



Perenjori

Embrace Opportunity

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS 2024 - 2029

Approved by LEMC meeting: 20 February 2024
Date of LEMC Review Approval: 20 February 2024

Date of LEMC Endorsement: 20 February 2024
Date of LG Endorsement: 21 March 2024

Review Date: 21 March 2029

- Public Copy
 Restricted Copy



These Arrangements have been produced and issued under the authority of S41 (1) of the Emergency Management Act 2005, endorsed by the Perenjori Local Emergency Management Committee (LEMC) and have been tabled with the Midwest Gascoyne District Emergency Management Committee (DEMC).

Sutherland

Cr Jude Sutherland (Mar 28, 2024 20:08 GMT+8)

Chairperson LEMC
Cr Jude Sutherland

20 February 2024

Date

Sutherland

Cr Jude Sutherland (Mar 28, 2024 20:08 GMT+8)

Endorsed by Council
Presiding Member
Cr Jude Sutherland

21 March 2024

Date

DISTRIBUTION MATRIX	5
AMENDMENT RECORD	6
GENERAL ACRONYMS USED IN THESE ARRANGEMENTS	8
PART 1 – INTRODUCTION	9
1.1 AUTHORITY	9
1.2 COMMUNITY CONSULTATION	9
1.3 DOCUMENT AVAILABILITY.....	9
1.4 AREA COVERED	10
1.5 AIM.....	10
1.6 PURPOSE	10
1.7 SCOPE.....	11
1.8 RELATED DOCUMENTS	11
1.9 LOCAL EMERGENCY MANAGEMENT POLICIES.....	11
1.10 EXISTING PLANS AND ARRANGEMENTS.....	12
1.11 AGREEMENTS, UNDERSTANDINGS AND COMMITMENTS	12
1.12 SPECIAL CONSIDERATIONS	12
1.13 SPECIAL NEEDS GROUPS.....	12
1.14 RESOURCES	13
1.15 ROLES & RESPONSIBILITIES.....	13
LEMC EXECUTIVE	16
PART 2 – PLANNING	17
2.1 LEMC MEMBERSHIP	17
2.2 MEETING SCHEDULE	18
2.3 CONSTITUTION & PROCEDURES.....	18
2.4 ANNUAL REPORTING	19
2.5 ANNUAL BUSINESS PLAN	19
2.7 EMERGENCY RISK MANAGEMENT	20
PART 3 – SUPPORT TO RESPONSE	20
3.1 RISKS – EMERGENCIES LIKELY TO OCCUR & RESPONSIBLE HMA.....	20
3.2 INCIDENT SUPPORT GROUP	22
3.2.1 ROLE	22
MEMBERSHIP OF AN ISG.....	ERROR! BOOKMARK NOT DEFINED.
3.2.2 TRIGGERS FOR AN ISG.....	22
3.2.3 FREQUENCY OF MEETINGS.....	22
3.2.4 LOCATION OF ISG MEETINGS.....	22
3.3 MEDIA MANAGEMENT AND PUBLIC INFORMATION	23

3.4	CRITICAL INFRASTRUCTURE.....	23
3.5	FINANCIAL ARRANGEMENTS	23
3.6	EVACUATION	24
3.6.1	EVACUATION PLANNING PRINCIPLES.....	24
3.6.2	EVACUATION MANAGEMENT	25
3.7	VULNERABLE GROUPS	25
3.8	ROUTES AND MAPS	25
3.9	EMERGENCY RELIEF AND SUPPORT	26
3.10	LOCAL EMERGENCY RELIEF AND SUPPORT COORDINATOR	26
3.11	LOCAL EMERGENCY RELIEF AND SUPPORT LIAISON OFFICER.....	27
3.12	STATE AND NATIONAL REGISTRATION AND INQUIRY	27
3.13	ANIMALS	27
3.14	EMERGENCY RELIEF AND SUPPORT CENTRES	28
<u>PART 4 – RECOVERY</u>		<u>28</u>
<u>PART 5 –EXERCISING, REVIEWING AND REPORTING</u>		<u>29</u>
<u>PART 6 –APPENDIXES</u>		<u>31</u>
<u>APPENDIX 1. RISK REGISTER</u>		<u>31</u>
<u>APPENDIX 2. ISG MEETING LOCATIONS.....</u>		<u>32</u>
<u>APPENDIX 3. EVACUATION & EMERGENCY RELIEF AND SUPPORT CENTRE INFORMATION</u>		<u>33</u>
<u>APPENDIX 4. CRITICAL INFRASTRUCTURE.....</u>		<u>49</u>
<u>APPENDIX 5. SPECIAL NEED GROUPS</u>		<u>50</u>
<u>APPENDIX 6. LOCAL DISTRICT MAPS</u>		<u>51</u>
<u>APPENDIX 7. RESOURCE REGISTER.....</u>		<u>54</u>

DISTRIBUTION MATRIX

This document will be distributed in full including appendices to all members of the Perenjori LEMC.

A public version not containing appendices will be made available on the Shire of Perenjori's website.

Distribution

<u>Organisation</u>	<u>Location/Officer</u>	No of Copies
SHIRE OF PERENJORI		
Shire of Perenjori	CEO	1
Shire of Perenjori	MCCS	1
Shire of Perenjori	MIS	1
Shire of Perenjori	Shire President	1
LOCAL EMERGENCY MANAGEMENT COMMITTEE		
LEMC Chair	Councillor of Perenjori	1
Executive Officer	CESM	1
WA Police	Perenjori Police Station	1
WA Police	Carnamah Police Station	
WA Police	Morawa Police Station	1
Department of Communities	Geraldton	1
St John Ambulance	Perenjori	1
Bush Fire Services	Perenjori Bushfire Brigade Latham Bushfire Brigade	2
DFES Regional Office	Geraldton	1
St John Ambulance Community Paramedic		1
Parks & Wildlife Service	Geraldton	1
ADJOINING SHIREs/LEMCS:		
Shire of Carnamah	LEMC	1
Shire of Three Springs	LEMC	1
Shire of Yalgoo	LEMC	1
Shire of Dalwallinu	LEMC	1
Shire of Coorow	LEMC	1

AMENDMENT RECORD

Suggestions and comments from the community and stakeholders can help improve these arrangements and subsequent amendments.

Feedback can include:

- What you do and / or don't like about the arrangements.
- Unclear or incorrect expression.
- Out of date information or practices.
- Inadequacies; and
- Errors, omissions, or suggested improvements.

To forward feedback, copy the relevant section, mark the proposed changes and forward to:

Chairperson
Local Emergency Management Committee
Shire of Perenjori
PO Box 22
Perenjori WA 6620

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in the following table, when updated.

Amendment Record

<u>Amendment</u>		<u>Details of Amendment</u>	<u>Amended by</u>
<u>No.</u>	<u>Date</u>		<u>*Initial/Date</u>

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

District: means an area of the State that is declared to be a district under Section 2.1 Local Government Act 1995.

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): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

Preparedness: Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also **comprehensive approach** in the State EM Glossary.

Risk register: A register of the risks within the local government that is identified through the Community Emergency Risk Management process.

Risk statement: A statement identifying the hazard, element at risk and source of risk.

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.

For further Acronyms refer to the State EM Glossary.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
SPJ	Shire of Perenjori
DC	Department of Communities
DBCA/P&W	Parks and Wildlife – Dept. Biodiversity Conservation and Attractions
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EVC	Emergency Evacuation Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordinating Group
OEM	Office of Emergency Management
TWS	Telephone Warning System
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s41(1) of the *Emergency Management Act 2005*, endorsed by the Perenjori Local Emergency Management Committee and approved by Council.

1.2 Community Consultation

The community has been consulted through forums and through the LEMC committee members.

The Perenjori community has been consulted and made aware of the LEMA and the purpose of the documents/Arrangements.

1.3 Document Availability

In accordance with S43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the Shire of Perenjori Administration Office. These arrangements will also be available via the Shire of Perenjori website.

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

- Shire's Administration Office
Perenjori
56 Fowler Street
Perenjori WA 6620
- Shire's Website in PDF format
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- Midwest Gascoyne District Emergency Management Committee
- Office of Emergency Management
- State Emergency Management Committee (Secretary) – electronic format

1.4 Area Covered

The Shire of Perenjori is situated in the North Midlands area of Western Australia approx. three and a half hours drive or 380km North of Perth (via Carnamah), approx. 230km east southeast from Geraldton and approx. 175km east of Dongara.

The name Perenjori is derived from the Aboriginal word 'Perangery', meaning water hole, and was officially announced a town on February 16th 1916.

Dan Woodall was the first permanent settler to the region and managed Perangery Station in 1905 which was then owned by Lee Steeres.

Matt Farrell first came to Perangery in 1906 carting goods from Rothsay to Yalgoo and Mount Magnet and he marked trees where he wished to take up land in the Shire. With his four brothers - Thomas, William, Matthew, George Farrell, they then took up the land.

The Lands Department approved agricultural lots of 1,000 acres, instead of huge pastoral leases granted previously.

First crops from 1911 to 1913 were sown by hand and used largely for horse feed, home food, hay, and seed wheat.

When the railway line was officially opened in 1915, the town's estimated population was 100.

Today Perenjori is one of the largest agricultural shires in WA, with a combination of farming, pastoral, and mining leases.

2024 Perenjori Figures:

- 8200 sq. km
- Population 629
- No Dwellings 254
- LG Employees 34

1.5 Aim

The aim of this document is to define the management of identified risks and provide detail on proposed planning, response, and recovery activities for the Shire of Perenjori.

1.6 Purpose

The purpose of these arrangements is to set out:

- The Shire of Perenjori's policies for emergency management.
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the Shire of Perenjori.
- Provisions about the coordination of emergency operations and activities relating to emergency management.

- A description of emergencies that are likely to occur in the LGA.
- Strategies and priorities for emergency management.
- Other matters about emergency management in the Shire of Perenjori prescribed by the regulations; and
- Other matters about emergency management in the Shire of Perenjori that the Council considers appropriate. [\[s. 41\(2\) of the EM Act 2005\]](#)

1.7 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:

- This document applies to the LGA of the Shire of Perenjori.
 - This document covers areas where the Shire of Perenjori provides support to HMA's in the event of an incident.
 - This document details the Shire of Perenjori's capacity to provide resources in support of an emergency, while still maintaining business continuity; and
 - The Shire of Perenjori's responsibility for recovery management.
- These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state, or federal level.

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the Shire of Perenjori. The Shire of Perenjori currently does not have any policies that specifically relates to emergency management, unique to this local government area.

1.9 Local Emergency Management Policies

Document	Owner	Date
Bushfire Policy & Guidelines	Shire	Jan 22
Genset service Policy	Shire	July 23

1.10 Existing Plans and Arrangements

Document	Owner	Date
Site Emergency Management Plan – CBH	Shire of Perenjori	2017
Karara Mine Site	Karara Mining Ltd	2023
EMP	Perenjori Primary School	2023
EMP	Perenjori Early Childhood Centre	2023
Silverlake Rothsay Mine	Silverlake resources	2020

1.11 Agreements, Understandings and Commitments

This is a list formal agreements or MOUs that are in between the Shire of Perenjori and other local governments, organisations, or industries in relation to the provision of assistance during times of need are in place. Currently this is under review.

Parties to the Agreement	Summary of the Agreement	Special Considerations
Response MOU with surrounding Shires	Covering response & support to incidents	

1.12 Special considerations

Special considerations include.

- Wildflower season: April – September
- Annual migration of the “Grey Nomads”: April – September
- Various car rallies
- School Sports Events
- Seasonal conditions e.g., bushfires, cyclones, storms, flood
- Bi-Annual Agriculture Show

1.13 Special Needs Groups

Special needs groups are available at Appendix 5 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

- Special needs group may have been identified through the medical service and documented through medical records and cultural processes.

1.14 Resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility. The Shire of Perenjori has conducted a broad analysis of resources available within the Shire of Perenjori including farming, pastoral properties and mining leases, and collated these in the Shire of Perenjori Emergency Resources and these are recorded in the Shire of Perenjori Contacts and Resources Register (Restricted document).

1.15 Roles & Responsibilities

As stated in Emergency Management Regulations, the following table outlines descriptions and responsibilities of key positions in relation to local community emergency management.

Local role	Description of responsibilities
Local government	The responsibilities of the Shire of Morawa are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 37 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Evacuation Centre Coordinator	<p>The Evacuation Centre Coordinator is appointed by the DC Regional Executive Director to:</p> <ul style="list-style-type: none"> • Establish, chair, and manage the activities of the Local Relief Emergency Committee, where determined appropriate by the Regional Executive Director. • Prepare, promulgate, test, and maintain the Local Emergency Relief and Support Plans (LERP). • Represent the department and the emergency relief function on the Local Emergency Management Committee and Local Recovery Committee. • Establish and maintain the Local Emergency Relief and Support Coordination Centre. • Ensure personnel and organisations are trained and exercised in their emergency relief and support responsibilities. • Coordinate the provision of emergency relief services during response and recovery phases of an emergency; and

	<ul style="list-style-type: none"> • Represent the department on the Incident Management Group when required.
Local Government liaison officer	During an evacuation where a local government facility is utilised by DC provide advice, information, and resources regarding the operation of the facility.
LG liaison officer (to the ISG/IMT)	During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.
Local government – Incident management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability. • Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support • Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the DC.
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Deputy Chair	Provides leadership and support to the LEMC in the absence of the Chair
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register. • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements. • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and

	<ul style="list-style-type: none"> • Participate as a member of sub-committees and working groups as required;
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency managements for the district.</p> <ul style="list-style-type: none"> • to liaise with public authorities and other persons in the development, review, and testing of the local emergency management arrangements; and • To carry out other emergency management activities as directed by SEMC or prescribed by regulations.
Controlling Agency	<p>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.</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.
Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4] The HMAs is prescribed in the Emergency Management Regulations 2006. Their function is to:</p>

	<ul style="list-style-type: none"> • Undertake responsibilities were prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency [s 50 & 53 Act] • Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise, and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Emergency Management Agency	A Hazard Management Agency (HMA), Combat agency or Support organisation as prescribed under the provisions of the Emergency Management Act 2005

LEMC Executive

Chair	Shire President
Deputy Chair	OIC Perenjori Police Station
Executive Officer	CESM

PART 2 – PLANNING

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

2.1 LEMC Membership

The Shire of Perenjori has established a LEMC to plan, administer and test the local emergency management arrangements.

Membership of the LEMC is representative of the agencies, community groups, non-government organisations and expertise relevant to the identified community hazards and risks and emergency management arrangements.

Executive	
Chair:	Shire President
Deputy Chair:	Officer in Charge / LEC Perenjori Police
Executive Officer:	CESM
Local Recovery Coordinator:	Shire of Perenjori CEO
Administrative Support:	Shire of Perenjori Administrative Support Officer
HMA's	
Shire of Perenjori	Chief Bush Fire Control Officer
DBCA Parks & Wildlife	District Fire Coordinator
Department of Fire & Emergency Services	District/Area Officer
Dept. of Transport	Regional Manager
Health	Regional Director
Agriculture & Food	Site Manager
Police Perenjori	Officer in Charge
Emergency relief and support	
Centrelink	Team Leader
Department of Communities	Regional Coordinator Emergency Relief and Support
Red Cross	Team Leader
Salvation Army	Lieutenant
Perenjori CWA	Chair
Utilities	
Water Corp	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager

Additional Membership as directed by Local Government	
St John Ambulance	Regional Manager/Community Paramedic
Shire of Perenjori	Manager of Infrastructure
DFES	Regional Superintendent
WALGA	
Department of Education	Principal, Perenjori Primary School

2.2 Meeting Schedule

Preparedness Procedure 7 states that 'LEMC's shall meet every three months and as required.' The Perenjori LEMC schedules meetings in February, May, August & November each year. The LEMC may convene a special meeting if required for example after any major emergency incident.

2.3 Constitution & Procedures

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

- a) Every meeting:
 - i. Confirmation of local emergency management arrangements contact details.
 - ii. Review of any post-incident reports and post exercise reports generated since last meeting.
 - iii. Progress of emergency risk management process.
 - iv. Progress of treatment strategies arising from emergency risk management process.
 - v. Progress the development or review of local emergency management arrangements; and
 - vi. Other matters determined by the local government.
- b) First quarter:
 - i. Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC).
 - ii. Begin developing annual business plan.
- c) Second quarter:
 - i. Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report).
 - ii. Finalisation and approval of annual business plan.
- d) Third quarter:
 - i. Identify emergency management projects for possible grant funding.
- e) Fourth quarter:
 - i. National and State funding nominations.

2.4 Annual Reporting

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

The 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 it, including.
 - i. the number of LEMC 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 an Incident Support Group (ISG),
 - iii. a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - iv. the level of development of the local emergency management arrangements for the area covered by the LEMC.
 - v. the level of development of the local recovery plan for the area covered by the LEMC,
 - vi. the progress of establishing a risk register for the area covered by the LEMC, and
 - vii. a description of major achievements against the Annual Business Plan.
- c) the text of any direction given to it by the local government that established it.
- d) the major objectives of the annual business plan of the LEMC for the next financial year.

[Emergency Management Preparedness Procedure 17](#) – Annual Reporting refers.

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The information provided by the LEMC annual report is collated into the SEMC and the Office of Emergency Management Annual Report which is tabled in Parliament. The SEMC issue the annual report template.

2.5 Annual Business Plan

Preparedness Procedure 8 notes each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

The Shire of Perenjori will develop an Annual Business Plan incorporated as an attachment to the LEMC annual report in accordance with the SEMC Guidelines.

2.7 Emergency Risk Management

The LEMC has undertaken the emergency risk management process in accordance with Standards Australia AS/NZS 31000:2009 Risk Management within a community emergency risk management context.

A risk register has been developed and is included in Appendix 1 and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

Emergency Management Strategies & Priorities will be developed in 2017 in association with the State Emergency Management Committee’s ‘State Risk Project’.

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur & Responsible HMA

The LEMC identified the following hazards within the Shire of Perenjori from the emergency risk management process.

Hazard	HMA	State Hazard Plan (Date)
Animal & Plant Biosecurity	Dept. Primary Industries and Regional Development	Animal & Plant Biosecurity 2023
Collapse	Commissioner of DFES	Collapse 2023
Earthquake	Commissioner of DFE	Earthquake 2023
Fire (Includes Bush & Urban Fire)	Commissioner of DFES LG/DFCA	Fire 2023
Flood	Commissioner of DFES	Flood 2016
Hazardous Materials Emergency	Commissioner of DFES	Hazmat plan 2023
Hazmat Radiation from a Warship	Commissioner of Police	Hazmat Annex A NPW 2023

Hazmat Space re-entry Debris	Commissioner of Police	Hazmat Annex B SPRED 2023
Heatwave	Chief Executive Officer Department of Health	Heatwave 2023
Human Biosecurity Emergency	Chief Executive Officer Department of Health	Human Biosecurity 2023
Search & Rescue Emergency	Commissioner of Police	Search and Rescue response 2023
Hostile Act	Commissioner of Police	Hostile Act 2023
Energy Supply Disruption	Energy Policy Western Australia	Energy Supply Disruption 2023
Marine Oil Pollution Emergency	Dept. of Transport	Maritime Environment Emergencies (MEE) 2020
Crash Emergency	SEMC Air Crash Commissioner of WAPOL Rail Arc or PTA Road Commissioner of Police	Crash Emergency 2023
Severe Weather	Commissioner of DFES	Severe Weather 2023
Tsunami Emergency	Commissioner of DFES	Tsunami 2023

Arrangements are based upon the premise that the Hazard Management Agency will be responsible for the above risks and will develop, test, and review appropriate emergency management plans for their hazard.

It is recognised that the HMA's may require the Shire of Perenjori resources and assistance during an emergency. The Shire of Perenjori may aid/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified by the LEMC.

1. Protection & Preservation of Life
2. Community Warnings & Information
3. Protection of critical infrastructure & community assets
4. Protection of residential property
5. Protection of assets supporting individual livelihood and community financial sustainability
6. Protection of environment and heritage values

3.2 Incident Support Group

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

3.2.1 Role

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

3.2.2 Triggers for an ISG

The triggers for an incident support group are outlined under the State Emergency Plan 5 – Response. Broadly the requirement is identified when there is a need to coordinate multiple agencies. Specifically, these can be if one of the following triggers is met.

- requires multi agency response.
- has a protracted duration.
- requires coordination of multi-agency resources.
- requires resources from outside the local area.
- Some impact on critical infrastructure.
- has a medium level of complexity.
- has a medium impact on the routine functioning of the community.
- has potential to be declared an ‘Emergency Situation’; and/or
- consists of multiple hazards.

State EM Plan S5 – ‘Response’ should be consulted for further detail.

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 priorities and goals by agencies sharing information and resources.

3.2.4 Location of ISG Meetings

Proposed locations for ISG meetings are detailed at appendix 2.

The option of Teleconference may be used subject to communications systems being available and working.

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIMS Structure. However, at the time of handover of the Incident, the responsibility of sign-off of communication material is handed over to the Local Recovery Coordinator.

The Shire of Perenjori will use all means possible to keep the community fully informed, the shire may use any or all of the following.

- shire SMS/Text messaging
- notice boards.
- newsletters
- electronic methods such as Twitter, Face Book, Instagram
- public & community meetings
- the use of telephone trees is also an option.

All electronic methods are subject to Telstra maintaining service/coverage as only one tower covers the town & limited coverage of shire.

3.4 Critical Infrastructure

The Shire of Perenjori has identified critical infrastructure within its district. Due to the sensitive nature of this information the detail of Critical infrastructure is included in appendix 4 and **not for public distribution**.

3.5 Financial Arrangements

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi-agency emergencies. While recognising the above, the *Shire of Perenjori* is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the *Shire of Perenjori* occurs to ensure the desired level of support is achieved.

3.6 Evacuation

Refer to State EM Policy 5.7

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.'

Evacuation is a risk management strategy which may need to be implemented, particularly regarding 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 Emergency relief and support.

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

The WA Police Community Evacuation Plan for the Shire of Perenjori will be provided by the OIC when required.

Evacuation can be either:

Controlled –The decision to undertake a controlled evacuation must be made by the controlling agency or an Authorised Officer who will also determine if the evacuation is to be recommended (voluntary) or directed (compulsory).

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

Recommended - A controlled evacuation whereby an HMA/Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes this represents the best option to mitigate the effects of an emergency on a community, based

on the agency's risk assessment at that time, but where the risk is not perceived as extreme/imminent.

All evacuations shall be managed in accordance with:

- [Emergency Management Response Procedure 8](#) – Direction concerning the movement and evacuation in an emergency situation.
- [Emergency Management Response Procedure 17](#) – Direction concerning movement and evacuation during a State of Emergency
- [Western Australia Community Evacuation in Emergencies Guide](#).
- Department of Communities current Covid-19 guidelines to be followed.

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 the Emergency relief and support of the evacuees is maintained. The Controlling Agency is also responsible for ensuring the safe return of evacuees. These aspects also incorporate the financial costs associated with the evacuation unless prior arrangements have been made. In most cases the WA Police may be the 'combat agency' for conducting the evacuation.

Whenever evacuation is being considered the Department of Communities must be consulted during the planning stages. This is because DC has responsibility under State Arrangements to maintain the relief of evacuees under State Emergency relief and support Plan.

3.7 Vulnerable Groups

For information on relief arrangements for vulnerable groups please refer to the DC Local Emergency Relief and Support Plan. This is due to the sensitive nature and privacy issues.

3.8 Routes and Maps

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

- Mullewa Wubin Road (bitumen): main access road from Mullewa, through Perenjori townsite to Wubin.
- Perenjori Three Springs Road (bitumen): East/West access from Three Springs.
- Perenjori Carnamah Road (bitumen): the main access road from Carnamah.

Refer to Appendix 6. This section provides a map of the locality and identifies any issues and local landmarks.

3.9 Emergency relief and support

In emergency management terminology, emergency relief and support is defined as providing immediate and ongoing supportive services to alleviate as far as practicable the effects on persons affected by an emergency.

The role of managing emergency relief and support function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Emergency relief and support Emergency Support Management Plan that will be used to coordinate the management of the Emergency relief and support centre(s) for the Perenjori LEMC.

3.10 Local Emergency relief and support Coordinator

<p>Regional Coordinators</p>	<p>A Communities coordinator responsibilities include:</p> <ul style="list-style-type: none"> a. Develop local emergency management resources, including local arrangements, procedures, and resources e.g., EM Kits. b. Develop, test, and maintain the Local Emergency Relief and Support Plans for the district in which the LG areas fall. c) Ensure staff and volunteers of Communities and partnering agencies are trained and exercised in their welfare responsibilities by conducting training sessions. and exercises annually. d) Liaise and establish networks and partnerships with agencies. e) Assist with activations if available. f) Assist and support the district representatives and Evacuation Centre Coordinators to carry out their roles. g) Establish and manage the activities of the local Emergency Relief and Support Coordination Groups (ERSCG), where determined appropriate by the district. Director. h) Represent Communities and the emergency relief and support function on LEMCs and Local Recovery Committees. i) During activation, manage and coordinate emergency relief and support services, including establishing and managing evacuation centers, and if further relief and support assistance is required request for additional. support services via the Communities Emergency Services. j) Represent Communities on the Incident Support Group (ISG) when required.
<p>Communities Evacuation Centre Coordinator (ECC)</p>	<p>In some circumstances Evacuation Centre Coordinators (ECCs) are appointed. They shall be nominated officers of Communities and the ECC responsibilities include:</p>

	<p>a. Establish and manage the operations of the evacuation centre/s, including coordinating staff and partnering agencies staff and volunteers, to provide appropriate relief and support services to the evacuees in the evacuation Centre.</p> <p>b. Communicate regularly with the ECC, and if further relief and support assistance is required request for additional support services via the ECC.</p> <p>c. Remaining at the Centre to manage the Centre operations.</p>
--	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

Refer to Contacts NOT for public distribution part of annex 7. Resource register (Restricted document).

3.11 Local Emergency relief and support Liaison Officer

Local Government shall appoint a Local Emergency Relief and Support Liaison Officer who has the responsibility to provide support and assistance to the Local Evacuation/Emergency relief and support Centre, including the management of emergency evacuation/Emergency relief and support centres, such as building opening, closing, security and maintenance.

It is important to identify what initial arrangements for Emergency relief and support will be required, particularly in remote areas, where it may take some time for the DC to arrive. With the delay in the DC arriving, it may be necessary for the Local Emergency relief and support Liaison Officer to activate the Local Emergency relief and support Plan or components thereof, with authority of the Local Emergency relief and support Coordinator.

Refer to Contacts & Resources Register annex 7 NOT for public distribution (Restricted document).

3.12 State and National Registration and Inquiry

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

3.13 Animals

The Shire will provide support only to assistance animals that come into Evacuation Centres therefore the general community will have to plan for their own animals. The Shire may provide an area/location for animals.

3.14 Emergency relief and support Centres

The Shire of Perenjori holds an emergency evacuation Centre Register which allows for DC to utilise the buildings contained within the document for Emergency Evacuation Centres. For a detail list of evacuation / Emergency evacuation centres refer to appendix 3.

PART 4 – RECOVERY

Refer to the Shire of Perenjori Local Recovery Plan 2018 which is a sub-plan to these arrangements.

PART 5 –EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

The [State Emergency Management Preparedness Procedure 7](#) directs that the local government will ensure the local arrangements are exercised at least annually in either of the following formats:

- Discussion (Seminars, Workshops, Desktops)
- Functional (Drills or game style)
- Field or Full Deployment (large scale)

The benefits of testing these arrangements include:

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

5.2 Frequency of Exercises

Preparedness Procedure 19 – Exercise Management requires the LEMC to exercise their arrangements on an annual basis. This may be Live or Desktop or a combination of both.

5.3 Types of Exercises

Some examples of exercise types include:

- Desktop/Discussion
- A phone tree recalls 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
- Complex

Where possible the community should be encouraged to participate in or observe the exercise.

5.4 Reporting of Exercises

The LEMC reports exercises scheduled to the relevant DEMC by the 1st May each year. The DEMC compiles the reports and send the dates to the Emergency Services Sub-committee to be included in the SEMC Annual Report (ref Preparedness Procedure 19).

Once the exercises have been completed, they should be reported to the DEMC.

5.5 Review of Local Emergency Management Arrangements

These Local Emergency Management Arrangements shall be reviewed and amended in accordance with SEMC Preparedness Procedure 7 – *Emergency Management in Local Government Districts* and replaced whenever the local government considers it appropriate (S42 of the EM Act).

According to the State Emergency Management Plan, 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.
- 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.

5.6 Review of Local Emergency Management Committee Positions

The Shire of Perenjori shall determine the term and composition of LEMC positions. (Preparedness Procedure 7). When determining the composition of the LEMC the Shire of Perenjori will take into consideration Preparedness Procedure 7, s15-18 that provides a list of recommended members. Additional members may be invited where their membership will benefit the function of emergency management for the Shire.

The Shire of Perenjori will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

5.7 Review of the 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. This will occur at the beginning of October each year.

PART 6 –APPENDIXES

APPENDIX 1. RISK REGISTER

Risk Register Schedule

Refer Appendix 8

Risk Statement

Risk Treatment Strategies

There is the potential that fire will destroy farm & pastoral land and threaten homes, farming and mining infrastructure and other property

Retain the risk by informed decision i.e., community are aware and prepared.

Remove flammable waste from near built-up areas to reduce risk to homes and property.

Put fire breaks around homesteads.

There is the potential that a weather event will cause a flood that closes and isolates the community and impacts farming and mining industries.

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure that the low-level crossing is maintained as a back-up access route.

There is the potential that a cyclone will decimate the Perenjori townsite and surrounding farming and mining industries.

Retain the risk by informed decision i.e., community are aware and prepared.

Share the risk with insurance company.

Ensure building regulations are hazard specific. The community is kept well informed.

APPENDIX 2. ISG MEETING LOCATIONS

ISG Meeting Locations

Location One: Perenjori Police Station
Address: 12 Russell street Perenjori

	Name	Phone
1 st Contact	OIC	9973 1040
2 nd Contact	Station	99730 500

Location Two: Shire of Perenjori – Council Chambers/Town Hall
Address: 56 Fowler Street Perenjori

	Name	Phone	Mob Phone
1 st Contact	CEO	08 9973 0100	0428 352 036
2 nd Contact	MIS	08 9973 0112	0427 731 002
3 rd Contact	MCCS	08 99730 100	0427 731 004

Location Three: Shire of Perenjori – Evacuation Centre's
Address: Perenjori Sports Centre Mullewa Wubin Road

	Name	Phone	Mob Phone
1 st Contact	CEO	08 99730 100	0428 352 036
2 nd Contact	MIS	08 99730 100	0427 731 002
3 rd Contact	MCCS	08 99730 100	0427 731 004

APPENDIX 3. EVACUATION & EMERGENCY RELIEF AND SUPPORT CENTRE INFORMATION

Evacuation / Emergency relief and support Centre Information

	Details
Establishment/Facility:	Perenjori Sports Club
Physical Address	Mullewa Wubin Road
General Description of the Complex	A complex consisting of 4 outside and 6 tennis courts with kids' playground.
Site Limitations	
Telephone No	9973 1034
Email Address	

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9973 0100	0428 352 036
MIS	9973 0100	0427 731 002



Access Details

	Details
Keys	Shire Office
Alarm	No
Security	No
Universal Access	yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	120
Sleeping	80
Duration	

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets: change rooms</u>		
Toilets	Yes	1 W/C
Urinal	Yes	1 110mm
Shower	Yes	2 Cubicles
Hand Basins	Yes	1
Change area		5m x 5m
<u>Female Toilets: change rooms</u>		
Toilets	Yes	3 W/C & 1 Disable
Shower	Yes	2 shower cubicles
Hand Basin	Yes	2
Baby Change Table	No	
Change area		5m x 5m
<u>Disabled Toilet:</u>		
Toilet	yes	In the Ladies
Hand Basin		

General Amenities

Item	Yes/No	Notes
------	--------	-------

<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	4 burner electrics
Refrigeration	Yes	1 x 2 door &
Microwave	Yes	1 household
Sink	Yes	1 x 2 tub sink
Hand Basin	Yes	
Servery's	Yes	2x 1.8 m facing outside
Ovens	Yes	2 household electrics
Power points	Yes	4 x 2 double
Bench space	Yes	1 x 3m long
<u>Dining Facilities:</u>		
Tables	Yes	10 folding
Chairs	Yes	52 chairs
Cutlery and Crockery	Yes	100 of each
<u>General Facilities:</u>		
Rooms	Yes	1 meeting room 10 x 8 m
RCD Protected		
Power Points	Yes	Plenty
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split system
Heating		Reverse Cycle
Ceiling Fans		
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	1	
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	
Bins	Yes	
Septic Sewerage		
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms		
BBQs	Yes	
Conference Rooms		
Meeting Rooms	Yes	

Swimming Pool	No	
Oval	No	
Netball/Basketball Court	Yes	
Tennis Court	Yes	
<u>External Facilities:</u>		
Power Outlets	yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	Small area, oval adjacent
Toilets	Yes	Oval
Caravan/Articulated Vehicles	Yes	On Oval
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	Yes	Oval area
Main Electrical Board Location	Yes	To the right of the front door/main entrance
Water Stop Cock Location		
Surrounded by Bush	No	
Built on a Flood Plain	No	
Site Access		Good
Timeframe before pumping out of septic		24 hours



Establishment/Facility:	Perenjori Sports Pavilion
Physical Address	
General Description of the Complex	A sporting complex with Football Oval, Hockey field and Netball Courts. Access to all areas is very easy, and has ramp all the way around the complex. All doors into the pavilion area are bifold doors with a min opening of 2m providing great wheelchair access
Site Limitations	
Telephone No	Main Office - 9973 0100 CEO - 0428 352 036
Fax No	
Email Address	ea@perenjori.wa.gov.au

Contacts

Position	Work Contact	A/Hrs. Contact
CEO	9973 0100	0428 352 036
MCCS	9973 0100	0427 731 004

Access Details

	Details
Keys	Held at the Shire
Alarm	No
Security	No
Universal Access	Yes

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	Standing Inside 200 Seating 150 personnel with more under cover area outside
Sleeping	100
Duration	As long as needed
Outside under cover area 10 x 20 m	Plenty of room as it fronts onto the football oval and has total area of 390sqm of undercover area

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets</u>		
Toilets	Yes	2 W/C
Urinal	Yes	4 single
Shower		
Hand Basins	Yes	2
<u>Female Toilets:</u>		
Toilets	Yes	5 W/C
Shower	No	
Hand Basin	Yes	3
Baby Change Table		
<u>Disabled Toilet:</u>		
Toilet	Yes	With disabled facility's
Hand Basin	Yes	
Shower	Yes	With disabled facility's
Baby change table	Yes	1
<u>Female Change room:</u>		
Showers	Yes	4 cubicles
Toilets	Yes	4 W/C
Equipment room	Yes	4m x2.5 with cupboards
Basin	Yes	1
Total area of change rooms		6m x 7m area

<u>Male Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Rumb down room		
Total area of change rooms		9m x 9m area
<u>Visitors Change room:</u>		
Showers	Yes	5 cubicles
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		9m x 9m area
<u>Umpires Change room:</u>		
Showers	Yes	1
Toilets	Yes	1 W/C
Urinal	Yes	1 single unit
Basin	Yes	1
Total area of change rooms		3m x 3m area

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	6 burner electric stove with a 600mm oven
Turbo Oven	Yes	Commercial units
Refrigeration	Yes	3 Door unit
Glass Washer	Yes	Commercial unit
Dish Washer	Yes	Commercial unit
Hot water urn	Yes	One large constant hot water unit
Birko	Yes	1 x 20lt
Sink	Yes	1 x 2 bowl sink large
Hand basin	Yes	With soap dispenser
Microwave	Yes	2 commercial units
Servery's	Yes	1 outside by 2m long and 1 inside 1.5 long
Bench	Yes	3 x 2 m stainless steel work benches
<u>Bar Area</u>		
Cool room		4 full door cool room 2m x 3.5m long
servery		2.5m counter with roller door

Sully area		2.5m x 4m area with sink and wash down
<u>Dining Facilities:</u>		
Tables	Yes	10 large round and 27 x 2m long tables
Chairs	Yes	100
Cutlery and Crockery		No
Total dining area		22m x 12m well-ventilated and well light also with easy access
<u>General Facilities:</u>		
First Aide room		With basin and cupboards 4m x 3m
RCD Protected	Yes	
Power Points	Yes	7 x external units and internal units' double P/P
Generator Port	Yes	2 generator ports on eastern side of building
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Evaporative
Heating		
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	No	
Internet Access	No	
Water Cooler		
Hot Water System (type)	Yes	Electric
Bins	Yes	10 plus 240 lt wheelie bin around complex
Septic Sewerage	Yes	
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	playground
BBQs	yes	1 by 800mm gas
Conference Rooms	No	
Meeting Rooms	No	Squash Courts
Swimming Pool	No	Separate complex
Oval	Yes	With lights
Netball/Basketball Court	Yes	With lights also has a 7 x 21m 3-sided shed and power
Hockey	Yes	One field with lights and 10 x 5 shed

External Facilities:		
Power Outlets		
Water	Yes	
Parking	Yes	200 plus
Area for Tents	Yes	On oval and flat area to the side
Toilets	no	
Caravan/Articulated Vehicles	Yes	
Other:		
Mobile Phone Coverage	Yes	
Storage	No	
Pet friendly	Yes	
Main Electrical Board Location	Yes	By side door
Water Stop Cock Location		
Surrounded by Bush		Bush on 2 sides well away from buildings
Built on a Flood Plain	No	
Site Access	yes	One road in from town on the way to airstrip
Timeframe before pumping out of septic		Septic

	Details
Establishment/Facility:	Latham Bowling & Golf Club
Physical Address	Off Mullewa – Wubin Road on Summer Road
General Description of the Complex	This is the main sporting centre of the town of Latham it consists of the facilities for the Golf & Bowling Clubs and other sporting activities.
Site Limitations	The building is same ground level as the town
Telephone No	9973 6096
Fax No	No fax
Email Address	reception@perenjori.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
	CEO	99 730100	0428 352 036
Brian Campbell	Club President	99736073	0428 736 008

Access Details

	Details
Keys	Keys
Alarm	Yes
Security	No
Universal Access	Yes has 1 double door

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	80 sitting 120 standing

Sleeping	20
Duration	Limited

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1
Urinal	Yes	1m
Shower	Yes	1
Hand Basins	Yes	1
<u>Female Toilets:</u>		
Toilets	Yes	2
Shower	Yes	1
Hand Basin	Yes	2
Baby Change Table	Yes	1
<u>Disabled Toilet:</u>		
Toilet	No	
Hand Basin	No	

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	2 x gas industrial stoves with 8 burners and hot plate and oven
Refrigeration	Yes	1 double door fridge single door
Ovens	Yes	
Microwave	Yes	1 household
Urn	Yes	1 x 20 lt electric
Sinks	Yes	2 deep sinks
Bench space	Yes	1 2.5 m long
Serveries	Yes	1 by 2 m long
<u>Dining Facilities:</u>		
Tables	Yes	20 small rectangular tables
Chairs	Yes	30
Cutlery and Crockery	Yes	For approximately 50

<u>General Facilities:</u>		
RCD Protected	Yes	
Power Points	Yes	8 single blocks around the main room
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split System 3 units
Heating	Yes	Split System
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	99 736096
Internet Access	Yes	Land line very limited mobile coverage
Water Cooler	No	
Hot Water System (type)	Yes	Gas
Bins	Yes	8
Septic Sewerage	Yes	Septic System
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	
Outside Children's Play Area	Yes	
Recreation Rooms	No	
BBQs	Yes	1 x 4 burner
Conference Rooms	No	
Meeting Rooms	No	
Swimming Pool	No	
Oval	yes	Has golf fairways
Bowling green	Yes	
<u>External Facilities:</u>		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Shed	Yes	Has bowling and golf club machines in
Latham Combined Fire & Emergency Shed	Yes	This shed houses both the community Emergency Vehicles this being the Latham 4.4B Fire Appliance Community Bus
Other:		

Mobile Phone Coverage	Yes	limited
Pet friendly		
Main Electrical Board Location	Yes	In main entrance
Water Stop Cock Location	Yes	S/W corner
Surrounded by Bush	Yes	
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Easy has 2 entrances of 2 different Streets
Timeframe before pumping out of septic		5 days

	Details
Establishment/Facility:	Latham Community Centre
Physical Address	Mullewa – Wubin Road
General Description of the Complex	This is one of two centres within the town ship of Latham. This building is of rammed earth construction and has tennis courts and the old Latham football oval next door. It is situated at the Southern end of town and at the crossroads of the Mullewa – Wubin Road and Taylor Road. The building is built on a sand pad approximately 1 m above ground level.
Site Limitations	The building is one Meter aboveground level.
Telephone No	Shire Office
Fax No	Shire Office
Email Address	reception@perenjori.wa.gov.au

Contacts

Name	Position	Work Contact	A/Hrs. Contact
	CEO	99 730100	0428 352 036

Access Details

	Details
Keys	Master Key System
Alarm	No
Security	No
Universal Access	Yes has 2 doubles

Accommodation Numbers – as per Health Regulations

	Details
Sitting / Standing	40 sitting 60 standing
Sleeping	15
Duration	Short term

Ablution Amenities

Item	Yes/No	Notes
<u>Male Toilets:</u>		
Toilets	Yes	1
Urinal	Yes	2 singles
Shower	Yes	3
Hand Basins	Yes	2
Change Area	Yes	Small area
<u>Female Toilets:</u>		
Toilets	Yes	2
Shower	Yes	2
Hand Basin	Yes	2
Baby Change Table	Yes	1
<u>Disabled Toilet:</u>		
Toilet	Yes	Next to the Ladies
Hand Basin	Yes	
<u>Male Change room:</u>		
Showers	Yes	4 in a row
Toilets	Yes	1
Hand Basin	Yes	1

Change Area	Yes	
-------------	-----	--

General Amenities

Item	Yes/No	Notes
<u>Kitchen Facilities:</u>		
Stoves (types)	Yes	1 x 4 burner household electric
Refrigeration	Yes	1 double door fridge freezer
Ovens	Yes	1 by household electric
Microwave	Yes	1 household
Sinks	Yes	2 sinks
Bench space	Yes	1 2.5 m long
Serveries	Yes	1 by 2.5 m long
<u>Dining Facilities:</u>		
Tables	Yes	10 rectangular tables 1.5 m long
Chairs	Yes	25
Cutlery and Crockery	Yes	limited
<u>General Facilities:</u>		
Rooms		1 small room approximately 3 x 3 m
RCD Protected	Yes	
Power Points	Yes	4 double blocks around the main room
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Split System
Heating	Yes	Split System
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	Very limit mobile coverage in the Latham town ship
Internet Access	No	Only land line access
Water Cooler	No	
Hot Water System (type)	Yes	Electric storage
Bins	Yes	10
Septic Sewerage	Yes	Septic System
<u>Amenities Areas:</u>		
Enclosed Covered Areas	Yes	Veranda and 3-sided shed on side of tennis courts
Outside Children's Play Area	Yes	

Recreation Rooms	No	
BBQs	Yes	1 x 4 burner
Conference Rooms	No	
Meeting Rooms	yes	One very small room
Swimming Pool	No	
Oval	yes	Has old Latham football oval next door
Tennis Court	Yes	
External Facilities:		
Power Outlets	Yes	
Water	Yes	
Parking	Yes	
Area for Tents	Yes	
Toilets		
Caravan/Articulated Vehicles	Yes	
Shed	Yes	Large 3-sided 5m wide x 10 m long 3 m high colour bond
Other:		
Mobile Phone Coverage	Yes	Very limited
Pet friendly		
Main Electrical Board Location	Yes	In main entrance
Water Stop Cock Location		
Surrounded by Bush	No	Bush comes up to the oval on two sides
Built on a Flood Plain	No	
Positioned on Coast	No	
Site Access		Easy has 2 entrances of 2 different Streets
Timeframe before pumping out of septic		5 days

APPENDIX 4. CRITICAL INFRASTRUCTURE

Critical Infrastructure

The infrastructure scheduled below is those that the community considers to be critical within the Shire of Perenjori and therefore should be treated as such in an emergency:

INFRASTRUCTURE	AGENCY RESPONSIBLE
• Perenjori Pavilion – First Aid Room	Shire
• Power Generation	Western Power
• Power Reticulation	Western Power
• All roads within the Shire	Shire
• Water Supply	Water Corp
• Wastewater Treatment	Shire
• Perenjori Aerodrome	Shire
• Communication Towers	Telstra
• Evacuation Centre's	Shire
• Shire Administration Centre	Shire

APPENDIX 5. SPECIAL NEED GROUPS

Special Need Groups

Name	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan?
Perenjori Primary School	Perenjori/Carnamah Road	9973 1011		60	Yes
Perenjori Early Childhood Centre	Loading Street	9973 0200		20	Yes

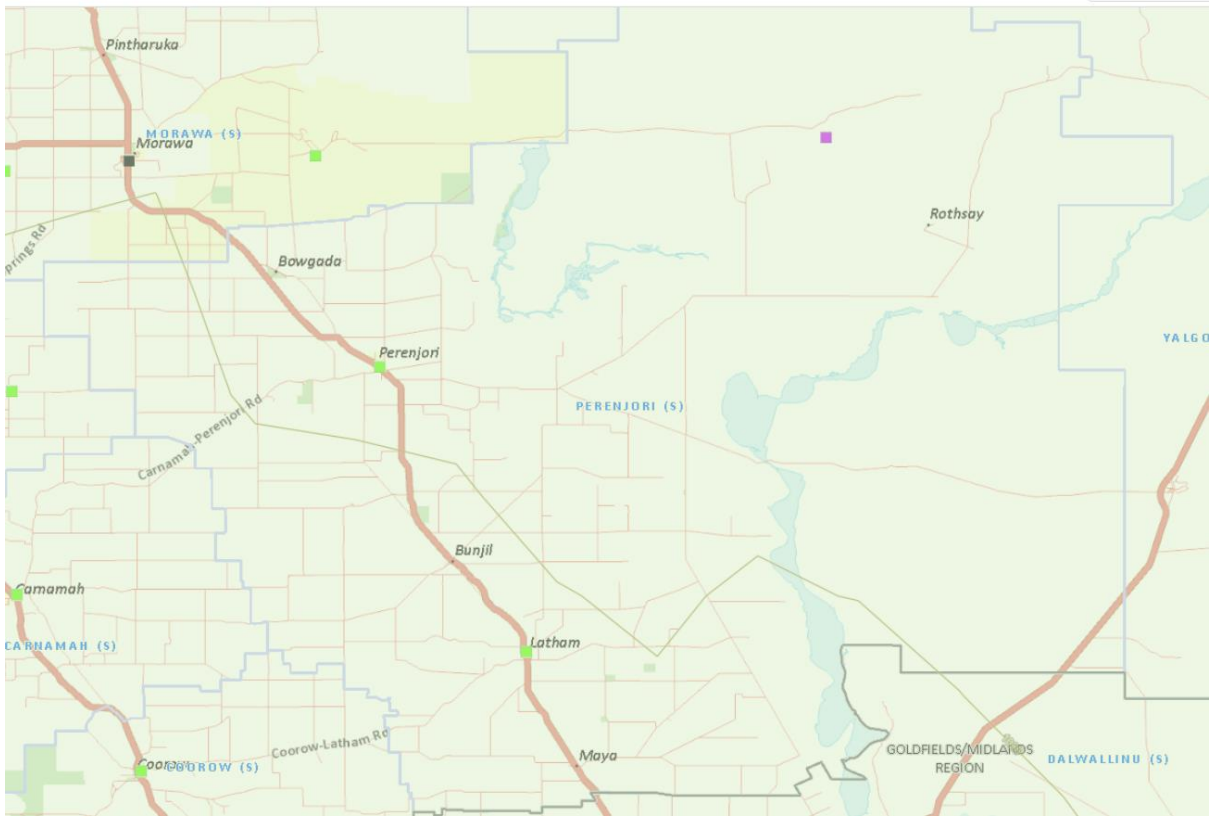
APPENDIX 6. LOCAL DISTRICT MAPS

Local District Maps

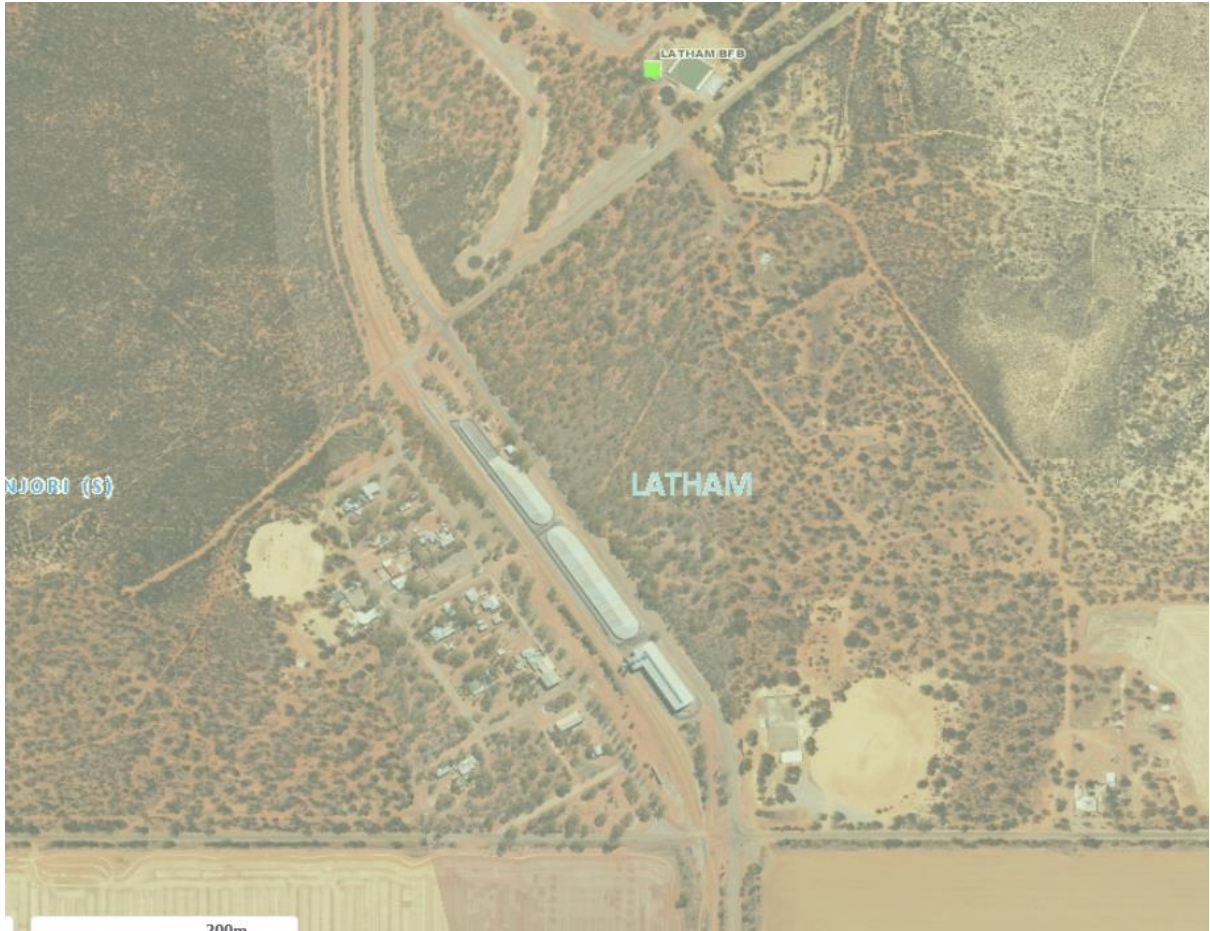
Perenjori Town Site



Perenjori Shire



Latham Townsite



APPENDIX 7. RESOURCE REGISTER

Interpreters' services

Name	Where	Contact number
Aust-Asia Migration & Interpreting Service	Perth	0414 497 199
Italian T/I Services Translating & Interpreting	Perth	08 9344 7663
Translating & Interpreting Services (TIS National)		Ph. 1300 655 082 Fax 1300 654 151 24Hrs 13 14 50
Hellenic Interpreting & Translating Services	Perth	0404 887 007
Deaf Society of W.A.	Perth	Ph. 08 9441 2677 Fax 08 9441 2616
National Relay Service	National	13 36 77 A/H 0410 017 540

Air Services

Shine Aviation	Geraldton	9923 3600	admin@shineaviation.com.au
----------------	-----------	-----------	----------------------------------------------------------------------------

Traffic Controllers

Midwest Traffic Controllers	Geraldton	9965 5888 0418 939 378
Cat West	Geraldton	9923 3957

Bus Services & Hire

Mark Thornton	School Bus Service	Perenjori	9971 1040	
Morawa Ag College	School Bus Service	Perenjori	0428 722 053	

Nicholls Bus Service	School Bus Service	Three Springs		
Lucas Bus Services	School Bus Service	Carnamah	9951 1105 0427 775 753	
Bus Hire		Geraldton	9926 1197	reception@srs.reline.com.au
Thrifty Car Rental		Geraldton	9923 3841	
Hertz Car Rental		Geraldton	9965 2844	Geraldton@hertzrentals.com.au
Shire of Perenjori	2 Bus	Perenjori	9973 0100	One based in Latham with Chair lift

1.14

Crane Hire

Geraldton Crane & Haulage	Geraldton	Ph. 9921 6477 Fax 9921 6677	gtncrane@inet.net.au
OKG Cranes		Mob 0400 383 355 Fax 9938 3300	kavak@bigpond.com
Freo Cranes	Geraldton	Ph. 9965 2007 Fax 9964 2006	Geraldton@freogroup.com.au

Equipment Hire

Coates Hire	Morawa/Geraldton	Ph. 9920 4200 Fax 9921 9040
Kennards Hire Geraldton	Geraldton	99646637
Royal Wolf Shipping Containers Geraldton	Geraldton	Ph. 9964 3811 Fax 9964 3321 1300 651 700

Earth moving

Central Earthmoving	Geraldton	Ph. 9965 6565 Fax 9921 5910	ceneath@ceneath.com.au
CPC Earthmoving	Geraldton	Ph. 9964 7388 0428 939 611	gpcearthmoving@bigpond.com
BPH	Perenjori	0417 916 693	admin@bph.com.au
John Cunningham	Perenjori	0427 714 015	
Gilmour Earth Moving	Perenjori	9973 1155	gilmourearthmoving@westnet.com.au
Kings Contracting	Perenjori	9973 1111 0427 731 238	
Leopold Contracting	Perenjori	9973 1182 0429 051 969	leopoldcontracting@bigpond.com
Bestry Bros	Perenjori	9971 4036 0427 714 036	Bestrybros@westnet.com.au

Electrical Services

WCC Electrical	Carnamah	9951 1414	
GG Pumps and Electrical	Perenjori/Geraldton	0428 374 481	ggpe@westnet.com.au

Electrical Suppliers

Mitchell & Brown		Ph. 9965 9999	sales@mitchellandbrown.com.au
Harvey Norman		Ph. 9964 0111 Fax 9964 5722	
ML Communications		Ph. 9965 7555 Michael 0418 939 325	

Generator Suppliers

Coates Hire	Morawa & Geraldton	Ph. 9920 4200 Fax 9921 9040	Geraldton@coateshire.com.au
Midwest Rewinds Generators		Ph. 9965 0785	
JMH Services	Perenjori	Ph: 9973 1764 John 0488 530 970	Perenjori@jmhmechanical.com.au

Plumbers & Plumbing Suppliers

PJC Plumbing	Perenjori / Carnamah	0401 215 000	
Sun City Plumbing		Ph. 9921 1700	admin@suncityplumbing.com.au
Herrings Coast Plumbing & Gas Fitting		Ph. 9964 4171 Chris 0418 939 659	
G & K Wheat Plumbing		Ph. 9921 3601 Fax 9964 4161	

Tree Loppers

Top Notch Tree	Geraldton	Ph. 9964 6699 Fax 9923 2886 Peter 0427 230 309	
Dongara Tree Services	Dongara	0418 272 094	

Waste Removal

Veolia Environmental Services		Ph. 9964 2844	
Avon Waste		Ph: 9641 1318	admin@avonwaste.com.au

Air Strips

Shire/Mine	GPS Position	Direction	Length	Surface	Windsock	Strip markers	Lights	Fuel
Morawa	29.12.164 South 116.01.326 East	09.27 15.33	1230m 1350m	Sealed	Yes	Yes Cones	Yes Pilot Activated	Can be arranged
Perenjori	29.25.361 South 116.16.838 East	09.27 14.32	1300m 1000m	Gravel	Yes	Yes	Yes Pilot Activated	Can be arranged
Karara Mine	29.14.309 South 116.42.327 East	12.30	1500m	sealed	Yes	Yes	Yes	Can be arranged
Mt Gibson Mine	29.44.747 South 117.07.123 East	12.30	1300m	Unsealed	Yes	Cones only	Nil	Can be arranged

Contacts NOT for Public distribution

Position	Name	Organisation	Email Address	Phone (w)	Phone (mobile)
Local Recovery Coordinator	CEO	Shire of Perenjori	[REDACTED]	9973 0100	[REDACTED]
Local Emergency relief and support Coordinator		Department of Communities		[REDACTED]	
Local Emergency relief and support Liaison Officer	TBA by DC at time of Emergency	Shire of Perenjori	[REDACTED]	[REDACTED]	
Chief Executive Officer	[REDACTED]	Shire of Perenjori	[REDACTED]	[REDACTED]	[REDACTED]
Chief Bush Fire Control Officer (CBFCO)	[REDACTED]	Shire of Perenjori	[REDACTED]	[REDACTED]	[REDACTED]
St Johns		Perenjori			
Community Paramedic	[REDACTED]	SJA			[REDACTED]
Dept. of Education		Perenjori P S	[REDACTED]	[REDACTED]	
Silver Chain		Mingenew		[REDACTED]	

District Emergency Services Officer		Department for Communities	[REDACTED]	[REDACTED]	
Manager Infrastructure Services	[REDACTED]	Shire of Perenjori	[REDACTED]		[REDACTED]
Westrail Train control				[REDACTED]	
ARC/Brookfield Rail				[REDACTED]	
Other Contacts:					
DAFWA					
Parks & Wildlife DBCA	Duty Officer		[REDACTED]	[REDACTED]	[REDACTED]
DFES		Area Officer		[REDACTED]	
SEMC		DEMA		[REDACTED]	[REDACTED]
Telstra			[REDACTED]		[REDACTED]
WA Police/Duty Inspector				[REDACTED]	[REDACTED]
Water Corporation	[REDACTED]		[REDACTED]		[REDACTED]
Western Power	[REDACTED] [REDACTED]		[REDACTED] [REDACTED]		[REDACTED] [REDACTED]
MRWA	[REDACTED]		[REDACTED]	[REDACTED]	[REDACTED]

Appendix 8. Risk Matrix

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREAT Y/N
01/17	There is a risk that a road transport emergency will cause severe injury or death to people. Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the Shire of Perenjori Local Government Area. The Shire of Perenjori has a number of major heavy vehicle routes within its boundaries.	ALMOST CERTAIN	MAJOR	EXTREME	PEOPLE		
02/17	There is a risk that a severe storm will cause damage to or destroy infrastructure. Severe storm events affect the Midwest-Gascoyne area including the Shire of Perenjori on an annual basis. There may also be considerable damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
03/17	There is a risk that bush fires will cause death or severe injury to people. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	MODERATE	HIGH	PEOPLE		
04/17	There is a risk that bush fires will cause damage to or destroy the environment. Bush fires in the pasture lands can remove vegetation exposing the topsoil subject to erosion from wind or rain.	LIKELY	MODERATE	HIGH	ENVIRONMENT		
05/17	There is a risk that bush fires will affect the economy of the community. The farming community around Perenjori may be exposed to financial losses from crop damage during harvest.	POSSIBLE	MODERATE	HIGH	ECONOMY		
06/17	There is a risk that bush fires will cause damage to or destroy infrastructure. Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	ALMOST CERTAIN	MODERATE	HIGH	INFRASTRUCTURE		
07/17	There is a risk that a hazardous materials spill will cause severe injury to people. Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	LIKELY	MODERATE	HIGH	PEOPLE		
08/17	There is a risk that a hazardous materials spill will cause harm to human health. Hazardous materials may release toxic fumes which could cause injuries especially in densely populated areas.	LIKELY	MODERATE	HIGH	PEOPLE		
09/17	There is a risk that a riverine flood will cause damage to or destroy infrastructure. The river has a history of flooding, and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		

10/17	There is a risk that a severe storm will cause loss or damage to the environment. There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
11/17	There is a risk that a severe storm will affect the economy of the community.	POSSIBLE	MODERATE	MEDIUM	ECONOMY		
12/17	There is a risk that a road transport emergency will cause damage to or destroy the environment.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
13/17	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	UNLIKELY	MAJOR	MEDIUM	PEOPLE		
14/17	There is a risk that a hazardous materials spill will affect the economy of the community.	UNLIKELY	MODERATE	MEDIUM	ECONOMY		






Perenjori Local Emergency Management Arrangements 2024-29 (Public)_Redacted

Final Audit Report

2024-03-28

Created:	2024-03-27
By:	Bianca Plug (ea@perenjori.wa.gov.au)
Status:	Signed
Transaction ID:	CBJCHBCAABAAz3SgBzlwMCy8Xthv2zi18iLeousy4w_1

"Perenjori Local Emergency Management Arrangements 2024-29 (Public)_Redacted" History

-  Document created by Bianca Plug (ea@perenjori.wa.gov.au)
2024-03-27 - 8:47:19 AM GMT
-  Document emailed to Cr Jude Sutherland (crsutherland@perenjori.wa.gov.au) for signature
2024-03-27 - 8:47:27 AM GMT
-  Email viewed by Cr Jude Sutherland (crsutherland@perenjori.wa.gov.au)
2024-03-28 - 12:07:55 PM GMT
-  Document e-signed by Cr Jude Sutherland (crsutherland@perenjori.wa.gov.au)
Signature Date: 2024-03-28 - 12:08:21 PM GMT - Time Source: server
-  Agreement completed.
2024-03-28 - 12:08:21 PM GMT