



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2019

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005*, endorsed by the Mingenew Local Emergency Management Committee (LEMC) and the Shire of Mingenew (The Shire). The Arrangements have been tabled for noting with the Mid West Gascoyne District Emergency Management Committee and State Emergency Management Committee.

Chair

Mingenew LEMC

Date

Endorsed by Council

Date

<Insert resolution number>

TABLE OF CONTENTS

Contents

DISTRIBUTION.....	5
AMENDMENT RECORD	6
GLOSSARY OF TERMS.....	6
General acronyms used in these arrangements.....	7
INTRODUCTION	8
Community consultation	8
Document availability	8
Area covered	8
Aim	8
Purpose	8
Scope	9
RELATED DOCUMENTS & ARRANGEMENTS	9
Local Emergency Management Policies	9
Existing plans & arrangements	9
Local Plans	Error! Bookmark not defined.
Agreements, understandings & commitments	10
Special considerations	10
RESOURCES.....	10
ROLES & RESPONSIBILITIES.....	11
Local roles and responsibilities.....	11
LEMC roles and responsibilities	12
Agency roles and responsibilities.....	13
MANAGING RISK	15
Emergency Risk Management.....	15
Description of emergencies likely to occur	15
Emergency management strategies and priorities	16
COORDINATION OF EMERGENCY OPERATIONS.....	17
INCIDENT SUPPORT GROUP (ISG)	17
Triggers for an ISG	17
ISG Membership	17
Frequency of Meetings.....	17
Location of ISG Meetings.....	17
MEDIA MANAGEMENT AND PUBLIC INFORMATION	19
Public warnings systems	19
Local Systems	19
Local Media	19
FINANCE ARRANGEMENTS.....	19

EVACUATION AND WELFARE	20
Evacuation.....	20
Special needs groups.....	20
ROUTES & MAPS	21
WELFARE	21
Local Welfare Coordinator	21
Local Welfare Liaison Officer.....	21
Register.Find.Reunite.....	21
Animals (including assistance animals).....	Error! Bookmark not defined.
Welfare centres	21
Welfare centre information.....	Error! Bookmark not defined.
RECOVERY	22
Local recovery coordinator	22
EXERCISING, REVIEWING AND REPORTING	22
The aim of exercising	22
Frequency of exercises	22
Types of exercises	22
Reporting of exercises.....	22
REVIEW OF LEMA	23
Review of LEMC Positions	23
Review of resources register.....	23
ANNUAL REPORTING	23
Appendices.....	24

DISTRIBUTION

Distribution list	
Organisation	Number of copies
Shire of Mingenew – Shire Office	1
Shire of Mingenew – Shire Library	1
LEMC Chairperson	1
LEMC Deputy Chairperson	1
WA Police – Mingenew	1
Department of Communities (Geraldton)	1
North Midlands Health Services (Three Springs)	1
St John Ambulance (Mingenew)	1
Mingenew Chief Bushfire Control Officer	1
Mingenew Deputy Chief Bushfire Control Officer	1
Mingenew Primary School	1
Department of Fire and Emergency Services (Geraldton)	1
Department of Biodiversity, Conservation & Attractions (P & W)	1
Main Roads	1
Western Power	1
Water Authority	1

AMENDMENT RECORD

Below is an example only. Use your usual document tracking process

Number	Date	Amendment summary	Author
v.01	28/12/2018	First draft	Nils Hay
2	01/03/2019	Compliance review	Brendan Wilson
3	25/3/19	Review to identify information gaps	NH
4	8/4/19	Updated as part of LEMC Meeting	NH
5	30/6/19	Updated with additional information	NH
6	3/10/19	Addition of map, updated contacts	NH
7	9/10/19	Minor updates after endorsement at 8/0/19 LEMC	NH
8			
9			
10			
11			
12			

GLOSSARY OF TERMS

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management Guide](#).

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

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

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

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilized and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the *State EM Glossary*.

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

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

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

Vulnerability: 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).

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DOC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
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 Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures

INTRODUCTION

COMMUNITY CONSULTATION

These arrangements have been developed in consultation with the Mingenew community and other emergency management stakeholders. This includes regular consultation at LEMC meetings and operational reviews.

DOCUMENT AVAILABILITY

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

- Shire's Administration Office: 21 Victoria Street, Mingenew WA 6522
- Shire's Website: www.mingenew.wa.gov.au

AREA COVERED

The Shire of Mingenew local government area covers 1,939 square kilometers located approximately 380 kilometers North of Perth. It is bound by the Shires of Irwin (to the East), Morawa (to the West), Three Springs (to the South) and the City of Greater Geraldton (to the North). At the 2016 census, the Shire of Mingenew had a population of 455 people. Over 19.5% of the population is aged 0-15 years old, and 14.6% are aged 65 years or older. A map of the area is available at Appendix 5.

AIM

The aim of this document is to capture Mingenew's Emergency Management policies, responsibilities, risks and resources in order to deliver effective Emergency prevention, preparation, response and recovery activities for Mingenew's community and stakeholders.

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 *Emergency Management Act 2005* (EM Act)).

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 HMAs in dealing with an emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government area of Mingenew, Western Australia
- This document covers areas where the Shire of Mingenew provides support to HMAs in the event of an incident;
- This document details the Shire of Mingenew's capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire's responsibilities in relation to recovery management.

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

RELATED DOCUMENTS & ARRANGEMENTS

LOCAL EMERGENCY MANAGEMENT POLICIES

There are no existing local government emergency management policies.

EXISTING PLANS & ARRANGEMENTS

Table 1: Local plans

Document	Owner	Location	Date
Risk Register	Shire of Mingenew	Shire Office	
Evacuation Plan – Shire Administration Building	Shire of Mingenew	Shire Office	
Evacuation Plan – Shire Depot	Shire of Mingenew	Shire Office	
Evacuation Plan – Recreation Centre	Shire of Mingenew	Shire Office	
Evacuation Plan - CRC	CRC	Post Office	
Evacuation Plan – Mingenew Primary School	Mingenew Primary School	Mingenew Primary School	
Evacuation Plan – CBH	CBH	CBH Facility	

AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

Record any agreements between your local government and other local governments, organisations or industries in relation to the provision of assistance during times of need.

Table 2: Agreements, understandings and commitments

Parties to the Agreement		Summary of Agreement	Special Considerations
Shire of Three Springs	Shire of Morawa	Memorandum of Understanding for a collaborative approach to regional emergency management response and recovery	Nil
Shire of Carnamah	Shire of Perenjori		
Shire of Three Springs	Shire of Carnamah	Memorandum of Understanding regarding sharing of Emergency Management and Ranger Services officer	Nil
Shire of Mingenew	Dept. of Communities	Agreement for use of Mingenew Recreation and Sporting Centre as a welfare / evacuation centre	Nil

SPECIAL CONSIDERATIONS

- Major influxes of tourists
 - Wildflower Season – July to September
- Large public events
 - Mingenew Races – Mid-March
 - Mingenew Mid West Expo – September
- Seasonal Conditions
 - Bushfire Season – October to March
- Other Considerations
 - Harvest – October to December

RESOURCES

Resources are captured at Appendix 3. This list of resources considers not only LEMC member agency resources but also community and commercial resources that may be available particularly in supporting welfare and recovery, not just response.

ROLES & RESPONSIBILITIES

LOCAL ROLES AND RESPONSIBILITIES

Table 4: Local roles and responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire are defined in Section 36 of the EM Act .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by DOC provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DOC.

LEM ROLES AND RESPONSIBILITIES

The Shire has established a Local Emergency Management Committee (LEMC) under Section 38(1) of the [EM Act](#) 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 assist in the development of local emergency management arrangements for its district.

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

- Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues; they provide advice to Hazard Management Agencies to develop effective localised hazard plans
- providing a multi-agency forum to analyse and treat local risk
- providing 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 are to 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.

Local role	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

AGENCY ROLES AND RESPONSIBILITIES

In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

Agency roles	Description of responsibilities
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.</p> <p>The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. <p>During Recovery the Controlling Agency will ensure effective transition to recovery.</p>

Agency roles	Description of responsibilities
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the State Hazard plans for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

MANAGING RISK

EMERGENCY RISK MANAGEMENT

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency.

The SEMC has developed a number of tools to assist local governments to undertake risk assessments. The tools are available at www.semc.wa.gov.au

The Shire of Mingenew is presently completing the State Risk Project – Local program. Upon the completion of these risk assessments, the risk register will be consolidated, and be available at Appendix 2 – Risk Register Schedule.

The State Risk Project – Local program is being conducted in accordance with ISO 31,000, the National Emergency Risk Assessment Guidelines (2015), the WA Emergency Risk Management Manual and WA Emergency Risk Management – Local Government Handbook (2017).

DESCRIPTION OF EMERGENCIES LIKELY TO OCCUR

Complete the following table of emergencies that are likely to occur within the local government area. These should be derived from the local emergency risk management process.

Table 5: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Animal & Plant Biosecurity	DPIRD	DPIRD Director General	DPIRD Mid West Gascoyne, BoM, DoC, DFES, Health , LG	BFB /Shire	State Hazard Plan – Animal & Plant Biosecurity 2018	
Fire (Bush & Urban)	DBCA DFES LG	DFES	LG/BFB DBCA Geraldton Jurien Bay (in relevant reserves/ parks)	Mingenew Private owners	State Hazard Plan Fire 2018 (Interim)	
Flood	DFES	DFES	LG	SES – Morawa SES - Irwin BFB - Mingenew	State Hazard Plan Flood 2016	
Hazardous Materials Emergencies	DFES	DFES	DFES/WAP oVFRS Dongara or VFES Morawa	BFB Mingenew Shire	State Hazard Plan – Hazardous Materials Emergencies 2018	

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Person lost or in distress (Search & Rescue response)	WAPOL	Commissioner of Police	Mingenev Police	SES – Morawa Local Volunteers	State Hazard Plan – SAR emergency 2018	
Energy Supply Disruption (includes Fuel, Gas, Electricity)	Dept. of Finance – Public Utilities Office	Coordinator of Energy	Various	DoC, DoE, Health, LG, etc.	State Hazard Plan - Energy Supply Disruption 2018	
Crash Emergency (includes Rail, Road & Air)	WAPOL	Commissioner of Police	Mingenev Police , LG	St John Ambulance Shire Main Roads	State Hazard Plan - Crash Emergency 2018	
Storm	DFES	DFES	SES - Morawa LG	SES-Morawa LG	State Hazard Plan – Storm 2016	
Collapse	DFES	DFES or other HMA if required	WAPOL Mingenev	SES-Morawa LG	State Hazard Plan - Collapse 2016	
Earthquake	DFES	DFES Commissioner	SES- Morawa WAPOL- Mingenev	SES-Morawa LG	State Emergency Management Plan for Earthquake 2016	
Heatwave	Western Australian Department of Health	State Health Coordinator (SHC)	Regional Population Health Unit	WACHS Silver Chain Shire	State Hazard Plan – Heatwave 2018	

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

EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

The Shire of Mingenev is presently undertaking the State Risk Project – Local program. As hazards and mitigation/treatment strategies are developed, these will be documented here.

Table 6: Local EM strategies and priorities

Priority	Strategy
Fire	To be developed as part of State Risk Project – Local program through H2 2019
Storm	To be developed as part of State Risk Project – Local program through H2 2019
Flooding	To be developed as part of State Risk Project – Local program through H2 2019
Plant/animal Disease	To be developed as part of State Risk Project – Local program through H2 2019
Road Crash	To be developed as part of State Risk Project – Local program through H2 2019

COORDINATION OF EMERGENCY OPERATIONS

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

INCIDENT SUPPORT GROUP (ISG)

The ISG is convened by the Controlling Agency appointed Incident Controller 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.

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 EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are;

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

ISG MEMBERSHIP

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.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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

The frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives 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 it can meet within the District.

Location one

Address: Shire of Mingenew Council Chambers, 21 Victoria Street, Mingenew

	Name	Phone
Shire of Mingenew	CEO	0419 647 661
Shire of Mingenew	General Number	08 9928 1102

Location two

Address: Mingenew Recreation Centre, Recreation Centre Drive, Mingenew

	Name	Phone
Shire of Mingenew	CEO	0419 647 661
Shire of Mingenew	General Number	08 9928 1102

MEDIA MANAGEMENT AND PUBLIC INFORMATION

The Shire allows only the Chief Executive Officer or Shire President to speak to the media – unless express permission is given to a Shire employee by the CEO.

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

PUBLIC WARNING SYSTEMS

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

LOCAL SYSTEMS

The Shire utilises:

- SMS warning system (contact Shire for access)
- Community notice board (21 Victoria Street, Mingenew)
- Shire Facebook page (<https://www.facebook.com/ShireofMingenew/>)
- Website (www.mingenew.wa.gov.au)
- Mingenew Matters
- Public meetings

LOCAL MEDIA

- Mid West Times (contact: 08 9956 1000, advertising@geraldtonnewspapers.com.au)
- ABC (contact: 08 9923 4111, webmail via www.abc.net.au)
- Other means of advising public if available

FINANCE ARRANGEMENTS

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately during an emergency event requiring resourcing by the Shire occurs to ensure the desired level of support is achieved.

EVACUATION AND WELFARE

EVACUATION

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

Consideration also needs to be given to receiving evacuees from other local governments.

To assist with emergency evacuation planning SEMC has endorsed the [Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

SPECIAL NEEDS GROUPS

Name	Description	Address	Contact 1	Contact 2	No People	Have an evacuation plan? Who manages the plan? Copy provided to the LEMC?
Mingenew Primary School	Primary School	70 Philip Street, Mingeneew	Nadine Pullbrook, Principal (08) 9928 1062		75 students 17 staff (PT & FT)	Emergency Plan provided
Mingenew Day Care	Early Childhood Centre	76 Philip Street, Mingeneew	(08) 9928 1601		9 students 2 staff	Mingenew CRC responsibility
Mingenew Playgroup (Fridays)	Early Childhood Centre	76 Philip Street, Mingeneew	(08) 9928 1601		35 adults and 44 children	Mingenew CRC responsibility
Senior accommodation	Shire/CRC – HACC clients	Cnr King & Victoria Streets,	(08) 9928 1102		8 adults in 5 units	Shire-owned buildings
Medical Centres	Silver Chain	80 Phillip St, Mingeneew	08 9928 1043		1-2 staff typically	Silver chain responsibility
Dept of Communities	DoC	201 Marine Terrace, Geraldton WA	Keith Shaw 08 9923 4444			

ROUTES & MAPS

This section provides a map of the locality and identifies any issues and local land marks. ([See Appendix 5 – Map of the District](#))

WELFARE

The Department of Communities (DOC) has the role of managing welfare. DOC may have developed a local Welfare Emergency Management Plan for your local government area.

The Department of Communities Local Emergency Welfare Plan for the Shire of Mingenew is available at Appendix 4.

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the DOC 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 Management Group when required

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 DOC to arrive.

REGISTER.FIND.REUNITE

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

WELFARE CENTRES

The Shire of Mingenew will utilise the Mingenew Recreation and Sporting Centre as its default Welfare centre, this however may change, subject to the hazard and circumstances being experienced. The Local Emergency Welfare Plan is available at Appendix 4

RECOVERY

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA. The Shire of Mingenew Local Recovery Plan accompanies this document.

LOCAL RECOVERY COORDINATOR

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

EXERCISING, REVIEWING AND REPORTING

THE AIM OF EXERCISING

Testing and exercising is essential to ensure that emergency management arrangements are workable and effective. Testing and exercising is important to ensure individuals and organisations remain 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.

FREQUENCY OF EXERCISES

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for LEMCs to exercise their arrangements on at least an annual basis.

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; or
- locating and activating resources on the Emergency Resources Register.

REPORTING OF EXERCISES

The LEMC will report the exercise schedule to the Midwest-Gascoyne DEMC by the 1st May each year, for inclusion in the DEMC report to the Exercise Management Advisory

Group (EMAG).

Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

REVIEW OF LEMA

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to State EM Policy Section 2.5, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- contact lists are reviewed and updated quarterly ([Refer to Appendix 6 – Contacts](#));
- 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.

REVIEW OF LEMC POSITIONS

The local government, in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

REVIEW OF RESOURCES REGISTER

The Shire shall have the resources register checked and updated on an annual basis, ongoing amendments occur at each LEMC meeting.

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.

The information provided by the LEMC annual report is collated into the SEMC and Office of Emergency Management Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendices

Appendix 1. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact
Coalseam Rd Bridge	-29.162834 115.474948	Bridge over Lockier River on Coalseam Road SLK 0.41 (Bridge #3019)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
Yarragadee Bridge	-29.078992 115.411680	Bridge over Irwin River on Mingenew-Mullewa Rd SLK 12.45 (Bridge #833)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
TV Signal Repeater Station	-29.252489, 115.399316	Located on private property 8km SSW of Mingenew townsite	Aust. Communications & Media Authority	1300 850 115	Loss of emergency information communication source
Radio Repeater Station (WA Emergency Radio Network)	-29.164931, 115.438076	Located on private property 3km North of Mingenew townsite	DFES	08 9956 6000	Loss of emergency services communication
Telstra Exchange	-29.191747 115.443065	Telstra Exchange building and 4G mobile tower. Cnr Shenton and King Streets, Mingenew	Telstra	13 22 03	Loss of telecommunications

Appendix 1. Critical Infrastructure

Water Corporation Infrastructure	Various locations on south side of Mingenew townsite. See Lot 11471 on Plan 215332	Water pumping and distribution infrastructure.	Water Corporation	13 13 75	Loss of potable water supply
Midlands Rd	State Route 116	State Road linking Mingenew to Dongara (West) and Three Springs (South)	Main Roads WA	138 138	Loss of access to sections of the community
Dangerous Goods Storage	-29.190411, 115.444483	Lot 11 Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (flammable liquids, oxidizing substances, toxic substances, corrosive substances, combustible liquid, LPG)	Elders Mingenew	(08) 9928 2501	Potential hazard source in emergency
Dangerous Goods Storage	-29.190579, 115.445604	Lot 3, Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (toxic substances, corrosive substances and liquids, combustible liquids, LPG, aluminium phosphide)	Smyth Agri Services Mingenew	(08) 9928 1014	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.189100 115.441346	Cnr Eleanor St and Mingenew-Morawa Road; 25,000L underground fuel tank	Great Southern Fuels, Geraldton		Potential hazard source in emergency
Palm Roadhouse	-29.190362 115.440563	46 Midlands Rd, Mingenew; 10,000L underground ULP tank, 13,500 above-ground diesel fuel tank	Palm Roadhouse, Mingenew	(08) 9928 1118	Potential hazard source in emergency

Appendix 1. Critical Infrastructure

Greenbrook River Bridge	-29.180358 115.441954	Bridge over Green Brook (Lockier River) on Mingenew-Mullewa Rd SLK0.33 (Bridge #832A)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
Depot Hill Bridge	-29.143735 115.349834	Bridge (culverts) over Irwin River on Depot Hill Road SLK9.97 (Bridge #5407)	Shire of Mingenew	08 9928 1102	Loss of access to sections of the community

The Shire of Mingenew Risk Register will be available upon completion of the State Risk Project – final workshop completed on 8 October 2019

Appendix 3. Resources

Shire of Mingenew

Resources Schedule

Plant and equipment resources

Location: Mingenew Depot, Cnr Linthorne & Spring Street, Mingenew

Contact/s	Nils Hay, CEO	Mob: 0419 647 661
	Rocky Brennan, Works Manager	Mob: 0427 136 259

Item description	Number of items
Grader	2
Backhoe	1
Wheel loader	1
Semi water cart	1
Six-wheel water cart	1
Chainsaw	2
22 seater bus	1
Generators – various	

Bushfire Brigade – Details as per Combined District Directory 2019-20

BRIGADE	REGISTERED NO	PAGE NUMBER
GURANU	6273	55
LOCKIER	6383	56
MINGENEW NORTH	6416	56
MINGENEW TOWN	6417	56
YANDANOOKA	6697	57

GURANU BUSH FIRE BRIGADE (OMS 6273)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 11	PO Box 78 Mingenew WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Ben Cobley		9928 1011	0428 281 010
1 st Lieutenant	Gavin Elsegood		9972 8013	0428 728 013

LOCKIER BUSH FIRE BRIGADE (OMS 6383)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	C/- Post Office Mingenew WA 6522

APPLIANCES: 2006 Toyota LT Reg No 1ECT827 Tanker call sign "Mingenew Lt Tanker"

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Daniel Michael		9928 1115	0428 281 063
1 st Lieutenant	Tim Dempster		9955 8018	0458 555 803

MINGENEW NORTH BUSH FIRE BRIGADE (OMS 6416)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	PO Box 120 Mingenew WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
------	------	----------	---------	--------

Captain 1 st Lieutenant	Alex Pearce Andrew Green	9927 5111	9929 1041 9927 5017	0427 291 040 0427 275 111
---------------------------------------	-----------------------------	-----------	------------------------	------------------------------

MINGENEW TOWN BUSH FIRE BRIGADE (OMS 6417)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
Victoria St (single bay shed)		WAERN 249	PO Box 120 Mingenew WA 6522

APPLIANCES: 2014 Isuzu 3.4 Reg No: MI 384. Radio Callsign: "Mingenew 3.4"

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Anthony Smyth		9928 1014	0428 448 031
	Michael Beare		9928 1028	0427 281 028

YANDANOOKA BUSH FIRE BRIGADE (OMS 6697)

FIRE SHED	PHONES:	RADIO	POSTAL ADDRESS
		VHF 40	Yandanooka via Mingeneew WA 6522

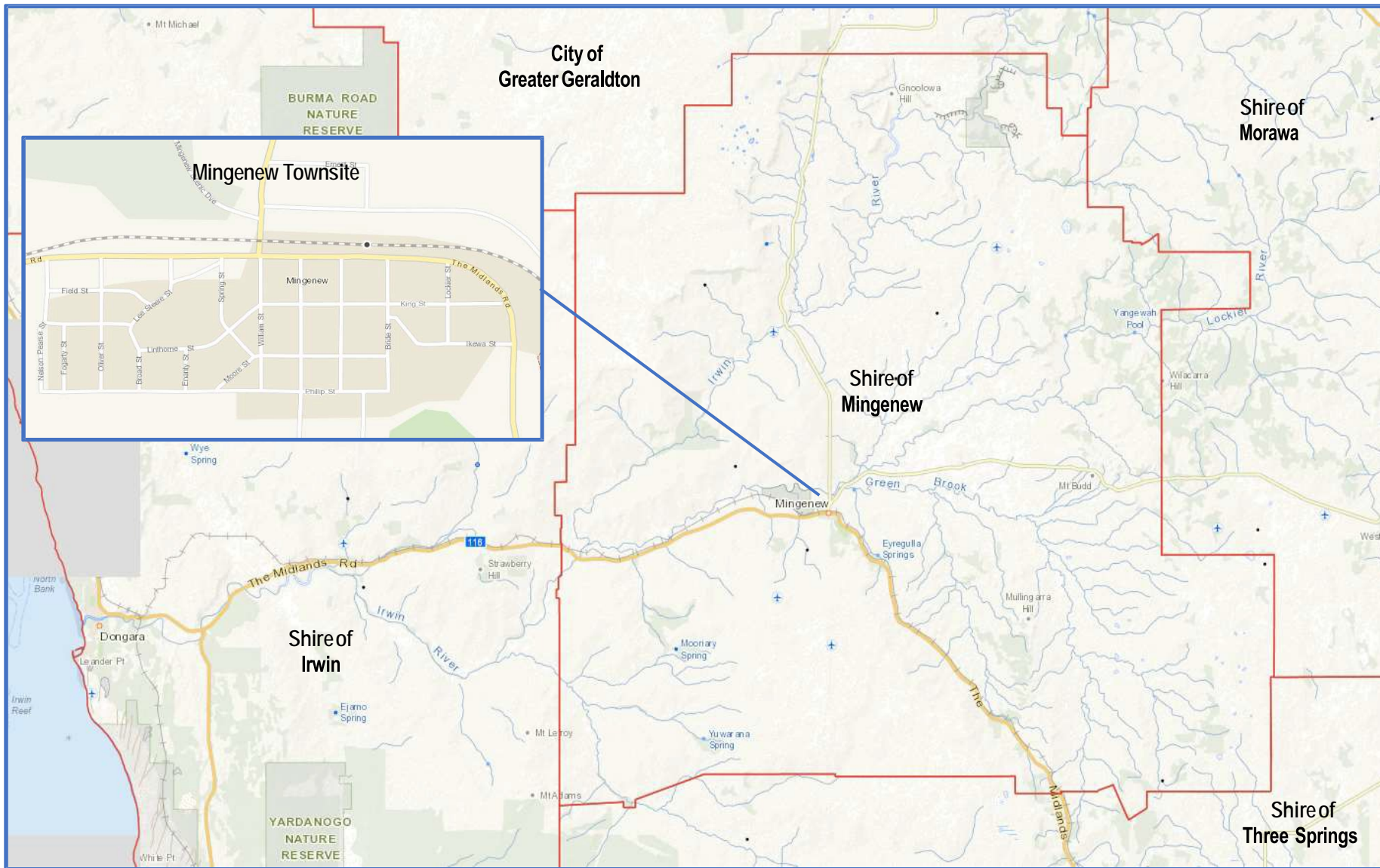
APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION:

Rank	Name	Business	A/Hours	Mobile
Captain	Nick Duane		9972 6058	0429 726 058
1 st Lieutenant	Justin Bagley		9972 6043	0428 726 023

See attached Shire of Mingenew
Local Emergency Welfare Plan

Appendix 5. Map of the District



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	Email Address	Mailing Address	Phone (w)	Phone (m)
Nils Hay (CEO) Local Recovery Coord	Shire of Mingenew (CEO)	ceo@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	0419 647 661
Rocky Brennan	Shire of Mingenew (Works Supervisor)	works@mingenew.wa.gov.au	PO Box 120, Mingenew	08 9928 1102	0427 136 259
Erin Greaves	Shire of Mingenew (Governance Officer)	governance@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	
Helen Newton	Shire of Mingenew (President)	CRHNewton@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	0429 688 707
Robert Newton	Shire of Mingenew (Councillor)	CRrnewton@mingenew.wa.gov.au	P O Box 120, Mingenew	08 9928 1102	
Rick Ryan	DFES (A/Area Officer, Midwest)	richard.ryan@dfes.wa.gov.au	1 Vulcan Way, Wonthella	08 9956 6000	0427 024 126
Murray Thomas	Bushfire Brigade (CBFCO)	murraybthomas@gmail.com	P O Box 120, Mingenew	08 9928 1122	0428 281 157
Neal Boonzaaier	WA Police (OIC, Mingenew)	Neal.BOONZAAIER@police.wa.gov.au	8 Moore Street, Mingenew WA 6522	08 9928 1200	
Mike Raykos	Parks & Wildlife Service (DBCA)	michael.raykos@dbca.wa.gov.au		08 9964 0901	0419 581 101
Beverly Gardiner	Parks & Wildlife Service (DBCA)	beverly.gardiner@dbca.wa.gov.au			
Malcolm Taylor	Parks & Wildlife Service (DBCA)	malcolm.taylor@dbca.wa.gov.au			
DBCA Regional Duty Officer	Parks & Wildlife Service (DBCA)	midwest_rdo@dbca.wa.gov.au			
Keith Shaw Local Welfare Coord	Dept. of Communities	keith.shaw@communities.wa.gov.au			
Andrew Barrie	Dept. of Health	andrew.barrie@health.wa.gov.au	Thomas Street, Three Springs	08 9954 3202	0147 164 026 (sat)
Samantha Adams	WALGA Roadwise	sadams@walga.asn.au			
Anthony Smyth	Mingenew Town BFB Captain	Anthony.Smyth@landmark.com.au	P O Box 120, Mingenew	08 9928 1014	0428 448 031
Alexander Pearse	Mingenew BFB Captain	alex@yatharagga.com	P O Box 120, Mingenew	08 9929 1041	0427 291 040
Benjamin Cobley	Guraru BFB Captain	cletus_au@yahoo.com	P O Box 78, Mingenew	08 9928 1011	0428 281 010
Daniel Michael	Lockier BFB Captain	dcmichael@bigpond.com.au	C/- Post Office, Mingenew	08 9928 1115	0428 281 063
Nick Duane	Yandanooka BFB Captain	yandyfarms@gmail.com	Yandanooka via Mingenew	08 9972 6058	0429 726 058

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
	Western Power	-			
Rob Brooks	Water Corporation	rob.brooks@watercorporation.com.au	P O Box 52, Moora	08 9651 0849	0459 802 221
Nadine Pulbrook	Mingenew Primary School	Nadine.Pulbrook@education.wa.edu.au	70 Phillip Street, Mingenerew	08 9928 1206	
Duncan Grey	Cooperative Bulk Handling (CBH)	Duncan.Gray@cbh.com.au	PO Box 754 Geraldton WA 6530	08 9921 9499	0428 920 053
Andrea Campbell	Silver Chain	Andrea.Campbell@silverchain.org.au	80 Phillip Street, Mingenerew, WA 6522		0418 246 610
Cathy Macartney	St John Ambulance	catherine.macartney@stjohnambulance.com.au	Lot 131 Phillip Street, Mingenerew WA 6522		0418 475 124
Grant Fidock	Shires of Carnamah, Mingenerew & Three Springs	emrs@carnamah.wa.gov.au		08 9951 7010	0400 424 545
	Telstra				
	CWA				
Mark Salt	Main Roads WA (Mid West-Gascoyne)	mark.salt@mainroads.wa.gov.au		08 9956 1245	0429 087 838
Bev Robinson	Dongara Ambulance Sub Centre	irwinambos@westnet.com.au		08 9927 2100	0439 352 696
Brendan Wilson	DFES - District Advisor	brendan.wilson@dfes.wa.gov.au	1 Vulcan Way, Wonthella	08 9956 6014	0408 843 907
Patrick Whitehouse	Main Roads WA (Mid West-Gascoyne)	patrick.whitehouse@mainroads.wa.gov.au		08 9965 1221	0484 394 472
Jill Holmes	St John Ambulance (Mingenew)	holmes.jill@hotmail.com			
Peter Herbert	Main Roads WA (Mid West-Gascoyne)	peter.herbert@mainroads.wa.gov.au		08 9956 1221	0484 394 472
Peta Church	Silver Chain Mingenerew	Peta.Church@silverchain.org.au	80 Phillip St, Mingenerew WA 6522	1300 650 803	