



ATTACHMENT BOOKLET FOR SPECIAL COUNCIL MEETING

20 March 2024 at 5:00pm

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COMPLIANCE AUDIT RETURN 2023

Statutory Requirements		Audit Question	Response	Comment
Commercial Enterprises by Local Governments				
1	s3.59(2)(a) F&G Regs 7,9,10	Has the local government prepared a business plan for each major trading undertaking that was not exempt in 2023?	N/A	No relevant major trading in 2023.
2	s3.59(2)(b) F&G Regs 7,8A, 8, 10	Has the local government prepared a business plan for each major land transaction that was not exempt in 2023?	N/A	No relevant major land transactions in 2023.
3	s3.59(2)(c) F&G Regs 7,8A, 8,10	Has the local government prepared a business plan before entering into each land transaction that was preparatory to entry into a major land transaction in 2023?	N/A	No relevant major land tansactions in 2023.
4	s3.59(4)	Has the local government complied with public notice and publishing requirements for each proposal to commence a major trading undertaking or enter into a major land transaction or a land transaction that is preparatory to a major land transaction for 2023?	N/A	No relevant major trading or land transactions in 2023.
5	s3.59(5)	During 2023, did the council resolve to proceed with each major land transaction or trading undertaking by absolute majority?	N/A	No relevant major trading or land transactions in 2023.
Delegation of Power/Duty				
1	s5.16 (1)	Were all delegations to committees resolved by absolute majority?	Y	Committee delegations endorsed at 21 June 2023 OCM (Res #08210623).
2	s5.16 (2)	Were all delegations to committees in writing?	Y	
3	s5.17	Were all delegations to committees within the limits specified in section 5.17 of the Local Government Act 1995?	Y	
4	s5.18	Were all delegations to committees recorded in a register of delegations?	Y	Available on Governance page (NCR232379)
5	s5.18	Has council reviewed delegations to its committees in the 2022/2023 financial year?	Y	Review endorsed at 21 June 2023 OCM (Res#08210623)
6	s5.42(1) & s5.43 Admin Reg 18G	Did the powers and duties delegated to the CEO exclude those listed in section 5.43 of the Local Government Act 1995?	Y	
7	s5.42(1)	Were all delegations to the CEO resolved by an absolute majority?	Y	CEO delegations endorsed at 21 June 2023 OCM (Res #08210623)
8	s5.42(2)	Were all delegations to the CEO in writing?	Y	
9	s5.42(2)	Were all delegations by the CEO to any employee in writing?	Y	
10	s5.16(3)(b) & s5.45(1)(b)	Were all decisions by the council to amend or revoke a delegation made by absolute majority?	Y	
11	s5.46(1)	Has the CEO kept a register of all delegations made under Division 4 of the Act to the CEO and to employees?	Y	Available on Governance page (NCR232379)
12	s5.46(2)	Were all delegations made under Division 4 of the Act reviewed by the delegator at least once during the 2022/2023 financial year?	Y	NCR232379 - last reviewed 11 December 2023
13	s5.46(3) Admin Reg 19	Did all persons exercising a delegated power or duty under the Act keep, on all occasions, a written record in accordance with Local Government (Administration) Regulations 1996, regulation 19?	Y	
Disclosure of Interest				
1	s5.67	Where a council member disclosed an interest in a matter and did not have participation approval under sections 5.68 or 5.69 of the Local Government Act 1995, did the council member ensure that they did not remain present to participate in discussion or decision making relating to the matter?	Y	
2	s5.68(2) & s5.69(5) Admin Reg 21A	Were all decisions regarding participation approval, including the extent of participation allowed and, where relevant, the information required by the Local Government (Administration) Regulations 1996 regulation 21A, recorded in the minutes of the relevant council or committee meeting?	N/A	No decisions were made in regards to participation approval
3	s5.73	Were disclosures under sections 5.65, 5.70 or 5.71A(3) of the Local Government Act 1995 recorded in the minutes of the meeting at which the disclosures were made?	Y	Register of Financial Interests (online register)
4	s5.75 Admin Reg 22, Form 2	Was a primary return in the prescribed form lodged by all relevant persons within three months of their start day?	Y	Register of Returns (online register)
5	s5.76 Admin Reg 23, Form 3	Was an annual return in the prescribed form lodged by all relevant persons by 31 August 2023?	Y	Register of Returns (online register)
6	s5.77	On receipt of a primary or annual return, did the CEO, or the Mayor/President, give written acknowledgment of having received the return?	Y	Register of Returns (online register)
7	s5.88(1) & (2)(a)	Did the CEO keep a register of financial interests which contained the returns lodged under sections 5.75 and 5.76 of the Local Government Act 1995?	Y	Register of Returns (online register)
8	s5.88(1) & (2)(b) Admin Reg 28	Did the CEO keep a register of financial interests which contained a record of disclosures made under sections 5.65, 5.70, 5.71 and 5.71A of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28?	Y	Register of Returns (online register)
9	s5.88(3)	When a person ceased to be a person required to lodge a return under sections 5.75 and 5.76 of the Local Government Act 1995, did the CEO remove from the register all returns relating to that person?	Y	
10	s5.88(4)	Have all returns removed from the register in accordance with section 5.88(3) of the Local Government Act 1995 been kept for a period of at least five years after the person who lodged the return(s) ceased to be a person required to lodge a return?	Y	
11	s5.89A(1), (2) & (3) Admin Reg 28A	Did the CEO keep a register of gifts which contained a record of disclosures made under sections 5.87A and 5.87B of the Local Government Act 1995, in the form prescribed in the Local Government (Administration) Regulations 1996, regulation 28A?	Y	Nil gift disclosures received in 2023
12	s5.89A(5) & (5A)	Did the CEO publish an up-to-date version of the gift register on the local government's website?	Y	Nil gift disclosures received in 2024
13	s5.89A(6)	When people cease to be a person who is required to make a disclosure under section 5.87A or 5.87B of the Local Government Act 1995, did the CEO remove from the register all records relating to those people?	Y	
14	s5.89A(7)	Have copies of all records removed from the register under section 5.89A(6) of the Local Government Act 1995 been kept for a period of at least five years after the person ceases to be a person required to make a disclosure?	Y	

15	s5.70(2) & (3)	Where an employee had an interest in any matter in respect of which the employee provided advice or a report directly to council or a committee, did that person disclose the nature and extent of that interest when giving the advice or report?	Y	Provision made in Agenda Reports
16	s5.71A & s5.71B(5)	Where council applied to the Minister to allow the CEO to provide advice or a report to which a disclosure under s5.71A(1) of the Local Government Act 1995 relates, did the application include details of the nature of the interest disclosed and any other information required by the Minister for the purposes of the application?	N/A	No application made to the Minister
17	s5.71B(6) & s5.71B(7)	Was any decision made by the Minister under subsection 5.71B(6) of the Local Government Act 1995 recorded in the minutes of the council meeting at which the decision was considered?	N/A	
18	s5.104(1)	Did the local government prepare and adopt, by absolute majority, a code of conduct to be observed by council members, committee members and candidates that incorporates the model code of conduct?	Y	Reviewed 6 December 2023 OCM (Res# 14061220)
19	s5.104(3) & (4)	Did the local government adopt additional requirements in addition to the model code of conduct? If yes, does it comply with section 5.104(3) and (4) of the Local Government Act 1995?	N	
20	s5.104(7)	Has the CEO published an up-to-date version of the code of conduct for council members, committee members and candidates on the local government's website?	Y	Available on Governance page
21	s5.51A(1) & (3)	Has the CEO prepared and implemented a code of conduct to be observed by employees of the local government? If yes, has the CEO published an up-to-date version of the code of conduct for employees on the local government's website?	Y	Available on Governance page
Disposal of Property				
1	s3.58(3)	Where the local government disposed of property other than by public auction or tender, did it dispose of the property in accordance with section 3.58(3) of the Local Government Act 1995 (unless section 3.58(5) applies)?	N/A	No disposal of property during 2023 that was not exempt
2	s3.58(4)	Where the local government disposed of property under section 3.58(3) of the Local Government Act 1995, did it provide details, as prescribed by section 3.58(4) in the required local public notice for each disposal of property?	N/A	
Elections				
1	Elect Regs 30G(1) & (2)	Did the CEO establish and maintain an electoral gift register and ensure that all disclosure of gifts forms completed by candidates and donors and received by the CEO were placed on the electoral gift register at the time of receipt by the CEO and in a manner that clearly identifies and distinguishes the forms relating to each candidate in accordance with regulations 30G(1) and 30G(2) of the Local Government (Elections) Regulations 1997?	Y	Nil electoral gifts disclosed in 2023
2	Elect Regs 30G(3) & (4)	Did the CEO remove any disclosure of gifts forms relating to an unsuccessful candidate, or a successful candidate that completed their term of office, from the electoral gift register, and retain those forms separately for a period of at least two years in accordance with regulation 30G(4) of the Local Government (Elections) Regulations 1997?	N/A	Nil electoral gifts disclosed in 2023
3	Elect Regs 30G(5) & (6)	Did the CEO publish an up-to-date version of the electoral gift register on the local government's official website in accordance with regulation 30G(5) of the Local Government (Elections) Regulations 1997?	Y	Availabe on Governance page
Finance				
1	s7.1A	Has the local government established an audit committee and appointed members by absolute majority in accordance with section 7.1A of the Local Government Act 1995?	Y	Appointments reviewed 15 November 2023 SCM (Res# 01151123S)
2	s7.1B	Where the council delegated to its audit committee any powers or duties under Part 7 of the Local Government Act 1995, did it do so by absolute majority?	N/A	No delegated powers or duties
3	s7.9(1)	Was the auditor's report for the financial year ended 30 June 2023 received by the local government by 31 December 2023?	Y	Received 6 December 2023 OCM (Res# 05061223)
4	s7.12A(3)	Where the local government determined that matters raised in the auditor's report prepared under section 7.9(1) of the Local Government Act 1995 required action to be taken, did the local government ensure that appropriate action was undertaken in respect of those matters?	N/A	No action required from auditor's report
5	s7.12A(4)(a) & (4)(b)	Where matters identified as significant were reported in the auditor's report, did the local government prepare a report that stated what action the local government had taken or intended to take with respect to each of those matters? Was a copy of the report given to the Minister within three months of the audit report being received by the local government?	N/A	No significant matters identified
6	s7.12A(5)	Within 14 days after the local government gave a report to the Minister under section 7.12A(4)(b) of the Local Government Act 1995, did the CEO publish a copy of the report on the local government's official website?	Y	Available on Shire News page (11 December 2023)
7	Audit Reg 10(1)	Was the auditor's report for the financial year ending 30 June 2023 received by the local government within 30 days of completion of the audit?	Y	Received 6 December 2023 OCM (Res# 05061223)
Integrated Planning and Reporting				
1	Admin Reg 19C	Has the local government adopted by absolute majority a strategic community plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Y	SCP was adopted 21 February 2024 (Res# 10210224)
2	Admin Reg 19DA(1) & (4)	Has the local government adopted by absolute majority a corporate business plan? If Yes, please provide the adoption date or the date of the most recent review in the Comments section?	Y	CBP was adopted 21 February 2024 (Res# 10210224)
3	Admin Reg 19DA(2) & (3)	Does the corporate business plan comply with the requirements of Local Government (Administration) Regulations 1996 19DA(2) & (3)?	Y	
Local Government Employees				

1	s5.36(4) & s5.37(3) Admin Reg 18A	Were all CEO and/or senior employee vacancies advertised in accordance with Local Government (Administration) Regulations 1996, regulation 18A?	N/A	No applicable vacancies advertised in 2023
2	Admin Reg 18E	Was all information provided in applications for the position of CEO true and accurate?	N/A	No applicable vacancies advertised in 2024
3	Admin Reg 18F	Was the remuneration and other benefits paid to a CEO on appointment the same remuneration and benefits advertised for the position under section 5.36(4) of the Local Government Act 1995?	N/A	No applicable vacancies advertised in 2025
4	s5.37(2)	Did the CEO inform council of each proposal to employ or dismiss senior employee?	N/A	No applicable vacancies advertised in 2026
5	s5.37(2)	Where council rejected a CEO's recommendation to employ or dismiss a senior employee, did it inform the CEO of the reasons for doing so?	N/A	No applicable vacancies advertised in 2027
Official Conduct				
1	s5.120	Has the local government designated an employee to be its complaints officer?	Y	CEO is the dedicated complaints officer
2	s5.121(1) & (2)	Has the complaints officer for the local government maintained a register of complaints which records all complaints that resulted in a finding under section 5.110(2)(a) of the Local Government Act 1995?	Y	Nil complaints received in 2023
3	s5.121(2)	Does the complaints register include all information required by section 5.121(2) of the Local Government Act 1995?	Y	Available on Governance page
4	s5.121(3)	Has the CEO published an up-to-date version of the register of the complaints on the local government's official website?	Y	Available on Governance page
Optional Questions				
1	Financial Management Reg 5(2)(c)	Did the CEO review the appropriateness and effectiveness of the local government's financial management systems and procedures in accordance with the Local Government (Financial Management) Regulations 1996 regulations 5(2)(c) within the three financial years prior to 31 December 2023? If yes, please provide the date of council's resolution to accept the report.	Y	FMR conducted in 2022 and results received 14 December 2022 (Res# 02141222)
2	Audit Reg 17	Did the CEO review the appropriateness and effectiveness of the local government's systems and procedures in relation to risk management, internal control and legislative compliance in accordance with Local Government (Audit) Regulations 1996 regulation 17 within the three financial years prior to 31 December 2023? If yes, please provide date of council's resolution to accept the report.	Y	FMR conducted in 2022 and results received 14 December 2022 (Res# 02141222)
3	s5.87C	Where a disclosure was made under sections 5.87A or 5.87B of the Local Government Act 1995, were the disclosures made within 10 days after receipt of the gift? Did the disclosure include the information required by section 5.87C of the Act?	N/A	No disclosures were received in 2023
4	s5.90A(2) & (5)	Did the local government prepare, adopt by absolute majority and publish an up-to-date version on the local government's website, a policy dealing with the attendance of council members and the CEO at events?	Y	Available on Governance page (updated December 2023)
5	s5.96A(1), (2), (3) & (4)	Did the CEO publish information on the local government's website in accordance with sections 5.96A(1), (2), (3), and (4) of the Local Government Act 1995?	Y	Available across various pages
6	s5.128(1)	Did the local government prepare and adopt (by absolute majority) a policy in relation to the continuing professional development of council members?	Y	Available on Governance page (updated December 2023)
7	s5.127	Did the local government prepare a report on the training completed by council members in the 2022/2023 financial year and publish it on the local government's official website by 31 July 2023?	Y	Available on Governance page
8	s6.4(3)	By 30 September 2023, did the local government submit to its auditor the balanced accounts and annual financial report for the year ending 30 June 2023?	Y	
9	s.6.2(3)	When adopting the annual budget, did the local government take into account all its expenditure, revenue and income?	Y	
Tenders for Providing Goods and Services				
1	F&G Reg 11A(1) & (3)	Did the local government comply with its current purchasing policy, adopted under the Local Government (Functions and General) Regulations 1996, regulations 11A(1) and (3) in relation to the supply of goods or services where the consideration under the contract was, or was expected to be, \$250,000 or less or worth \$250,000 or less?	N	Occasions where quoting requirements were not met or evidence not found to support that it had, for purchase values \$10,001 - \$50,000. Purchasing activity for same category of supply has not been aggregated into single contract arrangements where may have been possible.
2	s3.57 F&G Reg 11	Subject to Local Government (Functions and General) Regulations 1996, regulation 11(2), did the local government invite tenders for all contracts for the supply of goods or services where the consideration under the contract was, or was expected to be, worth more than the consideration stated in regulation 11(1) of the Regulations?	Y	
3	F&G Regs 11(1), 12(2), 13, & 14(1), (3), and (4)	When regulations 11(1), 12(2) or 13 of the Local Government Functions and General Regulations 1996, required tenders to be publicly invited, did the local government invite tenders via Statewide public notice in accordance with Regulation 14(3) and (4)?	Y	
4	F&G Reg 12	Did the local government comply with Local Government (Functions and General) Regulations 1996, Regulation 12 when deciding to enter into multiple contracts rather than a single contract?	Y	
5	F&G Reg 14(5)	If the local government sought to vary the information supplied to tenderers, was every reasonable step taken to give each person who sought copies of the tender documents or each acceptable tenderer notice of the variation?	Y	
6	F&G Regs 15 & 16	Did the local government's procedure for receiving and opening tenders comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 15 and 16?	Y	
7	F&G Reg 17	Did the information recorded in the local government's tender register comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulation 17 and did the CEO make the tenders register available for public inspection and publish it on the local government's official website?	Y	Available on Shire Tenders page.
8	F&G Reg 18(1)	Did the local government reject any tenders that were not submitted at the place, and within the time, specified in the invitation to tender?	N/A	No applicable tenders received.

9	F&G Reg 18(4)	Were all tenders that were not rejected assessed by the local government via a written evaluation of the extent to which each tender satisfies the criteria for deciding which tender to accept?	Y	
10	F&G Reg 19	Did the CEO give each tenderer written notice containing particulars of the successful tender or advising that no tender was accepted?	N	Evidence of written notice not captured within the Shire's records management system.
11	F&G Regs 21 & 22	Did the local government's advertising and expression of interest processes comply with the requirements of the Local Government (Functions and General) Regulations 1996, Regulations 21 and 22?	N/A	No expressions of interest sought in 2023.
12	F&G Reg 23(1) & (2)	Did the local government reject any expressions of interest that were not submitted at the place, and within the time, specified in the notice or that failed to comply with any other requirement specified in the notice?	N/A	No applicable tenders received.
13	F&G Reg 23(3) & (4)	Were all expressions of interest that were not rejected under the Local Government (Functions and General) Regulations 1996, Regulation 23(1) & (2) assessed by the local government? Did the CEO list each person as an acceptable tenderer?	N/A	No expressions of interest sought in 2023.
14	F&G Reg 24	Did the CEO give each person who submitted an expression of interest a notice in writing of the outcome in accordance with Local Government (Functions and General) Regulations 1996, Regulation 24?	N/A	No expressions of interest sought in 2023.
15	F&G Regs 24AD(2) & (4) and 24AE	Did the local government invite applicants for a panel of pre-qualified suppliers via Statewide public notice in accordance with Local Government (Functions and General) Regulations 1996, Regulations 24AD(4) and 24AE?	N/A	No panel of pre-qualified suppliers invited in 2023.
16	F&G Reg 24AD(6)	If the local government sought to vary the information supplied to the panel, was every reasonable step taken to give each person who sought detailed information about the proposed panel or each person who submitted an application notice of the variation?	N/A	No panel of pre-qualified suppliers invited in 2023.
17	F&G Reg 24AF	Did the local government's procedure for receiving and opening applications to join a panel of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 16, as if the reference in that regulation to a tender were a reference to a pre-qualified supplier panel application?	N/A	No panel of pre-qualified suppliers invited in 2023.
18	F&G Reg 24AG	Did the information recorded in the local government's tender register about panels of pre-qualified suppliers comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24AG?	N/A	No panel of pre-qualified suppliers invited in 2023.
19	F&G Reg 24AH(1)	Did the local government reject any applications to join a panel of pre-qualified suppliers that were not submitted at the place, and within the time, specified in the invitation for applications?	N/A	No panel of pre-qualified suppliers invited in 2023.
20	F&G Reg 24AH(3)	Were all applications that were not rejected assessed by the local government via a written evaluation of the extent to which each application satisfies the criteria for deciding which application to accept?	N/A	No panel of pre-qualified suppliers invited in 2023.
21	F&G Reg 24AI	Did the CEO send each applicant written notice advising them of the outcome of their application?	N/A	No panel of pre-qualified suppliers invited in 2023.
22	F&G Regs 24E & 24F	Where the local government gave regional price preference, did the local government comply with the requirements of Local Government (Functions and General) Regulations 1996, Regulation 24E and 24F?	Y	Regional Price Preference Policy applied to 1 of 3 tenders. Copy available on Governance page (last reviewed 2022)



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Mingenew Local Emergency Management Arrangements (LEMA)

ENDORSEMENT OF 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 and the Council of 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.

Endorsed by Mingenew LEMC - Chairperson

Date

Endorsed by Council – Shire President

Date

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North Midlands Health Services (Three Springs)	1
WA Country Health	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

Mingenew Local Emergency Management Arrangements (LEMA)

AMENDMENT RECORD

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	Adopted by Council	NH
8	08/03/2021	Review by LEMC	EG
9	15/11/2021	Incorporated Adverse Event Plan Updates	NH
10	17/07/2023	Updated contacts and cyclone risk	EG
11	8/11/2023	Final review	MF
12	11/03/2024	Endorsement by LEMC	EG

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 procedure](#).

For additional information in regard to the Glossary of Terms, refer to Section 3 of the Emergency Management Act 2005 or the State Emergency Management Glossary.

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

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

COMBAT: take steps to eliminate or reduce the effects of a hazard on the community.

COMBAT AGENCY: A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

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

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

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

CONTROLLING AGENCY An agency nominated to control the response activities to a 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: 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:

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

Preparedness – preparation for response to an emergency

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

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), Combat agency or support organisation.

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

HAZARD: An event, situation, or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the Emergency Management Act 2005 or prescribed in the 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 specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

INCIDENT: An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies. A sudden event that, but for mitigating circumstances, could have resulted in an accident.

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

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

INCIDENT CONTROLLER: The person appointed by the HMA for the overall management of an incident within a designated incident area.

INCIDENT MANAGER: See **INCIDENT CONTROLLER**

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

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

LGA: Local Government Authority, meaning the Shire of Mingenew.

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): A committee established under Section 38 of the *Emergency Management Act 2005*. Based on either local government boundaries or emergency management sub-districts. Chaired by the Locality President (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair, Executive support should be provided by the local government.

MUNICIPALITY: Means the district of the local government.

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

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

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

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

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 are 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 the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

RELIEF AND SUPPORT CENTRE: Location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

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, the 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 that is 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 specialised knowledge, expertise and resources are responsible for providing support functions in relation to that agency.

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

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

Mingenew Local Emergency Management Arrangements (LEMA)

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

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BOM	Bureau of Meteorology
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
LRCG	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOM	Shire of Mingenew
SOP	Standard Operating Procedures
XO	Executive Officer

INTRODUCTION

AUTHORITY

These arrangements have been prepared in accordance with s.41 of the Emergency Management Act 2005, approved by the Shire of Mingeneu Local Emergency Management Committee and endorsed by the members of Local Governments.

COMMUNITY CONSULTATION

These arrangements have been developed in consultation with the Mingeneu 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 from the Shire of Mingeneu administration office at 21 Victoria Street, Mingeneu. They will also be available from the Shire of Mingeneu website: www.mingeneu.wa.gov.au.

AREA COVERED

The Shire of Mingeneu local government area covers 1,939 square kilometres and is 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 2021 census, the Shire of Mingeneu had a population of 258 people. Over 18.2% of the population is aged 0-14 years old, and 17.2% are aged 65 years or older. A map of the area is available at [Appendix 6 – Map of the District](#)

AIM

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

PURPOSE

The purpose of these 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)).
- h) Natural resource management (i.e. managing water supply, ground cover, trees, erosion, biodiversity)
- i) Resilience and recovery (i.e. infrastructure planning, tourism investment, diversification of local industries, capacity building for local leadership)
- j) Communication and coordination (i.e. how we let people know what's available) (The following is an example of an appropriate statement of purpose)

Mingenew Local Emergency Management Arrangements (LEMA)

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 Hazard Management Agencies (HMAs') individual plans.

Furthermore:

- This document applies to the local government area of Mingeneu, Western Australia
- This document covers areas where the Shire of Mingeneu provides support to HMAs in the event of an incident;
- This document details the Shire of Mingeneu'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

District Plans and Arrangements

Table 1: District Plans and Arrangements

Document	Owner	Location	Date
Mid West-Gascoyne Main Roads Incident Management Plan	Main Roads Western Australia	Shire Office	
Relief and Support Plan – Geraldton Region	Department of Communities	Shire Office	

Local Plans

Table 2: Local plans

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

AGREEMENTS, UNDERSTANDINGS & COMMITMENTS

Table 3: Agreements, understandings and commitments

Parties to the Agreement		Parties to the 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 Mingeneu	Dept. of Communities	Agreement for use of Mingeneu Recreation and Sporting Centre as a welfare / evacuation centre	Nil

SPECIAL CONSIDERATIONS

- Major influxes of tourists
- Wildflower Season – July to September
- Large public events
- Mingeneu Races – March
- Mingeneu Midwest Expo – August
- Seasonal Conditions e.g. bushfires, cyclones
- Bushfire Season – October to March
- Harvest – October to December

Refer to table at [Appendix 9 – Special Considerations](#)

RESOURCES

Resources are captured at Appendix 4. 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.

Table 4: Resource contacts

Resource	Company	Contacts
Buses	Shire of Mingeneu	0409 135 665 Shane Noon (Works Manager)
	Mingeneu Commercial Hotel	08 9928 1002 Adrian Burnes
	Contracted by Mingeneu Primary School	0428 281 298 Lisa Mills
Graders	Shire of Mingeneu	0409 135 665 Shane Noon (Works Manager)

Refer to table at [Appendix 4 – Resources](#).

ROLES & RESPONSIBILITIES

Local roles and responsibilities

Table 5: 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 Local Emergency Coordinator (LEC) for a local government district is appointed by the State Emergency Coordinator (Commissioner of Police) and has the following functions [s. 37(4) of the EM Act 2005]: <ul style="list-style-type: none"> to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district; to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator..
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local welfare coordinator	The Local Welfare Coordinator is appointed by the Department of Communities District Director to: <ul style="list-style-type: none"> Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director; Prepare, promulgate, test and maintain the Local Welfare Plans; Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee; Establish and maintain the Local Welfare Emergency Coordination Centre; Ensure personnel and organisations are trained and exercised in their welfare responsibilities; Coordinate the provision of emergency welfare services during the response and recovery phases of an emergency; and Represent the department on the Incident Management Group when required.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by the DOC, a WLO will provide advice, information and resources regarding the operation of the facility.

Mingenew Local Emergency Management Arrangements (LEMA)

LG liaison officer (to the ISG/IMT)	During a major emergency, the liaison officer attends Incident Support Group (ISG) meetings to represent the local government and provide local knowledge input and details 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 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 local government, provide a liaison officer to support the DOC.

LEMC 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 group 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.

Mingenew Local Emergency Management Arrangements (LEMA)

The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members (see LEMC Terms of Reference).

Local role	Description of responsibilities
LEMC Chair	<p>The Chairperson of the LEMC is appointed by the local government (s. 38 of the EM Act 2005). Refer to appendix 6.7 for details.</p> <p>The Chairperson of the LEMC has the following roles in relation to the operation of the meeting:</p> <ul style="list-style-type: none"> • Chair the Local Emergency Management Committee; • Manage the development and maintenance of the Local Emergency Management Arrangement within the district; • Ensure the development of the committee reporting requirements in accordance with legislative and policy requirements; and • Ensure the effective operation of the committee in accordance with legislation. <p>The Chairperson is responsible for the process of the meeting and usually works closely with the Executive Officer (XO) on the organisation of the agenda and contents of the notes. The Chairperson ensures that the meeting is running smoothly and invites the participation of the participants. The Chairperson undertakes the following tasks:</p> <ul style="list-style-type: none"> • Oversees the preparation of the agenda in consultation with the XO; • Opens the meeting; • Welcomes and introduces members and guests; • Keeps individuals focused on the topics being discussed; • Makes sure that members are aware of decisions that are made; • Keeps track of the time; and • Closes the meeting. <p>The Deputy Chairperson of the LEMC has the following roles:</p> <ul style="list-style-type: none"> • Acts as Chairperson to the committee in the absence of the Chairperson; • Provides such assistance and advice as requested by the Chairperson; • Undertake the role of Chairperson to committee working groups, as required; • Facilitate the provision of relevant emergency management advice to the Chairperson and committee, as required; • Provide support and direction to the XO, as required; and • Understudy the roles and responsibilities of the Chairperson.

Mingenew Local Emergency Management Arrangements (LEMA)

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;
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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.' [s. 4 EM Act]</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 [s. 55 EM Act] • Declare / revoke emergency situation [s. 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) 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>

THE FUNCTIONS OF THE LEMC

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

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

THE FUNCTIONS OF LOCAL GOVERNMENT

It is a function of a local government to:

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

THE FUNCTIONS OF A CONTROLLING AGENCY

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

The function of a Controlling Agency is to:

- To undertake all responsibilities as prescribed in agency specific legislation for prevention and preparedness;
- To control all aspects of the response to an incident; and
- During recovery, the Controlling Agency will ensure an effective transition to recovery by Local Government.

THE FUNCTIONS OF A HAZARD MANAGEMENT AGENCY

A hazard management Agency (HMA) is to be a public authority or other person who, because of that agency functions under a written law or specialised knowledge, expertise and resources are responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed (s4 of the EM Act 2005).

The HMA's functions are prescribed in the Emergency Management Regulations 2006, and are to:

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

THE FUNCTIONS OF COMBAT AGENCIES

A combat agency is 'to be a public authority or other person who or which, because of that agency's functions

under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity by the regulations in relation to that agency.' (EMWA Glossary).

1.21 SUPPORT ORGANISATION

'A support organisation is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relations to that agency.' (EMWA Glossary) An example may be the Salvation Army providing meals to the relief and support centre.

1.22 PUBLIC AUTHORITIES AND OTHERS

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

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

As the Department of Communities (DoC), do not have a permanent presence in the Shire of Northampton, therefore in the case of an emergency incident, where welfare is required, the Shire of Northampton will provide a limited short term support function until DoC arrives.

PLANNING

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

LEMC MEMBERSHIP

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

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

CORE MEMBERSHIP	
Chair	Elected Member
Deputy Chair	HMA
WA Police	Local Emergency Coordinator
Executive Officer	Identified by Local Government
Local Recovery Coordinator	CEO for the Shire of Mingenew
Administrative Support	Identified by the Local Government
Chief Bush Fire Control Officer	BFAC Elected
Department of Fire and Emergency Services	District Officer / District Advisor
Department of Fire and Emergency Services	District Officer / District Advisor

Mingenew Local Emergency Management Arrangements (LEMA)

Department of Communities	
Department of Biodiversity, Conservation and Attractions	
St John Ambulance	District
Nursing Station Nurse	WACHS

The SEMC has developed a number of tools to assist local governments to undertake the risk assessment process. The tools are available on the SEMC website at semc.wa.gov.au.

On completion of the risk assessment process, you will create a [risk register](#) complete with the treatment strategies required and an outline of the risk assessment process undertaken.

Describe the current status of your Emergency risk management process. This should include date completed or any plans to conduct a review.

Include a current risk register consider attaching as an appendix to this set of arrangements, an example can be found at [Appendix 3 – Risk Register Schedule](#)

If you have recently conducted the ERM process, one of the outputs should have identified critical infrastructure in your community and its vulnerability to hazards.

The critical infrastructure should be captured. Sample provided at [Appendix 1 – Critical Infrastructure](#)

Mingenew Local Emergency Management Arrangements (LEMA)

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	State Hazard Plan	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	
Fire (Bush & Urban)	DFES DBCA LG	DFES	LG/BFB DBCA Geraldton Jurien Bay (in relevant reserves/parks)	Mingenew Private owners	State Hazard Plan – Fire	
Flood	DFES	DFES	LG	SES – Morawa SES - Irwin BFB - Mingeneu	State Hazard Plan – Severe Weather	
Hazardous Materials Emergencies	DFES	DFES	DFES/WAPOLVFRS Dongara or VFES Morawa	BFB Mingenew Shire	State Hazard Plan – Hazardous Materials Emergencies	
Person lost or in distress (Search & Rescue response)	WAPOL	Commissioner of Police	Mingenew Police	SES – Morawa Local Volunteers	State Hazard Plan – Search and Rescue Emergencies	
Energy Supply Disruption (includes Fuel, Gas, Electricity)	Dept. of Finance – Public Utilities Office	Coordinator of Energy	Various	DoC, DoE, Health, Shire, etc	State Hazard Plan – Energy Supply Disruption	
Crash Emergency (includes Rail, Road & Air)	WAPOL	Commissioner of Police	Mingenew Police, LG	St John Ambulance Shire Main Roads	State Hazard Plan - Crash Emergency	

Mingenew Local Emergency Management Arrangements (LEMA)

Storm	DFES	DFES	SES - Morawa LG	SES- Morawa, Shire	State Hazard Plan Severe Weather	
Collapse	DFES	DFES or other HMA if required	WAPOL Mingene	SES- Morawa Shire	State Hazard Plan - Collapse	
Earthquake	DFES	DFES Commissioner	SES- Morawa WAPOL- Mingene	SES- Morawa Shire	State Hazard Plan – Earthquake	
Heatwave	Western Australian Department of Health	State Health Coordinator (SHC)	Regional Population Health Unit	WACHS Silver Chain Shire	State Hazard Plan – Heatwave	
Pandemic	Department of Health	State Emergency Controllor	Local Emergency Operations Centre	WACHS Silver Chain St John Ambulance Mingene Police Shire	State Hazard Plan – Human Biosecurity	
Cyclone	DFES	DFES or other HMA if required	SES - Morawa	SES- Morawa Shire	State Hazard Plan – Severe Weather	

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.

The referred State Hazard Plans are subject to review and amendment by the SEMC. The Latest versions may be downloaded from <https://www.wa.gov.au/government/document-collections/emergency-management-plants>.

EMERGENCY MANAGEMENT STRATEGIES AND PRIORITIES

Once you understand the risks in your local area, document the priorities you have for addressing these risks and the strategies or treatments that you intend to apply.

Table 6: Local EM strategies and priorities

Priority	Strategy
Fire	Developed as part of State Risk Project – Local program through H2 2019
Storm	Developed as part of State Risk Project – Local program through H2 2019
Flooding	Developed as part of State Risk Project – Local program through H2 2019
Plant/animal Disease	Developed as part of State Risk Project – Local program through H2 2019
Road Crash	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 *<local government>* 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 Plan section 5.1. These are;

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

MEMBERSHIP OF ON 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.

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 of 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.

Mingenew Local Emergency Management Arrangements (LEMA)

Location one

Address: Shire of Mingenew Council Chambers – 21 Victoria Road, Mingenew WA 6522

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

Location two

Address: Mingenew Recreation Centre, Showgrounds Road, Mingenew WA 6522

Name		Phone
Shire of Mingenew	Matt Fanning – 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.

These methods are equally useful in times of recover and business-as-usual to ensure that we are providing regular multi-channel communication to our community and stakeholders.

LOCAL SYSTEMS

The Shire utilises;

- SMS warning system (contact Shire for access)
- Community notice board (21 Victoria Road, Mingenew)
- Shire Facebook Page (<https://www.facebook.com/ShireofMingenew/>)
- Website (www.mingenew.wa.gov.au)
- Mingenew Matters
- Letterbox drops
- Availability of material/documents from the Shire Office (including access to a free, public computer) at 21 Victoria Road, Mingenew)
- Door knocking efforts
- Public meetings

LOCAL MEDIA

- Midwest Times (contact: 08 9956 1000), advertising@geraldtonnewspapers.com.au)
- ABC (contact: 08 9923 4111, webmail via www.abc.net.au)
- Other means of advising the 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) outline the responsibilities for funding during multi- agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budget.

constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire occurs to ensure the desired level of support is achieved.

The Shire shall have regard to s6.8 of the Local Government Act 1995, should non-budgeted expenditure be required, seeking authorization the from Shire President in an emergency.

EVACUATION AND WELFARE

EVACTUATION

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.

AT RISK GROUPS

This section should list 'at risk' groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.

Examples may be;

- Schools
- Nursing homes
- Childcare centres
- Hospitals
- Caravan parks & campgrounds
- Persons with disabilities
- CaLD community

Each section of the section of the community mentioned above should have their own evacuation arrangements, however you may need to confirm this with them.

Table attached at [Appendix 2 – At Risk Groups](#)

ROUTES & MAPS

This section provides a map of the locality and identifies any issues and local land marks. ([See Appendix 6 – Map of the District](#))

RELIEF AND SUPPORT

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

LOCAL WELFARE COORDINATOR

The Local Welfare Coordinator is appointed by the Department of Communities 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 Relief and Support 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 Relief and Support 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 LIASON OFFICER

The Local Welfare Liaison Officer is nominated by the local government to coordinate relief and support 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 Relief and Support 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 Department of Communities to arrive.

Identify and list the names in the contact list

REGISTER, FIND, REUNITE

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

APPENDICES

Mingenew Local Emergency Management Arrangements (LEMA)
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 Mingenev / 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 Mingenev-Mullewa Rd SLK 12.45 (Bridge #833)	Shire of Mingenev / 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 Mingenev 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 Mingenev townsite	DFES	08 9956 600	Loss of emergency services communication
Telstra Exchange	-29.191747 115.443065	Telstra Exchange building and 4G mobile tower. Cnr Shenton and King Streets, Mingenev	Telstra	13 22 03	Loss of telecommunications

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 1. Critical Infrastructure

Water Corporation Infrastructure	Various locations on south side of Mingene 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 Mingene 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, Mingene WA 6522; licenced storage of dangerous goods (flammable liquids, oxidizing substances, toxic substances, corrosive substances, combustible liquid, LPG, aluminium phosphide, aerosols)	Elders Mingene	08 9928 2501	Potential hazard source in emergency
Dangerous Goods Storage	-29.190579, 115.445604	Lot 3, Midlands Rd, Mingene WA 6522; licenced storage of dangerous goods (toxic substances, corrosive substances and liquids, combustible liquids, LPG, aluminium phosphide)	Smyth Agri Services Mingene	08 9928 1014	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.189100 115.441346	Cnr Eleanor St and Mingene-Morawa Road; 25,000L underground fuel tank	Great Southern Fuels, Geraldton	9921 0100	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.190362 115.440563	46 Midlands Rd, Mingene; 10,000L underground ULP tank, 13,500 above-ground diesel fuel tank	Fuelex – Luke Hubbard	0407 837 634	Potential hazard source in emergency

Mingenew Local Emergency Management Arrangements (LEMA)
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
Node1 Communications Tower	-29.202941 115.442595	Node1 Tower (on Reserve 23716)	Shire of Mingenew / Node1	08 9928 1102	Loss of internet connection

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 2. Risk Register Schedule

The Shire of Mingenew Risk Register is available by contacting the Shire on 08 9928 1102 or emailing enquiries@mingenew.wa.gov.au

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 3. Resources

Shire of Mingeneu
Resources Schedule
Plant and Equipment Resources

Name	Contact	Location of Equipment
Matt Fanning, CEO	0419 647 661	Mingenew Depot - Cnr Linthorne & Spring Street, Mingeneu WA 6522
Shane Noon, Works Manager	0409 135 665	

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	Multiple

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 3. Resources

Bushfire Brigade – Details as per Combined District Directory 2023-24

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	RADIO	POSTAL ADDRESS
	VHF 11	PO Box 78, Mingenew WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

Rank	Name	A/Hours	Mobile
Captain 1 st Lieutenant	Ben McTaggart		0429 881 119

LOCKIER BUSH FIRE BRIGADE (OMS 6383)

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

APPLIANCES: 2022 Toyota LT, Registration No. MI5105 – Radio Call Sign: "Mingenew Lt Tanker"

BRIGADE PERSONNEL INFORMATION

Rank	Name	A/Hours	Mobile
Captain 1 st Lieutenant	Daniel Michael Paul Flanders	9928 1115	0428 281 063 0476 654 015

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 3. Resources

MINGENEW NORTH BUSH FIRE BRIGADE (OMS 6416)

FIRE SHED	RADIO	POSTAL ADDRESS
	VHF 40	PO Box 120, Mingene WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

Rank	Name	A/Hours	Mobile
Captain	Alex Pearse	9929 1041	0427 291 040
1 st Lieutenant	Andrew Green	9927 5017	0427 275 111

MINGENEW TOWN BUSH FIRE BRIGADE (OMS 6417)

FIRE SHED	RADIO	POSTAL ADDRESS
	WAERN 248	PO Box 120, Mingene WA 6522

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

BRIGADE PERSONNEL INFORMATION

Rank	Name	A/Hours	Mobile
Captain	Anthony Smyth	9928 1014	0428 448 031
	Jarrad Kupsch		0428 955 200

YANDANOOKA BUSH FIRE BRIGADE (OMS 6697)

FIRE SHED	RADIO	POSTAL ADDRESS
	VHF 40	PO Box 120, Mingene WA 6522

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

Rank	Name	A/Hours	Mobile
Captain	Justin Bagley	9972 6043	0428 726 023
1 st Lieutenant	Jarrad Spencer		0439 910 974

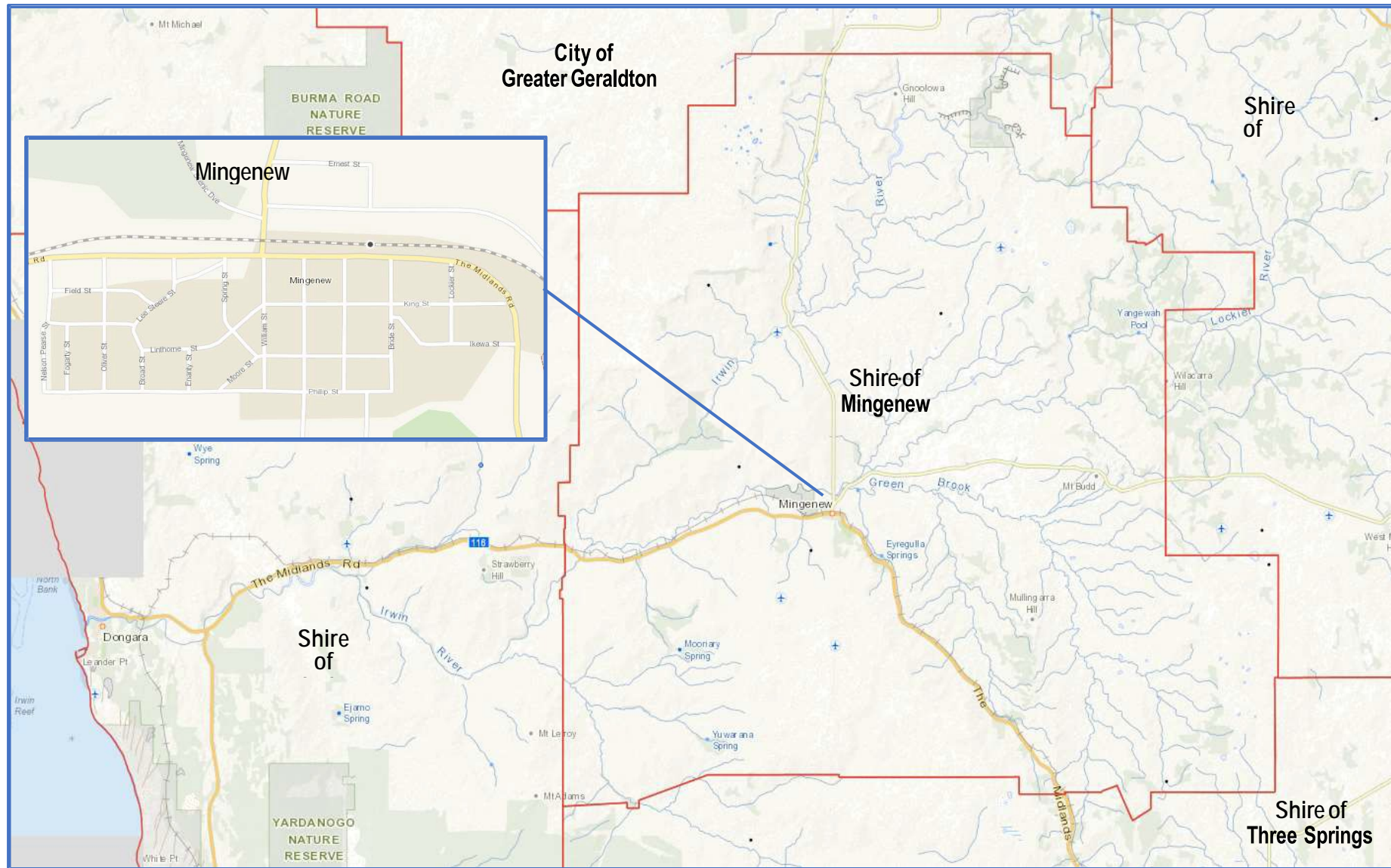
Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 3. Resources

WATER CORPORATION RESOURCES SCHEDULE

Contact	Position	Number
John D'Arcy	Regional and Metro Stakeholder Manager	0417 940 305

Item	Location	Number of Items
Standpipe	Cnr Linthorne and George Streets, Mingeneu	1 x 50mm
Standpipe	Standpipe – Near Cnr Victoria & Shenton Streets, Mingeneu	1 x 50mm

Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 4. Map of the District



Mingenew Local Emergency Management Arrangements (LEMA)
Appendix 6. Contacts

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
Matt Fanning - Local Recovery Coordinator	Shire of Mingeneu (CEO)	ceo@mingeneu.wa.gov.au	PO Box 120, Mingeneu WA 6522	9928 1102	0419 647 661
Shane Noon	Shire of Mingeneu (Works Manager)	works@mingeneu.wa.gov.au	PO Box 120, Mingeneu WA 6522	9928 1102	0409 135 665
Erin Greaves	Shire of Mingeneu (Governance and Community Manager)	governance@mingeneu.wa.gov.au	PO Box 120, Mingeneu WA 6522	9928 1102	0477 287 144
Gary Cosgrove	Shire of Mingeneu (President)	crgosgrove@mingeneu.wa.gov.au	PO Box 120, Mingeneu WA 6522	9928 1102	0428 281 240
Hellene McTaggart	Shire of Mingeneu (Deputy President)	crmctaggart@mingeneu.wa.gov.au	PO Box 120, Mingeneu WA 6522	9928 1102	0409 083 898
Ian Comben	DFES (A/Area Officer, Midwest)	ian.comben@dfes.wa.gov.au	1 Vulcan Way, Wonthella WA 6530	9956 600	0427 024 126
Murray Thomas	Bushfire Brigade (CBFCO)	murraybthomas@gmail.com	PO Box 120, Mingeneu WA 6522	9928 1122	0428 281 157
	WA Police (OIC, Mingeneu)	mingeneu.police.station@police.wa.gov.au	8 Moore Street, Mingeneu WA 6522	9918 4100	0428 100 509
DBCA Regional Duty Officer	Parks & Wildlife Service (DBCA)	midwest_rdo@dbca.wa.gov.au	201 Foreshore Drive, Geraldton WA 6530	9964 0901	-
Ashleigh Thurn	Department of Communities (local welfare)	asheigh.thurn@communities.wa.gov.au	45 Cathedral Avenue, Geraldton WA 6530	6277 5151	0429 372 266
Christine Zaicou-Kunesch	Department of Primary Industries and Regional Development	christine.zaicou-kunesch@dpird.wa.gov.au	20 Gregory Street, Geraldton WA 6530	9956 8549	0408 459 603
Andrew Barrie	Department of Health	andrew.barrie@health.wa.gov.au	Thomas Street, Three Springs WA 6519	9954 3202	0417 164 026
Samantha Adams	WALGA Roadwise	sadams@walga.wa.gov.au	-	-	-
Anthony Smyth	Mingenew Town BFB Captain	Anthony.Smyth@nutrien.com.au	PO Box 120, Mingeneu WA 6522	9928 1014	0428 448 031
Alex Pearse	Mingenew North BFB Captain	alex@yatharagga.com	PO Box 120, Mingeneu WA 6522	9928 1041	0427 291 040
Daniel Michael	Lockier BFB Captain	dcmichael@bigpond.com.au	C/- Post Office, Mingeneu	9928 1115	0428 281 063
Justin Bagley	Yandanooka BFB Captain	yandyfarms@gmail.com	Yandanooka via Mingeneu	9972 6043	0428 726 023
-	Western Power	-	-	13 10 87	-

Mingenew Local Emergency Management Arrangements (LEMA)

Rob Brooks	Water Corporation	rob.brooks@watercorporation.com.au	PO Box 52, Moora WA 6510	9651 0849	0459 802 221
Norah Flanders	Mingenew Primary School	norah.flандrs@education.wa.edu.au	70 Phillip Street, MingeneW WA 6522	9928 1043	-
Duncan Grey	Cooperative Bulk Handling (CBH)	duncan.gray@cbh.com.au	PO Box 754 Geraldton WA 6530	9921 9949	0428 920 053
-	WACHS	-	80 Phillip Street, MingeneW WA 6522	9928 1043	0418 246 610
Cathy MaCartney	St John Ambulance, Community Paramedic	catherine.macartney@stjohnwa.com.au	Lot 131 Phillip Street, MingeneW WA 6522	-	0418 475 124
Kevin Blake	St John Ambulance, Regional Manager	kevin.blake@stjohnwa.com.au	17 Eaton Place, Geraldton WA 6530	9938 0900	0415 428 635
-	Telstra	-	-	13 22 00	-
Mark Salt	Main Roads WA (Midwest-Gascoyne)	mark.salt@mainroads.wa.gov.au	-	9956 1245	0429 081 838
-	Dongara Ambulance Sub Centre	irwinambos@westnet.com.au	-	9927 2100	0439 352 696
Joshua Gardner	DFES – District Advisor	joshua.gardner@dfes.wa.gov.au	1 Vulcan Way, Wonthella WA 6530	9956 6014	0408 843 907
Patrick Whitehouse	Main Roads WA (Midwest-Gascoyne)	patrick.whitehouse@mainroads.wa.gov.au	-	9965 1221 9956 1241	0484 394 472

Mingenew Local Emergency Management Arrangements (LEMA)

Appendix 6. LRCG Terms of Reference

Preamble

Local government may establish a Local Recovery Coordination Group (LRCG) as the strategic decision-making body for recovery during an emergency within its district.

Role

The LRCG is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the community during an emergency event.

Functions

The Shire of Mingenev LRCG will:

- Assess the Impact Statement for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. Impact Statement, Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc.
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the Lord Mayor's Distress Relief Fund if activated;
- Establish subcommittees that consider the four recovery environments social, built, economic and natural, or as required;
- Prepare a Communications Plan where appropriate;
- Depending on the extent of damage, develop an event specific Operational Recovery Plan which allows full community participation and access, as well as:
 - taking account of the local government's long term planning and goals; and
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;
- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness;
- Ensure the local government's existing Local Recovery Plan is reviewed and amended after an event in which the Local Recovery Plan was implemented.

Mingenew Local Emergency Management Arrangements (LEMA)

Appendix 6. LRCG Terms of Reference

Chair

The chair of the LRCG is the appointed Local Recovery Coordinator, the Shire Chief Executive Officer.

Membership

- Local Recovery Coordinator
- Key Local Government Staff and Elected Members;
- Community Recovery Coordinator and/or Community Liaison Officer
- Controlling Agency
- District Emergency Management Advisor, and
- Existing members of the Mingenew LEMC
- Any other Local Government networks, community members and community groups/associations/committees, e.g. environmental groups, farming groups, faith groups, sporting clubs, aboriginal groups, schools, Chambers of Commerce and Industry.

Secretariat

To aid in the establishment of the LRCG, secretariat support will be provided by a Community Recovery Officer engaged by the State Recovery, or by other agreed arrangement.

Frequency of meetings

The Shire of Mingenew LRCG will meet fortnightly (initially) either face to face or via video/teleconference as determined by members. The ongoing frequency and location of meetings will be determined as required, by member's agreement.

Subcommittees

The Shire of Mingenew LRCG may establish subcommittees as required under the following environments:

- Built
- Natural
- Social
- Economic

Reporting and Powers

The Shire of Mingenew LRCG will report through the Local Recovery Coordinator. Recommendations made by the LRCG which require approval by Council shall be presented to the next Ordinary Meeting of Council or Special Meeting of Council, as appropriate.

Minutes of the Shire of Mingenew LRCG meetings and working group meetings will be provided to Council and the District Recovery Coordination Group by the Local Recovery Coordinator and secretariat.

The LRCG will be supported by the District and State Recovery to undertake the recovery coordination function as required.

Powers and Delegated Authority

As the Shire of Mingenew LRCG is formed under the Emergency Management Act 2005 it does not hold any powers or delegated authority on behalf of local government under the Local Government Act 1995.

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Mingenew



RECOVERY NARRATIVE

About our community

Mingenew describes itself as an agricultural powerhouse and is the southern hemisphere's largest grain facilitator. Surrounded by breakaway country with fantastic flat-top ridges, Mingenew is a sought-after wildflower destination. Mingenew has many supporting industries, facilities, and employment opportunities, and is home to around 470 people. The main industry is agriculture, and others work in local government, small business, ag support companies and essential support services.

Mingenew loves its sport and has a strong focus on its sporting community facilities. Mingenew has a caravan park with a variety of accommodation options from suites through to open-air camping and some of the best nights under the stars in WA.

Mingenew is a proud and passionate community, home to many volunteers and community groups dedicated to making our district the best possible place to live. It's a great place for families too, with a local long day-care centre, highly regarded primary school and easy bus access to two local high schools.

In addition to the largest on-shore grain receival facility in the southern hemisphere, and a space and satellite

communications industry established by NASA over 40 years ago, Mingenew is also home to one of Australia's leading producer-driven organisations in the Mingenew Irwin Group, a collaborative, connected and capable Community Resource Centre, a Silver Chain nursing post, the famous Mingenew Bakery, and a host of successful small businesses.

The Shire of Mingenew had a Total Revenue of \$7.03m (including operating and capital grants) for the 2020/21 financial year. A total of 46% (\$3.26m) of the Shire's revenue for 2020/21 were Non-Operating Grants which helped to fund a number of key capital projects, in particular the beginning of the construction of the new Coalseam Road Bridge, drainage upgrades on Milo Road and widening on part of Mingenew Mullewa Road. Operating Grants and Contributions account for 11% of total revenue, while Rates (28%) and Fees & Charges (4%) are also significant contributing factors to the total revenue figure.

Severe Tropical Cyclone Seroja

Severe Tropical Cyclone (STC) Seroja crossed the Western Australian coast south of Kalbarri on 11 April 2021, as a Category 3 system with wind gusts of up to 170 kilometres per hour. STC Seroja is the strongest system on record in the Midwest Gascoyne Region. The cyclone impacted a population of almost 50,000 people and an area of more than 170,000 square kilometres and more than 16 local government areas.

The Shire of Mingenew experienced widespread damage across built and natural assets including significant impact on the townsites. A total of 24 farm properties were impacted and 39 residential areas have been deemed uninhabitable following Seroja.

Local Recovery Coordination

The Shire of Mingenew has responsibility for coordinating recovery in its district under the *Emergency Management Act 2005*. The Shire and the Local Emergency Management Committee (LEMC) worked with district recovery staff to organise a Local Recovery Planning Workshop to inform this Recovery Plan. The workshop was conducted on the 4th of April 2022.

Key recovery stakeholders in attendance:

- Shire of Mingenew elected members and staff
- Community members and organisation
- Local business and industry representatives
- Department of Fire and Emergency Services
- Department of Communities
- Department of Education
- St John Ambulance
- Red Cross
- Rural Aid
- WA Police Service

The Western Australian Minister for Emergency Services, the Hon Stephen Dawson MLC, also attended the workshop briefly and met with community members.

Short term Medium term Long term

SOCIAL	Facilitate emergency preparedness training
	Streamline community groups – reduce fatigue
	Volunteer recruitment program
	Host community event to lift spirits
	Improve long-term community psychosocial support
	Organise connect activities for elderly residents and for young people
ECONOMIC	Develop a housing business and investment model
	Investigate models for community owned infrastructure
	Prepare economic development strategy to attract investment, workers and new residents
	Town beautification campaign
NATURAL	"How to guide" for on-farm revegetation
	Implement Masterplan for Cecil Newton Park
	Audit town trees, organise community and school planting days
	Clean-up and regenerate Coal Seam and Depot Hill Trails
BUILT	Explore workers accommodation options
	Funding to repair and upgrade tennis club
	Back-up power for Mingenew Recreation Centre
	Collaborate to increase infrastructure resilience
	Advocacy on insurance challenges

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Mingenew



	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	MEASURES OF SUCCESS
HUMAN AND SOCIAL ENVIRONMENT	Groups, Institutions and Social Connection <ul style="list-style-type: none"> Damage to community infrastructure prevented use e.g. tennis courts. Psychosocial and Wellbeing <ul style="list-style-type: none"> Concern for other vulnerable groups in the community including elderly residents, children and farmers. Access for services for mental health and psychosocial support services is challenging as they are under-resourced and are over-committed. Health and Medical <ul style="list-style-type: none"> Lack of telecommunications and damage to infrastructure prevented Silver Chain Nursing Post and St Johns Ambulance from resuming services. Cultural / Heritage <ul style="list-style-type: none"> A number of heritage buildings have been damaged. 	Building resilience Improved emergency preparedness of households and businesses	S1 Develop and implement a community resilience and preparedness resource/training to support the community to develop personal/ household/business disaster plans.	<ul style="list-style-type: none"> Shire of Mingenew Department of Fire and Emergency Services ARC 	S1 Resources and training funded, and delivery commenced by Oct 2022. Number of people attended. Number of personal disaster plans developed as a result.
		Supporting volunteers and community groups	PRIORITY 2 S2 Support community groups to streamline administration and governance functions of community groups to reduce volunteer fatigue and to better manage community expectations.	<ul style="list-style-type: none"> Local Community Groups Department of Local Government, Sport and Cultural Industries (support and funding) 	S2 Mingenew clubs and associations are supported to develop a model constitution/template to allow clubs to reduce the number of constitutions and administrative requirements, without losing their autonomy.
			S3 Develop and implement a recruitment program for new community volunteers and support with training.	<ul style="list-style-type: none"> Shire of Mingenew Community Resource Centre Communities (funding) 	S3 Establish volunteer development program by Jan 2023.
			PRIORITY 5 S4 Host an event to lift community spirits.	<ul style="list-style-type: none"> Community Resource Centre 	S4 2022 event delivered. Consideration given to an event in 2023.
		Mental health and wellbeing Increased social connection for vulnerable community members Actively encourage and support positive culture of community engagement	S5 Recovery Hub to provide connections to psychosocial support for community members. Work with support providers, community and government to assess, plan for and implement long-term community psychosocial support.	<ul style="list-style-type: none"> Shire of Mingenew Community Resource Centre Department of Communities ARC 	S5 Continued community engagement with services. no. of new clients, no. of community events
		Support for vulnerable community members Connect two key cohorts with activities	S6 Connect services for elderly residents and support their preparedness training. Connect: <ul style="list-style-type: none"> Red Cross door knocking Bowling Club social outings CRC Monday morning sessions Develop activities for 12 to 24 year cohort.	<ul style="list-style-type: none"> Australian Red Cross Bowling Club Community Resource Centre PCYC North Midlands 	S6 Services successfully network and identify priority elderly residents by Dec 2022. S7 One activity identified and implemented in 2022.

LOCAL OPERATIONAL RECOVERY PLAN

Shire of Mingenew



Shaded boxes highlight recovery related activities

	KEY DAMAGE AND IMPACTS	RECOVERY OBJECTIVES	RECOVERY TASK/ACTIVITY	ACTIVITY PARTNERS	MEASURES OF SUCCESS
ECONOMIC ENVIRONMENT	Residential and Household <ul style="list-style-type: none"> Availability and rising prices of trades and materials causing frustration and hold-ups in recovery. Many residents and businesses found it too time consuming to negotiate the insurance claim process. Whether people were insured or not seems to be a leading factor in the level of financial impact. Local and State Government Infrastructure /Resources <ul style="list-style-type: none"> Lack of access to workforce and accommodating employees. Limited LG resources and fatigue levels of LG employees. Primary Production <ul style="list-style-type: none"> 22/24 primary producers in Mingenew were impacted. Impact of the cyclone on stock and crop programming/rotation. Balancing clean-up and farming activities as competing priorities (initially and ongoing). Significant loss and damage to critical infrastructure (sheds, equipment, stock, rural water infrastructure). Ongoing concerns about finding and accommodating workers. Tourism, Industry and Small Business <ul style="list-style-type: none"> Contractors using accommodation impacted availability for tourism. Difficulty obtaining goods and services (fuel, food etc.) due to availability, impact to roads and extended power outages. 	Economic infrastructure and planning	PRIORITY 1 E1 Investigate a housing business model (and investment framework) to address housing crisis and enable construction of variety of suitable accommodation options.	<ul style="list-style-type: none"> Shire of Mingenew 	E1 Research on innovative housing options identified by Sept 2022.
			PRIORITY 3 E2 Investigate model of community ownership of key assets and businesses.	<ul style="list-style-type: none"> Shire of Mingenew 	E2 Community ownership models identified by Sept 2022.
			E3 Develop economic development strategy and prospectus to attract investment and labour supply.	<ul style="list-style-type: none"> Shire of Mingenew 	E3 SoM to commence development of an economic development strategy and prospectus by June 2023. Linked to E4 and E5.
		Attraction and Retention Strategy	E4 Support local businesses to develop reward packages to attract and retain staff.	<ul style="list-style-type: none"> Shire of Mingenew Small Business Development Corporation MWDC/RDA 	E4 Engagement strategy for support to business owners to be developed by June 2023. Linked to E3 and E5.
			E5 Develop a Welcome to Town resource and process.	<ul style="list-style-type: none"> Community Resource Centre Shire of Mingenew 	E5 CRC and SoM to develop a welcome to town resource by June 2023. Linked to E3 and E4.
			E6 Town beautification campaign.	<ul style="list-style-type: none"> Shire of Mingenew Community 	E6 Identify key projects for implementation and include in community/shire planning.

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LOCAL OPERATIONAL RECOVERY PLAN

Shire of Mingenew



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NATURAL ENVIRONMENT	Plants and Animals <ul style="list-style-type: none"> Damage to some trees in public spaces. 	Recovery of biodiversity	N1 Source “how to guide” for on farm plantings with species list and where to buy seedlings.	<ul style="list-style-type: none"> Local Emergency Management Committee NACC 	N1 NACC to develop regional resource for Seroja recovery.
			N2 Audit town trees to determine best actions, organise community and school planting days and replant with wind resistant species.	<ul style="list-style-type: none"> Shire of Mingenew Community NACC 	N2 Trees audited by Dec 2022. One tree planting day to be conducted in 2023.
	Hazardous Vegetation <ul style="list-style-type: none"> Perceived and actual increase to fuel loads because of defoliation. Perceived and actual increase to risk of structurally compromised (uprooted/defoliated) trees and widespread debris. 	Access and enjoyment of natural spaces Restore nature-based tourism assets	N3 Regenerate Coal Seam and Depot Hill Trails by moving fallen trees and reducing fire load.	<ul style="list-style-type: none"> Department of Biodiversity, Conservation and Attractions 	N3 Coordinate rehabilitation works with relevant stakeholders by Dec 2022.
			N4 Implement Masterplan for Cecil Newton Park and replant trees.	<ul style="list-style-type: none"> Shire of Mingenew 	N4 Masterplan implementation commenced by 2023.
	Public Land/Recreation <ul style="list-style-type: none"> Debris and fallen trees affecting creek lines, reserves and parks and reduction in shade for public. Damage to public infrastructure in reserves and parks (signage, carparks, drainage, walk trails) which impact public access and enjoyment. Impact to Coalseam Reserve. 	Management of pests, hazards and disease	N5 Develop lookout/picnic area on Mingenew Hill to build sense of place.	<ul style="list-style-type: none"> Shire of Mingenew 	N5 Include for consideration in Strategic Community Plan consultation.
			N6 Explore possible training options for different fuel mitigation techniques (i.e. cool burns). Encourage fire breaks on Crown Land.	<ul style="list-style-type: none"> Shire of Mingenew Department of Fire and Emergency Services 	N6 Training to be considered as part of the development and implementation of the Bushfire Risk Management Plan.
			N7 Develop information on waste disposal, safe burning, green waste collection, information on tarp management and maintenance.	<ul style="list-style-type: none"> Shire of Mingenew Department of Fire and Emergency Services 	N7 Ongoing information provision until 2023.

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Shire of Mingenew



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BUILT ENVIRONMENT	Public and Private infrastructure <ul style="list-style-type: none"> Damage to private and public infrastructure. Damage in town and on farms, 39 residences deemed uninhabitable. Some properties still tarped, possibly with uncleared cyclone debris. Difficulty accessing building contractors, engineers, materials and an inflation of costs associated with rebuild. 	Rebuild support Ensure accommodation within the community is sufficient to enable recovery.	PRIORITY 6 B1 Provide workers accommodation through overflow options and or CBH.	<ul style="list-style-type: none"> Shire of Mingenew 	B1 Innovative housing model developed – link to E1.
			B2 Provide support to Mingenew Hotel to enable their recovery process.	<ul style="list-style-type: none"> Shire of Mingenew 	B2 Ongoing check-ins with hotel owners to give support.
	Essential Services <ul style="list-style-type: none"> Debris on roads and damage to road signs in weeks following the cyclone. Significant damage to utility infrastructure with ongoing supply and reliability issues to some utilities. 	Recreation facilities	PRIORITY 8 B3 Seek additional funding to repair and upgrade Tennis Club.	<ul style="list-style-type: none"> Shire of Mingenew Mingenew Tennis Club 	B3 Additional funding identified, and funding processes commenced by Sept 2022.
			PRIORITY 7 B4 Develop a plan for assessing the resilience of utilities and seek support from relevant providers to increase resilience.	<ul style="list-style-type: none"> Shire of Mingenew Western Power Telstra 	B4 Baseline information sought from utility providers by 2023.
	Clean Up <ul style="list-style-type: none"> Damage to buildings with asbestos containing materials on private property. Rapid Damage Assessments Completed Rapid Damage Assessments. Further assessments are ongoing to validate and identify additional needs. 	Utilities	B5 Investigate free standing power supply for Mingenew Recreation Centre.	<ul style="list-style-type: none"> Shire of Mingenew 	B5 Determine feasibility of potential project by December 2023.
			B6 Continue regional advocacy for reported insurance challenges and issues (e.g. forced pay-outs, increase in works costs, additional financing needs).	<ul style="list-style-type: none"> Local Emergency Management Committee 	B6 Targeted and timely communications to relevant agencies and regulatory bodies.
	Insurance <ul style="list-style-type: none"> Issues include forced pay-outs, increase in work costs, and additional financing needs. 	Insurance advocacy			

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Department of Fire and Emergency Services
Department of Communities

