



Local Emergency Management Arrangements

2023

**SHIRE OF NUNGARIN AND TRAYNING
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

These arrangements have been produced and issued under the authority of S. 41(1) of the *Emergency Management Act 2005* and in conformity with the State Emergency Management Plan, Preparedness Procedure 8. These arrangements have been endorsed by the Shire of Nungarin Council, Shire of Trayning Council, the Shire of Nungarin and Trayning Local Emergency Management Committee (LEMC) and have been tabled with the Wheatbelt District Emergency Management Committee (DEMC).

Chairperson LOCAL EMERGENCY MANAGEMENT COMMITTEE	Date

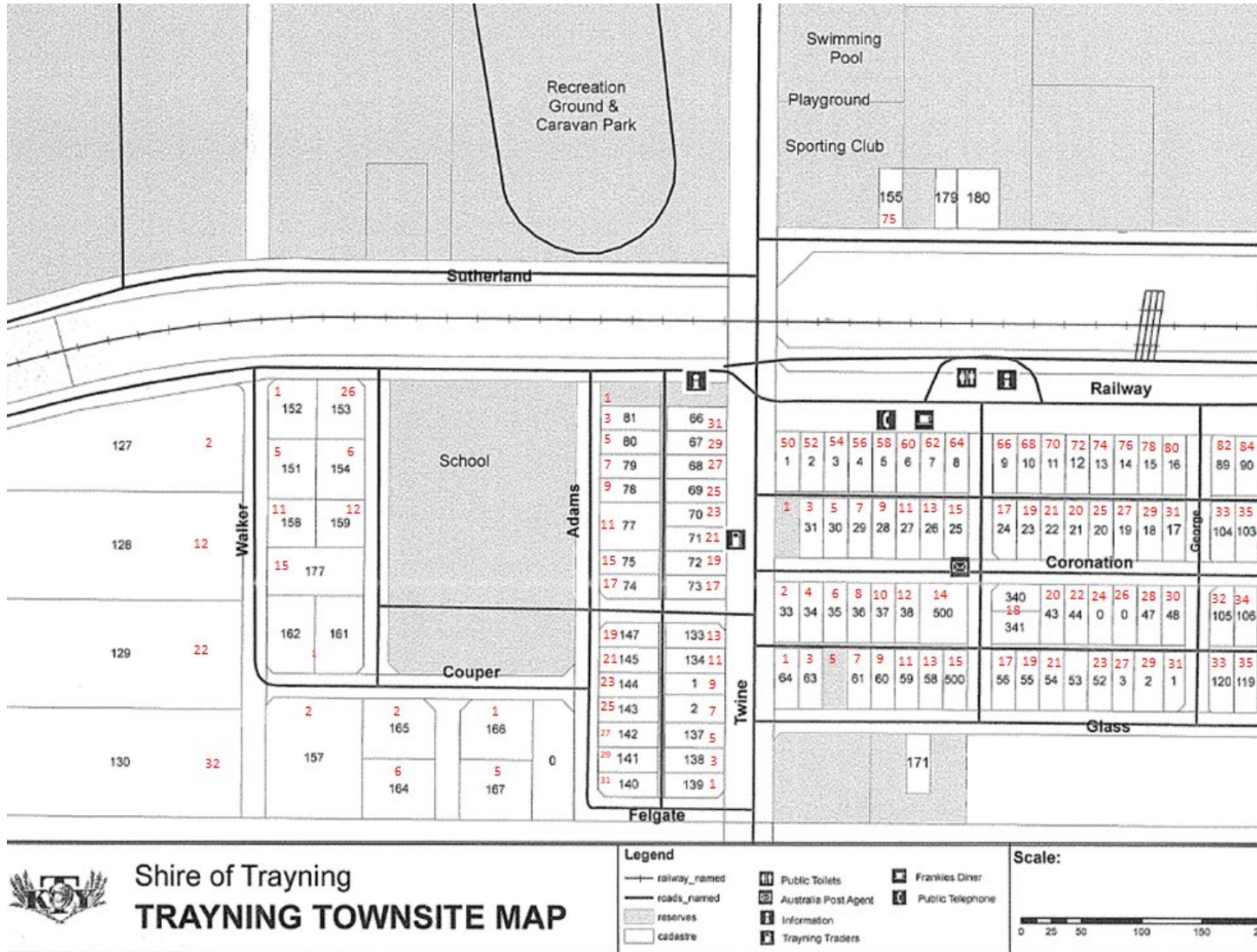
Endorsed by Shire of Nungarin Resolution No XXX	Date

Endorsed by Shire of Trayning Resolution No XXX	Date

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Distribution List

Organisation	No Copies
Chairman LEMC	1
Deputy Chairman LEMC	1
Chief Executive Officer – Shire of Nungarin	1
Chief Executive Officer – Shire of Trayning	1
OIC Police Station – Mukinbudin	1
OIC Police Station – Bencubbin	1
Wheatbelt District Officer Police - Superintendent/Inspector	1
Captain – Nungarin Bush Fire Brigade	1
Captain – Trayning Volunteer Fire and Emergency Service	1
Chief Bush Fire Control Officer – Shire of Nungarin	1
Deputy Chief Bush Fire Control Officer – Shire of Nungarin	1
Chief Bush Fire Control Officer – Shire of Trayning	1
Deputy Chief Bush Fire Control Officer – Shire of Trayning	1
St John Ambulance – Kununoppin Sub Centre	1
Manager Works & Services - Shire of Nungarin	1
Works Supervisor – Shire of Trayning	1
Director of Nursing - Kununoppin District Hospital	1
Department of Communities - DESO – Northam	1
Area Officer - DFES Northam	1
Executive Officer Wheatbelt DEMC	1
Agriculture WA – Merredin	1
Shire of Nungarin Library	1
Shire of Trayning Library	1
Shire of Kellerberrin	1
Shire of Koorda	1
Shire of Merredin	1
Shire of Mt Marshall	1
Shire of Mukinbudin	1
Shire of Westonia	1
Shire of Wyalkatchem	1

Amendment Record

No.	Date	Amendment Details	By
1	February 2023	Consolidation of Shire of Nungarin and Shire of Trayning Local Emergency Management Arrangements	CEOs Shire of Nungarin and Shire of Trayning
2	October 2023	Update contacts, incorporate changes from District Emergency Management Advisor	CEO Shire of Trayning
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Version Control

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GLOSSARY OF TERMS

For additional information regarding the terms used in emergency management in Western Australia, refer to the current full version of the [State Emergency Management Glossary of Terms](#).

AGENCY OPERATIONS CENTRE - operations centre a facility from which a particular agency's resources are commanded, controlled, coordinated and assigned to an incident. See also emergency operations centre.

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.

CONTROLLING AGENCY – an agency nominated to control the response activities to a specified type of emergency.

COORDINATION – the bringing together of organisations and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See also control and command.

DISTRICT – means an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

EMERGENCY - the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

EMERGENCY AREA - the area to which an emergency situation declaration or a state of emergency declaration applies.

EMERGENCY CENTRE - a facility where the coordination of the response and support to the incident is provided.

EMERGENCY COORDINATION CENTRE (ECC) - a facility established to coordinate and organize emergency provision of services. See also emergency operations centre.

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; and
- 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 – the Emergency Management Australia (EMA) division of the Department of Home Affairs is responsible for preparing for emergencies and disasters through the development and maintenance of national plans, coordination of Australian Government crisis response and recovery efforts, and coordination of protective security arrangements (physical and personal) for Australian high office holders, visiting foreign dignitaries, at-risk foreign missions in Australia, as well as security arrangements for special events in Australia.

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of *the Emergency Management Act 2005*.

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

EMERGENCY MANAGEMENT DISTRICT - an emergency management district established under section 28 *Emergency Management Act 2005*.

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 Hazard Management Agency (HMA), a Combat Agency or a Support Organisation.

INCIDENT CONTROL CENTRE (ICC) - the location where the incident controller and, where established, members of the incident management team provide overall direction of response activities in an (3) emergency situation. Syn. 'emergency operations centre'.

INCIDENT – An event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

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

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

LOCAL GOVERNMENT DISTRICT – Means the combined districts of the Shire of Nungarin and the Shire of Trayning.

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.

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; and
- 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.

RISK REGISTER – A register of the risks within the local governments, identified through the Emergency Risk Management process.

SUPPORT ORGANISATION – a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

VULNERABILITY – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

WELFARE CENTRE – location where temporary accommodation is available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service (Local Government)
CEO	Chief Executive Officer
DC	Department of Communities
DBCA	Department of Biodiversity Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Service (DFES)
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
SOP	Standard Operating Procedure
WAPF	Western Australia Police Force
VFES	Volunteer Fire and Emergency Service

PART 1 – INTRODUCTION

1.1 Authority

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

1.2 Community Consultation

Shires, Police, Fire Brigade, Volunteer Fire and Emergency Services and St John Ambulance were involved with the implementation of Local Emergency Management Arrangements. The draft documents were available for public comment before the arrangements were finalised.

1.3 Document Availability

Copies of these arrangements are available to organisations and the public via:

- Shire of Nungarin Administration Centre, 66 Railway Avenue, Nungarin WA 6490. The arrangements are available in electronic or printed form during business hours 8.00 am to 4.30 pm.
- Shire of Trayning Administration Centre, Lot 66 Railway Street, Trayning WA 6488. The arrangements are available in electronic or printed form during business hours 8.30 am to 4.30 pm.
- Shire of Nungarin website – www.nungarin.wa.gov.au
- Shire of Trayning website – www.trayning.wa.gov.au

1.4 Area Covered (Context)

The Shire of Nungarin covers approximately 1,145 square kilometres and includes the localities of Nungarin, Elabbin and Kwelkan.

Nungarin is 280kms North East of Perth. The local government area is bordered by the Shires of Trayning, Mt Marshall, Mukinbudin, Westonia, Kellerberrin and Merredin.

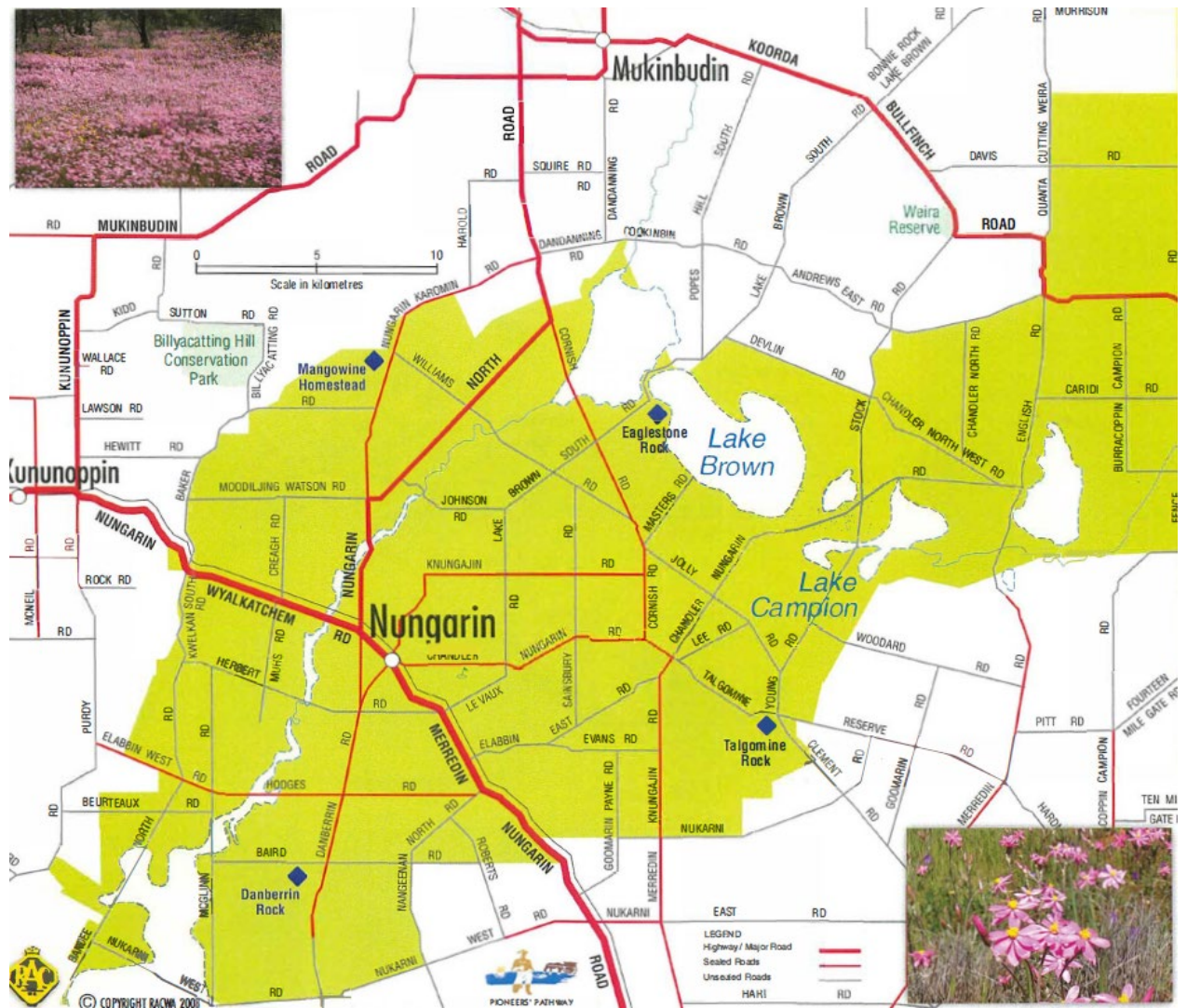
According to the 2021 census the Shire has a population of 255 people with a total of 130 dwellings.

The Shire of Trayning covers approximately 1,632 square kilometres and includes the localities of Trayning, Kununoppin and Yelbeni.

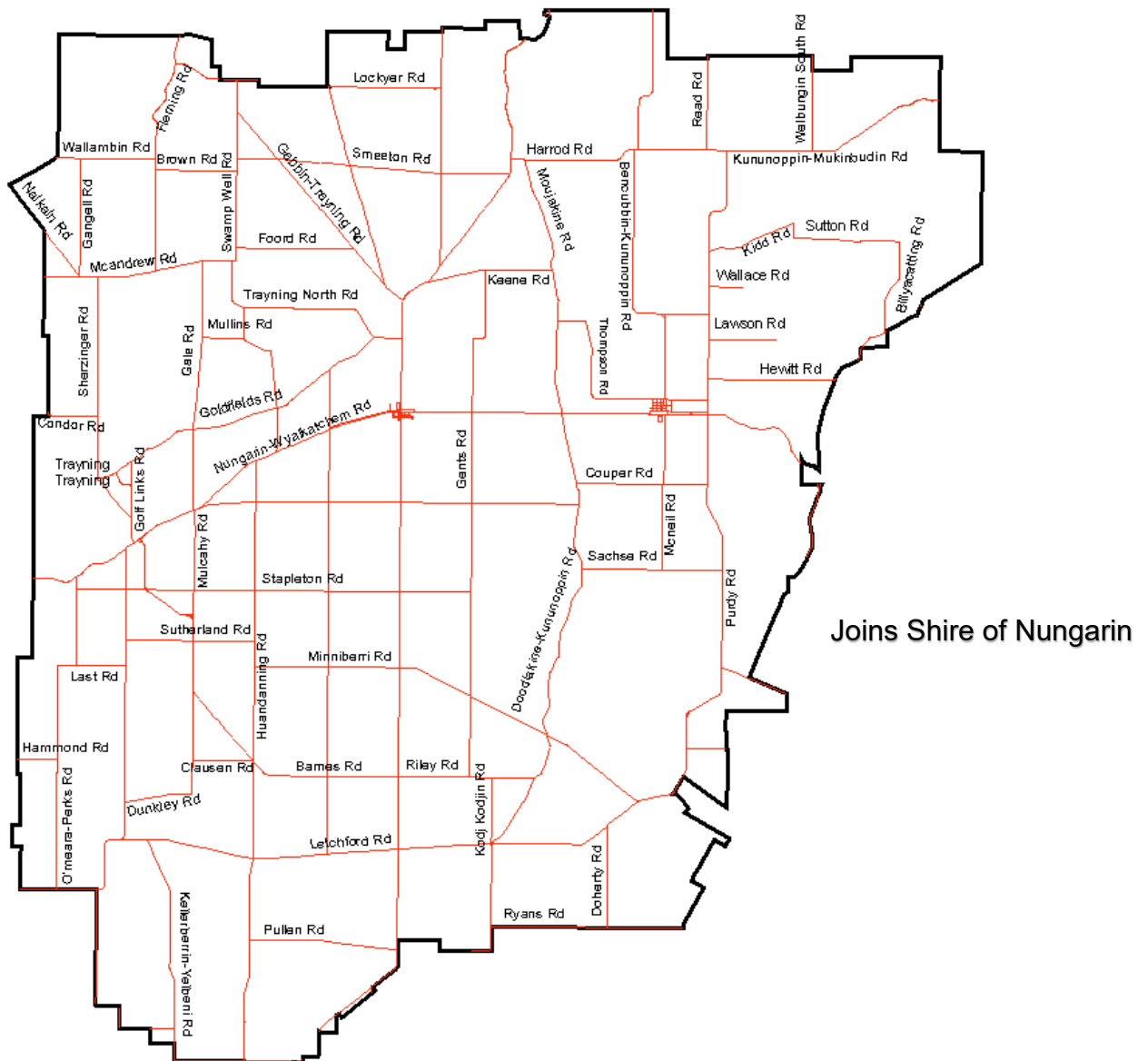
Trayning is 235 kms North East of Perth. The local government area is bordered by the Shires of Kellerberrin, Koorda, Mt Marshall, Mukinbudin, Nungarin and Wyalkatchem.

The main industries in both Shires are broad acre agriculture and supporting industries.

Shire of Nungarin – shown in green



Shire of Trayning



1.5 Aim

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

1.6 Purpose

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

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

1.7 Scope

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

Furthermore:

- a. This document applies to the local government districts of the Shire of Nungarin and the Shire of Trayning;
- b. This document covers areas where the Shires of Nungarin and Trayning (Local Governments) provides support to HMAs in the event of an incident;
- c. This document details the Shires of Nungarin and Trayning capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d. The Shires of Nungarin and Trayning responsibilities in relation to recovery management.

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

1.8 Related Documents & Arrangements

1.8.1 Local Emergency Management Policies

The Shires of Nungarin and Trayning have no Local Emergency Management Policies which are unique to these local government areas.

1.9 Existing Plans & Arrangements

1.9.1 Local Plans

Table 1 Local Plans

Document	Owner	Location
Road Transport Incident	WA Police	Mukinbudin Police Station Bencubbin Police Station
Land Search & Rescue	WA Police	Mukinbudin Police Station Bencubbin Police Station
Air Transport Emergency	WA Police	Mukinbudin Police Station Bencubbin Police Station
Fire (Rural & Urban)	Nungarin BFB	Nungarin
Emergency Evacuation Plan	Kununoppin Hospital	Kununoppin Hospital
Emergency Evacuation Plan	Nungarin Primary School	Nungarin Primary School
Emergency Evacuation Plan	Trayning Primary School	Trayning Primary School

1.9.2 Agreements, Understandings & Commitments

Table 2 Agreements and Understandings

Parties to the Agreement		Summary of the Agreement	Special Considerations
NEWROC	Shire of Nungarin	MOU - Sharing of NEWROC Shires Resources during Emergencies	
NEWROC	Shire of Nungarin	MOU - Control of Fires that Cross Shire Boundaries	

1.10 Special Considerations

- Mangowine Concert - held annually at the Mangowine Homestead located on Karomin Road, Nungarin
- Homegrown Music Festival – held annually on the Shire oval located on Danberrin Road, Nungarin
- Wheatbelt Markets - held on the first Sunday of each month on Railway Avenue, Nungarin
- Trayning TTPA Motor Sport Competition – second Saturday of September each year at the Trayning Recreation Ground, Trayning
- Restricted vehicle access in times of high rainfall
- Increase in heavy vehicle traffic during the harvest period
- Increased bushfire risk during summer months.

1.11 Resources

Refer to the Shires' Contact and Resources Registers as attached.

1.12 Roles & Responsibilities

Table 3 Roles and Responsibilities

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Nungarin and Shire of Trayning are defined in Section 36 of the EM Act .
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 37 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 the Department of Communities 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 and provide local knowledge input and details in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken. • Implement procedures that assist the community and emergency services deal with incidents. • Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role. • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer). • Participate in the ISG and provide local support. • Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities.

1.13 Local Emergency Management Committee

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

The LEMC includes representatives from both Shires, agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.

The LEMC is not an operational committee but rather the organisation established by the local governments to ensure that local emergency management arrangements are written and placed into effect for its district.

The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.

The term of appointment of LEMC members shall be determined by the local governments in consultation with the parent organisation of the members.

The functions of LEMC are:

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

1.14 Local Emergency Coordinator

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

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

- a. To provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. To assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and

- c. To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

1.15 Local Government

It is a function of a local government —

- a. Subject to this Act (*Emergency Management Act 2005*), to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- b. To manage recovery following an emergency affecting the community in its district; and
- c. To perform other functions given to the local government under this Act (*Emergency Management Act 2005*).

These functions include (but not limited to; administrating the LEMC in accordance with SEMC Preparedness Procedure 7, completing an annual reporting survey and an annual business plan in accordance with SEMC Preparedness Procedure 17 and establishing and maintaining the local emergency management arrangements State EM Policy 2.5 and Preparedness Procedure 8 which includes a local recovery plan.

1.16 LEMC Executive Officers:

Provide executive support to the LEMC by:

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

1.17 Local Emergency Management Committee

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

Other Functions of the LEMC

Various State Hazard Plans along with State Emergency Management Policies and procedures place responsibilities on LEMCs. The below identified functions relate to areas not covered in other areas of these arrangements.

- a. The LEMC should provide advice and assistance to communities that can be isolated due to hazards such as cyclone or flood to develop a local plan to manage the ordering, receiving and distributing of essential supplies.
- b. The LEMC may provide advice and assistance to DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – Cyclone, Flood and Tsunami)

1.18 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;

- a. To undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.
- b. To control all aspects of the response to an incident.
- c. During Recovery the Controlling Agency will ensure effective transition to Recovery by Local Government.

1.19 Hazard Management Agency

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

The HMA's are prescribed in the *Emergency Management Regulations 2006*. Their function is to:

- a. Undertake responsibilities where prescribed for these aspects [EM Regulations].
- b. Appointment of Hazard Management Officers [s55 Act].
- c. Declare / Revoke Emergency Situation [s 50 & 53 Act].
- d. Coordinate the development of the Westplan for that hazard in accordance with Preparedness Procedures 2 and 3.

- e. Ensure effective transition to recovery by Local Government.

1.20 Combat Agencies

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 specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

1.21 Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

PART 2 – PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the EM Act 2005 and Preparedness Procedure 7.

2.1 LEMC Membership

- Chairperson - Shire President, Shire of Trayning (rotated every two years from 2023)
- Deputy Chairperson – Shire President, Shire of Nungarin (rotated every two years from 2023)
- Officer in Charge - Mukinbudin Police Station - Local Emergency Coordinator
- Officer in Charge – Bencubbin Police Station
- Chief Executive Officer - Shire of Nungarin
- Chief Executive Officer – Shire of Trayning
- Manager Works & Services – Shire of Nungarin
- Manager of Works– Shire of Trayning
- Chief Bush Fire Control Officer, Shire of Nungarin
- Chief Bush Fire Control Officer, Shire of Trayning
- Deputy Bush Fire Control Officer, Shire of Nungarin
- Deputy Bush Fire Control Officer, Shire of Trayning
- Area Officer Upper Wheatbelt, Department of Fire & Emergency Services
- St John Ambulance - Kununoppin Sub Centre
- Principal - Nungarin Primary School
- Principal - Trayning Primary School
- Director of Nursing - Kununoppin Hospital

NOTE: A comprehensive list of LEMC Membership and contact details can be found in [Annex 5](#)

2.2 Local Role

Table 4 Local Role

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Provide executive support to the LEMC by providing secretariat support including: <ul style="list-style-type: none"> • Meeting agenda; • Minutes and action lists; • Correspondence; • Committee membership contact register;

	<ul style="list-style-type: none"> • 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;
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2.3 Agency Roles

Table 5 Agency Roles

Agency role	Description of responsibilities
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [EM Act 2005 s4]</p> <p>The HMAs are prescribed in the Emergency Management Regulations 2006.</p> <p>Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 EM Act] • Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Preparedness Procedure 2and 3] • Ensure effective transition to recovery by local government

Combat Agency	A Combat Agency as prescribed under <u>subsection (1) of the <i>Emergency Management Act 2005</i></u> 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).

2.4 Meeting Schedule

SEMP Preparedness Procedure 7 states “LEMCs shall meet every three (3) months and as required.”

The LEMC meets on third Tuesday in the months of February, August and October starting at 4.30 pm with a fourth meeting only if required.

2.5 LEMC Constitution & Procedures (s38(4) EM Act)

Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

Table 6 Meeting Procedures

Every Meeting	<ul style="list-style-type: none"> • Confirmation of local emergency management arrangements contact details and key holders; • Review of any post-incident reports and post exercise reports generated since last meeting; • Progress of emergency risk management process; • Progress of treatment strategies arising from emergency risk management process; • Progress of development or review of local emergency management arrangements; and Other matters determined by the local government.
February Meeting	<ul style="list-style-type: none"> • Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC); • Begin developing annual business plan.
August Meeting	<ul style="list-style-type: none"> • Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report);

	<ul style="list-style-type: none"> • Finalisation and approval of annual business plan.
October Meeting	<ul style="list-style-type: none"> • Identify emergency management projects for possible grant funding; • National and State funding nominations.

2.6 Managing Risk

2.6.1 Emergency Risk Management

Risk management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community. Building a sound understanding of the hazards enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in SEMP Emergency Management Policy 3.2 and SEMC Preparedness Procedure 1.

The Shires of Nungarin and Trayning are yet to undertake a local risk assessment as part of the State risk project local. This is something that will be undertaken in the near future.

2.6.2 Hazards likely to occur

Below is a list of hazards considered by the LEMC as having a degree of likelihood of occurring and having an impact on the community. The impacts on the community may be manifested in various ways through their effects on people, the local and wider economy, public administration, social setting and the environment.

Table Emergencies likely to occur

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan	Local Plan
Flood	DFES	DFES	VFES and Regional SES	Police, Local Fire Brigade, LGA Staff	Severe Weather 2022	SOPs
Fire	DFES	LG	BFBs & VFES	LGA Staff, Police, SJAA	Fire 2022	
Road Transport Emergency	WA Police Force	WAPF	WAPF	LGA Staff, SJA	Crash Emergency 2022	SOPs
Fire (DBCA Lands)	DFES	DBCA	DBCA, BFB's, FRS	LGA Staff, Police, Local Contractors	Fire 2022	
Rail Transport	Arc Infrastructure (General Manager of Operations)	WAPF and/or DFES	Police FRS	LGA Staff BFB's Nursing Post SJAA	Crash Emergency 2022	
Severe Storm	DFES	DFES	VFES and Regional SES	WPC, LGA Staff, BFB's Nursing Post SJAA	Severe Weather 2022	SOPs
Structural Fire	DFES	DFES	VFES BFB's (Defensive Role Only)	WPC Police LGA Staff	Fire 2022	SOPs
Air Crash	Commissioner of Police	WAPF	FRS BFB's CASA	WPC, LGA Staff BFB's Nursing Post SJAA	Crash Emergency 2022	
Land Search & Rescue	Commissioner of Police	WAPF	Regional SES Defence Force	BFB's SJAA Nursing Post LGA Staff	Search and Rescue Emergency 2020	2022
Pandemic	Dept of Health	Dept of Health	Health Services	Kununoppin Hospital	Human Biosecurity 2022	SOPs

PART 3 – SUPPORT TO RESPONSE

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

It is recognised that the HMA's and Combat agencies may require the Shire of Nungarin and/or Shire of Trayning resources and assistance in emergency management. The Shires of Nungarin and Trayning are committed to providing assistance / support if the required resources are available through the Incident Support Group when and if formed.

3.2 Incident Support Group (ISG)

The ISG is convened by the HMA or the Local Emergency Coordinator in consultation with the HMA to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

3.2.1 Role

The role of the ISG is to provide support to the incident management team. The ISG is a group of people represented by the different agencies who may be involved in the incident.

3.2.2 Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Policy 5.1 Incident Management and Emergency Management Frameworks. These are;

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

3.2.3 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved, and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

3.2.4 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per or incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.2.5 Location of ISG Meetings

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

Location One: Shire of Nungarin Administration Centre
Address: 66 Railway Avenue Nungarin WA 6490

Contact	Name	Phone	Phone (Mobile)
1 st Contact	John Merrick	9046 5006 (W)	0427 465 006
2 nd Contact	David Nayda	9046 5006 (W)	0428 465 007

Location Two: Nungarin Community Recreation Centre
Address: Danberrin Road Nungarin WA 6490

Contact	Name	Phone	Phone (Mobile)
1 st Contact	John Merrick	9046 5006 (W)	0427 465 006
2 nd Contact	David Nayda	9046 5006 (W)	0428 465 007

Location Three: Shire of Trayning Administration Centre
Address: Lot 66 Railway Street Trayning WA 6488

Contact	Name	Phone	Phone (Mobile)
1 st Contact	Leanne Parola	9683 1001 (W)	0428 831 034
2 nd Contact	Belinda Taylor	9683 1001 (W)	0427 831 051

Location Four: Trayning DFES Shed
Address: Lot 172 Sutherland Street Trayning WA 6488

Contact	Name	Phone	Phone (Mobile)
1 st Contact	Peter Barnes	N/A	0408 053 023
2 nd Contact	Murray Leahy	N/A	0499 383 160

Table 7 ISG Locations

3.3 Media Management and Public Information.

The aim in the provision of public information during emergencies is to provide the public with accurate, coordinated timely and accessible public information, instructions, and warnings so people are aware of the situation and take appropriate actions to safeguard life, property and the environment.

Emergency Management Agencies (EMAs) and Controlling Agencies are responsible for implementing various public information preparedness activities, as outlined in the State EM Plan (section 5.3.1).

During incidents, Controlling Agencies are responsible for management and resourcing of public information activities as part of their business as usual activities, in consultation with the HMA when required.

When an incident escalates and becomes an emergency, the HMA is in control of the public information function during the response phase, in collaboration with the Controlling Agency (where they are separate organisations), unless other arrangements are in place as per State EM Policy statement 5.6.10.

3.3.1 Public Warning Systems

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

3.3.2 Standard Emergency Warning Signal (SEWS)

The SEWS must only be used under strict instruction as advised by the HMA during an emergency, in circumstances when it is necessary for the community to take some action to prevent or minimise:

- the loss of life or prejudice to the safety or harm to the health of persons or animals;
- destruction of, or damage to, property; or
- destruction of, or damage to, any part of the environment.

The conditions and procedures for use of SEWS are detailed in State EM Response Procedure 3.

3.3.3 Local Community Communication Systems

The Shires of Nungarin and Trayning may use one or any of the following communication systems to reach the community:

- Shire of Nungarin official website
- Nungarin Newslink
- Shire of Nungarin official facebook
- Shire of Nungarin Telstra Messaging Groups
- Shire of Trayning official website
- Ninghan News
- Shire of Trayning official facebook
- Shire of Trayning Message Media Groups

3.4 Critical Infrastructure

See Appendices – [Annex 1](#)

3.5 Evacuation

Community emergency evacuation planning should be undertaken in accordance with the principles of the Commonwealth Australian Institute for Disaster Resilience's Evacuation Planning (Handbook 4), the SEMC's Western Australia Community Evacuation in Emergencies Guideline and the State EM Plan section 5.3.2.

Local governments, HMAs, relevant EMAs (ie Support Organisations and Controlling Agencies), in consultation with relevant LEMCs, must identify and advise of refuge sites and evacuation centres appropriate for the hazard. The refuge sites should be documented in the LEMA.

The Controlling Agency is responsible for the decision to evacuate during an emergency. The criteria to be considered prior to a decision being made are outlined in the SEMC's Western Australian Community Evacuation in Emergencies Guide.

The Controlling Agency is responsible for providing community warnings and timely advice on the likely threat of an emergency and the required actions of the community to assist

community members in recognising a threat and being able to make an informed decision as to whether to move to another location.

Once a decision has been made to evacuate an area, the IC, in consultation with the HMA, is responsible for ensuring effective communication strategies are implemented.

The decision to undertake a controlled evacuation must be made by the Controlling Agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory). A direction to evacuate is a lawful instruction and may be made by a person authorised to do so. (See State EM Plan section 5.3.2 for relevant legislation). In relation to bushfire, despite the existence of the Prepare. Act. Survive. Policy, a direction to evacuate may be required under certain circumstances.

3.5.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

State Emergency Management Response Procedure 8 ‘Direction concerning movement and evacuation in an emergency situation’ should be consulted when planning evacuation.

3.5.2 Management

The responsibility for managing evacuation rests with the Controlling Agency. The Controlling Agency is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the ‘combat agency’ for carrying out the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC have responsibility under State Arrangements to maintain the welfare of evacuees under Westplan Welfare.

3.5.3 Special Needs Groups

For a lists of special needs groups within the Shires of Nungarin and Trayning refer to [Appendices Annex 2](#).

3.6 Welfare

The Department of Communities (DC) has the role of managing welfare. Refer to Department of Communities District Welfare Plan.

3.7 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the Department of Communities (DC) District Director to:

- a. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
- b. Prepare, promulgate, test and maintain the Local Welfare Plans;
- c. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
- d. Establish and maintain the Local Welfare Emergency Coordination Centre; Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- e. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- f. Represent the department on the Incident Management Group when required.

3.8 Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator. The Shires of Nungarin and Trayning will appoint a suitable staff member as liaison officer to assist DC in accessing Shire facilities and services. This role aids DC in support of the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

3.9 Community Evacuation Organisations and Responsibilities

Table 8 Community Evacuation Responsibilities

Agency / Task	Responsible person / position / agency
HMA/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 • 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
Shires of Nungarin and Trayning	<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 Nungarin or Trayning, provide a liaison officer to support the Department of Communities
Department of Communities and the Shires of Nungarin and Trayning	<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 support services for evacuees
Property security	<ul style="list-style-type: none"> • WA Police
Traffic management	<ul style="list-style-type: none"> • WA Police initially • Traffic contractors as appointed by MRWA or the Shire of Nungarin.
Welfare	<ul style="list-style-type: none"> • Department of Communities and the Shires of Nungarin and Trayning.

3.10 State & National Registration & Enquiry

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

3.11 Animals (including assistance animals)

- Wheatbelt Ranger Service 0400 240 787
- Horse yards available on north side of town in Nungarin (Lot 63 Nungarin North Road)

3.12 Welfare Centres

For a detailed list of evacuation/welfare centres refer to the contacts and resources register.

PART 4 RECOVERY

4.1 The Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of this plan is to ensure recovery is managed and planned for in a structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (LRCC), relevant Shire staff and the community require an understanding of the recovery process. LEMC members with the relevant SEMC Policies and read the EMA's Recovery Manual No. 10, will benefit highly with their overall contribution to the recovery process. This will ultimately result in a higher level of awareness and knowledge in the community.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self-determination.

4.2 Aim of Recovery

The aim of providing recovery services is to assist the affected community towards management of its own recovery. It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

4.3 Priorities for Recovery

Disasters can deeply impact lives and livelihoods. Working with communities recovering from disasters is complex and challenging. These principles are a way to guide our efforts, approach, planning and decision-making.

Planning for recovery is integral to emergency preparation and mitigation actions may often be initiated as part of recovery.

Disaster recovery includes built, environment and economic elements, all contributing to individual and social wellbeing.

The Shires of Nungarin and Trayning align their priorities for recovery to the National Principles for Disaster Recovery.

While all the principles are equally critical to ensure effective recovery, understanding the local and broader content and recognising complexity is foundational.

Understand the CONTEXT	Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics.
Recognise COMPLEXIT	Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community.
Use COMMUNITY-LED approaches	Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward.
COORDINATE all activities	Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need.
COMMUNICATE effectively	Successful recovery is built on effective communication between the affected community and other partners.
Recognise and Build CAPACITY	Successful recovery recognises supports and builds on individual, community and organisational capacity and resilience.

The complete National Principles for Disaster recovery can be found at <https://knowldge.aider.org.au/resources/national-principles-disster-recvoery>

4.4 Principles of Recovery

Recovery from emergencies is most effective when:

- Recovery from an emergency is an enabling and supportive process, which follows individuals, families and communities to attain a proper level of functioning through the provision of information, special services and resources.
- Agreed plans and management arrangements which are accepted and understood by recovery agencies, combat agencies and the community, have been established.
- Recovery arrangements recognize the complex, dynamic and protracted nature of recovery processes and the changing needs of affected individuals, families and groups within the community over time.
- Human service agencies play a major role in all levels of key decision-making which may influence the wellbeing and recovery of the affected community.
- The recovery process begins from the moment of emergency impacts.
- Planning and management arrangements are supported by training programs and exercises which ensure that recovery agencies and personnel are properly prepared for their role.
- Recovery management arrangements provide a comprehensive and integrated framework for managing all potential emergencies and disasters and where assistance measures are provided in a timely, fair and equitable manner and are sufficiently flexible to respond to a diversity of community needs.

4.5 Recovery Concepts

Recovery management principles are supported by the following concepts which provide a basis for effective recovery management.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged.
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible and adaptable to meet the rapidly changing environment, as well as being accountable.
- Integrated Services: Integrated of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.

4.5 Transition from Response to Recovery

Response and recovery activities will overlap and may complete for the same limited resources. Such instances should normally be resolved through negotiation between the Hazard Management Agency's Incident Manager (IM), Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC). However, where an agreement cannot be achieved, preference is to be given to the response requirements.

The decision to announce that emergency response is over is just as important as determining whether an issue or incident constitutes an emergency in the first place. The decision to formally announce that the emergency is over will send an important message to all stakeholders and will trigger the commencement of recovery operations by government, community and private sector business.

The effect of prematurely announcing that an emergency is over may create the perception among stakeholders that the Shires of Nungarin and Trayning are being insensitive to, or is unaware of the broader issues, which may reflect poorly on the Shire. The LRC and the Shire of Nungarin and Trayning CEOs should jointly determine when the emergency response is over in Consultation with Emergency Services and field response operations.

4.6 Local Recovery Coordinator

Shire of Nungarin Chief Executive Officer will assume the role of Local Recovery Coordinator or appoint an appropriate person to the position on a case by case basis.

Table 9 Local Recovery Coordinator

Local Recovery Coordinator	Alternative LRC
Chief Executive Officer, Shire of Nungarin	Chief Executive Officer, Shire of Trayning

4.7 Local Recovery Coordinator – Roles & Responsibilities

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

- Prepare, maintain and test the Local Recovery Plan;
- Assess the community recovery requirements for each event, in consultation with the HMA, EC and other responsible agencies, for;
- Advice to the Shire President/CEO on the requirement to activate the plan and convene the LRCC; and
- Initial advice to the LRCG, if convened
- Undertake the functions of the Executive Officer (XO) to the LRCG;
- Assess the LRCG requirements for the restoration of services and facilities with the assistance of the responsible agencies where appropriate, including determination of the resources required from the recovery process in consultation with the HMA during the initial stages of recovery implantation.
- Coordinate local recovery activities for a particular event, in accordance with plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCC;
- Liaise with the Chair of the State Recovery Coordinating Committee (SRCC) or the State Recovery Coordinator, where appointed, on issues where State level support is required or where there are problems with services from government agencies locally;
- Ensure the regular reports are made to the SRCC on the progress of recovery; and
- Arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down.

4.8 Recovery Coordination Group

The Local Recovery Coordination Group (LRCG) can expand or contract as the emergency management process requires. When formatting the LRCG, the LRC will organise the team based on the nature, location and severity of the event as well as considering the availability of designated members. The LRC will also ensure that the LRCG has the technical expertise and operational knowledge required to respond to the situation.

4.8.1 Composition of the LRCG

Table 10 Composition of the LRCG

Position	Suggested Representative
Chairperson	Shire of Nungarin or Trayning President, Deputy President, Councillor or CEO
Coordination Group Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments
Local Recovery Coordinator	Shire of Nungarin Chief Executive Officer
Secretary/Executive Officer	Shire of Nungarin appointment

4.8.2 Role and Responsibilities of the Local Recovery Coordination Group

The LRCG has the role to coordinate and support the local management of the recovery processes within the community subsequent to a major emergency in accordance with SEMC Policies, local plans and arrangements.

The LRCG responsibilities may include any or all of the following:

- Appointment of key positions within the committee and, when established, the sub-committees;
- Establishing sub-committees;
- Assessing the requirements for recovery activities with the assistance of the responsible agencies, where appropriate;
- Develop strategic plans for the coordination of recovery processes;
- Activation and coordination of the ECC, if required;
- Negotiating the most effective use of available resources;
- Ensuring a coordinated multi-agency approach to community recovery; and
- Making appropriate recommendations, based on lessons learned, the LEMC to improve the community's recovery preparedness.

4.9 Priorities for Recovery

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

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

4.10 Financial Recovery

Funding is not available for recovery building, however there are funding arrangements for recovery assistance following an emergency. The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognizes that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

Relief programs include:

- Western Australian Disaster Relief Funding Arrangements (WADFRA)
- Commonwealth Natural Disaster Relief and Recovery Arrangements (NDRRA)
- Centrelink
- Lord Mayor's Distress Relief Fund (LMDRF)

Part 5: EXERCISING AND REVIEWING

5.1 The Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising are also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is a HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

5.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register

5.4 Reporting of Exercises

Each LEMC should report their exercise schedule to the relevant DEMC as soon as practical after the exercise. A list of outcomes and actions should be provided to the next LEMC meeting.

5.5 Review of Local Emergency Management Arrangements

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 Procedure 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.

5.6 Review of Local Emergency Management Committee Positions

The Shires of Nungarin and Trayning in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. (SEMC Preparedness Procedure 7).

5.7 Review of Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Appendices

Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Radio Repeater Antenna	3km East of Main St Nungarin	Radio Repeater for BFS	Shire of Nungarin	9046 5006 0427 465 006 0428 465 007	Loss of emergency services communication
Shire Administration Building	66 Railway Avenue, Nungarin	Administration	Shire of Nungarin	9046 5006 0427 465 006 0428 465 007	Loss of vital records and essential facilities
Nungarin Community Recreation Centre	112 Danderrin Road Nungarin	Welfare centre and community hub	Shire of Nungarin	9046 5006 0427 465 006 0428 465 007 9046 5071	Loss of vital community social hub
Shire Works Depot	Lot 150 Danderrin Road Nungarin	Shire maintenance depot	Shire of Nungarin	9046 5006 0427 465 006 0428 465 007	Loss of essential service delivery capacity
Mobile Phone Tower – Trayning	Top of CBH Bin in Trayning	Telstra Mobile Phone Tower	Telstra		Loss of mobile phone communication
Mobile Phone Tower – Kununoppin	Appleyard Road Kununoppin	Telstra Mobile Phone Tower	Telstra		Loss of mobile phone communication
Kununoppin Hospital & Medical Centre	Leake Street Kununoppin	Hospital	Dept of Health		Loss of local health services
Kununoppin Air Strip	Kahl Road, Kununoppin	Sealed airstrip	Shire of Trayning	9683 1001 0428 831 035	Loss of RFDS airstrip
Shire Works Depot	Adams Street Trayning	Shire maintenance depot	Shire of Trayning	9683 1001 0428 831 035	Loss of essential service delivery capacity
Shire Administration Building	Lot 66 Railway Street Trayning	Administration	Shire of Trayning	9683 1001 0428 831 035	Loss of vital records and essential facilities

Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Evacuation Plan
Nungarin Primary School	School	Danberrin Road Nungarin	Leonie Matthews (Principal) 90464300	Mrs Jennifer Munro Manager Corporate Services 90465037	5 (Students) 8 (Staff)	Yes (Office)
Grangarin Aged Units	Aged Accommodation	First Avenue Nungarin	John Merrick 0427 465 006	Shire Office 9046 5006	6 (Adults)	To be confirmed
Trayning Aged Persons Units	Aged Accommodation	Lot 500 Coronation Street Trayning	Leanne Parola 0428 831 035	Belinda Taylor 9683 1001	24 (Adults)	No
Trayning Primary School	School	Railway Street Trayning	Vicki Macdonald 9683 1084		14 (Students) 10 (Staff)	Yes
Trayning Single Person Units	Accommodation	Lot 54 Glass Street Trayning	Leanne Parola 0428 831 035	Belinda Taylor 9683 1001	8 (Adults)	No
Kununoppin Hospital including Ninghan Lodge	Hospital, Aged Accommodation	Leake Street Kununoppin	Joanne Randall 9683 0222			Yes
Kununoppin Independent Living Units	Accommodation	Hughes Street Kununoppin	Leanne Parola 0428 831 035	Belinda Taylor 9683 1001	20 (Adults)	No

Annex 3: LEMC Contacts

Name	Position/Organisation	Address	Phone	Email
Pippa de Lacy	Shire President - Nungarin	Hodges Rd Nungarin WA 6490	0409 689 148	crdelacy@nungarin.wa.gov.au
John Merrick	CEO – Shire of Nungarin	40 Danberrin Rd Nungarin WA 6490	0427 465 006	ceo@nungarin.wa.gov.au
John Merrick	Recovery Coordinator	40 Danderrin Rd Nungarin WA 6490	0428 465 007	ceo@nungarin.wa.gov.au
Melanie Brown	Shire President - Trayning	Sherzinger Road, Yelbeni WA	0400 447 067	crbrown@trayning.wa.gov.au
Leanne Parola	CEO – Shire of Trayning	44 Coronation Street Trayning WA 6488	0428 831 035	ceo@trayning.wa.gov.au
Grant Cross	Manager of Works Trayning	46 Coronation Street Trayning WA 6488	0428 831 036	works@trayning.wa.gov.au
David Nayda	Manager Works & Services Nungarin	24 First Avenue Nungarin WA 6490	0428 465 007	works@nungarin.wa.gov.au
Steve Clegg	OIC Mukinbudin Police	50 Maddock St Mukinbudin WA 6479	9047 2200 0429 089 538	Mukinbudin.Police.Station@police.wa.gov.au
David Tapscott	OIC Bencubbin Police		0436 851 062	David.Tapscott@police.wa.gov.au
Paul Cosson	CBFCO Shire of Nungarin	55 First Avenue Nungarin WA 6490	0438 367 024	paulcosson@hotmail.com
Peter Barnes	CBFCO Shire of Trayning		0408 053 023	oxendale@westnet.com.au
Benjamin Davies	Acting DFES Area Officer	79 Newcastle St Northam WA 6401	0437 828 473	siobhan.bishop@dfes.wa.gov.au
Peter Geraghty	SJA Coordinator	Shadbolt St Mukinbudin WA 6479	0428 682 832 9047 1031	sjakunosubcentre@westnet.com.au
Jo Spadaccini	Dept of Communities		0429 192 614	joanne.spadaccini@communities.wa.gov.au
Leonie Matthews	Principal Nungarin Primary School	Danberrin Rd Nungarin WA 6490	9046 4300	Leonie.Matthews@education.wa.edu.au
Vicki Macdonald	Principal Trayning Primary School	Adam Street Trayning WA 6488	9683 1084	Vicki.Macdonald@education.wa.edu.au
Joanne Randall	DON Kununoppin Hospital	Leake Street Kununoppin WA 6489	9683 0222	Joanne.Randall@health.wa.gov.au

Annex 4: Shire Plant and Equipment Resources

Shire of Nungarin

Location:	154 Danberrin Road NUNGARIN WA 6490	
Contact/s	David Nayda	0428 465 007
	John Merrick (CEO)	0427 465 006

Item description	Number of items
Luigong Grader	1
Champion 710A Grader	1
Liugong Loader	1
Kabota Mini Excavator	1
Tip Truck (10T)	2
Water Truck (9000L)	1
Dual Cab Utility	1
Single Cab Utilities	2
5.8 KVA Generator	1
21 Seat Community Bus	1
JCB Skidsteer	1
Fuel Trailer	1
Box Trailer	1
Chainsaws	2

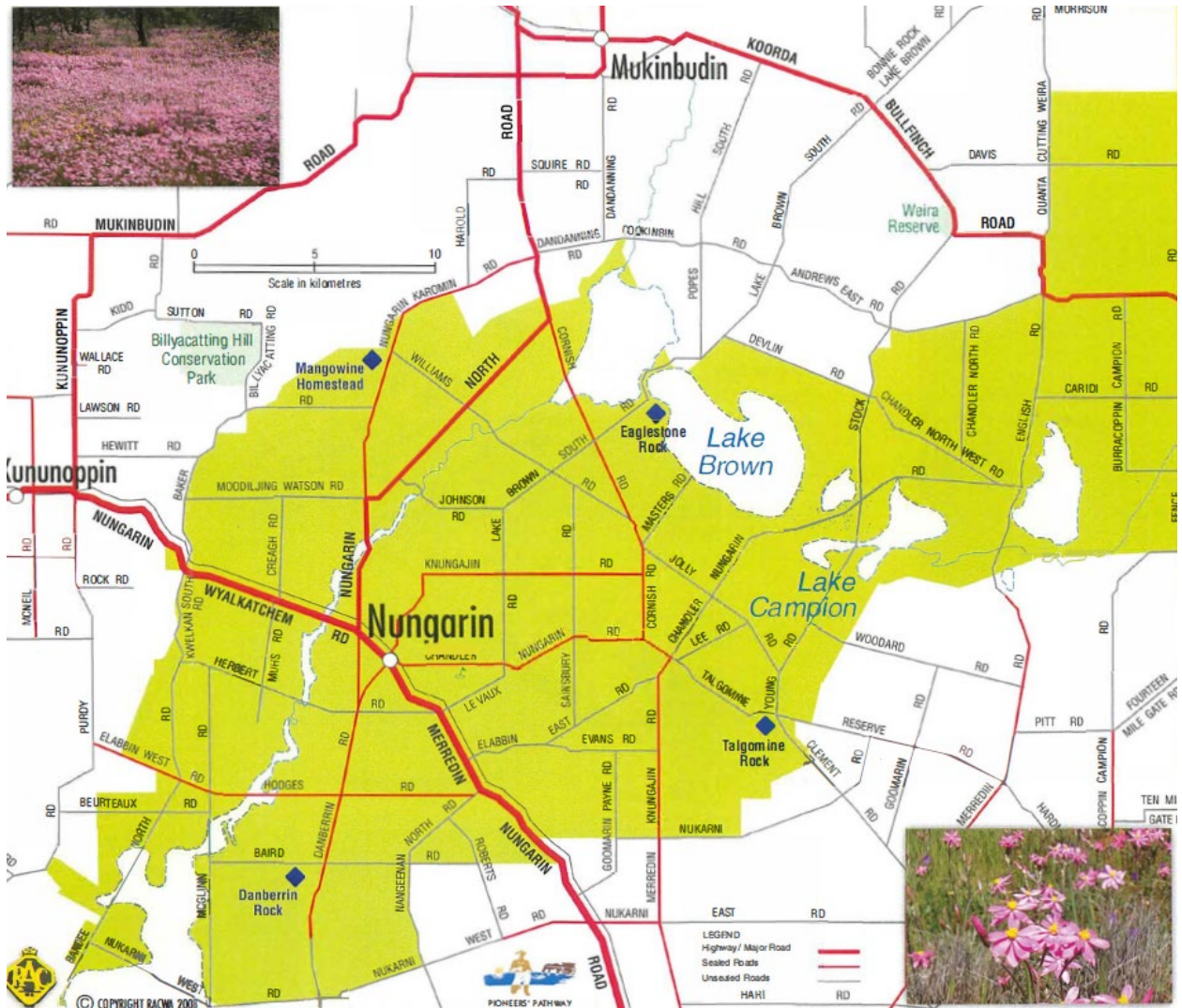
Shire of Trayning

Location:	Railway Street TRAYNING WA 6488	
Contact/s	Grant Cross	0428 831 036
	Leanne Parola (CEO)	0428 831 035

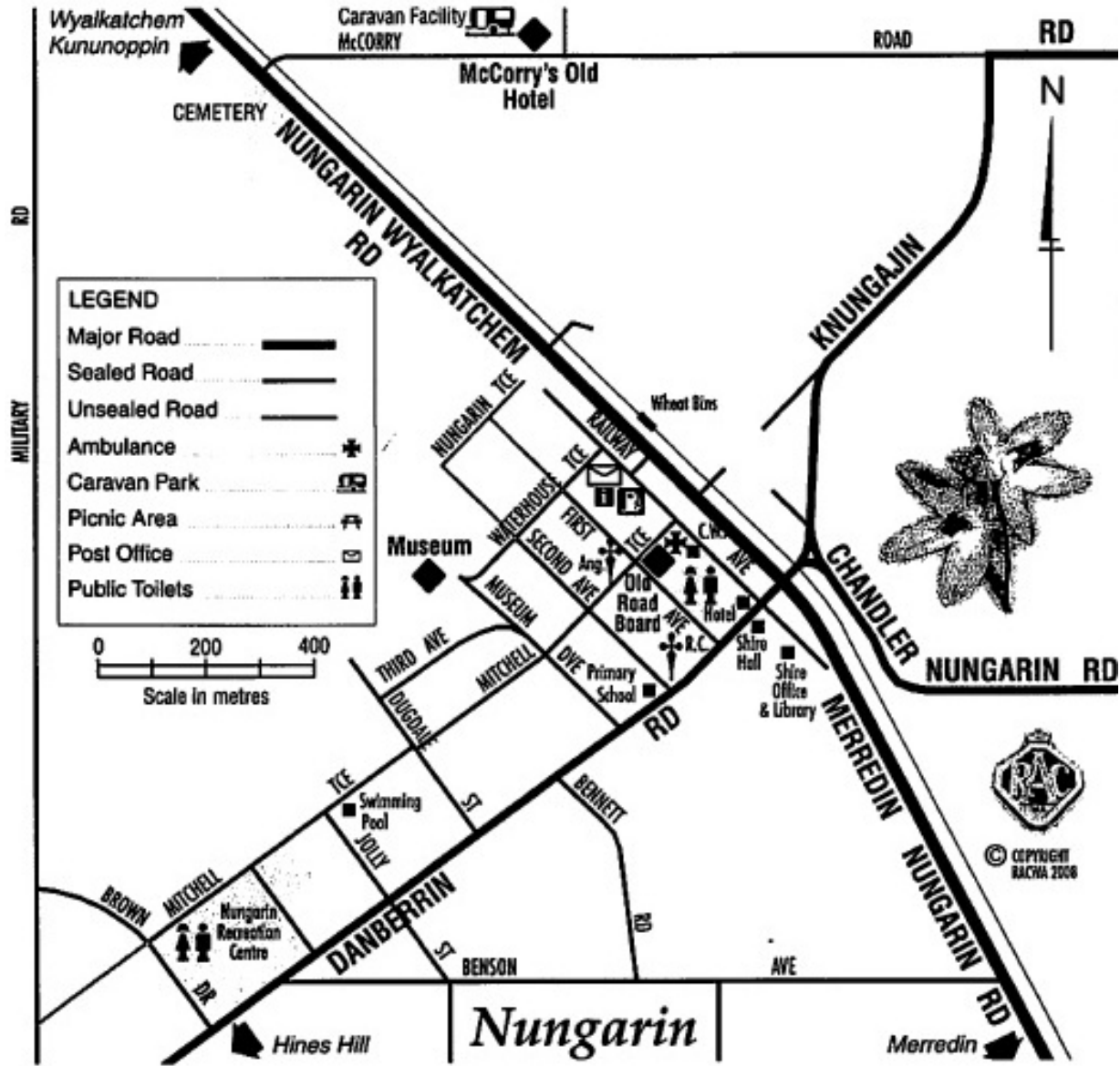
Item description	Number of items
Mitsubishi Truck 5m	1
DAF Truck and Tipper	1
John Deere Tractor	1
Road Sweeper	1
Mitsubishi Triton	1
Ford Ranger Dual Cab	1
Komatsu Grader	1
Enforcer Rough Terrain Forklift	1
Mustang Skid Loader	1
Toyota Hilux Single Cab Ute Manual	1
Tilt Bed Trailer	1
Fuel Trailer	1
Tandem Box Trailer	1
Side Tipper	1
Fuel Box Trailer	1
TAG Plant Trailer	1
Excavator JCB 8035 ZTS	1
Boxtop 8x5 Tandem Tipping Trailer	1

Volvo SDLG Loader	1
Toyota Hilux Utes	2
Chainsaws	2
Trailer Mounted Generator 40 KVA	1

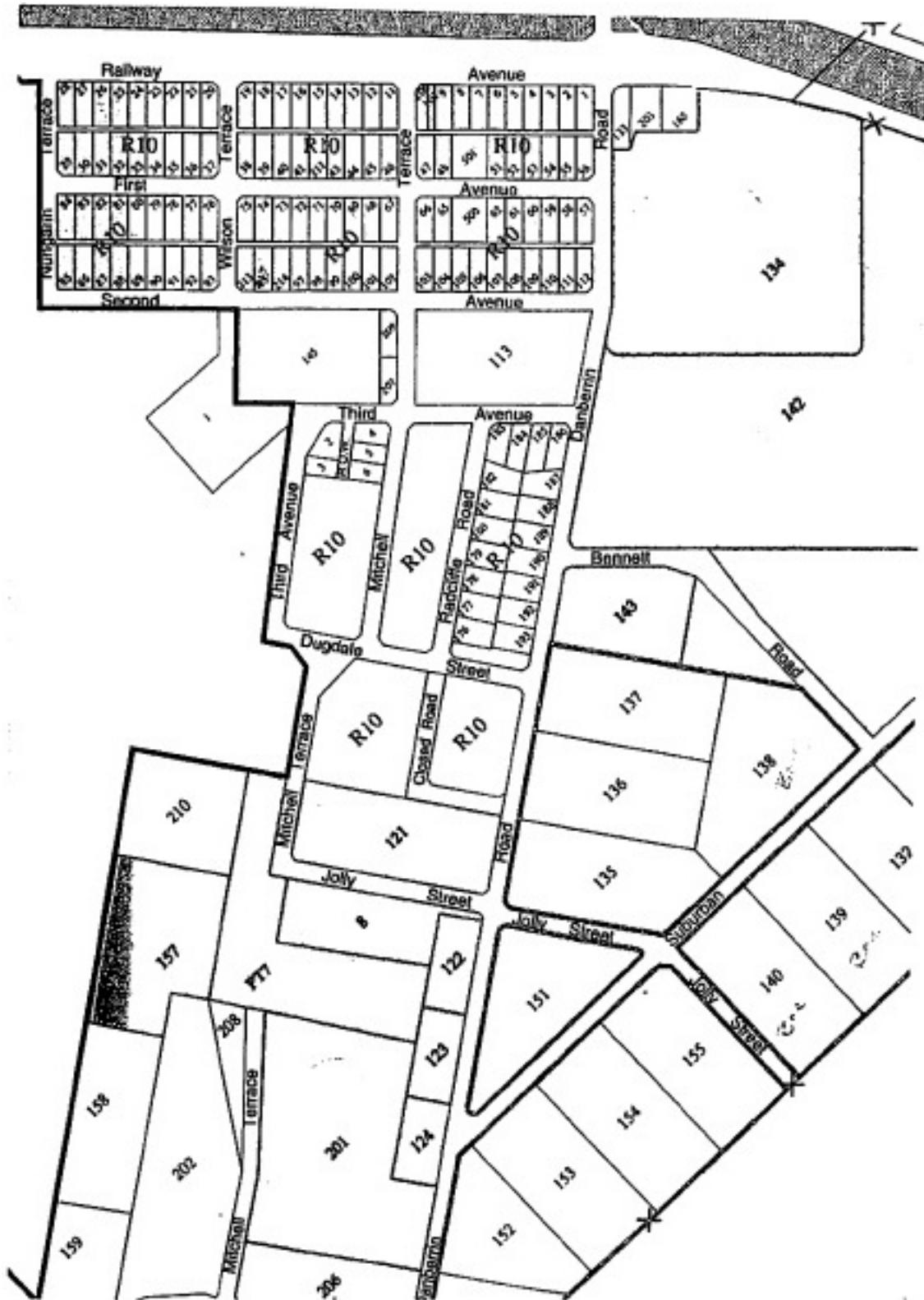
Annex 5: Map of the District - Nungarin



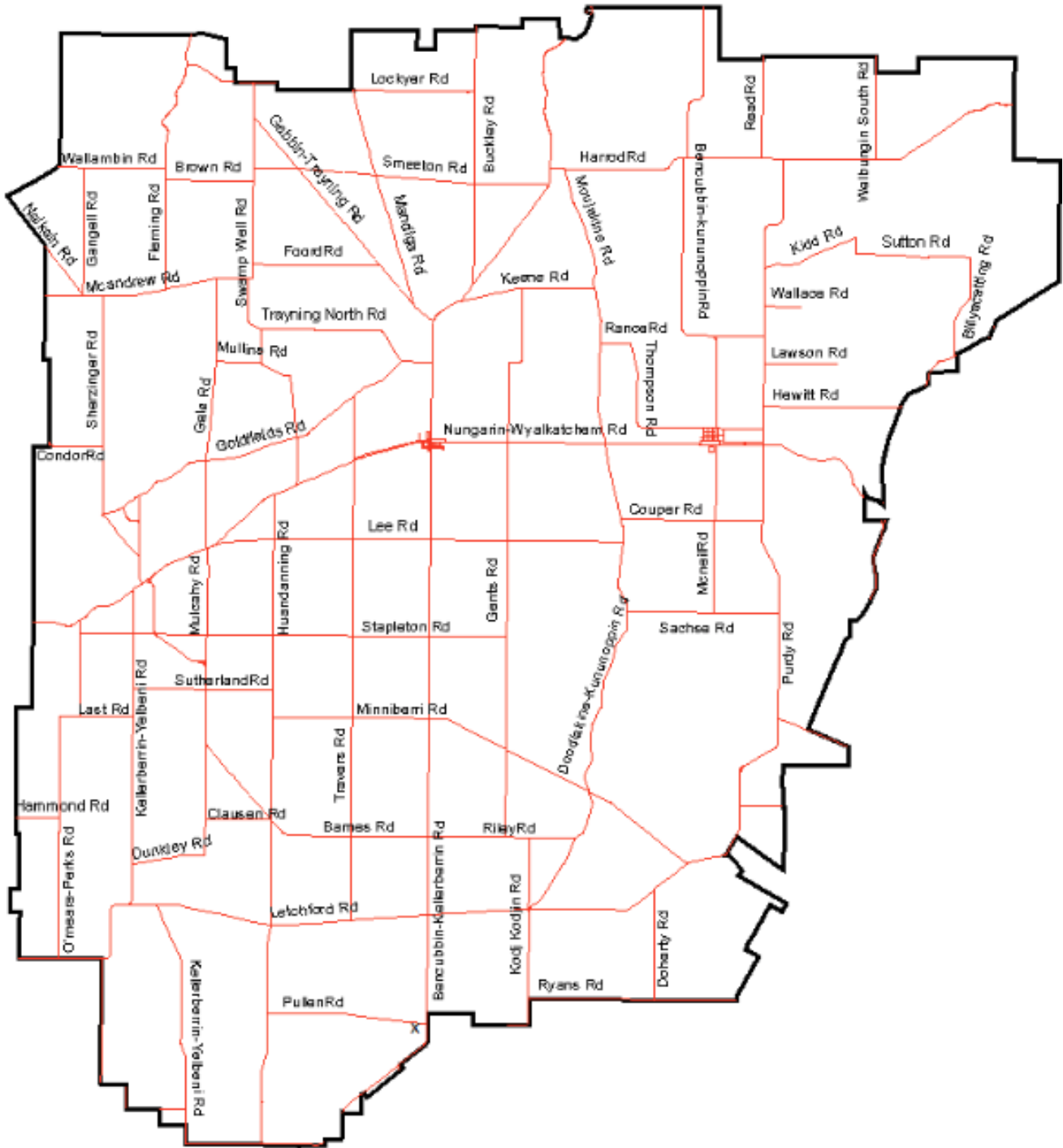
Annex 6: Map of the Town - Nungarin



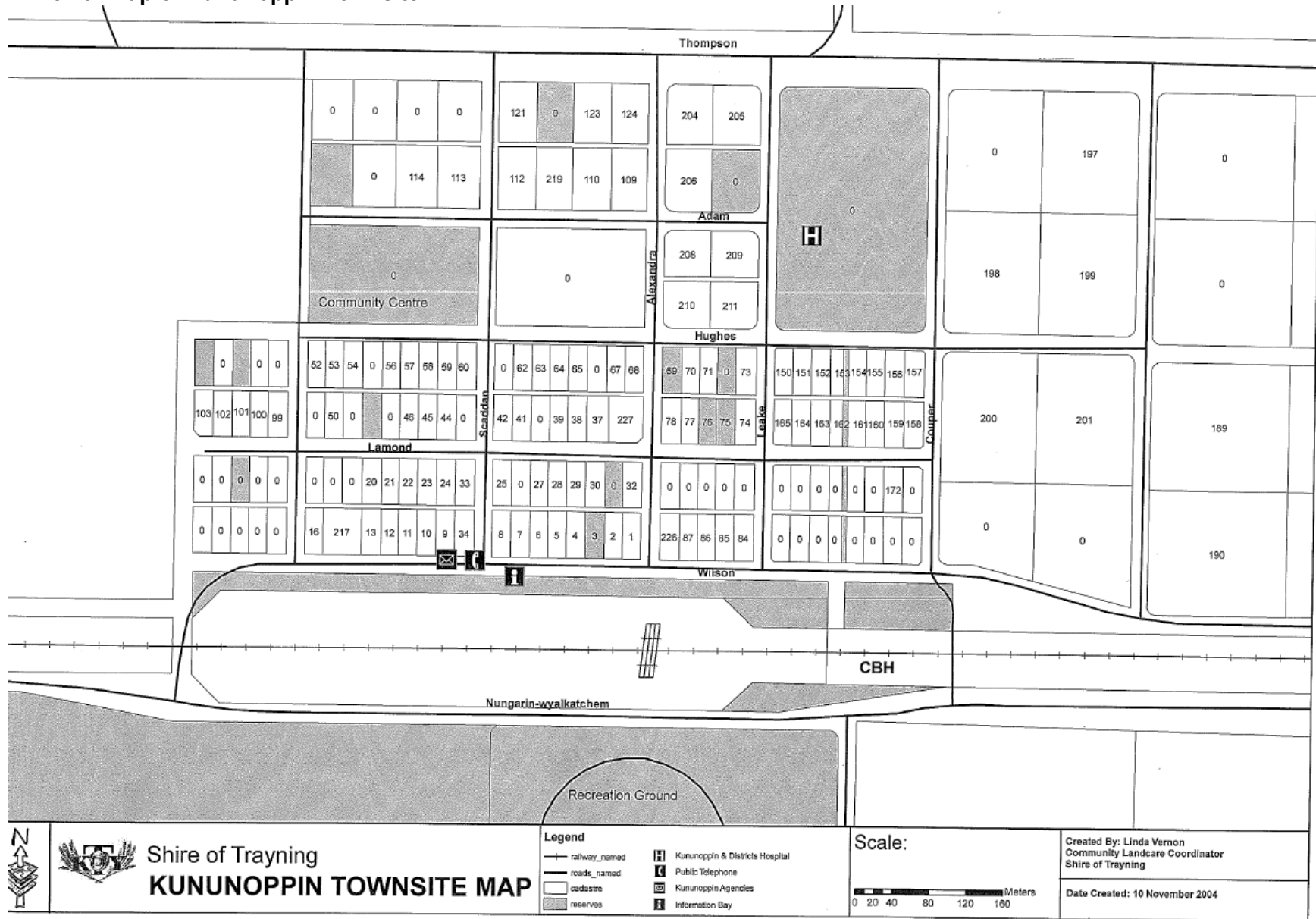
Annex 7: Map of the Town with Street Numbers - Nungarin



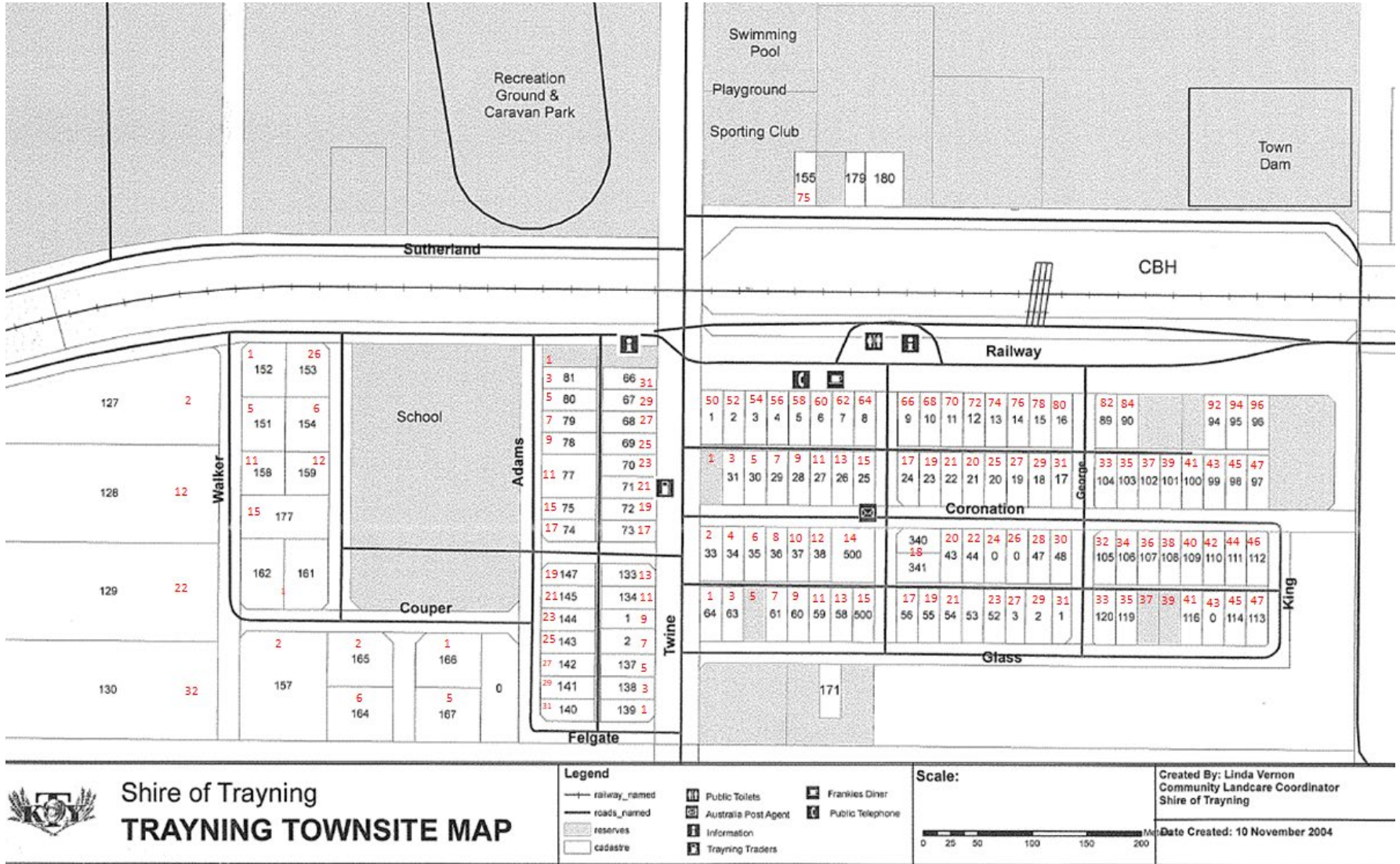
Annex 8: Map of the District of Trayning



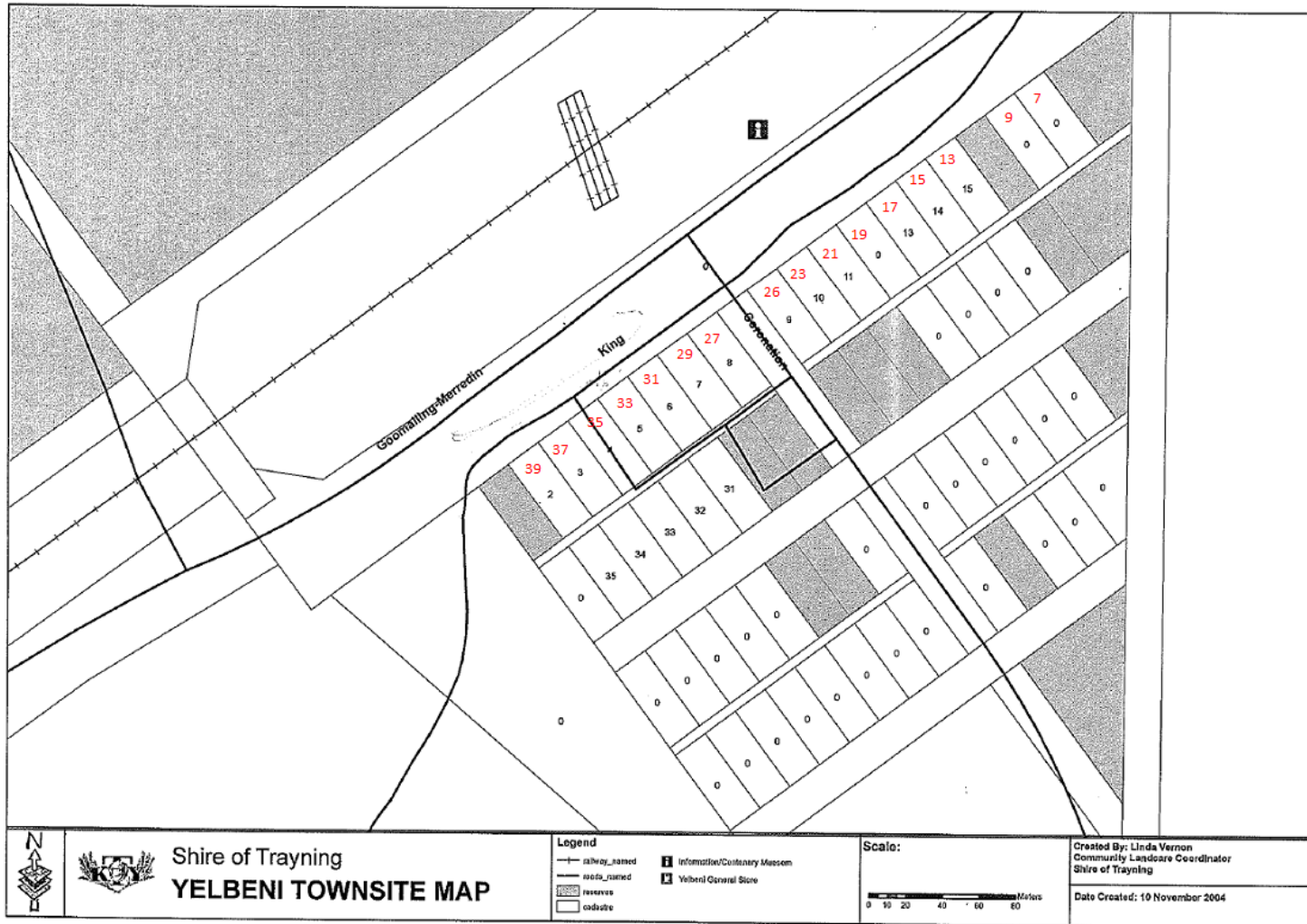
Annex 9: Map of Kununoppin Townsite



Annex 10: Map of Trayning Townsite



Annex 11: Map of Yelbeni Townsite



Annex 12: Emergency Contacts

Shire of Nungarin

Position	Name	Phone	Email
Shire President	Pippa de Lacy	0409 689 148	crdelacy@nungarin.wa.gov.au
Deputy Shire President	Gary Coumbe	0447 465 037	crcoumbe@nungarin.wa.gov.au
Councillor	Mick Caughey	0429 441 067	crcaughey@nungarin.wa.gov.au
Councillor	Jason Davis	0428 465 112	crdavis@nungarin.wa.gov.au
Councillor	Kerry Dayman	0429 465 061	crdayman@nungarin.wa.gov.au
Councillor	Bill Lee	0428 465 110	crlee@nungarin.wa.gov.au
Councillor	Eileen O'Connell	0427 465 107	croconnell@nungarin.wa.gov.au
Chief Executive Officer	John Merrick	0427 465 006	ceo@nungarin.wa.gov.au
Manager Works & Services	David Nayda	0428 465 007	works@nungarin.wa.gov.au
Manager of Corporate Services	Crystal Pearce	0433 375 349	mcs@nungarin.wa.gov.au

Shire of Trayning

Position	Name	Phone	Email
Shire President	Melanie Brown	0400 447 067	crbrown@trayning.wa.gov.au
Councillor	Michelle McHugh	0447 146 537	crmchugh@trayning.wa.gov.au
Councillor	Fox Marchant	0429 831 081	crmarchant@trayning.wa.gov.au
Councillor	Bouncer Barnes	0408 053 023	crbarnes@trayning.wa.gov.au
Councillor	Freckles Leslie	0415 079 234	crleslie@trayning.wa.gov.au
Councillor	Corey Harken	0448 131 183	crharken@trayning.wa.gov.au
Councillor	Dale Naughton	0428 825 090	crnaughton@trayning.wa.gov.au
Chief Executive Officer	Leanne Parola	0428 831 035	ceo@trayning.wa.gov.au
Manager of Corporate Services	Belinda Taylor	0427 831 051	mocs@trayning.wa.gov.au
Manager of Works	Grant Cross	0428 831 036	works@trayning.wa.gov.au
Senior Finance Officer	Abbie Herrick	0458 317 667	sfo@trayning.wa.gov.au
Customer Service Officer	Jessica Bell	0400 436 046	cso1@trayning.wa.gov.au
Finance Officer	Jessi Shannon	0457 444 212	cso2@trayning.wa.gov.au

Police

Position	Name	Phone	Email
OIC Mukinbudin Police	Steve Clegg	9047 2200 0429 089 538	Mukinbudin.Police.Station@police.wa.gov.au
OIC Bencubbin Police	David Tapscott	0436 851 062	David.Tapscott@police.wa.gov.au

DFES/VFES/Bush Fire Brigades

Position/Organisation	Name	Phone	Email
DFES Acting Area Officer	Benjamin Davies	0437 828 473	Benjamin.Davies@dfes.wa.gov.au
DFES Communications		1800 198 140	
DFES	Northam Office	9690 2300	
CBFCO Shire of Nungarin	Paul Cosson	0438 367 024	paulcosson@hotmail.com
CBFCO Shire of Trayning	Peter Barnes	0408 053 023	oxendale@westnet.com.au
DCBFCO Shire of Nungarin	David Dhu	0477 410 876	
DCBFCO Shire of Trayning	Murray Leahy	0499 383 160	

Other Government/Volunteer Agencies

Position/Organisation	Name	Phone	Email
Crisis Care		1800 199 008	
Department of Communities District Emergency Services Officer	Jo Spadaccini	0429 192 614	joanne.spadaccini@communities.wa.gov.au
Department of Communities	On Call Duty Phone	0418 943 835	
Doctor on Call		1800 036 318	
DPIRD Animal Welfare	Renee Manning	9081 3116 0408 887 213	renee.manning@wheatbelt.wa.gov.au
Kununoppin Hospital Director of Nursing	Joanne Randall	9683 0222	Joanne.Randall@health.wa.gov.au
Main Roads WA	Glenn Putland	13 81 38	
Nungarin Primary School Principal	Leonie Matthews	9046 4300	Leonie.Matthews@education.wa.edu.au
St Johns Ambulance Coordinator	Peter Geraghty	0428 682 832 9047 1031	sjakunosubcentre@westnet.com.au

Telstra Regional General Manager WA	Boyd Brown	9392 2420 0418 748 197	boyd.m.brown@team.telstra.com.
Telstra Disaster Assistance		1800 888 888	
Telstra Technical Support Project Lead	Brian Young	1300 368 387 0419 044 605	brian.j.young@team.telstra.com
Trayning Primary School Principal	Vicki Macdonald	9683 1084	Vicki.Macdonald@education.wa.edu.au
WaterCorp - Emergency	Clunk	13 13 75 0437 471 194	
Western Power - Emergency	Duanne	13 13 51 0438 183 643	

Local Businesses/Other Contacts

Description	Details	Phone	Email
Airstrip (Kununoppin)	Geoff Waters	0427 832 040	crwaters@trayning.wa.gov.au
Accommodation	The Wool Shed Hotel (Nungarin)	9046 5084	thewoolshedhotel@gmail.com
Accommodation	Trayning Hotel	9683 1005	trayninghotelmotel@hotmail.com
Accommodation	Rosevale Homestead Farm Stay (Kununoppin)	0474 985 837	rosevalehomestead@gmail.com
Builder	ICS Carpentry (Bencubbin)	0427 851 213	icscarpentry@bigpond.com
Builder	Mukinbudin Building	0428 471 888	mukabuilding@westnet.com.au
Builder	T&B Construction (Merredin)	0487 434 210	t.b.construction8@gmail.com
Builder	Just Right Contracting	0419 909 474	john.platt1988@gmail.com
CBH	Koorda	9684 2200	growerservicecentral@cbh.com.au
Cleaning (Carpets)	QC Ultimate Clean (Kellerberrin)	0407 383 113	qandcwhite@gmail.com
Electrician	Absolutely All Electrical Callum (Mukinbudin)	0428 720 510	absolutelyallelectrical@outlook.com
Electrician	KTY Electrical Graham Tarr (Kununoppin)	0427 324 146	admin@ktyelectrical.com.au

Electrician	Wyalkatchem Electrical and Airconditioning Services	0418 952 856	macca.jlelectrical@bigpond.com
Environmental Health/Planning/Building	HBP Services Laura Pikoss	0414 396 285	info@hbpservices.com.au
Equipment Hire	Brooks Hire Service (Canningvale)	1300 276 657	sales@brookshire.com.au
Equipment Hire	MAYDAY Earthmoving (Wangara)	9409 0400	Admin1@maydayrental.com.au
Excavation Contractors	Westonia Civil Engineering (Merredin)	9041 3222	
Fabrication & Engineering	Bruce Rock Engineering	9061 1253	admin@brucerockengineering.com.au
Fabrication & Engineering	Wheatbelt Welding & Repairs (Kununoppin)	0408 661 647	
Food/Catering	Breakaway (Nungarin)	0460 897 600	manager@breakawaynungarin.com
Food/Catering	Trayning Hotel	9683 1005	trayninghotelmotel@hotmail.com
Food/Catering	Wild Poppy Café (Merredin)	0425 012 780	wildpoppycafe88@gmail.com
Fuel Supplier	Great Southern Fuel	9684 1286	hilary.harman@gsfs.com.au
Groceries & Hardware	Breakaway (Nungarin)	9046 5507	manager@breakawaynungarin.com
Groceries & Hardware	Yelbeni General Store	0429 825 041	adaniels@yelbenirural.com.au
Hardware	Two Dogs Home Hardware (Merredin)	9041 1078	accounts@twodogshardware.com.au
IT	Perfect Computer Solutions (Perth)	9315 7000	support@pcs.com.au
IT	Wallis Computer Solutions (Dalwallinu)	9661 1803	karen@wcswa.com.au
Liquid Waste Removal	Wheatbelt Liquid Waste Management	0429 469 095	wlwaste@hotmail.com
Mechanical	Petchells Mechanical (Wyalkatchem)	0427 811 004	
Mechanical	Ross's Diesel Service (Merredin)	9041 2337	admin@rossdiesel.com.au
Mechanical	Trayning Ag Repairs	9683 1145	trayningag@hotmail.com
Mechanical	Trayning Tyres & Mechanics	0448 513 135	carolineferns@bigpond.com
Mens Shed	Nungarin Mens Shed	0466 055 632	ajeksanow@gmail.com
Mens Shed	(Trayning)	0407 998 290	elliottjohn60@gmail.com
Other Stores	KTY Community Shop	9683 1031	

Pest Control	Local Pest Control (Merredin)	0428 412 018	deon@4kingspest.com.au
Plumber	Palm Plumbing (Mukinbudin)	0428 484 054	office@palmplumbing.com.au
Plumber	5Rivers Plumbing & Gas (Dowerin)	0439 827 058	plumber_5rivers@y7mail.com
Post Office	Trayning	9683 1130	tlpo@iinet.net.au
Post Office	Nungarin	9046 5400	crc2@nungarin.com.au
Ranger Services	WA Contract Ranger Services (York) Matthew Sharpe Jodie	0459 678 154 0488 377 879	wacontractrangerservices@hotmail.com
Refrigeration Repairs	Dowerin Refrigeration & Air Service (Goomalling)	0428 880 149	dowref@bigpond.net.au
Tree Lopper	Dave's Tree Service (Merredin)	0439 816 593	davestrees@bigpond.com
Transport/Heavy Haulage	JM Haulage (Kununoppin)	0427 471 159	michellejarrad@westnet.com.au
Transport/Heavy Haulage	LA & JE Marchant (Trayning)	0427 831 081	martran3@bigpond.com
Transport/Heavy Haulage	D&D Transport (Wyalkatchem)	9681 1117	david@ddtransport.com.au
Waste Collection	Avon Waste Ashley Fischer	9641 1318 0417 933 322	finance@avonwaste.com.au

Neighbouring Shire Contacts

Shire	CEO	Phone	Email
Mukinbudin	Dirk Sellenger	0428 471 102 9046 5006	ceo@mukinbudin.wa.gov.au
Mt Marshall	Ben McKay	0413 447 840 9047 2100	ceo@mtmarshall.wa.gov.au
Koorda	Lana Foote	0429 941 219 9684 1219	ceo@koorda.wa.gov.au
Kellerberrin	Raymond Griffiths	0417 927 637 9045 4006	ceo@kellerberrin.wa.gov.au
Merredin	Lisa Clack	0417 183 991 9041 1611	ceo@merredin.wa.gov.au
Wyalkatchem	Peter Klein	0419 359 423 9681 1166	ceo@wyalkatchem.wa.gov.au

Kununoppin Airstrip Details:

Kahl Road Kununoppin
Latitude 31-07-59.8828S (-31.133301)
Longitude 117-54-00.0055E (117.900002)
Traffic Pattern Altitude 1000 feet (305 m)
Runway length 1.4 kms
Code for Gate Key 0000

Annex 13: Welfare Centres

FACILITY	CAPACITY	ADDRESS	CONTACT	NOTES
Nungarin Recreation Centre	250/80	112 Danberrin Road, Nungarin	John Merrick 0427 465 006	Short term
Trayning & Districts Sports Club	50/25	Crn Bencubbin-Kellerberrin Road and Sutherland Street, Trayning	Mark Rundall 0429 848 005	Short term Wired for generator nbn STAND

Larger Facilities

Facility	Contact	Capacity
Kellerberrin Recreation & Leisure Facility Lot 260 Connelly St, near Price St Kellerberrin	Shire 9045 4006 CEO 0417 927 637 Dawn Harvey Manager AH 0488 067 359	300/100
Merredin Community & Leisure Centre Bates St near Princess St Merredin	Shire 9041 1611 Centre Manager 9041 3033 CEO 0427 413 450 Engineering Services 0429 683 645	500/300

Annex 14: Aide Memoir and Action Lists

Local Recovery Coordinator and Local Recovery Coordination Group

Local Recovery Coordinator Aide Memoire

Local governments are to nominate a suitably skilled Local Recovery Coordinator in their Local Emergency Management Arrangements. More than one person should be appointed and trained in case the primary Local Recovery Coordinator is unavailable during an event.

ROLE

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

FUNCTIONS

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Mayor/Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;
- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

MEMBERSHIP

The Local Recovery Coordinator is to consider potential membership of the LRCG prior to an event occurring. During an emergency, consider membership of the LRCG that is event specific. The following agencies and organisations may have a role on the LRCG.

Core Members

- 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
- 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, etc.

Potential Members – Event Specific

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;
- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#); State Recovery Cadre; [Disaster Recovery Funding Arrangements Western Australia](#); environmental protection, clean up and waste management; Public Donations criteria for financial assistance; etc.:

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor’s Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATOR ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	

Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	
Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government's media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government's internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community's recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	

Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.	
Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.	
Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	

Local Recovery Coordination Group Aide Memoire

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

- 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.

MEMBERSHIP

Core Members

- 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
- 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, etc.

Potential Members – Event Specific

Appropriate membership for the LRCG must be determined for the specific emergency event.

The following agencies and organisations may have a role on the LRCG:

- Australian Red Cross;
- Chamber of Commerce and Industry WA / Small Business Development Corporation;
- Department of Biodiversity, Conservation and Attractions;
- Department of Communities;
- Department of Education (or Local School Representative);
- Department of Fire and Emergency Services (DFES);
- Department of Health (or Local Health Services Provider/Officer);
- Department of Local Government, Sport and Cultural Industries;
- Department of Planning, Lands and Heritage;
- Department of Primary Industries and Regional Development;

- Essential Services Network Operators Reference Group representative;
- Essential Services such as:
 - Alinta Gas;
 - Telstra Corporation;
 - Water Corporation; and
 - Western Power/Horizon Power.
- Insurance Council Australia;
- Main Roads Western Australia;
- Public Information Reference Group representative;
- Volunteering WA;
- Western Australia Police Force; and
- Western Australian Local Government Association.

Support Services to LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#), State Recovery Cadre, [Disaster Recovery Funding Arrangements Western Australia](#), environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

LOCAL RECOVERY COORDINATION GROUP ACTION CHECKLIST

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government’s media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government’s internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a ‘one-stop shop’ recovery centre to provide the affected community with access to recovery services, information and assistance.	

Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	