Shire of Dardanup

APPENDICES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 11 November 2020
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.

(Appendix LEMC: 8.1)

Shire of Dardanup

LOCAL EMERGENCY MANAGEMENT PLAN

BUSH FIRE RESPONSE

Adopted by BFAC meeting: 14/10/2020

Adopted by Council 28/10/2020

Review Date: Sept 2021

FOWARD

The Shire of Dardanup is one of the fastest growing local governments in Australia. Over the past 10 years the population has grown by nearly 35%, consistently achieving around 1.5-2% growth per annum since 2001. The Shire forms part of the Greater Bunbury Region and is located in close proximity to Perth (less than a 2 hour drive) and the popular tourist destinations along the south west coast.

As a Shire with a rural history, located on a major river and close to the coast, the Shire of Dardanup has many attributes that make it an attractive place to live, work and invest providing all the essentials of life: residential, commercial, farming, industrial, rural lifestyle, waterways, State forests and recreation.

The geography and vegetation within the Shire provides a range of attractive landscapes with expansive views and numerous valleys that follow the major watercourses. It is a regionally significant landscape that has economic significance, particularly for the tourist industry and for people seeking a rural lifestyle environment. A number of tourist attractions have been established including Gnomesville, wineries, breweries, farm stays and the like.

A major fire consideration for the Shire of Dardanup Bush Fire Response is the abundance of Coastal Wattle which is a recovery plant species and is prolific throughout the regions that were previously cleared. It creates highly volatile fire behaviour when impacted by severe fire.

Zoned Land area v Reservation (Greater Bunbury Scheme)

GBRS ZONING		AREA (ha)	LAND PERCENTAGE
ZONES	Urban	783	1.5
	Urban Deferred	75.6	0.1
	Industrial	569.6	1.1
	Industrial Deferred	257.9	0.5
	Rural	26,867.4	50.9
	Sub Total	28,553.2	54.1
RESERVES	State forest	13,051.5	24.7
	Regional Open Space	10,325.9	19.5
	Waterways	385.6	0.7%
	Railways	118.8	0.2%
	Primary Regional Roads	342.7	0.7
	Public Purposes (all)	26.6	0.05
	Sub Total	**24,250.9**	**45.9**
TOTAL		**52,804.4**	**100.00%**

Population Growth and Development

Conservative estimates based on Census figures for the Shire of Dardanup suggest an annual growth rate of approximately 2%.

Areas of the Shire showing 2016 Census population figures by area are listed below for settlement population distribution:

Settlement	Population
Burekup	800
Crooked Brooke	196
Dardanup	502
Dardanup West	672
Eaton	8,483
Ferguson	238
Henty	150
Millbridge	2,397
Paradise	163
Picton East	117
Waterloo	176
Wellington Forest	7
Wellington Mill	121
Total	**14,022**

AMENDMENT RECORD

Contact Officer

For copies of this plan, or to provide comment, contact: Shire of

Dardanup
Chief Bush Fire Control Officer 1
Council Drive,
EATON WA 6232

Amendment List

Amendment

#	Date	Details	Amended by:
Original	November 2013	Adopted by Council	
1	October 2014	Whole of Document	Ross Bradshaw (DFES) / Shire of Dardanup Staff
2	September 2020	Whole of document review/re-write	

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PART 1: INTRODUCTION

1.1 Aim and Objectives

The aim of this plan is to prescribe the management and coordination arrangements, responsibilities and procedures for the Volunteer Bush Fire Brigades under the control of the Shire of Dardanup (SoD) and related emergency management agencies involved in bushfire Prevention, Preparedness, Response and Recovery.

The objectives of this Local Bush Fire Response Plan are:

- To promote a safer, sustainable community in the SoD.
- To foster a sound working relationship between all parties and agencies contributing towards the effectiveness of this plan;
- To provide a bushfire management plan that is consistent of the overall State, agency, SoD objectives for fire suppression, coordination, control and command in the local government area.
- To identify key infrastructure and elements at risk to bushfire in the community;
- To provide a coordinated and effective communications strategy;
- To provide procedures for the coordination of support functions and transition to recovery in the event of a bush fire impacting the Shire.

1.2 Scope

This plan covers all lands within the boundaries of the SoD located outside the Gazetted Fire District of Eaton-Australind as prescribed by the Fire Brigades Act 1949.

1.3 Hazard Definition

A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954.

1.4 Related Documents

This plan is to be read in conjunction with the following documents that impact on fire management processes:

- Bush Fires Act 1954
- Fire Brigades Act 1942
- Conservation and Land Management Act 1984
- Fire and Emergency Services Act 1998
- Emergency Management Act 2005
- Emergency Management Regulations 2011
- Occupational Health and Safety Act 1984
- Biodiversity Conservation Act 2016
- Local Government Act 1995
- State EM Policy
- State Hazard Plan – Fire v01.00

- Shire of Dardanup Fire Control Officers Directory
- Shire of Dardanup Local Emergency Management Arrangements
- Shire of Dardanup Local Emergency Risk Management Plan
- Shire of Dardanup Local Recovery Plan
- Shire of Dardanup Local Law – Bush Fire Brigade 2011
- Traffic Management During Emergencies Guideline 2015 V02.00

1.5 Authority to Plan

Local Government has the responsibility through State Emergency Management Plan V02.05 to develop Emergency Management Arrangements for its district. Within this document The SoD is identified as the Combat Agency for Bushfire in local government districts outside the Gazetted fire district of Eaton-Australind and DBCA land and has the responsibility to plan for the Bushfire hazard response.

1.6 Plan Responsibilities

The development, implementation and review of this plan are the responsibility of SoD in consultation with Department of Fire & Emergency Services (DFES), Department of Biodiversity Conservation & Attractions (DBCA) and the Local Emergency Management Committee (LEMC).

1.7 Exercise and Review

1.7.1 Exercising

This plan will be subject to a biannual emergency exercise in accordance with State EM Policy Section 4.8and WA Managing Exercises Guideline V01.00.

1.7.2 Review

This plan will be reviewed on an annual basis prior to each bushfire season which commences in October each year. In addition, this plan will be reviewed on request by the CBFCO post any major incident impacting the Shire based on the recommendations of a Debrief or Post Incident Analysis (PIA).

1.8 Organisational Roles and Responsibilities

The SoD are a prescribed Combat Agency for the EM activity of fire suppression. Also, they are required to assist the HMA by providing advice and resources to manage the emergency. The SoD lead manage and coordinate community recovery at a local-level and undertake these responsibilities in close cooperation with or directly supported by State Government Departments and supporting agencies.

Prevention – Preparedness

- Identify the sources of risk that may impact upon the district of the local government through application of the emergency risk-management process.
- Administer and support a LEMC.

- Develop, maintain, review and test the LEMA and local recovery plan.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event.
- Administer legislative requirements under the Bush Fires Act and Regulations 1954 relating to the management of bushfire preparedness and response including: issuing fire break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times

The SoD will issue and observe harvest and vehicle movement bans based on inclement weather patterns, typically a Fire Danger Index of 35 and above or these bans may be based on response capabilities (see 3.2.2).

The SoD will liaise with any relevant agencies that have responsibility for land management for the mitigation of bush fire on land under their control. The SoD in conjunction with DFES promote community preparedness through community engagement and awareness programs

Response

- Provide assistance and support to the HMA, combat agencies and Support Organisations during the response phase of an emergency.
- Actively participate in ISG meetings and provide advice to the HMA and Support Organisations relating to the LEMA.
- As a Combat Agency for fire, carry out the activities of fire suppression on lands vested in the local government.

Recovery

- Accept and approve an Impact Statement for the emergency from the Controlling Agency, in conjunction with the State Recovery Coordinator.
- Nominate a local recovery coordinator, with more than one person appointed and trained.
- Lead and manage the community recovery process through the Local Recovery Coordination Group in concert with other agencies identified in the local recovery plan.
- Develop an operational recovery plan, in conjunction with the Local Recovery Coordination Group.

It should be noted that all landowners have a statutory and common law obligations to prepare for, prevent and manage bushfires on their land.

PART 2: PREVENTION AND MITIGATION

2.1 Responsibility for Prevention and Mitigation

The Bush Fires Act 1954 is the predominate legislation to provide for the prevention and mitigation of Bushfires in Western Australia. The FESA Act 1998, the Fire Brigades Act 1942, the Emergency Services Levy Act 2002, the Conservation and Land Management Act 1984, and the Emergency Management Act 2005 also contain relevant provisions to the administration of the Bush Fire Response Plan and administration of Volunteer Bush Fire Brigades.

The SoD will adopt a risk management approach underpinned by ISO3100 Risk Management Principles and Guidelines. The Local Emergency Risk Management Plan and Local Emergency Management Arrangements are a result of this process that determines the need for bush fire response planning.

A Bush Fire Advisory Committee (BFAC) is established under s67 of the Bush Fires Act 1954 and as mentioned in SoD Bush Fire Brigades Local Law as an advisory committee to Council on Bush Fire matters. In addition, the SoD participates in a Regional Operations Advisory Committee (ROAC) established to discuss operational matters at a regional level.

In accordance with the Emergency Management Act, 2005, the SoD has established a (LEMC) and may participate in a District Emergency Management Committee (DEMC).

Bush fire prone areas have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack. A bush fire prone area is identified by the presence of and proximity to bush fire prone vegetation and includes both the area containing the bush fire prone vegetation and a 100 metre buffer zone immediately surrounding it.

More information, including the detail of how bush fire prone vegetation is identified, is available in the *Mapping Standard for Bush Fire Prone Areas* on the DFES website Legislation.

2.2 Prevention Strategies

On a risk management approach, the SoD takes the following actions:

Requires the occupier of land to plough or clear fire break in accordance with the annual Fire Prevention Order in accordance with the Bush Fires Act 1954
Integrated hazard reduction programs for fuel removal by manual and prescribed burning methods.

In partnership with DFES conducts regular public education and awareness campaigns through direct mail, media campaigns, signage and enforcement.
In partnership with the Western Australian Police Service and local crime prevention committees' targets prevention of arson.

PART 3: PREPAREDNESS

3.1 Responsibility for Preparedness

The SoD is responsible for the following preparedness activities for land that falls under SoD responsibility.

- Pre-Incident planning to address response arrangements including
  - suitable access for suppression resources, through enforcement of the annual Fire Prevention Order
  - communications, incident notification and dispatch through the communications plan (appendix 6.6)
  - control and command facility location
- Training of Bush Fire Brigade volunteers and support personnel will be conducted in partnership with DFES and accordance with the firefighting training pathways
- SoD support and promotion of community engagement programs such as Bush Fire Ready Action Groups, local media and development of emergency waring and information systems including public access to a local SMS alert system.

3.2 Preparedness Planning

This plan forms the local level bush fire response plan for the SoD local government area. In addition, all volunteer bush fire brigades are encouraged to develop localised response plans for their district with the support of the Local Government.

3.2.1 Fire Weather Forecasting

The SoD routinely monitors weather condition and forecast Fire Danger Index (FDI) rating that is calculated on the consideration of temperature, wind speed, relative humidity and curing. During significant events SoD with the assistance from DFES can obtained specific area 'spot forecasts' from the Bureau of Meteorology to assist in incident management.

3.2.2 Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans (HVMB) are issued by the SoD under the Bush Fires Regulations 1954 Section 24c and /or Section 38a when a Bush Fire Control Officers opinion is that the use of engines, vehicles plant or machinery including the use of motorbikes is likely to cause or contribute to the spread of a bushfire.

Generally, when an FDI is above 35 the SoD will consider the implementation of a HVMB. The Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

The SoD will communicate HVMB on ABC local radio and when possible through a subscribed SMS listing. The Public may also contact the SoD at any time during normal business hours to ascertain if a HVMB has been issued.

3.2.3 Resources and Personnel

The SoD through the Emergency Services Levy provides and maintains firefighting appliances and equipment for Bush Fire Brigades. The SoD is also responsible for the attraction, administration, support, retention and training of volunteers for bush fire brigades.

During a major bushfire incident, the SoD may call on members of the LEMC committee in an operational capacity to form a multiagency incident management team or provide operational support.

3.2.4 Facilities and Services for Incident Management and Support

The SoD has identified various locations as the primary Emergency Coordination Centre for incident management and support if necessary.

3.2.5 Critical Infrastructure

The Shire of Dardanup has several industrial areas and associated infrastructure that have potential risks associated with them and is contained in **Appendix G**.

3.2.6 Special Needs and at-Risk Groups

Special needs and at-Risk Groups will be identified in the Local Emergency Management & Recovery Arrangements including contact details and any special considerations regarding these facilities.

3.2.7 Community Education

Each year the SoD will conduct community education to targeted audiences. This may include:

- Annual Fire Prevention Order awareness and compliance programs
- General community information in Prepare Act Survive.
- Bush Fire Brigade attendance at community events
- Community Bushfire Ready program (DFES)

3.3 Evacuation Arrangements

The need and planning for evacuation of residents impacted by bushfires will be the responsibility of the Incident Controller in consultation with the Western Australia Police. The SoD has identified buildings suitable for use as welfare centres and information regarding these can be found in the SoD Welfare Centres Register. The Department of Communities (DoC) is the agency responsible for assisting the community under evacuation and any servicing requirements of the established welfare centres.

PART 4: RESPONSE

4.1 Response

SoD is responsible for developing and implementing rapid, effective and complimentary response for its area of responsibility as outlined in item 1.8 of this plan.

SoD Bush Fire Brigade response arrangements are managed at the local level by the CBFCO & DCBFCO and a network of Captains, and FCO's.

4.2 Notification

All fires reported by the public will be to the 000 Emergency number.

Any request for response by SoD Volunteer Bush Fire Brigades should come via DFES Communications Centre (COMCEN) who will in turn contact the CBFCO who has primary responsibility for activating Bush Fire Brigades and the DCBFCO for information and for activating Brigades in the case that the CBFCO is unavailable.

In the event that an incident is reported by anyone other than DFES Comcen, the details of the call are to be communicated to DFES Comcen as soon as practicable.

4.2.1 Public Information and Media Management

During an emergency, the following procedures for the release of public information must be followed by EMAs, Controlling Agencies and public authorities:

- The HMA is responsible for confirming publicly that there is an emergency and what is being done in response. The HMA also releases key messages associated with the impact and management of the emergency.
- Other EMAs, Controlling Agencies and public authorities with response roles must not release information relating to the emergency until the HMA has publically confirmed the emergency. The need for the HMA to publically confirm the emergency must be recognised, particularly if there are sensitivities. However, it must also be recognised that there may be instances where EMAs and Controlling Agencies may need to release immediate, life-saving information regarding an emergency prior to an HMA announcement.
- EMAs may continue to release information relating to their business as usual activities, such as delays in services.
- If approached by the media, EMAs, Controlling Agencies and public authorities should confirm they are assisting the HMA and direct enquiries to the HMA.
- EMAs and Controlling Agencies involved in response activities must only release information in relation to their areas of expertise. This information must first go to the HMA, who may include it in their public information, before individual agencies and organisations release it through their own channels.
- The HMA, EMAs and Controlling Agencies must seek approval for the release of their public information according to their own internal processes and procedures. Matters

not falling within their direct responsibility should be referred to the appropriate agency/organisation for consideration.

- The SoD employs a Public Relations Officer that could assist with the above responsibilities.

Any local government prevention preparedness media campaigns are conducted in consultation with the SoD Public Relations Officer.

4.3 Levels of Response

The SoD will adopt an incident level structure as detailed in State Hazard Plan – Fire v01.00 Section 4.9 which details the levels of response. These are broadly defined as outlined below:

INCIDENT LEVEL DESCRIPTORS - Note: All fire incidents are regarded as Level 1 unless declared otherwise.

- LEVEL 1 - A Level 1 fire incident is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.

- LEVEL 2 - Level 2 fire incidents are more complex either in size, duration, resources, risk or community impact. They usually require delegation of a number of incident management functions and may require interagency response.

- LEVEL 3 - Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media and political interest. These incidents will usually involve delegation of all the Incident Management functions.

4.3.1 Appointment of Incident Controller

All fires requiring suppression will have an Incident Controller (IC) The CBFCO or delegated officer of the SoD shall be the initial Incident Controller of all fires requiring a coordinated response, where transfer of control has not taken place. The appointment will be immediately communicated to the relevant combat and support personnel involved.

The IC is responsible for the overall control of the incident within a defined incident area. The IC has the responsibility for the safety and welfare of all people and resources during the management of the incident. This task may be delegated to a Safety Officer to oversee the occupational health and safety considerations.

4.3.2 Higher Level Assistance

Under section 13 of the Bush Fires Act 1954 higher level assistance may be sought for

DFES to assume control of a fire(s). The FES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or other person to take control of all operations in relation to that fire if a bushfire is burning in the district of the SoD on land other than conservation land, or on conservation lands;

(a) at the request of the SoD
(b) if, because of the nature or extent of the bushfire, the FES Commissioner considers that it is appropriate to do so.

In making such a decision, he may consider if:

(c) A bushfire has assumed or is likely to assume such proportions as to be incapable of control or suppression by SoD
(d) DFES is of the view that a bushfire(s) is not being effectively controlled or suppressed by SoD
(e) Where a bush fire(s) require multiagency or multijurisdictional coordination of resources and public information above the level able to be provided by SoD

SoD is to advise DFES Regional Duty Coordinator (RDC) who will advise DFES District Officer State Situation when it is considered that this situation may exist based on one or more of the following criteria

- There is not a clear plan or objectives established within 4 hours and the fire is continuing to burn uncontrolled;
- An urban settlement is in the direct path of the fire;
- The Incident Controller believes that the fire is not likely to be contained using the existing available resources;
- The nature and extent of the bushfire requires state level coordination of resources or public information;
- The bushfire has been declared a Level 3

DFES COMCEN must be kept informed of a bush fire incidence and any developing situation where there is a potential for multi-agency involvement or impact on more than one agency area, lifeline infrastructure or on community safety.

4.4 Activation

The activation of this plan will be by the response to bushfire on land under the control of the SoD and any bushfire reported to the CBFCO, DCBFCO, or FCO of S o D .

4.5 Incident Management System

AIIMS is to be used by all parties to this plan.

4.6 Incident Coordination and Structure

SoD will base incident structure and arrangements on State EM Plan Appendix D: State Emergency Management Response Framework.

4.7 First Responder Maps

Operational maps are automatically produced for specific incident types and made available to First Responding Crews. These maps are produced when the incident is first reported to COMCEN and are updated within the first two hours if:

- the incident location changes;
- the incident type changes; or
- spatial data is captured by Air Intelligence or in FESMaps for that incident.

Maps remain accessible for the duration of the incident; however, after two hours they will no longer be updated regardless of whether changes occur. Mapping beyond this two hour period is expected to be provided at the IMT.

To view First Responder Maps Click Here

4.8 Conducting Evacuations

The Controlling Agency has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

As per the State EM Plan S5.3.2, if there is a need for additional powers to direct the movement of persons, animals and vehicles around or out of an emergency area, the Controlling Agency can request the declaration of an emergency situation by the HMA. This will allow for the authorisation by the HMA of relevant persons to exercise the powers of HMOs.

Evacuation planning should include all five stages of an evacuation as per State EM Policy S5.7.

The Incident Controller will advise community members of the most suitable location that they should evacuate to, based on the prevailing situation.

The Controlling Agency is to provide clear instruction to persons conducting the evacuation with respect to what action should be taken where a person refuses to evacuate.

The Controlling Agency is to ensure, as far as practical, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where practicable, procedures should be developed to track remaining residents' wellbeing.

4.9 Traffic Management

Traffic management will be conducted by the SoD in accordance with State EM Plan S5.3.3 and the State EM Policy 5.8 and SEMC's Traffic Management during Emergencies Guideline, for the conduct of immediate traffic management.

4.10 Functional Support Plans

The following plans provide support functions to this Bush Fire Response Plan.

- Local Emergency Management Arrangements
- Local Recovery Plan
- Local Welfare Plan
- Local Emergency Risk Management Plan

4.11 Financial Arrangements for Response

The State EM Plan describes the financial responsibilities of Controlling Agencies during response to emergencies. Controlling Agencies are responsible for payment of all expenses related to their response to incidents. When an emergency involves a multi-agency response, costs associated with the emergency shall be met by each individual emergency management agency, provided such costs are related to the delivery of services or resources which form part of the agency's core functions.

The SoD will meet the financial obligations for response in accordance with the above until all opportunity to do so has been exhausted. DFES has identified and can implement arrangements for financial assistance with a number of its key stakeholders for Bushfire. In all circumstances, Incident Controllers should record the time and date of when supplementary funding arrangements commence for that incident.

To receive emergency incident financial assistance the SoD must make application (documented within a Personal Incident Diary (PID)/Incident Records) to a DFES Bushfire Liaison Officer (BFLO) or RDC/MDC. DFES Operations personnel assigned to AIIMS functional roles during emergency incident operations outside Gazetted fire districts exercising their powers under Section 13 of the Bush Fires Act 1954.

Information relating to funding for emergencies is available in the document, Criteria for meeting costs associated with emergencies under 'Other funding opportunities' on the SEMC website and at State EM Recovery Procedure 2

PART 5: RECOVERY

5.1 Responsibility for Recovery

Recovery is the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing. HMAs have comprehensive plans for responding to an emergency and will assist in the commencement of the recovery process (for the specific hazards that are their responsibility). However, it is a function of the SoD to "manage recovery following an emergency affecting the community in its district" (s. 36 EM Act). The Shire has prepared a Local Recovery Plan and nominated a Local Recovery Coordinator (s. 41(4) EM Act). The Local Recovery Plan has been developed to clearly identify recovery arrangements and operational considerations. It identifies any agreements that have been made between the SoD and/or emergency management agencies and refers to other appropriate documents where necessary.

5.2 Finance

There are a number of actions which the SoD should take to ensure they are financially prepared to undertake recovery activities, should the need arise. These actions include:

- Understanding and treating the risks to their community through an appropriate risk management process;
- Ensuring assets are adequately insured;
- Establishing a cash reserve for the purpose, where it is considered appropriate for the level of risk;
- Ensuring an understanding of the types of assistance that may be available under the Disaster Recovery Funding Arrangements – Western Australia (DRFAWA), and what may be required of local government in order to gain access to this potential assistance.

5.3 Recovery Management

The Controlling Agency is responsible for the preparation of the Impact Statement. The Incident Controller may assign the task to the Deputy Incident Controller (Recovery) who will work collaboratively with organisations and personnel to ensure accurate information is obtained in a timely manner.

An Impact Statement is to be completed by the Controlling Agency for all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. Where there are no recovery impacts identified by the Controlling Agency during a level 2 incident, the State Recovery Coordinator/Deputy State Recovery Coordinator will determine if an Impact Statement is required, partially required, or required in full. Consultation with the SoD will occur prior this determination, as necessary (State EM Plan section 6.4.1).

It is critical for the SoD to have information about impacts as early as possible, in order to start recovery planning and activities. The Impact Statement marks the transfer of responsibility to the SoD for management of the recovery. The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the SoD in ongoing assessment of impact and recovery work.

At the point where the Controlling Agency considers it appropriate to transfer responsibility for management of the recovery to the SoD, the Controlling Agency is to convene a meeting with the SoD and the State Recovery Coordinator. The Transfer of Responsibility meeting is a formality whereby the Impact Statement is reviewed and signed by the Incident Controller, SoD CEO (for each impacted local government) and the State Recovery Coordinator or their Deputy.

PART 6: Assurance Activities

Operational performance assurance activities identify and generate opportunities for improvement in operational performance to ensure incident management and response capabilities are continuously improved to provide the most effective service to the community.

6.1 Stand Down and Debriefs

The Incident Controller will determine when the bushfire has been declared safe so that stand down procedures may commence in accordance with DFES SOP 3.2.3. Stand down of incident personnel should not occur until recovery arrangements are in place. Prior to stand down, the Incident Controller may conduct a 'hot debrief' of all the participating agencies and brigades to explain the situation, address outstanding issues, answer questions and handover recovery operations to the responsible agency.

6.2 Post Incident Analysis (PIA) and Review

Incidents requiring PIA are classed as significant. They tend to be larger and more complex than those only requiring a Debrief.

PIA are to be conducted under the following circumstances:

- The operation involves a multiple service response
- Occurrences of deaths/ multiple casualties/near misses of DFES Operations or other response agency personnel
- Incurred loss is of a significant dollar value
- Significant damage to civil infrastructure
- Significant social disruption (including any dislocation, evacuation etc.)
- Where a coronial inquiry will, or is likely to, occur

PIA should be used to investigate and analyse current procedure in order to identify weaknesses and continually strengthen response operations.

NOTE: If the incident was significant and there is a possibility of either a PIA/MIR will occur personnel should convene a debrief and provide that feedback for that higher level review process.

Following the PIA process the relevant plans including the Bush Fire Response Plan, Welfare Plan, and Recovery Plan should be reviewed accommodating recommendations of the PIA.

PART 7: APPENDIXES

7.1 Appendix A Distribution List

Organization	Title
Shire of Dardanup	Chief Executive Officer Deputy Chief Executive Officer Director Sustainable Development Director Infrastructure Manager Development Services Coordinator Emergency Ranger Services Senior Ranger Emergency Management Officer Media & Public Relations Officer
Department of Fire & Emergency Services	Regional Director District & Area Managers
Department of Environment &	Regional Director
Western Australian Police Service	Officer In Charge – Australind Station
Bush Fire Brigades (BFAC) - Chief Bush Fire Control Officer - Burekup - Dardanup Central - Dardanup West - Ferguson - Upper Ferguson - Joshua Crooked Brook - Waterloo - Wellington Mills	Chief Bush Fire Control Officer Deputy Chief Bush Fire Control Officer (North) Captain Fire Control Officer Captain Fire Control Officer Captain Fire Control Officer Captain Fire Control Officer Captain Fire Control Officer Captain Deputy Chief Bush Fire Control Officer(South) Fire Control Officer Captain
Local Emergency Management	Chair, for circulation to members
District Emergency Management Committee	Chair, for circulation to members

7.2 Appendix B Glossary of Terms

Term	Definition
AIIMS; Australian Inter Service Incident Management System	The nationally recognized system of incident management for the nations fire and emergency services agencies. Organisational principals and structure used to manage Bushfire and other large emergencies based on the principles of management objectives, functional management and span of control
Bush Fire	A bushfire is an unplanned or uncontrolled fire in the bush. Bush is defined in section 7 of the Bush Fires Act 1954
CBFCO; Chief Bush Fire Control Officer	The CBFCO is the most senior position in the Bush Fire service. This person is responsible for making decisions concerning the direction of Bush Fire Brigades. The CBFCO provides a link between SOD; DFES and Bush Fire Brigades
SOD; Shire of Dardanup	The Local Government Authority responsible for the development and review of this plan
Coordination	The bringing together of agencies and elements to ensure an effective response, primarily concerned with the systematic acquisition and application of resources (organisation, manpower and equipment) in accordance with the requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an agency, as a function of the authority to command, and horizontally, across agencies, as a function of the authority to control
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 agencies in accordance with the needs of the situation. Control relates to situations and operates horizontally across agencies
Critical infrastructure	A service, facility, or a group of services or facilities, the loss of which will have severe adverse effects on the physical, social, economic or environmental wellbeing or safety of the community.
DCBFCO;	Deputy Chief Bush Fire Control Officer
DBCA; Department of Biodiversity, Conservation and Attractions	The department has the lead responsibility for protecting and conserving the State's environment on behalf of the people of Western Australia. This includes managing the State's national parks, marine parks, conservation parks, State forests and timber reserves, nature reserves, marine nature reserves and marine management areas

DFES; Department of Fire & Emergency Services	As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. DFES was established to improve the coordination and planning of emergency services in Western Australia.
FDI; Fire Danger Index	Measures the degree of Fire Danger combing elements of curing (dryness), temperature, Relative Humidity (RH) and wind speed. FDI ratings were developed by the CSIRO by scientist AG McArthur.
Gazetted Fire District	Area gazetted by the Minister (as shown on Brigade map) for which DFES, Fire & Rescue Service is responsible for fire incidents under the Fire Brigades Act 1942 S2(a)
Harvest Vehicle Movement Ban	Based on FDI (usually >35) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c when a Bushfire Control Officer is of the opinion that the use of harvesting machinery is likely to cause a fire or contribute to the spread of a bushfire.
HMA; Hazard Management Agency	An agency prescribed due to its knowledge, expertise and resources responsible for emergency management for a prescribed hazard. At the local level HMA's are identified in the Local Emergency Management Arrangements
LEMC; Local Emergency Management Committee	The LEMC is established for SOD in accordance with Emergency Management Act 2005 (S38) in Local Government Districts to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations. Note: LEMCs are an emergency planning body and although
Multi agency	Involving more than one Government agency
PIA; Post Incident Analysis	The reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome
TFB; Total Fire Ban	TFB's are declared by the Minister for Emergency Services (DFES) – State Level based on weather forecasts when there is a potential of adverse fire weather or when widespread fires are seriously stretching resources. They are declared on days when fires are most likely to be difficult to control and should they occur they will threaten lives and property. They are declared for the whole day (24hours) and for the whole of local government, including town sites. When a total Fire Ban is declared it prohibits the lighting of any fires in the open air and other activities that may start a fire - including use of welders, grinders or gas cutting.
UCL; Unallocated Crown Land	Crown land (a) in which no interest is known to exist, but in which native title within the meaning of the Native Title Act 1993 of the Commonwealth may or may not exist; and (b) which is not reserved, declared or otherwise dedicated the Land Administration Act 1997 or any other written law;

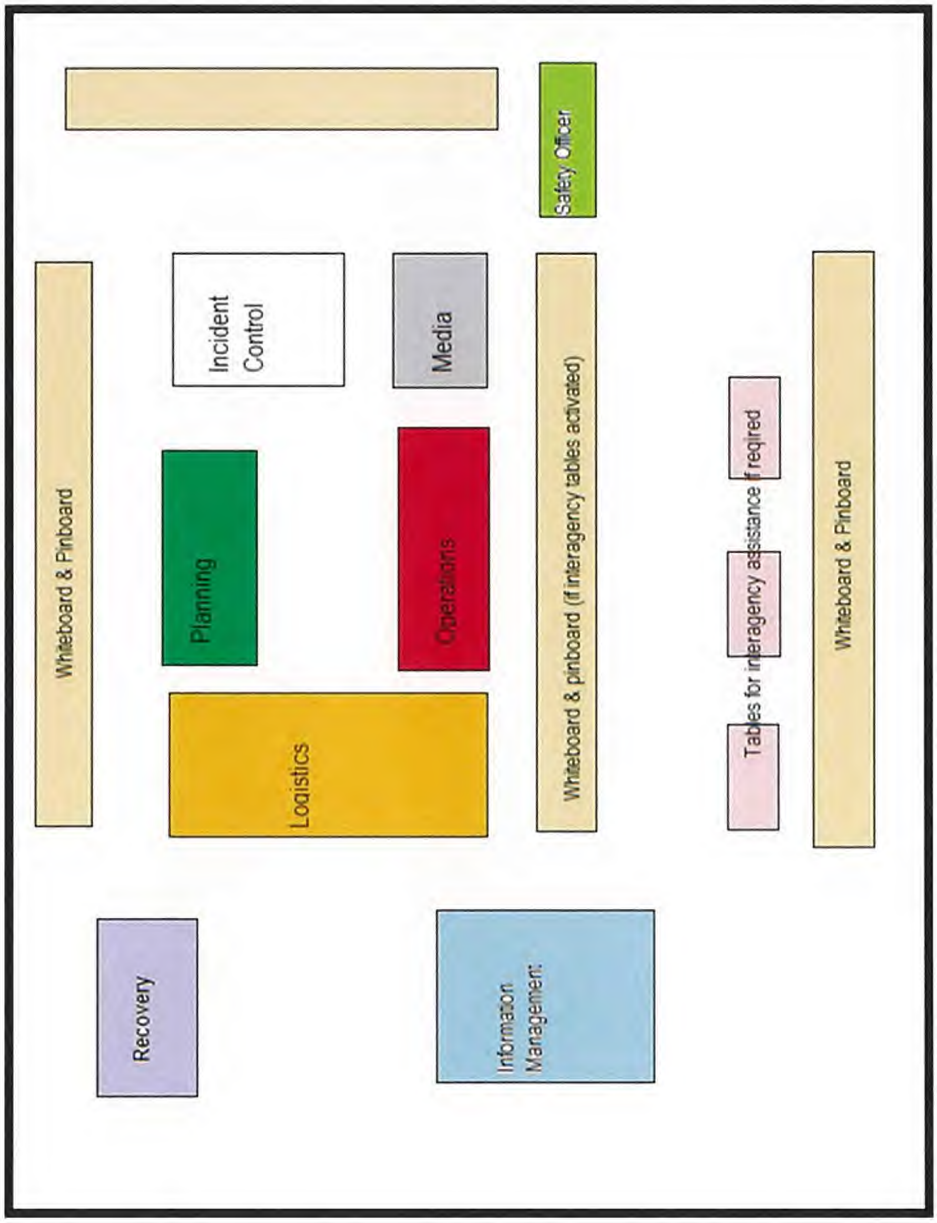
UMR; Unmanaged Reserves	A reserve the care, control and management of which are not placed with a management body.
VCP; Vehicle Control Point (VCP)	A full or partial road closure through which all vehicle access is controlled. All VCPs are permanently staffed. Vehicles or persons (or classes of vehicles or persons) explicitly authorised by the Incident Controller may proceed after validation by the Traffic Controller. Persons requesting access permission who are not specifically authorised by the IC are held at the VCP pending permission / exclusion to enter the incident area.
Vehicle Movement Ban	Based on FDI (usually >60) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c this is a higher level of ban than a Harvest Ban and issued when Bushfire Control Officer is of the opinion that the use of engines, vehicles, plant or machinery including the operation of motorbikes is likely to cause a fire or contribute to the spread of a bushfire with the exception of the movement of vehicles and machinery on gazetted roads, laneways/roadways, and yards. Water carting for stock and domestic purposes is permitted provided it is accompanied by a mobile firefighting unit, or alternatively the water carting vehicle acts as the mobile firefighting unit and meets the minimum specifications (this also requires the retention of 400L of water at all times)

7.3 Appendix C Key Contacts

A list of key contacts is provided for information below.
This plan is to be read in conjunction with the Shire of Dardanup Emergency Management – Contacts & Resource Directory and the Emergency response & Deployment Plan provides the essential list of brigade personnel and emergency contact may be obtained from on request from the SoD for advice.

Organisation	Contact	Telephone
Alinta Gas	Faults & Emergencies	131352
Bureau of Meteorology	Perth Office	
Shire of Dardanup	Coordinator Emergency & Ranger Services	
Shire of Dardanup	Emergency Management Officer	
Shire of Dardanup	Senior Ranger	0409 629 555
Shire of Dardanup	CBFCO	0428 825 496
Department of Fire & Emergency Services	Duty Officer	
Department of Communities	Welfare Officer	0429 102 148
Department of Biodiversity, Conservation & Attractions	Duty Officer	
Eaton Fire Station	Captain	
Main Roads Western Australia	24hr call centre	
Police Service Australind	General Enquiries T	9797 0222
City of Bunbury	Administration CBFCO	9792 7000 0401 059 716
Shire of Capel	Administration CBFCO	9727 0222 0408 921 356
Shire of Collie	Administration CBFCO	9734 9000 0409 884 291
Shire of Donnybook	Administration CBFCO	
Shire of Harvey	Administration CBFCO	9729 0300 0439 922 606
Western Power	Faults & emergencies Field Supervisor	131351 0429 652 961

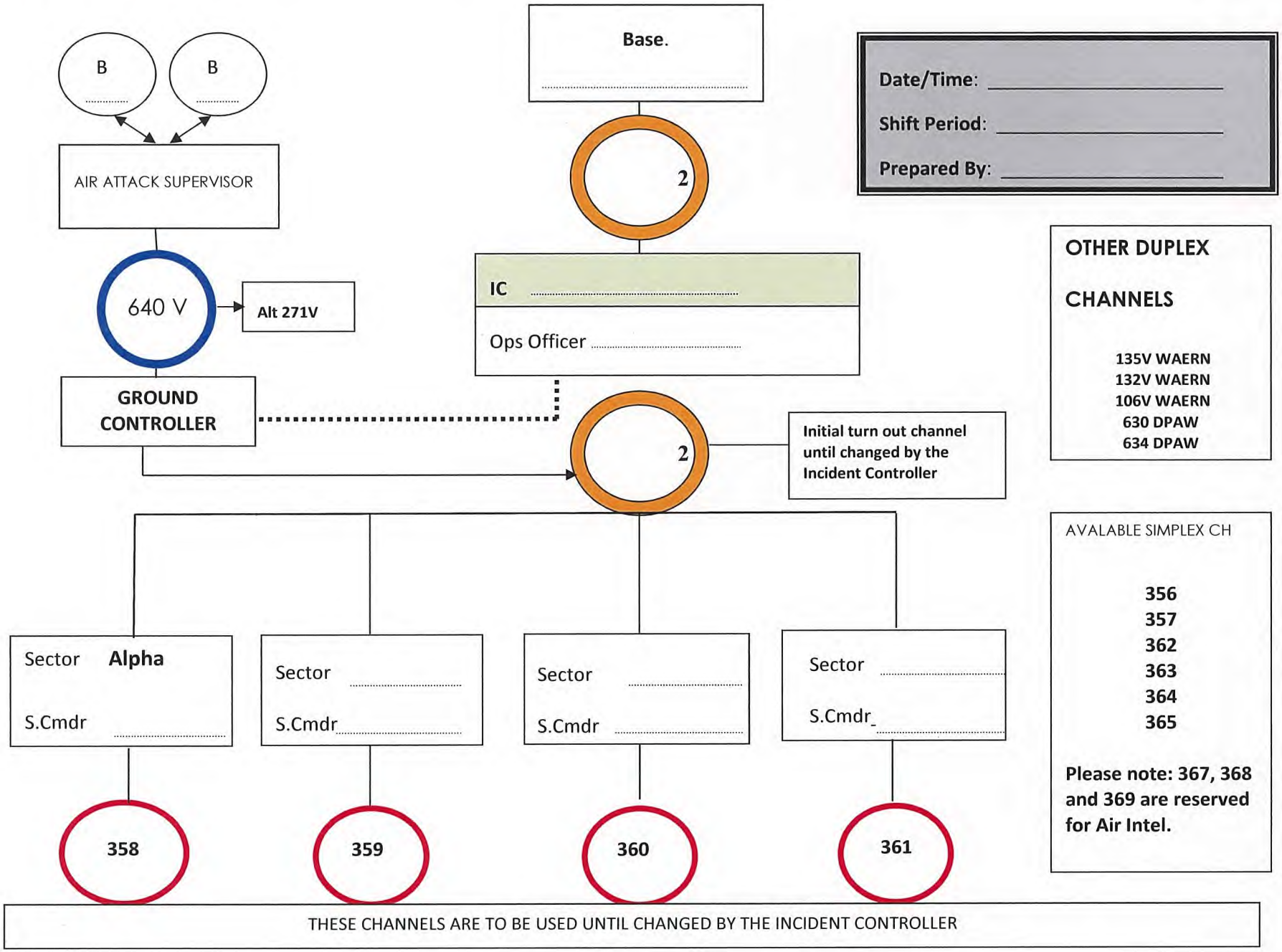
7.4 Appendix D Emergency Control Centre Layout



7.5 Appendix E - Appliances & Sell call

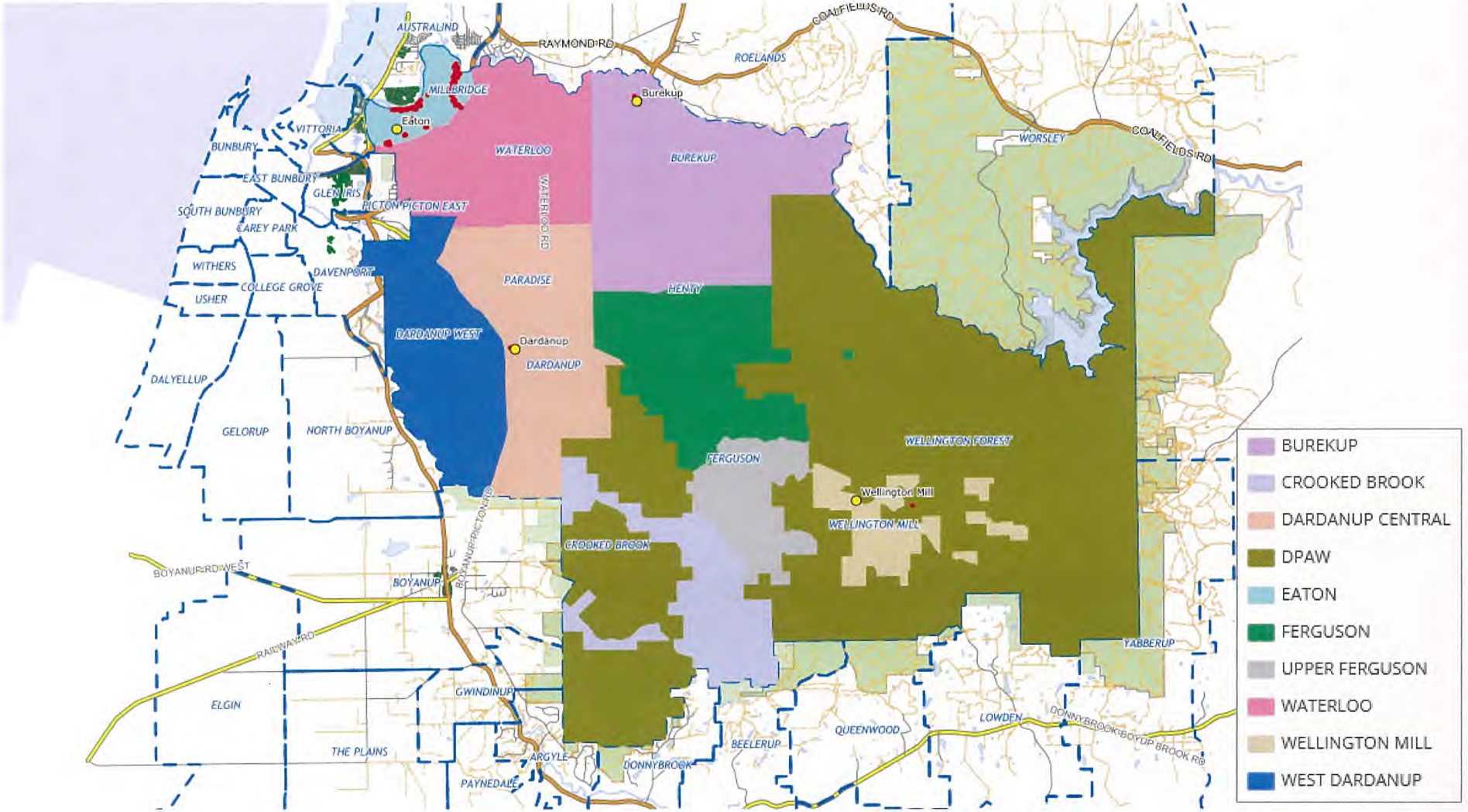
REGO	Vehicle / Role	BRIGADE	SELCALL
	1.4R	Burekup	
	2.4R	Dardanup Central	
	1.4R	Dardanup West	
	Light Tanker	Ferguson	
	Light Tanker	Joshua/Crooked Brook	
	2.4R	Upper Ferguson	
	3.4U	Waterloo	
	Light Tanker	Waterloo	
	1.4R	Wellington Mills	
	Mitsubishi 4x4	Shire of Dardanup - Ranger	
	Mitsubishi 4x4	Shire of Dardanup - Ranger	
	Front End Loader	Shire of Dardanup	
	Front End Loader	Shire of Dardanup	
	670GP Grader	Shire of Dardanup	
	12M Grader	Shire of Dardanup	
	T560 Tractor	Shire of Dardanup	
	Water Truck	Shire of Dardanup	
	Isuzu CP 16	Eaton-Australind Volunteer FRS	
	Toyota Light 536	Eaton-Australind Volunteer FRS	
	Holden Rodeo	Eaton-Australind Volunteer FRS	
	CBFCO	Shire of Dardanup – Private Vehicle	
	DCBFCO - North	Shire of Dardanup – Private Vehicle	
	DCBFCO - South	Shire of Dardanup – Private Vehicle	
	FCO - Burekup	Shire of Dardanup – Private Vehicle	
	FCO – D/Central		
	FCO – D/West		
	FCO – Ferguson		
	FCO – U/Ferguson		
	FCO – Joshua CB		
	FCO – Waterloo		
	FCO – Well/Mills		

SHIRE OF DARDANUP - DEFAULT COMMUNICATIONS PLAN 2014



(Appendix LEMC: 8.1)

7.7 Appendix G Brigade Area Map



(Appendix LEMC: 8.1)

7.8 Appendix H Industrial / Infrastructure Risk Register

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating

1	○ Wren Oil	**A 6038**
		A 6012
			Lot 157 and Lot 137
			Harris Road
			Picton East
				• Oil refinery
				• Processor
				• Transport
					• Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals
					• Production of hazardous wastes
					• Environmental contamination due to accidental leakage, spills, emissions:
					  • air
					  • water
					  • soil/ground
						DER License
						Storage of hazardous Materials
						Storage of Oils and Chemicals	

2	• AR Fuels	**A 9654**	Lot 2009
			Giorgi Road
			Picton East
				Renewable Fuel Manufacturer	• Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals
					• Production of hazardous wastes
					• Environmental contamination due to accidental leakage, spills, emissions:
					  • air
					  • water
					  • soil/ground
						DER License
						Storage of Hazardous materials – Flammable Fuels Chemicals	

3	• Hexion	**A 6003**	Lot 7
			House 210
			Moore Road
			Dardanup West
				Industrial Chemical Manufacturer	• Fire or Fire and/or explosion through incorrect storage, handling, labeling or mixing of chemicals
					• Environmental contamination due to accidental leakage, spills, emissions:
					  ○ air
					  ○ water
					  ○ soil/ground
						• *Storage and manufacture of chemicals*
						• *Methanol*
						• *Formaldehyde*
						• *Urea*	

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
4	• Laminex (Wesfi)	**A 6002**	Lot 2 House 184 Moore Road Dardanup West	Particle Board Manufacture	• Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals •	• *Particle Board Manufacture –* • *Storage of chemicals* • *Glues* • *Wastes*	
5	• Wespine	**A 6042**	Lot 76 House 241 Moore Road Dardanup West	Timber Mill	• Fire within Timber storage and processing area • Chemical spill of Preservation chemicals	• Timber preservation Chemicals	
6	• Summit Fertilizer	**A 3155**	Lot 100 House 255 Harris Road Picton East	Agricultural Fertilizer Storage	Environmental impact from spill of Bulk Fertilizers	• *Bulk Storage of Fertilizers* • *Urea* • *Phosphates* • *Nitrates*	
7	• Tesla Corporation	**A 10445**	Lot 504 House 5 Hardisty Ct Picton East	Stand-by power generator	• Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals	• *Diesel Fuel Storage* • *Power Generation*	
8	• Depiazzi	**A7411**	Lot 4577 Depiazzi Road Dardanup	Mulch – processing and storage Sawdust storage	• Fire through incorrect storage and maintenance – self combustion	• *Mulch* • *Sawdust*	
9	• Caltex – Dardanup Garage	**A 4041**	Lot 36 House 11 Charlotte Street Dardanup	Fuel station and Garage	• Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals. Environmental contamination due to accidental leakage, spills, emissions: • air • water • soil/ground	• *Underground Bulk Fuel Storage*	

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
10	• Caltex –Eaton fair	**A 2178**	Lot 107 House 2 Recreation Drive Eaton	Fuel Outlet	• Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals Environmental contamination due to accidental leakage, spills, emissions: • air • water • soil/ground	• *Bulk Underground Fuel Storage*	
11	• Cleanaway	**A 8241**	Banksia Road Landfill site	Category 61: Premises on which liquid produced is stored, reprocessed, treated or irrigated. Category 64: Premises on which waste (as determined by reference to the waste type set out in the document entitled landfill waste classification and waste definitions 1996) is accepted for burial. 350,000 tonnes per annual period.	• Fire or Fire and/or explosion through failure of land fill gas collection and management system. • Environmental contamination due to accidental leakage, spills, emissions: • air • ground water • soil/ground • Storm water system failure	*Liquid waste facility. Class II or III putrescible landfills site*	

Item	Description of Premises	File Reference	Location	Description	• Site Specific Hazard/ Risks	License Overview	Residual Risk Rating
12	• Phonix Fuel	**A 6020**	21 Coleman Turn Picton East	Fuel Outlet	• Fire or Fire and/or explosion through incorrect storage, handling, labelling or mixing of chemicals Environmental contamination due to accidental leakage, spills, emissions: • air • water • soil/ground	• *Bulk Underground Fuel Storage*	

RESIDUAL RISK SCORE CALCULATOR

RISK SCORE CALCULATOR

RISK CRITERIA			CONSEQUENCES				
			Low	Minor	Moderate	Major	Critical
		People	First Aid Injury (FAI)	Medical Treatment Injury (MTI)	Lost Time Injury (LTI) / Restricted Work Case	Single Fatality	Multiple Fatalities
		Environment	Low level environmental impact	Minor effects on biological or physical environment	Moderate short term environmental impact	Relatively wide spread medium long term environmental impact	Wide spread long term environmental impact
		Operational Impact	Easily fixed up straight away	Minor damage to equipment, no loss of production	Loss of less than one week's production	Major damage to facility, loss of less than six months production	Serious problems with future operation of the facility
LIKELIHOOD	Almost Certain	Expected to occur yearly	Moderate	High	High	Extreme	Extreme
	Likely	Will probably occur Every 1 to 2 years	Moderate	Moderate	High	Extreme	Extreme
	Possible	Should occur over The next 5 years	Low	Moderate	Moderate	High	Extreme
	Unlikely	Could occur in 5 to 10 years	Low	Low	Moderate	High	High
	Rare	May occur over the Next 20 – 30 years	Low	Low	Moderate	Moderate	High

(Appendix LEMC: 8.1)

COVID-19 – Welfare Centre Guidelines (Oct 2020)

Aim: To provide guidance to Department of Communities (Communities) staff and other key agencies in managing welfare centres, whilst mitigating COVID-19 risks to the community.

It is acknowledged the ever-changing COVID-19 situation restricts the provision of specific advice however this document provides recommendations and considerations to assist local planning.

To ensure the relevancy and currency of the information contained within this document, review will occur on a continuous basis.

For the purposes of this guide, the term **Welfare Centre** will refer to both welfare and evacuation centres.

Evacuation Planning

Welfare Centres should be considered as a transit area, with all attendees encouraged to move on to other evacuation/accommodation options where possible.

Under a COVID-19 lens, the recommended approach in an evacuation situation is listed below, however **preservation of life is to always be the priority**:

1. Travellers,vistors and tourists to leave the evacuation area **if safe to do so**
2. Shelter in Place **if safe to do so**
3. Shelter with family and friends **if safe to do so**
4. Utilise commercial/alternative accomodation options **if available**
5. Use welfare centres as a last resort

It is recognised implementing this approach may not be possible in a cyclone event.

Locally Driven Response

Department of Communities District Emergency Service Officer's develop Local Emergency Welfare Plan's (LEWP) in consultation with the Local and District Emergency Management Committee (LEMC/DEMC). These plans outline agreed emergency welfare arrangements in each local government region.

These existing Local Emergency Welfare Plans should be reviewed taking into consideration the general principles and recommendations within this guide, and current Western Australia COVID-19 restrictions. Preparedness is a joint responsibility amongst

local agencies, so planning with relevant stakeholders is essential to ensure plans take into account local conditions and region-specific challenges.

To assist in planning the following approaches are recommended:

- Hazard Management Agency (HMA) to provide early advice of any potential evacuation direction to all relevant impacted agencies. This will facilitate the sharing of information and early identification of local COVID-19 risks within the proposed evacuation area
- prioritising the identification of alternate safe accommodation options for people under isolation/quarantine directions
- early determination of the level and intensity of infection control measures to be implemented within the welfare centre, based on the current Western Australia COVID-19 restrictions and phasing.

HMA messaging to cover the following:

- Emergency evacuation advice overrides COVID-19 isolation/quarantine directions
- People under an **isolation/quarantine direction** are to find alternative accommodation with family or friends who live away from the area.
    - If alternative options are unavailable and they need to attend a welfare centre, continue to follow COVID-19 precautions, maintain appropriate physical distancing, wear a mask, and identify themselves immediately on arrival.
    - When safe to do so, telephone WA Police on 131 444 to advise whereabouts
- Provide advice to the public regarding self-sufficiency of medication/scripts, specific food requirements, hygiene supplies and general COVID-19 precautions if needing to attend a welfare centre.

Welfare Centre Planning

It is suggested existing **Local Emergency Welfare plans** are reviewed by relevant stakeholders, with re-evaluation of current identified facilities, using a COVID-19 lens. Consider the following:

- maximum capacity of each facility and physical distancing requirements. Refer to facility Local Government 'COVID Safety Plan' for maximum numbers. If it appears capacity will be exceeded during an event this must be escalated to the Incident Controller.
- which facilities have capacity to allow the isolation/segregation of individuals/groups
- the layouts of facilities to identify separate entry and exit points
- the use of partitions/barriers if available/where possible
- identifying what/any alternate evacuation accommodation options may be available for individuals who are considered a COVID-19 risk.
- can other regions/towns in the area be used to move on/accommodate people
- welfare centre staffing levels required to ensure infection control tasks are performed.

- Local Government to consider utilising their existing COVID-19 risk management arrangements until the arrival of Communities staff

General Infection Control measures

In consideration of the heightened sanitation and hygiene needs of COVID-19, consider the following:

- signage and barriers erected throughout the welfare centre displaying current physical distancing requirements
- signage and posters on appropriate hand washing techniques upon entry and throughout the shelter/centre as well as appropriate techniques for PPE/masks
- a dedicated welfare centre officer responsible of ensuring all recommended infection control measures are in place and maintained
- development of a cleaning schedule posted within the centre
- a contract cleaner arrangement with the owner of the facility – generally the Local Government
- utilise single use disposable items such as bedding, eating/drinking utensils etc where possible
- appropriate waste disposal/laundering processes in place.

PPE requirements in the Centre

PPE supplies must be available within Welfare Centres including:

- Surgical style masks
- Gloves
- Aprons/gowns
- Face shields/safety glasses

PPE is to be single use, disposable and kept in a secure location. Use will be dependent on risk to the community at the time of the event and in line with health advice.

See Addendum: Infection Prevention and Control in a Welfare Centre for further information and considerations.

Welfare Centre Operations

Arrival at the Centre

The level of screening and requirement to obtain the contact details of people attending an evacuation centre will be dependent on the current Western Australia COVID-19 restrictions and health advice.

The normal **Register.Find.Reunite** process will be available for all evacuees. This may be compulsory prior to entering a welfare centre if the risk level is such that contract tracing is required. A contact phone number will need to be provided.

Communities may consult with the relevant local health agency to determine what resources are available to assist if health screening needs to occur. If minimal warning is

received prior to the opening of a welfare centre, it is acknowledged that appropriately qualified staff may not be available to support a full health screening process.

Screening and Registration considerations as/if required:

- As a precaution PPE is to be worn by those undertaking registration/screening. Suggested minimum requirements are a mask and safety glasses.
- Encourage self-registration online via the **Register.Find.Reunite** website with evacuees utilising their own electronic devices.
- A separate greeting area to allow those who may be a COVID-19 risk to identify themselves early.
- Single direction of pedestrian flow and queue management should be enforced through signage, floor markings and bollards/ropes.
- Immediate access to hand sanitiser
- Minimise contact with anyone who answers "**yes**" to any of the screening questions.
- Avoiding sharing of writing implements and minimise document handling – utilise hand sanitiser if unavoidable.

The following questions are to be asked as the **minimum screening requirements** before allowing an individual to enter a welfare centre:

- Are you currently under isolation/quarantine direction?
- Have you returned from overseas or interstate (and if so, where?) in the past 14 days?
- Do you have any symptoms of respiratory illness with or without fever; or cold and flu-like symptoms?
- Have you been in close contact with a confirmed COVID-19 case in the past 14 days?

If the individual refuses to be screened, that individual should be treated as ill and be placed in an isolated location.

As part of the screening process advise evacuees that if they become symptomatic during their stay, to advise staff immediately. If this occurs, it is suggested welfare centre staff isolate the individual and consult with local health authorities as a matter of priority.

Evacuees requiring Isolation

It is suggested that individuals under isolation/quarantine directions, or who have answered '**yes'** to any of the screening questions, or individuals who have refused to be screened, are to wear a mask at all times and change it as it becomes moist, in line with infection control best practice.

- Individuals under an isolation/quarantine direction should be moved on as soon as practicable to another safe location, including to paid accommodation, where they can maintain their isolation.
- If this is not possible, identify the most suitable strategies to manage the isolation of these individuals within the welfare centre, for example; utilising a separate room or space, barriers, physical distancing etc.

- Where possible, consider specific toilet/ wash facilities for staff/those who have answered **"yes"** to screening questions. If this is not possible, extra cleaning is to occur.

General population

Welfare centres operations are to align with government restrictions, health advice and the level of community COVID-19 risk at the time of an event. The following strategies may be required:

- Families to remain in segregated groups and to not move from sleeping area unless using bathroom facilities.
- Human-social support and entertainment activities to be made available to each segregated group in location
- If family segregation areas are not possible, separate evacuees into larger groups and maintain segregation of groups
- Food should be delivered to areas allocated to each group/family

Community meetings

The HMA may utilise welfare centres for community meetings, in line with the current level of COVID-19 restrictions. Where restrictions prevent utilisation of the welfare centre, alternate arrangements will need to be made.

Addendum

Infection Prevention and Control in a Welfare Centre

A dedicated welfare centre officer will have the responsibility of ensuring all recommended infection control measures are in place and maintained. This officer may be a Communities or Local Government staff member.

The following table lists infection control considerations. The level of implementation to be in line with current health advice. Local planning will assist in identifying where responsibility will sit.

Further information is available at:

https://healthywa.wa.gov.au/coronavirus

Practice	Consideration	Responsibility
Hand Hygiene	• 60-80% alcohol-based hand sanitiser should be available at entry and exit points, high touch areas, toilet areas and eating areas. • Hand sanitiser should be secured to prevent theft or ingestion • Hand washing facilities should have running water, soap, paper hand towels and a rubbish bin. • Consider the stock levels required in relation to the number of evacuees the centre can hold • Consider signage/pictures throughout the centre to encourage effective hand hygiene	
Physical Distancing	• Consider how many evacuees the centre can hold as per the current directions for physical distancing. • Signage, barriers, notices, pictures, announcements and staff may be required to encourage physical distancing. • Physical distancing should be considered in all areas of the welfare centre. Use of laundry, entertainment and meal areas may need to be staggered to avoid overcrowding. • Physical distancing should also be observed for all staff at all times, including break times.	
Food Safety	• Meals may be delivered to individuals or families to reduce the number of people using the meals area. • The kitchen and meals area should have increased cleaning • A staggered rostered approach may be considered to ensure these areas do not become overcrowded • Consider disposable plates and cutlery. If these are not available, washing dishes through the dishwasher is preferred. Otherwise, dishes and cutlery should be washed in hot soapy water, rinsed, dried and stored dry. Consider allocating plates and cutlery to evacuees to reduce sharing of items.	
PPE	• Personal protective equipment may be needed at the welfare centre.	

Practice	Consideration	Responsibility

	• Consider PPE needs for the following situation:
	  ○ Staff performing health/general screening/registration on arrival to the welfare centre to utilise PPE as per current health advice – suggested minimum requirements are mask and safety glasses.
	  ○ Evacuees that are under isolations orders should wear a surgical mask as much as possible
	• In the event of community transmission of COVID, all evacuees may be required to wear some sort or mask. Surgical masks are preferred.	

Cleaning	• A cleaning schedule is required with increased frequency of cleaning high touch areas outlined. High touch areas include light fittings, door handles, doors, railings, desks, chairs, tables, benches, bathrooms. • A dedicated staff member should be allocated to ensure cleaning is achieved and managed. • Cleaning products should have a disinfectant base. • As there is the need for increased frequency of cleaning, ensure the cleaning product does not leave a residue that may cause irritations to the evacuees in the centre. • Spray products are not recommended as they disturb particles on surfaces, may not give an even coverage of product and may cause lung irritations. If the only products available are spray products, spray into a cloth/paper towel to minimise aerosol distribution of the product and then wipe the area to be cleaned.	
Waste Management	• Ensure there are adequate waste disposal bins. • Consider hands free bins so there is minimal contact with the bin • Anyone handling waste must have access to hand hygiene facilities to perform hand hygiene immediately after handling/removing rubbish. Consider signage near the bins to encourage this. • Waste should be emptied regularly. Bags should be tied off completely prior to removal.	
Managing unwell evacuees/staff	• Consider having a plan in place outlining how to manage evacuees or staff who fall ill whilst in a welfare centre. This may include a separate accommodation area, dedicated staff member with clinical experience or further evacuation.	
Laundry Management	• If linen/bedding/towels are provided to evacuees, consider how this will be managed. Clean and dirty items should be stored separately. Where will linen bags be kept for the return of dirty linen and who will remove these from the area. • If there are laundry facilities at the welfare centre, consider how these will be managed to ensure there is not overcrowding. Staggered rosters for using laundry facilities may be considered. Hand hygiene facilities should be available in the laundry area	

South West Local COVID-19 Annexure

This document should be read in conjunction with the COVID-19 – Welfare Centre Guidelines.

Each community knows what is best for its people. This plan is designed to help bring together the resources, contacts and information needed to respond to COVID-19.

Be prepared to update the plan regularly. It is not known if and when a COVID-19 outbreak may occur. The information within this annexure may need to be updated as the situation changes.

Location	**Local Government Area (LGA) – South West** This COVID-19 Welfare Response has been developed to assist eligible individuals and communities due to the COVID-19 emergency in the Local Government Area of [Insert Location] which includes the following towns:
South West Communities Emergency Management contact details	**During Office Hours** Ph 9722 5000 **A/hours emergency management contact**: 0418 943 835

Background

- The World Health Organisation declared COVID-19 a pandemic on 11 March 2020.
- A State of Emergency took effect 16 March 2020 in respect of the pandemic caused by COVID-19 pursuant to section 56 of the *Emergency Management Act 2005* (WA).
- The Department of Health (WA Country Health Service) (WACHS) is the Hazard Management Agency (HMA) and chairs the South West Operational Area Support Group (OASG).
- The State Emergency Welfare Plan has been activated. Under this plan, the Department of Communities (Communities) takes the primary responsibility for coordinating the provision across the State of "welfare services". Communities' is centrally coordinating the provision of welfare services for those needing to quarantine due to COVID-19. Communities' South West will coordinate the provision of welfare services for a local emergency event.
- The [Insert Local Government Authority] continues to have emergency planning responsibilities.

Key Public Information

National Coronavirus Hotline 1800 020 080 (Department of Health) Call this line if you are seeking information on coronavirus 24 hours a day, 7 days a week
WA - COVID Support line (13 26843) Information and advice on the COVID-19 for the community and businesses in WA.

Key State Welfare Incident Coordination Centre (SWICC) contacts

State Welfare Coordinator	Michelle Andrews Michelle.andrews@communities.wa.gov.au	
Welfare Emergency Coordinator	Geraldine Carlton geraldine.carlton@communities.wa.gov.au	0414 930 481
Deputy Welfare Emergency Coordinator	Andrew Sanders andrew.sanders@communities.wa.gov.au	0466 933 248
SWICC Operations lead	Simon Hann Simon.hann@communities.wa.gov.au	0466 406 544

Welfare Services Definition

A welfare response is the provision of immediate and short-term support services to assist people directly affected by COVID-19, experiencing hardship or crisis and can include:

Welfare Support Area	Inclusions
Accommodation	Quarantine/Isolation accommodation Emergency accommodation
Food provision and Catering	Emergency food provision: Food hampers, prepared meals
Clothing and personal requisites	Emergency clothing Personal requisites Prescribed medicine
Personal support services	Personal support services Referral to counselling Referral to advocacy services Referral to financial counselling
Financial assistance	Financial assistance for assessed immediate needs Assessment of genuine hardship
Registration	Collection of personal details

Exchange of Information

During a state of emergency or emergency situation, emergency management agencies can share personal information relating to persons affected by the emergency, *State Emergency Management Plan 5.2.5* as related to *Emergency Management Act 2005, Section 72.*

Role of Department of Communities – Welfare Response Coordination

This COVID-19 Welfare Response is in addition to existing Emergency Management Plans, resources and services within each local government area. The Department of Communities has primary responsibility for coordinating welfare services resources and acts as a safety net to supplement those resources when required across region.

The Department of Communities' South West will:

- Receive and process welfare support referrals, including assessing and determining eligibility for welfare support;
- Refer to other support organisations, where appropriate, when eligibility for welfare support has not been met;
- Arrange the supplies of goods and services when required for the welfare response;
- Coordinate personal support services for eligible individuals, including counselling and advocacy services; and
- Manage funding for goods and services with grant and Departmental funds.

Eligibility Criteria for Emergency Welfare Response

For the duration of the State of Emergency the Department of Communities' emergency welfare response will support individuals and families who are not able to find ways to meet the self-isolation or quarantine requirements or experiencing hardship or crisis due to COVID-19. The individuals who require a welfare response have been split into three Streams.

Stream 1

Referral received from DOH for individuals who have been advised to self-isolate due to COVID-19. They may have tested positive for COVID-19, showing symptoms or awaiting test results but do not require hospitalisation.

Stream 2

Individuals who are required to meet quarantine requirements as determined by DOH and WA Police.

Stream 3

Individuals, families and small remote communities who are experiencing hardship due to the COVID-19 pandemic, do not have any other means to access basic essentials; are experiencing unforeseen crisis; are not able to access existing family and domestic violence services and have exhausted all other avenues for assistance.

Key information for the location covered by this plan is set out below.

Population: This should include the total population as well as description of how many older people, children or people with a disability are covered by this plan. This does not have to be exact if not known, ie Census data could be used. This is about making sure everyone who might have specific or additional needs is included.

Overall population	Number
0-5	
5-12	
13-18	
19-49	
50-74	
Over 75	

High risk conditions: Some people may be at higher risk of infection, such as people who have other illnesses that suppress the immune system or make them more vulnerable to respiratory disease. This includes people with lung disease or diabetes, those who have suppressed immune systems, and the elderly. You should consider whether there are any people who are affected by high risk medical conditions.

Vulnerable groups	Approximate numbers if known
Homeless	
Illness	
FDV	
Children in crisis	
Disability	
Mental Illness	
Aged over 75	

Health services: Where do you normally access health services? Does the location have a health clinic or nurses? *May already be listed in the Local Welfare Plan*

Hospital

Medical centres

Critical supplies: How do you normally access food and medical supplies? Who is responsible for providing power, water and wastewater services? (This may not be relevant for metropolitan or large regional towns)

How long will food last?

How is food normally re-supplied?

How long will water last?

How is water normally re-supplied?

Emergency accommodation:

Evacuation Centres in the Local Government Area

Please refer to the COVID-19 – Welfare Centre Guidelines

Evacuation Centre Name	Centre address	COVID-19 capacity*

*COVID-19 capacity is in accordance with current government ruling, found at https://www.wa.gov.au/organisation/department-of-the-premier-and-cabinet/covid-19-coronavirus-what-you-can-and-cant-do

Accommodation providers willing to provide emergency accommodation during COVID-19

Accommodation Name	Accommodation address	COVID-19 capacity*

Access: How can your location be accessed? Is there an airstrip or access roads? Are these regularly impacted by weather or flooding? How do supplies normally reach your location?

Communications arrangements: Are there suitable telecommunications and internet arrangements at your location?

Cultural considerations: What do you want service providers and people from other areas to know about accessing your location and how they can work together with you?

Risk analysis

Note here any risks that may impede welfare provision for this area. For example, recent changes to locality ie road conditions, closure of major support services or buildings.