LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

2023

Shire of Pingelly

Table of Contents

SHIRE OF PINGELLY - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS - 2023

SHIRE OF PINGELLY - LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS - 2023

1.   Administration

1.1 Endorsement of Local Emergency Management Arrangements

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

_____   Date:
_____

Shire President
Shire of Pingelly
Chair Local Emergency Management Committee

_____   Date:
_____

Officer in Charge
Pingelly Police
Pingelly Local Emergency Management Committee

_____   Date:
_____

Chief Executive Officer
Shire of Pingelly

Disclaimer: These arrangements have been produced by the Shire of Pingelly in good faith and are derived from sources believed to be reliable and accurate at the time of publication. Nevertheless, the reliability and accuracy of the information cannot be guaranteed, and the Shire of Pingelly expressly disclaims liability for any act or omission done or not done in reliance on the information and for any consequences, whether direct or indirect arising from such omission.

© Shire of Pingelly 2022

1.2 Distribution List

Full Unrestricted Version

Shire of Pingelly
Chief Executive Officer
Pingelly Local Emergency Management Committee Chairperson
Recovery Coordinator
Deputy Recovery Coordinator
Local Welfare Liaison Officer
Deputy Local Welfare Liaison Officer
Chief Bush Fire Control Officer
Community Emergency Services Officer
Animal Welfare (Rangers)
Shire of Pingelly Council Administration Offices – Customer Service
Recreation Centre and Cultural Centre
LEMC/ Primary network partners
Australian Red Cross
DFES – Regional Office
Department of Communities
Department of Biodiversity, Conservation and Attractions
Pingelly State Emergency Service
Pingelly Fire & Rescue Service
Pingelly Hospital
Telstra
WA Police – OIC Pingelly Station
Australian Railway Group
Water Corporation
Western Power

Restricted Version

Public Access
Shire Office – Front Counter/Reception
Shire of Pingelly – Public Library
Shire of Pingelly Website

1.3 Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Pingelly Administration Offices 17 Queen Street, Pingelly (during normal business hours)	Shire of Pingelly website www.pingelly.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholder can help improve the arrangements and subsequent amendments.

Feedback can include:

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

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

Shire of Pingelly
Chief Executive Officer
17 Queen Street
PINGELLY WA 6308
admin@pingelly.wa.gov.au

Or, alternatively email to: admin@Pingelly.wa.gov.au

Any suggestions and/or comments will be referred to the LEMC for consideration. Amendments promulgated are to be certified in the following table when entered.

	Amendment Date	Amendment Details	Amended by (Initials)
1	Jan 2023	Complete re-write, and reformat	LRW (EM adviser)
2			
3			

1.5 Glossary of Terms and Acronyms

See **Appendix 1**

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Pingelly, these arrangements, support plans and other related documents are to be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant State Emergency Management Plans including State Hazard Plans (WESTPLANs) are available on the Government of WA Website, including;

- State EM Plans
- State Hazard Plans (WESTPLAN)
- State Support Plans
    - State Health Response Plan
    - Emergency Welfare
    - Emergency Public Information
    - Animal Welfare in Emergencies
- National EM Plans

1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire's Local Emergency Management Arrangements (LEMA) and should be read in conjunction with each other, these include;

- Local Recovery Plan – **Appendix 12**
- Recovery Communications Plan – **Appendix 12 – (Attachment 3)**
- Local Emergency Management Plan for the Provision of Welfare Support – **Appendix 8**
- Animal Welfare Support Plan – **Appendix 7**

1.6.3 Other Related Documents

- Contacts and Resource Directory – **Appendix 5**
- At-Risk Persons and Groups Support Plan – **Appendix 6**

1.7 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Pingelly relating to emergency management.

1.8 Agreements, Understanding and Commitments

A Memorandum of Understanding (MOU) exists between the neighbouring Council's through the Central Southern region of Wheatbelt.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the Wheatbelt South Zone during emergencies and post incident recovery.
2. Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

The Shire of Wandering is also a signatory to the Wheatbelt South Zone Local Government Association - Memorandum of Understanding. The MOU is a partnering agreement for the provision of mutual aid for recovery during emergencies between Councils in the Wheatbelt Zone
See ***Appendix 10***

Shire of Brookton	Shire of Narrogin
Shire of Corrigin	Shire of Pingelly
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyang	Shire of Wandering
Shire of Lake Grace	Shire of Wickepin
Shire of Kondinin	Shire of Williams
Shire of Kulin	Shire of West Arthur

1.9 Special Considerations

The Shire of Pingelly has a number of special considerations, which may contribute to the likelihood or severity of an emergency event.

Consideration	Season	Impact
Bush Fire Season	October - May	Rural areas, residential areas subject to ember attack
Storm Season	May – September	Shire wide, residential and environment
Public Health Emergency	All Year	Extensive economic and social risk

Consideration	Season	Description
Public events	Various	To Be completed
Tourist attractions	All Year	Pingelly Caravan park Mountain Bike's trails Hotham Way Drive Trail Pioneer Park Memorial Park/Courthouse Museum Dryandra Woodland Moorumbine Boyagin Rock Nature Reserve Tutanning and Fauna Reserve

2.   Overview

2.1 Area Covered

The Shire of Pingelly is a Local Government Area in the Wheatbelt Region of Western Australia, located 160km southeast of Perth. It covers an area of 1,294 km2 and is bounded by the Shires of Wandering, Brookton, Cuballing and Wickepin.

The main localities are the townsites of Pingelly, Moorumbine and Dattening.

2.2 Population and Demographics

According to the Australian Bureau of Statistics 2021 Census (estimations), the population of the Shire of Pingelly has **population of 1,150**.

The statistics show 40.8% of the population are aged between 20 – 64-years-old with 59.2% of the population being vulnerable (under 14 or over 65) which require special consideration when planning around prevention, preparedness, response and recovery.

2.3 Topography of the Shire of Pingelly

Further information regarding the Shire of Pingelly's landscape features is detailed in the Department of Agriculture and Food (WA) series 'Landscape and soils of the Narrogin District' (2010).

2.4 Climate

The Shire of Pingelly has a Mediterranean climate with an average yearly rainfall of 439.7mm with the wettest months being June and August.

The warmest month in Pingelly is January, with an average high-temperature of 31.8°C and an average low-temperature of 16.7°C. The coldest month is July, with an average high-temperature of 14.7°C and an average low-temperature of 6.2°C. June, the first month of the winter in Pingelly, is still a comfortable month, with temperature in the range of an average high of 16.2°C and an average low of 8.1°C.

2.5 Industrial and Economic Activities

Shire of Pingelly is the centre of the grain, sheep, cattle and pig farming regions of the state's 'Central South'. The primary crops produced are wheat, barley, oats, canola and lupin.

Other local industries include wineries, yabbie farming, aquaculture, seed cleaning and clover harvesting.

2.6 Geographic Location Map
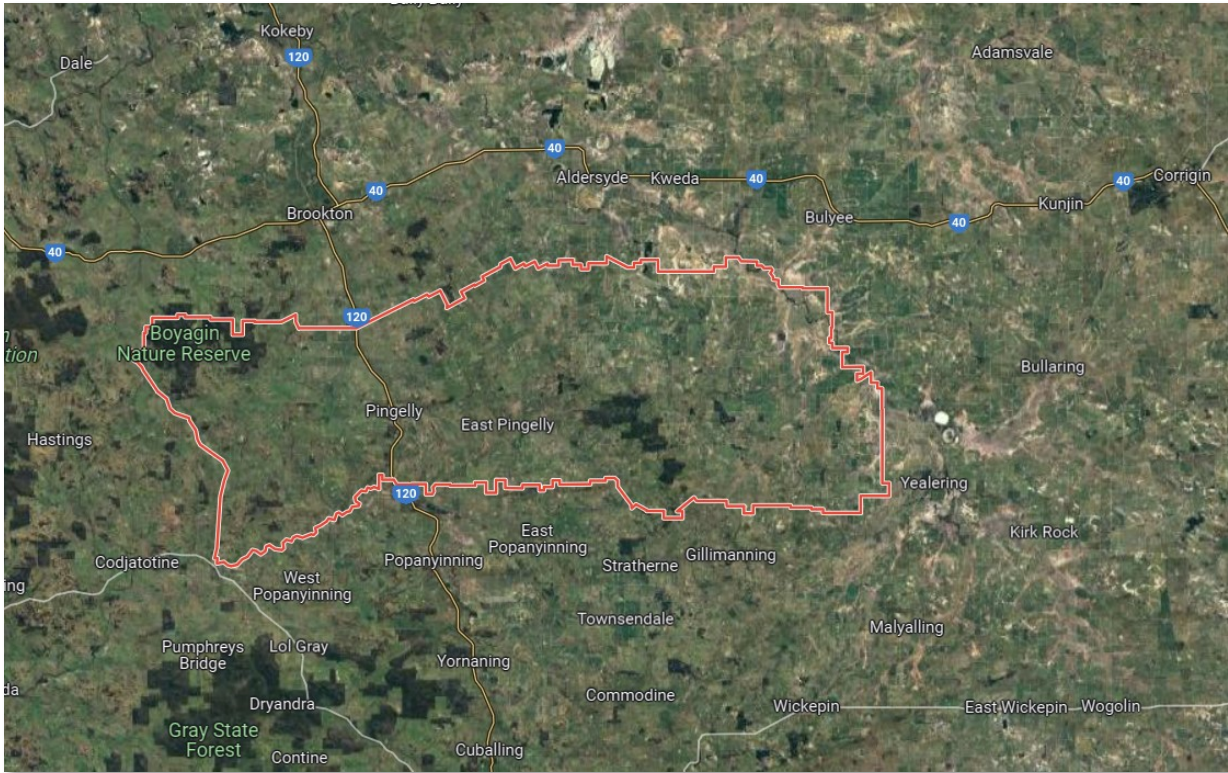
2.7 Critical Infrastructure

Critical infrastructure includes those physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended period, would significantly impact on the social or economic wellbeing of the Pingelly community.

2.7.1 Electrical Supply

The electrical supply is provided by Western Power 440/240 AC.

2.7.2 Water Supply

Water supply is provided by the Water Corporation

2.7.3 Gas Supply

Information?

2.7.4 Sewerage System

Information

2.7.5 Medical Facility

The primary medical support facility for the Shire is located at the Pingelly Health Centre located at 32 Brown Street, Pingelly. Services and facilities available include 27/7 Accident & Emergency with Emergency Telehealth support, Home and Community Care, daily outpatient clinic, mental health and counselling services, pathology.

The Shire is supported by the Pingelly GP Practice located at the Pingelly Health Centre open Monday Fridays only.

2.7.6 Airport Facilities

No light aircraft facilities exist within the Shire of Pingelly.

The nearest air strip is Williams Airstrip, Corberding Road, Brookton located in Shire of Brookton 27 km North of Pingelly.

2.7.7 Council Facilities

The Shire has basic social infrastructure facilities throughout its local government area to assist with the response and recovery process, including;

- Shire of Pingelly Administration Building
- Pingelly Community Resource Centre (Old Agricultural Hall)
- Pingelly Community Centre
- St Martins Church
- Sporting Oval

The [National Guidelines for Protecting Critical Infrastructure](#) from Terrorism provides a framework for a national, consistent approach on the protection of critical infrastructure from terrorism for the Australian, State and Territory governments and business.

2.8 Emergency Services

St John Ambulance are located at 51/53 Stratford Street, Pingelly and are classed as a sub-centre where volunteers attend call outs and conduct first aid training.

WA Police are located at 25 Queen Street, Pingelly and service both the Wandering and Pingelly Shires.

The Pingelly Volunteer Fire and Rescue Service is located at 20 Pasture Street and has the following resources;
- Light Tanker
- 4.4 Broadacre

The Pingelly SES is located at 18 Pasture Street and has the following resources;

- Lighting Trailer
- Utility
- Storm/ general rescue trailer
- Road crash rescue truck

The Shire has 4 Volunteer Bushfire Brigades with the following resources;

Brigade	Location	Vehicle
Pingelly Central	20 Pasture St, Pingelly	4.4 Broadacre
Pingelly West	West Pingelly	Farmer response
Pingelly East	2651 Bullaring Rd, East Pingelly	4.4 Broadacre, Light Tanker
Moorumbine/ Noonebin	Various	Farmer Response

Note: Where the response exceeds the capacity of local resources, additional support is provided from neighbouring shires and regions.

The Shire of Pingelly's Restricted and Prohibited Burning times are as follows, subject to possible variation depending on each bushfire season with the Shire also imposing an annual ban during the festive season:

19 September to 31 October	Restricted (permits required)
1st November to 28th February:	Prohibited
1st March to 29 March	Restricted (permits required)

The Shire maintains a Harvest Ban Hotline (08 9887 1265) which enables residents to be informed and register for SMS alerts when Harvest Bans have been applied and removed.

3. Emergency Management Planning

3.1 Aim and Purpose

Aim of this plan is to *minimise* the impacts of, ensure a coordinated response to and provide an effective recovery from an emergency affecting the Shire of Pingelly.

Purpose of this plan is to *maximise* safety and ensure sound recovery of the Shire of Pingelly communities, preserving lives, livelihoods and environment in the event of an emergency.

3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the Shire

Describe the provisions for coordination of emergency operations and activities relating to emergency management performed by persons/agencies within this plan

Description of emergencies likely to occur within the Shire

Describe strategies and priorities for emergency management within the Shire

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (Section 41(2) of the Emergency Management Act 2005)

Promote a consistent multi agency approach with community engagement in relation to emergencies within the Shire

3.3 Scope

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMAs) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

Applies to the local government district of the Shire of Pingelly

Covers areas where the Shire of Pingelly provides support to HMAs in event of an incident

Details the Shire's capacity to provide resources in support of an emergency, while still maintaining business continuity and Shire's responsibilities 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.

3.4 Roles and Responsibilities

For details of specific roles and responsibilities for officers - See *Appendix 2*

3.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Resources within the local community have been identified in the Shire's Contacts and Resource Directory (see **Annexure 4**). Where possible Shire's resources will be made available upon request.

3.6 Local Area Mutual Aid

Authority to release resources to assist in other Local Government districts will rest with the CEO (or delegate).

The CEO and President are to be informed of commitments outside of the district as soon as possible.

3.7 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies, unless other arrangements are established.

State EM Policy Section 5.12, State EM Plan Section 5.4 and 6.10 and State EM Recovery Procedures 1-2 outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

3.7.2 Response

All Shire resources are registered and identified in the Shire asset register located in the Contacts and Resource Directory (see **Annexure 4**).

Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the Emergency Management Act 2005. Where possible, a single person shall be appointed to the position of Finance Officer as allowed during an emergency.

3.7.3 Disaster Recovery Funding Arrangements (DRFAWA)

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories (states). These arrangements identify the relief and recovery assistance to which the Commonwealth will financially contribute. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth, for the purposes of disaster relief and recovery.

See *Annexure 12*, the Local Recovery Support Plan for further details.

ACTION

> ✓ Shire to appoint a single person to the position of Finance Officer to ensure that in-house accounting and documentation processes are in-line with the reporting and claim requirements of DRFAWA.
>
> ✓ Shire allocate an account number immediately as an operation is mounted to provide and record the necessary funding required.
>
> ✓ In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the Shire is to seek recover funding – see Local Recovery Plan **Annexure 1**

4. Local Emergency Management Committee

4.1 Introduction

The Shire has established a Local Emergency Management Committee/s (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and emergency management arrangements for the Shire of Pingelly area. LEMC will assist in developing local emergency management arrangements and planning, and coordinating its emergency management stakeholders within its district.

4.2 LEMC Role

The LEMC performs a vital role in assisting the Shire of Pingelly and its community in being prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMA/CA's so localised hazard plans can be developed

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

4.3 LEMC Procedures

The LEMC shall meet as determined by the Chief Executive Officer on the first Thursday of every February, May, August and November. The LEMC shall meet quarterly or more frequently as required by State Emergency Management Preparedness Procedure 3.7.
Each meeting of the LEMC should consider, but not be restricted to, the following matters;

Confirming local emergency management contact details of key stakeholders

Reviewing any post-incident reports and post-exercise reports generated since last meeting

Assessing progress of emergency risk management processes

Assessing progress of treatment strategies arising from emergency risk management process

Assessing progress of development or review of local emergency management arrangements

Other matters determined by the local government and SEMC direction

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Membership

LEMC membership includes the Shire of Pingelly representatives and the Local Emergency Coordinator (OIC WAPOL Pingelly). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Council in consultation with the parent organisation members determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For a details on membership roles and responsibilities - see *Appendix 2.*

All LEMC secretarial and administration support is to be provided by the Shire.

4.4.1 Core LEMC Members

Agency	Position
Delegate – Elected member / Councillor	Chair
Shire of Pingelly	Deputy Chair Councillor Local Recovery Coordinators Local Welfare Liaison Officer Chief Executive Officer Chief Bush Fire Control Officer Animal Welfare Coordinator Environmental Health Services
WA Police	Local Emergency Coordinator
Department of Communities	Local Welfare Coordinator
Industry Representatives	Industry Representative
State Emergency Services	Agency Representative
Department of Fire and Emergency Services	Agency Representative
Main Roads Authority	Agency Representative
Department Biodiversity Conservation & Attractions	Agency Representative
Department of Regional Development and Industries	Agency Representative
Department of Health	Agency Representative
Utilities Representatives	Agency Representatives
St John Ambulance	Agency Representative
Department of Education	Agency Representative

4.4.2 LEMC Observers

District Emergency Management Advisor	Agency Representative
Indigenous Communities reps	Agency Representative
Community Members – as appropriate	Representatives

The list above is not limited, with members co-opted as and when required.

4.5 LEMC Emergency/Special meetings

In the event of an approaching emergency and advice from appropriate authority/s (HMA, BoM) the Local Emergency Coordinator, LEMC Chairman, or LEMC Executive Officer may call an emergency/special meeting of LEMC members to discuss preparations and readiness for the impending danger.

An example of a special LEMC agenda can be found at **Appendix 10(a)**

4.6 LEMC Reporting

4.6.1 Annual Reporting

After the end of each financial year each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).

Annual reports must be completed in accordance with the templates provided in State Emergency Management Preparedness Procedure 3.17.

4.6.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey is submitted to the Minister for Emergency Services by the 31st October each year. The Emergency Preparedness Report enables the State to gain a greater understanding of the requirements to manage large scale and/ or multiple emergency events.

The survey is sent to the Shire by mid-April, to be completed by the first week of June as per State Emergency Management Procedure 3.18.

5. Managing Risk

5.1 Emergency Risk Management

Emergency Risk Management is defined as 'a systematic process which contributes to the well-being of communities and the environment. The process considers the likely effects of hazardous events and the controls by which they can be minimised'.

The Shire and its LEMC recognise the critical component of risk management to the emergency management process. A sound risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire's Emergency Risk Register is currently under review and will meet the requirements as per State Emergency Management Prevention and Mitigation Procedure 2.1

5.2 Local Emergency Management Strategies and Priorities

The Shire is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority.

6. Response and Coordination Emergency Operations

The Emergency Management Act 2005 allows the prescription of Hazard Management Agencies (HMA). HMA's are prescribed due to their functions under written law or because of their specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed (*See* State Emergency Management Plan - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

It is recognised that the HMA's may require Local Government resources and assistance in emergency management. The Shire of Pingelly is committed to providing assistance/ support if the required resources are available through the Incident Support Group (ISG) when it is formed.

6.1 Activation of Local Arrangements

On becoming aware of, or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the CEO and LEMC Chairman of the need to convene the Shire appropriate Recovery Group if necessary.

Upon deciding not to convene and activate the appropriate Shire's Recovery Group and Shire's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire Local Recovery Coordinator will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

6.2 Incident Support Group

Incident Support Group (ISG) provides support to the incident management team (IMT). ISG is a group of people represented by different agencies that may/are involved in the incident

ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident. Coordination achieved through clear identification of priorities by agencies sharing information and resource

HMAs and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when formed.

6.2.1 Triggers for the Incident Support Group

The triggers for an incident support group are defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

An incident is designated as a Level 2 or higher	Community interests need to be represented
Multiple agencies need to be coordinated	

6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the Controlling Agency. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved, and consequences caused by emergency.

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

6.2.3 ISG Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through clear identification of priorities and objectives by agencies sharing information and resources.

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to, or within the Incident Control Centre (ICC).

6.3 Emergency Coordination Centre

Identified Emergency Coordination Centres can serve as central command centre during incidents to effectively control/coordinate incident operations.

The Shire has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable;

Location	Address	Available Resources
Shire of Pingelly Shire Office	17 Queen Street, Pingelly (08) 9884 1056 reception@Pingelly.wa.gov.au	Meeting room, offices, printing facilities, internet, notice board, kitchen,
Pingelly Community Resource Centre	18 Parade Street, Pingelly (08) 9887 1409 crc@Pingelly.wa.gov.au	Office, printing facilities, notice board, internet, outdoor movie equipment, library attached
Pingelly Recreation & Cultural Centre	Somerset Street, Pingelly (08) 9887 0092 reception@Pingelly.wa.gov.au	Small meeting room, larger hall area, internet, full kitchen, pavilion, oval, function rooms

7. Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Communities require adequate, timely information and instruction to be aware of the emergency and take appropriate actions to safeguard life and property.

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA. The State Support Plan – Emergency Public Information states the HMA is responsible 'for the provision and management of public information during emergencies'.

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

HMA is to manage all media releases under State Support Plan – Emergency Public Information
All media releases and public information alerts for the incident are to be authorised by Incident Controller/Manager after consultation with the Emergency Coordinator and other CAs
All media releases to reflect Multi-Agency Incident Management and detail all agencies' involvement
Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency
All media releases are to carry the agencies' identification
Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release
All Media releases issued by any agency at State level will reflect multi-agency involvement

7.2 Public Warning Systems

7.2.1 Local Government Systems

The Shire has the ability to support official emergency messaging through local communications system including;

Shire website	**Community Notice Boards**
Shire Facebook page	**Variable Message Board**
Shire SMS System	**Locality Newsletters and Dispatches**

No contact between the media and any employee is permitted unless authorised by the CEO. Section 2.8(1)(d) of the Local Government Act 1995 stipulates that the Shire President speaks on behalf of the Local Government however the President may delegate this authority to the Chief Executive Officer under Section 5.41(f).

7.2.2 Standard Emergency Warning System

Standard Emergency Warning Signal (SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

In Western Australia SEWS broadcasts are authorised by the DFES or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

Possible loss of life, or major threat to a large number of properties or the large scale environment
Impact is expected within 12 hours or is occurring at the time
A large number of people need to be warned
One or more incidents are classified as destructive

More detailed information and latest Alerts and Warnings can be found at:
https://www.dfes.wa.gov.au/hazard-information/warning-systems

7.2.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger within that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies.

7.2.4 DFES Public Information Line

DFES recorded information line	13 33 37 (13 DFES)
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
DFES on Twitter	www.twitter.com/dfes_wa
SES assistance	132 500

7.2.5 Additional Information Outlets

Local ABC Radio	558AM ABC Perth/Albany
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

7.3 Shire of Pingelly Media Release

Any information for release to the media or public must be forwarded through Chief Executive Officer. Statements to the press on behalf of the Shire shall only be made by the President or the CEO.

However the Chief Bushfire Control Officer, or a delegated representative, may make statements to the media or public on behalf of the Shire of Pingelly regarding ongoing operational matters.

The Shire of Pingelly CEO, or a delegated representative, will be the Shires designated Media and Public Information Officer.

ACTION

- ✓ The Shire acknowledges that public information and media management is critical in times of emergency.
- ✓ HMA/CA IC responsible for information/media releases in response phase of incident.
- ✓ The Shires media releases are coordinated by the Shire's delegated Officer and approved by CEO.
- ✓ Public statements to media are to be given only by Shire CEO or President (or delegate).
- ✓ Public warning systems shall be used when necessary under HMA/CA IC authority.
- ✓ The Shire will support official emergency information by reiterating the messages via Shire communication avenues (Facebook, website, SMS System etc).

8. Evacuation

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community, prior to the onset of, or during, an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

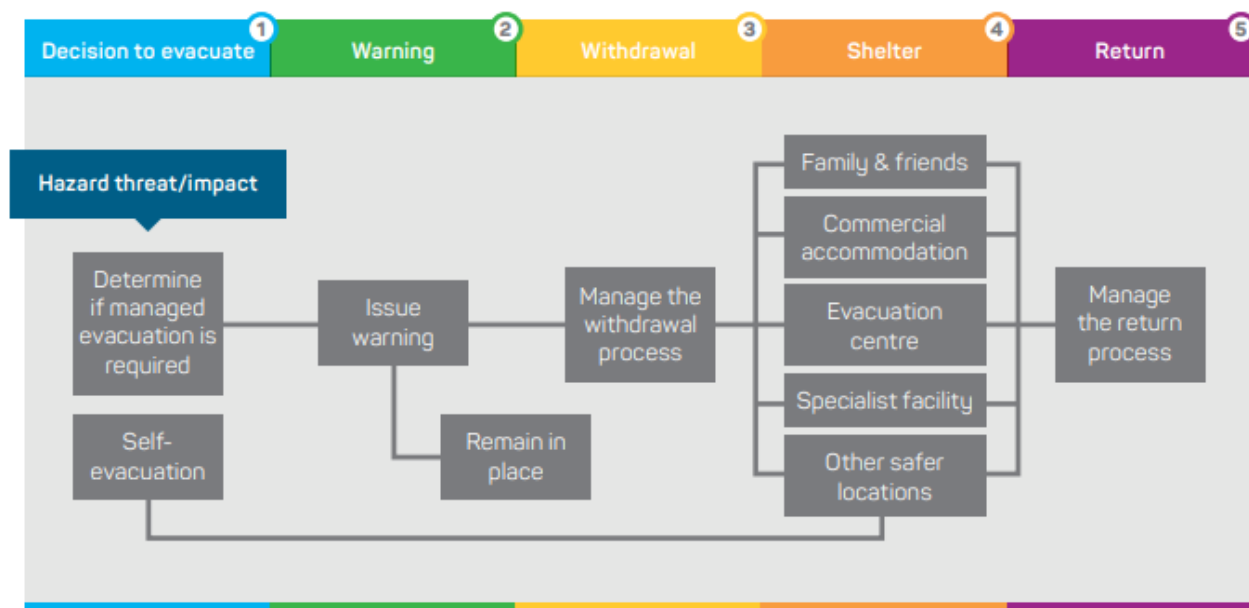In accordance with State Emergency Management Policy s5.7, evacuation planning is covered in five stages.

Figure 1: Stages of evacuation

8.1 Evacuation Management

The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that may be employed by emergency management agencies to mitigate the potential loss of, or harm to, life.

Experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies in planning for and conducting community evacuation for all hazards.

8.1.1 Decision

Decision to evacuate is made by Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timeliness

Alternatives as, '**shelter in place'** or, **"prepare, stay and defend",** should be considered.

Decision to evacuate or recommend evacuation made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

8.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

8.1.4 Evacuation Centres

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate neighbouring LGs and Department of Communities (DC) to ensure appropriate arrangements for welfare support for evacuees are in place.

It is the Shire's responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions.

8.2 At-Risk Persons and Groups

The Shire of Pingelly relies on agencies responsible for At-Risk persons and groups to ensure suitable planning, and response capabilities are supporting those special needs clients.

Sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities, CaLD community and child care centres are considered 'At-Risk Persons and Groups'.

At-Risk Persons and Groups Support Plan (see **Annexure 6**) provides guidance around working with and actions in evacuation with these persons and groups.

8.3 Evacuation Routes and Maps

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's Intramaps, Google Maps and agencies such as Department of Biodiversity Conservation and Attractions.

8.4 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of emergency evacuation planning to mitigate any risks and ensure evacuations can be carried out safely.

It should be noted that the inability to comply with any isolation or quarantine requirements and/or restrictions should not prohibit the evacuation of a person. Managing the immediate threat and the protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

8.5 Return

Responsibility for decisions relating to return of evacuated residents, rests with HMA/CA. Return of evacuated residents will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities, Department of Health and Shires Environmental Health Officers.

Dept. of Communities, Pingelly Local Emergency Management Plan for the Provision of Welfare Support – see *Annexure 9*

ACTIONS

- ✓ Decision to evacuate are made by HMA/CA IC.
- ✓ LEMC and the Shire will assist by pre-planning for evacuation.
- ✓ All alternatives to be considered.
- ✓ Decision to evacuate made as soon as possible.
- ✓ At-Risk Persons and Groups to be a special consideration in an evacuation (see At Risk Person and Groups Support Plan - **Annexure 6**)
- ✓ Routes and maps sourced via Shire Intramaps or Google maps or from partner agencies
- ✓ Ensure Welfare Centre protocols and procedures are enacted – See Local Emergency Management Plan for the Provision of Welfare Support – **Annexure 9**

9.   Welfare

The Department of Community Services (DC) has the role of managing welfare described as, "the provision of both physical and psychological needs of a community affected by an emergency".

This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

The Local Emergency Management Plan for the Provision of Welfare Support has been developed for Shire of Pingelly by DC – see **Annexure 8**

9.1 Department of Communities - Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC District Director – See **Appendix 2** for description of Roles and Responsibilities – Welfare.

9.2 Shire of Pingelly – Local Welfare Coordinator

The Local Welfare Liaison Officer is nominated and appointed by Local Government to liaise with the Local Welfare Coordinator. 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.

The Shire will appoint the designated Local Welfare Liaison Officer **-** See **Appendix 2** for description of Roles and Responsibilities – Welfare.

9.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with [Australian Red Cross](#) (ARC) to undertake this process.

9.4 Welfare Centres

The Shire in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the Welfare Centres Register available for activation as required by the HMA IC (see **Appendix 3** for the Shire's nominated Welfare Centres).

9.5 Animals

Animals except for assistance animals are not permitted in Welfare Centres.

The owner or carer of an animal is responsible for the welfare of that animal and has the responsibility to determine, where possible, if their animals with 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 emergences as per State EM Policy s5.9.7. The Shire's Animal Welfare Support Plan (see **Annexure 7**) is aligned with the State Support Plan - Animal Welfare in Emergencies and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

ACTIONS

- ✓ DC responsible for managing welfare of people.
- ✓ DPIRD is responsible for managing the welfare of animals.
- ✓ DC develops and maintains and enacts the Shire's Local Emergency Welfare Support Plan.
- ✓ The Shire will appoint the Local Welfare Liaison Officer.
- ✓ Register Unite Find responsibility actioned by DC support by the Australian Red Cross.
- ✓ Identified Welfare Centres refer Emergency Welfare Centres and Facilities –see **Appendix 3**.
- ✓ Ranger Services to support DPIRD in Animal Welfare – Shires Animal Welfare Support Plan – see **Annexure 7**.

10. Recovery

The recovery process begins during the response phase as it is important to identify community need as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Support Plan is a separate plan, yet part of the overall Local Emergency Management Arrangements, which can be viewed and read in conjunction with this plan.

The Shire of Pingelly Local Recovery
 Plan (*Annexure 12*) guides and establishes sound recovery management, concepts, principles and values for Shire's staff, elected members, partnering agencies, and community following significant impact from any emergency.

11. Exercising Review and Reporting

11.1 Exercising

The aim of conducting an exercise is:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate 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

11.2 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to **conduct at least one exercise annually**.

11.3 Exercise Reporting

Exercise schedule and post exercise reports will be forwarded to the District Emergency Management Committee as part of LEMC's annual report.

11.4 Review of Local Emergency Management Arrangements

The LEMA and associated support plans are to be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (Section 42 of EM Act).

Reviewed and amended will be:

Contact lists are reviewed and updated quarterly – see Contacts and Resource Directory (*Annexure 4*)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be undertaken every five (5) years, as risks may vary due to climate, environment, and population changes

Circumstances or an incident may require more frequent reviews

12. Appendices

Appendix 1 - Glossary and Acronyms

Appendix 2 - Roles and Responsibilities

Appendix 3 - Emergency Welfare Centres

Appendix 4 - Contacts and Resources Directory

Appendix 5 - WA Community Evacuation Emergencies Guidelines (web link)

Appendix 6 - At-Risk Person's and Groups

Appendix 7 - Emergency Animal Welfare Plan

Appendix 8 - Specialty Maps

Appendix 9 – DC Local Emergency Welfare Support Plan

Appendix 10 – Situation Report Form, Special LEMC agenda, Communications guide

Appendix 11 – MOU,

Appendix 12 - Local Recovery Plan (separate document)