



City of
Greater Geraldton
a vibrant future



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2017

Approved by LEMC meeting: 4/2016

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

Note: The City of Greater Geraldton is part of a larger merged LEMC called the Batavia LEMC.

Original signed
Chairperson LEMC

17 Nov 2016
Date

Original signed
Endorsed by Council

28 Feb 2017
Date

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DISTRIBUTION MATRIX

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

A public version not containing appendices will be made available on the City of Greater Geraldton's website and Civic Centre Reception.

Distribution

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SEMC	1
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WA Health	1
Dept. Biodiversity, Conservation & Attractions	1
CGG Geraldton Office	1
CGG Mullewa Office	1
Other as deemed necessary	1 per agency

AMENDMENT RECORD

Contact Officer

For copies of this plan, or to provide comment, contact:

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Amendment Record

Amendment #	Date	Details	Amended By;
1	03 December 2009	Original Document	John Lane (WALGA)
2	31 Oct 2013	Rewrite for amalgamation of Geraldton Greenough & Mullewa	Andriena Ciric, CGG
3	28 Apr 2016	Reviewed in accordance with current SEMP Guidelines.	Hayley Williamson, CGG
4	01 Aug 2016	Amended to align to SEMC policy framework changes.	Brendan Wilson, CGG
5	4 Oct 2016	Amended in accordance with SEMC LEMA Guidelines May 16	Brendan Wilson, CGG
6	3 Nov 2016	Review of Draft	District Advisor, SEMC
7	28 Feb 2017	Endorse by Council	Ken Diehm, CEO
8	25 May 2018	Update links & contact numbers	Brendan Wilson, CGG
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Glossary of Terms

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

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

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

Local Emergency Management Committee (LEMC): Means a committee established under Section 38 of the Emergency Management Act 2005

Municipality: Means the district of the local government.

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

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

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

Treatment options: A range of options identified through the emergency risk management process, to select appropriate strategies which minimize the potential harm to the community.

Vulnerability: The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss).

For further Acronyms refer to the State EM Glossary.

GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFB	Bush Fire Brigade
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CGG	City of Greater Geraldton
DCPFS	Department for Child Protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire & Rescue Services
HMA	Hazard Management Agency
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRCC	Local Recovery Coordinating Committee
SEC	State Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SOP	Standard Operating Procedures
WAPOL	Western Australia Police

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s41(1) of the *Emergency Management Act 2005*, endorsed by the Batavia Local Emergency Management Committee and approved by the Batavia Local Emergency Management Committee on the 17 November 2016.

1.2 Community Consultation

The basis of this document's community consultation includes:

- April 2010 – Community Consultation throughout Geraldton and Greenough
- June 2014 – Midwest Gascoyne EM Conference – participants across the Emergency Management industry involved
- 2015 – Animal Management Welfare – all key community groups and agencies involved
- Quarterly Basis – LEMC consultation
- July 2016 – Abrolhos Islands Sub-committee – key agencies working on the delivery of a LEMA for the islands. Involving Body Corporates and key stakeholders.
- 2014-2016 – AWARE Recovery Project – involves extensive consultation both internally and externally across the recovery component of Emergency Management.
- Internal CGG operations are reviewing Emergency Management and have in July 2016 appointed a permanent Emergency Management Coordinator.
- 2014-2016 – NDRP Flood Mitigation Project – involving catchment areas of Greenough and Chapman Valley.

It is proposed that a further community emergency risk management project be considered in the future, to incorporate the unique considerations of the inland and island areas that now form part of the local government area.

1.3 Document Availability

In accordance with S43 of the *Emergency Management Act 2005* a copy of these arrangements is available for inspection free of charge by members of the public during office hours at the City of Greater Geraldton Council office. These arrangements will also be available via the Councils' website <http://www.cgg.wa.gov.au/live/my-environment/fire-and-emergency.aspx>

1.4 Area Covered

The City of Greater Geraldton was formed on 1st July 2011 out of the amalgamation of the City of Geraldton, Shire of Greenough and the Shire of Mullewa. The City's Boundaries were increased in July 2015 to include the Abrolhos Islands.

The City of Greater Geraldton local government area covers 12,625 km² located approximately 450kms north of Perth. It is bound by the shires of Irwin and Mingenew to the south, Yalgoo to the east, and Chapman Valley to the north, and includes the Abrolhos Islands – a chain of 122 islands and reefs 80km West of Geraldton. A map of the area is available at appendix 6.6.

1.5 Aim

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

1.6 Purpose

The purpose of these arrangements is to set out:

- The City of Greater Geraldton's policies for emergency management;
- The roles and responsibilities of public authorities and other agencies involved in emergency management in the City of Greater Geraldton;
- Provisions about the coordination of emergency operations and activities relating to emergency management;
- A description of emergencies that are likely to occur in the LGA;
- Strategies and priorities for emergency management;
- Other matters about emergency management in the City of Greater Geraldton prescribed by the regulations; and
- Other matters about emergency management in the City of Greater Geraldton that the Council considers appropriate.

1.7 Scope

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

Furthermore:

- This document applies to the LGA of the City of Greater Geraldton;
- This document covers areas where the City of Greater Geraldton provides support to HMA's in the event of an incident;

- This document details the City of Greater Geraldton’s capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- The City of Greater Geraldton’s responsibility for recovery management.
These arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

1.8 Related Documents

This document covers the key arrangements to enable the delivery of integrated and coordinated emergency management to the City of Greater Geraldton. It is not possible in this document to contain all of the existing plans and arrangements, or to provide sufficient detail within this document. Some key documents are listed below.

1.9 Local Emergency Management Policies

Document	Owner	Date
Bush Fire Brigades Local Law 2011	CGG	2011

1.10 Existing Plans and Arrangements

Document	Owner	Date
Local Recovery Plan	CGG 9956 6600	2016
Bush Fire Response Plan	CGG 9956 6600	2012
Aerodrome Emergency Plan	CGG 9956 6600	2015
Mumbida Wind Farm – Fire Management Plan	Stephen Cahalin, GE Site Manager 0418 800 625, 08 6214 1301	2014
DCPFS Welfare Plan	DCPFS 9965 9500	2016
Mullewa Emergency Management Plan	CGG 9956 6600	2016
Community Evacuation Plan	WA Police 9923 4555	
Local Recovery Plan	CGG 9956 6600	2016
Abrolhos Islands LEMA	A sub-committee of stakeholders are presently developing this.	-

1.11 Agreements, Understandings and Commitments

Parties to the Agreement	Summary of the Agreement	Special Considerations
Shire of Chapman Valley and Shire of Northampton	Combined Batavia LEMC	
Department of Fisheries	Abrolhos islands	See 1.10.1

1.12 Special considerations

Please refer to appendix 6.9 for Special Considerations

1.13 Special Needs Groups

Special needs groups are available at Appendix 6.4 and are reviewed periodically to ensure accuracy. These groups include schools, culturally and linguistically diverse groups and retirement villages.

1.14 Resources

Resources are captured and included at the resources register in appendix 6.1. This list of resources considers not only LEMC member agency resources but also community, industry and commercial resources that may be available particularly in supporting welfare and recovery, not just response.

1.15 Roles & Responsibilities

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

Local role	Description of responsibilities
Local government	The responsibilities of the City of Greater Geraldton are defined in Section 36 of the EM Act.
Local emergency coordinator	The responsibilities of the LEC are defined in Section 36 of the EM Act.
Local recovery coordinator	To ensure the development and maintenance of effective recovery management arrangements for the local government. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
Local welfare coordinator	The Local Welfare Coordinator is appointed by the DCPFS District Director to: <ul style="list-style-type: none">• Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;• Prepare, promulgate, test and maintain the Local Welfare Plans;• Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;• Establish and maintain the Local Welfare Emergency Coordination Centre;• Ensure personnel and organisations are trained and exercised in their welfare responsibilities;

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

	<ul style="list-style-type: none"> • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;
Local Emergency Management Committee	<p>The LEMC includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community.</p> <p>The LEMC is not an operational committee but rather the organisation established by the local government to ensure that local emergency management arrangements are written and placed into effect for its district.</p> <p>The LEMC membership must include at least one local government representative and the identified Local Emergency Coordinator (LEC). Relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC.</p> <p>The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.</p> <p>The functions of LEMC are [s. 39 of the Act]:</p> <p>To advise and assist the local government in establishing local emergency managements for the district;</p> <ul style="list-style-type: none"> • to liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements; and • to carry out other emergency management activities as directed by SEMC or prescribed by regulations. <p style="padding-left: 40px;">Other Functions of the LEMC.</p>
Controlling Agency	<p>A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> • undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness. • control all aspects of the response to an incident. During Recovery the Controlling Agency will ensure effective transition to recovery.

Hazard Management Agency	<p>A hazard management agency is ‘to be a public authority or other person who or which, because of that agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.’ [EM Act 2005 s4] The HMAs are prescribed in the Emergency Management Regulations 2006. Their function is to:</p> <ul style="list-style-type: none"> • Undertake responsibilities where prescribed for these aspects [EM Regulations] • Appoint Hazard Management Officers [s55 Act] • Declare / revoke emergency situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State EM Policy Section 1.5] • Ensure effective transition to recovery by local government
Combat Agency	<p>A Combat Agency as prescribed under subsection (1) of the Emergency Management Act 2005 is to be a public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.</p>
Support Organisation	<p>A public authority or other person who or which, because of the agency’s functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)</p>

PART 2 – PLANNING

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

2.1 LEMC Membership

The City of Greater Geraldton has established a LEMC to plan, administer and test the local emergency management arrangements.

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

Executive	
Chair:	City of Greater Geraldton Mayor
Deputy Chair:	Officer in Charge / LEC Geraldton Police
Executive Officer:	City of Greater Geraldton Coordinator Emergency Management
Local Recovery Coordinator:	City of Greater Geraldton Coordinator Emergency Management
Administrative Support:	City of Greater Geraldton Administrative Support Officer
Hazard Management Agencies	
City of Greater Geraldton	Chief Bush Fire Control Officer
Dept. Parks & Wildlife	Regional Fire Coordinator
Department of Fire & Emergency Services	District Manager
Dept. of Transport	Regional Manager
Dept. of Health	Regional Director
Department of Fire & Emergency Services – State Emergency Service	Operations Manager
Dept. Agriculture & Food	Site Manager
Police Geraldton	Officer in Charge
Police Mullewa	Officer in Charge
Welfare Support	
Centrelink	Team Leader
Child Protection and Family Services	District Emergency Services Officer
Red Cross	Team Leader
Salvation Army	Lieutenant
Utilities	

Alinta Gas	Local Manager
Main Roads WA	Network Manager
Telstra	Area Manager
Western Power	Field Services Coordinator
Water Corporation	Operations Manager
Additional Membership as directed by Local Government	
ABC Radio	Chief of Staff/Manager
Abrolhos's Island Committee	Chairman
Bureau of Meteorology	Station Manager
City of Greater Geraldton	Senior Fire Officer
City of Greater Geraldton	Airport Manager
Department of Fire and Emergency Services	Community Emergency Management Officer
Geraldton Port Authority	Harbour Master
St John Ambulance	Regional Manager
Volunteer Marine Rescue Svc	Commander
Co-Opted when required for specific issues	
Chamber of Commerce and Industry	Chief Executive Officer
City of Greater Geraldton	Coordinator of Environmental Health and Waste
City of Greater Geraldton	Senior Ranger
City of Greater Geraldton	Public Relations Officer
Dept. of Fisheries	Senior Operations Manager
Education Dept.	
Geraldton Regional Prison	Officer in Charge
Hillcrest Lodge (Aged Care)	Residential Manager
Geraldton Nursing Home	Manager
Included in distribution for information (Do not attend meetings)	
City of Greater Geraldton	
DFES	Regional Superintendent
Dept. Child Protection	District Director
WALGA	

2.2 Meeting Schedule

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

2.3 Constitution & Procedures

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

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

2.4 Annual Reporting

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

The LEMC annual report is to contain, for the reporting period:

- a) a description of the area covered by the LEMC,
- b) a description of activities undertaken by it, including:
 - i. the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - ii. a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),

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

2.5 Annual Business Plan

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

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

A copy of the Annual Business Plan is available on request from the Executive Officer.

2.7 Emergency Risk Management

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

A risk register has been developed and is included in Appendix 6.2, and will be continuously reviewed in collaboration with relevant public authorities and/or any other relevant agencies or community groups as appropriate, in accordance with State Emergency Management Procedure 1 – Emergency Risk Management Planning. This register contains descriptions of emergencies likely to occur, and priorities.

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

PART 3 – SUPPORT TO RESPONSE

3.1 Risks – Emergencies Likely to Occur & Responsible HMA

The LEMC identified the following hazards within the CGG from the emergency risk management process.

Hazard	HMA	WESTPLAN (Date)
Air Crash Emergency	WA Police	Air Crash 2016
Animal & Plant Biosecurity Emergency	Dept. Agriculture & Food	Animal & Plant Biosecurity 2016
Brookfield Rail Emergency	Brookfield Rail	Brookfield Rail 2016
Fire Emergency (Includes Bush & Urban Fire)	DFES/LG/P&W	Fire 2016
Flood Emergency	DFES	Flood 2016
Hazardous Materials Emergency	DFES	HAZMAT 2016
Heatwave Emergency	Dept. of Health	Heatwave 2016
Human Epidemic Emergency	Dept. of Health	Human Epidemic 2016
Land Search & Rescue Emergency	WA Police	Land Search 2016
Marine Oil Pollution Emergency	Dept. of Transport	Marine Oil Pollution 2016
Marine Transport Emergency	Dept. of Transport	Marine Transport Emergency 2016
Road Crash Emergency	WA Police	Road Crash Emergency 2016
Storm Emergency	DFES-SES	Storm 2016
Tsunami Emergency	DFES	Tsunami 2016

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

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

3.2 Incident Support Group

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

3.2.1 Role

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

3.2.2 Triggers for an ISG

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

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

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

3.2.3 Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be

at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

3.2.4 Location of ISG Meetings

Proposed locations for ISG meetings are detailed at appendix 6.8

3.3 Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency. This is achieved through the Incident Management Team position of 'Public Information Officer' as per the AIMS Structure.

3.4 Critical Infrastructure

The City of Greater Geraldton has identified critical infrastructure within its district. Due to the sensitive nature of this information the details of Critical infrastructure is included in appendix 6.3 and not for public distribution.

3.5 Financial Arrangements

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

The City of Greater Geraldton has considered the impact of an event on the Shire and internal financial processes have been put in place.

3.6 Evacuation

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

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

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

3.6.1 Evacuation Planning Principles

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

The WA Police Community Evacuation Plan for the City of Greater Geraldton will be provided as an Annex to these arrangements, when available.

3.6.2 Evacuation Management

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

Whenever evacuation is being considered the Department for Child Protection must be consulted during the planning stages. This is because DCP have responsibility under State Arrangements to maintain the welfare of evacuees under State Emergency Welfare Plan.

3.7 Vulnerable Groups

For information on welfare arrangements for vulnerable groups please refer to the Department for Child Protection and Family Support's Emergency Welfare Plan.

3.8 Refuge Sites

Refer to appendix 6.5 Welfare Centres

3.9 Routes and Maps

Refer to Emergency Management Office file for print outs and electronic versions in O:\Public files\LEMC\Mapping of a series of maps with detailed information regarding CGG localities such as schools, hospitals and emergency welfare centres and aged care facilities.

In addition, the following maps contained in the Mid-West Gascoyne Emergency Services Directory may be used as reference across emergency services agencies:

ESD Ref.	Localities
GLDTN1	West End
GLDTN2	Drummond Cove, Glenfield, Waggrakine, Sunset Beach
GLDTN3	Waggrakine, Moresby, Narratarra
GLDTN4	Spalding, Moresby, Webberton, Strathalbyn, Wonthella, Woorree, Geraldton City, Utakarra, Rangeway
GLDTN5	Moresby, Moonyoonooka, Woorree, Deepdale, Utakarra
GLDTN6	Mount Tarcoola, Karloo, Tarcoola Beach, Narngulu, Wandina, Rudds Gully, Cape Burney
GLDTN7	Deepdale, Meru, Moonyoonooka, Narngulu, Rudds Gully
MLWA1	Mullewa
7730	Kojarena, Bringo, East Chapman & Chapman River
7731	Northern Gully, Eradu, Ambania, Wicherina, Greenough River
7732	The Fourty Four Mile Nature Reserve, Indarra Springs Nature Reserve, Bindoo Hill Nature Reserve
7733	Mullewa, Urawa Nature Reserve, Devils Creek, Wilroy Nature Reserve
7734/ 7835	Pindar, Tardun
7735	Barra Barra Nature Reserve
7831	Beetalyinna Nature Reserve, Sandsprings, Ellendale, Burma Rd, Burma Road Nature Reserve
29259	Narngulu, Bootenal, Greenough; Rudds Gully
29260	Walkaway, Greenough River
29459/ 29460	South Greenough

3.10 Welfare

The Department of Communities has the role of managing welfare.

3.11 State and National Registration and Inquiry

When a large scale emergency occurs and people are evacuated or become displaced, one of the areas the DCPFS has responsibility for is recording who has been displaced and placing the information onto a State or National Register.

This primarily allows friends or relatives to locate each other but also has many further applications. Because of the nature of the work involved DCPFS have reciprocal arrangements with the Red Cross to assist with the registration process.

3.12 Animals

The City of Greater Geraldton maintains Local Animal Emergency Welfare Guidelines which provide information for the coordination of animal welfare during an emergency in the City of Greater Geraldton and surrounding Shires. The guidelines cover domestic animals and the care of animals at evacuation centres, temporary animal shelters and longer term animal care arrangements which include stockyards, farms or any other facility deemed by Council as a suitable facility.

3.13 Welfare Centres

The City of Greater Geraldton holds an Emergency Welfare Centre Register which allows for DCPFS to utilise the buildings contained within the document for Welfare purposes. Please refer to CGG Emergency Welfare Centre Register.

PART 4 – RECOVERY

Refer to the City of Greater Geraldton Local Recovery Plan 2016.

PART 5 –EXERCISING, REVIEWING AND REPORTING

5.1 The Aim of Exercising

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

The exercising of 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.

5.2 Frequency of Exercises

Preparedness Procedure 19 – Exercise Management, requires the LEMC to exercise their arrangements on an annual basis.

5.3 Types of Exercises

Some examples of exercises types include:

- Desktop/Discussion
- A phone tree recall exercise
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency
- Operating procedures of an Emergency Coordination Centre
- Locating and activating resources on the Emergency Resources Register
- Complex

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

5.4 Reporting of Exercises

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

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Preparedness Procedure 19 - 'Exercise Management'.

5.5 Review of Local Emergency Management Arrangements

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

According to the State Emergency Management Plan, the LEMA (including recovery plans) are to be reviewed and amended as follows:

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

5.6 Review of Local Emergency Management Committee Positions

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

The City of Greater Geraldton will conduct a formal review of the LEMC membership in conjunction with each review of the Local Emergency Management Arrangements.

5.7 Review of the Resources Register

The Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting. Generally, this will occur at the beginning of October each year.

PART 6 –APPENDIXES

Appendix 6.1 Resource Register

This annex is not provided in the public copy

Appendix 6.2 Risk Register

CITY OF GREATER GERALDTON RISK REGISTER

RISK No.	RISK STATEMENT	LIKELIHOOD RATING	CONSEQUENCE RATING	LEVEL OF RISK	ELEMENT AT RISK	PRIORITY	TREATMENT
01/16	There is a risk that a marine oil spill will cause damage to or destroy the marine environment. Oil spills could be caused by leakage from ships, from off shore oil rigs, or from within the harbour during bunkering or offloading operations which may cause severe damage to the marine environment including fish stocks and wildlife	ALMOST CERTAIN	MAJOR	EXTREME	ENVIRONMENT		
02/16	There is a risk that a road transport emergency will cause serious injury or death to people. Road transport emergencies involving interaction between heavy vehicles and other traffic such as tourist coaches and trains may occur. Heavy vehicles are prevalent on highways within the City of Greater Geraldton Local Government Area. The City of Greater Geraldton has a number of major heavy vehicle routes within its boundaries.	ALMOST CERTAIN	MAJOR	EXTREME	PEOPLE		
03/16	There is a risk that a severe storm will cause damage to or destroy infrastructure. Severe storm events affect the Midwest-Gascoyne area including the City of Greater Geraldton on an annual basis. There may also be significant damage caused to lifelines such as power lines. Damage to roads from flash flooding is also likely in low lying areas close to the ocean particularly the main City foreshore business area, Point Moore, Drummond Cove and Chapman Road.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
04/16	There is a risk that bush fires will cause death or serious injury to people. Many outer urban areas of the City contain areas of bushland reserve consisting predominately of coastal heath scrub, grassland and native wattle in close proximity to the urban fringe. Farming areas adjacent to natural heath scrub are particularly at risk from bush fires.	LIKELY	MODERATE	HIGH	PEOPLE		

05/16	There is a risk that bush fires will cause damage to or destroy the environment. Bush fires in the coastal heath and pasture lands can remove vegetation exposing the top soil subject to erosion from wind or rain.	LIKELY	MODERATE	HIGH	ENVIRONMENT		
06/16	There is a risk that bush fires will affect the economy of the community. The farming community around Greater Geraldton may be exposed to financial losses from crop damage during harvest.	POSSIBLE	MODERATE	HIGH	ECONOMY		
07/16	There is a risk that bush fires will cause damage to or destroy infrastructure. Bush fires can cause damage to infrastructure such as bridges, fencing, and power lines.	ALMOST CERTAIN	MODERATE	HIGH	INFRASTRUCTURE		
08/16	There is a risk that a hazardous materials spill will cause serious injury to people. Hazardous materials may release toxic fumes which could cause injuries especially in the more densely populated urban areas.	LIKELY	MODERATE	HIGH	PEOPLE		
09/16	There is a risk that a hazardous materials spill will cause harm to human health. Hazardous materials may release toxic fumes which could cause injuries especially in densely populated areas.	LIKELY	MODERATE	HIGH	PEOPLE		
10/16	There is a risk that a marine oil spill will cause damage to or loss of the foreshore environment. The environment especially the beaches are at risk from pollutants such as oil.	LIKELY	MAJOR	HIGH	ENVIRONMENT		
11/16	There is a risk that a tsunami will cause damage to or destroy infrastructure. There is a possibility that low lying areas such as Point Moore (West End), Drummond Cove, the City foreshore area and Chapman Road would be greatly affected.	POSSIBLE	MAJOR	HIGH	INFRASTRUCTURE		
12/16	There is a risk that a riverine flood will cause damage to or destroy infrastructure. The Greenough River has a history of flooding and should a flooding event occur it is likely that infrastructure such as buildings, roads, fencing and bridges may be damaged.	LIKELY	MODERATE	HIGH	INFRASTRUCTURE		
13/16	There is a risk that a severe storm will cause loss or damage to the environment. There is a possibility that heavy rainfall may cause serious erosion damage in sensitive environmental areas such as rivers and creeks.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		

14/16	There is a risk that a severe storm will affect the economy of the community.	POSSIBLE	MODERATE	MEDIUM	ECONOMY		
15/16	There is a risk that a road transport emergency will cause damage to or destroy the environment.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
16/16	There is a risk that a hazardous materials spill will cause death. Hazardous materials emit toxic fumes and may cause death through inhalation.	UNLIKELY	MAJOR	MEDIUM	PEOPLE		
17/16	There is a risk that a hazardous materials spill (including marine oil spill) will cause damage to or destroy the environment. There is a possibility that hazardous chemicals may enter the City's drainage systems through accidental spillage. Local drains are designed to disperse rain water to collection points such as sumps and may discharge into water ways. Hazardous materials may enter these discharge points causing serious environmental damage.	POSSIBLE	MODERATE	MEDIUM	ENVIRONMENT		
18/16	There is a risk that a hazardous materials spill (including marine oil spill) will affect the economy of the community.	UNLIKELY	MODERATE	MEDIUM	ECONOMY		
19/16	There is a risk that a marine oil spill will impact on the social setting of the community. A significant oil spill may have a social impact on the community though damage to local beaches and areas of community importance.	POSSIBLE	MODERATE	MEDIUM	SOCIAL/ CULTURAL		
20/16	There is a risk that a tsunami will cause death or serious injury. Should a tsunami impact on Greater Geraldton, there is likelihood that people resident in low lying areas such as Point Moore, Drummond Cove and Chapman Road could be killed or injured.	UNLIKELY	MAJOR	MEDIUM	PEOPLE		
21/16	There is a risk that a tsunami will cause damage to or destroy the environment. Should a tsunami impact on Greater Geraldton, there is likelihood that sensitive environmental areas such as beaches and rivers may be severely damaged or lost.	UNLIKELY	MODERATE	MEDIUM	ENVIRONMENT		

Appendix 6.3 Critical infrastructure

This annex is not publicly available

Appendix 6.4 Special needs groups

This annex is not publicly available

Appendix 6.5 Emergency Welfare Centres Register

This annex is not publicly available

Appendix 6.6 Map

Available on request

Appendix 6.7 LEMC Contacts

This annex is not publicly available

Appendix 6.8 ISG Meeting locations

This annex is not publicly available

Appendix 6.9 Special Considerations

6.9.1 The Houtman-Abrolhos Islands:

In July 2015 the boundaries between Shire of Northampton and the City of Greater Geraldton were realigned to include the Houtman-Abrolhos Islands within the City of Greater Geraldton.

The Houtman-Abrolhos islands are a chain of 122 islands that are approximately 60 kilometres west of Geraldton. There are in three main groups, Pelsart, commonly known as Southern group, Wallabi and Easter Group. One large island in the north (North Island) is the most distant inhabited island. The islands are a major rock lobster fishery, with pearl and other aquaculture industries plus a developing tourist destination.

6.9.2 Seasonal Risks:

Bush fire season – October to March

Cyclone season – April – June

School and Public Holidays

6.9.3 Events

A number of major public events are held in the City of Greater Geraldton throughout the year, all of which attract significant numbers of people. These events require special consideration in the event that an emergency may affect the town whilst the event is being held.

Details of significant events include the following:

- January Australia Day
- Attracts over 10,000 people each year
 - Variety of activities and attractions along foreshore and includes fireworks in the evening
 - Event managed by CGG and includes documented Risk Management Plan.
 - Event occurs during high fire danger season (October – March)
- April ANZAC Day
- Attracts 4000 people for formal proceedings at dawn service and Breakfast at RSL
 - Morning Parade through main streets
 - Event managed by CGG in collaboration with the local branch of the RSL and includes documented event management plan and traffic management arrangements
 - Event occurs toward the end of the fire danger season
- June Mullewa Muster & Rodeo
- Attracts approximately 2,500 people
 - Event managed by local community group with support from CGG, with documented risk management plan
 - Event occurs in a period of low risk for natural disaster
- October Festival on the Foreshore (Sunshine Festival)
- Attracts approx. 20,000 to 25,000 over nine days
 - Parade occurs through the main streets
 - Event community managed with assistance from the City with a documented risk management plan

Appendix 6.10 Local Public Warning Systems

Description	Contact Person	Contact Number
Bushfire & Harvest Ban SMS System	CBFCO	0427 176 386
ABC Radio Harvest Ban Broadcasting	CBFCO	0427 176 386
City of Greater Geraldton Social Media (Facebook, Twitter, Media Releases)	Coordinator E.M.	0428 670 320
DFES Current Alerts & Warnings	DFES	08 9956 6000