MARANBOY LOCAL EMERGENCY PLAN

2021/22

Authority

The Maranboy Emergency Plan (the Plan) approved by the Territory Controller in 2013 and in accordance with section 17 of the *Emergency Management Act 2013* (NT) (the Act) has been reviewed and endorsed by the Regional Emergency Controller, hereafter referred to as the Regional Controller, as the Territory Controller's delegate.

Regional Controller

Martin Dole

Dated this 2nd day of November 2021

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Version History

Document title	Maranboy Local Emergency Plan
Contact details	Northern Territory Police, Fire and Emergency Services
Approved by	Regional Controller – *Martin Dole*
Date approved	2 November 2021
Document Review	Annually
TRM number	04:D21:58512

Version	Date	Author	Comments
1.0	24th July 2021	Brian Hennessy	Updated format and review of content.
1.0	3rd August 2021	Brian Hennessy	Track changes sent to LC Maranboy to review.
1.0	2nd November 2021	Martin Dole	Review of content and finalisation of plan.

Amendment List

Proposals for amendment to this plan are to be forwarded to:

Officer in Charge, Local Controller
Maranboy Police Station
Maranboy NT 0852

Amendments promulgated are to be certified below when entered:

Revision Date	Description	Local Controller
July 2018	New template development and review	K. Riley / NTES
Aug 2018	Plan review. Formatting amendments	A. Heath / NTFRES
Aug 2019	Plan review.	R/Sergeant Matt Ridolfi
Oct 2020	Plan review.	R/Sergeant Daniel Leighton
Nov 2020	Administrative Amendments	J Richardson / NTPFES
Oct 2021	Plan Review	B Hennessy / NTES
Nov 2021	General formatting changes	R McKinnon / NTPFES
Dec 2021	Update to Annex L: Contact Details	R McKinnon / NTPFES

Purpose

1.   The purpose of this Plan is to describe the emergency management arrangements for Maranboy District (the District) during 2021/22.

Application

2.   This Plan applies to the Maranboy District.

Related References

3.   The following references apply:

- *Emergency Management Act 2013*

- Territory Emergency Plan 2021/22

- Northern Region Emergency Plan 2021/22

- National Disaster Risk Reduction Framework (NDRRF)

- National Disaster Risk Assessment Guidelines (NERAG).

Plan

Key Considerations

4.   The *Emergency Management Act 2013* (the Act) is the legislative basis for emergency management across the Northern Territory (NT).

5.   The Act reflects an all hazards approach to emergency and disaster events, natural or otherwise. It provides for the adoption of measures necessary for the protection of life and property from the effects of such events.

6.   The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Australian Disaster Resilience Handbook Collection, forms the basis for this Plan.

7.   This Plan:

- confirms appointment of a Local Emergency Controller and Local Recovery Coordinator

- confirms establishment of the Local Emergency Committee (LEC) and Local Recovery Coordination Committee (LRCC)

- assesses hazards most likely to affect the community

- specifies control and coordination arrangements for mobilisation of local and, if necessary regional, Territory and national resources

- identifies roles and responsibilities of key stakeholders

- details specific emergency response procedures for the higher risk situations.

8. This Plan complements the Territory Emergency Plan as it relates to the District. For further information on the hierarchy of plans, refer **Annex A**.

Locality Context

9. The District covers approximately 21,500 square kilometres and is located approximately 400 kilometres east of Darwin and forms part of Region 1, as defined by the Territory Emergency Plan.

10. The District population is approximately 1,000 persons, the main population centre being the communities of Barunga and Beswick.
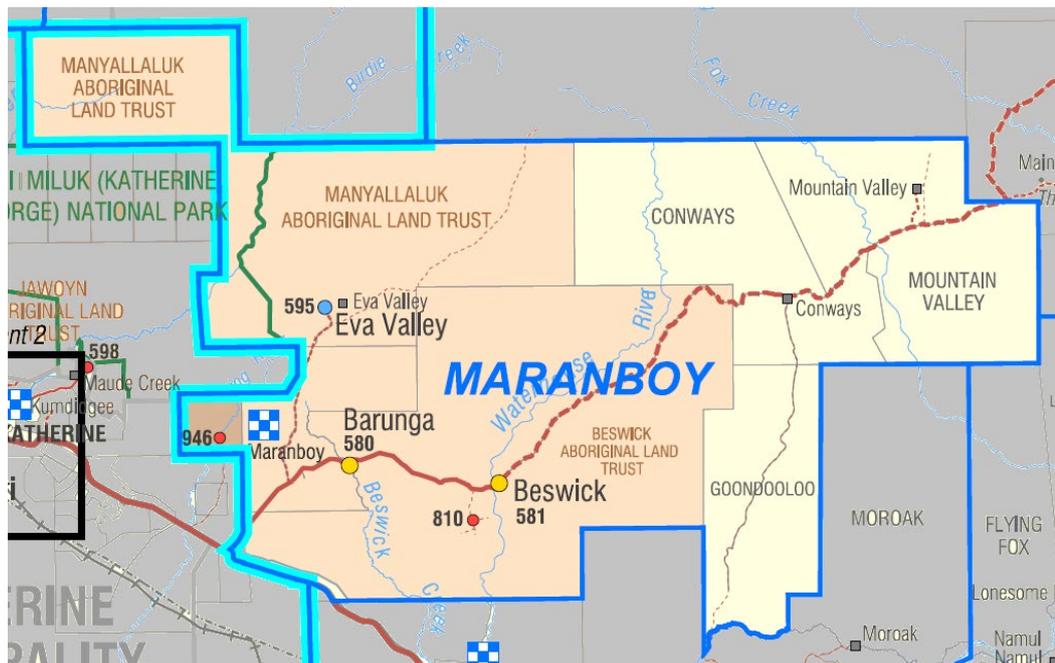
Climate and Weather

11. The District experiences similar weather conditions to those which occur throughout the Top End of the NT. That is, there is a distinct 'Wet' (November to May) and 'Dry' (June to October) season.

12. Compared to Darwin, temperatures tend to be slightly higher during the Wet and slightly lower during the Dry.

Geography

13. The District ranges from ranges from rocky, sparsely vegetated, and semi-arid to thickly timbered, dense scrubby areas, well-watered by creeks and springs. Cattle stations take up about 30% of the district.

14. The District is drained by a number of rivers and creeks, the main being:

- Beswick Creek

- Little Roper Creek

- Dook Creek

- Chambers Creek

- Maranboy Creek

- Flying Fox Creek

- Waterhouse River.

Sites of Conservation or Cultural Significance

15. There are many areas in the vicinity of the District boundaries into which it is culturally unacceptable to go.

16. Nitmiluk National Park is a 292,800 hectare national park is owned by the Jawoyn Aboriginal people and jointly managed with the Parks and Wildlife Service of the NT.

17. Further information about this site can be found here.

Tourism

18. Tourism is a major economic contributor to the District, particularly throughout the months of May to October.

Public Administration

NT and Local Government

19. NT Government agencies that have a presence in the District include:

- NT Police, Fire and Emergency Services (NTPFES)

  - NT Police Force (NTPF) (Police Station)

- Department of Health

  - Sunrise Health Centres.

- Department of Education

  - Beswick (Wulgularr) School

  - Barunga Community Education Centre

  - Manyallaluk School

20. Local government in the District is provided by the Roper Gulf Regional Council (RGRC).

Infrastructure

Building Codes

21.   Buildings and construction in the District are subject to the *Building Act 2016* (NT), NT Building Regulations and the Building Code of Australia.

Land Use

22.   The District land use is in consultation between RGRC, and Traditional Owners and include infrastructure in the areas of:

- residential

- pastoral

- sewerage ponds

- air strip

- waste management.

Power Generation and Distribution

23.   The District is supplied with power which is sourced from Katherine via the Katherine Power Station. The station operates on both gas and diesel generators.

Water Services

24.   The District operates reticulated water and sewer systems in Manyallaluk (Eva Valley), Beswick and Barunga. Water is sourced from bores.

Health Infrastructure

25.   The District has the capacity to provide to emergency medical aid in addition to routine health treatment.

26.   Serious medical cases are required to be medically evacuated to Darwin.

Emergency Service Infrastructure

27.   The District has the following emergency service infrastructure:

- Police Station and cells

- Sunrise Clinics in Eva Valley, Beswick and Burunga.

Roads

28.   The District has one main road, the Central Arnhem Highway.

29.   This road is completely unsealed past Beswick Community and becomes impassable at times during the Wet season. There are many tracks that branch off this main road going to various outstations.

Airports

30.   The table below lists the airstrips in The District:

Name of the Strip	Datum	Details (type, length, etc.)	Operator of the strip
Barunga (Bamyili)	14°31'3.68"S 132°52'46.39E	Gravel & Clay 794m	RGRC
Eva Valley	14°16'1.01"S 132°49'54.92"E	Gravel	RGRC
Mountain Valley	14°5'1.90"S 133°48'41.20"E	Grass 900m X 99m	Private

Telecommunication

31.   Telecommunications are available across the Maranboy region via a combination of landline, mobile and satellite communications delivery.

Local Radio Stations

32.   The District has the following radio stations:

- 101.7FM.

Vulnerable Clients

33.   A list of all vulnerable medical patients is held with the manager of the Sunrise Clinics within the District.

34.   There is one (1) aged care facilities in the District located in Beswick Community.

Preparation

Disaster Hazard Analysis and Risk Register

35.   The LEC has identified the following hazards for the District which require a detailed operational response procedure:

- Transport incident (road and aircraft)

- Hazardous material incident (HAZMAT)

- Flood

- Bushfire

36.   These hazards have been rated against the National Disaster Risk Assessment Guidelines (NERAG) were reviewed in 2016 and gave the following results:

Hazard	Overall Consequence	Overall Likelihood	Risk Rating
Transport Incident	Minor	Likely	Medium
Hazardous Material Incident (HAZMAT)	Minor	Likely	Medium
Flood	Moderate	Likely	High
Bushfire	Minor	Likely	Medium

Transport Incident (Road and Aircraft)

37.   Transport incidents refer to motor vehicle and aircraft accidents.

38.   These incidents are of an impact nature with little or no lead time. With the exception of maintaining infrastructure, no mitigation can be put in place.

39.   The NT Police maintain a Road Crash Rescue capability and supply a first response to any major incident until further resources can be sourced if needed.

40.   Procedures surrounding aircraft incidents have been developed by the Australian Transport and Safety Bureau and can found here.

Hazardous Material Incident

41.   Large quantities of hazardous materials are transported daily by road to many centres throughout the Northern Territory and as a consequence, any release or spillage could easily result in the loss of life, widespread disruption, danger to communities and a threat to the environment.

42.   Hazardous material incidents encompass a wide variety of potential situations including fire, spills, explosions and chemical reactions.

43.   Prevention and preparative controls for tropical cyclones include, but are Preparation Activities

44.   Preparation activities are those arrangements that ensure, should an emergency occur, all resources and services which are needed to provide an emergency management response to the effects can be efficiently mobilised and deployed.

Flood

45.   Floods occur when water covers land that is normally dry. They may result from prolonged or very heavy rainfall, severe thunderstorms, monsoonal (wet season) rains in the tropics, or tropical cyclones. People who live near rivers or in low-lying coastal areas live with the greatest threat of floods. Periods of heavy rain, not necessarily in their area, can lead to rises in the water level of the rivers to a point where they can no longer hold the volume of water.

Bushfire

46.   A fire hazard includes a fire threat to each community, housing and infrastructure in the District including all the surrounding outstations

47.   Controlled burning occurs on a yearly basis in the District and the surrounding communities.

Public Education

48.   NTES delivers community education, awareness and prevention programs. These are also conducted or supported by Australian Government agencies such as the Bureau of Meteorology and Attorney-General's Department, as well as non-government entities like the Australian Red Cross, to ensure ongoing public awareness of emergency and disaster events. Further information is available on each organisation's respective website.

Planning

49.   The Act requires Emergency Plans to be maintained at a Territory, regional and local level. Arrangements in plans aim to be flexible and scalable for all hazards. The planning process enables agreements to be reached between people and organisations in meeting communities' needs during emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.

50.   In accordance with section 17 of the Act, the operation and effectiveness of approved emergency plans must be reviewed at least once every 12 months.

Resource Coordination

51.   A master resource register is to be maintained by the District Local Controller for rapid reference during emergency management operations – refer **Annex D**.

52.   Stakeholders are to ensure that the District Local Controller is kept advised of changes to resource holdings, operational response capability and key personnel contact arrangements on a regular basis.

Training and Education

53.   The Act requires that those involved in emergency planning and operations are to be appropriately trained. The NTES Learning and Development Command provides the required training and education capability to ensure NT Government and non-government entities are appropriately trained.

Exercises

54.   Exercises are a key measure for testing the effectiveness of Plans and should be conducted at all levels and involve all stakeholders. Exercises ensure that Plans are robust and understood, and that capabilities and resources are adequate to implement them.

55.   Exercises are conducted when a Plan has not been enacted since the last review, or substantial changes have occurred, including:

- legislative changes

- major changes have occurred in the areas of key personnel, positions or functions across prevention, preparedness, response and recovery

- new or emerging hazards/risks have been identified.

56.   Delivery of exercises is guided by advice from the Territory, Regional or Local Controllers, the Territory Recovery Coordinator, Territory Emergency Management Council or Regional Emergency Committee or as required by functional groups[1].

Response

57.   Response actions are those 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[2].

Control and coordination

58.   Arrangements for response are based on pre-determined roles and responsibilities for stakeholders. When the scale and complexity of an event is such that resources of the community are depleted a number of arrangements are in place for assistance from the region, the Territory and/or the Australian Government. Pathway for assistance is through the Northern Controller/delegate.

Local Emergency Controller

59.   In accordance with section 76 of the Act, the Territory Controller has appointed a District Local Emergency Controller (Local Controller).

60.   The Local Controller is the OIC of Maranboy Police Station.

61.   The Local Controller is subject to the directions of the Regional Controller.

62.   The powers, functions and directions the Local Controller can be found in sections 77, 78 and 79 of the Act.

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[1] Section 3.5 and 3.6 of the Territory Emergency Plan.

[2] https://knowledge.aidr.org.au/media/1764/handbook-9-australian-emergency-management-arrangements-kh-final.pdf

Local Emergency Committee

63.   In accordance with section 80 of the Act, the Territory Controller has established a Maranboy Local Emergency Committee (LEC).

64.   The Local Controller is Chair of the LEC. Remaining membership consists of representatives from NT Government and non-government entities within the District, including a permanent NTES staff member.

65.   Division 11 of the Act specifies the establishment, functions, powers, membership and procedure requirements of a LEC.

Local Recovery Coordinator and Coordination Committee

66.   In accordance with section 87 of the Act, if a region and/or locality has been affected by an event, the relevant Regional Recovery Coordinator may appoint a Local Recovery Coordinator.

67.   The Local Recovery Coordinator will establish a local Recovery Coordination Committee drawing from membership of the LEC and other relevant members of the community as deemed necessary.

68.   The Local Recovery Coordinator will report directly to the Regional Recovery Coordinator.

69.   Division 12 of the Act specifies the functions, powers and directions the Local Recovery Coordinator is subject to.

70.   Division 13 of the Act specifies the establishment, functions, powers, membership and procedure requirements of Recovery Coordination Committee.

Emergency Operations Centres (EOCs)

71.   Local Control Centres (LCCs) will be established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the District. When activated, the functions of the LCCs are:

- information collection and dissemination

- preparation and issue of official warnings and advice to the public

- coordination of the provision of resources required in the locality

- submitting requests for resources through the Regional Controller or the Territory Emergency Operations Centre where applicable

- dissemination of information to the media and general public through the Public Information Group to ensure a single point of truth for releases of information to the wider community[3].

72.   The District LCC is the Maranboy Police Station.

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[3] Territory Emergency Plan Section 4.5.3

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73.   The Regional EOC will generally be located in Darwin at the Peter McAulay Centre.

74.   Agencies and Functional Groups may establish their own Coordination Centres to provide the focal point for the overall control and coordination of their own agency resources.

75.   Liaison Officers from functional groups and support agencies will attend the EOC as required.

WebEOC

76.   WebEOC is a critical information management system used throughout the NT. It is an effective and efficient tool used by stakeholders that have a role and responsibility under the Territory Emergency Plan during prevention, preparation, response and recovery phases of any event.

77.   WebEOC is a contemporary platform for the coordination of multi-agency response to any critical incident be it a severe weather event, flood, bush fire, industrial accident, major crime, terrorism or a large scale planned event. It provides the capacity to record (in real time) all information relevant to an incident and to share that information with other persons at the scene, an EOC and Functional Group personnel.

78.   WebEOC allows for information sharing, managing tasks and submitting situational reports. It also assists the Control Authority to manage and disseminate current decisions and objectives. Together these functionalities provide up-to-date situational awareness.

Situation Reports (SITREPs)

79.   It is essential for effective control and coordination of emergency management operations that the Local Controller is able to gather and collate relevant information relating to the emergency from regular, concise and accurate SITREPs.

80.   LEC members are to provide SITREPs at agreed times to enable the preparation of a consolidated report which will be distributed to all committee members and other relevant authorities. This may be achieved through the WebEOC incident management system.

Activation of the Plan

81.   This Plan sets out five stages of activation. These stages are designed to ensure a graduated response to hazardous events, thereby reducing the possibility of under or over reaction by the emergency management agency. The stages are:

Stage 1	*Alert*	This stage is declared when the Local Controller receives warning of an event which, in their opinion, may necessitate an emergency management response.
Stage 2	*Standby*	This stage is declared when the Local Controller

		considers an emergency operation is imminent. During this stage passive emergency measures are commenced.
Stage 3	*Activation*	This stage is declared when active emergency measures are required.
Stage 4	*Stand-down response operations and transition to Recovery*	Stage 4 occurs when the Local Controller and Local Recovery Coordinator agree to transition to recovery in accordance with the transitional arrangements of this Plan.
Stage 5	*Recovery*	This stage is called if ongoing recovery operations and coordination is required.

82.   The stages identified above provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event for either the Regional or Local Controller to amalgamate the actions required under one stage.

83.   Recovery may be activated when an incident or event has occurred that did not necessitate the activation of response stages 1 to 4. This may be in relation to a sudden impact event or slow onset event such as a drought situation.

Stakeholder Notifications

84.   Upon activation of the Plan the following personnel are to be advised as a matter of urgency:

- all available members of the LEC

- Divisional Superintendent

- Regional Controller

- NTES Duty Officer.

85.   The Local Controller will notify LEC members of imminent events or activations through various means including but not limited to phone, SMS and email notifications dependant on the most appropriate and available at the time.

Official Warnings and General Public Information

86.   Official warnings are issued by the Bureau of Meteorology (BoM), Geoscience Australia and Bushfires NT.

87.   Emergency Alert (EA) is a national telephony-based emergency warning system that can deliver warning messages to landlines and mobile handsets based on the service address and mobile handsets based on the last known location of the device.

88.   The Standard Emergency Warning Signal (SEWS) is an audio alert signal (wailing siren) which may be broadcast on public media to draw attention

to the fact that an urgent safety message is about to be made. Generally, SEWS is only played before announcements concerning significant emergencies where emergency management arrangements should be activated as a result.

89.   Authority to utilise the Emergency Alert and SEWS may be given by virtue of the approval of an emergency plan. The authority and delegations can be found in the Territory Emergency Plan

90.   Control and Hazard Management Authorities may have pre-planned use of SEWS for non-weather related events approved by virtue of the approval of a Regional or Special emergency plan.

91.   The District will receive official warnings and general public information through the following means:

- radio broadcast

- television news broadcast

- Secure NT internet and Facebook site.

92.   Warning and information messages for general public are authorised by the Local/Regional Controller/delegate, as relevant. The dissemination of such warnings and information is to be by whatever means are appropriate and available at the time.

Australasian Inter-Service Incident Management System (AIIMS)

93.   The Australasian Inter-Service Incident Management System (AIIMS) is a robust incident management system that will enable the seamless integration of activities and resources of a single agency or multiple agencies when applied to the resolution of any event.

Closure of Schools

94.   The decision to close schools due to an impending threat will be made by the Chief Minister on advice from the Territory Emergency Management Council (TEMC). When the nature of an event demands an immediate response, local authorities will take the appropriate steps to ensure the safety to the public. This action may include the temporary closure of a school to begin preparations, pending formal closure of the school by the Chief Minister for the remainder of the event.

95.   The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, Department of Education.

Closure of Government Offices

96.   The decision to close government offices due to an impending threat will be made by the Chief Minister on advice from the TEMC. When the nature of an event demands an immediate response, local authorities should take all appropriate steps to ensure public safety and the protection of property.

97.   The decision to reopen government offices will be made by the Chief Minister on advice from the TEMC.

98.   All NT Government agencies are to have an Emergency Preparedness Plan which sets out their processes for closing down their offices once approval has been given. This should have clearly articulated employee guidelines to ensure employees know when they are authorised to leave and are required to return to work.

Emergency Shelters

99.   Emergency shelters and places of refuge are buildings or structures that provide people with a place of protection and shelter during a disaster or emergency event such as a cyclone, flood, fire or tsunami.

Emergency Shelters/Strong Buildings Locations

100.   Those whose normal accommodation has been assessed as cyclone safe are to be encouraged to remain in their homes to reduce the burden on emergency shelters. However once emergency shelters are opened, no person is to be refused entry. Persons with special needs, the aged, the infirm and persons under the influence of drugs or alcohol are to be assessed by the shelter management team upon entry in to the emergency shelter.

101.   The Beswick School is the only identified emergency shelter in the area and is located on high ground within the District. This shelter has the capacity for approximately 200 people.

102.   The responsibilities of the emergency shelter manager are:

  •   the provision of those buildings designated as emergency shelters

  •   the provision of personnel to staff and operate the emergency shelters at such times as they are activated

  •   the maintenance of effective liaison with other stakeholders with responsibilities relating to cyclone shelters, in particular the NTPF.

103.   Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Emergency Shelter Group. The lead agency for this group is the Department of Education. Emergency shelters will not normally operate for more than 48 hours.

104.   The timing of the opening of emergency shelters will be dependent upon the severity of the impending incident, the numbers to be sheltered, the time of day the incident is expected to impact and the period of time the emergency shelters are likely to be occupied.

105.   The announcement that emergency shelters are open in the District will be made by radio broadcast and will include emergency shelter rules such as no pets or alcohol being permitted in shelters and that food will not be provided.

106.   The Department of Education in conjunction with NT Police are responsible for the management of emergency shelters during an emergency event.

Evacuation Planning and Accommodation

107.   Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community[4].

108.   The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications[5].

109.   Evacuation of the District will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Local Controller and the District, will arrange emergency accommodation and transport, as necessary, through the relevant Functional Group/s.

Register. Find. Reunite Registration and Inquiry System

110.   Australian Red Cross, in partnership with the Commonwealth Attorney-General's Department, has developed an improved system to help reunite families, friends and loved ones separated by an emergency. This system is called Register. Find. Reunite.

111.   This system can be initiated by either the Territory or Regional Controller without the national system being activated[6].

112.   Any activation of this system should occur in consultation with the Welfare Group in the first instance.

Impact Assessment

113.   Immediately after a hazard has affected a community, assessment of the impact is a vital component of the situational awareness and planning of response and recovery activities.

114.   Guidelines to conduct rapid assessments in the NT, including the establishment of a dedicated Rapid Assessment Team/s (RAT) to collect data in the field have been developed. A copy is available in the WebEOC library for emergency management practitioners.

115.   The Survey, Rescue and Impact Assessment Group, led by the NTPFES, is responsible for impact assessments.

116.   At the local level, Local Controllers can activate the NTES to undertake impact assessments if deemed appropriate.

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[4] EM Manual 11 Evacuation Planning, page 1
[5] Australian Emergency Management, Evacuation Planning Handbook 4 2013
[6] Territory Emergency Plan Section 4.17

Recovery

117.   Emergency recovery is the coordination process of supporting affected communities in the reconstruction of the physical infrastructure, restoration of the economy and of the environment, and support for the emotional and physical wellbeing of those affected.

118.   Recovery is often a long term process which can be measured in months, years or even decades. For the purpose of this Plan only the early recovery phase is detailed.

Transitional Arrangements

119.   The transition from response to recovery coordination represents a fundamental shift in operational aims and tempo. This shift is from the protection of life and supporting the immediate needs of the community, to establishing longer term, more sustainable support structures.

120.   The transition to recovery coordination occurs at a time agreed to by the:

- Territory Controller

- Territory Recovery Coordinator.

After consultation with TEMC, the Regional Controller and the Regional Recovery Coordinator.

Handover Arrangements

121.   Formal handover to recovery coordination will not occur until the Territory Recovery Coordinator is satisfied the following briefings have been completed:

- the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator

- the Regional Controller has briefed the Regional Recovery Coordinator, and

- where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff.

122.   The Regional Recovery Coordinator will ensure all functional group leaders, agencies, support groups and other relevant stakeholders are notified of the transition to recovery well before it occurs. This notification is to include changes to relevant contact details and other pertinent information.

123.   A summary of response and recovery activities can be found at Annex K.

Plan Governance

124.   Part 2, Division 3 of the Act outlines the preparation, consideration, approval and review requirements for Local Emergency Plans.

Annexures

Annex A   Hierarchy of Plans

Annex B   Functional Groups -Roles and Responsibilities

Annex C   Functional Groups

Annex D   Resource Lists

Annex E   Identified Risk Guideline –Transport Incident

Annex F   Identified Risk Guideline – Hazmat

Annex G   Identified Risk Guideline – Flood

Annex H   Identified Risk Guideline – Fire

Annex I   Evacuation Guideline

Annex J   SITREP Template

Annex K   Summary of Response and Recovery Activities

Annex L   Contact Details

Annex M   Debrief

Annex N   Glossary

Annex O   Acronyms

Annex A: Hierarchy of Plans

Emergency management planning in the Territory is based upon a hierarchal system. It originates with the Territory Emergency Plan which provides the basis for subsequent regional, local and specific emergency management plans relating to specific threats.

- ***Territory Emergency Plan.*** A plan to describe the Northern Territory's approach to emergency and recovery operations, the governance and coordination arrangements and roles and responsibilities of agencies. The plan is supported by regional, local and hazard specific plans and functional group sub plans.

- ***Regional Emergency Plans***. The regional emergency management structure is based upon two Police Regions. The plans provide a basis for coordinated emergency and recovery operations in the region.

- ***Local Emergency Plans.*** Plans developed for coordinated emergency and recovery operations in the identified locality.

- ***Territory Wide Plans.*** Plans are not associated with functional group operational plans but cover an all hazard/all agency/all regions approach.

- **Agency/functional group plans.** Plans developed for agencies or functional groups to deliver the functions and operations of their agency during an Emergency or disaster.

- ***Australian Government Plans and Arrangements.*** The Australian Government publish a range of national plans to deal with emergencies and disasters.

- ***Special Emergency Plans.*** Plans outlining the arrangements for the control, coordination and support response, for hazard specific emergencies and disasters such as emergency terrestrial and aquatic pest and disease incursions.
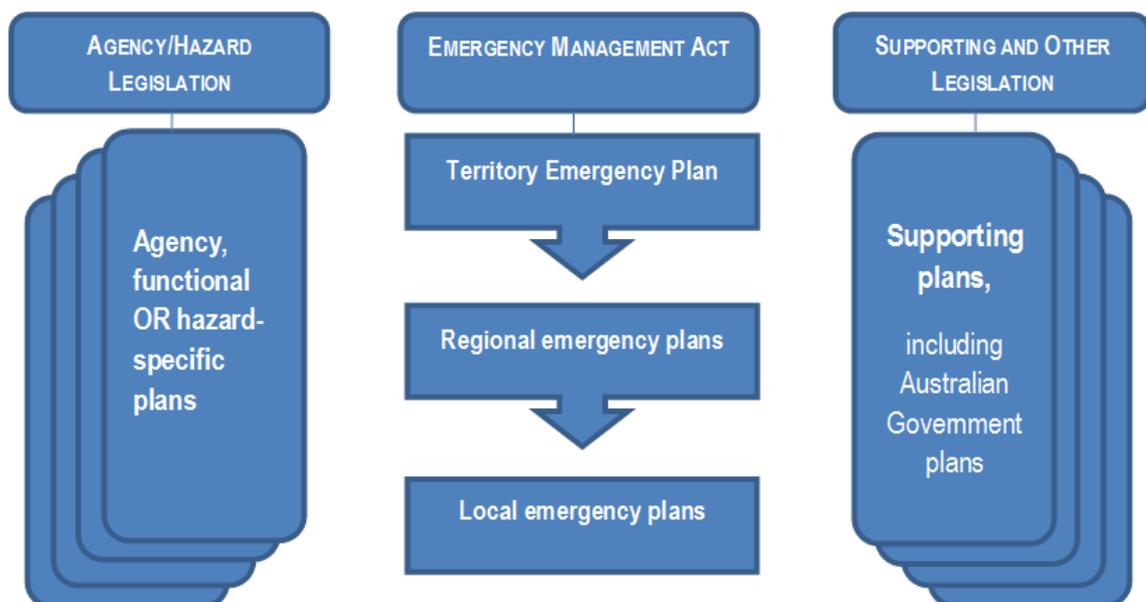
Annex B: Functional Groups - Roles and Responsibilities

Functional Group	Position and Agency
Biosecurity and Product Industry	Department of Industry, Tourism and Trade
Communication Technology	NTPFES
Critical Goods and Services	Department of Industry, Tourism and Trade
Emergency Shelter	Department of Education
Engineering	Department of Infrastructure Planning and Logistics
Medical	Department of Health Sunrise Health Service
Public Health	Department of Health
Public Information	Department of the Chief Minister and Cabinet
Public Utilities	Power and Water Corporation
Transport	Department of Infrastructure Planning and Logistics
Survey and Rescue	NTPF with the assistance of Fire and Emergency Response Groups
Welfare	Territory Families

Beswick

Function/Activity	Position and Organisation or Provider
Function/Activity	Position and Organisation or Provider
Medical Services	Clinics
Power Supply (ESO)	Power Projects
Food supplier	Outback Stores
Transportation	Bush, Aged Care and Outback Stores

Barunga

Function/Activity	Position and Organisation or Provider
Medical Services	Clinics
Power Supply (ESO)	Power Projects
Food supplier	Outback Stores
Transportation	Bush, Aged Care and Outback Stores
Housing	Department of Territory Families, Housing and Communities

Eva Valley

Function/Activity	Position and Organisation or Provider
Medical Services	Clinics
Power Supply (ESO)	Power Water
Food supplier	NA
Transportation	NA
Housing	Department of Territory Families, Housing and Communities

Full details on agency roles and responsibilities are detailed in the Northern Territory Emergency Plan.

Annex C: Functional Groups

Emergency Response and Recovery Functions with Identified Agencies/Organisation/Provider

During an event some of these functions may be needed at a local level.

Please consider which agency or community member might be responsible for providing this function:

Functions	Agency /Organisation/Provider responsible		
	Beswick	Barunga	Eva Valley
Animal / Livestock Management	RGRC	RGRC	RGRC
Anti-looting protection	NT Police	NT Police	NT Police
Banking Services	ATM Stores	ATM Stores	ATM Stores
Broadcasting: What radio stations provide announcements	RGRC, BRACS and ABC	RGRC, BRACS and ABC	RGRC, BRACS and ABC
Clearing of essential traffic routes	RGRC	RGRC	RGRC
Clearing storm water drains	RGRC	RGRC	RGRC
Clothing and Household Items	Beswick Store	Barunga Store	Barunga Store
Community Clean Up	RGRC	RGRC	RGRC
Control, coordination and management	NT Police	NT Police	NT Police
Coordination to evacuate public	NT Police	NT Police	NT Police
Critical Goods and Services (protect/resupply) • Food • Bottle Gas • Camping Equipment • Building supplies	Beswick Store	Barunga Store	Barunga Store
Damaged public buildings: Coordination and inspections	TFHC	TFHC	TFHC
Disaster Victim Identification capability	NT Police	NT Police	NT Police
Emergency Alerts / SEWS	NT Police	NT Police	NT Police
Emergency Catering	Beswick Store	Barunga Store	Barunga Store
Emergency food distribution	Beswick Store, RGRC	Barunga Store, RGRC	Barunga Store, RGRC
Emergency Operations Centre (EOC), including WebEOC, Recovery Coordination Centre (RCC)	Government Engagement Coordinator (GEC)	GEC	GEC
Emergency shelter. Staff, operations and control	School or organisation utilizing shelter	School or organisation utilizing shelter	School or organisation utilizing shelter
Evacuation centre - Staffing, operations and control	Police, NTES,	Police, NTES,	Police, NTES,

Functions	Agency /Organisation/Provider responsible		
	Beswick	Barunga	Eva Valley
	Education, Aged care and RGRC	Education, Aged care and RGRC	Education, Aged care and RGRC
Financial Relief /Assistance Payments of NDRRA (National Disaster Relief and Recovery Assistance)	Centrelink	Centrelink	Centrelink
Identification of suitable buildings for shelters	RGRC	RGRC	RGRC
Interpreter Services	AIS and Locals	AIS and Locals	AIS and Locals
Management of Expenditure in emergencies	NA	NA	NA
Medical services	Sunrise Health Clinic	Sunrise Health Clinic	Sunrise Health Clinic
Network communications (IT): Responders / Public Maintenance and restoration of emergency communication	Telstra	Telstra	Telstra
Personal Support	Sunrise Health Clinic	Sunrise Health Clinic	Sunrise Health Clinic
Power: Protection and restoration :	Power Projects, PowerWater		RGRC, PowerWater
Public messaging during response and recovery.	RGRC, BRACS and NT Police	RGRC, BRACS and NT Police	RGRC, BRACS and NT Police
Public/Environmental Health (EH) management • All EH functions including water & food safety • Disease Control	NA	NA	NA
Rapid Impact Assessment	RGRC, Police and Power Water	RGRC, Police and Power Water	RGRC, Police and Power Water
Recovery Coordination	DCM RGRC	DCM RGRC	DCM RGRC
Repatriation	DoHCD	DoHCD	DoHCD
Restoration of public buildings	RGRC	RGRC	RGRC
Restoration of roads and bridges (council/territory) excluding railways	RGRC	RGRC	RGRC
Road management and traffic control including public Information on road closures	RGRC	RGRC	RGRC
Sewerage: Protection and restoration	PowerWater	PowerWater	PowerWater
Survey	NT Police, RGRC	NT Police, RGRC	NT Police, RGRC
Temporary accommodation (Recovery)	RGRC	RGRC	RGRC
Traffic Control	NT Police, RGRC	NT Police, RGRC	NT Police, RGRC

Functions	Agency /Organisation/Provider responsible		
	Beswick	Barunga	Eva Valley
Transport : Commercial and Public airport/ planes, automobiles, ferries, buses	Transport	Transport	Transport
Vulnerable Groups	RGRC	Aged Care	Aged Care
Waste management • Collection • Disposal of Stock	RGRC	RGRC	RGRC
Water (including drinking water): Protection and restoration	Power Projects, PowerWater	Power Projects, PowerWater	RGRC, PowerWater

Annex D: Resource List

RESOURCE REGISTER   Locality - Maranboy

Resource	Communications	Fire Fighting	Rescue	Medical	Aircraft	Vehicles			Plant	Fuel	Accommodation /Shelter	Food Supply & Storage
Legend Agency/Organisation	HF UHF VHF Marine (M) Satellite Ph (SP)	A=Appliance D=Dropon Unit T=Trailer F=Foam E=Extinguisher (4.5kg and above) GFU – Grass Fire Unit	RAR=Road Accident Rescue Team HE=Heavy Rescue Equipment WS=Workshop PG=Portable Genset FL=Floodlighting B = Boat	=Hospital A=Ambulance C=Clinic F/A=First Aid Kits SF=Stretcher (fld) SB=Stretcher-(bsk) B=Blankets	F=Fixed Wing H=Helicopter (oo)=Seating Capacity (s)=Stretcher (w)=Winch (kg)=Payload	S=Sedan/Stationwagon U=Utility B=Bus (seating) T=Truck (capacity) WT=Water tanker FT=Fuel tanker LW=Liquid waste tanker			T=Tractor B=Bulldozer C=Crane (mobile) F=Frontend Loader F/L=Forklift L=Lowloader B/H=Back hoe G=Grader BC=Bobcat	A=Avgas D=Distillate J=Jet aviation L=LPG S=Super U=Unleaded	B=Beds R=Rooms C=Caravans T=Tents Tp=Tarpaulins Ps=Plastic Sheeting	R=Retail store B=Bulk dry goods K=Commercial Catering P=Portable cooking F=Freezer (fixed) Fm=Freezer (mobile) C=Coolroom
						2WD	4WD	All Terrain				
Maranboy Police	SP, UHF	T, GFU, E	RAR,	F/A			U, U, U			D		
Sunrise Health	UHF			A,A,A,A,A, C, C,C, F/A, SF, B			U, U, U, U , U, U					
Roper Gulf Council	UHF	T, GFU, E	WS, B (4m flat bottom and 7x life jackets)			T, B	U, U, U, U, U, U		F, B/H	U, D		
Outback Stores						B	U, U, U,					R, R, B, B, F, F, C,C, K, P
Education Department				F/A							R	
Government Engagement Coordinator							U				R	

Where Functional Groups are identified, those agencies are responsible for ensuring that a record of resources available during an event are completed and made available to the Local Controller during an event

Annex E: Identified Risk Guideline - Transport

TRANSPORT INCIDENT

Introduction

This plan provides generic guidance on the response to road, marine and air emergencies within the District which necessitate the activation of emergency management arrangements.

Motor Vehicle

Main roads within the District are well maintained and have a bitumen surface. An extensive four wheel drive track network is also present throughout the NT that creates additional potential issues associated with remote area incidents.

Vehicular traffic ranges from cars to motorcycles, tourist coaches, caravans, road trains, and stock and fuel transporters. The vast majority of traffic accidents will be dealt with under existing day to day arrangements. Traffic accidents involving hazardous materials are covered under HAZMAT Risk.

Aircraft

Aircraft movements in the Maranboy district include small fixed wing aircraft and rotary wing aircraft generally used for aerial mustering.

Region personnel involved with aircraft accidents are advised to obtain and read a copy of the Australian Transport Safety Bureau *Civil and Military Aircraft Accident Procedures for Police Officers and Emergency Services Personnel*.

Initial Responses

Police would attend and assess situation. From the initial assessment the Local Controller will decide if the situation needs to be escalated to involve other stake holders.

Rescue

As information comes in from reconnaissance teams about the location and condition of survivors, rescue teams will respond.

ACTIONS TO BE TAKEN – TRANSPORT INCIDENT

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS			Attend Briefings. Inform key personnel Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER			Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required Leaders.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.

Annex F: Identified Risk Guideline – Hazmat

Introduction

Police would attend and assess situation. From the initial assessment the Local Controller will decide if the situation needs to be escalated to involve other stake holders.
Maranboy does not have the resources to contain any HAZMAT incident.

Incident Controller
The Local Controller is the Incident Controller

Organisation/Provider	Stage 1 Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
ALL MEMBERS	Attend Briefings. Inform key personnel. Provide SITREPS	Attend Briefings. Inform key personnel. Provide SITREPS	Attend Briefings. Inform key personnel Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.	Attend Briefings. Inform key personnel. Provide SITREPS.
LOCAL CONTROLLER	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required Leaders.	Notify relevant Group Leaders. NTES Duty Officer Set up WebEOC incident. Convene LEC briefing if required.

Annex G: Identified Risk Guidelines - Flood

Flood

Introduction

Maranboy district encompasses an area of approximately 90,000 sq kms and covers the communities of Barunga, Beswick (Wugularr), and Eva Valley (Manyalluluk). Of the communities within the district, only Beswick is subject to recorded flooding, however, there is the possibility of it occurring at Barunga Community as it came close to doing so in the Australia Day floods of 1998.

The district also covers several pastoral properties, of which only one, being Wongalara Station, is directly threatened by flooding.

Natural Drainage and Flooding

The communities of Barunga and Beswick are both serviced by the Central Arnhem Road, the single road that traverses the entire length of the district, from the Stuart Highway to the Goyder River. This road may be cut at the following points during severe weather.

Area	Distance from Stuart Highway	
Roper Creek	-	5kms
Four Mile floodway	-	15kms
Beswick Creek	-	28kms
Dook Creek	-	57kms
Waterhouse River	-	58kms
Flying Fox Creek	-	180kms

Localised Flooding

Beswick (Wugularr) Community is subject to flooding from the Waterhouse River, which runs 1km to the west of the community.

Road access to the community is cut by rising water at the Waterhouse River bridge which is approximately 1km west of the Community, and Dook Creek bridge, approximately 2kms west of the Community, prior to the community actually flooding.

Flooding initially begins at the eastern side of the community, with Wugularr billabong, situated on the northern side of the community overflowing its' banks. The south-western end of the community is the last area to be inundated, this area having the aged care facility, and mechanical workshops situated in it.

Access to the community during this time is by boat or rotary wing aircraft only. Boat access is made difficult, as the Central Arnhem Road is cut at Dook Creek, making it necessary to travel down Dook Creek to its' junction with the Water House River, and then travel up stream to reach the community.

In cases of extreme flooding, Dook Creek and the Water House River will become one body of water. When this occurs, Beswick Community will have flooded to approximately 1m in

depth throughout parts of the town. Detailed flood emergency response procedures for Beswick Community are included later in this Annex.

Barunga Community

Barunga Community is possibly threatened by flooding from Beswick Creek, which runs along the western edge of the community.

The road into the community may be cut at the Beswick Creek Bridge, and has on one occasion been actually washed away by the force of water when in flood conditions.

Areas of the community that may become affected by flooding would include the Store, Church, and School. Residences in the areas of 'Sunrise Camp' and 'Bottom Camp' may also be affected if the community floods. This could initially relate to house lots 167, 168 and 304.

The areas of 'Top Camp' should not be affected by flooding.

Flood Forecasting

The Flood Forecasting Team, Natural Systems Branch, Department of Infrastructure, Planning and Environment provide flood height advice and selective forecast advice for river systems in the NT, including the Waterhouse River. This is prepared from river gauges and fluviometry, data and some rainfall forecasting from the Bureau of Meteorology. Information from this source is provided by the NTES Duty Officer.

If it is considered probable that the Beswick Community will flood due to heavy rainfall or other extraordinary circumstances, the Maranboy Local Controller is to inform Superintendent Arnhem Division and the Duty Officer NTES.

Flooding Advice

Advise Levels	Description –	Public Messaging Broadcast with BOM Flood Message Advise
Watch	Flood waters are contained within the river banks.	Flood Early Warning system will be activated.
Minor Flooding	The "watch point" at the Central Arnhem Highway has reached 7.67 metres.	A Minor Floor Warning for BESWICK has now been declared. All Residents are advised to listen carefully to this advice.

The "watch point" at the Central Arnhem Highway has reached 7.67 metres.

Consider your actions. Take necessary steps to ensure your personal safety, and protection of your property. Stock up on essential items.

If evacuating, take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you.

We advise you stay with friends or family not in the flood prone area.

There are NO public shelters open at this time. |

		This has been a MINOR FLOOD WARNING FOR BESWICK
		If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable
		For more information please phone – 1800 500 070 – Flood Line.
		Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc.
		Stay tuned to this station for further information and advice. .
Moderate Flooding	The "watch point" at the Central Arnhem Highway has reached 8.07 metres. Flooding will cover extensive areas, and the following buildings in Beswick could be affected at floor level of lots; 8, 9, 10 & 35, 39, 40, 41, 42 & 123, 124, 125, 126	A Moderate Flood Warning for BESWICK has now been declared. All residents - listen carefully to this advice. The height of the river at the "watch point" at the Central Arnhem Highway has reached 8.07 metres and predicted to rise. Gates at 5 Mile to be closed. Access only by essential services and emergency vehicles. If you are in a threatened area take action now. Ensure you safety and protect your property. If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers. You are advised to arrange to stay with friends or family not in the flood prone area. NO public shelters are open at this time. This has been a MODERATE FLOOD WARNING FOR BESWICK For more information please phone – 1800 500 070 – Flood Line. Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice or refer to SecureNT online.
Major Flooding	The "watch point" at the Central Arnhem Highway has reached 8.27 metres. Flooding will cover extensive areas, and the following buildings in Beswick could be affected at floor level of lots when; The "watch point" at the Central Arnhem Highway has reached Height level of • 8.27m Floor Level of Lots 53	A Major Flood Warning for BESWICK has now been declared. All residents - listen carefully to this advice. The "watch point" at the Central Arnhem Highway has reached 8.27m and predicted to rise. If you are in a threatened area take action now. Ensure your safety and protect your property. If you decide to evacuate, you should take essential medicines, baby necessities, clothing, blankets, a torch and valuable personal papers with you. You are advised to stay with friends or family not in the flood

		prone area.
	• 8.47m Floor Level of Lots 5, 13, 14, 15, 16, 17, 18, 19, 23, 24, 25, 26, 27, 29, 31, 32, 56, 57, 58, 90, 91, 92, 93, 96, 97, 116 • 8.67 m Floor Level of Lots 36, 37, 38, 46, 48, 49, 112 • 9.07m Floor Level of Lots 21, 30, 43, 44, 45, 76, 87, 88, 89, 98, 100, 109, 110 • 9.27 m Floor Level of Lots 85 • 9.58m 2000 Flood Level • 9.67m Floor Level of Lots 75, 84, 106, 115 • 10.06m 1998 Flood Level • 10.07 m Floor Level of Lots 81, 83, 113	If you do not have this option please advise the NT Police to enable alternative arrangements to be made. This has been Major Flood Warning for BESWICK For more information please phone – 1800 500 070 – Flood Line. Or go to the Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice or refer to SecureNT online.
Fallen River Height	A "Falling River Height" Advice for Beswick has now been declared. All residents are advised to listen carefully to this advice.	The height at the "watch point' at the Central Arnhem Highway is falling and expected to continue falling. Currently a Flood Warning for BESWICK is in effect. Where required, emergency services will be activated to assist the public in flood affected areas. *This has been a FALLING RIVER HEIGHT ADVICE.* For more information please phone – 1800 500 070 – Flood Line. Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls, etc. Stay tuned to this station for further information and advice or refer to SecureNT online.
Cancellation of Food Warning	A Flood Warning for the Beswick area has now been CANCELLED.	The "watch point' at the Central Arnhem Highway is falling and expected to continue falling. Further broadcasts will be issued if the situation alters. *This has been a FLOOD WARNING FOR BESWICK - CANCELLATION ADVICE* For more information please phone – 1800 500 070 – Flood Line. Or go to Bureau of Meteorology website: www.bom.gov.au for more information on rainfalls etc. Stay tuned to this station for further information and advice or refer to SecureNT on line.

Flood Impact Data

A study was undertaken in 2001 into flooding of the Waterhouse River and Upper Roper River. One of the results of that study was the production of a Gauge Height Flood Impact Data Base.

Note that experience was shown that the effect of the indicated levels is not always accurate. The relationship between the level of the Waterhouse River and flooding in the community is dependent on the level of the Wugularr Billabong. Until the lagoon is full and the water breaks its banks, there is minimal effect on the community. However once the banks of the billabong are breached, the onset of flooding in the community is rapid.

The flood data is indicative only, but it does provide a guide on the sequence of affected buildings.

ACTIONS TO BE TAKEN – Flood

Organisation/ Provider	Minor	Moderate	Major	Falling River Heights	Cancellation
ALL FUNCTIONAL GROUP LEADERS	Attend LEC Meeting. Provide SITREPS as required.	Attend LEC Meeting. Provide SITREPS as required.	Attend LEC Meeting. Provide SITREPS as required.	Attend LEC Meeting. Provide SITREPS as required.	Attend LEC Meeting. Provide SITREPS as required.
LOCAL CONTROLLER	Ascertain state of preparedness and determine the need to disseminate warning/information to the public. Ascertain holdings of food and fuel. Ensure that communications are maintained with the Regional Commander and the Duty Officer NTES.	Advise members of the latest flood advice, the Declaration of Stage 2 and allocate tasks as required. Advise communities to prepare relocation facilities. Consider the evacuation of sick and infirm persons from the community.	Initiate appropriate Emergency response procedures. Notify the Regional Commander and the Duty Officer NTES of the declaration of Stage 3. Ensure warning/information is disseminated to the public and SITREP frequency is maintained. Direct the relocation to shelters when necessary.	Notify the Regional Commander and the Duty Officer NTES of the declaration of Stage 4.	Prepare and forward final SITREP. In conjunction with the NT Recovery Coordinator and Regional Commander facilitate the handover of recovery operations (if required) Stand down LEC Any ongoing recovery operations may operate from alternative premises.
ROPER GULF REGIONAL COUNCIL MANAGER **BARUNGA**	Contact/alert and brief community personnel. Check and advise Maranboy Local Controller of state of preparedness and availability of manpower and community resources. Maintain community services.	Brief community personnel and activate Flood Plan. . Carry out appropriate protective or preventative measures as required by the Maranboy Local Controller or as required/recommended by PowerWater agent. Maintain community services and carry out other duties as requested by the Maranboy Local Controller.	Brief community personnel. Initiate appropriate Emergency Management response procedures. Through the Maranboy Local Controller, liaise with PowerWater agent over essential services restoration (if necessary). Assist the Maranboy Local Controller as required.	Advise the Maranboy Local Controller of any outstanding problems associated with the floods. Confirm debrief arrangements with the Maranboy Local Controller. Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	

Organisation/ Provider	Minor	Moderate	Major	Falling River Heights	Cancellation
MEDICAL	Contact and alert Health Clinic personnel. Check equipment and first aid supplies. Brief staff and maintain normal Health Clinic services. Prepare a list of persons who may require evacuation to Katherine and advise the Maranboy Local Controller. Ensure the Health Clinic vehicle is fuelled and ready for use. Liaise with the Town Manager concerning any health requirements at evacuation/relocation sites.	Contact and advise the General Manager, Katherine, on the declaration of Stage 2. Brief staff, and activate Health Centre Flood Plan. Prepare and pack those medications and emergency medical equipment required in the Health vehicle.	Initiate Emergency response procedures including the movement of the Health vehicle to high ground if necessary. Contact and advise the General Manager, Katherine, on the declaration of Stage 3. Brief staff. Keep the Local Controller advised on first aid and medical response details. Maintain health services until either advised otherwise by Maranboy Local Controller or conditions prevent continuation of service	Contact and advise the General Manager, Katherine, on the declaration of Stage 4. Advise Health Clinic staff of declaration of Stage 4. Account for all staff and equipment and refurbish stores. Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	
BARUNGA & BESWICK STORES	Conduct a stock take of all food stuffs on hand and advises the Maranboy Local Controller on holdings.	Maintain liaise with the Maranboy Local Controller on the availability of resources. Carry out appropriate protective or preventative measures as required by the Maranboy Local Controller to prevent loss or contamination of food stuffs.	Initiate appropriate Emergency Management response procedures, such as rationing of available food stuffs (if applicable). Brief the Maranboy Local Controller on levels of stock on hand throughout the period of activation, and requirements of resupply, if any.	Where appropriate, recall and stand-down staff. Advise the Maranboy Local Controller on any outstanding problems associated with the Emergency Management operation.	

Organisation/ Provider	Minor	Moderate	Major	Falling River Heights	Cancellation
BARUNGA COMMUNITY EDUCATION CENTRE	Contact and advise the Regional Office of declaration of Stage 1. Brief CEC staff. Advise Maranboy Local Controller of state of preparedness and availability of manpower. Maintain normal education services.	Contact and advise the Regional Office of declaration of Stage 2. Brief CEC staff and activate Departmental Flood Plan. Maintain normal education services until advised otherwise by Maranboy Local Controller. Prepare school classrooms for use as temporary evacuation centres if required.	Brief CEC staff and initiate appropriate Emergency Management response procedures. Contact and advise the Regional Office of declaration of Stage 3.	Confirm debrief arrangements with Maranboy Local Controller. Brief CEC staff. Contact and advise the Regional Office of declaration of Stage 4. Restore facilities and resume normal education services as soon as possible.	
ESSENTIAL SERVICES OFFICER - BESWICK	Liaise with other departments/organisations as required. Ensure all water storage facilities are filled to capacity. Check the availability of resources	Maintain liaise with other departments or organisations as required. Carry out appropriate protective or preventative measures as required, such as turning off power to sewerage pumps etc.	Maintain liaison with other departments or organisations as required. Prevent contamination of town water supplies by isolating tanks, turning off pumps etc. Conduct damage assessment Restore essential services according to priorities given by the Maranboy Local Controller.	Restore water and sewerage services to community.	
WELFARE / SHELTERS	Contact and advise the Regional Office of declaration of Stage 1. Brief CEC staff. Advise Maranboy Local Controller of state of preparedness and availability of manpower. Maintain normal education	Contact and advise the Regional Office of declaration of Stage 2. Brief CEC staff and activate Departmental Flood Plan. Maintain normal education services until advised otherwise by Maranboy Local Controller.	Brief CEC staff and initiate appropriate Emergency Management response procedures. Contact and advise the Regional Office of declaration of Stage 3.	Confirm debrief arrangements with Maranboy Local Controller. Brief CEC staff. Contact and advise the Regional Office of declaration of Stage 4. Restore facilities and resume normal education services as	

Organisation/ Provider	Minor	Moderate	Major	Falling River Heights	Cancellation
	services.	Prepare school classrooms for use as temporary evacuation centres if required. .		soon as possible.	
ROPER GULF REGIONAL COUNCIL - BESWICK	Contact and brief community personnel on local flood plan. Check with and advise Maranboy Local Controller of state of preparedness and availability of manpower and community resources. Ensure the community vehicle with the Satellite telephone is refuelled and prepared. Dip fuel tanks, commence fuel rationing and order resupply before the road closes. Prepare a community register to assist in the administration of evacuation/relocation. Ensure alternative food/shelter/potable water supplies arranged/prepared adequate for population, including alternative power/lighting etc. Prepare the evacuation area with rubbish and toilet facilities. Maintain community services. .	Brief community personnel and activate community flood plan. Close the Club for all business (Police or Liquor Commission assistance can be sought if necessary). Carry out appropriate protective or preventative measures as required by the Maranboy Local Controller or as required/recommended by the Essential Services Officer, Maintain community services	Brief community personnel. Initiate appropriate Emergency Management response procedures by coordinating: The movement of persons to high ground. The erection of community evacuation shelters. The disposal of rubbish and human wastes. Through the Maranboy Local Controller, liaise with Roads and PowerWater over essential services restoration if necessary.	Advise the Maranboy Local Controller of any outstanding problems associated with the floods. Confirm debrief arrangements with the Maranboy Local Controller. Advise Local Recovery Coordinator of any urgent priorities and participate in meetings as required.	

Annex H: Identified Risk Guideline – Bushfire

BUSHFIRE PLAN

Introduction

Bushfires within the Maranboy Region area are looked after by Bushfires NT which are the lead combat authorities for this threat, and a fire within the Eva Valley, Barunga and Beswick townships will be dealt with by NT Police (within their Respective areas of responsibility).

Police would attend and assess the situation. From the initial assessment, the Local Controller will decide if the situation needs to be escalated to involve other stakeholders such as RGRC and Jawoyn Rangers.

Incident Controller

All incidents are to be managed in accordance with the principals of the Australasian Inter-service Incident Management System (AIIMS). The Incident Controller shall have overall management of the incident and overall responsibility for the management of resources allocated to that incident.

| Organisation/ Provider	Stage 1: Alert	Stage 2: Standby	Stage 3: Activation	Stage 4: Stand down	Stage 5: Recovery
LOCAL CONTROLLER	Alert all members and conduct briefing	Prepare initial equipment that may be required	Attend Incident and conduct initial assessment		
Roper Gulf Regional Council	Alert members and conduct briefing	Prepare initial equipment that may be required	Monitor		

Annex I: Evacuation Guideline

Evacuation is a risk management strategy that can be used to mitigate the effects of an emergency or disaster on a community. Evacuation involves moving people to a safer location, and is usually considered to include the return of the affected community. It is recommended that when advance warning is available to notify the Territory Emergency Management Council.

Evacuation is a complex process that has five distinct steps:

1. decision
2. warning
3. withdrawal
4. shelter
5. return.

Each step is linked and must be carefully planned and carried out in order for the entire process to be successful. Given an evacuation centre will only be opened as a part an evacuation, it is vital to have an understanding of the five-step process.
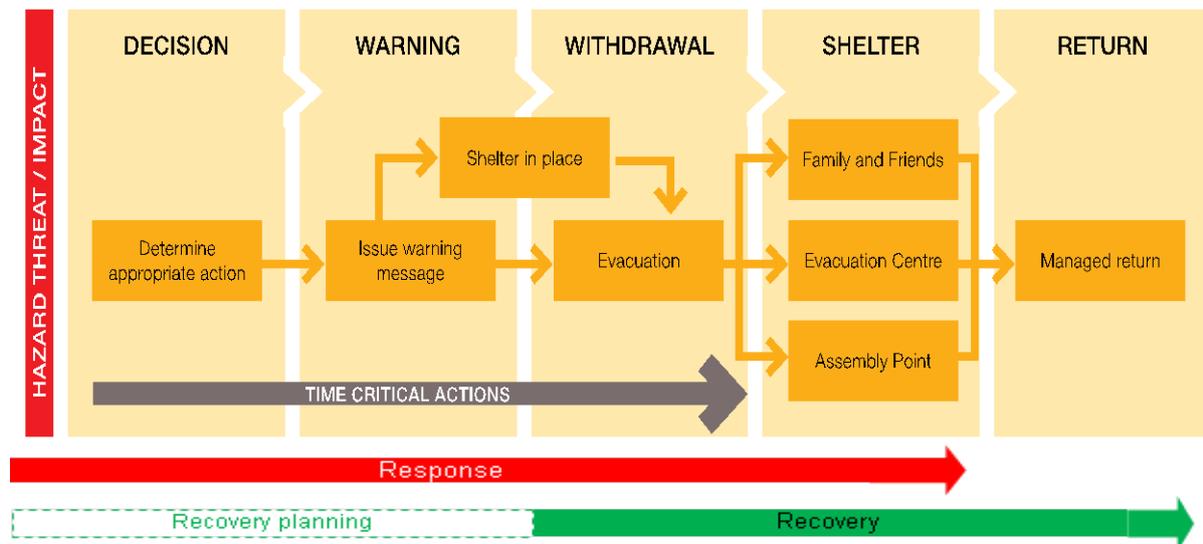
Source: Five stages of Evacuation, Qld Government, 2011.

Emergency Shelters

An emergency shelter can generally only operate for up to **48 hours.**

Although staffed by various community service providers, an emergency shelter offers minimal support services. People accessing a shelter are expected to be self-sufficient and provide their own food and emergency supplies.

Where longer-term emergency accommodation and support is required following a disaster or event, an evacuation centre may be set up. An evacuation centre is designed to accommodate people for short to medium periods of approximately **four to six weeks**, although this figure may vary.

An evacuation centre will provide some or all of the following services:

- meals

- beds
- linen
- personal support
- medical services (or access to them)
- assistance accessing finances and recreational activities

An evacuation centre implies the provision of these services in contrast to an emergency shelter, in which people are expected to be self-sufficient.

Identified Evacuation Centres

For further information on evacuation centres / shelters management, refer to the NT Evacuation Centre Guide available on WebEOC.

Evacuation Guidelines

Stage 1 - Decision		
Authority	The Northern Region Emergency Controller will authorise the activation of the evacuation plan. This evacuation plan is to be approved by the Territory Emergency Management Council prior to activation.	Regional Controller in conjunction with TEMC
Legal references	*Emergency Management Act* and approved Katherine Local Emergency Plan (LEP). It is recommended that the Minister declares an Emergency Situation under section 18 of the *Emergency Management Act* when this evacuation plan is activated.	
Alternative to evacuation? I.e. shelter in place, temporary accommodation on-site/nearby.	If needed residents will be progressively relocated within the community to Beswick School for pre staging post a cyclone impact. Refer to the Beswick **staging** arrangements	Maranboy Local Controller to arrange
Summary of proposed evacuation		The decision will be informed by additional advice from BOM up to that time.
Which communities/outstations or geographical area does the evacuation apply to?	The Beswick School is the only identified emergency shelter in the area and is located on high ground within the community; this shelter has the capacity for approx 200 people.	
Vulnerable groups within the community	If needed residents will be progressively relocated within the community to Beswick School for pre staging post a cyclone impact.	
Community demographics (approx. total number, family groups, cultural groups etc)	Refer to the Maranboy staging arrangements.	Maranboy Local Controller to arrange.
What is the nature of the hazard?	Decision – made by the Northern Region Emergency Controller when the Beswick have sustained damage during a Flood event and cannot support residents in situ during recovery <To be determined>	
Estimated duration of the potential evacuation?	The Maranboy Local Controller to disseminate information to the community.	
Triggers for the evacuation	Withdrawal – four stage process;	
Self-evacuation	Beswick community to the Beswick School to be registered for evacuation to Darwin and/or Katherine	
Responsibility for the coordination Stage 1	Once registered, groups to move to the airstrip assembly	

	area using buses/vehicles;	

Stage 2 – Warning of Evacuation		
Who has the authority to issue warnings?	Bureau of Meteorology will issue Flood advice and warnings. All further public information will be approved by the Regional Controller/Delegate in consultation with the Public Information Group and NTES The Maranboy Local Controller will coordinate the dissemination of community level information.	Regional Controller/Delegate to liaise with Information Group and NTES
Process for issuing evacuation warnings and other information	At community level, the Maranboy Local Controller is to appoint a community spokesperson to disseminate up to date situational information at community meetings; which are to be held immediately post a convening LEC meeting, <u>at each declared stage of the Maranboy LEP.</u> A media brief approved by the Local Controller at each LEC meeting, will be announced over the Local Radio station containing current situational information, relevant safety information, what to prepare, when to self-evacuate, and where to go.	Maranboy Local Controller
When will warnings be issued (relative to the impact of the hazard)?	Immediately upon a decision to evacuate being made the Maranboy LEC will commence coordinating residents to prepare for transport.	Maranboy Local Controller
What information will the messages contain? (What do people need to know?)	To be determined: considerations - - Outline of the proposed evacuation plan - Measure to prepare residences - Safety issues; not overloading transport - Items to bring on the evacuation - Arrangements for pets and animals	Maranboy Local Controller Biosecurity & Animal Welfare Group liaison
Responsibility for the coordination of stage 2	Local Controller / Regional Controller/Delegate	

Stage 3 - Withdrawal		
Outline	Three stage process; a. Beswick residents to Staging Area 1(Beswick School); b. Staging Area 1 to Airport (Barunga) c. Barunga Airport to <Location To be determined> d. <Evacuation centre to be determined>	
Maranboy Community to the Airstrip	**Lead – NTES/NTPOL** Overview – the community will gather at the Beswick School prior to being transported by community buses to the airstrip. • Risks/other considerations: Evacuation should be undertaken during daylight hours, if possible. Risks include inclement weather, persons with infectious diseases, vulnerable persons, and frail/elderly persons, chronically ill. • Estimated time en-route: ___ minutes each way • Estimated timeframe overall: ___ hours utilising current resources.	NTES / NTPOL
Assembly area	**Beswick** Beswick will be utilised as an assembly point where people will be transported to after pick up from homes to await registration, buses and onward transport. This will also be the point where evacuee registration will take	NTES/NTPOL

	place. Basic services should be provided i.e. drinking water, information. • Services to be provided: Red Cross • Coordinator: Red Cross • Other details: Evacuee Registration - NTPFES College staff onsite will have log on access to the Register.Find.Reunite system via the 3G network and hard copy registration forms should there be a network failure. • Residents will need to register at with Maranboy Local Controller or Airport if (self-evacuating) to be permitted access to the evacuation centre at <location to be determined>	
Maranboy to <Location to be determined>	**Lead – NTES/NTPOL** **Example** Lead – Transport Group Overview – Transport Group has identified commercial operators and the Police Air Section able to provide evacuation assistance. Total proposed air assets: _____. Commercial operators will be charging commercial rates for their services at a cost of ($_____). The operation will begin at _____hrs with the first aircraft, leaving <To be determined> and arriving at Maranboy at _____hrs. • The operation will continue throughout the day until all community members are evacuated. It is estimated that all community member can be evacuated by _____hrs (arriving in <To be determined>).	NTES / NTPOL
< Location > Airport to Evacuation Centre <To be determined>	**Lead –Transport Group** **Example** Overview – Buses (Buslink) will be on standby at <Location to be determined> Airport from _____am to receive passengers and continue throughout the day transferring to <To be determined> only, as required. Transport staff will be on the ground at <Location to be determined> Airport to marshal passengers on buses only. Buses to be arranged by the Transport Group. Evacuees will be collected from <Location to be determined> Airport and transported to the <Location to be determined>. A reception team provided by NT Police will meet evacuees and facilitate transport. • Details: to be determined • Estimated time en-route: ____ minutes • Estimated timeframe: possibly ____ hours, dependant on aircraft arrivals. • Alternate transport options: ____	Transport Group
End point	<Location to be determined>	EOC / Welfare coordination
Transport of vulnerable members of the community	Medical Group to arrange transport of vulnerable people from the community to <Location to be determined>.	Medical Group
Registration and tracking	Example Welfare Group to activate registration arrangements. Registration will be undertaken by NT Police at school.. Names of evacuees will be obtained prior to boarding	Welfare Group / NTPOL

	buses. Where possible details of individuals and families self-evacuating to be obtained on arrival at the Maranboy Airstrip. If persons are not registered as evacuees or self-evacuees they will not be provided access to the evacuation shelter.	
Who will coordinate stage 3?	Region Controller/Delegate.	EOC coordination.

Stage 4 – Shelter		
Overview	An evacuation centre will be established at the <Location to be determined>. The <Location to be determined> will be the primary areas used.	
Alternate shelter options.	Where possible evacuees will be encouraged to seek alternative accommodation with family, friends or through commercial accommodation.	
Estimated duration of the shelter phase	<To be determined>.	
Arrangements for domestic animals	No domestic animals are to accompany evacuees. Any self-evacuees with domestic animals will be expected to make their own arrangements for the animals.	Advise Animal Welfare
Roles		
• **Director**	CMC	CMC
• **Deputy Director**	DCF	Welfare Group
• **Log./planning**	EOC.	NTES / NTPOL
• **Admin teams**	EOC	CMC / Welfare Group
• **Shift manager/s**	To be confirmed – drawn from pool of trained DCF staff.	Welfare Group
• **Welfare Team**	To be confirmed	Welfare Group
• **Facility Team**	Selected staff will lead this in the first instance and arrange any maintenance required using existing contractors.	
• **Sport and Rec Team**	To be confirmed	
• **Medical Team**	To be confirmed. It is likely St Johns volunteers will be requested. Evacuees will be referred to off-site medical services.	Medical Group
• **Public Health Team**	<To be confirmed>	Public Health Group
• **Transport Team**	<To be confirmed>	Transport Group
Evacuation centre set-up	**Refer to the Evacuation Centre Template for set-up considerations**	
What strategy will be put in place to close the evacuation centre?	Closure of the evacuation centre will be largely dependent on the extent of inundation and complexity of the recovery process.	

Stage 5 - Return		
Indicators or triggers that will enable a return	**(refer to recovery action plan for the community) Dept. of Chief Minister**	
Who is responsible for developing a plan for the return?	Recovery Coordination in conjunction with PFES.	
• **Transportation**	To be confirmed.	
• **Route/assembly points en-route**	To be confirmed.	
• **End point**	To be confirmed.	
How will information	To be confirmed.	

about the return be communicated to evacuees?		
What information needs to be conveyed to the evacuated community members?	To be confirmed.	

Annex J: SITREP Template

SITUATION REPORT (SITREP)

SITREP NO:

Date:

Period covered: **From:**   **To:**

AGENCY:

Created by:

Current Situation:

Objectives:

Present Key Issues:

Future Key Issues:

Recommendation(s):

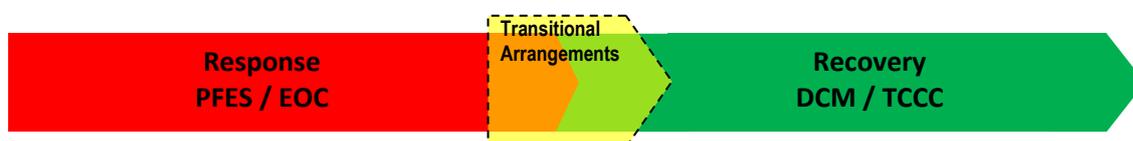## Annex K: Summary of Response and Recovery Activities

The following tables list a summary of possible response and recovery activities to be considered following an event.

Activities have been broken down and are listed under either response or recovery for simplicity and ease of use. In practice not all response activities will be completed during the response phase. Likewise not all recovery activities will commence after the transition to recovery.

The post event period of any event is highly dynamic produces many challenges, both foreseen and unpredicted. Response and Recovery Coordination must be flexible and able to adapt to the situation as it evolves.

This table is presented as a guide to assist emergency managers with operational decision making, planning and resource allocation. It also highlights the importance of Response and Recovery Coordination working collaboratively.

In most cases the points noted in this table and in the ensuing document are outlined in greater detail in functional group or agency plans.

		Response **PFES / EOC**	**Transitional Arrangements**	**Recovery** **DCM / TCCC**

	Activity	Response activities	Recovery activities
1.	Situational awareness	Survey and rescue teams Road clearance teams Impact assessment teams General public Media reports	☐ Continues in recovery through the use of impact assessments and Outreach
2.	Public Information	Public Information Group stood up Spokes persons identified SecureNT activated	☐ Continues in recovery ☐ Handover to long term recovery coordination
3.	Survey and Rescue	Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and TRS provide primary USAR capability	Nil
4.	Road clearance	Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route)	Monitoring and completing road clearance activities
5.	Emergency accommodation	Emergency accommodation and shelter - welfare assembly centres (WAC) - evacuation centres Provision of resources that will enable people to remain in their homes Emergency clothing	Evacuation centres may continue into recovery. Temporary accommodation options
6.	Medical	Hospital - road clearance to the hospital - damage assessment - increase morgue capacity - divert patients from remote and regional areas - power (fuel) and water supplies Medical clinics and field hospitals - Determine the need for clinics to be opened - Assess damage to clinics - Deploy field hospital/s ☐ Medical presence in WAC	Hospital - Business continuity arrangements - Repair work Department of Health- Health Centres - Repair work - Reopen other clinics Support vulnerable people to return home. GP clinics and pharmacies - Ongoing liaison by the Medical Group CareFlight –resume normal operations St John Ambulance – resumption of core business

		- Supplied by the Medical Group
		☐ Ambulance pick up points on key, cleared roads
		GP clinics and pharmacies
		  - Identify GP clinics able to open
		  - Identify pharmacies able to open
		Medically vulnerable people
		  - Support agencies to follow-up and advise the Medical Group
		  - Vulnerable people in shelters or WAC
		  - Support for vulnerable people at shelters
		Care Flight	

7.	Essential goods and services	Establish emergency feeding and food distribution points Assessing the damage to suppliers and retailers of critical resources Assess the impact on barge operations and any effect on the ability to supply remote communities Implement interim banking arrangements	Encourage private business to reopen Monitor levels and availability of critical resources Manage logistics arrangements supplying resources to outlying communities Public Health inspections (food outlets) Banking sector business continuity arrangements
		<u>Fuel</u> Fuel suppliers and point of sale Manage fuel supplies to emergency power generation	Liaise with fuel suppliers, distributors and wholesalers. Monitor fuel levels Infrastructure repairs
		<u>Cash</u> Assess damage to banks and ATMs Implement temporary arrangements	Implement long term arrangements
8.	Evacuation	Evacuations within community Evacuation out of community Registration	Support services for evacuees Recovery information for evacuees
9.	Public Health	Communicable disease control response Drinking water safety standards Sewage and waste disposal Safe food distribution and advice Vector and vermin control Food and commercial premises	Ongoing in recovery
10.	Utilities	Power supply Power generation Water supply Sewerage Emergency sanitation	Recovery of the power network Recovery of water and sewerage infrastructure
11.	Impact Assessments	Training assessment teams Initial Impact Assessments	Secondary Impact Assessments Continued assessments through outreach
12.	Transport infra-structure (supply lines)	<u>Air (Airport/Airstrip)</u> Clear the runway to allow air movements Establish a logistics hub at the airport Terminal damage and operational capability assessment	☐ Monitor repairs and business continuity activities
		<u>Road</u> Highway and critical access roads damage assessment Repair work to commence immediately	Planning and prioritising repair work of all affected key Territory Highways (Stuart, Barkly, Victoria and Arnhem)
		<u>Rail</u> Ask rail operator to assess damage to the railway & associated infrastructure and report outage estimation	☐ Liaising with GWA and Australasia Rail to monitor repair work

		Port, Harbour and Barge Assess damage to Port infrastructure and harbour facilities Assess the damage to barge facilities	Repairing infrastructure Establish alternate arrangements for the supply of remote communities
13.	Waste management	Waste management requirements and develop waste management plan if required	Continues in recovery
14.	Repairs and reconstruction	Private housing - Impact Assessments - Temporary repairs ☐ Government buildings - Damage assessment ☐ Public Housing - Impact Assessments ☐ Private Industry - Damage assessments	Private housing - Information and support to facilitate repairs. ☐ Government buildings - Repairs and reconstruction ☐ Public Housing - Long term repair plans ☐ Private Industry - Repair and reconstruction ☐ Temporary accommodation for a visiting construction workforce
15.	Transport Services	Staged re-establishment of public transport services	Continues in recovery
16.	Tele-communications	Telstra and Optus will assess the damage to their infrastructure Put in place temporary measures to enable landline and mobile services	Repair damage networks and infrastructure
17.	Public safety	Police will maintain normal policing services to the community	Gradual return to core business
18.	Pets	Temporary emergency arrangements for pets.	Reunite pets with their owners and cease emergency support arrangements
19.	Community consultation	Information provision regarding the overall situation, response efforts, what services are available and how to access them	Community consultation process regarding long term recovery and community development

Annex L: Contact Details

Position/Functional Group	Name	Email address	Work	Mobile	After Hours
Local Controller Police OIC	OIC Maranboy Police R/Sgt Daniel LEIGHTON	maranboyPolice@pfes.nt.gov.au daniel.leighton@pfes.nt.gov.au	08 8975 4500	▮▮▮▮▮	▮▮▮▮▮ 131 444 000
NTES Duty Officer	Territory Duty Officer		(All hours) ▮▮▮▮▮	(All hours) ▮▮▮▮▮	(All hours) ▮▮▮▮▮
Big Rivers Recovery Coordinator Dept. Chief Minister and Cabinet	Jake QUINLIVAN	Jake.Quinlivan@nt.gov.au	▮▮▮▮▮	▮▮▮▮▮	▮▮▮▮▮
	Kallum Peckham-McKenzie William Bridgeman	Kallum.peckham-mckenzie@nt.gov.au William.bridgeman@nt.gov.au		▮▮▮▮▮ ▮▮▮▮▮	
Beswick					
Roper Gulf Regional Council	Paul BERTHON	paul.berthon@ropergulf.nt.gov.au	08 8977 2202	▮▮▮▮▮ (personal)	▮▮▮▮▮ Sat. phone ▮▮▮▮▮
GEC	Position Vacant				
Sunrise Health Clinic Manager	Susan BRIDGE	susan.bridge@sunrise.org.au	08 8975 4527	▮▮▮▮▮	08 8975 4527 ▮▮▮▮▮ ▮▮▮▮▮
Store Manager Outback Stores	Ross MCDERMOTT	bsw@outbackstores.com.au	08 8975 4523	▮▮▮▮▮	
Beswick School	Stephen HILL	Stephen.hill@ntschools.net	08 8975 4529	▮▮▮▮▮	▮▮▮▮▮
Women's Resource Centre	Sandra ASHLEY		08 8975 4275		

	Karen BOWDEN		08 8975 4464	▉▉▉▉	
Aged Care	Caroline WURRBEN		08 8975 4275	▉▉▉▉	
Power Projects (Contracted by Power and Water to service the area)		info@ppnt.com.au	08 89 722 211	▉▉▉▉	▉▉▉▉
Barunga					
Roper Gulf Regional Council	Allan HAWKE	allan.hawke@ropergulf.nt.gov.au	(08) 8975 4576	▉▉▉▉	
Outback Stores - Barunga Store	Brian Coleman-Broome	bagalastoremanager@aiggroup.org.au	08 8975 4507	▉▉▉▉	
Barunga School (Principal)	Malcolm HALES	malcolm.hales@ntschools.net	08 8975 4502	▉▉▉▉	▉▉▉▉
Sunrise Health	Peter Wordsworth	peter.wordsworth@sunrise.org.au	08 8975 4501	▉▉▉▉	▉▉▉▉
				▉▉▉▉	▉▉▉▉
Government Engagement Co-Ordinator Indigenous Affairs Network | Department of the Prime Minister and Cabinet	Position vacant				
Power Projects (Contracted by Power and Water to service the area)		info@ppnt.com.au	08 89 722 211	▉▉▉▉	▉▉▉▉
Eva Valley/ Manyalluluk					
Roper Gulf Regional Council –	Liam FARRELL	liam.farrell@ropergulf.nt.gov.au	08 8978 6466	▉▉▉▉	08 8978 6488 ▉▉▉▉
Eva Valley / Manyalluluk School	Ben KLEINIG	ben.kleinig@ntschools.net	08 8975 4438		08 8975 4853
Council Services	Liam FARRELL	liam.farrell@ropergulf.nt.gov.au	08 8978 6466	▉▉▉▉	
Power and Water	Liam FARRELL	liam.farrell@ropergulf.nt.gov.au	08 8978 6466	▉▉▉▉	▉▉▉▉

Annex M: Debrief

1. The purpose of this Annex is to provide a framework for a debrief process which complements the Whole of Government Debrief Process. The process should not be confused with training or exercise evaluations but rather considered as a lessons learned opportunity. Lessons learned leads to improved operational effectiveness, increased cost efficiency and reduced operational risk.

2. The Debrief Process embeds continuous improvement into the delivery of activities pursuant to the Territory Emergency Plan (TEP). Consistent approaches to lessons learned will encourage adaptability, and flexibility across all functional areas; sharing of knowledge and experiences will assist with ongoing continuous improvement of people and organisations.

3. Implemented judiciously, a lessons learned approach can have a positive impact on organisational culture commensurate with increasing opportunities to achieve goals. Whilst lessons learned often begins in one organisation through an internal debrief processes, those lessons learned are often transferable across multi-agencies; this Whole of Government Debrief Process and Lessons Management aims to ensure learnings are translatable across multiple organisations.

4. One of the most critical steps in the lessons management is the collection of information and observations of persons involved in the operation. The collection of this information is not limited to persons involved in the operation itself or the actions of those who provided a response, but includes those who had involvement prior to including the promulgation and implementation of plans (as lessons to be learned is not limited to how an emergency was managed but also includes the planning processes).

5. Debriefing is more than simply producing a report at the end of an operation. It forms part of the broader process of learning and has significant influential impact on an agency and sensitises people into doing the right thing. It prevents confusion and misinterpretation for future operations and drives home the main reasons the agency implores a lessons management system – to ensure that the agency learns from their mistakes and what they do well and drives continuous improvement.

6. Debriefs are not about distributing blame, but rather shifting focus towards improving capacity and capability to respond to incidents in a way that reflects improved planning, process, technology, support, training and development. The inevitability that exists with decisions made on a risk based approach carries a certain level of accepted risk and this needs to be taken into account when debriefing.

7. During any operation, anyone involved in the operation should be recording activities where there are lessons to be learned; activities can include decision making and consequential responses.

8. Where decisions are made by an Incident Management Team member or a Functional Group Leader, those decisions should be recorded in the Decision Log in the WebEOC event. Decision Logs can be referred to as part of the debrief process.

9. A Hot Debrief is held immediately after the incident response is complete or when a person concludes their shift in response to the incident. It allows rapid capture of real-time feedback aimed at addressing pressing or immediate concerns. This is a key time to address any health or safety issues and provides an opportunity for instant feedback.

10. The Hot Debrief will be fed into the Whole of Government Debrief Process and Lessons Management. For the purpose, the following template is to be used and uploaded to WebEOC.

RECORD OF DEBRIEF

Operation / event: _____

Date	
Time	
Location debrief held	
Operation background (provide succinct detail of sequence of events)	
What went well	
What could have been done better	
What opportunities are there for improvement	
Did the agency have sufficient capacity / capability	
Other related issues that contributed to the execution of the operation	
Open discussion points	
Action items arising and whom will monitor	
Are there any staff welfare concerns	
Are there staff that deserve recognition - detail of whom and why	

Annex N: Glossary

Term	In the context of this plan, this means:
All Hazards Approach	The application of one set of control, coordination and communication policies and procedures in a universal manner to emergency situations of varying type thereby promoting consistency of emergency management at all levels.
Affected area	A particular area where either an emergency situation, state of emergency or state of disaster exists.
Approved emergency plan	Means a plan approved under section 10930, 13(2), 16(2) of the Act.
Authorised Officer	Person or persons authorised under section 98 of the Act.
Chief Executive	The appointed position that leads the governance and management of a service responsible for the effective exercise of the relevant statutory powers, authorities, duties and functions consistent with the NT government policy.
Command	The authority to command is established in legislation or by agreement with agency/organisations. Command relates to agencies/organisations, functions and individuals. Situations are controlled.
Comprehensive approach	The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'. Source: AEM Glossary
Control	The overall direction of activities, agencies or individuals concerned (source; SERM Act). Control operates horizontally across agencies / organisations, functions and individuals. Situations are controlled.
Controlling Authority	The authorised agency which has the overall direction of activities, agencies or individuals concerned.
Coordination	The bringing together of agencies and individuals to ensure effective emergency and rescue management but does not include the control of agencies, organisations and individuals by direction. Source: SERM Act.
Debrief	A meeting held during or at the end of an operation with the purpose of assessing the conduct or results of an operation.
Delegate	A person nominated to act as the representative of an officially appointed position holder, having the same powers and authority to commit the resources of the official employee.
Emergency	Means an event that requires significant coordinated response using the combined resources of the territory and non-government entities within the Territory.
Emergency Management Act	A Bill for an Act to provide for matters relating to emergency management and for related matters.
Emergency Situation	Exists in an area once a declaration to that effect is declared by the minister under section 3 of the Act.
Functional Group	These responsibilities are laid out in functional plans and the Territory Emergency Plan
Group Leader	The individual allocated responsibility to prepare for, respond to and command and control a functional group in response to a specific hazard based on their legislated and or technical capability and

	authority.
Lead agency	An agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Hazard Management Authority	The agency allocated responsibility to prepare for and respond to a specific hazard based on their legislated and/or technical capability and authority.
Participating organisations	Agencies which provide a supporting role in preparing and responding to a specific hazard based on their legislative and/or technical capability and authority.
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. Source: AEM Glossary.
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. Source: AEM Glossary.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. *See* comprehensive approach. Measures which support emergency-affected individuals and communities in the reconstruction of the physical infrastructure and restoration of emotional, economic and physical well-being. Source: AEM Glossary.
Region	Means a region specified in a Gazette notice under section 27 of the Act.
Regional Controller	For a region, means the Regional Emergency Controller for the region mention in section 54 of the Act.
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. Source: AEM Glossary.
Responsibilities	The state or fact of being responsible, answerable, or accountable for something within one's power, control, or management. (Dictionary.com)
Risk	The effect of uncertainty or objectives. (ISO Guide 73.2009 Risk management – Vocabulary)
Risk Identification	The process of finding, recognising and describing risks (ISO Guide 73.2009 Risk management – Vocabulary).
Stand down	Transition from responding to an event back to normal core business and/or recovery operations. There is no longer a requirement to respond to the event and the threat is no longer present.
Stand up	The operational state following "lean forward:" whereby resources are

	mobilised, personnel are activated and operational activities commenced. Disaster coordination centers are activated.
State of Disaster	Means a state of disaster declared under section 21of the Act.
State of Emergency	Means a state of emergency declared under section 19 of the Act.
Volunteer member	Means a member of the NTES appointed under section 52 of the Act.
Vulnerability	The conditions determined by physical, social, economic and environmental factors or processes, which increase the susceptibility of a community or persons to the impact of hazards (National Emergency Risk Assessment Guidelines).
Territory Controller	Means the Territory Emergency Controller mentioned in section 28 of the Act.
Territory Emergency Management Council	The management council is established under the terms laid out in Division 4 of the Act.
Territory Recovery Coordinator	Means the Territory Recovery Coordinator mentioned in section 32 of the Act.
WebEOC	WebEOC is a critical information management system used throughout the Northern Territory. It is used by agencies that have roles and responsibilities under the NT Emergency Management Act during prevention, preparation, response and recovery phases of any emergency.

Annex O: Acronyms

Acronyms	
ABC	Australian Broadcasting Corporation
AEP	Annual Exceedance Probability
AIIMS	Australasian Inter-Service Incident Management System
AMSA	Australian Maritime Safety Authority
ANZ MEC	Australia and New Zealand Management Committee
AusSAR	Australian Search and Rescue
BIM	Bushfire Information Message
CASA	Civil Aviation Safety Authority
CAVDISPLAN	Australian Government Aviation Disaster Response Plan
SFCO - CFCO	Senior Fire Control Officer
COAG	Council of Australian Government
COMDISPLAN	Australian Government Disaster Response Plan
DCIS	Department of Corporate and Information Services
DCM	Department of the Chief Minister
DGEMA	Director General Emergency Management Australia
EH	Environmental Health
EMA	Emergency Management Australia
EOC	Emergency Operations Centre
FCO	Fire Control Officer
MTSA	Maritime Transport and Offshore Facilities Security Act 2003
NCCTRC	National Critical Care and Trauma Response Centre
AGCCC	Australian Government Crisis Coordination Centre
NERAG	National Emergency Risk Assessment Guidelines
NSDR	National Strategy for Disaster Resilience
NTES	Northern Territory Emergency Service
NTFRS	Northern Territory Fire and Rescue Service
NTG	Northern Territory Government
NTICS	Northern Territory Incident Control System
NTPFES	Northern Territory Police Fire and Emergency Services
PFES	Police, Fire and Emergency Services
PMF	Probable Maximum Flooding
POC	Point of Contact
PPRR	Prevention, preparedness, response and recovery
RAAF	Royal Australian Air Force
RAT	Rapid Assessment Team
RCC	Rescue Coordination Centre
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedure
TEMC	Territory Emergency Management Council
WAC	Welfare Assembly Centres
WHA	Work Health Authority