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2018

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

This document is to be read in conjunction with Part 2 – Local Emergency Management Recovery Plan

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These arrangements have been produced and issued under the authority of S. 41 (I) of the Emergency Management Act 2005, endorsed by the Moora Local Emergency Management Committee and the Council of the Shire of Moora. The Arrangements have been tabled for noting with the Wheatbelt District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

....

Chairperson

Cr Ken Seymour
Shire of Moora LEMC on 6 March 2018
(Section 6, Item 2)

....

Approved by the Council of the

Shire of Moora on 15 August 2018
(Item 9.1.5, Resolution no. 99/18)

DISTRIBUTION LIST		
Shire of Moora	Chairperson	1
WA Police (WAPol)	Moora Police Station	1
Department of Communities	Moora	1
Department of Primary Industries and Regional Development (DPIRD)	Moora	1
Main Roads	Perth	1
Health Services	Moora Hospital	1
Housing Commision	Moora	1
Western Power	Moora	1
Water Authority	Moora	1
St John Ambulance	Moora Volunteers	1
DFES – Fire and Rescue Services	Moora Volunteers	1
DFES – State Emergency Services	Moora Volunteers	1
DFES Regional Office	Geraldton	1
Department of Education	Schools	5
Department of Biodiversity Conservation & Attractions (P &W)	Jurien Bay	1
Department of Water	Perth	1
Dostrict Emergency Management Committee (DEMC)	Northam	1
CEO Shire of Dandaragan	Dandaragan	1
CEO Shire of Coorow	Coorow	1
CEO Shire of Gingin	Gingin	1
CEO Shire of Dalwallinu	Dalwallinu	1
CEO Shire of Victoria Plains	Victoria Plains	1

NOTE: To ensure Shire staff has access to appropriate and relevant documents during an event, individual plastic bound copies are available in the Shire of Moora Emergency Services office

RECORD OF AMENDMENTS

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- Out of date information or practices;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 Moora
> PO Box 211
> MOORA WA 6510

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		Details of Amendment	Amended by
No.	Date		*Initial/Date
1	14 Oct 2015	Replaced DPaW with P&W	VB 14/10/15
2	7 Nov 2016	Updated contacts lists	VB 7/11/16
3	Aug 2018	Updated Local Emergency Management Arrangements	JB 12/08/18
4	1st April	Updated Contacts	JB 1/4/19

NOTE - *The person receiving the amendments should be responsible for replacing the pages as appropriate and also for completing the amendment record.

GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the current Emergency Management Western Australia Glossary.

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

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

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

COMBAT AGENCY – A combat agency prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency's functions under any written law or specialized knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

COMMUNITY EMERGENCY RISK MANAGEMENT – See **RISK MANAGEMENT**.

COMPREHENSIVE APPROACH – The development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management, not sequential phases. Syn. 'disaster cycle', 'disaster phases' and 'PPRR'

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

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

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

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

DISTRICT – means the municipality of the Shire of Moora.

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

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

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

Preparedness – preparation for response to an emergency

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage and help to speed recovery and

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

EMERGENCY MANAGEMENT AGENCY – A hazard management agency (HMA), a combat agency or a support organisation.

EMERGENCY RISK MANAGEMENT – A systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised1

HAZARD

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

(b) a fire

(c) a road, rail or air crash

(d) a plague or an epidemic

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

(f) any other event, situation or condition that is capable or causing or resulting in

    (i) loss of life, prejudice to the safety or harm to the health of persons or animals or

    (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

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

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

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

An emergency event or series of events which requires a response from one or more of the statutory response agencies.

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

INCIDENT CONTROLLER – The person appointed by the Hazard Management Agency for the overall management of an incident within a designated incident area

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

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

LG – Local Government meaning the Shire of Moora.

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

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

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

MUNICIPALITY – Means the district of the Shire of Moora.

OPERATIONS – The direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See also **EMERGENCY OPERATION**.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Disclaimer

The Shire of Moora makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided without warranty of any kind to the extent permitted by law. The Shire of Moora hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title and non-infringement. In no event shall the Shire of Moora be liable for any special, indirect or consequential damages resulting from the loss of use, data or profits, whether in an action of contract, negligence or other tortuous action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
DC	Dept of Communities (Department for Child Protection & Family Support)
DBCA (P&W)	Department of Biodiversity Conservation & Attractions
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
EM	Emergency Management
DFES	Department of Fire & Emergency Services
FRS	Fire and Rescue Service
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
OEM	Office of Emergency Management
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WANDRAA	Western Australian Natural Disaster Relief & Recovery Arrangements

Part One : INTRODUCTION

Community Consultation

The LEMA are available via Shire websites and community feedback is welcomed at any time.

These arrangements are always open for public comments which would be tabled at the next meeting after receival A community Emergency Risk Management Workshop was conducted in 2018.

The Local Emergency Management Committee discussed the fis and gave input into the development of this Plan. The final document will be available to the public at the front counter of the Shire of Moora and on the Shire's website.

Documentation Availability

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

- Shire's Administration Office;

    34 Padbury Street

    MOORA WA 6510

- Shire of Moora website (Click Here)
- Stakeholder and LEMC agencies and organisations
- Related committees
- DFES Regional Office
- District Emergency Management Committee
- State Emergency Management Committee (Secretary) – electronic format

Area covered

The Shire of Moora includes the communities of Bindi Bindi Coomberdale, Koojan, Miling and Watheroo.

The Shire of Moora is located 172 kilometres north of Perth city and covers an area of 3,788 square kilometres

Moora is a large inland service centre between Perth and Geraldton, providing services to a population catchment of 2,410 residents within a 100km radius. A wide range of services include Primary Schools, Sporting groups, commerce and retail sectors, and community recreational facilities.

The Moora district is one of the most reliable and productive farming regions in Western Australia. Fresh ground water aquifers west of Moora position the district for increasing intensive agricultural, horticultural and value adding industries.

Appendix 8: Local District Maps

Fact & Figures

Distance from Perth (km)	172
Area (sq. km)	3,788
District Population (2015) *	2,539
Est. Population (2020)	……….
Length of Road Network (km)	986
Rainfall (mm)	500
Growing Season	Apr – Oct

ABS National Regional Profile: Moora (Local Government Area)

	2015	
Estimated Resident Population - Persons - 0-14 years (%)		22.1
Estimated Resident Population - Persons - 15-24 years (%)		11.5
Estimated Resident Population - Persons - 25-34 years (%)		12.2
Estimated Resident Population - Persons - 35-44 years (%)		13
Estimated Resident Population - Persons - 45-54 years (%)		13.7
Estimated Resident Population - Persons - 55-64 years (%)		13.1
Estimated Resident Population - Persons - 65-74 years (%)		8
Estimated Resident Population - Persons - 75-84 years (%)		4.4
Estimated Resident Population - Persons - 85 years and		2

TELCO - COMMUNICATIONS

Bindi Bindi

Bindi Bindi is supported with a Digital Radio Concentrator Service and the Next G network is available in some elevated locations around the settlement

Coomberdale

Coomberdale is supported with a Digital Radio Concentrator Service and the Next G network is available in some elevated locations around the settlement

Koojan

Koojan is supported with a Digital Radio Concentrator Service and the Next G network is available in some elevated locations around the settlement.

Miling

Miling is supported with a Digital Radio Concentrator Service and the Next G network is available in some elevated locations around the settlement.

Moora

Moora is supported with a Digital Radio Concentrator Service and the Next G network is available in Moora exchange and is equipped with the standard PSTN and also equipped with ADSL and BDSL (Broadband). The Next G Network provides the wireless Broadband and voice mobile coverage.

Watheroo

Watheroo is supported with a Digital Radio Concentrator Service and the Next G network is available in some elevated locations around the settlement

Aim

The aim of the Shire of Moora's Local Emergency Management Arrangements is to provide detailed emergency management arrangements and ensue understanding between agencies and stakeholders involved in manageing emergencies within the Shire.

Purpose of the Arrangements

The purpose of this document is to detail:

- The Shire of Moora's policies for emergency management;
- The roles and responsibilities of public authorities and other persons involved in emergency management in the district;
- Procedures for the coordination of emergency management operations and activities;
- A description of emergencies that could occur in the Shire of Moora;
- Strategies and priorities for emergency management in the Shire of Moora;
- Other matters about emergency management in the Shire of Moora prescribed by the regulations; and
- Other matters about emergency management in the Shire of Moora the local government considers appropriate. [s. 41(2) of the EM Act 2005]

Scope of the Arrangements

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 Hazard Management Agencies (HMA's) in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

a. This document applies to the local government district of the Shire of Moora;

b. This document covers areas where the Shire of Moora provides support to HMA's in the event of an incident;

c. This document details the Shire of Moora's capacity to provide resources in support of an emergency, while still maintaining business continuity; and

d. The Shire of Moora's responsibility in relation to recovery management.

Related Documents and Arrangements

The Shire of Moora currently have no policies that relates specifically relates to emergency management, unique to this local government area.

Local Plans and Arrangements

The Shire of Moora LEMA should be read in conjunction with the following:

DOCUMENT	OWNER	LOCATION	DATE
Risk Register	Shire of Moora	Shire of Moora	TBD
Risk Treatment Schedule	Shire of Moora	Shire of Moora	TBD
Bush Fire Management Plan	Shire of Moora	Shire of Moora	2011
Airport Emergency Plan	Shire of Moora	Shire of Moora	TBD
Moora Flood Response Plans	SES Moora	Shire of Moora	2009
Moora Resource Register	Shire of Moora	Shire of Moora	2011
Arc Infrastructure Emergencies	Arc Infrastructure		
Moora Local Welfare Plan	Department of Communities	DC Northam and Moora	2017
Wheatbelt Pandemic Influenza Management plan	Wheatbelt Public Health	Wheatbelt Health Unit	2009
Road Crash	WA Police	Moora Police Station	2016
Land Search	WA Police	Moora Police Station	2016
Air Crash	WA Police	Moora Police Station	2016

Agreements, Understandings & Commitments

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

PARTIES TO THE AGREEMENT		SUMMARY OF THE AGREEMENT
SoM	Central Midlands Senior High School	Agreement with Shire of Moora and Central Midlands High School to use facility as a welfare centre
SoM	Food Works	Agreement to open up after hours to supply food – Purchase Order required
SoM	IGA	Agreement to open up after hours to supply food - Purchase Order required
SoM	DFES	Mutual Aid for Bushfire support
SoM	Department for Child Protection and Family Services	The Shire of Moora has agreed to offer the following buildings as welfare centres; Moora Performing Arts Centre Moora Recreation Centre Watheroo Hall Miling Recreation Centre
SoM	Department for Child Protection and Family Services	Local Welfare Emergency Management Support Plan – Shire of Moora

Additional Support

ORGANISATION	DESCRIPTION	COMMENTS
CWA	Catering	Refer to contacts & Resources Directory
Rotary Club	Volunteers	Refer to contacts & Resources Directory
Lions	Catering	Refer to contacts & Resources Directory
Red Cross	Welfare	Refer to contacts & Resources Directory

Special Considerations

With the diversity of Shire of Moora, there are special considerations will have an impact on the implementation of these emergency arrangements in times of emergencies;

Appendix 9: Special Considerations

Moora Independent Living properties situated townsite of Moora	Moora Primary School, St Jospesphs Primary School, Central Midlands Senior High School
Major influxes of tourists all school holidays and from April to September when "Grey Nomads" are moving around Australia	Members of the community with special needs who are cared for by family
Post – harvest when many farmers take their annual holidays reducing the number of volunteers available	Aged Care facility on Dandaragan Road
Bushfire season – November – April	Winter Storms – August - October

Availability of 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 Moora has conducted a broad analysis of resources available within the Shire of Moora and collated these in the Shire of Moora

They include information pertaining to:

(a) HMA, combat and support agencies;

(b) Specialised services;

(c) Local Government staff and volunteers;

(d) Emergency Evacuation Centres'

(e) Shire of Moora facilities (building etc);

(f) Operational plant machinery

(g) Transport vehicles;

and

(h) Various plant equipment.

Emergency Resources Register **_Appendix 3_ _(Controlled access docmment)_**

Roles and Responsibilities

LOCAL ROLE	RESPONSIBLE- PERSON/AGENCY	DESCRIPTION OF RESPONSIBILITIES
Local government	Shire of Moora	The responsibilities of the Shire of Moora are defined in s.36 of The Act.
Local emergency coordinator	OIC - Tom Louden 96511 106	The responsibilities of the LEC are defined in s.37 of The Act
Local recovery coordinator	CEO - Alan Leeson 96510 000	To ensure the development and maintenance of effective recoverymanagement arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG welfare liaison officer	MES – John Greay 96510 000	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)	D/CEO – David Trevaskis 96510 000	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	CEO - Alan Leeson 96510 000	Ensure planning and preparation for emergencies is undertaken o Implementing procedures that assist the community and emergency services deal with incidents o Ensuring that all personnel with emergency planning and preparation, response and recovery responsibilities

		are properly trained in their role
		o Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires' emergency response capability.
		o Liaise with the incident controller (provide liaison officer) • Participate in the ISG and provide local support
		The local government is to provide a Liaison Officer to support CPFS Welfare Coordinator at the identified evacuation centre, regardless whether it is a LGA or privately owned facility.

Local Emergency Management Committee

The Shire of Moora has established a Local Emergency Management Committee (LEMC) to oversee, plan and test the local emergency management arrangements (s. 38 of the EM Act 2005).

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

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

The LEMC plays a vital role in assisting our communities become more prepared for major emergencies by developing, enhancing and testing preparedness planning from a multiagency perspective having local knowledge of hazards, demographic and geographic issues, they provide advice to Hazard Management Agencies to develop effective localised hazard plans providing a multi-agency forum to analyse and treat local risk providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement.

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. 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

LOCAL ROLE	RESPONSIBLE PERSON/AGENCY	DESCRIPTION OF RESPONSIBILITIES
LEMC Chair	Shire President Ken Seymour 0428 631 015	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.
LEMC Executive Officer	Community Emergency Services Manager 0409 137 645 9651 0000	Provide executive support to the LEMC by: Provide secretariat support including: o Meeting agenda; o Minutes and action lists; o Correspondence; o Maintain committee membership contact register; o Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; o Annual Report; o Annual Business Plan; o Maintain Local Emergency Management Arrangements; o Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and o Participate as a member of subcommittees and working groups as required;

Agency roles and responsibilities In the event of an emergency, the local government will need to liaise with a range of state agencies who will be involved in the operational aspects of the emergency. The following table summarises the key roles.

AGENCY ROLES	DESCRIPTION OF RESPONSIBILITIES
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to; o undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery

Hazard Management Agency	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 are prescribed in the Emergency Management Regulations 2006.
	
	Their function is to:
	
	o Undertake responsibilities where prescribed for these aspects [EM Regulations]
	   o Appointment of Hazard Management Officers [s55 Act]
	   o Declare / Revoke Emergency Situation [s 50 & 53 Act]
	   o Coordinate the development of the Westplan for that hazard
	   o Ensure effective transition to recovery by Local Government

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

Part 2 : MANAGING RISK

Emergency Risk Management

The Shire of Moora will undertake a detailed Emergency Risk Management assessment via the role out of the State Risk project in 2018. *Appendix 4: Risk Register Schedule*

LEMC have reviewed the current Risks and the hazards likely to occur are listed below. Description of emergencies likely to occur

The SEMC has developed a number of tools to assist local governments to undertake the risk assessment process. The tools are available on the SEMC website at Risk Assessment Tools and Information.

Special Considerations

The Shire of Moora has given special consideration to the key local community events that will affect the response to an emergency in their community. *Appendix 9: Special Considerations*

- Dangerous Goods Transportation
- Moora Airport
- Moore River 100 year flood
- Fire Risk across all of the Shire

Community activities:

- School holidays
- Harvest (high fire danger) - bans.
- Shire of Moora Agriculture Show – Annually September- approx. 1500 attend

Critical Infrastructure

During the emergency risk management assessment process, local government will identify critical infrastructure within the local government area that if affected by a hazard would have a negative and prolonged impact on the community. *Appendix 2: Critical Infrastructure*

HAZARD	CONTROLLING AGENCY	HMA	LOCAL COMBAT ROLE	LOCAL SUPPORT ROLE	WESTPLAN	LOCAL PLAN DATE
Air Crash	WA Police	WA Police	Moora Police	Moora VFRS St John Ambulance	[Westplan Air Crash](#)	Moora Police Local Hazard Plane Air Crash 2016
Animal and Plant Biosecurity	Dept. of Primary Industries and Regional Development (DPIRD)	Dept. of Primary Industries and Regional Development (DPIRD)	Dept. of Primary Industries and Regional Developme nt (DPIRD)	Shire of Moora WAPol	[Westplan Animal & Plant Biosecurity](#)	
Bushfire (LG)	Shire of Moora	DFES	Bushfire Brigades	VFRS,SES & CPFS	[Westplan Fire](#)	Bushfire Management Plan 2011
Earthquake	DFES	DFES	Moora SES	Shire of Moora CPFS	[Westplan Earthquake](#)	
Fire Urban	DFES	DFES	Moora VFRS	Shire of Moora	[Westplan Fire](#)	
HAZMAT Dangerous Goods	DFES	DFES	Moora VFRS	SJAA WAPOL CPFS	[Westplan HAZMAT](#)	
Human Epidemic	Dept. of Health	Dept. of Health	Wheatbelt Public Health	SJAA WAPOL Hospital	[Westplan Human Epidemic](#)	
Land Search	WAPOL	WA Police	Moora SES	Salvation Army	Westplan	
Road Crash	WAPOL	WA Police	WAPol Police	Moora VFRS St John Ambulance	[Westplan Roadcrash](#)	
Storm/ Tempest	DFES	DFES	Moora SES	Shire of Moora & CPFS	[Westplan Storm](#)	
Flood	DFES	DFES	Moora SES	Shire of Moora & CPFS	[Westplan Flood](#)	Moora SES Flood Plan

Part 3: COORDINATION OF EMERGENCIES

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Moorais committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

Incident Support Group (ISG)

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 HMA or the Local Emergency Coordinator in consultation with the HMA may convene an ISG 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.

Triggers for an ISG

The triggers for an incident support group are defined in State Emergency Management Plan Chapter 5 Response . These are;

a) where an incident is designated as "Level 2" or higher;

 b) multiple agencies need to be coordinated.

Membership of an ISG

The Incident Support Group is made up of agencies representatives that provide support to the Controlling Agency. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group.

The recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow, situational awareness and handover to 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. *Appendix 12: Contacts*

Frequency of Meetings

The 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 objectives by agencies sharing information and resources.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The locations for the ISG meetings will be set out in Contacts & Resources. *Appendix 10: Incident Support Group meeting locations.*

Media 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 HMA**.

This is achieved through the IMT position of "*Public Information Officer*" as per the AIIMS structure.

It is likely that individual agencies will want to issue media releases for their areas of responsibility.

Public information release times, issues identified and the content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Communication Principles

In an emergency, communication with stakeholders must adhere to the following principles:

- Timelines Regularly updating stakeholder on the situation

- Cooperation Being responsive and considerate to enquiries, deadlines and the other needs of stakeholders

- Sensitivity Prioritising stakeholders, guarding sensitive information as needed

- Transparency Remaining honest and open about the situation and the response progress

- Simplicity Ensuring communication is easily understood and consistent

- Accuracy Sharing only confirmed facts, never making assumptions or giving false information

- Accountability Accepting responsibility if appropriate and reasonable

Managing the Media

During an emergency, information used in the communication response must be controlled. The approval/sign off procedure must be adhered to so that all facts are accurate and their release is authorized. The HMA/IC is responsible for enforcing this procedure

During times of an emergency one of the most critical components of managing an incident is getting information to the public in a timely and efficient manner.

All warnings should be timed to allow ample time for residents to evacuate from the impending danger. The lead-time should include planning time, warning time, reaction time and travel time for the evacuees.

The Bushfire Warning System contains three levels of warning:

- An **ADVICE** will provide information on a bushfire that is not threatening lives or property but may be causing smoke near homes, such as a small containable fire.

- A **WATCH AND ACT** message is issued when there is a potential for lives and property to be threatened.

• An **EMERGENCY WARNING** means that immediate action must be taken to survive.

When the public are warned that they must evacuate, they should be given enough information.

- Community Information Boards are established, warnings may be disseminated via the Phone Trees.
- Standard Emergency Warning Signal.
- Emergency Alert.

The control of warnings such as within the Bushfire Warning System may need to be informed by information supplied by the agencies/individuals represented within the ISG.

Appendix 11: Local Public Warning Systems

Information to Provide to Those Evacuating

The following information will assist those evacuating to make decisions and to understand the scale of the emergency.

- Who has authorised the evacuation and why there is a need to evacuate
- Where the Welfare Centre is
- How much time they have
- What to do with pets
- Which way they must travel
- Checkpoints for registration (particularly if they decide to evacuate but choose not to use the Welfare Centre)
- Transport pick-up locations
- How to obtain transport if required
- What they should take with them (blankets, clothing and medical supplies) and whether there are any restrictions on what belongings they can take
- That they should advise family/friends of their intended evacuation plan
- That they will not be allowed back into the area until the HMA confirms that it is safe for them to do so That they should, before leaving their property, try to:
- Turn off gas/electricity
- Secure the property
- Leave a sign on the gate or door to show that they have left. This sign also to show what animals have been left behind and location of water supply.

Spontaneous Volunteers

When giving public information advise the public if there is a need for volunteers and if they are not needed give a reason why such as:

By entering the search area

- You disturb evidence
- Throw off tracking dogs
- Helicopters with FLIR cameras will be used

If spontaneous volunteers are to be used they must be registered on the Shires volunteer register or with The Red Cross. Make sure you give concise instructions on:

- Clothing and footwear
- Back pack with water and supplies
- A place to park vehicles
- Location of the registration sign in area

Donations in time of disaster

Media Statement on donations:-

Recovery of the community following an emergency event is the legislative responsibility of local government and as such we are anxious to ensure that we ensure the best possible outcome for our citizens affected by an emergency event or disaster.

In times of disaster, Western Australians have proved in the past to be extremely generous. Monetary donations have always and will continue to be the preferred means of providing assistance for affected persons. These donation not only provide the affected persons with the ability to make choices that best fit their situation but will also support local suppliers and merchants whose business would likewise benefit when we shop local.

The donation of any goods is strongly discouraged and should the need for specific items arise, this need will be broadcast in the normal way.

We strongly urge the public to find out what may be required before committing to donating goods. These donations often cause an unnecessary financial and storage burden for your local government as has been demonstrated following other national disasters.

The best way to assist those in need is through your generous donation of money and this is best achieved through the Lord Mayor's Disaster Relief Fund of WA, or through agencies such as the Australian Red Cross. These avenues for cash donations will be widely advertised so watch the media.

Thank you for your generous support.

General Enquiries

Frontline employees from outside the LEMC/ISG must be prepared to receive enquiries from the community. Agencies represented within the ISG shall ensure that the frontline staff are provided with a script based on the key messages. If the enquiry requires further information or comment, the caller or visitor must be transferred to an authorized spokesperson. If the frontline employee is unable to transfer the caller to the appropriate person, a message must be taken so that the call can be returned as soon as possible.

Enquiries from Concerned Relatives and Friends

Enquiries from concerned relatives and friends must be directed to the CPFS, Register.Find.Reunite the National Registration Inquiry System (NRIS) (via Red Cross) or WA Police, depending on the circumstances concerned. At all times you should:

• Establish the caller/visitors relationship to the person being enquired about

• Demonstrate care and listen to their concerns

• Remain calm

• Provide assurance that all necessary actions are being taken to manage the situation; and

• If you receive an enquiry about someone who is injured, deceased or unaccounted for, you must ensure that the HMA or Police are advised of the enquiry as soon as possible.

Finance Arrangements

State Emergency Management Policy 5.12 outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of SEMP 5.12, the Shire of Moorais 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 Moora occurs to ensure the desired level of support is achieved.

Part 4 – EVACUATION and WELFARE

Evacuation

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the HMA, the local government with the assistance of their LEMC have clear responsibilities to undertake pre emergency evacuation planning.

A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

To assist with emergency evacuation planning SEMC has endorsed the *Western Australian Community Evacuation in Emergencies Guide* which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

Evacuation may involve a complex operation that has the potential to place evacuees at risk during the evacuation. It can also de-stabilise a community and involve extensive welfare arrangements. Through careful planning, and a thorough knowledge of these arrangements, risks associated with the evacuation process can be minimized.

Circumstances may arise where there may be the need to totally or partially evacuate the population of a particular area due to a risk or the likelihood of a hazard such as:-

- Wildfire
- Structural Fire
- Transport Accident
- Storm
- Hazardous Material
- Earthquake
- Aircraft Accident
- Flood
- Infrastructure Failure
- Terrorism

Such evacuation could involve the following:-

1. Immediate danger to life

2. Damaged or uninhabitable homes

Immediate Evacuation

Evacuation of this kind will require an instant decision by the Hazard Management Agency. The Incident Manager should advise the Local Emergency Coordinator of:-

(a) The urgency of the evacuation.

(b) The estimated area of evacuation.

(c) The likely duration of the evacuation.

(d) The safe direction for evacuation.

The Hazard Management Agency should then arrange the immediate evacuation of the area to any convenient safe area

It should be noted that statistics indicate more than 25% of people will ignore this instruction and will, in preference, proceed to friends or relatives. The remaining evacuees can then either be allowed to return to their homes once the all clear is confirmed or, in the case of a longer duration of evacuation, transported to a designated Community Welfare Centre as nominated by the Welfare Coordinator.

Planned Evacuation

Where circumstances permit, an orderly evacuation may be achieved. Once again a significant proportion of the evacuated population will make their own accommodation provisions. Review of the evacuation matrix will indicate the likely level of welfare response, i.e., local, divisional, regional or state.

Authority

In accordance with State Emergency Management Policy 5.7 Community Evacuation as far as practicable, community members should be involved in the decision to stay or evacuate when threatened by an emergency. The decision to evacuate will be made by the Hazard Management Authority (HMA) or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

In accordance with reference B, an authorised officer may:

• Direct or by direction prohibit, the movement of people, animals and vehicles within, into, out of, or around the affected area or any part of the affected area.

• Direct the evacuation and removal of persons or animals from the affected area or any part of the affected area.

• Close any road, access route or area of water in, or leading to, the affected area.

Decision to Evacuate

Decisions relating to evacuation during an emergency rest with the Controlling Agency, which should be cognisant of;

• The threat of the hazard • Community preparedness

• Community vulnerability

• Time available to conduct the evacuation safely

• Safety of persons conducting the evacuation

• Local Emergency Management arrangements and other arrangements in place

• Safer alternatives

- Identification of the safest corridors for egress
- Availability of effective public communicating resources
- The number of people, capability and demographics of the groups to be evacuated
- Method of evacuation
- Any legislative provisions
- Requirement of managing the welfare of domestic pets of evacuees.

Voluntary Evacuation

Voluntary evacuation may be made by private transport to safe havens (as determined by evacuees) or by provided transport (if private is not available) to a suitable welfare centre as determined by the HMA in consultation with the LG and CPFS. It is the Hazard Management Agencies responsibility to manage strategic points on traffic routes to facilitate the safe and effective movement of traffic.

A community, or any part of that community, may elect to self-evacuate acting on information or advice received through the media or other sources including relevant warning authorities e.g. Bureau of Meteorology (BOM) Flood Warning Centre or on advice from the Incident Controller (IC) of the HMA or Area Coordinator.

The IC could advise residents to self-evacuate. This type of evacuation is not reliant upon an Emergency Situation Declaration Section 50 of the Emergency Management Act 2005, but can be provided as a general precautionary public warning to provide a threatened community with sufficient time to evacuate safely. The aim of providing this warning is to negate the need for a compulsory evacuation at a later time, when the movement of people may be more hazardous.

Emergency Evacuation

Persons residing within the Shire may be advised to evacuate their premises at any time for any reason on order from Authorised Officers acting in accordance with an Emergency Situation Declaration.

The Incident Controller are responsible for co-ordinating the evacuation. If the area is too dangerous for emergency workers, other means of alerting the public will be required. Consider:

- Telephone
- Emergency Alert System (automated phone system)
- Email (some remote properties have access to satellite internet).
- Community Information Points/Bushfire Ready phone trees.
- Siren/megaphones on emergency vehicles.

If the HMA deems it necessary to conduct a door knock of the affected area, the HMA can request that a combat agency Police, SES and Bush Fire Brigades may be co-opted to assist this process. The priority of the emergency services is to protect life.

Refusal to Evacuate

The Controlling Agency is to provide clear direction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

Also the Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision.

Where possible, a procedure should be put in place to track the remaining residents' welfare.

Special Needs Groups

This section should list an 'at risk' groups within your community. The purpose behind this is so that a Controlling Agency that is planning evacuation will be able to identify locations which require special attention or resources.

- Schools
- Nursing homes
- Child care centres
- Hospitals
- Sick/immobile residents
- Those with a different language,
- People without transport
- School children who may not be able to return home
- Tourists visiting the area
- Caravan parks & camp grounds
- Persons with disabilities
- CALD community

Each section of the section of the community mentioned above should have their own evacuation arrangements. *Appendix 6 Special Needs Groups*

Record of Evacuation

If it is possible, a record of people leaving the area should be maintained by the personnel manning road blocks (MRWA, WAPOL, Shire and DFES). This information is useful not only for recording the location of evacuees, but also for identifying possible arsonists.

Information should include:

- names of people evacuating,
- vehicle registration number,
- Destination, and contact telephone number at destination (if known).

This information is to be passed on to the HMA – Incident Controller and The Shire of Moora is to maintain a register to record:

- Names of people who have evacuated and where they have gone to
- Names of people who are staying, and details of pets/animals left behind.

Transport

Under State Emergency Management Policy 5.7, Community Evacuation is the responsibility of the Controlling Agency to arrange for transport of evacuees who should be cognisant of;

- The method of evacuation including transportation requirements
- It is recommended that there are clear lines of communication between the Controlling Agency, the Local Government during any emergency evacuation

It is likely there will be a requirement to provide transport for some of the people to be relocated from the Welfare Centres; in particular, people with special needs.

If resources are available and it is safe to do so, The Shire of Moora will assist with the transport of people with special needs from the Welfare Centre to a nominated hospital.

The Shire of Moora will, if directed and if resources are available, also help people without transport leave the affected area. Collection from residences will be considered by The Shire of Moora on a case-by-case basis. It may be necessary to provide a bushfire appliance or police escort when collecting from residences.

Arrangements for School Children

If an emergency occurs during school hours and children are not able to safely return home, it is the responsibility of the school to care for the children until they are collected by their parents or another person nominated by their parent. If the emergency causes the evacuation of a school, the School Evacuation Plan is to be implemented.

Evacuation Considerations

If a small number of people were required to evacuate, the Department for Child Protection & Family Support would explore alternative arrangements, depending upon the situation at the time. This may include a range of options such as commercial and private facilities.

- Some special groups may need their own secure section in an evacuation centre, or a separate evacuation centre.

- Childcare, Schools and Aged and Community Care Accommodation Facilities e.g. hostels, group homes – should each have their own evacuation procedures.

- Welfare Centres will allow Assistance Dogs e.g. Guide Dogs, "Hearing" Dogs and registered Disability Aid Dogs into the Centre. All other animals must be kept outside.

- People can return to their homes to clean up and then return to the Welfare Centre for food and sleep with permission from the HMA.

- Arrangements to be made to provide a local point of contact when the Welfare Cshuts down (name and phone number to be displayed on door so that people who need assistance can obtain help).

- CPFS staff will provide reasonable access to mobile phones for evacuees wishing to contact relatives

Evacuation Plans

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

- The Midlands Road
- Bindoon Moora Road
- Dandaragan Road
- Great Northern Highway

Refer to *Appendix 7: Routes & Maps*
This section provides a map of the locality and identifies any issues and local land marks.

The Department for Child Protection and Family Support (CP) has the role of managing welfare. CPFS has developed a Local Emergency Management Plan for the provision of Welfare Support for the Moora District.

N.B. All aspects of evacuation are the responsibility of the Controlling Agency's Incident Controller – Another agency/person may assist if requested and appropriate. This MAY include developing an evacuation plan AND/OR undertaking activities in support of the plan. This template can be used to develop a plan or documenting decisions and strategies from another agency where time permits – or as an aide-memoire where action needs to be taken urgently.

This document compiled by:	Name:		Position:	
Time:	Date:		Signature:	

Are details of the evacuation entered on a crisis information management system (e.g. WebEOC)? *Please specify?*	☐Yes	☐No

Incident Name / Reference	

Situation

Briefly describe the situation or emergency which has, or may cause, a recommendation to an affected community to evacuate:

Summary of key risks

Issue(s)	Likelihood	Consequences	Mitigation Strategy
	low/med/high	low/med/high	
	low/med/high	low/med/high	

Mission

Briefly describe the Mission in this evacuation or potential evacuation:

Specified Objectives:

Execution

Key Roles

HMA/Controlling Agency and Incident Controller:

Agency:	Incident Controller:
Contact Number(s):	Email:

Operational Area Manager (if appointed) :	
Agency:	Operational Area Manager:
Contact Number(s):	Email:

Police Commander :	
Agency: WA Police	Name:
Contact Number(s):	Email:

Emergency Coordinator(s): *(Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district levels)*	
Agency: WA Police	Local Emergency Coordinator:
Contact Number(s):	Email:
Agency: WA Police	District Emergency Coordinator:
Contact Number(s):	Email:

Evacuation Manager: *(Where appointed - this position will generally sit under Operations in the incident management system (e.g.AIIMS)*	
Agency:	Name:
Contact Number(s):	Email:

Other:	

Major Facilities	

Location of the Incident Control Centre:	
Name of ICC:	Location:
Contact Number(s):	Email:

Location of the Incident Control Point/Forward Control Centre *(if applicable)***:**	
Name of ICP:	Location:
Contact Number(s):	Email:

Location of the Incident Support Group *(if activated):*	
Name of ISG site:	Location:
Contact Number(s):	Email:

Location of the Operational Area Support Group *(if activated):*	
Name of OASG site:	Location:
Contact Number(s):	Email:

Location of the Primary Evacuation Centre: *(if activated)*	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Location of the Secondary Evacuation Centre: *(if activated)*	
Name of Centre:	Location:
Contact Name:	Capacity:
Contact Number(s):	Facilities:
Other	

Decision Phase: *that getting people out is best*		
The decision to recommend the evacuation of a community is the responsibility of the Controlling Agency's Incident Controller. The decision may be made in consultation with:		

☐ Controlling Agency	☐ ☐ WA Police
Name(s)	*Name(s)*

☐ ☐ Other Experts	
Name(s)/Agency(ies)	*Name(s)/Agency(ies)*
Name(s)/Agency(ies)	*Name(s)/Agency(ies)*

Does the person making the decision to recommend evacuation have the legislated authority:	☐ Yes ☐ No/Unknown
If yes, give details:	If No/Unknown, state reasons:

Relevant issues to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	☐	☐
Information source / validity	☐	☐
Competing tasks	☐	☐
Ability / risk to evacuate	☐	☐
Safety of community	☐	☐
Safety of vulnerable and other at-risk persons	☐	☐
Staffing (resourcing)	☐	☐
Community preparedness	☐	☐
Communication processes	☐	☐
Sufficient shelter provisions	☐	☐
Safety of emergency responders	☐	☐
	☐	☐
	☐	☐
Other (please specify)	☐	☐

Trigger Points - Are there identified trigger points for evacuation to be recommended or commenced? If Yes, specify below:	Yes ☐	No ☐

Trigger Point	Activity

		Yes	No
Alternatives - By necessity, are there any alternatives to an evacuation:		Yes	No
Shelter in place		☐	☐
Identified community refuge		☐	☐
Private shelter		☐	☐
Other		☐	☐
Other		☐	☐
Other		☐	☐

Warning Phase: *telling people of the need to go*			

The issuing of a warning/recommendation to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with related tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.

Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	☐	☐
Location of area affected	☐	☐
Predicted impact time	☐	☐
Predicted severity	☐	☐
How people should respond	☐	☐
Where to get further information	☐	☐

If you answered No to any of the above, please enter reason(s):

Other information to include (if appropriate):	Yes	No
Instructions for vulnerable and other at-risk persons	☐	☐
Ancillary issues, such as domestic pets, medications, identification	☐	☐
Limitations on possession. e.g. oversize items, livestock	☐	☐
Recommended personal items. e.g. toiletries, clothing, baby formula	☐	☐
Recommended transport routes and/or transport options	☐	☐

	Yes	No
Security of evacuated areas (assurance patrols or similar if safe to do so)	☐	☐
Advice on utilities and air conditioning. e.g. switch off gas, electricity	☐	☐
Advise to inform relatives / friends on your intentions / destination	☐	☐
Information about 'Register. Find. Reunite' system	☐	☐
Other (specify):	☐	☐
Other (specify):	☐	☐
Other (specify):	☐	☐
Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	☐	☐
Media (radio)	☐	☐
Telephone contact	☐	☐
Short Message Service (SMS)	☐	☐
Emergency Alert	☐	☐
Standard Emergency Warning Signal	☐	☐
Door knocks	☐	☐
Verbal messages	☐	☐
Community meetings	☐	☐
Sirens	☐	☐
Public address systems	☐	☐
Agency websites	☐	☐
Email	☐	☐
Social networking sites	☐	☐
Print material	☐	☐
Other (specify):	☐	☐

Withdrawal Phase: *getting people out*

The responsibility for evacuating a community remains with the Controlling Agency's Incident Controller. The Incident Controller may request assistance with specific activities as part of their (documented) evacuation strategy or the development/execution of an evacuation strategy may be delegated by agreement. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the Incident Controller where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.

Key components of an evacuation strategy to consider:	Yes	No
Does a plan already exist for all or part of the affected area?	☐	☐
Sectorising of the affected area and phased evacuation activity	☐	☐
Vulnerable at other at risk	☐	☐
Consideration of assembly areas if required	☐	☐
Evacuation centre(s) identified (with CPFS – welfare support)	☐	☐
Forecast need for registration and reunification	☐	☐
Identify transport options	☐	☐
Develop traffic management plan	☐	☐
Multi agency communications arrangements / plan	☐	☐
Any use of flagging of evacuated properties	☐	☐
Security of evacuated area	☐	☐
Actions on persons declining to evacuate	☐	☐
Other considerations (not identified)	☐	☐
Outline of evacuation strategy		
Does a plan already exist?	☐	☐
Sectorise / Phase the affected area if appropriate:		
Vulnerable and other at risk persons (aged, CALD, children, walking wounded, people with disability, etc.):		
Consider assembly areas, if required:		
Evacuation centre(s) identified (CPFS to coordinate welfare support on request):		
Forecast need for registration and reunification (Register, Find, Reunite):		

Identify transport options (including by land, sea or air, as applicable):

Develop traffic management plan (consider ingress and egress routes, sole use of route for evacuees/emergency responders, welfare/first aid en route as applicable, etc):

Identify multi agency communications arrangements/plan:

Flagging of evacuated properties (any scheme in place for flagging by residents or responders):

Security of evacuated area:

Actions on persons declining to evacuate (e.g. possibility of registration/list of premises).

Note: Unaccompanied children should be evacuated to CPFS centre.

Other considerations:

Shelter Phase: *where people can go and providing support*		

The Controlling Agency's Incident Controller is responsible for ensuring evacuated persons are appropriately provided for. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department for Child Protection and Family Support on request. Where this plan has been delegated, confirm whether CPFS have been activated by the Controlling Agency or this is a task requested as part of the delegation of the planning. In addition, if facilities are required that will accept animals, Local Government should be able to provide advice.

Considerations of evacuation centre:	Yes	No
Safe location	☐	☐
Effective shelter from elements	☐	☐
Toilets / Showers	☐	☐
Provisions for people with disabilities (access, eating, toileting, transferring, bathing and dressing).	☐	☐
Heating / Cooling	☐	☐

Private areas / space	☐	☐
Kitchen (food / water / dining)	☐	☐
Sleeping areas	☐	☐
Car parking	☐	☐
Registration facilities	☐	☐
Re-union location	☐	☐
General information / updates	☐	☐
Financial assistance	☐	☐
Insurance enquiries	☐	☐
Counselling	☐	☐
First aid	☐	☐
Legal services	☐	☐
Child minding / personal support	☐	☐
Interpreters	☐	☐
Entertainment	☐	☐
Cleaning / rubbish removal	☐	☐
General security	☐	☐
Traffic management plan	☐	☐
Have the following actions been taken:	Yes	No
Registration and reunification process (Register, Find, Reunite) access requested / delivered - CPFS	☐	☐
Welfare response requested (through CPFS)	☐	☐
Other resources are in position to commence registration of evacuees (pre-Red Cross attendance)	☐	☐
Recommended Appendices:	Yes	No
Incident Management Team (IMT) contact list	☐	☐
Residents contact list	☐	☐
Record of warning messages (date / time / method)	☐	☐
Risk assessment matrix	☐	☐
Traffic management plan	☐	☐
Maps	☐	☐

	Yes	No
Record of advice provided to affected areas / persons	☐	☐
List of vulnerable and other at-risk people / locations	☐	☐

Return Phase: *allowing people back and supporting their return*		

The decision to allow a community to return and planning for this phase is the responsibility of the Controlling Agency's Incident Controller, along with providing accurate and timely information to the displaced community. Where other agencies are assisting, it is important that this is confirmed and decisions swiftly disseminated to relevant personnel.

Key considerations:	Yes	No
The affected area being declared safe	☐	☐
Crime scene preservation	☐	☐
Availability of health and welfare services and support mechanisms	☐	☐
Availability of services and utilities (gas, electricity, roads)	☐	☐
Evacuees' psychological and physical health	☐	☐
Transport for people with a disability or other special needs	☐	☐
Economic factors involved in the return of evacuees	☐	☐
Possible need for a phased return / traffic management / permit system	☐	☐
Local Recovery Coordinator / Coordinating Committee included in planning	☐	☐
Other (specify):	☐	☐
Informing other stakeholders of the decision:	Yes	No
Community representatives	☐	☐
Department for Child Protection and Family Support	☐	☐
Department of Agriculture and Food WA	☐	☐
Department of Fire and Emergency Services	☐	☐
Department of Health	☐	☐
Department of Parks and Wildlife	☐	☐
Department of Environment Regulation	☐	☐
Department of Mines and Petroleum	☐	☐
Department of Transport	☐	☐
Local Government	☐	☐
Main Roads WA	☐	☐
Utility Companies	☐	☐

Water Authorities		☐	☐
WA Police		☐	☐
Other (specify):		☐	☐
Other (specify):		☐	☐
Other (specify):		☐	☐
Other (specify):		☐	☐

Verification of Return Process - The decision to allow return is:

Authorised by:	*(name/title)*	at hours on *(time)*	*(date)*
Organisation:			

ADMINISTRATION & LOGISTICS	
Communications	
Safety	
Records Management	
Transport	
Equipment	
Medical	
Meals	
Other (specify):	
Other (specify):	
Other (specify):	
Other (specify):	

APPENDIX 3A - Bushfire Evacuation Message Template

Bushfire Evacuation Message

- A bushfire [EMERGENCY WARNING/WATCH AND ACT] has been issued for people at [address] due to a bushfire.
- The bushfire is burning in [name area] between [road/landmark] and [road/landmark] and is burning towards [landmark]. (Refer to map if available)
- [The Department of Parks and Wildlife/Department of Fire and Emergency Services] under the [Bush Fires Act/Fire Brigades Act/Emergency Management Act] [recommend/direct] you and your family to leave immediately.
- This will be the only doorknock warning. There is a threat to lives and hoes. You need to act immediately. Your best chance for survival is to leave now.
- You should leave via [directions]
- The Department of Child Protection and Family Support has an evacuation centre at [place]. If you have animals, the Local Government has arranged that you can go to [place] If you have family or friends away from the area, you may prefer to go there.

  OR

  You should go to family or friends who live away from te area (ie if no evacuation centre set up).

  Note – unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of Department for Child Protection and Family Support at the evacuation centre.

- If you need help to leave, contact someone who can help you now. If you can't get hold of them or they can't help you immediately, tell us.
- If you care for anyone in the evacuation area, are you able to collect them on the way out safely? If not, tell us.

Today's Fire Danger Rating is [severe/extreme/catastrophic] which means it may not be possible to actively defend your home.

Incident Controller   **WA Police**

Signed   _____   Signed   _____

Date   _____   Date   _____

Time   _____   Time   _____

Bushfire Evacuation Information

If you leave your home for a safer place:

- It is important that you take everything you need when you leave, such as your bushfire survival kit, including important papers, medications and personal supplies.
- **Road blocks and other controls are in place and once you leave it is unlikely that you will be allowed to return home under any circumstance.**
- *If you disregard this recommendation or direction and **stay***:
- You may be committing an offence.
- You need to get ready to actively shelter in your home and actively defend it.
- Your home needs to be prepared to the highest level and constructed to bushfire protection levels ie. Enclosed eaves, covers over external air conditioners, metal flyscreens. It is too late to do it now.
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on fire fighters to protect you and your property.
- You need to be prepared emotionally, mentally and physically to actively defend your property and consider your family members.
- You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots. Most people die in a bushfire from radiant heat.
- You may need to defend your house from spot fires and embers for several hours and may not be able to keep up to date with a changing situation.
- You need to have adequate supplies of necessary items such as food, drinking water and petrol. If you leave your property during the fire to restock it is likely that you will not be allowed to return home.
- You are likely to lose power, water, gas and phone services. It may be days or even weeks before these services are restored.
- You will need to have an independent water supply. This should be a concrete or steel tank with a 20,000-litre capacity to ensure adequate defence of your home.
- You will need a generator with more than 1.5kVA capacity to drive a home pressure pump or a petrol or diesel firefighting pump in order to have a water supply for actively defending your home.
- You must stay in the house when the fire front is passing, this usually takes 5-15 minutes. You need to actively defend while sheltering.
- You need to take shelter inside, go to a room that is furthest from the fire front. Make sure you can easily escape from the building, preferably in a room with two exists and a water supply (eg. a laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out and go to an area that has already been burnt. Close all internal doors and leave through the door furthest from the approaching fire. Many people have died from toxic smoke and fumes when their house has caught fire.

If you require more information you can call 1300 657 209, log onto the Department of Fire and Emergency services website www.dfes.wa.gov.au and listen to local ABC radio

Evacuation Centres

Note:

- **Moora Performing Arts Centre (MPAC) is the Shire of Moora primary evacuation centre.** The other locations listed below may be utilised in relation to incidents of a low level or for other welfare and recovery purposes such as one stop shop locations or for temporary post incident administration or coordination facilities for agencies such as lifeline organisations.

- Moora Recreation Centre is a shared facility between the Shire of Moora and Central Midlands Senior High School and thus is not suitable for use as an evacuation or welfare centre during school terms.

Name	Capacity (persons)	Address	ESD reference	Contact
Bindi Bindi Community Centre	100	Toodyay Bindi Road, BINDI BINDI		**Ranger** 0408 511 409 OR **CEO** 9651 0000
Coomberdale Fire shed	50	Midlands road COOMBERDALE		
Watheroo Town Hall	150	Midlands Road, WATHEROO		
Miling Town Hall	150	Grt Northern Highway, MILING		
Moora Recreation Centre	150	Roberts Street MOORA		
Moora Performing Arts Centre	200	Padbury Street, MOORA		
Central Midlands Senior High School	150	Ranfurly Street, MOORA		

Bindi Bindi Emergency Evacuation Guide
Shire of Moora: 9651 0000

AREA COVERED: Bindi Bindi Townsite   **MAP:** Emergency Services Directory 2008 Page xxxx

AUTHORITY:

Authorisation to evacuate is given by **Hazard management Agency Incident Controller**
Control and coordination Incident managed by **Hazard Management Agency or an Authorised Officer (pol.no. 4.7.12)**
Control and coodination of Evacuation/Welfare Centre is managed by **Department of Communities**

Key Roads	Key Infrastructure
1. Bindi Bindi Toodyay Road 2. Miling Moora Road 3. Ballidu Bindi Bindi Road 4. Great Northern Highway 5. Bindi Bindi East Road	1. CBH 2. Community Centre

Key Contacts:

1.	Shire Office (Moora):	9651 0000	8.	Western Power:	131 351
2.	Police Station:	9651 1106	9.	Water Corporation:	131 375
3.	State Emergency Services:	132 500			
4.	Police:	000			
5.	Ambulance:	000			
6.	Fire:	000			
7.	Crisis Care (DP):	9223 1111			

Information Management

1.	State Alert	1300 566 588	4.	Shire CEO:	9651 0000
2.	ABC Radio	9325 2492	5.	WA Newspaper:	9842 3111
3.	Police:	9651 1106			

HMA instructions check list

- ☐ Alert/Inform local Police
- ☐ Alert/Inform DFES or WA Police to activate **STATE ALERT** Phone System
- ☐ Advise Media Officer to employ information management tools such as ABC radio, TV and local paper
- ☐ Alert/inform Department of Communities
- ☐ Advise Special Needs group
- ☐ Employ support agencies and volunteers for evacuation planning

Special Needs Groups

1.

Culturally and linguistically Diverse (CALD)

1.

Significant Events

1. Nil

Evacuation /Welfare Centres	Business	After Hours
1. Bindi Bindi Community Centre	9651 0000	

Bindi Bindi Townsite

Bindi Bindi Townsite
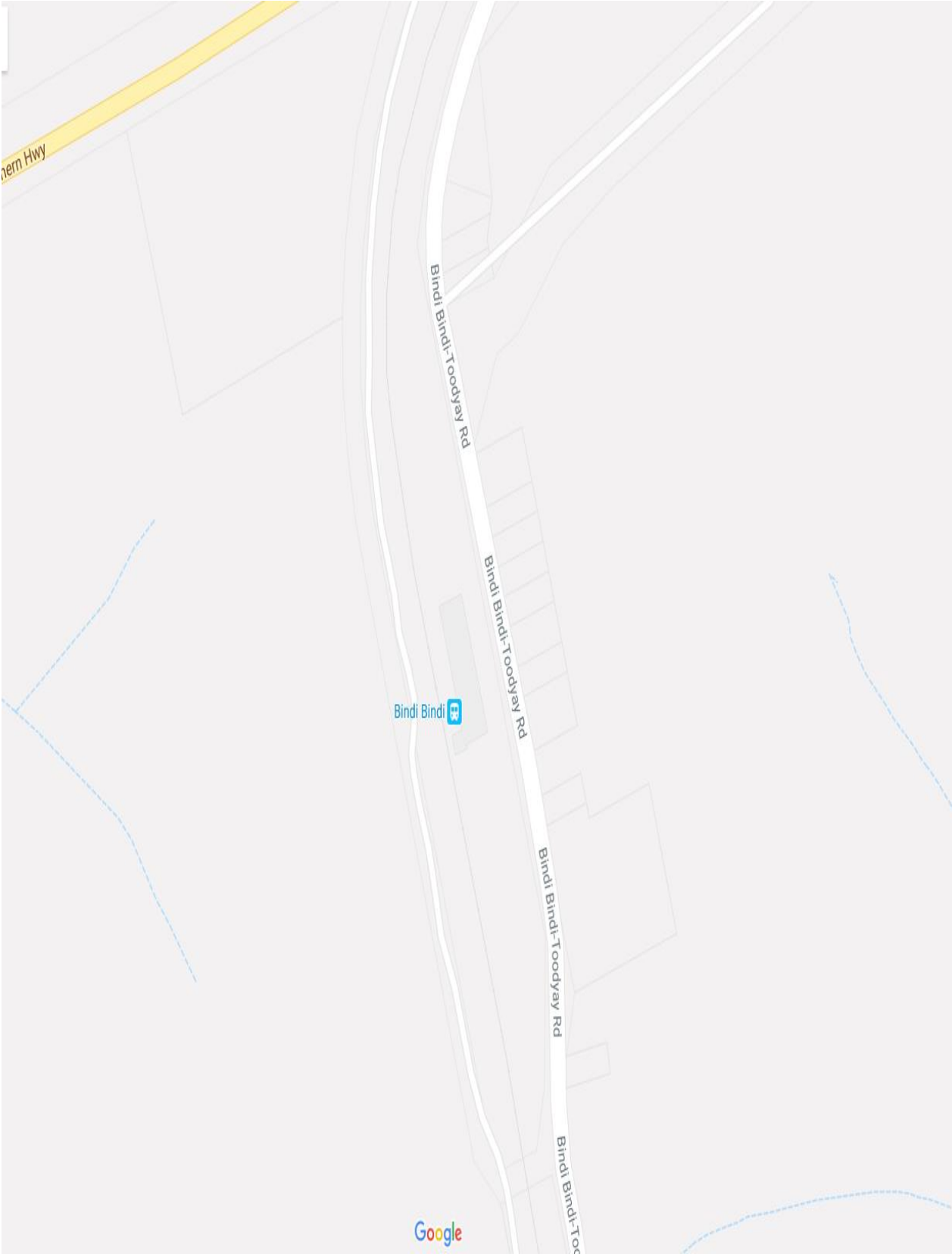
Coomberdale Emergency Evacuation Guide
Shire of Moora: 9651 0000

AREA COVERED: Coomberdale Townsite   **MAP:** Emergency Services Directory 2008 Page xxxx

AUTHORITY:

Authorisation to evacuate is given by **Hazard management Agency Incident Controller**
Control and coordination Incident managed by **Hazard Management Agency or an Authorised Officer (pol.no. 4.7.12)**
Control and coordination of Evacuation/Welfare Centre is managed by **Department of Communities**

Key Roads	Key Infrastructure
1. Midlands Road 2. Coomberdale East Road 3. Coomberdale West Road 4. Kiaka Road 5. Namban East Road 6. Dalaroo Road	7. Community Fire Shed 8. Resturant

Key Contacts:

10. Shire Office (Moora):	9651 0000	17. Western Power:	131 351
11. Police Station:	9651 1106	18. Water Corporation:	131 375
12. State Emergency Services:	132 500		
13. Police:	000		
14. Ambulance:	000		
15. Fire:	000		
16. Crisis Care (DP):	9223 1111		

Information Management

4. State Alert	1300 566 588	4. Shire CEO:	9651 0000
5. ABC Radio	9325 2492	5. WA Newspaper:	9842 3111
6. Police:	9651 1106		

HMA instructions check list

- ☐ Alert/Inform local Police
- ☐ Alert/Inform DFES or WA Police to activate **STATE ALERT** Phone System
- ☐ Advise Media Officer to employ information management tools such as ABC radio, TV and local paper
- ☐ Alert/inform Department of Communities
- ☐ Advise Special Needs group
- ☐ Employ support agencies and volunteers for evacuation planning

**Special Needs Groups**

1. Nil

Culturally and linguistically Diverse (CALD)

1. Nil

Significant Events

1. Nil

Evacuation /Welfare Centres	Business	After Hours

Coomberdale Townsite
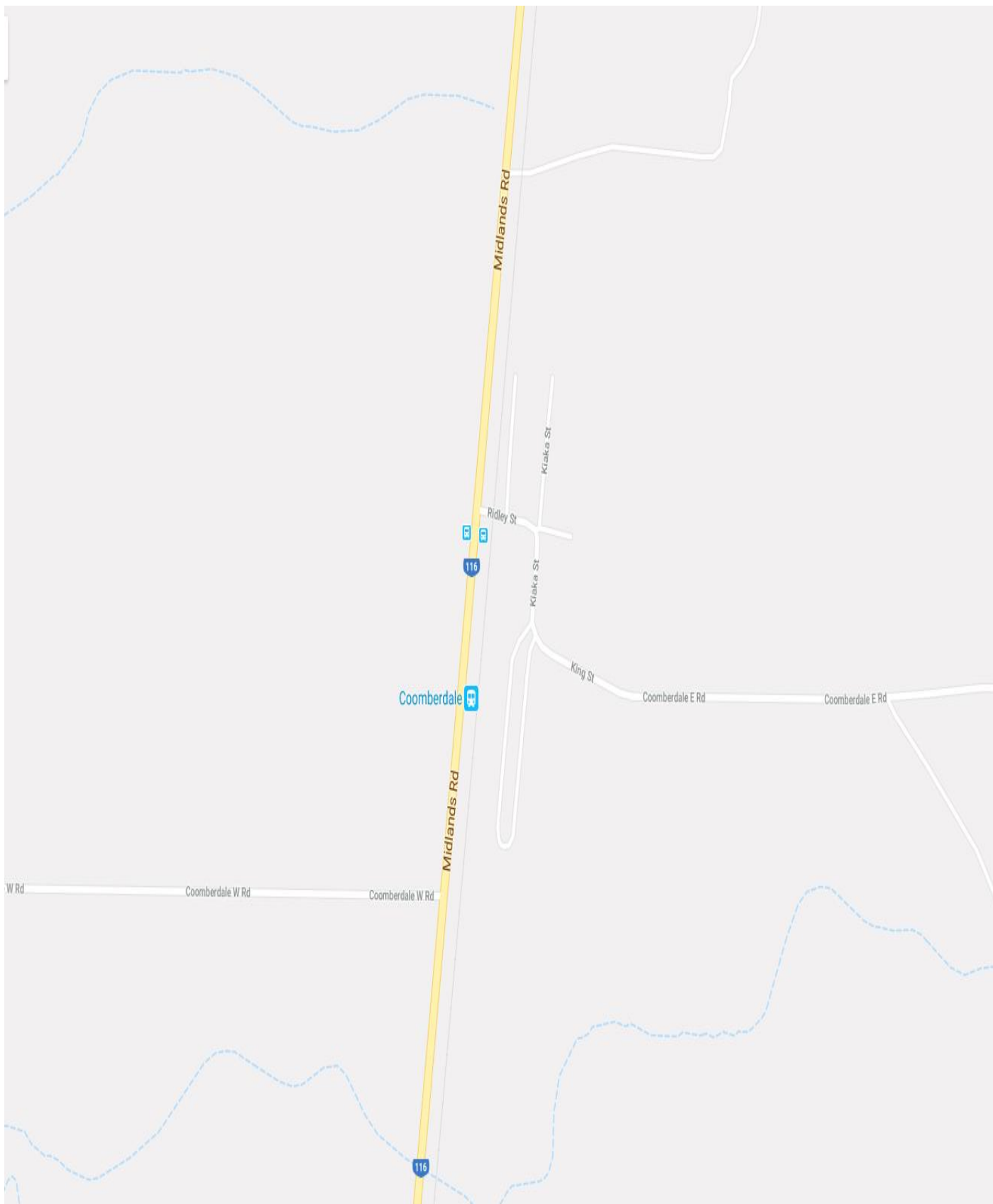
Moora Emergency Evacuation Guide
Shire of Moora: 9651 0000

AREA COVERED: Moora Townsite   **MAP:** Emergency Services Directory 2008 Page xxxx

AUTHORITY:

Authorisation to evacuate is given by **Hazard management Agency Incident Controller**
Control and coordination Incident managed by **Hazard Management Agency or an Authorised Officer (pol.no. 4.7.12)**
Control and coordination of Evacuation/Welfare Centre is managed by **Department of Communities**

Key Roads	Key Infrastructure	
1. Midlands Road	1. Moora Hospital	8. Senior High School
2. Gardiner Street	2. Police Station	9. Water Pumping Stration
3. Miling Moora Road	3. Ambulance Depot	10. Shire Office & Depot
4. Berkshire Valley Road	4. Shopping Centres	11. Doctors Surgery
5. Dandaragan Street	5. Recreation Centre	12. Child & Aged Care
6. Wheatbin Road	6. Moore River Bridges	13. Telephone exchange
7. Bindoon Moora Road	7. Primary Schools	14. VFRS

Key Contacts:

1.	Shire Office (Moora):	9651 0000	8.	Western Power:	131 351
2.	Police Station:	9651 1106	9.	Water Corporation:	131 375
3.	State Emergency Services:	132 500	10.	Department of Education:	9622 0200
4.	Police:	000	11.	Main Roads:	9622 4777
5.	Ambulance:	000			
6.	Fire:	000			
7.	Crisis Care (DP):	9223 1111			

Information Management

1.	State Alert	1300 566 588	4.	Shire CEO:	9651 0000
2.	ABC Radio	9325 2492	5.	WA Newspaper:	9842 3111
3.	Police:	9651 1106			

HMA instructions check list

- ☐ Alert/Inform local Police
- ☐ Alert/Inform DFES or WA Police to activate **STATE ALERT** Phone System
- ☐ Advise Media Officer to employ information management tools such as ABC radio, TV and local paper
- ☐ Alert/inform Department of Communities
- ☐ Advise Special Needs group
- ☐ Employ support agencies and volunteers for evacuation planning

Special Needs Groups

1. Disability Services Commission

Culturally and linguistically Diverse (CALD)

1. Nil

Significant Events

Moora Agriculture Show (Sep)	Australia Day Breakfast
Anzac Day Service	Remberence Day Service
Christmas Street Party (Dec)	

Evacuation /Welfare Centres	Business	After Hours
1. Central Midlands Senior High School	9651 0000	
2. Moora Performing Arts Centre (MPAC)	9651 0000	
3. Moora Recreation Centre	9651 0000	

Moora Townsite
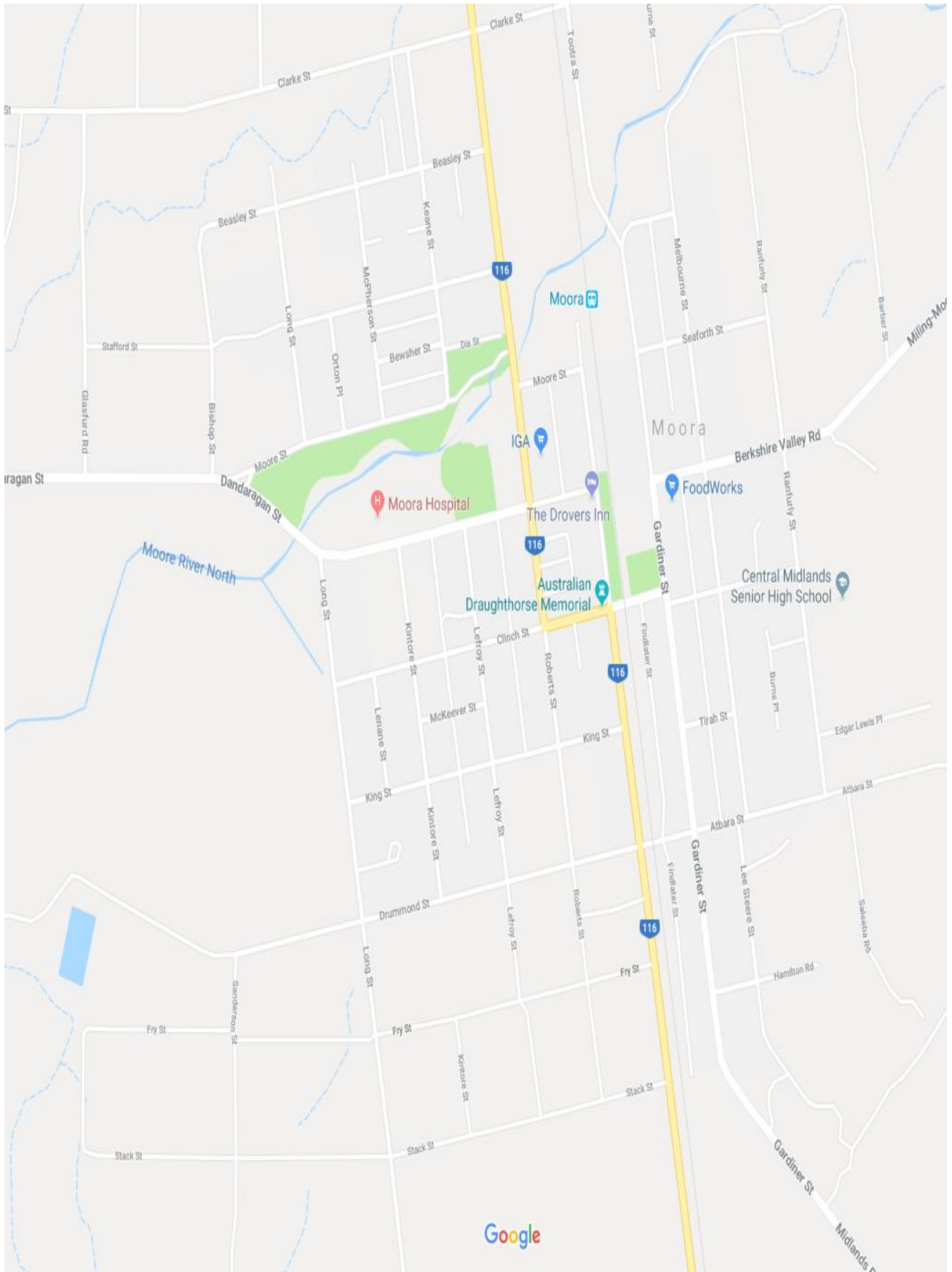
Miling Emergency Evacuation Guide

Shire of Moora: 9651 0000

AREA COVERED: Miling Townsite   **MAP:** Emergency Services Directory 2008 Page xxxx

AUTHORITY:

Authorisation to evacuate is given by **Hazard management Agency Incident Controller**
Control and coordination Incident managed by **Hazard Management Agency or an Authorised Officer (pol.no. 4.7.12)**
Control and coordination of Evacuation/Welfare Centre is managed by **Department of Communities**

Key Roads	Key Infrastructure
1. Midlands Road 2. Miling Watheroo Road 3. Watheroo Road 4. Marah Street 5. Hilfers Road 6. Namban East Road 7. Namban West Road 8. Railway Road	1. Watheroo Primary School 2. Watheroo Station Tavern 3. Fire Shed 4. Watheroo Town Hall 5. General Store 6. Watheroo Traders

Key Contacts:

1. Shire Office (Moora): 9651 0000 2. Police Station: 9651 1106 3. State Emergency Services: 132 500 4. Police: 000 5. Ambulance: 000 6. Fire: 000 7. Crisis Care (DP): 9223 1111	

Information Management

1. State Alert	1300 566 588	4.	Shire CEO:	9651 0000
2. ABC Radio	9325 2492	5.	WA Newspaper:	9842 3111
3. Police:	9651 1106			

HMA instructions check list

☐   Alert/Inform local Police
☐   Alert/Inform DFES or WA Police to activate **STATE ALERT** Phone System
☐   Advise Media Officer to employ information management tools such as ABC radio, TV and local paper
☐   Alert/inform Department of Communities
☐   Advise Special Needs group
☐   Employ support agencies and volunteers for evacuation planning

Special Needs Groups

1.   Disability Services Commission

Culturally and linguistically Diverse (CALD)

1.   Nil

Significant Events

Evacuation /Welfare Centres	**Business**	**After Hours**
1. Central Midlands Senior High School	9651 0000	
2. Moora Performing Arts Centre (MPAC)	9651 0000	
3. Moora Recreation Centre	9651 0000	

Miling Townsite
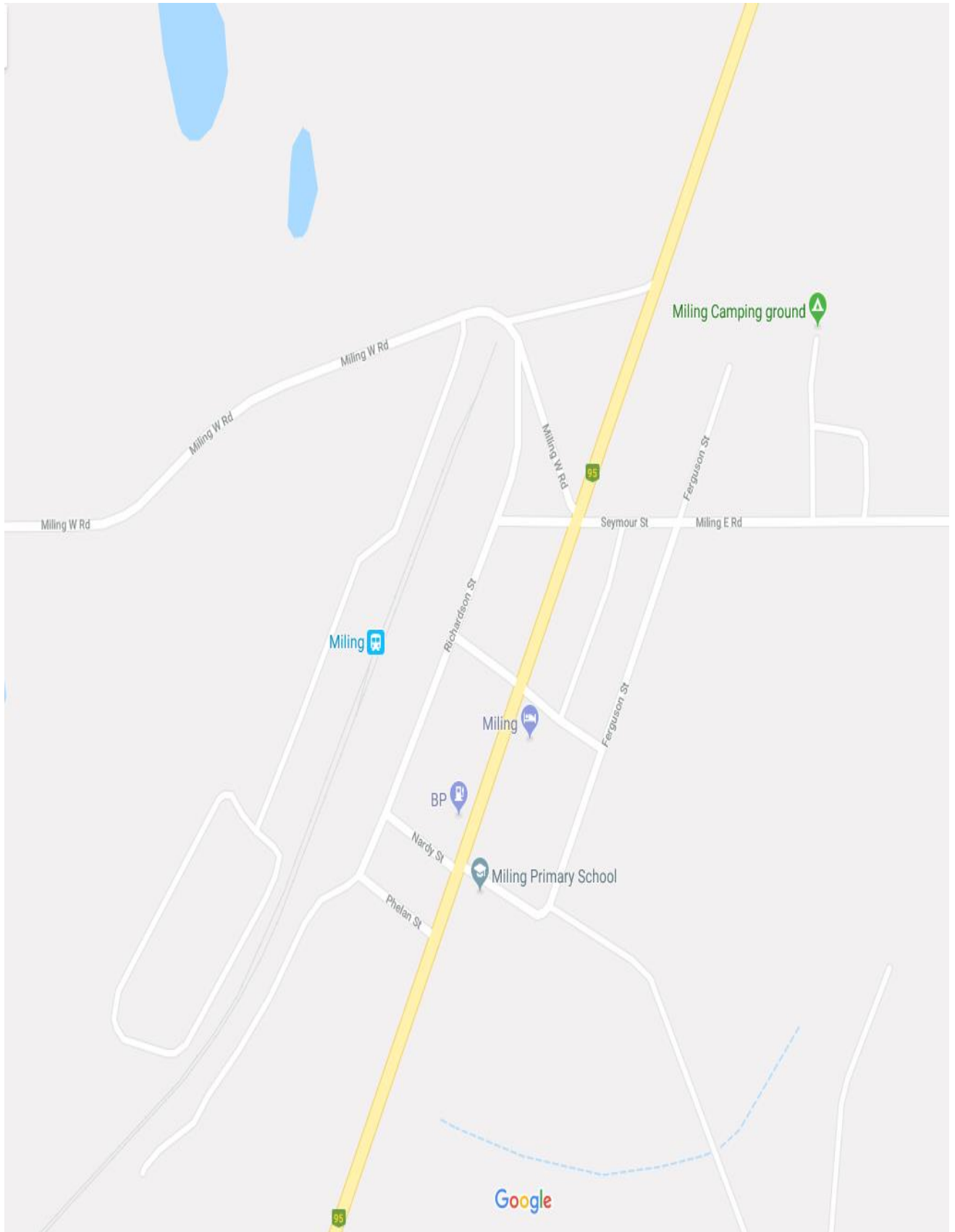
Watheroo Emergency Evacuation Guide

Shire of Moora: 9651 0000

AREA COVERED: Watheroo Townsite **MAP:** Emergency Services Directory 2008 Page xxxx

AUTHORITY:

Authorisation to evacuate is given by **Hazard management Agency Incident Controller**
Control and coordination Incident managed by **Hazard Management Agency or an Authorised Officer (pol.no. 4.7.12)**
Control and coordination of Evacuation/Welfare Centre is managed by **Department of Communities**

Key Roads	Key Infrastructure
9. Midlands Road 10. Miling Watheroo Road 11. Watheroo Road 12. Marah Street 13. Hilfers Road 14. Namban East Road 15. Namban West Road 16. Railway Road	7. Watheroo Primary School 8. Watheroo Station Tavern 9. Fire Shed 10. Watheroo Town Hall 11. General Store 12. Watheroo Traders

Key Contacts:

8. Shire Office (Moora): 9651 0000 9. Police Station: 9651 1106 10. State Emergency Services: 132 500 11. Police: 000 12. Ambulance: 000 13. Fire: 000 14. Crisis Care (DP): 9223 1111	

Information Management

4. State Alert	1300 566 588	4. Shire CEO:	9651 0000
5. ABC Radio	9325 2492	5. WA Newspaper:	9842 3111
6. Police:	9651 1106		

HMA instructions check list

- ☐ Alert/Inform local Police
- ☐ Alert/Inform DFES or WA Police to activate **STATE ALERT** Phone System
- ☐ Advise Media Officer to employ information management tools such as ABC radio, TV and local paper
- ☐ Alert/inform Department of Communities
- ☐ Advise Special Needs group
- ☐ Employ support agencies and volunteers for evacuation planning

Special Needs Groups

2. Disability Services Commission

Culturally and linguistically Diverse (CALD)

2. Nil

Significant Events

Evacuation /Welfare Centres	Business	After Hours
4. Central Midlands Senior High School	9651 0000	
5. Moora Performing Arts Centre (MPAC)	9651 0000	
6. Moora Recreation Centre	9651 0000	

Watheroo Townsite
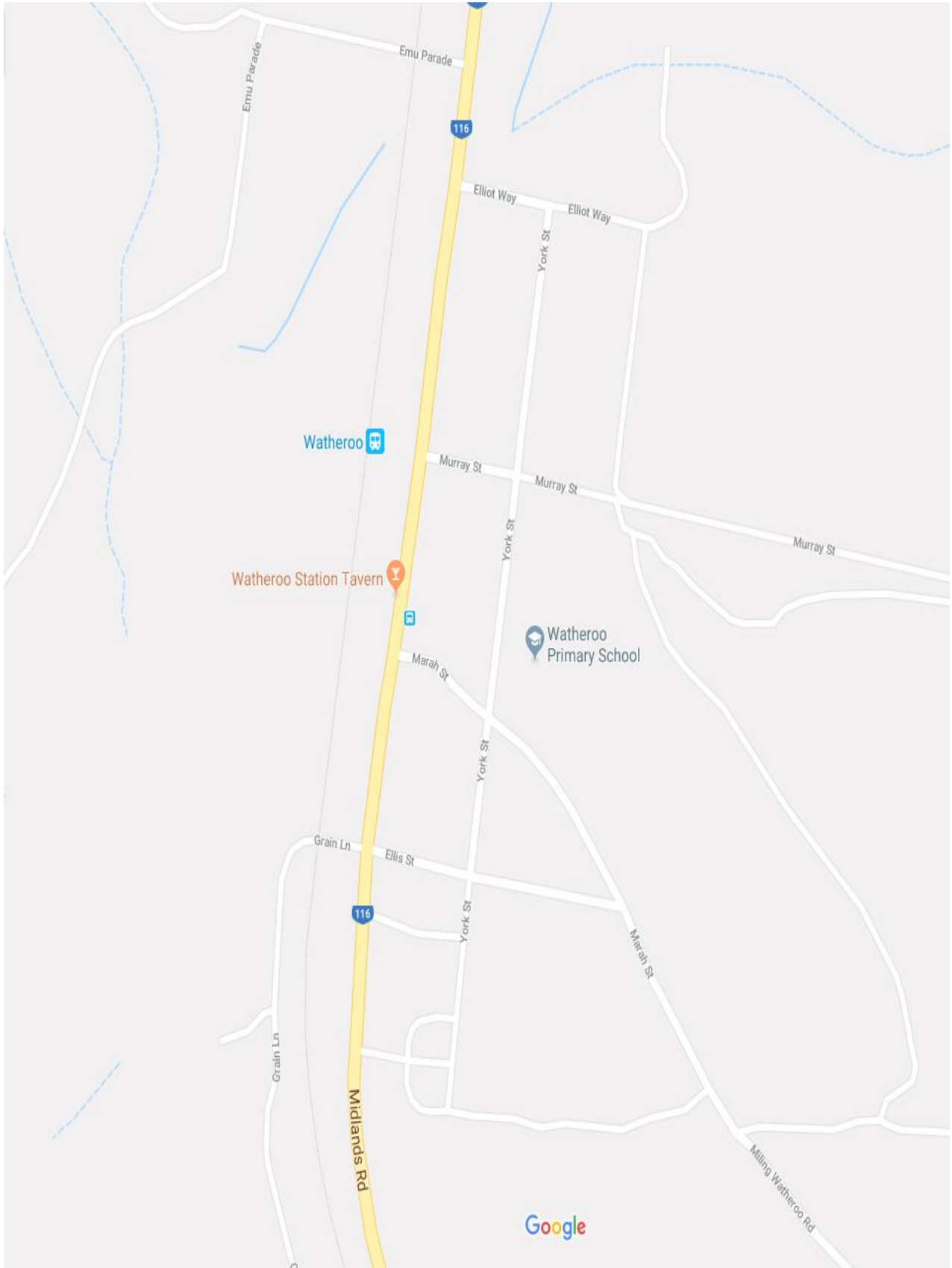
Local Welfare Coordinator

The Department for Child Protection and Family Support (CPFS) has the role of managing welfare. CPFS may have developed a local Welfare Emergency Management Plan for Shire of Moora.

a) Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;

b) Prepare, promulgate, test and maintain the Local Welfare Plans;

c) Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;

d) Establish and maintain the Local Welfare Emergency Coordination Centre;

e) Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

f) Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and

g) Represent the department on the Incident Management Group when required

Local Welfare Liaison Officer

The Local Welfare Liaison Officer is nominated by the Local Government to coordinate welfare response during emergencies and liaise with the Local Welfare Coordinator.

Local Government should appoint a liaison officer. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

Appendix 8 Contacts and Resources will specify particular people which will manage a welfare centre until such time as a DCPFS team arrives and takes control.

Register.Find.Reunite

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

Welfare Centres

The LG can choose to manage a Welfare Centre however the CPFS has a team available for this purpose. It is the responsibility of the HMA, in consultation with the LEC, to request assistance from CPFS.

The State WESTPLAN – Welfare is the responsibility of the Department of Child Protection and Family Support as are each Local Emergency Management Plan for the provision of welfare support. This welfare plan outlines the arrangements that apply in local circumstances.

Local Government can elect to prepare their own welfare arrangements and appoint their own local welfare coordinators. If they do this in consultation with the Department, the Department's Coordinators referred to in the plan will revert to a support coordination role. If the Local Government elect to prepare their own welfare arrangements without consultation with the Department, Local Governments are responsible for their own costs.

To assist in coordinating the provision of welfare support services functional areas include:

- Emergency accommodation
- Emergency catering
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance

CPFS have their own structure to manage catering, registration, personal support and, once they have assumed control of the Welfare Centre, manage the Centre in accordance with CPFS Local Welfare Plan. DCPFS may ask the Shire to co-ordinate support from the local community as follows:

Shire staff or LEMC community member to open the Welfare Centre and manage until CPFS arrives. Officers may then be asked by CPFS to co-ordinate other tasks such as provision of food. During an emergency situation or a State of Emergency, the Emergency Management Act 2005 allows for an exchange of information, therefore CPFS may release personal details for evacuees.

Where possible, CPFS would provide the HMA, police and/or Shire with a list of evacuee's names and addresses.

**GOVERNMENT OF
WESTERN AUSTRALIA**

LOCAL EMERGENCY MANAGEMENT PLAN FOR

THE PROVISION OF WELFARE SUPPORT

MOORA DISTRICT

Shires of Dalwallinu, Dandaragan, Gingin, Moora, Victoria Plains, Wongan Ballidu

(Updated December 2015)

PREPARED BY **The Department for Child Protection and Family Support**

TABLED AT THE

LOCAL EMERGENCY MANAGEMENT COMMITTEES on (Refer next page)

Considerations Once Welfare Centre is Setup

Appendix 5: Evacuation & Welfare Centres

Information	Primary Provider	Aim	Responsible Officer	Comment
Call Centre/Information hotline	HMA	To set up a telephone call centre to provide information to callers		Consider setting up a Shire hotline to supplement that provided by HMA
Media Liason	HMA	To provide a single point of contact for information and media enquireiesa		HMA can be requested to provide a Media Liason Officer (see Westplan)
Community Information	Shire	To provide regular updates to: • Welfare Centres • Community Inforamtion Points • Local notice boards • Visitors Centres, Service Stations and General Stores • Schools, Hospitals and Aged Care facilities.		• Check media conatcts list is current Ensure staff available to upload information bulletins to Shire website Consider requesting a Media Liasion Officer form HMA/
Security of Evacuated Area	WAPol	To assist WAPol in conducting regular checks of properties		Consider engaging Security company
Insurance enquiries	Shire	To provide facilitiues for insurance agencies to interact with clients		One Stop Shop as part of recovery
Essential Services	Shire	To fast-track repair and/or reconnection to essential services		Liasion with HMA
Establish Local Welfare Emergency Management Committee if required	CPFS	To coordinate sevices		
Establish Recovery Committee	Shire	To implement early recovery process		Recovery Committee to be activated as soon as significant damage and/or loss of lives, property or stock has occurred.

Animals (including assistance animals)

The Shire of Moora will coordinate arrangements for the welfare of animals and pets that have been evacuated during an emergency. This plan is to be used in conjunction with the State Emergency Welfare Plan. The Animal Welfare Plan should be implemented whenever a disaster affects the Shire of Moora. The main objectives of the plan are to:

- Provide immediate welfare for distressed animals;

- Ensure animals that are loose are impounded for their safety, the safety of road users and rescue crews;

- Provide an alternative refuge for the animals for collection by their owners at an appropriate time. The Shire of Moora Ranger will work in close cooperation with the other stakeholders on animal welfare matters arising out of the evacuation emergency and shall agree on the distribution of duties, depending on resources available in each instance.

AGENCY	PHONE	A/H PHONE	ASSISTANCE AVAILABLE
Ranger Services	Shire of Moora 0408 511 409		Domestic animal welfare, re-homing, watering /feeding stock, euthanasia of animals
Department of Biodiversity Conservation & Attractions (P &W)	9474 9055		Native animal care/rescue Sick injured orphaned animal care
RSPCA (Malaga)	9209 9300		Treating sick/ injured animals Euthanasia of animals
Kirsten Tunstall (Vet) Wongan Hills	9671 1108		Treating sick/ injured animals Euthanasia of animals
Moora Vet Services	9651 1420		Kangaroo and other animal welfare
Kanyana Wildlife	9293 1416		Native animal care/rescue
Department of Primary Industries and Regional Development (DPIRD)	1800 675 888		Animal health/ disease Quarantine, livestock movement
Emergency Animal Rescue Unit	Activated by DFES		Livestock/Rescue movement
SAFE (Saving Animals from Euthanasia)	0408 909 356		Re – homing domestic animals
The Vet Northam	9622 1000		Treating sick/ injured animals Euthanasia of animals

Part 5 - RECOVERY

Recovery

The Shire of Moora Local Recovery Plan has been prepared by the Shire of MooraLocal Emergency Management Committee to address the legislative responsibility under Section 36 and Section 41 of the Emergency Management Act 2005 and the Emergency Management Regulations 2006. The Recovery Plan forms one part of a suite of documents collectively referred to as the Local Emergency Management Arrangements (LEMA)

Authority

The local recovery plan has been prepared in accordance with the requirements of the Emergency Management Act 2005 [s.41 (4)] and State Emergency Management Policy Chapter 6, Westplan Recovery Coordination, and forms part of the Shire of Moora Local Emergency Management Arrangements.

Objectives

The objectives of this plan are to:

- Describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the Shire of Moora;

- Establish a basis for the coordination of recovery activities at the local level;

- Promote effective liaison between all Hazard Management Agencies (HMA), emergency services and supporting agencies, which may become involved in recovery management; and

- Provide a framework for recovery operations for the Shire of Moora.

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Moora. It details the general recovery arrangements for the community and does not in any way detail how individual organisations will conduct recovery activities within their core business areas.

Local

The Shire of Moora is required by State legislation Section 41 (4) Emergency Management Act 2005) to ensure that a Local Recovery Plan is prepared for its local government district within the local emergency management arrangements. This includes the identification of a LocalRecovery Coordinator and other persons who may be called upon to act in that capacity upon the unavailability of the nominated Local Recovery Coordinator.

State Plans and Policies

The following documents relate to this plan

Document Title	Document Owner
State Emergency Management Plan Part 6 Recovery	SEMC
State Emergency Management Plan for the Provision of Welfare Support (Westplan Welfare)	SEMC
State EM Policy 5.12 Funding for Emergency responses	SEMC
State EM Policy 5.10 Australian Government Physical Assistance	SEMC
State Emergency Management Recovery Procedures 1 & 2	SEMC
Western Australia Natural Disaster Relief and Recovery Arrangements (WANDRRA) Guide for Local Government	Dept. of Premier and Cabinet
Lord Mayor's Distress Relief Fund	LMDRF Board

Transition from Response to Recovery

The immediate involvement of the Local Recovery Coordinator (LRC) in any ISG ensures that recovery starts while response activities are still in progress, and key decisions taken during the response phase are able to be influenced with a view to recovery.

The LRC shall:

- Align response and recovery priorities
- Connect with key agencies
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible.
- Establish Local Recovery Committee, as required.

Executive

• Chairperson (if not the SOM President or the SOM CEO, then preferably a SOM Councillor);

• Local Recovery Coordinator (group of 4 people) - (should be different to Chairperson);

• Secretary (will be provided by LGA);

Core Membership (Recommended):

- Local Government Officers;
- Hazard Management Agency;
- Department of Health and or Local Environmental Health Officer;
- Department of Communities

- Western Australian Police Service;

- Community Representative/s; and if established

- Chairpersons of Sub-committees.

<u>Co-opted Members (Recommended):</u>

- Department of Primary

- Department of Environment and Conservation;

- Lifelines (power, water, gas, etc);

- Main Roads WA

- Department of Water;

- Regional Development Commission;

- Education/school representative;

- Community Groups;

- Chamber of Commerce;

- St Johns Ambulance;

- Insurance representative;

- Silver Chain; and

- Other persons/organizations as identified.

POSITION	SUGGESTED REPRESENTATIVE
Chairperson	Shire of Moora President , Councillor or CEO
Local Recovery Coordinator	Chief Executive Officer – Alan Leeson
Secretary/Executive Officer	Shire of Moora
Committee Members	Technical and operational expertise knowledge required to respond to the situation from Local Government and relevant State Government Departments

Priorities for Recovery

As part of the ERM process community consultation during 2008 identified the following priorities for Recovery in order from most important

1. Hospitals/Medical Centres

2. Utilities (Power, Water, Sewerage, Gas, Phone, etc…)

3. Emergency & Evacuation Centres

4. Communication Systems

5. Drainage

6. Residential Buildings

7. Roads & Rail Systems

8. Commercial Facilities

9. Financial Facilities

10. Schools/Childcare Facilities

11. Radio/Television Stations

12. Administration/Government Centres

13. Livestock/Orchards/Crops

14. Industrial Facilities

15. Cultural and Religious Facilities (Places of Worship)

16. Public and Recreational Facilities

Recovery Resources

The Local Recovery Coordinator for the Shire of Moora is responsible for determining the resources required for recovery activities in consultation with the Hazard Management Agency and Support Organisations. The Shire of Moora resources are identified in the Contacts and Resources Register.

The Local Recovery Coordinator (LRC) is responsible for coordinating the effective provision of activities, resources and services for the Shire of Moora should an emergency occur.

The resources available and contact details for recovery have been identified and are included in Appendix 8 Contacts and Resources.

Part 6 – EXERCISING, REVIEWING AND REPORTING

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

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

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

Frequency of Exercises

The State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7 requires the LEMC to exercise their arrangements on at least an annual basis.

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

Reporting of Exercises

Each LEMC reports their exercise schedule to the relevant DEMC by the 1st May each year for inclusion in the DEMC report to the Exercise Management Advisory Group (EMAG). Once the exercises have been completed, post exercise reports should be forwarded to the DEMC to be included in reporting for the SEMC annual report.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with Policy No 2.5 – Emergency Management for Local Government and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

According to SEMC Policy No 2.5 – Emergency Management for Local Government, 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.

Review of Local Emergency Management Committee Positions

The Shire of Moora in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.

Review of resources register

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

Annual reporting

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 LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC.

The information provided by the LEMC annual report is collated into the SEMC and SEMC Secretariat Annual Report which is tabled in Parliament.

The SEMC issue the annual report template.

Appendices

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Personal contact details are provided for emergency use only and should not be disclosed under any circumstances

CONTACTS AND RESOURCES

Amendment Record

Number	Date	Details of Amendment	Officer
1			
2			
3			
4			
5			
6			
7			
8			

Resources

Resources available from Local Government and other agencies / organisations have been identified and listed in the resource register kept up to date by the Shire of Moora LEMC. Where possible, these assets will be made available to an HMA upon request during an emergency situation. It is the HMAs' responsibility to determine the resources required for their specific hazards and resourcing is managed by individual agencies Agencies are requested to regularly review and update their resource registers

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HAZARD EMERGENCY	Heavy Lifting Equipment	Masonary cutting equipment	Oxy- Acetyline Equipment	Acrow Props	Generators	Sand	Plastic Sheeting	Sandbags	Boats	Loaders, Trucks, Trailers	Rotary Winged Aircraft	Road Warning Signs/Lights	Temporary Accomodation	Manpower	Tarpaulins & ropes	Chain saws	Cherry Pickers	Water resupply	Heavy Plant (Firebreaks)	Catering	Transport (Buses & 4WD)	Petrol. Oil & Lubricants	Mobile Cranes	Excavating Plant	Lighting	Communication Equipment	Blankets (Pillows & Linen)	Spare
Air Transport Emergencies														☐						☐								
Earthquake	☐	☐	☐	☐	☐		☐			☐		☐		☐		☐				☐	☐	☐	☐	☐	☐	☐	☐	
Exotic Animal Diseases														☐						☐								
Explosions (Gas, Boiler,etc)	☐	☐	☐	☐																☐					☐	☐	☐	
Fire (DBCA)														☐						☐								
Fire (LG)														☐		☐		☐	☐	☐	☐	☐						
Fire (Urban)																				☐							☐	
Flood						☐	☐	☐	☐	☐	☐	☐		☐						☐				☐	☐		☐	
Fuel Shortage Emergencies																												
Hazardous Materials	☐		☐		☐	☐	☐	☐				☐		☐			☐	☐	☐				☐	☐	☐		☐	
Human Epidemic														☐						☐				☐				
Land Search & Rescue			☐						☐		☐	☐								☐	☐			☐	☐			
Radioactive Materials Emergencies																				☐								
Rail Transport Emergencies	☐		☐		☐									☐						☐			☐		☐		☐	
Road Transport Emergencies	☐		☐		☐		☐					☐		☐						☐			☐		☐	☐	☐	
Storm/Tempest	☐	☐	☐	☐			☐	☐				☐	☐	☐	☐	☐				☐					☐	☐	☐	
RESOURCE LOCATION	Shire of Moora	Derrick's Auto ,Shire of Moora	BGC & Shire of Moora	Streppels &GJ Watts	CBH, Shire of Moora, Derrick Auto	Moora Metals, BGC	CBH /SES	Shire of Moora/ SES	Water Corporation /Private	Shire of Moora, BGC & Moora Metals		Shire of Moora	The Workers,Barracks, St James College	Shire of Moora	CBH/ SES	Shire of Moora	Shire of Moora, CBH, Nu Steel	Shire of Moora, Water Corporation	Shire of Moora	Lions, CWA, Checkpoint, Foodworks	Shire of Moora, Bus Contractors, Hospital	Great Southern Fuel Supply, Gull, Caltex	AFGRI, McIntosh, Cunninghams, Grea Reilly	John Daly, Damien Turney	CBH	Shire of Moora	Drovers, Junction Hotel, Moora Motel	

APPENDIX 2: **CRITICAL INFRASTRUCTURE**

Item Location	Description	Owner Contact	Details	Contact Details	Community Impact Description
Various Locations	TV/Radio/ Internet Tower	Telstra	Tower for various Radio, TV and internet services	1800 730 053 (Govt.)	Loss of access to sections of the community
Various Locations	Radio Repeater Station	Shire of Moora ABC Radio WAERN (DFES) WAPol SJAA	Radio Repeater Tower	DFES: Telecommunications Services: 0429 889 841 WAPol: 9651 1106 Shire of Moora: 96510 000	Loss of services access to sections of the community and also emergency services
Kintore St Moora	Sewage Pump Stations	Shire of Moora	Underground pump stations with above ground circuit boards	Pete Watts: 0429 639 2018	Deep sewage system will be effected, may cause overflows
Lot 3 Berkshire Valley Rd Moora	Western Power	Western Power	Power Infrastructure	13 13 51	Loss of power to sections of the communitgy
Cnr Albert & Drummond St Moora	Water Supply	Water Authority	Water Treatment Plant	Rob Brookes 0459 802 221	Loss of water to sections of the community
Bridges (various)	Bridges	Main Roads	Moore River – Dandaragan St Moore River – Midlands Rd (# 0782) Moore River – Moora Miling Rd (#685)	Main Roads Shire of Moora	Loss of access to sections of the community
	Bridges	Local Govt Area	Yadgena Brook – Bindoon/Moora Rd (#4040)	Shire of Moora	Loss of access to sections of the community

APPENDIX 3: **RESOURCE REGISTER**

Name of Organisation Shire of Moora
Location: Moora

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
John Greay	Manager Engineering Services	9651 0000/ 0428 511 288
Trevor Longman	Works Supervisor	0427 511 405

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Grader	CAT 12M	3
Bobcat		1
FEL	CAT IT28	1
FEL	CAT IT14	2
FEL	CAT 938	1
Forklift	1.5 tonne	1
Backhoe		
Tip Trucks	ISUZU	2
Water Tanker	27,000 litres	1
Fuel trailer	various	
Generators with 10 metre extension (1 x mobile)	28 KVA & 14 KVA	2
Light Tower		1
Satellite phones		3

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Community Bus		1
Light Vehicles	numerous	
Chainsaws	numerous	5
Rubbish Truck		1
Sewerage Truck		1
Staff		28
Caravan Park		28
Cabins	Self contained	12

Name of Organisation   **AN & A Whybrow**
Location: **Badgingarra**
Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Ashley Whybrow	Owner	9652 3028 0428 523 028
Alison Whybrow		0419 000 224

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Grader	Volvo 780 Volvo 730 CAT129 Champion 12	1 each
D9 Dozer		2
D7 Dozer		2
FEL	CAT 950	3
FEL	CAT 966	1
Excavator		4
Water tanker	20,000 Lt	1
Prime movers		2
Trailers	Quad	1
	Tri & dolly	1

Name of Organisation   **Direct Contracting PTY LTD**
Location: Jurien Bay

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Terry Powell	Owner	0418 934 287
Dave Senior		0438 566 579

ITEM DESCRIPTION	SIZE	NO OF ITEMS
FEL	Cat 950	1
Grader	12G	1
Tri-axle trailer		1
Ranger with stick rake		1
Water Tanker	15,000lt	1

Name of Organisation   **BGC**
Location: Midlands Rd Moora WA 6510

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Joe Fitzpatrick	Manager	9651 1134
		0428 952 750

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Water Tanker	20,000lt	1

Name of Organisation   **Moora Metals**
Location: 126 Gardiner Street Moora WA 6510

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Phil Manning	Owner	9651 1022 0428 511 022

ITEM DESCRIPTION	SIZE	NO OF ITEMS
FEL	CAT 926	1
FEL Komatsu	966	1
Low Loader		1

Name of Organisation   **Ingora PTY LTD**
Location: 26 Berkshire Valley Rd Moora 6510

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
John Daly	Owner	9651 1428 0427 773 563

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Dozer CAT	D8	1
FEL Case	821	1
FEL CAT	950	1
Scraper		1

Name of Organisation   **Moora Water Supplies**
Location: Berkshire Valley Rd Moora 6510

Plant and Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Stuart Bryan	Manager	965 9009 0427 511 532

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Water Tanker (POTABLE)	20,000lt	1

Name of Organisation   **Lions Club**
Location: Moora

Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Julie Atty	President	0458 528 033
Maureen Tonkin	Secretary	0417 518 081

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Shades		
Trestle tables		
Catering		
Volunteers		

Name of Organisation   **CWA**
Location: Moora

Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Anne Jorissen	President	9653 1794
Elaine Purser	Secretary	9651 1197

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Catering		

Name of Organisation **Rotary**
Location: Moora

Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Norm McPherson	President	0427 965 160
Sheryl Bryan	Secretary	0409 094 489
Peter Van der Ende	Tresurer	0437 029 489

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Catering		

Name of Organisation **Red Cross**
Location: 7 Brockman St Gingin

Equipment Resources:

CONTACT	POSITION	PHONE/MOBILE
Margaret Vallentine	President	9575 2231
	Secretary	

ITEM DESCRIPTION	SIZE	NO OF ITEMS
Catering		
Welfare		

APPENDIX 4:   RISK REGISTER SCHEDULE

Each LEMC is required by legislation to prepare and maintain Local Emergency Management Arrangements for their respective communities. These LEMCs have completed an Emergency Risk Management (ERM) analysis for hazards in their area. The ERM generated a Risk Register which identified sixteen Hazards as follows:

1. Bushfire – urban impact
2. Bushfire – isolated community
3. Flood – riverine Moora
4. Earthquake
5. Bushfire – economic threat only
6. Hazmat transport incident
7. Human epidemic
8. Exotic plant disease
9. Severe weather (storms, tornados)
10. Already covered under hazmat
11. Road accident
12. Exotic animal disease
13. Terrorist act
14. Flood - other
15. Air crash
16. Rail crash

The ERM identified similar threats within different contexts, for example the impact of Bushfire affecting an urban population, isolated farm community or agricultural assets. However, from an Emergency Management perspective, Bushfire is considered as a single Hazard. Applying this criterion to the complete Risk Register, the following identified Hazards are established for the member Shires:

HAZARD	RISK LEVEL	PRIORITY
Bushfire	Extreme	1
Flood	Extreme (Moora Only)	2
Earthquake	High	3
Hazardous Material Incident	High	4
Human Epidemic	High	5
Exotic Plant Disease	High (Economic Threat)	6
Severe Weather Incident	Moderate	7
Road Crash (Non Hazmat)	Moderate	8
Exotic Animal Disease	Moderate (Economic Threat)	9
Terrorist Act	Moderate	10

| Air Crash | Low | 11 |
| Rail Crash | Low | 12 |

	DETAILS
Establishment/Facility:	**Central Midlands Senior High School**
Physical Address	Ranfurly Street Moora Res. No. 29962
General Description of the Complex	Senior High School
Site Limitations	
Telephone No	96511077
Fax No	9651 1911
Email Address	

APPENDIX 5: VACUATION / WELFARE CENTRE INFORMATION

NAME	POSITION	WORK CONTACT	A/HRS. CONTACT
Ms Trish Hewitt	Principal	9651 1077	0400 210 526
	School Registrar	9651 1077	

Insert photo

Access Details

	DETAILS
Keys	
Alarm	
Security	
Universal Access	

Accommodation Numbers – as per Health Regulations

	DETAILS
Sitting / Standing	
Sleeping	
Duration	

Ablution Amenities

ITEM	YES/NO	NOTES
Male Toilets:		
Toilets	Yes	
Urinal	Yes	
Shower	Yes	
Hand Basins	Yes	
Female Toilets:		
Toilets	Yes	
Shower	Yes	
Hand Basin	Yes	
Baby Change Table	No	
Disabled Toilet:		
Toilet	Yes	
Hand Basin	Yes	
Male Changeroom:		
Showers	Yes	

General Amenities

ITEM	YES/NO	NOTES
Kitchen Facilities:		
Stoves (types)		
Refrigeration		
Dining Facilities:		

Tables		
Chairs		
Cutlery and Crockery		
General Facilities:		
Rooms		
RCD Protected		
Power Points		
Generator Port		
Fire Equipment		
Air Conditioning (type)		
Heating		
Ceiling Fans		
Lighting (internal)		
Lighting (external)		
Telephone Lines		
Internet Access		
Water Cooler		
Hot Water System (type)		
Bins		
Septic Sewerage		
Amenities Areas:		
Enclosed Covered Areas		
Outside Children's Play Area		
Recreation Rooms		
BBQs		
Conference Rooms		
Meeting Rooms		
Swimming Pool		
Oval		
Netball/Basketball Court		
Tennis Court		
External Facilities:		
Power Outlets		
Water		
Parking		
Area for Tents		
Toilets		
Caravan/Articulated Vehicles		
Other:		
Mobile Phone Coverage		
Storage		

Pet friendly		
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush		
Built on a Flood Plain		
Positioned on Coast		
Site Access		
Timeframe before pump out of septic		

	DETAILS
Establishment/Facility:	**Moora Performing Arts Centre (MPAC)**
Physical Address	30 Padbury Street Moora
General Description of the Complex	A large community centre with many amenities that would support a large group. The facilities has two levels: Level 1 – Main hall would support dining, meeting and recreational type activities. There are toilets at this level Level 2 – Stage area and Green room would support sleeping and includes toilets and showers at this level
Site Limitations	Not suitable for flooding
Telephone No	
Email Address	shire@moora.wa.gov.au

Contacts

NAME	POSITION	WORK CONTACT	A/HRS. CONTACT
Shire of Moora	CEO	9651 0000	0427 792 790
Dawn Ardley		9651 0000	

Access Details

	DETAILS
Keys	Shire of Moora
Alarm	No
Security	Some windows have security screens
Universal Access	Limited

Accommodation Numbers – as per Health Regulations

	DETAILS
Sitting / Standing	Main Hall – 250
Sleeping	Green Room – 50
Duration	24 - 48 hours – limited shower access

Ablution Amenities

ITEM	YES/NO	NOTES
Foyer **Male Toilets:**		
Toilets	Yes	1 x standard pan
Urinal	No	
Shower	No	
Hand Basins	Yes	
Foyer **Female Toilets:**		
Toilets	Yes	1 x standard pan & Sanitary Bin
Shower	No	
Hand Basin	Yes	
Baby Change Table	No	
Disabled Toilet:		
Toilet	No	
Hand Basin		
Male Changeroom:		
Showers	No	

Green Room
Male Toilets:

Toilets	Yes	1 x standard pan – External access
Urinal	No	
Shower	Yes	1 x shower with curtain
Hand Basins	Yes	

Green Room
Female Toilets:

Toilets	Yes	1 x standard pan & Sanitary Bin - External access
Shower	Yes	1 x Shower with curtain
Hand Basin	Yes	
Baby Change Table	Yes	Dressing room which has wall length vanity that could be utilised as change tables

Disabled Toilet:

Toilet	No	
Hand Basin	No	

Male Changeroom:

Showers		

Ablution Amenities

Outside Area – External Access
Male Toilets:

Toilets	Yes	3 x standard pan
Urinal	Yes	1 x 3 metre standard stall
Shower	No	
Hand Basins	Yes	2 x standard hand basins

Outside Area – External Access
Female Toilets:

Toilets	Yes	3 x standard pan + 2 sanitary bins
Shower	No	
Hand Basin	Yes	2 x standard hand basins
Baby Change Table	No	

Outside Area – External Access
Disabled Toilet:

Toilet	Yes	1 x Standard pan & nappy change table
Hand Basin	Yes	1 x standard hand basins

Male Changeroom:

Showers	No	

General Amenities

ITEM	YES/NO	NOTES
Kitchen Facilities: Outside Access – Full commercial kitchen access		
Stoves (types)	Yes	LPG 8 x burner with commercial oven unit
Refrigeration	Yes	1 x glass fronted commercial fridge
Exhaust Canopy	Yes	1 x commercial range hood
Portable Food Warmers	Yes	2 x food warmers
Urns	Yes	1
Microwave	Yes	2 x domestic microwaves
Servery	Yes	External kitchen area of building
Cutlery/ Crockery	Yes	To serve approx. 250 persons
Dishwasher	Yes	Commercial
Dining Facilities:		
Tables	Yes	20 x round tables x seating 10 people
Chairs	Yes	250
Cutlery and Crockery	Yes	
General Facilities:		
Rooms	Yes	The MPAC consists of a large Hall area, with commercial kitchen, purpose built bar and separate dressing rooms
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	Yes	Wall mounted spilt system in Main hall area and Green room
Heating	Yes	
Ceiling Fans	No	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	
Internet Access	Yes	Wireless
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic Sewerage	Yes	Deep sewered
Amenities Areas:		
Enclosed Covered Areas		Area is not enclosed but there is a veranda area around the outside kitchen area
Outside Children's Play Area	No	
Recreation Rooms	Yes	See elsewhere throughout the document
Bar Area	Yes	Attached to kitchen external access with small commercial glass door fridge
Conference Rooms	No	
Meeting Rooms	No	Could use front office in foyer
Swimming Pool	No	
Oval	No	

Netball/Basketball Court	No	
Tennis Court	No	
External Facilities:		
Power Outlets	No	
Water	Yes	
Parking	Yes	Sealed car park on two sides of building and gravel parking across the road from building
Area for Tents	Yes	Across the road from Main building
Toilets	Yes	Located near kitchen area
Caravan/Articulated Vehicles	Yes	Large car park
Other:		
Mobile Phone Coverage	Yes	
Storage	Yes	Limited
Pet friendly	Yes	Locality prerogative
Main Electrical Board Location	Yes	Located in Foyer
Water Stop Cock Location	Yes	
Surrounded by Bush	No	
Built on a Flood Plain	Yes	Not suitable during floods
Positioned on Coast	No	
Site Access	Yes	Excellent
Timeframe before pump out of septic	No	Deep Sewerage

	DETAILS
Establishment/Facility:	**Moora Recreation Centre**
Physical Address	Roberts Street Moora Res. No. 29461
General Description of the Complex	A large community and recreation centre with many amenities and would support a large group for a prolonged time The facility has: - dining, meeting and recreational type activities. There are change rooms ,a commercial kitchen available and would support sleeping and main ablution activities
Site Limitations	Not suitable for flooding
Telephone No	96510 000
Fax No	
Email Address	shire@moora.wa.gov.au

Contacts

NAME	POSITION	WORK CONTACT	A/HRS. CONTACT
Shire of Moora	CEO	9651 0000	0427 792 790
Shire of Moora	DCEO	9651 0000	0427 445 096

Access Details

	DETAILS
Keys	Shire of Moora
Alarm	Nil – keys located at Shire Office Administration
Security	Windows have security screens

Universal Access	Available from Shire Office or via contacts.

Accommodation Numbers – as per Health Regulations

	DETAILS
Sitting / Standing	Main Hall – 250
Sleeping	Basketball court area (Timber floor) 100 Carpeted area (Bar area) (30)
Duration	24 -48 hours

ITEM	YES/NO	NOTES
Male Toilets:		
Toilets	YES	Toilets are located on the inside south c toilet/showers in the change rooms.
Urinal	YES	
Shower	YES	
Hand Basins	YES	
Female Toilets:		
Toilets	YES	
Shower	YES	
Hand Basin	YES	
Baby Change Table	YES	
Toilet	YES	
Hand Basin	YES	
Male Changeroom:		
Showers	YES	

General Amenities

ITEM	YES/NO	NOTES
Kitchen Facilities:		
Stoves (types)	YES	
Refrigeration		
Dining Facilities:		
Tables	YES	
Chairs	YES	
Cutlery and Crockery	YES	

Rooms	YES	Basketball courts, lounge/clubroom, change rooms(x2), kitchen, Ballet room, Office, plus extra storage rooms.
RCD Protected	YES	
Power Points	YES	
Generator Port	NO	No generator onsite
Fire Equipment	YES	
Air Conditioning (type)	YES	Reverse cyle in carpet area
Heating	YES	
Ceiling Fans	YES	In timber floored area
Lighting (internal)	YES	Security
Lighting (external)	YES	
Telephone Lines	NO	
Internet Access	YES	Good wireless access
Water Cooler	NO	Large cool rooms available
Hot Water System (type)	YES	Electric
Bins	YES	
Septic Sewerage	YES	
Amenities Areas:		
Enclosed Covered Areas	YES	Verandah
Outside Children's Play Area		Large grassed oval
Recreation Rooms	YES	
BBQs	YES	
Conference Rooms		Clubroom, basketball court and Agricultural Society Office can be used as conference or meeting room, depending on attendance.
Meeting Rooms		
Swimming Pool	NO	Local pool is nearby – walking distance
Oval	YES	
Netball/Basketball Court	YES	Fully fenced area
Tennis Court	NO	
External Facilities:		
Power Outlets		
Water		
Parking		
Area for Tents	YES	
Toilets		
Caravan/Articulated Vehicles	YES	Caravan park cnr Dandaragan St & Roberts St
Other:		
Mobile Phone Coverage		
Storage		
Pet friendly	NO	
Main Electrical Board Location		
Water Stop Cock Location		
Surrounded by Bush	NO	
Built on a Flood Plain	YES	Located south of the Moore River
Positioned on Coast		

Site Access		
Timeframe before pump out of septic		

Other Facilities in Shire of Moora that may be suitable for Welfare Centres

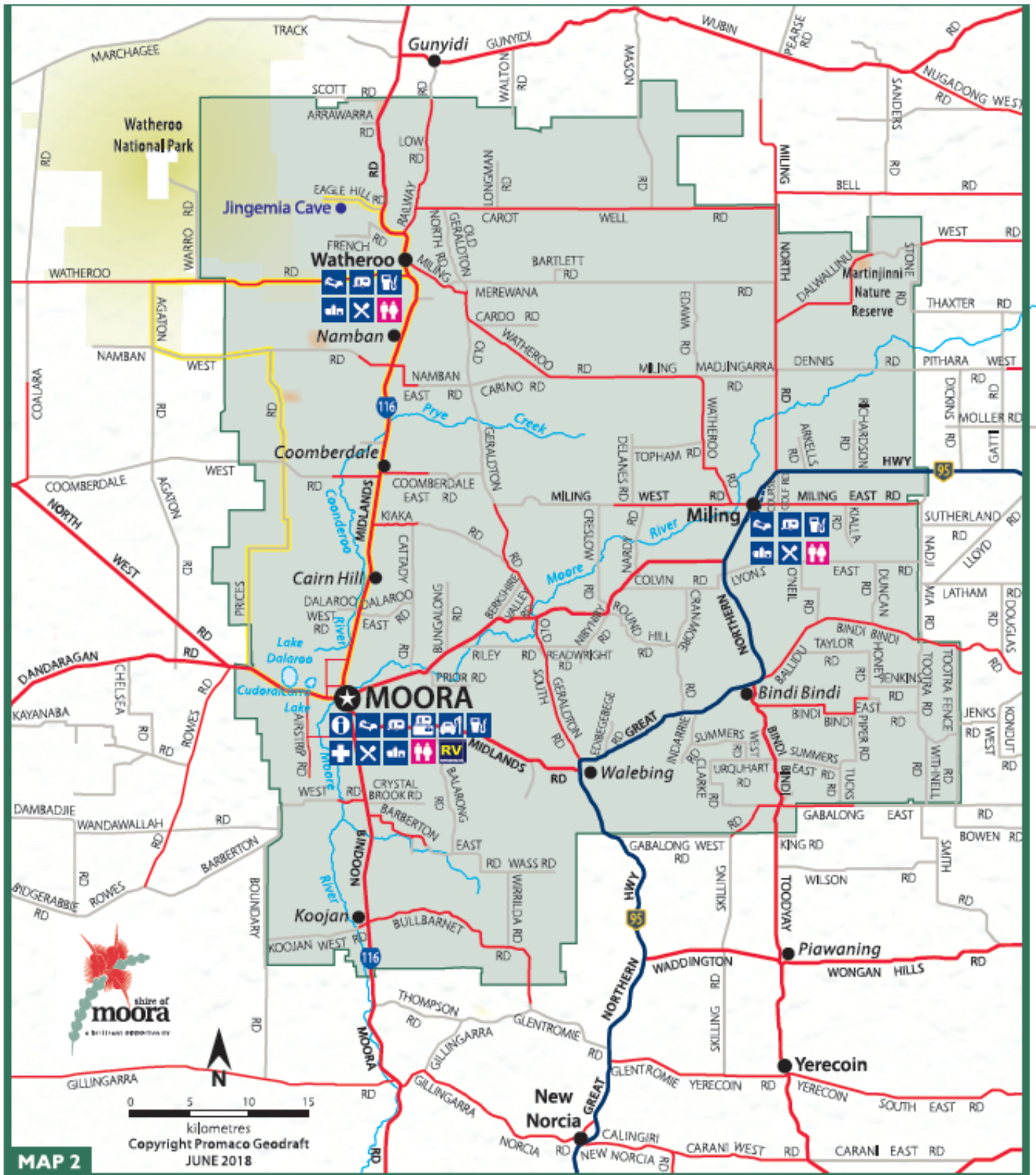| Facilities	Location	Name	Contact
Bindi Bindi Community Centre	Bindi Bindi (Bindi Toodyay Rd)	Jenny King	9651 5023
Miling Sports Pavilion	Miling East Rd	Lyn & Carlo Galati	9654 1013
Watheroo Town Hall	Midlands Rd	Howard Walton	Zanna 0418 736 845

APPENDIX 6: SPECIAL NEED GROUPS

NAME	ADDRESS	CONTACT 1	CONTACT 2	NO PEOPLE	DO THEY HAVE AN EVACUATION PLAN
Central Midlands Senior High School	*Ranfurly Street Moora*	*Trish Hewitt 9651 1077*	*Registrar 9651 1077*	*Students 185 Staff 39*	*YES*
St Joseph Primary School	Kintore Street Moora	*Therese Bandy 9690 8888*	*Registrar 9651 1132*	*Students 158 Staff 31*	*YES*
St James Residential College	*Edgar Lewis Place Moora*	*9651 1240*	*0427 511 636*	*Students 34 Staff 6*	*YES*
Moora Primary School	*Roberts Street Moora*	*Nicole Borbas 9653 9300*	*9651 1297*	*Students 117 Staff 23*	*YES*
Watheroo Primary School	*Marah Street Watheroo*	*Corie Lobwein 9651 7038*		*Students 17 Staff 8*	*YES*
Miling Primary School	*Great Northern Highway*	*Mishelle Delcaro 9654 1063*		*Students 36 Staff 10*	*YES*
Moora Child Care Centre	Lot 16 Keane St	9651 1194	Angela Wylie	various	Yes
Moora Hospital	*Dandaragan Street Moora*	*9651 0222*	Joyce Walker	various	YES
Delmoor Centre	*Dandaragan Street Moora*	*96511997*	Joyce Walker	various	YES
Home Based Medical Support	*Various*	*Hospital/HAAC 9651 0222*	Joyce Walker	various	YES
Dept of Communities Housing	*(8 x duplexs)*	9690 1900 (Northam)		various	YES
Frail Aged Lodge	*Dandaragan St*	*Hospital/HAAC 9651 0222*	*9651 0229*	various	YES
Harry Leaver Cottages	*(8 x properties)*	*Hospital/HAAC 9651 0222*	Joyce Walker	various	NO

APPENDIX 7:   ROUTES & MAPS

TOWN SITE	ROAD	DIRECTION	DESTINATION	ROAD DETAILS
Moora	Midlands Rd	North	Coorow 90km	Double Lane 110km - sealed
Moora	Bindoon Moora Rd	South	Bindoon 90km	Double Lane 110km - sealed
Moora	Dandaragan Rd	West	Badgingarra 60km	Double Lane 110km - sealed
Bindi Bindi	Grt Nth Highway	North	Dalwallinu 80km	Double Lane 110km - sealed
Bindi Bindi	Bindi East Rd	East	Ballidu 45km	Single lane with gravel shoulders – 110km - sealed
Bindi Bindi	Toodyay/ Bindi Rd	South	Calingiri 50km	Single lane with gravel shoulders – 110km - sealed
Coomberdale	Midlands Rd	North	Watheroo 30km	Double Lane 110km - sealed
Coomberdale	Coomberdale East Rd	East	Miling 45km	Single lane with gravel shoulders – 110km - sealed
Miling	Grt Nth Highway	North	Dalwallinu 50km	Double Lane 110km - sealed
Miling	Miling East Rd	East	Ballidu 55km	Miling East Rd – Sealed for 10km then gravel to Bindi East Rd & Nadjimia Rd
Watheroo	Midlands Rd	North	Coorow 50km	Double Lane 110km - sealed
Watheroo	Watheroo East Rd	West	Jurien Bay 100km	Single lane with gravel shoulders – 110km - sealed

APPENDIX 8: LOCAL DISTRICT MAPS

Miling Townsite

Miling West Rd

Railway

Richardson St

Forrest St

Ferguson St

All Saints Church
Seymour St

Miling East Rd

Pavillion

Sports Oval

Reserve

Hockey Oval

Miling Sports Ground

N

Hotel

Ambulance
Fire Station

Hall

Nardy St

Phelan St

Gt Northern Hwy

School

Church

KEY

/▥\	Playground
🚻	Public Toilets
☽	Telephone
✉	Post office
①	Tourist Info
♟	Tennis Court
⛽	Petrol Station

Watheroo Townsite

Golf Course

Hockey Oval

Football Oval

Pavillion

Emu Pde

Elliot Rd

Motel George St

Murray St

Church Park

Locomotive Shed

1894 Watheroo Station Tavern

Marah St

York St

School

Ridley St

Murray St

Ellis St

Railway

Fire Station

Hall

Ellis St

Midlands Road

N

Approximate Distances Watheroo to:

Moora 37 km
Miling 40 km
Coorow 52 km
Perth 208 km
Geraldton 272 km
Jurien 120 km

KEY

Playground

Public Toilets

Telephone

Post office

Golf Course

Tennis Court

Tourist Info

Petrol Station

APPENDIX 9: SPECIAL CONSIDERATIONS

Description	Time of Year	Impact / No of People
Post-harvest season	December – February	Reduced number of volunteers available within the community
Moora Agriculture Show	September each year	Influx of approx. 1500 visitors to the Shire.
Moora Races	October each year	Influx of approx. 2000 visitors to the Shire.
Wildflower Season	May - September	Increased traffic due to 'grey nomad' activity
Moora Primary School, St Josephs Primary School, Central Midlands Senior High School	Jan, April, Jul, Oct	School Holidays
Moora Flooding	Anytime	Displacement of community
Dangerous goods transpotration	Anytime	Hazardous materials and evacuations
Moora Airstrip		

APPENDIX 10: **ISG MEETING LOCATIONS**

Location One: **Shire of Moora – Council Chambers**
Address: 34 Padbury Street Moora WA 6510

	NAME	PHONE	MOBILE PHONE
1st Contact	CEO	9651 0000	
2nd Contact	Manager Works & Engineering	9651 0000	
3rd Contact		9651 0000	

Location Two: **Moora Police Station (WAPol)**
Address: Roberts Street Moora WA 6510

	NAME	PHONE	MOBILE PHONE
1st Contact	OIC	9651 1106	
2nd Contact	Station	9651 1106	

Location Three: **State Emergency Services**
Address: 43 Ranfurly St Moora WA 6510

	NAME	PHONE	MOBILE PHONE
1st Contact	Hugh Bryan	9651 1757	
2nd Contact	Jan Welburn		

OTHER LOCATIONS:

a) Moora Tennis Club – Gardiner St, MOORA
b) Moora Community Recreation Centre – Roberts St MOORA
c) Moora Community Resource Centre – 65 Padbury St, MOORA

APPENDIX 11: LOCAL PUBLIC WARNING SYSTEMS

Description	Contact Person	Contact Number	Further Info
Information Telephone Line	Shire of Moora	99510 000	Use H&VMB phone number
Public Notice Board	Shire of Moora	96510 000	Cnr Padbury St & Clinch St
ABC Radio 531 Emergency Broadcaster-Master Control – 9220 2789	Regional Program Director	9220 2715 0410 881 391 negus.clare@abc.net.au	Clare Negus
	ABC Midwest & Wheatbelt Glen Barndon Presenter	9923 4111 0427 944 517 harradine.natasha@abc.net.au	Natasha Harradine
	ABC Midwest & Wheatbelt Joanna Prendergast Producer	9923 4141	Joanna Prendergast
DFES	Regional Duty Coordinator	9956 6000	DFES website
Harvest & Vehicle Movement Ban SMS	Shire of Moora	96510 000	Contact SoM Admin
Volunteer Bush Fire Brigade Radio Network	CBFCO	0427 541 086	WAERN 335 UHF 11

Other Systems:

- ☐ Public Meetings;
- ☐ Door Knocking;
- ☐ Community Meetings;
- ☐ Pamphlets/Flyers/Brochures;
- ☐ Word Of Mouth;
- ☐ Face To Face;
- ☐ Email Newsletters;
- ☐ Websites;
- ☐ Local Newspapers;
- ☐ Facebook & Twitter;
- ☐ Radio And Television.

APPENDIX 12: CONTACTS

These are listed in the Restricted Version

APPENDIX 13:   AIDE MEMOIRS

The following aide memoire documents listed under this annexure have been specifically designed to be printed and laminated for circulation to specific officers and groups within the Shire of Moora in order that they may be in possession of a ready reference to their assigned duties and obligations under this plan and the recovery plan. In relation to this plan those aide memoire include:

> 1. Local Government Liaison Officer (LGLO to the ISG)

> 2. Local Government Welfare Liaison Officer (LGWLO) assisting in the management of evacuation centres) Aide Memoir – ISG Attendance

Local Government Liasion Officer (LGLO)

Aide Memoir – ISG Attendance

This Aide Memoir provides Shire of Moora officers charged with attendance at the ISG with a quick reference to the process of local response activities relating to Incident Support Groups. The Aide Memoir is by no means comprehensive and you are encouraged to be fully conversant with State EM Plan Part 5 Response.

Role and Responsibilities

The Shire of Moora will provide a Local Government Liaison Officer on every occasion that an Incident Support Group (ISG) is formed by the Hazard Management Agency (HMA) or the Controlling Agency (CA). The liaison officer may also be the appointed Local Recovery Coordinator. It is essential for the successful determination of the response to any emergency that the LGLO be available to advise the Incident Controller (IC) and provide local resources where required. The specific roles and responsibilities of the LGLO are explained below:

Role

The LGLO is essentially an officer of the local government holding either a managerial or executive position within the local government and capable of making operational decisions and committing the resources of the local government. This person could be the Local Recovery Coordinator.

Key Responsibilities

State EM Plan Part 5 Which sets out the structure and responsibilities of the Incident Support Group (ISG). The ISG is headed by the Incident Controller (IC) nominated by the Hazard management Agency (HMA) or the Controlling Agency to manage the response to the emergency. The ISG consists of liaison officers from local organisations involved in the incident.

The key responsibilities of the LGLO are to:

- Make contact with the HMA or Controlling Agency Incident Controller;

- Represent the local government at all ISG meetings;

- Provide the IC with timely information on local issues and key factors affecting response activities;

- Provide the IC with a copy of the Local Emergency Management Arrangements;

- Identify vulnerable groups within the local government area;

- Provide information relating to community evacuation, welfare centres and community safe places.

- Coordinate local government resources;

- Gather information required to formulate an impact assessment of local government assets (bridges, roads, public buildings etc.);

- Coordinate the transition from response to recovery on behalf of the local government in partnership with the Local Recovery Coordinator.

Reporting to the ISG (LGLO)

The LGLO is responsible for providing the following information to the ISG:

- Local government response activities;
- Local government impact assessment (if known)
- Local government resource status;
- Significant issues. Responsibilities of the IC
- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting

Responsibilities of the IC

- The IC of the HMA or Controlling Agency will provide the following information:
- A current situation report;
- Outcomes of the previous meeting (if not the first meeting);
- Details of significant issues;
- Assistance required;
- Record of outcomes of the meeting;
- Details of the next scheduled meeting
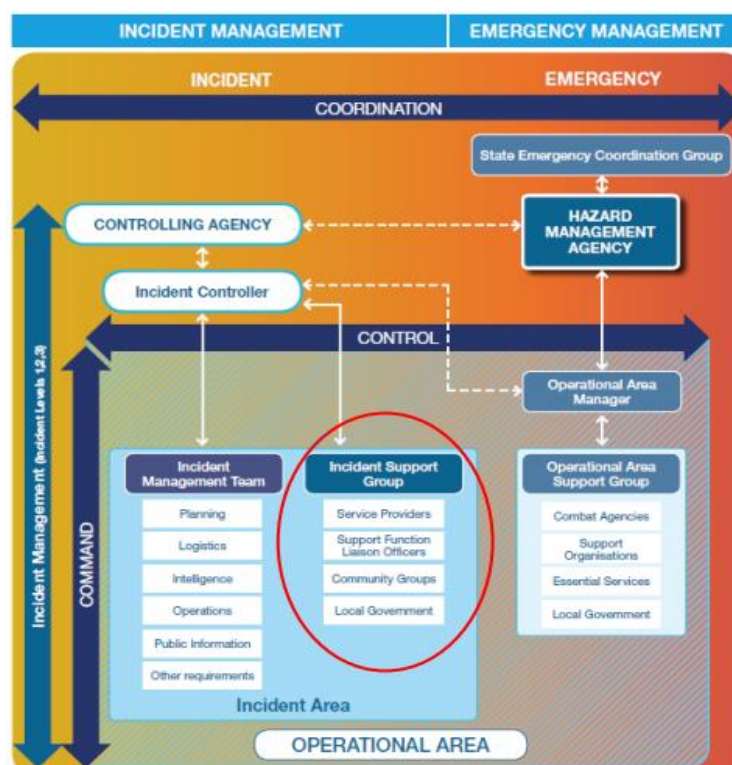
Escalation from incident to emergency response

Local Government Welfare Liasion Officer (LGWLO)

Aide Memoir - LGWLO

This Aide Memoir provides Shire of Moora officers charged with attendance at evacuation centres with a quick reference to their role as the appointed liaison officer assisting the Department of Communities (DC). Officers appointed to this duty have the following roles and responsibilities. Essentially you are the conduit between DC and the Shire of Moora.

Roles and Responsibilities

The Local Welfare Plan for the Provision of Welfare Support (Local Welfare Plan) will be activated by the DC where welfare support is required for the community. The support plan designates that the local government will provide a liaison/support officer at welfare centres activated as a result of an emergency.

The Shire of Moora may provide a Local Government Welfare Liaison Officer (LGWLO) who will liaise between the local government and the DC Local Welfare Coordinator (LWC).

Duties of the LGWLO

- Liaise with the DC Local Welfare Coordinator;

- Where a local government owned building has been identified as a Welfare Centre, advise local groups booked to use the centre have been notified and their planned activities cancelled or moved to another location;

- Facilitate access to the Welfare Centre by the DC;

- Facilitate the setup of the building;

- Organise cleaning and building maintenance requirements for the centre through the Shire of Moora ;

- Liaise with all key support agencies located at the building to ensure all needs where possible are met;

- Liaise with and assist organisations present at the centre as requested by the Local Welfare Coordinator;

- Manage vehicle access and general traffic/parking issues and request support if required;

- Coordinate and source additional resources (tables, chairs, paper, computers) as requested by the LWC;

- Assist the LWC in managing conflict at the centre;

- Identify and organise personnel and additional resources through the Local Recovery Coordinator as required;

- Attend all necessary briefings as requested by the LWC;

- Keep a log of activities conducted at the Welfare Centre;

- Carry out other duties as requested by the LWC.

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