APPENDICES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday 11 August 2021 Commencing at 10.00am

At

Shire of Dardanup Administration Centre Eaton 1 Council Drive - EATON

This document is available in alternative formats such as:
~ Large Print
~ Electronic Format [disk or emailed]
Upon request.

LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Shire of Dardanup

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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 Dardanup Council and have been tabled with the District Emergency Management Committee (DEMC).

_____ Date: _____

Shire President
Shire of Dardanup
Chair Local Emergency Management Committee

_____ Date: _____

Officer in Charge
Australind Police
Dardanup Local Emergency Management Committee

_____ Date: _____

Chief Executive Officer
Shire of Dardanup

Disclaimer: These arrangements have been produced by the Shire of Dardanup 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 Dardanup 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.

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1.2 Distribution List

Organisation	Contact	Postal Address
Shire of Dardanup	Chief Executive Officer Director Infrastructure Director Corporate & Governance Director Sustainable Development Coordinator Emergency and Ranger Services Manager Development Services Manager Operations Manager Finance Ranger Services Chief Bush Fire Control Officer	1 Council Drive Eaton WA 6232
Local Emergency Management Committee	Shire of Dardanup	1 Council Drive Eaton WA 6232
South West District Emergency Management Committee	South West	PO Box 1288 Bunbury WA 6231
Office of Emergency Management District Advisor	South West	PO Box 1288 Bunbury WA 6231
Department of Primary Industries and Regional Development	District Manager	PO Box 1231 Bunbury WA 6231
Department of Communities	District Emergency Services Officer	PO Box 386 Bunbury WA 6231
Department of Fire and Emergency Services	District Manager	PO Box 1288 Bunbury WA 6231
Department of Health WA Country Health Service	District Manager	Level 4, 61 Victoria Street Bunbury WA 6230
Department of Biodiversity, Conservation & Attractions	District Manager (Collie)	PO Box 809 Collie 6225
Department of Transport	District Manager	Molloy Street Bunbury WA 6230
Home and Community Care	District Manager	15 Albatross Crescent Eaton WA 6232
Main Roads WA	District Manager	PO Box 5010 Bunbury WA 6231
Public Transport Authority	District Manager	Bunbury Train Terminal Picton Rd Bunbury WA 6230
Rail - Aurizon (Freight)	District Manager	South West Highway Picton WA 6229

Rail - Brookfield Rail (Track)	District Manager	Po Box 9076 Picton WA 6229
St John Ambulance	District Manager	270 Bussell Highway Bunbury WA 2013
WA Police – Australind	Officer in Charge	PO Box A 616 Australind WA 6233
WA Police – Bunbury	District Superintendent	76-78 Wittenoom Street Bunbury 6230
Water Corporation	District Manager	61 Victoria Street Bunbury 6230
Western Power	District Manager	

1.3 Document Availability

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

Hardcopy	Online
Shire of Dardanup Administration Offices 1 Council Drive, Eaton 6232 (during normal business hours)	Shire of Dardanup website www.dardanup.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders 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:

Chief Executive Officer
Shire of Dardanup
PO Box 7016
Eaton WA 6232

Or, alternatively email to: records@dardanup.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	27/03/2017	Review and minor updates	JL (WALGA)
2	23/10/2017	Review and minor updates	JL (WALGA)
3	14/11/2019	Review - internal areas of responsibility and contacts	EH/MH (SoD)
4		Full Review	
5			

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 Dardanup, 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 SEMC website, including;

- State EM Plans
- State Hazard Plans (WESTPLAN)
- State Support Plans
    - o   State Health Response Plan
    - o   Emergency Welfare
    - o   Emergency Public Information
    - o   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;

- Recovery Support Plan – Annexure 1
- Recovery Communications Plan – Annexure 2
- Local Emergency Management Plan for the Provision of Welfare Support – Annexure 3
- Animal Welfare Support Plan – Annexure 4
- At Risk Person and Groups Plan – Annexure 5
- Business Continuity Response Plan – Annexure 6
- Bushfire Risk Management Plan – Annexure 7
- Bushfire Response Plan – Annexure 8

1.6.3 Other Related Documents

- Emergency Risk Management Register – Annexure 9
- Contacts and Resource Directory – Annexure 10

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 Dardanup relating to emergency management.

1.8 Agreements, Understanding and Commitments

A Memorandum of Understanding (MOU) exists between the neighbouring Council's through the South West Local Government Association.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the South West 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 Dardanup is also a signatory to the South West 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 South West Zone;

Shire of Augusta-Margaret River	Shire of Collie
Shire of Boyup Brook	Shire of Donnybrook - Balingup
Shire of Bridgetown-Greenbushes	Shire of Dardanup
City of Bunbury	Shire of Harvey
City of Busselton	Shire of Manjimup
Shire of Capel	Shire of Nannup

1.9 Special Considerations

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

Consideration	Season
Bush Fire Season	November – April
Storm Season	May – October
Public Events:	
o Eaton Foreshore Festival	March
o Dardanup Art Spectacular & Art Trail	May
o Walk on the Wild	April
o Bull and Barrel Festival	October

2.   Overview

2.1 Area Covered

The Shire of Dardanup is a local government area covering 518sq km in the South West region of Western Australia, immediately to the east and southeast of the City of Bunbury and approximately 185 kilometres south of the state capital, Perth.

Dardanup is located on the Boyanup-Picton Road, 15km South East of Bunbury. The Ferguson River passes to the North of the township and the Darling Scarp lies North-South approximately 3km East of the township.

2.2 Topography of the Shire of Dardanup

The Shire is set in lush green cattle country and is the home of the scenic Ferguson Valley with its rolling hills, picturesque valleys and see-forever views to the Indian Ocean. The town site of Eaton is one of the fastest growing towns in the South West.

There are a multitude of activities from freshwater fishing in quiet rock pools and pristine rivers, swimming, camping to heritage walk trails or just enjoying the view on a scenic drive. The Collie River is the Shires northern boundary and is a draw card for river activities, particularly within the Eaton town site.

2.3 Climate

The location and topographic characteristics give the area a mild temperate climate. The hottest months are January and February when the mean maximum temperature is 30°C and the coldest month is July when the mean minimum temperature drops to 4°C. Wellington Mills receives the highest rainfall of 1143mm, with June being the wettest month.

2.4 Industrial and Commercial Development

Tourism, wineries, a boutique brewery, tourist accommodation, brickworks, berry factory, saw mills, particle board factory, road transport, farming – cattle, sheep and dairy.

There is no heavy industry within the Shire. The main commercial centres for the Shire include:

The Eaton Fair Shopping Centre	Located on Eaton Drive. Includes Supermarkets and retailers plus 75+ specialty shops
Commercial premises	Located on the western Shire boundary bounded by Old Coast Road and Pratt Road
Convenience stores	Located at Waterloo, Dardanup and Burekup town sites
Light Industrial Area	Located on Martin-Pelusey, Moore and Harris Roads.

(APPENDICES LEMC 8.1A)

2.5 Geographic Location Map
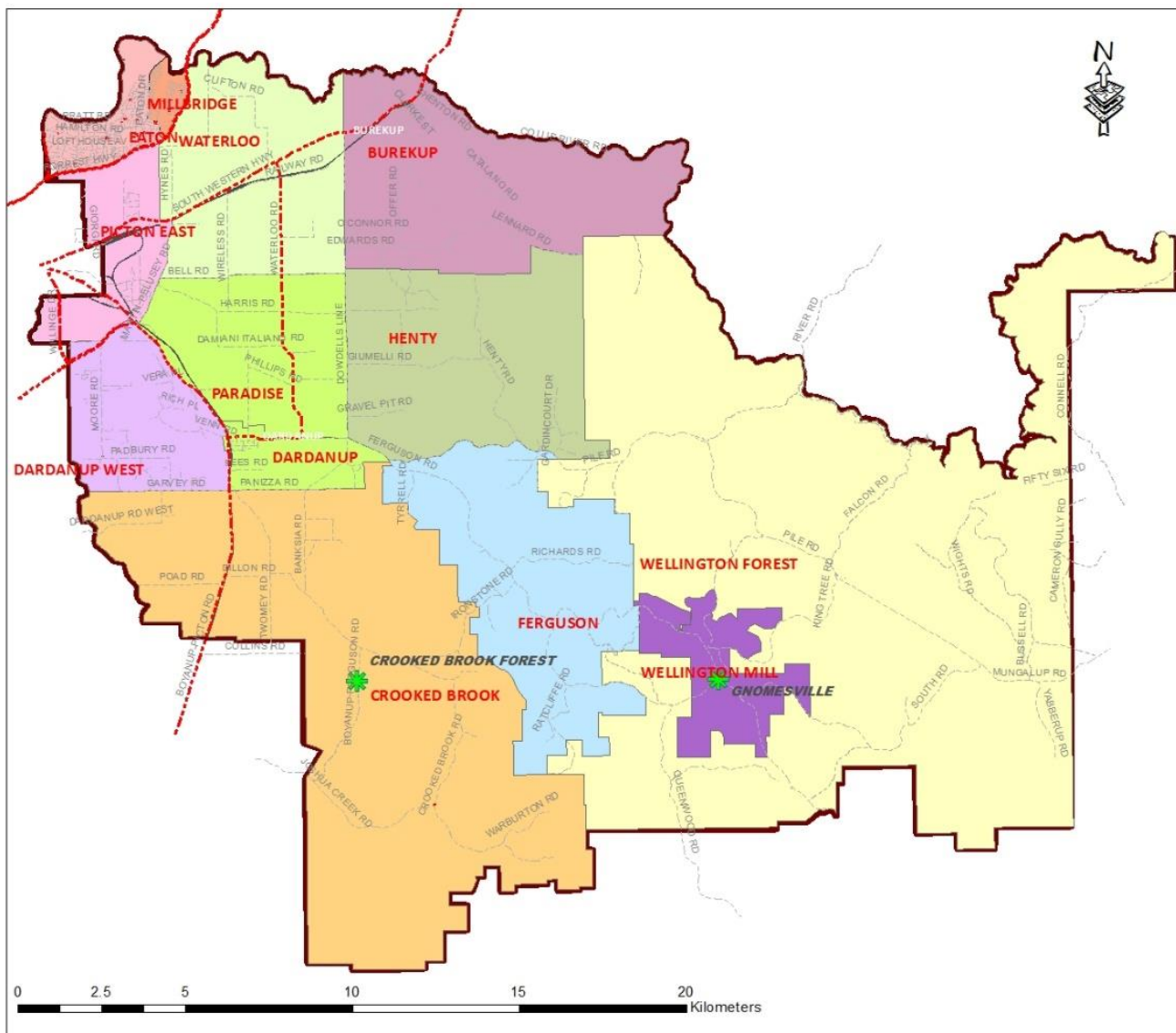
Legend

Tourist Site

Railways

Roads

- – – – Major Road
- – – – – Road
- ———— Road

Locality Name

- BUREKUP
- CROOKED BROOK
- DARDANUP
- DARDANUP WEST
- EATON
- FERGUSON
- HENTY
- MILLBRIDGE
- PARADISE
- PICTON EAST
- WATERLOO
- WELLINGTON FOREST
- WELLINGTON MILL
- Shire of Dardanup Boundary

2.6 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 Dardanup community.

2.6.1 Electrical Supply

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

2.6.2 Water Supply

Water supply is provided by the Water Corporation to Eaton, Dardanup and Burekup town sites by from various storage locations, and treated underground supplies.

Water is also sourced from local dams through a licensing agreement with the Department of Water and Environmental Regulation and delivered through gravity flow in a network of channels and pipes to the Harvey Water Irrigation Area that includes parts of the Shire of Dardanup. Approximately 722 irrigator members and 285 non-member customers receive a sustainable and efficient water supply for agriculture, industrial, mining, construction, hobby farming, garden, fire attenuation and community use.

2.6.3 Gas Supply

ATCO Gas Australia provides natural gas to households and businesses via underground pipelines to the suburbs of Eaton and Millbridge as per ATCO Map.

2.6.4 Sewerage System

Burekup, Dardanup, Eaton and Millbridge are deep sewered which is managed by the Water Corporation.

2.6.5 Medical Facility

The primary medical support facility for the Shire is located at the South West Health Campus located on the corner of Robertson Drive and Bussell Highway, Bunbury.

The Shire is supported by local medical centres adjacent to Eaton Fair Shopping Centre.

2.6.6 Airport Facilities

No light aircraft facilities exist within the Shire of Dardanup.

The nearest air strip is Bunbury Aerodrome located within the boundaries of the City of Bunbury on the South Western Highway.

2.6.7 Council Facilities

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

- Shire of Dardanup Administration Building, 1 Council Drive, Eaton
- Shire Secondary Office, 1 Little Street, Dardanup
- Shire Depot, 35 Martin Pelusey Road, Waterloo
- Eaton Recreation Centre,
- Dardanup Hall
- Dardanup Equestrian Centre, Garvey Road, West Dardanup

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.

2.7 Emergency Services

The SES does not have a presence in the Shire of Dardanup, but is serviced by the Bunbury and Australind Units.

St John Ambulance does not have a presence in the Shire of Dardanup but is serviced by Bunbury and Australind, with additional support services in Boyanup, Brunswick and Capel.

The WA Police does not have a presence in the Shire of Dardanup but is serviced by the Australind and Bunbury Police Stations.

A Fire and Rescue Service Unit is located in Eaton and is staffed by volunteers. The Bunbury Department of Fire and Emergency Services South West Regional Office is staffed by permanent personnel and provides assistance and leadership to local bushfire brigades and units.

The Shire has 8 Volunteer Bushfire Brigades with the following resources;

Location	Vehicle
Burekup	Isuzu 1.4R – 1000 litres (Crew Cab)
Dardanup - Central	Isuzu 2.4U – 2000 litres (Crew Cab)
Dardanup - West	Mitsubishi Canter 1.4R – 1000 litres (Crew Cab)
Ferguson	Toyota Light Tanker
Ferguson - Upper	Isuzu 2.4R – 2000 litres (Crew Cab)
Joshua/Crooked Brook	Toyota Light Tanker
Wellington Mill	Isuzu 1.4R – 1000 litres (Crew Cab)
Waterloo	Isuzu 3.4U – 3000 litres (Crew Cab) Toyota Light Tanker
Eaton/Australind VFRS	Country Pump Toyota Light Tanker

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 Dardanup.

Purpose of this plan is to *maximise* safety and ensure sound recovery of the Shire of Dardanup 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 Dardanup
Covers areas where the Shire of Dardanup 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 10**). Where possible the 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 10**).

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 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 1* for the Local Recovery Support Plan 5.2 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 Support 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 Dardanup 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 Dardanup 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 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 Dardanup representatives and the Local Emergency Coordinator (OIC WAPOL Australind). 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 Dardanup	Deputy Chair
	Councillor
	Local Recovery Coordinators
	Local Welfare Liaison Officer
	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 Reporting

4.5.1 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.

4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey is submitted to the Minister for Emergency Services by the 31st October each year. The 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 complete Emergency Risk Register as per State Emergency Management Prevention and Mitigation Procedure 2.1 can be viewed in Tardis – see R0000584390

5.2 Likely Emergencies in Area

The Shire has undertaken a risk analysis within its district utilising the National Emergency Risk Assessment Guidelines, the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines.

The following were identified as the Shire's top 5 hazards;

- Flood
- Storm
- Bushfire
- Electricity Supply Disruption
- Plant Biosecurity

5.3 Local Emergency Management Strategies and Priorities

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

The Shire's Emergency Risk Register is an excel spreadsheet that can be viewed in Tardis – see R0000584390

The Dardanup Bushfire Risk Management Plan 2019-2024 (see *Annexure 7*) was developed in accordance with with the State Emergency Management Policy 3.2 - Emergency Risk Management Planning.

6. Response and Coordination Emergency Operations

The Emergency Management Act 2005 allows the prescription of Hazard Management Agencies. 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 Hazard Management Structure list for agency responsibilities according to the hazard).

It is recognised that the HMA's may require Local Government resources and assistance in emergency management. The Shire of Dardanup 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 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:

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

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

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

Locality	Possible Locations	Contact
Eaton	Shires Primary Administration Office 1 Council Drive, Eaton	08 9724 0000
Dardanup	Shires Secondary Administration Offices 3 Little Street, Dardanup	08 9724 0000
Waterloo	Shire Depot 35 Martin Pelusey Road, Waterloo	08 9724 0000

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 are 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
- Shire Facebook page
- Shire SMS System
- Community Notice Boards
- Variable Message Board
- 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 (or 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 a 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

To listen to the SEWS sound click here

7.2.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in 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	684AM ABC South West
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

7.3 Shire of Dardanup Media Release

Any information for release to the media or public must be forwarded through the Communications Officer - Media and approved by the 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 Dardanup regarding ongoing operational matters.

The Shire of Dardanup 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.
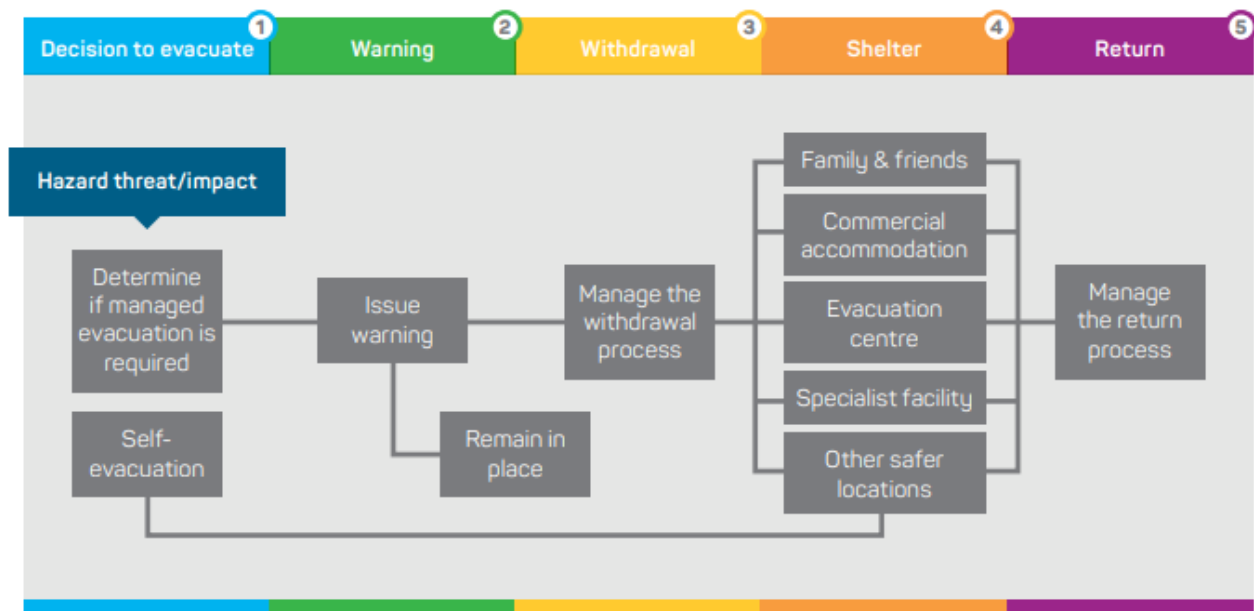
Figure 1: Stages of evacuation

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.

It should be noted that 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 Dardanup 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'.

At-Risk Persons and Groups Support Plan (see *Annexure 5*) provides guidance around working with and actions in evacuation with these persons and groups.

8.3 Evacuation Routes and Maps

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres.

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 and the Department of Health and Shires Environmental Health Officers.

For DC's Local Emergency Management Plan for the Provision of Welfare Support – see *Annexure 3*

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 5**)
- ✓ 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 3**

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 Dardanup by DC – see ***Annexure 3***

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 Dardanup – Local Welfare Coordinator

The Local Welfare Liaison Officer is nominated and appointed 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's Director of Sustainable Development is 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 4*) is aligned with the State's plan 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's Director of Sustainable Development is 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 4**.

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 Dardanup Local Recovery Support Plan 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 Soiuth West 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 10*)

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 of Terms & Acronyms

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.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency (CA)	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies
Command (Vertically Within An Organisation)	Authority for command is established in legislation or in an emergency plan,
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency (CA)	The agency nominated to control the response activities to a specified type of emergency
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW 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.

Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995
District Emergency Coordinator (Dec)	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee (DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or requires coordination of a number of significant EM activities.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster" |
Emergency Management (EM)	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
"Function" Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
Hazard	A situation or condition with potential for loss or harm to the community or the environment.
Hazard Management Agency (HMA)	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

Incident	An Emergency, which impacts upon a localised community or geographical area but not requiring the co-ordination and significant multi-agency emergency management activities at a district or state level.
Incident Area	The area, defined by the Incident Controller, incorporating the localised community or geographical area impacted by an Incident
Incident Controller (IC)	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
Incident Management Team (IMT)	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances
Incident Support Group (ISG)	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district
Local Emergency Management Committee (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
Municipality	Means the district of the local government
Operation	an Incident or multiple Incidents which impact, or is likely to impact, beyond a localised community or geographical area

Operations Area	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas
Operations Area Manager	that person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to assist in the overall management of an Operation. The OAMG includes representation from key agencies involved in the response
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. Common vernacular - READINESS
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
Recovery	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Management Committee (SEMC)	The SEMC is comprised of an executive and three Sub-Committees of Recovery and Community Engagement, Response Capability, and Risk. There are 4 reference groups being State Exercise Team, Lessons Management, Essential Services Network Operations and Public Information.

Support Organisation	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
DC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DoH	Department of Housing
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Service

HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMP	Local Emergency Management Plan
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOD	Shire of Dardanup
SOP	Standard Operating Procedures
SHPs	State Hazard Plans
VBFS	Volunteer Bush Fire Service
VFRS	Volunteer Fire and Rescue Service
WAPF	Western Australian Police

Appendix 2: Roles and Responsibilities

Local role	Description of responsibilities
Local Government	• Responsibilities of Shire of Dardanup (the Shire) are defined in Section 36, *EM Act:* • Ensure that effective local emergency management arrangements are prepared and maintained for its district • Manage recovery following an emergency affecting the community in its district • Perform other functions given to local government under the Act • The Shire also accepts responsibility for management of its resources • The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies • Development and testing of LEMP
Local Emergency Coordinator (LEC)	• The responsibilities of LEC are defined in Section 36 of the EM Act • For Shire of Derby West Kimberly the position of Local Emergency Coordinator is held by the WA Police, Pilbara District and represented by the Derby, and Fitzroy Crossing Police Station OIC's having the following functions: • To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district • To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district • To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
LG Welfare Liaison Officer	• During an evacuation where a local government facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	• During a major emergency, the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	• Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support DC. • Ensure planning and preparation for emergencies is undertaken • Implement procedures that assist community and emergency services deal with incidents • Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role • Keep appropriate records of incidents that have occurred to ensure continual improvement of Shires emergency response capability • Liaise with the incident controller (provide liaison officer) • Participate in ISG and provide local support

Local role	Description of responsibilities

Other Local Government Officers	As determined by the Incident, the following Officers are members of the committee:
	   o Shire Chief Executive Officer
	   o Shire Local Recovery Coordinator
	   o Shire Council Representatives
	   o Shire Manager Health
	   o Shire Senior Ranger
	   o Shire Chief Bush Fire Control Officer
	   o Derby Local Unit Manager State Emergency Services

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	An agency nominated to control the response activities to a specified type of emergency Function: • Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness • Control all aspects of the response to an incident • During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act] Function: • Undertake responsibilities where prescribed for these aspects [EM Regs] • Appointment of Hazard Management Officers [s. 55 of the Act] • Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] • Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] • Ensure effective transition to recovery by Local Government
Combat Agency	A Combat Agency 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 EM activity prescribed by the regulations in relation to that agency

Support Agency	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 Functions: • Restoring essential services affected by the emergency • Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide welfare services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis

Welfare

Agency	Description Of Responsibilities
Department of Communities (DC)	• Establish, chair and manage the activities of the Local Welfare Emergency Management Coordination Group (LWEMCG), where determined appropriate by the DC District Director • Prepare, circulate, test and maintain the Local Welfare Plans • Represent DC and the emergency welfare function on the LEMC and Local Recovery Group • Establish and maintain the Local Welfare Emergency Coordination Centre • Ensure personnel and organisations are trained and exercised in their welfare responsibilities • Coordinate provision of emergency welfare services during response and recovery of emergency • Represent DC on the Incident Support Group when required
Shire Local Welfare Liaison Officer (LWLO)	• Coordinate welfare response on behalf of Shire • Coordinate initial arrangements in lieu of DC Local Welfare Coordinator attendance • Provide assistance to the Local Welfare Centre/s including • Maintenance of establishments • Security of establishments • Opening and closing establishments
Australian Red Cross	• Undertake process recording displaced persons for National Register • In partnership with Shire and DC undertake Outreach in affected areas
Shire Rangers	• Assist with Animal Management in effected areas and at Welfare Centres

Appendix 3: Emergency Welfare Centres and Facilities

Primary Welfare Centres

EATON RECREATION CENTRE			
Address	**Facilities**	**Building**	**Comments**
18 Recreation Drive, Eaton	Commercial kitchen, 2x kitchenettes, 4 phone lines, aircon/ heating, Internal PA, 3 phase power, parking, adjacent oval	3x courts, group fitness room, gym, crèche, meeting rooms, board room, change rooms/ showers, toilets (M, F, Uni Sex)	500 Capacity (Main Stadium) No back up power

DARDANUP HALL			
Address	**Facilities**	**Building**	**Comments**
3 Little Street, Dardanup	Kitchen, heating, ceiling fans (no aircon), table/ chairs, parking	Main Hall, lesser hall, toilet (outside only), no showers	150-200 Capacity
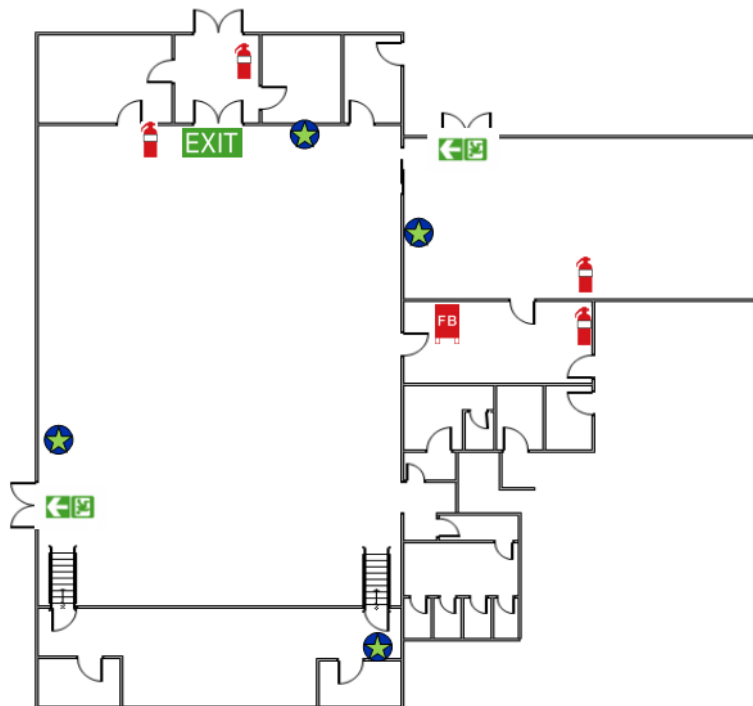
DARDANUP SPORTING AND COMMUNITY CLUB			
Address	**Facilities**	**Buildings**	**Comments**
Recreation Road, Dardanup	Open kitchen, outside canteen, parking, oval	Small club room, notice board, change room/ showers, toilets	50-60 Capacity
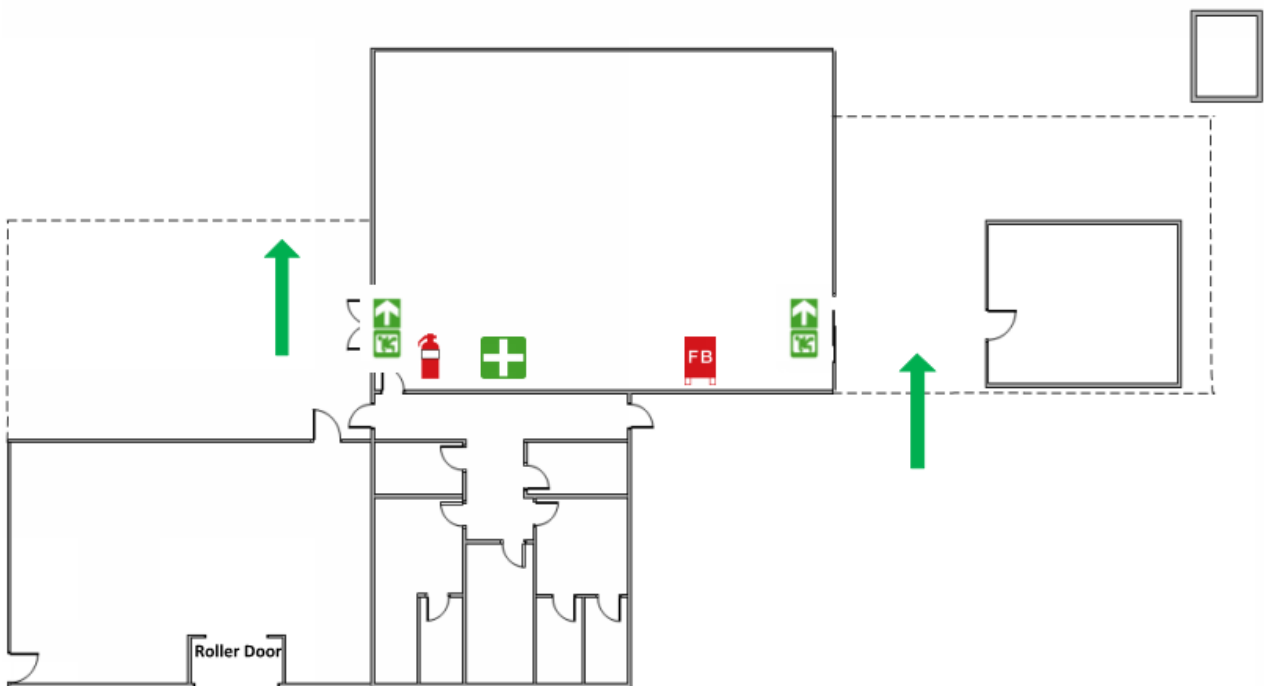
Secondary Welfare Centres

EATON SCOUT CAMP			
Address	**Facilities**	**Building**	**Comments**
Leake Street, Eaton	Commercial kitchen, table/chairs, limited parking	Hall, dining room, 3x dormitories, toilets, showers	200 Capacity

Secondary Welfare Centres

FERGUSON HALL

Address	Facilities	Building	Comments
682 Ferguson Road, Dardanup	Kitchen and servery, 1800L water tanks, table/ chairs, parking	Main hall, stage, toilets, no showers	100 Capacity
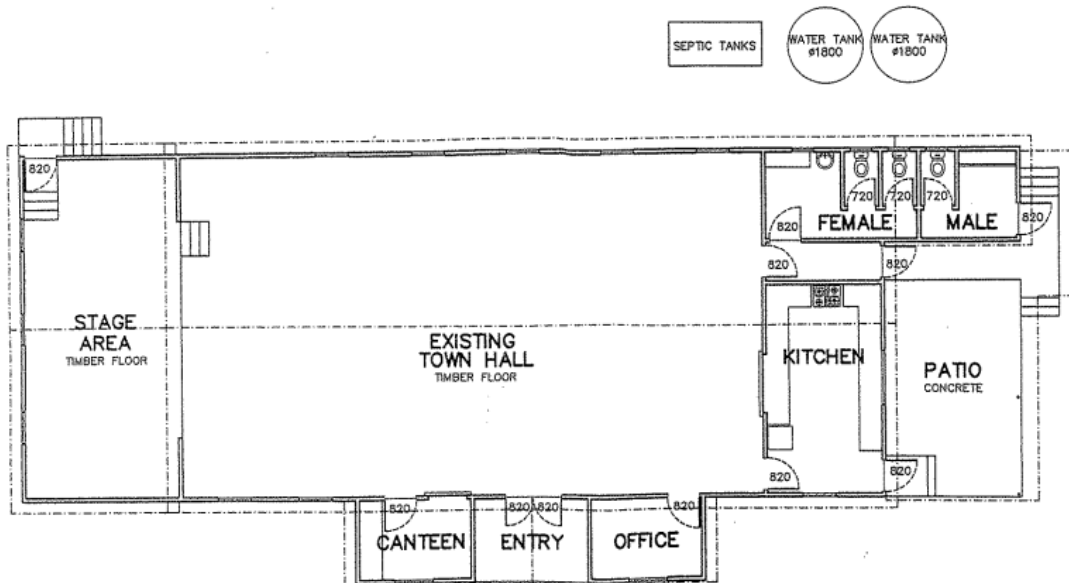
BUREKUP HALL			
Address	**Facilities**	**Building**	**Comments**
Lot 4 Russell Road, Burekup	Kitchen (Gas and Electric), table/ chairs, parking	Main Hall, stage, lesser hall with bar, toilets, no showers	100 Capacity
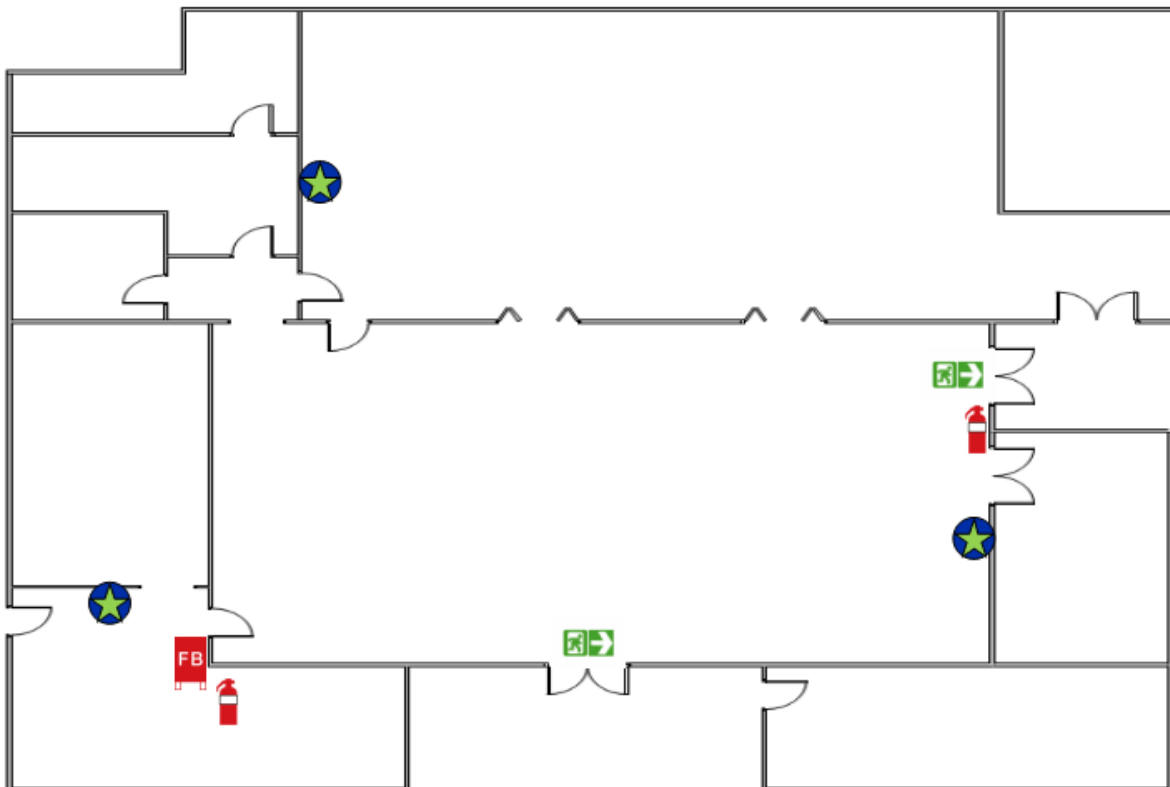
LOCAL RECOVERY SUPPORT PLAN

Local Emergency Management Arrangements

Shire of Dardanup

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Contents

1. Administration

1.1 Endorsement of Local Recovery Support Plan

The Local Recovery Support Plan (LRSP) has been developed in accordance with Section 41(4) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Dardanup and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Dardanup in consultation with LEMC and key stakeholders in accordance to the EM Act.

The LRSP was supported by the Shire of Dardanup Local Emergency Management Committees (LEMC) and endorsed by Council.

Chair: _____ Date: _____

Dardanup LEMC

_____ Date: _____

Shire of Dardanup President
Endorsed by Council

_____ Date: _____

Shire of Dardanup CEO

Disclaimer: This Plan has been produced by the Shire of Dardanup in good faith and is 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 Dardanup 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.

1.2 Distribution List

Organisation	Contact	Postal Address
Shire of Dardanup	Chief Executive Officer Director Infrastructure Director Corporate & Governance Director Sustainable Development Coordinator Emergency and Ranger Services Manager Development Services Manager Operations Manager Finance Ranger Services Chief Bush Fire Control Officer	1 Council Drive Eaton WA 6232
Local Emergency Management Committee	Shire of Dardanup	1 Council Drive Eaton WA 6232
South West District Emergency Management Committee	South West	PO Box 1288 Bunbury WA 6231
Office of Emergency Management District Advisor	South West	PO Box 1288 Bunbury WA 6231
Department of Primary Industries and Regional Development	District Manager	PO Box 1231 Bunbury WA 6231
Department of Communities	District Emergency Services Officer	PO Box 386 Bunbury WA 6231
Department of Fire and Emergency Services	District Manager	PO Box 1288 Bunbury WA 6231
Department of Health WA Country Health Service	District Manager	Level 4, 61 Victoria Street Bunbury WA 6230
Department of Biodiversity, Conservation & Attractions	District Manager (Collie)	PO Box 809 Collie 6225
Department of Transport	District Manager	Molloy Street Bunbury WA 6230
Home and Community Care	District Manager	15 Albatross Crescent Eaton WA 6232
Main Roads WA	District Manager	PO Box 5010 Bunbury WA 6231
Public Transport Authority	District Manager	Bunbury Train Terminal Picton Rd Bunbury WA 6230
Rail - Aurizon (Freight)	District Manager	South West Highway Picton WA 6229
Rail - Brookfield Rail (Track)	District Manager	Po Box 9076 Picton WA 6229
St John Ambulance	District Manager	270 Bussell Highway Bunbury WA 2013

Organisation	Contact	Postal Address
WA Police – Australind	Officer in Charge	PO Box A 616 Australind WA 6233
WA Police – Bunbury	District Superintendent	76-78 Wittenoom Street Bunbury 6230
Water Corporation	District Manager	61 Victoria Street Bunbury 6230
Western Power	District Manager	

1.3 Document Availability

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

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 2 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Plan and Arrangements.

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:

Chief Executive Officer
Shire of Dardanup
PO Box 7016
Eaton WA 6232

Or; alternatively email to: records@dardanup.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

No	Amendment Date	Details of Amendment	Amended By
1	27/03/2017	Review and minor updates	JL (WALGA)
2	23/10/2017	Review and minor updates	JL (WALGA)
3	14/11/2019	Review - internal areas of responsibility and contacts	CERS/EMO (SoD)
4	2021	Full Review	CERS/EMO (SoD)
5			

1.5 Acronyms

See *Appendix 1*

1.6 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The LRSP is consistent with State Emergency Management Policies and State Emergency Management Plans.

The LRSP is to be read in conjunction and alignment to the Shire's Local Emergency Management Arrangements (LEMA).

1.7.2 Agreements and Understanding

A partnering agreement for the provision of mutual aid during emergencies and post incident recovery is in place between the Cities of Bunbury and Busselton and the Shires of Dardanup, Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup, and Nannup. These parties are referred to as the "Partnering Local Governments" in which all agreed to assist through the provision of additional resources in recovery management during emergencies and post incident recovery. *See **Appendix 12***

1.7.3 Special Consideration

Shire of Dardanup availability;

- Business hours of SOD, are from Monday to Friday 0830 hours to 1630 hours.
- Services and resources after hours, weekends and public holidays, numbers are located in the Shire of Dardanup Emergency Contacts and Resources Directory.

2. Recovery

2.1 Overview

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

The Shire of Dardanup (SOD) is the closet form of Government to the local community and are best place to lead, manage and coordinate community recovery during and following an emergency event. This responsibility is undertaken in close cooperation with or directly supported by State Government departments, supporting agencies, community members, community groups, and community service organisations.

SOD recognise disaster recovery is more than simply replacing what has been destroyed and the rehabilitation of those affected. Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, SOD and its Local Recovery Coordination Group (LRCG) adopts the national principals of disaster recovery while also aligning these to strong recovery values when engaged in recovery activities.

2.2 Purpose

To detail planning, arrangements and processes established to restore, as quickly as possible, the quality of life in an affected community so that they can continue to function as part of the wider community.

2.3 Our Recovery Principles

The SOD Local Recovery Support Plan (LRSP) and its Local Recovery Coordination Group (LRCG) will consider all aspects of recovery, incorporating the national disaster recovery principles that are considered central to successful recovery, being:

Understanding the CONTEXT

The SOD recognises that successful recovery hinges on an understanding of its diverse and rich community heritage with its East Pilbara Local Government area, having its own history, values and dynamics and will always take this into consideration.

Recognising COMPLEXITY

SOD will acknowledge the complex and dynamic nature of both emergencies and the diverse nature of its communities.

Using COMMUNITY-LED approaches

SOD recognises that successful recovery is based around community-centred involvement and as such will be responsive, flexible and engaging with communities supporting them to move forward.

COORDINATE all activities

SOD will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies, and industry based on continuing assessment impacts and needs.

COMMUNICATE effectively

SOD understands the imperative of effectual communication for successful recovery and thus will ensure this is activated using the Recovery Communications Plan ensuring community and partners are always informed and heard.

Build CAPACITY

SOD appreciates successful recovery recognises, supports, and builds on individual community and organisational capacity and resilience and so will always allow for programs and processes which will enhance resilience and capacity building at every opportunity.

2.4 Our Recovery Values

Shire of Dardanup will always apply sound disaster recovery **Values** to all activities by:

1.	Always consider consequences of actions ensuring NO HARM to disaster affected communities
2.	Always providing LEADERSHIP for our communities
3.	Recognise our key role is to foster COLLABORATION between partner agencies, community and council
4.	EMPOWERING individuals and groups to effectively carry out recovery activities
5.	ACT as quickly as possible, however planning for the LONG TERM in consideration of *Value 1*
6.	Consideration for TRANSITION to normal services will be part of Recovery Long Term Strategy
7.	CAPTURING lessons learnt for provision of capacity building and resilience

2.5 Threats

With the diversity of the SOD, there are several considerations that may have an impact on the implementation of the Plan in times of emergency:

Bushfire	November - April
Storm	May – October
Human Epidemic	Anytime
Electricity Supply Disruption	Anytime
Flood	May – October

2.6 Scope

This LRSP is limited to the boundaries of the Shire of Dardanup (SOD). It details the recovery plan for the community and not in any way detail how individual organisations will conduct recovery activities within their core business areas. The Plan is a support plan to the Shire of Dardanup Local Emergency Management Plans and Arrangements. The Plan is a guide to recovery management at a local level.

2.7 Geographic Location
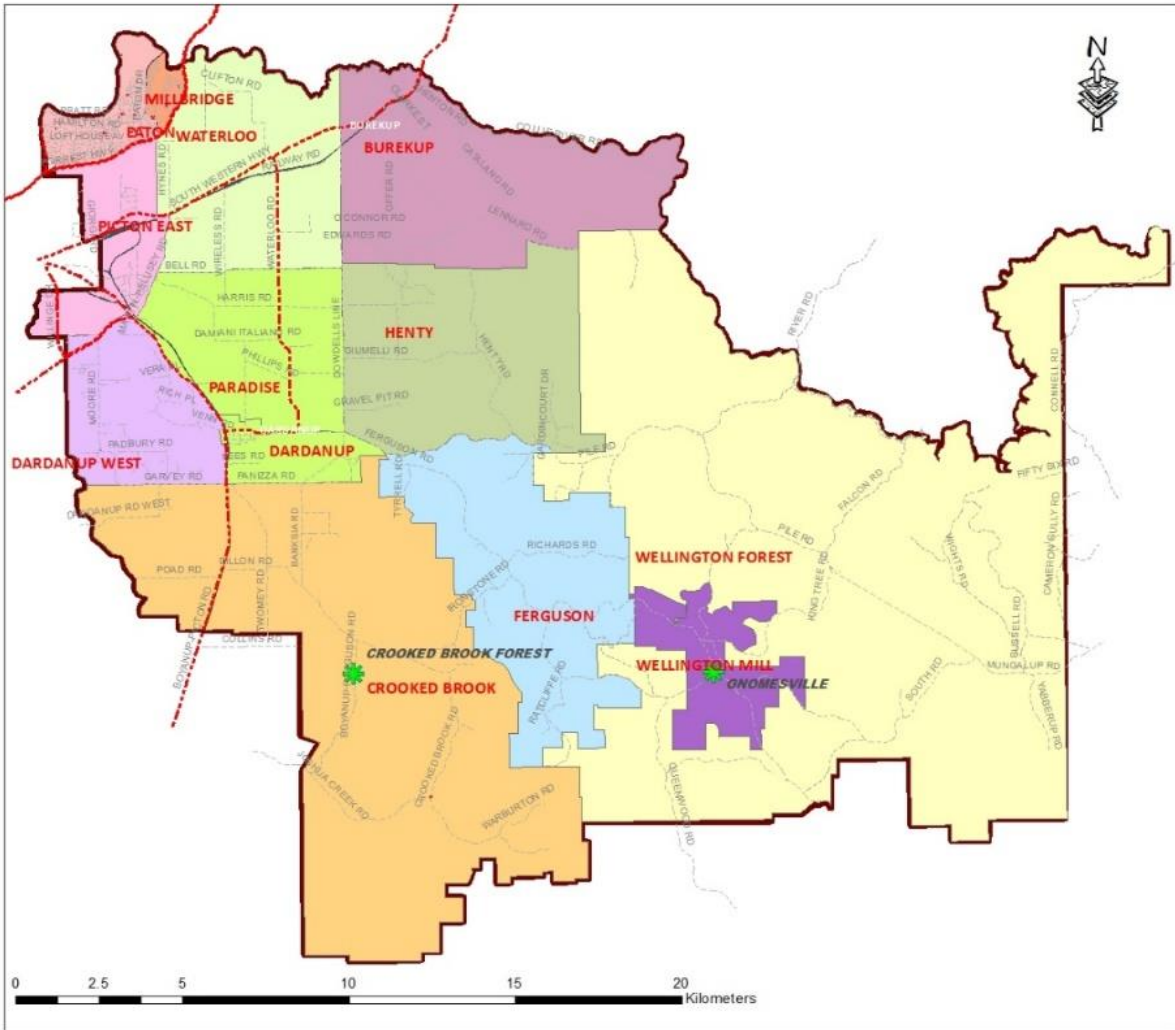
3. Activation and Actions

3.1 Activation of Recovery

Activation of the Local Recovery Support Plan (LRSP) will be made by SOD CEO on the advice from Local Recovery Coordinator (LRC).

Assessment of assistance required for recovery will be made by;

- The Incident Support Group (ISG)
- Consultation between HMA/CA, Incident Controller (IC), Local Emergency Coordinator (LEC)
- The Shire of Dardanup (CEO) (LRC)

When authorised for activation, Local Recovery Coordination Group (LRCG) Chairperson (CEO) in concert with LRC are responsible for implementing the recovery processes of the plan.
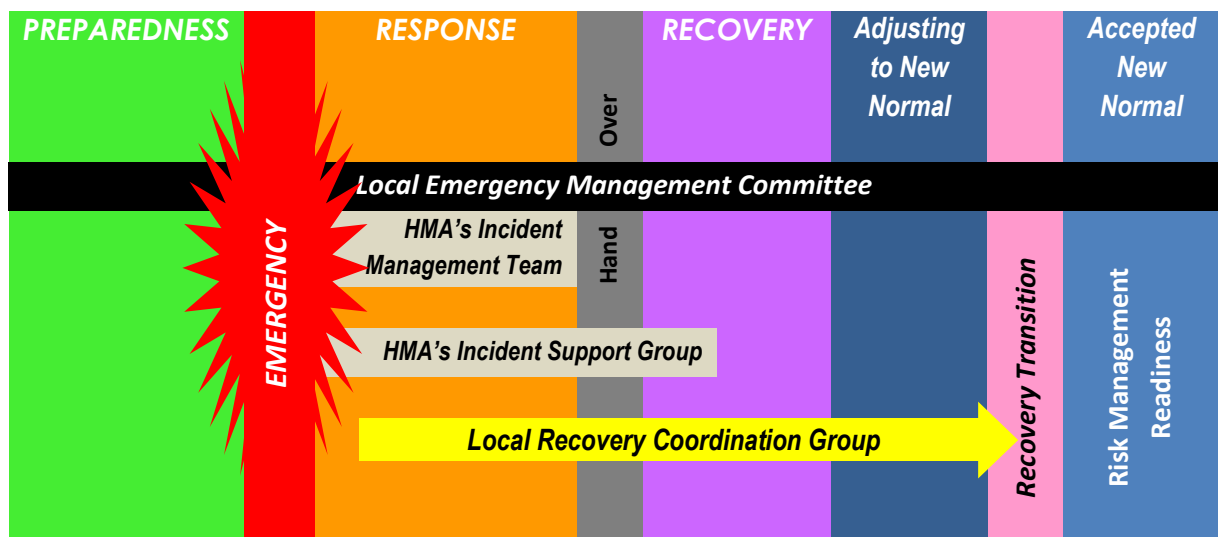
Figure1: Groups, teams and committees through preparedness, response and recovery

ACTION

- ✓ LRC advises SOD CEO of recovery activation
- ✓ Assessment of assistance determined
- ✓ Local Recovery Plan is implemented

3.2 Response to Recovery Transition of Event Responsibilities

Recovery is initiated while response activities are still in progress where key decisions during the response are likely to directly influence and shape recovery.

The LRCG is assembled as soon as possible for briefing of emergency incident, regardless of response engagement, to detail contingencies allowing for smooth transition from response to recovery. They also represent community (advocates) to advise on priorities and impacts.
The LRCG will;

- Align response and transitional recovery priorities
- Connect with key agencies and community
- Understand key impacts and tasks
- Identify recovery requirements and priorities as early as possible
- LRC must be included in ISG meetings from onset

Transfer of management from response to recovery handover to SOD shall be formalised in line with HMA/Controlling agencies (CA) responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover, and a responsibility of the HMA/CA in delivering to CEO of SOD. The acceptance of this handover of responsibility is to occur at the discretion of the SOD CEO on advisement from LRC and LRCG, in consultation with HMA/CA.

ACTION

> ✓ Recovery initiated while response still in progress
> ✓ LRC to attend ISG meetings and liaison with Incident Controller
> ✓ LRCG gathered and briefed ensuring coordinated recovery recommendations
> ✓ CEO to sign off response to recovery event management handover with HMA/CA Impact Statement completed.

3.3 Impact Statement and Needs Assessment

3.3.1 Impact Statement

The event Controlling Agency (CA) will complete an Impact Statement (IS) in consultation with the Incident Support Group (ISG). The IS will contain a detailed description of the impact on the affected community and provides the LRC and the LRCG with a starting point for recovery of individuals, community and infrastructure.

The IS will be completed as to recommended SEMC framework Procedure.

3.3.2 Outreach Needs Assessment

NEEDS can broadly be defined as;

Physical Needs:	Food, water, shelter, clean breathable air
Psychological needs:	Psychological first aid/support, bonding
Societal needs	Community infrastructure, power, drainage, shops telephone, schools, industry, transport

When a community is affected by an emergency it is essential to determine the NEEDS of that community, which are often extensive. One of the best ways to capture this information is using a technique called 'Outreach' whereby volunteers from the Australian Red Cross partner with the local government and other identifiable volunteers who speak directly to impacted individuals to determine individual needs and impacts as:

What has been affected?	Wish to be contacted for further information?
What information is needed?	Their best contact details?
What assistance is required?	Information on assistance for neighbours

The Australian Red Cross are equipped with tablets and software specific for Outreach and provide SOD with impact data 'live' as trained volunteers collect information as they make contact with impacted individuals and families. This establishes contact ASAP with affected community for future information sharing and resource allocation priorities. A form for Outreach Needs Assessment can be found within the Recovery Communications Plan *see **Annexure 2.***

3.3.3 Sources of Information – Impact and Needs Assessment

The Impact Statement (IS) and Needs Assessments must be undertaken as soon as possible after impact of event. Sources that may assist in the collection of impact assessment data include:

- HMA/Controlling Agency
- Welfare agencies – identifying persons in need of immediate assistance
- SOD Building Surveyors, Engineers and Environmental Health Officers and Rangers
- Insurance assessors
- Business associations (BHP, Chamber of Commerce)
- Recovery Outreach Needs Assessment form (Recovery Comms. Plan *see **Annexure 2***)
- Australian Red Cross have extensive experience and specific equipment for conducting Needs Assessment

ACTION

- ✓ Recovery initiated while response still in progress
- ✓ LRC to attend ISG meetings and liaison with Incident Controller
- ✓ LRCG gathered and briefed ensuring coordinated transition
- ✓ CEO to sign off response to recovery handover with HMA/CA Impact Statement is tended.
- ✓ Recovery initiated while response still in progress
- ✓ LRCG Outreach Needs Assessment will be carried out ASAP when safe after event
- ✓ Australian Red Cross contacted ASAP to establish partnership in recovery activities

3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, an Operational Recovery Plan (ORP) should be prepared by the LRC/LRCG. The ORP shall provide a full description and extent of damage, both physical and human, and detail plans for restoration and reconstruction of affected community including community activities and community development activities. Suggested composition of ORP viewed at template at *Appendix 6*.

ACTION

- ✓ LRCG/LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required.

3.5 Long Term Recovery Strategy

A Long-Term Recovery Strategy is developed to achieve holistic, long-term, enduring recovery for the individuals, families, communities, the economic environment, infrastructure and natural environment affected by an emergency and build resilience for future emergencies.

The SOD, where appropriate, will develop a collaborative, comprehensive and inclusive long-term community recovery strategy with the community and for the community. This will also incorporate how community needs has changed over time. A further outreach program may be instigated checking on wellbeing and changes in needs of community.

ACTION

- ✓ SOD to develop a collaborative, comprehensive and inclusive long-term community recovery strategy.
- ✓ Ascertain any changes in community needs and any further outreach activities

3.6 Managed Withdrawal

Recovery must evolve, change and assist the affected community towards management of its own recovery. This transition from recovery to ongoing community activities and services requires a comprehensive strategy (Long Term Recovery Strategy) that gradually integrates the recovery services into mainstream services which existed prior to the disaster or have emerged since and require minimal support to continue.

The SOD and its LRCG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service provisions and ongoing community development, while working towards maintaining the sense of community health and well-being.

ACTION

✓ The SOD will communicate via the LRCG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.

✓ SOD to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.

✓ LRCG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue.

4. Operational Recovery Management

4.1 Management Structure

A full visual of the Management Structures and Sub-Committee functions can be viewed at *Appendix 2.*

4.2 Local Recovery Coordination Group (LRCG)

The LRCG will coordinate and support local management of the recovery processes within the community subsequent to a major emergency in accordance with State Emergency Management Policy and Local Recovery Support Plan. Membership of LRCG will expand or contract depending on recovery and community needs and requirements.

4.2.2 Membership

Chairperson	SOD Shire President or CEO
Local Recovery Coordinator	LG Representative, as appointed by the CEO.
Executive Officer	SOD CEO or nominated Senior Officer
Local Government	SOD Local Emergency Management Committee – key stakeholders
State Government	Relevant government agencies and other statutory authorities will nominate their representatives to be members dependent on incident type. Recommended: o HMA/Controlling Agency (initially) o Dept of Fire and Emergency Services (initially) o WA Police (initially) o Department of Biodiversity Conservation & Attractions o Department of Communities o Lifelines o Main Roads WA o St John Ambulance Service (initially) o Department of Health o Department of Agriculture and Food o Insurance Council of Australia
Non-Government Organisations	Australian Red Cross, local service clubs, aged care provider, schools etc and others as required

Key Identified Community Members	To be identified depending on event and location

4.2.3 Functions

Appointment of key positions within the LRCG

Establishes sub-committees as required

Assess requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance of partnering agencies

Developing an Operational Recovery Plan to coordinate a recovery process that considers:
- o The SOD long-term planning and goals
- o assessment of recovery needs determining recovery functions still required
- o develops a timetable identifying responsibilities for completing major functions
- o considers needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
- o allows full community participation and access
- o allows monitoring and reporting of the recovery process

Facilitates provision of services, public information exchange and resource acquisition

Negotiates effective use of available resources and support of State and Commonwealth

Monitors progress of recovery, receives periodic reports from recovery agencies

Ensures a coordinated multi-agency approach to community recovery

Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning

4.3 Community Involvement – Cultural and Diversity Inclusiveness

At the Shire of Dardanup (SOD), diversity is an integral part of our history, culture and identity. Inclusion is the way we treat and perceive all differences.

In our recovery activities, SOD will endeavour to create an inclusive culture by striving to involve all culture's and diversity within our impacted communities into recovery priorities, strategies and decision making.

Key stakeholders and representatives will be sought from community while acknowledging the significance of cultural and diversity makeup. These representatives will be considered for inclusion for relevant Local Recovery Coordination Group (LRCG) sub-committees, depending on the nature and impact of the emergency.

When threatened or impacted by an emergency, all within that community are encouraged to be actively involved in their own and collaborative recovery. It is the role of formal recovery agencies to provide structured support, communications and coordination to assist the community's efforts.

4.4 Local Recovery Coordination Group Sub Committees

Depending on size on emergency event sub-committees may be established to assist LRCG by addressing specific component of the recovery process. Each sub-committee will report their activities through their nominated Chair to the LRCG. A full list of functions of various Sub-Committees can be viewed in **Appendix 2.**

4.5 State Government Involvement

The State Government may provide support and assistance to the SOD in recovery. The State Recovery Coordination Structure are shown below.
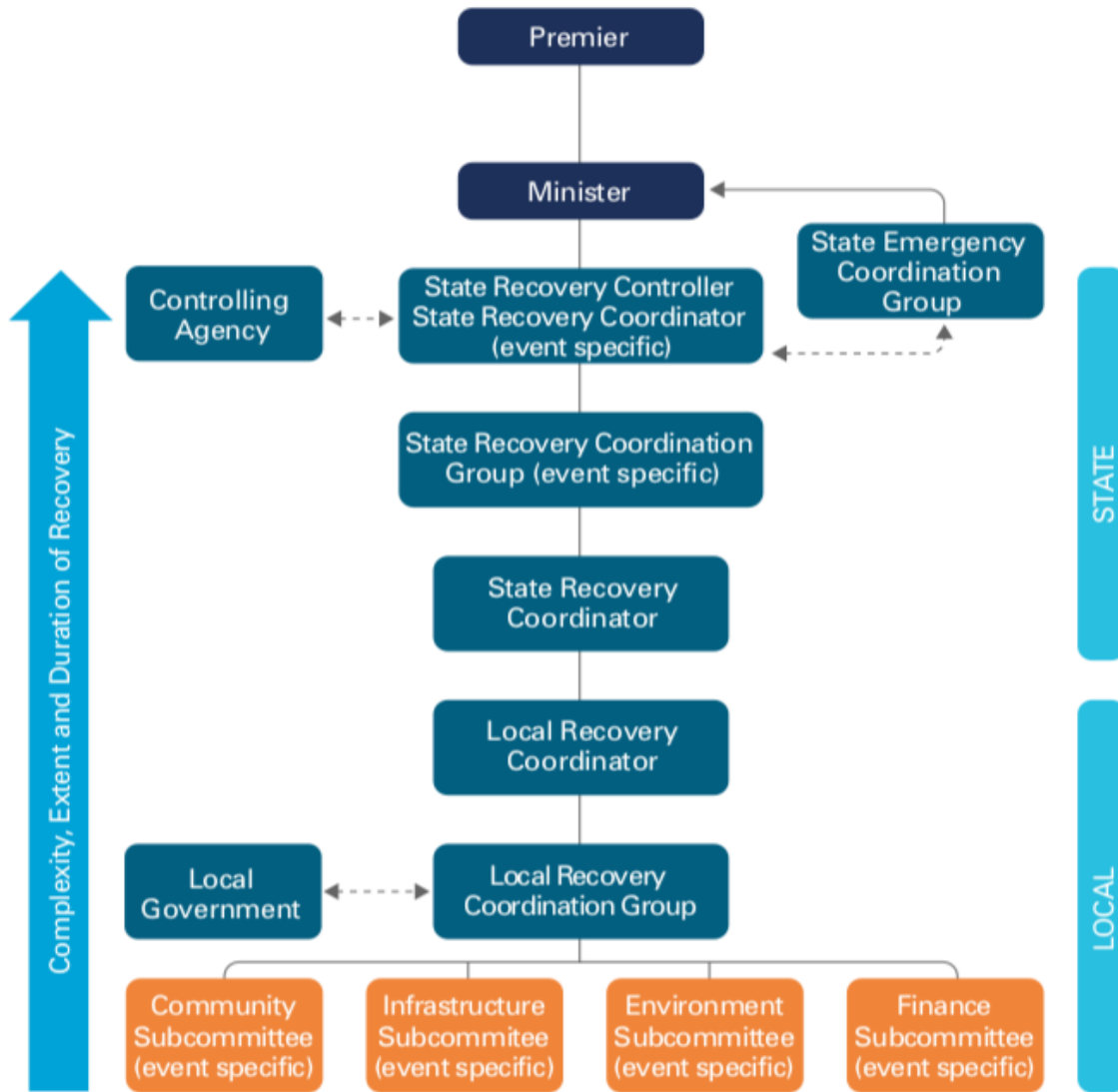
Figure 1: State Government Coordination Structure

4.5.1 State Recovery Coordinator/State Recovery Controller

The *State Recovery Coordinator* supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans through the SEMC recovery subcommittee. The State Recovery Coordinator supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The *State Recovery Controller* is appointed by the Premier. The State Recovery Controller will usually occur when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

4.5.2 State Recovery Coordination Group

SRCG is responsible for State level recovery coordination in complex or prolonged recovery operations. State level operational recovery plan is developed by the SRCG, an evaluation of its effectiveness must be conducted after the State-level recovery coordination arrangements.

ACTION

> ✓   SOD will establish an LRCG management structure relevant to event size and complexity.
>
> ✓   LRCG will establish membership from SOD staff, supporting agencies and community members
>
> ✓   LRCG will operate within recognised functions and relevant sub-committee structure
>
> ✓   LRCG will actively encourage and invite community participation within the LRCG
>
> ✓   LRCG will actively engage with State Government to maximise recovery resources and synergies between Local and State recovery activities

5. Financial Management

5.1 SOD Financial Management

5.1.1 Insurance

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. The Shire's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

Shire assets are insured through policies with the Local Government Insurance Scheme (LGIS).

5.1.2 Financial records

Records/invoices of costs associated with an emergency, are assigned to specific emergency cost centres to which all costs associated with recovery are allocated.

5.1.3 Internal Finance

Local Government Act 1995 states the following;

- 56.8(1)(b), 56.11(2), and 56.20(2) allow for the management and expenditure of emergency funds subject to conditions being followed.

Responsibilities expending SOD funds

Where possible expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the Recovery Operational Sequence Guide *(see **Appendix 4**)* must be notified as soon as possible. The nominated senior officer must have appropriate authority enabling funds expenditure to the required level.

ACTION

> ✓ All invoicing and costs associated with the emergency event to be allocated against emergency cost centre.
> ✓ CEO and/or nominated senior officer have authority to expend funds on emergency event

5.2 Financial Assistance

The State Emergency Management Policy (SEMP*)*

SEMP Policy Section 5.12 outlines the Hazard Management Agency/Control Agency responsibility for meeting costs associated with an emergency.

Financial Management in Recovery

Primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances.

Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination (SEMC EM Plan Section 6.10).

5.2.1 Disaster Recovery Funding Arrangements - Western Australia

Disaster Recovery Funding Arrangements - Western Australia (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following an eligible disaster. To be considered an eligible disaster it must be a natural disaster or terrorist act for which;

- A coordinated multi-agency response was required
- State expenditure exceeds the small disaster criterion ($240,000 not including insurance related expenditure)
- It must be a terrorist event or one of 10 specific natural disasters

Upon the realisation of a large scale costly emergency, SOD shall immediately contact the WA State administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email:	drfawa@dfes.wa.gov.au
Phone:	9395 9341 or 9395 9973 or 9395 9374
Website:	https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx

5.2.2 Centrelink

When a major disaster has had significant impact on individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested recovery payment to eligible adults ($1,000) and eligible children ($400) impacted.

For more information visit https://www.humanservices.gov.au/individuals/help-emergency

ACTION

- ✓ On advice an emergency is eligible event and significant resources have been expended LRC will direct SOD to contact with DRFAWA Officers for advice and guidance.
- ✓ In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.
- ✓ For significant emergency events, immediately begin to track costs in case of option of DRFAWA claims become realised.

6. Appeals, Donations and Volunteers

6.1 Appeals and Donations

6.1.1 Lord Mayor's Distress Relief Fund (LMDRF)

SOD will advise and direct monetary donations through the LMDRF which operates under specific guidelines and policy. LMDRF will provide aid for victims of events of a disastrous nature for Western Australians. The Fund will primarily focus on the relief of distress and hardship of individuals.

LMDRF should work closely with the LRCG, ensuring local issues are considered before deciding on a disbursement plan. LRCG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: http://www.appealswa.org.au .

6.1.2 Donations of goods

At all opportunities, donations of physical goods should be discouraged due to significant difficulties to manage. Cash donations are more practicable to manage and provide the opportunity to utilise local services which in turn assists with the recovery of local business.

6.1.3 Donations of Cash

The LRCG will encourage the use of the LMDRF for cash donations. If deemed necessary a separate account will be instituted specifically for cash donations. (State EM Procedures Pg 176, Management of Public Fundraising and Donations)

6.1.4 Non-Government Organisations (NGO) Assistance

NGO's may offer assistance in way of emergency relief funds, shelter or supplies. Where possible all offers of request should be coordinated through the LRCG avoiding duplication of effort and confusion.

6.1.5 Donations of Service and Labour

Donations of services/labour to assist with recovery should be coordinated by SOD or LRCG.

ACTION

- ✓ On advice of eligibility following a disaster LRC will direct SOD Officers to contact LMDRF for advice and guidance.
- ✓ Spokesperson for SOD will advise that donations of goods will not be accepted by SOD
- ✓ All financial donations will be direct through the LMDRF
- ✓ Offers of assistance will be directed to LRCG

6.2 Spontaneous Volunteers

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the SOD and its LRCG will determine the process of dealing with spontaneous volunteers and if support agencies are required to assist in the management of these volunteers.

The likely sources of volunteers are:

- Clubs
- Community groups
- Non-government organisations
- Members of the public

ACTION

> ✓ LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

7. Facilities and Resources

7.1 Hazard Management Agency response resources

The Hazard Management Agency (HMA) is responsible for the determination of resources required to combat the hazards for which they have responsibility.

7.2 Contacts and Resources

The SOD has conducted a broad analysis of resources available within the Shire and collated these in the SOD Emergency Contacts & Resources Directory *see **Annexure 10.***

The SOD Emergency Contacts and Resource Directory contains:

- Contact Names
- Contact Details (Business/After Hours)
- Resources and Service Providers

7.3 Australian Red Cross

Australian Red Cross are experts in dealing with people in crisis and have 100 years' experience. A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recovery from disasters.

See section 3.3.2 of this Plan for ways Australian Red Cross can assist with Outreach activities in Recovery.

7.4 Recovery Facilities and Staff

7.4.1 Recovery Centre and One Stop Shop

The purpose of a ***Recovery Centre*** (RC) and/or ***One-Stop-Shop*** (OSS) is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The decision of where to establish the RC (which could be on-going for a significant length of time) and the OSS (usually immediate and short term length of time) will be made by the LRC and will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as suitable RC's;

Location	Address
Dardanup Administration Office	2 Little Street Dardanup

Depending on severity of incident, a **One-Stop-Shop (OSS)** may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS is to be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders

Guidelines for establishing Recovery Centre and/or One-Stop-Shop can be viewed at **Appendix 7.**

ACTIONS

✓ LRC/LRCG to determine location for RC and establish as soon as possible.

✓ OSS to be established immediately following event and located appropriately.

7.3.2 Shire of Dardanup Staff

Staff considerations

Consideration needs to be given to the demands of recovery operations on staff as well as the continuity of regular business processes. As a consequence, additional staff may be required to ensure that the Shire continue to fulfil critical service obligations to the community. The extent of the recovery operations should not be underestimated as recovery can be a complex and lengthy process. Depending on the nature of the event, some recovery services may be required for months or even years to follow.

Staffing levels

In the event of a large-scale emergency, staffing needs should be assessed by management as soon as possible to ensure adequate resourcing is available. If appropriate, a request for assistance may be forwarded for consideration to the LRCG **see Appendix 12.**

Stress and fatigue

Senior staff have a responsibility to consider and monitor the impact of fatigue, stress and pressure on staff throughout the recovery process. Additionally, there may be situations where some staff members live in the affected community and have been personally impacted by the disaster. Dependent on the nature and impact of the disaster, additional support for staff should be considered by council and Human Resources Officer.

Current Employee Assistance Programs (EAP) engaged by SOD be utilised as necessary.

Staff communication

It is *imperative* that all staff be regularly briefed and kept up-to-date with all activities and progress of recovery. SOD staff communicate with a broad range of community members on a daily basis so can confidently understand and relate the extensive activities and actions the Shire and its LRCG is currently engaged in. Situation Reports should be posted prominently within the workplace.

A formal debriefing arrangement will be instigated by SOD for all staff as they transition from recovery back to their normal duties.

ACTION

- ✓ SOD staff to be regularly briefed on current situation and activities within recovery.
- ✓ Stress and fatigue of SOD staff to be monitored and assistance where appropriate.
- ✓ As soon as possible determine staffing level increase to meet demands (refer 1.7.3.).

8. Roles and Responsibilities

The Shire LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

During the response phase some members may appear in the ISG while forming part of the Local Recovery Coordination Group (LRCG) to assist the Shire manage its recovery activities.

8.1 Local Recovery Coordinator

The SOD Local Recovery Coordinator (LRC) has been appointed in accordance with Section 41(4) of the *Emergency Management Act 2005*.

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs *see **Appendix 3.***

8.2 SOD Recovery Roles & Responsibilities

A comprehensive list of all roles and responsibilities of the Local Recovery Coordinator and identified SOD staff for disaster recovery duties can be viewed at ***Appendix 3.***

8.3 External Agencies Recovery Roles and Responsibilities

The WA State Government along with Non-Government Organisations will provide a range of services and resources to the recovery effort and should be utilised wherever possible.

A complete list of agencies and their roles and responsibilities can be viewed in the State Emergency Management Plan at Appendix E:

ACTION

> ✓ All SOD staff could be engaged in various stages of disaster recovery.
> ✓ Specific SOD staff identified in this plan should be familiar with the roles and responsibilities involved with disaster recovery
> ✓ External agencies should be engaged and utilised wherever possible.

9. Communications

Recovery communications is the practice of sending, gathering, managing and evaluating and disseminating information. During the response phase, the HMA/CA has the task of managing communications in an emergency. The CA officially hands communication responsibility to the local government leading the recovery complete with the Impact Statement, as the transfer of event management to the recovery is conducted. Coordinating the affected community in recovery, including communications, rests with the local government.

Communities threatened by or experiencing an impact from an emergency have an urgent and vital need for information and direction. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.

9.1 Recovery Communication Plan

A Recovery Communications Plan template has been developed as guidance to recovery communications, detailing a vision, mission and direction for communication to the affected community and provided to the Local Recovery Coordination Group (LRCG).

The Recovery Communications Plan can be found at *Annexure 2.*

9.2 Spokesperson(s)

The spokespersons for the SOD in recovery will be the Shire President and/or the CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.

ACTION

> ✓   The Recovery Communications Plan will be used to provide the template of guidance in public information and communications.
> ✓   For further guidance refer *Communication in Recovery Guidelines*

10.   Stand Down

There is no definite end period to recovery, however, deliberation is required to decide when the SOD will consider normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the impact on the SOD and the community.

10.1   Debriefing

A formal debriefing arrangement will be instigated by the **Manager Human Resources** for all staff through the Employee Assistance Program (EAP) as required as SOD transits from recovery back to their normal duties.

10.2   Evaluation

The one-year anniversary period for the emergency marks the time when the local government is required under state emergency management guidelines to provide an evaluation report of their activities in recovery. (State EM Policy 6.10 - Review of Recovery Activities)

The Local Recovery Coordinator will provide the State Recovery Coordinator a formal report of reflection about the recovery process on behalf of the SOD and its LRCG.

See Appendix 11 Post Incident Analysis, and Appendix 10 LRCG Standard Reporting Template

ACTION

> ✓   A formal Post Incidence Analysis will be held for LRCG for evaluation and lessons learnt application. (see Appendix 11)
> ✓   A formal debrief will be held for SOD staff for evaluation and lessons learnt application
> ✓   Assistance will be made available through EAP for any staff working in the recovery process
> ✓   Formal report compiled by LRC for council and State Recovery Coordinator

11.   Review

11.1   Support Plan Review

The Local Recovery Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Local Recovery Support Plan was implemented;
- After an exercise that tests the Local Recovery Support Plan;
- An entire review undertaken every five years, as risks might vary due to climatic, environment and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

12. Appendices

Appendix 1: Acronyms

The Act	*Emergency Management Act 2005*
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
SOD	The Shire of Dardanup
DC	Department for Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LEMA	Local Emergency Management Plan
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRSP	Local Recovery Support Plan (this document)
OIC	Officer In Charge
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Services

Appendix 2: Local Recovery Coordination Group Management Structure and Functions

2.1 Initial Recovery Management Structure during Response Phase

```
  Hazard Management          ⇒      Local Government
       Agency                                │
                             ⇔      Local Recovery Coordinator
                                              │
                             ⇒      Local Recovery Group
                                              │
                                              ⇓
                                      Affected
                                      Community
```
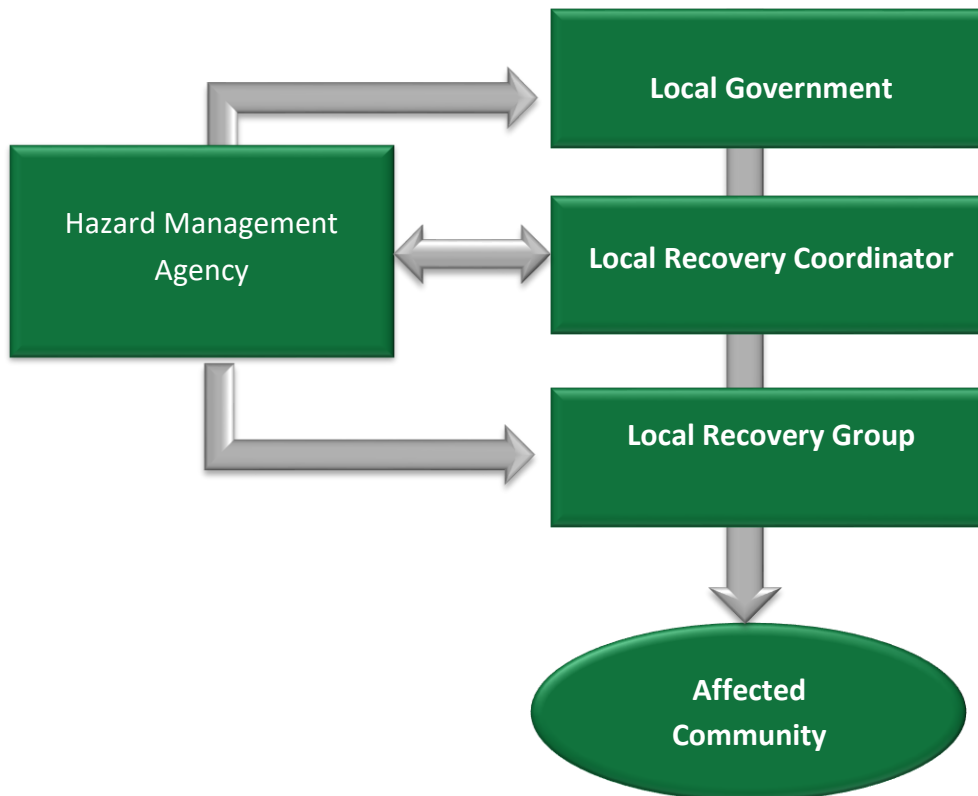
2.2   Partial Recovery Management Structure - Initial

(Dependent on community impact and complexity of event)

```
                    ┌─────────────────────────────┐
                    │    Local Recovery Group     │
                    └─────────────────────────────┘
          ↕                                           ↕
┌──────────────────────────┐           ┌──────────────────────────┐
│  Community & Personal     │    ↔      │  Restoration &            │
│  Support Sub-Committee    │           │  Reconstruction           │
│                           │           │  Sub-Committee            │
└──────────────────────────┘           └──────────────────────────┘
```

2.3 Full Management Structure (Comprehensive/Complex Event)

Chair
President/CEO

Spokesperson
CEO/President or delegated

HMA advisor or/and
DEMO

Local Recovery Coordinator
Manager Community

Communications
Exec Manager Community Service

Recovery Support Admin Staff X number required

Community & Wellbeing Sub-Committee
Chair- Exec Manager Community Services

Examples:
- Manager Health Service
- Manager Recreation and Events
- Manager Community Safety
- Australian Red Cross
- Salvation Army
- Dept Communities
- BHP – Community
- Aboriginal Communities Representative

Specific Issues Working Groups. e.g.
- *Communications*
- *Donations*
- *Recovery Events*
- *Health & Wellbeing*
- *Anniversary*

Built & Infrastructure Sub-Committee
Chair - Exec Manager Infrastructure

Examples:
- Manager Building Service
- Manager Building Assets
- Manager
- Horizon Power
- Telstra
- BHP - Water
- Mainroads

Specific Issues
- *Bridges*
- *Roads*
- *Railways*
- *Transport Routes*
- *Essential Services*

Economic & Financial Sub-Committee
Chair - Exec Manager Corporate Services

Examples:
- Manger Corporate Service
- Business Manager
- Exec Manager Commercial Service
- Newman Chamber Commerce & industry
- Pilbara Development Commission

Specific Issues
- *Business Impacts*
- *Tourism*
- *Donated Funds $*
- *LMDRF Catergories*

Natural Environment Sub-Committee
Chair - Manager Parks Operations

Examples:
Manager Tech Serv.
- DAFWA
- DBCA
- DPAW
- Rangelands NRM
- Dept of Regional Development and Lands
- Environmental Groups

Specific Issues
- *Bushlands*
- *Pasture lands*
- *Waterways*
- *Wildlife*

2.4   Local Recovery Group Sub-Committee Functions

Social Community Wellbeing Sub-Committee

Functions:

Provide advice and guidance assisting in restoration and strengthening of community well-being post event

Facilitate understanding of needs of impacted community in relation to community wellbeing

Ensure the affected community is informed and involved in recovery processes so actions and programs match their needs

Assess and recommend medium and long-term priority areas to SOD for consideration to assist in restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved

Built Infrastructure Sub-Committee

Functions:

Assesses requirements for restoration of service and facilities with assistance of responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitate reconstruction plans where required

Reports progress of restoration and reconstruction process to LRCG

Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Finance Economics Sub-Committee

Functions:

Provide advice and guidance to assist in restoration and strengthening of the City's economy post the event

Make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event

Development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply

2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance

3. Recognise the extent of loss suffered by individuals

4. Complement other forms of relief and assistance provided by government and the private sector

5. Recognise immediate, short, medium and longer term needs of affected individuals

6. Ensure the privacy of individuals is protected at all times

Facilitate disbursement of financial donations from corporate sector to affected individuals, where practical

Natural Environment Sub-Committee

Functions:

Provide advice and guidance to assist in restoration of natural environment post event

Facilitate understanding of needs of impacted community in relation to environmental restoration

Assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assess and recommend medium and long-term priority areas to SOD for consideration to assist in the restoration of the natural environment in the medium to long term

Appendix 3: Recovery Roles and Responsibilities – Shire of Dardanup

3.1 Local Recovery Coordinator

- ✓ Forms part of Incident Support Group (ISG) in provision of a coordinated response during an emergency

- ✓ Facilitate and coordinate all recovery actions as directed by LRCG

- ✓ To advise and inform the community in regards to all aspects of recovery as per communication strategy

- ✓ Assess community recovery requirements for each emergency in liaison with HMA to:
- ✓ 1. Provide advice to the CEO on requirement to activate LRP and convene the LRCG.
   2. Provide advice to the LRCG

- ✓ Undertake the functions of the Executive Officer to the LRCG

- ✓ Facilitate the acquisition and the appropriate application of materials staff and financial resources

- ✓ Manage resources required for an emergency disaster with assistance from Recovery Coordination Centre Coordinator

- ✓ Coordinate local recovery activities, in accordance with plans, strategies and policies determined by the LRCG

- ✓ Monitor the progress of recovery and provide periodic reports to the LRCG

- ✓ Liaise with the State Recovery Coordinator on issues where state level support is required or where there are problems with local services

- ✓ Ensure that regular reports are made to the State Recovery Coordinating Committee on progress of recovery

- ✓ Arrange for conduct of a debriefing of all participating agencies and organisations as soon as possible after stand-down

- ✓ Ensure that all emergency events and related meetings are minuted and all Emergency Coordination Centre records are kept for 7 years for the coronial inquest and legal defence purposes

3.2 Chair Local Recovery Coordination Group

- ✓ Provide information to the LEMC Chair of issues that need to be addressed from LG perspective

3.3   Chair Local Emergency Management Committee

- ✓ Identify any issues that arise from the LRCG and communicate to the relevant LEMC member for consideration and action

3.4   Recovery Support Officer

- ✓ Provide administrative support as required to members of the LRCG and LRC.

3.5   Recovery Liaison Officer

- ✓ To liaise with the HMA and the Communication Coordinator
- ✓ To ensure a consistent message is released to the community and internal staff

3.6   Recovery Coordination Centre (RCC) Coordinator

- ✓ Management Arrangements, including the Recovery Plan
- ✓ Appoint a deputy
- ✓ Prepare, maintain and exercise RCC
- ✓ Monitoring and reviewing information relating to centres (e.g. location, facilities,)
- ✓ Building and activating a team to open and manage centre
- ✓ Dissemination of information on location, functions, hours of operation to public in conjunction with the Communication Coordinator
- ✓ Access to and authority to commit City resources to the centre
- ✓ Coordinate the presence of relevant external agencies
- ✓ Ensure that all emergency events and related meetings are minuted and all RCC records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ During non-disaster periods, work in partnership with HMA's and State Emergency Management Committee Secretariat to increase recovery awareness and promote recovery planning with key stakeholders

3.7   Recovery Communications Coordinator

- ✓ Liaise with other relevant Hazard Management Agencies
- ✓ Ensure communication strategy in place to share information internally and externally
- ✓ Writing and distribution media statements in line with LG policy

✓ Writes, produces, and distributes promotional material

✓ Advises Executive Management Team (EMT) on media issues

✓ Assist with preparation of protocols for dealing with the Media

3.8 Municipal Safety Officer

✓ Provide advice on OS&H Risk Management during emergencies to all sections of the SODLEMC.

✓ Liaise with relevant external services or agencies in relation to OHS&H practices

3.9 Information Technology Support Officer

✓ Ensure continuation of normal services as demand potentially increases from emergency

✓ Ensure IT equipment and resources available for Service Units requesting support and equipment

3.10 Community Services Coordinator

✓ Liaise with Dept for Communities Local Welfare Coordinator

✓ Assess requirement for support services in short, medium, long term

✓ Facilitate resources (financial and human) as required to complement/assist existing local services

✓ Monitor local service providers and receive regular progress reports from agencies involved

✓ Ensure maximum community involvement

✓ Ensure that immediate and long-term individual and community needs are met

✓ Make recommendations to the LRCG

3.11 Children and Family Services Coordinator

✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency

✓ Provide advice/progress to the LRCG on issues affecting Children/Family services

3.12 Engineer Operations and Logistics

✓ Ensure continuation of normal services as the demand potentially increases as a result of an emergency

- ✓ Assess requirements for the restoration of services and facilities with the assistance of responsible agencies

- ✓ Assess the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required

- ✓ Report the progress of the restoration and reconstruction process to the LRCG

3.13 Field Coordinator Supervisors

- ✓ Assist as requested by Engineering Operations Logistics with operational response.

3.14 Financial Recovery Coordinator

- ✓ Acquisition, distribution and accounting of funds

- ✓ Liaise with the LRCG to identify financial implications of emergency event

- ✓ Committee established to manage donations, appeals etc

- ✓ Keep records of all costs as a result of the emergency

- ✓ Liaise with DOC to gain access of potential emergency funding

- ✓ After declaration made that activates the DRFAWA fund, liaise with State officers

- ✓ Representative to ensure appropriate recuperation of funds spent

3.15 Municipal Emergency Resource Officers

- ✓ Assist Local Recovery Coordinator (LRC) as required.

3.16 Economic Recovery Coordinator

- ✓ Liaise with the FRC (Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure impacting on business operations)

- ✓ Assist businesses in recovery following an incident

- ✓ Liaise with the business community to ensure that immediate/urgent needs are addressed

- ✓ Assist with DRFAWA funding arrangements if required

- ✓ Liaise with insurance companies and provide assistance where required to fast track claims from businesses (for example provide temporary local office space for insurance assessors

3.17   Waste Services Officer

- ✓ Ensure the continuation of waste services as the demand potentially increases as a result of an emergency

3.18   Health Risk Advisor

- ✓ Ensure the continuation of normal services as the demand potentially increases as a result of an emergency
- ✓ Provide advice/information to the LRCG on issues impacting on environmental health as a result of the emergency
- ✓ Post emergency evaluation/assessment of properties affected by the emergency

3.19   Supervisor Building Maintenance

- ✓ Post-emergency evaluation of building structures following an emergency
- ✓ Assistance with emergency permits
- ✓ Liaise with Planning Implementation, Engineers and Building Practitioners

3.20   Building Structural Officer

- ✓ Post-emergency evaluation/assessment of building structures following an emergency
- ✓ Provide assistance to residents impacted by a disaster with advice and processing of building plans

3.21   Business Risk Management Officer

- ✓ Development of a business continuity plan to ensure LG Business continues during and after the emergency/recovery process

3.22   Supervisor Parks Maintenance

- ✓ Assist as requested by EOL with an operational response.

Appendix 4: Recovery Operational Sequence Guide

Situation	Organisation / Action
ALERT **(Transition)** Advice of an emergency with potential to require local coordination of recovery activities	**HMA/CONTROLLING AGENCY**
	Ensure Local Emergency Coordinator (LEC) and affected local government(s) are advised of extent of potential recovery support requirements.
	Include Local Recovery Coordinators/local governments in briefings/Incident Management Group (IMG).
	LOCAL GOVERNMENT
	Establish liaison with Local Recovery Coordinator (LRC)/ Local Recovery Coordination Group (LRCG) chairperson and appropriate core members considering requirement for local level coordination of recovery support.
	Advise and liaise with LRCG members.
ACTIVATION Requirement for Local level coordination of recovery identified/requested	**LOCAL GOVERNMENT**
	When requested by or on the advice of the HMA or IMG, convene LRCG and where required, establish a management structure.
	LRC
	Arrange for conduct of on-site assessment, if appropriate.
	Maintain links with affected organisations for the identification and coordination of the provision of recovery support.
STAND DOWN On completion of Local coordinated recovery activities.	**LOCAL GOVERNMENT/LRC**
	Ensure handover of responsibility for ongoing recovery activities to a managing agency.
	Advise LEC and LRCG members of stand-down
	Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC Recovery Services Group.
	Manage the implementation of post operations report recommendations and revision of Local Recovery Support Plan as required.

Appendix 5: Recovery Actions Checklist

Recovery actions for Local Recovery Coordination Group and Local Recovery Coordinator

Transition From Response	✓ IC shall include the LRC in critical response briefings	
	✓ LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency	
	✓ LRCG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	✓ LRCG to confirm whether the event has been proclaimed an eligible natural disaster under the WA Natural Disaster Relief and Recovery Arrangements and if so what assistance measures are available	
	✓ LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	✓ Ensure Impact Statement is completed by HMA and available for handover	
Management Structure	✓ Ensure of the appointment of a Deputy LRC has occurred	
	✓ If required advise Local Recovery Centre Coordinator to activate the Local Recovery Coordination Centre	
	✓ Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	✓ Ensure and facilitate the completion of the Needs and Impact assessment	
	✓ Assume public information responsibilities from response agency and provide information to the Shire Emergency Communications Coordinator to disseminate to the community	
	✓ Facilitate/advise on State/Federal Disaster Relief Funding, (DRFAWA, Centrelink) and facilitate/advise on private aid and funding	
	✓ Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	✓ Provide adequate administration support to all recovery functions	

	✓ Provide a succinct reporting system to SOD, State RC, LRCG, community	
	✓ Work with and include and recruit representatives of the affected community into recovery planning	
	✓ Establish strategies for uniting the community behind agreed objectives (events, meetings)	
	✓ Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	✓ Enact Disaster Event Recovery Communications Plan for sharing information and enabling listening	
Impact and Needs Assessment	✓ Use intelligence/planning information from the response operation, ensuring LRC is liaising with HMA through response	
	✓ Confirm the total area of impact for determination of survey focus	
	✓ Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, and welfare issues	
	✓ Link with parallel data-gathering work	
	✓ Identify and close information gaps (establish the ''big picture'').	
	✓ Assess the financial and insurance requirements of affected parties	
	✓ Gather evidence to support requests for government assistance	
	✓ Ensure all relevant information is strictly confidential to avoid use for commercial gain	
Inspections and Needs Assessments – Technical	✓ Establish and define the purpose of inspection/assessment and expected outcomes	
	✓ Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process)	
	✓ Collect, interpret and analyse data	
	✓ Establish a method/process to determine the type of information needed for this recovery operation: ✓ How and who will gather the information (single comprehensive survey) ✓ How information will be shared	

	✓ How information will be processed and analysed	
	✓ How the data will be verified (accuracy, currency and relevance)	
	✓ Manage the process to minimise calling back	
	✓ Coordinate select and brief staff	
	✓ Maintain confidentiality and privacy of assessment data	
Data Management	✓ Allocate responsibility for data management task ensuring proper process of relevant data transfer	
	✓ Use templates/spreadsheets for impact assessment and for tracking assistance provided	
State Government Involvement	✓ Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRCG Sub-Committees and RCC, as appropriate	
	✓ Instigate Liaison with DRFAWA Officers for the recovery claim process	
	✓ Attend ASAP to requests for information from government agencies	
Public Information	✓ Ensure spokesperson available (CEO, President, delegated) to speak with the media	
	✓ Manage public information in accordance with Recovery Communications Plan	
	✓ Identify priority information needs	
	✓ Monitor social media, and media and counter misinformation	
Rehabilitation and Assistance	✓ Establish a mechanism for receiving expert technical advice from lifeline groups	
	✓ Monitor and assist rehabilitation of critical infrastructure	
	✓ Prioritise recovery assistance in line with community needs	
	✓ Prioritise public health to restore health services and infrastructure	
	✓ Assist and liaise with businesses to re-establish and reopen	
	✓ Restore community and cultural infrastructure (including education facilities)	
	✓ Restore basic community amenities for meetings and entertainment	

	✓ Facilitate emergency financial assistance through the Department for Communities	
	✓ Be aware of need to adjust capital works and maintenance programs	
Implementation of Risk Management measures	✓ While doing the hazard analysis: ✓ Identify essential services and facilities in high-risk areas ✓ Consider the restoration betterment options for essential services	
	✓ Identify betterment options based on research and consultation	
	✓ Undertake urgent hazard reassessment based on new (event) information and relate to SOD Emergency Risk Management Plan	
Financial Management	✓ Review financial strategies including use of Budget line item for tracking all recovery expenses	
	✓ Communicate with financial agencies, including insurance companies	
	✓ Keep financial processes transparent, appeal monies etc,	
	✓ Liaise with LMDRF of process and protocols for appeals system management	
	✓ Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets contractors) for DRFAWA claims	
Reporting	✓ Provide a succinct reporting system to SOD, State RC, LRCG, community	
	✓ Provide adequate administration support to all recovery functions	
Recovery Long Term Strategy (including Managed Withdrawal)	✓ Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	✓ Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	✓ Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
	✓ Stage a public event of acknowledgement and community closure	

Recovery Post Analysis Report (Lessons Learnt)	✓ Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards a Recovery Lessons Learnt Report	
	✓ Conduct a debrief and Post Recovery Analysis with SOD staff and elected members towards a Recovery Lessons Learnt Report	

Appendix 6: Operational Recovery Plan

Operational Recovery Plan

Emergency Event: *(Type and location)*

_____

_____

_____

_____

Date of Emergency: _____

Section 1

Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the *Emergency Management Act 2005*

Section 2

Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure. Your primary Comprehensive Impact Assessment (CIA) from HMA will give you an initial overview. This can be added to in subsequent reports made.
Estimates of costs of damage	You may get indications from CIA. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Includes details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads
Human services (personal and psychological support) requirements	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required

	in the immediate, short and medium term understanding the impact on community
Health issues	Medical/Health personal and council EHO's will assess any significant issues (water, food spoilage, medical supplies or medivac).

Section 3

Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and Working Groups set up to manage the recovery process
Details the inter-agency relationships and responsibilities
Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.

Section 4

Operational Aspects:

Details resources available and required	Give list of resources deployed and confer with the LRCG network for future resources.
Redevelopment Plans (includes mitigation proposals for betterment)	This could be inappropriate in the early stages however should be part of the Long Term Recovery Strategy in future reporting. .
Reconstruction restoration programme and priorities	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration
Includes programs and strategies of government agencies to restore essential services	Consider betterment when engaged in rebuilding
Includes the local government program for community services restoration	Local events, meetings, coffee get together, recreation, breakfast BBQ's etc.
Financial arrangements	Assistance programs DRFAWA, insurance, public appeals, LMDRF, and physical and monetary donations
Public information dissemination	From the Communications Plan outline what and how your communication is being staged.

Administrative Arrangements:

Administration of recovery funding	General financial issues

Public appeals policy and administration	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)

Section 5

Conclusion:

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

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Signed by: _____

Chairperson, Local Recovery Coordinating Committee

Date: _____

Appendix 7: Recovery Centre and/or One Stop Shop Guidelines

Aim

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

Objectives

The objectives of a Recovery Centre (RC) and/or One Stop Shop (OSS) are to;

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief
- ✓ To provide regular, high-quality information on the recovery milestones and other important information related to the recovery
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

Location:

Ideally the Recovery Centre and/or One Stop Shop will be in a central location to the impacted community and to public transport.

Building Features:

Specific features to consider in a potential building include;

- ✓ The building needs to be accessible for disabled persons
- ✓ A reception area and a comfortable place for people to wait
- ✓ Large rooms that will be suitable for office space
- ✓ An interview room for appointments with individuals and families
- ✓ Public toilets

✓ A multipurpose function room that has the capacity for meetings and events

✓ Storage such as a shed for storing 'new' donated items

✓ Kitchen suitable for catering for small events and acting as a staff room

✓ Ensure adequate parking is available

Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre and/or One Stop Shop include;

✓ Office furniture including desks, chairs, book shelves, white boards, waiting room couch, meeting room fold out tables (light easy to move)

✓ Office equipment including computers, printer, photocopier, phones

✓ Secure disposal of confidential papers

✓ Essential Services such as power, phone and internet will need to be connected

✓ Signage for the public and visiting stakeholders to locate with ease

✓ Children's corner with colouring in books and pencils and small toys

✓ Artwork to lighten and brighten the mood

Steps to establish Recovery Centre and/or One Stop Shop:

Not all local governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered;

✓ Rental of lease agreement for building

✓ Building modifications

✓ Mobile office building (transportable)

✓ Arrange hire, lease or purchase of office equipment

✓ Second-hand furnishing

✓ Cleaning and rubbish collection

Record Keeping:

The *Emergency Management Act 2005* allows information to be shared between State Agencies and Local Government.

It is recommended that the RC and/or OSS keeps a master database that records;

✓ the property address

✓ is it destroyed or damage

✓ owner contacts (including email, mobile number)

✓ renters contacts (if rental or Dept of Housing)

✓ Insured or uninsured

✓ Received Centrelink Immediate Payment

✓ Received assistance from Department of Communities

✓ Applied for LMDRF

✓ Email collection for Newsletter and other important information

✓ Received Outreach from Australian Red Cross

Management of Recovery Centre and/or One Stop Shop:

The following should be considered in the running of RC and/or OSS;

✓ All staff at the RC and/or OSS should be wearing identification such as name badges that show the organisation they working for

✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building

✓ Establish a process for regular operational staff briefing and debriefing

Recovery Events:

RC and/or OSS staff will likely attend a wide range of recovery events that are located at the RC and/or OSS or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Local Government Recovery Event Planning Template'.

Closing of the Recovery Centre and/or One Stop Shop:

The following should be considered in the running of RC and/or OSS;

- ✓ The RC and/or OSS will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- ✓ Liaise with key stakeholders to establish the appropriate time for the RC and/or OSS to be closed and report to LRCG
- ✓ Communicate well in advance with the community that the centre will be closed and on what date
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- ✓ Consider a public function to thank all involved or have an official closing ceremony
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community

ATTACHMENT 1 Recovery Timeline: Short, Medium and Long Term

Short-term recovery (where we've been)

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).
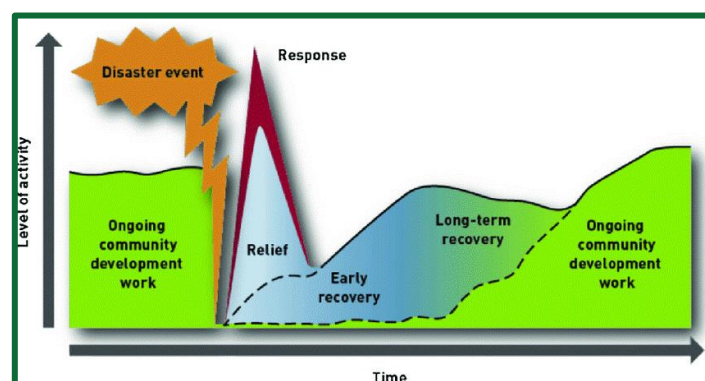
Medium-term recovery (where we are now)

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

Long-term recovery (where we're heading)

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long term recovery strategy with you.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.

ATTACHMENT 2 Local Government Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

COMMUNITY SUPPORT :	
WHERE HAS CONCEPT / IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS / FUNDING BODIES:	

HEALTH & WELLBEING RISK: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Wellbeing ☐ Other: _____
ENVIRONMENTAL RISK: ☐ High ☐ Medium ☐ Low	**SUPPORT REQUIRED:** ☐ Shire Staff ☐ Other:_____

CATEGORY:	☐ Needs Assessment ☐ Communication ☐ Event ☐ Donations ☐ Wellbeing
RECOVERY VALUE:	☐ High ☐ Moderate ☐ Low ☐ Community Interest
PRIORITY / TIMELINE:	☐ High / Urgent ☐ Important ☐ Medium / Medium Term ☐ Lower / Long Term
DIFFICULTY :	☐ Straightforward ☐ Effort Required ☐ Long Term / Complex
OBJECTIVES:	☐ Promote health & wellbeing ☐ Increase / Enhance understanding of community needs ☐ Provide information / enhance communication ☐ Support Community Recovery through long term programs and projects

EVALUATION:

Appendix 8: Recovery Health and Welfare Guidelines

Relief activities are directed at meeting the immediate food, shelter and security requirements of those affected by the emergency. Whereas, recovery activities are directed at providing the information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following related support plans provide detailed information at :
https://www.semc.wa.gov.au/emergency-management/plans/state-support-plans

The Shire of Dardanup *Local Welfare Emergency Management Support Plan* provides local contingencies for Health and Welfare.

Principles:

The recovery of health and wellbeing after emergencies principles are:

Response and recovery actions actively support individuals, families and businesses
Health and Wellbeing sub-committee (HaW) involve community to participate in community recovery decision-making
The overall NEEDS assessment of individuals and families are evaluated as early as possible
Personal support strategies are integral to overall recovery management process
Measures are taken to mitigate the impacts of future emergencies on community
Recovery programs be coordinated to support and enhance community

Strategies:

Strategies to implement the principles of Health and Wellbeing (HaW) recovery following an emergency are shown in *conceptual*, *management* and *service delivery* classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.

Conceptual:

Encourage emergency service agencies to implement procedures supporting personal support services (e.g, identify potential welfare needs)

Support and promote individuals, families and businesses of the affected community

Support and promote community improvements

Purchase replacement goods and services locally via local businesses and trades people wherever practical

Maintain the integrity of local community groups and experts and their capabilities

Build on existing organisations and networks through activation of available systems within the community

Encourage support of local community groups and experts

Encourage agencies to employ local residents

Source government grants, appeal distribution and charitable payments to assist in supporting needs of individuals and families during the recovery process

Avoid duplication of services and identify gaps

Management:

Identify all aspects of Health and Wellbeing (HaW) that may be required

Establish liaison between HaW groups, community and government agencies in the community

Establish HaW Sub-Committee representative of Health and Wellbeing groups, the community and government agencies

Provide community with information about recovery process and resources available through the HaW Sub-Committee via Communications Plan processes

Ensure community participation in the HaW Sub-Committee

Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process

Identify gaps in HaW services for consideration in risk management processes

Develop risk management assessments aimed at minimising future Health and Wellbeing requirements

Service Delivery:

Ensure service delivery personnel have an awareness of the range of services available and appropriate referral processes

Ensure service delivery personnel are aware of the local welfare circumstances pre and post-emergency

Ensure service delivery personnel have good interpersonal skills and understanding of the local community

Provide HaW services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to HaW and recovery information and services

Appendix 9: Local Recovery Support Plan Action Items

Activation of recovery
LRC advises SOD CEO of recovery activation
Assessment of assistance determined
LRP is implemented

Response to recovery transition of event responsibilities
Recovery initiated while response still in progress
LRC to attend ISG meetings and liaison with Incident Controller
LRCG gathered and briefed ensuring coordinated transition
CEO to sign off response to recovery handover with HMA/CA with Impact Statement tended.

Impact Statement and Needs Assessment
Recovery initiated while response still in progress
LRC to attend ISG meetings and liaison with Incident Controller
LRCG gathered and briefed ensuring coordinated transition
CEO to sign off response to recovery handover with HMA/CA Impact Statement is tended
Recovery initiated while response still in progress
LRCG Outreach Needs Assessment will be carried out ASAP when safe after event
Aust. Red Cross contacted ASAP to establish partnership in recovery activities

Operational Recovery Plan
LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required

Strategic Long Term Recovery Plan
SOD to develop a collaborative, comprehensive and inclusive long-term community recovery strategy for the community

Managed Withdrawal

The SOD will communicate via the LRCG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area.

SOD to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long term.

LRCG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

Establishing LRCG Management Structure

SOD will establish a LRCG management structure relevant to event size and complexity

LRCG will establish membership from SOD staff, supporting agencies and community members

LRCG will operate within recognised functions and relevant sub-committee structure

LRCG will actively encourage and invite community participation within the LRCG

LRCG will actively engage with State Government to maximise recovery resources

Financial Management

All invoicing and costs associated with the emergency event to be allocated against SOD emergency event cost centre

On advice emergency is an eligible event and significant resources have been expended LRC will direct SOD to contact with DRFAWA Officers for advice and guidance.

CEO and/or nominated senior officer have authority to expend funds on emergency event

In an eligible major disaster LRC will assist impacted individuals connect with Centrelink for assistance payments.

Appeals and Donations

On advice of eligibility following a disaster LRC will direct SOD Officers to LMDRF for advice and guidance

Spokesperson for SOD will advise that donations of goods will not be accepted by SOD

All financial donations will be direct through the LMDRF

Offers of assistance will be directed to LRCG

Spontaneous volunteers

LRCG will refer to local service clubs and support organisations regarding the management of volunteers.

Recovery Coordination Centre and/or One Stop Shop

LRC/LRCG to determine location for Recovery Centre and establish as soon as possible

One Stop Shop to be established immediately following event and located appropriately

STAFF - Shire of Dardanup (SOD)

SOD staff to be regularly briefed on current situation and activities within recovery

Stress and fatigue of SOD staff to be monitored and assistance where appropriate

As soon as possible determine staffing level increase to meet demands (refer 1.7.3.)

Shire of Dardanup Staff - Roles and Responsibilities Recovery

All SOD staff could be engaged in various stages of disaster recovery

Specific SOD staff identified in this plan should be very familiar with the roles and responsibilities involved with disaster recovery

External agencies are to be engaged and utilised wherever possible

Disaster Event Recovery Communication Plan

The Recovery Communications Plan will provide the template of guidance in public information and communications

Debriefing and Evaluation

A formal Post Incident Analysis will be held for LRCG for evaluation and lessons learnt application.

A formal debrief will be held for SOD staff for evaluation and lessons learnt application

Assistance will be made available through EAP for any staff working in the recovery process

Formal report compiled by LRC for council and State Recovery Coordinator

Appendix 10: Local Recovery Coordination Group Standard Reporting Update

LOCAL RECOVERY COORDINATION GROUP REPORT

Emergency Event: **(Type and location)**

_____
_____

Date of Emergency: _____

Shire of Dardanup Local Recovery Group Report No: _____

To: Chairman, SRG/State Recovery Coordinator

Situation Update: Should include: full damage report (once only) and estimated amount in $'s, work in progress including estimated completion dates, details of difficulties or problems being experienced.

_____
_____
_____
_____
_____

Proposed Activities: Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

_____
_____
_____
_____
_____

Special Assistance:

_____
_____
_____
_____
_____

Requirements: Includes support from other agencies, LRCG intervention with priorities.

_____
_____
_____
_____
_____

Financial Issues: May include support from LRCG for additional funding from Treasury.

_____
_____
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_____
_____

Recommendations:

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_____
_____

Name & Signature: _____

Title: _____

Date: _____

Appendix 11: Post Incident Analysis – Emergency and Recovery Management

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/Administration structure effective?		

ISSUE	COMMENT	RECOMMENDATIONS
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/Actions clearly defined?		

ISSUE	COMMENT	RECOMMENDATIONS
Were Recovery Arrangements useful or require review/upgrade?		
Inter-agency liaison Any issues working/liaising with other organisations?		
Emergency Management - Recovery Support Arrangements Are relevant Agency/Organisation arrangements established/current?		

Appendix 12: MOU for the Provision of Mutual Aid during Emergencies and Post Incident Recovery

Memorandum of Understanding

Member Councils of the South West Zone Western Australian Local Government Association

For

The Provision of Mutual Aid during Emergencies and Post Incident Recovery

1. Purpose

The purpose of this Memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the South West Zone of the Western Australian Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

2. Parties to the Agreement

- Shire of Augusta-Margaret River
- Shire of Boyup Brook
- Shire of Shire of Bridgetown-Greenbushes
- City of Bunbury
- City of Busselton
- Shire of Capel
- Shire of Collie
- Shire of Dardanup
- Shire of Donnybrook-Balingup
- Shire of Harvey
- Shire of Manjimup
- Shire of Nannup

3. Definitions

Definitions for terms contained within this Memorandum are as contained in the *Emergency Management Act 2005* and *Emergency Management Act Regulations 2006*.

4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support.

5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

- provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested; and

- provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community.

6. Allocation of Resources

This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.

This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

7. Partnering Expectations

- To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.

- To ensure that all requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).

- To ensure all personnel and equipment provided are covered by the providers own insurance.

- Providers of support will be responsible for all costs associated with its legislative responsibilities for it's employees and equipment incurred during the provision of support unless otherwise agreed in writing.

- The Requester for support will be responsible for all incidental costs associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.

- In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies.

8. Duration and Amendment

- This Memorandum will come into effect at the date of signing by all parties.

- This Memorandum will remain in force for an unstipulated period, with each member having the opportunity to withdraw from the Memorandum at a time of their own choosing.

- This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.

9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of South West Zone Western Australian Local Government Association and to the other member Council's respective Chief Executive Officer's, at any time.

11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer
South West Zone
Western Australian Local Government Association
9 Lisa Road
AUSTRALIND WA 6233; and

The official address of each member Council.

12. Agreement and Signing

Agreement to the MOU will be provided on the certificates attached separately signed by each CEO and forwarded to the Executive Officer (entitled Attachment A to MOU Emergency Support).

Attachment A - MOU Emergency Support - Certificate of Agreement

The Council of the

_____

Agrees to abide by the terms of this Memorandum of Understanding (MOU) to provide mutual aid during emergencies and post incident recovery in accordance with the MOU – until the MOU is terminated as defined in parts 9, 10 and 11 of this MOU.

Chief Executive Officer: _____

Date: _____

ANIMAL WELFARE SUPPORT PLAN

Local Emergency Management Arrangements

Shire of Dardanup

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Contents

1. Administration

1.1 Endorsement of Animal Welfare Support Plan

The Animal Welfare Support Plan (AWSP) has been developed in accordance with Section 41(1) of the Emergency Management Act 2005 (EM Act) and forms part of the Local Emergency Management Arrangements for the Shire of Dardanup and as such should not be read in isolation.

The development, implementation and revision of this plan is the responsibility of the Shire of Dardanup in consultation with LEMC and key stakeholders in accordance to the EM Act.

The AWSP was supported by the Shire of Dardanup Local Emergency Management Committees (LEMC) and endorsed by Council.

Chair: _____ Date: _____

Dardanup LEMC

_____ Date: _____

Shire of Dardanup President
Endorsed by Council

_____ Date: _____

Shire of Dardanup CEO

Disclaimer: This Plan has been produced by the Shire of Dardanup in good faith and is 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 Dardanup 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.

1.2 Distribution List

Shire of Dardanup
Chief Executive Officer
Deputy Chief Executive Officer
Director Infrastructure
Director Sustainable Development
Manager Development Services
Manager Place and Community Engagement
Manager Operations
Coordinator Emergency and Ranger Services
Ranger Services
Chief Bush Fire Control Officer
LEMC
Department of Communities
Department of Primary Industry and Regional Development
Department of Fire and Emergency Services
Department of Biodiversity and Conservation Attractions
Department of Transport
WA Police – Australind
WA Police – Bunbury
Australian Red Cross
Veterinary Services
Eaton Vet Clinic
Eaton Pet Vet
Dardanup Vet
Animal Welfare Groups
Dardanup Equestrian Centre
RSPCA WA
Saving Animals From Euthanasia (SAFE)
Bunbury Animal Rescue Rehome Care Inc. (BARRC)
Roo Rescue WA
F.A.W.N.A

1.3 Document Availability

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

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 2 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

1.4 Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Plan and Arrangements.

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:

Chief Executive Officer
Shire of Dardanup
PO Box 7016
Eaton WA 6232

Or; alternatively email to: records@dardanup.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	Details	Amended by (Initials)
1	2015	Original Document – LEMC Endorsed	**CESC**
2	2021	Full Review	**CERS/ EMO**
3			
4			
5			

1.5 Glossary of Acronyms and Definitions

*See **Appendix 1***

1.6 Related Documents, Agreements and Understandings, Special Considerations

1.7.1 Related Documents

The AWSP is consistent with State Emergency Management Policies and State Emergency Management Plans.

The AWSP is to be read in conjunction and alignment to the Shire's Local Emergency Management Arrangements (LEMA).

1.7.2 Agreements and Understanding

A partnering agreement for the provision of mutual aid during emergencies and post incident recovery is in place between the Cities of Bunbury and Busselton and the Shires of Dardanup, Augusta-Margaret River, Boyup Brook, Bridgetown-Greenbushes, Capel, Collie, Dardanup, Donnybrook-Balingup, Harvey, Manjimup, and Nannup. These parties are referred to as the "Partnering Local Governments" in which all agreed to assist through the provision of additional resources in recovery management during emergencies and post incident recovery.

1.7.3 Special Consideration

Shire of Dardanup availability;

- Business hours of SoD, are from Monday to Friday 0830 hours to 1630 hours.
- Services and resources after hours, weekends and public holidays, numbers are located in the Shire of Dardanup Emergency Contacts and Resources Directory.

2. Introduction

2.1 Background

According to the World Organisation for Animal Health, the term animal welfare means 'the physical and mental state of an animal in relation to the conditions in which it lives and dies'.

Emergencies and natural disasters can have significant impact on the welfare of animals and their owners. Animals can suffer from injury, pain, hunger, thirst, fear and distress, and failure to account for animals puts human life at risk.

There are over 29 million pets in Australia, and we have one of the highest pet ownership rates in the world. Approximately 61% of households in Australia own pets, and majority of these owners consider their pets as a member of the family with two thirds speaking to their pets that resemble a parent-child relationship.

Traditionally, emergency management plans have focused on saving human life and property. However, we have learned from past disasters that failing to recognise the interdependency relationship between humans and animals can result in significant human welfare impacts. The Royal Commission into the Black Saturday fires found that individuals perished as a result of failing to evacuate with their animals and prematurely returning to the fire ground to save their animals.

In the 2020 Black Summer Bushfires, 3 billion animals are estimated to have been killed, injured or seen their habitat destroyed. Wildlife impacts can extend well beyond the initial disaster if their environment has been destroyed.

It is acknowledged that pet owners or carer's ability to address animal welfare issues may be hampered or prevented due to the nature of the emergency. The State Animal Welfare in Emergencies Support Plan developed in 2018 has provided Local Government the opportunity to align local arrangements to acknowledge animal welfare in emergency management planning. Subsequently an Animal Welfare Support Plan at a local level will assist the Controlling Agency or Hazard Management Agency, thus enhancing disaster resilience for the Dardanup community.

2.2 Aim

The aim of the Shire of Dardanup Animal Welfare Support Plan (*the Plan*) is to detail emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

2.3 Objectives

The objectives of this Plan is to;

- Support the Dardanup Local Emergency Management Arrangements (LEMA) by integrating arrangements for animal welfare with the State's formal emergency management procedures.
- Define roles and responsibilities for government, non-government organisations and individuals in the coordination of animal welfare before, during and after an emergency.
- Provide a communications framework for the coordination and collaboration between government agencies, non-government agencies and animal owners.
- Provide useable tools and templates to assist in the coordination of animals in an emergency.

2.4 Related Documents

- State Support Plan – Animal Welfare in Emergencies
- Dardanup Local Emergency Management Arrangements
- Dardanup Recovery Plan
- Emergency Management Act 2005
- Animal Welfare Act 2002
- Biodiversity Conservation Act 2016

2.5 Scope

The scope of this Plan is to provide a coordinated approach to the management of animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the Shire of Dardanup.

For the purposes of this plan and to align with the State Support Plan, animals have been classified into the following five categories;

- Livestock – as defined in the Biosecurity and Agriculture Management Regulations 2013 includes, buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.
- Horses – any horse or equine hybrid.
- Domestic Pets – any animal other than horses kept primarily for companionship, hobbies, sport or work.
- Wildlife – an animal that is indigenous to Australia's land or waters, living without regular human intervention or support and having the meaning of fauna, as defines within the Biodiversity Conservation Act 2016. Prior to being taken into care or under control of supervision, there is no owner or carer for wildlife.

It is also important to note that the Department of Biodiversity, Conservation and Attractions (DBCA) are responsible for coordinating the provision of animal welfare for all animals kept in Perth Zoo and any other DBCA licensed premises.

2.6 Geographic Location
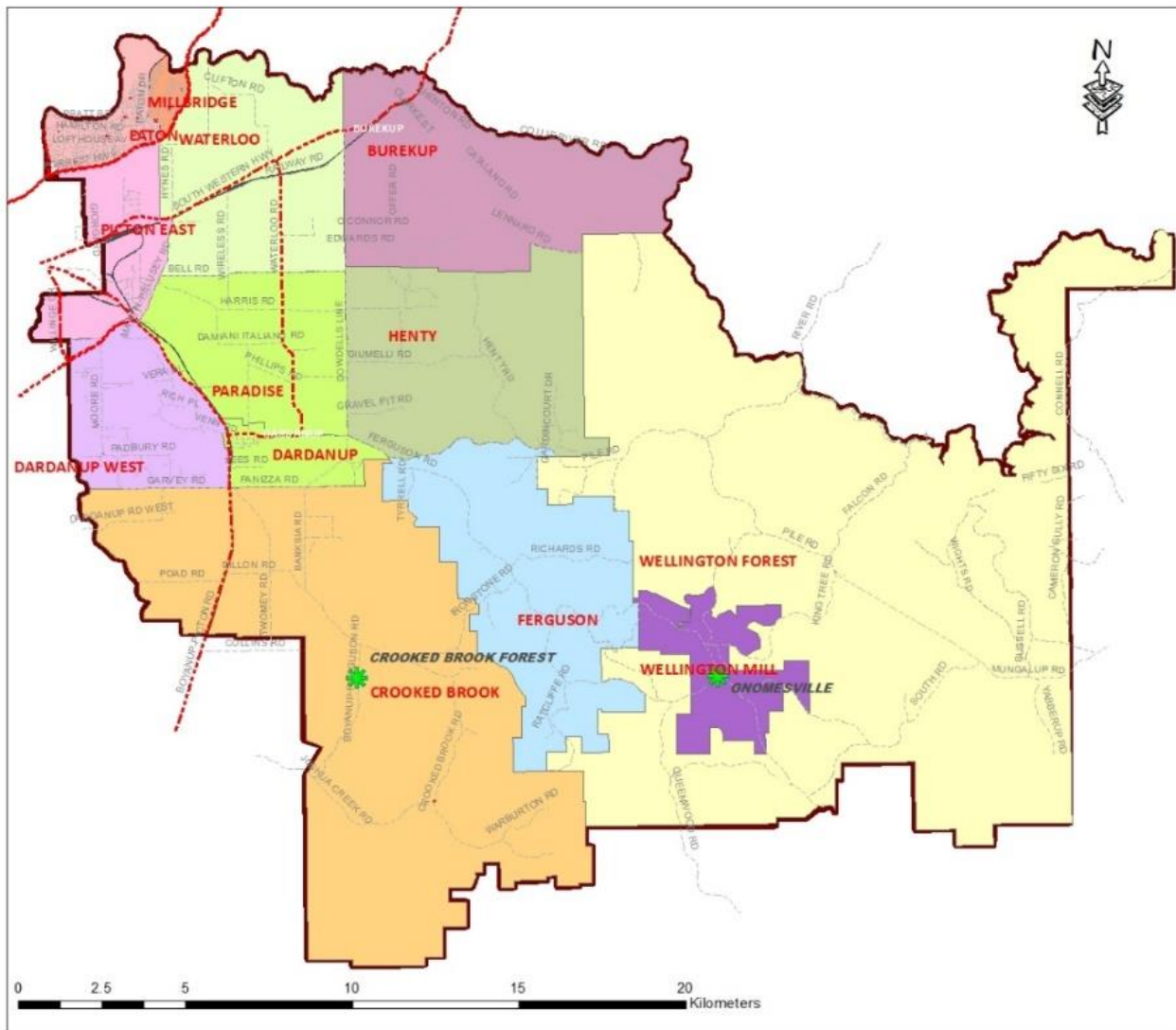
2.7 National Planning Principles for Animals in Emergencies

The National Planning Principles for Animals in Emergencies is built on best practice and are designed to be non-prescriptive tool to support Local Governments in their emergency management planning by ensuring animals are considered.

- Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes

- Explicitly recognise that integration of animals into emergency management plans will help secure **improved human welfare and safety** during disasters

- Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for effective implementation of animal welfare measures

- Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted during writing or reviewing disaster plans

- Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge local government expertise in understanding local needs** and resource availability

- Consider how best to ensure effective integration and implementation of the plan by, for example, extensive consultation during the planning process or **inclusion of an animal welfare** element in requirements for **disaster training** exercises

- Include **effective communication** about plan implementation with those parties who may be involved as well as those who may be impacted by disasters

- Be communicated in **language that is clear and accessible** to all stakeholders including the general public.

National Advisory Committee for Animals in Emergencies, 2012

2.8 Comprehensive Approach to Emergency Management

Emergency management involves the plans, structures and arrangements which are established to bring together the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to deal with the whole spectrum of emergency needs including prevention, preparedness, response and recovery (PPRR).

For animal welfare to be included in the realm of emergency management it needs to fit within existing structures and frameworks.

Prevention (or Mitigation): are measures taken in advance of a disaster aimed at decreasing or eliminating its impact the community and environment.

Preparedness: includes measures to ensure that, should an emergency occur, communities, resources and services are capable of coping with the effects; the state of being prepared.

Response: are actions taken in anticipation of, during, and immediately after an emergency to ensure that its effects are minimised, and that people affected are given immediate relief and support.

Recovery: is a long-term process that requires a collaborative and coordinated effort of supporting impacted communities in their physical reconstruction of infrastructure and restoration of social, financial and environment wellbeing.

Figure 1: Illustration of the PPRR Comprehensive Approach to Emergency Management

3. *Organisational Roles and Responsibilities*

3.1 Animal Owner/ Carer

The owner or carer of an animal is responsible for the welfare of that animal and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

Human life will always take precedents over animal welfare.

3.2 State Government

3.2.1 Department of Primary Industries and Regional Development

- Department of Primary Industries and Regional Development (DPIRD) has the role and responsibility for coordinating the provision of animal welfare services to support the animal owner in an emergency.
- DPIRD are recognised has the Hazard Management Agency for animal pest or disease and plant pest or disease which could result in an outbreak that potentially could cause significant damage to the environment and/ or harm humans and industry.

3.2.2 Department of Biodiversity, Conservation and Attractions

- DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under control of supervision there is no owner or carer for wildlife.

3.2.3 Department of Communities

- Department of Communities (DC) is responsible for opening Emergency Welfare Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in welfare centres with the exception of guide dogs.

3.2.4 WA Police

- A Police Officer has the powers to move direct or prohibit the movement of animals within, into, out of or around the emergency area if an emergency situation or state of emergency is declared.

3.3 Local Government

The Shire of Dardanup will support and liaise with DPIRD in the management of animals in an emergency by ensuring the Local Animal Welfare Support Plan is in place and ready for activation.

The Shire Recovery Coordinator will appoint an Animal Welfare Coordinator to be responsible for implementing this plan and provide Situational Reports (*see **Appendix 6***) for Incident Management team (IMT) and/ or Incident Support Group (ISG) meetings.

Post emergency response, DPIRD will transition the ongoing animal welfare activities back to the control of the Local Government and/ or the owner or carer.

The Shire includes the consideration of animal welfare in our Recovery plans and may establish an Animal Welfare Sub-Committee to assist in the management of animals during and after an emergency.

3.4 Key Stakeholders

Key Stakeholders including Non-Government Organisations and local community groups can assist in emergencies and should be formally recognised in emergency management arrangements as they are an important resource that have the capacity to assist in responding to and recovering from emergencies.

- RSPCA – takes the lead role in domestic pet's welfare and is supported by DPIRD.
- F.A.W.N.A – is an approved wildlife rescue and rehabilitation organisation (based in Busselton) for sick, injured and orphaned native fauna.
- Veterinarians – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with Local Government Rangers for emergency care and shelter.
- Community Groups – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders see Local Emergency Management Contact and Resource Directory.

3.5 Plan Activation

Activation of this plan will be determined by the Shire of Dardanup Chief Executive Officer (CEO) on advice from the Hazard Management Agency (HMA) or Controlling Agency (CA).

Triggers for plan activation may include;

- Animal welfare is beyond the capacity and capability of owners or carers.
- Dardanup Community Welfare Centre is activated.
- Large scale carcass disposal requirements.

DPIRD may support this plan prior to the State Support Plan – Animals Welfare is activated through the provision of advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

3.6 Plan Structure

The HMA or Controlling Agency directs all decisions on animal welfare issues in an emergency on the advice from Local Government who represent the local community. Animal Welfare Community Groups that support the Shire in emergencies are considered key stakeholders of this plan – *see **Appendix 9.***

In consultation with the HMA or Controlling Agency the Local Government CEO or Recovery Coordinator may appoint an Animal Welfare Coordinator and Animal Welfare Assistants to assist in the management of animals in an emergency – *see **Appendix 3.***

HMA
(State Govt)

Local Government
(Shire of Dardanup CEO)

Animal Welfare Coordinator
(Appointed by Shire CEO or Recovery Coordinator)

Animal Welfare Stakeholders
(Local Animal Welfare Organisation and/or Community Groups)
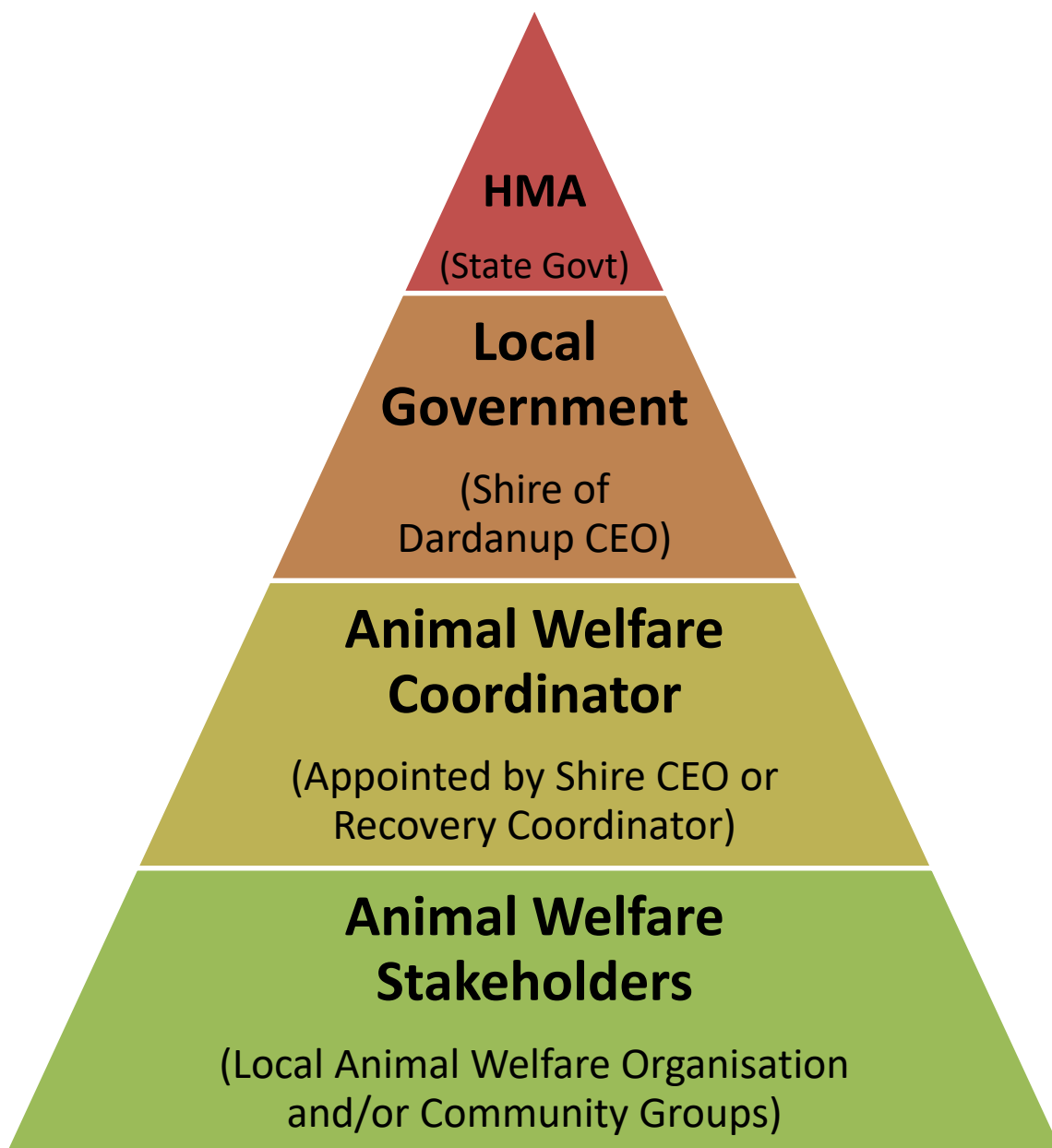
Figure 2: Animal Welfare Support Plan Structure

4. Preparedness

4.1 Owner or Carer Preparedness

The owner or carer are responsible for ensuring they have a reasonable level of preparedness for their animals.

Planning Consideration for owner or carer include:

- Determine if the animal(s) will be evacuated or remain onsite.
- Ensure transportation is adequate and available to relocate the animal under potential logistical constraints (road closures, window of safe evacuation).
- Ensure there suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, sufficient food and water access for prolonged absence).
- Know the location of local evacuation centres for animals and livestock.
- Make sure animals are identifiable (animal is registered/ microchipped, National Livestock Identification System).
- Visit DPIRD website for planning templates and Department of Fire and Emergency Services (DFES) website for Factsheets and Publications

4.2 State Government Preparedness

4.2.1 Department of Primary Industries and Regional Development

- DPIRD is responsible for maintaining a centralised point of contact to provide advice and assistance to ensure animal welfare is better considered before, during and immediately after emergencies.
- Coordinate and support the development and implementation of plans, policies and procedures for the coordination of animal welfare in emergencies.
- Promote and support the inclusion of animal welfare considerations in emergency plans at a Local, District and State level.
- Promote public awareness and community engagement to improve preparedness for animal welfare in emergencies.
- Develop and maintain lists of potential support personnel available to assist with DPIRD responsibilities.
- Chair the Committee for Animal Welfare in Emergencies (CAWE) and maintain a contemporary database of stakeholders to assist with animal welfare in emergencies.

4.2.2 Department of Biodiversity, Conservation and Attractions

- Develop and maintain an internal emergency animal welfare operational plan, including list of potential support personnel available to assist DBCA with their responsibilities.
- Maintain membership on the CAWE to address animal welfare considerations in emergencies.

4.2.3 Department of Communities

- Reference animal welfare information in publications and websites to assist broader community awareness, education and understanding.
- Maintain membership on the CAWE via WA Local Government Association (WALGA) CAWE member.

4.3 Local Government Preparedness

The Shire of Dardanup can support emergency preparedness activities with their local communities in the event of an incident.

Planning considerations for the Shire of Dardanup to support owners or carers in an incident include:

- Access to information and resources for persons evacuating with animals.
- Availability of transportation support and advice (See Contacts and Resource Directory)
- Availability of locations to house evacuated animals (*see Appendix 4*)
- Management of displaced or stray animals.
- Assessment of impacted animals by a veterinarian.
- Treatment of impacted animals by a veterinarian.
- Euthanasia of impacted animals by a veterinarian or appropriate contractor.
- Disposal of deceased animals.
- Provision of emergency food, water, shelter at the Animal Evacuation Centre.
- Recovery arrangements to include and consider animal welfare impacts.

Planning Considerations for the Shire of Dardanup to support key stakeholders in an incident include:

- Timely communication with Key Stakeholders of information that is clear and concise.
- Activation of plan according to the Level of the emergency (s*ee Appendix 2*).
- Coordination of assistance to Community Welfare Centres with people presenting with animals as requested from Department of Communities.
- Coordination of assistance and support to Animal Evacuation Centres.
- Situational Reports of animal welfare issues to ISG (*see Appendix 6*).
- Include an Animal Welfare Sub Committee to manager Recovery issues.

4.4 Key Stakeholder Preparedness

Key Stakeholders core business will direct their precise preparedness activities. The most important task in preparation to an emergency is knowing how to stay informed and keep up to date with what is happening.

As a key stakeholder you will be listed under Animal Welfare in the Shire's Emergency Resource Contact List that is attached to the Local Emergency Management Arrangements. In an emergency, this list will become available to the State Government and you may be contacted directly by a State Government Agency or you may be contacted by Shire Staff depending on the level of the emergency.

Planning considerations for key stakeholders may include;

- Developing a plan well before an emergency occurs.
- Prepare animal emergency kits.
- Prepare your volunteers including training.
- Prepare your network of carers or foster carers.
- Prepare you premises for large influx of animals.
- Establish a registration or contact point for information.
- Prepare vehicles for transportation.
- Prepare cages, collars, leads, bowls, buckets and other equipment.
- Prepare treatment areas or sites.
- Prepare food or feed supplies.

4.5 Community Information and Education

4.5.1 State Government

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the DPIRD website.

DFES has a wide range of educational material for community engagement activities that can be accessed via the DFES website and for volunteers via the DFES Volunteers Hub.

4.5.2 Local Government

The Shire of Dardanup promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and reiterating key messages via the following avenues;

- Local community events (Walk on the Wild, Bushfire Brigade Station Open Days and Street Meets)
- Ranger School visits
- Shire Website – Emergency preparedness information including emergency numbers and important links.
- Shire Facebook Posts/ Campaigns
- Shire SMS Messaging System
- Shire Animal Welfare Support Plan

5. Response

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

5.1 Owner/ Carer Response

The owner or carer are responsible for their animals during an emergency and are encouraged to stay up to date through official emergency advice to make informed decisions.

5.2 State Government

5.2.1 Department of Primary Industries and Regional Development

- Liaise with Controlling Agency or HMA as a liaison Officer/ and or member of the ISG.
- Manages the activation of the DPIRD internal operational plan.
- Contribute to public information being released.
- Provide Situational Reports on animal welfare matters including, details of significant issues, requests for service or resources.
- Establish the Animal Welfare Emergency Group.
- Liaise with Local Government and other organisations to coordinate response activities including;
  - Support and advice on transportation for evacuating animals.
  - Identifying the availability of locations to house animals.
  - Managing displaced or stray animals.
  - Assisting owners and carers to obtain a Restricted Access Permit, where applicable.
  - Assessing and triage impacted animals.
  - Identifying/ administering treatment.
  - Performing/ assisting with transportation for euthanasia or perform onsite.
  - Advising on/ arranging for disposal of deceased animals.
  - Identifying/ providing emergency food, water and shelter.
  - Identifying and reuniting animals with their owners or carers.
- Coordinate arrangements to best utilise volunteers and donations relevant to DPIRD animal categories.
- Coordinate the reporting and future investigation of animal welfare complaints arising as a consequence of the emergency.
- Liaise and advise Local Government and other organisations about suitable temporary containment and other welfare needs of animals.

5.2.2 Department of Biodiversity, Conservation and Attractions

- Provide support to DPIRD, as requested.
- Liaise with and advise Local Governments and other organisations and the owner or carer of wildlife and wildlife parks about suitable temporary containment and other welfare needs of wildlife.

5.2.3 Department of Communities

- Where appropriate, provide input to information for the public and media relating to alternative animal housing arrangements.
- If known, advise evacuees presenting at centres of alternative animal housing arrangements.
- Convey information provided by DPIRD relating to animal welfare to people in welfare centres.
- Liaise with DPIRD in relation to reuniting owners with their animals.

5.3 Local Government

- Activate the Local Government Animal Welfare Support Plan in consultation with the HMA/ Controlling Agency via IMT and/ or ISG Meetings.
- CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).
- Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a Shire employee or volunteer from animal welfare organisation.
- Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- Provide situational reports on animal welfare matters to the HMA/ Controlling Agency via IMT and/ or ISG Meetings.

5.4 Key Stakeholders

- Provide support and/ or assistance to the Shire and/ or DPIRD as requested.
- Nominated Animal Evacuation Centres to commence the Animal Evacuation Centre Checklist (*see Appendix 5)* prior to opening the property to the public.
- Contact relevant staff/ volunteers to be on standby and ready to assist on request.
- It is advised that key stakeholders actively and continually stay informed of the emerging incident via www.emergency.wa.gov.au and make appropriate preparations to become active depending on your organisations role.

5.5 Levels of Incident Response

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3 incidents as defined in *Appendix 2*

The Incident Controller has a responsibility to assess the level or severity of the incident as per State EM Response Procedure 2.

5.6 Incident Coordination

In response to an incident, and in accordance with incident management systems, the Controlling Agency must appoint an Incident Controller who is responsible for the overall control of the incident within a defined incident area.

5.6.1 Incident Support Group

The function of the ISG is to assist the Incident Controller through the provision of information, expert advice, support and resources relevant to their organisation, including Local Government.

An ISG consists of Service Providers, Local Government, Community Groups and Support Function Liaison Officers.
Animal Welfare issues or concerns should be raised at ISG meetings via Local Government Representatives (Usually the Recovery Coordinator or CEO) for consideration by the HMA or Controlling Agency.

If a Level 2 incident is declared, the Controlling Agency must consider the establishment of an ISG. If a Level 3 incident is declared, the Controlling Agency must establish an ISG.

5.6.2 Incident Management Team

The Incident Management Team (IMT) is a group of incident management personnel appointed by the Incident Controller to be responsible for functions such as operations, planning and logistics.
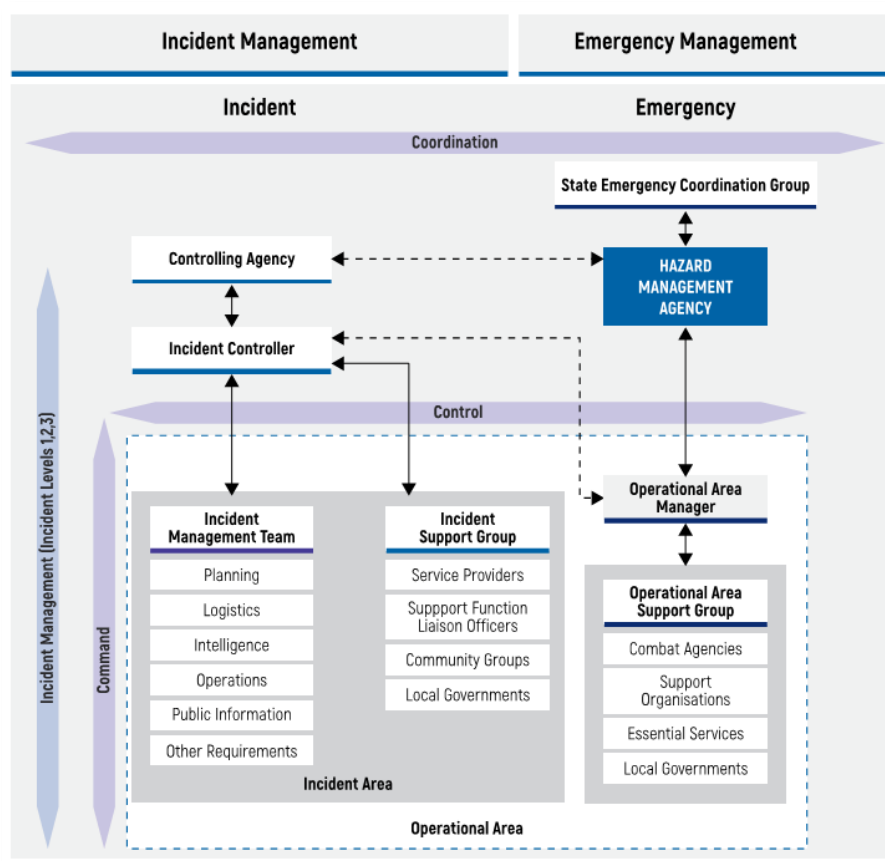
Figure 3: Incident Management Structure for escalation from Incident to Emergency Response

5.7 Public Warnings and Information

The HMA is responsible for the management of public information during an emergency.

5.7.1 Emergency Alerts and Advice

The official source for all emergency alerts and warning advice for any hazard is;

- www.emergency.wa.gov.au

Additional ways to monitor an emergency and keep up to date with the latest information include;

- 13 3337 (13 DFES)
- www.twitter.com/dfes_wa
- www.facebook.com/dfeswa
- ABC Local Radio
- RSS Feeds – subscribe via www.emergency.wa.gov.au

5.7.2 Standard Emergency Warning Signal

Standard Emergency Warning Signal (or 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 a 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

To listen to the SEWS sound click here

5.7.3 Animal Welfare in Emergencies Information

DPIRD will provide relevant information concerning animal welfare to the HMA which may include;

- Information and resources for persons evacuating with animals
- State of the general welfare of animals involved in the emergency
- Location/s of animals
- Process for owners to find and reunify with their animals
- Public donations e.g. the location/s for donations or that they are no longer required.

DPIRD may address the public and the media directly in relation to animal welfare, as agreed with the HMA.

5.7.4 Local Government

Local Government can reiterate animal welfare public information being released via the HMA by sharing the information directly with the community via Shire's media outlets including;

- Shire of Dardanup Website
- Shire of Dardanup Facebook Page
- Shire SMS Messaging System
- Public Notice Boards
- Welfare Centres
- Animal Evacuation Centres
- Mobile Variable Message Board.

5.7.5 Key Stakeholders

Key Stakeholders are encouraged to reiterate animal welfare public information being released via the HMA or Controlling agency by sharing the information directly with staff, volunteers and clients via already established communication networks.

6. Evacuation Arrangements

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 EM Policy s5.7, evacuation planning is covered in five stages.
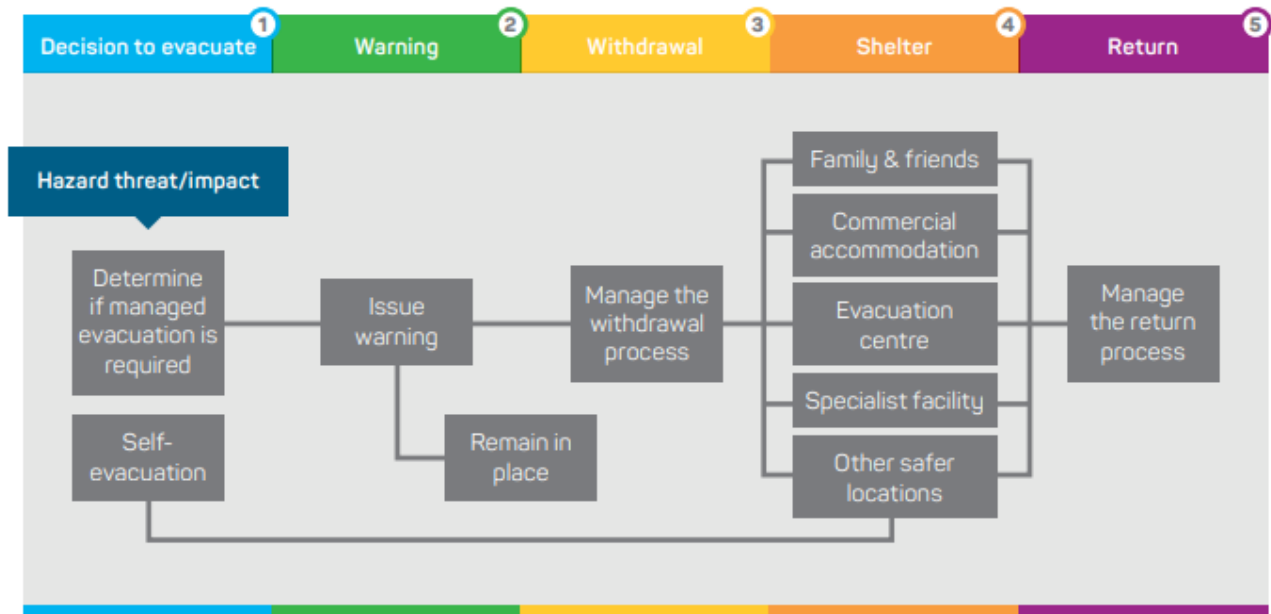
Figure 4: Stages of Evacuation

6.1 Transportation

The owner or carer 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 Shire will provide information on potential resources and advice for evacuating animals to the IC/ HMA, including;

- Road closures, safe alternatives and suitability for traffic.
- Encourage early evacuation for those travelling with large animal carriers.
- Local transport services and volunteer options.
- Any other helpful local knowledge.

6.2 Locations for Evacuated Animals

The Shire of Dardanup has identified the following locations suitable for evacuating domestic pets and horses, being;

- Dardanup Equestrian Centre;
- City of Bunbury Pound;
- Any other location identified depending on time place and circumstance.

For Animal Evacuation Centre Checklist see *Appendix 5*

If livestock owners cannot be readily located or contacted consideration should be given to the impounding of livestock at alternative locations that may include, but is not limited to;

- Bunbury Turf Club
- Bunbury Trotting Club
- Bunbury Pony Club
- Capel Horse and Pony Club
- Dardanup Equestrian Centre
- Boyanup Cattle Sale Yards

For contact and address details review *Appendix 4*

6.3 Registration of Animals Presenting

It is important to establish a registration point at the Animal Evacuation Centre for people presenting with their animals. The most likely area would be a club room to coordinate the following services;

- Inform users of centre arrangements (including any costs/ fees).
- Record each animal evacuated to centre using *Appendix 7* or the pre-printed 'Animal Evacuation Registration Forms' Booklet.
- Log the details of all incoming and outgoing animals – see *Appendix 8*
- Encourage people to register online at https://register.redcross.org.au/
- Maintain a central point for all enquiries and dissemination of information, including a rescue display list – see *Appendix 9*
- Maintain a running sheet of expenditure – see *Appendix 10*

Depending on the size and nature of the incident, the Shire Animal Welfare Coordinator may appoint the following roles at the Animal Evacuation Centre including;

- Front gate attendant
- Registration Officer
- Safety Officer

These roles may be delegated to a Key Stakeholder organisation or community group (*See Contact and Resource Directory*) that has the capacity to assist the Shire in the management of evacuated animals.

6.4 Managing Displaced or Stray Animals

Escaped or released (stray) animals evading a hazard can pose a risk to people, other animals, property or themselves. Stray animals may require containment or impoundment.

Hazard Management Officers and authorised Officers appointed by the HMA have the power to prohibit the movement of animals within, into, out of or around an emergency area if an emergency situation or state of emergency is declared (s67 EM Act).

6.5 Access to Non-Evacuated Animals

Animal owners or carers should not attempt to access the incident area unless permission has been given by the agency controlling the emergency. Where access to impacted areas may not be permitted to residents/ property owners, DPIRD will liaise with the HMA in relation to Restricted Access Permits that may be issued in accordance with the State EM Plan 5.3.3.

Where animals are not evacuated, timely assessment and the application of treatment, routine care, euthanasia and deceased animal disposal is critical.

6.6 Assessment of Non-evacuated Animals

Where access is permitted to owners and carers, all efforts should be made by those persons to undertake the assessment of the impacted animals in their charge and initiate ongoing treatment.

Where access permits have been coordinated by DPIRD, it will also coordinate the following;

- Assessment of impacted animals
- Prioritisation of (triage) the welfare needs of animals
- Provision of welfare assessment to assist the HMA to include animal welfare considerations in ongoing response and recovery operations.

6.7 Treatment

DPIRD will liaise with Local Government and other organisations to determine the local veterinary capacity to meet animal treatment needs, identify capacity gaps and coordinate actions to address capacity gaps.

The Shire can support DPIRD actions that may include;

- Providing additional support for local veterinary practices

- Directing owners and carers to local veterinary practices
- Liaising with veterinary practices adjoining impacted areas to assist with animal treatment needs
- Facilitating contact with volunteer veterinary surgeons and veterinary nurses
- Establishing triage sites for assessment and treatment (including euthanasia) of animals.

6.8 Animal Euthanasia

It is the responsibility of the owner or carer of the impacted animal to arrange euthanasia.

Where the owner or carer is unable to arrange euthanasia of their animal, either onsite or by transporting to a suitable premise, and the animal has little or no chance of survival or continues to suffer harm if it remains alive, DPIRD will liaise with the controlling agency or HMA to facilitate arrangements for euthanasia.

There are significant liability issues concerning the movement, treatment and euthanasia of animals, in particular domestic pets and high worth animals such as breeding livestock or racehorses, this is especially so if the owner or carer of the animal is not present or consulted.

Wherever possible, animal euthanasia activities will take place in consultation with the owner or carer. Where it is not possible to identify or contact the owner or carer of an animal and euthanasia is required, the owner or carer should be contacted as soon as is practical afterwards.

Legislation provides the following powers for officers to euthanise an animal;

- An inspector appointed by the CEO of DPIRD as per s41 AW Act.
- During state of emergency an Authorise Officer appointed by the State Emergency Coordinator as per s75 EM Act
  (*Note: An Authorised Officer is any person or class of persons authorised to act by the State Emergency Coordinator*).

6.9 Animal Disposal

The disposal of deceased animals is the reasonality of the owner or carer, however, DPIRD will coordinate with the HMA and the Shire to provide advice on the timely and appropriate disposal of deceased animals during an emergency.

6.10 Provision of Emergency Food, Water and Shelter

Emergencies may affect the supply and quality of water, pastures and other sources of food usually available to animals, particularly for non-evacuated animals located in the impacted area.

During the response phase and in liaison with the HMA, the Shire may assist DPIRD in coordinating the provision of emergency food and water by:

- Identifying animals requiring access to food and water as part of the welfare assessment within the impacted area;
- Liaising with local organisations to identify evacuated animals requiring access to emergency food and water;
- Identifying potential sources of food and water including depots, distribution centres and water; and
- Coordinating donations of food and other resources.

The allocation of food and water will aim to meet animals' basic nutritional requirements. In situations where the minimum requirements of an animal are unlikely to be met, consideration should be given to the agistment, temporary rehousing, rehoming, sale, adoption or euthanasia of an impacted animal, where relevant.

6.11 Reunification of Animals with Owners

Owners or carers should ensure their animals can be identified through appropriate up to date identification systems such as microchipping and the National Livestock Identification System.

The Shire Rangers are responsible for domestic pet registrations (dogs and cats) and can assist with the reuniting process of displaced animals with their owner or carer.

If owners or carers are located within welfare centres, DPIRD will liaise with Department of Communities to reunite owners with their animals during or as soon as practicable after an emergency. The Shire may assist in this process where requested.

6.12 Withdrawal

Once the emergency response phase has ended, the HMA will notify the Local Government that they are withdrawing from the incident which allows for Recovery to fully commence.

7. Recovery

Local Government is responsible for managing recovery following and emergency affecting the community in its district as per s36 (b) of the EM Act.

Recovery is the restoring or improving of livelihoods and health, as well as economic, physical, social, cultural and environmental assets, systems and activities, of a disaster-affected community or society, aligning with the principles of sustainable development and 'build back better', to avoid or reduce future disaster risk (UNISDR, 2017).

Recovery is the process of coming to terms with the impacts of a disaster and managing the disruptions and changes caused, which can result, for some people, in a new way of living. Being 'recovered' is being able to lead a life that individuals and communities value living, even if it is different to the life they were leading before the disaster event.

DPIRD will coordinate to return the responsibility for ongoing animal welfare activities back to the Shire and the owners and carers of animals.

Please review the Shire of Dardanup Recovery Plan available at www.dardanup.wa.gov.au

7.1 State Government

7.1.1 Department of Primary Industries and Regional Development

- Liaise with relevant agencies to transfer responsibility for ongoing animal welfare activities back to Local Government and the owner or carer;
- Provide advice to the controlling agency or HMA and Local Government on animal welfare considerations, as part of the recovery operational plan.
- Participate in post-emergency debriefs and reviews, as requested.

7.1.2 Department of Biodiversity, Conservation and Attractions

- Assist DPIRD in providing animal welfare advice for the Shire's Local Recovery Plan.
- Participate in post-emergency debriefs and reviews, as requested.

7.1.3 Department of Communities

- Consider animal welfare to the extent possible during the coordination of welfare services

7.2 Hazard Management Agency/ Controlling Agency

- Include animal welfare in post-emergency debriefs and reviews.

7.3 Local Government

- Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with the management of ongoing animal welfare issues post emergency.
- Liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Local government and the owner or carer.
- Review the effectiveness of the Shire Animal Welfare Support Plan with Key Stakeholders.
- Ensure Local Government is represented on the CAWE, via the WALGA member, to participate in providing feedback concerning the State Animal Welfare Plan.

7.4 Key Stakeholders

- Assist the Shire and/ or DPIRD in post incident activities as requested.
- Debrief with staff and/ or volunteers within organisation or community group as it is important not to underestimate the impacts on personnel involved in emergency response.

8. Incident Reporting/ Debriefing

8.1 Financial Management

Financial management is inclusive of all acquisition, distribution and accounting funds.

8.1.1 Owner or Carer

The owner or carer is responsible for the costs associated with the welfare of his/ her animal. Activities undertaken for the welfare of an animal should, wherever possible, take place in consultation with the owner or carer. During an emergency, it may not be possible to identify or contact the owner or carer and an authorised officer may be required to undertake activities for the welfare of animal without prior consultation. Section 56 of the AW Act provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.

8.1.2 Local Government

When an emergency is declared an eligible event under Disaster Recovery Funding Arrangements WA (DRFAWA), all eligible costs associated with the emergency are required to be met in accordance with DRFAWA Categories A, B and C, unless prior arrangements in relation to DRFAWA funding have been endorsed by the State government.

To be an eligible event, the following criteria must be met:

- A coordinated, multi-agency response is required.
- The cost of emergency assistance to individuals and communities, and/or damage to essential public assets, is estimated to exceed $240,000 (costs for the event as a whole - not costs for each local government impacted).
- It must be a terrorist event or one of 10 natural disasters, including: bushfire, earthquake, flood, storm, cyclone, storm surge, landslide, tsunami, meteorite strike, or tornado.

DRFAWA Guideline and Templates have been created to help communities understand the measures available and help asset owners understand the requirements when undertaking the restoration of essential public assets.

It should be noted that the Lord Mayor Distress Relief Fund (LMDRF) does not cater for impacts on animals or the environment.

8.1.3 Animal Evacuation Centre

Costs incurred by the Centre are to be approved by the Animal Welfare Coordinator and recorded using the Expenses Running Sheet - *Appendix 10* this includes in kind material, hire of equipment and donations of new goods.

If the incident is <u>not</u> an eligible event costs will need to be absorbed by the Local Government.

8.2 Insurance

Under the Emergency Management Act 2005 liability insurance shall be afforded to the HMA for the event for all workers and volunteers working in the incident management structure and/or under the control of the HMA.

8.3 Record/ Data Management

The Shire shall be responsible for effective record/ data management when the plan is activated.

All relevant forms should be completed, copied and secured into the Shire's record management system being TARDIS.

8.4 Debriefing

At the end of any activation of this plan, the Shire of Dardanup will facilitate a debriefing meeting for all key stakeholders involved in providing assistance during the event.

9. Review

9.1 Support Plan Review

The Animal Welfare Support Plan will be reviewed and amended as follows:

- A review conducted after an event or incident in which the Animal Welfare Support Plan was implemented;
- After an exercise that tests the Animal Welfare Support Plan;
- An entire review undertaken every five years, as risks might vary due to climatic, environment and population changes; and
- Any other circumstances that may require more frequent reviews.

The Executive Officer of the LEMC shall be responsible for carrying out and distributing any reviews.

10.   Appendices

Appendix 1: Acronyms and Definitions

The Act	Emergency Management Act 2005 (WA)
AWC	Animal Welfare Coordinator
AWA	Animal Welfare Assistant
CA	Controlling Agency
CAWE	Committee for Animal Welfare in Emergencies
CEO	Chief Executive Officer
DC	Department of Communities
DRFAWA	Disaster Recovery Funding Arrangements WA
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DBCA	Department of Biodiversity and Conservation Attractions
DPIRD	Department of Primary Industry and Regional Development
LRCG	Local Recovery Coordination Group
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMDRF	Lord Mayor Distress Relief Fund
RC	Recovery Coordinator
OIC	Officer In Charge
PPRR	Prevention, Preparedness, Response, Recovery
RSPCA	Royal Society of Prevention of Cruelty to Animals
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SoD	Shire of Dardanup
SOP	Standard Operating Procedure
WAPol	Western Australian Police Service

Agency	A Government agency, including Commonwealth, State or local government authority.
Animal	Companion animals, domestic pets, livestock including horses and poultry, wildlife, birds, and fish.
Animal Evacuation Centre	An identified temporary facility suitable for providing containment and shelter for animals that have been evacuated in an emergency.
Animal Welfare	Animal welfare refers the physical and mental state of an animal in relation to the conditions in which it lives and dies; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment.
Authorised Officer	An Authorised Officer is the State Emergency Coordinator and/ or a person authorised under section 61 of the EM Act 2005.
Biosecurity	The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, establishment or spread of animal or plant pests and disease, or invasive plant and animal species.
Controlling Agency (CA)	A Controlling Agency controls the response activities to a specified type of Emergency. DFES, DBCA and Local Governments all have responsibilities for fires in their relevant jurisdictions under the Bush Fires Act 1954.
Fodder	Feed for livestock such as hay, or pre-prepared feedstuffs designed specifically for livestock.
Hazard Management Agency (HMA)	A HMA is a public authority, or other person prescribed in the EM Regulations to be responsible for emergency management of one or more of the emergency management aspects of Prevention, Preparedness, Response, and Recovery.
Incident Controller (IC)	The IC is 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.
Incident Management Team (IMT)	The IMT is a group of incident management personnel comprising the Incident Controller, and the personnel they 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)	An ISG is 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.
Key Stakeholder	A local non-government organisation or community group involved in animal welfare that are involved in the development and implementation of this plan and committed to providing assistance to State and Local Government in an Emergency.

Livestock	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. • Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, ratites, buffalo, camels, alpacas, goats and deer; or • Horses, including where used for recreation; or • Any animals prescribed as livestock.
Local Emergency Management Committee (LEMC)	A Local Emergency Management Committee established under section 38 of the EM Act 2005.
Organisation	Any non-government or not for profit entity, company or authority
Domestic Pets	Small domesticated animals who are portable and would normally accompany the family when they leave the property. Includes; dogs, cats, rabbits, rodents, fish & tame birds.
Situational Report (SITREP)	A brief report that is published and updated periodically during an emergency which outlines the details of the emergency, the needs generated, and the responses undertaken as they become known.
State of Emergency	A declaration made under section 56 of the EM Act 2005, by the Minister, which provides access to further emergency management powers.
Support Agency	An agency which provides services, personnel, or material to support or assist a control agency or affected persons.
Triage	The process of determining the priority of veterinary treatment based on the severity of an animal's condition. This rations veterinary treatment efficiently when resources are insufficient for all to be treated immediately.
Welfare Evacuation Centre (For People Only)	Welfare Evacuation Centres are established as emergency facilities from which shelter, food, clothing, financial assistance, registration, and personal support is available for people. Animals (including pets) are not permitted in these centres during an emergency unless they are an assistant dog.
Wildlife	Any vertebrate animal indigenous to Australia, some non-indigenous vertebrates (deer and game birds declared to be wildlife, any terrestrial invertebrates listed as threatened, and does not include fish within the meaning of the Fisheries Act, 1995.

Appendix 2: Emergency Incident Levels

The Incident Controller has a responsibility to assess the incident level.

Incidents are broadly classified into three (3) levels as detailed below. It is recognised that there will be some overlap between levels and the Incident Controller will determine the incident level based on the actual and/or potential impact of the incident.

Level 1
Single or limited multi-agency response (day to day business)
Incident area is limited in extent
Response duration within single shift
Resources can be met by local government without State Support
Minimal impact to the community

Level 2
Coordination of multi-agency resources is required
Response duration covers multiple shifts
Medium term impact on critical infrastructure
Resources are sourced from district or State level
Medium level of complexity
One or two incident areas are involved
Medium impact on the community (health, safety, economic, technological or other)
Potential for the incident to be declared an 'emergency situation'; and/or the incident involves multiple hazards.
Incident involved multiple hazards

Level 3
Significant coordination of a multi-agency response is required
Protracted response duration
Significant impact on critical infrastructure
Resources need to be sourced from State, National and even International level
High level of complexity;
Significant impact on the routine functioning of the community (health, safety, economic, technological or other)
Multiple incident areas
Evacuation and/or relocation of community is required
Actual or potential loss of life or multiple, serious injuries
A declaration of an 'emergency situation' or 'state of emergency' is likely

Appendix 3: Animal Welfare Coordinator and Assistant Roles

Animal Welfare Coordinator
On activation of the Animal Welfare Support Plan the Animal Welfare Coordinator will:
- Establish and maintain liaison with the CEO and/ or Recovery Coordinator concerning all animal welfare issues and management decisions.   - Provide Situational Reports to the CEO and/ or Recovery Coordinator for IMT or ISG meetings.   - Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support if activated.   - Establish and maintain contact with the Welfare Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.   - Appoint Animal Welfare Assistant(s), if required, to assist in the administration or logistics associated within this plan.   - Ensure Animal Welfare support equipment and consumables are maintained and available at all times.   - Request Veterinarians support and assistance for animals requiring veterinary assessment or treatment as approved by HMA/ IC.   - Liaise with Shire Media Officer and the HMA/ IC on preparation and release of public information concerning animal welfare as required.   - Arrange a debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.   - Assist DPIRD and/ or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.   - Seek authorisation from the HMA/ IC to patrol areas affected by the emergency (in consultation with DPIRD/ DBCA) to assist impacted wildlife.

Animal Welfare Assistant
On activation of the Animal Welfare Support Plan the Animal Welfare Assistant(s) will:
- Provide support and assistance to the Animal Welfare Coordinator in the management of animal welfare issues as requested.   - Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.   - Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.   - Liaise with available Veterinarians for animals requiring veterinary assessment or treatment.   - Participate in patrols of the area impacted by the emergency to assist impacted wildlife once the area is deemed safe to do so by the HMA/ IC.

Appendix 4: Animal Evacuation Centre Locations

Dardanup Equestrian Centre (Primary Site)

Location*:* 66 Garvey Road, Dardanup West (Cnr Boyanup-Picton Road).

Dardanup Equestrian Centre is the premier equestrian centre of the south west situated a kilometre south of the town of Dardanup and 18km from the centre of Bunbury.

Area*:* 319710 m² (79 ac, or 32 ha)

Contacts*:*

President	Cathy Miller	0419 925 653	millersexcav1@bigpond.com
Vice-President	Raelene Birch	9728 1206	b1rchy@bbnet.com.au
Secretary	Jacquie Hall	0419 954 211	epona54@bigpond.com
Treasurer	Jacky Ynema	0408 263 168	jacky@ynema.net
Bookings	Jen Coffey	0407 101 325	jacoffey@westnet.com.au

Facilities*:*

- Large Hall with tables and chairs, full kitchen facilities, toilets and showers, sheltered veranda;

- Large Arenas;

Primary Arena 80m x 100m   *Secondary Arena 80m x 30m*

- 44 secure yards available for use with a 4-post wash bay near the main yards.

- Plenty of room for vehicle, float and parking.

Bunbury Turf Club

Location: Brittain Rd, Bunbury WA 6230

Features: 130 Under Cover Stalls
4 Wash Down Bays
Horse Scales
Race Day Office
Trainers Only Men's and Women's Rest Rooms
Vet Rooms
Float Parking
Onsite First Aid

Contacts: (08) 9721 3444
racing@bunburyturfclub.com.au

Bunbury Trotting Club

Location: Donaldson Park Harness Racing Complex, Hands Avenue, Bunbury

Area: Free parking for over 1000 vehicles
Full Kitchen
Function Rooms
PA System

Contacts: Office – (08) 9721 2768
Julie Cadwell
0422 186 931
julie@bunburytrottingclub.com.au

Bunbury Horse and Pony Club

Location: 746 Bussell Hwy, Gelorup WA 6230

Area: Details TBC

Contacts: (08) 9795 9344

Capel Horse and Pony Club

Location: Cnr Goodwood and Tutanup Roads, Capel

Area: 100 acres

Contacts: Chair Person – Rachel Mason
0455 716 697
rachhht@yahoo.com.au

Boyanup Cattle Sale Yards

Location: 31 Salter Rd, Boyanup WA 6237

Area: Details TBC

Contacts: Elders Rural Services or Shire of Capel
Dean Hubbard the chairman of WALSA (leases the Boyanup saleyards)
0418 952 087
Dean.Hubbard@elders.com.au

Appendix 5: Animal Evacuation Centre Checklist

Animal Evacuation Centre Checklist

This role is assigned by the Animal Welfare Coordinator

ON ACTIVATION		
Task	**Notes**	**Complete ✓**
1. Ensure that the facility is not at risk or likely to be impacted by the hazard Refer to the Emergency WA website www.emergency.wa.gov.au and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.		☐
2. Ensure that the facility has the capacity to support a large influx of Animals and people. If an event currently underway or scheduled in the next three days, consider redirecting the request to another facility.		☐
3. Ensure the facility is operational • Club rooms, kitchen and amenities to be in good working order • Perimeter fencing secure • Reliable source of power and water • Unrestricted road access and consider route to Department of Communities evacuation centre		☐
4. Contact Facility members who are available to volunteers and assist in the management of the Animal Welfare Centre. • Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers • Draft a basic roster		☐
5. Establish a registration point Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: • Inform users of facility/ centre arrangements • Log the details of all incoming and outgoing Animals. • Collection of ground fees (if applicable) • Encourage all persons to register at https://register.redcross.org.au/ • Maintain a central point for all queries and the dissemination of information		☐

MANAGEMENT DURING EMERGENCY		
Task	**Notes**	**Complete ✓**
6. Waiving of fees and rules In extenuating circumstances the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be: • Made in good faith • Documented • Communicated to the Facility Manager as soon as practicable This is most likely to involved dogs and unattended Animals at the grounds.		☐
7. Catering arrangements The facility is under no obligation to cater for the displaced people and this stance is to be communicated with them from the outset. Any donated food should be prepared in accordance with food safety standards. • The details of the closest shops should be circulated and kitchen facilities may be used by those wishing to prepare their own food. • Any displaced person still requiring the provision of these basic needs should be redirected to the Department of Communities evacuation centre.		☐
8. Donations The centre is not be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are: • Animal feed • Animal medical supplies and services • Approved catering supplies and services • Facility consumables (i.e. toilet paper)		☐
9. Communication - SITREP The Facility Manger is to maintain communication with the following organisations: • Animal Welfare Coordinator • Shire Ranger Services (to inform IC via ISG) • Department of Communities • Other Public Equestrian Facilities Subsequent SITREPS are to be provided **every 12hrs** at a minimum, or as the situation changes.		☐

10. Animals with unknown owners It is likely that rescued Animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed and its details are to be forwarded to the Ranger Services of the relevant Local Government. The Rangers may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.		☐
11. Administration and finance Accurate records of all centre activities, key decisions and expenditure is to be kept. This information may be required for the post incident review. Costs may be claimable, however confirmation of this is often required prior to activation.		☐
12. Delegation of roles Depending on the size and nature of the incident consider appointing following positions: • Front gate attendant • Registration / admin officer • Safety officer		☐
13. Relief arrangements and shift changes Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. It is advised that centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator is to be made publicly available at the centre.		☐

STAND DOWN		
Task	**Notes**	**Completed ✓**
12. Closure of centre The centre is to be closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds		
13. Those requiring long term accommodation Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		
14. Unclaimed animals Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		
15. Clean up The facility is to be left in a clean usable state so that it can quickly return to general business. It is expected that the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		

POST EMERGENCY		
Task	**Notes**	**Completed ✓**
16. Debrief The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: • Facility Manager • Feedback from users as they leave • Hosting an official debrief session		
17. Request for information It is likely that the facility will be contacted details of those involved, to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. This information is to be released following validation from the Facility Manager.		
18. Amendments Any proposed changes to this document must be raise with and endorsed by the Facility Manager and Shire of Dardanup, in consultation with DFES and Department of Communities.		

Appendix 6: Animal Welfare Situational Report

Animal Welfare Coordinator
Situation Report

Incident Name:	
Agency/ Organisation:	
Information Current to:	*(Date/ Time)*

CURRENT SITUATION:

	Horses	Livestock	Other
Total Number of Animals at Evacuation Centre:			

Situation Summary
(Brief overview of the situation at the Animal Evacuation Centre)

Issues / Hazards Arising
(Brief description of issues known or expected to arise eg. capacity reached, shortage of resources)

Actions Taken
(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

Actions to be Completed
(Brief report of schedules/ planned/ proposed actions for the period covered by Sitrep)

Injured Animals
(Are animals presenting injured, type of injuries, is vet present or required)

Environment/ Safety
(Are there any significant environmental impacts or potential for impacts or safety issues)

Emerging or Expected Issues
12-24 hours
24-48 hours

Next Animal Welfare SITREP due: _____ *(Time / Date)*

SITREP Prepared By:	
Time & Date:	

Notes for Completing SITREP:
- Information in the sitrep should be factual and largely without interpretation and conjecture.
- The information in a sitrep should cover the period between the last sitrep and the next sitrep.
- Sitreps should be brief and not a narrative (read in <3-5 mins). A report should be used for the provision of more detailed information.
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function.
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.
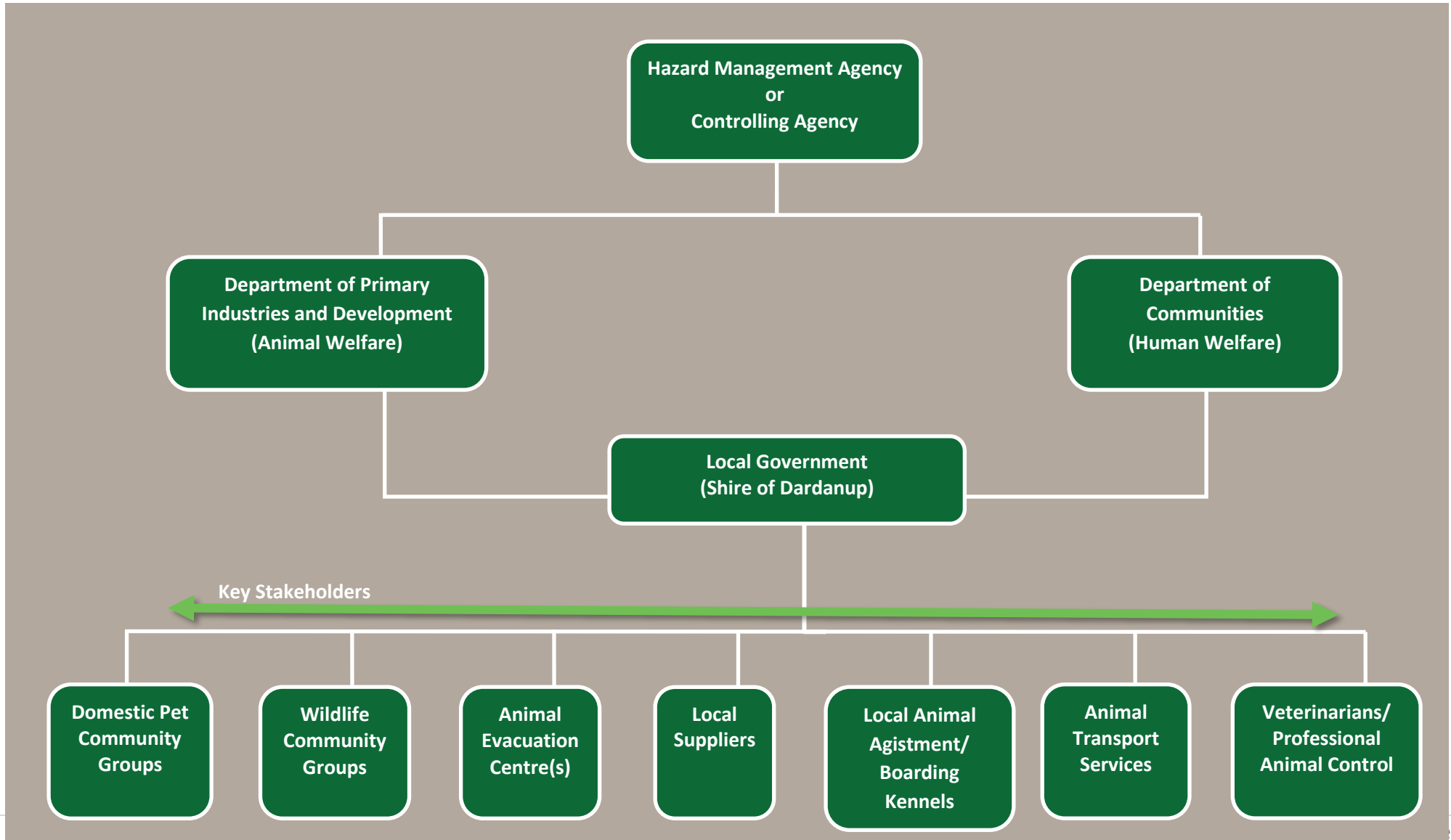
Appendix 7: Animal Evacuation Registration Form   (Available in Booklet Form)

RECEPTION INFORMATION				
DATE: _____ / _____ / _____ **TIME:** _____ : _____ **HRS**		**PEN/HOLDING NUMBER:**		**Photo Taken?** □ Yes □ No
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON:	□ Roaming □ Evacuated □ Relinquished			
TRANSPORTED BY:	□ Owner □ Carer □ Agency □ Member of Public			
INJURIES OBSERVED:	□ Yes □ No	**NOTIFIED:**	□ Animal Welfare Coordinator □ DPIRD □ HMA	

ANIMAL DESCRIPTION				
LIVESTOCK:	□ Sheep □ Cattle □ Goats □ Llama □ Pigs □ Chickens	**DOMESTIC PET:**	□ Cat □ Dog □ Horse □ Other: _____	
ESTIMATED Nº:		**SEX:**	□ Male □ Female □ Unknown	
BREED:		**STERILISED:**	□ Yes □ No □ Unknown	
COLOUR:		**MICROCHIP:**	□ Yes □ No □ Unknown Nº: _____	
BRAND/ MARKINGS:		**VACCINATED:**	□ Yes □ No □ Unknown	
AGE:	□ > 6 mths □ 6 mths - 3yrs □ 3 yrs □ Elderly	**REGISTERED:**	□ Yes □ No □ Unknown Registration Nº: _____	

OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	**Home:**		**Mobile:**	
EMAIL:				
STAYING ON GROUNDS:	□ Yes □ No			

RELEASE DETAILS OF ANIMAL				
FEES:	$	□ Paid □ Unpaid □ Waivered		
OUTCOME:	□ Collected	**Name:**		
	□ Re-Homed	**Where:**		
	□ Euthanasia	**Reason:**		
OWNER/ CARER SIGNATURE:				

Appendix 8: Summary Sheet: Evacuated Animal Register

DATE	TIME	OFFICER	ID#	SPECIES	BREED	COLOUR	RESCUED FROM	HOLDING LOCATION

Appendix 9: Animal Welfare Support Plan Structure

Hazard Management Agency
or
Controlling Agency

Department of Primary Industries and Development (Animal Welfare)

Department of Communities (Human Welfare)

Local Government (Shire of Dardanup)

Key Stakeholders

- Domestic Pet Community Groups
- Wildlife Community Groups
- Animal Evacuation Centre(s)
- Local Suppliers
- Local Animal Agistment/ Boarding Kennels
- Animal Transport Services
- Veterinarians/ Professional Animal Control

Appendix 10: Animal Rescue Public Display List

DATE	TIME	ID #	SPECIES	BREED	DESCRIPTION	RESCUED FROM	PHOTO Y/N

APPENDIX 11: Animal Evacuation Centre Expenditure Running Sheet

DATE	OFFICER	GOOD/SERVICE	PAID/UNPAID	COST

SEMC COMMUNIQUE

MAY 2021 HIGHLIGHTS

The State Emergency Management Committee (SEMC) met on 07 May 2021. The meeting was attended by the Hon. Reece Whitby MLA, Minister for Emergency Services.

The SEMC noted the appointment of SEMC Executive Officer, Ms Pexton as State Recovery Controller for Tropical Cyclone Seroja and that Ms Pexton will apply for a leave of absence from the SEMC.

The key discussion items and resolutions from the meeting are summarised below.

Discussion Items and Outcomes

- The SEMC discussed the current emergency events: COVID-19, Wooroloo Bushfire and Tropical Cyclone (TC) Seroja. The concurrent and enduring nature of these events have significantly impacted key personnel who have been working long hours for more than a year. The SEMC noted the work and support provided by the State Solicitors Office.

- The SEMC noted the Commonwealth announcement of the new National Recovery and Resilience Agency and awaits further detail from the Australian Government on the role and scope of this agency.

- The SEMC discussed alternative models for lessons management and assurance and the future of the Lessons Management Reference Group. The SEMC Business Unit will submit an options paper to SEMC at the August 2021 meeting.

- The SEMC considered a paper regarding the benefits of wider community use of personal locator technologies to improve land-based search and rescue. The matter was referred to the Response Capability subcommittee for investigation and to report back to the SEMC.

- The State Emergency Coordination Group reported a need for better data regarding the conditions and structural standards of potential evacuation centres. The SEMC requested the Response Capability subcommittee to initiate a project to update the evacuation centre register with a particular focus on wind rating and structural adequacy of buildings. To be completed as a priority project.

- The SEMC endorsed the Shire of Dandaragan's Local Emergency Management Arrangements.

- The SEMC noted the release of the State-wide Emergency Capability Summary. The SEMC also noted the status of the review of the Capability Framework and requested a workplan for beyond June 2022.

- The SEMC resolved to review and complete the draft SEMC Strategic Plan for consideration by the Minister.

State Emergency Management Framework

- The SEMC approved a revised review completion date of October 2021 for the State Hazard Plans for Earthquake, Collapse and Tsunami.

- The SEMC approved that the draft State Hazard Plan – Severe Weather be adopted as an interim plan without further consultation, noting that the Plan does not include material changes from the previous plans, and on the basis that a comprehensive evidence-based review of the draft plan will be undertaken, informed by the lessons identified from TC Seroja. Full consultation will be undertaken for the updated draft following the review.

- The SEMC noted the redesign of the State Emergency Management documents to meet the WA Government's Accessibility and Inclusivity Standard. The new design will be progressively rolled out across the suite of documents starting with the State Emergency Management Policy, Plan, Procedures and Glossary in June 2021.

- The SEMC approved statement of fact amendments to the State Emergency Management Policy and Procedure as part of the overall project to redesign the Emergency Management documents.

A summary of all amendments made to the State Emergency Management Framework can be found at the SEMC website by viewing the State Emergency Management Document Amendments and Review Schedule.

The following Emergency Management documents are scheduled to go out for consultation in the coming period:

Currently consulting on:

- State Hazard Plan – Hostile Act/Terrorist Act (restricted access)

- State Hazard Plan – Animal Plant and Biosecurity

- Lessons Management Guideline

June/July

- District Emergency Management Committee Members Handbook

- State Hazard Plan – Tsunami

- State Hazard Plan – Earthquake

- State Hazard Plan – Collapse

- State Hazard Plan – Maritime Environmental Emergencies

- State Emergency Management Plan: roles and responsibilities; and

- State Emergency Management Response Procedure 20: Australian Government Physical Assistance/Defence Assistance to Civil Communities.

For further information on the State Emergency Management Framework, please contact semc.policylegislation@dfes.wa.gov.au

Subcommittee's and Reference Groups

Key outcomes of Subcommittee's and Reference Groups meetings were noted, including the inaugural meeting of the Public Safety Communications Subcommittee.

SEMC Subcommittee and Reference Groups proposed meetings dates for the upcoming period:

State Exercise Coordination Team	11 June 2021
Lessons Management Reference Group	17 June 2021
Essential Services Network Reference Group	17 June 2021
Public Safety Communications Subcommittee	22 June 2021
Response Capability Subcommittee	23 June 2021
Risk Subcommittee	24 June 2021
Recovery & Community Engagement	25 June 2021
Public Information Reference Group	3 August 2021

Grant Updates

The SEMC endorsed the revised dates for the National Disaster Risk Reduction (NDRR) Fund competitive grant rounds and approved the opening of the first grant round in June 2021 pending Commonwealth agreement. The National Disaster Risk Reduction fund replaces the National Disaster Resilience Program and will deliver $12.528 Million of funding over five (5) years. Further information is available on the SEMC website Grants page.

SEMC Capability Survey

The SEMC Annual and Preparedness Report Capability Survey (the capability survey) opened in April. Respondents have approximately 8 weeks to complete and submit their organisation's survey, due in June 2021. Completion of the survey is an eligibility requirement for the NDRR grant program. The Department of Fire and Emergency Services – State Capability Team manage the survey on behalf of the SEMC. For more information, please contact semc.capability@dfes.wa.gov.au.

Resilient Australia Awards- Closing 18 June 2021 (extended)

Now in its 22nd year, the Resilient Australia Awards recognise outstanding contributions across eight categories. Winning submissions in each state and territory are considered for national awards. These Awards are an opportunity to highlight initiatives that are making communities safer, more connected and better prepared.

Submissions will now be accepted until 11.59pm AEST on Friday 18 June 2021.

For details and guidelines, visit www.aidr.org.au/raa.

The next meeting of the SEMC

The next meeting of the SEMC will be held on Friday 13 August 2021.

Agenda item submissions are currently open and close on Friday 23 July 2021.

Terms of Reference

<mark><LGA></mark> Local Emergency Management Committee

Adopted:	<mark>Date</mark>
Last Reviewed:	<mark>Date</mark>
Associated Legislation:	Emergency Management Act 2005
Associated Documents:	<mark><LGA></mark> (local law, EM policy or procedures if applicable)
Review Responsibility:	<mark><LGA></mark> Local Emergency Management Committee

LEMC Authority

The Emergency Management Act 2005 s38(1) provides the authority to the local government to establish the local emergency management committees for the local government's district.

The LEMC does not have delegated authority to exercise the powers for discharge duties of the local government but may provide appropriate advice and recommendations to Council or the Chief Executive Officer in order for the local government to effectively perform its legislative functions and duties.

LEMC Function

a) To advise and assist the <mark><LGA></mark> in ensuring that local emergency management arrangements are established for its district.

b) To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements.

c) To carry out other emergency management activities as directed by the SEMC or prescribed by the *Emergency Management Regulations 2006*.

d) To exercise the Local Emergency Management Arrangements on an annual basis, and to test their effectiveness in practical applications.

e) To prepare an annual report of the activities of the Committee for submission to the District Emergency Management Committee (SEMC).

f) To assist in the preparation and review of the Local Emergency Risk Register and provide guidance in the treatment strategies to reduce the risk to the community.

LEMC Membership

Membership of the <LGA> LEMC is established under the State Emergency Management Policy advice. LEMC membership reflects the <LGA> district, identified risks and emergencies likely to occur, the built and natural environment, demographics, economics and key social considerations.

LEMC Executive

The LEMC Executive is appointed under the authority of <LGA> Council.

The <Elected member of Council > is appointed as the **Chair of the LEMC**.
The <Local Emergency Coordinator or CEO or elected member of Council> is appointed as the **Deputy Chair of the LEMC**.
The <LGA position title> is appointed as the **Executive Officer of the LEMC**.

LEMC Administration. The <LGA position title> is appointed as the **LEMC Administration Support Officer**.

LEMC Members (indicative list below & estb to suit local risk profile)

- Hazard Management Agencies
- Combat and Support Agencies (incl Welfare and Healthcare)
- Local Government (may consist Cr, Executive, EM and Recovery reps)
- Utilities (example Western Power, Water Corporation)
- Other government organisations
- Volunteer Organisations (example BFB, SES, VFRS)
- Local business and/or industry (Chamber of Commerce, Tourism)
- Others

Conduct of Meeting

Ordinary meetings of the LEMC shall be held on the <xx day, week day, month, month, month and month> each year. Written notice shall be given to all LEMC members, at least 14 days prior to the meeting. Special meetings of the Committee may be convened:

- By the Presiding Member.

- By written notice to all LEMC members, such notice being signed by at least four members of the Committee, giving not less than 7 days' notice and stating the purpose of the meeting.

Attendance.

LEMC members are required to attend all LEMC meetings, where physically possible. Where physical attendance is not possible, due to leave, proximity, or operational obligations, the member may provide a proxy or attend virtually, through appropriate technological means.

A LEMC member may use any technology that reasonably allows all members to hear and contribute to discussions in real time. A member who takes part in a LEMC meeting via teleconference or video conference is considered to be in attendance at the meeting.

Non-Attendance at Meetings

If a member consistently fails to attend LEMC meetings, the LEMC Executive may seek the nomination of an alternative representative from that member's host agency.

Quorum.

A quorum requirement of 50% is the minimum number of people required for the LEMC meeting to be valid. If a quorum is not present, the LEMC is to reconvene the meeting on another date.

Proxy Member Attendance at Meetings

Each LEMC member is to nominate one proxy member who may attend a LEMC meeting in their absence. The proxy member has the same rights as a member in that member's absence. That is, a proxy member attending a meeting on behalf of a member contributes towards the quorum and holds voting rights in the member's absence. A proxy register is maintained by the LEMC Executive Officer.

Membership Review

The LEMC Executive team will conduct an annual review of the committee membership to ensure membership is consistent, contemporary and relevant.

Working groups

The LEMC may establish a working group to assist the committee to fulfil its functions or undertake a specific project. The creation of a working group needs to be approved by the LEMC and noted as a meeting resolution. Terms of Reference for the working group are required to give clear guidance on the working group's establishment, functions, role, required outcomes and conduct of business. LEMC working groups will be required to provide the LEMC with a project status update, in writing, at each LEMC meeting within the project's lifespan. The LEMC Deputy Chair is the recommended chair for working groups.

South West
District Emergency Management Committee
Local EM report as at 29 July 2021

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	12	**100%**		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Current	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	Current	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	Current	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	Nearing review	2/08/2016	40/2016	2/08/2021
Shire of Collie	Collie	Current	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Nearing review	2/08/2016	40/2016	2/08/2021
Shire of Donnybrook-Balingup	Donnybrook-Balingup	Current	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Current	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	6/03/2020	08/2020	6/03/2025
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

LEMC meeting and exercise summary 2020-21

Planned **Complete** **Cancelled**

LEMC	Meetings				ISG activation	Exercises Reporting		Capability Survey Complete
	1rd Qtr 2021 July, Aug, Sept	2nd Qtr 2021 October, Nov, Dec	3rd Qtr 2021 January, Feb, March	4th Qtr 2021 April, May, June				
	Date	Date	Date	Date	Date	Event Date	Report Received	Received
Augusta Margaret River	**10 Aug**							
Boyup Brook	**4 Aug**							
Bridgetown-Greenbushes	**17 Aug**							
Bunbury	**26 Aug**							
Busselton	**7 Sept**							
Capel	**1 Sept**							
Collie	**18 Aug**							
Dardanup	**11 Aug**							
Donnybrook-Balingup	**17 Aug**							
Harvey	**13 Sept**							
Manjimup	**15 Sept**							
Nannup	**4 Aug**							

State Risk Project – Local Summary

Complete

Planning

Local Government	Group	Local Risk Status					
Augusta Margaret River	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	Road Crash
Boyup Brook	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Bridgetown-Greenbushes	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Bunbury	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Busselton	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	Air Crash
Capel	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Collie	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	
Dardanup	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Donnybrook-Balingup	A	Storm	Flood	Electricity	Human Epidemic	Bushfire	
Harvey	B	Storm	Flood	Electricity	Plant Bio Security		
Manjimup	B	Storm		Electricity	Plant Bio Security	Bushfire	
Nannup	B	Storm	Flood	Electricity	Plant Bio Security	Bushfire	