring community members have sufficient timely and relevant information to assist them in recognising a threat so they feel able to make an informed decision as to whether to self-evacuate when threatened by an emergency.

Controlled Evacuation

Controlled evacuation is generally easier to manage where significant numbers of a community are involved. It also allows for the planned provision of suitable welfare and support for evacuees and allows the withdrawal process to be undertaken in a phased manner, normally prioritising those most at risk (e.g. based on proximity to the hazard or individual factors) where appropriate. A controlled evacuation may involve either a recommendation or direction to leave and may target whole or parts of a community.

Recommended Evacuation

A decision to recommend the evacuation of a community or part of a community will be initiated by the Controlling Agency's Incident Controller or other authorised person when there is a possible threat to the lives of members of the community or property but this is not believed to be imminent or significant and it is believed that members of the community have the capacity and capability to make an informed decision.

A recommended evacuation is most likely to be incorporated into a 'Watch and Act' level of community warning where advising a community to leave for a safer place is seen as the most appropriate action to the circumstances (or other second level of warning, depending on the hazard). A recommended evacuation is associated with the use of words such as "you should..." in the message content.

Direction to Evacuate

Should a situation worsen, the issuing of a recommendation to evacuate does not preclude the later issue of a direction to evacuate (a compulsory evacuation).

The decision to direct the evacuation of a community or part of a community will be made by the Controlling Agency's Incident Controller or other authorised person when it is believed that members of the community either do not have the capacity or capability to make an informed decision or that there is a significant and/or imminent threat to the lives of members of the community.

The Controlling Agency will, as far as practicable, take steps to:

- notify community members of the most suitable location to evacuate to, based on the prevailing situation (safer place, evacuation centre, refuge site);
- establish a traffic management system;
- assist with egress and prevent other persons entering the evacuated area; and
- facilitate transportation of evacuees and accessing suitable vehicles, with consideration of those persons with special needs.

Access to the affected area is not likely to be authorised by the Incident Controller for anyone other than emergency workers, and even then, subject to an appropriate risk assessment.

A directed evacuation may be incorporated into either a 'Watch and Act' or 'Emergency Warning' level of community warning where evacuation is seen as the most appropriate action to the circumstances (the second or third level of warning, depending on the hazard). A directed evacuation is associated with words such as "you must..." in the message content. It should be noted, however, that sometimes when an 'Emergency Warning' level of community warning is issued it may be too late to evacuate safely, and other urgent action may be required.

Emergency Situation or State of Emergency Declaration

Where a Hazard Management Agency or the State Emergency Coordinator has declared an Emergency Situation (or the Minister has declared a State of Emergency) under the EM Act, an appointed Hazard Management Officer (or Authorised Officer) may direct the evacuation and removal of persons from the emergency area or any part thereof. They may also prohibit the movement of persons within, into, out of or around an emergency area or any part thereof. A direction to evacuate can also be issued to a place of business, entertainment or worship under certain provisions of the EM Act.

A person who does not comply with a direction may commit an offence. The Hazard Management Officer or Authorised Officer may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances.

Other potentially relevant legislation may contain similar provisions, such as the Bush Fires Act 1954, but it is important to be sure that persons carrying out activities where these powers are necessary are those legislated to access them.

The Controlling Agency responsible for issuing a direction to evacuate a community is to provide clear information to persons conducting the evacuation regarding action to be taken if a person refuses to evacuate. The Controlling Agency needs to ensure, as far as practicable, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where possible, procedures should be developed to track remaining residents' welfare; however, this should not be undertaken in such a manner as to endanger response personnel.

Unaccompanied children without direct parental or responsible adult supervision should not be left in an area subject to any evacuation advice, and placed in the care of CPFS.

The extent to which measures are to be taken to enforce a direction may be recommended by a Controlling Agency (e.g. to reflect what is practicable to achieve the greater good for the most persons with resources available); however, this does not affect the discretion of a police officer and the fact that any action taken should not imperil the life of the officer or any other person.

The following table is an example and summarises the relationship between the type of evacuation and the expectation of compliance, associated warning level, and public access likely to be permitted for each type.

Name	Compliance	Fire Warning Level	Public Access
Self-evacuation	Voluntary	Advice	Unrestricted or limited access
Recommended evacuation	Voluntary	Watch and Act or Emergency Warning	Restricted – Incident Controller authorisation required
Directed evacuation	Compulsory	Watch and Act or Emergency Warning	Denied

An example of a message template and handout which may be used by personnel delivering a door to door message in a controlled evacuation can be found on pages 90 and 91. This has been developed by the Department of Parks and Wildlife (DPaW), in consultation with the Department of Fire and Emergency Services (DFES) and Western Australia Police (WA Police), for use in a bushfire to enhance and/or reinforce the level of information that may be provided verbally to the resident. The value of such a tool, where practicable to implement, is consistency of information provided and more informed decision making in determining community compliance with a controlled evacuation.

Securing the Area

The Controlling Agency should ensure, as far as practicable, the security of the area that has been evacuated and the protection of remaining persons and property. This may be undertaken by regular patrols in the affected area, where safe and practicable to do so, and by the continuation of controlled access to the affected area post-impact until evacuees are able to return. The Controlling Agency may seek assistance with this function from WA Police, local government and security and/or traffic management contractors, depending on the specific circumstances of the situation. However, the safety of personnel remains paramount.

Shelter Stage

Phases of sheltering may include immediate sheltering (where there is limited time to take protective action), temporary sheltering (evacuation centres) and temporary housing (for more long term evacuations). Not all phases are applicable to all emergencies.

Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centres, they must take all reasonable steps to ensure that evacuees are properly received and supported via welfare agencies and/or the Local Government. These agencies should be included as members of the Incident Support Group and Operational Area Support Group, if established.

CPFS will coordinate the provision of welfare support for evacuated persons attending evacuation centres based in any of the approved centres set out, in accordance with Westplan – Welfare. This will include specific arrangements for unaccompanied children, nursing mothers and other at risk persons as far as practicable and as required. It is important to consult with DCPFS as soon as practicable when considering the most appropriate centre to activate as an evacuation centre to ensure the most suitable of available facilities is selected and that welfare support can be provided expediently and effectively.

The management of other facilities, such as agricultural grounds or other facility where people with animals may evacuate to, will need to be determined independently. In most cases, this will be supported by the local government or facility staff at the time of the incident.

The Controlling Agency is responsible for the provision of timely and accurate situational information to the displaced community for the duration of the response (e.g. current activities being undertaken, timeframe for return of community, assistance available to evacuees etc.).

As far as practicable, consideration should also be given to evacuation centres that may be established spontaneously by members of the community during an emergency in addition to the formally established centres. These informal/makeshift centres may not be ideal for the coordination of information, services and support; however, they may be a valuable addition in some circumstances, for example for communities isolated during a flood emergency.

Return Stage

The evacuation process cannot be considered complete until the return of the affected community, assuming this is possible. In most circumstances, the return of evacuees will be the responsibility of the Controlling Agency which determined the need for the evacuation in the first place; however, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee (at either the local or State level).

Safety Assessment

The relevant responsible person (either from the controlling agency or local recovery committee) will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to and identify if any special conditions need to be applied. Factors to be considered include:

- the hazard itself (or any consequential hazards);
- the conditions to which evacuees would be returning, such as water, food, sanitation and health;

- a consideration of the physical and emotional wellbeing and capacity of evacuees;
- Economic factors relating to short term and long term viability of the evacuated area;
- support services for those returning;
- continuing need for public information, particularly with regard to essential services; and
- whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an 'All Clear' for the emergency warning has been issued.

Staged Return

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider issues such as community safety, restoration of essential services and provision of welfare support services.

There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation, where applicable.

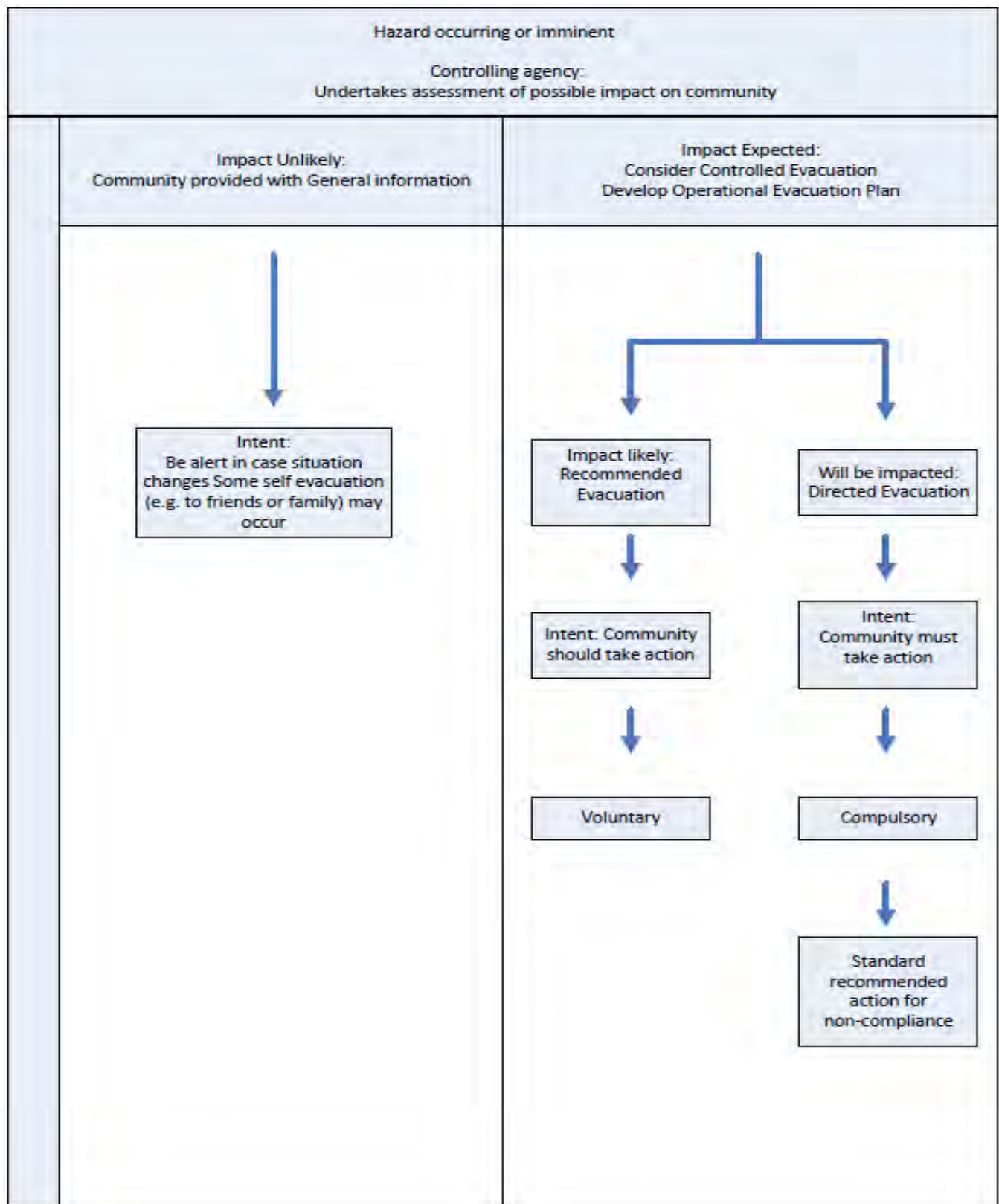
Conflict may arise where evacuees and people outside of the evacuated area at the time of the evacuation are prevented from entering/re-entering before the area has been formally re-opened but other residents have remained against either a recommendation or direction to leave. This will need to be carefully managed, and may extend to the provision of escorts for returning evacuees, by agreement.

Incident Review

A consideration of what worked well and what could be improved for future evacuations should form part of the post incident debrief process and any post operational report, where applicable.

All agencies that have carried out activities for any of the stages in the evacuation process should be provided with the opportunity to participate in these reviews.

Types of Evacuation



If you require more information you can call 1300 657 209, log onto the Department of Fire and Emergency Services website www.dfes.wa.gov.au and listen to local ABC radio.

Roles and Responsibilities of Key agencies

Organisation	Responsibilities
CONTROLLING AGENCY: (Usually the HMA)	<ul style="list-style-type: none"> • Maintains overall responsibility for the evacuation and ensuring appropriate agencies are engaged in the process. • Ensure the combat agency undertaking the evacuation is aware of the level of evacuation, the legislative power for evacuation, and the preferred action to be taken if people refuse to evacuate. • Public Information and media management.
WA POLICE	<ul style="list-style-type: none"> • Support the Controlling Agency in the evacuation process once the decision is made to conduct evacuations. • Where tasked as the combat agency for an evacuation, clarify if this is to carry out specific activities set out in the Controlling Agency's Operational Evacuation Plan or includes developing the plan on the Controlling Agency's behalf. • Establish and maintain an appropriate cordon to the affected area as requested. • Support the orderly evacuation of persons to the nominated evacuation centre(s). • Maintain road safety in the access and egress routes for the withdrawal and around the evacuation centre. • Assist with security of the evacuated area as requested.
MAIN ROADS WA	<ul style="list-style-type: none"> • Assist the Controlling Agency and/or WA Police with the development of Traffic Management Plan and/or activities supporting its implementation, as requested.
DEPARTMENT FOR CHILD PROTECTION AND FAMILY SUPPORT	<ul style="list-style-type: none"> • During an incident determine the number and location of evacuation centres to be opened in consultation with the Controlling Agency and consideration of available resources. • Provide for reception of evacuees at evacuation centres and appropriate resources and welfare support. • Provide and/or facilitate services to victims of the emergency to help them cope with the effects of the emergency. • Arrange for a registration and reunification services to be established if required.
DEPARTMENT OF HEALTH	<ul style="list-style-type: none"> • Coordinate the medical evacuation of severely injured persons to major medical centres in rural areas or the Perth Metropolitan Area as appropriate. • Assist welfare agencies in crisis counselling and critical stress management.
LOCAL GOVERNMENT	<ul style="list-style-type: none"> • In consultation with the Controlling Agency, make available suitable municipal buildings to be established as evacuation centres by Department for Child Protection and Family Support, to coordinate welfare support during the emergency. • Establish additional facilities where those with animals may evacuate to, if animals cannot be received at the evacuation centre, with appropriate resources to manage. • Provide relevant local information with regard to the communities at risk. • Keep informed during the response phase in order to effect a smooth transition to recovery when appropriate.
DEPARTMENT OF EDUCATION	<ul style="list-style-type: none"> • Liaise with the Department for Child Protection and Family Support and relevant Local Governments in relation to the use of educational facilities as evacuation centres during an emergency.

	<ul style="list-style-type: none"> • Provide up to date information about schools in the affected area to be available to Controlling Agencies and WA Police, including appropriate contact information. • Ensure evacuation plans are in place for each which extend beyond the car park.
ORGANISATIONS RESPONSIBLE FOR EDUCATIONAL AND CARE FACILITIES AND OTHER SPECIALIST SITES FOR AT RISK PERSONS	<ul style="list-style-type: none"> • Provide up to date information about their location and appropriate contact information to the appropriate governing body and/or Local Government. • Ensure evacuation plans are in place which extend beyond the car park for any emergency. This may include reciprocal arrangements with other like facilities for accommodation and should transportation arrangements.

Hazards and Controlling Agencies

Hazard	Controlling Agency	HMA	Local Combat role	Local Support role	WESTPLAN	Local Plan
Flood	DFES	DFES	Regional SES	Police, VFRS, SJA, LG Staff, CPFS	Flood 2016	LG Police
Bush Fire	LG	DFES	BFB's	LGA Staff, Police, SJA, CPFS	Fire 2016	LG DFES
Road Transport Emergency	WAPOL	WAPOL	WAPOL	SJA, VFRS LGA Staff, CPFS	Road Crash 2016	Police
Hazardous Material Spill	DFES, LG	DFES	WAPOL	SJA, VFRS, HACC, Hospital, CPFS	HAZMAT 2016	LG
Fire (DPaW Land)	DPaW	DFES	DPaW, BFB, VFRS	LGA Staff, Police, Local contractors, CPFS	Fire 2016	LG
Rail Transport	WAPOL	Brookfield	Police, VFRS	LG Staff, BFB's, Hospital, SJA, CPFS	Brookfield Emergencies 2010	Police
Severe Storm	DFES	DFES	Regional SES	Western Power, LG Staff, BFB's, Hospital, SJA, CPFS	Storm 2016	SOP LG DFES
Structural Fire	DFES	DFES	VFRS BFB's (defensive role only)	Western power, Police, LG Staff	Fire 2016	SOP DFES LG
Air Crash	WAPOL	WAPOL	VFRS BFB	WPC LG Staff, CPFS	Air Crash 2016	Police

			CASA	BFB's Hospital SJA		
Land Search and Rescue	WAPOL	WAPOL	Regional SES Defence Force WAPOL	BFB SJA LG Staff, CPFS	Land Search 2016	Police
Epidemic	WA Health	Human Epidemic	Hospital SJA RFDS Redcross Pathwest GP's	LG Water Corp DAFWA CPFS	Human Epidemic 2016	St John Ambulance
Heat Wave	Department of Health	Heatwave	DOH Hospital SJA, RFDS, Redcross, GP	LG, Water Corp, WAPOL, CPFS	Heatwave 2016	Doctor SJA
Fuel Shortage*	Co-ordinator of Energy	Co- ordinator of Energy	Police, Roadhouse, LG	WAPOL, LG, Roadhouse, Farmers	Liquid fuel supply disruption 2016	Police, LG, Farmers

*The average amount of fuel stored on farm would be around 10,000L. In harvest time the amount of fuel that would be needed for an emergency vehicle would be insignificant compared to how much a header would use in a day. Farms, in the event of a major fire would have enough stored to fill ambulances, shire graders, fire trucks.

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RECOVERY

RECOVERY PLAN

The broad needs created by the impact of an emergency or disaster on the Shire of Wyalkatchem's community will only be met through a range of services, provided by a range of both government and non-government organisations.

At the local level, the focus of recovery planning and management is on community input. Within emergency planning responsibilities, the Shire of Wyalkatchem's local arrangements will incorporate recovery planning and, from an operational point of view, a range of services, including both infrastructure and human services.

The primary focus of the Shire of Wyalkatchem's Emergency Management Arrangements is to mitigate the effects of disasters. Within this context recovery is defined as the co-ordinated process of supporting disaster affected communities in the reconstruction of physical infrastructure and restoration of emotional, social, economic and physical well-being.

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

GLOSSARY

District Emergency Management Committee (DEMC)	A DEMC is established for each emergency management district. The committees are chaired by Police District Officers, as District Emergency Coordinator, with a DFES Representative as deputy chair. Executive Officer Support is provided by DFES managers.
Emergency Risk Management (ERM)	This process considers the likely effect of hazardous events and the measures by which they can be reduced.
Hazard	A situation or condition with potential for loss or harm to the community or the environment.
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment
Hazard Management Agency (HMA)	An organisation which has responsibility for a specific hazard
Local Emergency Coordinator (LEC)	The officer in charge of each Local Government District in which they are situated. The LEC provides advice and support to its LEMC in the development and maintenance of Local Emergency Management Arrangements.

	They assist HMA's in the provision of a coordinated response during an emergency.
Local Emergency Management Committee (LEMC)	The local government establishes a LEMC for the district.
Local Emergency Management Arrangements (LEMA)	The Local Government are responsible for ensuring the preparation of Local Emergency Management Arrangements for the Local Government District.
LG Welfare Liaison Officer	Local Government will provide an officer to be Liaison/support between CPFS and the local government where a welfare centre has been established within the local government district.
Prevention	Activities to eliminate or reduce the probability of occurrence of a specific hazard. They also reduce the degree of injury or damage likely to be incurred
Preparedness	Activities that focus on essential emergency response capabilities through the development of plans, procedures, the organisation and management of resources, training and public education. These activities support the local community in their preparations for a safer environment.
Response	Activities that combat the effects of an event, provide emergency assistance for casualties, and help reduce further injury or damage and facilitate effective recovery operations in the local community.
Recovery	Activities designed to support emergency affected local communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. During recovery operations, actions are taken to minimise the recurrence of the hazard and/or lessen its effects on the community.
Situation Reports (Sitreps)	A brief report that is published and updated periodically during an emergency. This outlines the details of the emergency, the needs generated and the responses undertaken as they become known.
Welfare Plan	The document entitled <i>Local Emergency Management Plan for the provision of Welfare Support Merredin District – Maintained by CPFS</i>

AIM

To detail the arrangements and processes established to support a community affected by an emergency in the restoration of emotional, social, economic, physical well-being and general quality of life.

OBJECTIVES

1. Establish a process for the effective and coordinated management of the recovery of affected individuals, communities, business and the built and natural environment
2. Identify the roles and responsibilities of the Shire of Wyalkatchem Elected Members and Staff and agencies or persons mentioned in this plan;
3. Ensuring effective communication involving all stakeholders in the planning and implementation of recovery management

Scope

These arrangements are support arrangements to the Shire of Wyalkatchem's Local Emergency Management Arrangements and should be considered in context with the Local Emergency Plan for the provision of Welfare Support - Merredin District

These arrangements are principally a guide to the provision of recovery management within the Shire of Wyalkatchem. The provisions of these recovery arrangements may be amended, supplemented or negated by an emergency situation that requires coordination at a State level.

Plans and Arrangements

- *Local Emergency Management Plan for the Provision of Welfare Support – Merredin District*
- *State Emergency Management Plan for State Level Recovery Coordination ie. Westplan – Recovery Coordination*
- *State Public Information Emergency Management Support Plan ie. Westplan – Public Information*
- *State Emergency Management Plan for Registration and Reunification ie. Westplan – Registration and Reunification*
-

Resources

The LRC in conjunction with the HMA and support organisations is responsible for determining the resources required for recovery activities.

Financial Arrangements

Funding is not available for recovery planning, however there are funding arrangements for recovery assistance following an emergency.

The DCP is responsible for providing initial financial support to affected community members. Other agencies available to offer financial assistance following an emergency include:

- Local Government
- Centrelink – Will ensure payments to its existing clients. Centrelink can provide financial assistance to any person whose livelihood has been affected by the emergency
- Lord Mayor's Distress Relief Fund (LMDRF) – State Emergency Management Policy No. 4.4 directs that all donations of cash or trading stock resulting from a public appeal are to be directed to the LMDRF
- Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) – Provides assistance for the recovery of communities. This assistance is delivered through a range of eligible measures that are offered on a needs basis. The department of the premier and cabinet will only activate WANDRRA if the anticipated cost of the eligible measures will exceed \$240,000.
- The arrangements can provide assistance to:
 - individuals and families,
 - small business,
 - primary producers and
 - local government.
 - State Government Agencies

The Office of Emergency Management is responsible for the overall administration of the WANDRRA. Commonwealth Natural Disaster Relief and Recovery Arrangements – The NDRRA provides for the provision of financial assistance from the Commonwealth to States and Territories for natural disaster relief payments and infrastructures restoration. The Shire of Wyalkatchem is committed to the expenditure of such financial resources as are considered necessary and reasonable for the recovery of the community after any emergency event for which the plan is activated.

Local Recovery Coordinator (LRC)

Appointment

The Chief Executive Officer has been appointed by the Shire of Wyalkatchem to be the LRC in accordance with s.41 (4) of the Act:

Responsibilities

The roles and responsibilities of the LRC may include but are not necessarily limited to the following:

- Preparation and maintenance of the Recovery Plan;
- Undertake the functions of the Executive Officer if the LRCC;
- The design and conduct of exercises to test any/all elements of the Plan;
- Provide advice on the requirement to activate the plan and convene the LRCC;
- Assess and report to the LRCC on requirements for effective community recovery in consultation with the HMA,, Shire of Wyalkatchem key staff, other LRCC members, other agencies and community groups as required;
- Co-ordinate local recovery activities for a particular incident, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the,State recovery Co-ordinating Committee or the State recovery Co-ordinator appointed, on issues where state level support is required or where there are problems with services from government agencies at the local level.

- Coordinate the preparation and supply of regular reports to the State Recovery Coordinating Committee on the progress of the recovery;
- Arrange for a debrief of all participating agencies and organisations as soon as possible after stand down.

Local Recovery Coordinating Committee (LRCC)

Responsibilities

- Appointment of key positions within the committee;
- Establishing sub-committees as required;
- Assessing requirements for recovery activities relating to the physical, psychological, economic and environmental well-being of the community with the assistance of the responsible agencies;
- Ensuring that the recovery process is activated and implemented in accordance with sound project management processes;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receive periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery;
- Making appropriate recommendations, based on effective debriefs and review, to the LEMC to improve the communities preparedness.

Transition from Response

Recovery activities should commence immediately following the impact of an event whilst response activities are still in progress.

Key decisions made, and activities undertaken during the response may directly influence, shape, and enhance the effectiveness of the recovery process.

To ensure appropriate recovery, activities can be developed and implemented as soon as possible after the impact of the event, the LRC requires up to date and accurate information on the incident concerned. The HMA Incident Manager is to ensure that the LRC is notified of the incident and is included as a member of the Incident Support Group (ISG.)

During the response phase a number of the agencies with recovery roles may be heavily committed, therefore, the inclusion of the LRC on the ISG will ensure:

- The alignment of response and recovery priorities;
- Liaison with the key agencies;
- An awareness of the extent of the likely impacts, and
- Identification of the recovery requirements and priorities as early as possible. The LRCC should be established as soon as possible for a briefing on the incident and resulting impacts, (even during the response phase) to ensure a smooth transition from response to recovery.

The decision to activate the Recovery Plan will be made by the Shire President on the advice of the LRCC and based on an assessment of the recovery needs informed by:

- The ISG
- Through consultation between HMA, the IC and the LEMC; or
- The Shire of Wyalkatchem.

Once the plan has been authorised for activation, the LRCC Chairperson is responsible for leading the recovery effort.

It is essential that an assessment of the recovery and restoration requirements is conducted as soon as possible after the impact of the incident. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter. The assessment should not interfere with response operations.

HMA, welfare agencies, insurance assessors and Shire of Wyalkatchem staff may be of assistance in the collection of impact assessment data.

Impact Assessment and Recovery Action Planning

Following a major incident or emergency where substantial damage has occurred to residential, commercial and government buildings and other community infrastructure, an operational recovery plan should be prepared by the LRCC. This plan should cover the full extent of the physical damage and psycho-social impacts to the community and detail plans for restoration.

Welfare services are an integral part of an effective recovery process. These can include:

- Emergency catering
- Emergency clothing and personal requisites
- Financial assistance
- Basic first aid
- Emergency accommodation

The following documents provide detailed information in relation to welfare services:

- Local Emergency Management Plan for the Provision of Welfare Support – Merredin District

Recovery Coordination Centre

A recovery coordination centre is required if the incident is of a magnitude that necessitates extensive recovery activities. The purpose of the RCC is to provide somewhere that all involved agencies can gather together. The LRCC is responsible for the activation and coordination of the RCC.

The RCC would, if suitable, be established within the Shire administration building, Cnr of Flint St and Honour Ave.

Recovery Information Centre

This centre should include representatives from all recovery service providers and act as an effective method to provide affected community members with information and assistance. The agencies represented at the centre should reflect the stage of the recovery process, ie. In the initial stages of recovery, agencies that are able to respond to more immediate needs of affected people should be present.

When choosing a location for this centre consideration should be given to providing adequate space and privacy for people to discuss matters with relevant agency representatives and in relation to the provision of power for personal computers, printers, phone chargers etc.

The restoration and reconstruction of essential infrastructure and services (roads, transport, water, sewage, electricity, gas and waste disposal) will remain the responsibility of the relevant agency.

The LRCC is responsible for recommending priorities and ensuring work is completed.

Exercising and testing the Plan

The Shire of Wyalkatchem LEMC recognises that exercises are an essential component of emergency preparedness and should be used by agencies to enhance their capacity and contribute towards continuous improvement.

Exercises will be conducted in accordance with the Shire of Wyalkatchem LEMC annual business plan.

All agencies involved in the delivery of recovery processes should participate in the conduct of the exercise. Representatives of community groups and special sectors (education, vulnerable groups) should be invited to participate where the exercise scenario would indicate implications for such sectors.

Suggested items for LRCC

- Communications:
 - Land line phones
 - Mobile phones
 - Extra mobile phone batteries, with chargers
 - Two-way radios, extra batteries and chargers
 - Internet/intranet access points
 - Dedicated e-mail address
 - Fax Machine (2 – in/out), Copier, Computer(s), Printer, Projection unit, Projection screen
 - Digital camera
 - Digital video camera
 - Clock
 - AM/FM radio
 - Tape recorder
- TV with reception and with VCR and DVD.
- LRCC Status boards – either large hard copy, or electronic if sufficient projectors and PCs are available
- Extension cords and power boards
- General office supplies:
 - Paper, pencils and pens
 - Files and folders
 - In/out baskets
 - Flip charts
 - Markers
 - Masking tape
- Storage/filing containers
- Supply of forms (activity log sheets and telephone message pads)
- Reference material:
 - Phone book (site, corporate, white/yellow pages)
 - Manuals
 - Applicable contingency plans (ie. state, federal)
 - Incident related maps, charts, drawings etc.
 - Tables and chairs
- Rubbish bins, shredders and classified waste bags
- Food and drink supplies
- Torches.

LRCC set-up guide

The first person to arrive at the RCC should commence setting-up the room (until the RCC Coordinator arrives). To set-up the RCC, the following must be done:

- Open and clear the room
- Set-up relevant maps and photographs
- Locate and lay-out copies of the Emergency Management Arrangements and relevant references
- Ensure that computers, printers, fax machines and data projectors are switched on and logged-on
- Ensure that status boards are set-up, cleaned and ready for use
- Ensure an adequate supply of stationery is available

Operational Recovery Plan

Shire of Wyalkatchem Local Recovery Coordination Committee

Operational Recovery Plan

Section 1 Introduction

- Background on the nature of the emergency or incident
- Aim or purpose of the plan
- Authority for plan

Section 2 Assessment of Recovery Requirements

- Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure)
- Estimates of costs of damage
- Temporary accommodation requirements (includes details of emergency welfare centres)
- Additional Personnel requirements (general and specialist)
- Human services (personal and psychiatric support) requirements
- Other health issues

Section 3 Organisational Aspects

- Details the composition, structure and reporting lines of the committees and sub-committees set up to manage the recovery process
- Details the inter-agency relationships and responsibilities
- Details the roles key tasks and responsibilities of the various committees and those appointed to various positions including the Recovery Coordinator

Section 4 Operational Aspects

- Details resources available and required
- Re-development Plans (includes mitigation proposals)
- Reconstruction restoration program and priorities (including estimated time frames)
- Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies

- Includes the local government program for community services restoration
- Financial arrangements (assistance programs WANDRA, insurance public appeals and donations (see also section 5 below)
- Public information dissemination

Section 5 Administrative Arrangements

- Administration of recovery funding and other general financial issues
- Public appeals policy and administration (including policies and strategies for distribution of funds)
- Office and living accommodation, furniture and equipment details for additional temporary personnel

Section 6 Conclusion

- Summarises goals priorities and timetable of plan

Signed by: Chairperson – Local Recovery Coordination Committee

Date: _____

Local Recovery Coordinator Operational Checklist

Task Description	LRC Initial	Date
Liaise with relevant response agencies regarding location, size, type and potential impact.		
Contact and alert key staff.		
Determine likely human effects. Establish if event proclaimed and eligible natural disaster under the WANDRA.		
Contact other relevant response and recovery agencies.		
Activate and brief relevant staff.		
Activate appropriate inter-agency liaison mechanisms.		
Locate liaison officer at emergency operations centre (if appropriate.)		
Determine immediate short-term needs (eg. Accommodation, financial assistance and personal support.)		
Manage offers of assistance, including volunteers, material aid and donated money.		
Assess impact of the event through information/data from local government, geographic data and relevant response agencies.		
Meet with specific agencies involved with recovery operations to determine strategies.		
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.		
Organise briefing and debriefing processes for staff.		
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.		
Establish a 'on-stop' shop recovery centre to provide the affected community with access to all recovery services.		
Manage restoration of essential infrastructure/utilities.		
Manage the public appear/private donations process.		
Brief medial on the recovery program.		
Assess reports gathered through an outreach program to assess community needs.		
Identify special needs groups or individuals.		
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from special agencies.		
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.		
Monitor staffing arrangements.		
Review resources and services on an ongoing basis.		
Determine longer-term recovery measures.		
Provide newsletters to the affected community and information to		

the media as required.		
Continue to monitor agency activities and reduce/withdraw services when appropriate.		
Debrief recovery agencies.		
Recognise agency/staff input.		

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Appendices

Land and Air Search

Having conducted a land search in October 2016, the following things were noted.

- Local knowledge is key
- Notify police. They may be able to triangulate a mobile phone location depending on the area.
- SMS alert to farmers through Shires SMS Broadcast system
- Social Media (Facebook, Wheatbelt District WA Police page)
- Encourage farmers/volunteers to check neighbouring farms in case they are away on holiday
- Contact neighbouring shires and ask them to SMS their farmers
- Allocate a suitable two way channel (Perhaps the one associated with the lost person if a farmer)
- Check hospitals. Person if confused may be there but unidentified.
- Get search party together. Meet up regularly to mark off on map roads searched. Once an area is searched move on to another area.
- DFES may be able to assist in a search
- Consider air search as early on as possible (if WAPOL co-ordinating search then they may deploy their own aeroplane). There are a few names in the LEMA for locals with aeroplanes who may help. Ensure people who know the area are involved in the air search. Avgas contacts are in the LEMA (Emergency Contacts page). Binoculars, hand held two ways, a road map, a GPS and quells will assist in the search
- Consider search on quad bikes (West Moto Park may assist with this) – ensure searchers are wearing fluoro and are in pairs. If mobile reception is unreliable use hand held two ways. Ensure searchers advise on where they will be looking and report on the hour to a designated point to ensure everyone is accounted for.
- Food and drink or searchers may be a good idea.

What we learned

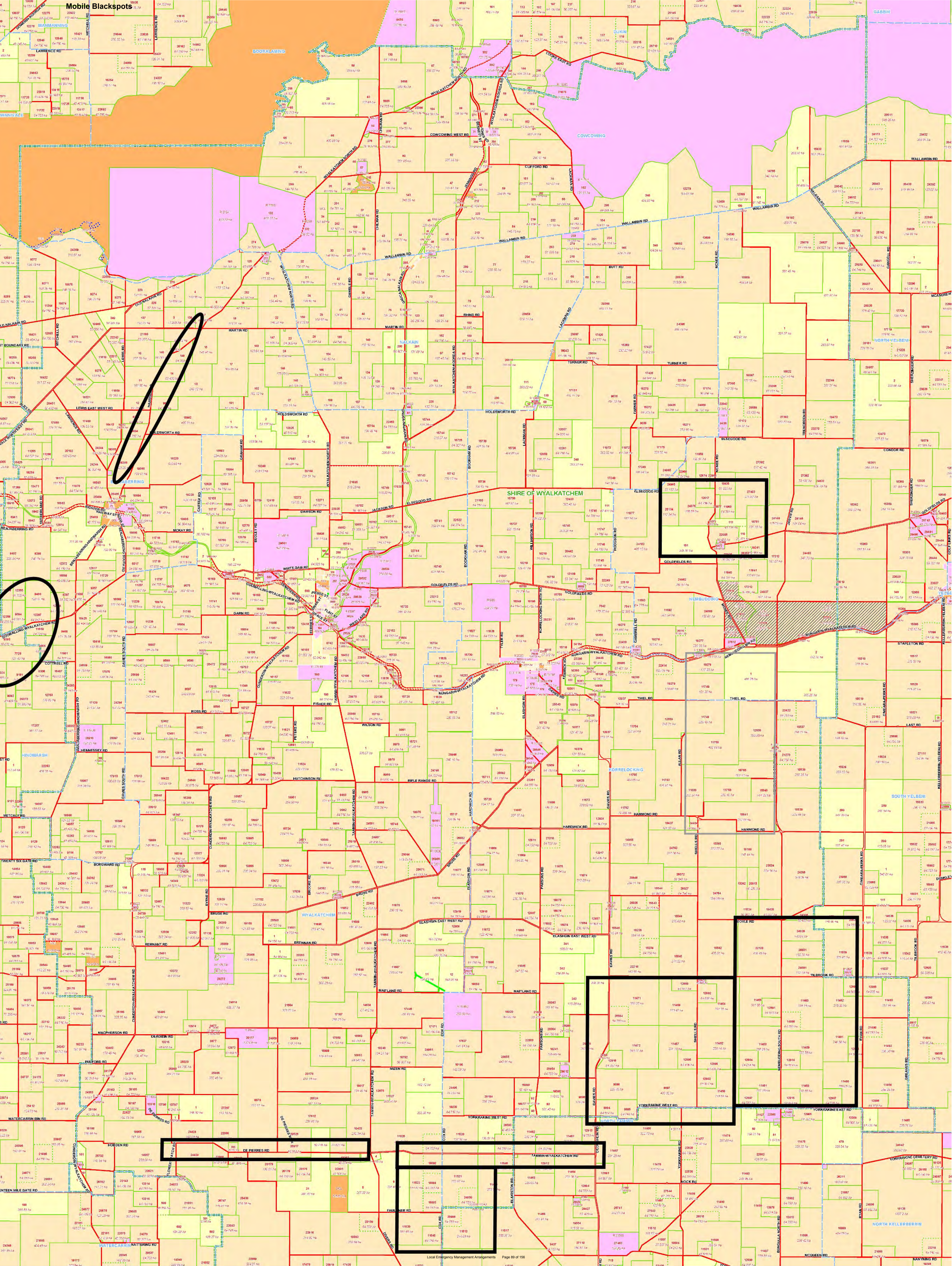
- Do the air search as early as soon as possible involving people with local knowledge of the area
- Notify other agencies officially (VFRS, DFES, neighbouring brigades)
- Need at least 2 people preferably 3 in a search vehicle
- Need to get people to check their own farms and neighbouring farms. Identify corporate farms and people that are away. Ensure these farms are checked

- Once an area is checked thoroughly move on to a new area especially once air search has covered an area
- No fuel at Wyalkatchem airport (Avgas)
- Keep two way channel the same throughout to avoid confusion
- Local knowledge is key
- The locals worked well together in co-ordinating the search
- The ping identified related to the mobile phone tower rather than the actual phone location
- Pat had actually travelled 670km since Friday lunchtime!
- Handheld UHF two ways would be useful

Aircraft search box to include: 2 way, binoculars, road map, GPS set up, quells!

Vulnerable People

Farm Residents		
Dorothy Aherns	58 Flint St	9681 1150
Wilson Street Senior Citizens units	Lot 298, Wilson Street	
Hillview Senior Citizens Units	Cnr Honour Avenue and Piesse Street	
Pat Bending	9 Johnston Street	
Robert Harvey	Lot 2 Lindsay Street	9681 1268
Yvonne Macpherson	60 Wilson Street	
Rikki Bill Oorschot		
Wallambin Lodge Residents		9681 1415
The Hospital		9692 1222
Farm Residents		
Rita Brookes	5127 Wyalkatchem/Tammin Road	9681 1143
Joan Brennan	2585 Parsons Road	
Jim Everett	14864 Davies Road	9681 4046
Noela Maitland	1606 Maitland Road	9638 1061
Gill Maitland	281 Maitland Road	-
Robin Reilly	Old Nalkain Road	9681 1116
Mrs Wilton	Wyalkatchem North Road (Snake Gully)	



Bushfire Evacuation Message Template

- A bushfire [EMERGENCY WARNING/WATCH AND ACT] has been issued for people at this address due to a bushfire.
- The bushfire is burning in [name area] between [road/landmark] and [road/landmark] and is burning towards [landmark]. (Refer to map if available)
- [The Department of Parks and Wildlife/Department of Fire and Emergency Services] under the [Bush Fires Act/Fire Brigades Act/Emergency Management Act] [recommend/direct] you and your family to leave immediately.
- This will be the only doorknock warning. There is a threat to lives and homes. You need to act immediately. Your best chance for survival is to leave now.
- You should leave via [directions].
- The Department for Child Protection and Family Support has an evacuation centre at [place]. If you have animals, the Local Government has arranged that you can go to [place]. If you have family or friends away from the area, you may prefer to go there.

OR

You should go to family or friends who live away from the area. (i.e. if no evacuation centre set up.)

Note – unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of Department for Child Protection and Family Support at the evacuation centre.

- If you need help to leave, contact someone who can help you now. If you can't get hold of them or they can't help you immediately, tell us.
- If you care for anyone in the evacuation area, are you able to collect them on the way out safely? If not, tell us.

Today's Fire Danger Rating is [severe/extreme/catastrophic] which means it may not be possible to actively defend your home.

Incident Controller

Signed: _____

Date: _____

Time: _____

WA Police

Signed: _____

Date: _____

Time: _____

Bushfire Evacuation Information

If you **leave** your home for a safer place:

- It is important that you take everything you need when you leave, such as your bushfire survival kit, including important papers, medications and personal supplies.
- **Road blocks and other controls are in place and once you leave it is unlikely that you will be allowed to return home under any circumstance.**

If you disregard this recommendation or direction, and **stay**:

- You may be committing an offence.
- You need to get ready to actively shelter in your home and actively defend it.
- Your home needs to be prepared to the highest level and constructed to bushfire protection levels i.e. enclosed eaves, covers over external air conditioners, metal flyscreens. It is too late to do it now.
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on fire-fighters to protect you and your property.
- You need to be prepared emotionally, mentally and physically to actively defend your property and consider your family members.
- You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots. The majority of people die in a bushfire from radiant heat.
- You may need to defend your house from spot fires and embers for several hours and may not be able to keep up to date with a changing situation.
- You need to have adequate supplies of necessary items such as food, drinking water and petrol. **If you leave your property during the fire to restock it is likely that you will not be allowed to return home.**
- You are likely to lose power, water, gas and phone services. It may be days or even weeks before these services are restored.
- You will need to have an independent water supply. This should be a concrete or steel tank with a 20,000 litre capacity to ensure adequate defence of your home.
- You will need a generator with more than 1.5 kVA capacity to drive a home pressure pump or a petrol or diesel fire-fighting pump in order to have a water supply for actively defending your home.
- You must stay in the house when the fire front is passing, this usually takes 5 – 15 minutes. You need to actively defend while sheltering.
- You need to take shelter inside, go to a room that is furthest from the fire front. Make sure you can easily escape from the building, preferably in a room with two exits and a water supply (eg. a laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out and go to an area that has already been burnt. Close all internal doors and leave through the door furthest from the approaching fire. Many people have died from toxic smoke and fumes when their house has caught fire.

If you require more information you can call 1300 657 209, log onto the Department of Fire and Emergency Services website www.dfes.wa.gov.au and listen to local ABC radio.

Evacuation Tasking sheet

Bounds of area to be evacuated:			
List of roads within this area:	Number of residences for each road:	Zoning (urban or semi-rural/rural), if known:	Officers required <i>Estimate 1 unit = 20 urban houses per hr (x.75 for rural)</i>
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
<i>Note: Officers required based on no system available for identify where residents have already left (i.e. all properties to be checked). If flagging by residents available and only un-flagged properties to be checked more houses per hour may be achieved per unit. (1 unit = 1 vehicle and 2 officers). Officers can be WAPOL, SES/bushfire brigade/other responder or a combination, as agreed with Incident Controller.</i>			
Location of assembly area(s) (if used) and to whom applicable:			
Location of welfare centre(s) (if activated) and to whom applicable:			
Potential route(s) for evacuating residents:			
Identified hazardous sites in the vicinity (relevance re above):			
Advised location of any vehicle control points:			
Actions on persons declining to evacuate (e.g. registration / listing of premises):			

Review of Evacuation process

<p>N.B. All aspects of evacuation are the responsibility of the Controlling Agency's Incident Controller – Another agency/person may assist if requested and appropriate. This MAY include developing an evacuation plan AND/OR undertaking activities in support of the plan. This template can be used to develop a plan or documenting decisions and strategies from another agency where time permits – or as an aide-memoire where action needs to be taken urgently.</p>			
This document compiled by:	Name:	Position:	
Time:	Date:	Signature:	
Are details of the evacuation entered on a crisis information management system (e.g. WebEOC)? If yes, specify			<input type="checkbox"/> Yes <input type="checkbox"/> No
Incident Name / Reference			
Situation			
<p><i>Briefly describe the situation or emergency which has, or may cause, a recommendation to an affected community to evacuate:</i></p>			
Summary of key risks			
Issue(s)	Likelihood	Consequences	Mitigation Strategy
	low/med/high	low/med/high	
	low/med/high	low/med/high	
Mission			

<i>Briefly describe the Mission in this evacuation or potential evacuation:</i>	
<i>Specified Objectives:</i>	
Execution	
Key Roles	
HMA/Controlling Agency and Incident Controller:	
Agency:	Incident Controller:
Contact Number(s):	Email:
Operational Area Manager (if appointed) :	
Agency:	Operational Area Manager:
Contact Number(s):	Email:
Police Commander :	
Agency: WA Police	Name:
Contact Number(s):	Email:
Emergency Coordinator(s): <i>(Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district levels)</i>	
Agency: WA Police	Local Emergency Coordinator:
Contact Number(s):	Email:
Agency: WA Police	District Emergency Coordinator:
Contact Number(s):	Email:
Evacuation Manager: <i>(Where appointed - this position will generally sit under Operations in the incident management system (e.g.AIIMS/ICCS+)</i>	
Agency:	Name:

Contact Number(s):	Email:
Other:	
Major Facilities	
Location of the Incident Control Centre:	
Name of ICC:	Location:
Contact Number(s):	Email:
Location of the Incident Control Point/Forward Control Centre <i>(if applicable)</i>:	
Name of ICP:	Location:
Contact Number(s):	Email:
Location of the Incident Support Group <i>(if activated)</i>:	
Name of ISG site:	Location:
Contact Number(s):	Email:
Location of the Operational Area Support Group <i>(if activated)</i>:	
Name of OASG site:	Location:
Contact Number(s):	Email:
Location of the Primary Evacuation Centre: <i>(if activated)</i>	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Location of the Secondary Evacuation Centre: <i>(if activated)</i>	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Other	

Decision Phase: that getting people out is best			
<i>The decision to recommend the evacuation of a community is the responsibility of the Controlling Agency's Incident Controller. The decision may be made in consultation with:</i>			
<input type="checkbox"/> Controlling Agency		<input type="checkbox"/> WA Police	
Name(s)		Name(s)	
<input type="checkbox"/> Other Experts			
Name(s)/Agency(ies)		Name(s)/Agency(ies)	
Name(s)/Agency(ies)		Name(s)/Agency(ies)	
Does the person making the decision to recommend evacuation have the legislated authority:		<input type="checkbox"/> Yes <input type="checkbox"/> No/Unknown	
If yes, give details:		If No/Unknown, state reasons:	
Relevant issues to this evacuation/potential evacuation and affecting decision:		Yes	No
Time pressure		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Information source / validity		<input type="checkbox"/>	<input type="checkbox"/>
Competing tasks		<input type="checkbox"/>	<input type="checkbox"/>
Ability / risk to evacuate		<input type="checkbox"/>	<input type="checkbox"/>
Safety of community		<input type="checkbox"/>	<input type="checkbox"/>
Safety of vulnerable and other at-risk persons		<input type="checkbox"/>	<input type="checkbox"/>
Staffing (resourcing)		<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Community preparedness		<input type="checkbox"/>	<input type="checkbox"/>
Communication processes		<input type="checkbox"/>	<input type="checkbox"/>
Sufficient shelter provisions		<input type="checkbox"/>	<input type="checkbox"/>
Safety of emergency responders		<input type="checkbox"/>	<input type="checkbox"/>

Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Trigger Points - Are there identified trigger points for evacuation to be recommended or commenced? If Yes, specify below:		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Trigger Point	Activity		
Alternatives - By necessity, are there any alternatives to an evacuation:		Yes	No
Shelter in place		<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge		<input type="checkbox"/>	<input type="checkbox"/>
Private shelter		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):		<input type="checkbox"/>	<input type="checkbox"/>
Warning Phase: telling people of the need to go			
<p><i>The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.</i></p>			
Actual messaging to contain the following information:		Yes	No
Identification of the HMA/Controlling Agency		<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected		<input type="checkbox"/>	<input type="checkbox"/>
Predicted impact time		<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity		<input type="checkbox"/>	<input type="checkbox"/>
How people should respond		<input type="checkbox"/>	<input type="checkbox"/>

Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>
If you answered No to any of the above, please enter reason(s):		
Other information to include (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>
Limitations on possession. e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items. e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on utilities and air conditioning. e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives / friends on your intentions / destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register. Find. Reunite' system	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>

Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Other (specify):	<input type="checkbox"/>	<input type="checkbox"/>
Withdrawal Phase: getting people out		
<p><i>The responsibility for evacuating a community remains with the Controlling Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their (documented) evacuation strategy or the development/execution of an evacuation strategy may be delegated by agreement. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.</i></p>		
Key components of an evacuation strategy to consider:	Yes	No
Does a plan already exist for all or part of the affected area?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorising of the affected area and phased evacuation activity	<input type="checkbox"/>	<input type="checkbox"/>
Vulnerable and other at risk	<input type="checkbox"/>	<input type="checkbox"/>
Consideration of assembly areas if required	<input type="checkbox"/>	<input type="checkbox"/>
Evacuation centre(s) identified (with CPFS – welfare support)	<input type="checkbox"/>	<input type="checkbox"/>
Forecast need for registration and reunification	<input type="checkbox"/>	<input type="checkbox"/>
Identify transport options	<input type="checkbox"/>	<input type="checkbox"/>
Develop traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>

Multi agency communications arrangements / plan	<input type="checkbox"/>	<input type="checkbox"/>
Any use of flagging of evacuated properties	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated area	<input type="checkbox"/>	<input type="checkbox"/>
Actions on persons declining to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Other considerations (not identified)	<input type="checkbox"/>	<input type="checkbox"/>
Outline of evacuation strategy		
<i>Does a plan already exist:</i>		
<i>Sectorise / Phase the affected area if appropriate:</i>		
<i>Vulnerable and other at risk persons (aged, CaLD, children, walking wounded, people with disability, etc.):</i>		
<i>Consider assembly areas, if required:</i>		
<i>Evacuation centre(s) identified (CPFS to coordinate welfare support on request):</i>		
<i>Forecast need for registration and reunification (Register, Find, Reunite):</i>		
<i>Identify transport options (including by land, sea or air, as applicable):</i>		
<i>Develop traffic management plan (consider ingress and egress routes, sole use of route for evacuees/emergency responders, welfare/first aid enroute as applicable, etc):</i>		

<i>Identify multi agency communications arrangements/plan:</i>		
<i>Flagging of evacuated properties (any scheme in place for flagging by residents or responders):</i>		
<i>Security of evacuated area:</i>		
<i>Actions on persons declining to evacuate (e.g. possibility of registration/list of premises).</i> <i>Note: Unaccompanied children should be evacuated to CPFS centre.</i>		
<i>Other considerations:</i>		
Shelter Phase: where people can go and providing support		
<i>The Controlling Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department for Child Protection and Family Support on request. Where this plan has been delegated, confirm whether CPFS have been activated by the Controlling Agency or this is a task requested as part of the delegation of the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.</i>		
Considerations of evacuation centre:	Yes	No
Safe location	<input type="checkbox"/>	<input type="checkbox"/>
Effective shelter from elements	<input type="checkbox"/>	<input type="checkbox"/>
Toilets / Showers	<input type="checkbox"/>	<input type="checkbox"/>
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	<input type="checkbox"/>	<input type="checkbox"/>

Heating / Cooling	<input type="checkbox"/>	<input type="checkbox"/>
Private areas / space	<input type="checkbox"/>	<input type="checkbox"/>
Kitchen (food / water / dining)	<input type="checkbox"/>	<input type="checkbox"/>
Sleeping areas	<input type="checkbox"/>	<input type="checkbox"/>
Car parking	<input type="checkbox"/>	<input type="checkbox"/>
Registration facilities	<input type="checkbox"/>	<input type="checkbox"/>
Re-union location	<input type="checkbox"/>	<input type="checkbox"/>
General information / updates	<input type="checkbox"/>	<input type="checkbox"/>
Financial assistance	<input type="checkbox"/>	<input type="checkbox"/>
Insurance enquiries	<input type="checkbox"/>	<input type="checkbox"/>
Counselling	<input type="checkbox"/>	<input type="checkbox"/>
First aid	<input type="checkbox"/>	<input type="checkbox"/>
Legal services	<input type="checkbox"/>	<input type="checkbox"/>
Interpreters	<input type="checkbox"/>	<input type="checkbox"/>
Child minding / personal support	<input type="checkbox"/>	<input type="checkbox"/>
Entertainment / child friendly spaces	<input type="checkbox"/>	<input type="checkbox"/>
Cleaning / rubbish removal	<input type="checkbox"/>	<input type="checkbox"/>
General security	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Have the following actions been taken:	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered - CPFS	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through CPFS)	<input type="checkbox"/>	<input type="checkbox"/>
Other resources are in position to commence registration of evacuees (pre Red Cross attendance)	<input type="checkbox"/>	<input type="checkbox"/>
Recommended Appendices:	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>

Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date / time / method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas / persons	<input type="checkbox"/>	<input type="checkbox"/>
List of vulnerable and other at risk people / locations	<input type="checkbox"/>	<input type="checkbox"/>
Return Phase: allowing people back and supporting their return		
<i>The decision to allow a community to return and planning for this phase is the responsibility of the Controlling Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.</i>		
Key considerations:	Yes	No
The affected area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of health and welfare services and support mechanisms	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for people with a disability or other special needs	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involved in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return / traffic management / permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator / Coordinating Committee included in planning	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
Informing other stakeholders of the decision:	Yes	No
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department for Child Protection and Family Support	<input type="checkbox"/>	<input type="checkbox"/>

Department of Agriculture and Food WA	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Parks and Wildlife	<input type="checkbox"/>	<input type="checkbox"/>
Department of Environment Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines and Petroleum	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>Other (specify):</i>	<input type="checkbox"/>	<input type="checkbox"/>
Verification of Return Process - The decision to allow return is:		
Authorised by:	(name/title)	at hours on (time)
Organisation:	(date)	
ADMINISTRATION and LOGISTICS		
Communications		
Safety		
Records Management		

Transport	
Equipment	
Medical	
Meals	
<i>Other (specify):</i>	
<i>Other (specify):</i>	
<i>Other (specify):</i>	
<i>Other (specify):</i>	

Transition from Response to Recovery Form Local Recovery Coordinator

The purpose of this form is to document the effect the emergency has had on the community to assist the Local Recovery Coordination Committee in the commencement of the recovery process.

This form should be used by the Local Recovery Coordinator to document all meetings attended with the Incident Management Group.

When the Hazard Management Agency decides to move from the response phase to the recovery phase, the Incident Controller is to sign the final form (Form 3 to confirm the accuracy of the information documented within the form.

Section 1: Incident Details

1.1 Incident/Emergency Name: _____

1.2 Date of meeting ___/___/___ Time of meeting ___:___

1.3 Is this meeting the final meeting and the official commencement of the recovery phase?

YES / NO (please circle)

1.4 Please note the number of meetings with the Incident Management Group which have been attended or if this form is the official handover record:

Meeting number 1 / 2 / 3 / other ____ / Official Handover (please circle)

1.5 Local Recovery Coordinator Name: _____

1.6 Hazard Management Agency: _____

1.7 Incident Controllers Name: _____

1.8 Incident Controllers Contact Number: _____

1.9 Description of the affected area

NOTE: establish the boundaries of the affected area by street names etc

1.10 Has a map of the affected area been sourced YES / NO (please circle)

1.11 Has the emergency involved any other local government districts?

YES – Go to question 1.11a (please circle one)

NO – Go to Section 2

1.11a Which other local government (s) have been affected?

Section 2 : Impact Assessment

Residential Damage/Losses

2.1 Has any residential property been damaged or destroyed?

YES – Go to question 2.1a (please circle one)

NO – Go to question 2.2

2.1a Record any available information about damage or losses to residential properties that have occurred.

Residential address: _____

Damage/Loss: _____

Is the owner/resident aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Residential address: _____

Damage/Loss: _____

Is the owner/resident aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Residential address: _____

Damage/Loss: _____

Is the owner/resident aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Residential address: _____

Damage/Loss: _____

Is the owner/resident aware of the property status ? YES / NO / UNKNOWN
(please circle one)

NOTE: If there is any further damage or losses, please note them and attach to this form.

Commercial/Industrial Damage/Losses

2.2 Has any commercial or industrial property been damaged or destroyed?

YES – Go to question 2.2a (please circle one)

NO – Got to question 2.3

2.2a Record any available information about damage or losses to commercial or industrial properties that may have occurred.

Business Name: _____
Business Address: _____
Damage/Loss: _____
Is the business aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Business Name: _____
Business Address: _____
Damage/Loss: _____
Is the business aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Business Name: _____
Business Address: _____
Damage/Loss: _____
Is the business aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Business Name: _____
Business Address: _____
Damage/Loss: _____
Is the business aware of the property status ? YES / NO / UNKNOWN
(please circle one)

Business Name: _____
Business Address: _____
Damage/Loss: _____
Is the business aware of the property status ? YES / NO / UNKNOWN
(please circle one)

2.3 Have any essential services been disrupted?

YES – Go to question 2.3a

NO – Go to Section 3

2.3a Record any available information about disruptions to the following essential services that have occurred.

Service Type	Location	Estimated Restoration Time
Gas		
Phone		
Power		
Roads		
Water		
Other:		
Other:		

2.4 Are there any road blocks in place at this time?

2.5 Is there any other relevant information regarding the disruption of essential services or damage/losses in general?

Section 3 : Evaluation / Welfare

3.1 Was an evacuation undertaken?

YES – Go to question 3.1a (please circle one)

NO – Go to Section 4

3.1a Has a welfare centre(s) been established?

YES – Go to question 3.1b (please circle one)

NO – Go to question 3.2

3.1b Address of welfare centre(s)?

3.1c What is the estimated number of evacuees at the welfare centres? _____

3.2 How many properties were evacuated? _____

3.3 When will evacuees be allowed back into the affected area? _____

3.4 Is there any other relevant information regarding the evacuation of people within the area?

Section 4 : Confirmation

I confirm that the information contained within this form is accurate to the best of my knowledge at the time of the handover of the emergency for the purpose of finalising the response phase and handing over control of the incident to the responsible recovery organisation.

Hazard Management Agency Incident Controller

Name: _____

Date: ____/____/____

Time: ____ : ____

Transition Form Response to Recovery Form - Hazard Management Agency

During the post impact phase of any emergency, recovery activities will commence and many of these activities will continue for an extended period. There is no clear division from one element to another. The decision to move from the response to the recovery and the procedures for handover between the two elements rests with the appropriate Hazard Management Agency. To assist in the transition and mitigate against any confusion that may be generated with respect to jurisdictional or other activities the Shire of Wyalkatchem requests that the following be considered prior to the official handover.

The response phase can be considered to continue at least until the following conditions are met. On receipt of the notification the Shire of Wyalkatchem will consider the emergency response complete and responsibility for full recovery passed over, it is understood that some minor response may continue under the authority of the HMA.

Incident Name:		Date:	
HMA:			
Incident Controller:			

Serial	Condition	Yes/No	Comment
A	All rescues have been accomplished		
B	All known injuries have been attended to		
C	Displaced provided with shelter		
D	Essential services restored		
E	Temporary repairs made to designated buildings		
F	Physical and electronic communications largely restored		
G	Final situation report provided		

Additional Comments/ Conditions

Position	Name	Signature
HMA Incident Controller		
CEO Shire of Wyalkatchem		

Recovery Needs Assessment and Support Survey Form

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquiries about the survey please ring the shire office on 9681 1166.

In terms of the Privacy act should you wish to access, change or amend any information you have given please ring the above telephone number.

_____.

Interview conducted at : _____

Date

Time

Interview conducted by: _____

This sheet is a receipt of your interview and must be retained for reference purposes.

NOTES FOR INTERVIEWER

(Please read before commencing the interview)

Introduce yourself to the person being interviewed.

“Hello, my name is _____. I'm here on behalf of the Shire of Wyalkatchem Local Recovery Coordination Committee. I would like to talk to you about the recent emergency event to see if there is anything we can help you with or if there are any organisations we may be able to refer you to to assist with your recovery.”

- 1) Read through the cover page with the interviewee and complete it. Give the page to the person being interviewed at the completion of the interview as it is their receipt of the interview**
- 2) If the interviewee doesn't speak English, refer to the interpretation sheet on the next sheet**
- 3) Start at section one of the survey and work through all sections**
- 4) Texts in grey italic font are points for you to note**
- 5) If the interviewee declines to give information, complete known details if possible**
- 6) On completion of the interview, hand over any relevant information that will be of benefit to the interviewee**

NOTE: some people may take this opportunity to offload any frustrations. Do not take this personally, it is best to listen and then move on to the next question when possible.

Interpretation Sheet

If the interviewee is of non-English speaking background or has difficulty understanding English, have them identify their spoken language by pointing to one of the languages below.

Once the language has been identified, phone the 'Translating and Interpreting Service (TIS)' on 131 450 for an over the phone interview.

Arabic
Chinese Cantonese
Chinese Mandarin
Croatian
Dutch
Filipino
French
German (also Swiss and
Austrian) Greek
Hindi
Hungarian
Indonesian
Afghan – Dari
Iran – Farsi
Italian
Japanese
Khmer
Korean
Macedonian
Malaysian
Maltese
Polish
Portuguese
Russian

Section 1 : Principle Occupier and Property Details

1.1 Family Name: _____ First Name: _____

1.2 Total Number of people residing at this property: _____

1.3 Names of other people normally residing at this property:

Family Name: _____ First Name: _____

Family Name: _____ First Name: _____

Family Name: _____ First Name: _____

Family Name: _____ First Name: _____

Family Name: _____ First Name: _____

NOTE: Please provide children ages

1.4 Have you registered with the Department for Child Protection by completing a National Registration and Inquiry System (NRIS) registration form?

YES - Go to question 1.4a (please circle one)

NO – Go to question 1.5

NOTE: if NO, inform the interviewee that they may require registering to access recovery services. Please explain the process if required.

1.4a What is your registration number: _____

1.4b Does anyone in your family have a different NRIS number?

YES / NO

Write the NRIS number(s) _____

1.5 Address of affected property _____

Phone number of affected property _____

Alternative phone number(s) _____

1.5a What is your property assessment number: (if known) _____

NOTE: if the assessment number is unknown, check the Property Database after the interview.

1.6 Do you own the property: YES / NO (please circle one)

If NO, what are the contact details of the property owner (if known)

Name: _____

Address: _____

Contact Number: _____

1.7 Where are you currently living (please tick one of the following)

<input type="checkbox"/>	Living at affected property (Go to Section 2)
<input type="checkbox"/>	Temporary accommodation until we can return to affected property (Go to 1.8)
<input type="checkbox"/>	Temporary accommodation looking for new permanent accommodation (Go to 1.8)
<input type="checkbox"/>	In new permanent accommodation (Go to 1.8)

1.8 Current address and contact details

Address: _____

Contact Number(s): _____

Section 2: Damage to dwelling/contents and Insurance

2.1 Was the house damaged? (please tick one of the following)

	YES	Go to question 2.2
	NO	Go to question 2.3
	Don't know as have not seen the house yet	Go to question 2.3
	Not damaged but not accessible	Go to question 2.3

2.2 Please tick the list below to indicate damaged occurred

	Nature of Damage	Describe if relevant
	Water supply not working	
	Sewerage not working	
	Drainage blocked	
	Electricity cut	
	Gas out	
	Telephone out	
	Road access cut or restricted	
	Damage to outbuildings on property	
	Other	

2.2a When was the house damaged? Date: _____

2.2b To the best of your knowledge, what caused the damage?

	Cause of damage
	Flood water
	Storm
	Hazardous Material Incident
	Earthquake
	Fire
	Other (please detail)

2.2c Has the house been inspected by a building inspector?

YES / NO / DON'T KNOW (please circle one)

2.2d Would you like someone to conduct an inspection of your house and property to ensure it is safe to move back into ?

YES / NO (please circle one)

2.2e Is the house insured? (please tick one)

	Yes	Go to question 2.2f
	No	Go to question 2.3
	Don't own the house	Go to question 3
	Decline to answer the question	Go to question 2.3

2.2f Have you lodged an insurance claim?

YES / NO

2.2g What is the name of your insurance company or agent?

2.2h Has an insurance assessor inspected the property?

YES / NO

2.3 Have you experienced damage to the contents in the house? (please tick one of the following)

	YES	Go to question 2.3a
	NO	Go to question 2.4
	Don't know as haven't seen the contents yet	Go to question 2.4

2.3a Are the house contents insured (please tick one)

	YES	Go to question 2.3b
	NO	Go to question 3
	Decline to answer	Go to question 3

2.3b What is the name of your insurance company or agent?

2.3c Has an insurance claim been lodged?

YES / NO

2.3d Has an insurance assessor inspected the property?

YES / NO

Section 3 : Alternative Accommodation

3.1 Do you need assistance to find alternative accommodation?

YES – Go to question 3.1a

NO – Go to question 4

3.1a What kind of accommodation do you require? (please tick one of the following)

	Temporary (less than a week)
	Short term (1-4 weeks)
	Long term (more than one month) – please estimate number of months
	Permanent

3.1b The accommodation is needed to house:

Number of adults: _____ Number of children: _____

3.1c Do you have any special needs for your accommodation i.e., access for wheelchairs, aged?

3.1d Do you have any pets?

YES / NO

NOTE: if YES, question 4.8 allows for further information to be recorded.

Section 4 : Health and Welfare

House

4.1 Do you require any clean up assistance for your house or property?

YES – Go to question 4.1a

NO – Go to question 4.2

4.1a Please provide details of the kind of assistance you would like:

4.2 Are you looking after evacuees at your home ?

YES – Go to question 4.2a (please circle one)

NO – Go to question 4.3

4.2a Would you like to receive information about financial support for hosting the evacuees ?

YES / NO

Personal

4.3 If you have had contents in your home damaged, would you like to be contacted by agencies that are distributing donated goods?

YES - Go to question 4.3a (please circle one)

NO – Go to question 4.3

4.3a What kind of goods do you need? -

4.4 Do you have a need for clothing, toiletries or bedding?

YES – Go to question 4.4a

NO – Go to question 4

4.3a What kind of items do you need?

4.5 Are there any medications which you or your family use that you are unable to get?

YES – Go to question 4.5a

NO – Go to question 4.6

4.5a If you would like help to get medication. Please describe the medications in as much detail as possible.

4.5b Is a prescription required for these medications?

YES / NO

4.5c If YES, please provide the name and address of your doctor and pharmacist.

4.6 Would you like to find out about support or counselling services for you and your family members?

YES / NO

4.7 Do you have an affiliation with any community groups in the area?

YES / NO

4.7a If YES, please indicate which group(s) _____

Domestic animals/pets

4.8 Have you got any domestic animal or pets which are in need of care?

YES – Go to questions 4.8a

NO – Go to Section 5

4.8a What kind of animals are they ? (please list all animals and the number of animals)

4.8b Where are they located?

4.8c What kind of care do they need?

Section 5 : Financial

5.1 Do you require any assistance with income support?

YES – Go to question 5.1a

NO – Go to question 5.2

5.1a Are you already a client of Centrelink?

YES – Please contact Centrelink

NO – Please contact Centrelink through the help line and they will advise you on available assistance.

NOTE: the initial contact number to call Centrelink is 132 050 though a specific contact number may be created by Centrelink for affected persons dependent on the scale of the emergency.

NOTE: there may be relief funds available from other sources such as the Red Cross and the Lord Mayors Appeal Relief Fund. Applications will need to be completed for these grants if available. Please advise the interviewee about any relief funds that have been established and provide them with application forms.

Documents

5.2 Have you lost or do you have access to any of the following documents?

Please tick all those that apply

Document Type	Lost	Cannot Access	Who in the house does the document belong to?
Bank Books			
Cheque books			
Credit cards			
EFTPOS Cards			
Centrelink Cards			
Passport			
Birth Certificate			
Marriage Certificate			
Citizenship Certificate			
Insurance Papers			
Other (please specify)			

5.3 If you have lost your bank documents, do you have access to a branch of your bank?

YES / NO / Does not apply

(please circle one)

Administrative Information

Person Conducting interview:

Name: _____

Contact Details: _____

Date: _____

Person being Interviewed

I have been given the front page of this survey form and agree to the use of the information I have given for the purposes of recovery from this emergency.

Name: _____

Signature: _____

Date: _____

Media Release Guidelines

Structuring

- Try and summarise what you would like to say in one short statement before expanding and developing your ideas
- Write only confirmed facts
- Use short sentences
- Ensure you answer who, what, when ,where and why

Style and Language

- Make sure first sentence is effective
- Avoid excessive use if adjectives
- Include quotes from a person, identify by name and title
- Ensure release is proofed and edited before approval given

Smartgen[®]

HGM6100U Series Automatic Control Controllers

(HGM6110U/6110UC/6120U/6120UC)

USER MANUAL



Smartgen Technology



众智电子 Chinese trademark

Smartgen® English trademark

Smartgen — make your generator *smart*

Smartgen Technology Co., Ltd

No. 28 Jinsuo Road

Zhengzhou

Henan Province

P. R. China

Tel: +86-371-67988888

+86-371-67981888

+86-371-67991553

+86-371-67992951/67992952

+86-371-67981000(overseas)

Fax: 0086-371-67992952

Web: <http://www.smartgen.com.cn>

<http://www.smartgen.cn>

Email: sales@smartgen.com.cn

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Software Version

Date	Version	Content
2011-09-15	1.0	Original release
2012-06-04	1.1	Some parameters are optimized.

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1 SUMMARY

HGM6100U series automatic controller, integrating digital, intelligent and network techniques, is used for automatic control and monitoring system of genset. It can carry out functions of automatic start/stop, data measurement, alarm protection and three “remote” (remote control, remote measure and remote communication). The controller uses LCD display, optional display interface including Chinese, English, Spanish and Russian with easy and reliable operation.

HGM6100U series automatic controller uses micro-processing technique which can achieve precision measurement, value adjustment, timing and threshold setting etc.. All the parameters can be configured from front panel or use programmable interface (or RS485 interface) to adjust via PC. It can be widely used in all types of automatic control system for its compact structure, simple connections and high reliability.

2 PERFORMANCE AND CHARACTERISTICS

HGM6100U controller has four variants:

HGM6110U/6110UC: Automatic Start Module, it controls generator to start/stop by remote start signal;

HGM6120U/6120UC: Based on **HGM6110U/6110UC**, it adds mains AC monitoring and mains/generator automatic switching control (AMF), especially suitable for the automation system composed by mains and genset.

Note1: **HGM6110UC/6120UC** has RS485 port, **HGM6110U/6120U** without.

Note2: **HGM6110UC/6120UC** is taken as an example to describe in this manual.

- 132*64 LCD display with backlight, optional language interface (Chinese, English, Spanish and Russian), push-button operation;
- Acrylic screen, improved wearable and scratch resistance property;
- Silica-gel panel and keys can well adapt to higher and lower temperature;
- With RS485 communication port, can achieve “three remote” functions via MODBUS protocol;
- Adapt to 3P4W, 3P3W, 1P2W and 2P3W (120V/240V), 50Hz/60Hz AC power system;
- Can measure and display 3 phase voltage, 3 phase current, frequency, power parameter of mains/gens;

Mains

Line voltage (Uab, Ubc, and Uca)

Phase voltage (Ua, Ub, and Uc)

Frequency HZ

Generator

Line voltage (Uab, Ubc, and Uca)

Phase voltage (Ua, Ub, and Uc)

Frequency HZ

Load

Current IA, IB, IC

Active power KW

Reactive power KVar

Apparent power KVA

Power factor PF

Generator accumulated energy kWh

- Mains have functions of over/under voltage and lack of phase; Gens have functions of over/under voltage, over/under frequency and over current;
- Precision measure and display of parameters about engine,
 - Temp. (WT), °C/ °F both are displayed
 - Oil pressure (OP), kPa/Psi/Bar are all displayed
 - Fuel level (FL), %
 - Speed (SPD), RPM
 - Battery Voltage (VB), V
 - Charger Voltage (VD), V
 - Hours counter (HC) can accumulate Max. 999999 hours.
 - Start times can accumulate Max.999999 times.
- Control protection: Automatic start/stop of genset, load transfer(ATS control) and perfect failure display and protection;
- With ETS, idle speed control, pre-heat control, speed droop/raising control, all of them are relay output;
- Parameter setting: Allow user to modify setting and store them in internal FLASH memory. The parameters cannot be lost even when power off. All of parameters can be set not only from the front panel, but also use programmable interface (or PS485 interface) to adjust them via PC.;
- Multi sensors of temperature, pressure and fuel level can be used directly, parameters can be defined by user;
- Multi conditions of crank disconnect (speed sensor, oil pressure, generator) can be selected;
- Power supply range: (8~35)VDC, accommodating to different starting battery volts;

- All parameters use digital modulation, instead of analog modulation using conventional potentiometer, having improved reliability and stability;
- Add rubber gasket between shell and controller screen, the waterproof can reach IP55;
- Controller is fixed by metal fixing clips;
- Modular design, flame-retardant ABS shell, embedded mounting, compact structure and easy installation.











3 SPECIFICATION

Items	Contents
Working Voltage	DC8.0V to DC35.0V, continuous
Power Consumption	<3W(Standby mode: ≤2W)
AC Voltage Input Range 3P4W 3P3W 1P2W 2P3W	15V AC - 360 V AC (ph-N) 30V AC - 620 V AC (ph-ph) 15V AC - 360 V AC (ph-N) 15V AC - 360 V AC (ph-N)
AC Alternator Frequency	50Hz/60Hz
Rotate speed sensor Voltage	1.0V to 24V (RMS)
Rotate speed sensor Frequency	10,000 Hz (max.)
Start Relay Output	16 Amp DC28V at supply voltage
Fuel Relay Output	16 Amp DC28V at supply voltage
Programmable Relay Output 1	7 Amp DC28V at supply voltage
Programmable Relay Output 2	7 Amp 250VAC volt-free output
Programmable Relay Output 3	16 Amp 250VAC volt-free output
Programmable Relay Output 4	16 Amp 250VAC volt-free output
Overall Dimensions	197 mm x 152 mm x 47mm
Panel Cutout	186mm x 141mm
C.T. Secondary Current	5A (rated)
Working Condition	Temperature: (-25~70)°C; Humidity: (20~90)%
Storage Condition	Temperature: (-30~+80)°C
Protection Level	IP55: when waterproof rubber gasket added between controller and its panel. IP42: when waterproof rubber gasket not added

	between controller and its panel.
Insulation Intensity	Object: among in input/output/power Quote standard: IEC688-1992 Test way: AC1.5 kV / 1min 3mA leakage current
Weight	0.56kg

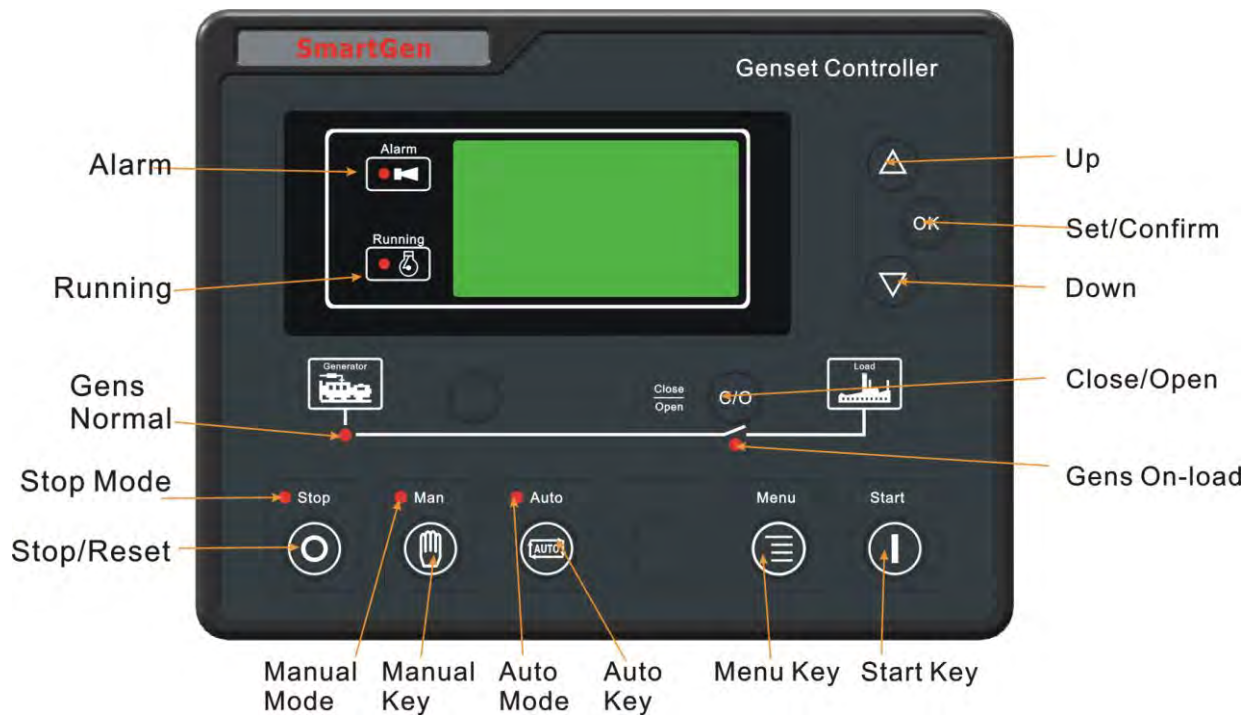
4 OPERATION

4.1 KEYS DSCRIPTION

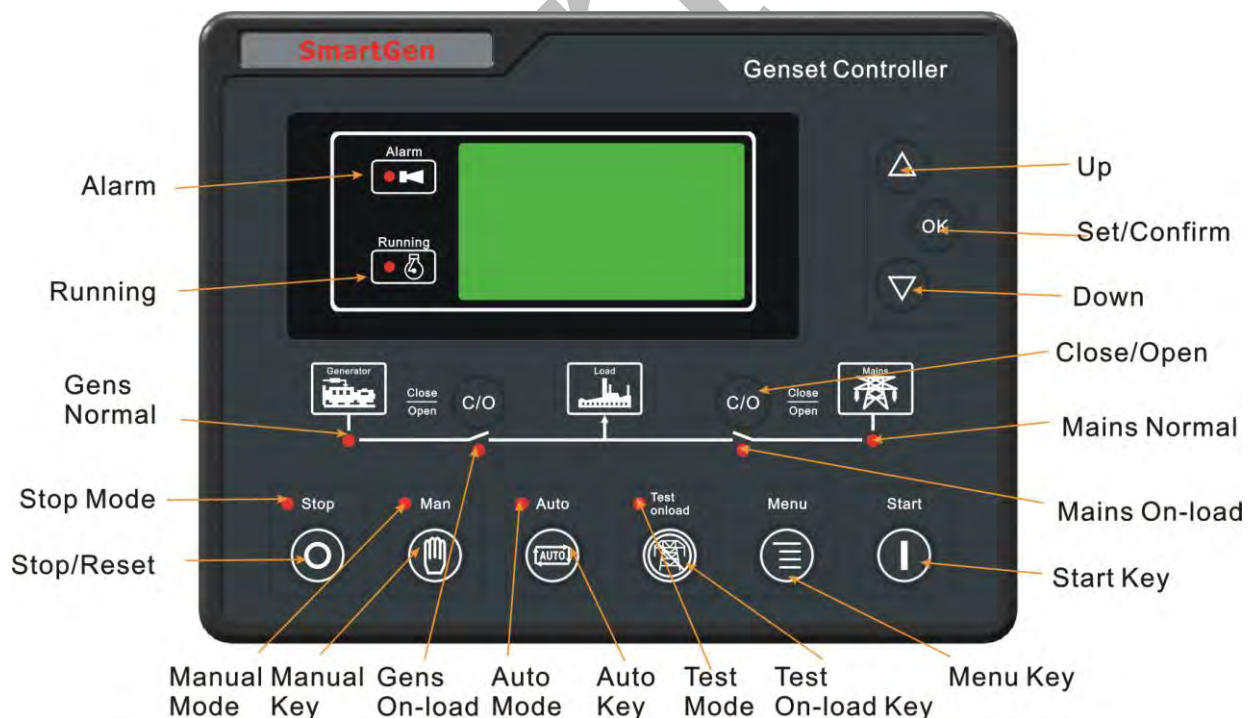
	Stop/ Reset	Can stop generator under Manual/Auto mode; Can reset shutdown alarm; Press this key at least 3 seconds to test panel indicators are OK or not(lamp test); During stopping process, press this key again can stop generator immediately.
	Start	Start genset under Manual or Manual Test mode.
	Manual	Pressing this key will set the module as Manual mode.
	Auto	Pressing this key will set the module as Auto mode.
	Running with load	Controller is under manual testing mode. Under this mode, gen-set will run automatically with load when gens normal. (HGM6110UC without)
	Gens Close/Open	Can control gens to switch on or off in Manual mode.
	Set/ Confirm	Shift cursor to confirm In parameters setting menu.
	Up/Increase	Screen scroll; Up cursor and increase value in setting menu.
	Down/Decrease	Scroll screen; Down cursor and decrease value in setting menu.
	Menu	Pressing this key will set menu; Again pressing this key can return main interface.

4.2 CONTROLLER PANEL


HGM6110UC Panel Indicators



HGM6120UC Panel Indicators



4.3 AUTOMATIC START/STOP OPERATION

Auto mode is activated by pressing the , LED indicator beside the button is illuminating which confirms this action.

Starting Sequence,









- 1) **HGM6120UC:** When mains is abnormal (over/under voltage, lack of phase), enter into "Mains Abnormal Delay" and LCD displays count-down time. When delay is over, "Start Delay" begins.
- 2) **HGM6110UC:** when "remote start" input is active, enter into "Start Delay".
- 3) "Count- down" of start delay is displayed in LCD.
- 4) When start delay is over, preheat relay is outputting (if configured), "Preheat Delay XX s" is displayed in LCD.
- 5) When preheat delay is over, fuel relay is outputting for 1s and then start relay outputs; if genset failed to start during "Crank Time", the fuel and start relay stop outputting and enter into "Crank Rest Time" and wait for next cranking.
- 6) If genset failed to start within set start times, the fourth line of LED will turn black and Fail to Start alarm will be displayed.
- 7) Any time to start genset successfully, it will enter into "Safe Running". During this period, alarms of low oil pressure, high temperature, under speed, charge failure and Aux. input (be configured) are disabled. As soon as this delay is over, genset will enter into "Start Idle Delay" (if configured).
- 8) During start idle delay, alarms of under speed, under frequency, under voltage are disabled. As soon as this delay is over, genset will enter into "Warming up Delay" (if configured).
- 9) When "Warming up Delay" is over, the indicator is illuminating if gens normal. If voltage and frequency of engine reach the load requirement, close relay outputs, genset is taking load and indicator illuminates; if engine voltage or frequency is abnormal, controller will alarm and shutdown (LCD displays the alarm information).

Stopping Sequence,

- 1) **HGM6120UC:** during normal running, if mains normal, genset will enter into "Mains Normal Delay", when mains indicator illuminates, "Stop Delay" begins.
- 2) **HGM6110UC:** genset enters into "Stop Delay" as soon as "Remote Start" is inactive.
- 3) When "Stop Delay" is over, genset enters into "Cooling Delay". Closing relay is disconnected. After switch "Transfer Rest Delay", closing relay is outputting, mains is taking load, generator indicator eliminates while mains indicator illuminates.
- 4) When entering "Stop Idle Delay", idle relay is energized to output. (If configured).

- 5) When entering “ETS Delay”, ETS relay is energized to output, fuel relay output is disconnected.
- 6) When entering “Genset at Rest”, genset will automatically judge if it has stopped.
- 7) When genset has stopped, enter into standby mode; if genset failed to stop, controller will alarm (“Fail to Stop” alarm will be displayed in LCD).

4.4 MANUAL START/STOP OPERATION

- 1) **HGM6120UC**, Auto Mode is active when press  and its indicator illuminates. Press , then controller enters into “Manual Test Mode” and its indicator is illuminating. Under both of the modes, press  to start genset, it can automatically detect crank disconnect and accelerate to high speed running. If there is high temperature, low oil pressure, over speed and abnormal voltage during genset running, controller can protect genset to stop (detail procedures please refer to No.4~9 of Auto start operation). Under Manual Mode, switch won't transfer automatically, it is necessary to press  to transfer load. Under “Manual Test Mode”, after genset runs well in high speed, no matter mains is normal or not, loading switch will be transferred to gens.
- 2) **HGM6110UC**, Auto Mode is active when pressing , and its indicator is illuminating. Then press  to start genset, it can automatically detect crank disconnect and accelerate to high speed running. If there is high temperature, low oil pressure, over speed and abnormal voltage during running, controller can protect genset to stop quickly (detail procedures please refer to No.4~9 of Auto start operation). After genset runs well in high speed, press  and gens take load.
- 3) Manual stop, pressing  can shut down the running genset (detail procedures please refer to No.3~7 of Auto stop operation).

5 PROTECTION

5.1 WARNINGS

When controller detects the warning signal, the genset only alarm and not stop. The

alarms are displayed in LCD.

Warnings as following,

No.	Items	Description
1	Loss Of Speed Signal	When the speed of genset is 0 and speed loss delay is 0, controller will send warning alarm signal and it will be displayed in LCD.
2	Genset Over Current	When the current of genset is higher than threshold and setting over current delay is 0, controller will send warning alarm signal and it will be displayed in LCD.
3	Fail To Stop	When genset cannot stop after the “stop delay” is over, controller will send warning alarm signal and it will be displayed in LCD.
4	Low Fuel Level	When the fuel level of genset is lower than threshold or low fuel level warning is active, controller will send warning alarm signal and it will be displayed in LCD.
5	Charge Failure	When the voltage of genset charger is lower than threshold, controller will send warning alarm signal and it will be displayed in LCD.
6	Battery Under Voltage	When the battery voltage of genset is lower than threshold, controller will send warning alarm signal and it will be displayed in LCD.
7	Battery Over Voltage	When the battery voltage of genset is higher than threshold, controller will send warning alarm signal and it will be displayed in LCD.
8	Low Water Level	When low water level input is active, controller will send warning alarm signal and it will be displayed in LCD.
9	Temp. Sensor Open Circuit	When sensor hasn't connected to corresponding port, controller will send warning alarm signal and it will be displayed in LCD.
10	Oil Pressure Sensor Open Circuit	When sensor hasn't connected to corresponding port, controller will send warning alarm signal and it will be displayed in LCD.
11	Maintenance time out warn	When genset running time is longer than maintenance time of user setting, and the maintenance action is set as warning, controller send warning alarm signal and it will be displayed in LCD. When maintenance action type is set as “Not used”, maintenance alarm reset.

5.2 SHUTDOWN ALARMS

When controller detects shutdown alarm, it will send signal to open switch and stop genset. The alarms are displayed in LCD.

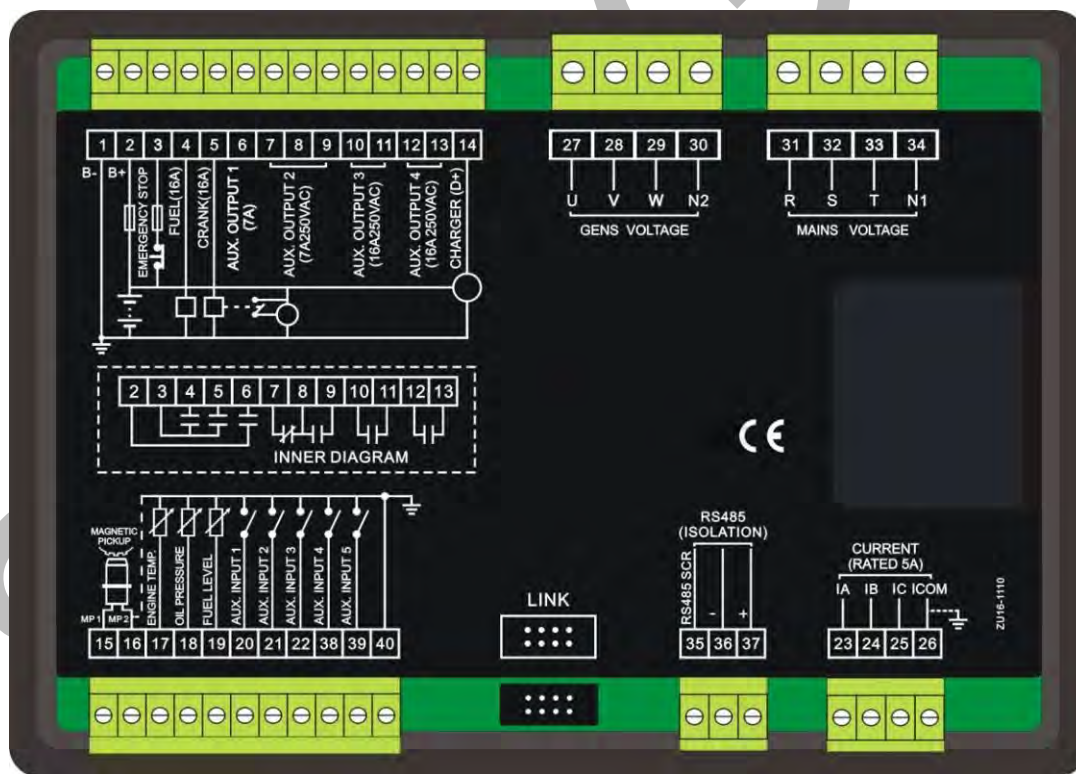
Shutdown alarms as following,

No.	Items	Description
1	Emergency Stop	When controller detects emergency stop signal, it will send a stop alarm signal and it will be displayed in LCD.
2	High Temp. Shutdown	When the temperature of water/cylinder is higher than set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
3	Low Oil Pressure Shutdown	When oil pressure is lower than threshold, controller will send a stop alarm signal and it will be displayed in LCD.
4	Over Speed Shutdown	When genset speed is higher than set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
5	Under Speed Shutdown	When genset speed is lower than set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
6	Loss Of Speed Signal Shutdown	When rotate speed is 0 and delay is not 0, controller will send a stop alarm signal and it will be displayed in LCD.
7	Genset Over Voltage Shutdown	When genset voltage is higher than threshold, controller will send a stop alarm signal and it will be displayed in LCD.
8	Genset Under Voltage Shutdown	When genset voltage is under set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
9	Genset Over Current Shutdown	When genset current is higher than set threshold and delay is not 0, it will send a stop alarm signal and it will be displayed in LCD.
10	Fail To Start	Within set start times, if failed to start, controller will send a stop alarm signal and it will be displayed in LCD.
11	Over Frequency Shutdown	When genset frequency is higher than set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
12	Under Frequency Shutdown	When genset frequency is lower than set threshold, controller will send a stop alarm signal and it will be displayed in LCD.
13	Genset Failed	When genset frequency is 0, controller will send a stop alarm signal and it will be displayed in LCD.
14	Low Fuel Level	When fuel level low input is active, controller will send a stop alarm signal and it will be displayed in LCD.
15	Low Water Level	When genset water level low input is active, controller will send a stop alarm signal and it will be displayed in LCD.

No.	Items	Description
16	Temp. Sensor Open Circuit	When sensor hasn't connected to corresponding port, controller will send shutdown alarm signal and it will be displayed in LCD.
17	Oil Pressure Sensor Open Circuit	When sensor hasn't connected to corresponding port, controller will send shutdown alarm signal and it will be displayed in LCD.
18	Maintenance time out shutdown	When genset running is longer than maintenance time of user setting, and maintenance action is set as shutdown, controller send shutdown alarm signal and it will be displayed in LCD. When maintenance action type is set as "Not used", maintenance alarm reset.

6 CONNECTIONS

Compared with HGM6120UC, HGM6110UC doesn't have 3-phase input terminal of mains voltage. The back panel of HGM6110UC and HGM6120UC is as below.




Descriptions of terminal connection as following,

No.	Function	Cable cross-sectional area	Description
1	DC input B-	2.5mm ²	Connected to negative of starter battery
2	DC input B+	2.5mm ²	Connected to positive of starter battery. If wire length is over 30m, better to

No.	Function	Cable cross-sectional area	Description
			double wires in parallel. Max. 20A fuse is recommended.
3	Emergency Stop	2.5mm ²	Connected to B+ via emergency stop button.
4	Fuel Relay Output	1.5mm ²	B+ is supplied by 3 points, rated 16A
5	Start Relay Output	1.5mm ²	B+ is supplied by 3 points, rated 16A Connect to starter coil
6	Aux. Relay Output 1	1.5mm ²	B+ is supplied by 2 points, rated 7A
7	Aux. Relay Output 2	1.5mm ²	Normal close output, 7 A rated.
8			Relay common port
9			Normal open output, 7 A rated.
10	Aux. Relay Output 3	2.5mm ²	Relay normal open volt-free contact output 16 A rated
11			
12	Aux. Relay Output 4	2.5mm ²	
13			
14	Charging Generator D+ Input	1.0mm ²	Connect to D+ (WL) terminal. If without, the terminal is not connected.
15	Speed sensor input	0.5mm ²	Connected to Speed sensor, shielding line is recommended.
16	Speed sensor input, B- is connected.		
17	Temp. Sensor Input	1.0mm ²	Connect to water /cylinder temp. resistance type sensor
18	Oil Pressure Sensor Input	1.0mm ²	Connect to oil pressure resistance type sensor
19	Liquid Level Sensor Input	1.0mm ²	Connect to liquid level resistance type sensor
20	Configurable Input 1	1.0mm ²	Ground connected is active (B-)
21	Configurable Input 2	1.0mm ²	Ground connected is active (B-)
22	Configurable Input 3	1.0mm ²	Ground connected is active (B-)
23	CT A Phase Sensing Input	1.5mm ²	Connect secondary coil, rated 5A
24	CT B Phase Sensing Input	1.5mm ²	Connect secondary coil, rated 5A

No.	Function	Cable cross-sectional area	Description	
25	CT C Phase Sensing Input	1.5mm ²	Connect secondary coil, rated 5A	
26	CT Common Port	1.5mm ²	Refer to INSTALLATION description.	
27	Generator U phase Voltage Sensing Input	1.0mm ²	Connect to U phase output(2A fuse is recommended)	
28	Generator V phase Voltage sensing Input	1.0mm ²	Connect to V phase output(2A fuse is recommended)	
29	Generator W phase Voltage Sensing Input	1.0mm ²	Connect to W phase output(2A fuse is recommended)	
30	Generator N2 Input	1.0mm ²	Connect to generator N-wire	
31	Mains R phase Voltage Sensing Input	1.0mm ²	Connect to mains R phase(2A fuse is recommended) HGM6110UC without	
32	Mains S phase Voltage Sensing Input	1.0mm ²	Connect to mains S phase (2A fuse is recommended) HGM6110UC without.	
33	Mains T phase Voltage Sensing Input	1.0mm ²	Connect to mains T phase, (2A fuse is recommended) HGM6110UC without.	
34	Mains N1 Input	1.0mm ²	Connect to mains N-wire, HGM6110UC without.	
35	RS485 Common Ground	/	Impedance-120Ω shielding wire is recommended, its single-end connect with ground.	
36	RS485 -	0.5mm ²		
37	RS485+	0.5mm ²		
38	Configurable Input 4	1.0mm ²	Ground connected is active (B-)	Reference table 3
39	Configurable Input 5	1.0mm ²	Ground connected is active (B-)	
40	Sensor Common	1.0mm ²	Sensor common port	

 **Note:** LINK ports in controller rear panel are programmable parameter ports, user can directly program SG72 via PC

7 PARAMETER RANGE AND DEFINITION

7.1 PARAMETER CONTENT AND RANGE TABLE (TABLE 1)

No.	Items	Range	Default	Description
1	Mains Normal Delay	(0-3600)s	10	The delay from abnormal to

No.	Items	Range	Default	Description
2	Mains Abnormal Delay	(0-3600)s	5	normal or from normal to abnormal. It used for ATS (automatic transfer switch) control.
3	Mains Voltage Under	(30-620)V	184	When mains voltage is under the point, mains under voltage active. When the value is 30, mains under voltage disabled.
4	Mains Voltage Over	(30-620)V	276	When mains voltage is greater than the point, mains over voltage active. When the point is 620V, mains over voltage disabled.
5	Transfer Time Rest	(0-99.9)s	1.0	It's the delay from mains open to generator closed or from generator open to mains closed.
6	Start Delay	(0-3600)s	1	Time from mains abnormal or remote start signal is active to start genset.
7	Stop Delay	(0-3600)s	1	Time from mains normal or remote start signal is inactive to genset stop.
8	Start Times	(1-10) times	3	When engine start failure, it's the maximum cranking times. When setting crank times out, controller send start fail signal.
9	Preheat Time	(0-300)s	0	Time of pre-powering heat plug before starter is powered up.
10	Crank Time	(3-60)s	8	Time of starter power up each time.
11	Crank Rest Time	(3-60)s	10	The second waiting time before power up when engine start fail.
12	Safe Running Time	(1-60)s	10	Alarm for low oil pressure, high temp, under speed, under frequency /voltage, charge fail are all inactive.
13	Start Idle Time	(0-3600)s	0	Idle running time of genset when starting.

No.	Items	Range	Default	Description
14	Warming Up Time	(0-3600)s	10	Warming time between genset switch on and high speed running.
15	Coolant Time	(3-3600)s	10	Time for cooling before stopping.
16	Stop Idle Time	(0-3600)s	0	Idle running time when genset stop.
17	ETS Time	(0-120)s	20	Stop electromagnet's power on time when genset is stopping.
18	Over Stop Delay	(0-120)s	0	If "ETS output time" set as 0, it is the time from end of idle delay to gen-set at rest; if not 0, it is from end of ETS solenoid delay to gen-set at rest
19	Switch Close Delay	(0-10)s	5.0	Mains' or generator's switch closing pulse width, when it is 0, output is continuous.
20	Flywheel Teeth	(10-300)	118	Number of flywheel teeth, it can detect disconnection conditions and engine speed.
21	Genset Abnormal Delay	(0-20.0)s	10.0	Over or under volt alarm delay
22	Genset Over Voltage shutdown	(30-620)V	264	When genset voltage is over the point, generator over voltage is active. When the point is 620V, generator over voltage is disabled.
23	Genset Under Voltage	(30-620)V	196	When generator voltage is under the point, generator under voltage is active. When the point is 30V, generator under voltage is disabled.
24	Under Speed shutdown	(0-6000)RPM	1200	When the engine speed is under the point for 10s, shutdown alarm signal is sent out.
25	Over Speed shutdown	(0-6000)RPM	1710	When the engine speed is over the point for 2s, shutdown alarm signal is sent.

No.	Items	Range	Default	Description
26	Under Frequency shutdown	(0-75.0)Hz	45.0	When generator frequency is lower than the point (not equal to 0) for 10s, shutdown alarm signal is sent.
27	Over Frequency shutdown	(0-75.0)Hz	57.0	When generator's frequency is over the point and continues for 2s, generator over frequency is active.
28	High Temperature shutdown	(80-140)°C	98	When engine temperature sensor value is over this point, it sends out high temp. alarm. When the value is 140, warning alarm won't be sent. (only suited for temperature sensor, except for high temp. pressure alarm signal inputted by programmable input port)
29	Low Oil Pressure shutdown	(0-400)kPa	103	When engine oil pressure sensor value is under this point, Low Oil Pressure alarm is sending out. When the value is 0, warning alarm won't be sent. (only suited for oil pressure sensor, except for low oil pressure alarm signal inputted by programmable input port)
30	Low Fuel Level	(0-100)%	10	When fuel level sensor value under this point and remains for 10s, genset send out warning alarm, only warn but not shutdown.
31	Loss Of Speed Signal Delay	(0-20.0)s	5.0	When the delay setting as 0s, it only warn but not shutdown
32	Charge Failure	(0-30)V	6.0	During generator is running, when charge alternator WL/D+ voltage is under this point and remain for 5s, generator will warning alarm and shutdown.

No.	Items	Range	Default	Description
33	Battery Voltage Over	(12-40)V	33.0	When generator battery voltage is over the point and remains for 20s, battery over voltage signal is active. it only warn but not shutdown
34	Battery Voltage Under	(4-30)V	8.0	When generator battery voltage is under the point and remains for 20s, battery under voltage signal is active. it only warn but not shutdown
35	CT Rate	(5-6000)/5	500	Current transformer rate
36	Full Load Current	(5-6000)A	500	Rated current of generator, used for calculating over load current.
37	Over Current Percentage	(50-130)%	120	When load current is over the point, the over current delay is initiated.
38	Over Current Delay	(0-3600)s	1296	When load current is over the point, over current signal is sent. When the delay is 0, only warn but not shutdown.
39	Fuel Pump Open	(0-100)%	25	When the fuel level lower than the set value for 10s, send a signal to open fuel pump.
40	Fuel Pump Close	(0-100)%	80	When the fuel level higher than the set value for 10s, send a signal to close fuel pump.
41	Aux. Output 1	(0-17)	2	Factory default: Energized to stop
42	Aux. Output 2	(0-17)	3	Factory default: Idle control
43	Aux. Output 3	(0-17)	5	Factory default: Gens closed
44	Aux. Output 4	(0-17)	6	Factory default: Mains closed
45	Aux. Input 1	(0-15)	1	Factory default: High temperature alarm
46	Aux. Input 1 Active	(0-1)	0	Factory default: close
47	Aux. Input 1 Delay	(0-20.0)s	2.0	
48	Aux. Input 2	(0-15)	2	Factory default: Low oil pressure alarm

No.	Items	Range	Default	Description
49	Aux. Input 2 Active	(0-1)	0	Factory default: close
50	Aux. Input 2 Delay	(0-20.0)s	2.0	
51	Aux. Input 3	(0-15)	10	Factory default: Remote start input
52	Aux. Input 3 Active	(0-1)	0	Factory default: close
53	Aux. Input 3 Delay	(0-20.0)s	2.0	
54	Aux. Input 4	(0-15)	11	Factory default: Low fuel level warn
55	Aux. Input 4 Active	(0-1)	0	Factory default: close
56	Aux. Input 4 Delay	(0-20.0)s	2.0	
57	Aux. Input 5	(0-15)	12	Factory default: Low coolant level warn
58	Aux. Input 5 Active	(0-1)	0	Factory default: close
59	Aux. Input 5 Delay	(0-20.0)s	2.0	
60	Power Mode Select	(0-2)	0	0: Stop Mode; 1: Manual Mode; 2: Auto Mode
61	Module Address	(1-254)	1	The address of controller.
62	Password	(0-9999)	1234	
63	Crank Disconnect Condition	(0-5)	2	Conditions of disconnecting starter (generator, magnetic pickup sensor, oil pressure), Each condition can be used alone and simultaneously to separating the start motor and genset as soon as possible.
64	Engine Speed	(0-3000)RPM	360	When engine speed is over this point, starter will disconnect.
65	Engine Frequency	(10-30)Hz	14	When generator frequency is over this point, starter will disconnect.
66	Engine Oil Pressure	(0-400)kPa	200	When engine oil pressure is over this point, starter will disconnect.

No.	Items	Range	Default	Description
67	High Temp. Inhibit Select	(0-1)	0	Default: when temperature is overheat, the genset alarm and shutdown. Note1
68	Low OP Inhibit Select	(0-1)	0	Default: when oil pressure is too low, it alarm and shutdown. Note2
69	Voltage Input Select	(0-3)	0	0: 3P4W 1: 2P3W 2: 1P2W 3: 3P3W
70	Temp. Sensor Select	(0-9)	8	SGX
71	Pressure Sensor Select	(0-9)	8	SGX
72	Liquid Level Sensor Select	(0-5)	3	SGD
73	Poles Number	(2-32)	4	Number of magnetic poles, used for calculating rotating speed of generator without speed sensor.
74	Temp. Sensor Open Circuit Action	(0-2)	1	0: Indication; 1: Warning; 2: Shutdown
75	Oil Pressure Sensor Open Circuit Action	(0-2)	1	
76	Maintenance time	(0-5000)h	30	It is used for setting genset maintenance interval.
77	Maintenance time out action	(0-2)	0	0 Not used; 1 Warning; 2 Shutdown When maintenance action type is set as "Not used" maintenance alarm reset.
78	Defined Sensor Curve	(0-2)		0:Defined temperature sensor 1: Defined pressure sensor 2: Defined liquid level sensor Select the sensor, input corresponding 8 values.

Note1, if select high temperature inhibit, or set programmable input as High Temperature Inhibit (this input is active), when temperature is higher than pre-setting threshold or high temperature alarm is activated, controller sends warning signal only and not shutdown.

Note2, if select low oil pressure inhibit, or set programmable input as Low Oil Pressure Inhibit (this input is active), when low oil pressure is lower than pre-setting threshold or low oil pressure alarm is activated, controller sends warning signal only and not shutdown.

7.2 PROGRAMMABLE OUTPUT 1-4 TABLE (TABLE 2)

No.	Items	Description
0	Not Used	Output is disabled when this item is selected.
1	Common Alarm	Including all shutdown alarm and warning alarm. When a warning alarm occurs, the alarm won't self-lock; When a shutdown alarm occurs, the alarm will self-lock until alarm is reset.
2	ETS Control	Used for the genset with stop solenoid. Pick-up when idle speed is over while disconnect when ETS delay is over.
3	Idle Control	Used for the genset with idle speed. Pick-up when crank while disconnect when enter into warming up. Pick-up when stop idle while disconnect when genset stop completely.
4	Preheat Control	Close before started and disconnect before powered on.
5	Gens Close	When close time is set as 0, it is continuous closing.
6	Mains Close	HGM6110UC without.
7	Open Breaker	When close time is set as 0, Open Breaker is disabled.
8	Accelerate Control	Pick-up when enter into warming up time. Disconnect when raise speed auxiliary input active.
9	Decelerate Control	Pick-up when enter into stop idle or ETS solenoid stop (shutdown alarm). Disconnect when droop speed auxiliary input active.
10	Genset Run Output	Output when genset is in normal running, disconnect when rotating speed is lower than engine speed after fired.

No.	Items	Description
11	Fuel Pump Control	Pick-up when the fuel level lower than the open threshold or low fuel level warning is active; disconnect when the fuel level over the close threshold and the low fuel level warning input is disabled.
12	High Speed Control	Output when it enter into warming up time, and disconnect after cooling.
13	System In Auto Mode	The controller is in Auto Mode.
14	Reserved	
15	Reserved	
16	Reserved	
17	Reserved	

7.3 PROGRAMMABLE INPUT 1-5 TABLE (ALL IS ACTIVE WHEN CONNECT TO GROUND (B-) (TABLE 3))

No.	Items	Description
0	Not Used	
1	High Temp. Alarm	If the signal is active after safety run on delay over, genset will immediately alarm to shutdown.
2	Low OP Alarm	
3	Auxiliary Alarm	Only warn, not shutdown.
4	Aux. Shutdown Alarm	If the signal is active, genset will immediately alarm to shutdown.
5	Coolant To Stop	During engine running and the input is active, if high temperature occurs, controller will stop after high speed cooling; when the input is disabled, controller will stop immediately.
6	Gens Closed Input	
7	Mains Closed Input	
8	High Temp. Inhibit	When it is active, high oil temperature stop is inhibited. See Note1 for more information.
9	Low Oil Pressure Inhibit	When it is active, low oil pressure stop is inhibited. See Note2 for more information.
10	Remote Start Input	
11	Low Fuel Level Warn	
12	Low Water Level Warn	
13	Low Fuel Level	

No.	Items	Description
	Shutdown	
14	Low Water Level Shutdown	
15	Auto Start Inhibit	In Auto Mode, when the input is active, no matter mains normal or not, genset won't start. If genset is in normal running, stop process won't be executed. When input is disabled, genset will automatically start or stop judging by mains normal or not.

7.4 SENSOR SELECTION (TABLE 4)

No.	Items	Content	Description
1	Temperature Sensor	0 Not used 1 Defined Resistance Type 2 VDO 3 SGH(Huanghe sensor) 4SGD(DongKang sensor) 5 CURTIS 6 DATCON 7 VOLVO-EC 8 SGX 9 Reserved	Defined input resistance range is 0Ω~6000Ω, factory default is SGX sensor.
2	Pressure Sensor	0 Not used 1 Defined Resistance Type 2 VDO 10Bar 3 SGH(Huanghe sensor) 4 SGD(DongKang sensor) 5 CURTIS 6 DATCON 10Bar 7 VOLVO-EC 8 SGX 9 Reserved	Defined input resistance range is 0Ω~6000Ω, factory default is SGX sensor.
3	Fuel Level Sensor	0 Not used 1 Defined Resistance Type 2 SGH 3 SGD 4 Reserved 1 5 Reserved 2	Defined input resistance range is 0~6000Ω, factory default is SGD sensor.

7.5 CONDITIONS OF CRANK DISCONNECT (TABLE 5)

No.	Content
-----	---------

No.	Content
0	Magnetic pickup sensor
1	Generator
2	Magnetic pickup sensor + Generator
3	Magnetic pickup sensor + Oil pressure
4	Generator + Oil pressure
5	Generator + Magnetic pickup sensor + Oil pressure

- 1) There are 3 kinds of crank disconnect conditions. Magnetic pickup sensor and generator can be used alone. Oil pressure must be used with magnetic pickup sensor and the generator, in order to make the starter and the engine disconnect as soon as possible.
- 2) Magnetic pickup sensor is installed in the engine for testing flywheel teeth.
- 3) When choosing magnetic pickup sensor, ensure the number of flywheel teeth is same as the pre-set, otherwise over or under speed shutdown may appear.
- 4) If generator has no magnetic pickup sensor, don't choose corresponding item; otherwise Fail to Start or Loss of Speed Signal shutdown will occur.
- 5) If the generator has no oil pressure sensor, don't choose corresponding item.
- 6) If generator has not been selected, controller will not measure and display the relative parameters (can be applied to the pump set); if magnetic pickup sensor has not been selected, the rotating speed will be calculated by the generating AC signal.

8 PARAMETER SETTING

After controller powered on, press  to enter into the parameters setting menu:

- 1) Parameters Setting
- 2) Information
- 3) Language

1) Parameters Setting

"1234" can set the part of the items in Table 1 during inputting password; "0318" can set all items in Table 1.

If more parameter items need to be set, such as voltage and current calibration, please contact with the factory.

NOTE:

- 1) **HGM6110UC**, there are not items 1-5 in table1; programmable output 1-4 have no digital outputs about mains.
- 2) Please modify the parameters in standby mode (crank conditions, auxiliary input and output configuration, multi delays, etc.) otherwise shutdown alarm or other abnormal conditions may appear.
- 3) The over-voltage threshold must be greater than the under-voltage threshold; otherwise over-voltage and under-voltage will occur at the same time.
- 4) The over-speed threshold must be greater than under-speed threshold, otherwise over speed and under speed will occur at the same time.
- 5) Set frequency value (after crank disconnect) as low as possible, in order to disconnect starter quickly.
- 6) Programmable input 1-5 cannot be set as the same items, otherwise it cannot realize correct function; programmable output 1-4 can be set as the same item.
- 7) If need to shut down after cooling, please set any input as " stop after cooling ", then connect this input to ground.

2) Information

LCD will display some information of controller, such as software version, issue date.



 **Note:** Pressing  will display the status of digital inputs and outputs.

3) Language

User may select display language as Chinese, English, Spanish and Russian.

4) LCD contract

Press  and  (or ) can adjust LCD contract. Adjustment range is 0-7.

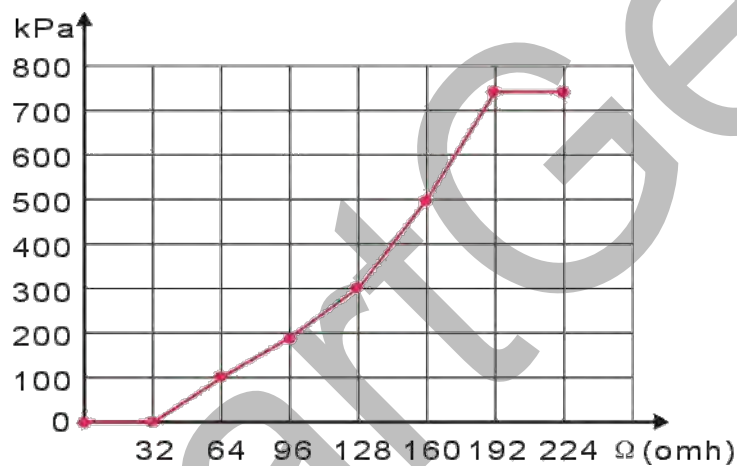
 **Note:** Pressing  key at any time will exit the editor and back to main interface.

9 SENSOR SETTING

- 1) When choosing sensor, standard of sensor curve will be needed. If temperature sensor is set as SGH (120°C resistor type), sensor curve should be SGH (120°C resistor type); If it is set as SGD (120°C resistor type), sensor curve should be SGD curve.
- 2) If there is difference between standard sensor curve and chosen sensor curve,

select "defined sensor", and then input defined sensor curve.

- 3) When sensor curve is inputted, X value (resistance) must be in accordance with the order of higher to lower, otherwise errors will occur.
- 4) When sensor is selected as "Not used", temperature, pressure and fuel level will be display as " - - " in LCD.
- 5) If there is no pressure sensor, but only has low pressure alarm switch, then you must set pressure sensor as "Not used", otherwise oil pressure low alarm shutdown may appear.
- 6) Can set several points of forehead or backmost as the same ordinate, as the following picture:



Conventional pressure unit conversion table

	1N/m ² (pa)	1kgf/cm ²	1bar	(1b/in ²) psi
1Pa	1	1.02x10 ⁻⁵	1x10 ⁻⁵	1.45x10 ⁻⁴
1kgf/cm ²	9.8x10 ⁴	1	0.98	14.2
1bar	1x10 ⁵	1.02	1	14.5
1psi	6.89x10 ³	7.03x10 ⁻²	6.89x10 ⁻²	1

10 COMMISSIONING

Before operation, the following checking should be carried out:

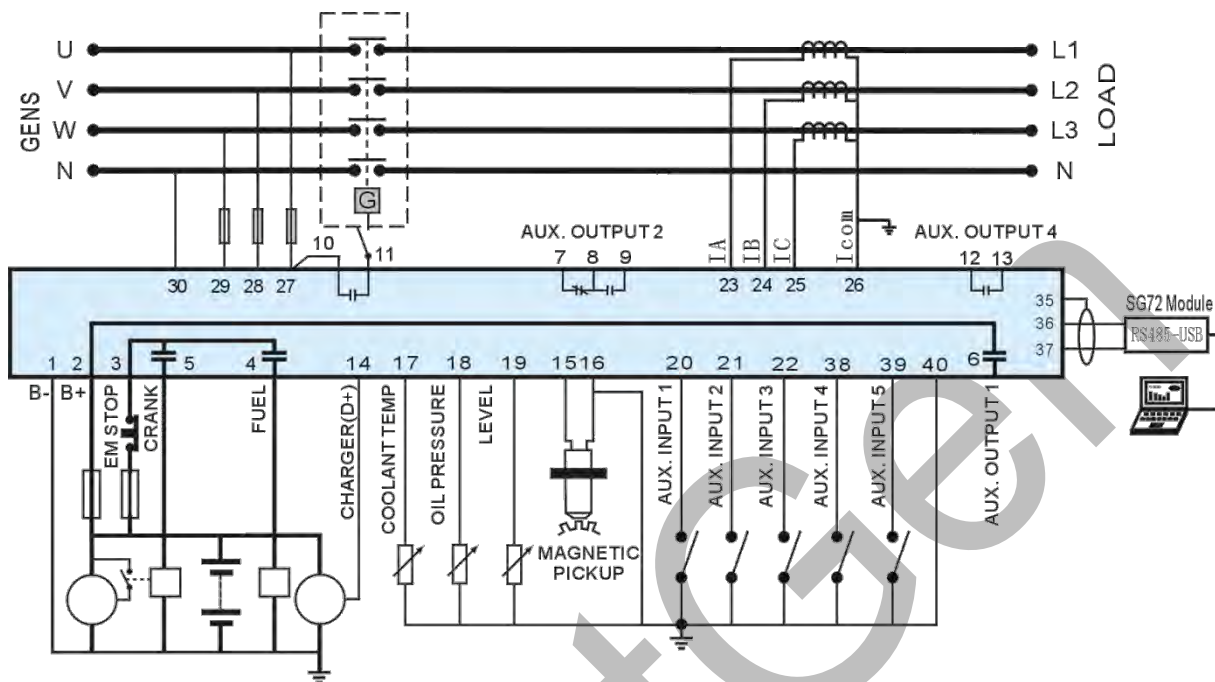
- 1) Check and ensure all the connections are correct and wires diameter is suitable.
- 2) Ensure that the controller DC power has fuse; battery positive and negative have correctly connected.
- 3) Emergence stop input must be connected to positive of starting battery via normally

close contact of emergency stop.

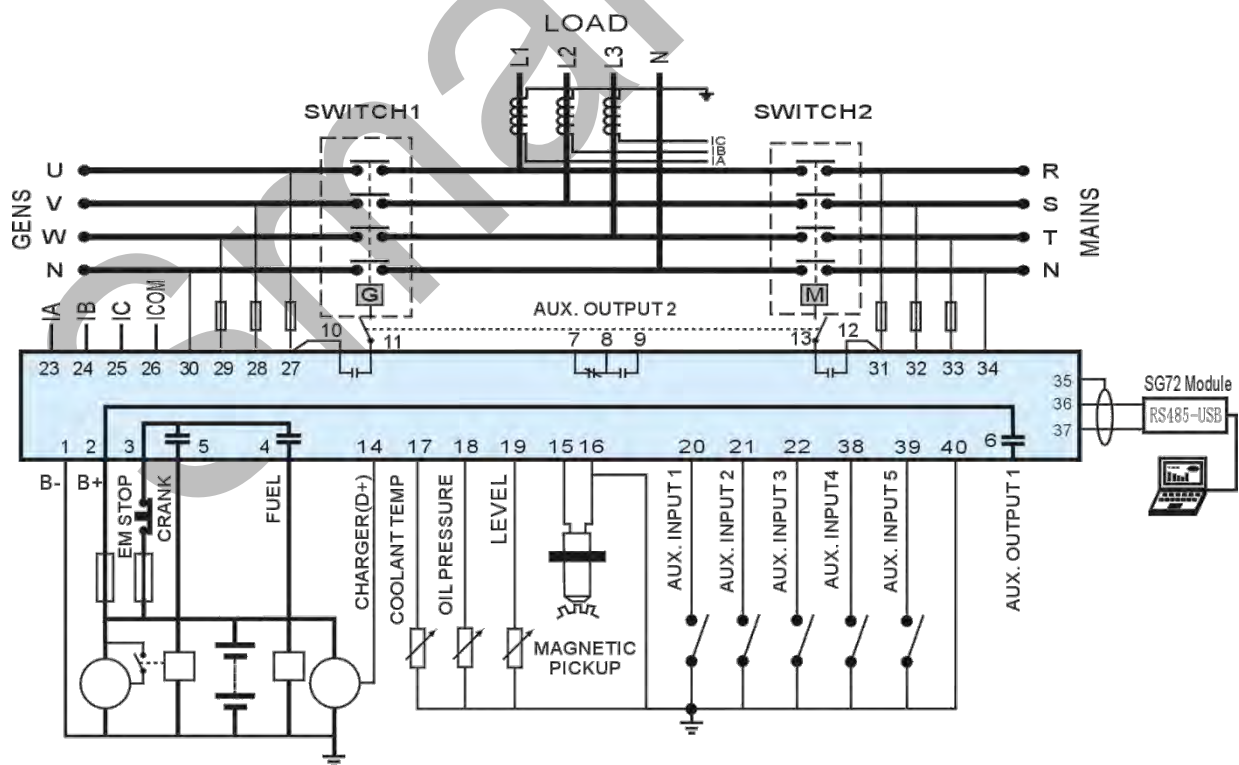
- 4) Take proper actions to prevent engine to disconnect crank (e. g. Remove the connections of fuel value). If checking is OK, connect start battery, select Manual Mode, controller will execute the program.
- 5) Set controller as Manual Mode, press “start” button to start genset. If failed within the setting crank times, controller will send “Failed to Start” signal; then press “stop” to reset controller.
- 6) Recover actions of preventing engine to disconnect crank (e. g. Connect wire of fuel value), press “start” button again, genset will start. If everything goes well, genset will normal run after idle running (if configured). During this period, watch for engine’s running situations and voltage and frequency of alternator. If there is abnormal, stop genset and check all connections according to this manual.
- 7) Select the Auto Mode from front panel, connect to mains signal. After the mains normal delay, controller will transfer ATS (if configured) into mains load. After cooling, controller will stop genset and into standby state until mains abnormal again.
- 8) When mains abnormal again, genset will start automatically and into normal running, send signal to make gens close, transfer ATS and make genset take load. If it not likes this, please check connections of ATS according to this manual.
- 9) If there are any other questions, please contact Smartgen’s service.

11 TYPICAL APPLICATION

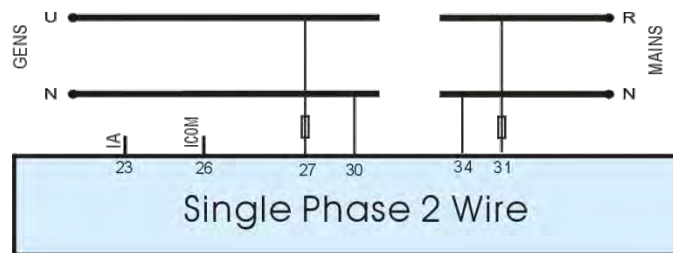
HGM6110UC Typical Application Diagram



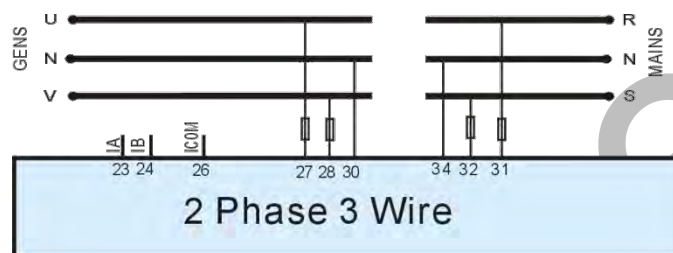
HGM6120UC Typical Application Diagram



Single Phase 2 Wire



2 Phase 3 Wire



Note: Recommend that the output of crank and Fuel expand high capacity relay.

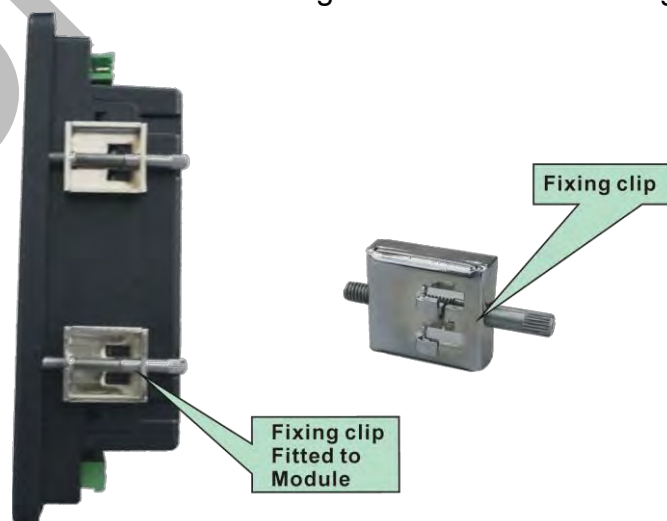
12 INSTALLATION

12.1 FIXING CLIPS

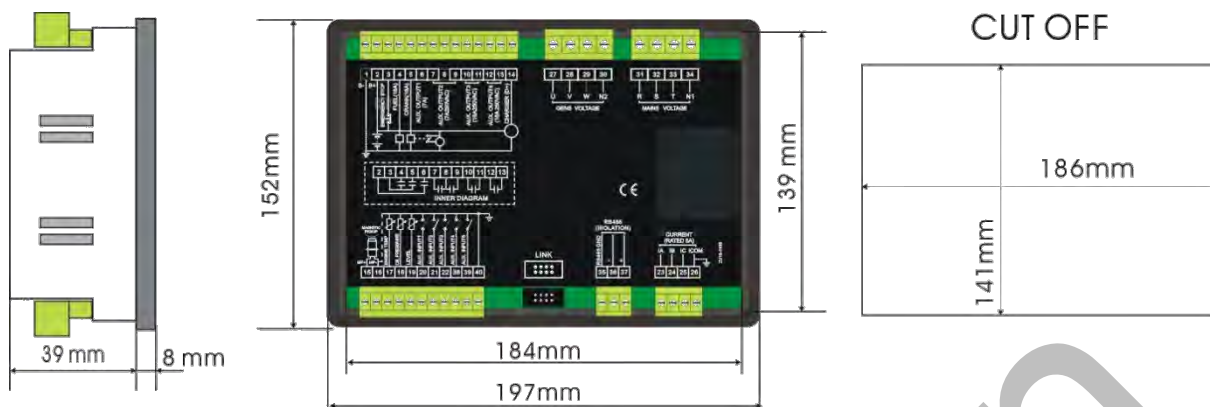
The module is held into the panel fascia using the supplied fixing clips.

- 1) Withdraw the fixing clip screw (turn anticlockwise) until it reaches proper position.
- 2) Pull the fixing clip backwards (towards the back of the module) ensuring four clips are inside their allotted slots.
- 3) Turn the fixing clip screws clockwise until they make contact with the panel.

Note: Care should be taken not to over tighten the screws of fixing clips.



12.2 OVERALL DIMENSION AND PANEL CUTOUT



1) Battery Voltage Input

HGM6100U series controller can be applicable to (8~35) VDC battery voltage. Battery negative must be reliably connected to engine shell. The connection between controller power and battery should not be less than 2.5mm^2 . If a float charger is fitted, please connect output line of the charger with battery directly, and then connect battery positive and negative to power input of controller separately, in case that charger will interfere with the normal running of controller.

2) Speed Sensor Input

Speed sensor is installed in the engine for testing flywheel teeth. The connection with controller uses 2-core screen, shield layer should be connected to terminal16 of controller and the other end vacant. The other two signal lines are respectively connected to terminal15 and terminal16. At full speed, output voltage range is (1~24) VAC (RMS), 12VAC is recommended (rated speed). During installing, make the speed sensor contact the flywheel firstly, then pour out 1/3 laps, finally lock nut on the sensor.

3) Output And Expansion Relay

All the outputs of controller are relay output. If need to expand relay, please add freewheeling diode in both ends of relay coil (when expansion relay coil links DC), or add RC loop (when expansion relay coil links AC), in case controller or other equipments are interfered.

4) AC Input

HGM6100U series controller must externally connect to current transformer; CT secondary current must be 5A. Besides, the phase of CT and input voltage must be correct, or the sampling current and active power may be incorrect.

Note: A. ICOM must connect to battery cathode of the controller.

B. When there is load current, open circuit is inhibited in the CT secondary side.

5) Dielectric Strength test

When the controller has been installed in the control panel, during the test please disconnect all the terminals, in case high voltage damages the controller.

13 FAULT FINDING

Symptoms	Possible Solutions
Controller Inoperative	Check starting battery; Check connections of controller. Check the DC fuse.
Genset Stops	Check if water/cylinder temperature too high. Check alternator voltage. Check the DC fuse.
Emergency Stop	Check if an emergency stop button is fitted; Ensure battery positive is connected to the emergency stop input. Check if connection is open circuit.
Low Oil Pressure Alarm (After Crank Disconnect)	Check oil pressure sensor and connections.
High Temp. Alarm (After Crank Disconnect)	Check temperature sensor and connections.
Shutdown Alarm During Running	Check switch and connections according to information on LCD. Check configurable inputs.
Crank Disconnect Failed	Check connections of fuel solenoid. Check starting battery. Check speed sensor and its connections. Refer to engine manual.
Starter Inoperative	Check connections of starter; Check starting battery.
Genset Running While ATS Not Transfer	Check ATS; Check connections between ATS and controller.
RS485 Failure	Check connections; Check if COM port is correct; Check if A and B of RS485 is connected reversely; Check if PC COM port is damaged; 120Ω resistance between PR485 and AB is Recommended.