SHIRE OF 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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DISTRIBUTION

Distribution list	
Organisation	Number of copies
Shire of Mingenew – Shire Office	1
Shire of Mingenew – Shire Library	1
LEMC Chairperson	1
LEMC Deputy Chairperson	1
WA Police – Mingenew	1
Department of Communities (Geraldton)	1
North Midlands Health Services (Three Springs)	1
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

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
13	19/05/2025	Updated contacts	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.

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 Mingenew Local Emergency Management Committee and endorsed by the members of Local Governments.

COMMUNITY CONSULTATION

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

DOCUMENT AVAILABILITY

Copies of these arrangements shall be distributed to the following and shall be free of charge during office hours from the Shire of Mingenew administration office at 21 Victoria Street, Mingenew. They will also be available from the Shire of Mingenew website: www.mingenew.wa.gov.au.

AREA COVERED

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

PURPOSE

The purpose of these 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)

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

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

RELATED DOCUMENTS & ARRANGEMENTS

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 Mingenew	Shire Office	
Evacuation Plan – Shire Administration Building	Shire of Mingenew	Shire Office	
Evacuation Plan – Shire Depot	Shire of Mingenew	Shire Office	
Evacuation Plan – Recreation Centre	Shire of Mingenew	Shire Office	
Evacuation Plan - CRC	CRC	Post Office	
Evacuation Plan – Mingenew Primary School	Mingenew Primary School	Mingenew Primary School	
Evacuation Plan – CBH	CBH	CBH Facility	
Annual Firebreak Notice	Shire of Mingenew	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 Mingenew	Dept. of Communities	Agreement for use of Mingenew Recreation and Sporting Centre as a welfare / evacuation centre	Nil

SPECIAL CONSIDERATIONS

- Major influxes of tourists
- Wildflower Season – July to September
- Large public events
- Mingenew Races – March
- Mingenew 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 Mingenew	0409 135 665 Shane Noon (Works Manager)
	Mingenew Commercial Hotel	08 9928 1002 Adrian Burnes
	Contracted by Mingenew Primary School	0428 281 298 Lisa Mills
Graders	Shire of Mingenew	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]: • 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: • 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.

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	• 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.

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	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. The Chairperson of the LEMC has the following roles in relation to the operation of the meeting: • 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. 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: • 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. The Deputy Chairperson of the LEMC has the following roles: • 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.

LEMC Executive Officer	Provide executive support to the LEMC by: • Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

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	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; • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.

Agency roles	Description of responsibilities
Hazard Management Agency	A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to: • 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	A Combat Agency as prescribed under subsection (1) of the *Emergency Management Act 2005* is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)

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

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

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)	DBCA DFES 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 - Mingenew	State Hazard Plan – Severe Weather	
Hazardous Materials Emergencies	DFES	DFES	DFES/WAP olVFRS 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	

Storm	DFES	DFES	SES - Morawa LG	SES- Morawa, Shire	State Hazard Plan Severe Weather	
Collapse	DFES	DFES or other HMA if required	WAPOL Mingenew	SES- Morawa Shire	State Hazard Plan - Collapse	
Earthquake	DFES	DFES Commissioner	SES- Morawa WAPOL- Mingenew	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 Mingenew 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.

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

Appendix 1. Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact
Coalseam Rd Bridge	-29.162834 115.474948	Bridge over Lockier River on Coalseam Road SLK 0.41 (Bridge #3019)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
Yarragadee Bridge	-29.078992 115.411680	Bridge over Irwin River on Mingenew-Mullewa Rd SLK 12.45 (Bridge #833)	Shire of Mingenew / Main Roads WA	08 9928 1102	Loss of access to sections of the community
TV Signal Repeater Station	-29.252489, 115.399316	Located on private property 8km SSW of Mingenew townsite	Aust. Communications & Media Authority	1300 850 115	Loss of emergency information communication source
Radio Repeater Station (WA Emergency Radio Network)	-29.164931, 115.438076	Located on private property 3km North of Mingenew townsite	DFES	08 9956 600	Loss of emergency services communication
Telstra Exchange	-29.191747 115.443065	Telstra Exchange building and 4G mobile tower. Cnr Shenton and King Streets, Mingenew	Telstra	13 22 03	Loss of telecommunications

Water Corporation Infrastructure	Various locations on south side of Mingenew townsite. See Lot 11471 on Plan 215332	Water pumping and distribution infrastructure.	Water Corporation	13 13 75	Loss of potable water supply
Midlands Rd	State Route 116	State Road linking Mingenew to Dongara (West) and Three Springs (South)	Main Roads WA	138 138	Loss of access to sections of the community
Dangerous Goods Storage	-29.190411, 115.444483	Lot 11 Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (flammable liquids, oxidizing substances, toxic substances, corrosive substances, combustible liquid, LPG, aluminium phosphide, aerosols)	Elders Mingenew	08 9928 2501	Potential hazard source in emergency
Dangerous Goods Storage	-29.190579, 115.445604	Lot 3, Midlands Rd, Mingenew WA 6522; licenced storage of dangerous goods (toxic substances, corrosive substances and liquids, combustible liquids, LPG, aluminium phosphide)	Smyth Agri Services Mingenew	08 9928 1014	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.189100 115.441346	Cnr Eleanor St and Mingenew-Morawa Road; 25,000L underground fuel tank	Great Southern Fuels, Geraldton	9921 0100	Potential hazard source in emergency
Unmanned Fuel Station Fuel Storage	-29.190362 115.440563	46 Midlands Rd, Mingenew; 10,000L underground ULP tank, 13,500 above-ground diesel fuel tank	Fuelex – Luke Hubbard	0407 837 634	Potential hazard source in emergency

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

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

Appendix 3. Resources

Shire of Mingenew
Resources Schedule
Plant and Equipment Resources

Name	Contact	Location of Equipment
Matt Fanning, CEO	0419 647 661	Mingenew Depot - Cnr Linthorne & Spring Street, Mingenew 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

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)

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

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

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

LOCKIER BUSH FIRE BRIGADE (OMS 6383)

	RADIO	POSTAL ADDRESS
FIRE SHED	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 1st Lieutenant	Daniel Michael Paul Flanders	9928 1115	0428 281 063 0476 654 015

MINGENEW NORTH BUSH FIRE BRIGADE (OMS 6416)

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

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

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

MINGENEW TOWN BUSH FIRE BRIGADE (OMS 6417)

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

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

BRIGADE PERSONNEL INFORMATION

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

YANDANOOKA BUSH FIRE BRIGADE (OMS 6697)

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

APPLIANCES: Farmer Response

BRIGADE PERSONNEL INFORMATION

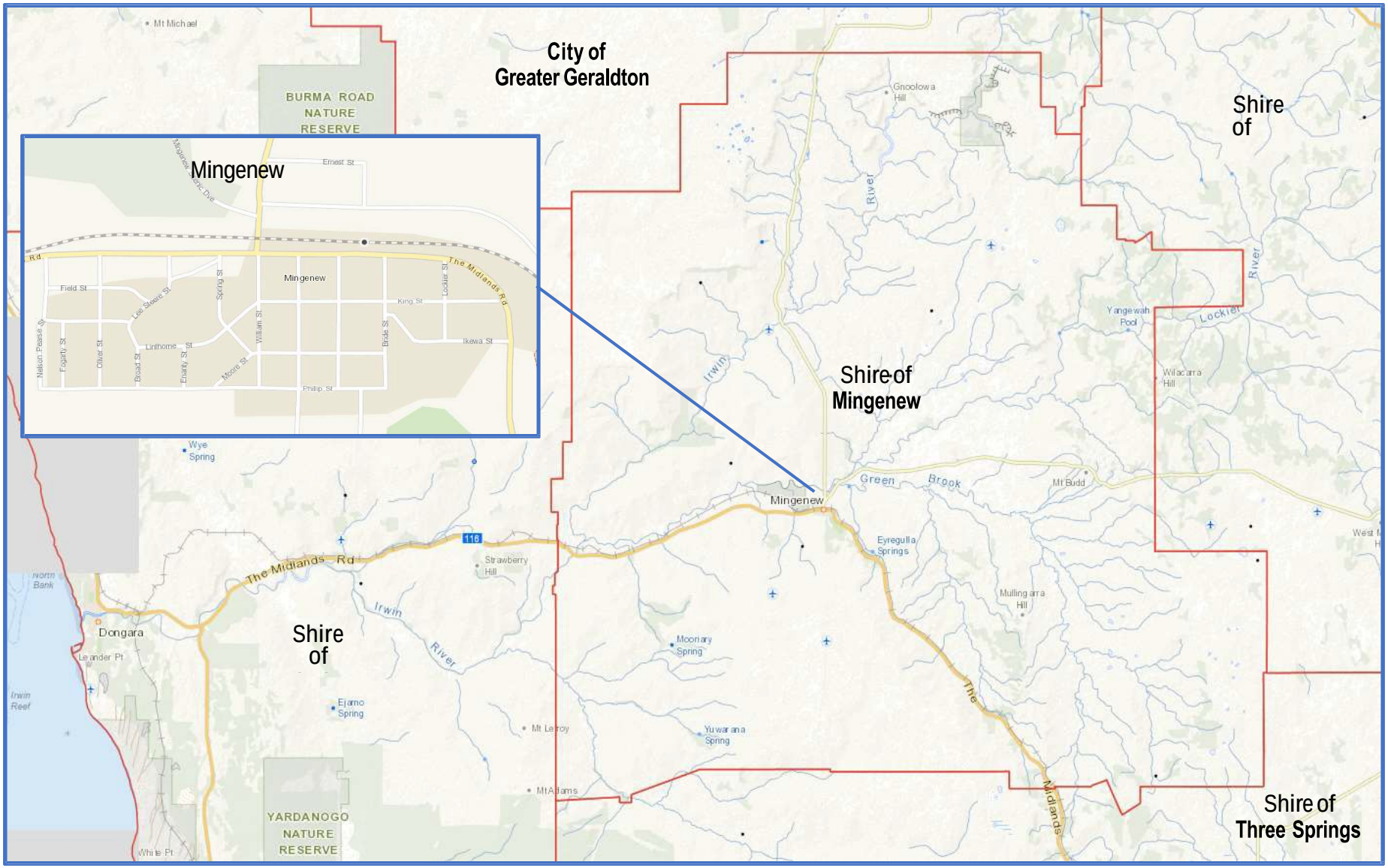
Rank	Name	A/Hours	Mobile
Captain	Justin Bagley	9972 6043	0428 726 023
1st Lieutenant	Jarrad Spencer		0439 910 974

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, Mingenew	1 x 50mm
Standpipe	Standpipe – Near Cnr Victoria & Shenton Streets, Mingenew	1 x 50mm

Appendix 4. Map of the District



Appendix 6. Contacts

Name	Organisation	Email Address	Mailing Address	Phone (w)	Phone (m)
Matt Fanning - Local Recovery Coordinator	Shire of Mingenew (CEO)	ceo@mingenew.wa.gov.au	PO Box 120, Mingenew WA 6522	9928 1102	0419 647 661
Shane Noon	Shire of Mingenew (Works Manager)	works@mingenew.wa.gov.au	PO Box 120, Mingenew WA 6522	9928 1102	0409 135 665
Erin Greaves	Shire of Mingenew (Manager Governance and Community)	governance@mingenew.wa.gov.au	PO Box 120, Mingenew WA 6522	9928 1102	0477 287 144
Gary Cosgrove	Shire of Mingenew (President)	crcosgrove@mingenew.wa.gov.au	PO Box 120, Mingenew WA 6522	9928 1102	0428 281 240
Hellene McTaggart	Shire of Mingenew (Deputy President)	crmctaggart@mingenew.wa.gov.au	PO Box 120, Mingenew WA 6522	9928 1102	0409 083 898
	DFES (A/Area Officer, Midwest)		1 Vulcan Way, Wonthella WA 6530	9956 600	0427 024 126
Murray Thomas	Bushfire Brigade (CBFCO)	murraybthomas@gmail.com	PO Box 120, Mingenew WA 6522	9928 1122	0428 281 157
	WA Police (OIC, Mingenew)	mingenew.police.station@police.wa.gov.au	8 Moore Street, Mingenew 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	0429 640 916
AJ Geary	Department of Communities (local welfare)	AJ.Geary@communities.wa.gov.au	45 Cathedral Avenue, Geraldton WA 6530	6277 5151	0477 489 688
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
	WALGA Roadwise		-	-	-
Anthony Smyth	Mingenew Town BFB Captain	Anthony.Smyth@nutrien.com.au	PO Box 120, Mingenew WA 6522	9928 1014	0428 448 031
Alex Pearse	Mingenew North BFB Captain	alex@yatharagga.com	PO Box 120, Mingenew WA 6522	9928 1041	0427 291 040
Daniel Michael	Lockier BFB Captain	dcmichael@bigpond.com.au	PO Box 120, Mingenew WA 6522	9928 1115	0428 281 063
Justin Bagley	Yandanooka BFB Captain	yandyfarms@gmail.com	PO Box 120, Mingenew WA 6522	9972 6043	0428 726 023
Ben McTaggart	Guranu BFB Captain	ben@mtsamuel.com.au	PO Box 120, Mingenew WA 6522	9928 1034	0429 881 119

-	Western Power	-	-	13 10 87	-
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.flanders@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
-	Mingenew Health Centre (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
	DFES – District Advisor		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

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 Mingenew 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.

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.