



NOTICE OF LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

A meeting of the Local Emergency Management Committee will be held on **Monday 12 February 2018, commencing at 4.00pm** in the old Council Chambers at the Heritage & Interpretive Centre in Scotia Street, Wiluna

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- Minutes LEMC Meeting 13 June 2017
- AEC & LEMA 2017

AGENDA:

1. DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

2. RECORD OF ATTENDANCE and APOLOGIES

Attendance:

Graham Harris	(Chairperson)
Colin Bastow	(Chief Executive Officer – Shire of Wiluna)
Angela Hoy	(Exc. Manager Technical Services – Shire of Wiluna)
Mark Ardley	(OIC – Wiluna Police)
Adriano Truscott	(Principal – Wiluna Remote Community School)
Julie Randal	(AMS Australia)
Wade Bloffwitch	(NAHS)
Catherine M. Migro	(Dept of Communities – Meekatharra)
Julie Greatbatch	(Administrative Assistance – Shire of Wiluna)

Apologies

Dave Mccutcheon	(Northern Star Resources - Jundee)
Cherie Wallace	(Network Operations Manager – Main Roads)
Jaryd Moulton	(Dept. of Communities)
Keith Shaw	(Dept of Communities – District Emergency Services Officer – Geraldton)

3. CONFIRMATION OF MINUTES OF PREVIOUS MEETINGS

3.1 Minutes of the LEMC meeting held 13 June 2017.

4. BUSINESS ARISING FROM THE PREVIOUS MINUTES

5. INFORMATION REPORTS FROM CEO

5.1 Adoption of Shire of Wiluna AEC & LEMA

The Shire of Wiluna Local Emergency Management Arrangements was officially endorsed at the October Ordinary Council Meeting.

Officer Recommendation & Council Decision

Item 12.1.

MOVED CR WARD

SECONDED CR PETTERSON

That

- 1) Council endorses the Shire of Wiluna's Local Emergency Management Arrangements 2017 for subsequent progression onto the DEMC and SEMC.**
- 2) The Shire of Wiluna's Local Emergency Management Arrangements 2017 be reviewed by the Local Emergency Management Committee (LEMC) on an annual basis and any changes subsequently endorsed by that Committee.**

CARRIED 5/0

Resolution 190/17

5.2 Meeting Dates

The following dates have been scheduled for this years AEC & LEMC meetings.

Monday 12 February 2018

Monday 7 May 2018

Monday 6 August 2018

Monday 12 November 2018

6. GENERAL BUSINESS

6.1 Discussion on Live Exercise

6.2 Airport Matters

7. CLOSURE OF MEETING

Local

**Shire OF
Wiluna**



Local Emergency Management Arrangements 2017

LEMC endorsement date:

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Full review required: 2019

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Version Control

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Project Manager	

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the document.

Feedback can include:

- What you do or do not like about the document;
- Unclear or incorrect expression;
- Out of date information or practices;
- Inadequacies;
- Errors, omissions or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward it to:
admin@wiluna.wa.gov.au

Chairperson
Local Emergency Management Committee
PO Box 38
Wiluna WA 6646

The Chairperson will refer any correspondence to the LEMC for consideration and or approval.

Amendments promulgated are to be certified in the below table when updated.

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY	Document Version
NUMBER	DATE		NAME	

Distribution List

Official copies of this document are distributed in pdf format only and are provided electronically to the organisations and individuals named below. Members of the public wishing to obtain a copy of this document can do so by application the Shire of Wiluna through the following email address: reception@wiluna.wa.gov.au alternatively the current version of the document can be found at [Document Centre » Shire of Wiluna](#) Hard copy versions of this document may not be accurate.

Copies provided to	No. of copies
Shire of Wiluna	
Chief Executive Officer	1
Shire President – Shire of Wiluna Council	1
Deputy Chief Executive Officer	1
Works Manager	1
Community Development Manager	1
Executive Manager Development Services	1
LEMC membership	
WA Police	1
DFES Kalgoorlie	1
SEMC Community Emergency Management Officer	1
Medical Service – NAHS Wiluna	1
Department for Child Protection & Family Services Meekatharra	1
Department for Child Protection & Family Services Kalgoorlie	1
Wiluna Volunteer Bushfire Brigades	1
Northern Star Resources	1
BHP Mt Keith	1
Blackhams	1
Roslyn Hill	1
Main Roads WA	1
Wiluna Remote Community School	1
Other committees	
Goldfields-Esperance District Emergency Management Committee	1
State Emergency Management Committee	1
Other committees	
Goldfields-Esperance District Emergency Management Committee	1
State Emergency Management Committee	1

PART 1 – Introduction

Authority

This plan has been prepared and endorsed by the Shire of Wiluna LEMC. They have been presented and endorsed by the Shire of Wiluna Council in compliance to the *Emergency Management Act 2005* s41. The plan has been tabled for information and comment with the Goldfields Esperance DEMC.

Community Consultation

The development of this set of arrangements was conducted through the mechanism of the Wiluna LEMC, which is representative of the Wiluna community.

The original LEMA has now been updated using the SEMC V4.0 format and a Local Emergency Recovery Plan (LERP) included. The revised documents (2016-2020) were distributed to the Police Station, LEMC Members and DEMC for comment prior to consideration by LEMC for recommendation to Council and forwarding to DEMC/SEMC.

Area Covered

The Shire covers an area of 182,156 square kilometers and is in Murchison region of Western Australia. It is situated on the edge of the Western Desert, at the gateway to the Canning Stock Route and the Gunbarrel Highway, and it is the service centre of the local area for the Martu people, and the pastoral and Mining Industries.

The Shire includes the communities of Kutkububba and Bondini with a combined population of approx. 1159 people. This excludes the estimated 1250 FIFO on various mine sites in the Shire. The Shire comprises of 70.4% male and 50.3% female residents with Aboriginal and Torres Strait people making up 25.2% of the population and there are approx. 360 dwellings within the Shire. The median age of people in Wiluna is 34 years. Children aged 0-14 make up 10.2% of the population and people aged over 65 years and over make up 3.1% of the population.

The Shire's main township is Wiluna. The Shire of Wiluna is positioned 1,044 kilometers northeast of Perth, 1,832 kilometers of unsealed roads, 92 km of sealed roads, 533 km north east of Kalgoorlie. The weather conditions are very harsh in the area with an average rainfall of approximately 250mm (10 inches) per annum with extreme temperature variations between summer (over 40 degrees) and winter (below freezing).

The Shire Administration Centre is located in Wiluna on Scotia Street and is the primary administration centre for Shire services. The community is serviced by a General Store, a powerhouse, an area school, water supply along with Ngangganawili Aboriginal Health Service (NAHS), Horizon Power and the Wirrpanda Foundation,

The Shire is serviced by one Police Stations located at 58 Thompson Street Wiluna. The geographic location of the Shire brings with it the problem of logistics when dealing with emergency issues or in fact general everyday provision of supplies and commodities. All access is by sealed and unsealed roads or small aircraft.

Communication can at times be difficult, because of the unique nature of the Shire. Community consultation was done (for 2012-2015 LEMA) through the offices of the community advisor in each instance and with the staff of the Police Station, NAHS, the Wiluna Bush Fire Brigade and the two Communities. This was achieved through one on one discussion with the Community, the Police, the Wiluna Bush Fire Brigade, NAHS and Kutkububba and Bondini Communities.

Aim

The aim of the Shire of Wiluna, Local Emergency Management Arrangements are to provide a working document to address any perceived Emergencies arising within the Shire.

Profile

The town of Wiluna is the principal centre in the Shire, and there are also a number of mining villages and 3 aboriginal communities. The township of Wiluna is 966 kilometres northeast of Perth and is situated on the edge of the desert at the gateway to the Canning Stock Route and Gunbarrel Highway.

The Shire of Wiluna covers an enormous area of some 184,000 square kilometres, which is predominantly a mining and pastoral area. The weather conditions are very harsh in the area with average rainfall of approximately 250mm (10 inches) per annum and extreme temperature variations between summer (over 40 degrees) and winter (below freezing).

The Shire of Wiluna's population is approximately 1600 people in the Shire (mostly in the town centre). This excludes the estimated 1200 FIFO on various mine sites in the Shire.

Purpose

The purpose of this plan is to document:

1. The Shire of Wiluna's preparedness and capacity to support the effective management of an emergency that may impact on the local community;
2. The roles and responsibilities of public authorities and other agencies/stakeholders involved in emergency management in the Shire of Wiluna district;
3. A list of natural and technological hazards that may impact the local community;
4. Strategies and priorities for emergency management in the local government district; and
5. Other matters about emergency management in the local government district that the local government considers appropriate

Scope

The scope of this Plan is to ensure that appropriate strategies are in place to minimise the adverse effects on the community and ensure the best possible outcomes are delivered for the community in the long term.

In the case of the Shire of Wiluna, the plans and arrangements perform a multi-faceted role in protecting the health, welfare, environment and economic well-being of the community. Consequently similar plans may require differentiated levels prioritisation in the process compared with other assets.

To ensure the best possible outcomes for the Shire of Wiluna, key stakeholders and community, a comprehensive understanding of the hazards, community, environment and the interaction between consequences and resilience of the community are required.

The scope of this plan is limited to and includes:

- The geographical boundaries of the Shire of Wiluna;
- Existing Legislation, Plans and Local Laws;
- Statutory or agreed responsibilities;
- Support to and interface with other emergency management plans and agreements.

Existing Plans and supporting documents

To enable integrated and coordinated delivery of emergency management support within the Shire of Wiluna, this plan is consistent with State Emergency Management Policies (SEMP) and State Emergency Management Plans (Westplans). The flow chart in [Annex B](#) indicates the relationship between State plans and legislation, the Local Emergency Management Arrangements and other supporting plans and documents that together become the emergency management arrangements for the Shire of Wiluna.

Agreements, understandings & commitments

The Shire does not have any formal agreements with other local governments, organisations or industries in relation to the provision of assistance during times of need. However, the Shire does have informal arrangements with neighbouring local governments and the local Aboriginal Corporations to provide each other with assistance if requested. It has not been possible to document these arrangements due to the varying nature of potential incident locations across the Shire and resources required to do so. However, history has shown that the local communities do “rally together” to help, regardless of who is “in-charge” at the time

Special Considerations

Description	Time of Year	Impact / No of People
Remote Community Locations and Isolations	All year round	Varies
Geographic Location on the Wongawol Road	May to October	Unknown Insufficient Data

Commuters unaware of conditions associated with gravel roads, distance and isolation	April to September	Unknown Insufficient Data
Fuel and food supplies to Communities isolated by flood	December to March	Varies
Cultural Responsibilities (eg funeral attendance)	All year round	Unknown

State plans and policy

The State Emergency Management Plan can be viewed on the OEM website
<https://www.oem.wa.gov.au/resources/legislation-and-policy-framework>

Local Plans and Arrangements

The following documents form the local emergency management arrangements for the Shire of Wiluna:

- Local Recovery Plan; see Part 4 of this document
- Emergency Contact Directory & Resources Register;
- Risk Register and Treatment Schedule;
- Airport Emergency Plan
- Asset Management Plan

Finance Arrangements

State Emergency Management Policy 5.12 Funding for Emergencies outlines the responsibilities for funding during multi-agency emergencies. While recognizing the provisions of [State Emergency Management Procedure](#), the Shire of Wiluna is committed to spending such necessary funds 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 of Wiluna occurs to ensure that costs are recorded against the correct cost centres within the finance system.

Local Emergency Management Policies

The Shire of Wiluna currently has no specific Emergency Management Policies.

The Shire does have a number of plans listed on Page 17 which form the Local Emergency Management arrangements in Wiluna.

Local Government Responsibilities

Local Emergency Management Committee

Under Section 38 of the Act a local government is to establish one or more local emergency management committees for the local government district. The functions of a LEMC are described in [Part 7 of State EM Preparedness Procedures](#).

Local government emergency management planning

[Section 41](#) of the Emergency Management Act 2005 sets out the responsibilities of local government to prepare local emergency management arrangements for its district.

Hazard Management Agency Responsibilities

The role of Hazard Management Agencies (HMA) is described in Parts 4 and 5 of the Emergency Management Act 2005.

Public Information

The HMA is responsible for disseminating public information during an emergency. Public information is to be dealt with under [State Emergency Management Policy 5.6 Emergency Public Information](#). Once a formal transition from Response to Recovery has been agreed between the HMA and the Local Government, Local Government will assume responsibility for disseminating public information to the affected community in accordance to the provisions of the [Local Government Act 1995](#) Section 2.8 and 5.4 (1)(f). **Refer to the Local Recovery Plan (Part 4 of this document) for guidance.**

PART 2 – Planning

Local Emergency Coordinator (LEC)

Under the *Emergency Management Act 2005* section 37, the LEC is appointed by the State Emergency Coordinator and is based in the Local Government district (section 28 (2)). At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

At the local level the LEC has responsibility for providing advice and support to the LEMC in the development and maintenance of EM arrangements, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during an emergency in the district.

The Local emergency Coordinator for the local government district is the Officer in Charge Wiluna Police Station.

Local Emergency Management Committee (LEMC)

The Shire of Wiluna has established a LEMC to plan, administer and test this plan and other plans and documents that make up the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and other persons having been identified as possessing relevant emergency management knowledge or the agency or group they represent may have a role in resolving emergency events. For a complete list of LEMC member agencies refer to [Annex H](#).

LEMC Functions and responsibilities:

The LEMC should follow a meeting and business cycle as recommended in Appendix 1 of ADP-5 Emergency management in Local Government. For direct reference to the schedule refer to [Annex I](#).

LEMC Executive

Chair	Deputy Shire President
Deputy Chair	OIC Wiluna Police Station
Executive Officer	Shire of Wiluna administration officer

Risk Register & Treatment Schedule

The LEMC has embarked upon a rolling process to systematically identify and analyse natural and technological hazards likely to impact of the Shire of Wiluna local government district and neighbouring local government areas. Initial identification processes of the hazards most likely to have an impact has been completed and those identified hazards form the basis for this plan. Those hazards are listed at [Annex F](#). Risk analysis will be undertaken as an ongoing process of the LEMC based on the AS/NZS ISO 31,000:2009 Risk Management Standard and processes outlined in the National Emergency Risk Assessment Guide. The Shire will join with neighbouring local governments

as part of the State Emergency Management Committee State Risk Project – Local to be conducted during 2017-2018. Following that process, the Shire will have contributed to a district aligned risk study and will be in a better position to align its risk management process with that of the State

Emergencies Likely to Occur

The Shire of Wiluna has committed to take part in the State Risk project and will formally assess their risks as part of this project commencing 2017-2018. Meanwhile the LEMC has itemised a list of emergencies likely to occur.

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

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	Westplan	Local Plan (date)
Air Crash	WA Police	WA Police	Wiluna Police	NAHS Shire	Air Crash (2016) Resolution 19/2016	Nil
Animal and Plant Biosecurity	Dept of Agriculture & Food	Dept of Agriculture & Food		WA Police Shire	Animal & Plant Biosecurity (2016) Resolution 19/2016	Nil
Bushfire	LG, DFES or DEC	DFES	DEC, Wiluna Bush Fire Brigade	Shire Horizon Power WA Police	Fire (2016) Resolution 19/2016	Nil
Earthquake	DFES	DFES	SES	NAHS Shire WA Police	Earthquake (2016)	Nil
Fire urban	DFES	DFES		Western Power Shire	Fire (2016)	nil
Hazardous Materials	DFES	DFES		WA Police Shire NAHS	Hazmat (2016) Resolution 19/2016	Nil
Human Epidemic	Dept of Health	Dept of Health	NAHS	Shire WA Police	Human Epidemic (2016)	Nil
Land Search & Rescue	WA Police	WA Police	SES	Shire	Land Search (2016) Resolution 19/2016	Nil
Road Crash	WA Police	WA Police	Wiluna Police	NAHS Shire SES	Road Crash (2016)	Nil

Storm	DFES	DFES	SES	Shire Horizon Power	Storm (2106)	
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PART 3 – Response

Emergency Management Structure and Response levels

The Shire of Wiluna Emergency Management Plan is consistent with the *Emergency Management Act 2005* and the *Emergency Management Regulations 2006*, State Policy and plans as appropriate to local governments. When an emergency event occurs (storm, earthquake or other incident) the HMA will make an assessment of the severity or likely impact of the event and make an informed assessment of the level to be assigned as identified in the chart below. Local response refers to the level of support required by the Shire of Wiluna. The Shire is committed to providing the appropriate level of support as is required by the Hazard Management Agency where reasonably practicable.

Event Level	Local Response
Level 1 (No significant issues, single agency response, minimal community impact)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice
Level 2 (Multi agency response, protracted duration, requires coordination of multi-agency resources, medium impact, may be declared an Emergency Situation)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG is formed: <ul style="list-style-type: none"> • Provide a Local Government Liaison Officer. • Make available to the HMA local facilities designated in this plan as evacuation centres.
Level 3 (Requires significant multi-agency response, significant impact on community, declaration of Emergency Situation or State of Emergency)	Provide such assistance as may be required to support the resolution of an incident at the local level including: <ul style="list-style-type: none"> • Personnel • Equipment • Local knowledge and advice Where an ISG or OASG is formed: <ul style="list-style-type: none"> • Provide Local Government Liaison Officers. • Make available to the HMA local facilities designated in this plan as evacuation centres.

Emergency actions

Shire of Wiluna emergency events such as severe storms and cyclones have a lead time where the local government will receive warnings in the form of weather alerts or cyclone watch information from a number of sources. Other emergencies such as bush fires and earthquakes are rapid onset emergencies leaving little time for pre-planning. The local government officers responsible for emergency management will need to ensure that the local government reacts to emergencies in a timely and purposeful way.

To ensure a timely response to any of the hazards identified in [Annex F](#), local or district contact details for HMA, Combat and Supporting agencies are listed below:

HMA Combat and Supporting Agency Contact Details

AGENCY NAME	LOCAL CONTACT NUMBER
Department of Fire and Emergency Services Community Fire Manager, Pastoral	9956 6013 or Kalgoorlie 9026 4100
Department of Communities - Kalgoorlie	9965 9500 or 9222 2800
Western Australia Police Wiluna	9981 7024 or 131 444
Wiluna Health Service (NAHS)	9981 8600
Horizon Power	9159 7250 or 13 2351

HMAs and Controlling Agencies may require resources held by the local government and assistance to manage the emergency. The Shire is committed to providing assistance/support if the required resources are available.

Local Government Involvement in Response

The Shire of Wiluna will ensure that all staff members who have a designated role in emergency management receive adequate training to equip them for the role they are designated to undertake in an emergency situation.

Depending upon the incident, the Shire of Wiluna will provide a Local Government Liaison Officer (LGLO) to attend the Incident Support Group (ISG) should one be called and to attend all subsequent meetings. The LGLO designated to attend will hold managerial status and be able to provide expert knowledge relevant to the incident.

Shire of Wiluna Incident Management

The successful resolution of any incident whether internal or external affecting the Shire of Wiluna is of paramount importance and must be responded to and resolved in a coordinated way. Senior personnel within the Shire of Wiluna must take responsibility for ensuring the Shire's response to an emergency event is coordinated and informed.

Responsibilities

- Ensuring planning and preparation for emergencies is undertaken;
- Implementing procedures that assist the community and emergency services deal with incidents;
- Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role;
- Reporting any matters likely to impact the Shire's systems and resources;
- Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shire's emergency response capability.

Local role	Description of responsibilities
Local government	The responsibilities of the <local government> are defined in Section 36 of the EM Act .
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act .
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.

Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.
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Agency roles	Description of responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

Local Emergency Operations Centres

The local EOC for an emergency will be designated by the HMA “Incident Manager”. Where the HMA requests an alternate location for the EOC or where the primary location is non-operational, the following facilities are available if deemed appropriate for use:

Primary Emergency Operations Centre (Response)

Police Station
Cnr Wotton St and Thompson St, Wiluna
9981 7024

Alternative Emergency Operations Centre (Response/Recovery)

Shire of Wiluna Office
28 Scotia Street, Wiluna
CEO 0458 889 494

Incident Support Group (ISG)

The ISG consists of a group of agency/organisation liaison officers, including the designated Emergency Coordinator, convened and chaired by a person appointed by the Controlling Agency to provide agency specific expert advice and support in relation to the response to an incident. The Incident Support Group’s main function is to coordinate resources to assist the Incident Management Team/s responsible for direct combat of the emergency. The makeup and duties of the ISG are established and described in [State EM Plan](#) with reference to Section 5 page 31 Response.

The Shire of Wiluna Liaison Officer will attend all meetings of the ISG as ‘**liaison officer**’ and represent the local government on the Incident Support Group upon the request of the appointed Incident Controller.

The role of the nominated Liaison Officer is to liaise with the Incident Controller (HMA) and the Shire of Wiluna Incident Management Team and is described in [Annex C](#)

Community Evacuation

Circumstances may arise where there may be the need to partially or totally evacuate or relocate the population of a particular area or areas within the Shire of Wiluna.

Evacuation can be either:

Controlled -This refers to either a recommended or directed evacuation, where a Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area at risk or subject to the effects of a hazard.

Directed - A Controlling Agency may issue a direction for people and/or animals to evacuate/be evacuated with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain.

Recommended - A controlled evacuation whereby a Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based on the agency’s risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with [The State EM Plan 5.3.2 Community Evacuation](#).

Reference can also be made to the [Western Australia Community Evacuation in Emergencies Guide](#).

Evacuation Management

The decisions to evacuate during an emergency rest with the Incident Controller appointed by the HMA. The Act allows the Hazard Management Officer or an authorised officer to direct the evacuation and removal of persons or animals from the emergency area or any part of the emergency area only during an emergency situation or state of emergency as outlined in Section 67 of the Act. In all other circumstances a HMA can only recommend that evacuation take place.

When evacuation or relocation is being considered, the Hazard Management or Controlling Agency will consult with the Department for Child Protection and Family Support to support an informed decision on evacuation and its management.

A decision on the need for evacuation will be made by the HMA. Evacuation will occur in a planned and safe manner. Local police will be requested to assist the evacuation process.

Evacuation Routes

- Goldfields Highway to Kalgoorlie and Meekatharra
- Neds Creek Road to Newman
- Gunbarrel Highway to Alice Springs

Road access can be restricted or closed following heavy rain and access availability must be checked by visiting the Shire website prior to travel.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction relevant to their personal circumstances. There is the need for adequate, timely and accurate information that enables the community members to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the HMA. It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Western Power on power issues, etc.) however, the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner with the hazard management Agency controlling the response to the emergency will direct the release of public information via various sources and tools as listed below:

LOCAL SYSTEMS: - Standard Emergency Warning Signal. This is an electronic signal transmitted via radio immediately preceding an "Emergency Warning Message".

Emergency siren is to be positioned at the Wiluna Police Station. Mobile local Loud speaker held by a person in the back of a utility with flashing lights, and door to door to door advice until emergency siren in place.

DFES Public Info:

DFES information Line - 13 3337

DFES website - www.dfes.wa.gov.au

SES assistance - 132 500

ABC Radio

Local ABC radio - 531 Geraldton

Emergency Alert: - A telephone based warning system which can capture all telephones within a specific geographic area.

Emergency warning messages: - Verbal messages transmitted by the electronic media.

State Alert System

The Process for accessing the system for the local area will be documented in the Local Recovery Plan

Vulnerable Groups

Town based Aboriginal and remote communities are always to be considered vulnerable groups during and following emergency events. The sick and elderly in these communities must be considered for evacuation to safer places should time permit. Itinerant workers, FIFO workers and tourists must also be considered. In addition town based organisations catering for the most vulnerable in the community. For a comprehensive list of vulnerable groups refer to [Annex G](#)

Community Evacuation Organisations and Responsibilities

Agency / Task	Responsible person / position / agency
Controlling Agency	<ul style="list-style-type: none">• Management of the emergency incident• Warning messages to the affected community• Decisions affecting the evacuation of locations likely to be impacted by the emergency• The decision to evacuate a community or portions thereof• Evacuation route planning and traffic management

	<ul style="list-style-type: none"> • Road closures during emergencies • Identification of evacuation centres • Return of the evacuated community
WA Police	<ul style="list-style-type: none"> • Assist with evacuating the affected community • Assist with traffic management
Shire of Wiluna	<ul style="list-style-type: none"> • Liaise with Incident Controller • Participate in ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the Shire of Wiluna, provide a liaison officer to support the CPFS
Department for Child Protection & Family Support	<ul style="list-style-type: none"> • Identify appropriate evacuation centres in consultation with Incident Controller and Local Government • Receive evacuees and coordinate the provision of welfare for evacuees
Support functions	Controlling Agency assisted by: the Shire of Wiluna
Property security	WA Police
Traffic management	WA Police initially then reverting to traffic contractors as appointed by MRWA or the Shire of Wiluna
Welfare	Department of Child Protection and Family Support (CPFS), and the Shire of Wiluna

Evacuation Centres

Local government buildings suitable for use as evacuation centres have been identified and listed in this plan in the event an incident occurs.

The following table details the welfare centres owned by the Shire of Wiluna available and deemed suitable for the purpose. The 'number of persons' figure indicates the number of evacuees that could comfortably sleep in the welfare centre and the registered building capacity has been used to identify the number of people either sitting or sleeping.

The CPFS will activate the Local Emergency Management Arrangements for the Provision of Welfare Support should the need for activation of a welfare centre be deemed necessary by the Incident

Controller (IC). The Local Government Liaison Officer (LGLO) dispatched to the Emergency Operations Centre will arrange for the opening of an Evacuation Centre when requested to do so by the IC.

Building Name	Site Address	Contact details
Wiluna Recreation Centre	Scotia Street	Shire office 9981 8000 or 9981 8013

Building capacity

Capacity	1 day	1-3 days	7 days +
500	Yes	No	No
10-100	Yes	Yes	Yes

For building facility details refer to [Appendix P](#).

The above local government owned building has been identified by the Shire of Wiluna as a suitably constructed and equipped evacuation centre for use in emergencies meeting the requirements for sheltering of persons for up to 24 hours.

For other welfare centres refer to the CPFS Local Emergency Management Arrangements for the Provision of Welfare Support.

Note: CPFS is to be contacted whenever an evacuation is considered, as the Department has responsibility for the provision of welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms, which can be located at <https://register.redcross.org.au>

The CPFS Local Welfare Plan contains details of all local government controlled Welfare Centres.

Animals in emergencies including personal assistance animals

The contracted Shire Rangers will arrange for the temporary welfare of animals through local resources and organisations.

Welfare Support

Welfare provisions are outlined in the [State EM Plan 5.5.4 Welfare](#).

The provision of welfare services shall be based on a two-tier response; local resources (Local Welfare Coordinator) followed by State support (State Welfare Coordinator).

Provision of Welfare Support

The following State plans and supporting plans apply

- [Westplan Welfare](#)
- [Westplan Registration and Reunification](#)

Department of Communities

Local Welfare Coordinator (DC):

DC shall appoint a Local Welfare Coordinator who will liaise with the Local Welfare Liaison Officer, if one has been appointed by the local government, and coordinate the provision of resources detailed in the abovementioned support plans

Local Government Welfare Liaison Officer:

The Shire of Wiluna will provide an officer to be Liaison/support between DC and the local government where a welfare centre has been established within the local government district. The duties to be performed by the Local Government Welfare Officer are described in [Annex D:](#)

PART 4 – Recovery Area Covered

The Shire of Wiluna Local Recovery Plan has been prepared for the area Gazetted as the Shire of Wiluna Local Government District.

Purpose

The purpose of the Recovery Plan is to describe the arrangements for effectively managing recovery at the local level, including accountability and responsibility.

Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Wiluna;
- Establish a basis for the coordination of recovery activities at the local level;
- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and
- Provide a framework for recovery operations for the Shire of Wiluna.

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Wiluna. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

Related documents and arrangements

The following documents are related to this plan

- Shire of Wiluna Local Emergency Management Arrangements
- Shire of Wiluna Contacts & Resources Register
- Shire of Wiluna Asset Management Plan
- Local Emergency Management Plan for the provision of Welfare Support (DCPFS)

Local Government

The Shire of Wiluna is required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a Local Recovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

State plans and policy

The State Emergency Management Plan in conjunction with the following supporting plans and guides:

Document Title	Document Owner
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of the Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Local Resources

The Local Recovery Coordinator for the Shire of Wiluna is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Wiluna resources are identified in the Resources Register. The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Wiluna should an emergency occur.

The resources available and contact details for recovery have been identified and are included in [Annex K](#).

Financial arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the asset owner, who needs to understand the level of risk and have appropriate mitigation strategies in place.

The Shire of Wiluna has arrangements in place to insure its assets. Assets are recorded and managed through the Roman II Asset Management System. The Shire of Wiluna has in place an Asset Management Plan.

The Executive Manager Technical Services will be involved early in the recovery process.

Through the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDRRA) the State Government provides a range of relief measures to assist communities recover from an eligible natural event. The Shire of Wiluna will make claims for recovery activities where they are deemed eligible under WANDRRA. More information regarding WANDRRA is available from the Department of Premier and Cabinet web page - link -

<http://www.dpc.wa.gov.au/DPCFunctions/ReliefAndRecovery/Pages/Default.aspx> .

Wherever possible, State Government resources and services will be provided in accordance with a public authority's existing statutory and contractual responsibilities, policies or plans.

Any recommendations for the implementation of assistance measures outside existing policies must be submitted to the Premier for consideration.

Financial preparation

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

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

(The Department of the Premier and Cabinet, as the State Administrator, may activate WANDRRA for an eligible event if the estimated cost to the State of eligible measures is anticipated to exceed the Small Disaster Criterion currently set at \$240,000.);

- Understanding the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from WANDRRA, or Main Roads WA.

Managing Donations

Organisations wishing to establish public appeals for cash donations should use the Lord Mayors Distress Relief Fund managed by the City of Perth, as detailed - in State EM Recovery Procedure 1.

NOTE: Appeals for donations of physical items such as food and furniture should be discouraged unless specifically requested through the Local Recovery Coordination Group. In all instances cash

donations should be encouraged with prospective donors directed to the Lord Mayor's Distress Relief Fund.

(Refer to [Annex Q](#) for suggested media release relating to donation of goods)

Roles and responsibilities

The roles and responsibilities of those involved in recovery management are outlined below:

Local Recovery Coordinator

The Shire of Wiluna has appointed the following officers and key personnel to lead the community recovery process in accordance with the requirements of the Emergency Management Act, Section 41(4). The Shire of Wiluna may appoint more than one person to the position of LRC. By appointing and training more than one person to undertake the role of the LRC, coverage is assured in the event the primary appointee is unavailable when an emergency occurs.

LRCG Position	Primary	Alternate
LRCG Chair	Shire of Wiluna President Jim Quadrio – 0427 812 983	Shire of Wiluna Deputy President Stacey Petterson – 0459 659 619
Local Recovery Coordinator	Chief Executive Officer Colin Bastow – 0458 889 494	Executive Manager Engineering Services & Development Angela Hoy – 0429 817 010
Support Officer	Shire of Wiluna staff appointment	Shire of Wiluna staff appointment

The Local Recovery Coordinator is responsible for the development and implementation of the recovery management arrangements for the local government. The functions of the LRC are explained in [Annex E](#)

Local Recovery Coordinating Group (LRCG)

The Local Recovery Coordinating Group (LRCG) comprises a core membership comprising local government managers, HMA personnel, personnel representing supporting organisations and community representatives. The LRCG is responsible for the overall coordination of community recovery following an emergency event. The LRCG may, depending upon the scale and type of event, form subcommittees with specific responsibilities each reporting to the LRCG. The makeup of the LRCG or any respective subcommittees will be determined by the scale of the event. The LRCG and subcommittees will change over time.

- The LRCG must be driven by the Operational Recovery Plan. Refer to [Annex O](#).

- The core functions of the LRCG are listed in [Annex L](#).
- For suggested composition of the LRCG and subcommittees refer to [Annex M](#)
- For suggested LRCG Subcommittee Terms of Reference refer to [Annex P](#)

Controlling Agency

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

- Liaise with the Local Recovery Coordinator where the emergency is occurring and include them in the incident management arrangements including the Incident Support Group and the Operations Area Support Group;
- Undertake and initial impact assessment for the emergency and provide that assessment to the Local Recovery Coordinator and the State Recovery Coordinator;
- Coordinate completion of the Comprehensive Impact Assessment, prior to cessation of the response, in accordance with the approved procedure, and in consultation with the Incident Support Group, all affected local governments and the State Recovery Coordinator;
- Provide risk management advice to the affected community (in consultation with the HMA).

Determination of level of state involvement

State Recovery Coordinator

In conjunction with the local government/s, the State Recovery Coordinator is to consider the level of state involvement required, based on a number of factors pertaining to the impact of the emergency. For a list of criteria to be considered as triggers for escalation, refer to Appendix D of to [State EM Plan 6.0 Recovery](#). The capacity of the local government to manage the recovery, the number of local governments affected, and the complexity and length of the recovery are likely to be critical factors.

Assessment and Operational Recovery Planning

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. This assessment will be based on the Impact Assessment data provided by the Controlling Agency.

Depending upon the extent of the restoration and reconstruction required, the Local Recovery Coordinator and Local Recovery Coordinating Group should develop a specific Operational Recovery Management Plan setting out the recovery process to be implemented. For an Operational Recovery Plan Template refer to [Annex O](#).

PART 5 – Testing, Exercising and Reviewing

Testing and Exercising

[The State EM Plan 4.7](#). Preparedness identifies that there are essentially three levels of multi-agency exercises of relevance to the SEMC. For the Local Government the most important of these is:

- Local – those that are confined to testing EMAs' plans and arrangements at the local-level and may involve a coordinated response and the activation of an [Incident Support Group \(ISG\)](#), either actual or notional;
 - Discussion (Seminars, Workshops, Desktops)
 - Functional (Drills or game style)
 - Field or Full Deployment (large scale)

[The State Emergency Management Policy 4.8](#) deals with requirement for exercises to be conducted by the LEMC and be reported to the DEMC.

The benefits of testing these arrangements include:

- Determining the effectiveness of the arrangements;
 - Bringing together all relevant people to promote knowledge of and confidence in the arrangements and individuals;
 - Providing the opportunity to promote the arrangements and educate the community;
 - Providing the opportunity for testing participating agencies operational procedures and skills in simulated emergency conditions while testing the ability of agencies to work together on common tasks;
 - Improving the arrangements in accordance with the results of exercise debriefings.
- It should be remembered that as the primary role of local government in emergency management is 'recovery', programs that exercise recovery activities and preparedness are to be foremost.

Schedule of Exercises

The LEMC should prepare a Schedule of Exercises and should aim to complete at least one exercise per annum. Where possible the community should be encouraged to participate in or observe the exercise. Where possible the community should be encouraged to participate in, or observe, the exercise.

Review of this plan

The Local Emergency Management Arrangements will be reviewed in accordance with [Part 8 of the State Emergency Management Procedure](#).

It is the local government's responsibility to ensure that its local emergency management arrangements are reviewed in accordance with this procedure. LEMA must be exercised every year to ensure details remain up to date and accurate (State EM Policy Section 4.8).

The local government must ensure the review of the LEMA on the following basis:

- after an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination;

- every five years; and
- whenever the local government considers it appropriate.

If a major review takes place, a full approval process is required. If the amendments are minor, the local government is to make the amendments and ensure that these are distributed to members of its LEMC, the DEMC and the SEMC Secretariat.

Annual reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

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

The SEMC issue the annual report template.

ANNEX A: Glossary of Terms and Acronyms

CONTROLLING AGENCY - An agency nominated to control the response activities to a specified type of emergency.

DISTRICT EMERGENCY MANAGEMENT COMMITTEE- A district emergency management committee established under section 31(1) of the Emergency Management Act 2005.

EMERGENCY- The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response (s.3 EM Act).

EMERGENCY MANAGEMENT - Emergency Management means the management of the adverse effects of an emergency including –

1. Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency;
2. Preparedness – preparation for response to an emergency;
3. Response – the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
4. Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

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 - A public authority, or other person, prescribed by the Emergency Management Regulations 2006 to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

INCIDENT – The occurrence or imminent occurrence of a hazard.

INCIDENT CONTROLLER – The person designated by the relevant Controlling Agency, responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology however the function remains the same].

LOCAL EMERGENCY COORDINATOR (LEC) – The person appointed by the State Emergency Coordinator to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.

LOCAL EMERGENCY MANAGEMENT COMMITTEE – A local emergency management committee established under section 38 of the Emergency Management Act 2005.

RECOVERY - The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

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

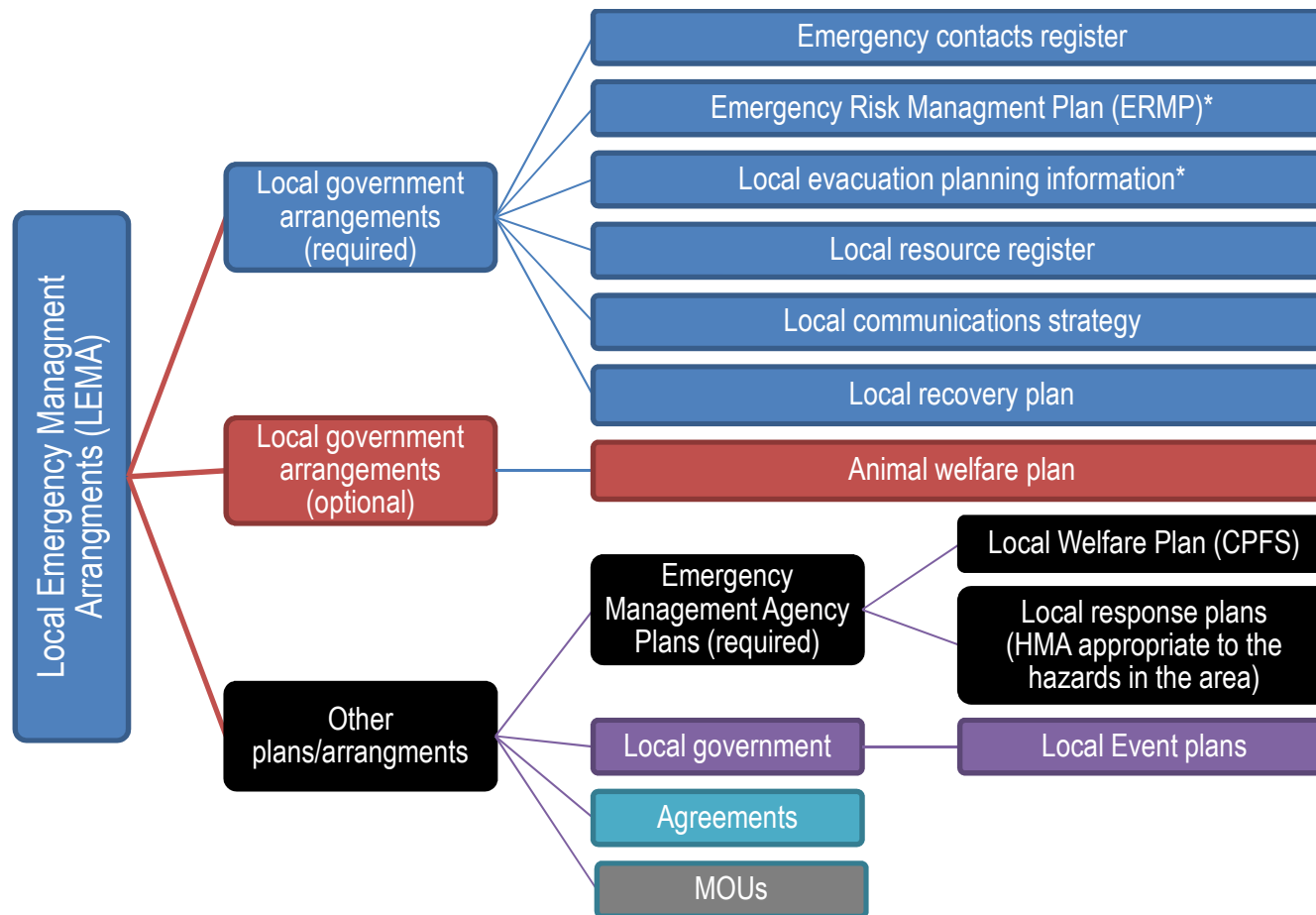
- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period.
- Based on mathematical calculations, risk is the product of hazard and vulnerability.

RISK MANAGEMENT – Coordinated activities of an organisation or a government to direct and control risk.

ACCRONYMS USED IN THESE ARRANGEMENTS

CEO:	Chief Executive Officer
CPFS:	Department for Child Protection and Family Support
DEMC:	District Emergency Management Committee
DFES:	Department of Fire and Emergency Services
LEC:	Local Emergency Coordinator
IC:	Incident Controller
IMT:	Incident Management Team
ISG:	Incident Support Group
LEMC:	Local Emergency Management Committee
LGA:	Local Government Authority
LGLO:	Local Government Liaison Officer
LGWLO:	Local Government Welfare Liaison Officer
LRC:	Local Recovery Coordinator
LRCG:	Local Recovery Coordinating Group
OASG:	Operations Area Support Group
OIC:	Officer in Charge
SEMC:	State Emergency Management Committee
SEMCS:	State Emergency management Committee Secretariat
SEMP:	State Emergency Management Policy
SES:	State Emergency Service
WAP:	Western Australia Police

ANNEX B: State and Local Emergency Management Arrangements



ANNEX C: Local Government Liaison Officer (LGLO)

Role and Responsibilities

The Shire of Wiluna will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and be capable of making operational decisions and committing the resources of the local government.

Key Responsibilities

SEMP 4.1 Operational Management sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;
- Represent the local government at all ISG meetings;
- Provide the IC with timely information on local issues and key factors affecting response activities;
- Provide the IC with a copy of the Local Emergency Management Arrangements;
- Identify vulnerable groups within the local government area;
- Provide information relating to community evacuation, welfare centres and community safe places.
- Coordinate local government resources;
- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);
- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues.

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting.

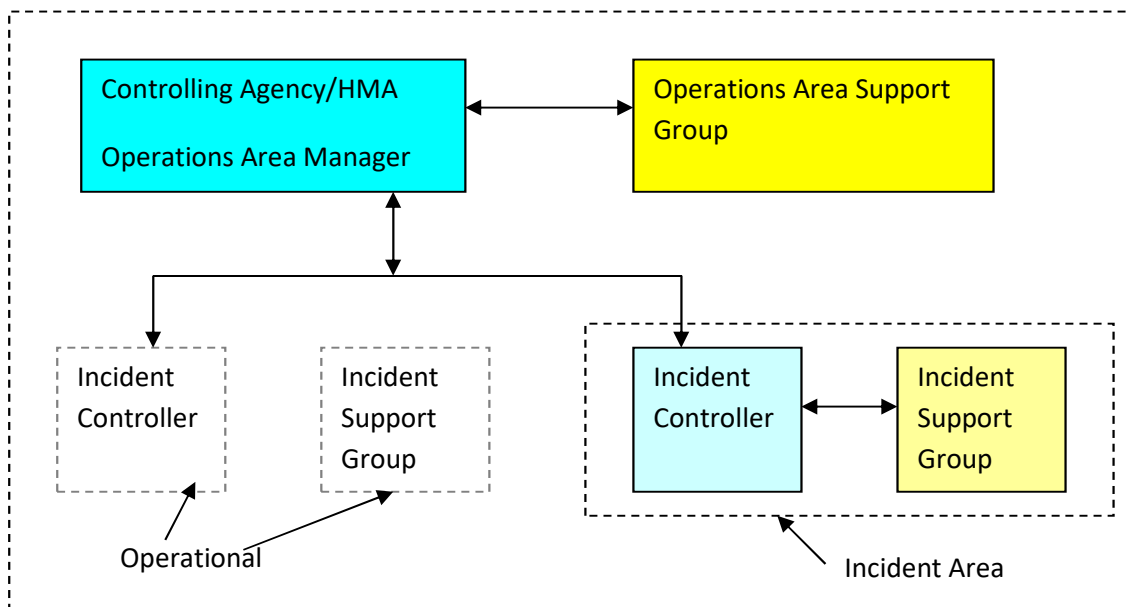


Figure 1: Multi agency support structure

ANNEX D: Local Government Welfare Officer (LGWLO)

Roles and Responsibilities

The Local Emergency Management Arrangements for the Provision of Welfare Support will be activated by the CPFS where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Wiluna will provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the CPFS Welfare Liaison Officer.

Duties of the LGWLO

- Report to the DC Local Welfare Liaison Officer;
- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;
- Facilitate access to the Welfare Centre by the CPFS;
- Facilitate the setup of the building;
- Organise cleaning and building maintenance requirements for the centre through the Shire of Wiluna;
- Liaise with all key support agencies located at the building to ensure all needs where possible are met;
- Liaise with and assist organisations present at the centre as requested by the Local Welfare Liaison Officer;
- Manage vehicle access and general traffic/parking issues and request support if required;
- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWLO;
- Assist the LWLO in managing conflict at the centre;
- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;
- Attend all necessary briefings as requested by the LWLO;
- Keep a log of activities conducted at the Welfare Centre;
- Carry out other duties as requested by the LWLO.

ANNEX E: Suggested Role and Functions of the Local Recovery Coordinator

Role

The Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the local government, in conjunction with the Local Recovery Coordinating Group.

Functions

- Ensure the Local Recovery Plan is established;
- Liaise with the Controlling Agency, including attending the Incident Support Group and Operations Area Support Group meetings where appropriate;
- Assess the community recovery requirements for each event, in conjunction with the HMA, Local Emergency Coordinator (LEC) and other responsible agencies;
- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the requirement to convene the Local Recovery Coordinating Group (LRCG) and provide advice to the LRCG if convened;
- Ensure the functions of the Executive Officer are undertaken for the Local Recovery Coordinating Group;
- Assess for the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate;
- Determine the resources required for the recovery process in consultation with the Local Recovery Coordinating Group;
- Coordinate local level recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the Local Recovery Coordinating Group and State Recovery Coordinating Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are problems with services from government agencies locally;
- Facilitate the acquisition and appropriate application of the resources necessary to ensure an effective recovery;
- Ensure the recovery activities are consistent with the principles of community Engagement;

- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after cessation of the arrangements; and
- Arrange for an evaluation of the effectiveness of the recovery activities in relation to the recovery plan, within 12 months of the emergency.

Source: [Local Recovery Guidelines](#)

For a full description of local government recovery activities refer to the Shire of Wiluna Recovery Plan.

ANNEX F: Vulnerable groups

Public and private Schools

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wiluna Remote Community School	Scotia Street, Wiluna	9981 7013	Pre-primary to year 12 students 13 adult staff	Yes

Aged care facilities

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Nganngganawili Aboriginal Health Service	44 Scotia Street, Wiluna	9981 8641	Various	No

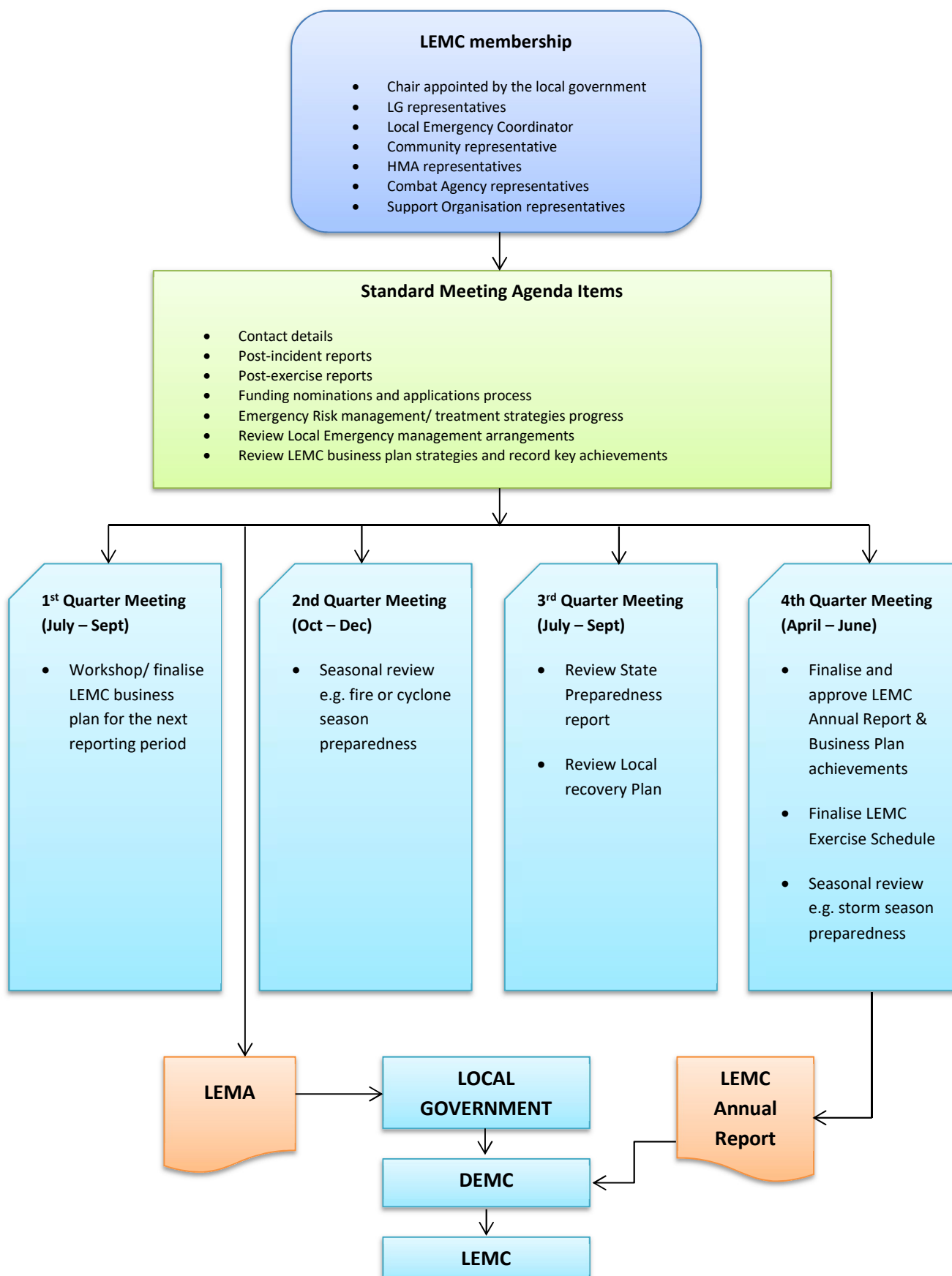
Sobering Up Centre

Organisation	Site Address	Contact Details	No. of Persons	Evacuation Plan in place
Wiluna Sobering Up Centre	Scotia Street, Wiluna	9981 7170	Various	Yes

ANNEX G: LEMC Members

Agency	Position
Shire of Wiluna	Shire Deputy President - LEMC Chair
	Chief Executive Officer
	Deputy Chief Executive Officer
	Executive Manager Technical Services
	Executive Manager Corporate Services
	Shire depot – Leading Hand
Member Agencies	
WA Police	OIC Wiluna Police Station- Deputy Chair
SEMC Secretariat	District Emergency Management Advisor
Ngangganawili Aboriginal Health Service Community (NAHS)	Representative
Department of Communities support – Wiluna	Local Welfare Coordinator
Department of Communities	District Emergency Services Officer
Department of Fire & Emergency Services	Community Fire Manager - Pastoral
Wiluna Remote Community School	Principal
Wiluna Volunteer Bushfire Brigades	Chief Bushfire Control Officer
Northern Star Resources	Representative
BHP Mt Keith	Representative
Toro Energy	Representative
Rosslyn Hill	Representative
St John Ambulance Wiluna (NAHS)	Representative

ANNEX H – Suggested LEMC meeting business cycle



ANNEX I: Roles and functions of the Local Recovery Coordinating Group (LRCG)

Role

The role of the Local Recovery Coordinating Group (LRCG) is to coordinate and support local management of the recovery process within the community.

Functions

- Establishing subcommittees as required;
- Assessing requirements based on the impact assessment, for recovery activities relating to the social, built, economic and natural wellbeing of the community with the assistance of the responsible agencies where appropriate;
- Developing an operational plan for the coordination of the recovery process for the event that:
 - takes account of the local government long term planning goals;
 - includes an assessment of the recovery needs and determines which recovery functions are still required;
 - develops a timetable and identifies responsibilities for completing the major activities;
 - considers the needs of youth, the aged, the disabled and culturally and linguistically diverse (CALD) people;
 - allows full community participation and access; and
 - allows for the monitoring of the progress of recovery.
- Overseeing the delivery of projects that support social, built, economic and natural environments of recovery to ensure they are community owned and targeted to best support the recovery of affected communities;
- Facilitating the provision of services, public information, information exchange and resource acquisition;
- Providing advice to the State and Local Government/s to ensure recovery programs and services meet the needs of the community;
- Negotiating the most effective use of available resources including the support of State and Commonwealth agencies;
- Monitoring the progress of recovery, and receiving periodic reports from recovery agencies;
- Ensuring a coordinated multi-agency approach to community recovery by:
 - Providing central point of communication and coordination for the actions of a wide range of recovery-related services and projects being progressed outside the direct control of the committee;
 - Making appropriate recommendations, based on lessons learned to the LEMC to improve the community's recovery preparedness.

ANNEX J: Local Recovery Resources**Shire of Wiluna**

Department	Management area	Capability	Contact details
Executive	Chief Executive Officer	<ul style="list-style-type: none"> Corporate responsibility Link to Council Alternate Chair LRCG 	
	Shire President	<ul style="list-style-type: none"> Chair Local Recovery Coordination Group Address public meetings Authorise media releases 	
	Executive Manager Corporate Services	<ul style="list-style-type: none"> Community information Management of staff during recovery process Staff redirection and backfill to support recovery process Management of financial assistance grants (Lord Mayor's Distress relief Fund) Recovery cost centre creation IT Support for recovery committees IT support in welfare centres Call Centre management Recovery cost management Management of public donations 	
	Executive Manager Technical Services	<ul style="list-style-type: none"> Asset information Engineering advice Damage reporting Asset Management 	

		<ul style="list-style-type: none"> • GIS support • Parks and reserves management • Equipment allocation for recovery support • Environmental health management • EHO advice • Ranger services • Indigenous community liaison • Environmental & waste management advice 	
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Supporting organisations

Organisation	Responsible area	Capability	Contact details
Australian Red Cross	State Manager Emergency Services	<ul style="list-style-type: none"> • Community recovery support • Recovery advice • Community outreach • Personal support 	
Department for Communities	District Emergency Services Officer	<ul style="list-style-type: none"> • Evacuation centre management • Welfare support to the affected community 	
Department of Parks & Wildlife		<ul style="list-style-type: none"> • Wildlife information and support • Environmental advice 	
Disability Services Commission		<ul style="list-style-type: none"> • Community support resources for persons with disabilities 	
Local Government Insurance Services (LGIS)	District representative	<ul style="list-style-type: none"> • Insurance and risk management advice 	
Department of the Premier & Cabinet	WANDRRA Manager	<ul style="list-style-type: none"> • WANDRRA advice and support 	
	State Recovery	<ul style="list-style-type: none"> • State recovery 	

	Coordinator	advice <ul style="list-style-type: none"> • Coordination of State resources 	
Mental Health Services WA	Local Coordinator	<ul style="list-style-type: none"> • Mental health services for the community • Community help programs 	
Office of Emergency Management	District Emergency Management Advisor	<ul style="list-style-type: none"> • Recovery support and advice 	
Water Corporation	Kalgoorlie	<ul style="list-style-type: none"> • Water restoration and service advice 	
Horizon Power	Local Manager	<ul style="list-style-type: none"> • Power restoration and service advice 	

ANNEX K: Suggested composition Local Recovery Coordinating Group

Suggested LRCG composition (Event specific)

Agency Represented	Title	Number of reps
Shire of Wiluna	Chair LRCG	1
	LRC	1
	Chief Executive Officer	1
	Executive Manager Corporate Services	1
	Executive Manager Technical Services	1
		1
		1
Hazard Management Agency/s	Incident Controller or Regional Manager	2
Department for Child Protection and Family Support	District Community Support Officer	1
Australian Red Cross	State Manager Emergency Services	1
SEMC Secretariat	Community Emergency Management Officer	1
Department of the Premier and Cabinet	State Recovery Coordinator	1
	WANDRRA Officer	1
Department of Human Services	Local Centre Link Manager	1
Community	Affected community representative or elected member	As required

ANNEX L: Operational Recovery Plan template

Shire of Wiluna Operational Recovery Plan

Emergency Type and location:

Date emergency occurred:

Section 1 – Introduction

Incident description

Purpose of this plan

Authority

Section 2 – Assessment of recovery requirements

Details of loss and damage:

Residential:

Commercial:

Industrial:

Transport:

Essential Services: *(include State and local government infrastructure)*

Estimates of damage costs:

Temporary accommodation requirements: *(includes evacuation centres)*

Additional personnel requirements:

Human services: *(personal and psychological support requirements)*

Other health issues:

Section 3 – Organisational Aspects

Details of the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process:

Details of inter-agency relationships and responsibilities:

Details of roles, key tasks and responsibilities of various groups/committees and those appointed to various positions including Recovery Coordinator:

Section 4 – Operational Aspects

Resources available:

Resources required:

Redevelopment plans: *(includes mitigation proposals)*

Reconstruction restoration program and priorities: *(Includes estimated timeframes, the programs and strategies of government agencies to restore essential services, plans for mitigation against future impacts. Include local government program for community services restoration.)*

Financial arrangements: *(Assistance programs (NDRRA), insurance, public appeals and donations)*

Public information dissemination *(Key messages, methods of distribution)*

Section 5 – Administrative arrangements

Administration of recovery funding: *(Include other financial issues)*

Public appeals policy and administration *(includes policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)*

Section 6 – Conclusion

(Summarises goals, priorities and timetable of the plan).

Endorsed by

Chair, Local Recovery Coordinating Group

Dated:

ANNEX M: Potential Recovery Governance Structures

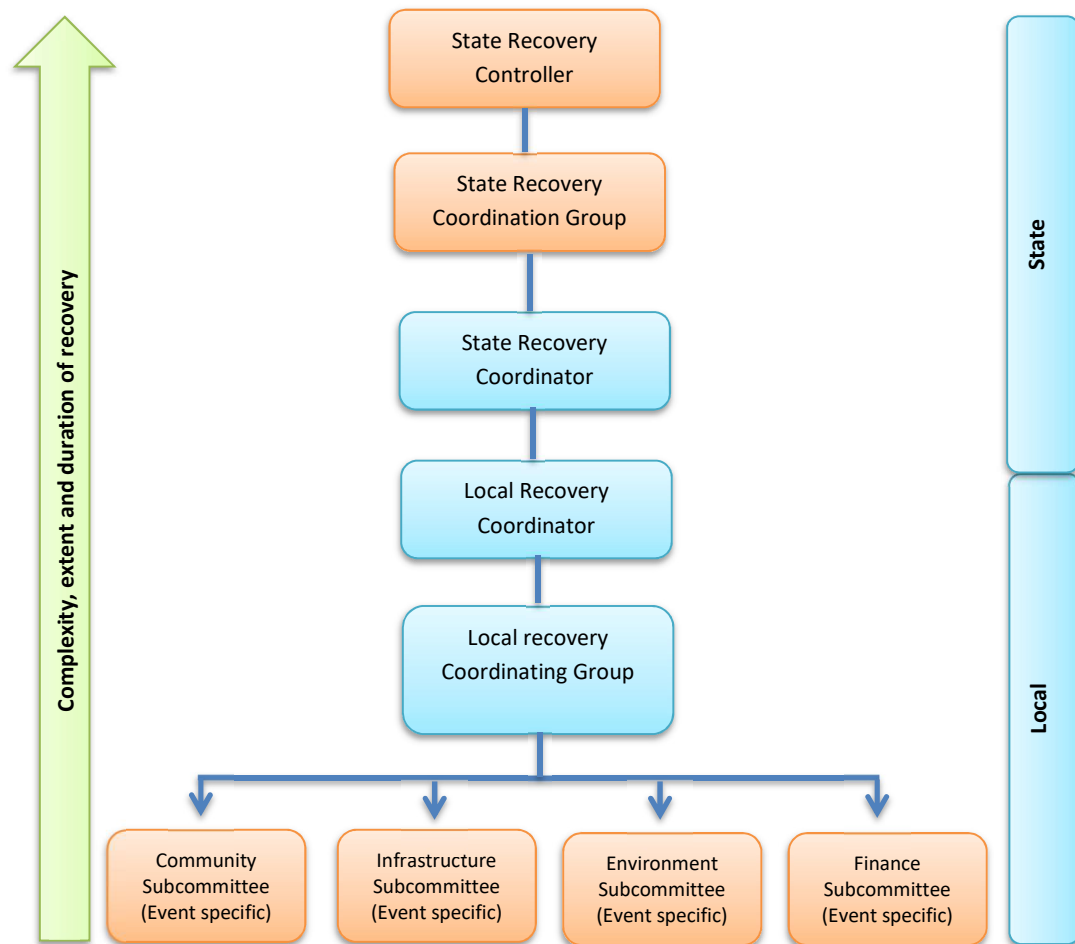


Figure 2: Local Recovery Guide 2017

ANNEX N: (Suggested) MEDIA RELEASE - DONATIONS

Donations in time of disaster

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

Colin to read and approve before completion

President

Shire of Wiluna

APPENDIX O: Wiluna Recreation Centre

Amenities available	Yes/No	Notes
Toilets/Washing facilities		
Male	Yes	
Female	Yes	
Showers universal access	Yes	
Laundry facilities	No	
Mother's facilities	Yes	
Kitchen facilities		
Stove/oven	Yes	
Refrigeration	Yes	
Microwave	Yes	
Urn/ Hot water	Yes	
Hot water system	Yes	
Dining facilities		
Tables	Yes	
Chairs	Yes	
Crockery/cutlery	Yes	
General facilities		
Meeting Rooms	Yes	
Power points	Yes	
Generator connection	No	
Fire equipment	Yes	
Air conditioning	Yes	Reverse cycle
Ceiling fans	Yes	
Lighting internal	Yes	
Lighting external	Yes	
Bins	Yes	
Communications		
Telephone	Yes	
Internet	Yes	
General amenities		
Covered outside areas	Yes	
Children's play area	Yes	
BBQ facilities	Yes	
Recreation rooms	Yes	
Conference rooms	Yes	
Oval open space	Yes	
Parking facilities	Yes	
External Power	No	

APPENDIX P: Map and Routes

The main routes through the Shire of Wiluna are as follows:

- Goldfields Hwy (to Kalgoorlie and to Meekatharra)
- Wiluna North Road/Ned Creek Road (to Newman)
- Gunbarrel Hwy (to Alice Springs)

See below for the map of the locality and identifies any issues and local land marks.



