



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2018 – V1.0

Approved by LEMC meeting:
Date of LEMC Review Approval:

Date of LEMC Endorsement:
Date of LG Endorsement:

Review Date:

- Public Copy
 Restricted Copy

These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Morawa Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).



Chairperson LEMC

12 December 2018
Date



Endorsed by Council

12 December 2018
Date

DISTRIBUTION MATRIX	5
AMENDMENT RECORD	7
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS	10
PART 1 – INTRODUCTION	11
1.1 AUTHORITY	11
1.2 COMMUNITY CONSULTATION	11
1.3 DOCUMENT AVAILABILITY.....	11
1.4 AREA COVERED	11
1.5 AIM.....	13
1.6 PURPOSE	14
1.7 SCOPE.....	14
1.8 RELATED DOCUMENTS	14
1.9 LOCAL EMERGENCY MANAGEMENT POLICIES.....	14
1.10 EXISTING PLANS AND ARRANGEMENTS.....	16
1.11 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS	16
1.12 SPECIAL CONSIDERATIONS	16
1.13 SPECIAL NEEDS GROUPS	16
1.14 RESOURCES	16
1.15 ROLES & RESPONSIBILITIES.....	17
LEMC EXECUTIVE	20
PART 2 – PLANNING	20
2.1 LEMC MEMBERSHIP	20
2.2 MEETING SCHEDULE	21
2.3 CONSTITUTION & PROCEDURES.....	21
2.4 ANNUAL REPORTING	22
2.5 ANNUAL BUSINESS PLAN	23
2.7 EMERGENCY RISK MANAGEMENT	23
PART 3 – SUPPORT TO RESPONSE	24
3.1 RISKS – EMERGENCIES LIKELY TO OCCUR & RESPONSIBLE HMA.....	24
3.2 INCIDENT SUPPORT GROUP	25
3.2.1 ROLE	25
MEMBERSHIP OF AN ISG	25
3.2.2 TRIGGERS FOR AN ISG.....	26
3.2.3 FREQUENCY OF MEETINGS	26
3.2.4 LOCATION OF ISG MEETINGS.....	26
3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION.....	26

3.4	CRITICAL INFRASTRUCTURE.....	27
3.5	FINANCIAL ARRANGEMENTS	27
3.6	EVACUATION	27
3.6.1	EVACUATION PLANNING PRINCIPLES.....	28
3.6.2	EVACUATION MANAGEMENT	29
3.7	VULNERABLE GROUPS	29
3.8	ROUTES AND MAPS	29
3.9	WELFARE	30
3.10	LOCAL WELFARE COORDINATOR	30
3.11	LOCAL WELFARE LIAISON OFFICER	30
3.12	STATE AND NATIONAL REGISTRATION AND INQUIRY	31
3.13	ANIMALS	31
3.14	WELFARE CENTRES.....	31
 PART 4 – RECOVERY		 31
 PART 5 –EXERCISING, REVIEWING AND REPORTING		 31
 PART 6 –APPENDIXES		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 1. RISK REGISTER		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 2. ISG MEETING LOCATIONS.....		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 3. EVACUATION & WELFARE CENTRE INFORMATION		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 4. CRITICAL INFRASTRUCTURE.....		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 5. SPECIAL NEED GROUPS		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 6. LOCAL DISTRICT MAPS		 ERROR! BOOKMARK NOT DEFINED.
 APPENDIX 7. RESOURCE REGISTER.....		 ERROR! BOOKMARK NOT DEFINED.

DISTRIBUTION MATRIX

This document will be distributed in full including appendices to all members of the Morawa LEMC.

A public version not containing appendices will be made available on the Shire of Morawa's website.

Distribution

<u>Organisation</u>	<u>Location/Officer</u>	No of Copies
SHIRE OF MORAWA		
Shire of Morawa	CEO	1
Shire of Morawa	EM	1
Shire of Morawa	Works Manager	1
Shire of Morawa	Shire President	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC Chair	CEO of Morawa	1
Executive Officer	CESM	1
WA Police	Morawa Police Station	1
WA Police	Perenjori Police Station	1
Dept. of Communities	Geraldton	1
St John Ambulance	Morawa	1
Bush Fire Services	Morawa Volunteers Bushfire Brigades Morawa VFES Brigade	2
DFES Regional Office	Geraldton	1
St John Ambulance Community Paramedic	Dongara	1
Morawa District Hospital	Morawa	1
Parks & Wildlife Service	Geraldton	1
ADJOINING SHIRES/LEMCS:		
Shire of Perenjori	LEMC	1
Shire of Mingenew	LEMC	1
Shire of Carnamah	LEMC	1
Shire of Three Springs	LEMC	1
Shire of Yalgoo	LEMC	1
City of Greater Geraldton	LEMC	1

AMENDMENT RECORD

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

Feedback can include:

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

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

Chairperson
Local Emergency Management Committee
Shire of Morawa
PO Box 14
Prater Street
MORAWA WA 6623

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

Amendment Record

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>
01	Dec 2017	Complete review of 2012 LEMA with new version due for submission to LEMC, DEMC and SEMC	CESM District Advisor CEO
02	Mar 2018	Review of arrangements carried out in conjunction with Shire CEO, WAPOL OIC & CESM	R Ryan CESM
03	May 2018	Document review & update	R Ryan CESM
04	Oct 2018	Approved by DEMC & SEMC	R Ryan
05	Nov 2018	Update of contact numbers	R Ryan
06			

07			
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Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

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

Local Emergency Coordinator (LEC): That person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during incidents and operations.

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

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** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

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

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

Vulnerability: Vulnerability of the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic and environmental factors that vary within a community and over time.

For further acronyms refer to the State EM Glossary.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
SMO	Shire of Morawa
DC	Department of Communities
P&W	Parks and Wildlife – Dept. Biodiversity and Attraction
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group (Committee)
OEM	Office of Emergency Management
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with SS41(1) of the *Emergency Management Act 2005*, endorsed by the Morawa Local Emergency Management Committee and approved by the Morawa Local Emergency Management Committee.

1.2 Community Consultation

The community has been consulted through other forums and through the LEMC committee members.

The community of Morawa has been consulted and made aware of the LEMA and the purpose of the documents/Arrangements.

1.3 Document Availability

In accordance with S43 of the *Emergency Management Act 2005* a copy of these Arrangements is available for inspection free of charge by members of the public during office hours at the Shire of Morawa administration office. These arrangements will also be available via the Shire website.

Copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire Administration Office
Morawa
Winfield Street
Morawa WA 6623
- Shire website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- Office of Emergency Management
- State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered

The Shire of Morawa is situated in the North Midlands area of Western Australia approx. three and a half hours drive or 370km North of Perth (via Three Springs), approx. 180km east south east from Geraldton and approx. 114km east of Dongara.

Morawa is bordered by the Shire of Mullewa to the North, Perenjori to the South, Mingenew and Three Springs to the West and Yalgoo to the East.

Morawa is an Aboriginal name, first shown on maps of the area for a rock hole in 1910. It is possibly derived from "Morowa" or "Morowar", the Dalgite, a small marsupial which burrows into the earth. A Dalgite is a type of bilby. Another possible meaning is "the place where men are made". This is probably a reference to initiation ceremonies conducted in the area by the Aboriginal inhabitants.

Predominantly an agricultural based shire, Morawa boasts excellent tourism facilities and attractions (particularly during the Spring wildflower season), a rich history, great business incentives and an active mining industry that has only recently been redeveloped.

With the construction of a multi-million dollar health centre, excellent education options and first rate sporting facilities our community services are also thriving. In recent years tourism has played an increasingly important role in our economic development.

The Shire of Morawa supports a population of approximately 950 people, and includes the localities of Canna, Gutha, Pintharuka, Merkanooka and Koolanooka.

The population of Morawa town site is estimated at 500 people and 450 for the remainder of the Shire. For a number of years up until 1991 the population had been declining, but has remained stable since. About 3% of the population are Aboriginal.

Morawa covers just over 350,000 hectares (3,528 km²) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and town sites. The area of remnant vegetation in the Shire equates to 22,224 hectares of private land, 54,007 hectares of public land and 15,825 hectares of private land modified for grazing purposes.

The region is renowned for a diversity of flora that is seldom equalled, with this being attributed to the diversity of landform and soil types that are present within the district. In the Shire of Morawa you will see everything from large flat plains to rolling hills and rugged breakaway country. Approximately 12,800 hectares of land in the Shire is salt-affected land or salt lakes.

2017 Morawa Figures:

- 3,516 sq. km
- Population: 906
- No. Dwellings: 410
- LG Employees: 45

1.5 Aim

The aim of this document is to define the management of identified risks and provide detail on proposed planning, response and recovery activities for the Shire of Morawa.

1.6 Purpose

The purpose of these arrangements is to set out:

- The Shire of Morawa's policies for emergency management;
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Morawa;
- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur in the LGA;
- Strategies and priorities for emergency management;
- Other matters about emergency management in the Shire of Morawa prescribed by the regulations; and
- Other matters about emergency management in the Shire of Morawa that the Council considers appropriate. [\[s. 41\(2\) of the EM Act 2005\]](#)

1.7 Scope

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- This document applies to the LGA of the Shire of Morawa;
- This document covers areas where the Shire of Morawa provides support to HMAs in the event of an incident;
- This document details the Shire of Morawa's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The Shire of Morawa's responsibility for recovery management.

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

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Morawa. The Shire of Morawa currently does not have any policies that specifically relates to emergency management, unique to this local government area.

1.9 Local Emergency Management Policies

Document	Owner	Date
No current policies or MOUs		

Currently working on policies with various mining companies within the Shire		
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1.10 Existing Plans and Arrangements

Document	Owner	Date
Site Emergency Management Plan – CBH	Shire of Morawa	2017
Karara Mine Site	Karara Mining Ltd	2015
EMP	Morawa District High School	2017
EMP	Morawa College of Agriculture	2017

1.11 Agreements, Understandings and Commitments

This is a list formal agreements or MOUs that are in between the Shire of Morawa and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place. Currently this is under review.

Parties to the Agreement	Summary of the Agreement	Special Considerations
No current formal MOUs		

1.12 Special considerations

Special considerations include:

- Wildflower season: April – September
- Annual migration of the “Grey Nomads”: April – September
- Various car rallies & Speedway events
- School sports events
- Seasonal conditions e.g. bushfires, cyclones, storms, flood
- Charity bike rides
- Mountain bike runs

Special Needs Groups

Special needs groups are available at Appendix 5 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

- Special needs groups may have been identified through the medical service and documented through medical records and cultural processes.

1.14 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The

Shire of Morawa has conducted a broad analysis of resources available within the Shire of Morawa including farming, pastoral properties, mining leases, with major resources collated these are listed in the Shire of Morawa Emergency Resources and these are recorded in the Shire of Morawa Contacts and Resources Register (Restricted document).

1.15 Roles & Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local Government	The responsibilities of the Shire of Morawa are defined in Section 36 of the EM Act.
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 37 of the EM Act.
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local Welfare Coordinator	<p>The Local Welfare Coordinator is appointed by the DCPFS District Director to:</p> <ul style="list-style-type: none"> • Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director; • Prepare, promulgate, test and maintain the Local Welfare Plans; • Represent the Department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee; • Establish and maintain the Local Welfare Emergency Coordination Centre; • Ensure personnel and organisations are trained and exercised in their welfare responsibilities; • Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and • Represent the Department on the Incident Management Group when required.

LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire’s emergency response capability. • Liaise with the incident controller (provide liaison officer). • Participate in the ISG and provide local support. • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair	Provides leadership and support to the LEMC in the absence of the Chair.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including meeting agenda, minutes and action lists, correspondence, committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including Annual Report, Annual Business Plan, Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required.
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency</p>

	<p>management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [S39 of the Act] to advise and assist the local government in establishing local emergency managements for the district:</p> <ul style="list-style-type: none"> • to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations. <p>Other functions of the LEMC.</p>
Controlling Agency	<p>A controlling agency is an agency nominated to control the response activities to a specified type of emergency. The function of a controlling agency is to:</p> <ul style="list-style-type: none"> • Undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness. • Control all aspects of the response to an incident. During recovery the controlling agency will ensure effective transition to recovery.
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4] The HMA is prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations]. • Appoint Hazard Management Officers [s55 Act]. • Declare / revoke emergency situation [s 50 & 53 Act]. • Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5]. • Ensure effective transition to recovery by local government.

Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat agency or Support organisation as prescribed under the provisions of the Emergency Management Act 2005

LEMC Executive

Chair	Shire of Morawa Councillor
Deputy Chair	OIC Morawa Police Station
Executive Officer	Council staff member

PART 2 – PLANNING

This section outlines the minimum administration and planning requirements of the LEMC under the Emergency Management Act 2005 & policies.

2.1 LEMC Membership

The Shire of Morawa has established a LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Executive	
Chair:	Shire of Morawa Councillor / CEO
Deputy Chair:	Officer in Charge / LEC Morawa Police

Executive Officer:	Shire of Morawa Staff member/CESM
Local Recovery Coordinator:	Shire of Morawa CEO
Administrative Support:	Shire of Morawa Administrative Support Officer
HMA's	
Shire of Morawa	Chief Bush Fire Control Officer
Parks & Wildlife	District Fire Coordinator
Department of Fire & Emergency Services	District/Area Officer
Dept. of Transport	Regional Manager
Health	Regional Director
Agriculture & Food	Site Manager
Police Morawa	Officer in Charge
Welfare Support	
Centrelink	Team Leader
Community Services	District Emergency Services Officer
Red Cross	Team Leader
Salvation Army	Lieutenant
Utilities	
Alinta Gas	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager
Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager/Community Para Medic
Shire of Morawa	Works Manager
DFES	Regional Superintendent
WALGA	
Department of Education	Morawa SHS & Ag Collage

2.2 Meeting Schedule

Preparedness Procedure 7 states that 'LEMC's shall meet every three months and as required.' The Morawa LEMC schedules meetings in February, May, August & November each year. The LEMC may convene a special meeting if required for example after any major emergency incident.

2.3 Constitution & Procedures

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

- a) Every meeting:
 - i. Confirmation of local emergency management arrangements contact details;
 - ii. Review of any post-incident reports and post exercise reports generated since last meeting;
 - iii. Progress of emergency risk management process;
 - iv. Progress of treatment strategies arising from emergency risk management process;
 - v. Progress the development or review of local emergency management arrangements; and
 - vi. Other matters determined by the local government.
- b) First quarter:
 - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC);
 - ii. Begin developing annual business plan.
- c) Second quarter:
 - i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
 - ii. Finalisation and approval of annual business plan.
- d) Third quarter:
 - i. Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - i. National and State funding nominations.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

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

- iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the Annual Business Plan.
- c) the text of any direction given to it by the local government that established it.
 - d) the major objectives of the annual business plan of the LEMC for the next financial year.
- [Emergency Management Preparedness Procedure 17](#) – Annual Reporting refers.

2.5 Annual Business Plan

Preparedness Procedure 8 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The Shire of Morawa will develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines.

2.7 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in Appendix 1, and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

Emergency Management Strategies & Priorities will be developed in 2018 in association with the State Emergency Management Committee's 'State Risk Project'.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur & Responsible HMA

The LEMC identified the following hazards within the Shire of Morawa from the emergency risk management process.

Hazard	HMA	WESTPLAN (Date)
Crash Emergency Includes Rail, Air, Road	WA Police	Crash Emergency 2018
Animal & Plant Biosecurity Emergency	Agriculture & Food – Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 2016
Fire Emergency (Includes Bush & Urban Fire)	DFES/LG/P&W	State Hazard Plan Fire 2018 (interim)
Flood Emergency	DFES	Flood 2016
Hazardous Materials Emergency	DFES	HAZMAT 2018
Heatwave Emergency	Dept. of Health	Heatwave 2016
Human Epidemic Emergency	Dept. of Health	Human Epidemic 2016
Lost Person or in Distress Requiring a Search & Rescue Response	WA Police	Search 2018
Earthquake	DFES	Earthquake 2016
Storm Emergency	DFES-SES	Storm 2016

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

It is recognised that the HMA's may require the Shire of Morawa resources and assistance during an emergency. The Shire of Morawa may provide assistance/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified:

1. Life
2. Critical Infrastructure
3. Property
4. Environment

By the LEMC

3.2 Incident Support Group

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

3.2.1 Role

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

Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

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

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

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers is met:

- requires multi agency response;
- has a protracted duration;
- requires coordination of multi-agency resources;
- requires resources from outside the local area;
- Some impact on critical infrastructure;
- has a medium level of complexity;
- has a medium impact on the routine functioning of the community;
- has potential to be declared an ‘Emergency Situation’; and/or
- consists of multiple hazards.

State EM Plan S5 – ‘Response’ should be consulted for further detail.

3.2.3 Frequency of Meetings

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

3.2.4 Location of ISG Meetings

Proposed locations for ISG meetings are detailed at appendix 2.

The option of a teleconference may be used subject to communications systems being available and working.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information

and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure. However, at the time of handover of the Incident, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

The Shire of Morawa will use all means possible to keep the community fully informed, the shire may use the following:

- Shire SMS/Text messaging
- notice boards
- news letters
- electronic methods such as Twitter, Face Book, Instagram
- the use of telephone trees

All electronic methods are subject to Telstra maintaining service/coverage as only one tower covers the town and limited coverage of shire.

3.4 Critical Infrastructure

The Shire of Morawa has identified critical infrastructure within its district. Due to the sensitive nature of this information the details of Critical infrastructure is included in appendix 4 and **not for public distribution**.

3.5 Financial Arrangements

State EM Policy S5.12, State EM Plan S5.4 and 6.10 and State EM Recovery Procedures 1)-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire of Morawa is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Morawa occurs to ensure the desired level of support is achieved.

3.6 Evacuation

[Refer to State EM Policy 5.7.8 and 5.7.9](#)

A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that

may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

The Controlling Agency will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.6.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

The WA Police Community Evacuation Plan for the Shire of Morawa will be provided as an Annex to these arrangements.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

Directed - A HMA/Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with:

- [Emergency Management Response Procedure 8](#) – Direction concerning the movement and evacuation in an emergency situation;
- [Emergency Management Response Procedure 17](#) – Direction concerning movement and evacuation during a State of Emergency
- [Western Australia Community Evacuation in Emergencies Guide](#).

3.6.2 Evacuation Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities (DC) must be consulted during the planning stages. This is because DC has responsibility under State Arrangements to maintain the welfare of evacuees under State Emergency Welfare Plan.

3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups please refer to the DC Emergency Welfare Plan. This is due to the sensitive nature and privacy issues.

3.8 Routes and Maps

The main routes through the Shire of Morawa are as follows:

- Mullewa Wubin Road (Bitumen): Main access road from Mullewa, through Morawa Township to Wubin.
- Morawa Three Springs Road (Bitumen Road): East/West access from the Three Springs.
- Morawa Carnamah Road the main access road from Carnamah.
- Morawa Mingenew Road the main access road from Mingenew.
- The Yalgoo Morawa Road the main road from Yalgoo and Mt Magnet towns.

Refer to Appendix 6. This section provides a map of the locality and identifies any issues and local land marks.

3.9 Welfare

In emergency management terminology, welfare is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing welfare function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Morawa LEMC.

3.10 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- provide training and support to Local Welfare Liaison Officers in Local Governments;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required.

Refer to Contacts and Resources Register (Restricted document).

3.11 Local Welfare Liaison Officer

Local Government shall appoint a Local Welfare Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation/Welfare Centre, including the management of emergency evacuation/welfare centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for welfare will be required, particularly in remote areas, where it may take some time for the DC to arrive. With the delay in the DC arriving, it may be necessary for the Local Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare Coordinator.

Refer to Appendix 7 Contacts and Resources Register (Restricted document).

3.12 State and National Registration and Inquiry

The DC is to be contacted whenever an evacuation is considered as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

3.13 Animals

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to make arrangements for their own animals. The Shire may provide an area/location for animals.

3.14 Welfare Centres

The Shire of Morawa holds an Emergency Welfare Centre Register which allows for DC to utilise the buildings contained within the document for Welfare purposes. For a detail list of evacuation / welfare centres refer to Appendix 3.

PART 4 – RECOVERY

Refer to the Shire of Morawa Local Recovery Plan 2018 which is a sub-plan to these arrangements.

PART 5 –EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

The [State Emergency Management Preparedness Procedure 7](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements.
- Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals.
- Providing the opportunity to promote the arrangements and educate the community.
- Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks.
- Improving the arrangements in accordance with the results of exercise debriefings.

It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

5.2 Frequency of Exercises

Preparedness Procedure 19 – Exercise Management, requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- Complex

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref Preparedness Procedure 19).

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with SEMC Preparedness Procedure 7 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S42 of the EM Act).

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly;
- a review is conducted after training that exercises the arrangements;
- an entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Morawa shall determine the term and composition of LEMC positions. (Preparedness Procedure 7). When determining the composition of the LEMC the Shire of Morawa will take into consideration Preparedness Procedure 7, S15-18 that provides a list of recommended members. Additional members may be invited where their membership will benefit the function of emergency management for the Shire.

The Shire of Morawa will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.