

Local Emergency Management Arrangements



SHIRE OF WONGAN-BALLIDU

SHIRE OF WONGAN-BALLIDU

EMERGENCY MANAGEMENT ARRANGEMENTS

These arrangements have been produced and issued under the authority of S. 41(1) of the EM Act 2005, endorsed by the Shire of Wongan-Ballidu and Local Emergency Management Committee (LEMC) and has been tabled with the District Emergency Management Committee (DEMC).

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Chairperson
Shire of Wongan-Ballidu LEMC

Date

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Endorsed by Council
Shire President

Date 27 February 2013

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Distribution

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Organisation	No Copies
Shire of Wongan-Ballidu	3
Wongan Hills Police	1
District Emergency Management Committee	1
Bush Fire Service Wongan-Ballidu	1
WA Fire & Rescue Service Wongan Hills Station	1
St John Ambulance Wongan Hills Sub Station	1
Wongan-Ballidu District Hospital	1
Department of Community Development	1
Department of Agriculture – Wongan Hills	1
Cooperative Bulk Handling	1
Water Corporation – Wongan Hills	1
Community Representatives Wongan-Ballidu	2
Library Wongan Hills	1
Spare	1

Amendment Record

No.	Date	Amendment Details	By
1			
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GLOSSARY OF TERMS

For additional information in regards to the Glossary of Terms, refer to the Emergency Management Western Australia Glossary 2009

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

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

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

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

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

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

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

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

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 the municipality of the Shire of Wongan-Ballidu.

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

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

- (a) Prevention – the mitigation or prevention of the probability of the occurrence of and the potential adverse effects of an emergency.
- (b) Preparedness – preparation for response to an emergency
- (c) 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
- (d) Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

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

EMERGENCY RISK MANAGEMENT – A systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

SES –State Emergency Service.

VFRS –Volunteer Fire & Rescue Service.

VMR –Volunteer Marine Rescue.

DFES – Department of Fire & Emergency Services

BFB – Bush Fire Brigade – established by a local government under the Bush Fires Act 1954.

HAZARD

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event
- (b) a fire
- (c) a road, rail or air crash
- (d) a plague or an epidemic
- (e) a terrorist act as defined in The Criminal Code section 100.1 set out in the Schedule to the Criminal Code Act 1995 of the Commonwealth
- (f) any other event, situation or condition that is capable or causing or resulting in
 - (i) loss of life, prejudice to the safety or harm to the health of persons or animals or
 - (ii) destruction of or damage to property or any part of the environment and is prescribed by the regulations

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

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

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

An emergency event or series of events which requires a response from one or more of the statutory response agencies. *See also* **ACCIDENT, EMERGENCY and DISASTER**.

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

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

INCIDENT MANAGER – See **INCIDENT CONTROLLER**

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

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

LG – Local Government meaning the Shire of Wongan-Ballidu & Shire of Wongan-Ballidu Council.

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

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

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

MUNICIPALITY – Means the district of the Shire of Wongan-Ballidu.

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

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

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

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

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

- The chance of something happening that will have an impact upon objectives. It is measured in terms of consequences and likelihood.
- A measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period.
- Expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability

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

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

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

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

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

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

VULNERABILITY – The 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.

PART 1 – INTRODUCTION

PART 1 – INTRODUCTION

1.1 Authority

These arrangements have been prepared in accordance with s. 41(1) of the Emergency Management Act 2005 and endorsed by the Wongan Ballidu Local Emergency Management Committee and approved by the Shire of Wongan Ballidu.

Community Consultation

Newspapers/ Wonga Bali Boomer, Consultants, website www.wongan.wa.gov.au.

1.2 Document Availability

Hard Copies of the Local Emergency Management Arrangements plan are available from the Shire of Wongan-Ballidu Administration offices during office hours on request free of charge. The offices are located at the Cnr Elphin Crescent and Quinlan Street Wongan Hills. Electronic copies are also available on website www.wongan.wa.gov.au.

1.3 Area Covered (Context)

The Shire of Wongan-Ballidu covers an area of 3,368.8 square kilometres. The localities within the Shire are Wongan Hills, Ballidu, Cadoux, Kondut and Burakin. The Wongan Hills town site is located 184 kilometres North-East of Perth, and has a population of 1339 with 1280 dwellings. The Shire is bordered by Shire of Victoria Plains, Shire of Dowerin, Shire of Dalwallinu, Shire of Goomalling, Shire of Koorda and the Shire of Moora. (ABS 2006)

1.4 Aim

The aim of the Shire of Wongan-Ballidu Local Emergency Management Arrangements is to detail emergency management arrangements and ensure an understanding between agencies and stakeholders involved in managing emergencies within the shire

1.5 Purpose

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

- a) the local government's policies for emergency management;
- b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district;
- c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b);
- d) a description of emergencies that are likely to occur in the local government district;
- e) strategies and priorities for emergency management in the local government district;
- f) other matters about emergency management in the local government district prescribed by the regulations; and
- g) other matters about emergency management in the local government district the local government considers appropriate". (s. 41(2) of the Act).

1.6 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.

Furthermore:

- a) This document applies to the local government districts of the Shire of Wongan-Ballidu;
- b) This document covers areas where the Shire of Wongan-Ballidu (Local Government) provides support to HMA's in the event of an incident;
- c) This document details the Shire of Wongan-Ballidu (LG) capacity to provide resources in support of an emergency, while still maintaining business continuity; and
- d) The Shire of Wongan-Ballidu (LG) responsibility 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.

1.7 Related Documents & Arrangements

1.7.1 Local Emergency Management Policies

Currently the Shire of Wongan-Ballidu has no local policies for emergency management in place.

1.7.2 Existing Plans & Arrangements

Table 1.1

Document	Owner	Location
Risk Register 2009	Shire of Wongan-Ballidu	Shire Administration Office
Risk Treatment Schedule	Shire of Wongan-Ballidu	Shire Administration Office
Bushfire Management Plan (2008)(Draft)	Shire of Wongan-Ballidu	Shire Administration Office
Air Craft Plan	WA Police	Wongan Hills Police Station
Traffic Accident Plan	WA Police	Wongan Hills Police Station
Search & Rescue Plan	WA Police	Wongan Hills Police Station

Relevant State Emergency Management Plans (Westplans)

Table 1.2

Document	Owner	Location
STORM	DFES	DFES Web www.dfes.wa.gov.au
BUSHFIRE	DFES	DFES Web www.dfes.wa.gov.au
EARTHQUAKE	DFES	DFES Web www.dfes.wa.gov.au
FLOOD	DFES	DFES Web www.dfes.wa.gov.au

1.8 Agreements, Understandings & Commitments

An agreement has been made with the Shires of Victoria Plains, Moora and Dalwallinu in which all agree to assist each other in recovery management during emergencies.

1.9 Special Considerations

The following factors may affect the implementation of the Arrangements;

- Reduced resources and increased safety risks during the bushfire season
- Varied population due to itinerant farm labour
- Seasonal conditions Bushfires, cyclones
- Broad acre farming
- Some Tourism

1.10 Resources

Refer Resources tab

1.11 Financial Arrangements

Response

The Shire of Wongan-Ballidu recognize State Emergency Management Policy 4.2 "Funding for Emergencies" which outlines the Hazard Management Agency responsible for meeting costs associated with an emergency.

Funding & Grants

AWARE grant Identify risk and treatment options
Federal funding across Shire's Assistance Plan

1.12 Roles & Responsibilities

Local Emergency Coordinator - OIC Wongan Hills Police Station

The local emergency coordinator for a local government district has the following functions [s. 37(4) of the Act]:

- a. to provide advice and support to the LEMC for the district in the development and maintenance of emergency management arrangements for the district;
- b. to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and
- c. to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Chairperson Local Emergency Management Committee

The Chairman of the LEMC is appointed by the local government [s. 38 of the Act]. *The Shire President of Wongan-Ballidu*

Local Emergency Management Committee

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

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

Local Government

It is a function of a local government —

- (a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district;
- (b) to manage recovery following an emergency affecting the community in its district; and
- (c) to perform other functions given to the local government under this Act.

Hazard Management Agency

A hazard management agency is '*to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.*' [EM Act 2005 s4]

The HMA's are prescribed in the Emergency Management Regulations 2006.

Combat Agencies

A combat agency is '*the agency identified as being primarily responsible for responding to a particular emergency*' AEM Glossary

Support Organisation

A support organisation 'provides essential services, personal or material support' (AEM Glossary) during an emergency. An example may be the Red Cross or CWA providing meals to welfare centre.

Public Authorities & Others

GOVERNMENT AGENCIES	FUNCTION	LOCATION	CONTACT	TELEPHONE NO
DCP	Welfare	Moora	Julie Brown/Anton Rossowu	1800 199 008 9651 1100 (W)
DEC	Environment	Merredin	Rob Blok	9041 6000 0457 544 833
DEC	Environment	Merredin	Mark Moore	9041 6000
Animal Welfare	Veterinarian	Dalwallinu	Kirsten Turnbull	96711108 (W Hills) 9661 1290 (Dally) 0428 671 022 (Mob)
Western Power	Electricity	Wongan Hills	Todd M	0428959455(Mob)

For further information refer contacts page

PART 2 PLANNING

PART 2 – PLANNING (LEMC ADMINISTRATION)

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

2.1 LEMC Membership (positions)

Shire President, Wongan-Ballidu –Chairperson
Chief Executive Officer, Wongan-Ballidu - Executive Officer
WA Police Coordinator
Chief Bush Fire Brigade Officer, Wongan-Ballidu
Chief Bush Fire Brigade Officer, Wongan Hills Fire and Rescue
Wongan Hills District Hospital
St Johns Ambulance, Wongan Hills
DFES
DFES
DCP
CBH
Agriculture WA
Water Corporation
Wongan-Ballidu Community Representative
Wongan- Ballidu Community Representative

- A comprehensive list of LEMC Membership and contact details can be found at Contacts Tab

2.2 Meeting Schedule

SEMP 2.5 states "LEMCs shall meet every three (3) months and as required."

*Meetings to be held on the first Wednesday of every quarter: ie:
1 February 2012, 2 May 2012, 1 August 2012 and 7 November 2012*

2.3 LEMC Constitution & Procedures (s38(4) EM Act)

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 and key holders;
- 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 of 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.

2.3.1 Additional Procedures

The LEMC shall determine other procedures as it considers necessary. (SEMP 2.5). If any additional procedures apply, describe them here. For example the relationship to relevant Council Policy for managing committees.

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 (e.g. draft, approved 2007, under review, last reviewed 2007),
 - 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 LEMC Annual Business Plan.
- c. the text of any direction given to it by:
 - i. 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 The Annual Business Plan

State Emergency Management Policy 2.5 'Annual Reporting' provides 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. (SEMP 2.6 s25 (b)(vii) & s25(d)). From time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

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

2.6 Emergency risk Management

In 2008 The Shire of Wongan-Ballidu participated in an Emergency Risk Management project conducted under the "Working Together to Manage Emergencies, Local Grant Scheme". The project was run in conjunction with neighbouring shires who form the "Central Midlands Volunteer Regional Organisation of Councils." (CMVROC). It was conducted as per the requirements of Australian Standard 4360:2004 Risk Management **and the resultant risk register can be found at Appendix 3**. It is acknowledged that a risk analysis of the Shire of Wongan – Ballidu as a separate entity would be valuable, and also the CMVROC risk register is now quite dated. To this end the Wongan- Ballidu LEMC intend to undergo the complete Emergency Risk Management process as their next major project.

PART 3 RESPONSE

PART 3 – RESPONSE

3.1 Risks – Emergencies Likely to Occur

These arrangements are based on the premise that the HMA responsible for the above risks will develop, test and review appropriate emergency management plans.

It is recognised that the HMA's and combat agencies may require Shire of Wongan-Ballidu resources and assistance in emergency management. The Shire of Wongan-Ballidu is committed to providing assistance/support if the required resources are available.

The following is a table of emergencies that are likely to occur within the Local Government area;

Table 3.1

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	WESTPLAN	Local Plan
Road Transport Emergency	WA Police	WA Police	VFRS	St John Ambulance	Traffic Crash	SOP
Bushfire	DFES	DEC Local Government DFES	Bushfire Brigades	Local Government Staff	Bushfire (2011)	Bush Fire Response Plan 2008
Structural Fire	DFES	DFES	VFRS		Urban Fire (2000)	SOP
Severe Storm	DFES	DFES	SES	Local Government Staff	Storm (2004)	SOP
Earthquake	DFES	DFES	SES	Local Government Staff	Earthquake	SOP
Hazardous Materials	DFES	DFES	VFRS	Local Government Staff	HAZMAT	DFES SOP
Human Epidemic	Dept of Health	Dept of Health	Wongan Hills District Hospital	LG/EHO Dr	Human Epidemic	District SOP
Exotic Animal Disease	Dept of Agriculture & Food	Dept of Agriculture & Food		Dept of Ag staff	Animal diseases	http://www.animalhealthaustralia.com.au/programs/emergency-animal-disease-preparedn

						ess/ausvet plan/ http://www .planthealt haustralia. com.au/in dex.cfm?o bjectid=5B C64E10- 9508- E42D- E07E4B8 D275C265 1
Exotic Animal Disease	Dept of Agriculture & Food	Dept of Agriculture & Food		Dept of Ag Staff	Plants & Pests	
Flood	DFES	DFES	SES		Flood	

3.2 Incident Support Group (ISG)

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 activation of an ISG should be considered when the following occur;

- a. For a level 3 incident;
- b. Requirement for possible or actual evacuation;
- c. A need to coordinate warning/information to community during a multi agency event;
- d. Where there is a perceived need relative to an impending hazard impact. (Flood, fire, storm surge);
Multi agency response where there is a need for collaborative decision making and the coordination of resources/information; and
- e. 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 Hazard Management Agency. As a general rule, the recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying staff for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

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 or incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Emergency Coordination Centre Information

The Emergency Coordination Centre is where the Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable ECCs within the District.

The following table provides the contact details for opening each site:

Location One

Corner of Quinlan Street and Elphin Crescent, Wongan Hills

Table 3.2

	Name	Phone	Phone
Shire of Wongan-Ballidu	Chief Executive Officer	96711 1011	0428 322 123

Location Two

1 Mitchell Street, Wongan Hills

	Name	Phone	Phone
Wongan Hills Police Station	Officer In Charge	96911333	0427 030 504

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 on water issues, Western Power on power issues, etc) however the release times, issues identified and content shall be coordinated through the ISG to avoid conflicting messages being given to the public.

Council is encouraging media training to be undertaken by senior officers, Shire President and Deputy Shire President.

3.3 Public Warning Systems and Local System

Local Systems

The Shire of Wongan-Ballidu has the following local systems in place.

- SMS Broadcast – BFS
- Email – Emergency Service
- Media
- Public Meetings
- Flyers
- Door Knocking

ABC Radio

Master Control – 9220 2789 (Except between the hours of 6am – 3pm weekdays)

Regional Program Director - Sarah Knight - 9220 2715 / 0416 755 744 - knight.sarah@abc.net.au

Local Radio Manager - Deborah Leavitt - 9220 2719 - leavitt.deborah@abc.net.au

ABC Midwest and Wheatbelt

Andrew Phillips	Regional Program Mgr - Presenter Breakfast	9923 4110 0427 944 517	phillips.andrew@abc.net.au
Glenn Barndon	Presenter - Mornings	9923 4142	barndon.glenn@abc.net.au
Joanna Prendergast	Producer - Mornings	9923 4141	prendergast.joanna@abc.net.au

DFES Public Info Line

Website: www.DFES.wa.gov.au

Recorded information line 1300 657 209

Community Information Line 9671 1169

Water Authority 131375

Telstra

Western Power 13351

EVACUATION

3.4 Evacuation (HMA Responsibility)

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 HMA 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.

3.4.1 Evacuation Planning Principles

The decision to evacuate will only be made by a Hazard Management 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.

State Emergency Management Policy 4.7 'Community Evacuation' should be consulted when planning evacuation.

Management

The responsibility for managing evacuation rests with the HMA. The HMA is responsible for planning, communicating and effecting the evacuation and ensuring the welfare of the evacuees is maintained. The HMA 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 and they may use the assistance of other agencies such as the SES.

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 Westplan Welfare.

Special Needs Group

Areas of vulnerability in our community include the following;

FACILITY	CONTACT	EVACUATION PLAN	CAPACITY/NUMBER	CONTACT NUMBER
WH Hospital Ackland Street	Linda Murray	Yes	15 Beds	9691 1222
Lovegrove Lodge	Linda Murray	Yes	6 beds	9691 1222
Wongan Hills District High School	Lesa Simpson	Yes done every 6mths		9671 1155

Cubbyhouse		Yes		9671 1811
Ninan/Hinds Aged Units	Chris or Don Sadler	Yes	13 Cottages	9672 1025 248 028

Demographics.

Refer to tab 'Demographics'

Evacuation / Welfare Centres

For a detail list of evacuation / welfare centres see tab 'Evacuation Centres'.

Routes & Maps

Refer to tab 'Maps' This section provides a map of the locality and identifies any issues and local land marks.

Animals (including assistance animals)

The Shire of Wongan-Ballidu has the following facilities that could be utilised to house/hold secure animals in case animals are required to be evacuated to a controlled space or holding yards.

Shire Pound – Council Depot, Depot Road
 Sale Yards – Commercial Road
 Ram Shed – at the rear of the Sports Council

WELFARE

3.5 Welfare

Local Welfare Coordinator

The Shire of Wongan-Ballidu is supported by DCP based in Moora. It takes DCP staff 1 ½ hours to drive from Moora plus the time it takes to prepare the welfare centre.

Team Leader

Anton Rossouw - Department of Child Protection
9653 0100 (Moora Office) 1800 199 008 Crisis Care 24/7

Email: anton.rossouw@dcp.wa.gov.au

Local Welfare Liaison Officers

Stuart Taylor – Chief Executive Officer

District Emergency Services Officer

Julie Brown – Department of Child Protection
9621 0400 A/H 0429 102 614

julie.brown@dcp.wa.gov.au

The Department for Child Protection shall appoint a District Emergency Services Officer (DESO) contact details as above and also in contact listings. The DESO is responsible for the preparation of local welfare plans.

National Registration & Enquiry

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

Welfare Centres

See evacuation centres

PART 4 RECOVERY

PART 4 – RECOVERY

Refer to the Shire of Wongan – Ballidu Recovery Plan. (attached)

PART 5 – Emergency Contacts Directory

See tab 'Contacts'

Local units, brigades and police stations should NOT be phoned in emergencies. The emergency number '000' should be used for life threatening emergencies therefore, if local resources are not available, the respective agency communications centres can mobilize the next closest resources or redirect the call to the local resources if appropriate.

PART 6 – EXERCISING & REVIEWING –

6.1 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.

6.2 Frequency of Exercises

The SEMC Policy No 2.5 – *Emergency Management in Local Government (s45-47)*, and Policy 3.1 'Exercise Management' (s14) requires the LEMC to exercise their arrangements on an annual basis.

6.3 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

6.4 Reporting of Exercises

Each LEMC should report their exercise schedule 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 TP-1 'Annex B').

Once the exercises have been completed they should be reported to the DEMC via the template found at 'appendix C' of State EM Procedure TP-1 'Exercise Management'.(SEMP 3.1 s.23)

6.5 Review of Local Emergency Management Arrangements

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

According to SEMC Policy No 2.5 – *Emergency Management in Local Government Districts*, 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.

6.6 Review of Local Emergency Management Committee Positions

The Shire of Somewhere in consultation with the parent organisation of members shall determine the term and composition of LEMC positions.(SEMP 2.5 s20). Note SEMP 2.5 s15-18 inclusive provides a list of recommended members.

6.7 Review of 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.

Appendix 1 Contacts

Local units, brigades and police stations should NOT be phoned in emergencies. The emergency number '000' should be used for life threatening emergencies therefore, if local resources are not available, the respective agency communications centres can mobilize the next closest resources or redirect the call to the local resources if appropriate.

MEMBER	AGENCY	ADDRESS	PHONE / FAX	EMAIL
Sgt Aaron Cleaver Snr Constable Chris Hinch	WA Police Service Wongan Hills 6603	Lot 159 Mitchell St Wongan Hills 6603	96711144 (W) 96711628 (Fax) 96711945 (A/H) (OIC) 0427030504 (Mob) 96711909 (A/H) SC 0419925701 (Mob) SC	Aaron Cleaver@ police.wa.gov.au Chris.Hinch@ police.wa.gov.au
Michael BRENNAN Shire President Chair LEMC	Councillor Shire of Wongan-Ballidu		96322018 (A/H) 96322018 (Fax) 0427322018 (Mob)\	michael@agcorp.com.au
Brian DONNELLAN	Community Representative	8 Avon Road Wongan Hills 6603	96711206 (A/H) 0427615649 (Mob) 00610147154001 Satellite Phone	briandon@wn.com.au
Stuart TAYLOR	Chief Executive Officer Shire of Wongan-Ballidu Manager Works and Services Shire of Wongan-Ballidu	Quinlan St Cnr Elphin Cres Wongan Hills 6603	96711011 (W) 96711101 (A/H) 96711230 (Fax) 0428322123 (Mob) 96711025 (AH) 0427089043 (Mob)	ceo@wongan.wa.gov.au mws@wongan.wa.gov.au
	Water Corporation	Fenton Pl Wongan Hills 6603	96711357 (W) 96711014 (Fax)	
	Fire Brigade - Ballidu			j
Ben Milton	Fire Brigade – Wongan Hills	8A Stickland Street Wongan Hills 6603	9671 1971 (A/H) 96711 311....(W) 0427 944 554 (Mob)	ben@jolly.com.au
Linda MURRAY	Wongan Hills District Hospital	Ackland St Wongan Hills	96711122 (W) 96711396 (Fax)	linda.murray@health.wa.gov.au

Brenton Reid	WA Ambulance Service	Ackland St Wongan Hills 6603	(W) (Fax) (A/H)	
Robert PARTINGTON	Cooperative Bulk Handling (CBH)	PO Box 251 Wongan Hills 6603	96711333 (W) 96711053 (Fax)	robert.partington@cbh.com.au
Tim STEVENS	Biosecurity Officer Dept Agriculture & Food	Research Station Wongan Hills 6603	96711322 (W) 96711400 (Fax) 96711989 (AH) 0428 711 394 (Mob)	tstevens@agric.wa.gov.au
Don TELFER Mike BOWLEY Pamela I'ANSON	Manager Dept. Agriculture & Food Regional Director Agriculture & Food Regional Director Agriculture & Food		9651 0553 (W) 0429 077 708 9956 8514 (W) 0429 838 596 9690 2200 (W) 0409 112 579	Don.telfer@agric.wa.gov.au Mike.bowley@agric.wa.gov.au Pamela.ianson@agric.wa.gov.au
Anton ROSSOUW	Department of Community Development		1800 199 008 9651 1100 (W)	anton.rossouw@dcp.wa.gov.au
DFES	Area Manager Goldfields/Midlands Region DFES	Operational Services Northam District Office PO Box 145 NORTHAM 6401	9690 2307 (W) 9622 5178 (Fax) 0417 916 391 (Mob)	Noel.Ferguson@DFES.wa.gov.au
Yvette GRIGG	Community Emergency Management Officer - Goldfields Midlands Region State Emergency Management Committee Secretariat	79 Newcastle Road Northam 6401	96902300 0429104007	Yvette.grigg@semc.wa.gov.au
Greg LYON	Community Member Shire of Wongan-Ballidu	4 Wilson Street Wongan Hills 6603	96711900 0417991736	greglyon13@bigpond.com

Appendix 2 Evacuation / Welfare Centre Information

Name of Building and Suburb	Amenities			Access	Capacity
	Toilets	Showers	Kitchen Facilities		
Wongan Hills Civic Centre	Yes	Yes	Yes	Front and rear access	500
Wongan Hills Sports pavilion	Yes	Yes	Yes	Front	
Wongan Hills Golf Club	Yes		Yes	Front & Rear	
Wongan Hills Bowling Club	Yes	Yes	Yes	Front	
Ballidu Sports Pavillion	Yes		Yes	Front	
Ballidu Hall	Yes		Yes	Front	
Cadoux Recreation Centre	Yes		Yes	Front	

Appendix 4 Resources

The Shire has access to resources such as earthmoving equipment through local contractors and the Shires local services such as:

Local Government staff & equipment

- Local services (electrical, plumbing services, vehicles and equipment)
- Catering
- Hazard Management Agencies and resources (Fire & Rescue Service, Department of Environment and Conservation), Bush Fire Service, Police etc)
- Schools
- Welfare and support (hospital, doctor and chemist)
- Fuel
- Animal Welfare
- Neighbouring shires resources.

Resources Shire of Wongan-Ballidu

HAZARD/EMERGENCY	Resource Requirements																																
	Heavy Lifting Equipment	Masonry Cutting Equipment	Oxy-Acetylene Cutting	Acrow Props	Generators	Sand	Plastic Sheeting	Sandbags	Boats	Loaders Trucks Trailers	Rotary Winged Aircraft	Road Warning Signs/Lights	Temporary Accommodation	Manpower	Tarpaulins & Rope	Chainsaws	Cherry Pickers	Water Resupply	Heavy Plant (Fire Breaks)	Catering	Transport (Buses & 4wd)	Petrol, Oil & Lubricants	Mobile Cranes	Excavating Plant	Lighting	Communication Equip (zways, Satelite Phone)	Blankets, Pillow and Linen	Spare	Spare				
AIR TRANSPORT EMERGENCIES														☐							☐												
EARTHQUAKE	☐	☐	☐	☐	☐		☐			☐		☐	☐	☐		☐					☐	☐		☐	☐	☐	☐	☐	☐	☐	☐		
EXOTIC ANIMAL DISEASE														☐							☐												
EXPLOSIONS (GAS, BOILER ETC.)	☐	☐	☐	☐	☐																☐						☐	☐					
FIRE (CALM Managed Land)														☐							☐												
FIRE (RURAL)														☐		☐			☐	☐	☐	☐							☐				
FIRE (URBAN)														☐		☐			☐	☐	☐	☐						☐		☐			
FLOOD														☐							☐												
FUEL SHORTAGE EMERGENCIES							☐	☐	☐	☐	☐	☐	☐								☐					☐	☐	☐	☐	☐	☐	☐	
HAZARDOUS MATERIALS EMERGENCIES	☐		☐		☐	☐	☐	☐				☐		☐					☐	☐	☐			☐	☐	☐	☐	☐	☐	☐	☐	☐	
HUMAN EPIDEMIC														☐							☐												
LAND SEARCH AND RESCUE					☐				☐		☐		☐								☐		☐		☐	☐	☐	☐	☐	☐	☐	☐	

