



2017

Local Emergency Management Arrangements



Local Emergency Management Arrangements

These arrangements have been produced and issued under the authority of S. 41(1) of the Emergency Management Act 2005, endorsed by the Shire of Cunderdin Local Emergency Management Committee and the Council of the Shire of Cunderdin. The Arrangements have been tabled for noting with the District Emergency Management Committee and State Emergency Management Committee

Chair

Shire of Cunderdin LEMC

Date

Endorsed by Council

Resolution number 9.2

Date

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Glossary of terms

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

<i>Term</i>	<i>Definition</i>
Australasian Interagency Incident Management System (AIIMS)	A command structure set up to systematically and logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels.
Combat Agency	<p>A public authority, or other person, may be prescribed by the regulations to be a Combat Agency 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 [s.6(2) of the EM Act].</p> <p>A Combat Agency undertakes response tasks at the request of the Controlling Agency in accordance with their legislative responsibilities or specialised knowledge.</p>
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.
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. See also Control and Command
District	means an area of the State that is declared to be a district under section 2.1 Local Government Act 1995.
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	<p>The management of the adverse effects of an emergency including:</p> <ul style="list-style-type: none"> •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 as prescribed under the provisions of the Emergency Management Act 2005.
Emergency Risk Management	A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.
Essential Services	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.
Hazard	<ul style="list-style-type: none"> • a cyclone, earthquake, flood, storm, tsunami or other natural event • a fire • a road, rail or air crash • a plague or an epidemic • a terrorist act as defined in The Criminal Code section 100.1 set out in the schedule to the Criminal Code 1995 of the Commonwealth • any other event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety or harm to the health of persons or animals or • destruction of or damage to property or any part of the environment and is prescribed by Emergency Management Regulations 2006
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 specialised 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.
Incident Controller (IC)	The person designated by the relevant Hazard Management Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation.
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.
Incident Management Team (IMT)	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic.
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.
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.
Operations Area Support Group (OASG)	Is a group of agency / organisation liaison officers convened and Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency
Operations Area Manager (OAM)	The person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Manager(s) in accordance with the needs of the situation.
Prevention	Regulatory and physical measures to ensure that emergencies are prevented, or their effects mitigated. Measures to eliminate or reduce the incidence or severity of emergencies. See also Comprehensive Approach.
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are needed to cope with the effects can be efficiently mobilised and

	deployed. Measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects. See also Comprehensive Approach.
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised and that people affected are given immediate relief and support. Measures taken in anticipation of, during and immediately after an emergency to ensure its effects are minimised. See also Comprehensive Approach.
Recovery	The coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical well-being. See also Comprehensive Approach.
Risk	A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment. <ul style="list-style-type: none"> • 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.
State Emergency Management Committee (SEMC)	A committee established under section 13 of the Emergency Management Act 2005
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.
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).
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.

General Acronyms used in these Arrangements

<i>Acronym</i>	<i>Meaning</i>
AIIMS	Australasian Inter-Agency Incident Management System
BFB	Bush Fire Brigade
CEO	Chief Executive Officer
CPFS	Department for Child Protection and Family Support
P&W	Department of Parks and Wildlife
DEMC	District Emergency Management Committee
ECC	Emergency Coordination Centre
DFES	Department of Fire and Emergency Services
FRS	Fire and Rescue Service

VFRS	Volunteer Fire and Rescue Service
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
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
WAERN	Western Australian Emergency Radio Network

Part One – Introduction

Community Consultation

The Shire of Cunderdin and the Community through Agency and Emergency Service Representatives were involved in the Local Emergency Management Arrangement preparations. The final plan prepared and adopted by the Cunderdin LEMC and Council will be distributed to a variety of agencies. Community consultation has also been conducted via:

- Local Advertising (Bandicoot Express, Shire Newsletter)
- District Advertising (Avon Valley Advocate)

Authority

These arrangements have been prepared and endorsed by the Shire of Cunderdin Local Emergency Management Committee, pursuant to section 41(1) of the Emergency Management Act (2005). They have been tabled for information and comment with the Wheatbelt District Emergency Management Committee and endorsed by the Shire of Cunderdin.

Area Covered

The Shire of Cunderdin is located 158kms east of Perth in the Central Wheatbelt and encompasses the towns of Cunderdin and Meckering. The Shire is 1872km² in size, mainly agricultural and currently has a population of 1,310.

The town of Cunderdin has a population of approximately 800 persons. The town site is located approximately 156km to the east of Perth and is comprised of residential, industrial and commercial area surrounded by farming properties, salt river/lake systems and pockets of natural bushland. The main East-West road link (Great Eastern Highway) passes through the centre of town along with the main East-West Rail link.

The town of Meckering has a population of approximately 120 persons. It is located 130km to the east of Perth and is comprised of mainly residential properties; it is also surrounded by farming properties, salt river/lake systems and pockets of natural bushland. The main East-West road link (Great Eastern Highway) passes through the centre of town along with the main East-West Rail link.

The following assets/infrastructure are also included in this area:

- Cunderdin Townsite
- Meckering Townsite
- Cunderdin Hospital
- Perth-Kalgoorlie Railway Line
- Great Eastern Highway
- Cunderdin Airfield
- Perth-Kalgoorlie Water Pipeline
- Cunderdin Telephone Exchange, Lundy Ave, Cunderdin
- Meckering Telephone Exchange, Johnson Street, Meckering
- Power substation, Cubbine Street, Cunderdin
- Water Corporation facilities, Cubbine Street, Cunderdin
- Communication towers (Cunderdin Hill, Bulgin Siding)
- Local Government Infrastructure
- Mobile telecommunications tower, Lundy Ave, Cunderdin

Adjoining Local Governments

- Shire of Tammin – to the East
- Shire of Quairading – to the South
- Shire of Wyalkatchem – to the North
- Shire of Dowerin – to the North, North West
- Shire of Goomalling – to the North West
- Shire of Northam – to the West
- Shire of York – to the South West

Access

The major access road to the Shire of Cunderdin from Perth is the Great Eastern Highway, which runs through the town sites of Cunderdin and Meckering.

Other major arteries in and out of the Shire include:

- **Cunderdin-Wyalkatchem Road** linking Cunderdin and Wyalkatchem
- **Cunderdin-Quairading Road** linking Cunderdin and Quairading
- **Quellington Rd** linking Meckering and York
- **Dowerin-Meckering Road** linking Meckering and Dowerin
- **Goomalling-Meckering Road** linking Meckering and Goomalling

Topography

The landscape of the Shire of Cunderdin is predominately low-lying and flat farmland with small pockets of hill and rock outcrops.

Aim

The aim of the Shire of Cunderdin Local Emergency Management Arrangements is to detail emergency management plans, procedures and to ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

Purpose

The purpose of these emergency management arrangements is to set out:

- The local government's policies for emergency management
- The roles and responsibilities of public authorities and other persons involved in emergency management in the local government district
- Provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in the above paragraph
- A description of emergencies that are likely to occur in the local government district
- Strategies and priorities for emergency management in the local government district
- Other matters about emergency management in the local government district prescribed by the regulations
- Other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

Objectives

The objectives of this plan are to:

- Describe risks and hazards and their likely effects
- Promote effective liaison between all Hazard Management Agencies, emergency services and supporting agencies, which may become involved in emergency situations
- Identify primary and secondary emergency operation centres
- Maintain a current contact list for participating agencies and organisations
- Provide a framework for Recovery operations
- Provide arrangements for testing, evaluation and maintenance of these arrangements
- Provide a Resource and Contacts Register to assist the community in prevention, preparedness, response and recovery.

Scope

These arrangements are to ensure the community is prepared to deal with the identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMAs in dealing with an Emergency. These should be detailed in the HMAs' individual plans.

Furthermore:

- This document applies to the local government district of the Cunderdin
- This document covers areas where the Shire of Cunderdin provides support to HMAs in the event of an incident

- This document details the Shire of Cunderdin's capacity to provide resources in support of an emergency, while still maintaining business continuity and the Shire of Cunderdin's responsibilities in relation to 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.

Related Documents & Arrangements

These Documents, Arrangements and Plans are designed to be used in conjunction with the Local Emergency Management Arrangements.

Local Emergency Management Policies

There are no current Emergency Management Policies within the Shire of Cunderdin

Existing Plans & Arrangements

<i>Document</i>	<i>Owner</i>	<i>Location</i>	<i>Review</i>
Bushfire Management Arrangements	Shire of Cunderdin	Cunderdin Shire Office	Annual
Emergency Risk Management Plan (Under Development)	Shire of Cunderdin	Cunderdin Shire Office	Annual
Local Land Search and Rescue Plan	Cunderdin Police	Cunderdin Police Station	Annual
Local Road Crash Plan	Cunderdin Police	Cunderdin Police Station	Annual
Local Air Crash Plan	Cunderdin Police	Cunderdin Police Station	Annual
Local Space Re-entry Debris Plan	Cunderdin Police	Cunderdin Police Station	Annual
Local Rail Crash Plan	Cunderdin Police	Cunderdin Police Station	Annual
Bushfire Policy and Procedures Manual	Shire of Cunderdin	Cunderdin Shire Office	Annual
Cunderdin District High School Emergency Management Plan	Department of Education	Cunderdin District High School Administration	Annual
Cunderdin Museum Emergency Plan	Shire of Cunderdin	Cunderdin Shire Office	Annual
Cunderdin Agricultural College Emergency Management Plan	Department of Education	Cunderdin Agricultural College Administration	Annual

Special Considerations

Population decrease – Christmas Holidays (Dec - Jan)

Over the Christmas Holiday period, a large number of farming residents leave the area Post-Harvest.

Harvesting season (Oct – Jan)

Harvesting can result in an increased chance of crop fire and a decreased availability of farmer/private appliance response to fires.

Bushfire Season (Oct – March)

Bushfire season can bring unfavourable weather conditions (Catastrophic Fire Danger Index, Total Fire Bans), an increase to crop/bush fire incidents and potential Harvest/Vehicle Movement/Hot Works Bans being imposed.

Western Australian College of Agriculture (School Holidays)

From time to time there can be between 50 – 150 students residing at these facilities over the School Holiday Periods. These times vary, and are usually the start of April, start of July, end of September to start of November and from mid-December until the start of February.

Lack of Communication in certain areas

Communication black spots occur using both radio and telephone communications in many areas

Financial Resources

The Shire of Cunderdin recognises State Emergency Management Policy 4.2 which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

Roles and Responsibilities*Local Roles and Responsibilities*

<i>Local Roles</i>	<i>Description of Responsibilities</i>
Local Government	<p>The responsibilities of the Shire of Cunderdin are defined in s.36 of The Act</p> <ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implementing procedures that assist the community and emergency services deal with incidents • Ensuring 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.
Local Emergency Coordinator	<p>The Local Emergency Coordinator for a Local Government district has the following functions [s. 37(4) of the Act]:</p> <ul style="list-style-type: none"> • To provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district • To assist hazard management agencies in the provision of a coordinated response during an emergency in the district • To carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator. <p><i>The Local Emergency Coordinator is the Officer in Charge of Cunderdin Police Station</i></p>
Local Recovery Coordinator	<p>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.</p> <p><i>The Local Recovery Coordinator is the President of the Shire of Cunderdin Council</i></p>
Local Government Welfare Liaison Officer	<p>During an evacuation where a local government facility is utilised by CPFS provide advice, information and resources regarding the operation of the facility.</p> <p><i>The Local Welfare Liaison is the Community Development Officer for the Shire of Cunderdin</i></p>
Local Government Liaison Officer	<p>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.</p> <p><i>The Local Liaison Officer is the Deputy Chief Executive Officer for the Shire of Cunderdin</i></p>

LEMC Roles and Responsibilities

The Shire of Cunderdin has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements. 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 assist in the development of local emergency management arrangements 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 multi-agency 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.

<i>Local Role</i>	<i>Description of Responsibilities</i>
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	Provide executive support to the LEMC by: <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> ○ Meeting agenda ○ Minutes and action lists ○ Correspondence ○ Maintain committee membership contact register • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> ○ Annual Report ○ Annual Preparedness Report ○ Maintain Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required • Participate as a member of Sub-Committees 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.

<i>Agency Roles</i>	<i>Description of Responsibilities</i>
Controlling Agency	A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency. <ul style="list-style-type: none"> • The function of a Controlling Agency is to: • 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 (HMA)	A hazard management agency is 'to be a public authority or other person

	<p>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]</p> <p>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] • Appointment of Hazard Management Officers [s55 Act] • Declare / Revoke Emergency Situation [s 50 & 53 Act] • Coordinate the development of the Westplan for that hazard [State Emergency Management Procedure 2] • 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 Organisations	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. These can include but are not limited to:-
<ul style="list-style-type: none"> • Western Power • Water Corporation • Parks and Wildlife (PaW) • Department of Health (DOH) • Child Protection and Family Support (CPFS) • Department of Food & Agriculture WA (DAFWA) • Department of Transport (DOT) • Department of Water (DOW) • Main Roads WA • Civil Aviation Safety Authority (CASA) • Environmental Protection Authority (EPA) • Telstra 	<p>Responsible for managing power lines and power supply in times of emergency</p> <p>Responsible for managing water supply in times of emergency</p> <p>Responsible for managing bushfire in nature reserves and national parks in times of emergency</p> <p>Responsible for managing human epidemic and health issues in times of emergency</p> <p>Responsible for managing welfare in times of emergency</p> <p>Responsible for managing animal/plant epidemic and biosecurity in times of emergency</p> <p>Responsible for managing public transport in times of emergency</p> <p>Responsible for managing natural waterways and sources in times of emergency</p> <p>Responsible for managing major arterial traffic routes in times of emergency</p> <p>Responsible for investigating aircraft safety in times of emergency</p> <p>Responsible for managing pollution in times of emergency</p> <p>Responsible for managing communication in times of emergency</p>

Part Two – Planning (LEMC Administration)

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

LEMC Membership (Positions)

Chairman/President Shire of Cunderdin	Representative St John Ambulance
Chief Executive Officer Shire of Cunderdin	Principal Cunderdin District High School
Community Emergency Services Manager Shire of Cunderdin and Cunderdin	Principal Meckering Primary School
Area Officer/Manager Lower Wheatbelt Department Fire and Emergency Services	Principal WA College of Agriculture
Community Development Officer Shire of Cunderdin	Health Services Manager Cunderdin Hospital
District Emergency Services Officer Child Protection and Family Support	Chief Bush Fire Control Officer Shire of Cunderdin
Officer in Charge Cunderdin Police Station	Captain Cunderdin Volunteer Fire and Rescue

The term of appointment of all LEMC members shall be determined by the Local Government in consultation with the parent organisation of the members.

Chairperson Local Emergency Management Committee

The Chairperson of the LEMC is appointed by the local government [s. 38 of the Act]

The role of the Chairperson is to direct and coordinate all meetings.

The office of Chairperson of the LEMC will be held by the **Cunderdin Shire President**.

Deputy Chairperson Local Emergency Management Committee

The role of the Deputy Chairperson is to direct and coordinate all meetings where the Chairperson is unavailable to attend.

The office of Deputy Chairman of the LEMC will be held by the **Cunderdin Deputy Shire President**.

Executive Officer Local Emergency Management Committee

The role of the Executive Officer is to provide executive support to the LEMC by:

- Ensuring the provision of secretariat support including:
 - Meeting agenda
 - Minutes and action lists
 - Correspondence
 - Maintain committee membership contact register
- Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including
 - Annual Report
 - Annual Preparedness Report
 - Maintenance of Local Emergency Management Arrangement
- Facilitate the provision of relevant emergency management advice to the Chair and committee as required
- Participate as a member of sub committees and working groups as required.

The office of Executive Officer of the LEMC will be held by the **Community Emergency Services Manager**.

Local Emergency Management Committee Functions

The functions of LEMC are [s. 39 of the Act]:

- To advise and assist the local government in establishing local emergency management arrangements for the district
- To liaise with public authorities and other persons in the development, review and testing of the local emergency management arrangements
- To carry out other emergency management activities as directed by SEMC or prescribed by regulations.

Meeting Schedule

The LEMC will meet on the first Wednesday of March, June, September and December in the Shire of Cunderdin Council Chambers. Please note these days may be subject to change dependant on Committee Member availability.

Exercise Schedule

One exercise will be undertaken in each 12 month period.

LEMC Constitution and Procedures

The constitution and procedures for the LEMC have been determined by the SEMC and are in accordance with State EM Policy No. 2.5

LEMC Annual Report

The LEMC produces an Annual Preparedness Report each financial year in accordance with State EM Policy 7.1.

Part Three – Managing Risk

Risk Management is a critical component of the emergency management process. Building a sound understanding of the hazards and risks likely to impact the community enable local governments and LEMCs to work together to implement treatments. This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The process and mandate for local governments to undertake risk management is detailed in State Emergency Management Policy 2.9 'Management of Emergency Risks'

Emergency Risk Register

The Shire of Cunderdin Emergency Risk Register has been completed 2017.

Description of emergencies likely to occur

The Major hazards as completed during the development of the Emergency Risk Register were –

- Bush fire
- Storm
- Earthquake
- Flood

Risk Table

<i>Hazard</i>	<i>HMA</i>	<i>Local Combat Role</i>	<i>Local Support Role</i>	<i>WESTPLAN</i>	<i>Local Plan</i>
Bush Fire	DFES	PaW, BFB's and LG	VFRS, WAPOL, LG Staff, CPFS	Bushfire (2009)	Bushfire Management Arrangements
Storm	DFES	DFES, SES and LG	VFRS, WAPOL, LG Staff, CPFS	Storm (2004)	
Earthquake	DFES	DFES, SES and LG	VFRS, WAPOL, LG Staff, CPFS	Earthquake (2011)	
Transport Accident	WAPOL	VFRS and LG	SES, LG Staff, CPFS	Road Crash (2013)	Road Crash
Rail Accident	ARC Infrastructure	DFES	LG Staff, CPFS	Rail Crash 2016	
Flood	DFES	DFES, SES and LG	SES, LG Staff	Flood 2016	

These arrangements are based on the premise that the Controlling Agency is responsible for the above risks and will develop, test and review appropriate emergency management plans for their hazard.

Local Emergency Management Strategies and Priorities

<i>Priority</i>	<i>Strategy</i>
Bushfire	Bushfire Management Arrangements
Flood	Flood Management Arrangements under development

Coordination of Emergency Operations

It is recognised that the HMAs and combat agencies may require local government resources and assistance in emergency management. The Shire of Cunderdin is 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 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.

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.

Triggers for the Activation of an ISG

The triggers for an incident support group are defined in State EM Policy 5. These are:

- For a level 2 incident
- Requirement for possible or actual evacuation
- A need to coordinate warning/information to community during a multi-agency event
- Where there is a perceived need relative to an impending hazard impact (Flood, fire)
- Multi agency response where there is a need for collaborative decision making/coordination of resources/information
- Where there is a need for regional support beyond that of a single agency.

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.

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 or 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 following table identifies suitable locations where they can meet within the District.

Location One

Shire of Cunderdin Administration Centre Lundy Rd, Cunderdin 6407				
Contact	Name	Phone	Mobile	Email
1 st Contact	Peter Naylor			
2 nd Contact	Paul Godfrey			
3 rd Contact	Daniel Birleson			

Location Two

Shire of Cunderdin Works Depot Centenary Ave, Cunderdin 6407				
Contact	Name	Phone	Mobile	Email
1 st Contact	Greg Stephens			
2 nd Contact	Peter Naylor			
3 rd Contact	Daniel Birleson			

Location Three

Meckering Sporting Club Great Eastern Highway, Meckering 6405				
Contact	Name	Phone	Mobile	Email
1 st Contact	Steven Smith			
2 nd Contact	Sharon Reynolds			
3 rd Contact	Daniel Birleson			

Responsibilities of Participating Organisations

The following in accordance with capabilities will be involved as Hazard Management or Combat agencies and form a portion of the ISG

Western Australian Police

- Provide the Local Emergency Coordinator
- Act as the Hazard Management Agency for:
 - Aircraft crashes
 - Road Transport Accidents
 - Rail Transport Accidents
 - Land Search and Rescue
 - SPRED Incidents
- Provide an Incident Control Centre, or field facility, to manage its Hazard
- Management Agency responsibilities
- Ensure the provision, staffing and management of the Cunderdin Local Emergency Coordination Centre
- Carry out survey and assessment of damage caused by hazard events for which it is the Hazard management Agency and provide survey and assessment teams to assist other Hazard Management Agencies
- Manage the survey and assessment arrangements during major operations.

Department of Fire and Emergency Services

- Act as the Combat Agency for:
 - Fires in gazetted fire Districts
 - Hazardous materials incidents
 - Industrial accidents involving fire/explosion
- To be responsible for the following types of rescue:
 - Fire endangered rescue
- Vehicle accident rescue
- Hazardous materials accident rescue
- Building rescue
- Provide a Control Centre, or field facility, to manage its Hazard management Agency responsibilities
- Carry out survey and assessment of damage caused by hazard events for which
- Hazard Management Agency and provide survey and assessment teams
- Assist other Hazard Management Agencies
- Provide a Liaison Officer to the Local Emergency Coordination Centre
- Provide support to the Local Emergency Coordinator as requested
- Provide a Specialist Rescue Coordinator if required.

Bush Fire Brigade

- Act as the Combat Agency for fires occurring outside of the Gazetted Fire District

- To be responsible for bush fire endangered rescue.
- Provide an Incident Control Centre, or field facility, to manage its Hazard Management Agency responsibilities
- Carryout survey and assessment of damage caused by hazard incident for which it is the Hazard Management Agency and provide survey and assessment teams to assist other Hazard Management Agencies
- Provide a Liaison Officer to the Local Emergency Coordination Centre if required
- Provide support to the Local Emergency Coordinator as requested

State Emergency Service

- Act as the Combat Agency for:
 - Cyclone
 - Earthquake
 - Flood
 - Storm/tempest
 - Land search.
- Provide an Incident Control Centre, or field facility, to manage its Hazard Management Agency responsibilities
- Carry out survey and assessment of damage caused by hazard event for which it is the Hazard Management Agency
- Provide survey and assessment teams to assist other Hazard Management Agencies;
- Act as the Support Agency for:
 - Air search
 - Communications
 - Emergency Coordination Centre
 - Firefighting support
 - Temporary building repair
 - Resource coordination support
 - Emergency re-supply
 - Miscellaneous support
- Provide support to the Local Emergency Coordinator as requested; and
- Provide a Specialist Rescue Coordinator if required.

St John Ambulance

- Provide Ambulance, First Aid and Triage Service
- Provide a Liaison Officer to the Local Emergency Coordination Centre if required
- Provide support to the Local Emergency Coordinator as requested.

Local Emergency Coordination Centres (as above)

The Local Emergency Coordination Centre is where the Incident Management Team is based during an emergency and provides a focal point for a coordinated approach.

Each LECC is required to have the following communications available:

- Phone
- Fax
- Email
- VHF Radio
- UHF Radio

Each LECC will need to have the following facilities available (as a minimum):

- Meeting Rooms
- Ablutions
- Kitchen/Food Preparation Area

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 HMA.

It is likely that individual agencies will want to issue media releases for their areas of responsibility (eg Water Corporation) however the release times, issues identified and content shall be coordinated through the Public Information Officer Position within the IMT to avoid conflicting messages being given to the public.

All Council (Local Government) Media Contact must be directed to the Shire President or Chief Executive Officer.

Public Warning Systems

During times of an emergency one of the most critical components of managing an incident is getting information out to the public in a timely and efficient manner. This section highlights local communication strategies.

Local Systems

- Emergency Message SMS which is utilised for the implementation of Harvest Bans. (Please note this service can be used for notification purposes for any information necessary) (Please also note that unfortunately this service does not cover the entire Shire District due to inconsistencies within the mobile network)
- Public notice boards are also available in front of the Shire of Cunderdin Administration Building and the Community Cooperative. (IGA)
- A phone tree service would be used to inform the community
- An email tree service would be used to inform the community

DFES Public Info Line

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

- During a major emergency you can also find information on:
- DFES's recorded information line - 1300 657 209.
- Emergency broadcasts on your local ABC Radio Station frequency.
- TV and radio news bulletins, print and online newspapers.
- A staffed community information line may be setup.
- A TV crawler displaying messages at the bottom of the screen may be used.

ABC Radio

With its network of more than 60 local radio stations throughout Australia, ABC Local Radio is uniquely placed to communicate emergency updates to communities affected by natural disasters such as bushfires.

The HMA can request that emergency announcements are broadcast on ABC Local Radio for natural disasters such as bushfire. They will use three levels of alert messages to help the public make the right choices for their own safety.

State Alert

StateAlert is a web-based system designed for Emergency Services to deliver community warnings regarding emergencies through:

- Recorded voice - Landline and mobile, and/or
- Text - Mobile telephone, email and RSS feed.

StateAlert is also available for use by external HMAs for situations where lives may be in danger. All requests for StateAlert messaging will be evaluated to ensure the need is commensurate with both the definition of Emergency (as defined in this SOP) and that the proposed release of StateAlert is classed as a 'Life Threatening' incident.

DFES Warning Levels – All Hazard

Incident	Warning Level (Lowest)	Warning Level	Warning Level	Warning Level (Highest)
Bushfire	Advice - The first warnings of a potential bushfire threat will be Bushfire Advice Messages. These will provide general information on bushfire developments.	Watch and Act - When a Bushfire Watch and Act Message is issued, it means a fire has started and conditions are changing. The fire danger rating will probably be very high to severe. Your life may be under threat and you need to act now to protect your family and your neighbours.		Emergency Warning - A Bushfire Emergency Warning Message is the highest level of alert, telling residents of impending danger/imminent threat. The fire danger rating will be severe, extreme or catastrophic.
Flood	Prepare - A Flood Prepare warning is to be used in conjunction with the BoM alert of Minor or Moderate Flooding or a BoM Flood Watch alert .It is used to make people aware that there could be flooding, or that a flood could potentially take place	Take Action Now - A Flood Take Action Now warning is to be used in conjunction with the BoM alert of Minor, Moderate or Major Flooding. It is used to warn people there will be flooding	Prepare to Evacuate - Flood Prepare to Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to warn people that Evacuation is a very possible scenario during this incident and all thought should be given to evacuating early.	Evacuate Now - A Flood Evacuate warning is to be used in conjunction with the BoM alert of Major Flooding. It is used to inform the community that the flood will impact the homes within the catchment and that evacuation is required
Storm	Prepare – This warning is to state that a storm is greater than 24 hours away and has the potential to impact communities	Get Ready – The storm is between 6 – 24 hours away and has the potential to impact communities	Take Action – The storm is less than 6 hours away and precautions need to be taken	Cancellation – All Clear
Earthquake	Alert – Earthquake has struck or is continuing to strike. This alert is updated as information is received.		Final Alert – Earthquake and aftershocks have completely stopped. No further need for warnings is required	

To request an emergency broadcast, or the provision of emergency information contact –

Finance Arrangements

State Emergency Management Policy 5.12 'Funding for Emergency Responses' outlines the responsibilities for funding during multi-agency emergencies. While recognising the provisions of the State EM Policy 5.12, the Shire of Cunderdin is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors. The Chief Executive Officer should be approached immediately an emergency event requiring resourcing by the Shire of Cunderdin occurs to ensure the desired level of support is achieved.

Part Four - Evacuation and Welfare

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.

Consideration also needs to be given to receiving evacuees from other local governments.

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.

Decision to Evacuate

The HMA Incident Controller would advise residents to self-evacuate as a result of information received or as a result of consultation with informed specialists from relevant advisory authorities. The Incident Support Group should consider the appropriate Evacuation Centre that may be utilised during the emergency.

Warning

When the public are warned that they must evacuate, they should be advised:

- Why there is a need to evacuate
- How much time they have
- How long they can be expected to be away
- Which way they must travel
- Check points for registration
- Which Evacuation Centre is applicable to their Location
- Transport pick-up locations
- How to obtain transport if required
- Whether there are any restrictions on what belongings they can take
- That they should advise family/friends of their intended evacuation plan

At this time, the Incident Support Group should arrange for someone to open the Evacuation Centre and prepare for residents to start arriving.

Withdrawal

Voluntary Evacuation

By private transport or provided transport (if private not available) to safe havens (as determined by evacuees) or to suitable assembly area as determined by the HMA Incident Controller.

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. Police responsibility is to ensure that strategic points on traffic routes are manned to facilitate a safe and effective movement of traffic.

Methods of Transport

- Private Vehicles
- Buses

<i>Provider</i>	<i>Type of Transport</i>	<i>Disability Access</i>	<i>Driver Available</i>	<i>Capacity</i>	<i>Contact Person</i>	<i>Contact Number</i>
Shire of Cunderdin	Mitsubishi	Nil		25	Peter Naylor	

Welfare

The Department for Child Protection and Family Support (CPFS) has the role of managing Welfare. Please find attached Welfare Plan

Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the CPFS District Director to:

- 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
- Coordinate the provision of emergency welfare services during response and recovery phases of an emergency
- Represent the Department on the Incident Support Group when required
- Identify and list the names in the contact lists. (This individual will be appointed by CPFS)

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

Local Welfare Liaison Officer is the Community Development Officer Shire of Cunderdin

Special Needs/CALD Groups

The Shire of Cunderdin has a large Phillipino population whose main language is Filipino (Tagalog) with a second language of English. Please note that most persons in this population either understand or speak English or both.

Welfare Centres

The Shire of Cunderdin Welfare Centres are located at the following locations:

Cunderdin Recreation Centre Lundy Avenue, Cunderdin 6407				
Contact	Name	Phone	Mobile	Email
1 st Contact	Peter Naylor			
2 nd Contact	Kayla James			
3 rd Contact	Daniel Birleson			

Meckering Sporting Club Great Eastern Highway, Meckering 6405				
Contact	Name	Phone	Mobile	Email
1 st Contact	Peter Naylor			
2 nd Contact	Kayla James			
3 rd Contact	Daniel Birleson			

Cunderdin Town Hall Main Street, Cunderdin 6407				
Contact	Name	Phone	Mobile	Email
1 st Contact	Peter Naylor			
2 nd Contact	Kayla James			
3 rd Contact	Daniel Birleson			

Cunderdin Golf Club Watt Street, Cunderdin 6407				
Contact	Name	Phone	Mobile	Email
1 st Contact	Peter Naylor			
2 nd Contact	Kayla James			
3 rd Contact	Daniel Birleson			

Please note contacts would contact the operational owner/user of the premise in order to have Evacuation Centres opened (If necessary)

Part Five - Recovery

Managing recovery is a legislated function of local government and the Local Recovery Management Plan is a compulsory sub-plan of the LEMA.

Local Recovery Coordinator

Local governments are required to nominate a local recovery coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in the State Emergency Management Policy 6.1

The Local Recovery Coordinator is the Shire President for the Shire of Cunderdin

Part Six - 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 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).

Exercise Reports are issued as per State EM Policy 4.11

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act).

Review of Local Emergency Management Committee Positions

The Shire of Cunderdin 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 Preparedness Report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared.

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

The SEMC issue the Annual Preparedness Report template.