

SHIRE OF LEONORA



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

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Shire of Leonora

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LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Leonora Local Emergency Management Committee (**LEMC**) and has been tabled with the District Emergency Management Committee (**DEMC**).

J.G Epis, Chairperson LEONORA LEMC

Date: 20th February 2018

Endorsed by Council

Date: 20th February 2018



Contents

Distribution List.....	6
Amendment Record.....	7
Glossary of Terms.....	9
General Acronyms.....	13
Part 1 - Introduction.....	14
1.1 Authority.....	14
1.2 Community Consultation.....	14
1.3 Document Availability.....	14
1.4 Area Covered.....	15
1.5 Aim.....	15
1.6 Purpose.....	16
1.7 Scope.....	16
1.8 Related Documents and Arrangements.....	16
1.8.1 Local Emergency Management Policy.....	16
1.8.2 Existing Plans and Arrangements.....	17
1.9 Agreements, Understandings and Commitments.....	18
1.20 Special Considerations.....	18
1.11 Resources.....	18
1.12 Local Roles and Responsibilities.....	19
1.12.1 Local Government (<i>P; G</i>).....	19
1.12.2 Chairperson and Deputy Chairpersons (<i>As39(a);G</i>) and (<i>BP</i>).....	19
1.12.3 LEMC Executive Officers.....	19
1.12.4 Local Emergency Management Committee.....	20
1.12.9 Hazard Management Agency.....	21
1.12.10 Controlling Agency.....	22
1.12.11 Combat Agencies.....	22
1.12.12 Support Agencies.....	22
Part 2 Planning (Local Emergency Management Committee - Administration).....	23
2.1 LEMC Membership.....	23
2.2 LEMC Meeting Frequency.....	23
2.2.1 An Example of Typical Agenda Items.....	24



2.2.2	Additional Procedures.....	24
2.3	Annual Reporting	24
2.4	The Annual Business Plan	25
2.5	Emergency Risk Management.....	25
Part 3	Support for Response	26
3.1	Identified Hazards	26
3.2	Incident Support Group	28
3.2.1	Activation Protocol for the ISG	28
3.2.2	ISG Membership.....	28
3.2.3	Frequency of Meetings	29
3.2.4	ISG Location	29
3.3	Local Public Warning Information Systems	30
3.4	Financial Arrangements	30
3.5	Evacuation.....	31
3.6.1	Evacuation Planning Principles	32
3.6.2	Evacuation Management	32
3.7	Special Needs Groups	33
3.8	Refuge Sites.....	33
3.9	Key Routes	33
3.9.1	Railway Crossing on Rajah Street.....	33
3.10	Welfare.....	33
3.10.1	Department of Community.....	33
3.11	Local Welfare Coordinator	34
3.12	Local Liaison Welfare Officer	34
3.13	State & National Registration & Enquiry	34
3.14	Welfare Centre Information	35
Part 4	– Recovery Plan	36
4.1	The Recovery Plan Process.....	36
4.2	General Information	36
4.3	Aim of Recovery	36
4.4	Planning for Recovery during Operations.....	36
4.5	Commencement of Recovery.....	38
4.6	Local Recovery Coordinator	38
4.7	Local Recovery Committee	39



Shire of Leonora

4.9	Priorities for Recovery	41
4.10	Financial Management in Recovery.....	41
4.11	Communication Strategy	41
Part 5	Testing, Exercising and Review	42
5.1	The purpose for testing the plan	42
5.2	Frequency of exercises.....	42
5.3	Types of Exercises	42
5.4	Reporting of Exercises.....	42
5.5	Review of Local Emergency Management Arrangements.....	43
5.6	Review of Local Emergency Management Committee Positions	43
5.7	Review of Resources Register	43
Appendix 1 - Contacts		44
Appendix 2 – Welfare Centres		46



Distribution List

Distribution List	
Organisation	No Copies
Shire President – Shire of Leonora	1
Chief Executive Officer – Shire of Leonora	1
OIC Leonora Police Station	1
OIC Leinster Police Station	1
St Barbara Mining	1
BHP Emergency Services	1
Goldfields Emergency Services	1
SES – City of Kalgoorlie Boulder	1
DFES District Manager	1
St John Ambulance – Leonora Branch	1
St John Ambulance – Leinster Branch	1
Leinster Town Office	1
Chairperson DEMC – District Superintendent of Police	1
Executive officer – DEMC	1
Local Government Library	1
Kin Mining	1
Department of Communities	1

The Shire of Leonora will maintain electronic copies on the Shire Website. The Appendix 1 Contacts listed will be available to approved person only.

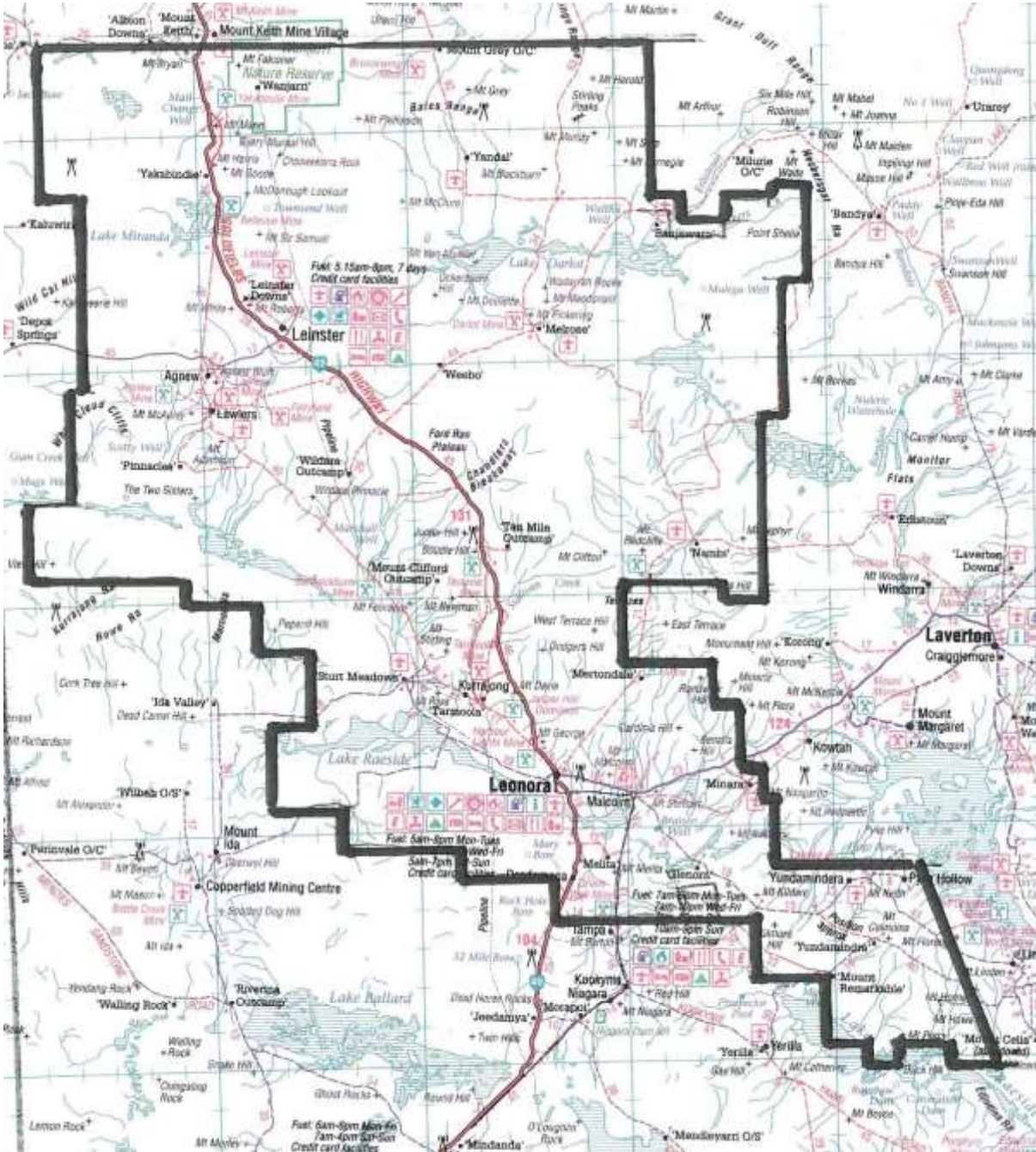


Amendment Record

Number	Date	Amendment Summary	Author
2.1	Sept 2017	Initial Draft	GD
2.2	Sept 2017	Draft for Review	GD
2.3	Nov 2017	Final Draft	GD
2.4	Dec 2017	Final Version	GD
2.5	Jan 2018	Final OEM Review V2.6	OEM
2.6	May 2019	Updated Review	RS
2.7	June 2019	Final Review V2.7	RS
2.8	Jan 2020	State Emergency Plan dates	RS
2.9	Sept 2021	Contact names	RS



Shire of Leonora Region





Glossary of Terms

For additional information in associated with the Glossary of Terms, refer to the State Emergency Management Glossary 2016.

AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS) –A nationally adopted structure to formalize a coordinated approach to Emergency Incident Management.

ACCIDENT– a sudden event in which harm is caused to people, property or the built or natural environment.

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

COMBAT AGENCY – A Combat Agency prescribed under section 6(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.

COMMUNITY EMERGENCY RISK MANAGEMENT – (*See also* **RISK MANAGEMENT**)

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of Prevention, Preparedness, Response, and Recovery (**PPRR**). PPRR are aspects of emergency management, not sequential phases.

COMMAND – The direction of members and resources of an organisation in the performance of the organisations role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation.

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

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.

DISTRICT – Means the Shire of Leonora local government area.

EMERGENCY – An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which requires a significant and coordinated response.

EMERGENCY MANAGEMENT – The management of the adverse effects of an emergency including:



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

Preparedness – preparation for response to an emergency;

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery; 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 RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

HAZARD

a cyclone, earthquake, flood, storm, tsunami or other natural event

a fire

a road, rail or air crash

a plague or an epidemic

a terrorist act as defined in the Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth

any other 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 prescribed by the regulations.

HAZARD MANAGEMENT AGENCY (HMA) – That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that all emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken.

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

A sudden event which, but for mitigating circumstances, could have resulted in an accident.

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

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

INCIDENT CONTROLLER – The person responsible for the overall management and control of an incident, the tasking of agencies, and the appointment of additional roles.



INCIDENT SITE – The physical location of the incident/accident within the Incident Area, relevant to emergencies such as road crashes or building fires, but not relevant to emergencies affecting large areas such as bush fires.

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

LIFELINES – The public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

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

LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC) – Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the local government.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan.

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

PREPAREDNESS – Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. (*See also* **COMPREHENSIVE APPROACH**)

RESPONSE – Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. (*See also* **COMPREHENSIVE APPROACH**)

RECOVERY – The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

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



The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.

A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.

Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

RISK MANAGEMENT – The systematic application of management policies, procedures and practices to the tasks of identifying, analysing, evaluating, treating and monitoring risk.

RISK REGISTER – A register of the risks within the Local Government, identified through the Community Emergency Risk Management process.

RISK STATEMENT – A statement identifying the hazard, element at risk and source of risk.

STANDARD OPERATING PROCEDURES – Guidelines to provide a consistent approach to a given circumstance.

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.

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

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

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 actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.



General Acronyms

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Department of Community
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordination Group
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures



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 Leonora Local Emergency Management Committee and approved by the Shire of Leonora.

1.2 Community Consultation

The Shire of Leonora up until the preparation of this document has two operating LEMCs. The Leonora LEMA had been approved for review in 2019. The Leinster LEMA required review and District approval and redistribution by December 2017.

The previous Leonora LEMA had consulted the community by circulating 400 Community Questionnaires supported by a covering letter prepared by the Shire President.

Ongoing community participation and consultation through various interest groups within the Leonora and Leinster Districts has demonstrated positive approach and has enabled the Shire of Leonora to prepare and document these “Arrangements” with community support.

The Leonora and Leinster LEMCs are well attended and programmed every three months. Local businesses have been forthcoming in all requests for information pertaining to possible assistance which could be provided in case of an emergency.

Community involvement provided greater comment facilitation and ensured that the “Arrangements” address the needs, issues and concerns of the community. The process improves community confidence in emergency management and generates a sense of ownership for the Local Emergency Management Arrangements (**LEMA**) within the community.

Community participation increases emergency management awareness within the Shire of Leonora.

1.3 Document Availability

The Act requires a copy of the Local Emergency Management Arrangements (**LEMA**) to be made available to the public, however a restricted copy is available upon request which has the contact details removed (*to protect confidential contact information*).

This document can be displayed and available in written or electronic formats.

Members of the public are to be directed to the office of the Shire of Leonora if they wish to enquire regarding access to these Emergency Arrangements. The Shire of Leonora Office contact details are 08 9037 6044.

Reference the document Distribution List at the commencement of these arrangements.

Formal copies of these Arrangements shall be distributed to the following and shall be free of charge during office hours:

- Shire’s Administration Office, Tower St Leonora 6438;
- Shire’s Website in PDF format;



Shire of Leonora

- Stakeholder and LEMC agencies and organisations;
- Related committees;
- DFES Regional Office;
- Leinster BHP town Office;
- WA Police Leonora;
- WA Police Leinster;
- District Emergency Management Committee; and
- State Emergency Management Committee (Secretary) – electronic format.

An Electronic Version is available on the Shire of Leonora Website. Some personal contact details will be removed from the website document

1.4 Area Covered

These arrangements cover the geographic area of the Shire of Leonora, including the Leonora town site and the BHP Leinster townsite as shown on the plan on page 8 of this document. (Map of the District). There are no remote indigenous communities.

The Shire of Leonora is located in the Northern Goldfields. It has a census-recorded (2016) population of approx, 1411 people; with an estimated further 3000 fly in fly out mining employees residing on an itinerant basis within the Shire.

The Administration Centre of Leonora is 832 km north east of Perth by road and 234 km north of Kalgoorlie on the Goldfields Highway. The Shire covers an area of 31,743 km² and includes the localities and towns of Leonora and Leinster. There are a number of old historical locations such, Agnew, Gwalia, Lawlers, Darlot and Malcolm.

Local economy is primarily based on mining for gold and nickel. The other major industries are Pastoral and Tourism activities.

The Shire hosts the famous Gwalia Historical Precinct based alongside the present day, operational Gwalia Gold Mine as well as numerous other tourist attractions along the Golden Quest Trail.

1.5 Aim

The aim of the Shire of Leonora Local Emergency Management Arrangements (**LEMA**) is to involve the community in identifying potential hazards and prepare strategies for their mitigation and prevention.

In addition, the shire aim to detail emergency management arrangements and ensure an understanding between response agencies and stakeholders involved in managing emergencies within the Shire.

Finally, the aim of the Shire of Leonora Local Emergency Management Arrangements is to also itemise Planning, Risk Analysis, maintain Emergency Contacts and ensure robust and reportable operating procedures to mitigate and manage emergencies if they should occur within the shire.



1.6 Purpose

The purpose of these Local Emergency Management Arrangements is to set out:

1. The local government policies for emergency management;
2. The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
3. Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in sub paragraph (2);
4. A description of emergencies that are likely to occur in the local government district;
5. Strategies and priorities for emergency management in the local government district;
6. Other matters about emergency management in the local government district prescribed by the regulations; and
7. Other matters about emergency management in the local government district that the local government considers appropriate". (s.41(2) of the EM Act 2005).

1.7 Scope

These Emergency Management Arrangements are documented to ensure that there are satisfactory procedures in place to successfully and safely manage the identified hazards that have the potential to cause a major emergency event if it should occur. It is not the intent of this document to detail the procedures for Hazard Management Agencies (**HMA**) in dealing with an emergency. Procedures associated with the HMA should be detailed in the HMA's individual plans supported by the relevant WESTPLAN or other Standard Operating Procedures (**SOP**).

Furthermore, these documented arrangements:-

- a) applies to the local government district of the Shire of Leonora;
- b) covers areas where the Shire of Leonora provides support to HMA's in the event of an incident;
- c) details the Shire of Leonora's local government capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) details the Shire of Leonora's local government responsibility in relation to recovery management.

The Shire of Leonora emergency arrangements are to be documented as guidance information 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 and Arrangements

1.8.1 Local Emergency Management Policy

The Local Government Policy for Emergency Risk Management is the adoption of the Arrangements.



In general, Local Government Policies for Emergency Management refer to any policies which have a direct influence on the Shire of Leonora region. In addition to the positive relationships with local state agencies, a good working relationship exists with emergency response departments of local mine sites. State plans are utilized for these purposes.

1.8.2 Existing Plans and Arrangements

Local Plans – Table 1.1

Document	Owner	Location	Date
Local Emergency Management Arrangements	Shire of Leonora	Shire Office	2021
Shire of Leonora Recovery Plan	Shire of Leonora	Shire Office	
ERM Business Plan	Shire of Leonora	Shire Office	
Leonora Aerodrome Emergency Plan	Shire of Leonora	Shire Office and Airport Office	2016
Leinster Aerodrome Emergency Plan	BHP	BHP Administration and Airport Terminal	2017
Fuel facilities Emergency Plans	Shire of Leonora	Shire Office and Airport Office	
State Air Crash Emergency Management Plan	WA Police	Leonora and Leinster Police Station	
State Land Search and Rescue Emergency Management Plan	WA Police	Leonora and Leinster Police Station	
State Road Transport Emergency Management Plan	WA Police	Leonora and Leinster Police Station	
State Space Re-entry Debris Emergency Management Plan	WA Police	Leonora and Leinster Police Station	
State Exotic Animal Disease Emergency Management Plan	WA Police	Leonora and Leinster Police Station	
State Emergency Management Support Plans	WA Police	Leonora and Leinster Police Station	
Cyclone, Earthquake, Flood, Storm Isolation Emergency Management Plan	DFES	Leonora and Leinster Police Station	



Document	Owner	Location	Date
Bushfire Management Plans	DFES	Leonora and Leinster Police Station	

1.9 Agreements, Understandings and Commitments

There are no formal written agreements or Memoranda of Understanding (MOU) between the Shire of Leonora and third parties.

An agreement has been made between the BHP town site of Leinster and the Shire of Leonora with the general management of mine sites, in which all have agreed to assist each other in the management of emergency situations. In particular, the use of mine sites Emergency Response Teams and their available equipment. This agreement also includes the assistance of contractors employed at these sites.

In Leonora, The St Barbara Mining Emergency Response Team are regular members of the LEMC meetings and strongly support local exercise events as response participants.

1.20 Special Considerations

Both the township of Leinster and Leonora are regional mining locations and accommodate a large number of fly in/fly-out mining personnel that may affect the implementation of the emergency arrangement.

In addition, the Shire has a number of major Annual Events that require special attention as they attract a large number of tourists and professional competitors. These events include:-

- a. The Leonora Horse Races and Leonora Cup;
- b. The Leinster Horse Races and Leinster Cup; and
- c. The Golden Gift Foot Races

1.11 Resources

Within the Shire of Leonora there are two major mining operations within close proximity of the Leonora and Leinster town locations. The mining companies are significant members of the LEMCs and participate regularly in emergency exercise events.

The potential list of resource equipment and personal is exhaustive and any documentation would require frequent amendments. The list could be comprehensive and would be outdated as soon as prepared.

The Shire of Leonora has significant equipment resources that is available to assist in response and recovery associated with an emergency event. The LEMC members have access to all the resources of the Shire of Leonora, the local mining companies, the locally based contracting companies, Government Agencies and private enterprise which are personally known because of a small community and local knowledge.



The Shire of Leonora while supported by the LEMC is confident that in an emergency all resources would be available. However, the Shire of Leonora maintains a regular review of resource availability as a standing agenda item for all meetings. Agencies are invited to consider the acquisition of additional resources to assist with emergency management if additional funding is available.

1.12 Local Roles and Responsibilities

1.12.1 Local Government (P; G)

Subject to the WA Emergency Management Act 2005, it is a function of a local government to ensure that effective Local Emergency Management Arrangements (**LEMA**) are prepared and maintained for its local region of responsibility and manage recovery following an emergency affecting the community in that local region.

There will be other functions as detailed in the EM Act. These functions include, but not limited to:-

1. administrating the LEMC in accordance with section 36;
2. completing an annual report & annual business plan in accordance the EM Act: and
3. establishing and maintaining the local emergency management arrangements which includes a local recovery plan.

1.12.2 Chairperson and Deputy Chairpersons (As39(a);G) and (BP)

The Shire of Leonora has two main township centres. The Shire operates two LEMCs at Leonora and the other at Leinster. Due to the major involvement of BHP at Leinster, it has been determined as important that the potential emergency issues within the Leinster District and town site have a direct association with BHP and it is necessary to keep local issues separate from Leonora.

Table 1.2

LEMC Location	Executive Officers	Position
Leonora	Chief Executive Office	Chairperson
Leonora	Deputy CEO	Deputy Chair
Leinster	Shire President	Chairperson
Leinster	Shire Councillor	Deputy Chair

1.12.3 LEMC Executive Officers

Executive Officers provide support to the Local Emergency Management Committee (**LEMC**) by:

- a. Ensuring the provision of secretariat support including:-
 - i. Meeting agenda;
 - ii. Minutes and action lists;
 - iii. Correspondence; and
 - iv. Maintain committee membership contact register;
- b. Coordinating the development and submission of committee documents in accordance with legislative and policy requirements including;



Shire of Leonora

1. Annual Report;
 2. Annual Business Plan; and
 3. Maintenance of Local Emergency Management Arrangements.
- c. Facilitate the provision of relevant emergency management advice to the Chairperson and committee as required; and
- d. Participate as a member of sub committees and working groups where appropriate.

1.12.4 Local Emergency Management Committee

The Shire of Leonora has 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 (**LEMA**).

The LEMC includes representatives from agencies, organisations and community groups that have a professional interest to assist with the management of potential hazards (*Identified and Assessed Risks*) and emergency management arrangements for the local government regions.

The LEMC is not an operational committee but rather a membership organisation established by the local government to ensure that Local Emergency Management Arrangements are prepared and incorporated for its region of responsibility.

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 Shire of Leonora LEMC committees.

The term of appointment of LEMC members shall be determined by the local government in consultation with the organisation of the member that they represent.

The functions of LEMC are [s.39 of the Act]:

- a. To advise and assist the local government in establishing local emergency management arrangements 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.

Other Functions of the LEMC

Various State Emergency Management Plans (WESTPLANS) and State Emergency Management Policies (**SEMP**) place responsibilities on LEMC's. The table below identifies functions of key personnel and summarises responsibilities not covered in other areas of these arrangements. Overall, the LEMC for example :-

- a. 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. (WESTPLAN - Freight subsidy Plan); and
- b. May provide advice and assistance to the SES and DFES to develop a Local Tropical Cyclone Emergency Plan. (WESTPLANS – Cyclone, Flood and Tsunami)



Table 1.3

Local Role	Responsibilities	Officer
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 36 off the EM Act.	CEO
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.	John Oxley
Local Government Welfare Liaison Officer	During an evacuation where a local government facility is utilised by DoC provide advice, information and resources regarding the operation of the facility.	Alain Tchimbere
Local Government Liaison to and IMT or ISG	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA	If resources permit

Note—Officers will be nominated on the day depending on availability of resources.

1.12.9 Hazard Management Agency

A Hazard Management Agency (**HMA**) 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 2001 s 4.

The HMA’s are prescribed in the Emergency Management Regulations 2006. A summary of functions is listed below and includes;-

- 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 (State EM Policy 1.5); and
- e. Ensure effective transition to recovery by Local Government

The Office of Emergency Management (**OEM**) has a list of those agencies who will assume the role of the HMA for a specific emergency event.



<https://semc.wa.gov.au/emergency-management/plans/state-em-plan/Documents/StateEMPlan.pdf>

1.12.10 Controlling Agency

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

- a. Undertake all responsibilities as prescribed in the agency specific legislation for Prevention and Preparedness;
- b. Control all aspects of the response to an incident; and
- c. During recovery, the Controlling Agency will ensure effective transition to recovery by Local Government.

1.12.11 Combat Agencies

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

1.12.12 Support Agencies

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.

A supporting organisation provides essential services, personal or material support. Support organisations have the following roles and responsibilities as prescribed in the Emergency Management Regulations 2006, but not necessarily limited to:

- i. Restoring essential services affected by the emergency;
- ii. Providing "functional" support as part of the tactical plan;
- iii. Managing their own resources and those given to them in support of their specific function;
- iv. Providing progress reports to higher levels of their organisation;
- v. Providing progress reports to the designated Incident Manager or Operations Area Manager;
- vi. Provide an Agency Liaison Officer to participate as part of the incident management group upon request of the HMA;
- vii. Attend post incident debriefs; and
- viii. Contributing to a post operations report and post incident analysis.



Part 2 Planning (Local Emergency Management Committee - Administration)

This section outlines the minimum Administration and Planning requirements of the Local Emergency Management Committee (**LEMC**) under the EM Act 2005 and the State EM Policy 2.5 and Preparedness Procedure 7 – Local Emergency Management Committee.

2.1 LEMC Membership

The Shire of Leonora Contacts List contains details and representation is contained as Appendix 1 of this report and is amended quarterly depending on potential membership changes. The accuracy of the membership information remains as a permanent item of the LEMC meeting agenda and it is the responsibility of each organisation to report changes where applicable.

Table 2.1

Shire of Leonora LEMC Membership	
Leonora LEMC	Leinster LEMC
Shire of Leonora	Shire of Leonora
WA Police	WA Police
State Emergency Management Committee (SEMC)	State Emergency Management Committee
Skippers Aviation	BHP Billiton Pty Ltd
Dept of Health – Leonora Hospital	Saracen Mining Holdings Ltd
St Barbara Ltd	Pybar Mining Services
Minara Resources Ltd	Rosslyn Hill Mining Pty Ltd
Dept Fire and Emergency Services	Dept Fire and Emergency Services
St John Ambulance	Ramelius Resources Ltd
Kin Mining NL	Goldfields Ltd
APA Group	
Department of Communities	
Main Roads WA	
Round Oak Minerals	

2.2 LEMC Meeting Frequency

The Shire of Leonora LEMCs plan to meet as programmed every three months. The availability of representatives may force a change in scheduled dates. The LEMC Constitution and Procedures are maintained in accordance with the s.38(4) of the EM Act 2005.

Each meeting of the LEMC will be supported by an Agenda that invites discussion and assessment of the following matters:-

- a. Confirmation of Local Emergency Management Arrangements (**LEMA**) contact details and key holders;



Shire of Leonora

- b. Review of any post incident reports and post exercise reports generated since the last meeting;
- c. Progress of Emergency Risk Management (**ERM**) process;
- d. Progress of treatment strategies arising from the ERM process;
- e. Progress of development or review of Local Emergency Management Arrangements; and
- f. Any other matters determined by the Local Government.

2.2.1 An Example of Typical Agenda Items

1. Meeting Open;
2. Record of Attendance and Apologies;
3. Confirmation of Previous Minutes;
4. Business Arising from Previous Minutes;
5. Standing Items;
6. General Business;
7. Other Business Introduced by Committee Members;
8. Next Meeting Date; and
9. Closure

2.2.2 Additional Procedures

The LEMC shall determine other procedures as it considers necessary.

The LEMC has a policy of open agenda that allows consideration of relevant or current issues at each quarterly meeting.

The Chairperson will call a separate meeting if matters determine the necessity to involve the LEMC for important decisions.

2.3 Annual Reporting

The Annual Report of the LEMC is to be completed and submitted to the District Emergency Management Committee (**DEMC**) within 2 weeks of the end of the financial year in accordance with the EM Act s.40, for which the Annual Report is prepared. The LEMC is required to submit a signed hard copy of the Annual Report to the Executive Officer of the DEMC.

The LEMC Annual Report is to contain for the reporting period:-

- a. A description of the area covered by the LEMC;
- b. A description of activities undertaken by the LEMC, including:-



- i. The number of meetings and the number of meetings each member, or their deputy attended;
 - ii. A description of emergencies within the area covered by the LEMC involving the activation of the Incident Support Group (**ISG**);
 - iii. A description of exercises that exercised the LEMA for that area covered by the LEMC;
 - iv. The level of development of the LEMA for the area covered by the LEMC, (e.g. draft, , under review, last reviewed 2017);
 - v. The level of development of the Local Recovery Plan (**LRP**) for the area covered by the LEMC; and
 - vi. The progress of establishing a risk register for the area covered by the LEMC and a description of major achievements against the LEMC Annual Business Plan.
- c. The text of any direction given to it by:-
- i. The local government that established it.
- d. The major objectives of the Annual Business Plan of the LEMC for the next financial year.

2.4 The Annual Business Plan

The Shire of Leonora has a Local Emergency Risk Management Business Plan that is reviewed annually as part of the reporting procedures.

2.5 Emergency Risk Management

The Shire of Leonora and the district LEMC have adopted a comprehensive plan for managing five specific identified risks as determined by the Community Consultation process in accordance with the State Emergency Procedures – Prevention Preparedness 1. The final report has been presented to the LEMCs.

A formal community analysis has revealed major hazards that may create situations requiring a response by the full emergency management organisation, as well as less critical hazards that may only require a coordinated emergency response by a few agencies.

Both Shire of Leonora LEMC Districts (Leonora and Leinster LEMCs), in consultation with the Community will conduct an annual review of the formal risk analysis of hazards.

Within the Shire of Leonora LEMC districts there are a number of mining communities who are represented on the LEMC and receive both LEMC correspondence and a copy of the LEMA. The mining centres, in addition to Leonora and Leinster townsite, have the same risks associated with the major centres and as such these arrangements apply to those mining communities also.

Following the process of risk analysis within the Shire of Leonora, the hazards (sources of risk) that were identified as having a potential impact on the community are set out in Table 3.1.



Part 3 Support for Response

3.1 Identified Hazards

The Shire of Leonora has prepared a table identifying the potential events that may occur creating a risk to the community and the shire region.

The Controlling Agency (**CA**) column has been removed from Table 3.1 below because in most cases the HMA (Hazard Management Agency) is the Controlling Agency. For further examination of the relationship between the HMA and CA, refer

<https://www.oem.wa.gov.au/emergency-management/state-em-framework/em-arrangements>

Table 3.1

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Mining Accident		Mine Rescue VFRS	LEMC		Mining SOPs
Road Transport Accident	DFES and Police	DFES and Police	LEMC	Crash Emergency Dec 2020	Contact Local Police or 000
Hazardous Material Spill	DFES	DFES	LEMC	Hazmat June 2020	Contact 000
Lost Person	SES	SES and Police	LEMC	SAR Emergency Dec 2020	Contact local Police or 000
Aircrash	Police	DFES and Police	LEMC	Crash Dec 2020	CASA AEP
Air Transport Emergency	DFES SES and Police	Police	LEMC	Air Transport Emergency Fuel Shortage Emergency	000 CASA 131757 AuSAR 1800 815 257
Fire (ALL)	DFES	VFRS, LG, DEC	DCP / LG	Fire Dec 2020	000 Shire 9037 6044
Flood	DFES	SES	DCP / LG	Flood May 2016	
Tropical Cyclone	DFES	SES	LG	Cyclone May 2016	
Infrastructure Failure - Communications	Telstra	Telstra	LG, SES		Technician 0427 384 001
Infrastructure Failure – Power Leonora	Horizon Power	DFES and Police	LG, SES	Electrical Supply Distribution May 2016	1800 264 914



Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Infrastructure Failure – Power Leinster	Transalta	Transalta	LG,SES		Control 08 9091 0150
Infrastructure Failure –Water Leinster		Leinster Town Yard			Supervisor 9026 5227
Infrastructure Failure –Water Leonora		Water Authority	LG		9037 6034
Bulk LPG Storage	DFES	VFRS, SES	LG		
Explosives	Police	DFES,	LG		Contact WA Police 000
Gas infrastructure	APA Group	DFES	LG	State Hazard	000
Welfare	DCPFS	DCPFS	DCPFS		Local 9037 2300 1800 199 008
Rail Freight Emergency	Westnet Rail	Westnet rail	LG	Brookfield Rail Crash Emergency May 2016	08 9022 0632
Plant & Animal Biosecurity	Dept of Agriculture & Food	Dept of Agriculture & Food	Dept of Agriculture & Food	Animal & Plant Biosecurity May 2016	1800 675 888
Human Epidemic	The State Human Epidemic Coordinator / Police	Dept of Health		WA Gov Pandemic Plan 2020. /Human Epidemic 2016	Leonora Hospital
Earthquake	DFES	DFES, SES, LG	LG	Earthquake Aug 2016	
Terrorism	Police	Police	Police	Terrorist Act	
Space Re-Entry Debris	Police	Police, SES	LG	SPRED May 2016	

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



It is acknowledged that the HMA's and Combat Agencies may require Shire of Leonora resources and assistance during an emergency incident event. The Shire of Leonora is committed to providing assistance and support if the required resources are available through the Incident Support Group when and if formed.

Note Hazards including, Human Epidemic, Hazardous Materials, Storm/Flood, Aircrash and gas Explosion have been formally risk assessed and recommendations presented to the LEMC. The final outcomes have been presented as a Risk Report.

3.2 Incident Support Group

The Incident Support Group (**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 intelligence during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

The role of the ISG is to provide support to the Incident Management Team (**IMT**). The ISG is a generally made up of agency representatives supporting the group as liaison Officers. Each officer will have direct communication links with the agency command.

3.2.1 Activation Protocol for the ISG

The triggers for an Incident Support Group (**ISG**) are outlined within the State EM Policy Statement 5.2.2 and the State EM Plan Section 5.1. The requirement is identified by the HMA Incident Controller when there is a need to coordinate multiple agencies. Specifically, this can be determined if one of the following sequences should be activated:-

- a. Requires multi agency response;
- b. Has a protracted duration;
- c. Requires coordination of multi-agency resources;
- d. Requires resources from outside the local area;
- e. The event has some impact on critical infrastructure;
- f. Has a medium level of complexity;
- g. Has a medium impact on the routine functioning of the community;
- h. Has potential to be declared an 'Emergency Situation'; and/or
- i. Consists of multiple hazards.

3.2.2 ISG Membership

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency or HMA. Emergency Management Agencies may be called on to be liaison officers at the Incident Support Group location point. As a general rule, the Local Recovery Coordinator (**LRC**) should be a member of the ISG from the initial activation of the group 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.

3.2.3 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 incident. Coordination is achieved through clear identification of objective priorities and outcome goals by agencies sharing information and resources.

3.2.4 ISG Location

The Incident Support Group (ISG) 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 local government region.

Tables 3.2

Location One

Shire of Leonora Administration Centre, 16 Tower Street, Leonora

	Name	Telephone	Mobile
1 st Contact	Jim Epis	9037 6044	0418 118 220
2 nd Contact	Lee-Anne Trevenen	9037 6044	0429 376 044

Location Two

Bowling Club facility, Cnr Trump and Rajah Street, Leonora

	Name	Telephone	Mobile
1 st Contact	Lee-Anne Trevenen	9037 6044	0429 376 044
2 nd Contact	John Timms		0409 377 753

Location Three

Leinster Town Office

	Name	Telephone	Mobile
1 st Contact	Adam Blake	9026 5332	0408 918 706
2 nd Contact	Tanya Loughnane	9026 5332	0438 763 451



3.3 Local Public Warning Information Systems

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

Table 3.3

System	Warning device or type
Local	DFES utilize a warning siren.
Local	SAM Boards
DFES Public Information Line	Emergency Information 1300 657 209
MMM Radio	[REDACTED]
Radio West/HOT FM	[REDACTED]

There are no Local Public Warning Information Systems facilities available within the Shire of Leonora. All public warning will be managed by the appropriate Hazard Management Agency.

3.4 Financial Arrangements

The Shire of Leonora acknowledges the importance to observe the State EM Policy Section 5.12 and the State EM Plan Section 5.4 and 6.10 with respect to managing financial arrangements. The Shire of Leonora also has recognised State EM – Recovery Procedures 1-2 – “Funding for Emergencies” which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

In addition to the above, the shire will take the following actions to ensure that they are prepared financially to undertake recovery activities should the need arise. These specific actions include, but not necessarily limited too:

- i. Understanding and treating risk to the community through an appropriate risk management process;
- ii. Ensuring an understanding of the types of assistance that may be available under the Western Australian Natural Disaster Relief and Recovery Arrangements (WANDARRA) and what is required by the Shire to gain access to this assistance;
- iii. Ensuring that assets are well maintained and registered with adequate insurance to cover recovery costs;
- iv. Maintain an adequate understanding of the Local Government Act and the regulatory issues associated with: -



- a. section 6.8(1) (b) or (c) and references to expenditure not included in the Annual Budget;
- b. section 6.11 (2) and references for exemptions relating to the utilisation of a cash reserves established for another purpose; and
- c. section 6.20 (2) for the purpose to borrow funds subject to one month local public notice.

3.5 Evacuation

QUOTATION

“A range of hazards regularly pose a risk to communities throughout Western Australia. Evacuation of people from an area affected by a hazard is one of the strategies that may be employed by emergency managers to mitigate the potential loss of, or harm to, life. Experience has also shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as to stay and protect and control, or restrict movement should also be considered where appropriate.” EM Act s.67 and State EM Plan Response Procedures 8.

The Local Emergency Management Arrangements (**LEMA**) are to include information which will assist the Controlling Agency with determining appropriate operational planning and delivery. This includes specific arrangements in place for special needs groups such as schools, nursing homes, hospitals, caravan and holiday parks, persons with disabilities and culturally and linguistically diverse communities.

The main special groups located in Leonora and Leinster have specific approved agency evacuation plans. The special groups nominated by the LEMC are:

Organisation	Site Address	Contact Details	No Persons	Evacuation Plan in place
Leinster Community School	35 Gledden Drive Leinster WA 6437	[REDACTED]	Pre-primary to Year 12 Approx 80 students. 15 Adult Staff (8 Teachers)	Yes
Leinster Caravan Park	Mansbridge St, Leinster WA	[REDACTED]	Various	Yes
Leonora Hospital	967 Sadie Canning Drive, Leonora 6438	[REDACTED]	Approx staff 15 23 Beds AVBL	Yes
Leonora High School	157 Gwalia St, Leonora WA 6438	[REDACTED]	Pre-primary to Year 12 Approx 126 students. 30 Adult Staff (12 Teachers)	Yes



Leonora Child Care Centre	Lot 138 Hoover Street, Leonora WA 6438	[REDACTED]	Limited to approx 20. 5 trained staff	Yes
Leonora Caravan Park	42 Rochester St, Leonora WA 6438	[REDACTED]	Various	Yes

Relevant emergency management agencies (i.e. controlling agencies, welfare agencies etc.) in conjunction with Local Emergency Management Committee are to identify and advise of “Refuge Sites” and “Welfare Centres” suitable for displaced persons during an emergency incident should an event occur. These sites should be documented in the Local Emergency Management Arrangements.

Evacuation is a risk management strategy which may need to be implemented, particularly in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources.

These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

Note - The Controlling Agency and/or the HMA will make decisions on evacuation and ensure that community members have appropriate information to make an informed decision as to whether to stay or go during an emergency.

3.6.1 Evacuation Planning Principles

The decision to evacuate is the sole responsibility of the Controlling Agency or an authorised officer when the members of the community that are at risk do not have the capability to make an informed decision or when it is evident that loss of life or serious injury is imminent.

The State EM Plan Response Procedures 8. “Direction concerning movement and evacuation in an emergency situation”, should be consulted when planning evacuation”.

3.6.2 Evacuation 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 that the welfare of the distressed evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These responsibilities also incorporate the financial costs associated with the evacuation unless prior arrangements have been made.

In most cases the WA Police may be the “Controlling Agency” for carrying out the evacuation.

Whenever evacuation is being considered, the Department of Community must be consulted during the planning stages. This is because DC has responsibility under State EM Plan – Response Procedures 8 “Directions concerning movement and evacuation in an emergency situation”.



3.7 Special Needs Groups

As per the table on page 35.

3.8 Refuge Sites

The Shire of Leonora has not identified any refuge sites.

3.9 Key Routes

The Shire of Leonora has the Goldfields Hwy linking Kalgoorlie to Leonora and Leinster. Leonora has a major intersection on Tower Street for the entry and egress of the Laverton Hwy.

3.9.1 Railway Crossing on Rajah Street

The railway crossing on Rajah Street has been identified as a critical item of infrastructure. The railway line services the BHP nickel concentrate storage and the fuel depot north of Leonora. The Public Transport Authority is responsible for the access.

The LEMC assessment has been detailed in the following table.

Table 3.4

Description	Contact Details	Community Impact Description
Rail line servicing nickel feeders and fuel depot north of Leonora	Northern – Network Control Desk [Redacted] Services Supervisor [Redacted]	Often the train or its carriages are left standing over the crossing denying access in the main to the Leonora airport and other destinations. This creates three issues: (1) Ambulance and or other emergency service vehicles not able to meet time schedules with Royal Flying Doctor Service; (2) Passengers not able to meet time schedules with regular public transport and charter operations, and (3) As rail crossing is not equipped with floodlights, carriages are not easily identifiable after dark creating considerable risk to the motorist.

3.10 Welfare

3.10.1 Department of Community

The Department of Community (DC) has the role of managing welfare. DC has developed a Welfare Plan for the Shire of Leonora Community. The local Department contact details are:-

Table 3.5

Local Welfare Coordinator	Alain Tchimbere
Leonora Address	NGROAC (New CRC Building) 60 Tower Street, Leonora WA 6438



Local Telephone	[REDACTED]
Perth Office	[REDACTED]
District Emergency Services Officer	[REDACTED]
National Crisis Care	[REDACTED]

3.11 Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the 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;
- e. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- f. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- g. Represent the department on the Incident Support Group when required

3.12 Local Liaison Welfare Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare responsibilities during an emergency and liaise with the Local Welfare Coordinator.

This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building centre entrance, closing, security and maintenance.

It is important to identify the initial arrangements for welfare to occur, particularly in remote areas where it may take some time for the DC officer to arrive.

The initial contact person for Welfare Response is the Kalgoorlie based District Emergency Services Officer Phone (Work) 08 9022 0704, (mobile) 0429 372 266.

3.13 State & National Registration & Enquiry

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



Shire of Leonora

There is no Red Cross unit operating in the community.

3.14 Welfare Centre Information

The Leonora Welfare Centre has been nominated as the Recreation Centre. Details of the access, management and equipment availability are contained in Appendix 2 of this document.

The main Leinster Welfare Centre has been nominated as the Community Town Hall.



Part 4 – Recovery Plan

4.1 The Recovery Plan Process

The Shire of Leonora Recovery Plan and Arrangements have been included in this document in accordance with the EM Act 2006 s.41(4). Other references include the State EM Policy, Section 6 and the State EM Plan Section 6. Further procedures documentation includes the State EM Recovery Procedures 1 – 4.

Recovery is defined as the coordinated support provided 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 well planned and approved structured manner. For the plan to be effective, members of the LEMC, the Local Recovery Coordinating Committee (**LRCC**), relevant Shire Officers and the community require an understanding of the recovery process. LEMC members, LRCC members and Shire Officers who participate in recovery training, familiarise themselves with the relevant SEMC Policies and read the State Emergency Management Arrangements, 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 the success of the operations.

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

4.2 General Information

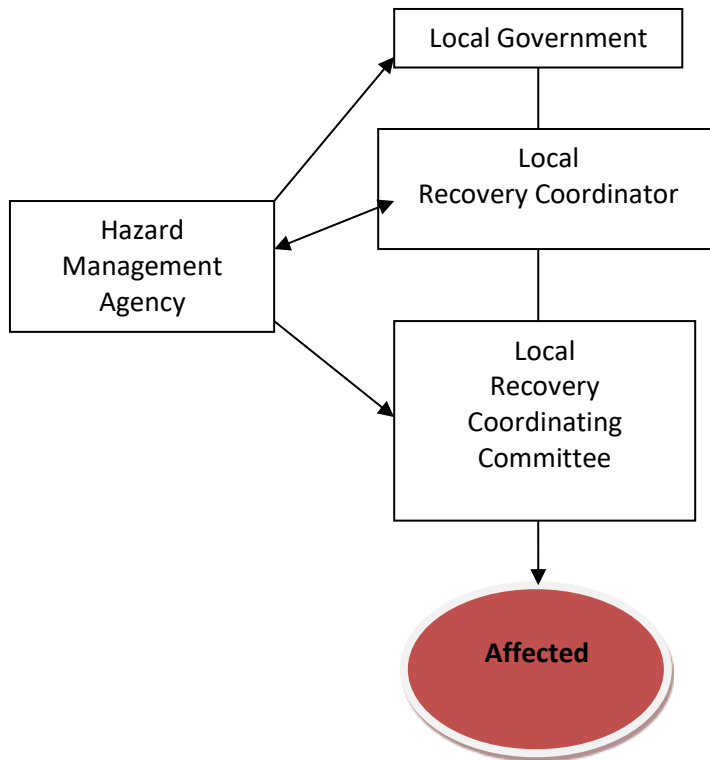
Recovery is the coordinated process of supporting emergency effected communities in the reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being.

4.3 Aim of Recovery

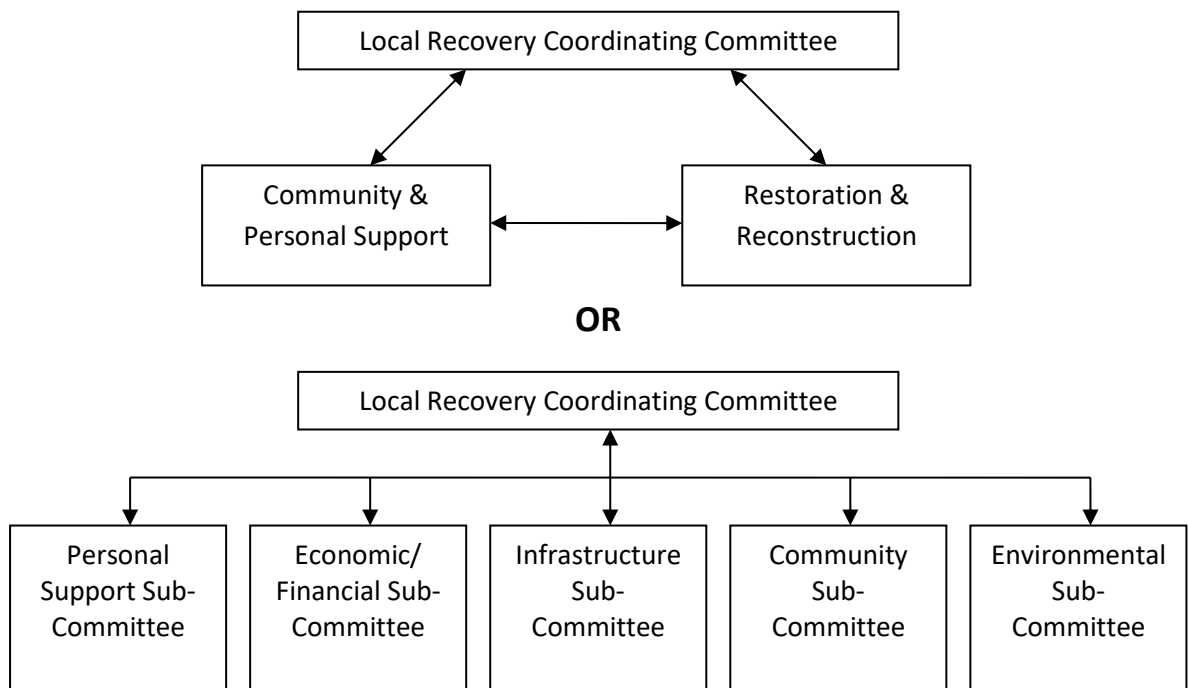
The aim of the LEMAs Recovery Plan is to return the Shire of Leonora communities to operational capacity through amenity revival at the earliest opportunity.

4.4 Planning for Recovery during Operations

Recovery planning will be assisted by following the Australasian Inter-Service Incident Management System (**AIIMS**) principals.



Recovery Committee Structures (following handover from HMA to LRC)
 (Depending upon community impact and complexity of event)





4.5 Commencement of Recovery

Recovery activities should commence immediately following the impact of an event (while response activities are still in progress). Key decisions and activities undertaken during the response may directly influence and shape the focus of the recovery process.

To ensure appropriate recovery activities are initiated as soon as possible after the impact of the event, the HMA Incident Controller is to ensure that the Local Recovery Coordinator is notified of the event and is included as a member of the Incident Support Group (ISG).

During response activities, many of the agencies with recovery roles and responsibilities are heavily committed, therefore the inclusion of the Local Recovery Coordinator (LRC) on the ISG will ensure;

- a. Alignment of response and recovery priorities;
- b. Liaison with key agencies
- c. An awareness of the key impacts and incident influenced tasks; and
- d. Identification of the recovery requirements and priorities as early as possible.

The LRCC should be established as soon as possible for a briefing of the emergency (even during the response phase) to ensure a smooth transition from response to recovery.

The Controlling Agency is responsible for coordinating the development of the Comprehensive Impact Assessment (CIA). Ideally this will be developed in consultation with the agencies attending the ISG including the Shire of Leonora.

Once completed the final copy of the CIA is provided to the local government and both the Controlling Agency and the local government will sign the document, which indicates the formal commencement of the recovery phase, and the acceptance that the local government now has responsibility for the recovery phase of the event.

4.6 Local Recovery Coordinator

Table 4.1

Name	District	Mobile
John Oxley	Leonora	

The Local Recovery Coordinator has two main responsibilities.

- a. **In conjunction with the Local Recovery Committee, the Local Recovery Coordinator is responsible for the development and implementation of recovery management arrangements for the Shire including the following:-**
 - i. Prepare, maintain and test the Local Recovery Plan (LRP);



- ii. Ensure that the training, education and exercising of response organisations and their personnel is monitored by the Recovery Management Arrangements; and
- iii. Coordinate the promotion of community awareness with respect to the local recovery arrangements.

b. During recovery operations to:-

- i. In liaison with the Hazard Management Agency, Local Emergency Coordinator and other responsible agencies determine the need to activate the Local Recovery Plan and convene the Local Recovery Committee;
- ii. assess the recovery requirements for each event and ensure that appropriate strategies are put in place;
- iii. facilitate the acquisition and appropriate application of material, staff and financial resources necessary to ensure an effective recovery response;
- iv. contribute to the resolution of community and political problems which emerge during the recovery process;
- v. ensure maximum community involvement in the recovery process;
- vi. ensure that both the immediate and long-term individual and community needs are met in the recovery process;
- vii. coordinate the local recovery activities in accordance with the plans, strategies and policies determined with the Local Recovery Committee;
- viii. monitor the progress of recovery and provide periodic reports to the Local Recovery Committee; and
- ix. arrange for the conduct of a debriefing of all participating agencies and organisations as soon as possible after stand down and submission of post operations report.

4.7 Local Recovery Committee

The Local Recovery Committee (**LRC**) will encompass members of the Hazard Management Agency, the Combat Agencies, Support Organisations and the Public Authorities required to assist with recovery. The Local Recovery Coordinating Committee (**LRCC**) can expand or contract as the emergency management process requires. When forming the LRCC, the LRC will organ 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 LRCC has the technical expertise and operational knowledge required to respond to the situation.

Note Due to limited resources, the LRC will assume all coordinating responsibilities. There will not be two functioning committees



The function of the LRCC is to coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and the Local Recovery Plan.

Core Group

This group will assist the Local Recovery Coordinator to prepare, maintain and test the Local Recovery Plan and initiate recovery after an event. They will drive and manage recovery as per the EM Act 2005.

Table 4.2

Position	Name
Chair	Jim Epis CEO
Deputy Chair	Lee-Anne Trevenen DCEO
Recovery Coordinator	John Oxley - Works and Services Manager
Deputy/Assistant Recovery Coordinator	Lee-Anne Trevenen DCEO
Executive Officer	Senior Administration Staff (CEO or delegate)
Admin support	Gil Leslie
Comm Development Officer	Alain Tchimbere

Co-opted Members

This group will in the main comprise of agencies that have a mandate to assist with recovery. They will provide specialist advice and resources including information, financial and physical to assist the Local Government in returning the community to normal in as short a time as practical. The members of this group will attend recovery meetings as and when required.

Table 4.3

Agency Type	Response Organisations
Essential Services	WaterCorp, Horizon Power, Telstra, MRD
State Agencies	Department of Community, Department of Health, Department of Agriculture, Department of Education.
Humanitarian Agencies	Red Cross, Salvation Army.
Others	



4.9 Priorities for Recovery

The priorities for the LRCC during the period of recovery management are:-

- i. Health and safety of individuals and the Community;
- ii. Social recovery;
- iii. Economic recovery; and
- iv. Physical recovery.

4.10 Financial Management in Recovery

Funding is not available for recovery planning; however there are funding arrangements for recovery assistance following an emergency. Primary responsibility for safeguarding and restoring public and private assets affected by an emergency incident rests with the owner. However, State Government recognises 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 Natural Disaster Relief and Recovery Arrangements (**WANDRRA**)
- Lord Mayor's Distress Relief Fund (LMDRF)

Information on these relief arrangements can be found in the State EM Recovery Procedures 2.

4.11 Communication Strategy

Management of the media and public information initially rests with the HMA, and the Incident Controller (**IC**) appointed by the HMA.

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

It is likely that individual agencies will want to issue media releases for their areas of responsibility (e.g. Water Corporation on water issues, Horizon Power on power issues, etc.), however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.



Part 5 Testing, Exercising and Review

5.1 The purpose for testing the plan

Testing and exercising are a mandatory function of the LEMC in accordance with the EM Act 2005 s.39(b). It is essential that the LEMC ensures that the local arrangements are achievable and effective for the LEMC. Regular testing, exercising and training provides individuals and organisations opportunities to remain appropriately aware of response responsibilities and measures capability performance 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:-

- a. Test the effectiveness of the local arrangements;
- b. Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities;
- c. Help educate the community about local arrangements and programs;
- d. Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions; and
- e. 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 State EM Policy 4.8 requires the LEMC to exercise their arrangements at least annually. The state provides further details in the State EM Preparedness Procedures 19.

5.3 Types of Exercises

Examples of exercises types include:-

- Desktop/Discussion;
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency;
- Operating procedures of an Emergency Coordination Centre; and
- 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 by the 1st May each year. The DEMC compiles the reports and send the dates to the SEMC Exercise Management Advisory Group (EMAG) to be included in the SEMC Annual Report (State EM Policy 4.9).



Once the exercises have been completed they should be reported to the DEMC in accordance with the State EM Policy 4.11 and the State EM Preparedness Procedure 19.

5.5 Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (**LEMA**) shall be reviewed and amended in accordance with State EM Policy 2.5 and the State EM Preparedness Procedure 8.

According to the State EM Policy 2.5 “Local Arrangements”, the LEMA (including recovery plans) are to be reviewed and amended as follows:-

- a) Contact lists are reviewed and updated quarterly;
- b) A review is conducted after training that exercises the arrangements;
- c) An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- d) Circumstances may require more frequent reviews.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Leonora in consultation with the parent organisation of members shall determine the term and composition of LEMC positions in accordance with the State EM Policy 2.5 and the State EM Preparedness Procedure 7.

5.7 Review of Resources Register

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



Appendix 1 - Contacts

Contact Details

Contact	Station	Number
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]



[REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED] [REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED]
[REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]
[REDACTED] [REDACTED] [REDACTED]	[REDACTED]	[REDACTED] [REDACTED] [REDACTED]



Appendix 2 – Welfare Centres

Welfare Centre Information for the Leonora Township

The current information provides details of four locations within the Shire of Leonora that have been determined and assessed as suitable locations to assist with care of displaced persons during an emergency situation. The locations include:-

1. Leonora Recreation Centre
2. Leinster Town Hall
3. Leinster Single Persons Quarters; and
4. Leinster Town Oval

Leonora Recreation Centre	
	Details
Physical Address	96 Tower Street, Leonora
General Description of the Complex	Hall and associated infrastructure
Site Limitations	400 people
Telephone No	██████████
Fax No	██████████
Email Address	laquatic@bigpond.net.au

Contacts

Name	Position	Work Contact	A/Hrs Contact
Jim Epis	CEO	██████████	██████████
Linda Gray	DCEO	██████████	██████████

Access Details

	Details
Keys	Leonora Shire Administration Building, Tower Street, Leonora
Alarm	n/a
Security	Key locks
Universal Access	Once unlocked



Accommodation Numbers

	Details
Sitting / Standing	400 persons
Sleeping	
Duration	24 hours

Ablution Amenities

Item	Yes/No	Notes
Male Toilets:		
Toilets	Y	
Urinal	Y	
Shower	Y	
Hand Basins	Y	
Female Toilets:		
Toilets	Y	
Shower	Y	
HandBasin	Y	
Baby Change Table	N	
Disabled Toilet:		
Toilet	Y	
HandBasin	Y	
Male Change room:		
Showers	Y	

**General Amenities**

Item	Yes/No	Notes
Kitchen Facilities:		
Stoves (types)	Y	
Refrigeration	Y	
Dining Facilities:		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
General Facilities:		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port		
Fire Equipment	Y	
Air Conditioning (type)	Y	
Heating	Y	
Ceiling Fans		
Lighting (internal)	Y	
Lighting (external)	Y	
Telephone Lines	Y	
Internet Access	Y	
Water Cooler		
Hot Water System (type)	Y	
Bins	Y	
Septic Sewerage	Y	
Amenities Areas:		
Enclosed Covered Areas	Y	
Outside Children's Play Area	N	
Recreation Rooms	Y	



Item	Yes/No	Notes
BBQs		
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	Y	
Oval	N	
Netball/Basketball Court	Y	
Tennis Court	N	
External Facilities:		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents		
Toilets		
Caravan/Articulated Vehicles		
Other:		
Mobile Phone Coverage	Y	
Storage		
Pet friendly	N	
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	N	
Built on a Flood Plain	N	
Positioned on Coast	N	
Site Access		
Timeframe before pump out of septic		



Welfare Centre Information for the Leinster Township

Leinster Town Hall	
	Details
Establishment/Facility:	Leinster Town Hall
Physical Address	Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

Contacts

Name	Position	Work contact	A/hrs contact
██████████	██████████	██████████	██████████

Access Details

	Details
Keys	Leinster Town Office Leinster Police Station
Alarm	n/a
Security	Key locks
Universal Access	Once unlocked

Accommodation Numbers

	Details
Sitting / Standing	200 persons
Sleeping	Nil facilities
Duration	24 hours



Amenities

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	N	
Kitchen Facilities:		
Stoves (types)	Y	
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
Dining Facilities:		
Tables	Y	
Chairs	Y	
Cutlery and Crockery	Y	
General Facilities:		
Rooms	N	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	
Heating	Y	
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	



Item	Yes/No	Notes
Telephone Lines	N	
Internet Access	N	
Hot Water System (type)	N	
Bins	Y	
Deep Sewer/Septic	Y	
Amenities Areas:		
Enclosed Covered Areas	Y	
Outside Children’s Play Area	N	
Recreation Rooms	N	
BBQs	N	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
External Facilities:		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	



Welfare Centre Information for the Leinster Township Single Persons Quarters

Leinster Single Person Quarters	
	Details
Establishment/Facility:	Leinster Single Person Quarters
Physical Address	Mansbridge Street X Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

Contacts

Name	Position	Work contact	A/hrs contact
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Access Details

	Details
Keys	Accommodation Desk Dry Mess SPQ
Alarm	n/a
Security	Key locks
Universal Access	No

Accommodation Numbers

	Details
Sitting / Standing	200 persons
Sleeping	Single rooms pending availability
Duration	Up to 7 days



Amenities

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male	Y	
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	Y	
Baby Changing Facilities	Y	
Kitchen Facilities:		
Stoves (types)	Y	Dry Mess
Refrigeration	Y	
Microwave	Y	
Urn / Boiling Water Unit	Y	
Dining Facilities:		
Tables	Y	Dry Mess
Chairs	Y	
Cutlery and Crockery	Y	
General Facilities:		
Rooms	Y	
RCD Protected	Y	
Power Points	Y	
Generator Port	N	
Fire Equipment	Y	
Air Conditioning (type)	Y	
Heating	Y	
Ceiling Fans	N	
Lighting (internal)	Y	
Lighting (external)	Y	



Item	Yes/No	Notes
Telephone Lines	N	
Internet Access	Y	Wireless
Hot Water System (type)	Y	
Bins	Y	
Deep Sewer/Septic	Y	
Amenities Areas:		
Enclosed Covered Areas	Y	
Outside Children's Play Area	N	
Recreation Rooms	Y	Net Mess
BBQs	Y	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
External Facilities:		
Power Outlets	Y	
Water	Y	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	N	



Welfare Centre Information for the Leinster Township Town Oval

Leinster Town Oval	
	Details
Establishment/Facility:	Leinster Town Oval
Physical Address	Link Road Leinster
Telephone No	n/a
Fax No	n/a
Email Address	n/a

Contacts not Applicable

Access Details

	Details
Keys	n/a
Alarm	n/a
Security	nil
Universal Access	Yes

Accommodation Numbers

	Details
Sitting / Standing	500 + persons
Sleeping	Nil facilities
Duration	24 hours pending weather

**Amenities**

Item	Yes/No	Notes
Toilet/Washing Facilities:		
Toilets/Showers – Male	Y	Town Hall, Gym
Toilets/Showers – Female	Y	
Toilets/Showers – Universal Access	Y	
Toilets/Showers –Unisex	N	
Laundry Facilities	N	
Baby Changing Facilities	N	
Kitchen Facilities:		
Stoves (types)	N	
Refrigeration	N	
Microwave	N	
Urn / Boiling Water Unit	N	
Dining Facilities:		
Tables	N	
Chairs	N	
Cutlery and Crockery	N	
General Facilities:		
Rooms	N	
RCD Protected	N	
Power Points	N	
Generator Port	N	
Fire Equipment	N	
Air Conditioning (type)	N	
Heating	N	
Ceiling Fans	N	
Lighting (internal)	N	
Lighting (external)	Y	
Telephone Lines	N	



Item	Yes/No	Notes
Internet Access	N	
Hot Water System (type)	N	
Bins	Y	
Deep Sewer/Septic	N	
Amenities Areas:		
Enclosed Covered Areas	N	
Outside Children's Play Area	Y	
Recreation Rooms	N	
BBQs	N	
Conference Rooms	N	
Meeting Rooms	N	
Swimming Pool	N	
Oval	Y	
External Facilities:		
Power Outlets	N	
Water	N	
Parking	Y	
Area for Tents	Y	
Toilets	Y	
Caravan/Articulated Vehicles	Y	