

Local Emergency Management Arrangements



SHIRE OF MUKINBUDIN

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Last Updated 29/11/18
SHIRE OF MUKINBUDIN

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 Shire of Mukinbudin Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson
SHIRE OF MUKINBUDIN LEMC

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Date

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Endorsed by Council

.....

Date

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Chairman LEMC	1
Chief Executive Officer	1
OIC Police Station – Mukinbudin	1
Wheatbelt District Officer Police – Superintendent/Inspector	1
Captain – Bush Fire Brigades and Fire Services Brigades	2
Chief Bush Fire Control Officer	1
Deputy Chief Bush Fire Control Officer	1
Manager VES – Trayning	1
St John Ambulance – Mukinbudin	1
Shire of Mukinbudin Works Supervisor	1
Director of Nursing – Kununoppin District Hospital	1
Mukinbudin Nursing Post	1
Department of Child Protection – DESO – Northam	1
District Manager – DFES Northam	1
DFES District EM Advisor– Northam	1
Western Power – Northam	1
Water Corporation – Northam	1
Telstra County Wide – Kalgoorlie	1
Agriculture WA – Merredin	1
DEC – Merredin	1
MRWA – Northam	1
Executive Officer – Wheatbelt DEMC – SES RHQ	1

Amendment Record

No.	Date	Amendment Details	By
1	29/11/2018	Update to Contact List	Dirk Sellenger
2	29/11/2018	Update to Shire Staff	Dirk Sellenger
3	29/11/2018	Update to Shire Phone Numbers	Dirk Sellenger
4	29/11/2018	Update to Critical Infrastructure Page 37	Dirk Sellenger
5	29/11/2018	Update to Special Needs Groups Page 38	Dirk Sellenger
6	29/11/2018	Update to Shire Equipment Register Contacts	Dirk Sellenger
7	29/01/2016	Updated Town Map with Owners	Nola Comerford-Smith
8	29/01/2016	Update to Special Needs Groups Page 38	Nola Comerford-Smith
9	31/05/2016	Update to Town Map with Owners	Nola Comerford-Smith
10	29/11/2018	Update to Contact List	Dirk Sellenger
11	29/11/2018	Added Annex 6: Surround Areas Welfare Centre Information	Dirk Sellenger
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GLOSSARY OF TERMS

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

COMBAT AGENCY – A public authority, or other person, may be prescribed by the regulations to be a Combat Agency 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 [s.6(2) of the EM Act].

A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.

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'

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified 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 an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

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:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.

- (b) Preparedness – preparation for response to an emergency
- (c) 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
- (d) 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 as prescribed under the provisions of *the Emergency Management Act 2005*.

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

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 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 *Emergency Management Regulations 2006*

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 specialised 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.

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.

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) – means a committee established under section 38 of the *Emergency Management Act 2005*

MUNICIPALITY – Means the district of the Shire of Mukinbudin.

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.

- 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.

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 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.

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.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department of Communities
P&W	Parks and Wildlife (Dept of Biodiversity Conservation and Attractions)
DEMC	District Emergency Management Committee
DFES	Department Fire & Emergency Services
ECC	Emergency Coordination Centre
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the *Emergency Management Act 2005* and endorsed by the Shire of Mukinbudin Local Emergency Management Committee and approved by the Shire of Mukinbudin.

1.2 Community Consultation

Shire, Police, Fire Brigade and St John Ambulance were involved with the implementation of Local Emergency Managements Arrangements. The draft document was available for public comment before the arrangements were finalised.

1.3 Document Availability

Copies of these arrangements are available to organisations and the public via the Shire of Mukinbudin Administration Centre, 15 Maddock Street, Mukinbudin WA 6479. The arrangements are available in electronic or printed form during business hours 8.00am to 4.30pm.

1.4 Area Covered (Context)

The Shire of Mukinbudin covers approximately 3,414 square kilometers and includes the localities of Mukinbudin, Bonnie Rock, Dandanning, Karloning, Lake Brown and Wilgoyne.

Mukinbudin is 295kms North East of Perth.

The local government area is bordered by the Shires of Trayning, Mt Marshall, Nungarin, Westonia and Yilgarn.

According to the 2017 census the shire has a population of 555 people with a total of 305 dwellings.

The main industries in the Shire are broad acre agriculture and supporting industries.

1.5 Aim

The aim of the Shire of Mukinbudin Local Emergency Management Arrangements is to detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies with the shire.

1.6 Purpose

The purpose of these emergency management arrangements is to set out:

- a) the local government's policies for emergency management;

- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.7 Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan. Furthermore:

- a) This document applies to the local government district of the Shire of Mukinbudin.
- b) This document covers areas where the Shire of Mukinbudin (Local Government) provides support to HMA's in the event of an incident;
- c) This document details The Shire of Mukinbudin's (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Mukinbudin's (LG) responsibility in relation to 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 & Arrangements

1.8.1 Local Emergency Management Policies

The Shire of Mukinbudin has no Local Emergency Management Policies which are unique to this local government area.

1.8.2 Existing Plans & Arrangements

Local Plans

Table 1.1

Document	Owner	Location	Date
Road Transport Incident	WA Police	Mukinbudin	
Land Search & Rescue	WA Police	Mukinbudin	
Air Transport Emergency	WA Police	Mukinbudin	
Fire (Rural & Urban)	DFES	Mukinbudin	SOPs
Emergency and Critical Incident Management Plan	Dept of Education (Mukinbudin District High School)	Mukinbudin DHS	15/02/2018
Local Emergency Welfare Plan	Dept of Communities	Shire Office	2018

1.9 Agreements, Understandings & Commitments

Table 1.2

Parties to the Agreement		Summary of the Agreement	Special Considerations
NEWROC	Shire of Mukinbudin	MOU – Sharing of NEWROC Shires Resources during Emergencies	
NEWROC	Shire of Mukinbudin	MOU – Control of Fires that Crosses Shire Boundaries	

1.10 Special Considerations

- Mukinbudin Spring Festival - held annually on the Main Street, Memorial Hall (Shadbolt Street) and Sporting Complex (Cruickshank Road)
- Restricted vehicle access in times of high rainfall
- Increase in heavy vehicle traffic during the harvest period
- Increased bushfire risk during summer months
- Increase in traffic around school during the hours of 08.30-08.50 & 15:00 and 15:20 weekdays – 5 buses, pedestrians and cars.
- The possibility of classes of whole school moving around town for carnivals or excursions.

1.11 Resources

See Resources List at Annex 4.

1.12 Roles & Responsibilities

Local Emergency Coordinator

The Local Emergency Coordinator is appointed by the State Emergency Coordinator. The **Local Emergency Coordinator for the Shire of Mukinbudin is the Officer-in-Charge of Mukinbudin Police Station.**

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

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

1.13 Local Government

It is a function of a local government —

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

Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act].

1.14 The Chairman will be the President of the Shire of Mukinbudin

1.15 LEMC Executive Officer:

Provide executive support to the LEMC by:

The LEMC Executive Officer will be the Chief Executive Officer.

The executive officer will ensure executive support to the LEMC by;

- a) Ensuring the provision of secretariat support including:
 - Meeting agenda;
 - Minutes and action lists;
 - Correspondence;
 - Maintain committee membership contact register;
- b) Coordinating the development and submission of committee documents in accordance with legislative and policy requirements including;
 - Annual Report;
 - Annual Business Plan;
 - Maintenance of Local Emergency Management Arrangement;
- c) Facilitating the provision of relevant emergency management advice to the Chair and committee as required; and
- d) Participating as a member of sub committees and working groups as required;

1.16 Local Emergency Management Committee

The Shire of Mukinbudin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the *Emergency Management Act 2005* to oversee, plan and test the local emergency management arrangements.

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.

The functions of LEMC are [s. 39 of the Act]:

- a. To advise and assist the local government in establishing local emergency managements for the district;
- b. to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and
- c. to carry out other emergency management activities as directed by SEMC or prescribed by regulations.

1.17 Local Recovery Coordinator

The Local Recovery Coordinator will be the CEO of the Shire of Mukinbudin

The Local Recovery Coordinator is to ensure the development and maintenance of effective recovery management arrangements for the Shire. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.

1.18 Local Government Welfare Liaison Officer

During an evacuation where a Shire facility is utilised by CPFS the Local government welfare Liaison Officer provides advice, information and resources regarding the operation of the facility.

Local Government Liaison Officer (to the ISG/IMT)

During a major emergency the liaison officer attends ISG meetings to represent the Shire, provides local knowledge input and provides details contained in this LEMA.

1.19 Local Government- Incident Management

- (a) Ensure planning and preparation for emergencies is undertaken
- (b) Implement procedures that assist the community and emergency services deal with incidents
- (c) Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role
- (d) Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.
- (e) Liaise with the incident controller (provide liaison officer)
- (f) Participate in the ISG and provide local support
- (g) Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.

1.20 Hazard Management Agency

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's are prescribed in the Emergency Management Regulations 2006.

1.21 Combat Agencies

A combat agency is *'the agency identified as being primarily responsible for responding to a particular emergency'* AEM Glossary

1.22 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;

(a) undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.

(b) control all aspects of the response to an incident.

During Recovery the Controlling Agency will ensure effective transition to recovery.

1.23

Support Organisation

A support organisation *'provides essential services, personal or material support'* (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

For further information refer contacts page

PART 2 – PLANNING (LEMC ADMINISTRATION)

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

2.1 LEMC Membership

- Chairperson – Shire President
- OIC – Mukinbudin Police Station – Local Emergency Coordinator and Deputy Chair
- CEO – Shire of Mukinbudin
- Chief Bush Fire Control Officer
- Deputy Bush Fire Control Officer
- DFES Representative
- P & W Representative
- Mukinbudin Nursing Post
- Mukinbudin St John Ambulance
- St John Ambulance – Kununoppin Sub Centre
- Mukinbudin District High School
- Dept of Communities (Northam)
- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

2.2 Meeting Schedule

The State EM Preparedness procedure 7 states that“ LEMCs should meet quarterly or more frequently if required.” The Mukinbudin LEMC will be called quarterly.

The LEMC will meet on the first Tuesday in the months of March, June, September & December starting at 4.00pm.

2.3 LEMC Role

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by:

- Developing, enhancing and testing preparedness planning for a multi-agency perspective having local knowledge of hazards, demographic and geographic issues. They provide advice to Hazard Management Agencies to develop effective localized hazard plans.
- Provide a multi-agency forum to analyse and treat local risk
- Provide a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. 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.

2.4 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 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.

2.5 Emergency Risk Management

Emergency Risk Management planning is yet to be completed for the Shire of Mukinbudin. Planning will take place when resources become available. This section of the plan will be updated when this process is complete.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur

Table 3.1

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN/State Hazard Plans	Local Plan (Date)
Flood	DFES	DFES	Regional SES	Police, Local Fire Brigade, LGA Staff	Flood 2016	
Bush Fire	LG	DFES	DFES / BFB	LGA Staff, Police, SJAA	Fire 2018	
Road Transport Emergency	WAPOL	WA Police	WAPOL	LGA Staff, SJA	Crash Emergency 2018	
Fire (DEC Lands)	DEC	DFES	DEC, DFES, BFB,FRS	LGA Staff, Police, Local Contractors	Fire 2018	
Rail Transport	WAPOL	Brookfield Rail	Police FRS	LGA Staff BFB's Nursing Post SJAA	Brookfield Rail Emergencies 2010	
Severe Storm	DFES	DFES	Regional SES	WPC, LGA Staff, BFB's Nursing Post SJAA	Storm 2016	
Structural Fire	DFES	DFES	BFB's (Defensive Role only)	WPC Police LGA Staff	Fire 2018	
Air Crash	WAPOL	WA Police	FRS BFB's CASA	WPC, LGA Staff BFB's Nursing Post SJAA	Crash Emergency 2018	
Land Search & Rescue	WAPOL	WA Police	Regional SES Defense Force	BFB's SJAA Nursing Post LGA Staff	Search & Rescue 2016	

These arrangements are based on the premise that the CA 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 Shire of Mukinbudin resources and assistance in emergency management. The Shire of Mukinbudin is 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 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.

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.

Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Plan at section 5.1.7 "Incident Coordination". These are;

- a) where an incident is designated as "Level 2" or higher;
- b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator 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.

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 or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the District.

Location One Shire of Mukinbudin Administration Centre
Address 15 Maddock Street Mukinbudin WA 6479

	Name	Phone	Phone
1 st Contact	Dirk Sellenger	9047 2100 (Administration Office)	0428 471 102
2 nd Contact	Nola Comerford-Smith	9047 2100 (Administration Office)	0448 886 846

Location Two Mukinbudin Police Station
Address Maddock Street Mukinbudin WA 6479

	Name	Phone	Phone
1 st Contact	Dayna Rigoir	9047 2200 (Station)	0429 089 538
2 nd Contact	Adam Rigoir	9047 2200 (Station)	0429 089 538

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.** This is achieved through the Incident Management Team position or 'Public Information Officer' as per the AIIMS Structure.

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.

Local Systems

- SMS Service – Shire of Mukinbudin

3.4 Critical Infrastructure

If you recently conducted the emergency risk assessment process, one of the outputs should have been a list of identified infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community.

A List of Critical Infrastructure is shown at Annex 1.

3.5 Evacuation

‘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.’

Local Emergency Management Arrangements are to include information which will assist the Controlling Agency in the operational planning process. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committees are to identify and advise of refuge sites and welfare centres suitable to the hazard. These sites should be documented in the Local Emergency Management Arrangements.

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.

3.5.1 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 State Emergency Management Guideline “Western Australia Community Evacuation in Emergencies” should be consulted when planning 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 must be consulted during the planning stages. This is because DC have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.6 Special Needs Groups

A List of the Special Needs Groups is included in Annex 2.

3.7 Hazard Specific Refuge Sites

A refuge site may be identified in advance for specific hazards (such as fire which are fast moving) in areas the community identifies as high risk. This may be due to single access etc. An excellent example is the situation in Prevally where community members evacuated to the beach. This is a known easily recognised refuge area which could be included in the LEMA

In many cases refuge sites will depend on time, place and circumstances of the emergency and will not be able to be documented in LEMA.

3.8 Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

3.9 Welfare

The Department of Communities (DC) has the role of managing welfare. DC have developed a local Welfare Emergency Management Plan that covers the Shire of Mukinbudin.

3.10 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC District Director to

- (a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- (b) Prepare, promulgate, test and maintain the Local Welfare Plans;
- (c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- (d) Establish and maintain the Local Welfare Emergency Coordination Centre;
- (e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

- (f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- (g) Represent the department on the Incident Support Group when required

See Contact List for Details

3.11 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas, where it may take some time for DC to arrive.

Shire Employee Rebecca Dickenson was recently appointed as Local Welfare Liaison Officer.

3.12 State & National Registration & Enquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities (DC) 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 DC have reciprocal arrangements with the Red Cross to assist with the registration process.

3.13 Animals (including assistance animals)

Sheep yards – Mukinbudin Stud Breeders Association

Horse yards available on north side of town

Private mobile stock crates

Private mobile stock yards

3.14 Welfare Centres

There are two Welfare Centres located in the Shire of Mukinbudin they are the Mukinbudin Sporting Complex and the Mukinbudin District High School. For further information please refer to Annex 6: Welfare Centre Information.

PART 4 RECOVERY

4.1 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 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. 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.

4.2 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.

4.3 National Principles for Disaster Recovery

The National Principles for Disaster Recovery can be used by communities, governments and recovery agencies to guide our efforts, our approach, our planning and our decision-making.

Disaster recovery

Recovery is part of emergency management, which includes the broader components of prevention, preparedness, and response. It includes built, environmental and economic elements, as well as social wellbeing. Recovery can provide an opportunity to improve these aspects beyond previous conditions, by enhancing social and natural environments, infrastructure and economies – contributing to a more resilient community.

Community focused recovery

Community focused recovery is essential. Disasters can deeply impact people's lives and livelihoods, and helping communities recover from disasters can be challenging and complex. Every community is unique and will have its own history, values and experiences. They will also have their own distinct challenges.

Our role in recovery is to support and build capacity; to remove barriers, to enable, and to use local knowledge and strengths. We can help a community recover from the sense of loss and uncertainty they experience, so they can live a life they value

Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication.
- acknowledging and building capacity.

Understanding the context

Successful recovery is based on an understanding of the community context. Recovery should:

- appreciate the risks faced by communities;
- acknowledge existing strengths and capacity, including past experiences;
- be culturally sensitive and free from discrimination;
- recognise and respect differences; and
- support those who may be more vulnerable; such as people with disabilities, the elderly, children and those directly affected

Recognising complexity – successful recovery acknowledges the complex and dynamic nature of emergencies and communities. Recovery should recognize that:

- Information on impacts is limited at first and changes over time
- Affected individuals and communities have diverse needs, wants and expectations, which are immediate and evolve rapidly;
- Quick action to address immediate needs is both crucial and expected;
- Disasters lead to a range of effects and impacts that require a variety of approaches, they can also leave long term legacies;
- Conflicting knowledge, values and priorities among individuals, communities and organisations may create tensions;
- Emergencies create stressful environments where grief or blame may also affect those involved;
- The achievement of recovery is often long and challenging; and
- Existing community knowledge and values may challenge the assumptions of those outside the community.

Using community-led approaches - successful recovery is responsive and flexible, engaging communities and empowering them to move forward. Recovery should:

- centre on the community, to enable those affected by a disaster to actively participate in their own recovery;
- seek to address the needs of all affected communities;
- allow individuals, families and communities to manage their own recovery;
- consider the values, culture and priorities of all affected communities;
- use and develop community knowledge, leadership and resilience;
- recognise that communities may choose different paths to recovery;
- ensure that the specific and changing needs of affected communities are met with flexible and adaptable policies, plans, and services; and build strong partnerships between communities and those involved in the recovery process.

Ensuring co-ordination of all activities - successful recovery requires a planned, coordinated and adaptive approach based on continuing assessment of impacts and needs. Recovery should:

- Be guided by those with experience and expertise using skilled and trusted leadership;
- Reflect well-developed planning and information gathering;
- Demonstrate an understanding of the roles, responsibilities and authority of other organisations and co-ordinate across agencies to ensure minimal service disruption;
- Be part of an emergency management approach that integrates with response and contributes to future prevention and preparedness;
- Be inclusive, using relationships created before and after the emergency;
- Have clearly articulated and shared goals based on desired outcomes;
- Have clear decision-making and reporting structures
- Be flexible, take into account changes in community needs or stakeholder expectations
- Incorporate the planned introduction to and transition from recovery-specific actions and services; and
- Focus on all dimensions seeking to collaborate and reconcile different interest and timeframes.

Employing effective communication - successful recovery is built on effective communication with affected communities and other stakeholders. Recovery should:

- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent
- Recognize that a communication with a community should be two-way and that input and feedback should be sought and considered over an extended time;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of media and channels

- Establish mechanisms for coordinated and consistent communication with all organisations and individuals; and
- Repeat key recovery messages because information is more likely to reach community members when they are receptive.

Acknowledging and building capacity - successful recovery recognizes, supports and builds on community, individual and organizational capacity. Recovery should:

- Assess gaps between existing and required capability and capacity;
- Support the development of self-reliance
- Quickly identify and mobilise community skills and resources;
- Acknowledge that existing resources will be stretched, and that additional resources may be required;
- Recognize that resources can be provided by a range of stakeholders;
- Understand that additional resources may only be available for a limited period and that sustainability may need to be addressed;
- Provide opportunities to share, transfer and develop knowledge, skills and training
- Understand when and how to disengage; and
- Develop networks and partnerships to strengthen capacity.

4.4 Commencement of 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 Manager (IM), Local Recovery Coordinator (LRC) and 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 Shire of Mukinbudin is being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Mukinbudin CEO should jointly determine when the emergency response is over in consultation with Emergency Services and field response operations.

Local Recovery Coordinator

The immediate involvement of the Local Recovery Coordinator (LRC) in any Incident Support Group (ISG) will ensure that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery.

The LRC may also attend the Incident Management Team (IMT) as an observer for further situational awareness.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks. Have input into the development of the Comprehensive Impact Assessment (CIA) form that will be used when the incident is transferred from response to recovery.
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, and any sub committees as required.
-

The Controlling Agency

The Controlling Agency with responsibility for the response to an emergency will initiate recovery activity during the response to that emergency. To facilitate recovery it will;

- Liaise with the local recovery coordinator and include them in the incident management arrangements including the ISG or Operational Area Support Group.
- Undertake an initial impact assessment for the emergency and provide that assessment to the local recovery coordinator and the State recovery coordinator
- Coordinate completion of the CIA, prior to cessation of the response, in accordance with the approved procedure (State EM Recovery Procedure 4)
- and in consultation with the ISG, the affected local government/s and the state recovery coordinator .
- Provide risk management advice to the affected community.

4.5 Local Recovery Coordinator – Roles & Responsibilities

Shire of Mukinbudin CEO will assume the role of Local Recovery Coordinator or appoint an appropriate person to the position on a case by case basis.

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

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, EC and other responsible agencies, for;
- Advice to the Shire President/CEO 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 from the recovery process in consultation with the HMA during the initial stages of recovery implantation.

- 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 problems with services from government agencies locally;
- Ensure the regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down.

4.6 Recovery Committee

The Local Recovery Coordinating Committee (LRCC) can expand or contract as the emergency management process requires. When formatting 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.

4.6.1 Composition of the Recovery Committee

Position	Suggested Representative
Chairperson	Shire of Mukinbudin President, Deputy President, Councillor or CEO
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Local Recovery Coordinator	Dirk Sellenger - Shire of Mukinbudin
Secretary/Executive Officer	Nola Comerford-Smith - Shire of Mukinbudin

4.6.2 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 or the following:

- Appointment of key positions within the committee and, when established , the sub-committees;
- Establishing 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
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

4.7 Priorities for Recovery

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

- Health and safety of individuals and the community
- Social recovery
- Economic recovery
- Physical recovery

4.8 Sub Committees.

(Function – sub committees may be formed to assist the recovery process by considering specific priority areas)

Core priority areas that may require the formation of a subcommittee include;

- Finance Subcommittee
- Infrastructure Subcommittee
- Community Subcommittee
- Environmental Subcommittee

4.9 Financial Management in Recovery

- The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.
- Through the Disaster Recovery Funding Arrangements (DRFA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of XXXXX will make claims for recovery activities where they are deemed eligible under DRFA. More information regarding DRFA is available from the State Emergency Management Committee web page - link - <https://semc.wa.gov.au/>
- DFES, as the State Administrator, may activate DRFA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion (currently set at \$240,000).
- Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.
- Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.
-

Financial Preparation

The Shire of Mukinbudin will take the following actions to ensure they are prepared financially to undertake recovery activities should the need arise. These actions include:

- Understanding and treating risks to the community through an appropriate risk management process;
- Ensuring assets are recorded, maintained and adequately insured where possible;
- Establishing a cash reserve for the purpose where it is considered appropriate for the level of risk;
- Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the mayor or president in an emergency and then reported to the next ordinary meeting of the Council;
 - Understanding the use of section 6.11(2) of the Local Government Act 1995 to utilise a cash reserve established for another purpose, subject to one month's public notice being given of the use for another purpose. Local Government Financial Management Regulations 1996 – regulation 18(a) provides an exemption for giving local public notice to change the use of money in a reserve where the mayor or president has authorised expenditure in an emergency. This would still require a formal decision of the Council before money can be accessed.
 - Understanding the use of section 6.20(2) of the Local Government Act 1995 to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council;
 - Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements (DRFA), and what may be required of local government in order to gain access to this potential assistance

Part 5: EXERCISING AND REVIEWING

5.1 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 the 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.

5.2 Frequency of Exercises

The State EM Policy at section 4.8 directs that “ at least annually all local governments and LEMCs must exercise local level arrangements”.

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

5.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC, utilizing the post exercise report found in State Preparedness Procedure 19.

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with State EM Policy at section 2.5.3 and State preparedness Procedure 8.

The Local Government must endure the review of the LEMA on the following basis;

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery coordination.
- Every five years; and
- Whenever the local government considers appropriate.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Mukinbudin in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. (Refer State EM Preparedness Procedure 7.)

5.7 Review of 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.

Appendices

Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Mobile Phone Tower	Shadbolt Street Mukinbudin WA 6479	Mobile Phone Tower	Telstra		Loss of Communication
Shire, SJA and Police Two Way Radio Repeaters	663 Mukinbudin North East Road, Mukinbudin WA 6479	Radio Repeater Tower for St John Ambulance, WA Pol, CB			Loss of emergency services communication
Telstra Exchange	Shadbolt Street, Mukinbudin WA 6479	Telstra Exchange	Telstra		Loss of Communication for Town
Water Supply / Pumping / Relay Stations	Various	Water Supply	Water Corporation		No water for consumption, bathing or fighting of fire.
All Power Poles / Power Infrastructure	Various		Western Power		Loss of Power resulting in Communication, Lightning and Resources especially at Evacuation Centre.
Geraghty's Engineering	43-45 Shadbolt Street, Mukinbudin WA 6479	Fuel Station	Wilma & Peter Geraghty	9047 1031	Fuel Station for use in Emergency Vehicles and Chance of Explosion due to Fire.

Item	Location	Description	Owner	Contact Details	Community Impact Description
Great Southern Fuels 24 Hour Fuel Station	Lot 161 Strugnell Street, Mukinbudin WA 6479	Fuel Station	Clarisse Holdings		Fuel Station for use in Emergency Vehicles and Chance of Explosion due to Fire.

Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Mukinbudin District High School	District High School	White Street Mukinbudin WA 6479	Gavin Stevens Principal 9047 1053 0457 541 812	Bruce Gibson Deputy Principal 0477 397 801 Gaye Jones Business Manager 0475 833 476	89 students	Copy of Emergency Management Plan & Evacuation Plan Received by LEMC 29/11/18
Aged Units	Aged Accommodation Units	Maddock Street Mukinbudin WA 6479			6 people (8 people capacity)	
Mukinbudin Occasional Care The Boogie Rats	Day Care Centre Open Monday, Tuesday & Thursday	14 Maddock Street Mukinbudin WA 6479	Mrs Lara Ballantyne (President) Contact 9047 1209 – Centre 9047 1805 – Home 0408 454 717 - Mobile	Mrs Abi Farina (Secretary) Contact 9047 1209 – Centre 0423 170 014 - Mobile	Depends on Daily Enrolments, maximum of 12 Children	

Annex 3: Risk Register Schedule

(to be finalised on completion of the local component of the state risk project)

Annex 4: Resources

Shire of Mukinbudin

Plant and equipment resources

Location:	144 Bent Street Mukinbudin (approximately 100mtrs north of Railway line)	
Contact/s	Pace Vernon	Mob: 0427 707 207
	Shane Markham	Mob: 0418 633 965

Item description	Number of items
Cat 12M Grader	1
Cat 12H Grader	1
Cat 938 Loader	1
Komatsu Backhoe/FEL	1
End Tipper	1
Skid Steer Loader	1
Tractor/Loader/3PL	1
Side Tipping Truck & Trailer	1
8x6 Tandem Trailers	2
12000L in Body Tank	1
Car Trailer with Marquee	1
Light Truck 2 & 3 Tonne	2
Dual Cab utilities	2
Single Cab utilities	1
Vibe Roller	1
5 KVA Generator	2
25 KVA Generator (Located at Admin Office)	1
21 Seat Community Bus (Toyota Coaster)	1

Annex 5: Welfare Centre Information

	Details
Establishment/Facility:	Mukinbudin Sporting Complex
Physical Address	Cruickshank Road, Mukinbudin WA 6479
General Description of the Complex	Sporting Complex with Basketball Court, Squash Courts, Main Function Room with Bar Facilities, Kitchen and Male and Female Change rooms. Includes Grass Oval, Bowling Green, Tennis Courts and Hockey Field in vicinity
Site Limitations	Parking, Bush at Rear of Complex
Telephone No	No Phone Line Connected

Contacts

Name	Position	Work Contact	A/Hrs Contact
Dirk Sellenger	CEO	9047 2100	9047 1094 0428 471 102
Nola Comerford-Smith	Administration Manager	9047 2100	0458 471 541



Access Details

	Details
Keys	Dirk Sellenger, 15 Cruickshank Road, Mukinbudin – 0428 471 102
Alarm	Y

Security	N
Universal Access	N

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	
Sleeping	
Duration	No Limit

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Y	
Urinal	Y	
Shower	Y	
Hand Basins	Y	
<u>Female Toilets:</u>		
Toilets	Y	
Shower	Y	
Hand Basin	Y	
Baby Change Table	Y	1 in ladies Change room, 1 in Chair Room Unisex
<u>Disabled Toilet:</u>		
Toilet	Y	Female Toilets
Hand Basin	Y	Female Toilets

General Amenities

Item	Yes/No	Notes
------	--------	-------

<u>Kitchen Facilities:</u>		
Stoves (types)	Y	Gas
Refrigeration	Y	Cool Room, Large Fridge
<u>Dining Facilities:</u>		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
<u>General Facilities:</u>		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	Evaporative and Refrigerated
Heating	Y	Only in main function area
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	N	
Internet Access	N	
Ice Machine	Y	8kg capacity
Water Cooler	Y	
Hot Water System (type)	Y	Gas
Bins	Y	12 x 240ltr
Septic Sewerage	Y	Deep Sewerage
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Y	At Basketball / Natball Courts
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	

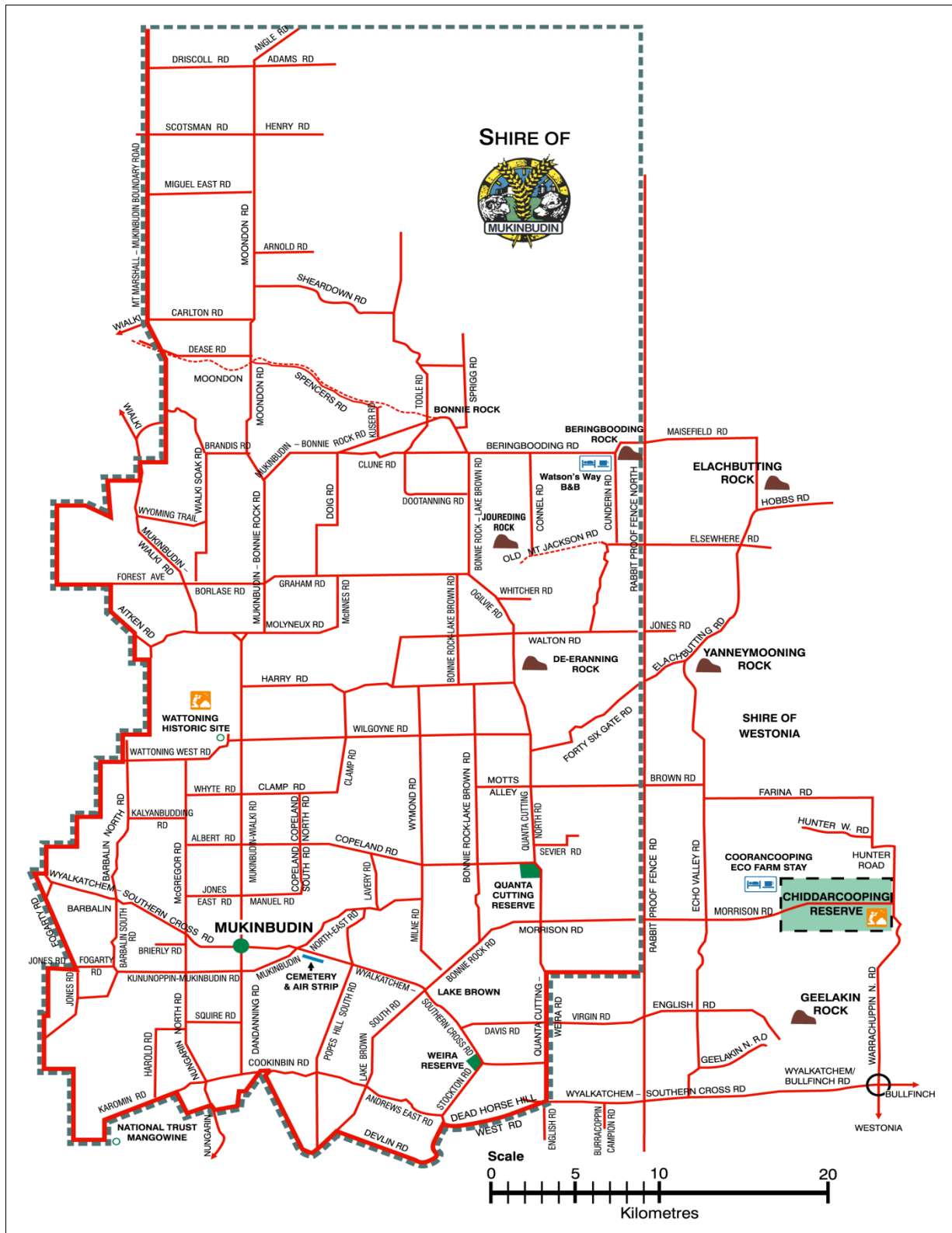
Netball/Basketball Court	Y	
Tennis Court	Y	
<u>External Facilities:</u>		
Power Outlets	N	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	N	
Caravan/Articulated Vehicles	Y	
Other:		
Mobile Phone Coverage	Y	Limited
Storage	Y	Limited
Pet friendly	N	Only Limited space outdoors on Lawn
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	N	
Built on a Flood Plain	N	
Positioned on Coast	N	
Site Access		
Timeframe before pump out of septic	N	Deep Sewerage

Annex 6: Surrounding Areas Welfare Centre Information

	Shire of Mt Marshall Welfare Centre - Bencubbin
Establishment/Facility:	Bencubbin Recreation Complex
Physical Address	Marsh St, Bencubbin WA 6477

	Shire of Mt Marshall Welfare Centre - Beacon
Establishment/Facility:	Beacon Recreation Complex
Physical Address	Lucas St, Beacon WA 6472

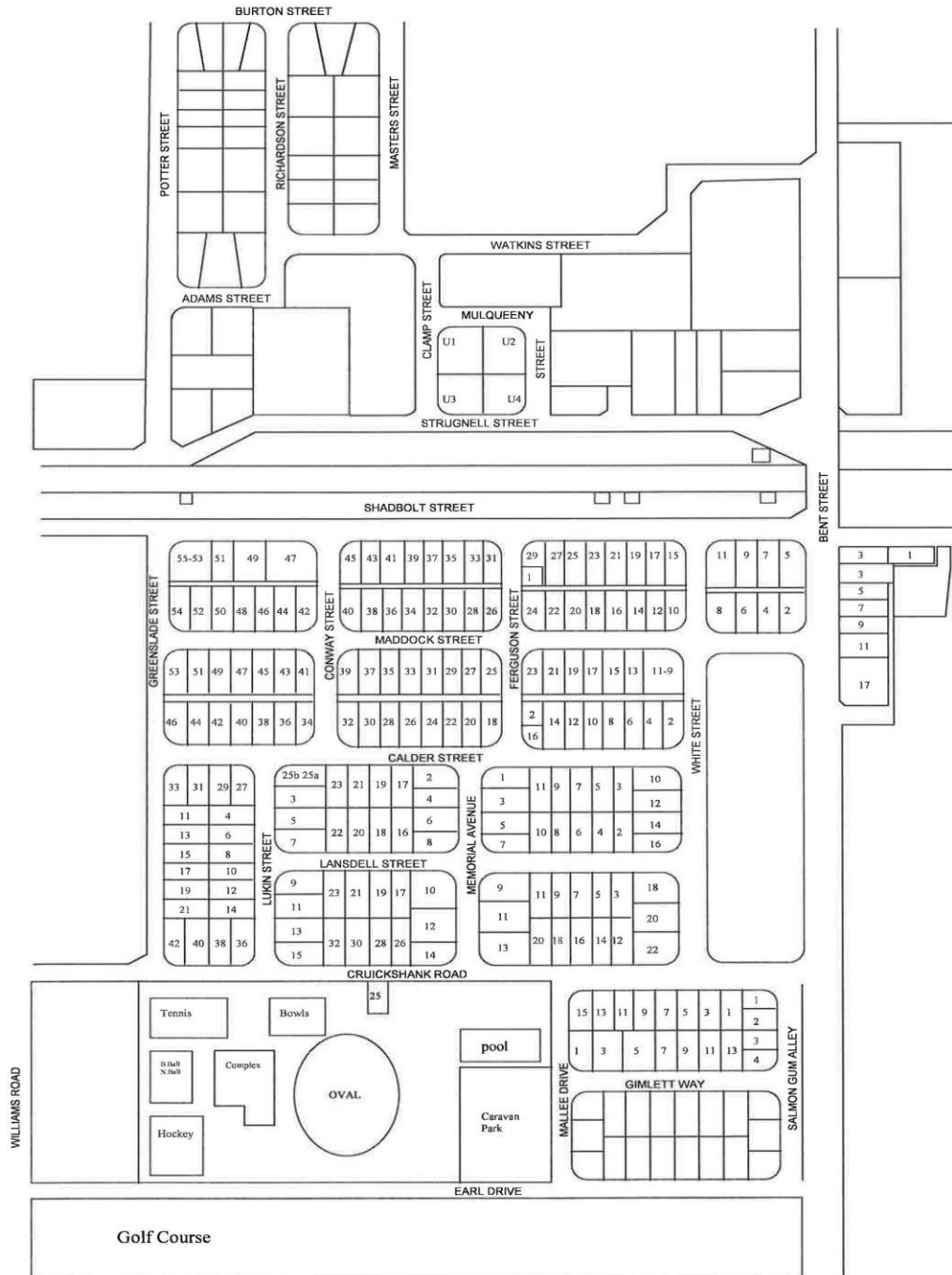
Annex 7: Map of the District



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Annex 9: Map of Town with Street Numbers

Street Numbers



Annex 10: Contacts

Note: When developing your contact lists also consider contacts outside the LEMC such as Pastoral Station owners who may need to be contacted during an emergency but may not sit on the LEMC.

Name	Organisation	Address	Phone	Phone (a/h) Mobile	Email
DFES – Communications			1800 198 140		
DFES – Northam			9690 2300		
WPC – Emergency			13 13 51		
Clinton Walker	Water Corporation	Strugnell Street (Depot)	0437 471 194		
Telstra - Faults			132 999		
To redirect Shire Office incoming phone calls in an emergency		During Business Hours – Hamish Butler on 9026 0326	9026 0326 B/H	A/H 132 999	
CRISIS CARE			1800 199 008		
DOCTOR ON CALL			1800 036 318		
Gary Shadbolt	Shire President	South Barbalin Road Mukinbudin WA 6479	9047 1036	9047 1036 0429 471 536	crshadbolt@mukinbudin.wa.gov.au
Dirk Sellenger	CEO	15 Cruickshank Road Mukinbudin WA 6479	9047 2100	9047 1094 0428 471 102	ceo@mukinbudin.wa.gov.au
Dayna Rigoir	OIC Mukinbudin Police	50 Maddock Street Mukinbudin WA 6479	9047 2200	0429 089 538	dayna.rigoir@police.wa.gov.au

Adam Rigoir	Senior Constable Mukinbudin Police	7 Cruickshank Road Mukinbudin WA 6479	9047 2200	0408 857 552	adam.rigoir@police.wa.gov.au
Nola Comerford-Smith	Executive Officer	5 Calder Street Mukinbudin WA 6479	9047 2100	0448 886 846	sfo@mukinbudin.wa.gov.au
Phil Smith	Chief BFCO	Shadbolt Street Mukinbudin WA 6479	N/A	0456 153 517	bonnierock@bigpond.com
Vernon Bent	Deputy Chief BFCO	353 Forest Avenue Mukinbudin WA 6479	9048 4048	0427 484 048	tigebent@bigpond.com
Torben Bendtsen	Area Manager DFES	79 Newcastle Street Northam WA 6401	9690 2300	0427 002 703	torben.bendtsen@dfes.wa.gov.au
Peter Geraghty	SJA Coordinator	Shadbolt Street Mukinbudin WA 6479	9047 1031	0428 682 832	sjakunosubcentre@westnet.com.au
Debbie Quirke	Mukinbudin Nursing Post	27B Calder Street Mukinbudin WA 6479	9047 1123	0428 471 123	mukinbudin.nursingpost@health.wa.gov.au deborah.quirke@health.wa.gov.au
Joanne Randall	Health Service Manager Kununoppin Hospital	Leake Street Kununoppin WA 6489	9683 0222 90410 444	0429 832 044	Joanne.Randall@health.wa.gov.au
Matt Silinger	Captain Mukinbudin BFB	Motts Alley Mukinbudin WA 6479	N/A	0428 961 210	silingercontractors@bigpond.com
Gavin Stevens	Principal Mukinbudin District High	White Street	9047 1053	0429 989 221	gavin.stevens@education.wa.edu.au

	School	Mukinbudin WA 6479			
Pace Vernon	Works Supervisor	4 Salmon Gum Alley Mukinbudin WA 6479	9047 1802 (Depot Office)	0427 707 207	works@mukinbudin.wa.gov.au
Shane Markham	Leading Hand	9 Calder Street Mukinbudin WA 6479		0418 633 965	
Sandra Ventris	Deputy Shire President	1160 North East Road Mukinbudin WA 6479	9048 7057	0429 487 057	crventris@mukinbudin.wa.gov.au
Nola Comerford-Smith	Evacuation Centre Temporary Manager	6 Lukin Street, Mukinbudin WA 6479	90471 373	0448 886 846	am@mukinbudin.wa.gov.au
Lyndon Clark	Water Corporation	Great Eastern Highway Merredin WA 6415	9041 0200	0447 109 775	Lyndon.clark@watercorporation.com.au
Jo Spadaccini	Dept of Child Protection and Family Support – Emergency Services Unit	Northam		0429 102 614	joanne.spadaccini@cpfs.wa.gov.au