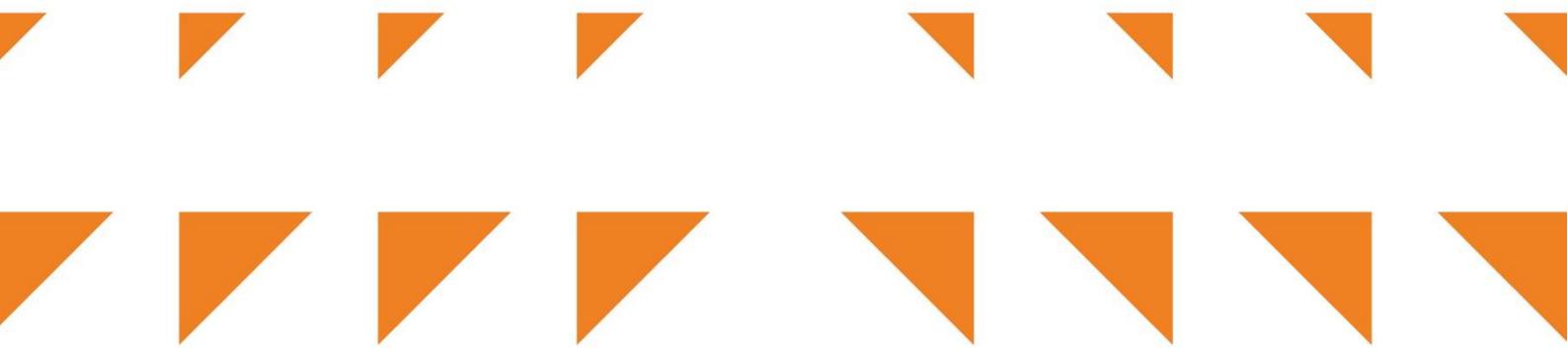




Batchelor

Local Emergency Plan



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1. Document control

1.1. Governance

| | |
|-----------------|---|
| Document title | Batchelor Local Emergency Plan |
| Contact details | NT Emergency Service, Planning and Preparedness Command |
| Approved by | Territory Controller |
| Date approved | 15 December 2014 |
| Document review | Annually |
| TRM number | 04-D25-107610 |

1.2. Version history

| Date | Version | Author | Summary of changes |
|------------|---------|------------------|--|
| 15/12/2014 | 1 | John McRoberts | First version |
| 04/11/2015 | 2 | Reece P Kershaw | Reviewed and updated |
| 30/12/2016 | 3 | Kate Vanderlaan | Reviewed and updated |
| 28/11/2018 | 4 | Travis Wurst | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 20/01/2020 | 5 | Michael Hebb | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 17/11/2020 | 6 | Travis Wurst | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 13/01/2021 | 7 | Janelle Tonkin | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 13/06/2023 | 8 | Travis Wurst | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 19/06/2024 | 9 | Matthew Hollamby | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 11/03/2025 | 10 | Peter Malley | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |
| 06/01/2026 | 11 | James A O'Brien | Reviewed and endorsed by the Regional Controller, as the Territory Controller's delegate |

Disclaimer: Every effort has been made to ensure that the information contained within this plan is accurate and where possible reflects current best practice. However, the Northern Territory Emergency Service does not give any warranty or accept any liability in relation to the content of material contained in the document.

1.3. Local Emergency Committee members and key stakeholders engaged for review

The following Local Emergency Committee members and key stakeholders were engaged with during the review of the Batchelor Local Emergency Plan, to ensure it addresses the specific needs of the community.

| Agency/organisation | Name | Role/position |
|--|------------------|---------------------------------|
| Adelaide River Health Clinic | Felicity Keppie | Committee member |
| Adelaide River Show Society/Oolloo Investments | Jackie Rixon | Committee member |
| Batchelor Health Clinic | Chris Keppie | Committee member |
| Coomalie Community Government Council | Emma Dunne | Committee member |
| Coomalie Community Government Council | Chloe James | Committee member |
| Northern Territory (NT) Police Force (NTPF) | Matthew Ridolfi | Local Controller (Chair) |
| NT Emergency Services (NTES) | Jamie Richardson | Planning Officer |
| NT Fire and Rescue Service | Eddy Laughton | Committee member |
| NTES | Mark Cunningham | Manager Operations |
| NTPF | Colin Schwartz | Adelaide River Local Controller |
| NTPF | Zac Turner | Committee member |

2. Acknowledgement of Country

The Northern Territory Fire and Emergency Services (NTFES) and the Northern Territory Police Force (NTPF) acknowledges the First Nations people throughout the Northern Territory (NT), from the red sands of Central Australia to the coastal people in the Top End.

We recognise their continuing connection to their lands, waters and culture. We also pay our respects to the Aboriginal and Torres Strait Islander people with whom we work and who we serve and protect.

We pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their leaders past, present and emerging.

3. Introduction

3.1. Purpose

The purpose of this Plan is to describe the emergency management arrangements for Batchelor Locality (the Locality).

3.2. Application

This Plan applies to the Locality.

3.3. Key considerations

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

The Act defines the emergency management structures, roles and responsibilities for the NT and, in conjunction with the Territory and Regional Emergency Plan(s), form the basis for this Plan.

This Plan:

- confirms appointment of a Local Emergency Controller
- confirms establishment of the Local Emergency Committee (LEC)
- confirms appointment of a Local Recovery Coordinator
- confirms establishment of a Local Recovery Coordination Committee
- assesses hazards most likely to affect the community
- specifies control and coordination arrangements for mobilisation of local, and if necessary, regional resources
- identifies roles and responsibilities of key stakeholders
- details specific emergency response procedures for the higher risk situations

4. Locality context

This Plan complements the Northern Regional Emergency Plan¹ as it relates to the Locality. For further information on the hierarchy of plans, refer to the Territory Emergency Plan². The Locality covers approximately 4,735 square kilometres (km) and is located approximately 100 km south of Darwin and forms part of the Northern Region, as defined by the Territory Emergency Plan.

The Locality is located 98 km south of Darwin via the Stuart Highway. To obtain more information about this Locality, Bushtel³ is the central point for information about the remote communities of the NT, their people and cultural and historical influences. The population centres within the Locality are estimated as follows:

| Bushtel ID | Locality | Aliases | Approx. population |
|------------|----------------|---|--------------------|
| 10677 | Batchelor | | 371 |
| Bushtel ID | Homelands | Aliases | Approx. population |
| 300 | Bulgul | Wadjigan | 21 |
| 867 | Gulgarring | | 34 |
| 369 | Pandayal | McCallum Creek, Mccullum, Twin Hill and Two Sisters Hills | 9 |
| 983 | Walangurriminy | Finniss River | 12 |
| 697 | Woolaning | | 5 |



¹ More information can be found at: <https://www.pfes.nt.gov.au/emergency-service/publications>

² More information can be found at: <https://www.pfes.nt.gov.au/emergency-service/emergency-management>

³ More information can be found at: <https://bushtel.nt.gov.au/>

4.1. Climate and weather

The Locality experiences similar weather conditions which occur throughout the Top End of the NT. There is a distinct Wet Season (October to April) and Dry Season (May to September). Compared to Darwin, temperatures tend to be slightly higher during the Wet Season and slightly lower during the Dry Season. The Locality's average annual rainfall is approximately 1,700 millimetres.

4.2. Geography

The Locality covers the full spectrum of topography from coastal plains through to open woodland and rain-forest escarpment relief. There are 3 major river systems in the Locality being Finniss River, Reynolds River and Adelaide River.

4.3. Sacred sites

The Aboriginal Areas Protection Authority (AAPA) is a statutory body established under the *Northern Territory Aboriginal Sacred Sites Act 1989* and is responsible for overseeing the protection of Aboriginal sacred sites on land and sea across the NT.

A sacred site is defined by the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth) as being 'a site that is sacred to Aboriginals or is otherwise of significance according to Aboriginal tradition'. Sacred sites are typically landscape features or water places that are enlivened by the traditional narratives of Aboriginal people.

AAPA requests notification of any action that may have affected a sacred site. For more information on sacred sites relevant to this Locality, or to report an action that may have affected a sacred site, contact AAPA on (08) 8999 4365 or via email at enquiries.aapa@nt.gov.au.

4.4. Sites of conservation

There are no sites of conservation significance for this Locality, for further information about these sites contact the Department of Lands, Planning and Environment⁴ (DLPE).

4.5. Tourism

Tourism is also a major economic contributor to the Locality, particularly throughout the months of May to October. Most of the tourist activity occurs within the Litchfield Park with additional facilities being provided in Batchelor itself.

4.6. NT and local government

This Locality sits within the Top End Boundary, with the following NT Government (NTG) agencies that have a presence in the Locality:

- NTPF
 - Batchelor Police Station
- NTFES
 - Batchelor Fire and Emergency Response Group (FERG)
- Bushfires NT (BFNT) (Batchelor, Adelaide River, Tortilla Volunteer Bushfire Brigade (BART))
- NT Parks and Wildlife
- Department of Health (DoH)
 - Batchelor Health Centre

⁴ More information can be found at: <https://nt.gov.au/environment/environment-data-maps/important-biodiversity-conservation-sites/conservation-significance-list>

- Department of Education and Training (DET)
 - Batchelor Area School
 - Batchelor Institute of Tertiary Education
 - Batchelor Outdoor Education Centre

Batchelor is within the Coomalie Community Government Council (CCGC) region, which is now managed by the Department of the Chief Minister and Cabinet (CM&C).

4.7. Building codes

Buildings and construction in the Locality are subject to the *Building Act 1993* and the *Building Regulations 1993*.

4.8. Land use

Batchelor has the following land usage:

- pastoral
- education
- residential
- freehold
- parks/reserves
- mining tenements
- crown lease
- cemetery

4.9. Homelands

Homelands are typically located on Aboriginal land, which is held by the Aboriginal Land Trusts established under the *Aboriginal Land Rights (Northern Territory) Act 1976* (Cth). There are also some homelands that are located on Community Living Areas or parcels of land within national parks. Assets on homelands are owned by the underlying leaseholder, which for the majority of homelands is the relevant Aboriginal Land Trust. Generally, homelands are not subject to the NTG leasing or part of the NT's remote public housing system.

The homeland service provider for this Locality is Yilli Rreung Housing Aboriginal Corporation. Homeland service providers contribute to the delivery of housing, municipal and essential services, including fire breaks, where funding allows. Homeland service providers do not deliver emergency services. Land councils and local ranger groups within the Locality may provide land management activities on Aboriginal land, such as back burning, installing firebreaks and other mitigation works.

4.10. Power generation and distribution

All power supplied to Batchelor comes from Channel Island power station in Darwin. Within the Batchelor Locality there are 2 solar farms situated on Batchelor Road, Solar Farm No.1 and Solar Farm No.2 that are not yet operational. The solar farms are currently managed by Ente Nazionale Idrocarburi on behalf of owner British Solar Renewables.

4.11. Water services

Batchelor is supplied from 3 bores into 2 water tanks, Major Tank and Hill Top Tank.

4.12. Health infrastructure

The Batchelor Primary Health Centre has the capacity to provide emergency medical aid in addition to routine health treatment and has a fully equipped ambulance station. Serious medical cases are required to be evacuated to Darwin. Patients can be evacuated either via road or air.

4.13. Medically vulnerable clients

The Batchelor Health Centre has a list of medically vulnerable clients and it is updated regularly. There are no aged care facilities in the Batchelor area, but the CCGC also provides services for aged care residents.

4.14. Emergency service infrastructure

The Locality has the following emergency service infrastructure:

- police station and cells
- FERG/BART building
- ambulance service is provided by the Batchelor Health Clinic Bush Ambulance
- CCGC

4.15. Roads

During the Wet Season, all roads may be subject to flooding at various creek/river crossings and low lying areas. Batchelor has the following main roads in the area:

- Stuart Highway
- Batchelor Road
- Crater Lake Road
- Litchfield Park Road

4.16. Airports

The table below lists the airstrips in the Locality:

| Name of the strip | Datum | Certified Aerodrome | Details (type, length, etc.) | Operator of the strip |
|--------------------|----------------------|---------------------|--|--|
| Litchfield Station | 13°26.'S 130°30'E | Non-Certified | Dimensions: 1600 meters (m) x 15 m Surface: natural (graded) Windsock: west end of strip Hazard: wallaby Lighting: nil Fuel Held: AVTUR/AVGAS | Managed by Tipperary Station – 08 8978 2403 |
| Batchelor | 13°04.'S 131°02'E | Non-Certified | Dimensions: 1600 m Windsock: middle of strip, north east side Lighting: nil Fuel held: AVGAS/JETA1 | Department of Logistics and Infrastructure (DLI) |

| Name of the strip | Datum | Certified Aerodrome | Details (type, length, etc.) | Operator of the strip |
|-------------------|----------------------|---------------------|--|--------------------------|
| Channel Point | 13°09.'S 130°08'E | Non-Certified | Dimensions: 2060 m x 120 m Surface: black soil Windsock: nil Hazard: dry season emergency only Lighting: nil Fuel held: nil | Caretaker – Ron Stockley |
| Coomalie | 13°00.'S 130°07'E | Non-Certified | Dimensions: 943 m x 20 m Surface: sealed Windsock: nil Hazard: nil Fuel held: nil | BFNT |

Certified Aerodrome: An airport officially approved by the Australian Government Civil Aviation Safety Authority (CASA) that meets strict safety and operational standards, often including air traffic control services⁵.

4.17. Rail infrastructure

The Darwin to Adelaide Railway transits through the NT terminating in the vicinity of East Arm Port. At least 12 trains use the line each week, carrying either passengers or a variety of freight including hazardous chemicals/materials. Rail maintenance crews also operate various vehicles on the line at different times.

There are rail crossings near the Stuart Highway on Crater Lake Road and Batchelor Road. In the event of a major incident, many railway authorities have response capabilities and can provide specialised assistance, advice and support. The various railway organisations are:

| Organisation | Function |
|------------------------------|---|
| Aurizon | Rail operator, Train control operator of freight trains, Track maintenance, Maintenance of rolling stock, Rail Infrastructure Manager |
| Australasian Railway Corp | Managed by both the NT and South Australian Governments |
| Australian Southern Railroad | Train control operator of freight trains |
| BJB Joint Venture | Track maintenance |
| Evans Deacon Industries | Maintenance of rolling stock |

⁵ More information can be found at: <https://www.casa.gov.au/operations-safety-and-travel/aerodromes>

| Organisation | Function |
|---|--|
| Great Southern Railway | Passenger service operator (once per week) |
| Journey Beyond | Seasonal Passenger service operator (up to two per week) |
| One Rail (Previously Genesee & Wyoming Inc.) | Rail operator |
| Pacific National | Locomotive operator, including locomotive crews for passenger services only and terminal operators |
| <i>All contact with these authorities is to be through the Regional Controller.</i> | |

4.18. Telecommunication

Telecommunications are available across the Batchelor township via a combination of landline, mobile and satellite communications delivery. Telstra service within the Locality and limited coverage in rural area. Optus service is limited within Litchfield National Park, Telstra service is not available within the park.

4.19. Strengthening Telecommunications Against Natural Disasters

As a result of the Royal Commission into the 2019-2020 summer bushfires, the Commonwealth government implemented the Strengthening Telecommunications Against Natural Disasters (STAND) initiative. STAND is a Commonwealth funded program, aimed at enhancing the resilience of Australia's telecommunication networks, to prevent, mitigate and manage outages during emergencies.

There are currently 56 sites across the Territory that have STAND capability, and additional sites will be incorporated within the next stage of installation.

There is one STAND site within this Locality which is located at and managed by the following facility:

- Batchelor Outdoor Education Centre

4.20. Local radio stations

Batchelor does not have a local radio station, but has the following broadcasts:

- 97.3 FM Radio Rum Jungle
- 92.1 FM Australian Broadcasting Corporation (ABC) Radio National

5. Prevention

5.1. Emergency risk assessments

The Batchelor LEC are responsible for undertaking appropriate activities to prevent and mitigate the impact of emergencies in their Locality.

5.2. Disaster hazard analysis and risk register

The Territory Emergency Management Council (TEMC) have identified 30 hazards, as outlined in the Territory Emergency Plan, that may pose a risk across the NT, which have been allocated to designated Controlling Authorities and Hazard Management Authorities.

Many hazards require specific prevention and mitigation measures, an annual risk assessment (rated against the National Emergency Risk Assessment Guidelines) is undertaken by the LEC and determines which hazards pose a greater risk to the Locality.

The LEC has identified the following hazards as posing a risk to the Locality, with further advice provided within **Annex C** for those hazards rated at medium risk or higher:

- flood
- hazardous material
- rail crash
- tropical cyclone

| Hazard | Overall consequence | Overall likelihood | Risk rating |
|--------------------|---------------------|--------------------|-------------|
| Flood | Moderate | Unlikely | Medium |
| Hazardous material | Major | Very Rare | Medium |
| Rail Crash | Moderate | Rare | Medium |
| Tropical cyclone | Moderate | Unlikely | Medium |

5.3. Hazard specific prevention and mitigation strategies

Prevention and mitigation relates to measures to reduce exposure to hazards and reduce or eliminate risk. Actions include identifying hazards, assessing threats to life and property, and from these activities, taking measures to reduce potential loss of life and property damage.

The cornerstone of mitigation is guided and coordinated risk assessments, which should involve all potentially affected members of a community. Strategies are developed based on a thorough understanding of hazards identified in emergency risk planning and their interaction with all aspects of society. Specific prevention and mitigation strategies for identified hazards can be found at **Annex C**.

6. Preparedness

Arrangements to ensure that, should an emergency occur, all resources and services that are needed to provide an emergency response and or recovery can be efficiently mobilised and deployed.

6.1. Planning

NT emergency plans⁶ are required by the Act and are 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

⁶ More information can be found at: <https://pfes.nt.gov.au/emergency-service/publications>

emergencies. The plan becomes a record of the agreements made by contributing organisations to accept roles and responsibilities, provide resources and work cooperatively.

The Regional Controller is responsible for the annual review of operations and the effectiveness of the Local Emergency Plan, supported by the LEC and the NT Emergency Service (NTES) Planning and Preparedness Command.

6.2. Emergency resources and contacts

The Local Controller is responsible for maintaining the emergency resource register and LEC contact lists. Local emergency management stakeholders are to advise the Local Controller of changes to resource holdings, operational response capabilities and key personnel contacts. Emergency resource and LEC contact lists for each locality are available on Web-based Emergency Operations Centre (WebEOC).

6.3. Training and education

The Act provides the legislative requirement for those involved in emergency management activities to be appropriately trained. Training and education activities are undertaken to ensure agencies are familiar with and understand the NT emergency management arrangements, as well as the relevant controlling and hazard management authorities for identified hazards.

The NTES Learning and Development Command is responsible for emergency management training across the NT. Online and face to face training is scheduled throughout the year. For further information contact the NTES Learning and Development Command via email at Training.EMTU@pfes.nt.gov.au.

6.4. Community education and awareness

Effective and ongoing community education and preparedness programs that emphasise to communities the importance of practical and tested emergency plans and safety strategies is essential. Empowering communities to act in a timely and safe manner will minimise the loss of life, personal injury and damage to property and contribute to the effectiveness of any warning system.

List of available activities and initiatives but are not limited to within the area:

- NTES hazard briefings
- NTES Paddy Program
- NT Fire and Rescue Service (NTFRS) Smart Sparx Program
- Australian Red Cross Pillowcase Program
- St Johns Ambulance First Aid in schools program

6.5. Exercises

Local level exercises are a key measure for testing the effectiveness of the local emergency plan and should involve all relevant stakeholders. Exercises ensure that the plan is robust and understood, and that capabilities and resources are adequate. Exercises are conducted if arrangements with the plan have 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

The NTES Planning and Preparedness Command have developed resources that outlines the process to develop the exercise concept in designing, planning, conducting, facilitating, participating or evaluating exercises. The Local Controller can request an exercise by emailing the request through to EmergencyManagementPlanning@pfes.nt.gov.au.

7. 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.

7.1. Activation of the Plan

This plan has 5 stages of activation and are designed to ensure a graduated response to hazardous events, 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 (if required) in accordance with the transitional arrangements of this Plan. |
| Stage 5 | Recovery | This stage is called if ongoing recovery operations and coordination is required. |

The stages identified provide for a sequential response. However, it may be necessary because of the degree of warning and speed of onset of an event, for the Local Controller to skip the actions required under stage 1 or 2.

7.2. Control and coordination

Arrangements for response are based on pre-agreed 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 to seek assistance from the region, the Territory and/or the Australian Government. Pathway for assistance is through the Regional Controller.

7.3. Local Emergency Controller

In accordance with section 76 of the Act, the Territory Controller or their delegate (section 112 of the Act) can appoint a Local Emergency Controller (Local Controller). The Local Controller is the Officer in Charge of Batchelor Police Station. The Local Controller is subject to the directions of the Regional Controller. The powers, functions and directions of the Local Controller can be found in sections 77, 78 and 79 of the Act.

7.4. Local Emergency Committee

In accordance with section 80 of the Act, the Territory Controller has established a Batchelor Local Emergency Committee (LEC). The Local Controller is Chair of the LEC and remaining membership consists

of representatives from NTG and non-government entities within the Locality. Division 11 of the Act specifies the establishment, functions, powers; membership and procedure requirements of a LEC.

7.5. Emergency Operations Centre/Local Coordination Centre

| NT Emergency Management Arrangements | Controlling Authority Arrangements |
|--|------------------------------------|
| Emergency Operations Centre (EOC) (Territory and Regional level) | Incident Control Centre (ICC) |
| Local Coordination Centre (LCC) (local level) | Incident Control Point (ICP) |

LCCs are established as required by Local Controllers to provide a central focus to the management, control and coordination of emergency operations in the Locality. 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 to the Territory EOC where applicable
- dissemination of information to the media and general public.

The LCC for this locality is the Batchelor Police Station. The Regional EOC is located in Darwin at the Peter McAulay Centre. 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. Liaison Officers from functional groups and support agencies will attend the EOC as required.

ICCs will be established as required by a controlling authority to provide an identified facility for the management of all activities necessary for the resolution of an incident.

An ICP is normally located near the incident in its early stages but may be relocated to an ICC where more permanent and convenient facilities and services are available.

7.6. WebEOC

WebEOC is a critical information management system used throughout the NT for emergency management activities. The system is owned and maintained by NTPF and NTFES. The online platform is used for the coordination of multi-agency response to, and recovery from, an emergency event. WebEOC also enables real-time information sharing across all agencies involved in emergency management activities.

7.7. Situation reports

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 situation reports (SITREPs).

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 WebEOC.

7.8. Stakeholder notifications

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

- all available members of the LEC
- Northern Regional Controller
- NTES Territory Duty Officer (TDO)

7.9. Official warnings and general public information

Official warnings and general public information will be broadcast to the Locality through the following means:

- radio broadcast
- television news broadcast
- SecureNT website and social media broadcasts and updates

Official warnings are issued by the Bureau of Meteorology (the Bureau), Geoscience Australia, NTPF, NTFES and controlling authorities.

Emergency Alert 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. Authority to utilise the Emergency Alert may be given by virtue of the pre-approval of a hazard specific emergency plan or under the Territory Emergency Plan.

The approval for the release of an Emergency Alert message can only be authorised by one of the following:

- Territory Controller
- Chief Officer, NTES
- Regional Controller
- Chief Fire Officer, NTFRS
- Deputy Chief Fire Officer, NTFRS
- Executive Director, BFNT
- Chief Fire Control Officer, BFNT

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.

Control and hazard management authorities may have pre-planned use of SEWS for non-weather related events, through a pre-approved hazard-specific emergency plan.

The approval for the release of a SEWS message can only be authorised by one of the following:

- Territory Controller
- Chief Officer, NTES
- Manager Hazard Preparedness and Response NT (the Bureau) (for weather and flood-related events)

Warning and information messages for general public are authorised by the Regional or Incident Controller. The dissemination of such emergency warnings and information is to be by whatever means are appropriate and available at the time.

7.10. Australasian Inter-Service Incident Management System

The Australasian Inter-Service Incident Management System (AIIMS)⁷ is a robust incident management system that enables the seamless integration of activities and resources of a single agency or multiple agencies when applied to the resolution of any event.

⁷ More information can be found at: <https://pfes.nt.gov.au/emergency-service/publications>

7.11. Closure of schools

The decision to close schools 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 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.

The decision to reopen schools will be made by the Chief Minister on advice from the Chief Executive, DET.

7.12. Closure of government offices

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.

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

All NTG 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.

7.13. Sheltering in community

The TEMC have identified the need to review opportunities to support 'sheltering in community' for weather-vulnerable communities under the NT Emergency Management Arrangements.

In the NT, 'sheltering in community' means residents remain in their community in a safe place before, during, and after a hazard. This may include staying at home or arranging their own safe accommodation. For those without options, formal emergency shelters or temporary accommodation may be provided by Incident Controllers until it's safe to return home.

This approach can be supported by additional community resources like personnel, goods, or equipment. While evacuation remains an option, sheltering in community is often safer and more effective when supported. The decision depends on community capacity and the specific event.

7.14. Emergency shelters or strong buildings

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 or fire.

The recognised emergency shelter within the Locality is:

| Shelter(s) | People capacity | Accessibility (ramp/toilets) |
|--|---------------------------------|------------------------------|
| Batchelor Outdoor Education Unit – Dining Hall | 300 (not to be used in cyclone) | Ramp only |

There are no private buildings built to the wind terrain code in Batchelor, the shelters are not designed as cyclone shelters.

The DET in conjunction with the NTPF and the shelter owners are responsible for the management of emergency shelters during an emergency event.

The responsibilities of the emergency shelter manager are:

- 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 shelters, in particular the NTPF

Emergency shelters are opened under the direction of the Territory or Regional Controller in consultation with the Shelter Group (DET). Emergency shelters will not normally operate for more than 48 hours.

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. The announcement that emergency shelters are open in the Locality will be made by radio broadcast and social media, and will include emergency shelter rules such as no pets or alcohol being permitted in shelters. It is up to the discretion of the local shelter manager to determine if food will be provided.

7.15. Evacuation

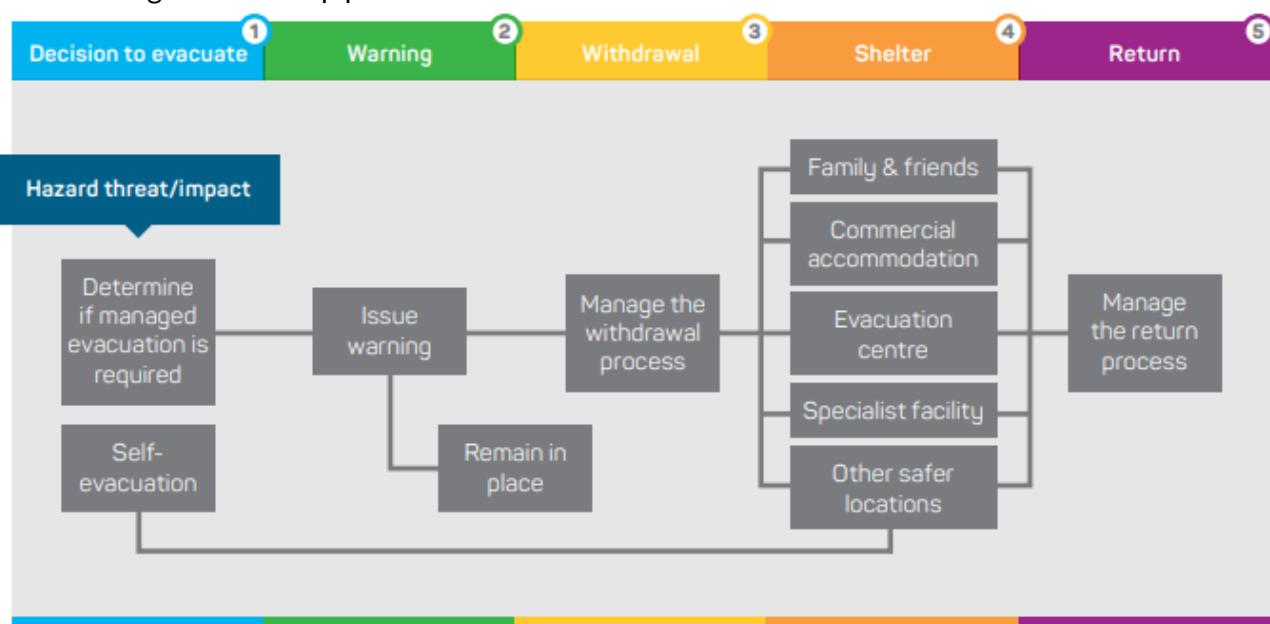
Evacuation is a risk management strategy that can be used to mitigate the effect of an emergency or disaster on a community. It involves the movement of people to a safer location and their return. The decision to evacuate a community, including establishing an evacuation centre, is not taken lightly as it represents significant resource and financial implications.

Evacuation of the Locality will be considered as a last resort. Where an evacuation is required the TEMC, in consultation with the Regional Controller, Local Controller and the LEC, will arrange emergency accommodation and transport, as necessary, through the relevant functional group/s.

Evacuation is a complex process that has 5 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 5-step process.



Source: Australian Institute of Disaster Resilience, Evacuation Planning Handbook, 2017.

7.16. Identified evacuation centres

An evacuation centre is designed to accommodate people for short to medium periods of approximately 4 to 6 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.

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

7.17. Impact assessment

Immediately after an emergency event, there is a need to identify and assess impacts to inform short and long-term recovery priorities. Comprehensive assessment of all impacts is a vital component of emergency response activities. Guidelines for the conduct of rapid assessments in the NT, including the establishment of dedicated Rapid Assessment Teams (RATs) to collect data in the field, have been developed.

The Survey, Rescue and Impact Assessment Group, led by the NTPF is responsible for coordinating rapid impact assessments. At the local level, local controllers or an Incident Controller if appointed, should contact the Survey, Rescue and Impact Assessment Group lead to discuss impact assessments if deemed appropriate.

8. Recovery

The coordinated process and measures for supporting emergency-affected communities in the reconstruction of physical infrastructure and restoration of the social, economic and natural environments.

8.1. Local Recovery Coordinator and Coordination Committee

When a region and/or locality has been affected by an event, the Regional Recovery Coordinator may appoint a Local Recovery Coordinator in accordance with section 87 of the Act. The responsible agency for Recovery is the Department of the Chief Minister and Cabinet (CM&C). The Local Recovery Coordinator will establish a Local Recovery Coordination Centre (LRCC) drawing from membership of the LEC and other relevant members of the community as needed. The Local Recovery Coordinator reports directly to the Regional Recovery Coordinator.

Local Recovery Coordinator and Committee functions, powers and directions are established in Division 12 and 13 of the Act respectively.

8.2. Transitional arrangements

The transition from response to recovery coordination reflects the shift from the protection of life and supporting the immediate needs of the community to establishing longer term, more sustainable support structures.

The transition to recovery coordination occurs after the completion of the transition checklist and at a time agreed by the Territory Controller and Territory Recovery Coordinator in accordance with the Territory Emergency Plan.

Transition will occur when the Territory Recovery Coordinator is satisfied that the following has occurred:

- the Territory Controller has briefed the TEMC and the Territory Recovery Coordinator
- the Regional Controller has briefed the Regional Recovery Coordinator
- where there is significant changeover of personnel, the EOC planning operations and logistics sections have briefed incoming recovery planning, operations and logistics staff

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

An example of response and recovery activities can be found at **Annex D**.

9. Debrief

Debrief processes embed continuous improvement into the delivery of emergency management activities. Consistent approaches to lessons learned encourage adaptability, and flexibility across all levels of government. Sharing of knowledge and experiences throughout emergency events assists with ongoing continuous improvement of people and organisations involved.

The NTG implements a lessons learned approach recognising the positive impact on organisational culture commensurate with increasing opportunities to achieve emergency management goals. Whilst lessons learned often begins in one agency through an internal debrief process, those lessons learned are transferable across multi-agencies.

During any operational response, personnel involved are encouraged to record activities where there are lessons to be learned. Activities can include decision making and consequential responses. Where decisions are made by an Incident Controller, Incident Management Team (IMT) member or a functional group member, those decisions should be recorded in a Decision Log (WebEOC). Decision Logs can be referred to as part of the debrief process.

10. Related references

The following references apply:

- *Aboriginal Land Rights (Northern Territory) Act 1976 (Cth)*
- *Building Act 1993*
- *Building Regulations 1993*
- National Disaster Risk Assessment Guidelines
- National Disaster Risk Reduction Framework
- Northern Regional Emergency Plan
- *Northern Territory Aboriginal Sacred Sites Act 1989*
- *NT Emergency Management Act 2013*
- Rapid Assessment Team Guidelines
- Territory Emergency Plan
- Transition to Recovery Checklist

11. Annexures

Annex A Functional groups - roles and responsibilities

Annex B Functions table

Annex C Prevention, mitigation strategies and action plans for identified hazards

Annex D Summary of response and recovery activities

11.1. Annex A: Functional groups - roles and responsibilities

| Functional group | Local contact |
|--------------------------------------|--|
| Animal Welfare | Malak Malak Rangers |
| Critical Goods and Services | Batchelor Store |
| Digital and Telecommunications | Department of Corporate and Digital Development (DCDD) |
| Emergency Shelter | Batchelor Institute of Tertiary Education/Batchelor Primary School |
| Engineering | Department of Logistics and Infrastructure (DLI) |
| Industry | Department of Trade, Business and Asian Relations (DTBAR) |
| Medical | Batchelor Primary Health Centre |
| Public Health | Batchelor Primary Health Centre |
| Public Information | CM&C |
| Public Utilities | PAWC Essential Services Officer (ESO) |
| Survey, Rescue and Impact Assessment | NTPF/NTFES |
| Transport | DIPL |
| Welfare | Department of Children and Families (DCF) |

Full details of functional group roles and responsibilities are detailed in the Territory Emergency Plan.

11.2. Annex B: Functions table

Emergency response and recovery functions with identified agencies/organisation/provider

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

| Functions | Agency/organisation/provider responsible |
|---|---|
| Animal/livestock management | Malak Malak Rangers/CCGC |
| Anti-looting protection | NTPF |
| Banking services | DTBAR |
| Broadcasting: What radio stations provide announcements? | ABC Local Radio |
| Clearing of essential traffic routes | CCGC/DLI |
| Clearing storm water drains | CCGC/DLI |
| Clothing and household Items | DCF/The General Store |
| Community clean up | CCGC |
| Control, coordination and management | Designated controlling authority |
| Coordination to evacuate public | NTPF |
| Critical goods and services (protect/resupply) <ul style="list-style-type: none"> • food • bottle gas • camping equipment • building supplies | DTBAR/The General Store |
| Damaged public buildings: coordination and inspections | DLI |
| Disaster Victim identification capability | NTPF |
| Emergency Alerts | NTPF/NTFES/BFNT |
| Emergency food distribution | DCF |
| EOC, including WebEOC | NTPF/NTFES |
| Emergency shelter, staff, operations and control | Batchelor Institute/Bachelor Primary School |
| Evacuation centre - staffing, operations and control | DCF |

| Functions | Agency/organisation/provider responsible |
|---|---|
| Financial relief/assistance Disaster Recovery Funding Arrangements | CM&C/DCF (Category A measures to individuals)/DTBAR (Category B measures) |
| Identification of suitable buildings for shelters | LEC |
| Interpreter services | Aboriginal Interpreter Service |
| Management of expenditure in emergencies | Controlling authority and any activated functional groups at the direction of the controlling authority |
| Medical services | Batchelor Primary Health Care |
| Network communications (IT): responders / public maintenance and restoration of emergency communication | DCDD/Telstra |
| Power: protection and restoration: | PAWC |
| Public messaging during response and recovery | Hazard management authority/CM&C |
| Public/Environmental Health (EH) management <ul style="list-style-type: none"> • All EH functions including water & food safety • Disease control | Batchelor Primary Health Care |
| Rapid impact assessment | NTPF/NTFES |
| Recovery coordination | CM&C |
| Repatriation | As detailed in local emergency arrangements |
| Restoration of public buildings | DLI/Department of Housing, Local Government and Community Development (DHLGCD) |
| Restoration of roads and bridges (council/territory) excluding railways | DIPL/CCGC |
| Road management and traffic control including public Information on road closures | CCGC/DIPL |
| Sewerage: protection and restoration | PAWC ESO |
| Survey | NTPF/NTFES |
| Traffic control | NTPF/DIPL |

| Functions | Agency/organisation/provider responsible |
|--|--|
| Transport : commercial and public airport/ planes, automobiles, buses | DIPL |
| Vulnerable groups (Medical) | DoH |
| Waste management <ul style="list-style-type: none"> collection disposal of stock | CCGC |
| Water (including drinking water): protection and restoration | PAWC ESO |

11.3. Annex C: Prevention, mitigation strategies and action plans for identified hazards

11.3.1. Hazardous material

| Hazard | Controlling Authority | Hazard Management Authority | |
|---|-----------------------|-----------------------------|---|
|  | Hazardous material | NT Police Force | NT Fire and Emergency Services (NT Fire and Rescue Service) |

Hazardous material means any of the following:

1. dangerous goods as defined in the *Dangerous Goods Act 1998*
2. a hazardous chemical as defined in the *Work Health and Safety (National Uniform Legislation) Regulations 2011*
3. a product or substance that has the potential to harm life, health, property or the environment

Large quantities of hazardous materials are transported daily by road to many centres throughout the NT 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.

Responses to hazardous material incidents will be coordinated from the JESCC. NTFRS resources will be responded as per predetermine response arrangements contained within the SerPro system for incidents occurring within an NTFRS ERA. For incidents occurring outside of an ERA, response will be approved by the rostered NTFRS TDO.

Prevention and preparative controls include, but are not limited to:

- a person involved in the handling of dangerous goods must ensure, as far as practicable, that the goods are handled safely as described within the *Dangerous Goods Act 1998*
- a person who manufactures, imports or supplies dangerous goods must ensure, as far as practicable, that the goods are not imported into, or supplied in, the Territory in an unsafe condition as described within the *Dangerous Goods Act 1998*
- hazard labels for dangerous goods
- training in PUAFIR306 Identify, detect and monitor hazardous materials at an incident and PUAFIR308 Employ Personal Protection at a hazardous materials incident delivered to NTFRS members
- NTFRS HAZMAT and Chemical, Biological, Radiological and Nuclear Hazard Management Plan

Public safety message process:

- NTFRS to send approved public messaging to NTPF and NTFES Media Unit for dissemination in consultation with the NTPF Territory Duty Superintendent

11.3.2. Tropical cyclone

| Hazard | Controlling authority | Hazard management authority |
|--|-----------------------|--|
|  Tropical cyclone | NT Police Force | NT Fire and Emergency Services (NT Emergency Service) |

A tropical cyclone⁸ hazard includes a cyclone threat to the township, housing and infrastructure of the Locality including the surrounding areas. During the cyclone season, November to April, the Bureau keeps a 24-hour watch on developing tropical weather systems. The Bureau will issue a tropical cyclone advice whenever a tropical cyclone is likely to cause winds in excess of 62 km/h (gale force) over Australian communities within the next 48 hours.

A number of cyclones have directly or indirectly impacted NT in recent years. The following is a summary of significant tropical cyclones to have impacted the area:

- Severe Tropical Cyclone Megan – March 2024
Category 3 system at landfall. Brought destructive winds and major flooding to Borroloola and surrounding areas.
- Severe Tropical Cyclone Trevor – March 2019
Category 4 system at landfall. Triggered widespread evacuations across the Gulf of Carpentaria and caused significant wind damage and flooding.
- Severe Tropical Cyclone Marcus – March 2018
Category 5 at peak intensity, Category 2 when crossing near Darwin. Caused widespread damage with destructive winds and heavy rainfall across the Northern Territory, especially Darwin and surrounding regions.
- Severe Tropical Cyclone Lam – February 2015
Category 4 system at landfall. Brought destructive winds and flooding to Arnhem Land communities, damaging homes and infrastructure.
- Severe Tropical Cyclone Monica – April 2006
Category 5 system at peak intensity. One of the most intense cyclones recorded in the Southern Hemisphere; caused extensive environmental damage.
- Severe Tropical Cyclone Ingrid – March 2005
Category 4 system at landfall. Impacted Arnhem Land and the Tiwi Islands with strong winds and heavy rainfall.
- Severe Tropical Cyclone Tracy – December 1974
Category 4 system at landfall. Devastated Darwin, destroying most of the city and causing 71 fatalities.
- Tropical Cyclones are classified into categories based on their sustained wind speed. These categories help communicate the potential severity of a cyclone's impact, including wind damage, storm surge, and flooding. Understanding these categories is essential for assessing risk and implementing appropriate emergency response measures.

The table on the following page outlines the classification system used for tropical cyclones:

⁸ More information can be found at: <http://www.bom.gov.au/cyclone/tropical-cyclone-knowledge-centre/understanding/tc-info/>

Table – Tropical cyclone categories

| Category | Max mean wind (km/h) | Typical strongest gust (km/h) | Transport effects |
|----------|----------------------|-------------------------------|--|
| 1 | 63 - 88 | < 125 | Negligible house damage. Damage to some crops, trees and caravans. Craft may drag moorings |
| | 89 - 117 | 125 - 164 | Minor house damage. Significant damage to signs, trees and caravans. Heavy damage to some crops. Risk of power failure. Small craft may break moorings |
| 3 | 118 - 159 | 165 - 224 | Some roof and structural damage. Some caravans destroyed. Power failures likely |
| | 160 - 199 | 225 - 279 | Significant roofing loss and structural damage. Many caravans destroyed and blown away. Dangerous airborne debris. Widespread power failures |
| 5 | >200 | > 279 | Extremely dangerous with widespread destruction |

Note: Corresponding approximate wind gusts and central pressure are also provided as a guide. Stronger gusts may be observed over hilltops, in gullies and around structures. The primary risk from tropical cyclones in Adelaide River, is the resulting rain and potential flooding.

As the hazard management authority the NTES have established, equipped and trained volunteer units within the NT, to support response and recovery operations to tropical cyclones.

The NTES maintain the Territory EOC in a state of readiness. If the EOC is required to be activated by the Regional Controller, the NTES will support this activation and facilitate, where possible, the staffing requests for IMT personnel.

Prevention and preparative controls include, but are not limited to:

- implementation of cyclone preparation initiatives and council clean ups
- radio, television and social media posts.

Public safety message process (initial notification):

- the Bureau issue a cyclone advice to NTES TDO
- NTES TDO issues Australian Warning System to the NTPF and NTFES Media Unit
- NTES TDO notifies Local Controller and NTES Manager Northern Command
- Local Controller Notifies LEC
- NTES Manager Northern Command consults with the Bureau, Regional Controller, NTES Chief Officer and Incident Controller to determine recommended messaging
- NTPF and NTFES Media Unit or Public Information Group receives approved messaging to publish
- responsibility for development and promulgation of warnings and information post the establishment of an IMT will rest with the Public Information Officer and the Incident Controller

The response to a cyclone event is staged and dependant on timings of the Watch and Warnings issued by the Bureau and the projected impact on the communities. The following table provides a guide to typical actions for members of the LEC upon receipt of notifications from the Bureau. The table also notes the need for LEC members to contribute to the recovery process post the impact of the cyclone.

Warnings and advice approval flow

The Australian Warning System is a national approach to information and warnings during emergencies like storm, flood and cyclone. The system uses a nationally consistent set of icons that are found below.

There are 3 warning levels:

| Warning level | Description |
|--|---|
|  Advice (Yellow) | An incident has started. There is no immediate danger. Stay up to date in case the situation changes |
|  Watch and Act (Orange) | There is a heightened level of threat. Conditions are changing and you need to start taking action now to protect you and your family |
|  Emergency Warning (Red) | An Emergency Warning is the highest level of warning. You may be in danger and need to take action immediately. Any delay now puts your life at risk. |

Each warning level has a set of action statements to give the community clearer advice about what to do. Calls to Action can be used flexibly across all 3 warning levels depending on the hazard.

On advice from the Bureau's weather warnings, the NTES determine the Australian Warning System level. The NTES TDO is responsible for issuing Australian Warning System warnings and advice prior to an Incident Controller is appointed.

Actions to be taken – tropical cyclone – guide only ⁹

| Organisation/ Provider | Watch | Warning (onset of Gale Force Winds) | | | Reduced risk | Transition to recovery |
|---------------------------|--|---|---|---|--|--|
| | 48 hours | 24 + hours | 6 + hours | 3 + hours | | |
| All members | Attend briefings Inform key stakeholders Provide SITREPs Assist the Local Controller as required Ensure final preparations are undertaken prior to the next stage | Attend briefings Inform key personnel Assist the Local Controller as required | Attend briefings Assist the Local Controller as required Inform key personnel | Assist the Local Controller as required Take and remain in shelter | Remain in shelter until directed by Local Controller Assist the Local Controller as required | Attend briefings Inform key personnel Assist the Local Controller as required |
| Local Controller | Convene meeting of the LEC Ensure LEC members and community have activated their Cyclone Plan Co-ordinate the dissemination of the cyclone watch information to the relevant local community | Convene meeting of the LEC Ensure that the dissemination of the cyclone warning information to the public is maintained Advise Regional Controller of state of preparedness and ascertain SITREPs requirement | Update LEC and allocate tasks as required Ensure that the dissemination of the cyclone warning information to the public is maintained At the appropriate time, advise persons at risk to move to a shelter | Take and remain in shelter | When it is declared safe to move outside, ascertain the extent of injury to persons and damage to property Give directions to survey teams advising community of reduced risk Provide SITREPs to Regional Controller and Incident Controller | Provide SITREPs to Regional Controller and Incident Controller Prepare for transition to recovery Begin compilation of information for Post Operation Report |

⁹ Action stages as per Tropical Cyclone advice and warnings issued by the Bureau of Meteorology

| Organisation/ Provider | Watch | Warning (onset of Gale Force Winds) | | | Reduced risk | Transition to recovery |
|---------------------------|--|--|---|-----------------------------------|---|---|
| | 48 hours | 24 + hours | 6 + hours | 3 + hours | | |
| | <p>Communications established and maintained with Regional Controller, and NTES TDO and advise state of preparedness</p> <p>Participate in REC meetings as required</p> | Activate EOC if required | | | Prepare for transition to recovery | |
| NTPF | <p>Brief police members</p> <p>Disseminate warnings and information as required</p> <p>Maintain normal police duties</p> <p>Assist Local Controller as required</p> <p>Ensure all operational vehicles are fully fuelled</p> | <p>Brief police members</p> <p>Assist with the preparation of the EOC</p> <p>Disseminate cyclone warning information as directed by the Local Controller and advise him of information received</p> <p>Limit transport and ensure all emergency vehicles are fully operational</p> <p>Co-ordinate the movement of personnel to shelter</p> | <p>Brief police members</p> <p>Disseminate cyclone information as directed by the Local Controller and advise him of information received</p> | <p>Take and remain in shelter</p> | <p>When advised by Local Controller move outside ascertain the extent of injury to persons and damage to property and report with damage assessments</p> <p>Assist Local Controller with prioritising response operations</p> | <p>Assist in the preparation of the final SITREPs</p> <p>Ensure that all NTPF equipment used in the operation is accounted for, maintained and restored</p> <p>Inform key personnel</p> |

| Organisation/ Provider | Watch | Warning (onset of Gale Force Winds) | | | Reduced risk | Transition to recovery |
|---------------------------|---|--|---|----------------------------|---|---|
| | 48 hours | 24 + hours | 6 + hours | 3 + hours | | |
| | | | Commence final patrol of area Ensure all personnel take shelter | | | |
| FERG | Brief unit members Check and prepare equipment Carry out other duties as directed by the Local Controller | Brief unit members Secure equipment Establish communications with Local Controller | Brief unit members and allocated tasks as required by the Local Controller Maintain communications At the appropriate time advise persons at risk to take shelter | Take and remain in shelter | Brief unit members Carry out tasks as required by the Local Controller | Stand down unit members Prepare to transition back to normal duties |
| PAWC ESO | Attend emergency management meeting and perform actions as needed | Monitor | Monitor | Take and remain in shelter | At the direction of the Local Controller, commence survey Advise Local Controller of damage and what essential services are still in operation | Assist the Local Recovery Coordinator as required |
| Batchelor Health Centre | Brief clinic staff Test satellite phones | Medical staff to have access to health vehicles | Do final checks Ensure all personnel take shelter | Take and remain in shelter | At the direction of the Local Controller check the health clinic for damage | Attend debrief Prepare to transition back to normal work requirements at the |

| Organisation/ Provider | Watch | Warning (onset of Gale Force Winds) | | | Reduced risk | Transition to recovery |
|------------------------------|---|--|---|----------------------------|--|---|
| | 48 hours | 24 + hours | 6 + hours | 3 + hours | | |
| | Prepare emergency kit Fill jerry cans with water and ensure vehicles are fuelled Maintain normal duties | Check and take vulnerable population list Staff to secure personal residence Maintain normal duties | | | Prepare to reopen clinic When the airstrip is clear, organise medical evacuations, if required | conclusion of the recovery operation |
| Batchelor Area School | Refuel education vehicles Fill water containers Maintain normal duties | Brief education personnel When advised, close school and advise community to secure buildings Staff to secure personal residence | Brief education personnel Do final checks Prepare to open shelter Ensure personnel take shelter | Take and remain in shelter | At the direction of the Local Controller, check the school for damage Brief the Local Controller when all personnel are accounted for Restore facilities and resume normal education duties as practicable | Attend debrief Prepare to transition back to normal work requirements at the conclusion of recovery operations |
| CCGC | Brief council personnel Participate in pre-cyclone clean up Coordinate the dissemination of the cyclone watch | Brief council personnel Staff to secure personal residence Prepare to close office Limit transport and ensure all | Brief council personnel Do final checks Disseminate warnings and information to the public, as directed | Take and remain in shelter | Advise Local Controller of damage and what essential services are still in operation and assistance, if required | Brief council personnel Prepare to transition back into normal work duties at the conclusion of the recovery operation |

| Organisation/ Provider | Watch | Warning (onset of Gale Force Winds) | | | Reduced risk | Transition to recovery |
|------------------------------|---|--|--|----------------------------|--|---|
| | 48 hours | 24 + hours | 6 + hours | 3 + hours | | |
| | information to the public Maintain normal services | operational vehicles are fully fuelled Advise the Local Controller on essential service matters | by the Local Controller Ensure all personnel take shelter Advise the Local Controller on essential service matters | | | |
| Batchelor Store | Get emergency supplies ready Clear yard/store of any dangerous items Assist with community clean up | Staff to secure personal residence Prepare to close store | Do final checks Ensure personnel take shelter | Take and remain in shelter | At the direction of the Local Controller, attend and assess damage to store and supplies | Assist the Local Recovery Coordinator as required |
| Support organisations | Provide support as requested by the Local Controller | | | | | |

11.4. Annex D: Summary of response and recovery activities

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

This table is presented as a guide only, assisting emergency managers with operational decision making, planning and resource allocation. It also highlights the importance of response and recovery coordination working collaboratively.

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 and produces many challenges, both foreseen and unpredicted. Response and recovery coordination must be flexible and able to adapt to the situation as it evolves.

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.



| Activity | Response activities | Recovery activities |
|--------------------------|--|---|
| 1. Situational awareness | <ul style="list-style-type: none"> Road clearance teams General public Media reports Survey and rescue teams Impact assessment teams | <ul style="list-style-type: none"> Contributes to recovery planning through impact assessment data Comprehensive impact assessments Needs assessment |
| 2. Public Information | <ul style="list-style-type: none"> Public Information Group activation Spokes persons identified SecureNT activated | <ul style="list-style-type: none"> Continues in recovery |
| 3. Survey and Rescue | <ul style="list-style-type: none"> Survey teams deploy to designated areas Critical sites surveyed Deploy rescue teams – NTFRS and NTPF Specialist Response Division provide primary Urban Search and Rescue capability | <ul style="list-style-type: none"> Survey and impact assessment data used to contribute to the Recovery Action Plan |
| 4. Road clearance | <ul style="list-style-type: none"> Road patrol teams deploy and check assigned routes Road clearance to priority sites Assess Stuart Hwy to Katherine (supply route) | <ul style="list-style-type: none"> Restoration of road networks and bridges Return to business as usual |

| Activity | Response activities | Recovery activities |
|----------------------------|---|---|
| 5. Emergency accommodation | <ul style="list-style-type: none"> • Emergency accommodation and shelter <ul style="list-style-type: none"> - evacuation centres • Provision of resources that will enable people to remain in their homes • Emergency clothing | <ul style="list-style-type: none"> • Evacuation centres may continue into recovery • Temporary accommodation options • Repatriation planning |
| 6. Medical | <ul style="list-style-type: none"> • Hospital <ul style="list-style-type: none"> - Identify any issues with accessing facilities - Initial Impact assessment - Access to critical supplies e.g. medicines, consumables, power or fuel and water - ongoing acute clinical care and critical services requirements - increase morgue capacity • Health Centres <ul style="list-style-type: none"> - identify any issues with accessing facilities - Access to critical supplies e.g. medicines, consumables, power or fuel and water • GP clinics and pharmacies <ul style="list-style-type: none"> - identify operational GP services - identify operational pharmacies • Support Medically vulnerable people <ul style="list-style-type: none"> - Medical retrieval services (air and road).support for vulnerable people at shelters | <ul style="list-style-type: none"> • Ongoing provision of health services <ul style="list-style-type: none"> - which may include business continuity plans - engagement with stakeholders • Repatriation of medically vulnerable people in community • GP clinics and pharmacies <ul style="list-style-type: none"> - ongoing liaison by the Medical Group • Medical retrieval services - resume business as usual |

| Activity | Response activities | Recovery activities |
|---------------------------------|---|---|
| | <ul style="list-style-type: none"> - CareFlight/Royal Flying Doctor Service | |
| 7. Essential goods and services | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Support the re-opening of the private business sector • Monitor levels and availability of essential goods • Manage logistics arrangements supplying resources to outlying communities • Public Health inspections (food outlets) • Banking sector business continuity arrangements |
| | <p><u>Fuel</u></p> <ul style="list-style-type: none"> • Fuel suppliers and point of sale • Manage fuel supplies to emergency power generation | <ul style="list-style-type: none"> • Monitor fuel levels • Infrastructure repairs • Emergency fuel supplies for recovery • Liaise with fuel suppliers, distributors and wholesalers to re-establish long term supply |
| | <p><u>Banking</u></p> <ul style="list-style-type: none"> • Assess damage to banks and ATMs • Implement temporary arrangements | <ul style="list-style-type: none"> • Emergency cash outlets • Implement long term arrangements |
| 8. Evacuation | <ul style="list-style-type: none"> • Evacuations within community • Evacuation out of community • Registration | <ul style="list-style-type: none"> • Support services for evacuees • Recovery information for evacuees • Repatriation |
| 9. Public Health | <ul style="list-style-type: none"> • 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 | <ul style="list-style-type: none"> • Ongoing in recovery |
| 10. Utilities | <ul style="list-style-type: none"> • Power supply | <ul style="list-style-type: none"> • Restore power network |

| Activity | Response activities | Recovery activities |
|---|---|--|
| | <ul style="list-style-type: none"> • Power generation • Water supply • Sewerage • Emergency sanitation | <ul style="list-style-type: none"> • Restore water and sewerage infrastructure • Issue alerts until safe to use |
| 11. Impact Assessments | <ul style="list-style-type: none"> • Training assessment teams • Initial impact assessments | <ul style="list-style-type: none"> • Comprehensive Impact Assessments • Ongoing needs assessments |
| 12. Transport infrastructure (supply lines) | <p><u>Air (Airport/Airstrip)</u></p> <ul style="list-style-type: none"> • Clear the runway to allow air movements • Establish a logistics hub at the airport • Terminal damage and operational capability assessment <p><u>Road</u></p> <ul style="list-style-type: none"> • Highway and critical access roads damage assessment • Repair work to commence immediately <p><u>Rail</u></p> <ul style="list-style-type: none"> • Rail damage assessment • Outage estimation <p><u>Port, Harbour and Barge</u></p> <ul style="list-style-type: none"> • Assess damage to port infrastructure and harbour facilities • Assess the damage to barge facilities | <ul style="list-style-type: none"> • Monitor repairs and business continuity activities |
| 13. Waste management | <ul style="list-style-type: none"> • Waste management requirements and develop waste management plan if required | <ul style="list-style-type: none"> • Continues in recovery |
| 14. Repairs and reconstruction | <ul style="list-style-type: none"> • Private housing <ul style="list-style-type: none"> - impact assessments - temporary repairs • Government buildings <ul style="list-style-type: none"> - damage assessment • Public housing <ul style="list-style-type: none"> - impact assessments | <ul style="list-style-type: none"> • Private housing <ul style="list-style-type: none"> - information and support to facilitate repairs • Government buildings <ul style="list-style-type: none"> - repairs and reconstruction • Public housing <ul style="list-style-type: none"> - long term repair plans |

| Activity | Response activities | Recovery activities |
|----------------------------|--|--|
| | <ul style="list-style-type: none"> • Private industry <ul style="list-style-type: none"> - damage assessments | <ul style="list-style-type: none"> • Private industry <ul style="list-style-type: none"> - repair and reconstruction • Temporary accommodation for a visiting construction workforce |
| 15. Transport Services | <ul style="list-style-type: none"> • Staged re-establishment of public transport services | <ul style="list-style-type: none"> • Continues in recovery |
| 16. Telecommunications | <ul style="list-style-type: none"> • Telstra and Optus will assess the damage to their infrastructure • Put in place temporary measures to enable landline and mobile services | <ul style="list-style-type: none"> • Repair damage networks and infrastructure (for private entities there is support for operators only) |
| 17. Public safety | <ul style="list-style-type: none"> • Police will maintain normal policing services to the community | <ul style="list-style-type: none"> • Gradual return to business as usual |
| 18. Animal welfare | <ul style="list-style-type: none"> • Temporary emergency arrangements for pets | <ul style="list-style-type: none"> • Reunite pets with their owners and cease emergency support arrangements |
| 19. Community consultation | <ul style="list-style-type: none"> • Information provision regarding the overall situation, response efforts, what services are available and how to access them | <ul style="list-style-type: none"> • Community consultation process regarding long term recovery and community development |

12. Acronyms

| Acronyms | Definitions |
|-----------------|--|
| AAPA | Aboriginal Areas Protection Authority |
| ABC | Australian Broadcasting Corporation |
| AIIMS | Australasian Inter-Service Incident Management System |
| BART | Batchelor, Adelaide River, Tortilla Volunteer Bushfire Brigade |
| BFNT | Bushfires NT |
| CASA | Civil Aviation Safety Authority |
| CCGC | Coomalie Community Government Council |
| CM&C | Department of the Chief Minister and Cabinet |
| DCDD | Department of Corporate and Digital Development |
| DCF | Department of Children and Families |
| DET | Department of Education and Training |
| DLI | Department of Logistics and Infrastructure |
| DLPE | Department of Lands, Planning and Environment |
| DOH | Department of Health |
| TBAR | Department of Trade, Business and Asian Relations |
| EOC | Emergency Operations Centre |
| ERA | Emergency Response Area |
| ESO | Essential Services Officer |
| FERG | Fire and Emergency Response Group |
| ICC | Incident Control Centre |
| ICP | Incident Control Point |
| IMT | Incident Management Team |
| JESCC | Joint Emergency Service Communication Centre |
| KM | Kilometres |

| Acronyms | Definitions |
|----------|---|
| LCC | Local Coordination Centre |
| LEC | Local Emergency Committee |
| M | Metres |
| NT | Northern Territory |
| NTES | Northern Territory Emergency Service |
| NTFES | Northern Territory Fire and Emergency Services |
| NTFRS | Northern Territory Fire and Rescue Service |
| NTG | Northern Territory Government |
| NTPF | Northern Territory Police Force |
| RAT | Rapid Assessment Team |
| RCC | Rescue Coordination Centre |
| SERPRO | Serve and Protect System |
| SEWS | Standard Emergency Warning Signal |
| SITREP | Situation Report |
| STAND | Strengthening Telecommunications Against Natural Disaster |
| TDO | Territory Duty Officer |
| TEMC | Territory Emergency Management Council |
| WebEOC | Web-based Emergency Operations Centre |