
LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS



SHIRE OF MENZIES



Shire of Menzies 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 Menzies Local Emergency Management Committee (LEMC) and have been tabled with the District Emergency Management Committee (DEMC).


.....
Gregory Dwyer
Chairperson, Shire of Menzies LEMC

27th June 2014
.....
Date




.....
Endorsed by the Shire of Menzies (Minute 0544)
President

27th June 2014
.....
Date





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DISTRIBUTION

DISTRIBUTION LIST	
Organisation	Copies
Shire of Menzies	1
Leonora Police Station	1
Menzies Bushfire Brigade	1
Menzies St John Ambulance Service	1
Menzies Nursing Post	1
Anglogold Ashanti – Tropicana	1
Department for Child Protection and Family Support	1
Chairperson – Goldfields-Esperance DEMC (District Superintendent of Police)	1
Executive Officer – Goldfields-Esperance DEMC	1
Secretary SEMC (electronic copy) (secretarysemc@fesa.wa.gov.au)	1



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AMENDMENT RECORD

Amendments to these arrangements will be issued periodically. Any suggestions for amendments can be forwarded to:

Local Emergency Management Committee:
LEMC Secretary
Shire of Menzies
Lot 124 Shenton Street
(PO Box 4)
MENZIES WA 6436

No.	Date	Amendment Details	Amended/Reviewed By
1	2007	Produce new LEMA	
2	14/07/2010	Produce new version in SEMP format	
3	31/05/2011	Update Contacts List	
4	28/03/2013	Review EM Arrangements	Bone, RG
5	2/07/2014	Review of LEMA	Crawford, NP
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Note: The *Emergency Management Act 2005* was proclaimed on 24 December 2005. In broad terms, the Act formalized the previous Western Australian emergency management arrangements which had operated for many years pursuant to the authority of a Cabinet Minute.



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GLOSSARY OF TERMS

FOR ADDITIONAL INFORMATION IN REGARDS TO THE GLOSSARY OF TERMS, REFER TO THE EMERGENCY MANAGEMENT WESTERN AUSTRALIA GLOSSARY 2009.

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

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

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

COMBAT AGENCY – A Combat Agency prescribed under 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. *Syn.* 'disaster cycle', 'disaster phases' and 'PPRR'

COMMAND – The direction of members and resources of an organisation in the performance of the organisation's 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. (See also **COMMAND** and **COORDINATION**)

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. (See also **COMMAND** and **COORDINATION**)

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 the Shire of Menzies.

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:

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) 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



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- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

EMERGENCY MANAGEMENT AGENCY – A Hazard Management Agency (HMA), a combat agency or a support organisation.

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

SES – State Emergency Service.

VFRS – Volunteer Fire and Rescue Service.

DFES – Department of Fire and Emergency Services.

BFB – Bush Fire Brigade – established by a local government under the *Bush Fires Act 1954*.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) 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
- (f) any other event, situation or condition that is capable of causing or resulting in
 - i. loss of life, prejudice to the safety or harm to the health of persons or animals or
 - ii. destruction of or damage to property or any part of the environment and is prescribed by the regulations.

HAZARD MANAGEMENT AGENCY (HMA) – A public authority or other person, prescribed by regulations because of that agency's functions under any written law or because of its specialized knowledge, expertise and resources, to be responsible for the emergency management or an aspect of emergency management of a hazard for a part or the whole of the State.

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

A sudden event 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 appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area.

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

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



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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.

LG – Local Government meaning the Shire of Menzies and Menzies Shire Council.

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 upon 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. (See also **EMERGENCY OPERATION**)

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

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

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

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.

- (a) The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- (b) 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.
- (c) 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



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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.

STATE EMERGENCY MANAGEMENT COMMITTEE (SEMC) – the SEMC is established under s.13.(1) of the Act. S.13 (2) stipulates membership of the SEMC which consists of the Commissioner of Police, as State Emergency Coordinator and Chair and the Chief Executive Officer of the Department of Fire and Emergency Services (DFES) as Deputy Chair. The Executive Director, DFES Strategic Policy and Executive Service Portfolio is the SEMC Executive Officer. Other members include a local government representative and other members as appointed by the Minister.

In accordance with the Act, the SEMC has established six subcommittees whose membership includes those organisations essential to the State's emergency management arrangements. The subcommittees are:

- 1) Emergency Services Subcommittee
- 2) Public Information Group
- 3) Lifelines Services Subcommittee
- 4) Recovery Services Subcommittee
- 5) State Mitigation Committee
- 6) Health Services Subcommittee

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.

VULNERBILITY – The degree of susceptibility and resilience of the community and environment to hazards. The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 10 (total loss).

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.



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PART 1 - INTRODUCTION

1.1 ACKNOWLEDGMENTS

The Shire of Menzies and the Menzies LEMC would like to acknowledge DFES for their contribution in the preparation of this document.

1.2 AUTHORITY

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

1.2.1 Community Consultation

Community comment and feedback was sought during the initial preparation of the EM Arrangements. The Menzies LEMC, in consultation with the community, will conduct an annual review of the formal risk analysis of hazards.

1.2.2 Document Availability

Copies of the Arrangements are available, free of charge, to members of the public during office hours. (Shire of Menzies, Shenton Street, Menzies). The documents are available in both written and electronic format (s.43(3) of the Act).

1.3 AREA COVERED (CONTEXT)

The principal features and content of the Shire of Menzies are described in items 1.3.1 to 1.3.14.

1.3.1 General Description

The town of Menzies is located 132 kilometres north of Kalgoorlie and 105 kilometres south of Leonora on the Goldfields Highway, in the Eastern Goldfields Region of Western Australia. The Shire of Menzies covers an area of approximately 125,000 square kilometres and has a population of approximately 300. The towns and communities included are Menzies, Kookynie, Morapoi, Tjuntjuntjara. Mine sites include: Tropicana, Davyhurst, Sand Queen, Carosue Dam, Mt Ida and various mining camps and pastoral leases. A map detailing the boundaries of the district is attached at Appendix 3.

1.3.2 Topography

The district is devoid of any rivers or permanent lakes and is predominantly flat.

1.3.3 Climate

As the Shire is so large, it is difficult to generalize the climatic conditions within the District. The rainfall in the western parts are around 250 to 270mm per annum. The eastern extremity of the Shire probably receives less than 150mm per annum. The central regions experience most of their rainfall in the winter months. The lack of recording stations makes reliable information difficult to obtain. Recording stations at Eucla and Giles provide information on the same longitude, but have different surroundings that create varying climatic conditions.

The average temperatures in summer vary from 18 to 36° C in the west to 22 to 36° C in the central areas, whereas the winter temperatures generally range from 8 to 15° C. The humidity and rainfall occur in winter with morning humidity levels reaching 70 to 80% in midwinter.

1.3.4 Population Centres

The major population centre is the town site of Menzies which has a population base of approximately 100 persons. However, the recently commissioned Tropicana mine site (March 2014) some 200km east



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of Menzies, has a large FIFO workforce of around 300 persons. In addition there are approximately a further 200 persons in outlying areas. These are concentrated at smaller mine sites, pastoral stations and the aboriginal communities of Tjuntjuntjara and Morapoi.

1.3.5 Transport

The only State road within the Shire is the Goldfields Highway that connects Kalgoorlie to Meekatharra (sealed). Other accesses are Menzies/Sandstone (gravel), Evanston/Menzies (gravel), Kookynie Road (sealed) and Kookynie/Malcolm Road (gravel). All gravel roads are often impassable after heavy rain. Sealed roads total 30km and unsealed about 2500km.

A north/south standard gauge railway line runs through the Shire and connects Kalgoorlie with Malcolm, just to the east of Leonora. The principal purpose of the line is to transport nickel concentrate produced at Leinster and Murrin Murrin.

The town of Menzies does not have a sealed airstrip. Located just to the north of the town, are two crossways airstrips of 1000 metres and 800 metres respectively.

1.3.6 Water Supply

The Water Corporation of WA supplies the Menzies town site through a series of bores and a water treatment plant. Remote communities supply their own water via systems monitored by the Water Corporation.

1.3.7 Sewerage

Within the Menzies town site there is no deep sewer system. Properties are serviced by their own septic systems.

1.3.8 Power Supply

Power supply is generated by Horizon Power from diesel generators situated on the eastern side of town on land zoned for public purposes. The outlying communities all have their own diesel generation and distribution systems.

1.3.9 Communications

The town of Menzies plan area is serviced by a Telstra network. Mobile telephone services are limited to a range of about 10kms from the Menzies town centre. An effective satellite telephone network covers most of the outlying areas however ownership of these telephones is usually limited to government and local businesses. The Royal Flying Doctor Service, through its Kalgoorlie and Meekatharra bases, operates a radio network that takes in the complete area. The town is serviced by media networks, radio television, and print. All essential services and some industries have their own communications networks.

1.3.10 Emergency Services

Menzies has the following Emergency Services based within the town;

- (a) Menzies Bush Fire Brigade
- (b) St John Ambulance Volunteer Service.

1.3.11 Government Departments

Government Departments:

- (a) State
 - (i) WA Country Health Service (WACHS) Goldfields
 - (ii) Horizon Power



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- (iii) Water Corporation
- (iv) Department for Child Protection and Family Support
- (v) Education Department
- (b) Commonwealth
 - (i) Australia Post
 - (ii) Centrelink (agency at Menzies Aboriginal Corporation)

1.3.12 Education Facilities

Education facilities provided:

- (a) Menzies Community School
- (b) Tjuntjuntjara Remote Area School

1.3.13 Community and Sporting Facilities

Menzies has limited recreation and sporting facilities including a town hall, oval, school oval and tennis and basketball courts.

1.3.14 Commerce and Industry

The major industries in the Shire are mining and pastoral operations.

1.4 AIM

The aim of the Shire of Menzies Local Emergency Management Arrangements is to detail Emergency Management Arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.5 PURPOSE

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

- (a) A description of emergencies that are likely to occur in the local government district;
- (b) Strategies and priorities for emergency management in the local government district;
- (c) Other matters about emergency management in the local government district prescribed by the regulations; and
- (d) Other matters about emergency management in the local government district which the local government considers appropriate. (s.41(2) of the Act).

1.6 SCOPE

These arrangements are to ensure there are suitable plans in place to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

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



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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.

1.7 RELATED DOCUMENTS & ARRANGEMENTS

1.7.1 Local Emergency Management Policies

At this juncture the Shire of Menzies does not have any Local Emergency Management Policies.

1.7.2 Existing Plans and Arrangements

The following plans are listed and their location identified:

Table 1.1 - Local Plans

Document	Owner	Location
Risk Register	Menzies LEMC	Shire Office
Menzies Local Hazard Plan – Road Crash	Leonora Police Sub District	Police Office
Road Transport Incident	Leonora Police Sub District	Police Office & DFES
Land Search and Rescue	Leonora Police Sub District	Police Office
Guidelines for the Operation of Road Closures During Bushfires	MRWA	MRWA Kalgoorlie

1.8 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS

Table 1.2 - Agreements, Understandings and Commitments

Parties to the Agreement		Summary of the Agreement	Special Considerations
Shire of Menzies	Anglogold Ashanti – Tropicana	Availability of Plant and Equipment to assist in an emergency	

Resource listings are provided in Appendix 5.

1.9 ADDITIONAL SUPPORT

Not Applicable.

1.10 SPECIAL CONSIDERATION

Not Applicable.

1.11 RESOURCES

Refer to Resources tab.

1.12 FINANCIAL ARRANGEMENTS

1.12.1 Emergency Expenses

All expenses incurred by an organization for a particular emergency operation shall be met by the appropriate HMA that would normally authorize such expenditure on a case-by-case basis. These costs



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would not include expenditure in meeting their own statutory obligations or on tasks previously agreed to with the HMA.

1.12.2 Invoices

All invoices, as authorized by the HMA, shall be forwarded to the HMA concerned for payment as soon as possible after the event.

1.12.3 Shire Budget

The Shire of Menzies should also include an emergency management component in its annual budget process.

1.13 ROLES AND RESPONSIBILITIES

1.13.1 Local Emergency Coordinator

The Officer-in-Charge, Leonora Police is the delegated Local Emergency Coordinator.

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 Local Emergency Management Arrangements for the district;
- (b) To assist HMA's 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.

1.13.2 Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the Shire of Menzies (s.38 of the Act). The President, Cr Gregory Dwyer, is the Chairperson.

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.

The LEMC comprises the following:

- (a) LEMC Chairperson
- (b) LEMC Deputy Chairman (To be appointed by the Committee)
- (c) LEMC Coordinator (OIC Leonora Police)
- (d) Identified Hazard Management Agencies
- (e) Identified Combat Agencies
- (f) Identified Support Organisations (Mining Companies)
- (g) Executive Officer (Leanne Downie, Executive Assistant, Shire of Menzies)

Membership of the LEMC is detailed in Appendix 1.

1.13.3 Local Government

It is a function of a local government —



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- (a) Subject to this Act, 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.

1.13.4 Hazard Management Agency

A Hazard Management Agency is “to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed (s.5.4 of the Act)”.

The HMA’s are prescribed in the *Emergency Management Regulations 2006*.

1.13.5 Combat Agencies

A Combat Agency is “the agency identified as being primarily responsible for responding to a particular emergency”.

1.13.6 Support Organisation

A Support Organisation “provides essential services, personal or material support” (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to a welfare centre under the direction of the Department for Child Protection and Family Support.

1.13.7 Public Authorities and Others

Important Public Authorities and other contacts relative to the Shire of Menzies are identified in the Additional Emergency Contact List as per Appendix 2.



Shire of Menzies Local Emergency Management Arrangements

PART 2 - PLANNING (LEMC ADMINISTRATION)

This section outlines the minimum administration and planning requirements of the LEMC under the *Emergency Management Act 2005* and Policies.

2.1 LEMC MEMBERSHIP (POSITIONS)

- (a) Cr Gregory Dwyer, Shire President – Chairperson.
- (b) Senior Sergeant Dianne Perrett, OIC Leonora Police - Menzies Local Emergency Coordinator.
- (c) A comprehensive list of LEMC Membership and contact details can be found in Appendix 1.

The Menzies LEMC will meet twice per year, and more often if the need should arise. Meetings are scheduled to be held at 10.00 am on the first Tuesday of the months of June and December. Additional meetings, if required, will be called as needed.

Note: SEMP 2.5 proposes LEMC's should meet a minimum of four times per year, however with a Shire population of approximately 300 (100 in Menzies town site), this simply does not warrant meetings of greater frequency than twice per year.

2.2 ANNUAL REPORTS / ANNUAL BUSINESS PLAN

In accordance with SEMP 2.6.

2.3 EMERGENCY RISK MANAGEMENT

A listing of the identified hazards for the community is set out below. 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.

The Menzies LEMC, in consultation with the Community will conduct an annual review of the formal risk analysis of hazards.

Within the Shire of Menzies LEMC district are the communities of Tjuntjuntjara and Kookynie. These communities have the same risks associated with that of Menzies and as such these arrangements apply to those communities also.

Following the process of risk analysis within the community, the following hazards (sources of risk) were identified as having a potential impact on the community.

Table 2.1 - Hazards (Sources of Risk) Impacting on the Community of Menzies

Hazards (Sources of Risk)	Planning Priority
Fire (Bush and Grass)	Low
Fire (Residential)	Med
Fire (Industrial)	Med
Transport Accident (Road)	High
Hazardous Materials	High
Land Search – Lost Persons	High
Mining Accident	Med
Rail Accident	Med



Shire of Menzies Local Emergency Management Arrangements

PART 3 - RESPONSE

3.1 RISKS – EMERGENCIES LIKELY TO OCCUR

Table 3.1 – Emergencies Likely to Occur Within the Shire of Menzies

Hazard	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Transport Incident	WA Police	Kalgoorlie/ Leonora FRS	<ul style="list-style-type: none"> • St John Ambulance • Menzies Bush Fire Brigade 	Traffic Crash	SOPs
Structural Fire	DFES	Menzies Bush Fire Brigade	Mining Companies	Urban Fire (2000)	SOPs
Mining Accident	Relevant Mining Operator	Internal	<ul style="list-style-type: none"> • Internal • St John Ambulance • Menzies Nursing Post 	N/A	Mining Company Procedures
Land SAR	WA Police	Kalgoorlie SES		Land SAR	Land SAR
Hazardous Material Emergencies	DFES	Kalgoorlie/ Leonora FRS	<ul style="list-style-type: none"> • St John Ambulance • Menzies Bush Fire Brigade 	HazMat	SOPs
Rail Accident	Brookfield Rail	<ul style="list-style-type: none"> • Kalgoorlie SES • Kalgoorlie/ Leonora FRS 	<ul style="list-style-type: none"> • St John Ambulance • Menzies Bush Fire Brigade 	Hazmat	SOPs

These arrangements are based on the premise that the HMA 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 Shire of Menzies resources and assistance in emergency management. The Shire of Menzies is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

3.2 ACTIVATION OF LOCAL ARRANGEMENTS

The HMA, or the Local Emergency Coordinator (LEC) in consultation with the HMA, is responsible for the implementation of the Arrangements and for activating the required organisations in accordance with these Arrangements.

3.2.1 Incident Support Group (ISG)

The ISG is convened by the HMA, or the LEC 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.



Shire of Menzies Local Emergency Management Arrangements

3.2.2 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 have involvement in the incident.

3.2.3 Triggers for the activation of an ISG

The activation of an ISG should be considered when the following occur;

- (a) For a Level 2 incident; (a major incident which requires a multi-agency response.)
- (b) Requirement for possible or actual evacuation;
- (c) A need to coordinate warning/information to community during a multi-agency event;
- (d) Where there is a perceived need relative to an impending hazard impact. (Flood, Fire, Hazardous Material);
- (e) Multi-agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- (f) Where there is a need for regional support beyond that of a single agency.

3.2.4 Membership of an ISG

The Incident Support Group is made up of agencies /representatives that provide support to the HMA. 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.

3.2.5 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 priorities by agencies sharing information and resources.

3.2.6 Emergency Coordination Centre Information

The Emergency Coordination Centre (ECC) is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following tables provide the contact details for opening each site:

Table 3.2 – Location One – Shire of Menzies Office, Shenton Street, Menzies

Priority	Name	Phone	Mobile
1 st Contact	Peter Crawford	9024 2041	0409 114 509
2 nd Contact	Ray Pepper	9024 2041	0448 242 040



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Table 3.3 – Location Two – St John Ambulance Centre, Mercer Street, Menzies

Priority	Name	Phone	Mobile
1 st Contact	Debbie Pianto	9024 2041	
2 nd Contact	Jo Meneilly	9024 2044	

Table 3.4 – Location Three – Menzies Community School, Gregory Street, Menzies

Priority	Name	Phone	Mobile
1 st Contact	Lesley Chennell	9024 2049 (w)	
2 nd Contact	Anne Sheehan	9024 2049 (w)	

Note: Only the Shire of Menzies has the capacity to generate power from an independent source (equipment at Depot)

3.2.7 Media Management and Public Information

Management of the media and public information initially rests with the HMA, and the Incident Controllers 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 (eg 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.

3.3 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.

3.3.1 Local Systems

The Menzies Bush Fire Brigade mobilize resources by telephone

3.3.2 DFES Public Information Line

Emergency Information 1300 657 209

3.3.3 ABC Radio

Telephone: 9093 7011

Fax: 9093 7099

3.3.4 Radio West

Telephone: 9092 1666

Email: Kalgoorlie@radiowest.com.au



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3.4 EVACUATION

Evacuation is a risk management strategy which may need to be implemented, possibly in regards to hazardous materials, 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.

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. The Welfare Centre to be determined by the Local Welfare Coordinator of the Department for Child Protection and Family Support in consultation with the Local Emergency Coordinator and the HMA.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by an HMA 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 Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

(a) Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA 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 and they may use the assistance of other agencies such as the SES.

Whenever evacuation is being considered the Department for Child Protection and Family Support must be consulted during the planning stages. This is because DCPFS have responsibility under State Arrangements to maintain the welfare of evacuees under WESTPLAN Welfare.

(b) Special Needs Groups

Special needs may exist in the event an emergency has or may impact upon the following structures:

- Menzies School (up to 34 pupils)

3.4.2 Evacuation / Welfare Centres

Any requirement for evacuation will be determined by the appropriate Incident Manager, in consultation with the Local Emergency Coordinator. The Police manage the actual evacuation with appropriate assistance from other relevant agencies.



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3.4.3 Demographic Details

The table below displays broad information about the populations likely to be at risk. During school times the student population will be at the Menzies School.

Table 3.5 – Demographic Details

Categories	Menzies Town
Adults	66
Secondary School age	10
Primary School age	19
Pre-School age	5
Hospital Patients	0
People with Disabilities	Unknown
People needing electricity for medical reasons	Unknown
Total Population Menzies Town	100

3.4.4 Matrix

Evacuation Assembly Points in the Shire of Menzies are shown in the following tables:

Table 3.5 - Matrix

No. of People	Duration				
	0-8 Hrs	8 Hrs – 1 Day	1-3 Days	3-7 Days	1 Week +
1-10	Nursing Post School	Nursing Post School	School	School	School
10-100	Town Hall MAC	Town Hall MAC	Town Hall MAC	Town Hall MAC	Town Hall MAC
100-500	Town Hall	Town Hall	Town Hall	Leonora/ Kalgoorlie	Leonora/ Kalgoorlie

3.4.5 Routes & Maps

Refer to Appendix 3 & 4. This section provides a map of the locality and identifies any issues and local land marks.

3.5 WELFARE

The Department for Child Protection and Family Support (DCPFS) has the role of managing welfare.

3.5.1 Local Welfare Coordinator

The Local Welfare Coordinator for the Shire of Menzies is:

Name: Libby Huel
 Department for Child Protection and Family Support
 Address: Corner Tower and Rajah Streets, (PO Box 51) Leonora WA 6438
 Contact: 08 9037 2300 (Work) or 0457 553 824 (Mobile). 08 9037 6369 (Fax)
libby.huel@dcp.wa.gov.au (Email)
 Crisis Care: 1800 199 008 DCP Emergency Services Unit (on call phone): 0418 943 835



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3.5.2 Local Welfare Liaison Officer (LWLO)

Local government should appoint a Liaison Officer. This role will provide assistance to the Local Welfare Centre, including the management of Emergency Evacuation Centres such as building opening, closing, security and maintenance. The LWLO for the Shire of Menzies is:

Name: Brooke Povah
Deputy Chief Executive Officer
Shire of Menzies
Address: Shenton Street, Menzies WA 6436
Contact: 08 9024 2041 (Work)

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

3.5.3 District Emergency Services Officer (DESO)

DCP shall appoint a District Emergency Services Officer (DESO) to prepare local welfare plans. The DESO for the Goldfields (including Shire of Menzies) is:

Name: Inoka Edirisinghe
District Emergency Services Officer – Goldfields
Department for Child Protection and Family Support
Address: Cnr Boulder Road & Cheetham Street, Kalgoorlie WA 6430
Contact: 08 9022 0700 (Work), 0429 372 266 (Mobile) or 08 9021 6917 (Fax)
Email: Inoka.Edirisinghe@dcp.wa.gov.au

3.6 STATE & NATIONAL REGISTRATION & ENQUIRY

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

There is no locally operated Red Cross Unit based in Menzies. The nearest Unit is located in Kalgoorlie.

3.6.1 Welfare Centres

See Evacuation Centres.



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PART 4 - RECOVERY

4.1 THE RECOVERY PROCESS

4.1.1 General Information

This part of the arrangements details issues that apply where an event is assessed as being of sufficient magnitude to require the Local Recovery Coordinating Committee to be involved in the recovery process.

As required by the *Emergency Management Act 2005* and consistent with the community recovery concepts detailed at Section 1.4, local government is responsible for managing recovery within its local government district. Therefore, the Shire of Menzies will be responsible for management of the recovery process within the Menzies Shire.

Where the level of recovery is beyond the capacity of the local community, State Level Support shall be requested as outlined in State Recovery Arrangements (Westplan Recovery).

4.1.2 Aim of Recovery

The aim of this document is to detail the community's recovery management arrangements that may be implemented following an emergency to restore, as quickly as possible, the quality of life in an affected community, so that they can continue to function as part of the wider community.

4.1.3 Planning for Recovery during Operations

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- (a) Hazard Management Agency;
- (b) Welfare Agencies – To identify persons in need of immediate assistance;
- (c) Local government building inspectors and engineers;
- (d) Insurance assessors

4.1.4 Transition from Response to Recovery

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

To ensure that appropriate recovery activities are initiated as soon as possible after the impact of the event, the HMA Incident Manager 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 the response many of the agencies with recovery roles are heavily committed, therefore the inclusion of the Local Recovery Coordinator on the ISG will ensure:

- (a) The alignment of response and recovery priorities;
- (b) Liaison with the key agencies;
- (c) An awareness of the key impacts and tasks; and
- (d) Identification of the recovery requirements and priorities as early as possible.

4.2 LOCAL RECOVERY COORDINATOR

The Shire has appointed a Local Recovery Coordinator (s.41(4) of the Act). See 4.5(b).



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4.3 RECOVERY COMMITTEE

The Local Recovery Coordinating Committee (LRCC) will preferably be chaired by the President or their nominee and have relevant community leaders as its members, including appropriate state government agency representatives. Where a LRCC is established, a core group of key stakeholders will be represented on the committee and supported by other organizations seconded as required. The membership of the LRCC is dynamic and will change with the needs of the community at various stages during the recovery process.

4.3.1 Function of the Recovery Committee

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

The LRCC is responsible for:

- (a) Appointment of key positions within the committee and, when established, the sub-committees (e.g. Local Recovery Coordinator, Media Liaison Officer, sub-group chairpersons etc.)
- (b) Establishing sub-committees as required. Assessing requirements for recovery activities relating to the Psychological, Social, Infrastructure, Physical Health, Environmental, and Economic wellbeing of the community with the assistance of the responsible agencies where appropriate.
- (c) Developing a strategic plan for the coordination of the recovery process for the event that:
 - Takes account of the local government long term planning and goals;
 - Includes an assessment of the recovery needs and determines which recovery functions are still required;
 - Develops a timetable and identifies responsibilities for completing major functions;
 - Considers the needs of youth, the aged and the disabled and culturally and linguistically diverse people
 - Allows full community participation and access; and
 - Allows for the monitoring of the progress of recovery.
- (d) Facilitating the provision of services, public information, and information exchange resource acquisition.
- (e) Negotiating the most effective use of available resources including the support of State and Commonwealth agencies.
- (f) Monitoring the progress of recovery, and receive periodic reports from recovery agencies.
- (g) Ensuring a coordinated multi-agency approach to community recovery.
- (h) Making appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery preparedness.

4.4 RECONSTRUCTION/ RESTORATION GROUP (LOCAL)

Responsibilities:

- (a) Assess requirement for the restoration of services and facilities with the assistance of the responsible agencies where appropriate.
- (b) Assess the restoration process and the reconstruction policies and programs and facilitate the reconstruction plan where required.
- (c) Report regularly the progress of the restoration and reconstruction process to the LRCC Executive Group.
- (d) Make recommendations to the LRCC Executive Group for financial and other assistance as required.
- (e) Community and Personal Support Sub-committee (local) Responsibilities.
- (f) Assess the requirement for personal support services in the short, medium and long term



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- (g) Facilitate resources (both human and financial) as required to complement/assist existing local services.
- (h) Monitor the progress of the local personal service providers and receive regular process reports from agencies involved.
- (i) Make recommendations to the LRCC for additional personal services as required.

4.5 RECOVERY COMMITTEE COMPOSITION

Where a LRCC is established to manage the local recovery process, the following structure will be implemented as appropriate to the situation.

Executive:

- (a) Chairperson (if not the Shire President, then preferably another elected member or the CEO).
- (b) Local Recovery Coordinator (Mr Ray Pepper, Manager Works and Services, Shire of Menzies).
- (c) Secretary (Shire of Menzies administrative staff member – Leanne Downie).

It is essential that an assessment of the recovery and restoration requirements be conducted as soon as possible after the impact of the event. Impact assessment should not interfere with response operations. Access to the affected area may be restricted by the HMA until it is determined to be safe to enter.

Sources that may assist in the collection of impact assessment data include the:

- (a) Hazard Management Agency
- (b) Welfare agencies - to identify persons in need of immediate assistance
- (c) Local government building inspectors and engineers
- (d) Insurance assessors

4.6 WELFARE AND HEALTH SERVICES

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the incident or disaster. Recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

4.7 INFRASTRUCTURE

The restoration/reconstruction of essential services e.g. roads, transport, water, sewage, electricity, gas and waste disposal, will remain the responsibility of the agencies with existing responsibility for the provision of those services, each of which should have a Business Continuity Plan (BCP) in place.

The LRCC is responsible for recommending priorities and ensuring work is completed.

4.8 FINANCIAL MANAGEMENT IN RECOVERY

Financial support through the recovery phase of an emergency is available from a variety of sources, including WANDRRA and the Perth Lord Mayor's Disaster Relief Trust. Each situation should be reviewed on its merits and assistance sought from appropriate funding sources as required.



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PART 5 - EMERGENCY CONTACT DIRECTORY

As at 05/05/2014

Hazard	Hazard Management Agency	Operations Manager – Phone
Fire (Bushfire)	Shire of Menzies CBFCO	Ray Pepper Manager Works and Services Shire of Menzies Tel: 9024 2041
Hazardous Material	DFES – Fire Services	Tel: 000 for all callouts
Road Transport Incident	WA Police, Leonora	Sergeant Dianne Perrett Leonora Police Station Tel: 9037 6100
Fire (Residential)	Menzies Bush Fire Brigade	Ray Pepper Tel: 000 for all callouts
Storm/Tempest	DFES/Menzies Shire/ Leonora Police	DFES Communication Centre 13 25 00 Shire of Menzies 9024 2041 Leonora Police 9037 6100
Land Search Emergency	WA Police	Sergeant Dianne Perrett Leonora Police Station Tel: 9037 6100



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PART 6 - EXERCISING AND REVIEWING

6.1 EXERCISING

6.1.1 Aim

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising is 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 the 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 coordination between them

6.1.2 Frequency

The SEMC Policy No 2.5 – Emergency Management in Local Government (s.45-47), and Policy 3.1 “Exercise Management” (s.14) requires the LEMC to exercise their Arrangements on an annual basis.

6.1.3 Types

Some examples of exercise types include:

- Desktop/Discussion
- A phone tree 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

6.2 REPORTING OF EXERCISES

Each LEMC should report their exercise schedule to the relevant DEMC by 1 May each year. The DEMC compiles the reports and send the dates to the Emergency Services Subcommittee to be included in the SEMC Annual Report (ref TP-1 ‘Annex B’).

Once the exercises have been completed they should be reported to the DEMC via the template found at ‘appendix C’ of State EM Procedure TP-1 ‘Exercise Management’. (SEMP 3.1 s.23)

6.3 REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

The Local Emergency Management Arrangements (LEMA) shall be reviewed and amended in accordance with SEMC Policy No 2.5 Emergency Management in Local Government Districts, the LEMA (including recovery plans) are to be reviewed and amended as follows:

- Contact lists are reviewed and updated quarterly;
- A review is conducted after training that exercises the arrangements;



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- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes; and
- Circumstances may require more frequent reviews.

6.4 REVIEW OF LOCAL EMERGENCY MANAGEMENT COMMITTEE POSITIONS

The Shire of Menzies determines its committee appointments every two years. This occurs in October each odd year following local government elections, with the next one due in 2015 (SEMP 2.5 s.20). Note SEMP 2.5 s.15-18 inclusive, provides a list of recommended members.

6.5 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.

6.6 REVIEW CHECKLIST

The Review Checklist is displayed at Appendix 6.

APPENDICES

1 LOCAL EMERGENCY MANAGEMENT COMMITTEE

1.13.2 Names and contact details for the Menzies LEMC are below. Note: This list should be updated on a regular basis.

As at 2-Jul-14

Name	Organisation	Address	Telephone (w)	Telephone (h)	Mobile	Email/Facsimile
Greg Dwyer (Chairperson)	Shire of Menzies	PO Box 4 MENZIES WA 6436	9031 3031	9031 3031		riflepoint@bigpond.com Fax: 9031 3081
Peter Crawford (Deputy Chairperson)	Shire of Menzies	PO Box 4 MENZIES WA 6436	9024 2041	9024 2051		ceo@menzies.wa.gov.au Fax: 9024 2110
Leanne Downie (Secretary)	Shire of Menzies	PO Box 4 MENZIES WA 6436	9024 2041			ceoxa@menzies.wa.gov.au Fax: 9024 2110
Dianne Perrett	Leonora Police	Tower Street LEONORA WA 6438	9037 6100			Dianne.perrett@police.wa.gov.au Fax: 9037 6666
Mac Johnston	Department of Fire & Emergency Services	Vosper House 31-33 Dugan Street Kalgoorlie, WA, 6430	9026 4100			Mac.Johnston@dfes.wa.gov.au Fax: 9021 5577
Ray Pepper	Menzies Bush Fire Brigade	Mercer Street Menzies WA 6436	9024 2041			mws@menzies.wa.gov.au Fax: 9024 2110
Glenn Casley	Menzies Bush Fire Brigade	Mercer Street Menzies WA 6436				
Debbie Pianto	St John Ambulance Menzies Sub-Centre	Mercer Street Menzies WA 6436	000			accounts@menzies.wa.gov.au
Inoka Edirisinghe	Department for Child Protection and Family Support	Cnr Boulder Road & Cheetham Street, Kalgoorlie WA 6430	9022 0700	(A/H) 1800 199 008		Inoka.Edirisinghe@dcp.wa.gov.au Fax: 9021 6917
Frank Terry	Anglogold Ashanti	Tropicana	9265 2231			fterry@anglogoldashanti.com.au

2 ADDITIONAL EMERGENCY CONTACT LIST

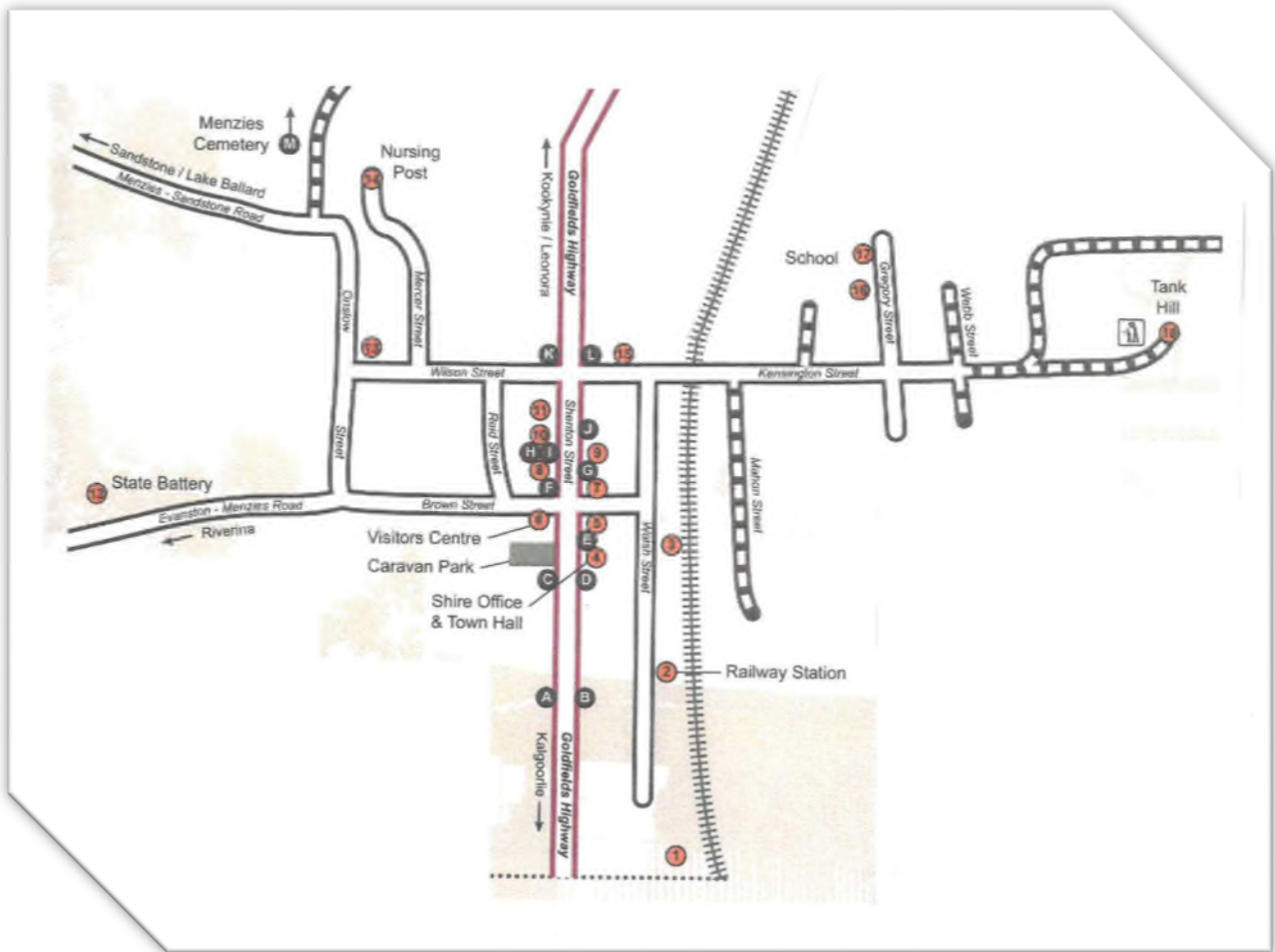
1.13.7 Note: This contact list shall be upgraded regularly,ie, every 3 months or as agreed.

As at 05/05/2014

Name	Organisation	Address	Telephone (w)	Telephone (h)	Facsimile	Mobile
Emergency Operations Unit – Maylands Academy	WA Police	2 Swanbank Road, Maylands WA 6051	9370 7115		9370 7109	
Leonora Police Station	WA Police Service	Tower Street Leonora WA 6438	9037 6100		9037 6666	
Kalgoorlie Police District Office	Kalgoorlie Police Service	220 Hannan St, Kalgoorlie WA 6430	9026 1100		9026 1198	
Royal Flying Doctor	RFDS Emergency	3-5 Eagle Drive, Jandakot, WA, 6164	1800 625 800	9417 6364	9417 6369	
St John Ambulance	SJA Contacts	Mercer Street Menzies WA 6436		0410 766 076		
Kalgoorlie Hospital	Kalgoorlie Health	Kalgoorlie	9080 5888		9080 5444	
DFES Kalgoorlie	FESA	189 Boulder Road, Kalgoorlie, WA, 6430	9026 4100		9021 5577	9690 2300 (Duty Officer 24hrs)
SES Kalgoorlie	SES	Kalgoorlie	9093 2877 or 132 500		9021 5577	
Recovery Co-ordinator – Ray Pepper	Shire of Menzies	Shenton Street Menzies WA 6436	9024 2041		9024 2110	
Department for Child Protection and Family Support	Department for Child Protection and Family Support	Cnr Boulder Road and Cheetham Streets Kalgoorlie WA 6430	9022 0700	1800199008 (24hrs)	9021 6917	
Salvation Army	Salvation Army	Kalgoorlie, WA, 6430	9021 2615		9021 2402	
Centrecare Victim Support Service	Centrecare	168 Egan Street, Kalgoorlie, WA, 6430	9080 0333		9080 0399	
Mike Mateljan	Police Chaplain	Police Academy, Joondalup,WA,6027	9301 9956		9301 9957	



Ashburton 3B	Dundas 6D	Laverton 5D	Ngaanyatjarraku 4E	Shark Bay 5A
Broome 2D	Esperance 7C	Leonora 5C	Northampton 5A	Upper Gascoyne 4B
Carnarvon 4A	Exmouth 3A	Meekatharra 4C	Port Hedland 3C	Wiluna 4C
Coolgardie 6C	Halls Creek 2E	Menzies 6D	Ravensthorpe 7C	Wyndham-East Kimberley 1E
Cue 5B	Kalgoorlie/Boulder 6D	Mount Magnet 5B	Roebourne 3B	Yalgoo 5B
Derby 2D		Murchison 5B	Sandstone 5C	Yilgarn 6C



5 RESOURCES LISTS

5.1 Anglogold Ashanti – Tropicana

ITEM	QUANTITY
4WD Fire Truck 3,800 litre pump	1
4WD Fire Truck (small)	2
Emergency Rescue Gear	1
Ambulance	1
Nurse	1
Emergency Services Officer	2
Emergency Response Team (30 pax)	1
Emergency Superintendent	1

5.2 Shire of Menzies

ITEM	QUANTITY
Cat 120M Grader (P0105)	1
Cat 12M Grader (P0188)	1
Cat CS573 Roller(P0107)	1
Cat Skidsteer Bobcat (P0108) w/-trailer (P0143)	1
Komatsu Backhoe WB93R (P0160)	1
Kubota Tractor (P0178)	1
John Deere Loader (P0181)	1
Hino Dutro Truck (P0117)	1
Mack Valueliner P/ Mover (P0129)	1
Mitsubishi Canter Truck (P0130)	1
Mercedes 8 wheeler (P0180)	1
Tri-axle Dolly (P0120)	1
Side Tipper for Mack (P0138)	1
Semi Water Tanker (P0151)	1
Tri-axle Drop Deck Low Loader (P0161)	1
55kva Genset FW Wilson	1
Kubota Generator – camp	1
Kubota Generator – water pump	1
Kohler 3” Water Pump	1
Kubota 4” Water Pump	1
Nissan Navara Ute 02MN	1
Nissan Navara Ute MN959	1
Ford Ranger Dual Cab Ute 000MN	1

ITEM	QUANTITY
Isuzu NPS300 2010 Fire Appliance	1

5.4 Menzies St John Ambulance Sub-Centre

ITEM	QUANTITY
Ambulance	2
Defibrillator	1
Medical Equipment & Supplies	1
Jaws of Life (no one trained, older model)	1
AAC	1
Ambulance Drivers	4

6 EXERCISING AND REVIEWING – REVIEW CHECKLIST

Item	Subject	Task	Authority/ Source	Date Completed	Date Completed	Next Review Due	Date Completed	Date Completed	Date Completed
1	Local Emergency Management Committee (LEMC)	Appointment	s.38(3)	29/11/2012 Minute 0261	31/10/2013 Minute 0436	Following 2015 elections			
2	LEMC Chairman	Appointment	s.38(3)	29/11/2012 Minute 0261		Following 2015 elections			
3	LEMC details	Update listing	SEMP 2.5 cl.22 Append.1	28/03/2013					
4	Additional Emergency Contacts List	Update listing	SEMP 2.5 cl.22 Append.2	28/03/2013					
5	Recovery Plan	Prepare	s.41(4)	28/03/2013					
6	Resources Lists	Update listing	P.22	28/03/2013					
7	Exercise Frequency	Conduct Exercises	SEMP 2.5 cl.45 P.45	10/03/2015 13/10/2015					
8	Review of Arrangements	Conduct Review	cl.28 ADP-5 and s.42(1) P.15	Council April 2013		2018			
9	Review of Arrangements	Update LEMA		May 2014		Following 2015 elections			