



Local Emergency Management Arrangements

The aim of the Shire of Wongan-Ballidu Local Emergency Management Arrangements (LEMA) is to ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Local Government to ensure the community is prepared to deal with emergencies should they arise.

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Prepared by	Shire of Wongan-Ballidu		
Documents maintained by	Shire of Wongan-Ballidu		

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AUTHORITY

These arrangements have been produced and issued in compliance with s(41)(1) and (2) of the [Emergency Management Act 2005](#) ('the Act'), endorsed by the Shire of Wongan-Ballidu Local Emergency Management Committee (LEMC) and Council, the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).

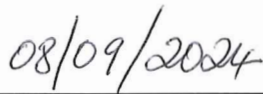
These arrangements have been developed by personnel within the Shire of Wongan-Ballidu and by the Local Emergency Management Committee. Consultation has been sought from the wider community.

These arrangements should be read in conjunction with the *Emergency Management Act 2005* and the State Emergency Management Framework, State Hazard Plans (SHP), State Emergency Management Policy Statements and the Department of Communities' Local Emergency Relief and Support Plan.

Endorsed by:



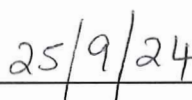
Chairperson
Shire of Wongan-Ballidu LEMC



Date



Endorsed by Council
Shire President



Date

Noted by:

DEMC Resolution Number

Date

SEMC Resolution Number

Date

Document Review

Date

AMENDMENT HISTORY

AMMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
NUMBER	DATE		NAME
1	25 Sept 2024	Initiation of Document	Wongan-Ballidu Council

Suggestions and Comments from the Community and Stakeholders can help improve these arrangements and subsequent amendments.

To forward feedback, please copy the relevant section, mark the proposed changes and forward to;

The Chairperson

Local Emergency Management Committee Shire of Wongan-Ballidu

Corner Quinlan Street & Elphin Crescent Wongan Hills WA 6603

Or email to: shire@wongan.wa.gov.au

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval. Amendments promulgated are to be certified in this document when updated.

- [State Emergency Management Policy](#)
- [State Emergency Management Plan](#)
- [State Emergency Management Procedure](#)
- [State Emergency Management Guidelines](#)
- [State Emergency Management Glossary](#)

Organisation	Electronic or Hard Copy	No Copies
Shire of Wongan-Ballidu		
Chief Executive Officer	Both	1
Senior Management Group	Both	1
Shire of Wongan-Ballidu Website and office	Both	1
Shire Ranger	Both	1
Public Library	Hard	1
Emergency Management Committees		
Chairperson LEMC	Electronic	1
Committee Members	Electronic	1
Wheatbelt District Emergency Management Committee	Electronic	1
State Emergency Management Committee	Electronic	1
West Australian Police (WAPOL)		
OIC Police Station – Wongan Hills	Both	1
Local Emergency Services		
WA Fire & Rescue Service Wongan Hills Station	Electronic	1
Bush Fire Service Wongan-Ballidu	Electronic	1
Chief Bush Fire Control Officer	Electronic	1
Health Service Manager – Wongan-Ballidu District Hospital	Electronic	1
St John Ambulance – Wongan Hills Sub Station	Electronic	1
Other External Agencies and neighbours		
Department of Communities - DESO	Electronic	1
DBCA – Parks & Wildlife (Local office)	Electronic	1
Department of Agriculture	Electronic	1
Shire of Moora	Electronic	1
Shire of Dalwallinu	Electronic	1
Shire of Dowerin	Electronic	1

DISTRIBUTION

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SECTION ONE – INTRODUCTION

1.1 GLOSSARY OF TERMS

Western Australia's emergency management framework encompasses multiple agencies, organisations and people; many with their own, unique operational terminology.

Additionally, the emergency management field is ever-evolving; aligning processes to current best practice and adapting to a changing environment. As such, confusion can arise, within the emergency management community, where a specific term has different meanings, or connotations, to different people.

Where terminology differs between definitions contained within the *Emergency Management Act 2005* and other documents, the definition contained in the *Emergency Management Act 2005* takes precedence and is contained in the document.

For the latest SEMC Terms and Glossary, visit

<https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

1.2 GENERAL ACRONYMS USED IN THESE ARRANGEMENTS

BFS	Bush Fire Service
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
DC	Department of Communities
DBCA	Department of Biodiversity, Conservation and Attractions
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPAW	Department of Parks and Wildlife
ECC	Emergency Coordination Centre
EM	Emergency Management
HMA	Hazard Management Agency
IA	Incident Area
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 Coordination Group
OIC	Officer in Charge

1.3 DISCLAIMER

The Shire of Shire of Wongan-Ballidu makes no representations about the suitability of the information contained in this document or any material related to this document for any purpose. The document is provided with no warranty of any kind to the extent permitted by law. The Shire of Wongan-Ballidu hereby disclaims all warranties and conditions with regard to this information, including all implied warranties and conditions of merchantability, fitness for particular purpose, title, and non-infringement. In no event shall the Shire of Wongan-Ballidu be liable for any special, indirect, or consequential damages resulting from the loss of use, data, or profits, whether in an action of contract, negligence, or other tortious action, arising out of or in connection with the use of information available in this document. The document or material related to this document could include technical inaccuracies or typographical errors.

1.4 DOCUMENT AVAILABILITY

A copy of this document (public version) is available on the Shire of Wongan-Ballidu website - <https://www.wongan.wa.gov.au/community/emergency-management/emergency-management.aspx>

A print copy of this document (public version) will be made available to the public at the Shire of Wongan-Ballidu administration building at the Corner of Quinlan Street and Elphin Crescent, Wongan Hills WA 6603.

An electronic copy of this document (**confidential version**) is available to all Local Emergency Management Committee members.

1.5 AIM

To detail emergency management arrangements and ensure understanding between agencies and stakeholders involved in managing emergencies within the Shire.

1.6 PURPOSE

To set out;

- The Shire of Wongan-Ballidu policies for emergency management.
- The roles and responsibilities for public authorities and other persons involved in emergency management.
- Provisions about the coordination of the emergency operations by performed by the public authorities and other persons.
- Description of emergencies likely to occur within the Shire of Wongan-Ballidu.
- Strategies and priorities for emergency management in the district.
- Other matters about emergency management in the Shire of Wongan-Ballidu that the Shire of Wongan-Ballidu considers appropriate.

1.7 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.

This document applies to the local government district of the Shire of Wongan-Ballidu.

This document covers areas where the Shire of Wongan-Ballidu provides support to HMAs in the event of an incident.

This document details the Shire of Wongan-Ballidu capacity to provide resources in support of an emergency, while still maintaining business continuity; and the Shire of Wongan-Ballidu responsibilities in relation to recovery management.

The arrangements are to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from the district, state, or federal level.

1.8 AREA COVERED

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 1,297 with 680 dwellings. The Shire is bordered by the Shire of Victoria Plains, Shire of Dowerin, Shire of Dalwallinu, Shire of Goomalling, Shire of Koorda and the Shire of Moora. 53.7% male, 46.3% Female, median age is 44. 5.9% Aboriginal and/ or Torres Straight Islanders. 1.4% Filipino population. Agriculture is the largest industry with majority in grain growing. (ABS 2021). For more ABS 2021 follow the below link <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA59310>.

1.9 EXERCISING, REVIEWING AND REPORTING

Exercising

Exercising is the simulation of emergency management events, through discussion or actual deployment of personnel, in order: to train personnel; to review/test the planning process or other procedures; to identify needs and/or weaknesses; to demonstrate capabilities; and to enable people to practice working together. The different types of exercises include Discussion, Field, Tabletop and Tactical Exercise without Troops.

Testing and Exercising is important for a number of reasons, including ensuring that the Emergency Management Arrangements are workable, current, and effective, as well as ensuring that individuals and organisations remain aware of what is required of them during an emergency response situation.

The Shire of Wongan-Ballidu Local Emergency Management Committee exercises its arrangements once a year as per State Emergency Management Policy 4.8 and State Emergency Management Plan 4.7.

Hazard Management Agencies are responsible to exercise their response to an incident, but this could be incorporated into a LEMC exercise.

In alignment with section 4.7 of the State Emergency Management Plan, an exercise report should be developed as soon as practical at the completion of the exercise and sent to the Wheatbelt DEMC executive officer for tabling at the next meeting. A post-exercise report template is available on the SEMC website.

Reviewing

An entire review of the emergency management arrangements should be undertaken;

- After an event or incident requiring the activation of an Incident Support Group or after an incident requiring significant recovery co-ordination.
- Every five years and;
- Whenever the local government considers it appropriate.

The Contacts and Resources list should be reviewed and updated as needed but at a minimum quarterly.

Reporting

The annual LEMC Report should be submitted to the District Emergency Management Committee (DEMC) in conjunction with the preparedness Capability Survey as directed each year by the SEMC.

1.10 LOCAL ROLES AND RESPONSIBILITIES

Local Role	Description of Responsibilities
Local Government	<p>The responsibilities of the Shire of Wongan-Ballidu are defined in s.36 of the <i>Emergency Management Act 2005</i></p> <p>s. 36 It is a function of a local government</p> <p>(a) subject to this Act, to ensure that effective local emergency management arrangements are prepared and maintained for its district; and</p> <p>(b) to manage recovery following an emergency affecting the community in its district; and</p> <p>(c) to perform other functions given to the local government under this Act.</p>
Local Emergency Coordinator (LEC)	<p>The responsibilities of the LEC are defined in s37(4) of the <i>Emergency Management Act 2005</i></p> <p>s. 37 Local emergency coordinators</p> <p>(1) The State Emergency Coordinator is to appoint a local emergency</p>

	<p>coordinator for each local government district.</p> <p>(2) Before appointing a local emergency coordinator for a local government district the State Emergency Coordinator is to consult the relevant local government.</p> <p>(3) In making an appointment the State Emergency Coordinator is to have regard to any submissions of the local government.</p> <p>(4) The local emergency coordinator for a local government district has the following functions —</p> <p>(a) to provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district;</p> <p>(b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district;</p> <p>(c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.</p> <p>The LEC is the WA Police Officer in Charge, as delegated by the SEC.</p>
Local Recovery Coordinator (LRC)	<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 nominated LRC for the Shire of Wongan-Ballidu is the Chief Executive Officer of the Shire.</i></p>
Local Government Liaison Officer	<p>During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.</p> <p>The nominated Local Government Liaison Officer for the Shire of Wongan-Ballidu is the Manager of Regulatory Services.</p>
Local Government Liaison Officer (to ISG/IMT)	<p>During a major emergency, the liaison officer attends ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.</p> <p>The nominated Local Government Liaison Officer for the Shire of Wongan-Ballidu will vary depending on the day however, normally this will be the Chief Executive Officer of the Shire.</p>
Local Government – Bushfire Incident Management	<ul style="list-style-type: none"> • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist the community and emergency services deal with incidents

	<ul style="list-style-type: none"> • Ensure 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 local government, provide a liaison officer to support the Department of Communities.
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1.11 LEMC ROLES AND RESPONSIBILITIES

The Shire of Wongan-Ballidu has established a Local Emergency Management Committee (LEMC) under section 38(1) of the Emergency Management Act to oversee, plan and test the local emergency management arrangements.

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 includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the community. The LEMC membership must include at least one local government representative and the Local Emergency Coordinator. The term of appointment of LEMC members shall be determined by the local government in consultation with the parent organisation of the members.

The Shire of Wongan-Ballidu LEMC meets quarterly, generally in the months of April, July, October, February.

LEMC Role	Description of Responsibilities
LEMC Chair	<p>Provides leadership and support to the LEMC by:</p> <ul style="list-style-type: none"> • Ensuring the appointment of an Executive Officer • Chairing the LEMC meetings and ensuring that the Terms of Reference and meeting procedures of the LEMC are adhered to • Ensuring that the local councils are kept fully informed of EM within the local government district and significant outcomes from the LEMC meetings • Ensuring the LEMA is prepared and up to date • Providing leadership in emergency management within the local government district.

LEMC Deputy Chair	<p>The Local Emergency Coordinator (LEC) can be appointed as the Deputy Chair. The Deputy Chair provides advice and support to the LEMC by:</p> <ul style="list-style-type: none"> • Acting as the Chair in the absence of the LEMC Chair • Providing assistance, and advice as requested by the LEMC Chair • Chairing any subcommittees or working groups • Providing support and direction to the Executive Officer as required.
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> • Provide secretariat support including: <ul style="list-style-type: none"> – Meeting agenda; – Minutes and action lists; – Correspondence; – Committee membership contact register; • Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including; <ul style="list-style-type: none"> – Annual Report; – Annual Business Plan; – Local Emergency Management Arrangements; • Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and • Participate as a member of sub-committees and working groups as required;

1.12 LEMC MEMBERSHIP

The LEMC was established by the local government to develop, overview, plan and test the Local Emergency Management Arrangements, convening every three months. The committee includes representatives of agencies, organisations, and community groups with expertise relevant to the identified community hazards and risks and emergency management arrangements. Members of the Shire's LEMC include representatives from DFES, Shire of Wongan-Ballidu councillors and staff, WA Police, WA Department of Health, and the Department of Communities as well as business and community representatives. The LEMC also facilitates training and exercises for emergency management.

For current LEMC membership names and contacts, please see LOCAL EMERGENCY MANAGEMENT COMMITTEE CONTACTS section – This is only available to LEMC members and Emergency Management Professionals.

1.13 AGENCY ROLES AND RESPONSIBILITIES

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

Agency Roles	Description of Responsibilities
Controlling Agency	<p>A Controlling Agency is an agency with responsibility either through legislation other than the EM Act, or by agreement between a HMA and one or more agencies, to control the response activities to an incident, as specified in the appropriate State Hazard Plan.</p> <p>In response to an incident and in accordance with the incident management systems, the Controlling Agency must appoint an Incident Controller. The Incident Controller has specific responsibilities as described in the State Emergency Management Policy S.5.2.3.</p> <p>Specific State government agencies, local government and other organisations have Controlling Agency responsibilities, as outlined in the State Emergency Management Plan Appendix C.</p>
Hazard Management Agency	<p>A hazard management agency is 'to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed.' [s. 4 EM Act]</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]• Appoint Hazard Management Officers [s. 55 EM Act]• Declare / revoke emergency situation [s. 50 & 53 EM Act]• Coordinate the development of the State Hazard Plan (Westplan) for that hazard [State EM Policy section 1.5]• Ensure effective transition to recovery by local government

Combat Agency	A Combat Agency as prescribed under section 1(3) of the <i>Emergency Management Act 2005</i> is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.
Support Organisation	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency. (State EM Glossary)
Emergency Management Agency	An Emergency Management Agency as prescribed under section 1(3) of the <i>Emergency Management Act 2005</i> means a hazard management agency, a combat agency or a support organisation.

1.14 RELATED DOCUMENTS AND ARRANGEMENTS

Local Emergency Management Policies:

As per section 41(2)(a) of the *Emergency Management Act 2005*, the local emergency management arrangements need to specify "the local government policies for emergency management". The Shire of Wongan-Ballidu has the following emergency management policies in place:

Policy Name	Policy Objective
1.1 Bushfire	To mandate the establishment and maintenance of bushfire organisations in accordance with the <i>Bush Fires Act 1954</i> to ensure adequate fire protection is available within the Shire of Wongan-Ballidu district.

Existing Plans and Arrangements:

The Shire of Wongan-Ballidu does not currently have any MOUs with neighbouring Shires to assist with emergency management activities.

Document	Owner	Location	Date of Plan
Risk Register	Shire of Wongan-Ballidu	Shire Administration Office	Ongoing

Bushfire Risk Management Plan	Shire of Wongan-Ballidu	Shire Administration Office	2022
Air Crash	WAPOL	Local Police Station	2019
Land Search	WAPOL	Local Police Station	2019
Road Crash	WAPOL	Local Police Station	2019
Terrorism	WAPOL	Local Police Station	TBA
Local Emergency Relief and Support Plan	Department of Communities	Shire of Wongan-Ballidu/Department of Communities	2018
Railway Crash	SEMC/ARC Infrastructure	State Government Website	2022
Bushfire Plan	Wongan Hills District High School	Wongan Hills District High School	2023
Incident Management Plan	Wongan Hills District High School	Wongan Hills District High School	2023
Bushfire Plan	Cadoux Primary School	Cadoux Primary School	TBA

1.15 COMMUNITY CONSULTATION

These arrangements have been developed by the Shire of Wongan-Ballidu in consultation with the Shire of Wongan-Ballidu Local Emergency Management Committee.

1.16 COMMUNITY AWARENESS

The Shire of Wongan-Ballidu LEMC makes every effort to increase community awareness of emergency management. The Shire of Wongan-Ballidu promotes this through its social media platforms and the Shire website.

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SECTION TWO - COORDINATION OF EMERGENCIES

2.0 AUSTRALASIAN INTER-SERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)

In a multi-agency system, incident management comprises command, control, and coordination.

Control maintains the overall direction of emergency response. To effectively control an emergency, incidents should be managed by a single person. (The Incident Controller)

Command is the direction of resources within the agencies whose resources are committed to the emergency.

Coordination is the bringing together of agencies and resources to ensure effective response to and recovery from emergencies.

In order to work together effectively, emergency management agencies need a common framework of roles, responsibilities, and processes. In Australia, AIIMS is the nationally recognised system of incident management. AIIMS is founded on five key principles, with eight key functions identified within the structure.

The five key principles of AIIMS:

Unity of Command	Each individual should report to only one Supervisor. There is only one Incident Controller, one set of objectives, one plan for the management of the incident.
Span of Control	Refers to the number of groups or individuals that can be successfully supervised by one person. Up to five reporting groups/individuals is considered desirable, occasionally more.
Functional Management	Functions are performed and managed by Incident Controller or his/her delegates. Eight key areas of functional management; Incident Controller and heads of the functional sections are collectively the Incident Management Team (IMT).
Management by Objectives	The Incident Controller, in consultation with the IMT, determines the desired outcomes of the incident.
Flexibility	AIIMS can be applied to any incident or emergency event, so a flexible approach is essential.

The eight possible functions of AIIMS:

Control	Management of all activities required to resolve the incident.
Planning	Development of objectives, strategies, and plans for the resolution of the incident.

Intelligence	Collecting and analysing information or data, which is distributed as intelligence to support decision making and planning.
Public Information	Provisions of warnings, information and advice to the public, liaison with the media and community.
Operations	Tasking and application of resources.
Investigation	Investigating to determine the cause of and/or the factors contributing to the impact of the incident.
Logistics	Acquisition and provision of human and physical resources, facilities, services, and materials.
Finance	Managing accounts for purchases of supplies, hire of equipment, etc. Insurance and compensation for personnel, property, and vehicles. Collection of cost data and provision of cost-effect analyses and providing cost estimates for the incident.

2.1 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 Wongan-Ballidu is committed to providing assistance/support if the required resources are available through the Incident Support Group when and if formed.

The Local government liaison officer will attend the IMT and ISG as required to provide the link between operations and the local government.

2.2 INCIDENT MANAGEMENT TEAM (IMT)

An IMT is made up 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. An Incident is controlled by a Controlling Agency, which will nominate an Incident Controller who has delegated authority to manage the control of the incident. The team is led by the Incident Controller and is responsible for the overall control of the response to the incident. As an incident scales up and down in size, so does the size of the IMT.

2.3 INCIDENT SUPPORT GROUP (ISG)

The role of an ISG is to provide support to the Incident Management Team (IMT). The ISG is a group of people represented by the different agencies who may have involvement in the incident and who provide support to the Controlling Agency.

2.4 TRIGGERS FOR AN ISG

An ISG is triggered when the incident is a “Level 2” or higher and when multiple agencies need to be coordinated.

Classification of Incidents:

Level	Description	Local Response Required
Level One	Usually resolved through local or initial response resources.	Provide support to resolve the incident at the local level.
Level Two	Require deployment of resources beyond initial response, functional sections established due to complexity.	Provide support to resolve the incident at a local level, provide a Local Government Liaison Officer to the ISG. Make facilities available to the HMA as evacuation centres.
Level Three	Complexity may require divisions for effective management to be established, usually involves delegation of all functions.	Provide support to resolve the incident at a local level, provide Local Government Liaison Officers to the ISG and /or OASG. Make facilities available to the HMA as evacuation centres.

2.5 MEMBERSHIP OF AN ISG

The recovery coordinator should be a member of the ISG from the outset 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 incident.

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

2.6 FREQUENCY OF MEETINGS

The frequency of meetings will be determined by the Incident Controller and will depend on the nature and complexity of the incident. As a minimum there should be at least one meeting per incident.

2.7 LOCATION OF L1 INCIDENT CONTROL CENTRES

Location	Address
Shire of Wongan-Ballidu Administration	Corner of Quinlan St and Elphin Crescent, Wongan Hills
Wongan Hills St John Ambulance Sub Centre	Lot 759 Ackland Street, Wongan Hills
Wongan Hills Community Resource Centre	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Volunteer Fire and Rescue Services Facility	53 Fenton Place, Wongan Hills
Ballidu Volunteer Fire and Emergency Services Facility	2 Wallis Street, Ballidu

2.8 LOCATIONS OF ISG MEETINGS

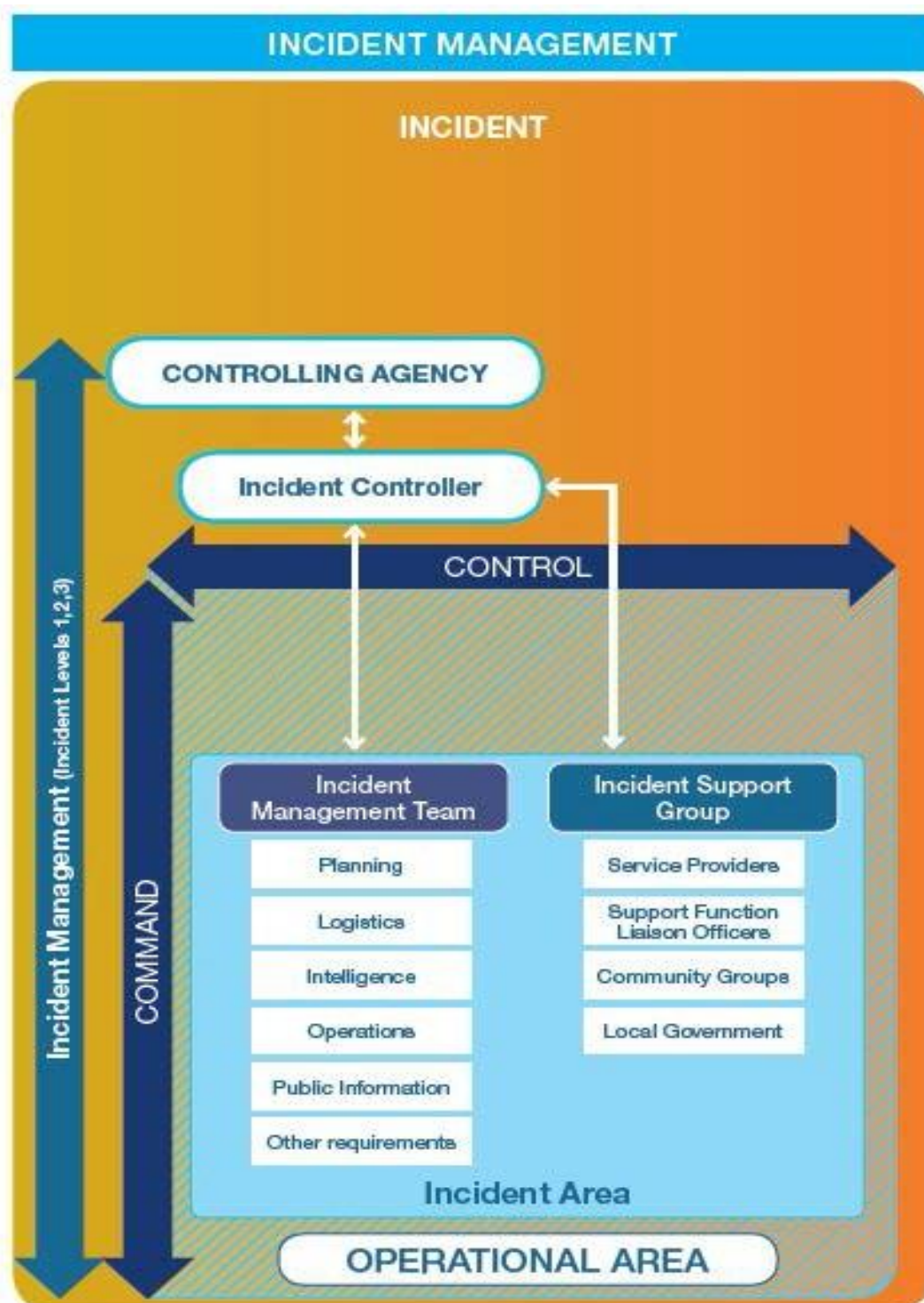
Location of ISG meetings will be determined by the Incident Controller but should not be held in the midst of the incident, nor should they be held at the same location as meetings of the incident management team.

All keys can be access by the Local Government Liaison Officer.

The following locations can be used for ISG meetings:

Location	Address
Shire of Wongan-Ballidu Administration	Corner of Quinlan St and Elphin Crescent, Wongan Hills
Wongan Hills Community Resource Centre	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Recreation Complex (Pavilion)	Lot 100 Ninan Street, Wongan Hills

Figure 1: A diagram illustrating Incident Management



2.9 FINANCIAL ARRANGEMENTS

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multiagency emergencies. While recognising the above, the Shire of Wongan-Ballidu 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 Wongan-Ballidu occurs to ensure the desired level of support is achieved.

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SECTION THREE – RISK

3.0 RISK MANAGEMENT

Risk Management is a vital part of the emergency management process. It is vital that we understand the hazards and risks likely to impact the Shire of Wongan-Ballidu.

The Shire of Wongan-Ballidu LEMC has taken into account that there are a number of special considerations to be given attention to when considering risks affecting our community. They are listed below.

3.1 SPECIAL CONSIDERATIONS

- Restricted access to grave roads during periods of heavy rainfall
- Increased heavy traffic during the agricultural seeding period (April – June)
- Increased heavy traffic during the agricultural harvest period (October – January)
- Increased risk in bushfire events during summer period (November – March)
- Decreased number of volunteers during January due to school holidays and post-harvest breaks
- Demographic of the Shire – Higher percentage of aged persons
- Childcare services – High volume of young people unable to look after themselves.
- Medical services – high volume of people who may have difficulty reacting to emergencies
- Grain Harvest Season, November – February
- Future mining developments on the western boundaries

3.2 CRITICAL INFRASTRUCTURE

The following assets/infrastructure are located within the Shire of Wongan-Ballidu have been classified as critical infrastructure:

Infrastructure	Owner	Address
Wongan Hills Town Centre	Shared Responsibility	Wongan Hills Town Centre
Ballidu Town Centre	Shared Responsibility	Ballidu Town Centre
Cadoux Town Centre	Shared Responsibility	Cadoux Town Centre
Residential and Commercial Buildings within the District	Shared Responsibility	Shire of Wongan-Ballidu
Wongan Hills District Hospital	Department of Health	23 Ackland Street, Wongan Hills
Wongan Hills Medical Centre	Shire of Wongan-Ballidu (Privately Operated)	27 Mitchell Street, Wongan Hills
Wongan Hills Airstrip	Shire of Wongan-Ballidu	24 Airport Road, Wongan Hills
St John Sub Centre	St Johns Ambulance	Lot 759 Ackland Street, Wongan Hills

Railway	ARC Infrastructure	
Power Supply	Western Power	
Water Supply	Water Corporation	
Standpipes and Water Tanks	Shire of Wongan-Ballidu	
Wongan Hills Volunteer Fire and Rescue Facility	DFES	53 Fenton Place, Wongan Hills
Ballidu Volunteer Fire and Emergency Services Facility	DFES	2 Wallis Street, Ballidu
Cadoux/Manmanning Bushfire Brigade Shed	Shire of Wongan-Ballidu	Lot 33 King Street, Cadoux
Wongan Hills District High School	Department of Education	Lot 501 Quinlan Street Wongan Hills
Cadoux Primary School	Department of Education	3821 Cadoux-Koorda Road, Cadoux
Wongan Cubbyhouse	Shire of Wongan-Ballidu (Privately Operated)	3 Stickland Street, Wongan Hills
Ninan House	Wongan-Ballidu Aged Persons Homes Inc.	7 Johnson Street, Wongan Hills 6 Martin Street, Wongan Hills
Telecommunication Tower/Exchanges	Australian Telecommunications Commission/Telstra	<ol style="list-style-type: none"> 1. 17 Elphin Crescent, Wongan Hills 2. Lot 100 Manmanning Road, Wongan Hills 3. Lot 54 Miles Street, Kondut 4. 27 Fairbank Street, Ballidu 5. Lot 4172 Ballidu East Road, Ballidu 6. Lot 6 Railway Street, Burakin 7. Lot 5 King Street, Cadoux 8. Lot 1 Lake Hinds North Road, Wongan Hills

		9. Lot 4165 Kondut East Road, Kondut 10. 1947 Manmanning Road, Wongan Hills
Shire of Wongan-Ballidu Administration Building	Shire of Wongan-Ballidu	Corner of Quinlan Street and Elphin Crescent, Wongan Hills
Shire of Wongan-Ballidu Works Depot	Shire of Wongan-Ballidu	Lot 151 Depot Road, Wongan Hills
"The Station" – Wongan Hills Community Resource Centre and Visitors Centre Precinct	Shire of Wongan-Ballidu	Lot 1 Wongan Road, Wongan Hills
Wongan Hills Recreation Complex	Shire of Wongan-Ballidu	Lot 100 Ninan Street, Wongan Hills
Wongan Hills Civic Centre	Shire of Wongan-Ballidu	2 Parker Place, Wongan Hills
Wongan Hills Police Station	WA Police	1a Mitchell Street, Wongan Hills
Wongan Hills Caravan Park	Privately Owned	Lot 50 Wongan Road, Wongan Hills
Wongan Hills Hotel	Privately Owned	15 Fenton Place, Wongan Hills
Northam-Pithara Road	Main Roads WA	
Wongan Road	Main Roads WA	
Calingiri-Wongan Hills Roads	Main Roads WA	
Waddington-Wongan Hills Road (from Northam-Pithara to the intersections of Sudholz and Sandplain Road)	Shire of Wongan-Ballidu	
Manmanning Road	Shire of Wongan-Ballidu	
Hospital Road	Shire of Wongan-Ballidu	
Dowerin-Kalannie Road	Main Roads WA	
Ballidu East Road	Shire of Wongan-Ballidu	

Ballidu-Bindi Bindi Road (from Northam-Pithara to Nadj Mia Road)	Shire of Wongan-Ballidu	
------------------------------------------------------------------------	-------------------------	--

3.3 RISK REGISTER

The 2013 State Risk Project – Local Level, produced the following Risk Register. These risks are considered as a description of the emergencies likely to occur in the local government district.

3.4 EMERGENCIES LIKELY TO OCCUR/HAZARDS REGISTER

Hazard	HMA	Controlling Agency	Local Combat Role	Local Support Role	State Hazard Plan
Road Transport Emergency	WA Police	WA Police	VFRS & VFES	St John Ambulance	Crash Emergency (2023)
Fire	DFES	Parks & Wildlife, Local Government & DFES	Bushfire Brigades, VFES & VFRS	Local Government Staff	Fire (2023)
Structural Fire	DFES	DFES	VFRS & VFES		Fire (2023)
Severe Storm	DFES	DFES	SES & VFES	Local Government Staff	Severe Weather (2023)
Earthquake	DFES	DFES	SES & VFES	Local Government Staff	Earthquake (2023)
Hazardous Materials	DFES	DFES	VFRS & VFES	Local Government Staff	HAZMAT (2023)
Human Epidemic	Department of Health	Department of Health	Wongan Hills District Hospital	Local Government/EHO Doctor	Human Biosecurity (2023)

Exotic Animal Disease	Department of Primary Industries and Regional Development (DPIRD)	Department of Primary Industries and Regional Development	Local Government Ranger	DPIRD Staff	Animal and Plant Biosecurity (2022)
Flood	DFES	DFES	SOWB & VFES	SES	Severe Weather (2023)

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SECTION FOUR – EVACUATION

4.0 EVACUATION

There is a possibility that during an emergency, circumstances may arise where there may be the need to totally or partially evacuate the population of an area due to risk.

The Shire of Wongan-Ballidu and its LEMC is dedicated to ensuring pre-emergency evacuation planning is carried out so that, if an emergency was to occur, the risks associated with evacuation can be mitigated.

The overall responsibility for a community evacuation rests with the Controlling Agency. The decision to evacuate rests with the Incident Controller who is appointed by the Hazard Management Agency or Controlling Agency.

When an evacuation is being considered, the Hazard Management Agency or Controlling Agency is to consult with the Shire of Wongan-Ballidu and the Department of Communities.

4.1 TYPES OF EVACUATION

Self-evacuation is the self-initiated, spontaneous movement of individuals, families or community groups when threatened by an emergency. The Controlling Agency should provide sufficient, timely and relevant information to the community to assist in them making an informed decision to self-evacuate.

A **controlled evacuation** is the managed movement of people from a threatened area to a place of safety. The decision to undertake a controlled evacuation will be made by the Controlling Agency or an Authorised Officer who will determine whether the evacuation will be recommended (voluntary) or directed (compulsory).

A **recommended evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency provides advice to community members that they evacuate, when the Incident Controller believes that is the best option. A recommended evacuation is made when there is a possible threat to lives/property, but it is not believed to be imminent or significant.

A **directed evacuation** is a type of controlled evacuation where the Hazard Management Agency or Controlling Agency issues a direction for people and animals to evacuate/be evacuated, with which they are obliged to comply. This is most likely to occur when injury or loss of life is imminent.

4.3 EVACUATION CENTRES

Please refer to section Five Emergency Relief and Support for a full list of evacuation centres.

4.4 EVACUATION TO OTHER LOCAL GOVERNMENT AREAS

The Shire of Wongan-Ballidu and its LEMC have planned for the instance in which evacuation to all local evacuation centres is impossible. Department of Communities have agreements with surrounding Shires through the local emergency relief and support plans.

4.5 AT RISK GROUPS

A list of contacts to coordinate the contacting of Vulnerable People within the Shire is available under *Vulnerable People Contact Groups* in the Contacts and Resources section. The corresponding group/business is responsible for maintaining and updating the individual lists for vulnerable people that they are responsible for.

4.6 EVACUATION CENTRE & ANIMALS

Animals except for assistance animals are not permitted within Evacuation Centres.

The Shire of Wongan-Hills will support and assist with animal management wherever possible through the contracted Ranger Services.

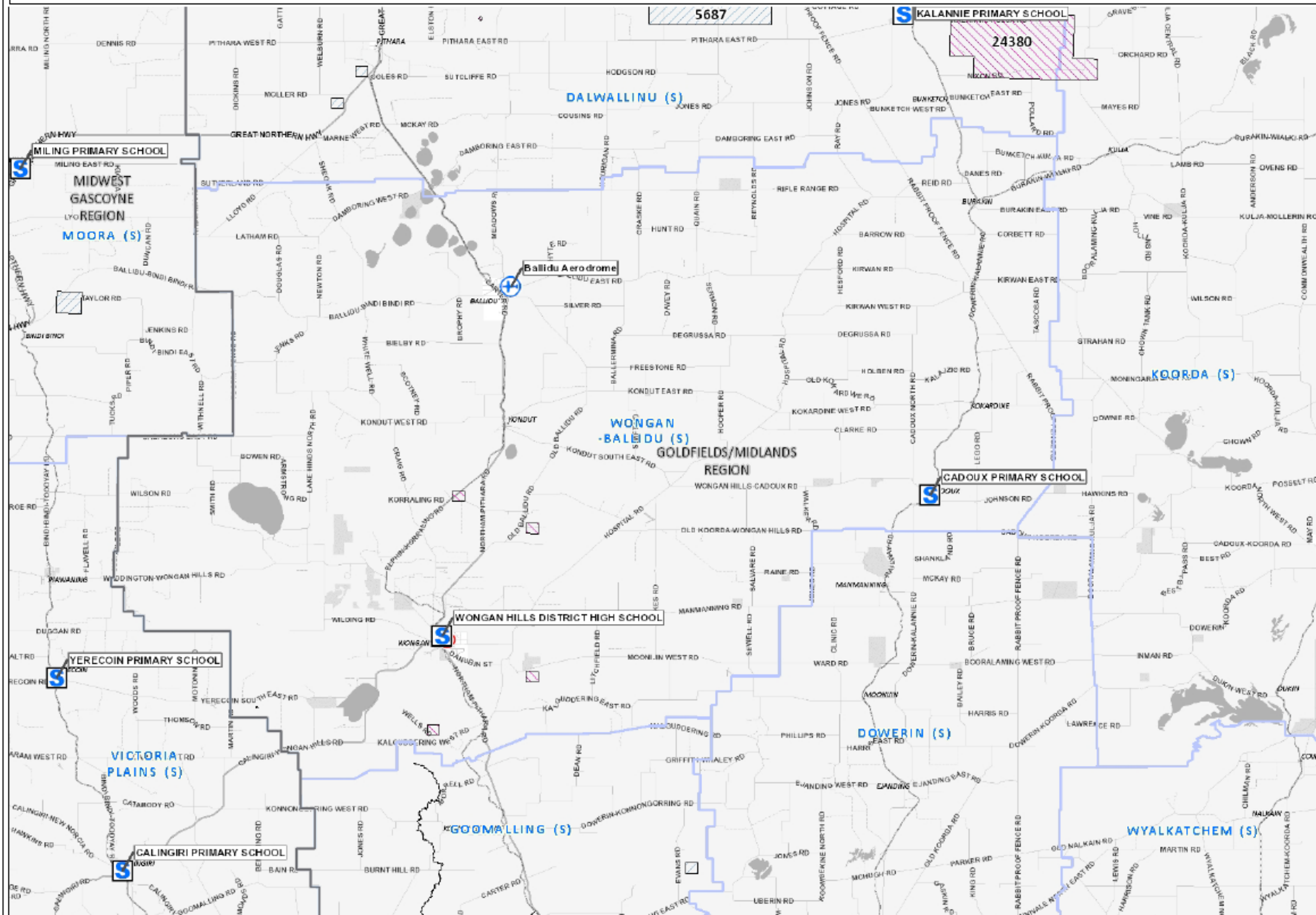
The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

4.7 Route and Maps

This section provides a map of the locality and identifies any issues and local landmarks. (See below) Hazard, Infrastructure and Aboriginal Heritage layers are active.

WONGAN-BALLIDU



Legend

Fire Shape
 Aerial Ignition Completed

Rural Urban Interface
 Aerial Ignition Planned

Restricted Access Permit

Bushfire Warning Areas

Emergency Warning
 Advice

Watch and Act

Fire Edge

Active Edge
 Contained Edge

Predicted Edge
 Trigger Line

Operational Lines

Complete XXXXX
 Control Line
 Planned -X-X-X-X

Back Burn
 Machine Cut Track
 Retardant Line

Sectional Road Closure

Active
 Full Closure
 Planned

Partial Closure
 Road Closure
 Vehicle Control Point

Hot Spots By Age

0 - 12 Hrs
 12 - 24 Hrs
 24 - 36 Hrs
 36 - 48 Hrs

USAR RDA

Total Damage
 Severe Damage
 Moderate Damage
 Slight Damage
 No Damage
 Damage Not Stated

Residential
 Non-Residential
 Infrastructure
 Unknown

Hazardous Tree Assessment

Assessed Non-hazardous
 Assessed and felled

Hazardous tree
 Not Assessed/Tree Assessment Required

Hazardous tree, Machine assistance required

Fuel Age (YSLB)

1-3 Yr
 3-5 Yr
 5-7 Yr
 7-9 Yr
 9-11 Yr

1 Yr
 2 Yr
 3 Yr
 4 Yr
 5 Yr
 6 Yr
 7 Yr
 8 Yr
 9 Yr

1: 297,988

(A3)

11.9 0 5.98 11.9 Kilometers

GCS_GDA_1994

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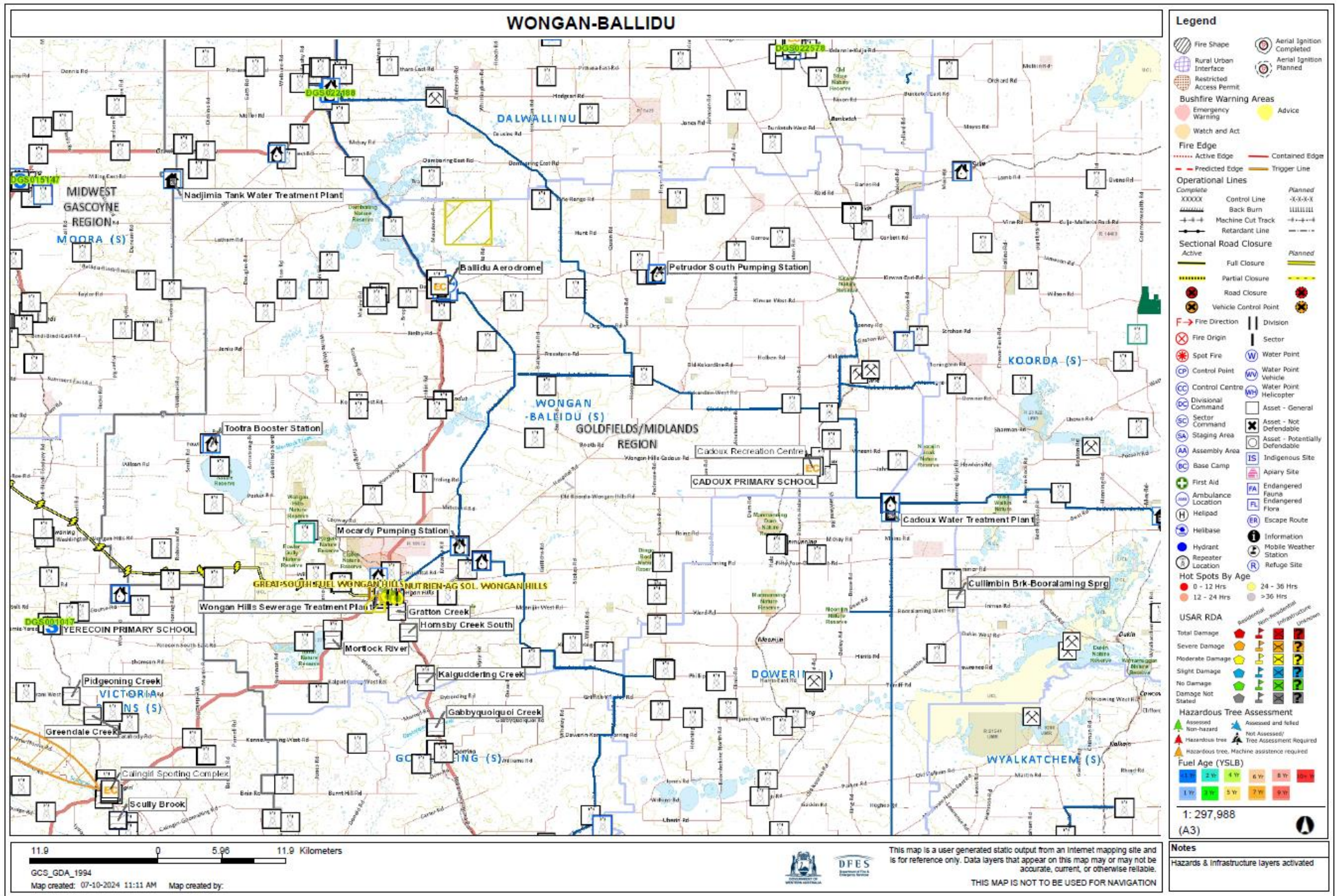
DFES

This map is a user generated static output from an Internet mapping site and is for reference only. Data layers that appear on this map may or may not be accurate, current, or otherwise reliable.

THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

ACH, Schools & Airfield layers activated



WONGAN HILLS



Legend

- Fire Shape
- Rural Urban Interface
- Restricted Access Permit
- Bushfire Warning Areas
 - Emergency Warning
 - Watch and Act
 - Advice
- Fire Edge
 - Active Edge
 - Predicted Edge
 - Contained Edge
 - Trigger Line
- Operational Lines

Complete	Control Line	Planned
XXXXXX	Control Line	-X-X-X-X
	Back Burn	
→→→	Machine Cut Track	→→→
→→→	Retardant Line	→→→
- Sectional Road Closure

Active	Full Closure	Planned
-----	Full Closure	-----
-----	Partial Closure	-----
-----	Road Closure	-----
-----	Vehicle Control Point	-----
- Fire Direction
- Fire Origin
- Spot Fire
- Control Point
- Control Centre
- Divisional Command
- Sector Command
- Staging Area
- Assembly Area
- Base Camp
- First Aid
- Ambulance Location
- Helipad
- Helibase
- Hydrant
- Repeater Location
- Division
- Sector
- Water Point
- Water Point Vehicle
- Water Point Helicopter
- Asset - General
- Asset - Not Defendable
- Asset - Potentially Defendable
- Indigenous Site
- Apiary Site
- Endangered Fauna
- Endangered Flora
- Escape Route
- Information
- Mobile Weather Station
- Refuge Site

Hot Spots By Age

- 0 - 12 Hrs
- 12 - 24 Hrs
- 24 - 36 Hrs
- >36 Hrs

USAR RDA

Damage	Residential	Non-Residential	Infrastructure	Unknown
Total Damage	Red	Red	Red	Red
Severe Damage	Orange	Orange	Orange	Orange
Moderate Damage	Yellow	Yellow	Yellow	Yellow
Slight Damage	Green	Green	Green	Green
No Damage	Blue	Blue	Blue	Blue
Damage Not Stated	Grey	Grey	Grey	Grey

Hazardous Tree Assessment

- Assessed Non-hazardous
- Assessed and felled
- Hazardous tree
- Hazardous tree, Machine assistance required
- Not Assessed/Tree Assessment Required

Fuel Age (YSLB)

1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr
Blue	Green	Yellow	Orange	Red	Dark Red	Black	Black	Black	Black

1: 14,876 (A3)

Notes

Hazard & Infrastructure Layers on

0.6 0 0.30 0.6 Kilometers

GCS_GDA_1994

Map created: 07-10-2024 12:20 PM Map created by:



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

BALLIDU



Legend

- Fire Shape
- Rural Urban Interface
- Restricted Access Permit
- Bushfire Warning Areas
 - Emergency Warning
 - Watch and Act
 - Advice
- Fire Edge
 - Active Edge
 - Predicted Edge
 - Contained Edge
 - Trigger Line
- Operational Lines

Complete	Control Line	Planned
XXXXX	Back Burn	-X-X-X-X
---	Machine Cut Track	---
---	Retardant Line	---
- Sectional Road Closure

Active	Full Closure	Planned
---	Partial Closure	---
---	Road Closure	---
---	Vehicle Control Point	---
- Fire Direction
- Fire Origin
- Spot Fire
- Control Point
- Control Centre
- Divisional Command
- Sector Command
- Staging Area
- Assembly Area
- Base Camp
- First Aid
- Ambulance Location
- Helipad
- Helibase
- Hydrant
- Repeater Location
- Division
- Sector
- Water Point
- Water Point Vehicle
- Water Point Helicopter
- Asset - General
- Asset - Not Defendable
- Asset - Potentially Defendable
- Indigenous Site
- Agriary Site
- Endangered Fauna
- Endangered Flora
- Escape Route
- Information
- Mobile Weather Station
- Refuge Site

Hot Spots By Age

- 0 - 12 Hrs
- 12 - 24 Hrs
- 24 - 36 Hrs
- >36 Hrs

USAR RDA

Damage Level	Residential	Non-Residential	Infrastructure	Unknown
Total Damage	Red	Red	Red	Red
Severe Damage	Orange	Orange	Orange	Orange
Moderate Damage	Yellow	Yellow	Yellow	Yellow
Slight Damage	Green	Green	Green	Green
No Damage	Blue	Blue	Blue	Blue
Damage Not Stated	Grey	Grey	Grey	Grey

Hazardous Tree Assessment

- Assessed Non-hazard
- Assessed and felled
- Hazardous tree
- Hazardous tree, Machine assistance required
- Not Assessed/Tree Assessment Required

Fuel Age (YSLB)

1 Yr	2 Yr	3 Yr	4 Yr	5 Yr	6 Yr	7 Yr	8 Yr	9 Yr	10 Yr
Blue	Green	Yellow	Orange	Red	Dark Red	Black	Black	Black	Black

1: 7,461
(A3)

0.3 0 0.15 0.3 Kilometers

GCS_GDA_1994

Map created: 07-10-2024 12:22 PM Map created by:



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THIS MAP IS NOT TO BE USED FOR NAVIGATION

Notes

Hazard & Infrastructure Layers on

CADOUX



Legend

	Fire Shape		Aerial Ignition Completed
	Rural Urban Interface		Aerial Ignition Planned
	Restricted Access Permit		

Bushfire Warning Areas

	Emergency Warning		Advice
	Watch and Act		

Fire Edge

	Active Edge		Contained Edge
	Predicted Edge		Trigger Line

Operational Lines

	Complete Control Line		Planned Control Line
	Complete Back Burn		Planned Back Burn
	Complete Machine Cut Track		Planned Machine Cut Track
	Complete Retardant Line		Planned Retardant Line

Sectional Road Closure

	Active Full Closure		Planned Full Closure
	Active Partial Closure		Planned Partial Closure
	Active Road Closure		Planned Road Closure
	Active Vehicle Control Point		Planned Vehicle Control Point

Other Symbols

	Fire Direction		Division
	Fire Origin		Sector
	Spot Fire		Water Point
	Control Point		Water Point Vehicle
	Control Centre		Water Point Helicopter
	Divisional Command		Asset - General
	Sector Command		Asset - Not Defendable
	Staging Area		Asset - Potentially Defendable
	Assembly Area		Indigenous Site
	Base Camp		Apiary Site
	First Aid		Endangered Fauna
	Ambulance Location		Endangered Flora
	Helipad		Escape Route
	Helibase		Information
	Hydrant		Mobile Weather Station
	Repeater Location		Refuge Site

Hot Spots By Age

	0 - 12 Hrs		24 - 36 Hrs
	12 - 24 Hrs	> 36 Hrs symbol"/>	> 36 Hrs

USAR RDA

	Total Damage		Severe Damage
	Moderate Damage		Slight Damage
	No Damage		Damage Not Stated

Hazardous Tree Assessment

	Assessed Non-hazard		Assessed and felled
	Hazardous tree		Not Assessed/ Tree Assessment Required
	Hazardous tree, Machine assistance required		

Fuel Age (YSLB)

	1 Yr		2 Yr		3 Yr		4 Yr		5 Yr		6 Yr		7 Yr		8 Yr		9 Yr
--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------	--	------

1: 7,448
(A3)

Notes

Hazard & Infrastructure Layers on

0.3 0 0.15 0.3 Kilometers

GCS_GDA_1994

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SECTION FIVE

Emergency Relief and Support

5.0 LOCAL EMERGENCY MANAGEMENT PLAN FOR THE PROVISION OF EMERGENCY RELIEF AND SUPPORT

The Department of Communities has the role of managing emergency relief and support. The Shire of Wongan-Ballidu falls under the Northam district of the Department of Communities. They have developed a Local Emergency Relief and Support Plan which aims to prescribe the arrangements for the provision of emergency relief and support services during emergencies. This section of the Local Emergency Management Arrangements aims to supplement the Local Emergency Relief and Support Plan for public viewing. The Local Emergency Relief and Support Plan contains private contact details of key personnel and is not for public distribution. The plan is available from the Shire of Wongan-Ballidu and/or the Department of Communities by request.

5.1 Evacuation Centre Coordinator

The Evacuation Centre Coordinator for the Shire of Wongan-Ballidu is a delegated member of the Department of Communities. The contact details of Department of Communities Wheatbelt staff, as well as a 24 hour on call number can be found in the Contacts and Resources section.

5.2 LOCAL GOVERNMENT LIAISON OFFICER

The Local Government Liaison Officer is appointed by the local government to coordinate emergency relief and support response during emergencies and to liaise with the Evacuation Centre Coordinator. This role will provide assistance to the Evacuation Centre Coordinator, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Wongan-Ballidu's appointed Local Government Liaison officer is the Manager Regulatory Services.

5.3 REGISTER FIND REUNITE

Where a large-scale emergency occurs and people are evacuated or become displaced, one of the areas the Department of Communities has responsibility for is recording who has been displaced and placing the information onto a National Register. This allows friends and relatives to locate each other. The Department of Communities has an arrangement in place with the Red Cross to assist with the registration process.

5.4 ANIMAL WELFARE

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events that can often limit the ability of people to fulfil these obligations. Furthermore, their inability to provide care for their animals can lead to significant distress in already trying situations.

The Shire and LEMC have yet to develop an Animal Welfare Plan to assist the community with the care and management of domestic and native animals during an emergency. This will be a plan that is developed in the future.

5.5 EVACUATION CENTRE

The Local Government may choose to manage an Evacuation Centre however the Department of Communities has a team available for this purpose. It is the responsibility of the Hazard Management Agency, in consultation with the Local Emergency Coordinator, to request assistance with the Department of Communities. In the event Department of Communities assume control of one or more evacuation centres, the Shire of Wongan-Ballidu will have representation at the centre to provide support to the Department.

NAME	LOC.	CONTACT	ALT	NORMAL Cap	COVID Cap	GPS	NOTES
Wongan Hills Civic Centre and Lesser Hall	Parker Pl, Cnr Quinlan St, Wongan Hills	0428 322 123	0427 711 363	630 / 260 Long term Has air con	315 / 157	116.719662 - 30.891591	Kitchen and Showers
Wongan Hills Recreation Centre	Lot 100 Ninan St, Cnr Commercial Rd, Wongan Hills	0428 322 123	0427 711 363	616 / 295 Short term Has air con	308 / 154	116.716368- 30.89694	Kitchen and Showers
Ballidu Sports Pavilion	Northam Pithara Rd, Ballidu	0428 322 123	0427 711 363	75 / 18 Short term No air con	35 / 18		Numbers based on facilities available
Cadoux Recreation Centre	Lot 42 James St Cadoux	0417 817 335	0428 322 018	250 /125 Long term Has air con	125 / 62	117.133961- 30.771759	

Functional domains of Welfare Coordination include:

- Emergency accommodation
- Emergency food
- Emergency clothing and personal requisites
- Personal support services
- Registration and reunification
- Financial assistance
- Opening and Coordination of Welfare Evacuation Centres

The Department of Communities (Communities) has legislated responsibility under the State Emergency Management Framework for the coordination and provision of services to evacuated community members during and after an emergency/disaster.

In many cases this will require the opening of an Evacuation Centre to provide evacuees with a safe place to relocate to, until they are able to return home or find alternative safe places.

There is a provision under the State Emergency Management Framework for the Local Government in the area affected by the emergency/disaster to take the lead role in the coordination and operation of the Evacuation Centre, until such time as the Department of Communities are able to arrive at the centre and assume responsibility for coordination and service provision.

The Controlling Agency, together with the Local Government and Department of Communities will determine when and where the opening of an evacuation centre may be required. If not present, the Department of Communities should be contacted immediately and advised of the decision to stand up the evacuation centre.

Local government staff or LEMC members may be asked to open an Evacuation Centre and manage it until Department of Communities staff arrive. A Guide and Checklist has been provided by the Department of Communities to assist with the process.

The LG staff or LEMC members will provide a handover to the Department of Communities staff on their arrival at the Evacuation Centre. The Department of Communities may require assistance with coordinating tasks, such as provision of food etc.

The Shire of Wongan-Ballidu is yet to reach agreements with food provision services in town for the after-hours supply of food and drinks in the event of an emergency.

5.6 SHIRE EMERGENCY ACTIVATION KITS

Two emergency activation kits have been prepared, which contain a number of resources and forms required for the operation of an evacuation centre. The kits are located at the following venue:

- Shire of Wongan-Ballidu Administration Office

A copy of this LEMA and the activation kits in both hardcopy and electronic copy (USB) are also in the activation kits.

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SECTION SIX – COMMUNICATIONS PLAN

6.1 Objectives

- 1.1 To create provide clear and timely communications throughout the duration of an incident response and recovery.
 - 1.2 Reinforce the relevant Hazard Management Agency advice through its local sources for the duration of the incident by providing access points to the *"one source of truth"*.
 - 1.3 Consistently check the effectiveness of communications by seeking community feedback and involvement as determined by the incident progression.
 - 1.4 Ensure all information is proofread prior to its release for spelling and grammar errors.
-



6.2 Target Audience (plan)

- 1.5 Shire Local Recovery Coordination Group (LRCG)
 - 1.6 All Shire LRCG sub-committees
 - 1.7 Shire Local Emergency Management Committee (LEMC)
 - 1.8 All Shire LEMC sub-committees
 - 1.9 All Shire Staff & Elected members
-

6.3 Effective communication in recovery

The effective management of communication following an emergency or disaster can be used to promote and hasten community recovery. It provides an opportunity for the community to have its issues and concerns addressed in the recovery process.



6.4 Authorised persons

The Shire only recognises the President or their delegate to speak on behalf of the LG however, the President must not commit the Local Government without direction from the relevant officer recommendation. The Shire of Wongan-Ballidu President will only release educated statements with input from the relevant officers on matters that the Local Government is responsible for in recovery. Operational communications are the responsibility of the Hazard Management Agency and the president must refer all operational questions to that authority. Staff or other elected members must direct all questions and statements through to the Shire President.



6.5 Communication Principles

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

- Timeliness - regularly updating stakeholders on the situation
- Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders
- Sensitivity - prioritising stakeholders, guarding sensitive information as needed
- Transparency - remaining honest and open about the situation and the response progress
- Simplicity - ensuring communication is easily understood, consistent and attractive
- Accuracy - sharing only confirmed facts, never making assumptions or giving false information
- Following the *"one source of truth"* principle
- Accountability - accepting responsibility if appropriate and reasonable.



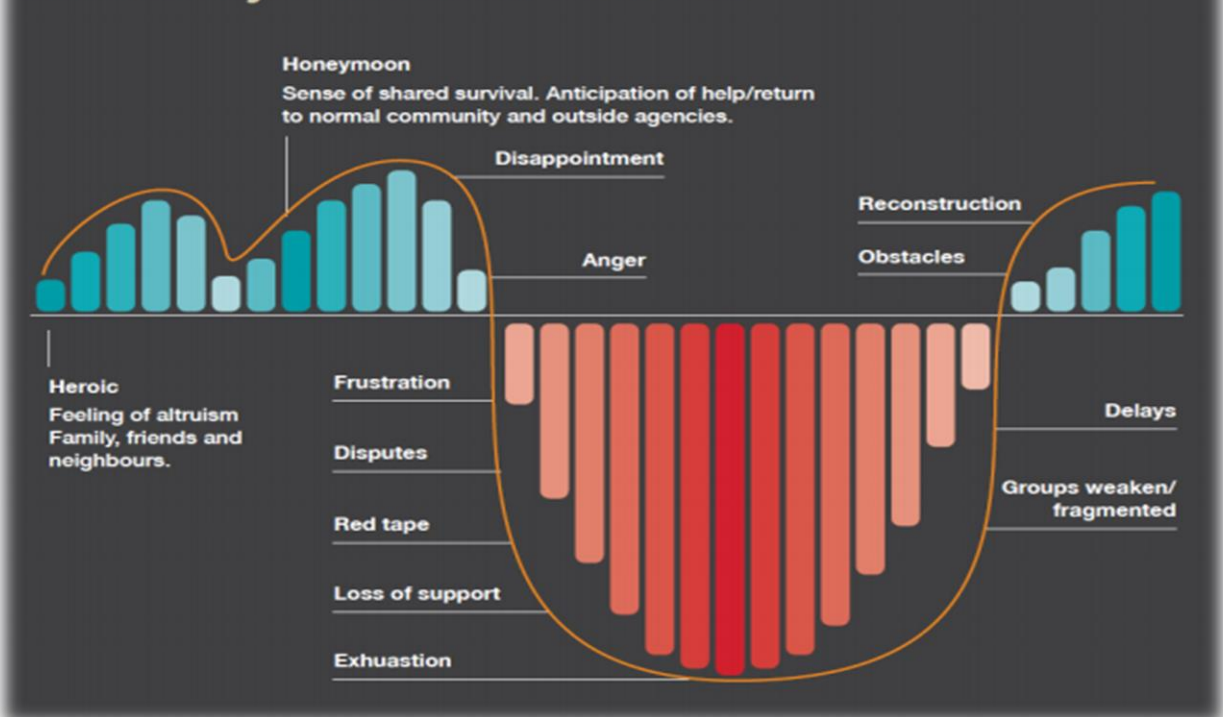
6.6 Community reaction

Reactions from the community will vary depending on a multitude of factors.

Understanding the psychosocial impacts of emergencies can provide insight to assist people in establishing a new normal.

The below diagram shows the four-stage cycle that people are likely to experience after being impacted by an emergency. This is a guide only to help anticipate predictable challenges in the recovery stage and does differ person to person.

Community Reaction to Disasters



6.7 Communication method selection

- | | |
|-----------------------------------------------------|-----------------------------------------------|
| <input type="checkbox"/> community meetings | <input type="checkbox"/> email newsletters |
| <input type="checkbox"/> pamphlets/flyers/brochures | <input type="checkbox"/> websites |
| <input type="checkbox"/> print newsletters | <input type="checkbox"/> local newspapers |
| <input type="checkbox"/> noticeboards | <input type="checkbox"/> text messaging |
| <input type="checkbox"/> word of mouth | <input type="checkbox"/> social media |
| <input type="checkbox"/> posters/billboards | <input type="checkbox"/> radio and television |
| <input type="checkbox"/> face-to-face | <input type="checkbox"/> video communication |
| <input type="checkbox"/> blogs | |
-

6.8 Demographic of Wongan-Ballidu

As per the 2021 Census <https://www.abs.gov.au/census/find-census-data/quickstats/2021/LGA59310>



6.9 Communication targets



the **who** in considering information gathering, processing and dissemination channels, it is necessary to take account of who needs information and whose role it is to provide information.

It is relatively easy to identify several broad groups that need information.

1.10 General affected community

1.11 those working towards community recovery.

The individuals, groups and organisations included in those groups are innumerable; however, special mention needs to be made of the information needs of:

1.12 CALD people

1.13 Elected members

1.14 Media

6.10 Key messages

- what areas have been affected and how have they been affected?
- what do the community see as issues and priorities?
- what is recovery likely to involve?
- what plans are in place for the wellbeing of the community?
- what services and resources are available for recovery of the community?
- what information will assist the community to achieve recovery?
- outreach programs;
- community events (street/neighbourhood barbeques, memorials, anniversary events, social occasions); and
- through a central website with links to relevant government and non-government service information — websites can establish email networks and use pre-existing community groups' databases. Note: using community groups' databases for email contact has privacy law issues.



6.11 Community Information Briefings and Debriefings



In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and State government departments.

The role of community briefings in the recovery context is to provide:

- clarification of the emergency event (Controlling Agency);
- advice on services available (recovery agencies);
- input into the development of management strategies (lead recovery agencies, often local government); and
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers).

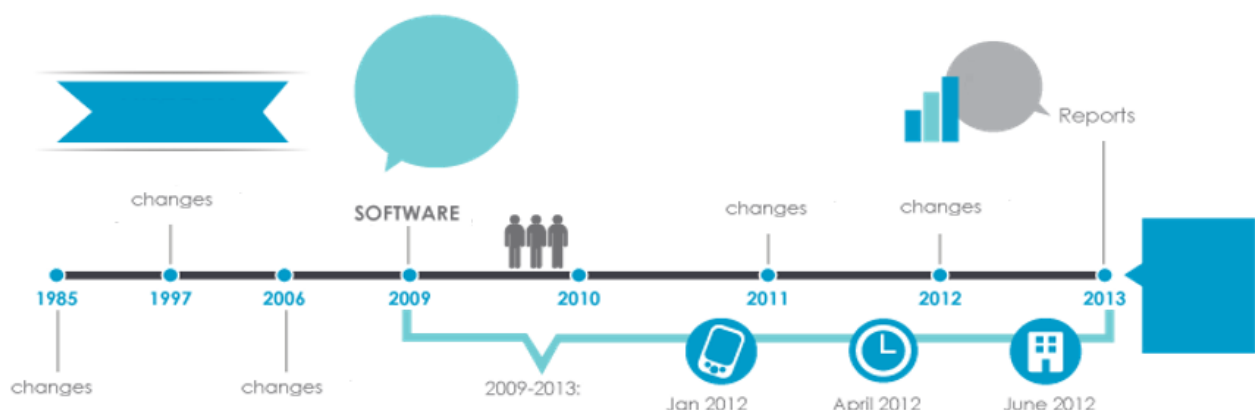
Regardless of the success or otherwise of the meeting, every effort should be made to conclude the meeting on a note of optimism for the early and successful recovery of the community.

6.12 Timeline

A timeline should be established in a visual place outlining key times and dates for communications.

It is important to identify and inform the community of when the next update will be, this reduces the community involvement with false information.

Information should not be suddenly stopped when recovery ends, instead it should be phased out toward the end, it is important to recognise anniversaries of events on the timeline.



6.13 Establishing Check list

- ☐ **Established who the HMA is and their contact**
For example, DFES is the HMA and contact is the Incident Controller John Doe
- ☐ **Established incident specific objectives for communication**
"SMART" objectives should be use
- ☐ **Identify who the communication plan needs to be relayed too**
Shire LRCG, Shire LRCG sub-committees, Shire LEMC, Shire LEMC sub-committees, Shire Staff & Elected members
- ☐ **Assign a Media Liaison Officer (MLO) on behalf of the Shire**
Responsible for finalising publications and the one point of contact for inquiries.
- ☐ **Assign a Media Intelligence Officer (MIO) on behalf of the Shire**
Gather intelligence on community feedback, monitor community conversation on social media etc.
- ☐ **Identify authorisations**
Shire president, Shire CEO, Delegates etc.
- ☐ **Identify Communication Priorities**
High risk, venerable community should always be treated as a priority
- ☐ **Identify key messaging**
As per s. 10 of the plan
- ☐ **Identify a timeline to suit the requirements of the incident/recovery**
Set out key dates and times to reach objectives
- ☐ **Write Objectives, Key messages and timeline on a whiteboard for everyone to see**
This is to encourage consistency in common goals.
- ☐ **Identify source of communications**
 - ☐ community meetings
 - ☐ pamphlets/flyers/brochures
 - ☐ print newsletters
 - ☐ noticeboards
 - ☐ word of mouth
 - ☐ posters/billboards
 - ☐ face-to-face
 - ☐ email newsletters
 - ☐ websites
 - ☐ local newspapers
 - ☐ text messaging
 - ☐ social media
 - ☐ radio and television
 - ☐ video communication

6.14 Statement Checklist

- ☐ **Insure a PESTEL is completed on the statement prior to release**
Political, Economic, Social, Technological, Environmental, Legal – consider the implications
- ☐ **Consider timing of release**
- ☐ **Ensure it is not overriding HMA information**
- ☐ **Have staff read for spelling and Grammar**
- ☐ **Ensure statement is appropriate to target audience**
- ☐ **Cooperation - being responsive and considerate to enquiries, deadlines and the other needs of stakeholders**
- ☐ **Sensitivity - prioritising stakeholders, guarding sensitive information as needed**
- ☐ **Transparency - remaining honest and open about the situation and the response progress**
- ☐ **Simplicity - ensuring communication is easily understood, consistent and attractive**
- ☐ **Accuracy - sharing only confirmed facts, never making assumptions or giving false information**
- ☐ **Following the “one source of truth” principle**
- ☐ **Accountability - accepting responsibility if appropriate and reasonable**
- ☐ **Considered community reaction**
- ☐ **Selected appropriate method of release**
- ☐ **Considered the diversity of statement for CLAD groups**
- ☐ **Used pre-established key messages**
- ☐ **Established on approved timeline**
- ☐ **Released with relevant authorisations**

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SECTION SEVEN – CONTACTS AND RESOURCES REGISTER



RESTRICTED INFORMATION

Please note that this section of the LEMA is private and confidential. The information contained within this section will only be made available to emergency management personnel and is not available for viewing by the public.