



**Perenjori**  
Embrace Opportunity

# LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA) 2018

## Shire of Perenjori

**Approved by LEMC meeting:**  
**Date of LEMC Review Approval:**

**Date of LEMC Endorsement:**  
**Date of LG Endorsement:**

**Review Date:**

- 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).**

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**Chairperson LEMC**

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**Date**

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**Endorsed by Council**

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**Date**

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## 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

| <b>Organisation</b>                         | <b>Location/Officer</b>  | <b>No of Copies</b> |
|---|--|---------------------|
| <b>SHIRE OF PERENJORI</b>                   |  |                     |
| Shire of Perenjori                          | CEO  | 1                   |
| Shire of Perenjori                          | MC & CS  | 1                   |
| Shire of Perenjori                          | MIS  | 1                   |
| Shire of Perenjori                          | Shire President  | 1                   |
| <b>LOCAL EMERGENCY MANAGEMENT COMMITTEE</b> |  |                     |
| LEMC Chair                                  | Councillor of Perenjori  | 1                   |
| Executive Officer                           |  | 1                   |
| WA Police                                   | Perenjori Police Station   | 1                   |
| WA Police                                   | Morawa Police Station  | 1                   |
| Dept. of Communities                        | Geraldton  | 1                   |
| St John Ambulance                           | Perenjori  | 1                   |
| Bush Fire Services                          | Perenjori Volunteers Bushfire Brigades<br>Perenjori VFES Brigade | 2                   |
| DFES Regional Office                        | Geraldton  | 1                   |
| St John Ambulance<br>Community Paramedic    |  | 1                   |
| Country Women's Association                 |  | 1                   |
| Parks & Wildlife Service                    | Geraldton  | 1                   |
| <b>ADJOINING SHIRES/LEMCs:</b>              |  |                     |
| Shire of Perenjori                          | LEMC   | 1                   |
| Shire of Mingenew                           | LEMC   | 1                   |
| 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

| <b>Amendment</b> |                                 | <b>Details of Amendment</b>  | <b>Amended by</b>                        |
|------------------|---------------------------------|--|--|
| <b>No.</b>       | <b>Date</b>                     |  | <b>*Initial/Date</b>                     |
| <b>01</b>        |                                 | <b>Complete review of 2012 LEMA with new version due for submission to LEMC, DEMC, and SEMC.</b> | <b>CESM<br/>District Advisor<br/>CEO</b> |
| <b>02</b>        | <b>25<sup>th</sup> May 2018</b> | <b>Document review and update</b>  | <b>R Ryan CESM</b>                       |
| <b>03</b>        | <b>Oct 2018</b>                 | <b>Approved by DEMC &amp; SEMC</b>   | <b>R Ryan CESM</b>                       |
| <b>04</b>        | <b>Nov 2018</b>                 | <b>Updates</b>   | <b>R Ryan CESM</b>                       |

## 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**

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

## **PART 1 – INTRODUCTION**

### **1.1 Authority**

**These arrangements have been prepared in accordance with sS41(1) of the *Emergency Management Act 2005*, endorsed by the Perenjori Local Emergency Management Committee and approved by the Perenjori Local Emergency Management Committee.**

### **1.2 Community Consultation**

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

**The Community of Perenjori has been consulted and made aware of the LEMA and the purpose of the arrangements. This has been through the means of the Local newsletter, electronic media, council briefings and meetings with community groups.**

### **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 Council office. These arrangements will also be available via the Councils' 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**
- **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 south east 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 Farrell brothers, Thomas, William, Matthew, George, 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.**

**2017 Perenjori Figures:**

- 8200 sq. km
- Population 660
- LG Employees 44

## 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 |
|----------------------------|-------|------|
| No current Policies or MOU |       |      |
|                            |       |      |
|                            |       |      |
|                            |       |      |
|                            |       |      |

## 1.10 Existing Plans and Arrangements

| Document                             | Owner                            | Date |
|--------------------------------------|----------------------------------|------|
| Site Emergency Management Plan – CBH | Shire of Perenjori               | 2017 |
| Karara Mine Site                     | Karara Mining Ltd                | 2015 |
| EMP                                  | Perenjori Primary School         | 2017 |
| EMP                                  | Perenjori Early Childhood Centre | 2017 |
|                                      |                                  |      |
|                                      |                                  |      |

## 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 |
|--------------------------|--------------------------|------------------------|
| No Current MOUs          |                          |                        |
|                          |                          |                        |
|                          |                          |                        |

## 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
- Blues for the bush
- 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 the Farming, pastoral properties, 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 Perenjori are defined in Section 36 of the EM Act.   |
| Local Emergency Coordinator            | The responsibilities of the LEC are defined in Section 36 of the EM Act.  |
| Local Recovery Coordinator             | To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.   |
| Local Welfare Coordinator              | The Local Welfare Coordinator is appointed by the DCPFS District Director to: <ul style="list-style-type: none"> <li>• Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;</li> <li>• Prepare, promulgate, test and maintain the Local Welfare Plans;</li> <li>• Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;</li> <li>• Establish and maintain the Local Welfare Emergency Coordination Centre;</li> <li>• Ensure personnel and organisations are trained and exercised in their welfare responsibilities;</li> <li>• Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and</li> <li>• Represent the department on the Incident Management Group when required.</li> </ul> |
| LG Welfare Liaison Officer             | During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.   |
| LG Liaison Officer (to the ISG/IMT)    | During a major emergency the liaison officer attends ISG meetings to represent the local government, provides local knowledge input and provides details contained in the LEMA.   |
| Local Government – Incident Management | <ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken</li> <li>• Implement procedures that assist the community and emergency services deal with incidents</li> <li>• Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer)</li> <li>• Participate in the ISG and provide local support</li> <li>• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support the CPFS.</li> </ul>  |
| 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                      | Provide leadership and support to the LEMC in the absence of the Chair.   |
| LEMC Executive Officer                 | Provide executive support to the LEMC by: <ul style="list-style-type: none"> <li>• Provide secretariat support including: – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register;</li> </ul>   |

|                                      |  |
|--------------------------------------|--|
|                                      | <ul style="list-style-type: none"> <li>• 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;</li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>  |
| 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. 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"> <li>• to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and</li> <li>• To carry out other emergency management activities as directed by SEMC or prescribed by regulations.</li> </ul> <p style="text-align: center;">Other Functions of the LEMC.</p> |
| 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"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.</li> </ul>   |
| 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"> <li>• Undertake responsibilities where prescribed for these aspects [EM Regulations]</li> <li>• Appoint Hazard Management Officers [s55 Act]</li> <li>• Declare / revoke emergency situation [s 50 &amp; 53 Act]</li> <li>• Coordinate the development of the West plan for that hazard [State EM Policy Section 1.5]</li> <li>• Ensure effective transition to recovery by local government</li> </ul>  |
| Combat Agency                        | <p>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.</p>   |
| Support Organisation                 | <p>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)</p>   |
| Emergency Management Agency          | <p>A Hazard Management Agency (HMA) ,Combat agency or support organisation as prescribed under the provisions of the Emergency Management Act 2005</p>   |

## LEMC Executive

|                          |                                      |
|--------------------------|--------------------------------------|
| <b>Chair</b>             | <b>Shire of Perenjori Councillor</b> |
| <b>Deputy Chair</b>      | <b>OIC Perenjori Police Station</b>  |
| <b>Executive Officer</b> | <b>Council staff member/CESM</b>     |

## 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.

|  |  |
|--|--|
| <b>Executive</b>   |  |
| <b>Chair:</b>  | <b>Shire of Perenjori<br/>Councillor / CEO</b>               |
| <b>Deputy Chair:</b>   | <b>Officer in Charge / LEC<br/>Perenjori Police</b>          |
| <b>Executive Officer:</b>                                    | <b>Shire of Perenjori<br/>Staff member</b>                   |
| <b>Local Recovery Coordinator:</b>                           | <b>Shire of Perenjori<br/>CEO</b>                            |
| <b>Administrative Support:</b>                               | <b>Shire of Perenjori<br/>Administrative Support Officer</b> |
| <b>HMA's</b>   |  |
| <b>Shire of Perenjori</b>                                    | <b>Chief Bush Fire Control Officer</b>                       |
| <b>Parks &amp; Wildlife</b>                                  | <b>District Fire Coordinator</b>                             |
| <b>Department of Fire &amp; Emergency Services</b>           | <b>District/Area Officer</b>                                 |
| <b>Dept. of Transport</b>                                    | <b>Regional Manager</b>                                      |
| <b>Health</b>  | <b>Regional Director</b>                                     |
| <b>Agriculture &amp; Food</b>                                | <b>Site Manager</b>  |
| <b>Police Perenjori</b>                                      | <b>Officer in Charge</b>                                     |
| <b>Welfare Support</b>                                       |  |
| <b>Centrelink</b>  | <b>Team Leader</b>   |
| <b>Community Services</b>                                    | <b>District Emergency Services Officer</b>                   |
| <b>Red Cross</b>   | <b>Team Leader</b>   |
| <b>Salvation Army</b>  | <b>Lieutenant</b>  |
| <b>Utilities</b>   |  |
| <b>Alinta Gas</b>  | <b>Local Manager</b>   |
| <b>Main Roads WA</b>   | <b>Network Manager</b>                                       |
| <b>Telstra</b>   | <b>Area Manager</b>  |
| <b>Additional Membership as directed by Local Government</b> |  |
| <b>St John Ambulance</b>                                     | <b>Regional Manager/Community Para Medic</b>                 |
| <b>Shire of Perenjori</b>                                    | <b>Works Manager</b>   |
| <b>DFES</b>  | <b>Regional Superintendent</b>                               |
| <b>WALGA</b>   |  |
| <b>Department of Education</b>                               | <b>Perenjori Primary School</b>                              |

### 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.

| <b>Hazard</b>  | <b>HMA</b>  | <b>WESTPLAN (Date)</b>                       |
|--|---|--|
| <b>Air Crash Emergency</b>                             | <b>WA Police</b>  | <b>Air Crash 2016</b>                        |
| <b>Animal &amp; Plant Biosecurity Emergency</b>        | <b>Agriculture &amp; Food – Dept. Primary Industries and Regional Development</b> | <b>Animal &amp; Plant Biosecurity 2016</b>   |
| <b>Brookfield Rail Emergency</b>                       | <b>Brookfield Rail</b>  | <b>Brookfield Rail 2016</b>                  |
| <b>Fire Emergency (Includes Bush &amp; Urban Fire)</b> | <b>DFES/LG/P&amp;W</b>  | <b>State Hazard Plan Fire 2017 (interim)</b> |
| <b>Flood Emergency</b>                                 | <b>DFES</b>   | <b>Flood 2016</b>                            |
| <b>Hazardous Materials Emergency</b>                   | <b>DFES</b>   | <b>HAZMAT 2016</b>                           |
| <b>Heatwave Emergency</b>                              | <b>Dept. of Health</b>  | <b>Heatwave 2016</b>                         |
| <b>Human Epidemic Emergency</b>                        | <b>Dept. of Health</b>  | <b>Human Epidemic 2016</b>                   |
| <b>Land Search &amp; Rescue Emergency</b>              | <b>WA Police</b>  | <b>Land Search 2016</b>                      |
| <b>Road Crash Emergency</b>                            | <b>WA Police</b>  | <b>Road Crash Emergency 2016</b>             |
| <b>Storm Emergency</b>                                 | <b>DFES-SES</b>   | <b>Storm 2016</b>                            |

These 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 provide assistance/support if the required resources are available, through the ISG when formed.

The following Priorities have been identified by the LEMC

1. Life
2. Critical Infrastructure
3. Property
4. Environment

### **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 have involvement in the incident.

The ISG is made up of agencies/representatives that provide support to the HMA. As a general rule, the Local Recovery Coordinator (LRC) 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.

### 3.2.2 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 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 Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIIIMS 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 a 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 details 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 5.7.8 and 5.7.9](#)

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 in regards to cyclones, flooding and bush fires. The decision to evacuate will be based on an assessment of the nature and extent of the hazard, the anticipated speed of onset, the number and category of people to be evacuated, evacuation priorities and the availability of resources. These considerations should focus on providing all the needs of those being evacuated to ensure their safety and on-going welfare.

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 a 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.](#)

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

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

### 3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups please refer to the DC Emergency Welfare 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 Township to Wubin.
- Perenjori Three Springs Road (Bitumen Road): East/West access from the Three Springs.
- Perenjori Carnamah Road 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 Welfare

In emergency management terminology, Welfare 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 welfare function during an emergency has been delegated to the Department of Communities (DC). The DC will develop a Local Welfare Emergency Support Management Plan that will be used to coordinate the management of the welfare centre(s) for the Perenjori LEMC.

### 3.10 Local Welfare Coordinator

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

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the DC District Director;
- prepare, promulgate, test and maintain the Local Welfare Plans;
- represent the department and the emergency welfare function on the LEMC and the Local Recovery Committee;
- establish and maintain the Local Welfare Emergency Coordination Centre;
- ensure personnel and organisations are trained and exercised in their welfare responsibilities;
- provide training and support to Local Welfare Liaison Officers in Local Governments;
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
- represent the department on the Incident Management Group when required

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

### **3.11 Local Welfare Liaison Officer**

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

It is important to identify what initial arrangements for welfare 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 Welfare Liaison Officer to activate the Local Welfare Support Plan or components thereof, with authority of the Local Welfare 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 welfare services to evacuees and management of registration and inquiry services using the Red Cross 'Register. Find. Reunite' system and associated forms which can be located at <https://register.redcross.org.au>

### **3.13 Animals**

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

### **3.14 Welfare Centres**

The Shire of Perenjori holds an Emergency Welfare Centre Register which allows for DC to utilise the buildings contained within the document for Welfare purposes. For a detail list of evacuation / welfare 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 exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- 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 1<sup>st</sup> 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 via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.



## **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. Generally, this will occur at the beginning of October each year.**

## **PART 6 –APPENDIXES**

### **APPENDIX 1. RISK REGISTER**

#### **RISK REGISTER SCHEDULE**

Refer Appendix 8

| <b>Risk Statement</b>   | <b>Risk Treatment Strategies</b>   |
|---|--|
| <b>There is the potential that fire will destroy Farm &amp; pastoral land and threaten homes &amp; Farming &amp; Mining Infrastructure and other property</b> | <b>Retain the risk by informed decision i.e. community are aware and prepared;<br/>Remove flammable waste from near built up areas to reduce risk to homes and property;<br/>Put fire breaks around homesteads.</b>    |
| <b>There is the potential that a weather event will cause a flood that closes and isolates the community and impacts farming &amp; Mining industry's</b>      | <b>Retain the risk by informed decision i.e. community are aware and prepared;<br/>Share the risk with insurance company;<br/>Ensure that the low-level crossing is maintained as a back-up access route.</b>          |
| <b>There is the potential that a cyclone will decimate the Perenjori town Ship and surrounding farming and mining industry's</b>                              | <b>Retain the risk by informed decision i.e. community are aware and prepared;<br/>Share the risk with insurance company;<br/>Ensure building regulations are hazard specific. The Community is kept well informed</b> |

## APPENDIX 2. ISG MEETING LOCATIONS

### ISG MEETING LOCATIONS

Location One: Perenjori Police Station

Address: Russell street Perenjori Address: Russell street Perenjori

|                               | Name           | Phone               |
|-------------------------------|----------------|---------------------|
| <b>1<sup>st</sup> Contact</b> | <b>OIC</b>     | <b>0428 100 516</b> |
| <b>2<sup>nd</sup> Contact</b> | <b>Station</b> | <b>99730 500</b>    |

Location Two: Shire of Perenjori – Council Chambers/Town Hall

Address: Fowler Street Perenjori

|                               | Name               | Phone               | Mob Phone           |
|-------------------------------|--------------------|---------------------|---------------------|
| <b>1<sup>st</sup> Contact</b> | <b>CEO</b>         | <b>08 99730 100</b> | <b>0427 731 004</b> |
| <b>2<sup>nd</sup> Contact</b> | <b>MIS</b>         |                     | <b>0427 731 002</b> |
| <b>2<sup>nd</sup> Contact</b> | <b>Team Leader</b> |                     | <b>0428 731 005</b> |

Location Three: Shire of Perenjori – Evacuation Centre's

Address: Perenjori Sports Centre Mullewa Wubin Road

|                              | Name        | Phone               | Mob Phone           |
|------------------------------|-------------|---------------------|---------------------|
| <b>1<sup>st</sup>Contact</b> | <b>CEO</b>  | <b>08 99730 100</b> | <b>0427 731 004</b> |
| <b>2<sup>nd</sup>Contact</b> | <b>MIS</b>  | <b>08 99730 100</b> | <b>0427 731 002</b> |
| <b>3<sup>rd</sup>Contact</b> | <b>MCDS</b> | <b>08 99730 100</b> |                     |

## APPENDIX 3. EVACUATION & WELFARE CENTRE INFORMATION

### Evacuation / Welfare Centre Information

|   | Details   |
|---|---|
| <b>Establishment/Facility:</b>            | Perenjori Sports Club   |
| <b>Physical Address</b>                   | Mullewa Wubin Road  |
| <b>General Description of the Complex</b> | A complex consisting of 4 outside and 6 tennis courts with a children's playground. |
| <b>Site Limitations</b>                   |   |
| <b>Telephone No</b>                       | 9973 1034   |
| <b>Fax No</b>                             |   |
| <b>Email Address</b>                      |   |

### Contacts

| Position | Work Contact | A/Hrs. Contact |
|----------|--------------|----------------|
| CEO      | 9973 0100    | 0427 731 004   |
| MIS      | 9973 0100    | 0427 731 002   |



### Access Details

|                         | Details      |
|-------------------------|--------------|
| <b>Keys</b>             | Shire Office |
| <b>Alarm</b>            | No           |
| <b>Security</b>         | No           |
| <b>Universal Access</b> | yes          |

## Accommodation Numbers – as per Health Regulations

|                           | Details    |
|---------------------------|------------|
| <b>Sitting / Standing</b> | <b>120</b> |
| <b>Sleeping</b>           | <b>80</b>  |
| <b>Duration</b>           |            |

## Ablution Amenities

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

## General Amenities

| Item                           | Yes/No     | Notes                          |
|--------------------------------|------------|--------------------------------|
| <b>Kitchen Facilities:</b>     |            |                                |
| <b>Stoves (types)</b>          | <b>Yes</b> | <b>4 burner electric</b>       |
| <b>Refrigeration</b>           | <b>Yes</b> | <b>1 x 2 door &amp;</b>        |
| <b>Microwave</b>               | <b>Yes</b> | <b>1 household</b>             |
| <b>Sink</b>                    | <b>Yes</b> | <b>1 x 2 tub sink</b>          |
| <b>Hand Basin</b>              | <b>Yes</b> |                                |
| <b>Servery's</b>               | <b>Yes</b> | <b>2x 1.8 m facing outside</b> |
| <b>Ovens</b>                   | <b>Yes</b> | <b>2 house hold electric</b>   |
| <b>Power points</b>            | <b>Yes</b> | <b>4 x 2 double</b>            |
| <b>Bench space</b>             | <b>Yes</b> | <b>1 x 3m long</b>             |
| <b>Dining Facilities:</b>      |            |                                |
| <b>Tables</b>                  | <b>Yes</b> | <b>10 folding</b>              |
| <b>Chairs</b>                  | <b>Yes</b> | <b>52 chairs</b>               |
| <b>Cutlery and Crockery</b>    | <b>Yes</b> | <b>100 of each</b>             |
| <b>General Facilities:</b>     |            |                                |
| <b>Rooms</b>                   | <b>Yes</b> | <b>1 meeting room 10 x 8 m</b> |
| <b>RCD Protected</b>           |            |                                |
| <b>Power Points</b>            | <b>Yes</b> | <b>Plenty</b>                  |
| <b>Generator Port</b>          | <b>No</b>  |                                |
| <b>Fire Equipment</b>          | <b>Yes</b> |                                |
| <b>Air Conditioning (type)</b> | <b>Yes</b> | <b>Split system</b>            |
| <b>Heating</b>                 |            | <b>Reverse Cycle</b>           |
| <b>Ceiling Fans</b>            |            |                                |
| <b>Lighting (internal)</b>     | <b>Yes</b> |                                |
| <b>Lighting (external)</b>     | <b>Yes</b> |                                |
| <b>Telephone Lines</b>         | <b>1</b>   |                                |
| <b>Internet Access</b>         | <b>No</b>  |                                |

|  |            |  |
|--|------------|--|
| <b>Water Cooler</b>                        | <b>No</b>  |  |
| <b>Hot Water System (type)</b>             | <b>Yes</b> |  |
| <b>Bins</b>                                | <b>Yes</b> |  |
| <b>Septic Sewerage</b>                     |            |  |
| <b>Amenities Areas:</b>                    |            |  |
| <b>Enclosed Covered Areas</b>              | <b>Yes</b> |  |
| <b>Outside Children's Play Area</b>        | <b>Yes</b> |  |
| <b>Recreation Rooms</b>                    |            |  |
| <b>BBQs</b>                                | <b>Yes</b> |  |
| <b>Conference Rooms</b>                    |            |  |
| <b>Meeting Rooms</b>                       | <b>Yes</b> |  |
| <b>Swimming Pool</b>                       | <b>No</b>  |  |
| <b>Oval</b>                                | <b>No</b>  |  |
| <b>Netball/Basketball Court</b>            | <b>Yes</b> |  |
| <b>Tennis Court</b>                        | <b>Yes</b> |  |
| <b>External Facilities:</b>                |            |  |
| <b>Power Outlets</b>                       | <b>yes</b> |  |
| <b>Water</b>                               | <b>Yes</b> |  |
| <b>Parking</b>                             | <b>Yes</b> |  |
| <b>Area for Tents</b>                      | <b>Yes</b> | <b>Small area, oval adjacent</b>                     |
| <b>Toilets</b>                             | <b>Yes</b> | <b>Oval</b>  |
| <b>Caravan/ Articulated Vehicles</b>       | <b>Yes</b> | <b>On Oval</b>                                       |
| <b>Other:</b>                              |            |  |
| <b>Mobile Phone Coverage</b>               | <b>Yes</b> |  |
| <b>Storage</b>                             | <b>No</b>  |  |
| <b>Pet friendly</b>                        | <b>Yes</b> | <b>Oval area</b>                                     |
| <b>Main Electrical Board Location</b>      | <b>Yes</b> | <b>To the right of the front Door/ main entrance</b> |
| <b>Water Stop Cock Location</b>            |            |  |
| <b>Surrounded by Bush</b>                  | <b>No</b>  |  |
| <b>Built on a Flood Plain</b>              | <b>No</b>  |  |
| <b>Site Access</b>                         |            | <b>Good</b>  |
| <b>Timeframe before pumping out septic</b> |            | <b>24 hours</b>                                      |



|   |   |
|---|---|
| <b>Establishment/Facility:</b>            | <b>Perenjori Sports Pavilion</b>  |
| <b>Physical Address</b>                   |   |
| <b>General Description of the Complex</b> | <b>A sporting complex with Football Oval, Hockey field and Netball Courts. This has been upgraded 2014.<br/>Asses to the all areas is very easy 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</b> |
| <b>Site Limitations</b>                   |   |
| <b>Telephone No</b>                       | <b>Main Office 99730100<br/>CEO 0427731004</b>  |
| <b>Fax No</b>                             |   |
| <b>Email Address</b>                      | <b>ea@perenjori.wa.gov.au</b>   |

## Contacts

| Position          | Work Contact | A/Hrs. Contact |
|-------------------|--------------|----------------|
| CEO               | 99730100     | 0427731004     |
| Executive Manager | 99730100     |                |

## 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<br>Seating 150 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                   |
|------------------------------|--------|-------------------------|
| <b>Male Toilets</b>          |        |                         |
| Toilets                      | Yes    | 2 W/C                   |
| Urinal                       | Yes    | 4 single                |
| Shower                       |        |                         |
| Hand Basins                  | Yes    | 2                       |
| <b>Female Toilets:</b>       |        |                         |
| Toilets                      | Yes    | 5 W/C                   |
| Shower                       | No     |                         |
| Hand Basin                   | Yes    | 3                       |
| Baby Change Table            |        |                         |
| <b>Disabled Toilet:</b>      |        |                         |
| Toilet                       | Yes    | With disable facility's |
| Hand Basin                   | Yes    |                         |
| Shower                       | Yes    | With disable facility's |
| Baby change table            | Yes    | 1                       |
| <b>Female Change room:</b>   |        |                         |
| 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            |
| <b>Male Change room:</b>     |        |                         |
| Showers                      | Yes    | 5 cubicles              |
| Toilets                      | Yes    | 1 W/C                   |
| Urinal                       | Yes    | 1 single unit           |
| Basin                        | Yes    | 1                       |
| Rub down room                |        |                         |
| Total area of change rooms   |        | 9m x 9m area            |
| <b>Visitors Change room:</b> |        |                         |
| 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            |
| <b>Umpires Change room:</b>  |        |                         |
| 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                                     |
|----------------------------|--------|---|
| <b>Kitchen Facilities:</b> |        |   |
| 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         |

|                                     |            |   |
|-------------------------------------|------------|---|
| <b>Birko</b>                        | <b>Yes</b> | <b>1 x 20lt</b>   |
| <b>Sink</b>                         | <b>Yes</b> | <b>1 x 2 bowl sink large</b>  |
| <b>Hand basin</b>                   | <b>Yes</b> | <b>With soap dispenser</b>  |
| <b>Microwave</b>                    | <b>Yes</b> | <b>2 commercial units</b>   |
| <b>Servery's</b>                    | <b>Yes</b> | <b>1 outside by 2m long and 1 inside 1.5 long</b>                     |
| <b>Bench</b>                        | <b>Yes</b> | <b>3 x 2 m stainless steel work benches</b>                           |
| <b>Bar Area</b>                     |            |   |
| <b>Cool room</b>                    |            | <b>4 full door cool room 2m x 3.5m long</b>                           |
| <b>servery</b>                      |            | <b>2.5m counter with roller door</b>                                  |
|                                     |            |   |
| <b>Sully area</b>                   |            | <b>2.5m x 4m area with sink and wash down</b>                         |
| <b>Dining Facilities:</b>           |            |   |
| <b>Tables</b>                       | <b>Yes</b> | <b>10 large round and 27 x 2m long tables</b>                         |
| <b>Chairs</b>                       | <b>Yes</b> | <b>100</b>  |
| <b>Cutlery and Crockery</b>         |            | <b>No</b>   |
| <b>Total dining area</b>            |            | <b>22m x 12m well ventilated and well light also with easy access</b> |
| <b>General Facilities:</b>          |            |   |
| <b>First Aide room</b>              |            | <b>With basin and cupboards 4m x 3m</b>                               |
| <b>RCD Protected</b>                | <b>Yes</b> |   |
| <b>Power Points</b>                 | <b>Yes</b> | <b>7 x external units and internal units double P/P</b>               |
| <b>Generator Port</b>               | <b>Yes</b> | <b>2 generator ports on eastern side of building</b>                  |
| <b>Fire Equipment</b>               | <b>Yes</b> |   |
| <b>Air Conditioning (type)</b>      | <b>Yes</b> | <b>Evaporative</b>  |
| <b>Heating</b>                      |            |   |
| <b>Ceiling Fans</b>                 | <b>Yes</b> |   |
| <b>Lighting (internal)</b>          | <b>Yes</b> |   |
| <b>Lighting (external)</b>          | <b>Yes</b> |   |
| <b>Telephone Lines</b>              | <b>No</b>  |   |
| <b>Internet Access</b>              | <b>No</b>  |   |
| <b>Water Cooler</b>                 |            |   |
| <b>Hot Water System (type)</b>      | <b>Yes</b> | <b>Electric</b>   |
| <b>Bins</b>                         | <b>Yes</b> | <b>10 plus 240 lt wheelie bin around complex</b>                      |
| <b>Septic Sewerage</b>              | <b>Yes</b> |   |
| <b>Amenities Areas:</b>             |            |   |
| <b>Enclosed Covered Areas</b>       | <b>Yes</b> |   |
| <b>Outside Children's Play Area</b> | <b>Yes</b> | <b>playground</b>   |
| <b>BBQs</b>                         | <b>yes</b> | <b>1 by 800mm gas</b>   |
| <b>Conference Rooms</b>             | <b>No</b>  |   |
| <b>Meeting Rooms</b>                | <b>No</b>  | <b>Squash Courts</b>  |
| <b>Swimming Pool</b>                | <b>No</b>  | <b>Completely separate complex</b>                                    |
| <b>Oval</b>                         | <b>Yes</b> | <b>With lights</b>  |
| <b>Netball/Basketball Court</b>     | <b>Yes</b> | <b>With lights also has a 7 x 21m 3 sided shed and power</b>          |
| <b>Hockey</b>                       | <b>Yes</b> | <b>One field with lights and 10 x 5 shed</b>                          |
| <b>External Facilities:</b>         |            |   |
| <b>Power Outlets</b>                |            |   |
| <b>Water</b>                        | <b>Yes</b> |   |
| <b>Parking</b>                      | <b>Yes</b> | <b>200 plus</b>   |

|                                     |  |  |
|-------------------------------------|--|--|
| 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 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                        | 99 736096  |  |
| Fax No                              | No fax   |  |
| Email Address                       | reception@perenjori.wa.gov.au  |  |

## Contacts

| Name           | Position       | Work Contact | A/Hrs. Contact |
|----------------|----------------|--------------|----------------|
|                | CEO            | 99 730100    | 0427 731 004   |
| Brian Campbell | Club President | 99736073     | 0428 736 008   |

## Access Details

|                  | Details            |
|------------------|--------------------|
| Keys             | Keys               |
| Alarm            | Yes                |
| Security         | No                 |
| Universal Access | Yes - has 1 double |

## Accommodation Numbers – as per Health Regulations

|                    | Details                 |
|--------------------|-------------------------|
| Sitting / Standing | 80 sitting 120 standing |
| Sleeping           | 20                      |
| Duration           | Limited                 |

## Ablution Amenities

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

## General Amenities

| Item                         | Yes/No | Notes   |
|------------------------------|--------|---|
| <b>Kitchen Facilities:</b>   |        |   |
| Stoves (types)               | Yes    | 2 x gas industrial stoves with 8 burners and hot plate and oven |
| Refrigeration                | Yes    | 1 double door fridge I 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   |
| <b>Dining Facilities:</b>    |        |   |
| Tables                       | Yes    | 20 small rectangular tables                                     |
| Chairs                       | Yes    | 30  |
| Cutlery and Crockery         | Yes    | For approximately 50  |
| <b>General Facilities:</b>   |        |   |
| 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   |
| <b>Amenities Areas:</b>      |        |   |
| 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 |  |
| <b>External Facilities:</b>           |     |  |
| 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 & Ambulance Shed | Yes | This shed houses both the community Emergency Vehicles this being the Latham 4.4B Fire Appliance, Latham Ambulance |
| 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 pump 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 cross-roads of the Mullewa – Wubin road and Taylor Road. The building is built on a sand pad approximately 1 m above ground level. |
| Site Limitations                   | <b>The building is one Meter aboveground level.</b>   |
| Telephone No                       | Shire Office  |
| Fax No                             | Shire Office  |
| Email Address                      | <a href="mailto:reception@perenjori.wa.gov.au">reception@perenjori.wa.gov.au</a>  |

## Contacts

| Name | Position | Work Contact | A/Hrs. Contact |
|------|----------|--------------|----------------|
|      | CEO      | 99 730100    | 0427 731 004   |
|      |          |              |                |

## 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              |
|--------------------------|--------|--------------------|
| <b>Male Toilets:</b>     |        |                    |
| Toilets                  | Yes    | 1                  |
| Urinal                   | Yes    | 2 singles          |
| Shower                   | Yes    | 3                  |
| Hand Basins              | Yes    | 2                  |
| Change Area              | Yes    | Small area         |
| <b>Female Toilets:</b>   |        |                    |
| Toilets                  | Yes    | 2                  |
| Shower                   | Yes    | 2                  |
| Hand Basin               | Yes    | 2                  |
| Baby Change Table        | Yes    | 1                  |
| <b>Disabled Toilet:</b>  |        |                    |
| Toilet                   | Yes    | Next to the Ladies |
| Hand Basin               | Yes    |                    |
| <b>Male Change room:</b> |        |                    |
| Showers                  | Yes    | 4 in a row         |
| Toilets                  | Yes    | 1                  |
| Hand Basin               | Yes    | 1                  |
| Change Area              | Yes    |                    |

## General Amenities

| Item                       | Yes/No | Notes                           |
|----------------------------|--------|---------------------------------|
| <b>Kitchen Facilities:</b> |        |                                 |
| 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                         |

|  |            |   |
|--|------------|---|
| <b>Bench space</b>                         | <b>Yes</b> | <b>1 2.5 m long</b>   |
| <b>Serveries</b>                           | <b>Yes</b> | <b>1 by 2.5 m long</b>  |
| <b>Dining Facilities:</b>                  |            |   |
| <b>Tables</b>                              | <b>Yes</b> | <b>10 rectangular tables 1.5 m long</b>                       |
| <b>Chairs</b>                              | <b>Yes</b> | <b>25</b>   |
| <b>Cutlery and Crockery</b>                | <b>Yes</b> | <b>limited</b>  |
| <b>General Facilities:</b>                 |            |   |
| <b>Rooms</b>                               |            | <b>1 small room approximately 3 x 3 m</b>                     |
| <b>RCD Protected</b>                       | <b>Yes</b> |   |
| <b>Power Points</b>                        | <b>Yes</b> | <b>4 double blocks around the main room</b>                   |
| <b>Generator Port</b>                      | <b>No</b>  |   |
| <b>Fire Equipment</b>                      | <b>Yes</b> |   |
| <b>Air Conditioning (type)</b>             | <b>Yes</b> | <b>Split System</b>   |
| <b>Heating</b>                             | <b>Yes</b> | <b>Split System</b>   |
| <b>Ceiling Fans</b>                        | <b>No</b>  |   |
| <b>Lighting (internal)</b>                 | <b>Yes</b> |   |
| <b>Lighting (external)</b>                 | <b>Yes</b> |   |
| <b>Telephone Lines</b>                     | <b>Yes</b> | <b>Very limit mobile coverage in the Latham town ship</b>     |
| <b>Internet Access</b>                     | <b>No</b>  | <b>Only land line access</b>                                  |
| <b>Water Cooler</b>                        | <b>No</b>  |   |
| <b>Hot Water System (type)</b>             | <b>Yes</b> | <b>Electric storage</b>                                       |
| <b>Bins</b>                                | <b>Yes</b> | <b>10</b>   |
| <b>Septic Sewerage</b>                     | <b>Yes</b> | <b>Septic System</b>  |
| <b>Amenities Areas:</b>                    |            |   |
| <b>Enclosed Covered Areas</b>              | <b>Yes</b> | <b>Veranda and 3 sided shed on side of tennis courts</b>      |
| <b>Outside Children's Play Area</b>        | <b>Yes</b> |   |
| <b>Recreation Rooms</b>                    | <b>No</b>  |   |
| <b>BBQs</b>                                | <b>Yes</b> | <b>1 x 4 burner</b>   |
| <b>Conference Rooms</b>                    | <b>No</b>  |   |
| <b>Meeting Rooms</b>                       | <b>yes</b> | <b>One very small room</b>                                    |
| <b>Swimming Pool</b>                       | <b>No</b>  |   |
| <b>Oval</b>                                | <b>yes</b> | <b>Has old Latham football oval next door</b>                 |
| <b>Tennis Court</b>                        | <b>Yes</b> |   |
| <b>External Facilities:</b>                |            |   |
| <b>Power Outlets</b>                       | <b>Yes</b> |   |
| <b>Water</b>                               | <b>Yes</b> |   |
| <b>Parking</b>                             | <b>Yes</b> |   |
| <b>Area for Tents</b>                      | <b>Yes</b> |   |
| <b>Toilets</b>                             |            |   |
| <b>Caravan/ Articulated Vehicles</b>       | <b>Yes</b> |   |
| <b>Shed</b>                                | <b>Yes</b> | <b>Large 3 sided 5m wide x 10 m long 3 m high colour bond</b> |
| <b>Other:</b>                              |            |   |
| <b>Mobile Phone Coverage</b>               | <b>Yes</b> | <b>Very limited</b>   |
| <b>Pet friendly</b>                        |            |   |
| <b>Main Electrical Board Location</b>      | <b>Yes</b> | <b>In main entrance</b>                                       |
| <b>Water Stop Cock Location</b>            |            |   |
| <b>Surrounded by Bush</b>                  | <b>No</b>  | <b>Bush comes up to the oval on two sides</b>                 |
| <b>Built on a Flood Plain</b>              | <b>No</b>  |   |
| <b>Positioned on Coast</b>                 | <b>No</b>  |   |
| <b>Site Access</b>                         |            | <b>Easy has 2 entrances of 2 different Streets</b>            |
| <b>Timeframe before pump out of septic</b> |            | <b>5 days</b>   |

## **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

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



## APPENDIX 5. SPECIAL NEEDS GROUPS

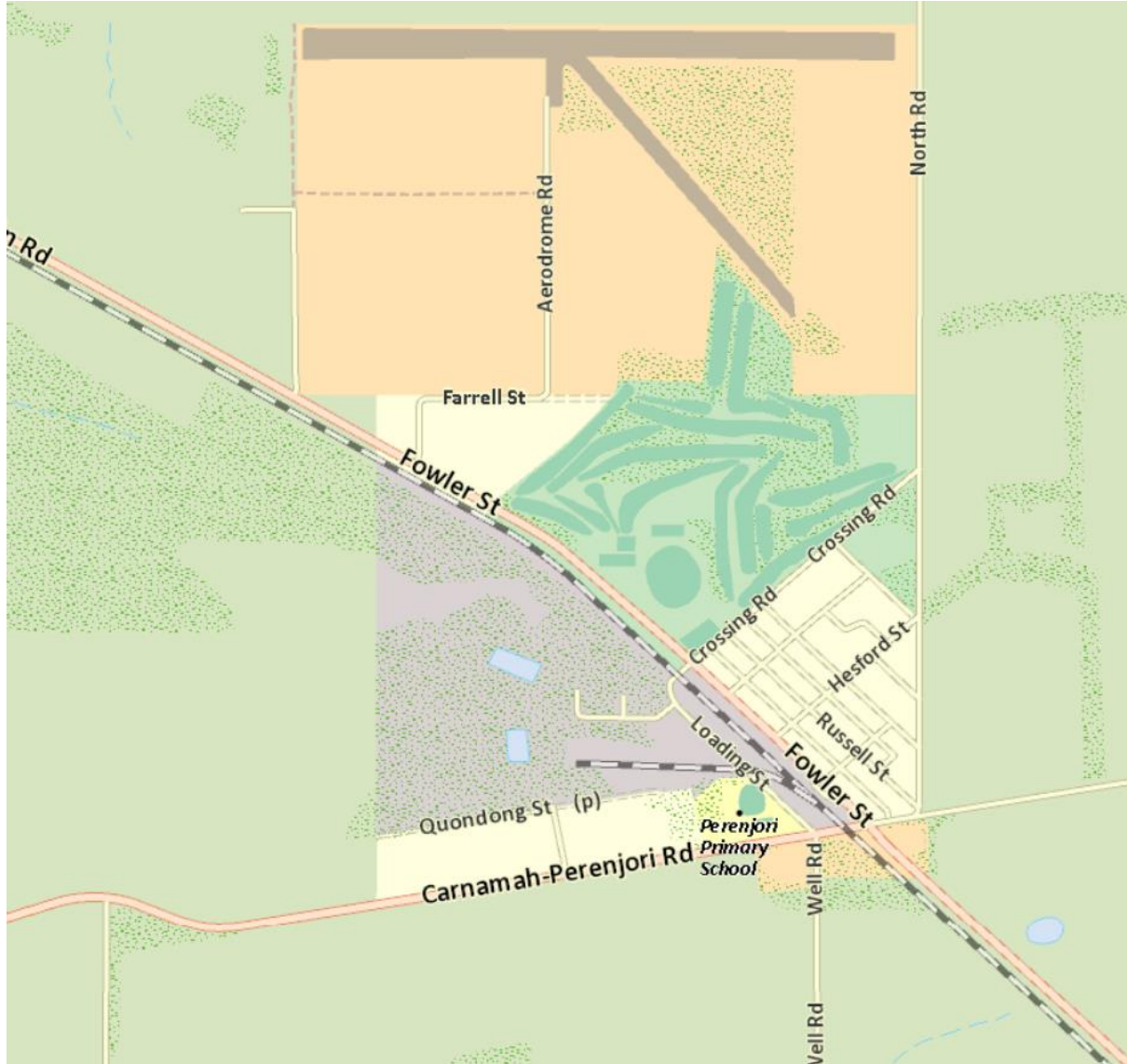
### Special Needs Groups

| Name                             | Address                 | Contact 1 | Contact 2 | No People | Have they got an evacuation plan? |
|----------------------------------|-------------------------|-----------|-----------|-----------|-----------------------------------|
| Perenjori Primary School         | Perenjori/Carnamah Road | 99731011  |           | 60        | Yes                               |
| Perenjori Early Childhood Centre | Loading Street          | 99730200  |           | 20        | Yes                               |

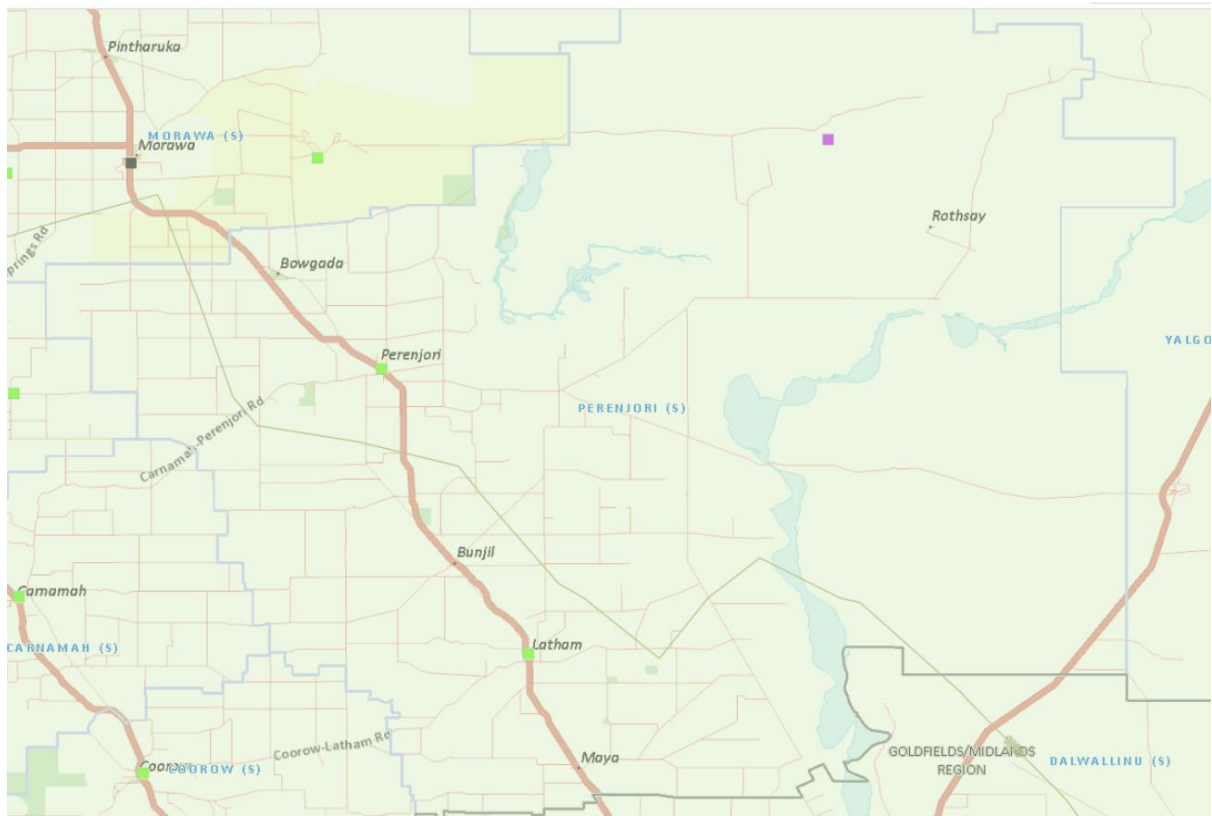
**APPENDIX 6. LOCAL DISTRICT MAPS**

**LOCAL DISTRICT MAPS**

**PERENJORI TOWN SITE**



# PERENJORI SHIRE



## LATHAM TOWNSITE



## APPENDIX 7. RESOURCE REGISTER

### Interpreters Services

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

### Air Services

|                                    |                  |                                |  |
|------------------------------------|------------------|--------------------------------|--|
| <b>Murchison Coast Air Charter</b> | <b>Geraldton</b> | <b>1300 660 834</b>            | <a href="mailto:info@abrolhosbat.com.au">info@abrolhosbat.com.au</a>       |
| <b>Geraldton Air Charter</b>       | <b>Geraldton</b> | Ph. 9923 3434<br>Fax 9923 3262 | <a href="mailto:geroair@midwest.com.au">geroair@midwest.com.au</a>         |
| <b>Shine Aviation</b>              | <b>Geraldton</b> | <b>9923 3600</b>               | <a href="mailto:admin@shineaviation.com.au">admin@shineaviation.com.au</a> |

### Traffic Controllers

|                                       |                  |   |
|---------------------------------------|------------------|---|
| <b>Midwest Traffic Controllers</b>    | <b>Geraldton</b> | <b>9965 5888</b><br><b>0418 939 378</b> |
| <b>Quality Traffic Communications</b> | <b>Geraldton</b> | <b>9923 9278</b><br><b>0419 700 160</b> |

## Bus Services & Hire

|                      |                    |               |                           |  |
|----------------------|--------------------|---------------|---------------------------|--|
| Mark Thornton        | School Bus Service | Perenjori     | 9971 1040                 |  |
| Perenjori 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<br>0427 775 753 |  |
| Bus Hire             |                    | Geraldton     | 9926 1197                 | <a href="mailto:reception@srs.reline.com.au">reception@srs.reline.com.au</a>     |
| Thrifty Car Rental   |                    | Geraldton     | 9923 3841                 |  |
| Hertz Car Rental     |                    | Geraldton     | 9965 2844                 | <a href="mailto:Geraldton@hertzrentals.com.au">Geraldton@hertzrentals.com.au</a> |
| Rod Desmond          | Bus                | Perenjori     | 9973 1200                 |  |
| Shire of Perenjori   | Bus                | Perenjori     | 9973 0100                 |  |

## Crane Hire

|                              |           |                                   |  |
|------------------------------|-----------|-----------------------------------|--|
| Geraldton Crane & Haulage    | Geraldton | Ph. 9921 6477<br>Fax 9921 6677    | <a href="mailto:gtncrane@inet.net.au">gtncrane@inet.net.au</a>                     |
| Boon Logistics Ltd Geraldton | Geraldton | Ph. 9921 1177<br>Fax 9921 8434    | <a href="mailto:dmcdonald@boomlogistics.com.au">dmcdonald@boomlogistics.com.au</a> |
| OKG Cranes                   |           | Mob 0400 383 355<br>Fax 9938 3300 | <a href="mailto:kavak@bigpond.com">kavak@bigpond.com</a>                           |
| Freo Cranes                  | Geraldton | Ph. 9965 2007<br>Fax 9964 2006    | <a href="mailto:Geraldton@freogroup.com.au">Geraldton@freogroup.com.au</a>         |

## Equipment Hire

|                              |                  |                                |  |
|------------------------------|------------------|--------------------------------|--|
| Coates Hire                  | Morawa/Geraldton | Ph. 9920 4200<br>Fax 9921 9040 |  |
| Tru Blu Hire                 | Geraldton        | Ph. 9921 4288                  |  |
| Geraldton Hire & Scaffolding | Geraldton        | Ph. 9964 1048<br>0428 641 048  |  |
| State Wide Equipment Hire    | Geraldton        | Ph. 9965 2255<br>Fax 9965 2211 | <a href="mailto:Geraldton@sweh.com.au">Geraldton@sweh.com.au</a> |

## Earth moving

|                                      |           |                                |              |  |
|--------------------------------------|-----------|--------------------------------|--------------|--|
| Central Earthmoving                  | Geraldton | Ph. 9965 6565<br>Fax 9921 5910 |              | <a href="mailto:cenearth@cenearth.com.au">cenearth@cenearth.com.au</a>                   |
| North Coast Contractors              | Meru      | Fax 9923 7050                  | 0419 954 447 |  |
| CPC Earthmoving                      | Geraldton | Ph. 9964 7388                  | 0428 939 611 | <a href="mailto:gpcearthmoving@bigpond.com">gpcearthmoving@bigpond.com</a>               |
| Midwest Mini Excavator & Bobcat Hire | Geraldton | Ph. 9938 1411                  | 0418 939 701 |  |
| Murchison Bobcat & Tip Truck Hire    | Geraldton | Ph. 9923 1372                  | 0427 184 308 | <a href="mailto:willow@modnet.com.au">willow@modnet.com.au</a>                           |
| GBH Earth Moving                     | Geraldton | Ph. 9938 1667                  | 0408 939 567 | <a href="mailto:GBHEarthmoving@bigpond.com">GBHEarthmoving@bigpond.com</a>               |
| BPH                                  | Perenjori |                                | 0417 916 693 | <a href="mailto:admin@bph.com.au">admin@bph.com.au</a>                                   |
| John Cunningham                      | Perenjori |                                | 0427 714 015 |  |
| Gilmour Earth Moving                 | Perenjori | 9973 1155                      |              | <a href="mailto:gilmourearthmoving@westnet.com.au">gilmourearthmoving@westnet.com.au</a> |
| Kings Contracting                    | Perenjori | 9973 1111                      | 0427 731 238 |  |
| Leopold Contracting                  | Perenjori | 9973 1182                      | 0429 051 969 | <a href="mailto:leopoldcontracting@bigpond.com">leopoldcontracting@bigpond.com</a>       |
| Bestry Bros                          | Perenjori | 9971 4036                      | 0427 714 036 | <a href="mailto:Bestrybros@westnet.com.au">Bestrybros@westnet.com.au</a>                 |

## Electrical Services

|                         |                     |              |  |  |
|-------------------------|---------------------|--------------|--|--|
| WCC Electrical          | Camamah             | 9951 1414    |  |  |
| GG Pumps and Electrical | Perenjori/Geraldton | 0428 374 481 |  | <a href="mailto:ggpe@westnet.com.au">ggpe@westnet.com.au</a> |

## Electrical Suppliers

|                   |                      |                                |  |  |
|-------------------|----------------------|--------------------------------|--|--|
| Mitchell & Brown  |                      | Ph. 9965 9999                  |  | <a href="mailto:sales@mitchellandbrown.com.au">sales@mitchellandbrown.com.au</a> |
| Harvey Norman     |                      | Ph. 9964 0111<br>Fax 9964 5722 |  |  |
| ML Communications | Michael 0418 939 325 | Ph. 9965 7555                  |  |  |

## Generators Suppliers

|                            |                   |                                |  |  |
|----------------------------|-------------------|--------------------------------|--|--|
| Coates Hire                |                   | Ph. 9920 4200<br>Fax 9921 9040 |  | <a href="mailto:Geraldton@coateshire.com.au">Geraldton@coateshire.com.au</a>       |
| Midwest Rewinds Generators |                   | Ph. 9965 0785                  |  |  |
| JMH Services, Perenjori    | John 0488 530 970 | Ph: 9973 1764                  |  | <a href="mailto:Perenjori@jmhmechanical.com.au">Perenjori@jmhmechanical.com.au</a> |

## Plumbers & Plumbing Suppliers

|                      |  |                                |  |  |
|----------------------|--|--------------------------------|--|--|
| Sun City Plumbing    |  | Ph. 9921 1700                  |  | <a href="mailto:admin@suncityplumbing.com.au">admin@suncityplumbing.com.au</a> |
| G & K Wheat Plumbing |  | Ph. 9921 3601<br>Fax 9964 4161 |  |  |



## Tree Loppers

|                                   |                  |   |  |
|-----------------------------------|------------------|---|--|
| <b>Top Notch Tree</b>             | <b>Geraldton</b> | <b>Ph. 9964 6699</b><br><b>Fax 9923 2886</b><br><b>Peter 0427 230 309</b> |  |
| <b>Down to Earth Tree Lopping</b> |                  | <b>Ph. 9921 2042</b><br><b>0408 404 477</b>                               |  |
| <b>Dongara Tree Services</b>      | <b>Dongara</b>   | <b>0418 272 094</b>   |  |

## Waste Removal

|                                      |  |                      |  |
|--------------------------------------|--|----------------------|--|
| <b>Veolia Environmental Services</b> |  | <b>Ph. 9964 2844</b> |  |
| <b>Avon Waste</b>                    |  | <b>Ph: 9641 1318</b> | <a href="mailto:admin@avonwaste.com.au">admin@avonwaste.com.au</a> |

## Air Strips

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



## Contacts NOT for Public Distribution

| Position                                | Name                              | ORGANISATION               | Email Address  | Phone (w) | Phone (mobile)               |
|---|-----------------------------------|----------------------------|--|-----------|------------------------------|
| Local Recovery Coordinator              | C E O                             | Shire of Perenjori         | <a href="mailto:ceo@Perenjori.wa.gov.au">ceo@Perenjori.wa.gov.au</a>   | 99730100  | 0427 731 004                 |
| Local Welfare Coordinator               | Keith Shaw                        | Department for Communities | <a href="mailto:keith.shaw@communities.wa.gov.au">keith.shaw@communities.wa.gov.au</a>   | 9965 9533 | 0429 102 148                 |
| Local Welfare Liaison Officer           | TBA by DCPFS at time of Emergency | Shire of Perenjori         | <a href="mailto:reception@perenjori.wa.gov.au">reception@perenjori.wa.gov.au</a>   | 9973 1002 |                              |
| Chief Executive Officer                 |                                   | Shire of Perenjori         | <a href="mailto:ceo@perenjori.wa.gov.au">ceo@perenjori.wa.gov.au</a>   | 9973 1002 | 0427 731 004                 |
| Chief Bush Fire Control Officer (CBFCO) | Philip Page                       | Shire of Perenjori         | pjphil57@live.com  | 9973 1137 | 0458575 932                  |
| St Johns                                | Peter Waterhouse                  | Perenjori                  |  | 9664 2085 |                              |
| Dept. of Education                      |                                   | Perenjori P S              | <a href="mailto:perenjori.ps@education.wa.au">perenjori.ps@education.wa.au</a>   | 9973 1011 |                              |
| Silver Chain                            |                                   | Mingenew                   |  | 9928 1034 |                              |
| District Emergency Services Officer     | Keith Shaw                        | Department for Communities | <a href="mailto:keith.shaw@communities.wa.gov.au">keith.shaw@communities.wa.gov.au</a>   | 9965 9533 | 0429 102 148                 |
| Works Supervisor                        | Ken Markham                       | Shire of Perenjori         | <a href="mailto:supervisor@perenjori.wa.gov.au">supervisor@perenjori.wa.gov.au</a>   |           |                              |
| Westrail Train control                  |                                   |                            |  | 9923 3637 |                              |
| ARC/Brookfield Rail                     |                                   |                            |  | 9964 0332 |                              |
| Other Contacts:                         |                                   |                            |  |           |                              |
| DAFWA                                   |                                   |                            |  |           |                              |
| Parks & Wildlife DBCA                   | Duty Officer                      |                            |  | 9964 0901 | 0429 640 916                 |
| DFES                                    | Ian Comben                        | Area Officer               | <a href="mailto:ian.comben@dfes.wa.gov.au">ian.comben@dfes.wa.gov.au</a>   | 9956 6007 | 0427 024 125                 |
| SEMC                                    |                                   | DEMA                       |  | 9956 6014 | 0408 843 907                 |
| Telstra                                 |                                   |                            | <a href="mailto:Alan.shepherdson@team.telstra.com">Alan.shepherdson@team.telstra.com</a>   |           | 0407 963 432                 |
| WA Police/Duty Inspector                |                                   |                            |  | 9923 4555 | 0407 149 051                 |
| Water Corporation                       | Steve De Jussing                  |                            | <a href="mailto:stephen.dejussing@watercorporation.com.au">stephen.dejussing@watercorporation.com.au</a>   |           | 0418 938 949                 |
| Western Power                           | Gary Caeger<br>Trevor Smyth       |                            | <a href="mailto:Gary.caeger@westernpower.com.au">Gary.caeger@westernpower.com.au</a><br><a href="mailto:Trevor.smyth@westernpower.com.au">Trevor.smyth@westernpower.com.au</a> |           | 0429 118 454<br>0427 477 449 |
| MRWA                                    | Peter Herbert                     |                            | <a href="mailto:peter.herbert@mainroads.wa.gov.au">peter.herbert@mainroads.wa.gov.au</a>   | 138 138   | 0427 478 177                 |

## 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 serious 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 significant 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 serious 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 top soil 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 serious 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  | LIKELY            | MODERATE           | HIGH          | INFRASTRUCTURE  |          |           |

|              |  |                 |                 |               |                    |  |  |
|--------------|--|-----------------|-----------------|---------------|--------------------|--|--|
|              | <b>event occur it is likely that infrastructures such as buildings, roads, fencing and bridges may be damaged.</b>   |                 |                 |               |                    |  |  |
| <b>10/17</b> | <b>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.</b> | <b>POSSIBLE</b> | <b>MODERATE</b> | <b>MEDIUM</b> | <b>ENVIRONMENT</b> |  |  |
| <b>11/17</b> | <b>There is a risk that a severe storm will affect the economy of the community.</b>   | <b>POSSIBLE</b> | <b>MODERATE</b> | <b>MEDIUM</b> | <b>ECONOMY</b>     |  |  |
| <b>12/17</b> | <b>There is a risk that a road transport emergency will cause damage to or destroy the environment.</b>  | <b>POSSIBLE</b> | <b>MODERATE</b> | <b>MEDIUM</b> | <b>ENVIRONMENT</b> |  |  |
| <b>13/17</b> | <b>There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.</b>   | <b>UNLIKELY</b> | <b>MAJOR</b>    | <b>MEDIUM</b> | <b>PEOPLE</b>      |  |  |
| <b>14/17</b> | <b>There is a risk that a hazardous materials spill will affect the economy of the community.</b>  | <b>UNLIKELY</b> | <b>MODERATE</b> | <b>MEDIUM</b> | <b>ECONOMY</b>     |  |  |