

# Local Emergency Management Arrangements

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Shire of Wagin

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**SHIRE OF WAGIN  
EMERGENCY MANAGEMENT ARRANGEMENTS**

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

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Chairperson  
Shire of Wagin LEMC

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Date

Draft

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Endorsed by Council

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Date

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## Distribution

Distribution List	
Organisation	No Copies
Shire President	1
CEO Shire of Wagin	1
Shire of Wagin EHO	1
Shire of Wagin Website	1
OIC Wagin Police	1
Shire Councilors	1
Wagin Hospital	1
Wagin Chief Bush Fire Control Officer	1
Wagin Deputy Chief Bushfire Control Officer	2
Wagin Volunteer Fire & Rescue Service	1
Wagin St Johns Ambulance	1
Department of Fire and Emergency Services – Albany & Narrogin	1
Department of Emergency Management Committee	1
Department of Communities – Albany	1
State Emergency Service – Wagin	1
Wagin District High School – Principal	1
Wagin Medical Centre	1

## Amendment Record

No.	Date	Amendment Details	By
1	2008	Initial Issue	J. Case
2	4/2/09	Revised format	J. Case
3	Jan 2014	Complete update & re-write to conform with ISO 31000.	CESM C. Pearce
4	May 2014	Endorsed by Council	
5	June 2020	Complete update	D. George
6	July 2020	Endorsed by council	
7	July 2021	Updated Contacts list	D George
8			
9			
10			
11			
12			

Suggestions and comments can help improve these arrangements. Feedback can include:

- What you like or don't like about the arrangements
- Unclear or incorrect expression
- Out of date information or practices
- Inadequacies; and
- Errors, omissions or suggested improvements

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

Chairperson  
 Wagin Local Emergency Management Committee  
 C/- Shire of Wagin  
 PO Box 200  
 Wagin, 6315 WA  
[ceo@wagin.wa.gov.au](mailto:ceo@wagin.wa.gov.au)

The Chairperson will refer any correspondence to the LEMC for consideration and/or approval.

Amendments promulgated are certified in the above table, when updated.

## **Glossary Of Terms**

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the [State EM Glossary](#) or the [WA Emergency Risk Management procedure](#).

**ACCIDENT** a sudden event in which harm is caused to people, property or the built or natural environment. *See also* **INCIDENT** and **EMERGENCY**.

**AIIMS** *see* **AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM**

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

**ALERT** that period when it is believed that resources may be required which enables an increased level of preparedness. *See also* **WARNING**.

**ASSEMBLY AREA** a designated location used for the assembly of emergency-affected persons. The area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

**ASSETS** anything valued by people which includes houses, crops, forests and in many cases the environment.

**AUSTRALASIAN INTERSERVICE INCIDENT MANAGEMENT SYSTEM (AIIMS)** a nationally adopted structure to formalise a coordinated approach to emergency incident management.

**AUTHORISED OFFICER** (a) the State Emergency Coordinator and (b) a person authorised under Section 61 of the *Emergency Management Act 2005*

**AUTHORISED PERSON** a person authorised by legislation to utilise a range of powers conferred by that legislation.

**AVAILABLE RESOURCES** assets at an incident and available for allocation at short notice. *See also* **RESOURCES**.

**BRIEFING** the process of advising personnel of the details of the incident or event with which they will deal. *See also* **DEBRIEFING**.

**BUSHFIRE** a fire involving grass, scrub, or forest.



**BUSHFIRE MANAGEMENT** all those activities directed to prevention, detection, damage mitigation and suppression of bushfires. Includes bushfire legislation, policy, administration, law enforcement, community education, training of fire fighters, planning, communication systems, equipment research and the multitude of field operations undertaken by land managers and emergency services personnel relating to bushfire control.

**COMBAT** to take steps to eliminate or reduce the effects of an incident upon the community.

**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 specialised knowledge, expertise and resources, is responsible for performing an emergency management activity prescribed by the regulations in relation to that agency.

**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* **CONTROL** and **COORDINATION**.

**COMMUNICATIONS PLAN** details the methods and systems for people to communicate with each other, the incident management structure, including the actual radio channels/mobile phone numbers. (AIIMS)

**COMMUNITY** a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

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

**CONTROLLING AGENCY** an agency nominated to control the response activities to a specified type of emergency.

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

**DEBRIEF (OPERATIONAL DEBRIEF)** a meeting at the end of an operation with the purpose of assessing the conduct or results of an operation.

**DEBRIEFING** the process of sharing the good and bad points of the response to an incident as a means to improving any future planning and responses.

**DISASTER** *see* **EMERGENCY**

**DISASTER AREA** a geographical part of the State or Territory in which a state of emergency or disaster exists.

**DISASTER MANAGEMENT** the body of policy and administrative decisions and operational activities which pertain to the various stages of a disaster at all levels. *See also* **EMERGENCY MANAGEMENT**

**DISTRICT** an area of the State that is declared to be a district under section 2.1 *Local Government Act 1995*.

**EMERGENCY** the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response

**EMERGENCY AREA** the area to which an emergency situation declaration or a state of emergency declaration applies.

**EMERGENCY CENTRE** a facility where the coordination of the response and support to the incident is provided.

**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 RISK MANAGEMENT** a systematic process which contributes to the wellbeing of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised.

**EMERGENCY SITUATION** a declaration made under section 50 of the *Emergency Management Act 2005*, by a Hazard Management Agency or the State Emergency Coordinator, which provides access to additional emergency management powers.

**EVACUATION** the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

**EVACUATION CENTRE** a centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided. *See also ASSEMBLY AREA.*

**EVENT** an incident or situation, which occurs in a particular place during a particular interval of time.

**EXERCISE** 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 practice people in working together.

**HAZARD** an event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

**HAZARD MANAGEMENT AGENCY (HMA)** a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

**IMPACT AREA** any area which is likely to bear, is bearing, or has borne the full impact of any disaster and in which major lifesaving operations are necessary.

**INCIDENT** the occurrence or imminent occurrence of a hazard. *See also ACCIDENT and EMERGENCY.*

**INCIDENT CONTROLLER** the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation. [Note: Agencies may use different terminology, however, the function remains the same].

**INCIDENT MANAGEMENT** the process of controlling the incident and coordinating resources.

**INCIDENT MANAGEMENT TEAM** 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 controller which is responsible for the overall control of the incident.

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

**LOCAL EMERGENCY MANAGEMENT COMMITTEE (LEMC)** a local emergency management committee established under section 38 of the *Emergency Management Act 2005*.

**MULTI-AGENCY RESPONSE** an incident of high fire incidence over short periods of time in any administrative unit, usually overtaxing the normal initial attack capability of the unit.

**MUNICIPALITY** – Means the district of the Shire of Wagin.

**NATURAL DISASTER** any emergency defined by the Commonwealth for the purposes of the Natural Disaster Relief Arrangements: including bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, tornado.

**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.

**PLAN** a formal record of agreed emergency management roles, responsibilities, strategies, systems, and arrangements. *See also* **EMERGENCY PLAN**.

**PREPAREDNESS** preparation for response to an emergency.

**PREVENTION** the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

**PROBABILITY** the likelihood of a specific outcome, measured by the ratio of specific outcomes to the total number of possible outcomes. Probability is expressed as a number between 0 and 1, with 0 indicating an impossible outcome and 1 indicating an outcome is certain.

#### **PUBLIC AUTHORITY**

- an agency as defined in the *Public Sector Management Act 1994*.
- a body, corporate or unincorporated that is established or continued for a public purpose by the State, regardless of the way it is established.
- a local government or regional local government.
- the Police Force of Western Australia.

- a member or officer of a body referred to in one of the above; or
- a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

**RECOVERY MANAGEMENT** (principles of) Successful recovery relies on:

- understanding the context.
- recognising complexity.
- using community-led approaches.
- ensuring coordination of all activities.
- employing effective communication; and
- acknowledging and building capacity.

**RELIEF** the provision of immediate shelter, life support and human needs to persons affected by, or responding to, an emergency. It includes the establishment, management, and provision of services to emergency relief centres.

**RESOURCES** all personnel and equipment available, or potentially available, for incident tasks.

**RESPONSE** the combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

**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; and
- 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 ASSESSMENT** the overall process of risk identification, risk analysis and risk evaluation.

**RISK MANAGEMENT** coordinated activities of an organisation or a government to direct and control risk.

**RISK TREATMENT** process of selection and implementation of measures to modify risk. The term “risk treatment” is sometimes used for the controls themselves.

**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.

**TREATMENT OPTIONS** a range of options identified through the emergency risk management process, to select appropriate strategies’ which minimize the potential harm to the community.

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

**WELFARE** the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

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

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## General Acronyms Used In These Arrangements

<b>BFB</b>	Bush Fire Brigade
<b>CEO</b>	Chief Executive Officer
<b>Communities</b>	Department of Communities
<b>DBCA</b>	Department of Biodiversity, Conservation and Attractions - Wheatbelt
<b>DEMC</b>	District Emergency Management Committee
<b>DFES</b>	Department of Fire and Emergency Services
<b>ECC</b>	Emergency Coordination Centre
<b>EM</b>	Emergency Management
<b>HMA</b>	Hazard Management Agency
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LEMC</b>	Local Emergency Management Committee
<b>LRC</b>	Local Recovery Coordinator
<b>LRCC</b>	Local Recovery Coordinating Committee
<b>SEC</b>	State Emergency Coordinator
<b>SEMC</b>	State Emergency Management Committee
<b>SES</b>	Wagin State Emergency Service
<b>SEWS</b>	Standard Emergency Warning Signal
<b>SOP</b>	Standard Operating Procedures

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## **PART 1 – INTRODUCTION**

### **Authority**

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

### **Community Consultation**

In 2018 the Shire of Wagin conducted a number of workshops where members of the community were asked to highlight 6 risks which may affect the Shire of Wagin. These risks were assessed and a plan for mitigation and/or action were laid out for the Shire to work through in order of need and ability.

### **Document Availability**

LEMA will be available to the general public on request in print form as well as electronic form.

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

- Shire's Administration Office  
2 Arthur Rd Wagin
- Shire's Website in PDF format: [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au)
- Stakeholder and LEMC agencies and organisations as per Distribution List.

### **Area Covered (Context)**

The Shire of Wagin, situated in the southwest interior of Western Australia, 220 Km south east from Perth, is a rural local authority servicing a population of approximately 1800 people and covering an area of 1950 square kilometres. There are two town sites within the Shire of Wagin, namely Wagin and Piesseville.

### **Aim**

The aim of the Shire of Wagin Local Emergency Management Arrangements is to detail emergency management arrangements for the district and ensure an understanding between agencies and stakeholders involved in managing emergencies within the Shire.

## **Purpose**

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

- a) the Shire of Wagin'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).

## **Scope**

These arrangements are to ensure there are suitable plans in place to manage identified emergencies should they arise.

It is not the intent of this document to detail the procedures for Hazard Management Agencies (HMAs) who have the allocated responsibility to respond to and manage an emergency. Those procedures will be detailed in the respective HMA's specific plans.

Furthermore, these Arrangements apply to:

- The geographic location of the Shire of Wagin
- Areas where the Shire of Wagin provides support to HMAs in the event of an incident.
- The Shire of Wagin's capacity to provide resources in support of an emergency, whilst still maintaining business continuity; and
- The Shire of Wagin's responsibility in relation to recovery management.

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

## **Utility Profile**

### **Water**

Only parts of the Shire, including both townsites are connected to the Public Water Supply drawn from Harris River near Collie. The remainder of the Shire relies on annual rainfall to supply private tanks and dams.

### **Power**

Electricity is supplied to the entire area via the State supply grid maintained and operated by Western Power at Katanning.

## Sewerage

80% of the Wagin townsite is serviced by the local sewerage plant. The sewerage plant is located on the southern edge of Wagin townsite, Brockman Rd and Cowcher St. Piesseville is serviced by septic systems to each dwelling. Dwellings on farms are serviced by septic systems.

## Communications

Telephone is the main communication network throughout the plan area and this network is maintained by Telstra. Secondary networks of radio communications exist and are operated by emergency services, local government authorities and private companies. Citizen band radio communication is widespread throughout the rural sector operated by rural land holders.

## **Related Documents & Arrangements**

### **Local Emergency Management Policies**

Local government emergency management adopted policies by council:

<b>Bushfire Policy 3</b>	Use of Council Equipment and machinery for Bushfire Control
<b>Bushfire Policy 4</b>	Harvest Bans
<b>Bushfire Policy 7</b>	Bushfire Risk Management Plan
<b>Admin Policy 4</b>	Wagin Fire Tender
<b>Admin Policy 11</b>	Release of Staff to Assist Emergency Services
<b>Admin Policy 19</b>	Emergency Management

Local government policies for emergency management refer to any policies which are unique to that local government area – for example, by laws or operational policies.

### **Existing Plans & Arrangements**

#### **Local Plans**

**Table 1.1**

<b>Document</b>	<b>Owner</b>	<b>Location</b>	<b>Date</b>
Local Emergency Management Plan	Shire of Wagin	Shire of Wagin	2018
Wagin Risk Management Assessment	Shire of Wagin	Shire of Wagin	2019
Risk Assessment Results Summary	Shire of Wagin	Shire of Wagin	2019
Wagin Sub Centre Ambulance Emergency Management Sub Plan	St Johns Ambulance	Wagin Ambulance Sub Centre	
Wagin Hospital	WACHS	Wagin District Hospital	

Guidelines for Volunteer Bushfire Brigades	Shire of Wagin	Wagin Shire / Fire Control Officers	
Wagin District High School Emergency Management Plan	Wagin District High School	Wagin District High School	
Local Emergency Management Welfare Support Plan	Department of Communities		
WAPOL Plans	WAPOL	Wagin Police	

### Agreements, Understandings & Commitments

The Shire of Wagin from time to time may enter into Memorandums of Understanding or Mutual Aid Agreements with respective agencies and stakeholders. Currently, the Shire of Wagin has entered the following MOU.

**Table 1.2**

Parties to the Agreement	Summary of the Agreement	Special Considerations
Local farmers & local Police	Complied by Wagin Police	
Central Country Zone	MOU Emergency Management Assistance	

### Special Considerations

- **Wagin Woolorama Event** – Friday and Saturday in early March.
- **Wagin Burnouts** – Last weekend of October.
- **Wagin Street Carnival** – Last Friday of School in December – Tavistock Street
- **2 Wheels to Wagin** – March each year
- **Gymkhanarama** – September each year
- **Major Influxes of tourists or large public events** – various occasions
- **Seasonal conditions** – e.g. bushfire, flood etc.

Description	Time of Year	Impact/No of People
<b>High Risk Periods</b>		
Post-Harvest Season	December-February	Reduced number of volunteers available within the community.
Bushfire Season	November – May	Each year this period is high risk.

Harvest	November – December	With farmers busiest time of year, the fuel load is higher due to large crops and the volunteer numbers are low due to less instant availability.
<b>High Risk Locations</b>		
Rural Properties	All Year	Fire risk with increased fuel loads around these properties especially in farming land.
Creek and River System	Potentially yearly	Flood risk due to the capacity of those systems.
<b>Large Public Event</b>		
Wagin Woolorama	Early March	WA's largest Agricultural show, bringing in around 25,000 extra people into the town over the weekend and all community volunteers are rostered into a role at the event therefore leaving very few left to assist in an emergency.
Wagin Burnouts	End of October	Wagin Burnouts is located approximately 16km East of the Wagin Town site, off the Bullock Hills Road. Between 300 and 500 people attend and stay overnight. Lots of campfires as the weather is cool – and alcohol is a factor.
Wagin Christmas Street Carnival	Mid December	Held annually in Tavistock Street in Wagin's CBD -with around 500 people attending the evening. Lots of sideshow type activities with a large percentage of farmers remaining on the tractors.
2 Wheels to Wagin	1 <sup>st</sup> Weekend in March	Held the weekend before Woolorama, with around 700 bikes making the trek from Perth to Wagin raising funds for suicide prevention. The ride ends with a band, bar and food and the riders all camp at the RV area.

Gymkhanarama	Weekend in September	Bringing 300 people into town along with their horses. The event is held at the showgrounds over the weekend with people camping onsite.
Tourist Periods and Locations		
Tourist Season	All Year	Caravan Park RV Area Norrington Lake Puntapin Rock

## Resources

See attached Appendix.

## Roles & Responsibilities

Local Role	Description of responsibilities
Local Government	The responsibilities of Shire of Wagin are defined in Section 36 of <a href="#">the EM Act.</a>
Local Emergency Coordinator	The responsibilities of the LEC are defined in Section 37 of <a href="#">the EM Act.</a>
Local Recovery Coordinator	To ensure the development and maintenance of effective recovery management arrangements for the Shire of Wagin. In conjunction with the local recovery committee to implement a post incident recovery action plan and manage the recovery phase of the incident.
LG Welfare Liaison Officer	During an evacuation where a Shire of Wagin facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.
LG Liaison Officer (to the ISG/IMT)	During a major emergency, the liaison officer attends ISG meetings to represent the Shire of Wagin and provide local knowledge input and details in the LEMA.
Local government – Incident Management	<ul style="list-style-type: none"> <li>▪ Ensure planning and preparation for emergencies is undertaken</li> <li>▪ Implement procedures that assist the community and emergency services deal with incidents</li> <li>▪ Ensure all personnel with emergency planning and preparation,</li> </ul>

	<p>response and recovery responsibilities are properly trained in their role</p> <ul style="list-style-type: none"> <li>▪ Keep appropriate records of incidents that have occurred to ensure continual improvement of the Shires emergency response capability.</li> <li>▪ Liaise with the incident controller (provide liaison officer)</li> <li>▪ Participate in the ISG and provide local support</li> <li>▪ Where an identified evacuation centre is a building owned and operated by the Shire of Wagin, provide a liaison officer to support the Department of Communities.</li> </ul>
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## LEMC roles and responsibilities

### Local Emergency Management Committee (LEMC)

The Shire of Wagin established the Wagin LEMC under *Section 38 of the Emergency Management Act 2005* to advise it on its responsibilities and requirements in relation to emergency management within its district.

The key functions and role of the committee are as prescribed under *Section 39 of the Emergency Management Act 2005*, to strategically plan on emergency management issues for the district and to provide support to Hazard Management Agencies (HMAs) in an incident where an Incident Support Group (ISG) may be required.

### LEMC Member Roles and Responsibilities

The structure of the LEMC and committee member roles and responsibilities are listed below.

The key positions of the LEMC committee are:

1. Chairperson
2. Deputy Chairperson
3. Executive Officer
4. Local Emergency Coordinator
5. Agency representation
6. Ex-Officio members

### LEMC Meeting Schedule

The Wagin LEMC **can** meet on a date to be advised in advance. The meeting dates will be forwarded to the Great Southern DEMC in June of each year to be included in a regional meeting register.

Meetings are held at venues nominated by the LEMC when calling for Agenda Items and advising of the time and date of the next meeting.

## LEMC Terms of Reference and Procedures

Section 38(4) of the Emergency Management Act provides:

*Subject to this section, the constitution and procedures of a local emergency management committee, and the terms and conditions of appointment of members, are to be determined by the SEMC.*

State Emergency Management Procedures: Procedure 7: Local Emergency Management Committee provides details on the requirements for a LEMC, membership, roles and responsibilities, meeting frequency and meeting business items.

## LEMC Business Plan

The Wagin LEMC may develop and implement an annual Business plan in June of each year to inform its activities for the next twelve months.

Support is provided by the DFES to ensure the Business Plan is consistent with the SEMC Strategic Plan.

## LEMC Annual Reporting

The Wagin LEMC will compile an Annual Report of Activities as directed by the State Emergency Management Committee (SEMC) under the EM Act 2005.

The DFES will provide the document in June of each year and coordinate support for the completion of the documents and collection of it.

## Shire of Wagin Preparedness Reporting

The Shire of Wagin will complete an annual Preparedness Report in June of each year as requested by the SEMC. The reporting document and support will be coordinated by DFES.

## Wagin Local Emergency Management Structure, Roles and Responsibility

Committee Position	Position Held by
Chair	Shire President
Deputy Chair	Vacant
Executive Officer	Shire of Wagin Staff Member
Local Emergency Coordinator	OIC – Wagin Police Station



Member Agencies	Refer to contacts list
Ex-Officio Members	Refer to contacts list

Local Role	Description of Responsibilities
LEMC Chair	Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the Wagin district is undertaken.
LEMC Executive	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>• Provide secretariat support including: <ul style="list-style-type: none"> <li>– Meeting agenda;</li> <li>– Minutes and action lists;</li> <li>– Correspondence;</li> <li>– Committee membership contact register;</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> <li>– Annual Report;</li> <li>– Annual Business Plan;</li> <li>– Local Emergency Management Arrangements;</li> </ul> </li> <li>• Facilitate the provision of relevant emergency management advice to the Chair and committee as required; and</li> <li>• Participate as a member of sub-committees and working groups as required;</li> </ul>

### 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 nominated to control the response activities to a specified type of emergency. The function of a Controlling Agency is to;</p> <ul style="list-style-type: none"> <li>• undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness.</li> <li>• control all aspects of the response to an incident.</li> </ul>

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

## MANAGING RISK

### Emergency Risk Management

In order to manage the risk resulting from the impact of hazards and in accordance with the Emergency Management Act 2005, State Emergency Management Policies and State Emergency Management Plans within the Shire of Wagin, the following has been undertaken:

#### Context

The Shire of Wagin district is subject to a number of natural and man - made hazards that pose a risk to the community and infrastructure contained within the district.

The identified hazards that create these risks are allocated to specific agencies to manage. The risks posed from these hazards are required to be identified so treatment options can be identified to mitigate against their impact.

### Risk Assessment

The Shire of Wagin facilitates an on-going emergency risk management program which assesses the possible risks the identified hazards pose.

The identified hazards, risk treatments and methodology are found at Appendix 2: Risk Register. A comprehensive community risk management assessment has been produced in accordance with State Emergency Management Policy 2.9: Management of Emergency Risks and the WA Emergency Risk Management Guide. A copy of the assessment is available on application from the Shire of Wagin.

### Description of emergencies likely to occur

The following six emergencies have been identified by the Shire of Wagin LEMC as highest probability to occur in the local area.

Table: Description of emergencies likely to occur in local area

Hazard	Controlling Agency	HMA	Local Combat Role	Local Support Role	WESTPLAN	Local Plan (Date)
Bushfire Rural	Local Government	Shire of Wagin	BFB	SES VFRS	State Hazard Plan	2019
Fire Urban	DFES	DFES	VFRS	BFB & SES	Fire	2019
Flood	DFES	DFES	SES	BFB, VFRS	Flood	2019
Earthquake	DFES	DFES	SES		Earthquake	2019
Storm	DFES	DFES	SES		Storm	2019
Exotic Plant/ Animal Disease	DPIRD	DPIRD			State Hazard Plan	2019
Chemical Spill	DFES	DFES	VFRS		HAZMAT	2019

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

### Emergency management strategies and priorities

Once the Shire of Wagin LEMC understand the risks in our local area, document the priorities we have for addressing these risks and the strategies or treatments that we intend to apply.

**Table: Local EM strategies and priorities**

Priority	Strategy
1. Review Risk Report	Table at LEMC Meeting
2. Identify Risk for Treatment	Use SEMC Risks Treatment Manual

## **COORDINATION OF EMERGENCY OPERATIONS**

It is recognised that the HMA's and Combat agencies may require Shire of Wagin resources and assistance in emergency management. The Shire of Wagin is committed to aiding/support if the required resources are available through the Incident Support Group when and if formed.

### **Incident Support Group (ISG)**

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

### **Role**

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

### **Triggers for an ISG**

The triggers for an incident support group are defined in State EM Policy Statement 5.2.2 and State EM P Plan Section 5.1. These are;

- a. where an incident is designated as Level 2 or higher;
- b. multiple agencies need to be coordinated.

### **Membership of an ISG**

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

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

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

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

## Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and goals by agencies sharing information and resources.

## Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet within the district.

Suitable locations can be found in [Appendix “12” – Incident Support Group Locations](#).

## **MEDIA MANAGEMENT AND PUBLIC INFORMATION**

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life and property. The provision of this information is the responsibility of the Controlling Agency.

### Public Warning Systems

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

### Local Systems

Shire of Wagin has the following systems in place;

- SMS Global/WhatsApp – Shire of Wagin Administration Office 9861 1177
- Community notice boards/Social Media – Shire of Wagin Administration Office 9861 1177
- Public Information Phone Lines – Harvest Ban Hotline 0438 013 123
- Websites – Shire of Wagin Administration Office
- Shire of Wagin Facebook Site.
- Media Contact Details - are included in the attached Contact and Resources List.

### Financial Arrangements

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

Understanding the use of [section 6.8\(1\) \(b\) or \(c\)](#) of the Local Government Act 1995. Under this section, expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the CEO or the president in an emergency and then reported to the next ordinary meeting of the Council

## **EVACUATION AND WELFARE**

### **Evacuation**

Comprehensive emergency management planning should involve planning for community evacuations. Although the actual act of evacuating a community is the responsibility of the Controlling Agency, the local government with the assistance of its LEMC has clear responsibilities to undertake pre emergency evacuation planning. A comprehensive evacuation plan is of considerable value to all agencies with a role in evacuation and can be very effective in assisting the controlling agency to make timely and informed decisions.

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

To assist with emergency evacuation planning SEMC has endorsed [the Western Australian Community Evacuation in Emergencies Guideline](#) which has a section on pre emergency evacuation planning for local governments and LEMCs and dot point items for consideration.

### **Special Needs Groups**

A Table of Special Needs Group can be found at [Appendix 2 – Special Needs Groups](#).

### **Routes & Maps**

Maps of the Shire and each townsite can be found at [Appendix 5 – Map of the District](#)

## **WELFARE**

The Department of Communities has the role of managing welfare. The Department of Communities may have developed a local Welfare Emergency Management Plan for your local government area.

Department of Communities has a local welfare plan for the Shire of Wagin

### **LOCAL WELFARE COORDINATOR**

The Local Welfare Coordinator is appointed by the Department of Communities District Director to

- A. Establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director;
  - B. Prepare, promulgate, test and maintain the Local Welfare Plans;
  - C. Represent the department and the emergency welfare function on the Local Emergency Management Committee and Local Recovery Committee;
  - D. Establish and maintain the Local Welfare Emergency Coordination Centre;
  - E. Ensure personnel and organisations are trained and exercised in their welfare responsibilities;
  - F. Coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and
  - G. Represent the department on the Incident Management Group when required
- The local Welfare Coordinator is listed in the contact list.

### **Local Welfare Liaison Officer**

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

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

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

*The Local Welfare Liaison Officer is listed in the contact list.*

### **Register. Find. Reunite**

When a large-scale emergency occurs, and people are evacuated or become displaced, one of the areas Department of Communities 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 Department of Communities have reciprocal arrangements with the Red Cross to assist with the registration process.

There is no Red Cross Unit in the Shire of Wagin, the closest location would be Shire of Katanning. The local welfare plan contains the contact details.

### **Animals (including assistance animals)**

The Shire of Wagin has a contract Ranger with WA Contract Ranger Services, however the Shire has no ability to manage domestic animals in the case of an emergency.

### **Welfare centres**

The Welfare centres can be found in the Local Welfare Plan by the Department of Communities.

## RECOVERY

The Shire of Wagin has developed a local recovery plan that complements the Local Emergency Management Arrangements.

Please refer to the Local Recovery Plan for more detail about the recovery process within the district.

Copies of the plan are available from the Shire of Wagin via their website at [www.wagin.wa.gov.au](http://www.wagin.wa.gov.au) or on application to the Shire.

### Aim of Recovery

The aim of recovery is to allow the community to return to normal social and economic activities, and to physically re-establish as soon as possible. At the same time actions should be taken to prevent the future occurrence of emergencies by noting opportunities that arise to make improvements within the community.

### Recovery Concepts

Recovery management is supported by the following concepts.

- Community Involvement: Recovery processes are most effective when affected communities actively participate in their own recovery.
- Local Level Management: Recovery services should be managed to the extent possible at the local level.
- Affected Community: The identification of the affected community needs to include all those who are affected in any significant way whether defined by geographical location or as a dispersed population.
- Differing Effects: The ability of individuals, families, and communities to recover depends upon capacity, specific circumstances of the event and its effects.
- Empowerment: Recovery services should empower communities to manage their own recovery through support and maintenance of identity, dignity, and autonomy.
- Resourcefulness: Recognition needs to be given to the level of resourcefulness evident within an affected community and self-help should be encouraged
- Responsiveness, Flexibility, Adaptability and Accountability: Recovery services need to be responsive, flexible, and adaptable to meet the rapidly changing environment, as well as being accountable.
- Integrated Services: Integration of recovery service agencies, as well as with response agencies, is essential to avoid overlapping services and resource wastage.
- Coordination: Recovery services are most effective when coordinated by a single agency.
- Planned Withdrawal: Planned and managed withdrawal of external services is essential to avoid gaps in service delivery and the prevention of leaving before the task has been completed.
- Minimum intervention – External recovery services and resources are provided as a support to an affected community, to be used only if the needs of the community are beyond the capacity of existing services and resources within the community. Where



possible additional resources provided should be under local management through the network of existing service providers.

## Recovery Process

Recovery is defined as the coordinated support given to emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

The purpose of the Local Recovery Plan is to ensure recovery is managed and planned for in a structured manner.

However, recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. It is a complex, dynamic, and potentially protracted process rather than just a remedial process. The manner in which recovery processes are undertaken is critical to their success.

Recovery is best achieved when the affected community is able to exercise a high degree of self - determination.

## Local Recovery Coordinator

The Shire of Wagin on advice from the LEMC and endorsement of Council will appoint a Local Recovery Coordinator.

Local Recovery Coordinators are to advise and assist local government and coordinate local recovery activities as outlined in State EM Policy Section 6, State EM Plan Section 6 and State EM Recovery Procedures 1-4.

The Local Recovery Coordinator is identified in the contacts list.

## **EXERCISING, REVIEWING AND REPORTING**

### The aim of exercising

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

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

### **Exercising the emergency management arrangements will allow the LEMC to:**

- Test the effectiveness of the local arrangements
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate the community about local arrangements and programs

- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

### Frequency of exercises

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State's arrangements for EM exercising, including the requirement for local governments to exercise on an annual basis. Additionally, LEMAs must be validated through exercise or activation within 12 months of any significant amendments made through a comprehensive or targeted review (State EM Policy section 1.5.10)

### Types of exercises

Some examples of exercise 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; or locating and activating resources on the Emergency Resources Register.

### Reporting of exercises

Each local government reports their exercise schedule to the relevant DEMC prior to the start of the calendar year for inclusion in the DEMC report to the SEMC State Exercise Coordination Team (SECT). Once local government exercises have been completed, post-exercise reports should be forwarded to the DEMC to be included in reporting to the SECT as soon as practicable.

## **REVIEW OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS**

The Local Emergency Management Arrangements (LEMA) shall be reviewed in accordance with State EM Policy Section 2.5 and amended or replaced whenever the local government considers it appropriate (s.42 of the EM Act). However, according to State EM Preparedness Procedure 8, the LEMA (including recovery plans) are to be reviewed and amended in the following situations:

- After an event or incident requiring the activation of an Incident Support Group or an incident requiring significant recovery coordination; and
- An entire review is undertaken every five (5) years, as risks might vary due to climate, environment and population changes.

Consider quarterly reviews of contact lists. (Refer to Appendix 7,8,9,10&11)

Consider also reviewing arrangements after exercises.

## **Review of Local Emergency Management Committee Positions**

The Shire of Wagin, in consultation with the parent organization of members shall determine the term and composition of LEMC positions. Election of Councillors to the committee will occur Bi-Annually in October proceeding and Local

Government Election.

The Shire of Wagin on advice from the LEMC will establish a Local Recovery Committee made of members who have role to play in recovery.

The committee will be chaired by the Local Recovery Coordinator. The committee role and responsibility are to advise and assist the Shire of Wagin in the recovery obligations.

### **Review of resources register**

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

## **ANNUAL REPORTING**

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

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

## Appendices

### Annex 1: Critical Infrastructure

Item	Location	Description	Owner	Contact Details	Community Impact Description
Tele Communication Tower	4km West of Wagin on Arthur Rd on Mt Latham.	A number of Communication Towers			Loss of EMERGENCY communication – WAERN Bushfire Radio. Telecommunications – Mobile phone, St John Ambulance, Radio West and TV.
UHF Booster Receiver	Paddock on Glen Wards property off Piesse Rd North of Wagin	Solar panels with aerial.		Shire 98611177, Glen Ward 98611180. Or 0427 293031	Potential loss of radio communication for all services.
Water Pipe		Large cement water pipe.	Water Corporation	131375	Loss of water to the community as well as emergency services.
Rail line	Runs South to North & East to West through town.	Rail line	Aurizon		Transports goods by rail, loss will leave town without ability to move goods.
Sewage Farm	Kersley Rd near the Wagin airport.	Treatment plant with ponds.	Water Cooperation	131375	Potential effluent contamination to community leading to public health issues.
Electrical Supplies			Western Power	13 1315	Potential to impact community members, businesses and Emergency Services. Loss of heating, cooling and food safety.
Hospital	Warwick St Wagin	General Hospital	Health Dept	98613444	Loss of health Services to the town of Wagin, potentially leaving community

					without access to vital health care.
Super Market IGA	Tudhoe St	Shopping Centre		98611488	Loss of food supplies leaving community short of essentials.
Wagin Co-op	Tavistock St Wagin	Shopping Centre		98611444	Loss of food supplies leaving community short of essentials.
District High School	10 Ranford St Wagin	School	Education Dept	98613200	Loss of educational services to the town, potential of stranding children at school with no ability to be reunited with family.
Fuel Depot	Arthur Rd	Bulk fuel storage			Potential of leaving the community with no access to fuel supplies which may be vital in dealing with emergency or facilitation of evacuation.
Power Sub station	1km West on Arthur Rd behind Cemetery Tillellan Rd	Power Sub Station	Western Power	131351	Loss of power to community and infrastructure and emergency Services.

## Annex 2: Special Needs Groups

Name	Description	Address	Contact 1	Contact 2	No People	Have they got an evacuation plan? Who manages the plan? Has a copy been provided to the LEMC?
Wagin District High School	Primary School/ High school	10 Ranford St Wagin	98 613200	0499 860 006	290 students and 45 staff	Have Evacuation Plan
Waratah Lodge	Age Care Facility	6 Arnott St Wagin	98 611755 – 24/7	0429 316 096	18 aged plus 2+ staff	Have Evacuation Plan
Age Care Units x 3 Groups.	Age Care Facility	<b>Warrick St</b> – 9 Units. <b>Khedive St</b> – 16 Units. <b>Trench St</b> – 8 Units.	Cath Painter	0404 007 609		
Wagin Hospital	Medical Facility	Warwick St Wagin	98 613 444	0428 933 876	Varies plus 6 age care beds	Have Evacuation Plan
Child Care Centre	Huggle Bears	1 Johnston St Wagin	98 611 609	0447 090 031	10 - 28 children between hours of 7am – 6pm	
Playgroup at Wagin	Child Care group	Wagin Show Grounds - EFP twice a week. Tues 9.30 – 11.30 & Fri 9.30 – 11.30		0424 379 516	15 – 20 children with adults	

Special Needs groups in homes	Community members with special needs	Homecare have a list which will be made available when required and will only be of those within the community that are Clients.	Robyn Flett – resides in Piesseville	0447 320 025	5 – 10 persons	Have a plan
As Above		Silverchain have a similar list of their clients		1300 650 803		

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### Annex 3: Refuge Sites

<b>Hazard</b>	<b>Description of Effected Area</b>	<b>Refuge Location</b>	<b>Other Information</b>
Bushfire	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on day by the incident controller.
Flood	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined by the incident controller on the day.
Storm	Residents of the Shire of Wagin	Wagin Show Grounds	Refuge site will be determined on the day by the incident controller.

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## Annex 4 Risk Register

### RISK REGISTER

Risk Statements	Source	Impact Category	Consequence	Likelihood	Risk	Confidence level	Tolerability
There is a risk that a bushfire will cause damage to farmland and buildings	Bushfire	Infrastructure	Moderate	Almost Certain	High		
There is a risk that a bushfire will cause serious injury or loss of life	Bushfire	People	Minor	Likely	Medium		
There is a risk that a Bushfire will cause substantial property and infrastructure damage.	Bushfire	Infrastructure	Minor	Likely	Medium		
There is a risk that a Bushfire will require the evacuation of a small rural town or farm.	Bushfire	People	Minor	Likely	Medium		
There is a risk that an urban fire will cause substantial property damage.	Fire	Infrastructure	Minor	Possible	Medium		
There is a risk that a flood will cause substantial economic loss to a local community.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will result in economic hardship to small local business.	Flood	Economy	Minor	Possible	Low		
There is a risk that a flood will cause substantial damage to infrastructure services that may result in a shut down for periods of 24 hours or more and isolate by road the town of Lake Grace and other outlying rural communities.	Flood	Infrastructure	Moderate	Possible	Medium		
There is a risk that a storm will cause substantial damage to transport corridors and to infrastructure services that may result in shut down for periods 24hrs or more.	Storm	Infrastructure	Minor	Likely	Medium		

## Annex 5: Resources

Broader Resources and Contact list is available in LEMA file.

### Shire of Wagin

Resources Schedule

Plant and equipment resources

Location:		
Contact/s		Mob:
Alan Hicks	Shire of Wagin	0427 611 252

Item description	Number of items
Graders	2
Trucks x 6 wheel with 10,000lts H2O	2
Loader	1
Backhoe	1
Mobile Stand pipes	7
Ute mounted fire unit	2
Fire appliances - Piesseville, Town BFB, Wedgecarrup	3
Bobcat	1

Resources Log compiled by the Wagin Police is attached

## Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	<b>Wagin Recreation Centre/Sports Pavilion</b>
Physical Address	Ballagin St Wagin
General Description of the Complex	Brick and tile building incorporating a number of large areas, meeting room, ablution area as well as assorted sheds located in the area.
Site Limitations	Currently no generator power connection point on site, however there is a generator
Telephone No	Shire Office 98 611177
Email Address	<a href="mailto:shire@wagin.wa.gov.au">shire@wagin.wa.gov.au</a>

### Contacts

Name	Position	Work Contact	A/Hrs Contact
Ian McCabe	Shire	98 611177	0448 783 692
Donna George	Shire	98 611177	0409 117 444



### **Access Details**

	<b>Details</b>
Keys	Located at the Shire Office and with contact people
Alarm	No
Security	No
Universal Access	Available and used by numerous sporting clubs in the town

**Accommodation Numbers** – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	<b>Details</b>
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate.

	Toilets – 1 per every 50 people working towards 1 per 20 people.
Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person. 220 persons – Auditorium & 54 in front area
Duration	<b>Urgent Shelter</b> – For the preservation of life, 1.5 squares of personal space per person. <b>Immediate Shelter</b> – For a matter of hours, 3.5 sqm of personal space <b>Temporary Shelter</b> - for a number of days 5 sqm of personal space.

### **Ablution Amenities**

Item	Yes/ No	Notes - EFP	Rec Centre	Other
<b><u>Male Ablutions:</u></b>				
Toilets	Yes	2	4	9
Urinal	Yes	1	2	3
Shower	Yes	0	8	2
Hand Basins	Yes	1	4	6
<b><u>Female Ablutions:</u></b>				
Toilets	Yes	2	5	16
Shower	Yes	No	3	2
Hand Basin	Yes	2	2	6
Baby Change Table	Yes	1	No	
<b><u>Disabled Ablution:</u></b>				
Toilet	Yes	1	1 plus a Shower	3
Hand Basin	Yes	1		

## **General Amenities**

<b>Item</b>	<b>Yes/No</b>	<b>Notes – Eric Farrow</b>	<b>Rec Centre</b>
<b><u>Kitchen Facilities:</u></b>			
Stoves (types)	Yes	1 x Gas	2 x Stoves – Gas
Refrigeration	Yes	1 x Cool Room	2 x Cool Rooms
<b><u>Dining Facilities:</u></b>			
Tables	Yes	Approx. 20 square tables	Approx. 10 trestles, 20 square Tables.
Chairs	Yes	100	100
Cutlery and Crockery	Yes	50-person approx.	300 persons approx.
<b><u>General Facilities:</u></b>			
Rooms	Yes	Yes	2 x offices
RCD Protected	Yes	Yes	Yes
Power Points	Yes	Yes	Yes
Generator Port	No		
Fire Equipment	Yes	Yes	Yes
Air Conditioning (type)	Yes	Evac & ducted	Evac & ducted
Heating	Yes	Yes	Yes
Ceiling Fans	No	No	No
Lighting (internal)	Yes	Yes	Yes
Lighting (external)	Yes	Yes	Yes
Telephone Lines	No	No	Yes
Internet Access	No	No	Yes - limited
Water Cooler	No	No	Yes
Hot Water System (type)	Yes	Solar Gas	Solar Gas
Bins	Yes	Yes	Yes
Septic Sewerage	Yes	Deep	Deep
<b><u>Amenities Areas:</u></b>			
Outside Children's Play Area	Yes	Yes	No
Recreation Rooms	Yes	Yes	Yes
BBQs	Yes	Yes	No
Conference Rooms	Yes	Yes	Yes
Meeting Rooms	Yes	No	Yes
Swimming Pool	No	No	No

Oval	Yes	Yes	Yes
Netball/Basketball Court	Yes	Yes	Yes
Tennis Court	No	No	No
Skate Park	Yes	Yes	Yes
<b>External Facilities:</b>			
Power Outlets	Yes	Yes	Yes
Water	Yes	Yes	Yes
Parking	Yes	Yes	Yes
Area for Tents	Yes	Yes	Yes
Toilets	Yes	Yes	Yes
Caravan/Articulated Vehicles	Yes	Yes	Yes
<b>Other:</b>			
Mobile Phone Coverage	Yes	Yes	Yes
Storage	Yes	Yes	Yes
Pet friendly – sheep yards	Yes	Yes	Yes
Main Electrical Board Location	Yes	Within sheep yards	Within sheep yards
Water Stop Cock Location		Near Ballagin	Near Ballagin
Surrounded by Bush	No	No	No
Built on a Flood Plain	No	No	No
Positioned on Coast	No	No	No
Site Access	Yes	very good	very good
Timeframe before pump out of septic	Deep	Deep	Deep

#### Annex 6: Welfare Centre Information

	Details
Establishment/Facility:	<b>Wagin Town Hall</b>
Physical Address	Tavistock St Wagin

General Description of the Complex	Brick/Stone and Colourbond building.
Site Limitations	Internal damp & wood floors.
Telephone No	No phone on premises. - Shire Office 98 611177
Email Address	shire@wagin.wa.gov.au

### **Contacts**

Name	Position	Work Contact	A/Hrs Contact
Ian McCabe	Shire	98 611177	0448 783 692
Donna George	Shire	98 611177	0409 117 444

### **INSERT PHOTO OF COMPLEX**

### **Access Details**

	Details
Keys	Located at the Shire Office and with contact people
Alarm	No
Security	No
Universal Access	No

**Accommodation Numbers** – as per Health Regulations. The information below is sourced from the Red Cross Evacuation Centre Field guide.

	Details
Sitting / Standing	Showers and Washing – 1 handwash basin for every 30 people or 4-5 metres of washing bench for every 100 people. 1 shower head for every 30 people in a hot climate. 1 shower head for every 50 people in a temperate climate. Toilets – 1 per every 50 people working towards 1 per 20 people.



Sleeping	From the total floor area deduct 30% for aisle space (1.5m at the base of each bed) and divide the rest by 5 sqm. This is the recommended space per person.
Duration	<b>Urgent Shelter</b> – For the preservation of life, 1.5 squares of personal space per person. <b>Immediate Shelter</b> – For a matter of hours, 3.5 sqm of personal space <b>Temporary Shelter</b> - for a numbers of days 5 sqm of personal space.

### **Ablution Amenities**

Item	Yes/No	Notes
<b><u>Male Ablution:</u></b>		
Toilets	Yes	2
Urinal	Yes	1
Shower	No	
Hand Basins	Yes	1
<b><u>Female Ablution:</u></b>		
Toilets	Yes	3
Shower	No	
Hand Basin	Yes	3
Baby Change Table	No	
<b><u>Disabled Ablution:</u></b>		
Toilet	No	
Hand Basin	No	

### **Additional amenities at rear of Hall**

Female x 2 Toilets, 1 Basin (1 of which is disabled)

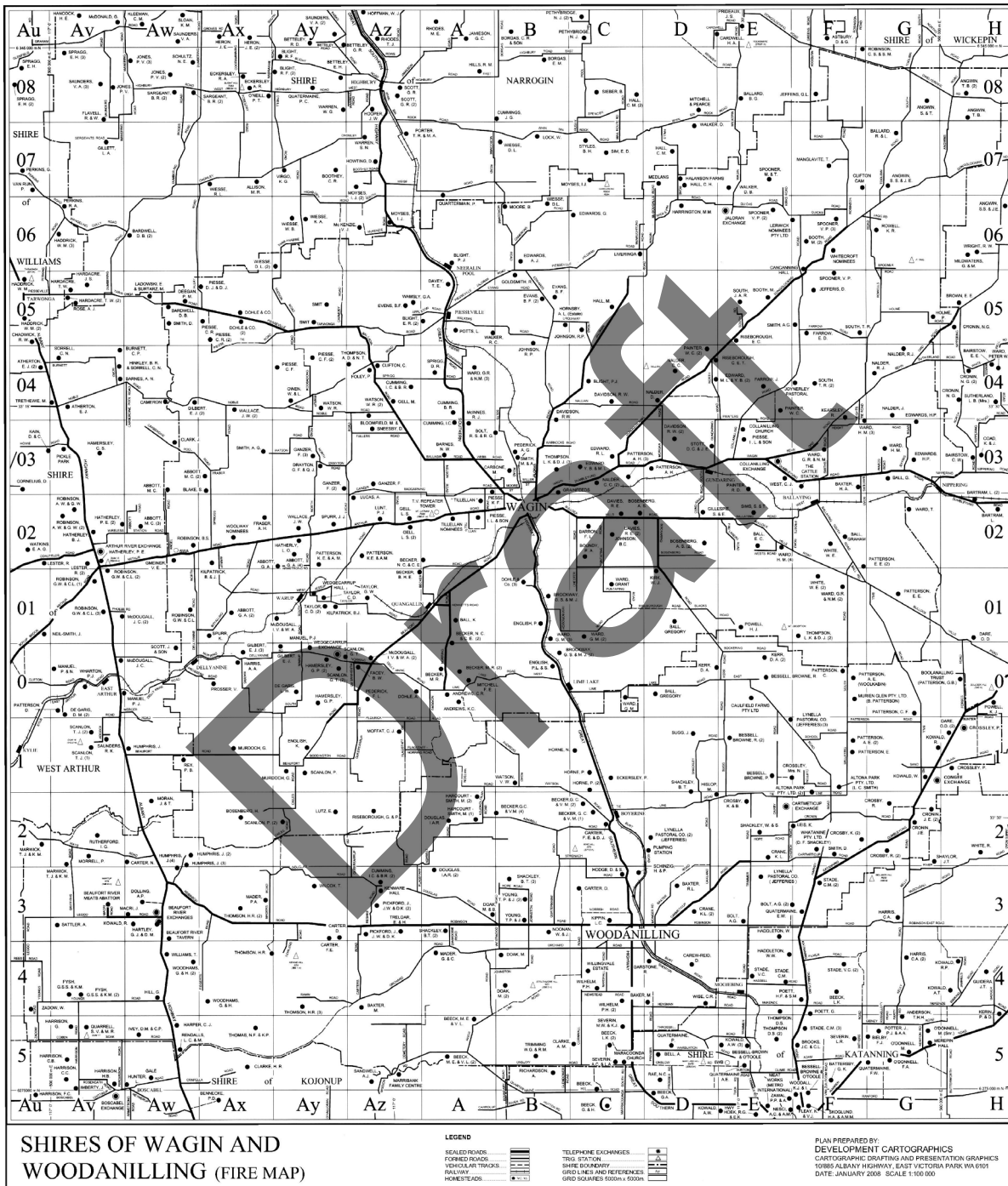
Male x 1 Urinal, 1 x Toilet, 1x Basin.

## General Amenities

Item	Yes/No	Notes
<b><u>Kitchen Facilities:</u></b>		
Stoves (types)	Yes	3 x Electric Ovens, 3 x electric stove tops. 1 x Server and 1 Urns.
Refrigeration	Yes	x 1
<b><u>Dining Facilities:</u></b>		
Tables	Yes	Approx. 8 trestles
Chairs	Yes	Approx. 100 chairs
Cutlery and Crockery	Yes	100 persons
<b><u>General Facilities:</u></b>		
Rooms	Yes	Rotary Room, Stage Area, 2 x Change rooms behind stage area – main hall and lesser hall.
RCD Protected	Yes	
Power Points	Yes	
Generator Port	No	
Fire Equipment	Yes	
Air Conditioning (type)	No	
Heating	Yes	Radiators on Walls
Ceiling Fans	Yes	
Lighting (internal)	Yes	
Lighting (external)	Yes	
Telephone Lines	Yes	In leased office on premises.
Internet Access	No	
Water Cooler	No	
Hot Water System (type)	Yes	Electric
Bins	Yes	
Septic Sewerage	Yes	Deep Sewerage
<b><u>Amenities Areas:</u></b>		
Enclosed Covered Areas	No	
Outside Children's Play Area	No	
Recreation Rooms	No	

BBQs	No	
Conference Rooms	No	
Meeting Rooms	Yes	As previously stated.
Swimming Pool	No	
Oval	No	
Netball/Basketball Court	No	
Tennis Court	No	
<b>External Facilities:</b>		
Power Outlets	No	
Water	No	
Parking	Yes	
Area for Tents	No	
Toilets	Yes	
Caravan/Articulated Vehicles	No	
<b>Other:</b>		
Mobile Phone Coverage	Yes	
Storage	Yes	
Pet friendly	No	
Main Electrical Board Location	Yes	Location in Main entrance, Stage area, and Kitchen
Water Stop Cock Location		On road verge on east of building
Surrounded by Bush	No	
Built on a Flood Plain	Yes	
Positioned on Coast	No	
Site Access	Yes	Situated on a corner with access from all points
Timeframe before pump out of septic	No	Deep Sewerage

Annex 7: Map of the Town site.



## Annex 8: LEMC Contacts

Name	Organisation	Address	Phone	Mobile	Email	Home Phone numbers
Ian McCabe	Acting CEO Shire of Wagin	Arthur Rd Wagin	98 611177	0429 611 493	<a href="mailto:ceo@wagin.wa.gov.au">ceo@wagin.wa.gov.au</a>	98 611384
Phil Blight	Shire President Wagin	Arthur Rd Wagin	98 611562	0429 948 868	<a href="mailto:sp@wagin.wa.gov.au">sp@wagin.wa.gov.au</a>	
Greg Ball	Deputy Shire President			0428 611 360	<a href="mailto:crgball@wagin.wa.gov.au">crgball@wagin.wa.gov.au</a>	
Emily Edwards	DCEO Shire of Wagin	Arthur Rd Wagin	98 611177	0448 783 692	<a href="mailto:dceo@wagin.wa.gov.au">dceo@wagin.wa.gov.au</a>	98611177
Allen Hicks	MOW – Shire of Wagin	Arthur Road	98 611 177	0427 611 252	<a href="mailto:mow@wagin.wa.gov.au">mow@wagin.wa.gov.au</a>	98611177
		Arthur Road	98 611 177			
Donna George	Community Liaison Officer	Arthur Rd Wagin	98 611177	0409 117 444	<a href="mailto:admin@wagin.wa.gov.au">admin@wagin.wa.gov.au</a>	98 611551
Simon Vogel	DFES District Officer Narrogin	Upper Great Southern Region	9881 3894	0427 026 967	<a href="mailto:Simon.vogel@dfes.wa.gov.au">Simon.vogel@dfes.wa.gov.au</a>	
Adam smith	DEMA	5 Hercules Cst Albany	9845 5007	0429 104 007	<a href="mailto:Adam.smith@dfes.wa.gov.au">Adam.smith@dfes.wa.gov.au</a>	
Ross Goldsmith	Chief Bushfire Control Officer	PO Box 171 Wagin	98 611529	0427 611 529	<a href="mailto:walwalling@bigpond.com">walwalling@bigpond.com</a>	98 611529
Xavier White	Deputy CBFCO 1	East of Wagin		0438 611 126	<a href="mailto:xavier.white@bigpond.com">xavier.white@bigpond.com</a>	
Anthony Rowell	Deputy CBFCO 2			0437 480 312	<a href="mailto:krowell@wn.com.au">krowell@wn.com.au</a>	
Amanda Howell	St Johns Ambulance	PO Box 100 Wagin		0400 522 569	<a href="mailto:amanda.howell@stjohnwa.com.au">amanda.howell@stjohnwa.com.au</a>	
Jos Brummelman	St Johns	PO box 100			<a href="mailto:jos@brummelman.net">jos@brummelman.net</a>	

	Ambulance	Wagin				
Felicity Htun	Wagin Hospital	PO Box 222 Wagin	9861 3444	0428 933 876	<a href="mailto:felicity.htun@health.wa.gov.au">felicity.htun@health.wa.gov.au</a>	
Waratah Lodge	Maree Russell	Wagin	9861 1755		<a href="mailto:manager@waratahlodge.org.au">manager@waratahlodge.org.au</a>	
Amber Ward	Wagin District High School	10 Radford Rd Wagin	9861 3200			
Simon Bickers	Wagin Police	Upland St Wagin	9852 0000		<a href="mailto:wagin.police.station@police.wa.gov.au">wagin.police.station@police.wa.gov.au</a>	
Lyn Lucas	Manager Wagin SES	Ballagin Rd Wagin		0419 503 811	<a href="mailto:waginses@gmail.com">waginses@gmail.com</a>	
Trent Kippin	Deputy Manager SES	Wagin		0429 702 213	<a href="mailto:tkip1234@hotmail.com">tkip1234@hotmail.com</a>	
Ty Cook	Captain VFRS Wagin	7 Traverse St Wagin		0428 820 161	<a href="mailto:tycook88@gmail.com">tycook88@gmail.com</a> <a href="mailto:waginvfrs@bigpond.com">waginvfrs@bigpond.com</a>	
Travis Hamersley	Volunteer Fire and Rescue	7 Traverse St Wagin		0429 616 660	<a href="mailto:t_hammer@westnet.com.au">t_hammer@westnet.com.au</a>	
Wagin Medical Centre	Practice Manager	Tavistock Street	9861 1633		<a href="mailto:wagin@ipn.com.au">wagin@ipn.com.au</a>	
Jo Spadaccini	District Emergency Service Officer	Wheatbelt		0429 102 614	<a href="mailto:joanne.spadaccini@communities.wa.gov.au">joanne.spadaccini@communities.wa.gov.au</a>	
Neville Blackburn	Dept of Communities	Great Southern	9841 0744	0438 934 827 1800 199 008	<a href="mailto:neville.blackburn@communities.wa.gov.au">neville.blackburn@communities.wa.gov.au</a>	
Mitchell Davis	Dept Biodiversity, conservation, and Attractions	Katanning	9842 4596	0427 193 566	<a href="mailto:mitchell.davies@dbca.wa.gov.au">mitchell.davies@dbca.wa.gov.au</a>	
Tony Peplow	Water Corporation	Narrogin	9881 0610	0488 900 452	<a href="mailto:Tony.peplow@watercorporation.com.au">Tony.peplow@watercorporation.com.au</a>	
Rodney Thornton	Roadwise	Walga		0409 689 313		

Cathy Morey	Main Roads	Narrogin	9881 0590	0428 912 799	<a href="mailto:Cathy.morey@mainroads.wa.gov.au">Cathy.morey@mainroads.wa.gov.au</a>	
Ashley Barrass	Telstra	Sydney		0437 108 070	<a href="mailto:Ashley.barrass@team.telstra.com">Ashley.barrass@team.telstra.com</a>	
John Paul Collins	Dept of Primary Industries & Regional Development	Katanning	9821 3249	0427 170 035	<a href="mailto:john.collins@dpird.wa.gov.au">john.collins@dpird.wa.gov.au</a>	
Stu James	Aurizon			0499 252 067		
Wagin Action Group	President Broc Johnson			0439 371 635	<a href="mailto:broc.j@gssw.com">broc.j@gssw.com</a>	
Lions Club of Wagin	President Robyn Willey	PO Box 251 Wagin	98 612 017	0417 924 823	<a href="mailto:robyn.willey@bigpond.com">robyn.willey@bigpond.com</a>	
Rotary Club of Wagin	Paul Powell	PO Box 242 Wagin	98 611 673	0488 184 854	<a href="mailto:phpowell@westnet.com.au">phpowell@westnet.com.au</a>	
Wagin Homecare	Robyn Flett	Wagin	9861 1874	0447 320 025	<a href="mailto:waginhomocare@wagin.wa.gov.au">waginhomocare@wagin.wa.gov.au</a>	
Silver Chain		Wagin		1300 650 803		
Woolorama	Howie Ward Amelia Barton	Wagin Sports ground		0427 611 339 0487 388 676	<a href="mailto:howie.ward@activ8.net.au">howie.ward@activ8.net.au</a> <a href="mailto:secretary@woolorama.com.au">secretary@woolorama.com.au</a>	98 611 611
Salvation Army	Niall Gibson	Narrogin	9881 4004	0419 132 305	<a href="mailto:Niall.Gibson@salvationarmy.org.au">Niall.Gibson@salvationarmy.org.au</a>	

**Location One - Shire of Wagin**  
**Address 2 Arthur Rd Wagin**

Contact	Name	Phone	Phone
1 <sup>st</sup> Contact	CEO Bill Atkinson	98 611177	0429 611 493
2 <sup>nd</sup> Contact	DCEO Ian McCabe	98 611177	0448 783 692

**Location Two Wagin Show Grounds**  
**Address Ballagin Rd Wagin**

Contact	Name	Phone	Phone
1 <sup>st</sup> Contact	Ian McCabe	98 611177	0448 783 692
2 <sup>nd</sup> Contact	Donna George	98 611177	0409 117 444



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