APPENDICES

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

To Be Held

Wednesday, 12th of February 2025

Commencing at 10.00am

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

LOCAL EMERGENCY MANAGEMENT COMMITTEE

Shire of Dardanup

Council

Cr Tyrell Gardiner (Chair)
Shire President

█████ ██████████ ██ ██ ██

Cr Ellen Lilly
Deputy Shire President

█████ ██████ ██ ██ ██

Cr Tony Jenour
Elected member

███████ ██████████ ██ ██ ██

Cr Mark Hutchinson
Elected member)

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Officers

21 Jan 25

Mr André Schönfeldt
Chief Executive Officer

█████ ██████████ ██ ██ ██

Mr Stephen Loiterton (Executive Officer, Local Recovery Coordinator)
Coordinator Health, Emergency and Ranger Services

█████ ██████████ ██ ██ ██

Mr Chris Hynes
Chief Bushfire Control Officer

█████ ██████ ██ ██

Representatives are shown left justified. Proxies are shown right justified.

State Government Agencies

WA Police

Snr Sgt Heath Soutar (Deputy Chair)
Officer-in-Charge – Australind

████ ███████████████ ███ ████████████ ██████

Sgt Tim Rainer
Officer-in-Charge - Capel

██ ███████████████ ██ ██ █

Chris Page

██ ███████████████ ██ ██ █

Department of Biosecurity, Conservation and Attractions

Mr Jewell Crossberg

██ ████████████████ ██ ██ █████

DBCA – Collie

██ █████████████████ ██ ██ █

Department of Communities

Ms Renee Flaxman
District Emergency Services Officer – South West

██ ███████████████████ ██ █████████ █████

Ms Sharon Hutchins
Emergency Services

██ █████████████████████ ██ ██ █

Department of Fire and Emergency Services

Mr Brian Penman
District Officer – Emergency Management

██ ██████████████████ ██ █████████ ██

Department of Health (WA Country Health Service)

Leigh Hall

██ ███████████████████ ██ ████████ ██

Ms Ceri Elliot

██ █████████████████ ██ ██ █

Ms Yvonne Bagwell

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Department of Primary Industries and Regional Development

Mr Tim Stevens
Site Manager

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Main Roads

Mr Bruce Hancock
Maintenance Planning Manager

██████████████████████████ ██ 📱 ██

Mr Chris Hathaway

██████████████████████████████ ██ 📱

Industry/Utility

Aqwest

Mr Caleb Magquire

██████████████████ ██ 📱

Aurizon   22 Jan 25

Mr Stephen Reid
a/General Operations Manager

██████████████████████ ██ ████████ 📱 ██████

Harvey Water

Mr Cameron Norris

██████████████████ ██ 📱 ████████

Moore Road Emergency Response Group

Mr Graeme Offer

██████████████ ██ 📱

St John Ambulance

Mr Chris Smith
Ambulance Paramedic

████████████████████████ ██ 📱

Mr Gary Smith

████████████████████████████ ██ 📱

Telstra Australia   4 Dec 24

Ms Debra Leverington

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Representatives are shown left justified. Proxies are shown right justified.

✉ elso.wa@team.telstra.com

Water Corporation

22 Jan 25

Mr Steve Collins

██ ███████████████████████ ██ ████████ █ ██████████

Mr Dean Italiano

███████████████████████ ██ █

Mr Alf Read
Service Delivery Manager

██ ███████████████████ ██ █

Western Power

Mr Scott Fitzgerald

██ ████████████████ ██ █

Mr Gary Smith

██ ████████████ ██ █

Recovery / Community Representation

CaLD Community

No representation

Local Aboriginal Community

No representation

Representatives are shown left justified. Proxies are shown right justified.

Observers

Agencies

Mrs Erin Hutchins
District Emergency Management Advisor
Department of Fire and Emergency Services

Mr Ricky Southgate
Local Area Officer, Preston
Department of Fire and Emergency Services

Shire of Dardanup Officers

Mrs Renee Thomson (Administrative Officer)
PA to Director Sustainable Development

Mr Ashwin Nair
Directory Sustainable Development

Mrs Donna Bailey
Manager Governance

Mr Neil Nicholson
Principle Environmental Health Officer

Mr Paul Sydney-Smith
a/Senior Ranger

Ms Tahnia Creedon
Communications Officer

Mr Michael Gibbings
Manager Eaton Recreation Centre

Representatives are shown left justified. Proxies are shown right justified.

LOCAL EVACUATION SUPPORT PLAN

Local Emergency Management Arrangements

Shire of Dardanup

Contents

Shire of Dardanup – Local Evacuation Support Plan

1. Administration

Endorsement of Local Evacuation Support Plan

The *Local Evacuation Support Plan* has been developed in accordance with Section 41(4) of the *Emergency Management Act* 2005 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 Local Emergency Management Committee, the Department of Community and other key stakeholders in accordance to the *Emergency Management Act* 2005.

This plan is supported by the Shire of Dardanup Local Emergency Management Committees and endorsed by Council.

Date:

Shire President
Shire of Dardanup
Chair Local Emergency Management Committee

Date:

Chief Executive Officer
Shire of Dardanup

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.

Document Availability

A copy of this plan is available for free at:

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 3 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the plan.

Feedback can include:

- What you do and don't like about the plan
- 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 email to:

> records@dardanup.wa.gov.au

Table of Amendments

No	Amendment Date	Details of Amendment	Amended By
1	December 2023	Initial draft	Stephen Loiterton Coordinator Emergency & Ranger Services
2	March 2024	Revision of plan, based on two activations.	Stephen Loiterton, Coordinator Health Emergency & Ranger Services

2. Decision Flow

Has an evacuation been called?

Yes → *No* → No need to activate this plan

The need for an evacuation is determined by the Hazard Management Agency.

Continue to next question

Has the Department of Communities requested the Shire open an evacuation centre?

The Department of Communities is the lead agency for evacuations and will make determination of where the evacuees will be sent.

Yes → *No* → No need to activate this plan

Continue to next question

Is the facility identified by the Department of Communities available and suitable?

The CEO makes determination of whether Eaton Recreation Centre is suitable/available.

No → *Yes* → Go to Activation section

Continue to next question

Has an alternative facility been identified in consultation with the Department of Communities?

No → *Yes* → Go to Activation section

Shire is unable to host an evacuation

See Appendix E for the contact details of the Department of Communities

3. Introduction

Purpose

The purpose of this plan is to document the planning, administrative and logistical arrangements, and any roles and responsibilities, in relation to supporting the operations of a local evacuation centre.

Aim

The aim of this plan is to contribute to the protection of, and to support, the community during emergencies through the effective operation of a local evacuation centre.

Objectives

The objectives required to ensure the aim of the plan is achieved are as below.

Prior to an Emergency

- To maintain a register of resources the Shire of Dardanup has that may be effective in supporting a local evacuation centre
- To conduct regular briefings for personnel looking to put their names forward to be available to participate in local evacuation centre operations

During an Emergency

- To maintain ongoing liaison with the Department of Communities, evacuation stakeholders, and if required, the Local Recovery Coordinator on matters impacting the operations of a local evacuation centre
- To provide effective support to, or on behalf of, the Department of Communities, for the operation of a local evacuation centre

Following an Emergency

- To continually improve emergency evacuation support planning and processes

Scope

This plan is a support plan for the Department of Communities' *Local Emergency Relief and Support Plan* that forms a part of the Shire of Dardanup *Local Emergency Management Arrangements*. This plan is limited to the boundaries of the Shire of Dardanup and to the support of local evacuation centre(s).

Related Documents

This plan is aligned with State Emergency Management Policies and State Emergency Management Plans. If there is any inconsistency those documents and this plan, then those policies/plans take precedence.

This plan is a sub-plan of, and so should be read in conjunction with, the Shire of Dardanup *Local Emergency Management Arrangements*.

This plan is targeted at supporting local evacuation centres as normally established by the Department of Communities during an emergency, and so should be read in conjunction with the Department of Communities' *Local Emergency Relief and Support Plan*.

This plan will work in conjunction with the Shire of Dardanup's *Animal Welfare Support Plan*, that has provisions for the evacuation of animals.

This plan is also related to the Shire of Dardanup *Local Recovery Plan*. Readers may wish to consider the provisions of that plan when reading this plan.

Special Consideration

The Department of Communities is designated as the responsible authority for the management of local evacuation centres. Emergencies may develop in unexpected ways, and as such this plan was developed as a contingency should the Department of Communities be unable to attend a local evacuation centre established in the Shire of Dardanup, and has requested the Shire to open one on their behalf. It should be noted that, to date, the Department of Communities has not been in a position that would warrant delegating the coordination of a local evacuation centre to local government in the South-West region. Even if the Department of Communities were to advise their intent to attend the local evacuation centre, this plan will still be utilised to prepare and open an evacuation centre pending the arrival of the Department.

It is acknowledged that during an emergency a local evacuation centre will only be opened by the Department of Communities on advice from the relevant hazard management authority. The Shire of Dardanup will not use this plan as a rationale for opening a local evacuation centre without such authority.

If the Department of Communities are able to manage to entire process themselves, certain provisions of the plan may also be implemented to assist the Department in their endeavours in relation to managing a local evacuation centres located within the Shire of Dardanup.

History

This plan was utilised, while still in draft, during an evacuation consequential to a bushfire in Eaton on 20-21 December 2023. The fire encroached on homes backing onto Forrest Highway. An evacuation was initiated by the Incident Controller, and the Shire implemented provision of this plan to begin opening an evacuation centre at Eaton until the Department of Communities assumed control. The Department of Communities noted that the transition was smooth and the centre was well coordinated. Lessons from this event have been incorporated into the draft plan.

On 23 February 2024 a bushfire in the Kingston near Australind in the Shire of Harvey triggered an activation of the Eaton Recreation Centre as a local evacuation centre. The Leschenault Leisure Centre, the normal evacuation centre for the area, was considered too close the fire to be opened as an evacuation centre. The Department of Communities assumed control soon after the facility was prepared and opened. The Department noted the Shire's resources had improved based on lessons from the December 2023 emergency.

When the City of Bunbury was impacted by a tornado on the afternoon of 10 May 2024 the City's evacuation centre was damaged. Their backup facility was deemed insufficient for the evacuation needs and the Shire's Eaton Recreation Centre was the next suitable centre. On request of the Department of Communities, the centre was utilised as an evacuation centre for much of the weekend to accommodate a number of residents whos homes were severely damaged by the tordado, and was managed by the Department of Communities with Shire's support.

4. Roles and Responsibilities

Local Emergency Management Committee

The Shire of Dardanup's Local Emergency Management Committee is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

The Local Emergency Management Committee will provide comment on, and endorsement of, this plan as a part of the Shire's *Local Emergency Management Arrangements*. The committee will also consider and participate in exercises to evaluate the plan.

The Local Emergency Management Committee will also initiate any reviews of this plan, especially reviews following emergencies that have required provisions within the plan to be applied.

Shire of Dardanup

Local Recovery Coordinator

The Local Recovery Coordinator will liaise with the Department of Communities whilst a local evacuation centre is operational within the Shire per the *Local Emergency Relief and Support Plan*.

When the Department of Communities has delegated on-site coordination of a centre to the Shire, the Local Recovery Coordinator will coordinate the Shire's activities to provide such support.

Coordinator Health, Emergency and Ranger Services

The Coordinator Health, Emergency and Ranger Services will:
- Develop and review this plan under the oversight of the Local Emergency Management Committee
- Develop and review any procedures required to implement this plan
- Procure, source and develop materials required to coordinate a local evacuation centre
- Conduct briefings, usually ahead of the 'bushfire season', for Shire of Dardanup personnel that nominate to be available for duties within a local evacuation centre

Human Resources

The human resources team will provide advice on staffing of a local evacuation centre, including:
- Advice on the management of personnel deployed to a local evacuation centre
- Advice on staffing entitlements for staff deployed to a centre
- Advice on business continuity of human resources when staff are deployed to a centre
- Ensuring personnel deployed to a centre are aware of how to access the Employee Assistance Program

Work Health and Safety

The Work Health and Safety Officer will provide general safety advice on the coordination of a local evacuation centre.

When a centre is established the Work Health and Safety Officer will contribute to assessing any hazards that may exist or arise during the operation of a centre.

Environmental Health Officer

An Environmental Health Officer will provide advice on health risks that may be present at the local evacuation centre, or arise through the operation of the centre.

Eaton Recreation Centre Personnel

The Manager of the Eaton Recreation Centre, and/or personnel delegated by the manager, will

- provide advice and assistance in planning for the use of the Eaton Recreation Centre as a potential local evacuation centre
- assist in the preparation, activation and deactivation of the facility as a local evacuation centre, this may include cancelling pre-existing bookings and mobilisation of resources within the facility

Ranger Services

The Shire of Dardanup Rangers will provide advice and support in the management of animals that have been brought to an evacuation centre.

Rangers will not be responsible for the care of such animals. Rangers will provide advice, however the owners of any animals brought to the centre are required to ensure ongoing care of their animals, or organise alternative arrangements.

Hazard Management Agency

For the purposes of this plan the Hazard Management Agency is responsible for determining when a local evacuation centre requires opening/closing, and whether a Shire of Dardanup facility will be used as an evacuation centre.

The Hazard Management Agency will also coordination any community briefings concerning the emergency that they elect to conduct at a local evacuation centre.

The Hazard Management Agency may also elect to send a Liaison Officer to the local evacuation centre.

Department of Communities

The Department of Communities is responsible for:

- Liaising with the Hazard Management Agency and the Shire of Dardanup in regards to the requirement to open/close a local evacuation centre
- Overseeing the operation of a local evacuation centre in accordance with the *Local Emergency Relief and Support Plan*, even when the Shire of Dardanup is delegated by the Department with the on-site coordination of the centre

Partnering Agencies

Partnering agencies that provide support to in accordance with the *Local Emergency Wefare Plan* at the local evacuation centre will, when the Shire of Dardanup is delegated for on-site coordination of a centre, continue to provide those services in accordance with the *Local Emergency Relief and Support Plan* under the overall coordination of the Department of Communities. Such agencies will liaise with Shire of Dardanup personnel on logistical matters within the centre.

5. Preparation

Potential Evacuation Centres

A list of facilities that may be used as local evacuation centres is documented in the *Local Emergency Relief and Support Plan*.

Personnel

The Shire of Dardanup will maintain a register of staff who are willing to assist at a local evacuation centre and who have also undertaken appropriate training.

Training

The Shire is committed to ensuring personnel tasked with supporting a local evacuation centre are adequately prepared for the task.

Training will consist of:

- A briefing
  Usually conducted annually, ahead of the bushfire season. The briefing is to enable a better understanding of what is involved in being a part of team deployed to a local evacuation centre.
- Drop-in skills development
  Given that staff will have their normal duties and task to undertake, the use of groupware (e.g. MS Teams) will be utilised to enable a 'drop-in' process for much ongoing skills maintenance. Simple scenarios could be presented with discussion progressing over several days. Such software will also enable discussions about the plan whenever it is being reviewed.
- Training courses, formal or informal
  Any training courses that are relevant will be identified and opportunities offered to interested personnel.
- Ongoing exercises
  At least one exercise is required annually to evaluate the Local Emergency Management Arrangements or which this plan forms a part. An exercise of this plan may be the subject of that exercise, or more likely, opportunities to link this plan to the exercise will be explored. Such exercises provide opportunities for skills maintenance or development.

Spontaneous Volunteers

Spontaneous volunteering is anticipated during significant emergencies. Members of the community may seek to offer their assistance at a local evacuation centre.

Spontaneous volunteers will not be relied upon to meet the requirements for the coordination of a local evacuation centre, however, they may be able to assist with routine tasks for which they have the ability and capacity to undertake.

Spontaneous volunteers must register as a volunteer with the Shire of Dardanup in accordance with Shire policy, and be inducted per standard processes before they may be tasked with assisting at a local evacuation centre. The Evacuation Centre Manager will only provide tasks to spontaneous volunteers that have the ability and capacity to undertake them.

Equipment

Normally, when a local evacuation centre is opened by the Department of Communities, they will bring with them what resources they assess they require to manage the centre. They may also anticipate that local resources will also be available to assist.

This plan is a contingency plan and should the resources of the Department of Communities not be available/accessible the Shire of Dardanup may be able to supply or improvise.

It is also understood that partnering agencies that may operate within the local evacuation centre will make arrangements for what equipment they may require.

The Shire of Dardanup does not have the capacity to acquire, or store, a full complement of equipment solely for the purpose of managing a local evacuation centre when required. Hence this plan identifies resources required, the sourcing of which may be improvisational. However, some dedicated evacuation centre resources will be kept, and deployed, as and when required.

Location

The equipment will be located in the Shire's Eaton administration office.

The equipment will be kept under the fire stairs on the South-West side of the building (top access near 1st floor toilets). This provides ready access to the equipment from the laneway next to the building.

Contents

Package
- Cart
- Plastic tubs

Administration
- Stationery supplies
- Forms/Checklist
- Identification tabards/cards
- Procedures/Guidance

Signage
- Centre identification
- Traffic management

Animal Management
- Dog/Cat cages from Ranger stores

Basic Evacuation Centre Items
- Tea/Coffee/Sugar and relevant preparation/serving equipment
- Small supply of basic hygiene items

Cleaning
- Wipes
- Paper towels
- Surface cleaner
- Hand sanitiser

Other equipment

- Two-way radios
- Notice boards
- Chairs/Tables
- Loud hailer
- Portable device charging cords

Storage

- Containers
- Trolley

Review

In order to maximise preparedness, the *Local Evacuation Support Plan* will be reviewed intermittently to ensure it remains relevant, and effective.

The plan will be reviewed:

- after any emergency or exercise in which the plan was implemented
- after five years has elapsed since the last review
- upon request of the Local Emergency Management Committee

The Executive Officer of the Local Emergency Management Committee shall be responsible for coordinating any reviews, and making any amendments, in consultation with key stakeholders.

The Local Emergency Management Committee may consider whether a review is required following a major policy change that might have relevance for local evacuation centres (e.g. an update of the *State Evacuation Plan*), or update of related local emergency plans (e.g. the *Local Emergency Relief and Support Plan*).

6. Activation

The Shire of Dardanup will not open a local evacuation centre if:

- the Hazard Management Agency has not initiated an evacuation; or
- the Department of Communities has not requested the Shire open an evacuation centre

Notification

The Department of Communities will advise in their notification to open a local evacuation centre:

- The purpose of activating the centre

- Which facility will be used, and the anticipated number of people who may seek services at the centre

- When the centre(s) is expected to be open for the public

- The nature of support that the Department of Communities requests of the Shire of Dardanup

Internal Notification

Upon being notified of the requirement to open and coordinate a local evacuation centre, the Local Recovery Coordinator will notify the following personnel:

- Chief Executive Officer, Director Infrastructure and Director Sustainable Development
  A quick meeting/teleconference to ensure full awareness of the evacuation requirement.
  The Chief Executive Officer will notify the Shire President and may be required to mobilise the full resources of the Shire if required.
- Emergency Management Officer
  The Emergency Management Officer will be able to provide linkages with other emergency management plans and arrangements.
- Alternate Local Recovery Officers
  The requirement for a local evacuation centre may extend beyond the resources of a single person to manage.
- Human Resources Manager
  Personnel involved in the centre will need human resources support, especially in relation to rostering, entitlements, and cover for business-as-usual tasks that are put aside.
- Work Health and Safety Officer
  The use of facilities for purposes that they are not normally used will present a risk to personnel and the community, hence appropriate risk assessments and mitigations will be required.
- Senior Ranger
  It is anticipated that members of the community will attend centres with their pets. The pets are not permitted within the centre and arrangements will be required to advising the community on appropriate actions to care for their pets.
- Property Manager
  The Shire's Property Manager will be able to advise on venue specific information (including any prior arrangements in place for the use of the facility), and provide access to keys for entry.
- Manager Eaton Recreation Centre
  While the Eaton Recreation Centre may not be selected as the local evacuation centre, the potential for escalation of the emergency warrants contingency planning on the part of the Eaton Recreation Centre. Being the primary local evacuation centre there may be resources they can deploy to an alternate centre

- Communications team
  The opening of a local evacuation centre is likely to attract media attention, and appropriate messages may need to be disseminated along appropriate channels.

Stakeholder Notifications

- Security
  If using a Shire facility that is normally secured at night, then notify All Care Monitoring and Nightguard Security Services before 9pm to that they do not trigger a response because the alarm has not been set for the building. (See Appendix E for contact details)

- Principal, Eaton Community College
  Notification is required if the evacuation centre is located in the Eaton Recreation Centre and will overlap school hours. The Eaton Community College uses the Eaton Recreation Centre for school activities and will be impacted when the Eaton Recreation Centre is used for a local evacuation centre. (See Appendix E for contact details)

- Existing facility users
  If the local evacuation centre will bump other users out of the facility then those using, or who have bookings to use, the facility will require notification that the facility is no longer available as it is required for an emergency.

Staffing

A number of key roles will require filling upon notifications. Other roles may be filled during the process of preparing the Local Evacuation Centre for opening.

Initial Staffing

Many factors will impact the options for initial staffing of the local evacuation centre. The staff called in for the initial opening may be organised in a haphazard manner.

This plan may also be implemented when the Department of Communities is able to assume control, but has insufficient resources to manage without Shire of Dardanup support. In this case, close liaison with the Department of Communities will be required in order to identify which roles the Shire of Dardanup will staff.

Rostering

Staff for the second shift, and all subsequent shifts, should be organised ahead of time. The Admin Support function, in collaboration with the Human Resource Services, will prepare a roster for the second and subsequent shifts, with the aim to have the next shift set and be planning the subsequent shift ahead (if not further ahead) before the current shift ends.

While the maximum number of staff will depend on the scale of the effort required, a minimum of four staff is recommended for each shift.

| First shift (improvised) | ... | Current shift | Next shift (set) | Next shift (planning) | ... |

The Hazard Management Agency may not have a defined time-frame for the return phase on an evacuation. As such, always have a roster planned ahead, it is easier to stand people down early when the Hazard Management Agency moves to the return phase.

Be aware though that there may be no regularity (each shift may need bespoke staffing, unlike any previous shift).

Shire of Dardanup – Local Evacuation Support Plan

Organisational Chart

The organisation chart below shows the roles/functions that may be required at a local evacuation centre.
However, the actual organisational structure, and scale of implementation, is very situation driven.
Primarily the structure and who fills roles is usually at the discretion of the Department of Communities.
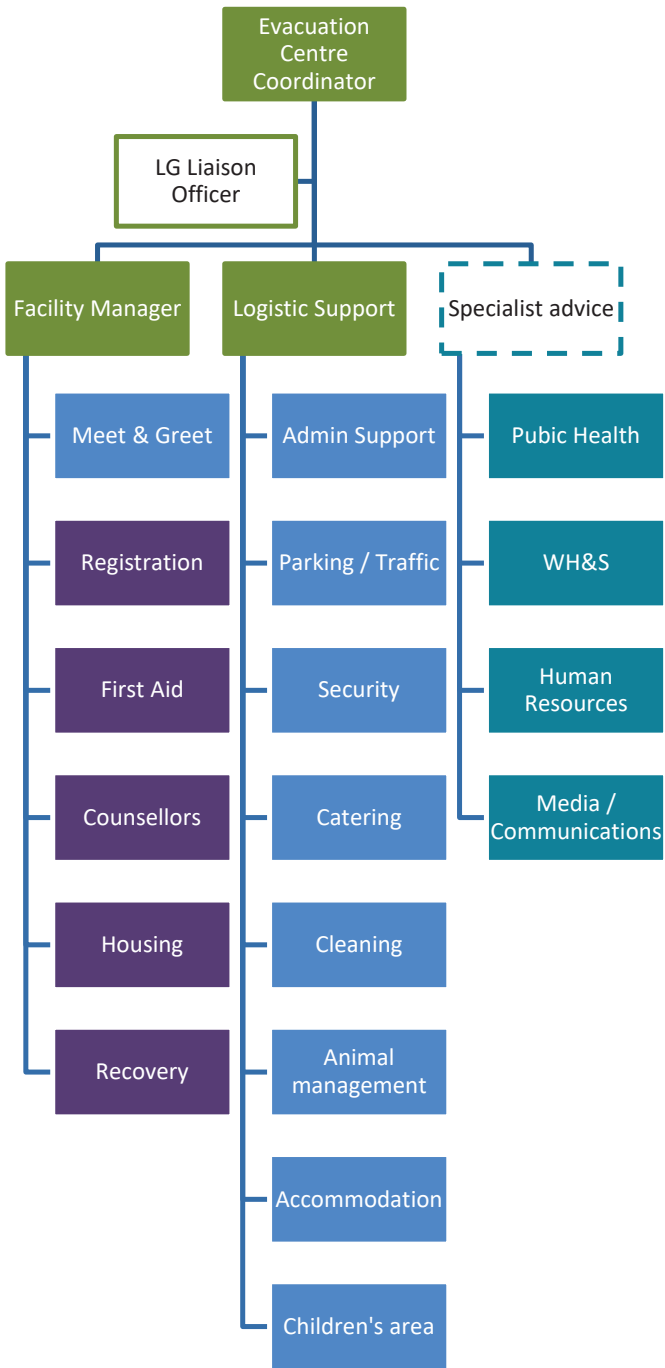
Notes:
- Only a major evacuation may warrant all of the roles/functions. The scale of the evacuation will determine whether a person, or a pool of persons undertake a role or multiple roles. Adjust as needed.
  - e.g. there is no need for "Accommodation" if no one is staying overnight
- Some 'boxes' are function based
  - e.g. there is no "Specialist advice" officer, someone may be asked for advice, but not be directly involved in the evacuation management *per se*
  - e.g. a function may be undertaken by a contractor, rather than allocated to a person
- Green position represent the minimum identified staffing roles
- Functions in purple are usually undertaken by Department of Communities' partners. The Shire of Dardanup will not likely have sufficient expertise nor authority to fulfil these functions.
  - e.g. the Red Cross usually undertakes Registration, while we may be able to record people attending we cannot enter this onto Register.Find.Reunite system.
- Teal coloured function are advisors from within Shire of Dardanup that are called upon, when required, to provide advice
- See Appendix D for more advice/role description on specific functions

Sourcing staff

Every emergency is different. Allocating staff to functions at the Local Evacuation Centre will depend on who is available, people's aptitudes/capabilities, and also on the the nature of the emergency/evacuation. Pre-identifying people to specific roles is not practical.

However, as a rule of thumb:

- A Local Recovery Coordinator, or similar senior officer, will usually be appointed as the Evacuation Centre Manager
- A senior staff member of the Eaton Recreation Centre will usually be appointed as the Facility Manager
- Eaton Recreation Centre staff will most likely undertake front-of-house or Logistic Support duties
- Engineering Services personnel may likely be called upon for back-of-house functions, e.g. parking control, traffic directions, deliveries, etc
- Rangers will be called upon for animal management advice
- Health Services staff will be called upon to provide public health advice
- Health and Safety staff will be called on to provide safety advice
- Human Resources Services will be called upon to assist with staffing issues
- Any staff member of the Shire, especially Eaton based staff, may be asked to undertake functions, typically Logistic Support functions, that they have the capacity and abilities to undertake
- Seek a person to undertake a task, not a task to allocate to a person

7. Opening

Preparations

Unlock / Vacation of existing users

Ideally, the facility owner/tenant will ensure everyone vacates the facility to enable transition to a local evacuation centre.

The building may have been secured, especially if the centre is hastily opened at night, so the keys/access arrangements are required to be organised. The unlocking of the facility will be negotiated with the owner/tenant.

See Appendix E for a list of the key holders of the Eaton Recreation Centre and their contact details.

To ensure personal safety, staff should not be turning up alone to open the facility.

Sourcing Equipment

The Shire of Dardanup will maintain a small store of equipment for use within local evacuation centres. This equipment will need to be collected from storage and transported to the facility hosting the local evacuation centre.

The facility owner/tenant should also be consulted on what equipment they have at the facility which may be borrowed and put to use within the centre.

Walk-through

Before setting up the facility, conduct a walk-through. Ideally, a Work Health and Safety Officer and an Environmental Health Officer will participate with the Evacuation Centre Coordinator, along with the facility owner/tenant. The purpose of the walk-through is to:

- Identify which areas may be used and which areas are to be considered out-of-bounds, or any conditions of use
- Note the general state/cleanliness of the facility
- Note any existing damage
- Note any safety and human health hazards that may require mitigation
- Consider issues that may effect how the facility is used
- Identify any materials that needs to be relocated
- Note any security issues

Layout

The layout of a Local evacuation centre is facility specific and also may depend on the circumstances at the time.

The Shire of Dardanup will consider potential layouts during exercises of this plan. Suggested layouts are shown in Appendix B.

Considerations:

- A meet and greet area is required near to the entrance
  This may be immediately outside of the entrance if there are any health checks required before entering (ala Covid-19).

- A registration area close to the entrance on the inside of the facility
- A liaison officer desk for a Hazard Management Agency Liaison Officer
- An admin area away from where the public will access or in a corner limiting public access
- An area where children may play
- A quiet area where people may meditate, prey, or just take time-out.
- A sleeping area (if the centre is open overnight)
- Areas where evacuation stakeholders may set-up tables/displays, perhaps widely spaced to avoid congestion.
- During bushfire events, an area with clean air for people with asthma/respiratory issues impacted by smoke

Signage

Clear signage will aide in reducing frustration.

External signage may include

- identifying the centre as a local evacuation centre
  Consider positioning a variable message board outside of the centre
- direct people to parking
- directing people to the 'main' entrance
- warnings/barriers to hazards

Signage at the entrance may include:

- Welcome
- Need for check-in

Internal signage may include:

- Directions to toilets and other amenities
- Areas for partnering agencies
- Notice boards
- Digital screen updates
- Any restrictions
  e.g. no entry, quiet area, etc
- Catering/eating areas
- First aid facility
- Qibla compass in the 'quite area'
  (but only if it is indicated on a map of the facility that has been verified)

Partnering Agencies

The local evacuation centre will usually host representatives from a range of partnering agencies.

Partnering agencies ideally have brought their own equipment and signage and will operate through their own lines of command and the Department of Communities. They will liaise with the Centre Manager on administrative/logistical matters within the Centre.

The needs of external agencies will need to be factored into the layout and operations of the centre.

Initial Briefings

Immediate before opening the doors of the local evacuation centre there needs to be briefings.

- Centre Management Team will need to meet to verify that all is ready within the centre, and establish the initial operating requirements

- An all agencies briefing to ensure all is ready and identify any final administrative/logistics requirements outstanding.

Open Doors

The doors of the local evacuation centre may be opened as soon as the centre is ready to host people.

Doors open is ideally:
- less than 2 hours (if outside of business hours)
- less than 30 minutes (if during business hours)

after notification or at the time the Hazard Management Agency/Department of Communities so requested.

8. Operation

Front-of-House

Front-of-house activities are those that require personnel to interact with members of the public visiting a local evacuation centre.

Screening

When a local evacuation centre is opened during a communicable disease outbreak (e.g. pandemic such as COVID-19) there may be a need to conduct initial screening (e.g. temperature checks, asking about symptoms, etc) to redirect potentially symptomatic personnel to a separate area or hand out face masks, etc, as appropriate based on advice from the Department of Health.

Meet and Greet

When possible, a team member will be positioned at the entrance to the centre to greet anyone visiting and direct them to registration (if they haven't already registered). The meet and greet function may be undertaken by a Red Cross officer.

When meeting and greeting people, any person with urgent needs may be taken directly to those who can assist, with registration following, or be escorted to registration to skip the line.

A local evacuation centre exists to assist those impacted by an emergency. Meeting and greeting people as they enter may also identify who needs to be there and those that could be moved on. For example, tourists in caravans and campervans may be asked to reconsider their plans and proceed to other destinations.

Registration

Registration is a function that enables accurate records to be kept of who is attending local evacuation centres. This information has numerous implications for the local evacuation centre, the Department of Communities and/or the Hazard Management/Combat Agency.

This function also incorporates the Find.Register.Reunite system of the Red Cross. Given this linkage, registration is most often conducted by Red Cross personnel.

Irrespective of who performs the function the Centre manager will need to maintain awareness of how many people are attending the centre for catering and other reporting purposes.

If the number of people attending is greater than expected, and that this could increase to be greater than the capacity of the centre, then this information is to be communicated with the Department of Communities to factor into their planning/response.

Consider placing a wrist band on children with a mobile phone number of a responsible adult. This makes it quicker to reunite lost children/adults.

Parking

While most centres that are identified as potential local evacuation centres have car parking available, it is possible that this will be insufficient. People going to a centre may not be familiar with the facility or its parking. Also, the closest parking spaces will be required by ACROD (disabled) permit holders and for services required by the centre.

Cordon off a portion of the closest parking spaces in anticipation of more than the usual number of disabled users and also to ensure services such as deliveries can get close access.

Establishing signage to indicate general parking areas.

Catering

Appendix 7 of the *Local Emergency Relief and Support Plan* contains a list of potential catering providers. Discuss options with the Department of Communities Liaison. Liaise also with the Environmental Health Officer on hygiene issues with food preparation and serving, and confirmation of registered food providers. The Environmental Health Officer may also have contacts within commercial caterers.

The first meals may be an improvised take-way style of fare (e.g. Subway, Pizza). However, typical take-away food is insufficient past the first 24 hours.

Commercial caterers usually make things easier. They generally prepare meals off-site and deliver and serve on-site.

Another options is a commercial kitchen in a building adjacent to the evacuation centre that may be utilised.

Regardless of the options chosen, meals that vary over time is more desirable than the same meals every day.

The suggested plan for large evacation (appendix B) shows where catering may be served. Tables may be setup in adjacent space. Have cleaning capacity ready to deal with spills, especially liquids that present slip hazards (especially on the court surface).

Pets

While the local evacuation centre is not primarily aimed at animal evacuation, it is an issue that cannot be disregarded. Consult the *Animal Welfare Plan* when required.

Pets are not permitted within the evacuation centre.

Despite pets not being permitted, people will turn up with pets. Pets can include the usual dogs, cats, and birds. But can include a wide variety of animals: rabbits, goldfish, spiders, snakes, ponies, pigs...

It can be anticipated that people will attend the local evacuation centre and leave their pets in cars or trailers. If possible, identify nearby shady areas where people may be able to park their cars. Also, remind people that they need pay particular attention to their pets welfare if the conditions are not comfortable.

A prolonged evacuation will require planning for animals that are being kept outside the evacuation centre.

Be aware also, that if evacuated in a hurry, or if the evacuation is called while they are not at home, people may find themselves separated from their pets left a home. Pets are often considered one of the family, so separation in such circumstances will cause elevated levels of anxiety.

Ranger Services is available to provide advice on the management of pets.

EmergencyWA

During an emergency people will seek information. The *EmergencyWA* website is the primary source of information to the community about the emergency. Steer all enquiries initially to the *EmergencyWA* site.

If possible display/project key relevant information sourced from *EmergencyWA* (if not the *EmergencyWA* site itself).

Information Brochure

An information brochure is available to handout to evacuee attending the evacuation centre to provide answers to frequently asked questions. The brochure is designed to be short and sweet, no larger than a single A4 sheet of paper.

The brochure is kept in electronic format in Tardis. A supply will be pre-printed and kept with the evacuation centre equipment. Additional brochures can be printed on demand.

Brochures are to be made available at the entrance, and may be handed out during meet and greet.

Community Briefings

The Hazard Management Agency may seek to conduct a community briefing at the local evacuation centre. For Department of Fire and Emergency Service led emergenices, the Community Liaison Unit of the Department will organise community briefings.

This needs to be a considered option. Such briefings are of immense value to everyone impacted, or potentially impacted, by the emergency. However, they can be problematic for an evacuation centre as community briefings tend to draw-in large number of people, who do not necessarily need any other services of the centre and who may be reluctant to register for their visit. A sudden influx of people has the potential to disturb the routine of the centre. The privacy of evacuees and the security of their belongings is another consideration in this circumstance.

While a community briefing is organised by the Hazard Management Agency, it may be possible to provide input directly, or through the Department of Communities.

Other Services

The Department of Communities works with a myriad of service providers who may or may not be required at local evacuation centres. Service providers may be called in by the Department and they will usually bring within them what resources they require.

Liaise with any service providers to understand their needs and how to accommodate them within the centre.

First Aid

Ensure a first aid qualified person is available at all times at the evacuation centre. During larger scale evacuations a first aid provider may be called in. Liaise with the Department of Communities about processes for seeking a first aid provider.

Back-of-House

The back-of-house functions are those undertaken that do not involve engaging with members of the public attending the local evacuation centre. The functions usually focus on the logistics of maintaining the centre.

Briefings

Personnel perform better when they understand the situation and are fully aware of what is happening. Regular briefings are required to ensure a common operating picture within the centre. There are four key types of briefings:

- Staff briefings
  Conduct a briefing for all Shire personnel working in the centre at the commencement of each shift. This briefing will cover people's duties and key information about the emergency/evacuation.
- Staff handover
  Prior to departing at the end of shift, key personnel are to provide a handover brief to the person taking over their role. This is to ensure they are aware of any recent changes, tasks outstanding, etc.
- Handover to Department of Communities
  A special briefing may be required should the Department of Communities be able to assume their normal coordinating role. This briefing is a one-off and may be more detailed than normal to ensure the new coordinator is fully informed and prepared to take coordination forward
- Partner briefings
  If partnering agencies are operating within the centre then consider a separate briefing. These agencies will work directly with the Department of Communities, but will need in integrate into generally operation of the centre. Consider options to brief them separately (which may be a two-way briefing), or include them in a holistic briefing for everyone

Be wary of briefings getting longer and longer as the event progresses. If a briefing takes more than 15 minutes in person, then it is too long. It is not necessary to have a detailed history of the operation, merely what is needed to work through the shift. Also consider that the evacuation centre does not come to a complete stand-still to enable long briefings.

Consider documenting as much on paper and handing this out rather than speak it all. However, this is not a licence to create a large document that takes forever to read.

Consider displaying key/additional information on posters in the Administration Office.

A briefing template is displayed in Appendix C. Note, it is the headings and the content that is important, not the format.

Administration

A small area within the centre will need to be set aside for administration of the centre. It is a place to store resources that are identified for centre management. It is also a place where a central contact/administrative support officer can be located.

This area is not intended to provide any public service hence it should be clearly separate from other services. A separate office is perfect. In some cases it may be a dedicated desk in one corner. If this area cannot be secured then someone needs to remain there at all times.

A log book of all activities is to be maintained throughout the activation of a local evacuation centre. Multiple log books may be kept for key personnel, with a shared log book in the administration area. The log book should detail the who/what/when/where/how/why of all events/decisions.

Prepare a sheet of contact numbers for key personnel and contacts involved in the evacuation response and post it to the wall in the administration area. If this would be visible to members of the public, the consider other ways of making this list conveniently available to evacuation centre personnel (a blank sheet of paper with "Contacts" written thereupon placed over the top of the list is an option).

Rostering

Ongoing rostering is needed to ensure:

- there are sufficient staff to manage the centre
- fatigue is avoided

Focus on staffing requirements for the next 48 hours. It is easier to cancel arrangements than make them on a continuous just-in-time manner. Refer to "Staffing" in chapter 4 for advice on organisational structure and potential sources of staff.

Be prepared to change the organisational structure for each shift to align with actual needs.

If the centre is only open part-time, and less than 12 hours in a day then consider a single shift per day. Consider two short shifts per day if opening hours exceed 12 hours, but not overnight.

If the centre is to be open 24/7 then consider two 6-hour day shifts and a 12-hour night shift. Change-overs would be scheduled for 6-7am, 12pm-1pm, and 6-7pm. This reduces handovers at night/dark hours, and recognised that things usually get 'quieter' at night.

To ensure good fatigue management, do not roster any staff onto a shift if they have not had at least 10 hours rest since concluding their normal work or previous shift. If the activation of a local evacuation centre is prolonged then avoid rostering staff on for more than five days in any one week.

Security

Security will be an issue that requires attention at a local evacuation centre.

The security of staff should be considered. Staff rostering will ideally avoid staff attending/departing during darkness.

Emotions can run high during emergencies and some people are less able to control their emotions when under significant stress. Be particularly mindful of strategies to diffuse heightened emotions.

Unaccompanied minors are a potential concern. Ideally, minors will attend with a parent or guardian (a teacher, if a school is evacuated at short notice). An unaccompanied minor is to be supervised until a guardian can attend. Liaise with the Department of Communities in relation to unaccompanied minors.

If the centre is a focus on an evacuation of any magnitude, there is potential for people to turn up who have Domestic Violence Orders in relation to another person at the centre. While such circumstances are not immediately obvious, be alert for anyone raising concerns. If such a circumstance raises potential security issues then liaise with the police.

Be aware of the potential for people who may have a wish to harm children attending the centre. It will be near impossible to attempt to identify such people, the best practice is to limit opportunities. Ensure children's play areas/playgrounds are visible by multiple adults, ideally their parent/guardians. Any suspicions should be relayed to the police.

Be aware of any areas within the facility that may be isolated. Ensure someone patrols these areas regularly. If staff need to be outside at night, consider pairing people.

Sanitation

The cleaning facilities at a local evacuation centre may be sufficient for its normal usage, but can be easily overwhelmed by an influx of people using the centre for a other purposes.

Early attention will be required to cleaning of the centre, especially in relation to toilet/shower facilities, baby change rooms, kitchen/catering areas, and rubbish disposal.

Liaise with the Department of Communities and the centre owners/managers on options for escalating cleaning requirements.

The potential for a 'gastro' outbreak, with many people in close proximity needs consideration. An inspection/assessment by Environmental Health Officer(s) will ideally occur before food operations commence, and at regular intervals during the centre's operation.

Media

The media will be keenly interested in every aspect of an emergency. This will include local evacuation centres.

Be cautious of bias in considering the media as the 'enemy'. They have a job to do, and can serve a useful purpose during emergencies. However, given that the Department of Communities is the responsible agency for such centres, they manage all media in relation to the centre. All media enquiries are to be directed to an appropriate contact within the Department of Communities.

There is nothing stopping the media from conducting their work outside of the centre. However, they are not permitted within the centre without explicit permission from the Department of Communities. If the Department of Communities has given permission, liaise with them to understand and limits placed on the media.

If the media request a Shire of Dardanup perspective, then refer them to the Shire's communications team.

Donations

During emergencies the urge to donate is a natural human behaviour. However, donations of goods and services can be problematic.

Ideally, when people make offers of donation, advise them to make monetary donations to an appropriate charity or appeal. Monetary donations are very effective at stimulating economic recovery, which benefits the whole community.

Food safety is critical at any local evacuation centre. Only foods prepared by reputable food service providers can be accepted and distributed within the centre. Indeed, the Department of Communities will usually have agreements in place for catering at centres. Unsolicited donations cannot be accepted.

If equipment is donated for use at the centre, such as generators, camp beds, etc, be sure to identify where the equipment came from such that it can be returned promptly, or otherwise disposed of appropriately, once the centre closes.

Spontaneous Volunteers

During significant emergencies members of the public will seek opportunities to voluntarily offer their time/services.

Spontaneous volunteers cannot be utilised within a local evacuation centre unless they are affiliated with a volunteer organisation that has been asked to assist at the centre.

The Shire may put in place processes for inducting spontaneous volunteers as volunteers of the Shire. However, unless such processes are in place, offers of assistance from spontaneous volunteers must be turned down.

Hot Debriefs

The Centre Manager will conduct a hot debrief of all personnel at the end of each shift. The purpose of the hot debrief is to gather observations that may be useful for the final evaluation of the overall activation. Conducting hot debriefs at the conclusion of each shift will enable contemporaneous collection of observations before they are forgotten or altered by the passage of time.

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Hot debrief conducted at the end of each shift should be quick and to the point. Complex issues can be identified, but discussions put on hold for a more appropriate time.

Notes from hot debriefs are to be filed in the records management system as soon as possible.

9. Closure

Advice to close the local evacuation centre should be made in writing.

Confirm

Department of Communities

If the Shire of Dardanup is managing a local evacuation centre then it is doing so on behalf of the Department of Communities. Hence, any proposal to close the centre must be verified with the Department.

Notifications

Once it is confirmed that the local evacuation centre is to be closed, the following notifications are required:

- Local Recovery Coordinator
- All centre staff
  Ensure staff have a means to return home safety if the closure is not timed to match the end of shift.
  Ensure all staff who may be rostered onto future shifts past the closing time know that they are no longer required to attend the centre.
- All evacuation stakeholders (e.g. Red Cross, caterers, counsellors, etc) within the centre
- Shire of Dardanup Media team
- Shire of Dardanup Human Resource team
  To assist staff transitioning back to business as usual, which may include scheduling time-off before returning to work
- Facility owner/tenant

A notice is to be put such that members of the public at the centre, or those newly arriving, are aware that the centre is to close, and at what date/time. The notice would also ideally include contact numbers people may call to request assistance once the centre has closed.

Secure Facility

No-one left

Conduct a thorough search of the whole building to ensure that all members of the public have vacated the premises.

Any member of the community still present that requires assistance, should be referred to an appropriate agency (liaise through Department of Communities if required).

Lock doors

Once the facility ceases to be a local evacuation centre, the doors will need to be locked to enable staff to clean-up the centre without people mistakenly concluding the centre is still operational due to the ongoing activities taking place.

If the centre is still operation for non-evacuation activities then 'lock' may means appoint a person to monitor entrance to turn away people seeking the evacuation centre.

Briefing

The Centre Manager is to brief all staff on activities to pack-up, clean and vacate the facility.

This briefing may also serve as an opportunity for a hot debrief of the final shift.

Pack-up

Pack up all equipment into the relevant storage (if utilising facility equipment) or into storage boxes for transport to storage.

Any consumables that are in short supply should be noted and provided to the Evacuation Centre Manager such that replenishment can take place.

All equipment should be relocated to storage.

Clean-up

The use of facilities as local evacuation centres is based on the understanding that the facility will be vacated in a clean state.

Ensure any refuse is disposed of appropriately.

If appropriate, a commercial cleaner may be engaged to conduct a thorough clean.

Any damage caused during the operations of the local evacuation centre are to be reported to the Evacaution Centre Manager so they can inform the centre owners and the Department of Communities. The Department of Communities will organise necessary repairs in accordance with the *Local Emergency Relief and Support Plan*.

Switch-off

Ensure that all electrical equipment that no longer needs power is switched off. This includes air-conditioners, heaters, urns, and lighting.

Handover

Final Inspection

The facility owner (manager or representative) and the Evacuation Centre Coordinator should conduct a final inspection to verify that the centre has been returned to a fit state to handover, and that all damage has been noted.

Exit

Once handover is complete the facility is to be vacated such that the owner/tenant can secure or reoccupy the facility.

Psychological Debriefing

If required, a psychological debrief will be facilitated by the Human Resource Manager through the Employee Assistance Program. Such a debrief is open for staff that assisted at a local evacuation centre, to facilitate transition back to their normal duties.

Post-Closure

Records

Ensure all records are collected, and if required process them into the records management system. Be alert for any records that may be required by the Department of Communities.

Equipment

The Coordinator Health, Emergency and Ranger Services is to schedule a check and replenishment of local evacuation centre equipment to ensure that it is ready for the next potential activation.

It should be remembered that, while incredibly unlikely, the next emergency may only be days away. Hence, the check should be conducted as soon as possible.

Cold Debrief

A cold debrief will be scheduled a reasonable time following the closing down of local evacuation centre. The debrief will be organised by the Local Recover Coordinator. The purpose of the debrief is to identify observations that has come to the mind of personnel since the closure of the centre(s) that had not been in the forefront of their mind in the immediate aftermath. Such observations may be used to develop lessons for improving this plan, or other aspects of the management or operation of local evacuation centres.

The Department of Communities may likewise schedule a cold debrief of all agencies involved. Ideally, the Shire's debrief should be scheduled earlier, such that relevant observations may be taken to the Department's debrief by a Shire representative.

Reports

The Local Recovery Coordinator will provide the Department of Communities and the Local Emergency Management Committee with a formal report of operations at the local evacuation centre(s), making note of observations, any insights deriving from those observations, and any lessons derived from the insights.

Appendix: Abbreviations and Acronyms

This plan has been written so as to avoid the use of acronyms and abbreviations, however, other related documents or correspondence may not. Hence, below are a list of relevant acronyms and abbreviations that may be encountered.
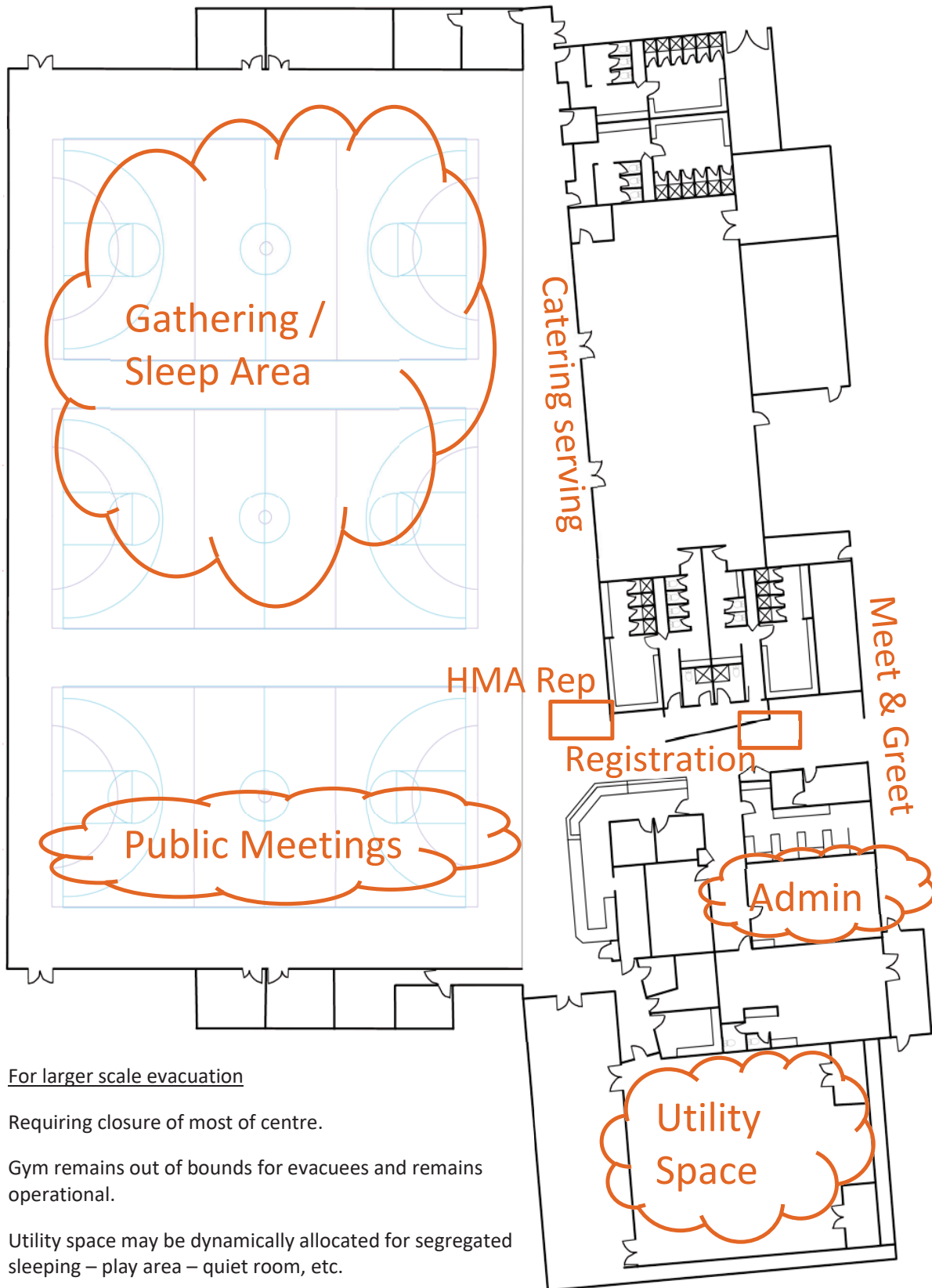
The Act	*Emergency Management Act* 2005
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
SOD	The Shire of Dardanup
DC	Department for Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency 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
LERSP	Local Emergency Relief and Support Plan
LGA	Local Government Authority
LEMA	Local Emergency Management Plan

LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRSP	Local Recovery Support Plan
OIC	Officer In Charge
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policy
SES	State Emergency Service
RFR	Register.Find.Reunite

Appendix B: Plans

For small scale evacuation

Much of facility remain open for normal use.

Gym out of bounds and remains operational.

Evacuees not sleeping in centre, e.g. short term shelter.
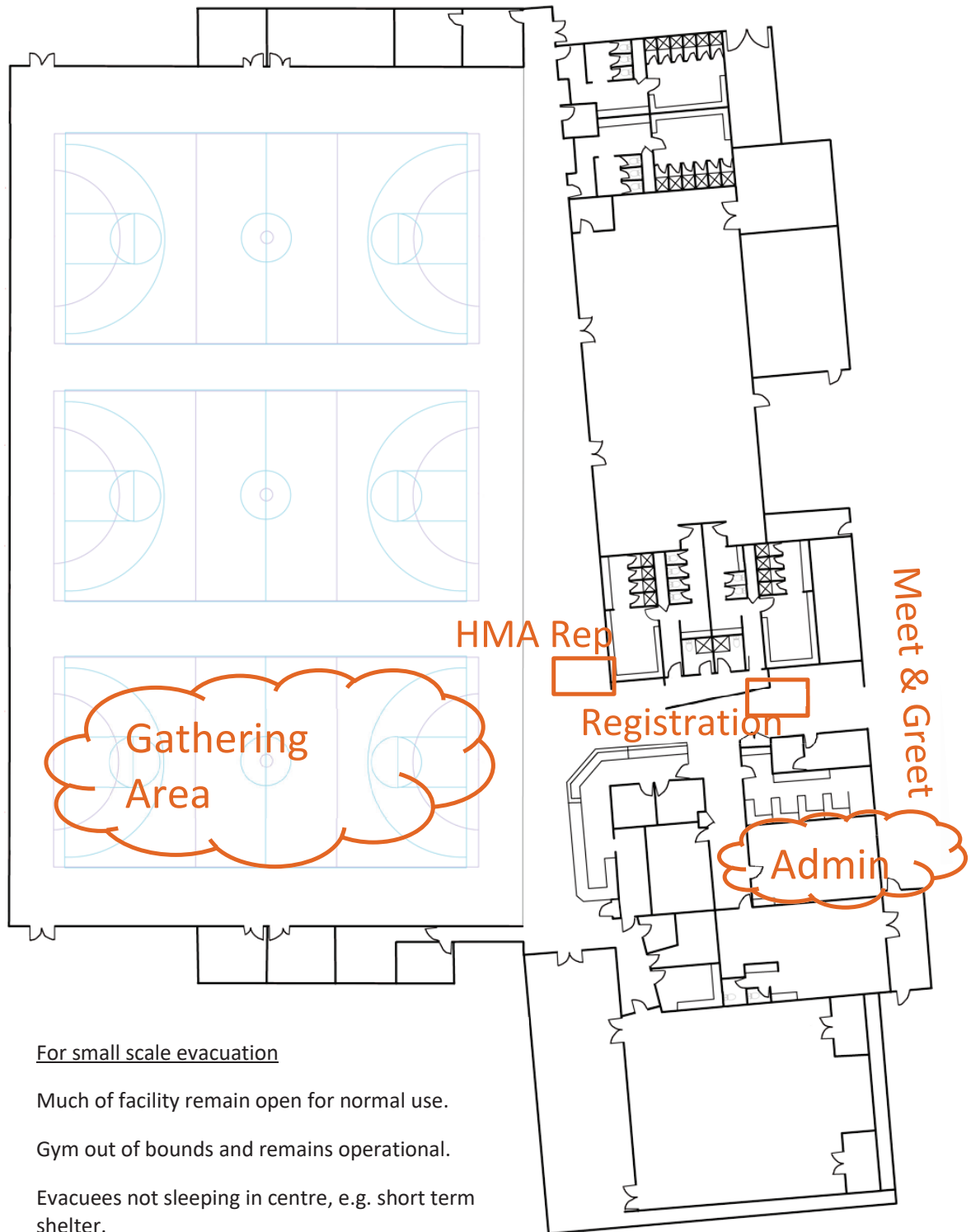
For larger scale evacuation

Requiring closure of most of centre.

Gym remains out of bounds for evacuees and remains operational.

Utility space may be dynamically allocated for segregated sleeping – play area – quiet room, etc.

Storage rooms may be opened up for specialty purposes (not evacuees).

Appendix C: Briefing Template

Situation

Provide a summary of what has occurred and background on the overall management of the evacuation centre.

E.g.

- Why was the evacuation called
- Why this evacuation centre was chosen
- How many people have arrived, how many expected
- What are the current issues

Mission

The mission is to provide a safe place of refuge for evacuees, on behalf of the Department of Communities.

Execution

Explain task delegations, procedures and practices put in place for coordinating the operations of the evacuation centre.

E.g.

- What areas are designated for what purposes
- When key events are occurring (shift changeovers, briefings, catering, cleaning, community meetings)
- Procedures (or changes to procedures) that require highlighting
- Summarise services available to evacuees
- Special needs

Administration

Explain the administration arrangements within the centre.

E.g.

- Who else is operating within the centre
- What forms are to be used and othe record keeping requirements
- What resources are available/needed and where to find them
- How to order resources
- Catering/support arrangements for personnel

Command & Communcations

Explain who are in key management roles. An organisation chart, encompassing all internal and external stakeholders would be ideal.

E.g.

- Department of Communities Liaison
- Hazard Management Agency Liaison
- Recovery Coordinator
- Evacuation Centre Coordinator
- Eaton Recreation Centre Liaison
- Service delivery liaison(s)
- Security manager
- Evacuation Officer

Explain any communications processes.

E.g.

- Where to direct media enquiries
- What reports are required
- To whom to submit requests/reports
- Community briefings scheduled

Safety

Explain any existing or potential safety issues, and procedures for reporting hazard.

E.g.

- First aid location/arrangements
- Awareness of stress/fatigue
- Any security concerns

Questions

Verify that everyone is clear about their tasks.

Seek any additional questions

Appendix D: Roles

Outlines in this appendix are generic roles/responsibilities of evacuation centre personnel. Specific functions may need to be adjusted to fit the circumstances and community need.

The initial staff options are a recommendation for the filling roles. During emergencies there is no guarantee on who will be available. Judgement may need to be exercise to identify personnel who may have the capability to undertake key duties.

If the Department of Communities is in attendance and has assumed the role of coordinating the evacuation centre then these position (except the Local Government Liaison Officer) are only filled by Shire personnel at the request of the Department.

Local Government Liaison Officer

This position is filled once the Department of Communities assumes responsibility for the ongoing coordination of the evacuation centre.

Reporting to:

- Department of Communities

Key responsibilities:

- Liaise with a representative of the Department of Communities to ensure support is provided to the Department

Initial staffing options:

- Director Sustainable Development (default)
- Recovery Coordinator or any deputy
- Coordinator Health, Emergency and Ranger Services
- Manager Recreation Services

Evacuation Centre Coordinator

This position is usuallt only filled by the Shire of Dardanup until the Department of Communities arrives and assumed responsibility for the evacuation centre and fills this role

Reporting to:

- Local Recovery Coordinator
- Department of Communities
- Hazard Management Agency

Key responsibilities:

- Coordinate all aspects of the local evacuation centre
- Liaise with a representative of the Department of Communities in relation to the coordination of the centre
- Liaise with agency representative from each partner agency operating within the centre
- Oversee personnel management at a local evacuation centre in liaison with Human Resouce Coordinator

Initial staffing options:

- Recovery Coordinator or any deputy
- Coordinator Health, Emergency and Ranger Services
- Manager Recreation Services

Facility Manager

Reporting to:

- Evacuation Centre Coordinator

Key responsibilities:

- Manage all day-to-day front-of-house management at the local evacuation centre
- Support Evacuation Centre Coordinator
- Liaise with centre owner on any maintenance issues that arise
- Liaise with Evacuaton Centre Coordinator on staffing needs for future shifts, and develop rosters
- Liaise with Logistics Support

Initial staffing options:

- Manager Recreation Services
- Coordinator Memberships Customer and Children Services
- Sports & Venue Team Leader
- Fitness Team Leader

Logistic Support

Reporting to:

- Facility Manager

Key responsibilities:

- Manage all day-to-day back-of-house management at the local evacuation centre
- Liaison with contractors/service providers, which may include:
    - Catering
    - Security
    - Relief and support partnering agencies as identified in Appendix 2 of the *Local Emergency Relief and Support Plan*
- Sourcing and tracking physical resources used within the centre
- Monitoring facility and surrounds
- Traffic/Signage
- Cleaning and Waste management

Initial staffing options:

- Eaton Recreation staff member
- Any staff member with leadership capabilities

Administrative Support

Reporting to:

- Facility Manager

Key responsibilities:

- Assist the Evacuation Centre Coordinator and Facility Manager through the provision of administrative support
- Ensure staff forms are available and complete when required (esp. attendance)
- Track and process all correspondence/paperwork
- Maintain records and file as appropriate
- Maintain record of expenses and commitments

Initial staffing options:

- Any staff member with capability to provide administrative support

Registration

This function is usually delegated to the Red Cross. Shire of Dardanup staff will only undertake this function in their absence.

Reporting to:

- Facility Manager

Key responsibilities:

- Establish suitable area and signage
- Ensure smooth flow or people through registration
- Ensure contact details of Translating and Interpreting Service is available (see www.immi.gov.au)
- Register each individual and family group that attend the centre
- Document enquiries for missing family/friends
- Remind people to sign out/in each time they leave/enter the centre
- Be sensitive to stress levels
- Maintain confidentiality
- De-register people leave permanently

Initial staffing options:

- Red Cross normally fills this function
- Eaton Recreation staff member
- Any staff member

Meet & Greet

Reporting to:

- Facility Manager

Key responsibilities:

- Welcome evacuees to the centre
- Conduct any pre-entry health checks, e.g. temperature checks, questioning, should the evacuation take place during a communicable disease outbreak (e.g. COVID-19)
- Triage urgent needs and prioritise waiting times
- Redirect evacuees accompanied by pets away from the centre
- Take note of advice received from evacuees, such as parking and access issues
- Direct evacuees towards the registration area
- Direct others to the administration area
- Avoid unnecessary congration at entrance

Initial staffing options:

- Eaton Recreation staff member
- Any staff member

Animal Management

Reporting to:

- Logistics Support

Key responsibilities:

- Ensure pets are not brought into centre
- Remind evacuees the pets remain their responsibility and they must attend their welfare
- Ensure pets left outside are not left in safe conditions (e.g. pets left in cars, without shade, etc)
- Identify areas where pets may be exercise or secured
- Liaise with Ranger Services on animal matters

Initial staffing options:

- Any Ranger

Accommodation

Reporting to:

- Logistic Support

Key responsibilities:

- Setup/packup sleeping area (especially if area used for different purpose during day)
- Ensure sufficient seating in all areas
- Identify resource requirements
- Liaise with mattress/bedding suppliers
- Consider privacy/security issue

Initial staffing options:

- Eaton Recreation Centre staff
- Any staff member

Parking/Traffic

Reporting to:

- Logistic Support

Key responsibilities:

- Ensure traffic flow around centre is flowing
- Ensure parking is orderly
- Setup signage for centre and parking

Initial staffing options:

- Rangers
- Any Operations staff member

Security

Reporting to:

- Logistics Support

Key responsibilities:

- Liaise with security contractor(s)
- Routine patrols, be seen and monitor security issues
- Check doors after-hours
- Escort vulnerable people to cars after-hours

Initial staffing options:

- Any Ranger
- Ideally engage contractor asap

Catering

Reporting to:

- Logistics Support

Key responsibilities:

- Liaise with catering contractors (ensuring contractors are aware of dietary needs, timings, quantities, etc)
- Setup/packing up catering area (e.g. tables, chairs)
- Assist in food service if required

Initial staffing options:

- Any staff member

Cleaning

Reporting to:

- Logistics Support

Key responsibilities:

- Monitor cleanliness throughout centre
- Report issues that require attention
- Ensure waste is managed appropriately & collected
- Liaise with cleaning contractors
- Undertake basic cleaning (e.g. mopping spills, sweeping floors, empty rubbish bins, etc)

Initial staffing options:

- Any staff member
- Shire cleaning staff

Children's Area

Reporting to:

- Logistic Support

Key responsibilities:

- Note: supervision of children remain the responsibility of parents/carers
- Monitor the childrens area for potential risks
- Identify resource requirements
- Setup/packup childrens area (if the area is used for other purposes at other times)
- Report issues to Logistics Support

Initial staffing options:

- Any staff member holding "Work with Children" clearance

Specialist advice

Environmental Health Officer, Rangers, etc

Reporting to:

- Evacuation Centre Coordinator

Key responsibilities:

- Provide expert/technical advice in area of expertise when and as required
- Undertake appropriate risk assessments in relation to evacuee safety, staff safety, animal safety, and security

Initial staffing options:

- Principle Enrivonemntal Health Officer
- Environmental Health Officer

Appendix E: Contact Details

PERSONAL INFORMATION - TO BE REDACTED

Department of Communities

📞 24/7 Duty Officer ▬▬▬▬▬

Key Holders

Below is a list of keyholder who may be called upon to open the Eaton Recreation Centre in the event the centre is used as a local evacuation centre.

| Michael Gibbings | 📞 ▬▬▬▬▬ (work) | ▬▬▬▬▬ (personal) |

Kylie Blair 📞 ▬▬▬▬▬

Wills Pomare 📞 ▬▬▬▬▬

Ashlee Horn 📞 ▬▬▬▬▬

Ebony Jones 📞 ▬▬▬▬▬

All Care Monitoring

📞 ▬▬▬▬▬

Nightguard Security Services

📞 ▬▬▬▬▬ bh   or   ▬▬▬▬▬

Eaton Community College

📞 ▬▬▬▬▬ bh

DRAFT BUSHFIRE RISK MANAGEMENT PLAN 2025-2027

Local Emergency Management Arrangements

Adopted at: Ordinary Council Meeting
X Xxxxx 2025
Resolution xxx-xx

Next Review Date: Xxxx 2027

Shire of Dardanup

Contents

1. Administration

Endorsement Bushfire Risk Management Plan

The *Bushfire Risk Management Plan* has been developed in accordance with Section 41 of the *Emergency Management Act* 2005, and forms part of the *Local Emergency Management Arrangements* for the Shire of Dardanup and as such should not be read in isolation. The approval of the *Bushfire Risk Management Plan* by Shire of Dardanup Council signifies support of the plan's implementation and commitment to working with risk owners to manage bushfire risk. Approval does not signify acceptance of responsibility for risk, treatments or outcomes on land that is not managed by the Shire of Dardanup.

The development, implementation and revision of this plan is the responsibility of the Shire of Dardanup in consultation with the Office of Bushfire Risk Management, the Local Emergency Management Committee, and other key stakeholders in accordance with the *Emergency Management Act* 2005.

This Bushfire Risk Management Plan has been endorsed on insert date when endorsement provided by the Office of Bushfire Risk Management as consistent with the standards detailed in the *Guidelines for Preparing a Bushfire Risk Management Plan 2023*.

This plan is supported by the Office of Bushfire Risk Management, the Shire of Dardanup Local Emergency Management Committee, and endorsed by Council.

Shire President   Date:
Shire of Dardanup
Chair Local Emergency Management Committee

Chief Executive Officer   Date:
Shire of Dardanup

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.

Document Availability

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A copy of this plan is available for free at:
- Shire of Dardanup Administration Offices
  (during normal business hours)
    - Council Drive, Eaton
    - Little Street, Dardanup
- Online
    - www.dardanup.wa.gov.au

Publication information

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Amendment Record

Suggestions and comments from the community and stakeholders can help improve the plan.

Feedback can include:
- What you do and don't like about the plan
- 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 email to:

records@dardanup.wa.gov.au

History of Amendments

No	Amendment date	Details	Amended by
1	July 2019	2019-2024 Final	Ben Anderson Bushfire Risk Planning Coordinator
2	September 2024	Update to Office of Bush Fire Risk Management template	Melissa Howard Bushfire Risk Management Coordinator
3	November 2024	Review of content and alignment of template with Local Emergency Management Arrangements	Stephen Loiterton Coordinator Health, Emergency and Ranger Services

2. Introduction

Background

This Bushfire Risk Management Plan provides contextual information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. This plan has been prepared by Shire of Dardanup, encompasses all land within the local government area, and has been written on behalf of all stakeholders within that area. The plan is informed by consultation and communication with land and asset managers that has occurred throughout its history to ensure an informed and collaborative approach to managing bushfire risk.

This plan has been prepared with due consideration of the requirements stated in the *Guidelines for Preparing a Bushfire Risk Management Plan* (the Guidelines) published by the Office of Bushfire Risk Management including the principles described in *ISO 31000:2018 Risk Management*.

The Bush Fire Risk planning program supports local governments to reduce the risk posed by bushfire. This plan will contribute to achieving the objective of the program by:

- Guiding and coordinating a cross-tenure, multi-stakeholder approach to bushfire risk management planning.
- Facilitating the effective use of the financial and physical resources available for bushfire risk management activities.
- Supporting integration between risk owners, strategic objectives and tactical outcomes.
- Documenting processes used to monitor and review the implementation of treatments to ensure risk is managed to an acceptable level.

Aim

The aim of this plan is to reduce the risk of bushfires in the Shire of Dardanup.

Objectives

The objectives of this plan are to:

- Document the Shire of Dardanup bushfire risk management
- Identify sources of bushfire risk, and options for reducing the risk
- Provide basis for monitoring and reviewing implementation of treatments to ensure treatment plans are adaptable and risk is managed to an acceptable level
- Provide evidence in support of applications for Mitigation Activity Fund grants

Legislation, policy and standards

Emergency Management Act 2005

An Act to provide for prompt and coordinated organisation of emergency management and the management of COVID-19 in the State, and for related purposes. Section 13 of the Act established the State Emergency Management Committee, and Section 18 of the act provides the State Emergency Management Committee authority to prepare State emergency management plans. Of relevance is the State Hazard Plan – Fire.

Also, Section 41 of the Act requires local governments to ensure that arrangements for emergency management in the local government's district are prepared. This plan is one component of the Shire of Dardanup's *Local Emergency Management Arrangements*.

State Hazard Plan – Fire

The *State Hazard Plan – Fire* places an obligation on local governments to develop and maintain a *Bushfire Risk Management Plan* where the local government area is identified as having a high or extreme bushfire risk. The Shire of Dardanup is identified in the *State Hazard Plan – Fire* as requiring a *Bushfire Risk Management Plan*[1].

Bushfire Risk Management Planning Handbook

The handbook provides strategic advice on the management of bushfire risk. The handbook lists a range of legislation, policy and standards that are applicable in the development and implementation of this *Bush Fire Risk Management Plan*[2].

Guidelines for Preparing a Bushfire Risk Management Plan

This *Bushfire Risk Management Plan* was prepared using the guidance provided in these Guidelines.

AS/NZS ISO 31000:2018 Risk Management: Principles and Guidelines

This standard provides guidance applied throughout this plan concerning the risk management approach used.

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[1] Appendix G to SEMC. (2024). *State Hazard Plan – Fire.* [Online]
https://www.wa.gov.au/government/publications/state-hazard-plan-fire
[2] Appendix 1 to Department of Fire and Emergency Services. (2024). *Bushfire Risk Management Planning Handbook*.

3. Risk Management Process

The bushfire risk management planning process is a cycle guiding the understanding of the context and assessing and treating risks (see Figure 1). Each of these steps is informed by communication and consultation and supported by monitoring and review. The three products produced during the process are the *Bush Fire Risk Management Plan, Asset Risk Register* and *Treatment Schedule*.

Further details on the guiding principles and process for the development of this plan can be found in Chapter 2 of the Guidelines.
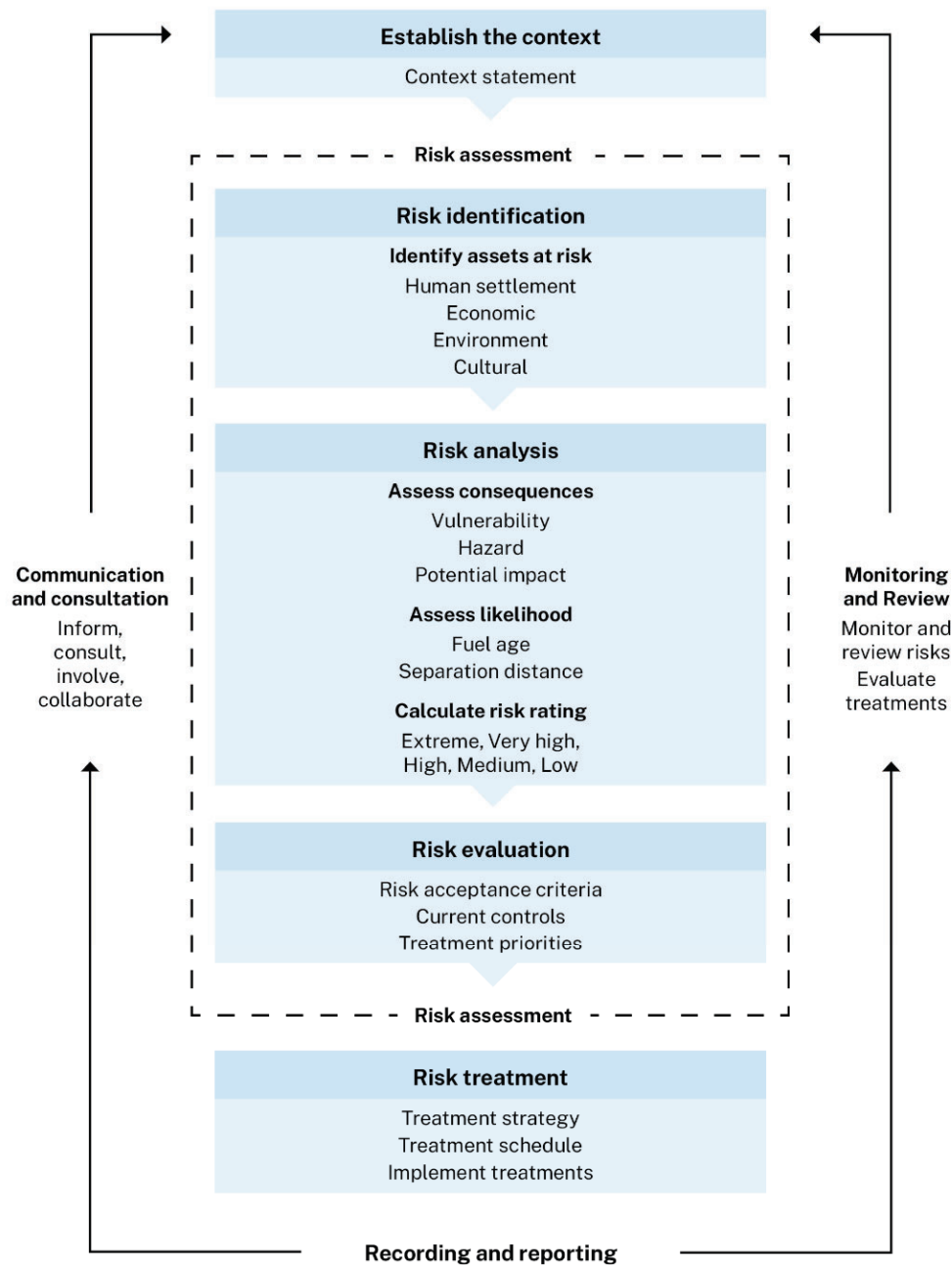
Figure 1. The Bushfire Risk Management planning process

Roles and responsibilities

The roles and responsibilities of the key stakeholders involved in the development of this plan are outlined in Table 1.

Table 1 – Roles and responsibilities in the Bushfire Risk Management planning process

Stakeholder	Roles and Responsibilities
Local Government	Custodian of the plan. Coordinate the development and ongoing review of the plan. Undertake bushfire risk assessment of local government area. Submit the draft plan to Office of Bushfire Risk Management for review and endorsement. Develop and implement a Treatment Schedule for local government managed land. Encourage risk owners to treat identified risks.
Department of Fire and Emergency Services	Contribute to the development and implementation of the plan. Facilitate involvement of state and federal government agencies in the planning process. Undertake treatments on Unmanaged Reserves and Unallocated Crown Land within gazetted town sites. By agreement, implement treatment strategies for other land managers. Endorse Bushfire Risk Management Plans as consist with the Guidelines, Bushfire Risk Management Program and dynamic risk environment. Administer the Mitigation Activity Fund Grants Program.
Department of Biodiversity, Conservation and Attractions	Contribute to the development of the Bushfire Risk Management Plan. Implement their treatment program on Department of Biodiversity, Conservation and Attractions managed land. Provide advice on environmental assets and appropriate treatment strategies for their protection.
Department of Planning, Lands and Heritage	Identify managed assets. Provide advice on management of Aboriginal Cultural Heritage.
Other State and Commonwealth Government agencies and public utilities	Identify managed assets. Provide advice on current risk treatment programs. Contribute to the development of Bushfire Risk Management Plans. Undertake treatments on lands they manage

Bushfire Risk Management System

This *Bushfire Risk Management Plan* is supported by the *Bushfire Risk Management System*. The system is an online tool developed by the Department of Fire and Emergency Services to support local governments and stakeholders to effectively manage and mitigate bushfire risks within their jurisdictions. The system provides a structured framework for identifying assets at risk, assessing the level of risk, and mitigation actions to reduce the risks.

The system will map assets that are vulnerable to bushfire. Such assets may range from residential and commercial properties to critical infrastructure, cultural heritage sites, and community resources. The mapping feature facilitates an understanding of asset proximity to bushfire-prone areas, enabling a more strategic approach to risk management. It allows the Shire to prioritise mitigations to protect assets based on the assessed risk level, community importance, and economic, social, or environmental value.

The system also tracks and records mitigation treatments implemented to reduce the risk and impact of bushfires on assets. These treatments are determined through application of this plan and ensure proactive measures are in place to mitigate identified risks.

Key bushfire mitigation treatments that are recorded in the *Bushire Risk Management System* include:

- Prescribed Burning
  The burning of vegetation in a controlled and scheduled manner in designated areas to lower fuel loads and minimise the spread of severe fires.
- Mechanical Fuel Reduction
  The physical removal or thinning of vegetation using machinery, especially in areas where prescribed burning is not feasible.
- Chemical Application
  The use of chemicals to suppress or eliminate flammable vegetation, particularly in firebreaks or around key infrastructure.
- Firebreaks
  The establishment of vegetation-free strips to act as barriers that inhibit the spread of fire from one area into another.
- Fire Access Tracks
  The establishment and maintenance of tracks through bushland to ensure emergency services can access reserves in an incident or for prescribed burning.
- Gates and Fencing
  The installation of gates and fences to limit unauthorised access to bushfire-prone areas, such as bushland reserves.

Communication and consultation

Communication and consultation are fundamental to the development, implementation and review of the *Bushfire Risk Management Plan*. A *Communication Plan* describing communication with relevant stakeholders at each stage of the bushfire risk management planning process is at Appendix C.

4. Establishing the context

This section describes how the characteristics of the Shire of Dardanup that influence bushfire risk and its management. As such, information shown here only relates to the identification, assessment or treatment of bushfire risk. For a more detailed picture of the Shire's emergency management context refer to the *Local Emergency Management Arrangements*.

Strategic and corporate framework

The vision of the Shire of Dardanup is "The Shire of Dardanup is a healthy, self-sufficient and sustainable community, that is connected and inclusive, and where our culture and innovation are celebrated."[3]

The Shire's *Council Plan 2022-2032* is structured around five performance areas, being:

- Community
  We have a safe and vibrant community that is inclusive and welcoming for all ages and interests.
- Environment
  There is a healthy and balanced respect for the environment, while retaining our lifestyle values, community spirit and identity.
- Amenity
  Our facilities and infrastructure make the shire an attractive and desirable place to live, work and visit.
- Prosperity
  The shire has a vibrant, diversified economy built from our pillars of agriculture, forestry, manufacturing, mining and tourism.
- Leadership
  We have strong civic leadership supported by responsible and transparent corporate governance.

As stated in the Shire's *Council Plan 2022-2032,* the Shire of Dardanup exists to meet the needs of current and future generations through an integration of environmental protection, social advancement and economic prosperity. This plan contributes to the strengthening of the Shire's capacity to meet those needs and achieve its overall vision by encouraging stakeholders to work together to reduce bushfire risk. The plan also provides guidance on negotiating and selecting treatment strategies for mitigating bushfire risks.

The *Bushfire Risk Management Plan* is a component of the more comprehensive *Local Emergency Management Arrangements*. These arrangements provide overall strategies and guidance on emergencies in general and has an all-hazards approach. The contribution of bushfire to systemic risks is a significant intersection between those arrangements and this plan.

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[3] Shire of Dardanup. (2022). Out Plan for the Future. [online]
https://www.dardanup.wa.gov.au/documents/209/council-plan-2022-2032

The majority of the Shire is within the Rural Zone, except that within or adjacent to town sites and industrial estates. Both the *Local Planning Strategy* and *Town Planning Scheme* have regard to recent bush fire related initiatives, such as the identification of bush fire prone areas, and the implementation of *State Planning Policy 3.7 Planning in Bushfire Prone Areas* (and related guidelines), and *State Planning Policy 3.1: Planning for Bushfire Risk Management. The* requirements for: bushfire hazard level assessments; Bushfire Attack Level assessments; bushfire protection criteria; and Bushfire Management Plans, are components of these strategies/schemes.

The Shire's Chief Executive Officer is responsible for the *Bushfire Risk Management Plan* processes, sustainability and continuity. The Chief Executive Officer is able to delegate all or some of these responsibilities. Accepting that there are multiple stakeholders involved in the effective implementation of the bushfire risk management, it is important to note that the Shire's responsibility is to facilitate the management of the risk of bushfires to the community as supported by the provision of this plan. The Chief Executive Officer shall delegate responsibility for the implementation of this plan as appropriate.

Community demographics and values

There were 14,686 persons in the Shire of Dardanup during the 2021 census. Aboriginal or Torres Strait Islanders account for only 3% of the population. The median age of Shire of Dardanup residents was 40. There sex ratio was 0.4% in favour of females.[4]

Australia was the most common country of birth for Shire residents, with England, New Zealand, South Africa, Philippines and India being the next most common birth countries. Other than English the most common spoken languages at home were Afrikaans, Mandarin, Tagalog, Malay and Italian.[4]

There are 4,080 families residing in the Shire, with an average of 1.9 children each. Single parent families accounted for 14% of the population. Couples without children represented 42% of residents.[4]

There were 6048 private dwellings, with an average of 2.6 persons per household. There were on average 2.1 vehicles per dwelling. [4]

Arthritis, Asthma, Cancer, Dementia and Diabetes were the most common long-term health conditions afflicting Shire of Dardanup residents. With 6.8% having two long-term health conditions, and 3.1% having two or more. [4]

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[4] Australian Bureau of Statistics. (2021). Dardanup: 2021 cencus all persons quicksats. [online]
https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660

Cultural heritage

The Shire of Dardanup is rich in both Aboriginal and European history. The name 'Dardanup' is derived from that used by the original Aboriginal inhabitants, meaning low lying ground by the water. The Noongar Nation is acknowledged as the traditional custodians of the land. In caring for the land the Noongar people burned country as they moved through to promote growth and attract game.

There are eight places listed in the *Aboriginal Cultural Heritage Register* that are within or adjacent to the Shire of Dardanup[5]. They are listed in Table 2. None of the sites are identified as being a restricted place or have identified cultural sensitivities.

Table 2: Aboriginal Heritage Register sites in Dardanup

Reference	Place
4875	A place with artifacts/scatter (intersection of Boyanup-Picton Rd and Bunbury Outer Ring Road)
4880	A place with artifacts/scatter (intersection of Boyanup-Picton Rd and Bunbury Outer Ring Road)
16713	Collie River Waugal. A place of creation/dreaming narrative and water source.
19795	Preston River. A place of creation/dreaming narrative.
19796	Ferguson River. A place of creation/dreaming narrative.
31463	A place with artifacts/scatter *Lot 302 Giumelli Rd (N of Paradise River)*
38797	Vindictive Drain. A place of creation/dreaming narrative. (watercourse from Taverner Rd to Hynes Rd). *Reserve R36868. Lot 5761.*
40579	At the end of Chaimberlain Grove. The site is simply referred to as "Testing1". *Reserve R47537 (lots 444 & 2001), Forrest Hwy verge, and a number of residents between Greenough Pl and Chamberlain Gr.*

European settlement in Dardanup began with Thomas Little who farmed cattle and grew grain, eventually becoming a wine producer[6]. As a staunch Catholic, Thomas donated land for the construction of a church. Built in the 1850s, the Church of Immaculate Conception was the first Catholic Church built outside the metropolitan area. This has since been rededicated, becoming Thomas Little Hall.

There are 60 places that are identified by the Heritage Council of Western Australia[7] of which four are listed on the *State Heritage Register*, namely:

- St Mary's Anglican Church, Dardanup
- Thomas little memorial Hall
- Former Dardanup State School (now Don Hewison Centre)
- Wellington Dam

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[5] https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS
[6] See https://dardanupheritagecollective.org.au/stories-of-people/thomas-little/
[7] https://inherit.dplh.wa.gov.au/Public/Search/Results?newSearch=True&lgaContains=Dardanup

Land use and tenure

The Shire of Dardanup is a medium-sized local government based in the South West of Western Australia, 185km south of Perth and covering 528 km^2. The district is bordered by the Shire of Harvey to the north, Shire of Collie to the North East, Shire of Donnybrook-Balingup to the South East, Shire of Capel to the South West, and with the City of Bunbury to the West (see Figure 2). The Shire, being located in the South West Region of Western Australia, is part of the Bunbury Wellington sub-region.
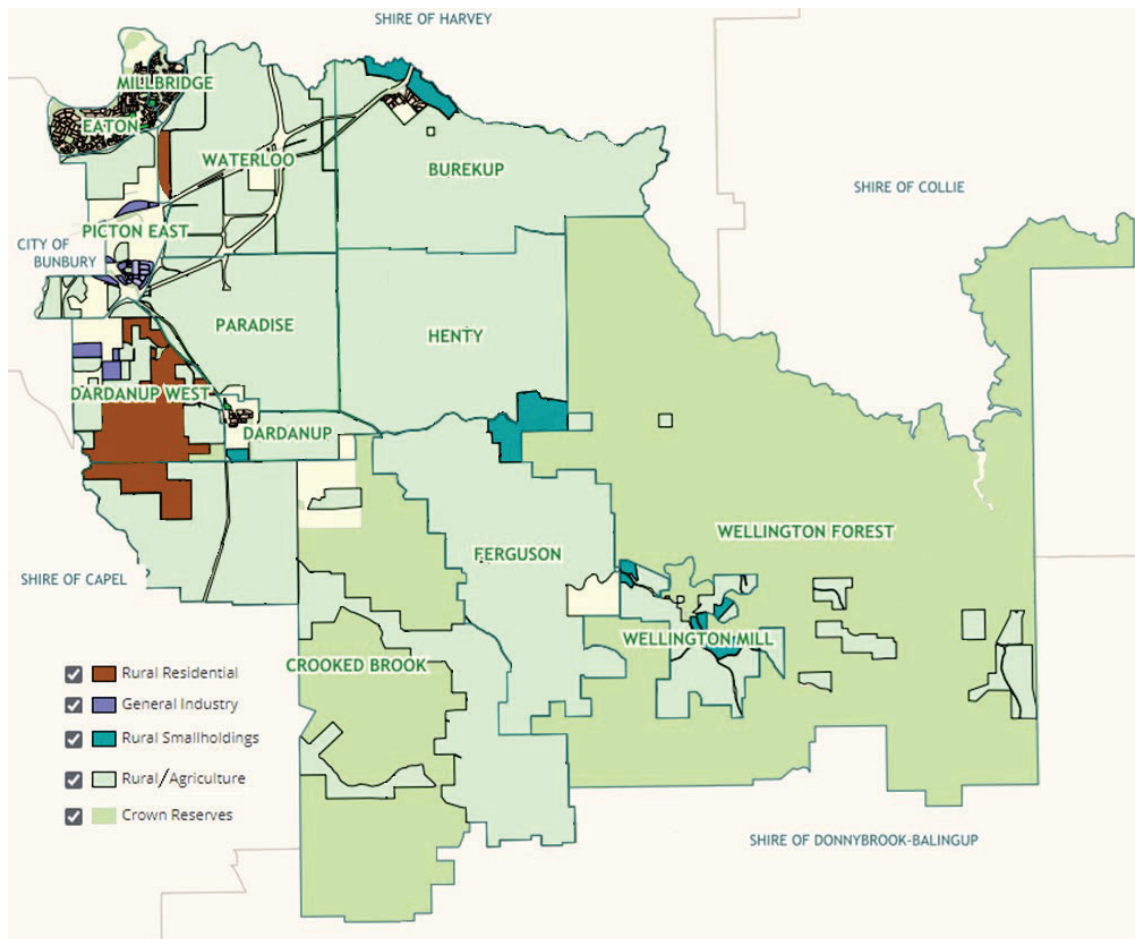
Figure 2: Map of Shire of Dardanup

Within the Shire there are the four main townships of Eaton, Millbridge, Dardanup and Burekup. Rural residential locations of Crooked Brook, Dardanup West, Henty, Waterloo and Wellington Mill make up the remainder of the Shire.

Half of land in the Shire of Dardanup is privately owned, and is used for horticulture, grazing (primarily for beef cattle) and rural living. Crown reserved account for 45% of the Shire. The remainder is a complex mosaic of land tenures with crown land and private land occurring closely, this means that fires often impact on multiple tenures and move through various land uses. It is also noted that the Shire has limited powers and responsibility to enforce compliance on land not under its control, in particular State Government tenured land.

The Department of Biodiversity, Conservation and Attractions has a long running program of risk management across the public land it manages. Prescribed burns and other mitigation works are key to their approach and this is captured within their fuel age maps, demonstrating years since last burnt. The Shire has worked with the Department to consider their program when preparing this plan.

The Department of Fire and Emergency Services are active within the Shire, delivering some mitigation focused works across the land it manages alongside its other bushfire responsibilities. The Department also has fuel age data for the land it manages and this has been given regard when preparing this plan.

The rural location of Waterloo has been identified for future urban expansion for the Greater Bunbury region. This area is estimated to be approximately 1,100ha and will include residential development, regional and local recreational spaces, public purpose sites, community facilities, commercial and light industrial. The area has been named 'Wanju' and a *District Structure Plan*[8] is prepared by the Shire and the Western Australian Planning Commission to plan for the future development of this locality.

Table 3: Summary of land management within the Shire of Dardanup

Land Manager	Local Government Area (%)
Private	52.4
Department of Biodiversity, Conservation and Attractions	44.8
Local Government	0.7
Main Roads	0.4
Water Corporation	0.4
Forrest Product Commission	0.3
South West Development Commission	0.3
Department of Planning, Lands and Heritage	0.2
Other agencies	0.5
Total	100

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[8] See https://www.wa.gov.au/government/publications/wanju-district-structure-plan

Economic activities and industry

In 2023 the Bunbury Geographe Region, of which the Shire of Dardanup is a part, was estimated to have received 834,000 domestic and international visitors, staying for a total of 2,982,000 nights[9]. Visitors are at greater risk during bushfires given their unfamiliarity with the environs and local risk profile, and, in the case of international visitors, potential language difficulties in conveying risk during a bushfire emergency.

A number of events are held each year with the largest being the annual Bull and Barrel Festival in October. A wide range of other music, cultural and sporting events are held at other times of the year and all bring visitors into the area.

Data from the last census indicated that in the Shire of Dardanup 63% of the population was in the labour force, with 56% in full-time and 33% in part-time employment. Industries in which the community were employed include: hospitals, primary education, supermarket/grocery stores, alumina production, iron ore mining.[10]

One of the largest integrated softwood milling and processing plants in Australia is also located in the Shire of Dardanup (Wespine). The complex produces sawn pine timber and a range of reconstituted wood-based panels (particle board), including melamine faced panels, structural flooring and wet and dry flooring.

The Shire of Dardanup hosts a variety of plantations primarily centered around timber and agricultural products. The region features blue gum (*Eucalyptus globulus*) plantations, which are typically grown for woodchips and paper production. Additionally, there are smaller areas dedicated to softwood plantations, such as pine, used for sawmilling and construction materials. Plantations contribute to bushfire risk by providing dense, continuous, and highly flammable vegetation that supports intense fires and requires consistent management.

Topography and landscape features

A distinctive landscape feature in the eastern part of the Shire is the Darling Scarp which bi-sects the Shire from north to south along the Darling fault. The elevational range of the Scarp ranges from 330m Australian Height Datum at Mount Lennard down to 120m at Dardanup Conservation Park declining westward to about 60m as it blends with the Swan Coastal Plain. The Swan Coastal Plain ranges from 60m to 5m.

The main river system within the Shire is the Ferguson River. This bi-sects the shire from south-east to the north-west entering the Preston River to the south of Picton. The topography of the river system is undulating with steep slopes ranging from 10% to 30% within the eastern part of the river system. This provides severe limitations to vehicle access and will potentially hinder bushfire suppression activities due to steep ground. Crooked Brook and Henty Brook are minor water systems that flow into the Preston River and Collie River but also have steep slopes within

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[9] Tourism Western Australia. (2023). *The Bunbury Geographe Region: Overnight visitor factsheet 2023*. [online] https://www.tourism.wa.gov.au/Publications%20Library/Markets%20and%20research/2023/RDC%20and%20sub-region%20factsheets/Sub%20Region%20Visitor%20Factsheet%202023%20-%20BunGeo.pdf

[10] Australian Bureau of Statistics. (2021). Dardanup: 2021 census all persons quicksats. [online] https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660

their eastern reaches, which also create severe limitations to vehicle access and will potentially hinder bushfire suppression activities.

The geology of the river systems falls under two different types of valley systems, the Lowden Valley System and the Goodwood Valley System, mapped by the Department of Primary Industries and Regional Development in 1996.

The Lowden Valley System consists of dissected terrain (mostly 40 to 180m deep) where major river systems have eaten into the Darling Plateau, exposing fresh rock, that also occurs along the Darling Scarp. The most common valleys are deeply incised and have moderate to steep slopes and loamy earths. Moderately incised valleys with loams and gravels occur in the upper reaches. Along the valley floors are river flats with loamy earths and alluvial brown deep sands, there are low lateritic slopes with gravels also.

The Goodwood Valley System consists of low (mostly 20 to 50m deep) valley systems which have formed as a result of the dissection of the Darling Plateau by major river systems, such as the Blackwood, Preston and Capel. The valley side slopes (Rosa and Blackwood Subsystems) have gradients between 3 and 25% and are covered with gravels and sands. River terraces with alluvial brown deep sands and alluvial brown loamy earths (Preston and Dardanup Subsystems) are often present on the valley floors with occasional swampy depressions (Layman Subsystem) and raised flats (Bentley Subsystem) while State Forest and bushland cover much of the side slopes.

The steepness of topography, especially around river valleys is a challenge for fire management. This limits egress and access when responding to fires as well as creating localised weather patterns and wind effects that can make fires hard to predict and control.

Topography contributes to bushfire risk by influencing fire rate of spread - and therefore intensity - impeding access for suppression resources and limiting options for fuel reduction, as inappropriate removal of vegetation can lead to erosion and other issues. The influence topography has on bushfire risk is considered in relation to its effect on response access, and as a variable in predicting the potential fire behaviour assets may be exposed to, including the likelihood of significant ember attack.

Climate and weather

Both weather and climate have a significant impact on bushfire risk, promoting the growth of fuel and then the drying of the fuel as well as the chances of fire ignition. Once a fire has started the weather will have significant influence over bushfire behaviour.

The Shire of Dardanup climate is described as Mediterranean, with distinct wet and dry seasons. Rainfall ranges between 800 and 1,250mm across the Shire, while the evaporation range is 300mm to 1,400mm. Winter rainfall comes predominately from rain-bearing, low-pressure systems moving in an easterly direction with an average annual rainfall of around 912mm (based on 83-year data records). Summers are very dry, with December to February receiving a monthly average of less than 16mm of rain.

A general decrease in yearly rainfall is found when compared to the long-term average. A 10% difference was found when comparing the 20-year averages to the long-term average, whilst the difference was 14% between the last 10 years and the long-term averages.

Although the decrease does not necessarily impact negatively on pastures, it raises concerns for water harvesting and the plantation industry. The reduced rainfall increases soil dryness which influences fire intensity and spread.

The fire season runs from October to May (and peaks between December and March). The Southern WA fire season is typically from November through to April, with the Shire of Dardanup's gazetted Restricted Burning Periods and Prohibited Burning Periods being:

- 1st November to 13th December   Restricted Period (permits required)
- 14th December to 15th March   Prohibited Period
- 16th March to 15th May   Restricted Period (permits required)
- 16th May to 31st October   Unrestricted Period

The above dates can be adjusted by the Shire of Dardanup to reflect the seasonal weather conditions.

Climate change is expected to result in higher average temperatures, reduced rainfall and general drying of the landscape. Interestingly climate change will not be uniform across the State and the Bunbury Geographe Growth Plan[11] suggests that the impact on the area will be less than the impact on Perth, promoting greater tourism and migration into the area. Both scenarios raise bushfire risk, together they represent a potential for significant risk elevation as climate change continues to impact.

Vegetation and fuel

Fuel is one of the three sides of the fire triangle. Greater levels/density of fuel, the dryer the fuel and the presentation of the fuel all impact the risk of bushfires.

Street Trees/Parks/Reserves

The Shire of Dardanup manages a collection of street trees, parks and open spaces and bushland reserves. There most significant bushland reserves are Wellington Forest and Crooked Brook Forest, both managed by the Department of Biodiversity, Conservation and Attractions.

Street trees line municipal roads and streets, usually planted on the verge – the area between the road way and property boundary.

Parks and public open spaces are lands that have been reserved for the purpose of formal and informal sport and recreation, preservation of natural environments, and provision of green space for relaxation and social interaction. Such areas include gardens and open parklands, community gardens, corridor links, amenity spaces, community use facilities, and civic commons or squares.

Bushlands reserves can be an area of land that is protected and managed in order to preserve a particular type of habitat and its flora and fauna, which are often rare and endangered or are areas that have not been suitable for domestic development in the past and has been left underdeveloped and now remains as remnant vegetation.

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[11] Bunbury Geographe Economic Alliance. (2016). *Bunbury Geographe: Regional Growth Plan, Part 1 – strategy* [online] https://bgea.com.au/wp-content/uploads/sites/35/2020/06/Bunbury-Geographe-Growth-Plan_PART-1-STRATEGY_FINAL_20161103.pdf

Types

The major vegetation types within the Shire include Jarrah – Marri - Blackbutt forests, Jarrah, Eucalyptus, Marri woodland, and low woodlands of paper bark & tea tree. Areas of the Shire cleared of forest are predominantly agricultural grassland pastures for farming of cattle and milk production. Agricultural lands are predominantly grazed with minimal to no cropping. Grazing in the district occurs such that the fire risk is reduced by January.

Table 4: Major vegetation types

Vegetation Community	Area (ha)	% of Total Area
Cleared Land	26,479.9	50%
Bare areas, Freshwater Lakes	606.03	1%
Low Woodland or open low woodland (Acacia, Banksia, Melaleuca, Agonis species)	4,435.14	8%
Medium Woodland, Jarrah, Eucalyptis, Marri, Tuart, Banksia & Wandoo	7,417.43	14%
Forrest, Jarrah, Marri, Blackbutt	14,021.33	27%
Total	52,660	100%

Figure 3: Jarrah/Marri/Blackbutt forest
Jarrah – Marri - Blackbutt forests and Jarrah – Marri woodland generally have a fast-moving fire with moderate spotting. Depending on the conditions, these fires will reach the canopy and become a crown fire.

Figure 4: Paperbark / Tea tree/Heath land
Paper Bark - Tea Tree open woodland fires are extremely fast-moving wind driven fires. These fires have extreme intensity and the flame front is short and can be described as flash fires.

Figure 5: Banksia/ Jarrah Woodland
Banksia trees produce oils that make them highly combustible and have dense layer of leaf litter and grasses intensifying fires.

Important species and communities

Fauna

Table 5 lists critically endangered species that are found in the South-West of Western Australia, and so potentially found within the Shire of Dardanup:

Table 5: List of Critically Endangered Fauna

Scientific Name	Common Name
Anstisia alba	white-bellied frog
Calidris ferruginea	curlew sandpiper
Calidris tenuirostris	great knot
Diomedea amsterdamensis	Amsterdam albatross
Diomedea dabbenena	Tristan albatross
Limosa lapponica menzbieri	bar-tailed godwit (northern Siberian)
Numenius madagascariensis	eastern curlew
Pezoporus flaviventris	western ground parrot
Bettongia penicillata ogilbyi	woylie, brush-tailed bettong
Pseudocheirus occidentalis	western ringtail possum, ngwayir

Flora

Table 6 lists endangered species that have a distribution that includes the Shire of Dardanup:

Table 6: Endangered Flora

Scientific Name	Family
Acacia flagelliformis	Fabaceae
Caladenia huegelii	Orchidaceae
Caladenia speciosa	Orchidaceae
Carex tereticaulis	Cyperaceae
Craspedia sp. Waterloo (G.J. Keighery 13724)	Asteraceae
Diuris drummondii	Orchidaceae
Drakaea elastica	Orchidaceae
Eleocharis keigheryi	Cyperaceae
Eucalyptus marginata x megacarpa	Myrtaceae
Eucalyptus x mundijongensis	Myrtaceae
Gastrolobium sp. Yoongarillup (S. Dilkes s.n. 1/9/1969)	Fabaceae
Gastrolobium whicherense	Fabaceae
Leucopogon sp. Busselton (D. Cooper 243)	Ericaceae
Lomandra whicherensis	Asparagaceae
Orianthera wendyae	Loganiaceae
Pithocarpa corymbulosa	Asteraceae
Schoenus capillifolius	Cyperaceae
Stylidium paludicola	Stylidiaceae

Stylidium perplexum	Stylidiaceae
Synaphea polypodioides	Proteaceae
Synaphea sp. Argyle *(R. Butcher RB 1323)*	Proteaceae
Synaphea sp. Fairbridge Farm (D. Papenfus 696)	Proteaceae

Historical bushfire occurrence

The past history of fires is a source of valuable information on bushfire risk and lessons for the future, however, factors such as climate change, population growth, changing land usage and other factors lends to an argument that past fires are not a reliable indicator of future risk/fires.

Over the past 5 years the cause of ignition for bushfires that have occurred within the Shire was investigated by the Department of Fire and Emergency Services. A summary of this data is presented in table 7.

Table 7 – Causes of bushfire over previous 5 years

	19/20	20/21	21/22	22/23	23/24	Total
Unreported	5	4	7	5	10	31
Suspicious/Deliberate	8	6	9	4	3	30
Burn off fires	11	5	4	3	1	24
Power lines (incl. electrical distribution)	9	0	0	4	5	18
Weather (incl. lightning, high winds, natural combustion)	2	0	4	7	3	16
Campfires/bonfires/outdoor cooking	5	2	0	2	0	9
Reignition of previous fire	5	2	0	1	0	8
Undetermined	2	2	0	3	0	7
Cigarette	0	3	1	1	1	6
Vehicles (incl. Farming Equipment)	2	0	1	0	2	5
Hot works (grinding, cutting, drilling)	0	1	1	1	1	4
Other cause	1	0	0	0	2	3
Total	50	25	27	31	28	161

Human error is responsible for the majority of fires. The accidental ignition or accidental spread of a fire account for 30% of all fires. Such causes include: escaping a planned burn, campfires that get out of hand, cigarette butts, vehicles and farm equipment, and hot works. The most common single cause of bushfires are those suspicious/deliberately lit (19% of all fires).

A particularly notable fire was the Wellington Mill fire of 1950. At the time it was the most significant fire to impact the Ferguson Valley. Many properties were destroyed, roads cut, and livestock lost, drawing fire fighters from neighbouring areas.[12]

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[12] The West Australian. (15 April 1950). *Valley Devastated by Bushfire.* [Online]
https://trove.nla.gov.au/newspaper/article/47841614

Current bushfire risk management controls

Local Government Wide Controls for reducing bushfire risk are listed in Appendix B.

Bush Fire Brigades

The Shire of Dardanup has eight Bush Fire Brigades with approximately 330 registered volunteers. Also located in the Shire is the Eaton Volunteer Fire and Rescue Brigade. Figure 6 shows the locations of the fire brigades within the Shire of Dardanup and their primary area of responsibility.
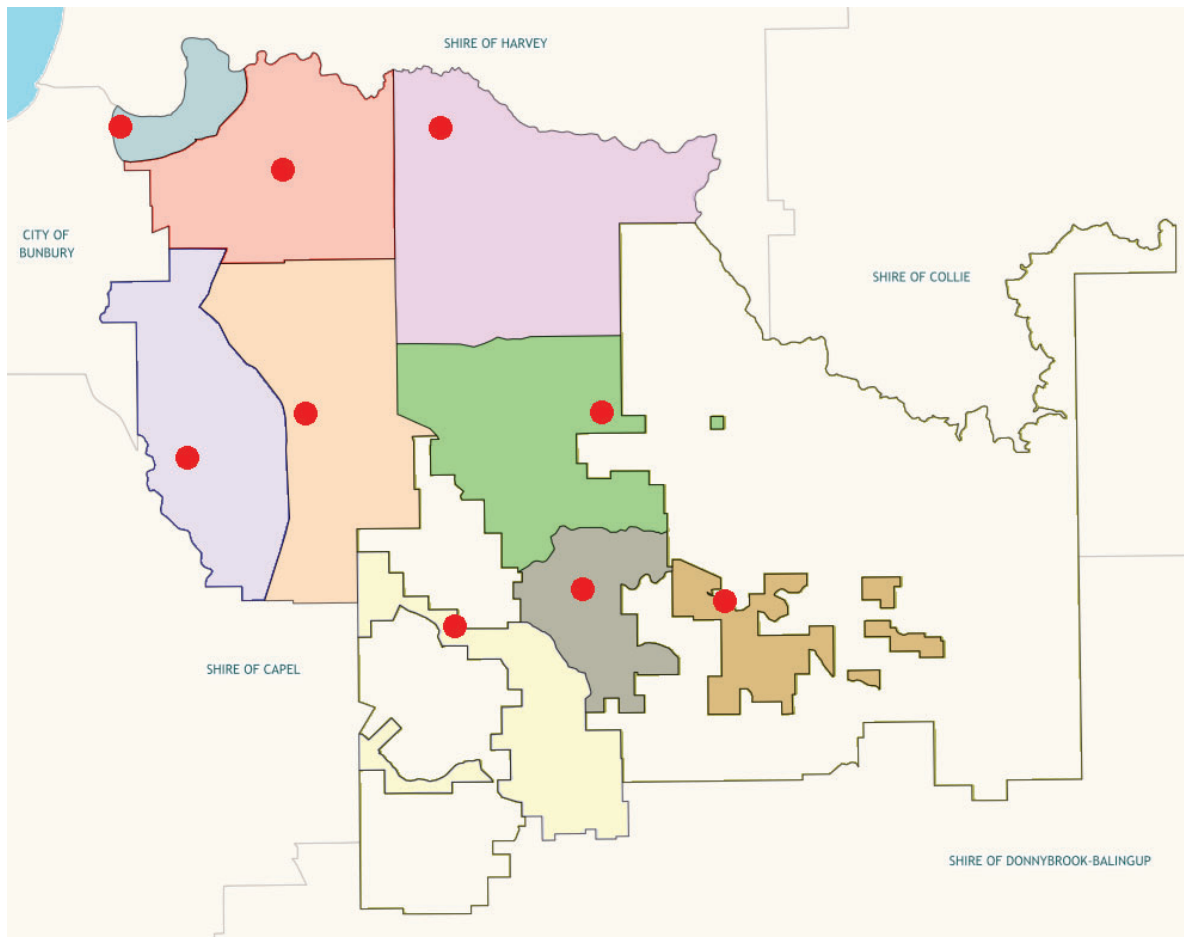

Figure 6: Map of Fire Brigades

These brigades are supported by:
- 1 x 3,000 litre 4-wheel drive (3.4) Fire truck
- 2 x 2.4 Fire trucks
- 3 x 1.4 Fire trucks
- 3 x Light Tankers

The Department of Fire and Emergency Services, based on assessments of fire risk, may supplement the brigade vehicles with additional 'high-season' vehicles, hosted at Brigades during the fire season. The Shire has hosted 1 or 2 high-season vehicles over several fire seasons.

In addition, the Department of Fire and Emergency Service Volunteer Fire and Rescue has one country pump and one light tanker to the overall resources.

Fire Control Notice

Section 33 of the *Bush Fires Act* 1954 states that local government may require the occupier of land to plough or clear a fire-break. Landowners must be provided written notice of this requirement through publication of the notice in the *Government Gazette* and a local newspaper. The Shire of Dardanup does required the clearing of fire breaks on properties that meet the criteria.

The notice is reviewed mid-year by the Bush Fire Advisory Committee and published in August.

A process is in place to exempt landowners who present suitable reasons why the construction of a fire break is not required in all, or part, of their property. Applications for exemption are assessed by the local Fire Control Officer and endorsed by the Bush Fire Advisory Committee for Council approval. Exemption may be for one or three years.

The Shire of Dardanup Rangers patrol rural properties to determine that fire breaks have been constructed, and to a suitable standard. Patrols are conducted throughout the period when fire breaks are required per the Fire Control Notice. Notices to improve the standard of fire break construction, or infringements, may be issued for sub-standard or absence of fire break respectively.

Mitigation Activity Fund

The Shire of Dardanup has sought and received funding over several years from the Department of Fire and Emergency Service's Mitigation Activity Fund. The funding is provided to enable local governments to undertake important bushfire mitigation on Crown Lands that they manage on behalf of the State.

The grant is managed by the Bushfire Risk Management Coordinator, a position shared with the Shires of Collie and Capel.

The bushfire mitigation works include:
- Planned fuel reduction burns
- Mechanical fuel reduction/alteration
- Chemical treatments
- Installation of fire access tracks to enable better access to high risk areas and/or better assist residents evacuate in the event of a fire

The history of treatments funded by the mitigation activity grants program include:
- 43 treatments in 2019/20 using grant of $209,615
- 39 treatments in 2020/21 using grant of $492,880
- 21 treatments in 2021/22 using grant of $337,295
- 13 treatments in 2022/23 using grant of $178,877
- 27 treatments in 2024/25 using grant of $242,350

Roadside Verges

The Shire endeavours to undertake verge maintenance on its roads within the limitations of its available resources. Where possible, the Shire undertakes mitigation strategies targeting high risk areas in consultation with local brigades, including controlled burns, slashing and spraying to minimise hazards.

In accordance with the Shire of Dardanup *Activities in Thoroughfares and Public Places* Local Law, a person shall not burn part of a thoroughfare without first obtaining a permit or unless acting under the authority of any other written law.

Map of Bushfire Prone Areas

The Shire provides input into the map of bushfire prone areas[13]. Much of the shire is designated to be Bushfire Prone.

Responsible Development

The WA Government's *Bushfire Prone Planning Policy* aims to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.

The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* ensures bushfire risk is given due consideration in all future planning and development decisions. As the policy does not apply retrospectively, this plan focuses on identifying existing bushfire risk and establishing an effective treatment plan to manage unacceptable community risks.

The Shire issues Planning and Building approvals in accordance with standards as set out in *Planning Policy 3.7 Planning in Bushfire Prone Areas* and the Building Commission.

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[13] See https://www.wa.gov.au/service/community-services/emergency-services/view-map-of-bush-fire-prone-areas

Shire of Dardanup Bushfire Risk Management Plan

Street Trees/Reserves

Mitigation strategies for street trees, parks and open spaces and bushland reserves are summarised in Table 8.

Table 8: Bushfire Controls

Streetscapes	• Maintain health of trees • Street sweeping (to remove leaves and other detritus) • Spacing between trees to ensure canopy separation • Use of native trees • Assessment of power lines near trees
Parks and Open spaces	• Prescribed burning • Maintain health of trees • Land use planning • Trees planted in isolated pockets within parks • Mowing/slashing grassed areas in and around parks • Irrigation
Bushland reserves	• Prescribed burning • Fire restrictions and prohibitions • Fire access tracks and fire breaks • Litter removal • Weed reduction (spraying or mechanical works) • Arson prevention strategies

5. Asset identification and risk assessment

Assets at risk from bushfire in the Shire are recorded in the *Asset Risk Register* in the *Bushfire Risk Management System*. Assets are divided into four categories: human settlement, economic, climate, and cultural. Each asset has been assigned a bushfire risk rating between low and extreme based on the risk assessment methodology described in the Guidelines and Handbook.

Identifying and assessing systemic risk

Systemic risk refers to the potential impacts of a particular hazard (in this case bushfire) on interconnected systems and networks that sustain communities. It recognises that a single bushfire event can set off a chain reaction with impacts that extend beyond the fire's location. These may affect the social fabric, economy, and environment of the district and can persist long after the fire has been extinguished.

Systemic risks will be considered by the *Local Emergency Management Arrangements*, given that systemic risks span all-hazards, not just bushfire.

Local government asset risk profile

A summary of the risks assessed is shown in Table 8. This table shows the proportion of assets at risk from bushfire in each risk category at the time this plan was endorsed. This table was correct at the time of publication but may become outdated as risks are treated or additional risks are identified and assessed. A report may be generated from the *Bushfire Risk Management System* to provide the most current risk profile.

Table 9 – Local Government Asset Risk Summary

	Risk Rating				
	Low	Medium	High	V. High	Extreme
Human Settlement	32	148	47	49	129
Economic	5	22	19	21	12
Environment	1	1	3	17	0
Cultural	2	3	0	1	0

(Asset Category)

6. Risk evaluation

Risk acceptance criteria

The acceptable level of risk for each asset category is shown in Table 10. A risk that is assessed as exceeding these limits will be considered for treatment.

Table 10 – Risk acceptance criteria for bushfire risk

	Asset category			
	Human settlement	Economic	Environmental	Cultural
Acceptable risk level	Medium	Medium	High	High

Risks below the acceptable level do not require treatment during the life of this plan. They will be managed by routine Local Government wide controls and monitored to detect any increase in their risk rating.

Treatment priorities

The treatment priority for each asset is automatically assigned by the *Bushfire Risk Management System*, based on the asset's risk rating. Table 11 shows how consequence and likelihood combine to give the risk rating and subsequent treatment priority for an asset. The treatment priority assigned in system will help inform decision making for risk acceptability and development of the treatment strategy and schedule.

Table 11 – Treatment priorities

Consequence

Likelihood	Minor	Moderate	Major	Catastrophic
Almost certain	High (3D)	Very High (2C)	Extreme (1C)	Extreme (1A)
Likely	Medium (4C)	High (3A)	Very High (2A)	Extreme (1B)
Possible	Low (5A)	Medium (4A)	High (3B)	Very High (2B)
Unlikely	Low (5C)	Low (5B)	Medium (4B)	High (3C)

7. Risk treatment

The purpose of risk treatment is to reduce the potential impact of bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment to make bushfires less likely or less harmful.

Treatment Strategy

The *Treatment Strategy* describes the overall approach to managing bushfire risk in the medium to long term. The strategy is shaped by factors such as the distribution of risk in the landscape, the community's values and objectives, stakeholders' mitigation programs and constraints on treatment options. The *Treatment Strategy* helps guide the development of integrated annual treatment schedules.

Policy

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs
- Declaration and management of Prohibited Burn Times, Restricted Burn Times and Total Fire Bans for the local government
- Public education campaigns and the use of Department of Biosecurity Conservation and Attractions and Department of Fire and Emergency Serices state-wide programs, tailored to suit local needs
- State-wide arson prevention programs developed in conjunction with WA Police and Department of Fire and Emergency Services
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with Department of Fire and Emergency Services, Department of Planning, Lands and Heritage and Building Commission policies and standards
- Monitoring performance against the *Bushfire Risk Management Plan* and reporting annually to the local government council and Office of Bushfire Risk Management
- The Department of Fire and Emergency Services is responsible for the management of fire prevention of unallocated crown land and unmanaged reserves within gazetted town site boundaries under a memorandum of understanding with the Department of Planning, Lands and Heritage
- Department of Biodiversity, Conservation and Attractions annual mitigation works program (includes mechanical works and prescribed burns that may not directly influence level of risk to a specific asset or group of assets)
- Western Power annual vegetation management and asset inspection activities in Extreme and High Bushfire Risk areas completed by 30 November
- All Fire Management Plans including but not limited to, land developments and estates. Plans are available through the Planning Department at the Shire
- The Shire of Dardanup annual hazard reduction works program (includes, burning, spraying, slashing and pruning in and around established town sites and on strategic rural

reserves). Priority is given to populated town sites first (known works will be captured in the Bushfire Risk Management treatment schedule)
- Water Corporation Bushfire Risk Mitigation Program
- Community "Bushfire Ready" groups facilitated by local resident's injunction with the Department of Fire and Emergency Serivces are being developed

Asset Specific

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in this plan as being at risk from bushfire. There are six asset specific treatment strategies:
- Fuel management
  Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods.
- Ignition management
  Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape.
- Preparedness
  Treatments aim to improve access and water supply arrangements to assist firefighting operations.
- Planning
  Treatments focus on developing plans to improve the ability of firefighters and the community to respond to bushfire.
- Community Engagement
  Treatments seek to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk.
- Other
  Local government-wide controls, such as community education campaigns and planning policies, will be used to manage the risk. Asset-specific treatment is not required or not possible in these circumstances.

Treatment Schedule

The *Treatment Schedule* is a list of bushfire risk treatments recorded in the *Bushfire Risk Management System*. It is developed with regard to the outcome of the risk assessment process and treatment strategy and in consultation with stakeholders.

The *Treatment Schedule* covering the Shire of Dardanup has been entered to *Bushfire Risk Management System*. The *Treatment Schedule* will be regularly updated throughout the life of this plan.

Land managers are responsible for implementing agreed treatments on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land manager.

Systemic risk treatment

The treatment strategies for systemic risks will be considered as a part of the *Local Emergency Management Arrangements*, given the multi-hazard complications presented by systemic risk.

8. Monitoring and review

Monitoring and review processes are in place to ensure that this plan remains current and considers the best available information.

Monitoring and review

The Shire of Dardanup will monitor the plan and *Bushfire Risk Management System* data to identify any need for change. The plan and data will be reviewed at least every two years to ensure they continue to reflect the local context, assets at risk, level of risk and treatment priorities.

Reporting

The outcomes of biennial reviews of this plan will be reported to the Office of Bushfire Risk Management. This is required to maintain endorsement of the plan.

Data and information about their Bushfire Risk Management Program will be collated to contribute to the annual Office of Bushfire Risk Management's *Fuel Management Activity Report*.

Glossary

Asset	Something of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
Asset category	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
Asset risk register	A component within the Bushfire Risk Management System used to record the consequence, likelihood, risk rating and treatment priority for each asset identified in the *Bushfire Risk Management Plan*.
Bushfire	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective.
Bushfire risk management	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
Bushfire risk	The chance of a bushfire igniting, spreading and causing damage to the community or the assets they value.
Consequence	The outcome or impact of a bushfire event.
Landowner	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
Likelihood	The chance of something occurring. In this instance, it is the potential of a bushfire igniting, spreading and impacting on an asset.
Risk acceptance	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
Risk analysis	The application of consequence and likelihood to an event to determine the level of risk.
Risk assessment	The systematic process of identifying, analysing and evaluating risk.
Risk evaluation	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
Risk identification	The process of recognising, identifying and describing risks.
Risk treatment	A process to select and implement appropriate measures undertaken to modify risk.
Systemic risk	The impacts of bushfire on the interconnected systems and networks that support community function. It is a product of the disruption caused by fire to the community and its effects may be felt far from the direct impacts of the fire in both time and space.

Treatment objective	The aim to be achieved by the treatment. Treatment objectives should be specific and measurable.
Treatment priority	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
Treatment Schedule	A report produced within the *Bushfire Risk Management System* that details the treatment priority of each asset identified in this plan and the treatments scheduled.
Treatment Strategy	The general approach that will be taken to managing bushfire risk, in consideration of the local government context and objectives.
Treatment type	The specific treatment activity that will be implemented to modify risk, for example a planned burn.

Abbreviations and Acronyms

This plan has been written so as to avoid the use of acronyms and abbreviations, however, other related documents or correspondence may not. Hence, below are a list of relevant acronyms and abbreviations that may be encountered.

AFAC	Australasian Fire and Emergency Services Authorities Council
BFAC	Bush Fire Advisory Committee
BRM	Bushfire Risk Management
BRM Branch	Bushfire Risk Management Branch (an organisational element of the Department of Fire and Emergency Services)
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
DBCA	Department of Biodiversity, Conservation and Attractions
DFES	Department of Fire and Emergency Services
DPLH	Department of Planning, Lands and Heritage
LEMC	Local Emergency Management Committee
OBRM	Office of Bushfire Risk Management (an organisational element of the Department of Fire and Emergency Services)
SEMC	State Emergency Management Committee
SoD	Shire of Dardanup
TEC	Threatened Ecological Community
UCL	Unallocated Crown Land
UMR	Unmanaged Reserve
WA	Western Australia

Related Documents

Legislation:

- Aboriginal Heritage Act 1972
- Biodiversity Conservation Act 2016
- Building Act 2011
- Bush Fires Act 1954
- Conservation and Land Management Act 1984
- Country Areas Water Supply Act 1947
- Emergency Management Act 2005
- Environmental Protection Act 1986
- Environmental Protection and Biodiversity Conservation Act 1999
- Fire Brigades Act 1942
- Fire and Emergency Services Act 1998
- Heritage of Western Australia Act 1990
- Metropolitan Water Supply, Sewerage and Drainage Act 1909
- Wildlife Conservation Act 1950

Regulations:

- Emergency Management Regulations 2006
- Planning and Development (Local Planning Scheme) Regulations 2015

State Policies, Plans and Procedures:

- State Emergency Management Policy
- State Emergency Management Procedures
- State Hazard Plan for Fire
- State Planning Policy 3.7: Planning in Bushfire Prone Areas

Standards and Guidelines:

- AS/NZS ISO 31000:2009 Risk management – Principles and guidelines
- AS 3959-2018 Construction of Buildings in Bushfire Prone Areas
- Guidelines for preparing a Bushfire Risk Management Plan
- Guidelines for Planning in Bushfire Prone Areas and Appendices
- National Emergency Risk Assessment Guidelines (NERAG)
- Guidelines for the safe use of pesticides in non-agricultural workplaces
- A guide to the management of pesticides in LG pest control programs in WA
- A Guide to the Exemptions and Regulations for Clearing Native Vegetation

Shire of Dardanup Bushfire Risk Management Plan

- A Guide to the Assessment of Applications to Clear Native Vegetation
- A Guide to Burning Under the Native Vegetation Clearing Provisions
- A Guide to Grazing of Native Vegetation
- Guidelines for Plantation Fire Protection
- A Guide to Preventing and Suppressing Bushfires on Organic and Acid Sulfate Soils
- Managing Phytophthora Dieback in Bushland
- A Guide to Constructing and Maintaining Firebreaks
- Building Protection Zone Standards
- National Strategy for Disaster Resilience
- Public Service Circular No.88 Use of Herbicides in Water Catchment Areas
- Code of Practice for Timber Plantations in Western Australia
- Western Australian Emergency Risk Management Guide

Appendix A: Local government wide controls

Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
01	Shire of Dardanup, Local firebreak and hazard reduction laws (*Bush Fires Act 1954*)	Annual Fire Prevention Order	Local Government	Fire Control Officers, brigades and land owners	Firebreak Order reviewed annually and adopted by Council. Its purpose is to ensure land owners understand and comply to firebreak specifications as well as appropriately reducing fuel load and risk on their properties. Notice reviewed annually. Rangers inspect compliance to the notice and fines apply if non-compliant.
02	Shire of Dardanup Prohibited and Restricted burning times (*Bush Fires Act 1954*)	Annual Fire Prevention Order	Local Government	Chief Fire Control Officer, Rangers and the public.	Prohibited and Restricted burn times are designed to reduce the risk during very high to catastrophic fire danger rating days. Notice reviewed annually and dates can be subject to change as required by the Chief and Deputy Fire Control Officers.
03	Shire of Dardanup mitigation works	The Shire's Operations / Works / Parks & Environment team has annual works programs to reduce fuel load and remove hazards.	Local Government	Public (reporting hazards and concern of risk) Shire Parks and Gardens staff Shire Rangers	Shire Operations / Works / Parks & Environment team targets work on strategic risk areas with particular attention paid to past fire incidents or as identified by this *Bushfire Risk Management Plan*. Work includes, slashing, spraying, mulching, pruning and other mechanical treatments.
04	Department of Fire and Emergency Services unallocated crown land/unmanaged reserve land management	Preparedness, mitigation work conducted on lands owned by Department of Planning, Lands and Heritage and managed by Department of Fire and Emergency Services under a memorandum of understanding	Department of Fire and Emergency Services (Lower South West office)	Department of Biodiversity, Conservation and Attractions, Local Government, Local brigades	Annual budgeting has been completed to include mitigating risk on unallocated crown land/unmanaged reserve land. Lowers South West Bushfire Risk Management Officers have these plans included in their scope of work.
05	Shire of Dardanup, *Draft Burn Program* (annual indicative plans)	Local Government is working on an annual burn plan for Shire owned or vested reserves.	Local Government	Department of Fire and Emergency Services, Department of Biosecurity, Conservation and Attractions, Local brigades, Public	The Shire's Operations / Works / Parks & Environment team is tasked with Bushfire Mitigation on Shire reserves. Annual burn plans are being produced. The *Bushfire Risk Management Plan* will now prioritise the reserves for hazard reduction burns. The *Bushfire Risk Management System* will be recording information.
06	Department of Biodiversity, Conservation and Attractions *Master Burn Plans*	The Department of Biodiversity, Conservation and Attractions have a 6 season burn program that is published on their website. Yearly plans are available.	Department of Biodiversity, Conservation and Attractions	Local brigades, Department of Fire and Emergency Services, Local Government	The plans can be accessed via their website, by sharing shape files (Geographic Information Systems) and are communicated at Local Bushfire Advisory Committee, Regional Operating Advisory Committee and other various meetings.
07	Department of Biodiversity, Conservation and Attractions mitigation works	Department of Biodiversity, Conservation and Attractions conduct mulching and other mechanical treatments to reduce fuel load or provide fire access.	Department of Biodiversity, Conservation and Attractions	Department of Fire and Emergency Services, Local Government	No formal plan exists however works are completed as required, upon request or when identified.
08	Water Corporation Bushfire Risk Management Program	Bushfire Risk Management Plan. A Bushfire Risk Management Project is under way for the Water Corp.	Water Corporation	Department of Fire and Emergency Services, Local Government	A plan is currently being developed. High risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water Corporation. Some high-risk areas have been identified in the Shire to date.

Shire of Dardanup Bushfire Risk Management Plan

Control	Action or activity description	Lead agency	Other stakeholder(s)	Notes and comments
09	Western Power annual asset inspection and vegetation management program	Western Power	Department of Biosecurity, Conservation and Attractions, Department of Fire and Emergency Services, Local Government	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every four years.
10	Land sub-division & building (WA Planning Commission)	Local Government	Local Brigades, contractors and Fire Control Officers	Land developers are required to implement a *Fire Management Plan* to ensure risk is managed and other controls implemented and monitored.
11	Planning in Bushfire Prone Areas	WA Planning Commission	Department of Biosecurity, Conservation and Attractions, Department of Fire and Emergency Services, Local Government, land owners	Foundation for land use planning. Directs how land use should address bushfire risk management in WA. It aims to preserve life and reduce impact on property and infrastructure. The Shire aligns its policy and standards with SPP 3.7. Bushfire Attack Level assessments are required.
12	Pine Plantation Fire Management Plans	Forest Product Commission	Department of Biosecurity, Conservation and Attractions, Department of Fire and Emergency Services, Local Government	Minimum requirements and controls have been committed to within the plan.
13	State-wide arson prevention programs	WA Police	Department of Fire and Emergency Services, Local Government	Participation as required. The Shire participates in campaigns for arson prevention.
14	Bushfire Ready Groups and street meets	Department of Fire and Emergency Services	Local Government, local brigades, Department of Fire and Emergency Services	Bushfire ready facilitators are within the Shire. Working together with Department of Fire and Emergency Services and local government community engagement teams to better prepare the community for bushfire events. Street meets and phone trees have been implemented as a result as well as safe winter burn demonstrations and workshops.

Appendix B: Communication Plan

This *Communication Plan* supports the development, implementation and review of the Shire of Dardanup *Bushfire Risk Management Plan*. It should document:

- the Communication objectives.
- Roles and responsibilities.
- Key stakeholders engaged in the development of the *Bushfire Risk Management Plan* and *Treatment Schedule*.
- the implementation and review of the plan including: target audiences and key messages at each project stage; communication risks and strategies for their management; and communication monitoring and evaluation procedures.

Communication objectives

The communication objectives for the development, implementation and review of the *Bushfire Risk Management Plan* are as follows:

- Key stakeholders understand the purpose of the *Bushfire Risk Management Plan* and their role in the planning process.
- Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
- Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.

Roles and responsibilities

The Shire of Dardanup is responsible for the development, implementation and review of the *Communication Plan*. Key stakeholders support the local government by participating the *Communication Plan* as appropriate. An overview of communication roles and responsibilities follows:

- The Chief Executive Officer is responsible for requesting that the Office of Bushfire Risk Management endorse the *Bushfire Risk Management Plan*.
- Director Sustainable Development and Media Team are responsible for communication of the *Bushfire Risk Management Plan* to the community.
- Bushfire Risk Management Coordinator is responsible for communication between the local government and the Department of Fire and Emergency Services.

Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning process, its implementation and review. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Impact of outcomes	Engagement
Shire of Dardanup	Significant role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult, involve, collaborate and empower.
Department of Fire and Emergency Services	Significant role in plan development, implementation and review. Support role In treatment Implementation.	High	Regular engagement & Consultation.
Department of Biodiversity, Conservation and Attractions	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Local Community and Private Land Owners	Role in plan development, implementation and review. Significant interest as a land manager.	High	Inform, consult and involve
Utility Companies Water Corporation Telstra Western Power	Role in plan development, implementation and review. Significant interest as a land manager. Critical infrastructure interest.	Medium	Inform, consult, involve and collaborate
Leschenault Catchment Group	Role in plan development, implementation and review	Medium	Inform, consult and involve
Leschenault Biosecurity Group	Role in plan development, implementation and review	Medium	Inform, consult and involve
Bush Fire Advisory Committee	Role in plan development, implementation and review	Medium	Inform, consult and involve
Local Emergency Management Committee	Role in plan development, implementation and review	Medium	Inform, consult and involve
Office of Bushfire Risk Management	Significant role in plan development and review	Medium	Inform, consult and involve
Chief Bushfire Control Officer	Role in plan development, implementation and review	High	Inform, consult and involve

Shire of Dardanup Bushfire Risk Management Plan

Bushfire Brigades and Emergency Services Volunteers	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate and empower.
Traditional Owners	Role in plan development, implementation and review	Medium	Inform, consult, involve, collaborate and empower.
Department of Planning Lands and Heritage	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Main Roads	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.
Department of Environment, Water and Regulation	Treatment plans, land management, asset identification	High	Regular engagement, Consultation and kept informed.

Shire of Dardanup Bushfire Risk Management Plan

Communications log

This Communications log captures the communications with key internal and external stakeholders that occurred during the development of the *Bushfire Risk Management Plan* and associated Treatment Schedule. Record any significant conversations, community engagement events, emails, meetings, presentations, workshops and other communication initiatives.

Development of the Plan

When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?

Development of the Treatment Schedule

When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?

Shire of Dardanup Bushfire Risk Management Plan

Review of the Plan

When did this communication occur?	Who was the stakeholder or target audience?	What was the purpose of the communication?	What topics were discussed?	What communication method did you use?	Were there any issues or lessons identified?	Was there any follow up required?

Shire of Dardanup Bushfire Risk Management Plan

Engagement Plan

This engagement plan outlines the key communication initiatives that will be undertaken during the implementation of the *Bushfire Risk Management Plan.*

What is the timeframe or date for this communication?	Who is the stakeholder(s) or target audience?	Which communication objective(s) does this activity support or achieve?	How are you communicating (e.g. email, meetings) and how often? What resources are required?	What is the key message or purpose that needs to be understood?	Who is responsible for planning and undertaking the communication activity?	What could reduce the effectiveness of the communication?	What will be done to reduce the likelihood of this happening?	How will you know if your communication was successful?

Appendix C: Biennial review checklist

Annual review checklist to be completed and submitted to the Office of Bushfire Risk Management by 30 May every two years to maintain endorsement of the *Bushfire Risk Management Plan*. This checklist is not required for the initial submission of the plan.

Correspondence

☐ Cover letter from local government Chief Executive Officer or delegate to Director Office of Bushfire Risk Management with this form completed and attached.

Bushfire Risk Management Plan

☐ Plan objectives remain relevant (see Chapter 1)

☐ Content of the context statement reflects current factors affecting bushfire hazard and bushfire risk to the community, economy and environment (see Chapter 3)

☐ Figures and tables have been updated to reflect current data in Bushfire Risk Management System (see Chapters 4-7)

☐ Treatment strategy remains reflective of community values and strategic priorities (see Chapter 6)

☐ Local government wide controls includes current treatment programs in local government area (see Appendix A)

☐ Communication Plan has been updated to include planned stakeholder engagement and communication activities for the next planning period (see Appendix B)

Bushfire Risk Management System

☐ All assets identified in the Local Government area have been mapped and risk assessed in the Bushfire Risk Management System.

☐ All assets have had a risk reassessment completed in the last 2 years.

☐ The treatment schedule includes planned treatments for at least the next 12 months.

3 February 2025

Review of State Recovery Arrangements
Emergency Management Framework

Update for Local and District Emergency Management Committees (LEMC and DEMC)

PUBLIC CONSULTATION NOW OPEN

Public consultation on proposed changes to the State Recovery Arrangements in the State Emergency Management Framework is open from **3 February to 2 May 2025**. Visit the State Emergency Management Committee website www.engagewaem.com.au/recovery to find out more information, download the proposed amendments and register for an information session.

Since 2020, WA has faced an increasing number of large and complex disasters requiring higher levels of State Government support for recovery. Our current recovery practices have evolved and the recovery arrangements in the existing State Emergency Management (EM) Framework no longer reflect the needs of WA communities or our recovery capabilities.

The State Emergency Management Committee (SEMC) asked the Department of Fire and Emergency Services (DFES) to review the recovery arrangements in the EM Framework. As a result of this review, DFES has recommended comprehensive amendments to contemporise the recovery chapters in the EM Policy, Plan and Procedure.

The proposed amendments more clearly define the recovery arrangements, roles and responsibilities of State government, and provide greater clarity for local government about when and how the State Government will become involved in a recovery. The amendments:

- introduce a four-tiered (R1-R4) model where State involvement in recovery increases depending on the complexity of recovery and capacity and capability of local government;
- enable the State Government to appoint a recovery coordinator for a R3 recovery, and a controller for a R4 recovery;
- establish a mechanism for the State to provide support to a local government where a recovery coordinator or controller is not appointed but the local government needs some additional support (an R2 recovery);
- clarify the role of Hazard Management Agencies to initiate and coordinate early recovery activities during the response and early recovery phase;

- require the transition of recovery coordination from Hazard Management Agency to local (or State) government to be agreed and planned, with reduced emphasis on the Impact Statement as a 'trigger for handover';
- require local and State government to engage Community members to understand community needs and priorities, and in the planning, design and governance of recovery; and
- require the de-escalation of State involvement and transition back to 'business-as-usual' service arrangements to be planned and agreed between State and local government.

The proposed amendments do not alter the roles and responsibilities of local government under the Emergency Management Act 2005 or the arrangements for funding provided by the Disaster Recovery Funding Arrangements Western Australia (DRFAWA).

Public consultation on the proposed amendments to the State Emergency Management Framework is being undertaken from **3 February to 5pm on 2 May 2025**.

The Department of Fire and Emergency Services is offering information sessions and briefings to local governments and state government agencies. To register for an event visit www.engagewaem.com.au/recovery or contact DFES at recoverypolicy@dfes.wa.gov.au.

For further information, or to provide feedback on the proposed amendments, visit the SEMC website at www.engagewaem.com.au/recovery.

Published February 2025

State Emergency Management Framework
Overview of proposed revised recovery arrangements

This summary provides an overview of the proposed revisions of recovery arrangements in the recovery chapters of the State Emergency Management (State EM) Policy, Plan and Procedure.

Topic	Description
State Strategic Recovery Priorities Reference: • Policy section 6.1.9	The amendments introduce four State Strategic Recovery Priorities in the State EM Policy, to replace the recovery objectives in State EM Plan s6.1. The Priorities contemporise the former recovery objectives and incorporate the principle of 'build back better'. The Priorities provide guidance to government about what is important when making decisions about the planning and delivery of recovery operations in WA. The approach of using Strategic Priorities is consistent with the approach adopted in the State EM Policy for Response operations (Chapter 5) which provides for State Strategic Control Priorities. The Priorities have been informed by the National Principles for Disaster Recovery outlined in the Australian Disaster Recovery Framework (October 2022).
Model for State Involvement in Recovery Reference: • Policy sections 6.1.4, 6.4 & Appendix 1 • Plan section 6.2.2	The new model introduces a four-tiered framework to guide State involvement in recovery. As the complexity of recovery increases the level of State involvement will escalate. To avoid confusion with the Response Operations categorisation of incidents (Level 1-3), the Recovery Levels are referred to as R1-R4.

Policy   Plan   Procedure

Topic	Description
	The model is supported by the Recovery Level Assessment Support Tool (see below) which together, replace the Escalation Factors for Recovery in Appendix G of the current State EM Plan. The State Recovery Coordinator will use the model and tool when assessing recovery complexity and providing advice to the Fire and Emergency Services Commissioner on the level of State involvement required for a recovery. The model was successfully trialled in recent recoveries following the Mariginiup Bushfire 2024 and Bunbury Storms 2024 and is similar in principle to approaches used in Tasmania, South Australia and New South Wales.
Recovery Level Assessment Support Tool Reference: • Plan section 6.2.2 • Procedure section 5.6	The Recovery Level Assessment Support Tool has been developed to support the Model for State Involvement in Recovery and assist the State Recovery Coordinator to assess recovery complexity and advise the Fire and Emergency Services Commissioner on the State support arrangements required. The tool considers the scale of disruption to community function from the emergency, level of coordination effort required for recovery efforts and capacity and capability of affected local government(s) to manage recovery. The tool will replace the Escalation Factors for Recovery in Appendix G of the current State EM Plan.

Topic	Description
Minister for Emergency Services is lead minister for Recovery Reference: • Policy section 6.1.5 **and** **Department of Fire and Emergency Services is the lead agency for recovery** Reference: • Policy section 6.1.6 & Appendix A	During the Machinery of Government changes in 2017, the State recovery team was transferred to the Department of Fire and Emergency Services, including the function of State recovery coordination and administration of the Disaster Recovery Funding Arrangements Western Australia (DRFAWA). State recovery as a function, role or responsibility is not defined in the existing State EM Policy however Government has some clear expectations of the function. The proposed amendments will recognise the Minister for Emergency Services as the lead minister and the Department of Fire and Emergency Services as the lead agency for recovery. The Minister for Emergency Services is responsible for overseeing recovery preparedness and operations and providing coordinated cross-government advice on recovery to the Premier and State Government. The Department of Fire and Emergency Services responsibilities include: • maintaining a standing State Recovery Coordinator; • provide coordinated cross-government reporting and strategic advice to government about recovery including strategic risks and issues; • host an Event Recovery Coordinator/Controller and supporting taskforce / business unit as required; and • coordinate monitoring, evaluation and learning activities for recovery. A provision is also included to enable the delegation of some of responsibilities of the Department of Fire and Emergency Services to another agency in a specific recovery, where that agency has specific expertise, resources, knowledge or stakeholder networks. For example, the Department of Premier and Cabinet hosted the Covid-19 Controller and Taskforce.

Topic	Description
Greater emphasis on engaging community Reference: • Policy section 6.1 (State Strategic Recovery Priorities) • Plan section 6.2.2	A new provision has been included that specifically requires local and state governments to engage communities to understand community needs and priorities, and in the planning, design and governance of recovery. This provision is intended to ensure the State Strategic Recovery Priority to 'enable community-centred recovery' is achieved. The amendments do not prescribe a specific engagement model, rather enabling a model to be developed that suits the specific recovery needs of community and local government. Possible options could include convening a community working or advisory group. A similar model, the Fitzroy Valley Flood Recovery Working Group was self-formed by the Fitzroy Valley community themselves during the Kimberley Floods Recovery and was (and continues to be) a powerful voice for the community.
Three phases of Recovery Reference: • Plan sections Introduction, 6.1, 6.2 & 6.3	The three phases of recovery have been introduced to assist with structuring recovery planning, operations and delivery. This approach is similar to other jurisdictions including NSW and QLD and aligns with the four aspects of emergency management – prevention, preparedness, response and recovery (PPRR). The Preparing for Recovery phase occurs before an emergency to improve capacity and capability for recovery. It involves preparing for recovery through the development and maintenance of policies, planning, systems, training and exercising.

Topic	Description
	The Response and Early Recovery phase covers the period during and immediately after an emergency (usually days to weeks but may extend longer depending on the nature of the hazard). As per the current arrangements, early recovery activities are initiated and coordinated by the Hazard Management Agency and then transitioned to the local government (or State Government depending on the circumstances). Activities in this phase focus on mitigating the immediate impacts and alleviating suffering and distress, determining the level of state support required and establishing recovery governance structures. The Recovery Operations phase commences when responsibility for recovery has transferred from the Hazard Management Agency. This aim of this phase is to address recovery needs and assist the community restore a stable level of function across the four functional areas of social, built, environment and economy. Activities in this phase include recovery needs assessment, community engagement, planning and implementation of recovery programs, as well as monitoring and evaluation.
Responsibilities of Hazard Management Agency Reference: • Policy section 6.2 & 6.6 • Plan section 6.2.1	Hazard Management Agencies have an existing legislative function to initiate and support recovery. The proposed amendments provide more clarity as to these responsibilities which include planning and preparing for recovery, ensuring early recovery activities are commenced and planning the transition between response-led and recovery-led operations. In some circumstances, the Hazard Management Agency may delegate some responsibilities to another Controlling Agency. Hazard Management Agencies should update the recovery arrangements in State Hazard Plans to better reflect these responsibilities and other amendments to the framework.

Topic	Description
Transition between response and recovery Reference: · Policy section 6.2 · Plan section 6.2.1	The proposed amendments will reduce the emphasis on an Impact Statement as a 'trigger' for transition of responsibility for coordinating recovery from the Hazard Management Agency to the local or State Government. The new process will better accommodate complex emergencies where there is no 'hard finish' of response and prolonged emergencies where response and recovery occur concurrently for extended periods of time. In a R1 and R2 recovery, the transition arrangements must be agreed with the local government(s) before responsibility of recovery coordination is passed from the Hazard Management Agency to local government. In a R3 and R4 recovery the Hazard Management Agency, local government(s), State Recovery Coordinator and where appointed an Event Recovery Coordinator / Controller, must jointly prepare a written transition plan.
Requirement for an Impact Statement Reference: · Policy section 6.2.2 · Plan section 6.2.1 · Procedure section 5.3	The current wording setting out the requirements for an Impact Statement requires amendment to improve clarity and avoid confusion. The amendments will clarify that an Impact Statement is required in all Level 2 and 3 incidents, unless an exemption has been granted by the State Recovery Coordinator. The State Recovery Coordinator may grant an exemption if there are no impacts to the social, built, environment or economic functional areas which require recovery activities. When deciding whether or not an Impact Statement is required, the State Recovery Coordinator must consult the local government(s). An Impact Statement will not be required per se following a Level 1 incident. However, if there are impacts that are expected to result in recovery activities then the State Recovery Coordinator may direct that one is completed. This may occur following a request from the local government.

Topic	Description
New State-level coordinator position – Event Recovery Coordinator **and** **Clarified responsibilities, powers and accountability of the three state-level coordinator positions** Reference: • Policy section 6.5 • Procedure section 5.5 (appointment)	The updated arrangements clarify the responsibilities and reporting arrangements for the State Recovery Coordinator and for a Recovery Controller or Coordinator where one has been appointed for a specific recovery event. Under the new Model for State Involvement in Recovery, the State Recovery Coordinator will provide overall coordination of state-level recovery activities in R1 and R2 level recoveries, including setting the strategic direction and coordinating funding proposals. In more complex R3 and R4 recoveries, an event-specific Recovery Coordinator (R3) or Controller (R4) will be appointed. These positions will assume responsibility for coordinating state-level recovery activities from the State Recovery Coordinator and have greater 'powers' than the State Recovery Coordinator to advise/recommend the priorities, approach and resources of state agencies. Unless the Minister or Premier determines otherwise, these positions will generally report to the Minister for Emergency Services via the Fire and Emergency Services Commissioner. Similar event-specific coordinator positions were successfully trialled in recent recoveries with the appointment of the Kimberley Floods Recovery Coordinator and Covid-19 Recovery Controller.
State Agencies – general duty and functional recovery roles Reference: • Policy section 6.7 & Appendix 2	The updated arrangements confirm the responsibility of all state agencies to support recovery activities based on their portfolio areas of responsibility and/or expertise. The State Recovery Coordinator and *[Event]* Recovery Coordinator/Controller may also request agencies to assist with information, data and expertise. All state agencies involved in the delivery of recovery programs will be also required to facilitate data sharing and contribute to whole of government recovery reporting. The amendments will also assign some agencies with specific functional roles on the State Recovery Coordination Group, State Recovery Domains and to assist with specific recovery activities such as clean up and temporary accommodation.

Topic	Description
Membership and responsibilities of State Recovery Domains and State Recovery Coordination Group Reference: • Policy section 6.8 • Procedure section 5.1 & 5.2	The amendments clarify the responsibilities of the State Recovery Coordination Group and State Recovery Domains and assigns some agencies with specific functional roles on these groups. These arrangements are already in place informally and worked successfully in recent recoveries. Having these arrangements in place will facilitate faster activation of the groups and enable early recovery planning. The Departments of Primary Industries and Regional Development, Water and Environmental Regulation and Communities will be assigned as Chairs of the State Economic, Environment and Social Recovery Domains respectively. The Department of Fire and Emergency Services will chair the Built Domain. These agencies will also form the core membership of the State Recovery Coordination Group along with Department of Treasury, Department of Finance and Department of Premier and Cabinet.
Executive Government Forum Reference: • Policy section 6.8.8	Where there are complex policy issues or matters in a recovery event that require additional strategic oversight and direction by the executive level of government, the Fire and Emergency Services Commissioner may refer an issue or matter to an existing cross-government executive forum (e.g. the Public Sector Leadership Council) or convene a Chief Executive Officer-level forum. A similar forum was utilised successfully in the Kimberley Floods Recovery and is also used by Queensland.

Topic	Description
Public information and communications Reference: • Policy section 6.11	The proposed amendments will update public information and communications arrangements to match current practice - coordinated by DFES in capacity as the lead agency for state recovery and not the State Emergency Public Information Coordinator. All state agencies are required to consult with the Department of Fire and Emergency Services before releasing information. This is similar to the arrangements in place during response operations where public information and communications is managed by the Incident Controller and will ensure that it is managed and disseminated in a timely, accurate and credible manner and in accordance with requirements under the joint WA – Commonwealth Disaster Recovery Funding Arrangements.
Transition from recovery arrangements to business-as-usual service delivery Reference: • Policy section 6.13 • Plan section 6.3.3	Local and State Government recovery arrangements should be de-escalated or stood down when recovery services can be delivered through business-as-usual operations of the local and state government and extra-arrangements are no longer required. It is important the transition process is planned and managed in a coordinated and orderly fashion to ensure there are no gaps in service delivery for the community. The State Recovery Coordinator is responsible for planning and coordinating the de-escalation of state involvement from R3/R4 to R1/R2 as the need for state recovery coordination arrangements diminishes.

Topic	Description
Amendment to terminology from 'recovery environments' to 'functional areas' Reference: • Plan – introduction	The current arrangements refer to 'recovery environments of social, built, natural and economic' to assist with organising planning and design of recovery activities. To avoid confusion with the terminology for the State Environment Recovery Domain, the four areas have been renamed as 'functional areas': • The **social functional area** focuses on the health and wellbeing of individuals, families and communities, including safety, security and shelter, health and psychosocial wellbeing. • The **built functional area** focuses on physical infrastructure, including essential services, commercial and industrial facilities, public buildings, assets and housing. • The **environment functional area** focuses on land-based, aquatic, coastal and marine ecosystems, and environmental values that are of cultural, local and/or national significance. This area includes the management and disposal of waste and management of environmental health issues. • The **economic functional area** focuses on the economy (local and state-level), including jobs, businesses and industries. The scope of the four standing State Recovery Domains aligns with the scope of the four functional areas.

SEMC — STATE EMERGENCY MANAGEMENT COMMITTEE

DFES — Department of Fire & Emergency Services

GOVERNMENT OF WESTERN AUSTRALIA

Proposed New Model for State Involvement in Recovery

The State Emergency Management Policy includes a proposed new *Model for State Involvement in Recovery*, which details the coordination arrangements and the roles and responsibilities of local and state governments, depending on the complexity of the recovery process and the capacity and capability of local government.

	R1	R2	R3	R4
Complexity of Recovery	Low to medium	Medium to high	Very high	Extraordinary
Government Capacity	Recovery is within capacity of local government.	Local government requires some support to manage recovery.	Local government needs significant State support to manage recovery.	Recovery exceeds capacity of local government and requires additional arrangements for the State.
Recovery Coordination Arrangements	Recovery is managed and coordinated by the local government.	Local government manages and coordinates recovery with State support.	The State leads recovery coordination. Local government manages local activities.	The State directs and coordinates recovery. Local government manages local activities.
Recovery Lead	Local Recovery Coordinator	Local Recovery Coordinator	*[Event]* Recovery Coordinator	*[Event]* Recovery Controller

Please note: there is no relationship between recovery levels (R1 - R4) and incident response levels.