

**SHIRES**  
**of**  
**MINGENEW, MORAWA, PERENJORI and THREE SPRINGS**



**JOINT**  
**LOCAL EMERGENCY MANAGEMENT**  
**ARRANGEMENTS**

Version 2014

**Local Emergency Management Arrangements**

**SHIRES OF MINGENEW-MORAWA-PERENJORI-THREE SPRINGS  
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of s. 41(1) of the EM Act 2005, endorsed by the Shires of Mingenew-Morawa-Perenjori-Three Springs joint Local Emergency Management Committee (LEMC), and has been to be tabled with the District Emergency Management Committee (DEMC) and an electronic copy will be forwarded to the Secretary of the State Emergency Management Committee (SEMC) by the Regional Community Emergency Management Officer (CEMO).

.....  
Chairperson  
Mingenew-Morawa-Perenjori-Three Springs LEMC  
Date

.....  
Endorsed by Council  
Mingenew Shire President  
Date

.....  
Endorsed by Council  
Morawa Shire President  
Date

.....  
Endorsed by Council  
Perenjori Shire President  
Date

.....  
Endorsed by Council  
Three Springs Shire President  
Date

# Local Emergency Management Arrangements

## Contents

|  |           |
|--|-----------|
| <b>DISTRIBUTION LIST .....</b>                           | <b>6</b>  |
| <b>RECORD OF AMENDMENTS .....</b>                        | <b>8</b>  |
| <b>GLOSSARY OF TERMS.....</b>                            | <b>10</b> |
| <b>GENERAL ACRONYMS USED IN THESE ARRANGEMENTS .....</b> | <b>14</b> |
| <b>Part 1: INTRODUCTION .....</b>                        | <b>15</b> |
| 1.1 AUTHORITY FOR PREPARATION .....                      | 15        |
| 1.2 COMMUNITY CONSULTATION .....                         | 15        |
| 1.3 DOCUMENT STRUCTURE.....                              | 15        |
| 1.4 DOCUMENTATION AVAILABILITY .....                     | 15        |
| 1.5 PHYSICAL AND SOCIAL GEOGRAPHY.....                   | 16        |
| <b>MINGENEW 16</b>                                       |           |
| 1.6 PURPOSE OF THE ARRANGEMENTS .....                    | 18        |
| 1.7 SCOPE OF THE ARRANGEMENTS.....                       | 18        |
| 1.8 RELATED DOCUMENTS AND ARRANGEMENTS .....             | 18        |
| 1.8.1 Formal Local Emergency Management Policies         | 18        |
| 1.8.2 Existing Plans and Arrangements                    | 18        |
| 1.8.3 Agreements, Understandings & Commitments           | 19        |
| 1.9 AVAILABILITY OF RESOURCES .....                      | 19        |
| 1.10 SPECIAL CONSIDERATIONS .....                        | 19        |
| 1.11 ROLES AND RESPONSIBILITIES .....                    | 20        |
| 1.11.1 Local Emergency Coordinator                       | 20        |
| 1.11.2 Chairperson Local Emergency Management Committee  | 20        |
| 1.11.3 Local Emergency Management Committee              | 20        |
| 1.11.4 The Function of the LEMC                          | 20        |
| 1.11.5 Local Government                                  | 21        |
| 1.11.6 Controlling Agency                                | 21        |
| 1.11.7 Hazard Management Agency                          | 21        |
| 1.11.8 Combat Agencies                                   | 22        |
| 1.11.9 Support Organisation                              | 22        |
| 1.11.10 Public Authorities and Others                    | 22        |
| <b>Part 2: PLANNING .....</b>                            | <b>23</b> |
| 2.1 PLANNING (LEMC ADMINISTRATION) .....                 | 23        |
| 2.2 LEMC MEMBERSHIP .....                                | 23        |

## Local Emergency Management Arrangements

|                |  |           |
|----------------|--|-----------|
| <b>2.3</b>     | <b>MEETING SCHEDULE</b> .....                            | <b>23</b> |
| <b>2.4</b>     | <b>LEMC CONSTITUTION AND PROCEDURES</b> .....            | <b>23</b> |
| 2.4.1          | Every Meeting:   | 23        |
| 2.4.2          | First Calendar Quarter:                                  | 24        |
| 2.4.3          | Second Calendar Quarter:                                 | 24        |
| 2.4.4          | Third Calendar Quarter:                                  | 24        |
| 2.4.5          | Fourth Calendar Quarter:                                 | 24        |
| <b>2.5</b>     | <b>LEMC ANNUAL REPORT</b> .....                          | <b>24</b> |
| <b>2.6</b>     | <b>ANNUAL BUSINESS PLAN</b> .....                        | <b>25</b> |
| <b>2.7</b>     | <b>EMERGENCY RISK MANAGEMENT</b> .....                   | <b>25</b> |
| <b>Part 3:</b> | <b>RESPONSE</b> .....                                    | <b>26</b> |
| <b>3.1</b>     | <b>RISKS – EMERGENCIES LIKELY TO OCCUR</b> .....         | <b>26</b> |
| <b>3.3</b>     | <b>MEDIA MANAGEMENT AND PUBLIC INFORMATION</b> .....     | <b>28</b> |
| <b>3.4</b>     | <b>CRITICAL INFRASTRUCTURE</b> .....                     | <b>28</b> |
| <b>3.5</b>     | <b>PUBLIC WARNING SYSTEMS</b> .....                      | <b>28</b> |
| 3.5.1          | Local Systems  | 28        |
| 3.5.2          | Standard Emergency Warning Signal (SEWS)                 | 28        |
| 3.5.3          | DFES Public Info Line                                    | 28        |
| 3.5.4          | ABC Radio  | 28        |
| 3.5.5          | State Alert System                                       | 28        |
| <b>Part 4:</b> | <b>EVACUATION</b> .....                                  | <b>29</b> |
| <b>4.1</b>     | <b>EVACUATION</b> .....                                  | <b>29</b> |
| <b>4.2</b>     | <b>EVACUATION PLANNING PRINCIPLES</b> .....              | <b>29</b> |
| <b>4.3</b>     | <b>EVACUATION MANAGEMENT</b> .....                       | <b>30</b> |
| <b>4.4</b>     | <b>SPECIAL NEEDS GROUPS</b> .....                        | <b>30</b> |
| <b>4.5</b>     | <b>EVACUATION / WELFARE CENTRES</b> .....                | <b>30</b> |
| <b>4.6</b>     | <b>REFUGE SITES</b> .....                                | <b>30</b> |
| <b>4.7</b>     | <b>ROUTES AND MAPS</b> .....                             | <b>31</b> |
| <b>Part 5:</b> | <b>WELFARE</b> .....                                     | <b>32</b> |
| <b>5.1</b>     | <b>WELFARE MANAGEMENT</b> .....                          | <b>32</b> |
| <b>5.2</b>     | <b>LOCAL WELFARE COORDINATOR</b> .....                   | <b>32</b> |
| <b>5.3</b>     | <b>LOCAL WELFARE LIAISON</b> .....                       | <b>32</b> |
| <b>5.4</b>     | <b>DISTRICT EMERGENCY SERVICES OFFICER</b> .....         | <b>33</b> |
| <b>5.5</b>     | <b>STATE AND NATIONAL REGISTRATION AND ENQUIRY</b> ..... | <b>33</b> |
| <b>5.6</b>     | <b>EVACUATION / WELFARE CENTRES</b> .....                | <b>33</b> |
| <b>5.7</b>     | <b>ANIMALS (INCLUDING ASSISTANCE ANIMALS)</b> .....      | <b>33</b> |
| <b>Part 6:</b> | <b>RECOVERY</b> .....                                    | <b>34</b> |
| <b>6.1</b>     | <b>THE RECOVERY PROCESS</b> .....                        | <b>34</b> |

## Local Emergency Management Arrangements

|                               |  |           |
|-------------------------------|--|-----------|
| 6.2                           | AIM OF RECOVERY .....  | 34        |
| 6.3                           | PRINCIPLES OF RECOVERY .....                                   | 34        |
| 6.4                           | RECOVERY CONCEPTS .....  | 35        |
| 6.5                           | TRANSITION FROM RESPONSE TO RECOVERY .....                     | 35        |
| 6.6                           | LOCAL RECOVERY COORDINATOR.....                                | 36        |
| 6.7                           | LOCAL RECOVERY COORDINATOR ROLES AND RESPONSIBILITIES .....    | 36        |
| 6.8                           | RECOVERY COMMITTEE .....                                       | 37        |
| 6.9                           | COMPOSITION OF THE RECOVERY COMMITTEE .....                    | 37        |
| 6.10                          | ROLE AND RESPONSIBILITIES OF THE RECOVERY COMMITTEE .....      | 37        |
| 6.11                          | PRIORITIES FOR RECOVERY .....                                  | 38        |
| 6.12                          | FINANCIAL MANAGEMENT IN RECOVERY .....                         | 38        |
| <b>Part 7:</b>                | <b>EXERCISING AND REVIEWING .....</b>                          | <b>39</b> |
| 7.1                           | THE AIM OF EXERCISING .....                                    | 39        |
| 7.2                           | FREQUENCY OF EXERCISES.....                                    | 39        |
| 7.3                           | TYPES OF EXERCISES .....                                       | 39        |
| 7.4                           | REPORTING OF EXERCISES .....                                   | 39        |
| 7.5                           | REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS .....        | 40        |
| 7.6                           | REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS ..... | 40        |
| 7.7                           | REVIEW OF RESOURCES REGISTER .....                             | 40        |
| <b>Appendix 1.</b>            | <b>.....</b>   | <b>41</b> |
| <b>RISK REGISTER SCHEDULE</b> | <b>.....</b>   | <b>41</b> |
| <b>Appendix 2.</b>            | <b>.....</b>   | <b>42</b> |
| <b>LOCAL MAPS</b>             | <b>.....</b>   | <b>42</b> |

## Local Emergency Management Arrangements

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| <b>SHIRES</b>                               |                  |              |
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| Shire of Morawa                             | Shire Offices    | 1            |
| Shire of Perenjori                          | Shire Offices    | 1            |
| Shire of Three Springs                      | Shire Offices    | 1            |
| Shire Libraries                             |                  | 4            |
| <b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b> |                  |              |
| LEMC - Chairperson                          |                  | 1            |
| LEMC – Deputy Chairperson                   |                  | 1            |
| WA Police                                   | Morawa           | 1            |
| WA Police                                   | Mingenew         | 1            |
| WA Police                                   | Perenjori        | 1            |
| WA Police                                   | Three Springs    | 1            |
| Dept. Child Protection                      | Geraldton        | 2            |
| North Midlands Health Services              | Three Springs    | 1            |
| North Midland Hearth Service                | Morawa           | 1            |
| St John Ambulance                           | All sub branches | 6            |
| CESM  | Three Springs    | 1            |
| CBFCO                                       | Mingenew         | 1            |
| CBFCO                                       | Morawa           | 1            |
| CBFCO                                       | Perenjori        | 1            |
| CBFCO                                       | Three Springs    | 1            |

### Local Emergency Management Arrangements

|                             |                |   |
|-----------------------------|----------------|---|
| SES Local Manager           | Morawa         | 1 |
| Silver Chain Nursing        |                | 1 |
| DFES Regional Office        | Geraldton      | 2 |
| Morawa Agg School           | Morawa         | 1 |
| Three Spring Primary School | Three Springs  | 1 |
| Mingenew Primary School     | Mingenew       | 1 |
| Morawa District School      | Morawa         | 1 |
| Perenjori Primary School    | Perenjori      | 1 |
| Karara Mining Limited       | Karara Station | 2 |
| Latham Primary School       | Latham         | 1 |
|                             |                |   |
|                             |                |   |
|                             |                |   |
|                             |                |   |

The distribution list is included to enable amendments to be distributed at later dates.

## Local Emergency Management Arrangements

### **RECORD OF AMENDMENTS**

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

Feedback can include:

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

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

Chairperson

Mingenew-Morawa-Perenjori-Three Springs

Local Emergency Management Committee

c/o Shire of Three

PO Box 117

THREE SPRINGS WA 6519

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 |               | Details of Amendment | Amended by             |
|-----------|---------------|----------------------|------------------------|
| No.       | Date          |                      | *Initial/Date          |
| 1         | 14 April 2014 | Yearly update        | RL Ryan<br>14- 04 2014 |
|           |               |                      |                        |
|           |               |                      |                        |
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|           |               |                      |                        |
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|           |               |                      |                        |



## **Local Emergency Management Arrangements**

NOTE - \*The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

## Local Emergency Management Arrangements

### **GLOSSARY OF TERMS**

For additional information in regards to the Glossary of Terms, refer to the latest Emergency Management Western Australia Glossary.

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** – A nationally adopted structure to formalize a coordinated approach to emergency incident management.

**AIIMS STRUCTURE** – The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS)

**COMBAT** - Take steps to eliminate or reduce the effects of a hazard on the community.

**COMBAT AGENCY** – A combat agency 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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**COMMUNITY EMERGENCY RISK MANAGEMENT** – See **RISK MANAGEMENT**.

**COMPREHENSIVE APPROACH** – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

**COMMAND** – The direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See also **COMMAND** and **COORDINATION**.

**CONTROL** – The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations. See also **COMMAND** and **COORDINATION**.

**CONTROLLING AGENCY** – An agency nominated to control the response activities to a specific type of emergency.

**COORDINATION** – The bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also **CONTROL** and **COMMAND**.

**DISTRICT** – means the municipality of the Shires of Mingenew, Morawa, Perenjori and Three Springs.

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

**EMERGENCY MANAGEMENT** – The management of the adverse effects of an emergency including:

**Prevention** – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

## Local Emergency Management Arrangements

**Preparedness** – preparation for response to an emergency

**Response** – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

**Recovery** – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

**EMERGENCY MANAGEMENT AGENCY** – A hazard management agency (HMA), a combat agency or a support organisation.

**EMERGENCY RISK MANAGEMENT** – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Fire & Emergency Services Authority of WA.

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

### HAZARD

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

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

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

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

An emergency event or series of events which requires a response from one or more of the statutory response agencies. See also **ACCIDENT**, **EMERGENCY** and **DISASTER**.

**INCIDENT AREA (IA)** – The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

**INCIDENT CONTROLLER** – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

## Local Emergency Management Arrangements

**INCIDENT MANAGER** – See **INCIDENT CONTROLLER**

**INCIDENT MANAGEMENT TEAM (IMT)** – A group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

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

**LG** – Local Government meaning the Shires of Mingenew, Morawa, Perenjori and Three Springs.

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

**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)** – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

**MUNICIPALITY** – Means the district of the Shires of Mingenew, Morawa, Perenjori and Three Springs.

**OPERATIONS** – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

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

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

**PREPAREDNESS** – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **COMPREHENSIVE APPROACH**.

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

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

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

## Local Emergency Management Arrangements

The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

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

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

**RISK STATEMENT** – A statement identifying the hazard, element at risk and source of risk.

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

**TELECOMMUNICATIONS** – The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.

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

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

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

## Local Emergency Management Arrangements

### **GENERAL ACRONYMS USED IN THESE ARRANGEMENTS**

|             |  |
|-------------|--|
| <b>BFS</b>  | Bush Fire Service                          |
| <b>CEO</b>  | Chief Executive Officer                    |
| <b>DCP</b>  | Department for Child protection            |
| <b>DEC</b>  | Department of Environment and Conservation |
| <b>DEMC</b> | District Emergency Management Committee    |
| <b>ECC</b>  | Emergency Coordination Centre              |
| <b>DFES</b> | Fire and Emergency Services Authority      |
| <b>FRS</b>  | Fire and Rescue Service                    |
| <b>HMA</b>  | Hazard Management Agency                   |
| <b>ISG</b>  | Incident Support Group                     |
| <b>LEC</b>  | Local Emergency Coordinator                |
| <b>LEMA</b> | Local Emergency Management Arrangements    |
| <b>LEMC</b> | L Emergency Management Committee           |
| <b>LRC</b>  | Local Recovery Coordinator                 |
| <b>LRCC</b> | Local Recovery Coordinating Committee      |
| <b>SEC</b>  | State Emergency Coordinator                |
| <b>SEMC</b> | State Emergency Management Committee       |
| <b>SES</b>  | State Emergency Service                    |
| <b>SEWS</b> | Standard Emergency Warning Signal          |
| <b>SOP</b>  | Standard Operating Procedures              |

### **Part 1: INTRODUCTION**

#### **1.1 Authority for Preparation**

These arrangements have been prepared in accordance with the *Emergency Management Act 2005* and endorsed by the Mingenew-Morawa-Perenjori-Three Springs Joint Local Emergency Management Committee and approved by the Shires of Mingenew, Morawa, Perenjori and Three Springs

#### **1.2 Community Consultation**

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

#### **1.3 Document Structure**

With the four local governments forming a combined Local Emergency Management Committee (LEMC), there is a larger volume of information that is required to be inserted into these Arrangements therefore it has been necessary to have two separate documents.

The main document will be the **Joint Local Emergency Management Arrangements**. This will contain the general procedures on how the LEMC will be formed and the roles and responsibilities of committee members. As the information in this document remains static, it will require little or no maintenance through its life.

The second part will be known as the **Supplement**, to the Joint Arrangements which will be used mostly by the Incident Support Group, when formed and the information will be used to provide resources to the incident. The Supplement will be revised on a regular basis.

#### **1.4 Documentation Availability**

Copies of these Arrangements shall be distributed to the following:

- All four Shire's Administration Offices:
  - Shire of Mingenew - Mid
  - Shire of Morawa -
  - Shire of Perenjori -
  - Shire of Three Springs
- All four Shire's Website, in PDF format
- Stakeholder and LEMC agencies and organisations
- Adjoining local governments (adjoining)
- Local Libraries
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

## Local Emergency Management Arrangements

### 1.5 Physical and Social Geography

#### **Mingenew**

Mingenew has a wealth of assets not always obvious at first glance. The change of seasons brings on a whole new landscape including climatic changes. There are a number of drives well worth undertaking throughout the year to gain a real perspective of Mingeneew.

The name Mingeneew derives from either Minguano - Place of Many Ants or Mininoo - Place of Many Waters

Both of these names were used by Aboriginals from the area. Records indicate settlement of the district occurred in the 1850's, although Europeans explored the area prior to this date.

Since settlement, the area has been renowned for its agricultural achievements. Stock and grain have been the mainstays of the district with the CBH Grain Receivals Point being the largest inland facility in the Southern Hemisphere. The area has ample underground water supply, which aided the development of the settlement.

There are numerous original buildings still in use throughout the shire at present. Most of the buildings date back to the late 1850's to early 1900's.

#### **Morawa**

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, Mingeneew 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.



## **Local Emergency Management Arrangements**

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 townsite 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 km<sup>2</sup>) consisting of agricultural and pastoral land, mining leases, Crown land, reserves and townsites. 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.

### **Perenjori**

The name Perenjori is derived from the Aboriginal word 'Perangery', meaning water hole and was officially announced a town on February 16th 1916.

Dan Woodall was the first permanent settler to the region and managed Perangery Station in 1905 which was then owned by Lee Steeres.

Matt Farrell first came to Perangery in 1906 carting goods from Rothsay to Yalgoo and Mount Magnet and he marked trees where he wished to take up land in the Shire. With his four Farrell brothers, Thomas, William, Matthew, George, they then took up the land.

The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

First crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay and seed wheat.

When the railway line was officially opened in 1915, the town's estimated population was 100.

Today Perenjori is one of the largest agricultural shires in WA, with a combination of farming, pastoral and mining leases.

### **Three Springs**

The first European people to traverse the Three Springs area were Lieutenant George Grey and his party when they passed through in 1839 with the next exploration of the area in 1846 was a government sponsored trip to seek out new 'runs' for stock which was undertaken by brothers Augustus, Henry and Francis Gregory.

During 1867, while surveyor CC Hunt was undertaking a road survey he arrived at this spot and on his plans, at the latitude of the townsite of today, he recorded the words 'Three Springs'. The name began to appear on official maps from then on.

## **Local Emergency Management Arrangements**

John Forrest surveyed the site of a reserve in 1872, this water reserve adjoined the Perth to Geraldton overland road, passing about a mile east of the town of Three Springs. When the Midland Railway built the railway line from Midland Junction to Walkaway they put in a siding here and called it Three Springs.

It is said that the year 1906 was the year in which the District was founded, however, it is known that pastoralists had run stock on portions of the District for many years previously.

### **1.6 Purpose of the Arrangements**

The purpose of this document is to detail:

- The Shires of Mingenew, Morawa, Perenjori and Three Springs policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shires of Mingenew, Morawa, Perenjori and Three Springs; and
- Strategies and priorities for emergency management in the Shires of Mingenew, Morawa, Perenjori and Three Springs.

### **1.7 Scope of the Arrangements**

These arrangements apply to all areas encompassed within the established boundaries of the Shires of Mingenew, Morawa, Perenjori and Three Springs. Specifically, it covers the areas where the Shires of Mingenew, Morawa, Perenjori and Three Springs provide support to Hazard Management Agencies (HMAs) and other agencies in an emergency.

This document comprises details on the Shires of Mingenew, Morawa, Perenjori and Three Springs capacity to provide resources to support the effective management of emergencies.

The Shires of Mingenew, Morawa, Perenjori and Three Springs responsibilities in recovery operations and the restoration of services and facilities within the community are also detailed in this document.

These arrangements will guide the response to a local emergency.

An emergency that graduates beyond this level will require management at a regional or state level.

### **1.8 Related Documents and Arrangements**

#### **1.8.1 Formal Local Emergency Management Policies**

The Shires of Mingenew, Morawa, Perenjori and Three Springs currently do not have any policies specifically relating to emergency management unique to their local government areas.

#### **1.8.2 Existing Plans and Arrangements**

## Local Emergency Management Arrangements

Any relevant plans and arrangements that exist for the area should also be listed for reference purposes and where they are located.

### Local Plans

| Document                  | Owner | Location |
|---------------------------|-------|----------|
| Risk Register             |       |          |
| Risk Treatment Schedule   |       |          |
| Bushfire Management Plans |       |          |
|                           |       |          |

**Table 1.8.2**

### **1.8.3 Agreements, Understandings & Commitments**

Currently there are no formal agreements or MOUs between the Shires of Mingenew, Morawa, Perenjori and Three Springs and other local governments, organisations or industries in relation to the provision of assistance during times of need are in place.

| Parties to the Agreement | Summary of the Agreement | Special Considerations |
|--------------------------|--------------------------|------------------------|
|                          |                          |                        |
|                          |                          |                        |

**Table 1.8.3**

### **1.9 Availability of Resources**

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shires of Mingenew, Morawa, Perenjori and Three Springs have conducted a broad analysis of resources available within both the Shires areas and collated these into the Shires of Mingenew-Morawa-Perenjori-Three Springs Emergency Resources Register, refer to **Part 1. of the Supplement to these Arrangements.**

### **1.10 Special Considerations**

Are there any specific factors that need to be documented such as;

- Major influxes of tourists
- Wild flower season – April to October
- Large public events Mingenew Expo & Rodeo
- Seasonal conditions ie bushfires, storms, flooding, etc
- The effect of the Mining to the Region

## Local Emergency Management Arrangements

### 1.11 Roles and Responsibilities

#### 1.11.1 Local Emergency Coordinator

The Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]:

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

#### 1.11.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to **Part 4. of the Supplement to these Arrangements.** for details.

#### 1.11.3 Local Emergency Management Committee

The Shires of Mingenew, Morawa, Perenjori and Three Springs have established a joint Local Emergency Management Committee (LEMC) to oversee, plan and test the Local Emergency Management Arrangements (s. 39 of the EM Act 2005).

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

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

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.

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

#### 1.11.4 The Function of the LEMC

It is the function of the LEMC to (s. 39 of the EM Act 2005):

- to advise and assist the local government in establishing local emergency managements for the district;
- 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.

## Local Emergency Management Arrangements

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (SEMP) place responsibilities on LEMC's. The below identified functions relate to areas not covered in other areas of these arrangements:

- The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies. (WESTPLAN - *Freight Subsidy Plan*)
- The LEMC may provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – *Cyclone, Flood and Tsunami*)

### 1.11.5 Local Government

It is a function of a local government —

- subject to the Emergency Management Act is to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- to manage recovery following an emergency affecting the community in its district; and
- to perform other functions given to the local government under the Emergency Management Act.

### 1.11.6 Controlling Agency

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

The function of a Controlling Agency is to:

- to undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness;
- to control all aspects of the response to an incident; and
- during Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

### 1.11.7 Hazard Management Agency

A Hazard Management Agency (HMA) 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.'* (s. 4 of the EM Act 2005]

The HMA's are prescribed in the *Emergency Management Regulations 2006*.

## Local Emergency Management Arrangements

The functions of the HMAs are to:

- Undertake responsibilities where prescribed in the *Emergency Management Regulations 2006* for these aspects.
- Appointment of Hazard Management Officers (s.55 of the EM Act 2005)
- Declare / Revoke Emergency Situation (s.50 and 53 of the EM Act 2005)
- Coordinate the development of the WESTPLAN for that hazard SEMP No 2.2 *Development and Review of State Emergency Management Plans*
- Ensure effective transition to recovery by Local Government

### 1.11.8 Combat Agencies

A combat 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 performing an emergency management activity by the regulations in relation to that agency.'* (EMWA Glossary)

### 1.11.9 Support Organisation

A support organisation 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 providing support functions in relations to that agency.'* (EMWA Glossary) An example may be the Salvation Army providing meals to welfare centre.

### 1.11.10 Public Authorities and Others

The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district' [EM Act 2005 s 41(2)(b)].

The allocation of roles and responsibilities to Public Authorities should, as far as possible, follow the State Emergency Management Arrangements.

As the Department for Child Protection (DCP), who do not have a permanent presence in the town, therefore in the case of an emergency incident, where welfare is required, the Shire,s of Three Springs, Mingenew, Morawa, and Perenjori will provide the welfare role until DCP arrives.

## Local Emergency Management Arrangements

### **Part 2: PLANNING**

The Shires of Mingenew, Morawa, Perenjori and Three Springs, under s. 38 (1) of the EM Act 2005, have established a joint Local Emergency Management Committee (LEMC) to plan, manage and exercise the local emergency arrangements. Membership of the LEMC is a representative of agencies, community groups, non-government organisations and expertise relevant to the identification of community hazards and emergency management arrangements.

#### **2.1 Planning (LEMC Administration)**

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

#### **2.2 LEMC Membership**

As this LEMC is a joint committee, membership is shared between all four local governments and in some place where one Shire holds the main position, then one of the other Shires will hold the Deputy position.

The Shires of Mingenew-Morawa-Perenjori-Three Springs LEMC is comprised of:

- A Chairperson from one Shire and the Deputy from one of the other Shires.
- The Local Emergency Coordinators (LEC) for each of the Police Districts, as appointed by the State Emergency Coordinator (SEC).
- At least one Local Government representative from each Shire.
- Representatives from Local Emergency Management Agencies within all Shires.
- Any other representatives as determined by the Shires of (e.g. community champions).
- The Executive Officer (XO) will be the DFES Community Emergency Services Manager (CESM) who supports the four Shires.
- Secretarial and administration support will be provided by the Shire from where the CESM is located.

A restricted comprehensive list of LEMC Members and contact details, can be found at **Part 4. of the Supplement to these Arrangements.**

#### **2.3 Meeting Schedule**

The LEMC shall meet every three (3) months and as required (SEMP No 2.5 para 21) and will rotate around all Shires. Three Springs, Perenjori, Morawa and Mingenew.

#### **2.4 LEMC Constitution and Procedures**

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

##### **2.4.1 Every Meeting:**

- Confirmation of LEMA Contact Details and Keyholders;

## **Local Emergency Management Arrangements**

- Review any of Post-Incident Reports and Post Exercise Reports generated since last meeting;
- Progress of ERM process;
- Progress of Treatment Strategies arising from ERM process;
- Progress of development or review of LEMA; and
- Other matters as determined by the Local Government.

### **2.4.2 First Calendar Quarter:**

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

### **2.4.3 Second Calendar Quarter:**

- Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);
- Finalisation and approval of annual business plan.

### **2.4.4 Third Calendar Quarter:**

- Identify emergency management projects for possible grant funding.

### **2.4.5 Fourth Calendar Quarter:**

- National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

## **2.5 LEMC Annual Report**

The annual report for the Shires of Mingenew-Morawa-Perenjori-Three Springs joint LEMC, shall be completed and submitted to the Midwest-Gascoyne DEMC within (2) weeks of the end of the financial year for which the annual report is prepared.

The LEMC Annual Report is to contain, for the reporting period:

- a description of the areas covered by the LEMC,
- a description of activities undertaken by it, including;
  - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
  - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
  - a description of exercises that exercised the local emergency management arrangements for the areas covered by the LEMC,
  - the level of development of the local emergency management arrangements for the area covered by the LEMC (e.g. draft, approved 2007, under review, last reviewed 2007),
  - the level of development of the local recovery plan for the areas covered by the LEMC,



## Local Emergency Management Arrangements

- the progress of establishing a risk register for the areas covered by the LEMC, and
- a description of major achievements against the LEMC Annual Business Plan.
- the text of any direction given to it by:
  - the local government that established it.
  - the major objectives of the Annual Business Plan of the LEMC for the next financial year

### 2.6 Annual Business Plan

State Emergency Management Policy 2.5 *'Annual Reporting'* states that each LEMC will complete and submit to the DEMC, an Annual Report at the end of each financial year and one of the requirements of the Annual Report is to have a Business Plan. [SEMP 2.6 s25 (b)(vii) & s25(d)]

From time to time the SEMC will establish a template for the Annual Business Plan that can be used by LEMC's.

### 2.7 Emergency Risk Management

The Emergency Risk Management (ERM) process forms the foundation of local emergency management arrangements. The ERM process supports the negotiation and development of shared responsibilities necessary for the establishment of effective arrangements within local government.

Emergencies cause great damage to property and cause even greater economic loss through damage to infrastructure, crops and livestock. ERM is an essential part of a community's ability to identify what risks exist within the community and how these risks should be dealt with to minimise future harm to the community.

As part of the ERM process it is essential that community stakeholders are consulted when developing measures that reflect the ERM project being conducted. Through the development of related mitigation initiatives the community is then able to work towards reducing the likelihood and/or consequence of further emergencies order to develop a more sustainable community.

For details of the Risk Register refer to **Appendix 1.**

## Local Emergency Management Arrangements

### **Part 3: RESPONSE**

#### **3.1 Risks – Emergencies Likely to Occur**

The following is a table of emergencies that are likely to occur within the four Local Government areas:

| <b>Hazard</b>                | <b>Control Agency</b> | <b>HMA</b>                | <b>Local Combat Role</b>           | <b>Local Support Role</b>       | <b>WESTPLAN</b>                     | <b>Local Plan and Date</b> |
|------------------------------|-----------------------|---------------------------|------------------------------------|---------------------------------|-------------------------------------|----------------------------|
| Air Transport Emergencies    |                       | WA Police                 |                                    |                                 | Aircrash (2009)                     |                            |
| Animal and Plant Biosecurity |                       | Department of Agriculture |                                    |                                 | Animal and Plant Biosecurity (2008) |                            |
| Brookfield Rail Emergencies  |                       | Brookfield Rail           |                                    |                                 | Brookfield Rail (2012)              |                            |
| Bushfire (LG)                |                       | LG/DFES                   | BFB's                              | Salvation Army<br>Western Power | Bushfire (2011)                     | Bushfire Response Plans    |
| Bushfire (DEC Lands)         |                       | DEC                       | DEC, BFB's,                        | Salvation Army<br>Western Power | Bushfire (2011)                     |                            |
| Earthquake                   |                       | DFES                      | Eneabba SES                        | Salvation Army<br>Western Power | Earthquake (2011)                   |                            |
| Fire Urban                   |                       | DFES                      | Dongara,<br>Moora or<br>Morawa FRS | Western Power                   | Urban Fire (2000)                   |                            |
| Flood                        |                       | DFES                      | Morawa SES                         | Salvation Army                  | Flood (2010)                        |                            |
| Hazardous Materials Incident |                       | DFES                      | Dongara,<br>Moora or<br>Morawa FRS | Salvation Army                  | HAZMAT (2010)                       |                            |
| Human Epidemic               |                       | Department of Health      |                                    |                                 | Human Epidemic (2010)               |                            |
| Land Search and Rescue       |                       | WA Police                 | Morawa SES                         | Salvation Army                  | Land SAR (2007)                     |                            |
| Road Transport Emergency     |                       | WA Police                 | Morawa SES<br>Dongara<br>VFRS      | Salvation Army<br>Western Power | Road Crash (2010)                   |                            |
| Storm/Tempest                |                       | DFES                      | Morawa SES                         | Salvation Army<br>Western Power | Severe Storm (2004)                 |                            |

**Table 3.1**

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

It is recognised that the HMA's and Combat Agencies may require one or all Shires of Mingenew, Morawa, Perenjori and Three Springs resources and assistance in emergency

## **Local Emergency Management Arrangements**

management. The Shires of Mingenew, Morawa, Perenjori and Three Springs are committed to providing assistance/support, if the required resources are available through the Incident Support Group, when and if formed.

### **3.2 Incident Support Group (ISG)**

The ISG is convened by the HMA or the LEC 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 of the ISG**

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.

#### **3.2.2 Triggers for the Activation of an ISG**

The activation of an ISG should be considered when the incident escalates to an operational **Level 2** which is when one or more of the following occur;

- Requires multi-agency response;
- Protracted duration;
- Requires coordination multi-agency resources;
- Resources required 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 declaration of an “Emergency Situation”; and/or
- Consists of multiple hazard.

#### **3.2.3 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.

#### **3.2.4 Frequency of ISG 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 by agencies sharing information and resources.

## **Local Emergency Management Arrangements**

### **3.2.5 Locations for ISG meetings**

The Incident Support Groups meets during an emergency and provides a focal point for a coordinated approach of all available resources to an emergency. Refer to **Part 2. of the Supplement to these Arrangements** for suitable locations that have been identified in all four Local Government Districts where meetings can be held.

The Local Emergency Coordinator will operate and manage this facility as it will be the focus of the community emergency response and recovery process.

### **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 HMA however at the time of handover, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

### **3.4 Critical Infrastructure**

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard, would have a negative and prolonged impact on the community.

### **3.5 Public Warning Systems**

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

#### **3.5.1 Local Systems**

There are local SMS warning systems in all of the localities that can warn the public.

#### **3.5.2 Standard Emergency Warning Signal (SEWS)**

The SEWS is a distinctive sound broadcast that is used immediately before an urgent safety message over radio or television.

#### **3.5.3 DFES Public Info Line**

DFES recorded information line – 1300 657 209

DFES website – [www.DFES.wa.gov.au](http://www.DFES.wa.gov.au)

SES assistance – 132 500

#### **3.5.4 ABC Radio**

Local ABC radio – 720 AM Perth and 531 AM Geraldton

#### **3.5.5 State Alert System**

The process for accessing the system for the local area will be documented in the Local Recovery Plan. Refer to DFES SOP 70 for further details and activation.

### **Part 4: EVACUATION**

#### **4.1 Evacuation**

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 HMA 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.**

#### **4.2 Evacuation Planning Principles**

The decision to evacuate will only be made by a HMA 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.

Under s. 67 of the EM Act 2005, a hazard management officer or authorised officer during an emergency situation or state of emergency may do all or any of the following:

- Direct or by direction prohibit the movement of persons, animals and vehicles within, into, out of or around an emergency area or any part of the emergency area;
- Direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area;
- Close any road, access route or area of water in, or leading to the emergency area.

The evacuation plan will rely heavily on effective communication with the community. It will be essential to involve community representatives in the planning process so they are aware of and are informed about what they might face during an evacuation.

Community members should have an understanding of the local community's evacuation principles and procedures. Community awareness and education are critical to the successful implementation of an evacuation plan.

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the State's emergency management organisation is that:

- Community members should be involved in the decision to stay or evacuate when threatened by an emergency, as much as practicable; and
- The decision to evacuate will only be made by a HMA 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

## Local Emergency Management Arrangements

- In consultation with the community and the DCP, the HMA is responsible for ensuring arrangements are in place for the care of evacuees until such time as they can return.

**State Emergency Management Policy No. 4.7 – Community Evacuation should be consulted when planning evacuation.**

### 4.3 Evacuation Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA 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.

Schools, hospitals, nursing homes, child care facilities etc. should each have separate emergency evacuation plans, which show where their populations will assemble for transportation. It is important that this information is captured for an overall understanding of where people will be congregating in an emergency.

In most cases the WA Police may be the 'combat agency' for carrying out the evacuation and they may use the assistance of other agencies such as the SES.

**Whenever evacuation is being considered the Department for Child Protection (DCP) must be consulted during the planning stages.** This is because DCP have responsibility under state arrangements to maintain the welfare of evacuees under WESTPLAN - *Welfare*.

### 4.4 Special Needs Groups

This section lists 'at risk' groups within the community and the purpose behind this is so that a Controlling Agency planning for an evacuation will be able to identify locations that require special attention or resources.

- All Schools ( 6 )
- Three Springs – Child Care
- Three Springs – 6 x aged care units (contact Shire for addresses)
- Morawa – 9 x aged care units (contact Shire for addresses)
- Mingenew- 0 x aged care units (contact Shire For addresses)
- Three Springs District Hospital
- Morawa District Hospital

Refer to **Part 3. of the Supplement to these Arrangements.** for details.

### 4.5 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Part 3. of the Supplement to these Arrangements.**

### 4.6 Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identify as high risk. This may be due to single access etc.

## Local Emergency Management Arrangements

### 4.7 Routes and Maps

The main routes through the Shires of Mingenew, Morawa, Perenjori and Three Springs are as follows:

- The Midlands Road
- Bunjil – Carnamah Road
- Carnamah – Perenjori Road
- Coorow – Latham Road
- Eneabba – Three Springs Road
- Mingenew – Morawa Road
- Mingenew – Mullewa Road
- Morawa – Three Springs Road
- Mullewa – Wubin Road

Refer to **Appendix 2** as this section provides a map of the locality and identifies any issues and local land marks.

### **Part 5: WELFARE**

#### **5.1 Welfare Management**

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 for Child Protection (DCP). DCP will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Mingenew-Morawa-Perenjori-Three Springs LEMC.

Currently there is no Local Welfare Emergency Support Management Plan written for the Mingenew-Morawa-Perenjori-Three Springs LEMC.

#### **5.2 Local Welfare Coordinator**

The Local Welfare Coordinator is appointed by the DCP District Director to:

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DCP 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

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

#### **5.3 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 DCP to arrive. With the delay in DCP 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.



## Local Emergency Management Arrangements

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

### 5.4 District Emergency Services Officer

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Shires of Mingenew-Morawa-Perenjori-Three Springs is contained in Contacts Register refer to **Part 4. of the Supplement to these Arrangements.**

### 5.5 State and National Registration and Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department for Child Protection (DCP) has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCP have reciprocal arrangements with the Red Cross to assist with the registration process.

### 5.6 Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres refer to **Part 3. of the Supplement to these Arrangements.**

### 5.7 Animals (including assistance animals)

The Shire Ranger will arrange appropriate animal welfare through local resources and relevant organizations.

### **Part 6: RECOVERY**

#### **6.1 The Recovery Process**

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The recovery process will be detailed in the Shires of Mingenew-Morawa-Perenjori-Three Springs Local Recovery Plan which will be in support of this document.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire staff who participate in recovery training, familiarize themselves with the relevant SEMC Policies and read the Australian Emergency Manual Series No 10 - *Recovery*, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

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

#### **6.2 Aim of Recovery**

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

#### **6.3 Principles of Recovery**

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which allows individuals, families and communities to attain a proper level of functioning through the provision of information, specialist services and resources.
- Agreed plans and management arrangements, which are accepted and understood by recovery agencies, combat agencies and the community, have been established.
- Recovery arrangements recognise the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- Human service agencies play a major role in all levels of key decision-making which may influence the well-being and recovery of the affected community.
- The recovery process begins from the moment the emergency impacts.

## Local Emergency Management Arrangements

- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.

Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

### 6.4 Recovery Concepts

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

### 6.5 Transition from Response to Recovery

Response and recovery activities will overlap and may compete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Controller (IC), Local Recovery Coordinator (LRC) and

## Local Emergency Management Arrangements

the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shires of Mingenew, Morawa, Perenjori and/or Three Springs Carnamah are being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shires. The LRC and the Shires of Mingenew, Morawa, Perenjori and/or Three Springs CEO(s) should jointly determine when the emergency response is over in consultation with emergency services and field response operations.

### 6.6 Local Recovery Coordinator

Nominated in Contacts Register, refer to **Part 4. of the Supplement to these Arrangements.**

### 6.7 Local Recovery Coordinator Roles and Responsibilities

The responsibilities of the LRC(s) may include any or all of the following:

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, LEC and other responsible agencies, for;
- Advice to the Shire President(s)/CEO(s) on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCC, if convened.

Undertake the functions of the Executive Officer (XO) to the LRCC;

- Assess the LRCC requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required for the recovery process in consultation with the HMA during the initial stages of recovery implementation;
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCC;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problem with services from government agencies locally;
- Ensure that regular reports are made to the SRCC on the progress of recovery; and

## Local Emergency Management Arrangements

- Arrange for the conduct of a debriefing of all participating agencies and organizations as soon as possible after stand down.

### 6.8 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCC has the technical expertise and operational knowledge required to respond to the situation.

### 6.9 Composition of the Recovery Committee

| Position                    | Suggested Representative   |
|-----------------------------|--|
| Chairperson                 | Shire President, Deputies, Councilors or CEOs from any of the Shires of Mingenew, Morawa, Perenjori and/or Three Springs                           |
| Local Recovery Coordinator  | From the Shire where the incident has occurred   |
| Secretary/Executive Officer | From the Shire where the incident has occurred   |
| Committee Members           | Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments |

Table 6.9

### 6.10 Role and Responsibilities of the Recovery Committee

The LRCC has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCC responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees, as required and appointing appropriate chairpersons for those sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and

## Local Emergency Management Arrangements

- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

### 6.11 Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:

1. Health and safety of individuals and the Community
2. Social recovery
3. Economic recovery
4. Physical recovery

### 6.12 Financial Management in Recovery

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

Relief programs include:

- Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA)
- Commonwealth Natural Disaster Relief Arrangements (NDRA)
- Centerlink
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (WESTPLAN – *Recovery Coordination*).

### **Part 7: EXERCISING AND REVIEWING**

#### **7.1 The Aim of Exercising**

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into a LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

#### **7.2 Frequency of Exercises**

The SEMC Policy No 2.5 – *Emergency Management in Local Government*, requires the LEMC to exercise their arrangements on an annual basis

#### **7.3 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

#### **7.4 Reporting of Exercises**

Exercises shall be reported to the DEMC via the LEMC Annual Report using the format as detailed in SEMC Policy No 2.6 – *Annual Reporting*.

## **Local Emergency Management Arrangements**

### **7.5 Review of Local Emergency Management Arrangements**

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, 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.

### **7.6 Review of Local Emergency Management Committee Positions**

The Shires of Mingenew-Morawa-Perenjori-Three Springs LEMC, in consultation with parent organisation of members, shall determine the term and composition of LEMC positions.

### **7.7 Review of Resources Register**

The Chairperson shall have the Resources Register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.



## Local Emergency Management Arrangements

**Appendix 1.**  
**to Mingenew-Morawa-Perenjori-Three Springs LEMA**

### **RISK REGISTER SCHEDULE**

To be inserted when available.

## **Local Emergency Management Arrangements**

**Appendix 2.  
to Mingenew-Morawa-Perenjori-Three Springs LEMA**

### **LOCAL MAPS**