



# **EMERGENCY MANAGEMENT PLAN**

## **Recovery and Resilience**

**WAGAIT SHIRE COUNCIL**

Revised June 2014

## **DISTRIBUTION LIST**

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Palmerston Police Local Controller

St John Ambulance

Wagait Shire recovery committee members

NT Government Office of Security and Emergency Recovery

NT Emergency Service -Director NT Police Fire and Emergency Services

## **ACRONYMS**

WSRC - Wagait Shire Recovery Committee

NTES – Northern Territory Emergency Services

LGANT – Local Government Association of the Northern Territory

PFES – Police Fire and Emergency Services

CEO – Chief Executive Officer

OIC – Officer in Charge

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## **Part One: Overall Summary of the Wagait Shire**

### **1.1 AUTHORITY**

The authority to plan in Northern Territory is prescribed by the Emergency Management Act November 2013, and the Local Government Act 2014.

The Emergency Management Act prescribes a three-tiered approach to disaster planning, operational control and support co-ordination and provides special powers, through the declaration of a "state of emergency" or "state of disaster".

Whilst the Act makes provision for special powers to be exercised when required, the effectiveness of emergency management arrangements is achieved through co-operative local, regional and special emergency management planning committees. Responsibility for the emergency management framework identifies collaboration and responsibility across all levels of government and non-government.

Emergency management conforms to several principles that include mitigation, preparation, response, and recovery.

Emergency response is coordinated by NT Police Fire and Emergency Services (under the NT All Hazards Emergency management arrangements 14 December 2009) and recovery by the Department of Chief Minister (under the NT Emergency Recovery management plan 13 December 2007). These two plans are under review as result of the 2013 Emergency Management Act.

Response sub plans exist and Wagait Beach and the Cox Peninsula are part of the Greater Darwin Region All Hazards Emergency Response plan of December 2009. There are no sub-plans under the NT Recovery plan at this stage.

As a result of changes to the Local Government Act in 2008, responsibility for disaster management was identified as a core function to be performed by the shire councils. This has led to the development of this plan. Wagait Shire Council's Shire Plan has a service plan for "local emergency services". The council therefore has clear responsibility for emergency management arrangements.

This document was endorsed by the Wagait Shire Recovery Committee on 16 May 2011. It was reviewed and amended after consultation with LGANT, PFES and Department of Chief Minister. It was endorsed by Wagait Shire Council at its meeting on 20 September 2011.

It has been provided to the Greater Darwin Region Disaster Controller and the Department of Chief Minister, Security and Emergency Recovery unit.

This is first full revision of the plan and was approved by the Wagait Shire Recovery Committee on 25 June 2014 for submission to the council.

## **1.2 CONTEXT – WAGAIT SHIRE**

### ***Location***

The Wagait Shire covers an area of some 5.68 sq km and is located 128 km from Darwin by road.

The Wagait Shire is on the Cox Peninsula, and is surrounded by two large private landholdings (Madalozzo family and Chris Gray) as well as the Kenbi Land Claim area. The shire is bordered by areas of unincorporated land.

The shire is located within 20 km of the aboriginal community of Belyuen which is home to some 180 (2011 census) residents, 63 who are under 20 years of age. The Belyuen community is identified as having 34 dwellings. The Belyuen Council has an integrated response and recovery plan available on its web site dated November 2013. Belyuen is serviced by a primary school, community health clinic (NT Department of Health). It has a community store. It has access to several small buses. Belyuen community maintains an all weather airstrip. The road between Wagait Shire and Belyuen is subject to flooding in at least three places.

There are several small population areas that include Harney Beach, Pioneer Beach, Talc Head, Turnball Bay, Bynoe and Raft Point on the Cox Peninsula outside the shire boundaries.

Main transport routes are via the Mandorah ferry, a commercial service that operates services from early morning to late evening, and by road. Cox Peninsula Road is subject to inundation at several points.

Small boats can access the area via a public boat ramp near the Mandorah jetty (not always accessible in strong winds or big seas).

### ***Population***

Wagait Shire has approximately 368 persons (ABS census 2011) of whom 12 are under 4, 32 are between 5-14, 15 are aged 15 to 19, 6 between 20-24, 24 are 25-34, 63 are 35-44, 90 are 45-54, 88 are 55-64, 38 are over 65. The population is almost equally divided between males and female (193/175).

The population of Wagait Shire and the Cox Peninsula consists of permanent resident and weekenders. Therefore during the festive season and school holiday numbers can swell and be unpredictable.

### ***Dwellings***

There are a number of uninhabited blocks, some of which have 'weekender accommodation'. Others have substantial housing that has been built post Cyclone Tracy (1974). The 2011 census identified 162 occupied private dwellings and 56 unoccupied giving a total of 218 private dwelling accommodating 342 persons. At any stage there is 2-3 dwellings under construction. A number of seafront and low-lying blocks are subject to tidal storm surge.

Although unknown, there is anecdotal evidence that there are a number of un-coded dwelling and properties with large amounts of unsecured building material. Not all caravans and sea-containers on blocks are secured.

### ***Geography***

The area is flat and surrounded on one side by the sea and the others by lowland flood plain, open woodland forest and savannah.

A 2010 storm surge inundation map produced by NT Lands, Planning and Environment indicates that a number of beach front and low lying blocks will be inundated in the event of a high tide with storm surge activity.

### ***Public facilities***

These include the council office/community shelter and council community centre/shelter/health outreach clinic; sports ground with public toilets and showers, an open shelter and playground; and fitness stations. There is a boat ramp adjacent to the Mandorah jetty and a public dump on Cox Peninsula Road.

### ***Private facilities***

Wagait Beach Supermarket, hardware store and service station (fuel supply); and Cox Country Club with bar, food, social and recreational activities, toilet block. There is one commercial accommodation unit at the Wagait Beach Bush Retreat (4-6 persons).

### ***Industry/commercial activity***

Apart from the supermarket, there are no major commercial businesses within the shire. Commercial activity is restricted to small operator businesses involving garden maintenance, nursery, newspaper publishing, building trades, motor repair, and cleaning services.

### ***Public Utilities***

Power supply is via two undersea cables across the harbour with a sub station on Charles Point Road. The power supply can be affected by high voltage line problems in Darwin or underwater damage. There is provision for an emergency generator at the sub station but fuel is transported via Cox Peninsula road, which is subject to flooding.

There is no reticulated water supply. Most dwellings have rain water tanks with a pump requiring mains power for water pressure. Public water tanks are to supplement householder supplies. This water is supplied from a bore field some 15 km from the tanks via an underground pipe with inspection ports at several locations above ground. Again, this facility relies on mains power.

Telecommunications: the area has a Telstra exchange and mobile telephone tower and a Optus mobile phone tower which also hosts the NBN fixed wireless service. Mobile phone reception is unreliable more than 8-10 km from the facilities.

The Telstra exchange only has battery back up for three days if mains power is unavailable and the Optus facility some 12 hours. The area is left without telecommunications in the event of a protracted power outage although some mobile coverage is possible via the Darwin phone towers (if serviceable) by moving closer to the Mandorah jetty.

### **1.3 AIM OF THE PLAN**

The purpose of this document is to detail the arrangements and process to restore as quickly as possible, the quality of life for the Wagait Shire community, so its population, environs, facilities and resources are restored following the response phase of an emergency.

The plan will function according to the principles of recovery management as outlines in Appendix D.

### **1.4 OBJECTIVES**

- Ensure effective and coordinated recovery after an emergency event;
- Identifies a Recovery Coordinator;
- Identifies local recovery committee, terms of reference and membership
- Identifies the roles and responsibilities of public authorities and other persons and promote liaison between stakeholders;
- Informs and involve the local community in recovery management;
- Ensures effective two-way communication and information management; and
- Complies with the Territory emergency management legislation.

### **1.5 SCOPE**

The scope of this Local Recovery Plan is limited to the boundaries of Wagait Shire whilst recognising it is part of the Cox Peninsula. It will work in conjunction with the broader community requirements where possible given the limited resources of the Wagait community.

It details the recovery arrangements for the Wagait Beach community and does not in any way detail or direct how individual organisations will conduct recovery activities within their core business areas in the shire. It is anticipated there will be some synergy with these activities so that the overall aim of recovery is consistent.

The plan supports the Wagait Shire Council's Shire Plan for emergency management.

The plan is parallel to and in conjunction with the NTES Emergency Plan for the Cox Peninsula

This plan is a guide to recovery management at a local level and provides the detail to support the broader arrangements established under the Territory Recovery Plan.



## **1.6 RELATED DOCUMENTS AND ARRANGEMENTS**

Emergency Management Act 2013

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>

NT All Hazards Emergency management arrangements 16 March 2011

<http://www.pfes.nt.gov.au/index.dm/fuseaction-page&p-419&m-47&sm-197>

The NT Emergency Recovery Management Plan (13 December 2007),

[http://mysource1.nt.gov.au/\\_data/assets/pdf\\_file/0010/43759/Recovery\\_Plan.pdf](http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf)

Greater Darwin Region All Hazards Emergency Management Plan December 2009.

Local Government Act 2014

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/07735453ccbc301169257c45008100cf?OpenDocument>

<http://www.securent.nt.gov.au/>

<http://www.ema.gov.au/>

## **1.7 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS**

To improve access to appropriate resources in times of need the Wagait Shire will negotiate to develop an agreement between Wagait Beach and Belyuen.

In addition, correspondence will be entered into between Wagait Shire and the Department of Health and the Department of Families and Children regarding recovery arrangements for the area. This approach is to ensure these agencies provide support to the area during recovery.

## **1.8 SPECIAL CONSIDERATIONS**

Special considerations that are likely to impact on the implementation of the recovery plan in times of emergency:

- the type of event and its scale;
- available recovery committee members;
- annual and seasonal demographic changes;
- school holidays, and other festivities;
- bush fire, cyclone, wet or storm seasons;
- lack of power for extended period (2 -3 days), and
- available communications systems.

## **1.9 RESOURCES**

The Local Recovery Coordinator (volunteer) is responsible for determining the resources needed for recovery activities in consultation with the Wagait Shire CEO, Regional Controller, NT agencies and support organisations.

The Local Recovery Coordinator is responsible for coordinating the effective provision of resources and services to avoid duplication of effort.

Local government and community resources are identified and listed in a Community Directory Appendix B. The directory will be reviewed and updated by the recovery committee at least annually.

## **1.10 FINANCIAL ARRANGEMENTS**

Funding is not specifically available for recovery planning however funding for community recovery activities is available following an emergency.

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

The Territory Recovery Plan outlines the Territory's recovery funding arrangements. Relief programs include:

- Territory/Commonwealth Natural Disaster Relief & Recovery Arrangements
- Centrelink
- Australian Government Disaster Recovery Program
- Public Disaster Appeals or Relief Funds

## **1.11 ROLES AND RESPONSIBILITIES**

The roles and responsibilities of those involved in recovery management.

### **Wagait Shire Recovery Coordinator**

The coordinator has the following responsibilities:

- Prepare, maintain and exercise the Wagait Shire Recovery Plan.
- Assess the community recovery requirements for each emergency, in liaison with regional controllers, hazard lead agencies and Territory-level recovery coordinators.
- Provide advice to the Shire President/CEO on the requirement to activate the plan and convene the Wagait Shire Recovery Committee.
- Provide advice to the Wagait Shire Recovery Committee.

- Provide advice to the Territory Recovery Coordinator and the Territory Recovery Coordination Group.
- Undertake the role of the Executive Officer to the Wagait Shire Recovery Committee.
- Assess the requirements for resources.
- Coordinate Wagait Shire recovery activities, in accordance with plans, strategies and policies determined by the Wagait Shire Recovery Committee.
- Monitor the progress of recovery and provide periodic reports to the Wagait Shire Recovery Committee and council.
- Liaise with the Territory Recovery Coordinator / Recovery Coordination Group on issues where Territory level support is required or where there are problems with local services.
- Liaise with emergency response agencies and their plans.
- Ensure that regular reports are made to the Territory Recovery Coordination Group on the progress of recovery.
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.

### **The Wagait Shire Recovery Committee role**

To coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with Territory Recovery Plan, Regional Plans and the Wagait Shire Recovery Plan. Terms of reference and operating principles are at Appendix A.

### **Wagait Shire Recovery Committee sub-committees (if required)**

It may be necessary to establish one or more subcommittees to assist the recovery coordination to address specific components of the recovery process. These committees may be ad-hoc and short term in nature depending upon the event. The most commonly established sub-committees and their responsibilities are:

- ***Restoration and reconstruction sub-committee:***

Assess requirements for the restoration of services and facilities with the assistance of responsible agencies. Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required. Report the progress of the restoration and reconstruction process to the Wagait Shire Recovery Committee. Make recommendations to the Wagait Shire Recovery Committee and council.

- ***Community and personal support sub-committee:***

Assess the requirement for personal support services in the short, medium and long term. Facilitate resources (financial and human) as required to complement/assist existing local services. Monitor the progress of the local personal service providers and receive regular progress reports from agencies involved. Make recommendations to the Wagait Shire Recovery Committee and council.

The Wagait Shire Recovery Committee is made up of individuals employed by the following organisations as well as community individuals with specific skills and interest:

- Wagait Shire Council (members and CEO)
- Police (local resident)
- Cox Peninsula NTES (nominated member)
- Department of Health/Belyuen clinic manager
- Civil Construction
- Other agencies/organisations may be consulted and co-opted on a needs basis.

The Wagait Shire Recovery Committee members are tasked by the Wagait Shire Council to carry out the functions of the recovery plan on its behalf.

Current members of the Wagait Shire Recovery Committee are at Appendix B

### **1.12 REVIEW ARRANGEMENTS**

The Wagait Shire Council in conjunction with the Wagait Shire Recovery Committee and the Local Emergency Management Group (NTES) is responsible for the review of these arrangements on an annual basis or as required.

## **Part Two: Specific community local planning**

### **2.1 INTRODUCTION**

This part of the Wagait Shire Emergency Recovery Plan details factors that will apply when an event is assessed as being of sufficient magnitude to require the Wagait Shire Recovery Committee to be involved in the recovery process.

Local Governments are responsible for managing recovery within their local government area. Where the level of recovery is beyond the capacity of the local community, Territory level support shall be requested as outlined in the Territory recovery arrangements.

The Wagait Shire Recovery Committee is composed of volunteer residents who either by virtue of their employment or skill can contribute to a recovery process.

The local counter disaster plan (response) is managed through Cox Peninsula Emergency Service if the Local Controller Palmerston Police does not have a representative in situ at Wagait Beach. A collegiate approach to transfer between response and recovery is agreed and once the response team is activated the recovery coordinator will be invited to be involved. Copies of plans will be shared.

### **2.2 WAGAIT SHIRE RECOVERY COMMITTEE**

The Terms of Reference for the committee is at Appendix A and membership Appendix B. The membership of the committee is dynamic and will change depending on the emergency and the needs of the community. It may co-opt individuals and groups as required.

### **2.3 ORGANISATIONAL RESPONSIBILITIES**

Wagait Shire does not have the agencies operating in the community that would normally be involved in recovery. The recovery committee has therefore been made up of individuals employed in some of those agencies who by virtue of their knowledge can provide influence to the recovery process and the requirements that may be needed.

### **2.4 CONTACTS REGISTER/COMMUNITY REGISTER**

A register with the contact details of community facilities and resources is Appendix C

### **2.5 TRANSITION FROM RESPONSE**

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

To ensure appropriate recovery activities are initiated as soon as possible after the impact of the event, the Local Counter Disaster Controller OIC Palmerston Police is to ensure that the Wagait Shire Recovery Coordinator is notified of the event and is included as a member of the local Emergency Response group.

During response activities, many of the agencies that also have recovery roles are heavily committed, therefore, the inclusion of the Wagait Shire Recovery Coordinator will ensure:

- the alignment of response and recovery priorities;
- liaison with key agencies;
- an awareness of the key impacts and tasks; and
- identification of the recovery requirements and priorities as early as possible.

The Wagait Shire Recovery Committee will be established as soon as possible for a briefing of the emergency (even during the response phase) to ensure a smooth transition from response to recovery. However noting the capacity of the area it will be the same people conducting both roles and therefore there may not be a definite transition point.

In the event of a large emergency, for example cyclone, flood or bushfire, an indication of the advent of the recovery phase is when control of the operation changes from NT Police Fire and Emergency Services to the Department of Chief Minister.

## **2.6 LOCAL RESPONSE/RECOVERY COORDINATION INTERFACE**

As mentioned, response and recovery activities will overlap and may compete for the same limited resources. Such instances should be resolved through negotiation between the Wagait Shire Council, Wagait Shire Recovery Coordinator, the Local Counter Disaster Controller OIC Palmerston Police, and local NTES unit head. Where an agreement cannot be achieved, priority should be given to the response requirements.

## **2.7 ACTIVATION**

The decision to activate the recovery plan will be made by the Shire President/CEO on the advice of the Wagait Shire Recovery Coordinator in consultation with those undertaking response activities and long term impact assessment.

Once the plan has been authorised for activation, the Wagait Shire Recovery Committee chair is responsible for implementing the recovery processes of the plan and will instruct the recovery coordinator to arrange to convene the committee.

Activation of the plan and the committee will vary depending upon the nature of the disaster. In the case of cyclones it has been agreed the committee will convene as soon as Cyclone Warning is announced that may affect the area.

## **2.8 IMPACT ASSESSMENT AND RECOVERY ACTION PLANNING**

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event.

Impact assessment should not interfere with response operations but are vital and can be done simultaneously with other activities or draw upon 'response' impact assessment. Access to the affected area may be restricted until it is determined safe to enter. The following sources may assist in the collection of impact assessment data:

- Emergency Response Agencies (Cox Peninsula NTES)
- Family and Children's service team to identify persons in need of immediate assistance;
- Health Clinic manager to identify persons in need of immediate assistance
- Insurance assessors.

Following a major emergency, where substantial recovery planning is required, a Recovery Action Plan (suitable to the event) will be prepared by the Wagait Shire Recovery Committee for approval of the Wagait Shire Council (chairman or CEO to approve). The Recovery Action Plan should describe the extent of damage and detail arrangements for restoration and reconstruction.

## **2.9 WELFARE AND HEALTH SERVICES**

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

## **2.10 PUBLIC INFORMATION MANAGEMENT**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. The community requires adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions that will assist recovery.

The provision of this information and direction is the responsibility of the Wagait Shire Council. The Wagait Shire Recovery Plan includes details of how information can be disseminated to the community during the recovery process.

Following an emergency where the recovery plan has been activated, a Media Liaison Officer may be appointed to work with the Recovery Committee. The Media Liaison Officer will coordinate the dissemination of public information.

Agencies or organisations involved in the recovery phase will be encouraged to disseminate information on their services to the public in the usual manner however, it is expected that local media releases will be developed by the Recovery Committee and endorsed by the chair or deputy chair prior to dissemination.

The plan includes the following:

- Methods of communication with the community will include the local newspaper, and public meetings
- Information will be displayed at community gathering points – council office, Wagait supermarket, Cox Country Club.
- Updates will usually be issued at midday.

Public information arrangements will aim to be consistent with the NT Recovery Plan Public Information Guidelines, the Greater Darwin Region Emergency Response plan and the protocols of the public information group.

## **2.11 RECOVERY COORDINATION CENTRE**

A Recovery Coordination Centre will be established if extensive recovery activities are to be undertaken. The purpose of the Recovery Coordination Centre is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The Recovery Coordinator is responsible for activation and coordination of the Recovery Coordination Centre in conjunction with the CEO of Wagait Shire Council.

The Wagait Shire Recovery Coordination Centre will be located at the council office. The centre has two toilets one of which is for disabled persons, desks, computers, telephones, large meeting table (8 person) and a small office for CEO. (A dedicated water tank and generator is required in preparation for its use). Where this location is unavailable or deemed unsuitable, the community centre will be an alternate location.

## **2.12 COMMUNITY INFORMATION ONE STOP SHOP**

An effective method of providing the community with access to information and assistance is through the establishment of central information point. This point would normally be located within or close to the Recovery Coordination Centre and would include representatives from relevant recovery service providers to provide information and advice for the local community. The potential location of a "One Stop Shop" is the council office and meeting room.

The donation of goods and services will be managed through a process using an internet search engine such as Gumtree or via a large white board where persons can identify what they have to donate or/and what they need. There are insufficient resources (unless another group is identified for this task) to manage a central pool of donated goods. A location has not been identified although the fire shed may be an option.

## **2.13 INFRASTRUCTURE**

The restoration and reconstruction of essential services (roads, transport, water, sewage, electricity, and waste disposal) is the responsibility of the relevant agencies. The Wagait Shire Recovery Committee is responsible for recommending priorities and ensuring work is completed.

The restoration of the water supply is considered the highest priority followed by road access and communications access. Waste disposal will also need close management.

The priority for business is the restoration of services at the Wagait Supermarket.



## **2.14 TERRITORY LEVEL ASSISTANCE**

Territory level assistance for recovery would be arranged by a range of Territory and/or Commonwealth government agencies as members on the local recovery committee. This is not possible in the Cox Peninsula area but some members of the committee do have relationships within some agencies.

Where the level of recovery is beyond the capacity of the local community, Territory level support shall be provided as outlined in the Northern Territory Emergency Recovery Management Plan.

## **2.15 STAND DOWN**

The Recovery Committee will stand down participants and programs when the programs are no longer required, or can be managed by the Wagait Shire Council and/or other agencies.

As recovery processes may take days, weeks, or years there may be a need to "stand down" from some activities at differing times during the recovery phase.

## **2.16 DEBRIEFING POST OPERATIONS REPORT**

The Wagait Shire Recovery Committee will arrange for the debriefing of all participants and organisations as soon as possible after stand down and the preparation and tabling of a report to the Wagait Shire Council. A numbers of debriefing sessions and reports (phases) may be required when stand down is staged because the recovery process may take some time. The debrief(s) will be used to review and update the Wagait Shire Recovery Plan.

A community event to celebrate recovery for the community will be arranged at a suitable time.

A copy of the report(s) will also be forwarded to the Regional Emergency Coordinators, the Director NTES and the Director Security Services.

## **2.17 REVIEW ARRANGEMENTS**

The Wagait Shire Council in conjunction with the Wagait Shire Recovery Committee and the Local Emergency Management Group (NTES) is responsible for the review of these arrangements on an annual basis or as required.

### **Part three: Appendices**

**Please note the following appendix documents will be updated regularly as required but only included in revised plan when overall review of plan is conducted**

### **3.1 Appendix A – Wagait Shire Recovery Committee Terms of Reference**

#### **Wagait Shire Recovery Committee**

**Aim – To ensure the Wagait Shire, its population, environs, and facilities are restored to normal function following a response to an emergency**

#### **Terms of Reference**

- To exchange experience and information relevant to the effective coordination and management of recovery in the Wagait Shire.
- To develop collaborative partnerships within the shire community, the locality, and NT government agencies to ensure resources are made available in a timely manner to enhance recovery.
- To assess requirements for recovery including physical, psychological, economic and environmental activity in association with responsible agencies.
- To coordinate the development and implementation of a plan for recovery in the Wagait Shire including a facilities and community resource directory.
- To collaborate and coordinate with the local response agencies.
- To make recommendations on key and/or emerging issues relevant to recovery in the Wagait Shire to the Shire Council and relevant response and recovery agencies.
- To make recommendations on key areas of expenditure that may be available for preparedness, mitigation and recovery.
- Ensure adequate information is provided to the community in a timely and well informed manner.

#### **Operating Principles**

- Members of the committee will maintain confidentiality of information and issues discussed at the meeting.
- Information and issues to be communicated to the greater community will be done through either the Chair, their proxy or recovery coordinator.
- Decisions regarding recommendations will normally be reached by consensus.
- Conflicts of interest arising during deliberations will be declared by members and dealt with at the discretion of the meeting.
- Terms of Reference will be reviewed biennially.
- The committee operates under the NT emergency management arrangements as amended from time to time.
- The committee may establish special interest sub groups as required eg restoration and reconstruction, and community and personal support.
- A meeting quorum will be 4 but includes the council president and CEO or their proxies.

#### **Membership**

- Volunteer community members from the Wagait Shire.
- The president and a proxy from the Wagait Shire elected members.

- Representative of Cox Peninsula Northern Territory Emergency Service.
- Others with specific expertise on invitation or by request.
- The Wagait Shire Council recovery coordinator (volunteer).
- The Wagait Shire CEO (ex-officio).

### **Number of meetings per year**

Four meetings per year or as required during a period of response and recovery activity.

### **Agenda, minutes and reports**

- The recovery coordinator is responsible for arranging the venue, and preparation of the meeting agenda.
- Meeting minutes will be marked draft until ratified and agreed at the following meeting (or out of session). Once ratified they will be amended and distribute as final minutes.
- Reports from the meeting on specific items or issues of concern will be detailed in action items in the minutes.
- A written report will be prepared for the Wagait Shire Council elected members if deemed required by the meeting and the issues are important to communicate
- Minute and papers from the meetings will be held at council office and are available for public view.

Terms of reference developed in: December 2010

Terms of reference approved on: 19 January 2011

Terms of reference reviewed: September 2013

Next review date: December 2014

### **References**

Emergency Management Act 2013

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/4ffe89f994c593c769257c30008051c2?OpenDocument>

NT All Hazards Emergency management arrangements 16 March 2011

<http://www.pfes.nt.gov.au/index.dm/fuseaction-page&p-419&m-47&sm-197>

The NT Emergency Recovery Management Plan (13 December 2007),

[http://mysource1.nt.gov.au/\\_data/assets/pdf\\_file/0010/43759/Recovery\\_Plan.pdf](http://mysource1.nt.gov.au/_data/assets/pdf_file/0010/43759/Recovery_Plan.pdf)

Greater Darwin Region All Hazards Emergency Management Plan December 2009.

Local Government Act 2014.

<http://notes.nt.gov.au/dcm/legislat/legislat.nsf/d989974724db65b1482561cf0017cbd2/07735453ccbc301169257c45008100cf?OpenDocument>

<http://www.securent.nt.gov.au/>

### 3.2 Appendix B – Wagait Shire Recovery Committee membership

<b>Position</b>	<b>Representative</b>
Chairperson	Wagait Shire Council president Lisa-Marie Stones
Deputy Chair	Wagait Shire Council nominee Peter Clee
Recovery Coordinator /Secretary	Chris Tyzack
Deputy Recovery Coordinator /Secretary	Wagait Shire CEO Michael Campaign
Members	Relevant agencies with a presence in the area when possible
	NTES – Fred Gillis
	Police – Kim Dye (local resident)
	Heath – Belyuen Clinic Manager
	Community members
	Barry Demasson
	Lorna Manning
	Ian Hinchliffe

### **3.3 Appendix C – Wagait Shire Resource and Community Directory**

#### **Emergency Agency (NTES) Volunteers**

Captain x 1 (Jason Murphy - 0419548598), and Volunteers x 8

#### **Vehicles/Machinery**

1 x 4WD Toyota Troop carriers with on board radios

2 x 1KVA generators

1 x Chainsaw

1 x 15ft extension ladder

4 x 15 mtr electrical leads

#### **Other Equipment**

3 Hand Held VHF radios

VHF Communications Network in community centre

#### **Wagait Shire Council**

##### **Staff**

Chief Executive officer (Michael Campaign– 0429 785 185), 1 x Reception admin officer, 2 x Works officers, 0.5 Recreation officer

##### **Vehicles/Machinery**

Twin Cab Ute

Kubota Tractor – 4wd cw front bucket or forks, Hino Tipper 4.5 tonne

Mower (Howard) 70”, Kubota mower 54”, Honda mower

Slasher dual mount

Titan Loader

Wood Chipper

Suzuki Quad – 4wd

IZUZU Ute – 4wd

Post hole digger

Trailer dual axel 2 tonne 10x6m

Work station 3 in 1 genset, compressor, welder

Water tank trailer with pump not for potable water

Pumps x 3 types

##### **Other Equipment**

Chain saw x 2 (one pole type), whipper snipper (2), post hole digger, trolley jack, blower

Assorted hand tools, 2x ladders

#### **Bushfires NT volunteer brigade**

##### **Staff**

1 x Captain (Ray Nichols 89785241) and 10 x Volunteers

##### **Vehicles**

2 x grass fire truck

1 x light truck attack vehicle

##### **Other Equipment**

Chain saws

#### **Wagait Beach outreach clinic (sub clinic of Belyuen Community Health Centre)**

##### **Staff**

1 x Centre manager (Nick Barclay – 8978 5023 (B) 8978 5277 (W)), 1 x Nurse, 1 x Aboriginal Health Worker

##### **Vehicles**

1 x troop carrier/ambulance

1 x station wagon

##### **Other Equipment**

Satellite Phone

Emergency treatment equipment/life support

### Other Contacts

Police, Fire, Ambulance	000	<a href="http://www.pfes.nt.gov.au">www.pfes.nt.gov.au</a>	Emergency
Police Humpty Doo Palmerston Fire Ambulance NTES NTES Duty Officer	131444 8999 3422 8988 0200 8922 1555 8922 1503 8922 3630 0408 896 245	<a href="http://www.emergency.gov.au">www.emergency.gov.au</a>	Assistance non emergency  AH general inquiries BH general Inquiries BH general Inquiries AH inquiries
Emergency Assist Hotline	132500		
SECURE NT Collene Bremner	1800 888 901 0419 80 297	<a href="http://www.securent.nt.gov.au">www.securent.nt.gov.au</a>	Chief Minister recovery Director
FACS	8999 2908		Glen Bernarden
Environmental Health	1800 095 646	<a href="mailto:envirohealth@nt.gov.au">envirohealth@nt.gov.au</a>	Food, water, waste management
Disease Control	1800 008 002	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	Infection control
Poisons Hotline	131126	<a href="mailto:poisonscontrol@nt.gov.au">poisonscontrol@nt.gov.au</a>	
Pollution Hotline	1800 064 567	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	
Health Direct	1800 022 222	<a href="http://www.health.nt.gov.au">www.health.nt.gov.au</a>	24 hour health triage line
Transport safety	1800 020 505	<a href="http://www.transport.nt.gov.au/safety">www.transport.nt.gov.au/safety</a>	Aviation, marine, rail accidents
Interpreting/ translating	1800 676 254		
Animal Welfare	1300 720 386		
ROADS	1800 246 199	<a href="http://www.roadreport.nt.gov.au">www.roadreport.nt.gov.au</a>	Emergency hotline
POWER WATER CORPORATION	1800 245 090 1800 245 092	<a href="http://www.powerwater.com.au">www.powerwater.com.au</a>	Emergency hotline General inquiries
Bureau of Meteorology	1800 659 332 1300 659 211 1300 659 214	<a href="http://www.bom.gov.au/cyclone/about">www.bom.gov.au/cyclone/about</a> <a href="http://www.bom.gov.au/weather/cylcone">www.bom.gov.au/weather/cylcone</a>	Phone information Cyclone updates Other warnings
Search/ Rescue Maritime rescue Aviation	1800 641 792 1800 815 257	<a href="http://www.transport.nt.gov.au/safety/">www.transport.nt.gov.au/safety/</a>	Maritime and Aviation safety
Marine wildlife	1800 453 941		Stranded or wounded wildlife
Snake Catcher	1800 453 210		Removal of snakes

**Infrastructure/Property/Gardening**

Mick Kiem	8978 5034 0428 614 534	Plant operator	2 loaders, water truck, truck
Warren Wentrero	8978 5175 0407 546 275	Plant operator	Bob cat
Michael Milton	8978 5126 0419 858 368	Masonry	
Anthony Herbert	0407 716 091	Electrical	
Michael Vaughan	8978 5465 0427 180 379	Electrical	and Airconditioning
Mark Nesbitt	0427 029 966	Handy man	Tractor tray back water tanks
Phil Parker	8978 5372 0412 506 999	Handy man	
Rick Gosper	0404 656 270	Builder/Metal work	Building and construction
Robert Newman	8978 5478	Handyman	Tractor, truck, water tanks
Colin Dunne	8978 5166	Electrical	Gas fitting, air-conditioning

**Mechanical Services**

Mark Perejuan	8978 5420 0409 100 444	Mechanic	Rego checks/car repair
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**Accommodation providers**

Chris Chaplin	8978 5123	House rental	Bush Retreat (6 persons)
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**Food Supplies/Food preparation**

Chris/Sue Chaplin	8978 5123	Shop	Wagait Beach Supermarket
Colleen Ferguson	8978 5151 0417 748 386	Cook	Cox Country Club

**Cleaning services**

Angela Adams	8978 5204	Cleaner	
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**Personal support/Health**

Aust Red Cross	1800 811 700		Contact tracing personal support
Life Line	13 11 14		Personal support



Belyuen clinic	8978 5023		Medical support
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#### **Facilities and Infrastructure**

Wagait CEO	8978 5185 0429 785 185	Manager	Council office/Community Centre Sports ground/Residence
Mark Dunbar-PWC	1800 245 090 ( hotline)	PWC	Water Tanks Power line problems/outages
Shane Dahlhelm-Roads	0417 809 734 0458 632 591	DCI	Roads operations Roads call out
Jodie Clegg	8978 5151	President	Cox County Club recreation and food preparation
Chris Chaplin	8978 5008	Manager	Super market/Fuel Supply

#### **Transport**

Neil White	0417 002 025	Wagait Wagon	6 and 12 seater vans
Rocky Magnoli	8978 5255 0417 837 931	School Bus driver	Darwin Bus service
Sealink Ferry	1300 130 679	122 seat ferry	

#### **Media**

ABC	8943 3222		
Wagaitear	0434 873 995 0419 607 343		Anna Greer Hannah Seaward

### **3.4 Appendix D – Emergency Management Recovery Concepts**

#### **Community involvement**

Processes are most effective when the affected community is involved and actively participates in its own recovery. Government and wider community will need to supplement local recovery depending upon local capacity. The recovery committee is one method of involvement.

#### **Local level management**

Recovery services should be managed to the extent possible at a local level. When recovery programs and assistance are imposed they are less effective. Resource support from a state level may be required but it should be directed by local level.

#### **Affected community**

The affected community needs to be identified and needs to include all those affected in any significant way. It may be a dispersed or geographically defined population. Recovery is managed for an identifiable affected area/group that may not fit the local government boundaries.

#### **Differing effects**

The ability of individual, families, and communities to recover depends upon capacity, and the specific circumstances of the event. Assistance measures must be adaptable. And will require consultation with the affected community.

#### **Empowerment**

The services should empower the community to manage its own recovery through support and maintenance of identity, dignity and autonomy. Affected people should participate in the management of their own recovery. Outside assistance should not overwhelm those affected and detract from their participation in the management of their own recovery.

#### **Minimum intervention**

The approach should be one of minimum intervention.

#### **Resourcefulness**

Self help should be encouraged and local resourcefulness supported. This resourcefulness may only become clear as the recovery process unfolds.

#### **Responsive, flexible, adaptable and accountable**

Services need to be flexible, responsive and adaptable to meet the rapidly changing environment whilst being accountable

#### **Integrated services**

Integration of recovery service agencies, as well as response agencies is essential to avoid overlapping service and resource wastage. Whilst response and recovery are separate they are not sequential and commence and initially occur in parallel.

The issues can be resolved through planning or negotiated during the operational process if effective liaison is in place.

**Coordination**

Recovery services are most effective when coordinated by a single agency.

**Planned withdrawal**

Planned and managed withdrawal of external service is essential to avoid gaps in service delivery and the perception of leaving before the task has been completed.

### **3.5 Appendix E – Emergency Management principles**

#### **Prevention**

Regulatory and physical processes which aim to mitigate or prevent the incidence or severity of the disaster. Prevention or mitigation measures designed to avoid or reduce the consequences.

*Eg Cyclone clean up of loose objects, building codes, community information.*

#### **Preparedness**

Measures established to ensure communities and services are able to cope with the effects of a disaster. Can include education and training, public awareness and the development of response and recovery plans.

*Eg: Cyclone lift out in local paper, running the emergency generator regularly, testing radios, ensuring adequate supply of fuel, food, medical sundries. Knowledge of vulnerable people in community, knowledge of un-coded dwelling, water supply capacity, fuel supply capacity. Preparing information sheets for community. Developing a response/recovery plan. Undertaking training and exercises to test plans*

#### **Response**

Measures taken immediately to, during and after the disaster event to ensure the effect is minimised.

*Eg: Establish the emergency operations centre at cyclone shelter (community centre) . Have emergency medical kit at the shelter. Open the shelter and manage it. Monitor progress of the disaster. Do initial post disaster situation assessment. Make safe the public roads. Arrange for emergency food rations. Disposal of injured animals.*

#### **Recovery**

Measures which assist individuals and communities in reconstruction of infrastructure, the restoration of emotional, economic, and physical well-being. Returning an affected community to its proper level of functioning.

*Eg: Liaise with agencies to obtain community support. Establish an information and support service. Assist with contact tracing. Assist with provision of personal, emotional and spiritual support. Establish plans for priority repair to infrastructure business and private. Assist in moving people and families from shelter back into own home or alternate short/medium/long term accommodation. Re-establish local services eg sport and recreation.*

### **3.6 Appendix F – Risk Assessment of the plan**

#### **Wagait Shire Recovery Plan Assumptions and Constraints**

##### **Assumptions:**

That Wagait Shire Council accept the authority of a community committee to manage the recovery process.

That cooperation will be achieved between response and recovery agencies.

That critical staff of council will be available.

The critical members of the recovery committee will be available when needed.

The information provided by agencies in the plan is up to date and accurate.

The plan applies to the shire and not the region.

##### **Constraints:**

Essential services are operating eg power, water, waste dump.

Financial resources available.

Staffing/volunteer resource to undertake required roles and tasks.

Facilities and equipment will be available and function when required.

Accuracy of the population information for the area.