



**APPENDICES**  
**LOCAL EMERGENCY**  
**MANAGEMENT COMMITTEE**  
**MEETING**

Held on

Wednesday, 6 May 2026

Commencing at 10.00am

At

ADMINISTRATION CENTRE EATON

1 Council Drive - EATON

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



## Local Emergency Management Committee Business Plan 2026-2027

### Background

This business plan exists within the context of the *Emergency Management Act 2005*, the *State Emergency Management Committee's Strategic Plan 2026-29*, and the Committee's *Terms of Reference*. This plan should be read with these in mind.

Section 39 of the Act provides the overall purpose of the Committee, namely:





- To advise and assist the Shire of Dardanup in ensuring that local emergency management arrangements are established for its district
- To liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements
- To carry out other emergency management activities as directed by the State Emergency Management Committee or prescribed by the regulations

The 2025 *Terms of Reference* of the Committee set out the objectives of the committee, namely

- To consider, advise and assist the local government in performing specified functions or fulfilling required responsibilities within its district;
- Where appropriate, to liaise with relevant agencies and other persons in the development, review and testing of Council policy and strategic objectives;
- To carry out research and other activities as directed by the Council or prescribed by the regulations; and
- To fulfil the objectives and/or undertake the specific tasks as a Committee of Council specified in Section 4 and 5 of the Terms of Reference.
- To ensure that all members dealings are carried out in accordance with the Shire of Dardanup Code of Conduct for Council Members, Committee Members & Candidates.




## Leadership and Governance


“Together, we build strong relationships and effective governance to enable a trusted emergency management system.” – SEMC Strategic Plan

LEMC Goal	Status	Actions
Ensure Chair and Executive Officer are appointed from Local Government.		<ul style="list-style-type: none"> <li>The 2025 ToR, appoints the Shire President as Chair</li> <li>The 2025 ToR, states that the Executive Officer is a non-voting Local Government Officer</li> </ul>
LEMC Executive Officer maintains committee Business Plan and provides a copy to the DEMC executive officer		<ul style="list-style-type: none"> <li>Plan sent to DEMA 9 Mar 26</li> <li>Status indicators updated 7 Apr 26</li> <li>The Business Plan presented at the May LEMC meeting</li> </ul>
Suitable quorum is set and achieved.		<ul style="list-style-type: none"> <li>ToR establish a quorum at 50% of voting members.</li> <li>Quorum achieved at Feb 26 meeting</li> </ul>
LEMC contact details are validated at each meeting.		<ul style="list-style-type: none"> <li>Contacts not validated at Feb 26 meeting</li> <li>Contact details validated and circulated at the May LEMC meeting</li> </ul>

## Hazard and Systemic Risk





“Together, we build our understanding of increasingly complex risk through a systemic and hazard by hazard approach.” – SEMC Strategic Plan

LEMC Goal	Status	Objectives
A local risk assessment is completed, with a risk register incorporated in the LEMA.		<ul style="list-style-type: none"> <li>A risk assessment for bushfire was conducted as part of review of <i>Bushfire Risk Management Plan</i>.</li> <li>General risk assessments undertaken and incorporated in the <i>LEMA Overview</i>.</li> </ul>
Critical infrastructure is captured in the LEMA where practical.		<ul style="list-style-type: none"> <li></li> </ul>
Local risk treatments are identified and reported to the DEMC.		<ul style="list-style-type: none"> <li></li> </ul>

LEMC Goal	Status	Objectives
New and emerging risks are identified and evaluated at LEMC meetings and incorporated in LEMA where possible.		<ul style="list-style-type: none"> <li>• DEMA noted in email of 27 Mar 26, that many Local Governments have considered the risk of heatwave in the Local Emergency Management Arrangements. The Shire's arrangements do not currently assess heatwave as a risk.</li> </ul>







## Capability and Capacity







“Together, we enhance capability and capacity across the emergency management system through proactive policy and stewardship of emergency management frameworks.” – SEMC Strategic Plan

LEMC Goal	Status	Actions
The LEMC exercises annually in accordance with <i>State Emergency Management Policy 1.5.10</i> and the <i>Western Australia Managing Exercises Guideline</i> .		<ul style="list-style-type: none"> <li>• Recovery exercise scheduled for May '26 LEMC meeting</li> <li>• Evacuation preparedness exercise to be conducted in Nov 26</li> </ul>
Exercise schedules to be submitted to the DEMC prior to the start of the financial year in accordance with s4.10 of the <i>State Emergency Management Policy</i> .		<ul style="list-style-type: none"> <li>• No schedule submitted ahead of 2025/26 (not for previous several years)</li> </ul>
Investigate emergency management funding opportunities to improve resilience in communities.		<ul style="list-style-type: none"> <li>•</li> </ul>
A Local Recovery Coordinator is identified, with suitable experience or provided training. Have at least two backups.		<ul style="list-style-type: none"> <li>• Recovery Coordinator is Coordinator Emergency and Ranger Services</li> <li>• Director Development Services and Director Community &amp; Economic Development are backup Recovery Coordinators.</li> </ul>

## Community and Local Emergency Management


Together, we build a safer and more resilient community through a local approach to emergency management.



LEMC Goal	Status	Action
LEMC membership is contemporary and reflects the demographics of the community, including diversity in the social, environmental, economic and vulnerable elements in the community in accordance with s3.7 of the State Emergency Management Procedure.		<ul style="list-style-type: none"> <li>• Have representation from: Local government   State Government   Significant industries/utilities</li> <li>• Don't have representation from: Culturally and Linguistically Diverse community   Aged   Indigenous   Youth   People living with Disability   People of Faith   Chamber of Commerce   Environmental   Community</li> </ul>
Modify Local Emergency Management Arrangements overview to extract actionable content that may be put into action plans.		<ul style="list-style-type: none"> <li>• Review due <b>Dec '26</b></li> <li>• Create an overview document that sets the context/scene for the sub-plans of the Local Emergency Management Arrangements.</li> <li>• Create a single context statement referenced by all sub-plans.</li> <li>• Incorporated risk assessment within the overview</li> </ul>
Create an Emergency Preparedness Plan that is actionable		<ul style="list-style-type: none"> <li>• To be developed</li> <li>• Create a sub-plan that focuses on plans for emergency preparedness in general (which includes developing community resilience).</li> </ul>
Create an Emergency Response Plan that is actionable		<ul style="list-style-type: none"> <li>• To be developed</li> <li>• Create a sub-plan that focuses on plans for emergency responses in general (hazard specific response plans may be sub-ordinate to this plan).</li> </ul>
Ensure Local Emergency Relief and Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> <li>• A Department of Communities plan that forms a part of Shire's arrangements.</li> <li>• Last reviewed Oct '25</li> </ul>
Ensure the Emergency Evacuation Support Plan is up-to-date and actionable		<ul style="list-style-type: none"> <li>• Review due <b>Feb '27</b></li> <li>• Plan has recently been developed, and approved by Council (26 Feb 25).</li> <li>• Plan has been reviewed ahead of scheduled review date</li> </ul>

LEMC Goal	Status	Action
Ensure the Emergency Animal Welfare Plan is up-to-date and actionable.		<ul style="list-style-type: none"> <li>Review due <b>Aug '26</b></li> <li>Update with a focus in actionable check-lists.</li> </ul>
Ensure the Emergency Recovery Plan is up-to-date and actionable.		<ul style="list-style-type: none"> <li>Review due <b>Aug '26</b></li> <li>Required by s41(4) <i>Emergency Management Act 2005</i></li> <li>Currently being reviewed, with a focus in actionable check-lists.</li> <li>Incorporates contents of current Recovery Communications Plan.</li> </ul>
Ensure Local Bushfire Response Support Plan is up-to-date and actionable.		<ul style="list-style-type: none"> <li>Review due <b>Dec '27</b></li> <li>Update with a focus in actionable check-lists.</li> </ul>
Ensure the Bushfire Risk Management Plan is up-to-date and actionable		<ul style="list-style-type: none"> <li>Review due <b>May '27</b></li> <li>Plan has recently been reviewed, and approved by Council (21 May 25).</li> <li>Not due for review until May 2027.</li> </ul>
A Memorandum of Understanding for Emergency Management district assistance is considered.		<ul style="list-style-type: none"> <li>The Memorandum of Understanding for Member Councils of the South West Zone Western Australian Local Government Association for the Provision of Mutual Aid during Emergencies and Post Incident Recovery is current.</li> </ul>
Contact register is updated annually.		<ul style="list-style-type: none"> <li>Contact register not updated in several years.</li> <li>Contact details validated and circulated at the May 2026 LEMC meeting</li> </ul>

## A Whole of System Approach Across the Emergency Management Cycle



“Together, we maintain integrity and clarity across a contemporary and evidence-based emergency management system.” – SEMC Strategic Plan

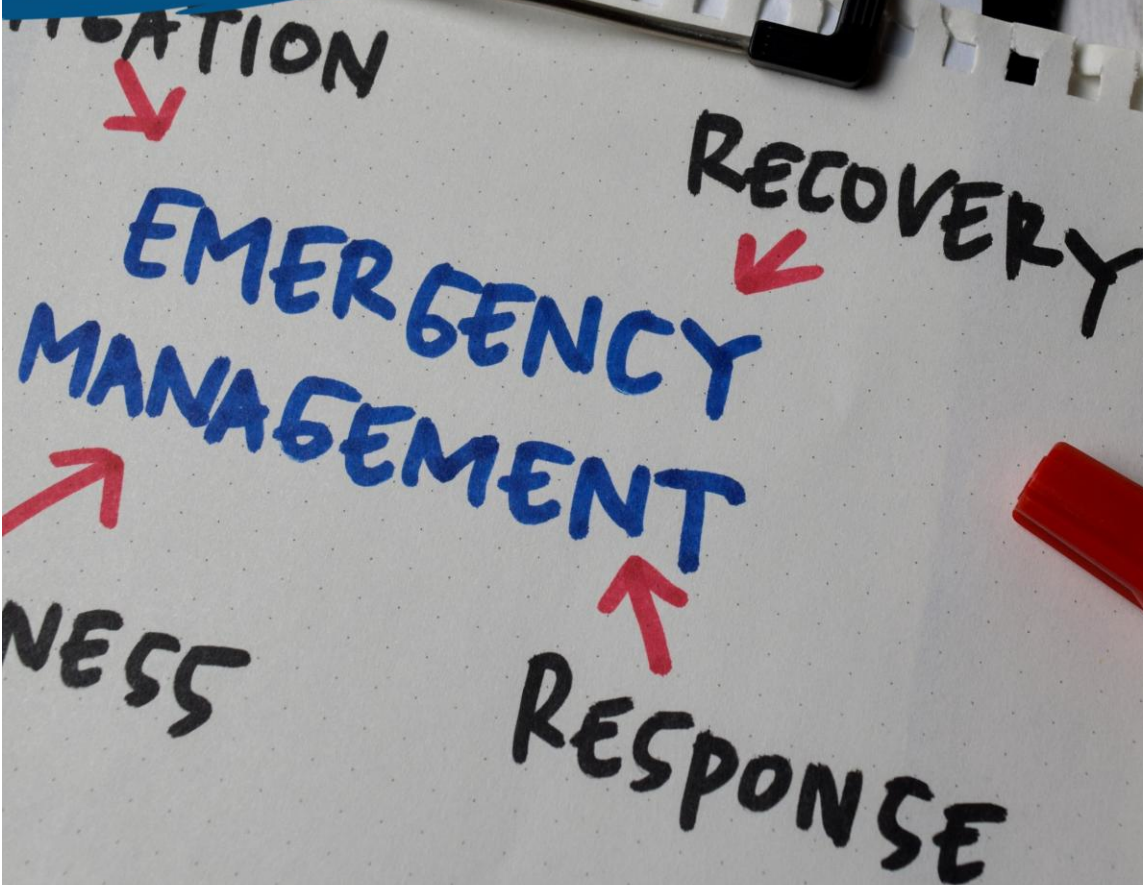
LEMC Goal	Status	Action
LEMC Executive Officer provides the Annual Report and Business Plan to the DEMC executive officer in accordance with s3.7 of the <i>State Emergency Management Procedure</i> .		<ul style="list-style-type: none"> <li>Business Plan sent to DEMA 9 Mar 26</li> </ul>

<i>LEMC Goal</i>	<i>Status</i>	<i>Action</i>
Continuous improvement through effective lessons management, exercising, and the consideration of review recommendations		•
LEMC members participate in district or state level multi-agency exercises where possible.		•

## Climate Change

“Together, we build our preparedness and resilience to the compounding and cascading impacts of climate change.” – SEMC Strategic Plan

<i>LEMC Goal</i>	<i>Status</i>	<i>Action</i>
Discuss the impacts of climate change, and initiatives to improve local emergency management planning.		•
Ensure risk assessments in Local Emergency Management Arrangements consider systemic risks.		• Comments on systemic risk incorporated in risk assessment contained in draft Local Emergency Management Arrangements Overview



## Local Emergency Management Arrangements

# OVERVIEW 2026 to 2031

Adopted at OCM Date:

TBC

Resolution:

TBC

Next Review Date:

TBC

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# Administration

## Endorsement

The arrangements and plans presented in this document form the Shire of Dardanup's *Local Emergency Management Arrangements* and have been produced and issued under the authority of s41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Dardanup Council and have been tabled with the District Emergency Management Committee.

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

## Document Availability

A redacted copy of this plan is available free of charge and can be found at<sup>1</sup>:

Shire of Dardanup Administration Offices  
1 Council Drive, Eaton 6232  
(during normal business hours)

or online:

[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)

## Amendment Record

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

Feedback can include:

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

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

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

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<sup>1</sup> In accordance with s43 of the *Emergency Management Act 2005*

## Shire of Dardanup – Local Emergency Management Arrangements

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or, alternatively email to:

records@dardanup.wa.gov.au

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

<b>No</b>	<b>Date</b>	<b>Details</b>	<b>Amended by</b>
1	27 Mar 2017	Review and minor updates	WALGA
2	23 Oct 2017	Review and minor updates	WALGA
3	14 Nov 2019	Review - internal areas of responsibility and contacts	Coordinator Emergency and Ranger Services
4	11 Aug 2021	Full Review	Coordinator Emergency and Ranger Services
5	xx xxx 2026	Full review	Coordinator Emergency and Ranger Services

# Introduction

## Purpose

Purpose of the *Local Emergency Management Arrangements* is to ensure a common understanding of the emergency management arrangements within the Shire of Dardanup, as they relate to the prevention of, preparation for, response to, and recovery from, emergencies.

## Aim

The aim of the *Local Emergency Management Arrangements* is to minimise the impacts of emergencies on the Shire of Dardanup.

## Objectives

The objectives of the Local Emergency Management Arrangements are to:

- develop a mutual understanding of the emergency management arrangements of the Shire of Dardanup amongst all relevant emergency management stakeholders
- develop plans, policies and procedures to support the *Local Emergency Management Arrangements*, that are sound, understood and rehearsed
- engage and involve the community in emergency management to enrich emergency management planning, especially to ensure plans capture the complexity of the community and the hazards it faces
- develop the emergency management capability and capacity of the Shire of Dardanup
- contribute to the overall resilience of the community

The objectives of this document are to:

- describe the overall governance of emergency management in the Shire of Dardanup
- provide a context for emergency management in the Shire of Dardanup
- provide a detailed profile of the Shire of Dardanup referred to by all sub-plans
- summarise the sub-plans and other arrangements for emergency management with the Shire of Dardanup

## Context

The *Local Emergency Management Arrangements* of the Shire of Dardanup have been prepared as required by, and in accordance with, State legislation<sup>2</sup>, regulation and policy.

These arrangements exist within a complex context of emergency management statutes and encompasses community, infrastructure, environment, and economy, as explain in the relevant chapter of this document titled “Context”.

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<sup>2</sup> See 41(1) of the *Emergency Management Act 2005*

## Scope

The scope of these arrangements are limited to:

- the geographic boundaries of the Shire of Dardanup Local Government District as Gazetted
- the emergency management responsibilities of the Shire of Dardanup

The scope of any memoranda of understanding established for emergency management purposes between the Shire of Dardanup and other organisations or agencies are also within scope of these arrangements.

# Governance

## Organisations

### Shire of Dardanup

The emergency management responsibilities of the Shire of Dardanup (the Shire) are generally defined in the *Emergency Management Act 2005*<sup>3</sup>. More specifically:

- maintain effective local emergency management arrangements
- as combat agency, responsible for the emergency management activity of fire suppression<sup>4,6</sup> within the Shire of Dardanup
- undertake Hazard Management Agency role for recovery within the Shire following an emergency
- perform other functions given to local government under the Act

### Aqwest

- Provide advice on emergency management in relation to its water infrastructure in the Shire of Dardanup

### ARC Infrastructure

- Undertake Hazard Management Agency tasks for hazards<sup>5</sup> impacting the Shire of Dardanup
- As Control Agency, management and operations of of open access, multi-user rail freight network with the Shire of Dardanup<sup>6</sup>

### ATCO Gas Australia

- Provide infrastructure advice in relation to gas supply within the Shire of Dardanup and any disruption of supply<sup>6</sup>.

### Aurizon

- Provide advice on emergency management in relation to the transport of freight by rail through the Shire of Dardanup

### Australian Red Cross

- Provide Register.Find.Reunite<sup>7</sup> function at Shire of Dardanup evacuation centres
- Undertake Outreach in affected areas, in partnership with Shire and Department of Communities

### Bureau of Meteorology

- Provide expert advice for emergencies which are influenced by meteorological and hydrological conditions<sup>6</sup> within the Shire of Dardanup.

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<sup>3</sup> See s36

<sup>4</sup> See r26 of *Emergency Management Regulations 2005*

<sup>5</sup> See section 21 of *Emergency Management Regulations 2005*

<sup>6</sup> See Appendix E of *State Emergency Management Plan 2004*

<sup>7</sup> See <https://www.redcross.org.au/emergencies/about-register-find-reunite/>

**Department Biodiversity Conservation & Attractions**

- Undertake hazard reduction and firefighting operations in lands managed by the Department within the Shire of Dardanup
- As combat agency, responsible for the emergency management activity of fire suppression<sup>8</sup>

**Department of Communities**

- Maintain a *Local Emergency Relief and Support Plan*, that includes arrangements local to the Shire of Dardanup
- As a support agency, responsible for providing welfare services<sup>9,6</sup> in the Shire of Dardanup

**Department of Energy and Economic Diversity (Coordinator of Energy)**

- Undertake Hazard Management Agency tasks for hazards<sup>10,6</sup> impacting the Shire of Dardanup

**Department of Fire and Emergency Services**

- Undertake Hazard Management Agency tasks for hazards<sup>11,6</sup> impacting the Shire of Dardanup
- Assist in preparedness of the Shire's Bush Fire Brigades through provision of advice, training, administration and funding
- Coordinate/manage the Eaton Volunteer Fire and Rescue Brigade
- As combat agency, responsible for the emergency management activity of fire suppression<sup>12</sup>

**Department of Health (WA Country Health Service)**

- Undertake Hazard Management Agency tasks for hazards<sup>13,6</sup> impacting the Shire of Dardanup
- As combat agency, responsible for the emergency management activity of providing health services<sup>14</sup>

**Department of Primary Industries and Regional Development**

- Coordinating animal welfare services in emergencies<sup>15,6</sup> in the Shire of Dardanup

**Department of Transport**

- Undertake Hazard Management Agency tasks for hazards<sup>16,6</sup> impacting the Shire of Dardanup

**Department of Water and Environmental Regulation**

- Provide support and advice during emergencies on protection of public health and the environment, to enforce the provisions of the *Environmental Protection Act 1986* and to provide and coordinate environmental monitoring, sampling and testing<sup>6</sup>.

**Harvey Water**

- Provide advice on emergency management in relation to its water infrastructure in the Shire of Dardanup

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<sup>8</sup> See r30 of *Emergency Management Regulations 2005*

<sup>9</sup> See r32 of *Emergency Management Regulations 2005*

<sup>10</sup> See section 23B of *Emergency Management Regulations 2005*

<sup>11</sup> See r17(2) of *Emergency Management Regulations 2005*

<sup>12</sup> See r30A of *Emergency Management Regulations 2005*

<sup>13</sup> See r22 of *Emergency Management Regulations 2005*

<sup>14</sup> See r26 of *Emergency Management Regulations 2005*

<sup>15</sup> See 5.9.71 of *State Emergency Management Plan 2023*

<sup>16</sup> See section 23A(2) of *Emergency Management Regulations 2005*

### Main Roads Authority

- Provide advice on the State road network and the impacts of emergencies on the network within the Shire of Dardanup, and infrastructure repair during recovery<sup>6</sup>.

### Moore Road Emergency Response Group

- Provide advice on potential emergencies and hazards in the Moore Rd area

### Public Transport Authority

- Undertake Hazard Management Agency tasks for hazards<sup>17,6</sup> impacting the Shire of Dardanup

### St John Ambulance

- As combat agency, responsible for the emergency management activity of providing health services<sup>18</sup>

### Telstra Australia

- Assists the emergency and essential service organisations with their telecommunication requirements by restoring telecommunications and providing information services, assistance packages and emergency alerts<sup>6</sup>

### WA Local Government Association

- Maintain situation awareness by participating in All Hazards Liaison Group meetings
- Represent Local Government on Operational Area Support Group meetings
- Represent Local Government on Incident Support Group meetings
- Represent Local Government on State Emergency Coordination Group meetings
- Liaise with Local Government to identify issues

### WA Police

- Undertake Hazard Management Agency tasks for hazards<sup>19,6</sup> impacting the Shire of Dardanup
- Appointed Local Emergency Coordinator for the Shire of Dardanup
- Perform Chair role of the District Emergency Management Committee encompassing the Shire of Dardanup<sup>20</sup>
- Perform Deputy Chair role of the Local Emergency Management Committee
- As combat agency, responsible for the emergency management activity of disaster victim identification<sup>21</sup>

### Water Corporation

- Provide advice on its core business of water source, treatment and delivery, wastewater conveyance, water resource recovery, drainage and irrigation services in Western Australia to homes, businesses and farms within its area of responsibility<sup>6</sup>

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<sup>17</sup> See section 20(2) of *Emergency Management Regulations 2005*

<sup>18</sup> See r27 of *Emergency Management Regulations 2005*

<sup>19</sup> See r16(1) of *Emergency Management Regulations 2005*

<sup>20</sup> See 2.4.3 of *State Emergency Management Plan 2024*

<sup>21</sup> See r28 of *Emergency Management Regulations 2005*

## Western Power

- Provides as ‘network operator’ for emergency management of electricity supply disruption and ‘infrastructure operation’ during a disruption to gas supplies, as a result of an emergency situation or state of emergency impacting the Shire of Dardanup<sup>6</sup>

# Key Office Bearers

## Local Emergency Coordinator

The State Emergency Controller may appoint a Local Emergency Coordinator<sup>22</sup>. The Shire may be consulted on this appointment. The Officer-in-Charge of the Australind Police Station is the Local Emergency Coordinator for the Shire of Dardanup.

The role of the Local Emergency Coordinator is to<sup>23</sup>:

- provide advice and support to the Local Emergency Management Committee for the district in development and maintenance of emergency management arrangements for the district
- assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district
- carry out other Emergency Management Activities in accordance with directions of State Emergency Coordinator

## Local Recovery Coordinator

The Shire of Dardanup will appoint a Local Recovery Coordinator<sup>24</sup>. By default, the person occupying the position of Coordinator Emergency and Ranger Services, will be the Local Recovery Coordinator. A number of deputy Local Recovery Coordinators will be appointed as a business continuity measure.

The role of the Local Recovery Coordinator is set out in detail in the *Local Recovery Plan*. In summary:

- maintain the *Local Recovery Plan*, ensuring involvement of community stakeholders
- identify at-risks groups
- engage with Hazard Management or Combat Agency on recovery matters, including participation on Incident Support Group and consultation on preparation of an Impact Statement
- recommend convening of Local Recovery Coordination Group if required, and act as Executive Officer
- coordinate local recovery activities under direction of the Local Recovery Coordination Group
- liaise with State Recovery Coordinator
- undertake reviews of recovery activities

## Shire Liaison Officer(s)

During an emergency, the Shire of Dardanup may send liaison officers to other organisations or groups to represent the organisation, and to be a point of contact for both the Shire and external bodies. Typically, a liaison officer attends Incident Support Group meetings. When an evacuation centre has been established in the Shire, a liaison officer between the Department of Communities and the Shire will be deployed to the evacuation centre.

The role of a liaison officer is to:

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<sup>22</sup> Per s37(1) of the *Emergency Management Act 2005*

<sup>23</sup> Per s37(4) of the *Emergency Management Act 2005*

<sup>24</sup> Per s38(1) of the *Emergency Management Act 2005*

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Shire of Dardanup – Local Emergency Management Arrangements

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- build and sustain positive cooperation and communication between the Shire and host organisations
- provides local knowledge
- provides advice re the *Local Emergency Management Arrangements*
- attends meetings with hosting organisations

## Committees

### District Emergency Management Committee

A District Emergency Management Committee for the South West Region has been established.<sup>25</sup> The District Emergency Coordinator has been appointed Chair.

The Shire of Dardanup has representation on the District Emergency Management Committee. The representative may be the Chair of the Local Emergency Management Committee, the Chief Executive Officer, or other officer of the Shire<sup>26</sup>.

The provision of advice and support to the Local Emergency Management Committee in relation to Local Emergency Management Arrangements or the development of exercises is amongst the responsibilities of the committee. The Local Emergency Management Committee is responsible for providing reports to the District Emergency Management Committee.

### Local Emergency Management Committee

The Shire has established a Local Emergency Management Committee<sup>27</sup>. The Chair of the committee is an elected member of Council, with the Local Emergency Coordinator as the Deputy Chair. The Executive Officer is the Coordinator Emergency and Ranger Services.

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

The Local Emergency Management Committee performs a vital role in assisting the Shire of Dardanup and its community in being prepared for emergencies by<sup>28</sup>:

- developing, enhancing and evaluating preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues
- providing advice to Hazard Management Agencies such that localised hazard plans can be developed
- providing a multi-agency forum to analyse and treat local risk
- providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

A Local Emergency Management Committee is required to meet at least quarterly<sup>29</sup>. The Shire of Dardanup Local Emergency Management Committee meets on the first Wednesday of every February, May, August and November.

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<sup>25</sup> See s31(1) of the *State Emergency Management Act 2005*

<sup>26</sup> See s3.6 of the *State Emergency Management Procedure*

<sup>27</sup> Per s38(1) of the *Emergency Management Act 2005*

<sup>28</sup> See also s39 of the *Emergency Management Act 2005*

<sup>29</sup> State Emergency Management Preparedness Procedure 3.7

## Shire of Dardanup – Local Emergency Management Arrangements

At each meeting the committee should consider, but is not be restricted to, the following matters:

- confirming local emergency management contact details of key stakeholders
- reviewing any post-incident reports and post-exercise reports generated since the last meeting
- assessing progress of emergency risk management processes
- assessing progress of treatment strategies arising from the emergency risk management process
- assessing progress of development or review of local emergency management arrangements
- other matters determined by the local government and State Emergency Management Committee direction

The Local Emergency Management Committee will also consider other issues, including annual reporting, training, grant funding applications, special projects and other matters as necessary.

The membership of the committee is detailed in Table 1 below. Council, in consultation with the parent organisation members, determines the appointment term of Local Emergency Management Committee members. Representatives from community and community groups will be invited to attend as required.

Table 1: Summary of Committee Membership

Elected member / Councillor	Shire President (Chair) Councillor
WA Police	Local Emergency Coordinator <sup>30</sup> (Deputy Chair)
Department of Biodiversity Conservation & Attractions	Agency Representative
Department of Communities	Agency Representative
Department of Fire and Emergency Services	Agency Representative
Department of Health	Agency Representative
Department of Primary Industries and Regional Development	Agency Representative
Main Roads WA	Agency Representative
Public Transport Authority	Agency Representative
Department of Water and Environment Regulation	Agency Representative

Other organisations are invited as non-voting members:

- Water Corporation
- Harvey Water
- Western Power
- Aqwest
- St John Ambulance
- Telstra Australia
- Moore Rd Emergency Group
- Bethany Fields

Shire of Dardanup staff are also invited as non-voting members:

- Chief Executive Officer
- Local Recovery Coordinator
- Director Development Services

<sup>30</sup> Must be a member per s38(3b) of the *Emergency Management Act 2005*

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 Shire of Dardanup – Local Emergency Management Arrangements
 

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- Coordinator Emergency and Ranger Services
- Executive Officer

After the end of each financial year, the Local Emergency Management Committee is to submit an annual report<sup>31</sup> to the District Emergency Management Coordinator. The report will include details of activities undertaken by it during the financial year, and be prepared using templates provided by the District Emergency Management Coordinator.

The annual *Preparedness Report Capability Survey*<sup>32</sup> is submitted to the Minister for Emergency Services by the 31<sup>st</sup> October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/ or multiple emergency events.

### Incident Support Group

An Incident Support Group is convened by the Incident Controller to assist in overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities and by agencies sharing information and resource. Situations that may require the convening of an Incident Support Group include where:

- an incident is designated as a Level 2 or higher
- multiple agencies need to be coordinated
- community interests need to be represented

The Incident Support Group is made up of agency representatives that provide support to the Controlling Agency. Emergency management agencies may be called on to provide liaison officers for the Incident Support Group. Representation on Incident Support Group may change regularly depending upon the incident, agencies involved and consequences caused by an emergency.

The Shire Local Recovery Coordinator should be a member of the Incident Support Group from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Hazard management agencies and combat agencies may require the Shire's resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the Incident Support Group if, and when formed.

The Incident Coordinator is responsible for the location of meetings and given its part in the Incident Support Group, the meetings are generally convened in close proximity to or within the Incident Control Centre.

### Bush Fire Advisory Committee

The Shire has established a Bush Fire Advisory Committee<sup>33</sup>.

The Bush Fire Advisory Committee is not an operational committee, and includes representatives from the Shire's Bush Fire Brigades and organisations involved in bushfire prevention and response within the Shire. The Bush Fire Advisory Committee will assist the Shire by advising on matters relating to:

- the preventing, controlling and extinguishing of bush fires
- developing a Fire Prevention Notice<sup>34</sup>, and issuance of permits per the notice
- prosecutions for breaches of *Bush Fires Act 1954*

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<sup>31</sup> See s40 of the *Emergency Management Act* and s3.17 *State Emergency Management Procedure*

<sup>32</sup> See s3.18 of *State Emergency Management Procedure*

<sup>33</sup> See s61 of the *Bush Fire Act 1954*

<sup>34</sup> Per s33 of the *Bush Fire Act 1954*

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Shire of Dardanup – Local Emergency Management Arrangements

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- the formation and management of bush fire brigades
- ensuring the co-operation and co-ordination of bush fire brigades in their efforts and activities
- and any other matter relating to bush fire control

### Local Recovery Coordination Group

This committee will only convene following emergencies that have such an impact that recovery arrangements outlined in the Local Recovery Plan require a coordinated approach.

The group will be chaired by the Shire President. The overall membership will be dependant upon the nature of the emergency and the community's needs. Stakeholders will be drawn from:

- senior Shire personnel (especially the Chief Executive Officer and the Local Recovery Coordinator)
- State government agencies
- non-government organisations

The stakeholders attending meets may change over time as the needs of the community change.

The key functions of the groups are:

- coordinate the recovery process, including development of recovery plan
- oversee subcommittees for social, infrastructure, economic and environmental recovery
- assess requirements for recovery activities that meet the needs of the community
- facilitate provision of services, public information exchange and resource acquisition
- negotiate effective use of available resources and support of State and Commonwealth
- make recommendations, based on lessons, to the Local Emergency Management Committee to improve recovery arrangements and community preparedness

### Social Recovery Sub-committee

This committee is a sub-committee of the Local Recovery Coordination Group. The sub-committee will only be formed and convened following an emergency that has significant ramifications for the recovery needs of the community in relation to social recovery.

The key functions of the sub-committee are:

- provide advice and guidance assisting in restoration and strengthening of community well-being post event
- facilitate understanding of needs of impacted community in relation to community wellbeing
- ensure the affected community is informed and involved in recovery processes so actions and programs match their needs
- assess and recommend medium and long-term priority areas to SOD for consideration to assist in restoration and strengthening of community wellbeing
- assesses the requirement for personal support services in the short, medium and long term
- facilitates resources (financial and human) as required to complement/assist existing local services
- monitors progress of local personal service providers and receives regular progress reports from agencies involved

### Built Recovery Sub-committee

This committee is a sub-committee of the Local Recovery Coordination Group. The sub-committee will only be formed and convened following an emergency that has significant ramifications for the recovery needs of the community in relation to infrastructure recovery.

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Shire of Dardanup – Local Emergency Management Arrangements

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The key functions of the sub-committee are:

- assesses requirements for restoration of service and facilities with assistance of responsible agencies
- assesses restoration process and reconstruction policies, programmes, and facilitate reconstruction plans where required
- reports progress of restoration and reconstruction process to LRCG
- assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

### Economic Recovery Sub-committee

This committee is a sub-committee of the Local Recovery Coordination Group. The sub-committee will only be formed and convened following an emergency that has significant ramifications for the recovery needs of the community in relation to financial and economic recovery.

The key functions of the sub-committee are:

- provide advice and guidance to assist in restoration and strengthening of the Shire's economy post the event
- make recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship as a result of the event
- development of eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals
- facilitate disbursement of financial donations from corporate sector to affected individuals, where practical

### Environmental Recovery Sub-committee

This committee is a sub-committee of the Local Recovery Coordination Group. The sub-committee will only be formed and convened following an emergency that has significant ramifications for the recovery needs of the community in relation to recovery of the natural environment.

The key functions of the sub-committee are:

- provide advice and guidance to assist in restoration of natural environment post event
- facilitate understanding of needs of impacted community in relation to environmental restoration
- assess and recommend priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife
- assess and recommend medium and long-term priority areas to SOD for consideration to assist in the restoration of the natural environment in the medium to long term

# Shire of Dardanup Profile

## 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.<sup>35</sup>

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.<sup>35</sup>

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.<sup>35</sup>

There were 6048 private dwellings, with an average of 2.6 persons per household. There were on average 2.1 vehicles per dwelling.<sup>35</sup>

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 three or more.<sup>35</sup> People with such common long-term health conditions are more likely to have less resilience to emergencies, or the flow on consequence, such as service disruptions.

## 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.

### Indigenous history

There are eight places listed in the *Aboriginal Cultural Heritage Register* that are within or adjacent to the Shire of Dardanup<sup>36</sup>. 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.

<sup>35</sup> Australian Bureau of Statistics. (2021). Dardanup: 2021 census all persons quickstats. [online] <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660>

<sup>36</sup> <https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>

## Shire of Dardanup – Local Emergency Management Arrangements

19796	Ferguson River. A place of creation/dreaming narrative.
31463	A place with artifacts/scatter <i>Lot 302 Giumelli Rd (N of Paradise River)</i>
38797	Vindictive Drain. A place of creation/dreaming narrative. (watercourse from Taverner Rd to Hynes Rd). <i>Reserve R36868. Lot 5761.</i>
40579	At the end of Chaimberlain Grove. The site is simply referred to as “Testing1”. <i>Reserve R47537 (lots 444 &amp; 2001), Forrest Hwy verge, and a number of residents between Greenough Pl and Chamberlain Gr.</i>

The Shire of Dardanup has a working relationship with the cultural custodians, and elders in our area from both the Keipa Boodja Aboriginal Corporation<sup>37</sup> and the Gnaala Karla Booja Aboriginal Corporation<sup>38</sup>.

### Post European Settlement

European settlement in Dardanup began with Thomas Little who farmed cattle and grew grain, eventually becoming a wine producer<sup>39</sup>. 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<sup>40</sup> 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

## Important species and communities

The Department of Biodiversity, Conservation and Attractions provides a database<sup>41</sup> of threatened species and communities for Local and State Government agencies that can be used for informing mitigation strategies.

## Topography and landscape features

The eastern portion of the Shire of Dardanup is shaped by the Darling Scarp, a prominent landform running north to south along the Darling Fault. Elevations range from 330m at Mount Lennard to 120m at Dardanup Conservation Park, then descend westward to about 60m where the Scarp merges with the Swan Coastal Plain. The Ferguson River is the Shire’s main watercourse, flowing from south-east to north-west before joining the Preston River near Picton. Its undulating topography, with slopes of 10–30% in the eastern reaches, significantly limits vehicle access and poses challenges for bushfire suppression. Crooked Brook and Henty Brook also feature steep eastern slopes with similar limitations for emergency access and firefighting.

<sup>37</sup> <https://www.keipaboodja.org.au/>

<sup>38</sup> <https://gkb.org.au/>

<sup>39</sup> See <https://dardanupheritagecollective.org.au/stories-of-people/thomas-little/>

<sup>40</sup> <https://inherit.dplh.wa.gov.au/Public/Search/Results?newSearch=True&lgaContains=Dardanup>

<sup>41</sup> <https://www.dbca.wa.gov.au/management/threatened-species-and-communities/resources/threatened-species-and-communities-database-searches>

Shire of Dardanup – Local Emergency Management Arrangements

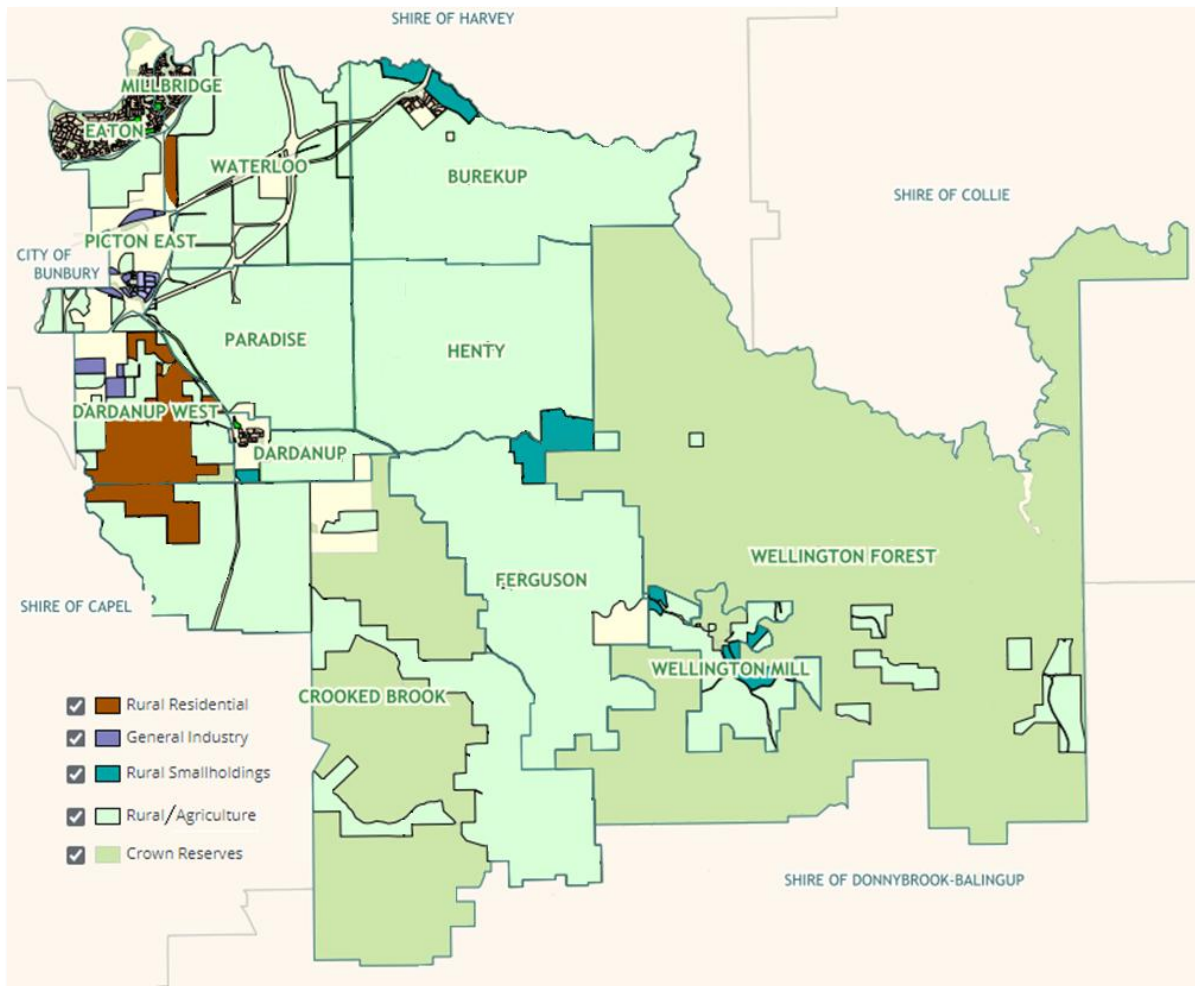
The underlying geology of the Shire is divided into two systems described by the Department of Primary Industries and Regional Development (1996): the Lowden and Goodwood Valley Systems. The Lowden Valley features dissected terrain with valleys mostly 40–180m deep, exposing fresh rock, moderate to steep slopes, and a mix of loamy earths, gravels, and alluvial sands. In contrast, the Goodwood Valley has shallower valleys ranging from 20–50m deep, with side slopes of 3–25% gradients, covered in gravels and sands. These valleys also include alluvial river terraces, swampy depressions, and raised flats, much of which remain covered in forest or bushland.

## 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<sup>2</sup>.

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 1: Map of the 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.

## Shire of Dardanup – Local Emergency Management Arrangements

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.

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

Land Manager	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

## 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.

Rainfall in the Shire has decreased by 10–14% compared to long-term averages, with the most significant drop seen over the past decade. While pastures may not be heavily impacted, the decline poses challenges for water harvesting and the plantation industry. Drier soils also contribute to increased fire intensity and spread, heightening bushfire risk.

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

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### Shire of Dardanup – Local Emergency Management Arrangements

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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<sup>42</sup> 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.

Seasonal conditions have a predictable impact on bushfire hazard mitigation. Prescribed burns are limited to Autumn and Spring due to fire risk or higher precipitation. Excessive rainfall in winter can impact mechanical works if vehicular access is impacted. The Shire is focusing on 3-year planning cycle for mitigation, focusing on current risks. While climate change will impact long term risks it has limited impact on short term mitigation.

## 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<sup>43</sup>. 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 and the Eaton Foreshore Festival. 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.<sup>44</sup>

One of the largest integrated softwood milling and processing plants in Australia is located in the Shire of Dardanup, Wespine Industries, employing 238 staff and generating a total revenue of \$130.8 million. If impacted by fire, a disruption to Wespine's operations could have substantial economic consequences at a regional, and potentially even state-wide, level.

The Shire is also home to other major industrial facilities including Wren Oil and Hexion. Both industries play a role in the region's economy by supporting local jobs and contributing to the broader industrial and manufacturing sectors.

The Shire of Dardanup is home to a variety of plantations, primarily focused on timber and agricultural products. This industry plays a key role in the local economy by providing employment opportunities in areas such as forestry, processing, and management. It also supports a network of local businesses, including transport companies that facilitate the movement of raw materials and finished products via the Bunbury Port.

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<sup>42</sup> 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](https://bgea.com.au/wp-content/uploads/sites/35/2020/06/Bunbury-Geographe-Growth-Plan_PART-1-STRATEGY_FINAL_20161103.pdf)

<sup>43</sup> 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>

<sup>44</sup> Australian Bureau of Statistics. (2021). *Dardanup: 2021 census all persons quickstats*. [online] <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660>

## Shire of Dardanup – Local Emergency Management Arrangements

The Forest Industry Federation of WA and DFES have developed *Guidelines for Plantation Fire Protection*<sup>45</sup> to manage fire risk and maintain operational safety.

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

There is no heavy industry within the Shire. The main commercial centres for the Shire are listed in Table 4.

Table 4: Main Commercial Centres

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

## Critical Infrastructure

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

### Highways and Roads

The Forrest Highway, South Western Highway, and Wandinman Highway, plays a crucial role in transportation, emergency access, and the regional economy. Due to their proximity to dense vegetation, these highways are highly vulnerable to bushfire risks. A bushfire-induced closure of these roads would disrupt the movement of goods and people, severely impacting industries such as forestry, agriculture, and manufacturing. Road closures would also lead to significant economic losses, limit access to essential services, and hinder tourism, underscoring the importance of effective bushfire risk management to protect these vital routes.

### Electrical Supply

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

### Water Supply

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

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

<sup>45</sup> <https://www.wa.gov.au/system/files/2020-08/Plantation-fire-management-and-protection.pdf>

## Gas Supply

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

## Sewerage System

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

## Medical Facility

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

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

## Airport Facilities

No light aircraft facilities exist within the Shire of Dardanup.

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

## Council Facilities

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

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

# Emergency Services

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 2 shows the locations of the fire brigades within the Shire of Dardanup and their primary area of responsibility.

Shire of Dardanup – Local Emergency Management Arrangements

Figure 2: Location of Fire Brigades

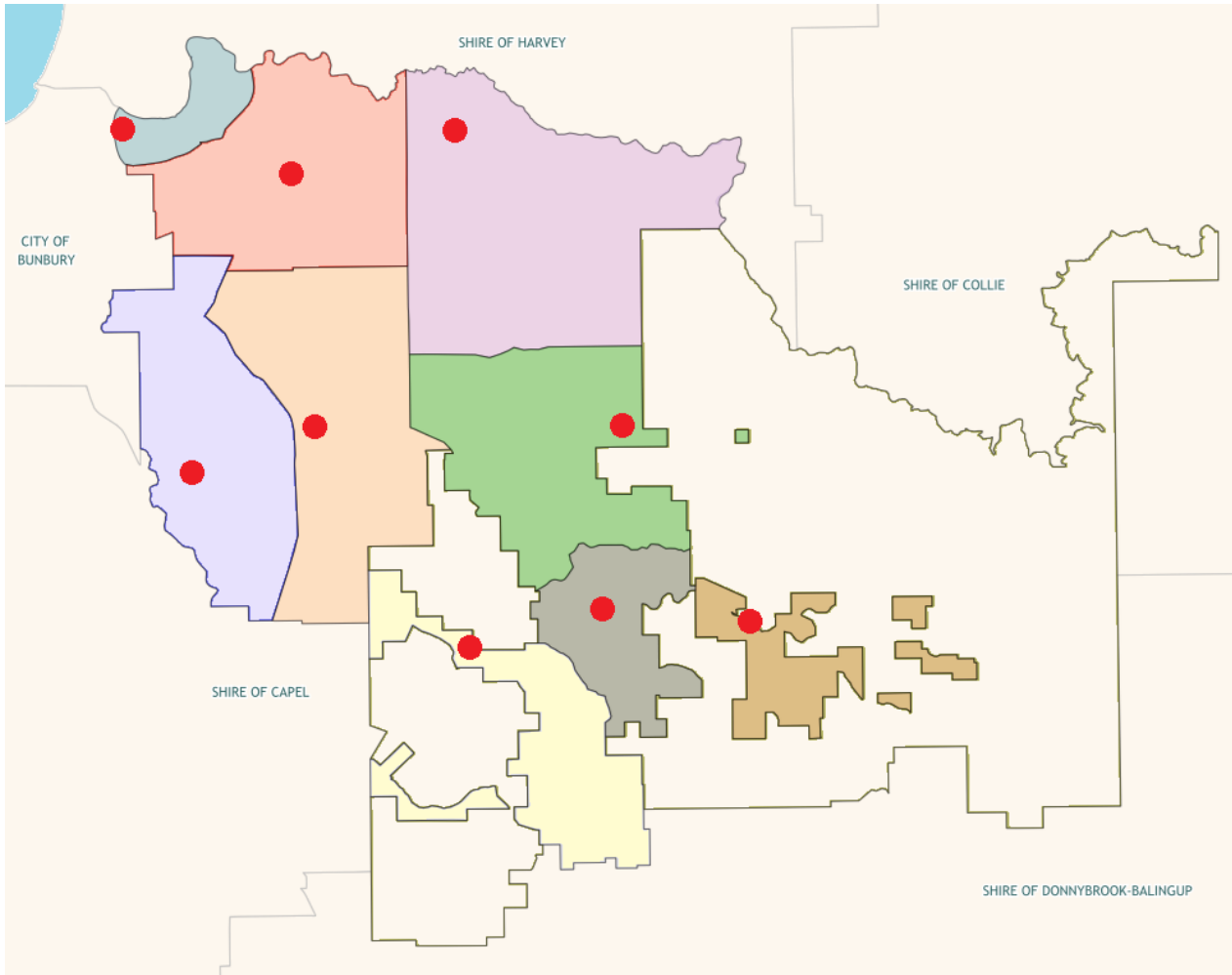


Table 5: Bushfire Brigade Resources

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

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.

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

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

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

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

## Special Considerations

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

Table 6: Special Considerations

<b><i>Consideration</i></b>	<b><i>Season</i></b>
Bush Fire Season	November – April
Storm Season	May – October
Public Events	
<ul style="list-style-type: none"> <li>• Eaton Foreshore Festival</li> <li>• Dardanup Art Spectacular &amp; Art Trail</li> <li>• Walk on the Wild</li> <li>• Bull and Barrel Festival</li> </ul>	<ul style="list-style-type: none"> <li>March</li> <li>May</li> <li>April</li> <li>October</li> </ul>

# Risks

This section will summarise the emergency risks faces by the community of the Shire of Dardanup, and some implications derived from the Shire of Dardanup Profile.

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

The United Nations Office for Disaster Risk Reduction in cooperation with the International Science Council identify 302 hazards faced by communities world-wide. Within the West Australian state emergency management arrangements there are 27 prescribed hazards. Each hazard may present a range of risks arising from the hazard impact on a range of issues of importance to the community including: human health, the economy, public administration and community connectedness, and others.

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

The Shire has undertaken a risk analysis within its district<sup>46,47</sup>. A copy of a prior assessment is registered within the Shire’s electronic records management system<sup>48</sup>. The following were identified as the Shire’s top five hazards:

- bushfire
- storm
- flood
- pandemic
- electricity Supply Disruption

## Bushfire

The risk of bushfire is of the greatest concern to the Shire of Dardanup’s residents. The Shire experiences many small scale bushfires every year.

Much of the Shire of Dardanup is bushfire prone. Figure 3 shows all the bushfire prone areas in the Shire of Dardanup shaded in pink<sup>49</sup>. The map shows that the majority of the Shire is bushfire prone.

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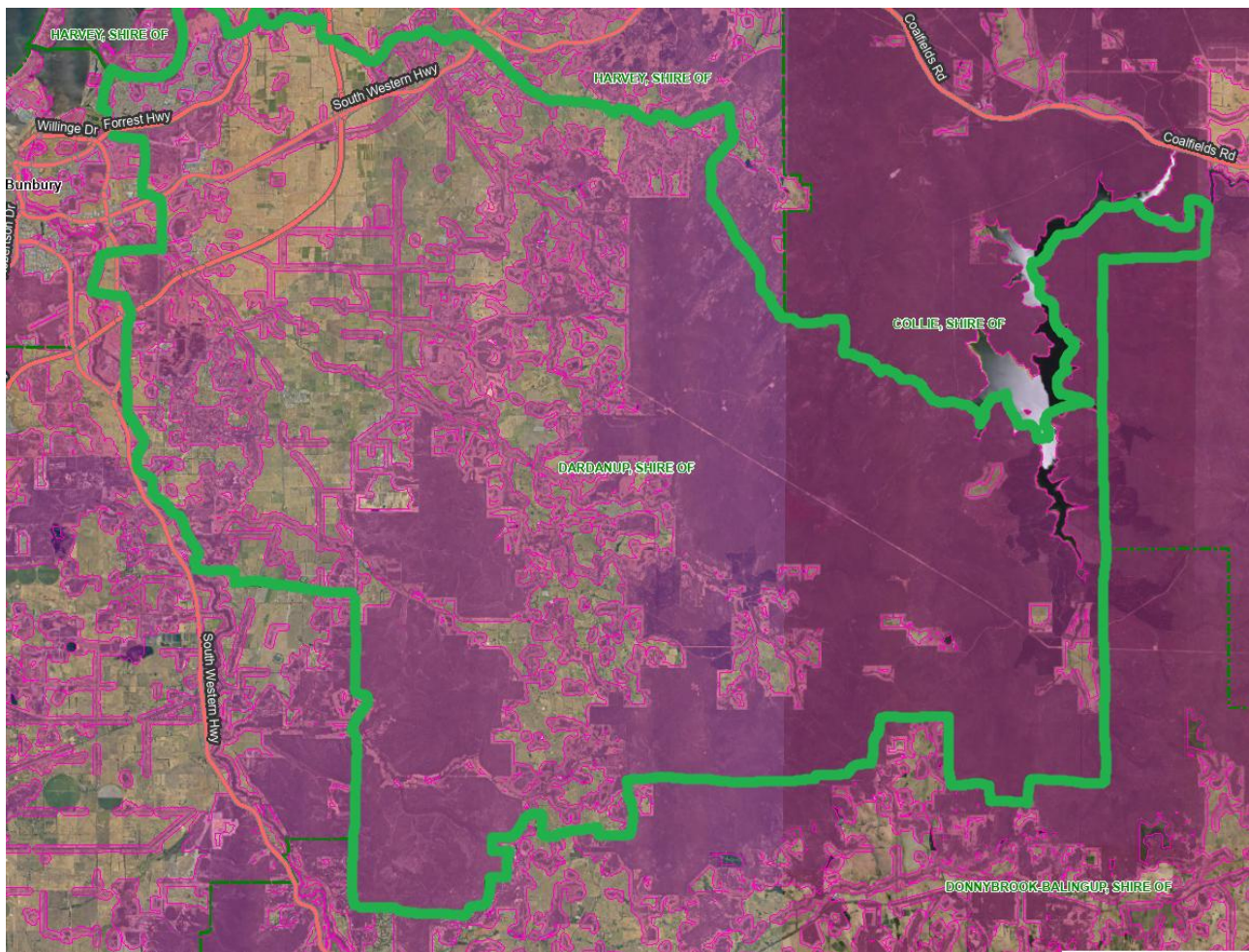
<sup>46</sup> per the *National Emergency Risk Assessment Guidelines*, the *Western Australian Emergency Risk Management Guide*, and the *AS/NZS ISO 31000:2009 Risk Management*.

<sup>47</sup> per as per *State Emergency Management Prevention and Mitigation Procedure 2.1*

<sup>48</sup> see R0000584390

<sup>49</sup> For a more detailed interactive map see <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

Fig 3: Bushfire Prone Areas



### Causes/Examples

Bushfires are a natural part of the Australian ecosystem. Much of the flora and fauna has evolved over a lengthy period to adapt to bushfires, some plants rely on a bushfire to facilitate germination. Humans have also been instrumental in furthering that adaptation, through the use of managed fire for hunting and other purposes over tens of thousands of years.

Dry lightning is the predominant cause of natural ignition. Human contribute to ignition of bushfires accidentally, e.g. welding and grinding, driving in long, dry grass, unwatched or inadequately extinguished campfires, arcing power lines; and through deliberately lit fires, i.e. arson or escaped controlled burns.

The State Hazard Plan – Fire identifies the Shire of Dardanup has having a high or extreme bushfire risk. Historic events in neighbouring Local Government Areas have also demonstrated that a largescale bushfire is a possibility for the Shire of Dardanup. The effects of largescale bushfire events in neighbouring LGAs with similar vegetation and topography have been quick moving and fast spreading. The damage has been extensive with lengthy recovery periods.

In 2016 a fire was ignited by two lightning strikes on the Darling Escarpment and moved West onto the Swan Coastal Plain. The fire burnt from near Dwellingup, through Yarloop and approached Harvey. A total of 70,000ha was burnt, two people were killed and 181 buildings and structures destroyed.

In April 1950 one of many fires in the south west began in Roelands and swept of northerly winds towards Wellington Mill. The fire was fast moving, most residents were evacuated, and resources from surrounding

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areas were deployed to help fight the fire. Most wooden structures were destroyed, including the school, two connecting bridges on the Upper Ferguson Road, telephone poles, and the Ferguson Church. Of the 17 buildings in Wellington Mills only 6 remained. This fire had a long lasting impact on the community, changing it forever.<sup>50,51</sup>

High temperatures contribute to fires. The highest temperatures occur through summer, and the bushfire season for the Shire of Dardanup spans the summer season from October through to April. High winds contribute in two main ways, by accelerating vegetation drying, making the vegetation more flammable, and through fanning the fire of an existing fire. The fire itself can also create its own winds that further fan the fires.

Various land uses within the Shire contribute differently to bushfire risk. Forestry and conservation areas, such as Wellington Forest and Crooked Brook Forest, contain large areas of native vegetation and plantations that can accumulate heavy fuel loads.

A complex terrain contributes to bushfire risk by influencing fire behaviour particularly rate of spread and intensity and by limiting access for mitigation and suppression. To the west are low level plains of the Swan Coastal Plain, which are used for grazing and agricultural crops that favour fast moving grass fires. To the east are steep slopes of the Darling Escarpment. Steep slopes create localised wind effects, making fires harder to predict and control. They also reduce opportunities for mechanical fuel reduction due to erosion risk. As such, topography is a critical consideration in bushfire planning and response strategies, particularly in areas adjacent to river systems and conservation reserves.

The topology also contributes to restricting access for fire and emergency services, especially in the Ferguson Valley and Wellington Mills areas.

## Impact

The impact of a bushfire is felt through the heat created, directly through the flames, or indirectly through radiant heat and hot air.

The Shire of Dardanup community demonstrates a range of understanding and attitudes toward bushfire risk, largely influenced by residents' backgrounds and experiences. Long-term rural residents and farmers typically have a strong awareness of fire behaviour and preparedness, while newer residents, particularly in areas like West Dardanup and Ferguson Valley, where large farms have been subdivided into semi-rural properties, often have less familiarity with bushfire risks and responsibilities. Local Fire Control Officers often have to provide more advice and guidance to these residents to ensure they meet compliance with the Shire of Dardanup Fire Prevention Order.

Several other critical sites in the Shire are also exposed to bushfire risks, which could have major impacts on the community. Bethanie Fields, a retirement village, and Eaton Community College both are situated near natural wetland reserves. The dense, flammable vegetation surrounding these areas heightens fire risk, and any disruption could affect the local community.

The Dardanup Pony Club, designated as the Shire's Animal Welfare Evacuation site, is particularly vulnerable to bushfire due to its location next to bushland. If key infrastructure such as stalls, the clubhouse, and the cross-country course were damaged or destroyed, it would significantly affect the local equestrian community and compromise the site's ability to support animal evacuation efforts during emergencies.

Volunteers of the local bush fire brigades and residents will likely have a good knowledge of the road systems and access points. Tourists to the area will not have this knowledge or understanding of likely evacuation

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<sup>50</sup> <https://dardanupheritagecollective.org.au/stories-of-places/wellington-mills/>

<sup>51</sup> <https://trove.nla.gov.au/newspaper/article/47841614>

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routes. This combined with the lack of arterial roads, and the emergency heavy vehicles that would be using the roads, could make it difficult and confusing for tourists to leave the area.

Additionally, the popular boardwalks along the Collie River are at risk. Damage to these recreational areas would disrupt community access and impact local tourism, leading to economic losses for businesses reliant on these attractions.

There is a common misconception that only rural properties are at risk from bushfire. However, there are many examples of fires that have cause loss of buildings well within the urban environment, usually the result of ember attack from embers blown considerable distances by strong winds. In Canberra in 2003 homes in the centre of suburbs were lost through ember attack, and fire transmission from one house to another along a string of houses.

**Assessment**

A bushfire will result in loss of life or injuries			
Public administration	Major	Rare	High
Bushfires regularly kills and severely injure people across the country. The exposure to flames, and radiant heat a major contributing factors. The strenuous and/or stressful activities of defending one’s home during bushfires can trigger/exacerbate other medical conditions, such as heart attacks.			

A bushfire will result in loss of private buildings and or contents resulting in financial loss			
Economic	Major	Unlikely	High
The loss of private buildings is reported often with sizable bushfires. The impact on the resident and their family is considerable, especially if not, or under-, insured. The costs of replacement, and the financial constraints on home owners will be felt by the community.			

A bushfire will result in loss of commercial and/or contents resulting in financial loss			
Economic	Catastrophic	Unlikely	Extreme
The financial impact on the building owner and business owners through insurance, loss of revenue and stock, and replacement costs will have considerable impact. The loss of the business is also expected to have flow on effects to the economy through loss of the business’ services, loss of wages, loss to other businesses in the supply chain.			

A bushfire will result in closure of main road resulting in financial loss			
Economic	Minor	Unlikely	Low
Roads may be closed due to the fire itself or smoke that substantially reduces visibility. A road closure will prevent the transport of goods and tourist access. If a road is closed due to fire damage then repair costs will also contribute to financial loss.			

A bushfire will impact tourism leading to financial loss			
Economic	Minor	Unlikely	Low
Tourism operation may have to close as a consequence of closure of accommodations, camp grounds, places of interest, and venues, etc.			

A bushfire will impact agriculture			
Economic	Moderate	Unlikely	Medium
Crops may be burnt, livestock killed or injured. Smoke may ruin some crops. Harvests may be delayed due to total fire bans/movement bans, etc.			

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A bushfire will impact native wildlife/vegetation			
Economic	Moderate	Unlikely	Medium
Plants, especially grasses and undergrowth, will be burned. Habitats may be damaged by fire. Wildlife may be killed or injured by fire. Loss of food for some animals will also have negative consequences.			

A bushfire will promote the growth of non-native plants			
Economic	Moderate	Unlikely	Medium
With the native bush burned, the bare ground is ripe for non-native plants/weeds to proliferate. This may prevent or inhibit the recovery of native ecosystem.			

A bushfire will require recovery activity diverting local government resources away from other services			
Public administration	Major	Unlikely	High
With the native bush burned, the bare ground is ripe for non-native plants/weeds to proliferate. This may prevent or inhibit the recovery of native ecosystem. Staff may be impacted by the fire and unable to attend work.			

A bushfire will damage infrastructure that impacts local government leading to loss of capacity for core services			
Public administration	Major	Unlikely	High
The core functions of the local government may be impacted by: power outages caused by damaged power lines/poles, damage to water and sewerage systems resulting in closure of buildings, damage to communications infrastructure preventing communications enabling core service delivery, closed roads preventing access to areas requiring core services, etc. Damage to roads may prevent staff from attending work.			

A bushfire will place high demands on emergency services			
Public administration	Minor	Unlikely	Low
The focus on bushfire may divert resources away from, or delay responses to, other emergency incidents.			

A bushfire will cause displacement or loss of domestic animals			
Social setting	Minor	Unlikely	Low
Many domestic or companion animals may be evacuated with residents. Some may not be evacuated if the residents are not home. Some may escape due to the stressful situation (for the animals and/or the owner). Some may escape while at evacuation centres.			

A bushfire may cause isolation of local communities			
Social setting	Insignificant	Unlikely	Low
Isolation may be caused by closed roads, roads blocked by debris, bridges damaged, etc. Isolation may be problematic for those requiring key resources, e.g. medication, food, water, fuel or medical attention.			

A bushfire may disrupt community connectedness			
Social setting	Moderate	Unlikely	Medium
Loss of internet/phone will cut people off from extended family, social media and even local news. This will result in heightened stress. Lack of local news may lead to incomplete situation awareness of bushfire.			

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A bushfire may result in the loss of community buildings			
Social setting	Major	Unlikely	High
Community buildings are often not on the periphery of the community and hence less likely to be impacted. However, the loss of a community building will impact the services and amenities the community normally relies upon.			

A bushfire may result in the loss of heritage buildings			
Social setting	Insignificant	Unlikely	Low
Notable Dardanup heritage park.			

A bushfire will impact aesthetics of the area resulting in loss of community identity and wellbeing			
Social setting	Insignificant	Unlikely	Low
Most bunt areas will regrow, but this may take many years before the environment resembles pre-fire appearance. This is especially true if a fire crowns and kills areas of trees. Many people move to rural or semi-rural properties to take advantage of the ambience of being surrounded by bush. A loss of the bush will negate the intended outcome of that relocation, and hence a desire to leave to another area creating a loss to social setting.			

The notable risks are:

- loss of life and/or injuries
- economic impacts due to damaged resources
- disruption to core service delivery of local government and emergency services

### Systemic Risk

A bushfire may trigger other hazard impacts. The burning of key infrastructure assets can cause a disruption to electrical power. It can also result in loss of potable water and sewerage system failures.

The smoke from bushfires may reduce visibility resulting in motor vehicle accidents. The smoke itself can be the cause of respiratory distress in many people, e.g. triggering asthma. The smell of bushfire smoke can also trigger memories of past bushfire related trauma.

The loss of vegetation may leave soils exposed to weather. A severe storm following closely after bushfire can result in marked land degradation.

Climate change has the potential to alter the risk posed by bushfires. Global warming is set to increase the overall risk of bushfires. Higher ambient temperatures, more extreme temperatures and other climactic changes, e.g. increase storm activity generating dry lightning strikes, will contribute to changing the environment, and generate more frequent and more dangerous bushfires. The carbon released from large bushfires will further contribute to climate change.

### Mitigation

These risks emphasize the need for strong bushfire preparedness and mitigation strategies to safeguard both the safety of the community and the resilience of critical infrastructure. In recognition of the bushfire risk, and in compliance with the State Hazard Plan – Fire, the Shire has developed a *Bushfire Risk Management Plan 2025-2027* provides specific guidance in relation to identifying and reducing bushfire risk.

The Department of Biodiversity, Conservation and Attractions contributes to reducing the bushfire risk within the Shire, most notably within Wellington National Park through its Fire Management Strategy, with

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prescribed burning being a key mitigation tool in these landscapes. The Department's current burn program is available online.

The Department of Fire and Emergency Services also plays a vital role in bushfire mitigation, especially on unmanaged crown land and unmanaged reserves, where it conducts treatments and maintains data on fuel age and fire history. Industrial land uses, including facilities that store dangerous goods, carry elevated bushfire risks due to the potential for hazardous material incidents. The Department manages the Fire and Emergency Services Emergency Response Guide, which supports safe emergency response to registered sites. In the Shire of Dardanup, registered sites include Wespine Industries, Wren Oil, Hexton, Preston Chipping, and Laminex.

For residential and commercial landholders, specific safety requirements apply, such as the need to complete a Bushfire Attack Level assessment and prepare a Bushfire Management Plan. These requirements ensure buildings are designed and constructed to withstand bushfire conditions, thereby improving safety and resilience.

Other prevention or mitigation options outlined in the *Bushfire Risk Management Plan* include:

- enforcement of annual firebreaks or other requirements of the Shire's Fire Prevention Order.
- firefighting equipment and personnel ready and trained
- exercise response, evacuation and welfare plans
- promote community awareness and personal protect plans

Community support for mitigation activities is generally positive, especially when communication is clear and early. However, planned burns can attract complaints due to concerns about smoke, safety, and perceived ecological impact. As a result, there is often a stronger preference for mechanical treatments such as slashing, mulching, and selective clearing, especially in residential or high-use areas.

Participation in local initiatives such as the Bushfire Ready Group in Wellington Mills are helping to foster greater community engagement, preparedness, and resilience. These community-led efforts, combined with ongoing education and transparent planning, are key to strengthening local support for bushfire risk management across the Shire.

## Human Epidemic/Pandemic

An epidemic is defined as the outbreak in a community or region of cases of an illness that is markedly greater than would normally be expected. A pandemic is then an epidemic that expands to a global scale, it is the geographic spread, not the severity, of the illness that defines a pandemic. Pandemics can pose a global threat bringing difficulties and disruptions to the lives of people and businesses.

### Causes/Examples

There are several causes of epidemics. Antigenic change, where a protein on a virus' surface changes giving it an advantage to evade immune detection. Drug resistance, more specifically bacteria that change to be less susceptible to available antibiotics. Change in transmission, where the pathogen changes enabling it to better utilise existing or new routes of transmission from one person to another Human behaviour, e.g. increase urbanisation and population density, or increase in international travel. Change in host population, such as decreased immunity through reduced vaccinations or time. Zoonosis where an animal disease will change to infect humans.

Human history has many accounts of devastating pandemics, including smallpox, the Black Death, and Spanish Flu. More recently, COVID-19, SARS, Influenza H1N1 (aka Swine Flu), and HIV/AIDS are notable. There is growing evidence the likelihood of pandemics has increased over the past century due to increased global travel, urbanisation, changes in land use, greater exploitation of the natural environment, and increase

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emergency of viral diseases from animals. It is anticipated that the risk is likely to continue to grow into the future. Influenza remains as the most likely disease to cause future pandemics.

**Impact**

Epidemic and pandemics have cause sudden uptick of deaths and morbidity with flow-on social, pollical and economic consequences. Unlike many medical emergencies where the impact is great to start with and improves as people receive medical aid, an epidemic/pandemic will start slowly and rapidly grow in magnitude.

Reducing the spread of the disease early is one of the best means of reducing the overall impact of an epidemic. The sooner an outbreak is identified the sooner controls can be put in place to limit further transmission of the disease. A complication may arise for novel pathogens, where the nature of the communicable disease is unknown and may not be recognised as an outbreak with epidemic potential. The development of vaccines, especially for novel diseases, is another factor that has significant impact on the spread of the disease. Compliance, or lack thereof, with health advice is another factor which influences the spread of a disease.

The most notable consequences of importance to the Shire of Dardanup are:

- death, injury, illness and loss of health for members of the community
- social isolation and reduced workplace participation, due to restrictions in movements or sizes of gatherings or ‘lock downs’
- supply chain disruptions for essential or key goods, especially of those goods are required to contain the disease spread, e.g. shortage of medical equipment, masks, drugs, hand sanitiser, etc.

these may have flow-on effects:

- impact on the ability of emergency and health facilities to maintain and provide core services
- reduced business capacity
- commercial and private financial losses

**Risk Assessment**

The likelihood of a pandemic may be considered “Unlikely”. This would give an indicative frequency of 1 per 100 years. There have been several pandemics in the 20<sup>th</sup> century which aligns with this likelihood. There has 2 so far in the 21<sup>st</sup>, however there is insufficient evidence to conclude that the likelihood of pandemic in the longer term is 1 per 10 years or if two in two decades is merely an anomaly. The fact that the Influenza H1N1 2009 and COVID-19 pandemics had significantly lower mortalities than worst case scenarios also supports a lower likelihood. The recent evidence suggest that the likelihood could possile be approaching “Likely”, which aligns with the general consensus that pandemics are increasing more frequent.

Epidemics, that are not pandemics, will occur more frequently, but many of the consequences may be reduced given external resources would be more freely available from non-affected areas.

An epidemic will cause deaths of members of the community			
People	Major consequence	Unlikely	High
The fatality rate for a epidemic/pandemic to difficult to assess. The recent COVID-19 pandemic had a national death toll of 5,001, but almost 500 per 100,000 people for people older than 85, and less than 1 per 100,000 for anyone under 50. The Influenza H1N1 2009 pandemic resulted in 191 death across the country. A consequence of Major is selected as the likely consequence			

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An epidemic will impact the health of members of the community			
People	Major consequence	Unlikely	High
A Major rating was selected as the likely consequence. This is in part in recognition that many people with co-morbidities would be particularly susceptible, and the potential of a vaccine being quickly developed (given the recent advances during the COVID-19 technology) it would limit long term impacts of illness.			

An epidemic will impact the economy causing loss of economic activity			
Economy	Moderate consequence	Unlikely	Medium
A Moderate rating was selected as the likely consequence. The COVID-19 pandemic impacted on a wide range of economic activities, in part due to social distancing, gathering sizes, movement restrictions, and other health measures to reduce transmission that prevented people customing businesses. However, on-line businesses benefited.			

An epidemic will impact the economy impacting an important industry			
Economy	Major consequence	Unlikely	High
Certain industries were more significantly impacted than others. Hospitality and tourism were more noticeably impacted. Many business coped through significantly adjusting their service delivery or products, e.g. going on-line or focusing on take-away meals. The impact had longer term ramifications for some.			

An epidemic will result in the loss of species and/or landscape			
Environment	Insignificant consequence	Unlikely	Low
A human pandemic is not expected to have a significant impact. Evidence indicates that many health measures to cope with COVID-19 had a positive impact on the environment.			

An epidemic will result in loss of community environmental value			
Environment	Insignificant consequence	Unlikely	Low
A human pandemic is not likely to have significant impact on community environmental value. There may be some decay given lack of usual maintenance, but there may also be benefits from people not using environmental areas as much.			

An epidemic will impact the delivery of Shire of Dardanup services to the community			
Public administration	Moderate consequence	Unlikely	Low
The likely consequences is Moderate. Non-core services may be impacted to a greater extent, e.g. event planning, library closure, etc. There may be adjustments to enable core services to be maintained.			

An epidemic will have negative impact on the community well-being and connectedness			
Social setting	Moderate consequence	Unlikely	Medium
The likely consequence is Moderate. Rural communities are quite resilient and breaking the social fabric would require a pandemic that is not likely. Some external resources will be required, such as economic support and additional health services.			

An epidemic will impact the capacity of community services to deliver services to the community			
Social setting	Moderate consequence	Unlikely	Medium
The likely consequence is Moderate. While COVID-19 had a lot of impact, some of which were not popular, they did not reduce the quality of life for any length of time.			

The maximum risk rating for an epidemic/pandemic is High.

## Systemic Risk

Pandemic may result in secondary risks for the community. The distress experienced during the pandemic, such as concern for one's health, not being able to attend funerals, weddings or other significant events, etc, may be a risk factor for ongoing mental health issues. The COVID-19 pandemic has a significant effect on the development of children who have significant gaps in their education and social development.

## Mitigation

While the Department of Health is the hazard management agency for epidemics/pandemics there are mitigation measures that the Shire of Dardanup may undertake:

- contribute to general public awareness and community resilience of hazards
- share health advice from the Department of Health in community messaging, e.g. social distancing, hygiene, vaccination, etc
- develop a business continuity plan that has contingency for reduced workplace participation
- ensure diversity in supply chains
- facilitate work at home, separation of work areas, or other arrangements to reduce the number of people potentially exposed to the disease in the workplace
- assist with control of any exposure sources such as vermin or insect infestations and monitoring of food safety

# Flood

Historic flooding events in the South West of Australia have highlighted the the risk of flooding in the Shire of Dardanup.

## Causes/Examples

A flood is where water submerges land that is not usually covered by water. Riverine flooding occurs where rainfall upstream of a river introduces more water than the river can keep within its banks/levees. Fast-flowing shallow water or slow-flowing deep water can unbalance people and vehicles, and sweep them away.

The town site of Eaton is located directly adjacent to the Collie River and the subdivision of Millbridge centres on the tributary Millar's Creek. The areas of Paradise, Waterloo, Burekup and Henty contain low lying irrigation farming. If a flood did occur the extent could be quite widespread and impact land with a variety of different uses.

Early settlers around Dardanup, Waterloo and Burekup owned low-lying poorly drained farmland which flooded in winter. Drains were installed to aid drainage. The Bunbury-Roelands Irrigation and Water Scheme was a solution that enabled drainage, along with reliable irrigation water.<sup>52</sup> Such drainage reduced winter flooding in the area.

The Wellington Dam may potentially buffer the Shire's community from heavy rainfall further upstream by capture and storing that water (assuming the dam is not already at capacity) and hence reducing the risk of flooding. However, this may also be a cause for flooding if significant water is released to safe-guard the dam itself from flood waters. In Queensland in 2011 flood was exacerbated by the release of large quantities of water from Wivenhoe dam which contributed to much of the flooding in Brisbane.

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<sup>52</sup> <https://dardanupheritagecollective.org.au/sites-of-interest/dardanup-townsite/drainage-irrigation-the-story-of-water-in-dardanup/>

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The topography of the Shire means flood risk is not a high concern. Canberra also has a topology that means flood is not a major concern for residence. However, in 1973 a flash flood caused by a storm flooded a major traffic intersection sweeping cars off the road and into creeks. Seven people were killed. While the result of a storm (assessed separately below), it is an example of flash flood causing catastrophic results.

### Impact

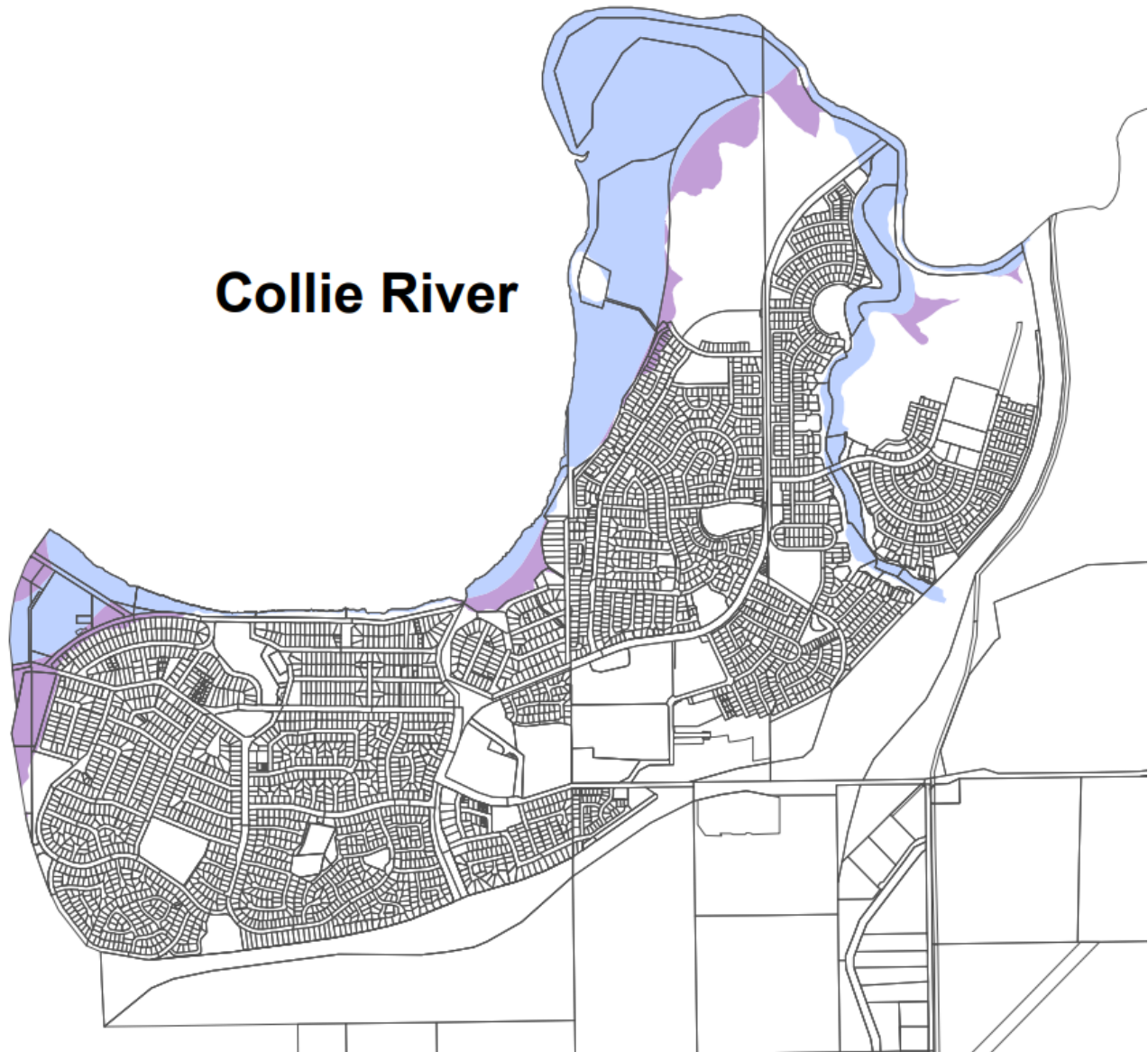
The built environment can be impacted significant, through undermining structural and non-structural elements, and impact of debris. The contents of structures can be destroyed by flood waters. Road surfaces, railway lines, airfields and bridges may be damaged by flood, so too other infrastructure such as power lines, sewerage, water and communications. In some cases the undermining of roads may not be clearly visible, leading to vehicles falling through the road when they next traverse flood damaged roads.

Flood can also be exacerbated by man-made features. The water may be channelled causing more rapid flows, sealing surfaces prevents water from being absorbed by the earth and contribute to runoff, and the presence of man-made objects may introduce debris that poses additional risk to people, structures and the environment.

### Risk Assessment

Figure 4 below shows the result of an assessment of a 1-10% annual exceedance probability flood of the Collie river on portions of Eaton. Flood waters will impact properties on the fringe of residential areas. A rarer, higher magnitude flood may impact additional homes.

Fig 4: 1:100 Year Flood Inundation Map



A flood will cause death or injury			
People	Catastrophic	Extremely rare	High
Floods present a real risk to people’s safety.			

A flood will impact the health of people			
People	Major	Extremely rare	Medium
People’s health may be impacted by contaminated water, loss of sewerage flow, reduced access to potable water, and mosquito bourne communicable diseases.			

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A flood will damage buildings and their contents			
Economy	Major	Extremely rare	Medium
Direct financial loss due to the damage, and also indirect due to worker absenteeism.			

A flood will damage transport infrastructure			
Economy	Major	Extremely rare	Medium
Roads, bridges, rail are all susceptible to flood damage. This will impact the economy of goods cannot be received or despatched. This will also impact the Shire in terms of direct costs of remediation.			

A flood will impact harvesting and dairy industries			
Economy	Major	Extremely rare	Medium
A flood may ruin crops, or merely prevent harvesting operations (e.g. access to resources to conduct harvest).			

A flood will impact the health of livestock			
Economy	Moderate	Extremely rare	Low
There is potential for flooding of grazing lands, especially if the volume of rain exceeds the capacity of drainage. The Shire historically flooded over farmlands in winter.			

A flood will impact tourism			
Economy	Minor	Extremely rare	Very low
Flooding in Dardnaup is expected to be short term, representing inconvenience to tourists but not expected to impact the			

A flood will impact flora and fauna of the Shire			
Environment	Minor	Extremely rare	Very low
The impact on flora and fauna will be limited. The banks of waterways may experience the greatest impact.			

A flood will cause soil erosion			
Environment	Moderate	Extremely rare	Low
With the exception of the bank of the Collie and Preston rivers flood waters are expected to flow slowly, limiting soil erosion.			

A flood will introduce environmental pollutants			
Environment	Major	Extremely rare	Medium
Chemicals from agriculture and effluent from septic tanks are likely to escape containment during a flood.			

A flood will impact public administration of the Shire			
Public administration	Moderate	Extremely rare	Low
Staff may be directly or indirectly impacted by flood waters. Shire facilities may also be impacted..			

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A flood will place additional burden on emergency services			
Public administration	Major	Extremely rare	Medium
The Shire of Dardanup does not have a State Emergency Service unit, which would be the primary emergency service for flooding response. However, the Shire’s Bush Fire Brigades may be called to assist (e.g. pumping operations). Resources drawn from other local government areas will require resource assistance.			

A flood will impact home-based services and providers			
Public administration	Major	Extremely rare	Medium
The Shire of Dardanup does not have a State Emergency Service unit, which would be the primary emergency service for flooding response. However, the Shire’s Bush Fire Brigades may be called to assist (e.g. pumping operations). Resources drawn from other local government areas will require resource assistance.			

A flood will lead to evacuation			
Social setting	Moderate	Extremely rare	Low
Evacuations would temporarily disrupt many social activities.			

A flood will impact community/social activities			
Social setting	Moderate	Extremely rare	Low
Flood will impact the use of waterways for recreational fishing. Some reserves may be closed forcing people to look elsewhere for places to exercise their dogs. Some sporting grounds may be impacted, preventing games. .			

The following risks were deemed to be of main importance:

- Impact on the health of residents including injury, illness or death
- Financial losses due to damage of infrastructure, crops, viticulture and the dairy industry

### Systemic Risk

The Collie River is dammed in the Wellington National Park. A secondary risk of failure of that dam would be significant fast flowing flood waters impacting areas of the Shire, especially portions of Eaton closer to rivers. A flash flood caused by a dam burst would have the greatest flood impact on the Shire.

Flooding may saturate the soil exacerbating the risk of landslides. Which could lead to structural collapse if buildings were on an area impacted by flood induced landslide.

Flood water then inundates farming land may be contaminated with the chemicals used in agriculture. Similarly, septic tanks are often within the ground which may be covered by flood water, potentially leaking untreated sewerage into flood waters.

Flood water that does not rapidly run off may pool which, if during the mosquito breeding period, may increase the risk of mosquito borne communicable disease outbreaks.

### Mitigation

Treatment options are limited and consist broadly of:

- flood mapping and flood plan with community engagement  
Information supplied to areas assessed to be vulnerable to flood to allow for advanced responsive planning. A more informed community is more resilient to flood risk. This may influence choices of places to live.
- developing policies on development in flood prone areas

# Storm

The whole of the South West region of Western Australia is prone to storms. Storm can be spectacular and produce amazing light shows. However, they can be quite hazardous.

## Causes/Examples

Thunderstorms, more technically convective storms, are the result of moist humid air in an unstable atmosphere, rising rapidly due to a front or low pressure system, that produce thunder, lightning and heavy rainfall. A severe thunderstorm can produce large hail, damaging or destructive winds, tornadoes and very heavy rainfall. While storms may occur at any time of the year, they occur most frequently from September to March.

Australia’s most costly disaster was a severe hail storm that impacted Sydney in 1999 dropping 500,000 tones of hailstones damaging 20,000 properties and 40,000 vehicles, and 25 aircraft resulting in an estimated damage bill of \$2.3b.

In 2024 a line of thunderstorms resulted in the formation of a tornado that impacted the neighbouring Local Government Area of Bunbury. This caused damage to 220 homes.

## Impacts

There have been a number of storms and cyclones in previous years which have caused extensive damage. The Bureau of Meteorology has been issuing an increasing number of severe weather warnings in recent years.

Storm generate hail, high winds and rainfall. These each have deleterious impacts on the community. Hail damages roofs, and other property, and may cause harm to people. Wind can damage buildings and trees. Rainfall can cause localised flooding.

Severe storm may stir up large quantifies of pollen, increasing significantly the concentrations inhaled by people in the path of the storm, triggering asthma attacks – referred to as thunderstorm asthma. In 2016, a storm in Melbourne caused the largest epidemic of asthma triggered by thunderstorms, during the event asthma emergencies jump 10 fold overwhelming ambulance and health services, and resulted in 10 deaths.

## Risk Assessment

A severe storm will impact the health of people			
People	Catastrophic	Extremely rare	High
Storms present a numbe of ways that harm people directly. Lightning strike is rare but consequential. Large had can injure or kill when large or multiple stikes occur. People may be blown off heights or merely taken off their feet. Flying debris can injure or kill people Winds can blow cars sideways and heavy rain can obscure vision of drivers, contributing to collisions. Thunderstorm asthma is a concern for those who live with asthma.			

A severe storm will overwhelm emergency services which may impact health of people			
People	Catastrophic	Extremely rare	High
Emergency serevices may be responding to much higher rates of calls, which may reduce response times for life threatening emergencies.			

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A severe storm will cause costly property damage, impacting the economy			
Economy	Major	Unlikely	High
Storms are the costliest hazard impact. Damage to buildings may also contribute to business disruptions. Insurance industry may be particularly hard hit.			

A severe storm will cause disruptions to transport infrastructure			
Economy	Moderate	Rare	Medium
Rail, roads and bridges may be susceptible to flash flooding disrupting transport. Damage may take some time to repair.			

A severe storm will cause disruptions to electrical or communication infrastructure			
Economy	Moderate	Rare	Medium
Electrical transmissions lines and antenna may be susceptible to lightning strike. Winds will blow power lines down, or blow trees down over lines, or blow debris onto infrastructure.			

A severe storm will impact tourism			
Economy	Moderate	Extremely rare	Low
Wind and hail may damage tourism assets (e.g. hotels, restaurants) or impact tourist attractions. Storm damage may also impede tourist access to attractions.			

A severe storm will damage/destroy crops leading to economic loss			
Economy	Major	Unlikely	High
Many crops are susceptible to storm damage, especially close to harvest. Storms can impact a large area impact multiple farms simultaneously. This will directly impact farmers and farming services, and indirectly impact wider economy reliant on primary production.			

A severe storm will damage flora and fauna			
Environment	Minor	Unlikely	Low
Severe winds and flash flooding arising from storm will damage the environment. Floral damage may be uprooting of trees, destruction of flowers, defoliation, etc. Animals may be directly impacted or indirectly impacted if they rely on damaged flora for shelter/food.			

A severe storm will cause soil erosion to flood plains			
Environment	Minor	Rare	Low
There is not a large expanse of flood plains in the Shire. However, soil erosion along those rivers that are susceptible to flooding is possible.			

A severe storm will cause debris and pollutants to enter waterways			
Environment	Minor	Rare	Low
Pollutants from overwhelmed sewerage facilities is a possible result of short high volume rainfall. Branches damage by winds may fall into waterways impeding normal flow.			

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A severe storm may impact local government service delivery			
Public administration	Minor	Rare	Low
Storms may divert staff from core business to cope with the surge in requests to manage impacts on council properties. Shire property may be damaged (but assessed as economic property damage).			

A severe storm may impact local government service delivery			
Social setting	Minor	Unlikely	Low
Community interests and social connectedness may be impacted and require external resources to cope with the impacts. This may include damage to school and recreational facilities, disruption to key services, etc.			

A severe storm may impact cultural or heritage objects/activities of value			
Social setting	Minor	Unlikely	Low
There may be localised damage to culturally significant objects or events, some damage to heritage buildings may occur.			

A severe storm may isolate small communities			
Social setting	Moderate	Rare	Low
There are some small isolated communities that may be temporarily cut-off by a severe storm.			

The risks of high importance identified storms are:

- impact on health of community and cause injury, illness or death
- damage to properties impacting families, or business
- increased demand on WA health and emergency services
- loss of crops, particularly near harvest time

### Systemic Risk

Storms encompass a number of related hazards, and may cause other hazard impacts. The weather conditions that cause one storm may result in other storms impacting the same area very soon afterwards. The 1999 Sydney hailstorm had several subsequent storm follow in the day after.

The impacts of a storm will have direct impacts, e.g. hail damage, wind damage and flooding, these may cause other hazards to be realised, e.g. wind blown damage to power lines leading to electricity supply failure. Storm may weaken buildings potentially resulting in collapse that present further risks. Floods may also result following the heavy rainfalls, so too landslips. Storms on the coast may result in storm surge.

Climate change is expected to exacerbate the risk of storms as they become more frequent and more severe due to the added heat that helps generate storms.

### Mitigation

There is very little that can be done to prevent storms, especially noting the impact of climate change increasing their frequency/intensity.

Options for reducing the impact of storms on the community include:

- increase community resilience  
Increasing resilience through engagement and education

- development of response arrangements  
Particularly in relation to the State Emergency Service units of Bunbury and Australind.

## Electrical Supply Disruption

Electrical supply is critical infrastructure, essential for community resilience. The majority of the Shire of Dardanup is dependent on electrical power.

### Causes/Examples<sup>53</sup>

Electrical supply disruptions may occur due to failures within the power generation/transmissions system. A common cause is cascading failure. This results when one part of the system failing, putting additional loads on other parts of the system, causing them to overload and fail, which cascades to as even more parts of the system take load and are overloaded.

In 2012, India experienced one of the most significant power outages in history, with 400 million people without power due to network overloads. In 2003 a large portion of Canada and the United States of America covering 55 million people was without power due to software bug that prevented uneven loads being identified in time. Sixty seven million people were without power in 1999 when lightning struck a substation in São Paulo state.

Disruptions may occur when power lines are damaged by other events, such as heatwaves, bushfires, storms, lightning strikes, or terrorism. A heat wave may directly impact power lines, such as sagging lines leading short circuit, or indirectly as power demand increases for airconditioning and other cooling systems. Bushfires and storm may take power transmissions lines down, or burn critical power substations. Bushfire smoke and ash can reduce solar power output, putting extra load on the power system.

In 2016 a severe weather event in South Australia resulted in a state-wide blackout when 23 transmission towers were destroyed by multiple tornados. A heatwave caused loss of power to 500,000 homes in Victoria in 2009. Cyclone Debbie caused loss of power to 100,000 Queensland properties in 2017. The longest blackout in history was in the Philippines as consequence of the impact of Typhoon Haiyan.

### Impacts

Localised blackouts occur from time to time. These usually impact a small portion of the community, and often for short periods. There have been a small number of disruptions to electricity supply which have affected the Eaton Administration Centre as well as surrounding residents and businesses.

The loss of power to a significant part of all of the Shire of Dardanup, or which last for an extended period, will have significant consequences. Many businesses rely on electrical power. While the Shire does not have a hospital or other significant medical practices, it does contain aged care facilities, where some staff and residents may rely on electrical power for life supporting amenities. There are also a number of residents who live at home that are vulnerable due to age, illness or disability that rely on electrical power for life supporting or assisting facilities.

A number of businesses already have back up power supplies, however for those who don't a loss of power would also mean a loss of revenue. An electrical supply disruption that lasts for a number of days could mean a lack of access to fresh food and water supply for residents who would have to travel to neighbouring local government areas to access this.

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<sup>53</sup> International examples from <https://www.theblackoutreport.co.uk/2020/12/07/11-biggest-blackouts/>

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If there was to be a disruption to the electricity supply to the administration offices in Eaton and Dardanup, the operations and functions of the majority of departments of the Shire would be incapacitated or severely restricted. There would be no access to a vast number of records and software programs. Some departments employ the use of mobile information technology such as iPads, laptops and mobile telephones which could be used in a limited capacity to provide some services. Past events have highlighted that front of house operations will be completely incapacitated. With previous events, the supply disruption may have been for a minimal time, however the start-up and rebooting of servers has taken a number of hours, extending past the normal office hours, which has meant the Shire office has closed and staff sent home.

**Risk Assessment**

An electrical supply disruption will impact the health of people			
People	Catastrophic	Extremely rare	High
The impact may include loss of power to life preserving equipment, lack of heating or cooling, lack of cooking capability, medications that require cooling may be spoiled, etc. People may take extra risk seeking cooling/heating, e.g. burning fuels within the home producing CO <sub>2</sub> . Loss of power may impact sewerage systems, resulting in inability to flush toilets.			

An electrical supply disruption will impact provision of emergency services			
People	Catastrophic	Extremely rare	High
Any impact on the delivery of emergency services will have systemic effects on health and safety and may contribute to exacerbating other risks.			

An electrical supply disruption will impact the delivery of health services, exacerbating health impact			
People	Catastrophic	Extremely rare	High
A disruption of the deliver of health services, e.g. chemists, general practitioners, etc, could people seeking medical aid to experience greater impact or take additional risks travelling to seek aid.			

An electrical supply disruption will impact the impact economy			
Economy	Catastrophic	Extremely rare	High
The economy may be impacted through loss of working capacity (supply chain disruptions, facility closure, staff absentism), damage to infrastructure, damage to equipment requiring constant power,			

An electrical supply disruption will cause stock losses impacting the economy			
Economy	Major	Extremely rare	Medium
Food, or other products requiring refrigeration may spoil, especially supermarkets, butchers, etc.			

An electrical supply disruption will cause disruption to agriculture causing economic loss			
Economy	Major	Extremely rare	Medium
Loss or power to harvest, milking, etc. will impact primary producers products, which will have supply chain flow-on effects.			

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An electrical supply disruption will impact tourism leading to economic losses			
Economy	Moderate	Extremely rare	Low
Tourism may be affected through closure of tourist business due to lack of electrical power, due to tourists leave area due to accommodation power outages or closures, etc. Future bookings may also be at risk if booking systems are impacted.			

An electrical supply disruption will impact major sporting events			
Economy	Insignificant	Extremely rare	Very low
Loss or power to harvest, milking, etc. will impact primary producers products, which will have supply chain flow-on effects.			

An electrical supply disruption will disrupt waste management potentially leading to environmental contamination			
Environment	Catastrophic	Extremely rare	High
Failure of sewerage pump may cause sewerage to back up and escape from the source. Sewerage treatment may be disrupted resulting in raw sewerage being discharged into the environment. Sewerage treatment plants may also be disrupted by supply chain issues as supplies are impacted by power outages. Similarly, chemical and other waste management facilities may also be impacted by disruption to power resulting in chemical leaks into the environment.			

An electrical supply disruption will impact public administration in general			
Economy	Catastrophic	Extremely rare	High
Loss of power will impact delivery of core functions of public administration (supply chain disruptions, facility closure, staff absenteeism), damage to infrastructure, damage to equipment requiring constant power, information technology and communications systems outages, leading to inability to deliver core services. Impact may span local government, health, and emergency services.			

An electrical supply disruption will impact function of families			
Social setting	Moderate	Extremely rare	Low
Inability to send children to school, inability to attend work, inability to engage in normal recreational pursuits, etc will have an impact on social functioning. Elder family members may be called upon to look after children impacting their ability to maintain normal lifestyles. Social isolation may be exacerbated.			

An electrical supply disruption will impact schools and community services			
Social setting	Minor	Extremely rare	Very low
Schools and child care services may be unable to operate leading to loss of educational/development opportunities. Services that community organisations provide to the community (especially the disadvantaged) may be disrupted.			

An electrical supply disruption will impact social connectedness through communications loss			
Social setting	Minor	Extremely rare	Very low
Access to the internet may be disrupted (direct impact on Internet Service Providers, telecommunications interruptions, lack of power for modems, computers and other devices). Access to traditional television and radio communications may also be disrupted. Access to new and important public communications may be disrupted, exacerbating social isolation..			

The risks of highest priority to the Shire of Dardanup include:

- disruption to waste management facilities, most notable chemical waste facilities and sewage systems causing environmental contamination
- cause loss of life and impact on people’s health

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- spoilage of food and potable water
- impact on the Shire’s ability to deliver core services
- cause financial losses to personal, commercial and Shire bodies or organisations

### Systemic Risk

A disruption of electricity supply may be the cause or be caused by other systemic risks.

Many emergencies the Shire of Dardanup may face are capable of damaging electricity transmissions lines. Most notable, bushfire burning power poles, setting fire to power poles and other elements of the power infrastructure, cause trees to fall across power lines, increase power demands, etc. An electrical storm may damage the electrical infrastructure, and cause bushfires.

A power failure has potential to cause other risks to eventuate, such as failure of other infrastructure (e.g. sewerage, water supply), result in fires, exacerbate heatwave impacts, traffic accidents (e.g. traffic lights not working, street lighting not working). Telecommunications relies on electrical power, and a failure of both may result in urgent communications not being transmitted, leading to other risks eventuating.

Elements of the risk assessment do not factor the direct cause of the electrical supply disruption as a consideration.

### Mitigation

Treatment options consist generally of the following:

- developing/Maintaining a Business Continuity Plan, especially for waste management facilities and other critical infrastructure providers  
e.g. The Shire of Dardanup has assessed core services for the Shire offices. A generator has been installed to provide for the short term power needs.
- install generators  
e.g. Assessments power needs of aged/vulnerable care facilities and their current resources in regards to ancillary power
- undertake bushfire mitigation around power lines  
e.g. removing fuel from below power lines and around transmission towers
- install household battery storage/solar panels  
e.g. a household battery may provide sufficient household power to last 24-48 hours
- promoting energy efficient homes that require less energy for heating/cooling
- encouraging emergency household kits that have portable cooking/lighting options (e.g. torches, candles, matches, camp stoves, etc) – but also being cautious of open flames and fumes.

# Emergency Management

A key requirement for the *Local Emergency Management Arrangements* is that they fit within the context of the National, State and Local legislation, plans, policies and other guidance<sup>54</sup>. The section provides a brief overview of those documents, and other related documents. The Local Emergency Management Arrangements of the Shire of Dardanup cannot be fully appreciated without an deep appreciation of these related documents.

## International Arrangements

The *Sendai Framework for Disaster Risk Reduction 2015-2030*<sup>55</sup> is an international framework that guides global action to prevent new, and reduce existing, disaster risks. The Framework strongly advocates for: understanding disaster risk, strengthening disaster risk governance to manage disaster risk, investing in disaster reduction for resilience and enhancing disaster preparedness for effective response, and to "Build Back Better" in recovery, rehabilitation and reconstruction. Australia endorsed the Framework in 2015.

The *Convention on the Rights of Persons with Disabilities*<sup>56</sup> is an international human rights treaty. It mandates that people with disabilities should have the same rights to life as everyone else. Governments must also make sure that people with disabilities are safe, especially during disasters. Australia signed the optional Convention in 2008.

The United National Office of Disaster Risk Reduction and the International Science Council have prepared a comprehensive set of *Hazard Information Profiles*<sup>57</sup>. These profiles provide standardized, science-based definitions and information for a wide range of hazards. The profiles serve as a crucial tool for governments and stakeholders worldwide to better understand, assess, plan for, and manage disaster risks.

## National Arrangements

The functions of the Australian Government are set out in the *Constitution of Australia*. Emergency management is not included – hence emergency management is considered a state/territory responsibility. However, given the Australian Governments role in coordinating nationally significant matters and its other roles assigned by the Constution, the Australian Government has many national plans and arrangements that are relevant to emergency management. Most of these concern relations with state level organisations, however, there are a number that have relevance to local level emergency management planning. Those referenced in the Shire of Dardanup’s arrangements are summarised in this section.

The Australian Standard for Risk Management<sup>58</sup>:

- sets out a risk management process that can be applied in a wide range of contexts
- is the basis for emergency specific risk management arrangements, such as the National and the Western Australian Emergency Risk Assessment Guides
- defines risk as “uncertainty on objectives”

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<sup>54</sup> See s41(3) of *Emergency Management Act 2005*

<sup>55</sup> See <https://www.undrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>

<sup>56</sup> See <https://social.desa.un.org/issues/disability/crpd/convention-on-the-rights-of-persons-with-disabilities-crpd>

<sup>57</sup> <https://www.preventionweb.net/drr-glossary/hips>

<sup>58</sup> See AS/ISO 31,000:2018

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 Shire of Dardanup – Local Emergency Management Arrangements
 

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- states risk management needs to be: integrated, structured and comprehensive, customised, inclusive, dynamic, based on best available information, consider human and cultural factors, subject to continual improvement
- establishes a process that includes: scope, context, risk assessment (risk identification, risk analysis & risk evaluation), and risk treatment, while there is ongoing communication, consultation, monitoring and review.

The National Emergency Risk Assessment Guidelines<sup>59</sup>:

- provides advice on ways and means to create and protect value, and to improve performance and encourage innovation
- provides a whole-of-society, rigorous, customisable, scalable, common approach to emergency risk assessments
- provides advice on documenting risks and measures to mitigate those risks, and

The *National Guidelines for Protecting Critical Infrastructure from Terrorism*<sup>60</sup> provide a framework for a national, consistent approach on the protection of critical infrastructure from terrorism for the Australian, State and Territory governments and business. In particular, the guidelines:

- define what is critical infrastructure, and who is primarily responsible for protecting it
- provides mechanism for assessing the risk of terrorism impacting critical infrastructure, monitoring risk, and the Australian Government bodies involved in such
- notes that critical infrastructure has many interdependencies which may complicate protection
- outlines general response and recovery mechanism that apply to critical infrastructure impacted by terrorism (or suspected terrorism).

The *Community Recovery Handbook*<sup>61</sup>:

- was developed by the Australian Institute of Disaster Resilience, drawing on expertise across jurisdictions, emergency management sector, community, government and non-government stakeholders
- aims to provide a comprehensive guide to community recovery in Australia
- is intended for use by planners, managers and those involved in working with communities to design and deliver recovery processes, services, programs and activities
- explores key concepts in recovery, including the National Principles for Disaster Recovery
- contributes to common recovery terminology
- is a repository for recovery concepts and knowledge

The *National Principles for Disaster Recovery*<sup>62</sup>:

- outlines a number of principles upon which successful recovery relies

The *National Planning Principles for Animals in Disasters*<sup>63</sup>:

- was developed by the National Advisory Committee for Animals in Emergencies
- notes that failure to integrate animals into emergency planning results in unacceptable economic and social costs, including loss of human life
- provides a range of considerations that should be factored into developing animal welfare plans for emergencies.

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<sup>59</sup> [https://www.aidr.org.au/media/7600/aidr\\_handbookcollection\\_nerag\\_2020-02-05\\_v10.pdf](https://www.aidr.org.au/media/7600/aidr_handbookcollection_nerag_2020-02-05_v10.pdf)

<sup>60</sup> <https://nla.gov.au/nla.obj-2817041431/view>

<sup>61</sup> <http://knowledge.aidr.org.au/resources/handbook-community-recovery/>

<sup>62</sup> <https://knowledge.aidr.org.au/media/4785/national-principles-for-disaster-recovery.pdf>

<sup>63</sup> <https://www.ava.com.au/siteassets/advocacy/natural-disasters/final-national-planning-principles-foranimals-in-disasters.pdf>

## Shire of Dardanup – Local Emergency Management Arrangements

The *National Guidelines for Managing Donated Goods*<sup>64</sup>:

- were developed to provide guidance on the management of goods donated by a well meaning public following major emergencies
- recognises that too often goods are not aligned with the needs of the affected community, are often of substandard quality, and can negatively impact economic recovery
- emphasises that cash donations are the best form of donations as it offers those affected by disaster more flexibility, and encouraged economic recovery
- sets out clear guidelines and principles on managing donated goods, and has advice on incorporating donated goods into disaster plans, and on public messaging

The *RSPCA Policies*<sup>65</sup>:

- sets out what the RSPCA considers acceptable animal welfare practices, including: that owners are responsible for the welfare of their animals, requirements for accommodating and transportation, and what constitutes humane killing
- also encourages organisations to cooperate in ensuring animal welfare

## State Arrangements

### Legislation

This section summarises relevant state legislation that impose requirements on the Shire of Dardanup's *Local Emergency Management Arrangements*, or provide mechanisms used within the Shire's plans.

The *Emergency Management Act 2005* provides the overarching arrangement for Western Australia. The act:

- establishes the State Emergency Management Controller, the State Emergency Management Committee, and equivalents at District and Local levels, and other state level committees
- defines Hazard Management Agencies, Combat Agencies and Support Organisations
- requires the establishment of State Emergency Management policies and plans, and many other documents – specifically, the requirement of Local Government Agencies to prepare Local Emergency Management Arrangements
- explains when an emergency would require an Emergency Declaration or a declaration of a State of Emergency, and how these are to be made
- outlines what powers may be made available to appointed organisations/officers

The *Emergency Management Regulations 2006* expands on the Act, and, among other things:

- defines what is meant by Hazard
- allocates Hazard Management Agencies and Combat Agencies responsibilities for specific hazards
- enables information to be shared during emergencies

The *Fire and Emergency Services Act 1998* makes provisions for managing a range of emergencies, and among other things:

- establishes an emergency services levy to fund emergency services
- establishes the Commissioners responsibilities in relation to the State Emergency Service, Volunteer Marine Rescue, Fire and Emergency Service Units, and bushfire prone areas
- makes provision for compensation of emergency service workers injured, and also protections from vicarious liability

<sup>64</sup> [https://www.recovery.sa.gov.au/\\_\\_data/assets/pdf\\_file/0009/994185/national-guidelines-for-managing-donated-goods.pdf](https://www.recovery.sa.gov.au/__data/assets/pdf_file/0009/994185/national-guidelines-for-managing-donated-goods.pdf)

<sup>65</sup> <https://kb.rspca.org.au/article-categories/rspca-policy/>

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The *Bush Fires Act* 1954 make provisions for reducing the risks of, and managing, bushfires; and among other matters, provides for:

- prohibited/restricted burning times; permits and exemptions
- total fire bans
- creation of fire-breaks
- local government Bush Fire Control Officer
- bush fire brigades
- offenses and infringement notices
- local bush fire advisory committee

The *Local Government Act* 1960 provides for a system of local government in Western Australia. Among other matters, the act:

- sets requirements under which local governments operate
- outlines the functions of local government
- enables local government to make local laws
- provides powers of entry during emergencies

The *Animal Welfare Act* 2002:

- promotes and protects animal welfare, safety and health
- ensures the proper and humane care and management of animals
- reflects the community's expectation that people in charge of animals will ensure that they are properly treated and cared for

The *Biodiversity and Conservation Act* 2016:

- provides for the conservation and protection of biodiversity and biodiversity components in Western Australia
- provides for the sustainable use of biodiversity components in Western Australia
- sets out principles for ecologically sustainable development

The *Biosecurity and Animal Management Act* 2007:

- aims to prevent new animal and plant pests and diseases from entering WA
- may have implications for movement of animals during an evacuation

The *Dog Act* 1976:

- requires all domestic dogs to be identified, registered and sterilised, with local government responsible for enforcement
- has a registration function that will facilitate reuniting owners with lost pets.

The *Cat Act* 2011:

- requires all domestic cats to be identified, registered and sterilised, with local government responsible for enforcement
- has a registration function that will facilitate reuniting owners with lost pets.

The *Health (Public Buildings) Regulations* 1992, as they relate to the monitoring of public events on local government property:

- any gathering of over 1,000 people requires a risk management plan prepared in accordance with Australian Standards for risk management
- evacuation plans are required for nominated places<sup>18</sup>, including those in which events are organised, that meets relevant Australian standards and incorporates the risk management plan

## Policy

The *State Emergency Management Policy*<sup>66</sup> provides greater details of the emergency management legislation and expands on them by:

- setting out the emergency management framework, across: legislation; policy; plans; procedures; guidelines
- setting out the principles of emergency management being: risk management approach; shared responsibility; all-hazards, graduated, all-agencies and integrated approaches; continuous improvement; community engagement; integrated information management
- explain key office bearers and committees
- explains the requirements of Local Emergency Management Arrangements
- provides guidance on state arrangements in relation to prevention/mitigation; preparation; response; recovery
- explains/reiterates key governance arrangements
- Hazard Management/Controlling Agencies
- committees: State Emergency Management Committee and State Emergency Coordination Group, Incident Support Group, Operational Area Support Group, Local Emergency Management Committee
- coordinators for : district and local areas, response, public information, recovery, and welfare
- explains declarations of: incident levels; Emergency Situation; State of Emergency
- arrangement for: public information; evacuation; traffic management; assistance; exercising

The *State Planning Policy 3.7 – Planning in bushfire prone areas*<sup>67</sup>:

- directs how land use should address bushfire risk management
- guides implementation of effective risk-based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure

## Emergency Management Plan

The *State Emergency Management Plan*<sup>68</sup> provide greater details of the legislation/policy and explains in greater detail:

- emergency management structures and coordination
- prevention/mitigation; preparedness; response and recovery strategies
- incident management systems
- mechanisms/administrative arrangements for: declaring levels of emergency; public information; evacuations
- support services
- recovery, with explanation of: the recovery environments; planning; impact statements; role of local government; state involvement

## Support Plans

The *State Support Plan – Emergency Welfare*<sup>69</sup> provides an overview of the state arrangements for management of welfare services using an all-hazards community centred approach. It includes:

- requirement for writing local emergency welfare plans for incorporation into Local Emergency Management Arrangements

<sup>66</sup> <https://www.wa.gov.au/government/publications/state-emergency-management-policy>

<sup>67</sup> <https://www.planning.wa.gov.au/state-planning-policy-3.7-bushfire>

<sup>68</sup> <https://www.wa.gov.au/government/publications/state-emergency-management-plan>

<sup>69</sup> <https://www.wa.gov.au/government/publications/state-support-plan-emergency-relief-and-support>

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- defines welfare services as “the provision of immediate and ongoing supportive services to alleviate, as far as practicable, the effects on people affected by an emergency.”
- describes six functional areas: accommodation, catering, clothing/personal requisites, personal support, registration/reunification and financial assistance
- notes that the Department of Communities will maintain emergency welfare support as needed through recovery

The *State Support Plan: Animal Welfare in Emergencies*<sup>70</sup> outlines integrated arrangements for animal welfare into state emergency management arrangements. The plan:

- defines five categories of animal, being: livestock, horses, companion animals, animal in zoos/wildlife parks, and wildlife
- allocates roles and responsibilities, and sets out guiding principles and key planning considerations
- allocates primary responsibility to owners
- requires local governments to have an Animal Welfare Plan

The *State Support Plan: Emergency Public Information*<sup>71</sup> summarises the roles and responsibilities as outlined in the Emergency Management Act, Emergency Management Plan and Emergency Management Policy. Of note:

- each agency is responsible for managing their own public information resources, but must align with the Hazard Management Agency during emergencies (and the mechanisms by which this is achieved)
- sets out basic principles, and also procedures for release of public information
- introduces the State Public Information Line
- provides arrangements whereby agencies can request assistance from the State

## State Hazard Plans

A suite of State Hazard Plans<sup>72</sup> have been prepared for a variety of hazards:

- State Hazard Plan - Animal and Plant Biosecurity
- State Hazard Plan - Collapse
- State Hazard Plan - Crash Emergency
- State Hazard Plan - Earthquake
- State Hazard Plan - Energy Supply Disruption
- State Hazard Plan - Fire
- State Hazard Plan - Hazardous Materials
- State Hazard Plan – Hazardous Materials Annex A Radiation Escape from a Nuclear powered Warship
- State Hazard Plan – Hazardous Materials Annex B Space Re-entry Debris
- State Hazard Plan - Heatwave
- State Hazard Plan - Hostile Act
- State Hazard Plan - Human Biosecurity
- State Hazard Plan - Maritime Environmental Emergencies
- State Hazard Plan - Search and Rescue Emergencies
- State Hazard Plan - Severe Weather
- State Hazard Plan - Terrorist Act
- State Hazard Plan - Tsunami Guidelines and other related documents

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<sup>70</sup> <https://www.wa.gov.au/government/publications/state-support-plan-animal-welfare-emergencies>

<sup>71</sup> <https://www.wa.gov.au/government/publications/state-support-plan-emergency-public-information>

<sup>72</sup> <https://www.wa.gov.au/government/document-collections/emergency-management-plans>

## Shire of Dardanup – Local Emergency Management Arrangements

The *Emergencies in Western Australia: A guide for news media*<sup>73</sup>:

- is published by the State Emergency Management Committee Public Information Reference Group
- provides general guidance on public information during the recovery phase
- sets out principles of communicating in recovery, the various communications functions and key methods/considerations during various stages of recovery
- contains a wide variety of templates
- provides a means to request assistance if needed

The *Standards and Guidelines for the Health and Welfare of Dogs in WA*<sup>74</sup>:

- establish minimum requirements and recommended practices to protect and promote the welfare of dogs

The web-site *Pets and Other Animals*<sup>75</sup> contains:

- advice on preparing and planning for emergencies Disaster Recovery Funding Arrangements – Western Australia 2018:
- provides a summary of recovery funding arrangements with the Australian Government, available for individuals or communities. Funding is limited to a range of hazards
- outlines the four categories of assistance
- explains processes for making claims, and financial reporting, and that all claims are subject to audit

The *Communicating in Recovery Guidelines*<sup>76</sup>:

- notes that responsibility for public communication following an emergency moves from the Hazard Management Agency to local government following transition to recovery
- provide advice on the key communications functions, stages, templates, and process for seeking additional guidance

The *Local Recovery Guidelines*<sup>77</sup>:

- provide guidance to local government on preparing recovery plans, as a part of the Local Emergency Management Arrangements, and general guidance on the recovery process
- re-iterates the importance of community lead recovery and the general principles of recovery
- summarises the four recovery ‘environments’, being: social, built, economic and natural environments
- provides an aide memoire and checklists for local recovery and a suggested template for a local recovery plan

The *Local Plan for Animal Welfare in Emergencies: Guide and Template*<sup>78</sup>:

- was prepared by the Department of Primary Industries and Regional Development
- provides general guidance and a template option for preparing Animal Welfare Plans

## State Emergency Management Procedures

This is a compilation of a range of emergency management procedures<sup>79</sup> at state level. The procedure covers:

<sup>73</sup> <https://www.wa.gov.au/government/publications/emergencies-western-australia-news-media-guide>

<sup>74</sup> <https://www.dpir.wa.gov.au/siteassets/documents/agriculture/livestock/standards-and-guidelines---health-and-welfare-of-dogs.pdf>

<sup>75</sup> <https://www.cdc.gov/healthy-pets/pets-animals/index.html>

<sup>76</sup> <https://www.wa.gov.au/government/publications/communicating-recovery-guidelines>

<sup>77</sup> <https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources>

<sup>78</sup> <https://www.dpir.wa.gov.au/siteassets/documents/agriculture/livestock/2020-dpir-local-pawe-guide-and-template.pdf>

<sup>79</sup> <https://www.wa.gov.au/government/document-collections/emergency-management-procedures>

## Shire of Dardanup – Local Emergency Management Arrangements

- prevention and mitigation  
requires local governments to prepare emergency risk management plans for relevant hazards, such plans are expected to be prepared in accordance with the Western Australian Emergency Risk Management Guidelines.
- preparedness  
covers: reviews of state policy, plans and other documents; consultation (including the requirement to consult local government), district and local emergency management committees; local emergency management arrangements; emergency management boundaries; delegation of powers; prescription of Hazard Management/Combat Agencies and Support Organisations; amalgamation of local governments for emergency management purposes; gazettal of Specified Public Authority; annual reporting; exercise management; State Emergency Management Committee subcommittees
- response  
covers: unclear controlling agency; incident level declarations; use of Standard Emergency Warning Signal; forming a State Emergency Coordination Group; declaration of emergency situation; appointment of Hazard Management Officers; directions to close premises; directions concerning movement/evacuation; directions to persons exposed to hazardous substance; exchange of information; declaration of state of emergency; establishment of State Disaster Council; appointment of authorised officers; directions to Public Authority; appointment of officer of a Public Authority; seeking Australian Government assistance; post-operational reports
- recovery  
covers: management of public fundraising and donations; funding for recovery; establishment of State Recovery Coordination Group; preparation of Impact Statements; appointment of State Recovery Controller

## Guidelines

The *Western Australian Emergency Risk Management Guide*<sup>80</sup>:

- is the WA version of the National Emergency Risk Assessment Guidelines and re-iterates the process of risk management from the international standards, namely: establish the scope; identify the risk; analyse the risk; evaluate the risk; determining risk treatment, all while continually: communicating; consulting; monitoring; and reviewing.
- espouses a “Workshop Method” for analysing the risk, which involves gathering all stakeholders into the one workshop to determine consequences, likelihood and confidence
- expands on each element in the process, one per chapter

The *Australasian Fire and Emergency Services Authorities Large Animal Rescue Operations guideline*<sup>81</sup>:

- provides an overview of the procedures, techniques, equipment and training considerations for large animal rescue
- with large animals being those animals requiring two or people to move, but excludes wildlife and small companion animals

## Local Arrangements

The Shire of Dardanup, in consultation with the Local Emergency Management Committee, must prepare arrangements for emergency management<sup>82</sup>.

<sup>80</sup> <https://www.wa.gov.au/system/files/2023-12/ermguideline.pdf>

<sup>81</sup> <https://www.afac.com.au/resources/5674980b-86ee-43b8-bf28-98e03a2eafa8>

<sup>82</sup> Per s41(1) of the *Emergency Management Act 2005*

Shire of Dardanup – Local Emergency Management Arrangements

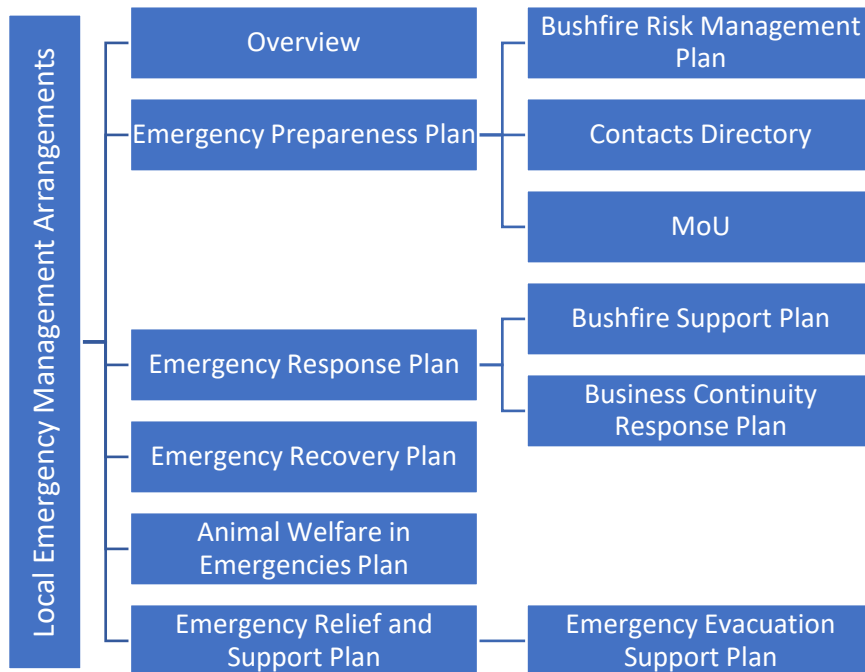
The local emergency management arrangements are to document<sup>83</sup>:

- the local government’s policies for emergency management
- the roles and responsibilities of public authorities and other persons involved in emergency management
- provisions about the coordination of emergency operations and activities relating to emergency management
- descriptions of emergencies that are likely to occur in the district
- strategies and priorities for emergency management in the district
- other matters about emergency management in the district prescribed by regulation
- other emergency management matters the local government considers appropriate

The arrangements are to be consistent with state emergency management policies and plans. They are also to include arrangements for recovery. The arrangements are presented to the State Emergency Management Committee<sup>84</sup>.

The arrangements are to be developed in consultation with key stakeholders<sup>85</sup>. The plan must also be reviewed by the District Emergency Management Committee and the District Emergency Management Advisory Committee and be approved by Council<sup>86</sup>.

Figure 5: Relationship between significant components of the Arrangements



Local Laws

The Shire of Dardanup *Bush Fire Brigades Local Law 2021*<sup>87</sup> provides guidance on the management of the Shire’s bushfire brigades. In particular the local law:

<sup>83</sup> Per s41(2) of the *Emergency Management Act 2005*

<sup>84</sup> Per s41(5) of the *Emergency Management Act 2005* and per s3.8 of the *State Emergency Management Procedure*

<sup>85</sup> Per s3.8 of the *State Emergency Management Procedure*

<sup>86</sup> Per s3.8 of the *State Emergency Management Procedure*

<sup>87</sup> See <https://www.dardanup.wa.gov.au/our-shire/governance-and-transparency/local-laws.aspx>

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 Shire of Dardanup – Local Emergency Management Arrangements
 

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- establishes the brigades, the office bearers of brigades and their ranks in relation to command at a fire
- provides for the dissolution of a brigade
- establishes the rules for the operating of a brigade
- establishes the Chief Bush Fire Control Officer, Bush Fire Control Officers, and the Bush Fire Advisory Committee
- establishes the types of membership, appointment and dismissal of members
- provisions for equipping brigades

The *Rules Governing the Operation of Bush Fire Brigades* are rules established as a schedule to the local law. The rules:

- provide for the objectives and membership of a brigade
- the functions of brigade officers
- establishes a committee and the conduct of meeting
- other administrative matters

## Plans

The Shire of Dardanup's Local Emergency Management Arrangement *Overview*:

- documents roles and responsibilities of agencies involved in emergency management
- outlines overall governance of emergency management within the Shire
- describes the profile of the Shire of Dardanup from an emergency management perspective
- identified and analyses the hazards of most significance to the Shire of Dardanup
- describes the emergency management context within which the Local Emergency Management Arrangements of the Shire of Dardanup fit, and
- other miscellaneous arrangements

The Shire of Dardanup *Emergency Preparedness Plan* provides guidance on preparing for the potential impact of hazards on the community, specifically:

- outline key preparedness activities to prepare the Shire of Dardanup and the community for potential emergencies

The Shire of Dardanup *Emergency Response Plan* provides guidance on responding to the impact of a hazard on the community, specifically:

- outline key response activities of the Shire of Dardanup following the impact of a hazard on the community
- provide guidance on potential means of supporting the Hazard Management Agency or Combat Agencies in their efforts to manage the emergency

The Shire of Dardanup *Emergency Recovery Plan* provides guidance on supporting the community through recovery following an emergency. The plan is to be consistent with the *National Principles for Disaster Recovery*<sup>88</sup>. The plan:

- outlines the key recovery actions, including the process of transitioning from response to recovery
- guides the development a recovery plan and developing long term recovery strategies
- provides for the functioning of a Local Recovery Coordination Group, and its sub-committees, and
- provides guidances on financial and other kinds of assistance

The Department of Communities *Local Emergency Relief and Support Plan* is a plan that encompasses several local government areas, including the Shire of Dardanup. The plan:

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<sup>88</sup> Per s3.8 of the *State Emergency Management Procedure*

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 Shire of Dardanup – Local Emergency Management Arrangements
 

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- identifies pre-determined evacuation centres and the activation processes
- explains emergency response activities undertaken in stages, and the arrangements re accommodation, food, emergency personal support services, financial assistance, as well as clothing and personal requisites.

The *Emergency Evacuation Support Plan* is a plan that guides the Shire in assisting the Department of Communities operate an evacuation centre in the Shire of Dardanup. The plan:

- provides guidance on assisting the Department of Communities manage an Evacuation Centre
- provides contingency advice to enable the Shire to operate an evacuation centre on behalf of the Department of Communities at their request
- guides the preparation of an evacuation centre
- provides guidance on activating, opening, operating and closing an evacuation centre

The Shire of Dardanup *Animal Welfare in Emergencies Plan* provides guidance on considering the welfare and management of animals, including domestic pets, horses, livestock, and wildlife during emergencies. The plan:

- considers the national planning principles for animals in emergencies
- outlines roles and responsibilities in relation to animal welfare
- provides preparation, response and recovery guidance
- considers evacuation arrangements for animals

The Shire of Dardanup *Business Continuity Response Plan* provides guidance on maintaining the business of the Shire of Dardanup council when the organisation is itself impacted by an emergency. The plan:

- outlines the responsibility of key organisation elements
- has checklists guiding the initial response to an event impacting business continuity, including key communication requirements
- guides an assessment of the situation enabling appropriate remedies to be considered
- lists key management strategies to ensure business continuity of the organisation
- lists key recovery actions to enable the organisation to resume business as usual

The Shire of Dardanup *Bushfire Support Plan* provides guidance on supporting the Shire's Bush Fire Brigades in emergency management activities. The plan:

- outlines key fire prevention strategies that may be applied by Brigades
- outlines key fire preparedness strategies that may be applied by Brigades
- provides guidance on fire response arrangement that are applied by Brigades

The Shire is responsible for preparing and maintaining emergency risk plans of hazards relevant for the Shire<sup>89</sup>, and have a local focus. One emergency risk plan has been developed for bushfires. The Shire of Dardanup *Bushfire Risk Management Plan* provides information to inform a structured approach to identifying, assessing, prioritising, monitoring and treating bushfire risk. The plan:

- aims to reduce the risk of bushfires in the Shire of Dardanup
- explains the use of the Bushfire Risk Management System for risk reduction in the Shire
- considers bushfire risk and the assessment of those risks
- examines common treatment actions and their applicability to risk reduction

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<sup>89</sup> See s2.1 of the *State Emergency Management Procedure*

## Council Policy

There are several council policies<sup>90</sup> that relate to emergency management:

- *Infr CP073 – Roadside Fire Hazard Management – Rural and Semi-rural Areas* provide guidance on organising hazard reduction burns on Shire verges.
- *Infr CP076 – Shire Resources for Fire Management Activities* enables the Chief Executive Officer, Shire President, and the Chief Bush Fire Control Officer to expedite the use of Council owned plant and equipment in response to a fire.
- *SDev CP077 – Brigade Volunteer Minimum Fire Training Requirement* outlines the minimum training volunteers are required to have for various roles within Brigades.
- *Infr CP402 – Vegetation Management to Mitigate Bushfire Risk in Urban Nature Spaces* provides guidance on reducing the risk of bushfires for Shire Managed urban nature spaces that are proximal to residential dwellings.
- *SDev CP501 – Volunteer Bush Fire Brigade Training Expenditure Reimbursement* provides for the reimbursement of travel expenses to volunteers attending Department of Fire and Emergency Service approved training.

## Agreements, Understanding and Commitments

The *Memorandum of Understanding Member Councils of the South West Zone Western Australian Local Government Association for The provision of mutual aid during emergencies and post incident recovery* is a partnering agreement for the provision of mutual aid for recovery during emergencies between Councils in the South West Zone, namely

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

## Other

- Contacts and Resource Directory

# Community Involvement

Diversity is an integral part of our history, culture, identity and future. Embracing diversity leverages collective knowledge and different life experiences, leading to more successful problem-solving, a wider range of ideas, and a sense of belonging that enhances all aspects of emergency management.

Key stakeholders and representatives will be sought from the community. These representatives will be considered for inclusion in key governance committees and working groups. The benefits for planning will be

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<sup>90</sup> See [https://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/2024-2026\\_Council\\_Policy\\_Manual.pdf](https://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/2024-2026_Council_Policy_Manual.pdf)

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Shire of Dardanup – Local Emergency Management Arrangements

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reaped through inclusion of diverse stakeholders within the Local Emergency Management Committee and the Local Recovery Coordination Group and its sub-committees.

All members of the community are encouraged to be actively involved in emergency management, and most especially during recovery following the impact of an emergency. This also recognises the role of formal recovery agencies in providing structured support, communications and coordination to assist the community's recovery efforts.

# Appendices

## Appendix 1: Glossary

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the *Emergency Management Act 2005* or as defined in the *State Emergency Management Glossary*<sup>91</sup>.

<b>Term</b>	<b>Meaning</b>
AllIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies
Command (Vertically Within An Organisation)	Authority for command is established in legislation or in an emergency plan.
Control	The overall direction of <i>Emergency Management Activities</i> in an emergency situation. Authority for control is established in legislation or in an emergency plan, and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency	The agency nominated to control the response activities to a specified type of emergency
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.
Disaster	see Emergency
District	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995
District Emergency Coordinator	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and

<sup>91</sup> <https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

## Shire of Dardanup – Local Emergency Management Arrangements

	functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner
Emergency	An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or requires coordination of a number of significant EM activities.  The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"
Emergency Management	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
“Function” Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
Hazard	A situation or condition with potential for loss or harm to the community or the environment.
Hazard Management Agency	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that <i>Emergency Management Activities</i> pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.
Incident	An Emergency, which impacts upon a <u>localised</u> community or geographical area but not requiring the coordination and significant multi-agency <i>Emergency Management Activities</i> at a district or state level.
Incident Area	The area, defined by the Incident Controller, incorporating the <u>localised</u> community or geographical area impacted by an Incident
Incident Controller	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
Incident Management Team	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the

## Shire of Dardanup – Local Emergency Management Arrangements

	functions of Planning, Operations and Logistic, Public Information, Finances
Incident Support Group	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district
Local Emergency Management Committee	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
Municipality	Means the district of the local government
Operation	an Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area
Operations Area	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas
Operations Area Manager	that person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to <u>assist</u> in the overall management of an Operation. The OAMG includes representation from key agencies involved in the response
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. Common vernacular - READINESS

## Shire of Dardanup – Local Emergency Management Arrangements

Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
Recovery	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Management Committee	The SEMC is comprised of an executive and three Sub-Committees of Recovery and Community Engagement, Response Capability, and Risk. There are 4 reference groups being State Exercise Team, Lessons Management, Essential Services Network Operations and Public Information.
Support Organisation	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

## Appendix 2: Acronyms

The Shire of Dardanup Local Emergency Management Arrangements are substantially written to avoid acronyms, abbreviations and unnecessary jargon. However, many other documents may not be so written. This is a collection of acronyms and abbreviations that may be encountered in emergency management documents relating to the *Local Emergency Management Arrangements*. Another reference source to consult is the *State Emergency Management Glossary*<sup>92</sup>.

<sup>92</sup> <https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

## Shire of Dardanup – Local Emergency Management Arrangements

<b><i>Acronym</i></b>	<b><i>Meaning</i></b>
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFS	Bush Fire Service
BRMS	Bushfire Risk Management Statement (DFES)
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
DC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMC	District Emergency Management Committee
DRFAWA	Disaster Recovery Funding Arrangements Western Australia
DFES	Department of Fire and Emergency Services
DoH	Department of Housing
ECC	Emergency Coordination Centre
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMP	Local Emergency Management Plan
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group
OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Protection of Cruelty against Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group

## Shire of Dardanup – Local Emergency Management Arrangements

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SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOD	Shire of Dardanup
SOP	Standard Operating Procedures
SHPs	State Hazard Plans
VBFS	Volunteer Bush Fire Service
VFRS	Volunteer Fire and Rescue Service
WAPF	Western Australian Police

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Local Emergency Management Arrangements

# EMERGENCY EVACUATION SUPPORT PLAN 2027 to 2031

*Adopted at OCM Date:*

TBC

*Resolution:*

TBC

*Next Review Date:*

TBC

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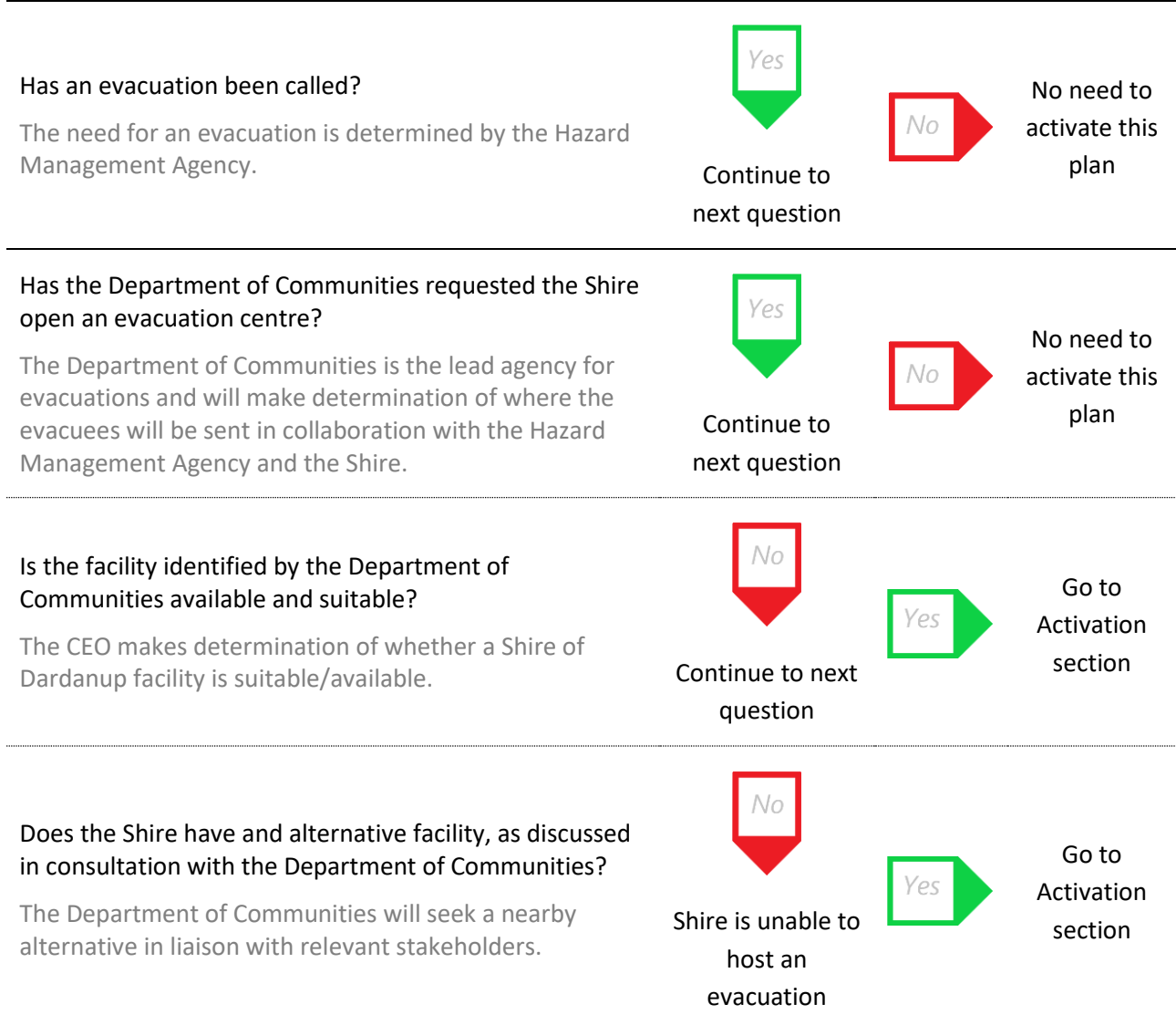
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# Decision Flow



# Administration

## Endorsement

The Shire of Dardanup *Emergency Evacuation Support Plan* is a component of the Shire of Dardanup's *Local Emergency Management Arrangements* and has been produced and issued under the authority of s41(1) of the *Emergency Management Act 2005*, endorsed by the Shire of Dardanup Council and have been tabled with the District Emergency Management Committee.

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

## Document Availability

A redacted copy of this plan is available free of charge and can be found at<sup>1</sup>:

Shire of Dardanup Administration Offices  
1 Council Drive, Eaton 6232  
(during normal business hours)

or online:

[www.dardanup.wa.gov.au](http://www.dardanup.wa.gov.au)

## Amendment Record

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

Feedback can include:

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

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

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

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<sup>1</sup> In accordance with s43 of the *Emergency Management Act 2005*

Shire of Dardanup – Local Emergency Management Arrangements – Emergency Evacuation Support Plan  
 or, alternatively email to:

records@dardanup.wa.gov.au

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

<b>No</b>	<b>Date</b>	<b>Details</b>	<b>Amended by</b>
1	Dec 2023	Initial write	Coordinator Emergency and Ranger Services
2	Mar 2024	Revisions based on lessons from two evacuations	Coordinator Health, Emergency & Ranger Services
3	Feb 2025	Consequential amendments due to changes in the Local Emergency Relief and Support Plan and comments received through Local Emergency Management Committee	Coordinator Health, Emergency & Ranger Services
4	Nov 2025	Update of contact details	Coordinator Emergency & Ranger Services
5	xxx 2026	Full review and change in presentation	Coordinator Emergency and Ranger Services

# Introduction

## Purpose

The purpose of this *Emergency Evacuation Support Plan* is to provide guidance on coordinating the response to an emergency.

## 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:

- 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
- provide effective support to, or on behalf of, the Department of Communities, for the operation of a local evacuation centre

## Context

The *Emergency Evacuation Support Plan* is a component of the *Local Emergency Management Arrangements* of the Shire of Dardanup and prepared in accordance with, State legislation, regulation and policy.

This plan exist within a complex context of emergency management statutes and encompasses community, infrastructure, environment, and economy. This plan relies on a prior understanding of the governance, context, and community profile documented in *Overview* to the *Local Emergency Management Arrangements*.

## 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*.

### Shire of Dardanup – Local Emergency Management Arrangements – Emergency Evacuation Support Plan

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*.

Provisions of the *Emergency Preparedness Plan* cover the preparation of the Shire and pre-identified evacuation centres for the potential of an evacuation.

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

This plan is also related to the Shire of Dardanup *Emergency 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 support agency responsible for the establishment of 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 the 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 centre located within the Shire of Dardanup.

# 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

## Initial Notification

*Action*

*Sign-off & Date/time*

### Verify Department of Communities as source of request

If initial notification is from Hazard Management Agency, or other source, then call Department to verify they are aware of, and authorise, activation.

### Agree with Department of Communities on which facility

Chief Executive Office agreement is required. Include Director Development Services and Director Community and Economic Development in deliberations.

Also consider potential facility complication (e.g. current user, maintenance issue, etc).

### Seek information

Background on reason for evacuation.  
 Estimate of how many evacuees anticipated.  
 When evacuees are due to start arriving.  
 Any anticipation of duration of evacuation.  
 What support will be required from the Shire.

## Internal Notification

*Action*

*Sign-off & Date/time*

### Notify Shire President

The Chief Executive Officer will notify the Shire President and may be required to mobilise the full resources of the Shire if required.

### Notify Communications Team

To organise social media posts and liaise with Hazard Management Agency media team

### Notify alternate Local Recovery Officers

Emergency Management Officer  
 Director Development Services  
 Director Community and Economic Development

## Shire of Dardanup – Local Emergency Management Arrangements – Emergency Evacuation Support Plan

*Action**Sign-off & Date/time***Notify** Emergency Management Officer**Notify** Human Resource Manager

To consider human resource issues with people working non-standard hours

**Notify** Work Health and Safety Officer

To ensure workplace risks are assessed

**Notify** Senior Ranger

To be prepared for any pet management issues.

## Notify Facility/Users

### Eaton Recreation Centre

*Action**Sign-off & Date/time***Contact** Manager Eaton Recreation Centre

Verify the status of the building (e.g. who else may be using it, etc).

**Contact** Principal, Eaton Community College

To alert to possible impact on school usage of centre.

### Eaton Sports Pavillion & Changerooms

*Action**Sign-off & Date/time***Contact** Manager Governance to determine if the pavilion is available.

Consider the next few day's bookings in consideration with the potential length of evacuation. The pavilion is not available if there is a prior booking or there is pending booking with insufficient time to clean and return the pavilion to its normal state. If shower may be required, then the availability of the changerooms will need to be assessed together with the pavilion.

**Contact** Governance to access the key.

The Manager Governance will provide advice on accessing the key.

## Eaton Oval

*Action*

*Sign-off & Date/time*

**Contact** the Eaton Community College.

The college has an agreement to use the oval. If the oval is to be used during an evacuation they will need to be consulted.

**Contact** the Place and Community Events team.

PACE has regular bookings for the oval for community events. The potential impact on those events should be considered.

**Contact** Gardens Supervisor re sprinklers.

The sprinkler automation may need to be overridden to prevent the sprinklers from automatically activation while the oval is in use.

## Dardanup Hall

*Action*

*Sign-off & Date/time*

**Contact** Manager Governance to determine if the hall is available.

Consider the next few day's bookings in consideration with the potential length of evacuation. The hall is not available if there is a prior booking or there is pending booking with insufficient time to clean and return the hall to its normal state. If shower may be required, then the availability of the changerooms will need to be assessed together with the pavilion.

**Contact** Governance to access the key.

The Manager Governance will provide advice on accessing the key.

## Stakeholder Notifications

*Action*

*Sign-off & Date/time*

**Contact** Security

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

**Contact** 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.

# Opening

## Preparation

<i>Action</i>	<i>Sign-off &amp; Date/time</i>
<p><b>Arrange</b> for a two people to open facility</p> <p>Staff should not attend to open an emergency evacuation centre alone (especially at night).</p>	
<p><b>Vacate</b> existing users</p> <p>If the facility is already in use there may need to vacate some or all of the existing users depending on how the evacuation centre/normal use may impact each other, e.g. not all of the ERC is used for smaller scale evacuations and some activities can continue as normal.</p>	
<p><b>Call-in</b> relevant personnel required for the initial shift</p> <p>Many of these people may already be in the chain of contacts. In the case of the Eaton Recreation Centre some staff may already be present in the facility.</p>	
<p><b>Conduct</b> walk-through</p> <p>Ideally with Work Health &amp; Safety Officer and Environmental Health Officer. See Walkthrough Checklist notes.</p>	
<p><b>Conduct</b> initial briefing of centre personnel</p> <p>Ensure all personnel are aware of the administrative and logistics arrangement, and identify any outstanding tasks. See Notes on Briefing in the next chapter for a template.</p>	
<p><b>Advise</b> Department of Communities that the centre is ready for opening</p> <p>The Department should then notify the Hazard Management Agency.</p>	
<p><b>Open</b> doors</p> <p>Once the centre is set-up and staff have received initial briefing.</p>	

## Equipment

<i>Action</i>	<i>Sign-off &amp; Date/time</i>
<p><b>Arrange</b> transfer of equipment from Administration Building to evacuation centre.</p> <p>Evacuation supplies are stored at the base of the southern emergency stairwell (see Notes on Equipment)</p>	

*Action**Sign-off & Date/time*

**Discuss** with facility manager on what on-site equipment may be used

Also consider what existing stock may be made available (on proviso that it be replaced), and what stock cannot be used.

**Partner** agencies will need to be reminded to bring any equipment they require with them

## Layout

See notes on facilities for suggested layout.

*Action**Sign-off & Date/time*

**Set-up** meet and greet at the main entrance

**Set-up** registration desk just inside the main entrance

**Set-up** a desk for the Hazard Management Agency's Liaison Officer in a prominent place for public access

**Establish** an administration area away from public access

**Establish** an area where evacuation stakeholders may set up

E.g. councillors, welfare agencies, etc. Publically accessible, but aside from any main gatherings

**Identify** an area where catering will be served and consumed (if required)

Such an area will need ease of access for caterers, and be out of the way of all other activities in the evacuation centre.

**Identify** an area for first aid

**Identify** an area where children can safely play out of the way

**Identify** an area where people can retreat to a place of quiet

Maintain a quiet zone for people to relax, meditate, pray, or just chill.

**Identify/Establish** a separate sleeping area if required

If possible, **identify** an area less likely to be infiltrated by bushfire smoke

For people with respiratory difficulties/asthma, etc.

**Identify** an area where public briefings may take place when needed.

Ideally away from sleeping area.

*Action**Sign-off & Date/time*

**Identify** an area outside and away from the main entrance for pets

See notes on pets section. Animals are not allowed in the centre. Have an area where pets may be looked after (especially in summer where cars can become extremely hot).

## External Signage

*Action**Sign-off & Date/time*

**Set-up** signage outside to identify evacuation centre

**Set-up** signage to identify parking

Cordon off disabled parking area (larger than normal for the facility).

**Set-up** signage pointing to main entry

**Identify** and **setup** barriers around any hazards areas

## Internal Signage

*Action**Sign-off & Date/time*

**Set-up** signage to identify toilets

**Set-up** notice boards

If possible, setup a large screen TV with a slide show presentation for key messaging.

**Set-up** “No Entry” signage for restricted areas

**Identify** and **setup** barriers around any hazards areas

**Set-up** Qibla

If required, a pointer for people of Islamic faith that points towards Mecca. Easiest solution into have an arrow drawn on a map on public display.

# Operation

This chapter may be printed and applied each shift.

## Staffing

<i>Action</i>	<i>Sign-off &amp; Date/time</i>
<p><b>Review</b> roster each shift and prepare rosters for next two shifts (at minimum)</p> <p>See notes on rostering (which includes sourcing staff) and notes on organisation chart</p>	
<p><b>Update</b> organisational chart and post in Administration area</p>	
<p><b>Ensure</b> no-one is working alone</p> <p>Especially if working outside of the evacuation centre at night.</p>	
<p><b>Brief</b> all staff each shift</p> <p>See notes on briefings</p>	
<p><b>Liasie</b> with evacuation partners to ascertain their needs and to ensure they are aware of administrative and logistics arrangements in place.</p>	
<p><b>Ensure</b> there is a first aid officer on duty at all times</p>	

## Outside areas

<i>Action</i>	<i>Sign-off &amp; Date/time</i>
<p><b>Conduct</b> screening of evacuees as they arrive.</p> <p>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.</p>	
<p><b>Meet &amp; Greet</b> all evacuees</p> <p>Direct everyone to Registration. Redirect anyone who does not need to be at evacuation centre.</p> <p>Fast track anyone with special needs (injured, disabled, elderly, etc).</p> <p>Prevent entry of pets or media.</p> <p>Consider handing out an information brochure to evacuees to cover the basics of our evacuation centres.</p>	
<p><b>Consider</b> handing out information brochure to evacuees by meet &amp; greet.</p>	

*Action**Sign-off & Date/time*

If possible, **direct** parking and monitor capacity

Any existing parking may not be sufficient for a larger evacuation and so monitoring parking for congestion and ‘illegal’ parking may be required.

## Front-of-House

*Action**Sign-off & Date/time*

**Register** all evacuees

See Notes on Registration

**Liaise** with Department of Communities re catering

See Notes on Catering

**Liaise** also with the Environmental Health Officer on hygiene issues with food preparation and serving, and confirmation of registered food providers.

**Liaise** with Department of Communities and the Hazard Management Agency Liaison Officer for the conduct of community briefings

See Notes on Community Briefing

**Liaise** with Department of Communities on evacuation partner organisation that may be at the evacuation centre

The Department of Communities works with a myriad of service providers who may or may not be required at local evacuation centres.

## 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.

*Action**Sign-off & Date/time*

**Conduct** a staff briefing at the commencement of each shift

This briefing will cover people’s duties and key information about the emergency/evacuation.

**Conduct** a handover briefings

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.

**Conduct** 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 to integrate into the general 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

**Conduct** a 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

**Ensure** staff maintain a log of key activities

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.

**Display** a contact sheet with 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, consider other ways of making this list conveniently available to evacuation centre personnel.

**Review** security arrangements

See Notes on Security

**Ensure** the cleanliness of the evacuation centre

See Notes on Sanitation

**Liaise** with Media team and Hazard Management Agency Liaison Officer to ensure appropriate media engagement

See Notes on Media.

**Refer** all media enquiries to the Media team**Keep** a register of all goods loaned to the evacuation centre

This is to ensure all equipment is returned to their rightful owner once the evacuation centre is closed.

**Remind** potential donors that money to reputable charities is the best option

The Lord Mayors Appeal is the main option during major emergencies. Donations to local charities can be helpful for local evacuees.

*Action*

*Sign-off & Date/time*

---

**Refer** any spontaneous volunteers to the Human Resources Team

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.

---

**Conduct** and **document** hot debriefs near 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 before they are forgotten.

---

# Closure

## Notifications

*Action*

*Sign-off & Date/time*

---

### **Verify** with 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.

---

### **Notify** all evacuation centre personnel

---

### **Notify** all evacuation stakeholders within the centre

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### **Notify** all personnel who may be rostered on for the next shift(s).

So they know not to attend the evacuation centre, and may undo any alternate arrangements they may have put in place to attend.

---

### **Notify** CEO & Shire President

The Chief Executive Officer will notify the Shire President.

---

### **Notify** Communications Team

To ensure messaging in media & social media posts are aligned with Hazard Management Agency media team.

---

### **Notify** Local Recovery Officers

Coordinator Emergency and Ranger Services  
 Director Development Services  
 Director Community and Economic Development

---

### **Notify** Human Resource Manager

Staff may need advice on transition back to normal duties and finalising any allowances, time-off, etc.

---

### **Notify** Work Health and Safety Officer

---

### **Notify** building manager/owner

This allows them to plan transition back to business-as-usual.

---

*Action**Sign-off & Date/time*

**Post** notices in prominent positions advising evacuees and others that the centre is closing.

Include contact details of people who may be able to assist people who feel they need somewhere to go.

## Secure the Facility

*Action**Sign-off & Date/time*

**Verify** no members of the public are still in the evacuation centre

Refer any people remaining to an appropriate agency (Department of Communities may be able to advise) .

**Lock** the doors

Or assign a person at the door to turn away people seeking an evacuation centre (and advising them of alternate arrangements).

**Ensure** all records are collected

Process them into the records management system. Be alert for any records that may be required by the Department of Communities.

## Return facility to ‘as found’

*Action**Sign-off & Date/time*

**Brief** personnel on the activities required to pack-up, clean and vacate the facility.

**Pack-up** evacuation centre equipment

**Note** any consumables that are in short supply so stocks may be replenished.

**Return** Shire equipment to storage

**Clean** areas that may be dirty

If appropriate and if the Department of Communities agrees, a commercial cleaner may be engaged.

**Dispose** of all refuse

**Switch** off

Ensure all electrical equipment is switched off

# Handover

*Action*

*Sign-off & Date/time*

---

**Conduct** walk-through to identify any damage or other issues that require remediation

---

# Review

## Debriefing

*Action*

*Sign-off & Date/time*

---

**Conduct** a cold debrief of everyone involved in the operation of the evacuation centre.

This should take place a reasonable time after closure to allow stakeholders to reflect on their experiences, but not so long afterwards that they have started to forget important matters.

This could be a large meeting. Or a suite of smaller meetings to cover all involved. Some may also be on-line surveys.

---

**Liaise** with Human Resources in relation to potential for psychological debriefing

Facilitating transition back to normal duties and access to Employee Assistance Program if required.

---

## Reporting

*Action*

*Sign-off & Date/time*

---

**Write** report

Prepare a 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.

---

**Review** the Emergency Evacuation Support Plan

Identify any amendments required based on the debriefs, final report, or any other input.

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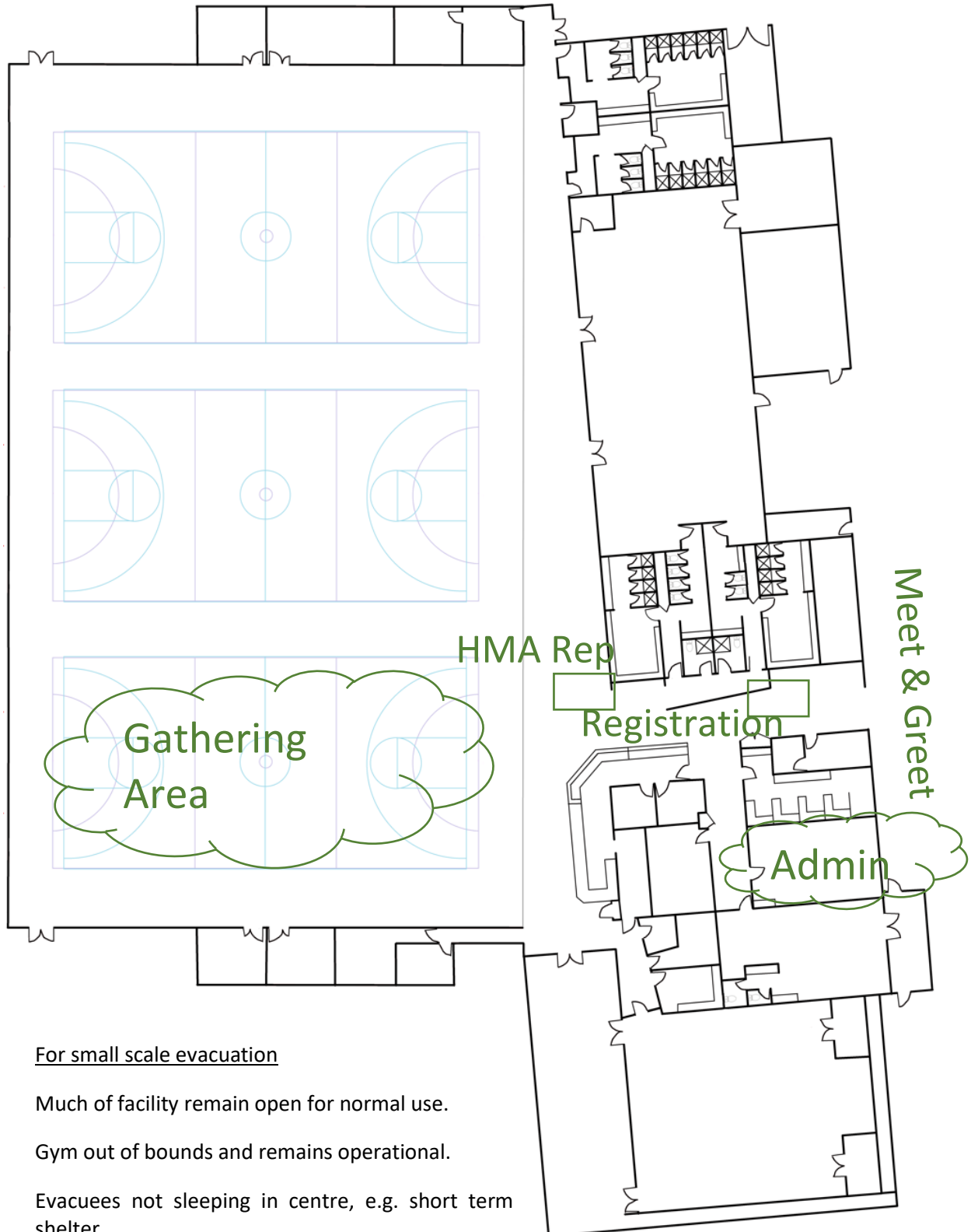
# Appendix: Abbreviations and Acronyms

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	<i>Emergency Management Act 2005</i>
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
SOD	The Shire of Dardanup
COMMUNITIES	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
LEMA	Local Emergency Management Plan
LEMC	Local Emergency Management Committee
LERSP	Local Emergency Relief and Support Plan
LGA	Local Government Authority
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 – Notes on Opening

## Eaton Recreation Centre

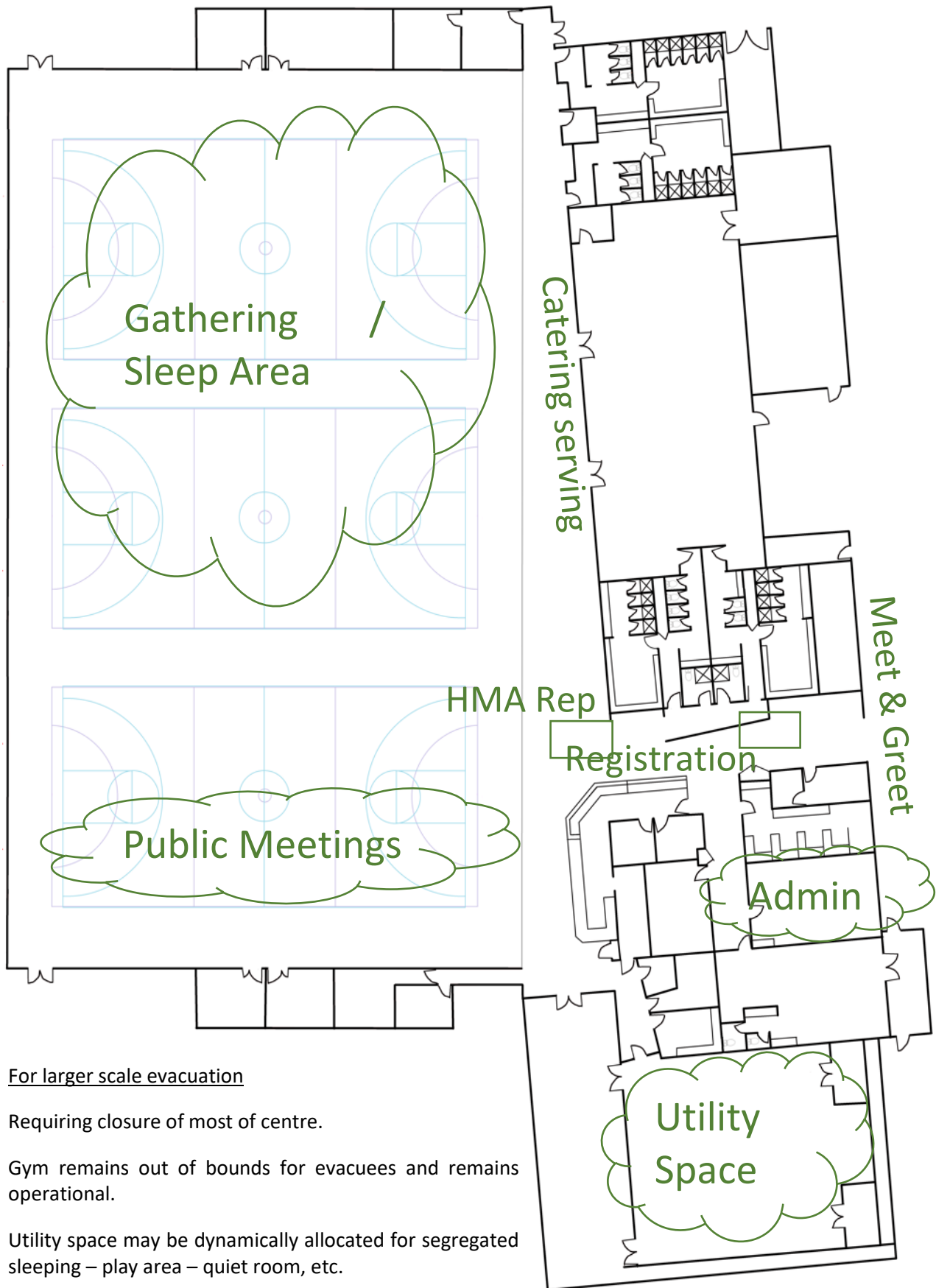


For small scale evacuation

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).

# Walk-Through Checklist

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 missing items (e.g. an artwork or memorabilia that has already been removed)  
This is for obvious items missing. Is a blank space on the wall, or an empty shelf in a display case.
- 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
- Take note of stores/consumables that may be publically accessible
- Note any security issues

When conducting a walk-through, take copious photos as evidence of the state of the facility before the evacuation. These photos may be used to ensure the facility is returned to the same condition after the event. Take photos of:

- stock out in the open
- the insides of fridges/freezers
- inside storage cabinats and rooms
- of existing damage or missing items
- of the floors and walls

## Equipment

The Shire has purchased a small store of equipment set aside for use during evacuations.

The stores are located in the Eaton Administration Building, at the base of an emergency stairwell to the south of the building. Swipe card access is required to enter this area from outside. Swipe card access is required to exit the stair well back into the inside of the building.

The equipment consists of:

- 20 purple tabards
- Stationery
- Registration form
- Some phone chargers/cables
- Pet drinking bows
- etc

## Pets

Pets are not allowed in an evacuation centre.

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The main reasons:

- It is policy
- Priority is human safety
- Some people are allergic to dogs or cats, the centre must be able to cater for them
- Some people have animal phobias, the centre must be able to cater for them
- Animal can behave in unexpected ways when stressed or in unfamiliar situations

However, it is recognised that pets are considered a part of the family and so people will not separate themselves from their pets. As such people who evacuate will very likely attend an evacuation centre with their pets.

If a separate animal evacuation centre has been established then advise animal owners during meet & greet. However, expect that people will refuse to separate from their animals.

The welfare of animals is a significant consideration. Leaving pets in cars during summer or winter is a threat to the animal's health.

Given that people will turn up with animals, and they may refuse to part with them, it is advisable to identify an area where they can be accommodated. This area must be away from the main evacuation centre entrance.

Look for an open area where animals may be exercise, or children may play with their pets. Look for an area with shade and water.

Evacuees must be reminded that the care of their animals is their responsibility. While a place has been identified for them, they are not the responsibility of the evacuation centre.

Regularly check-up on these areas. Be aware that the area may be required for parking or evacuees to move around. The animal area may need to be moved a little farther from the evacuation centre.

Larger animals/livestock are not expected to be brought to evacuation centres. However, if someone brings a larger animal, consider a horse, then again consider alternative arrangements. The Eaton Recreation Centre has a large open area that may be suitable for temporarily holding larger a small number of larger animals.

See the *Emergency Animal Welfare Plan* for more information on animal welfare during an emergency, including alternative evacuation arrangements for animals (especially larger animals & livestock).

# Appendix – Notes on Operation

## 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.

Registration is usually performed by the Red Cross. The Department of Communities will coordinate. Even if the Department of Communities cannot attend the evacuation centre, this does not mean the Red Cross are similarly not available. Shire staff may collect registration details pending the arrival of the Red Cross.

This function also incorporates the Register.Find.Reunite system of the Red Cross.

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.

There is a limited number of registration forms with the Shire's evacuation equipment. If additional is required then ensure photocopies are made before they are all used.

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

## Catering

The Department of Communities will generally organise catering for evacuees. If the Department has advised that alternative arrangements need to be organised then a list of contacts for potential catering providers is in the Shire's *Emergency Contacts Directory*.

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-away 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 option 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.

## Food Donations

Food donations by the public or other party that does not hold a food licence is cannot be utilised.

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If people do donate small quantities of ‘home cooked’ foods then graciously accept, but dispose of descretely.

## Food Vendors

In past evacuations some food vendors have set-up near to the evacuation centre. Some have chosen to offer food free of charge to evacuees.

Provided they have appropriate food handling licences they may operate nearby to the evacuation centre.

Members of the public who are outside of the evacuation centre may purchase or accept free food from those vendors at their own risk.

## 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 emergencies, 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.

## 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 of 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.

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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 of 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.

## 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 recognise that things usually get ‘quieter’ at night.

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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.

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.



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).

### Sourcing staff

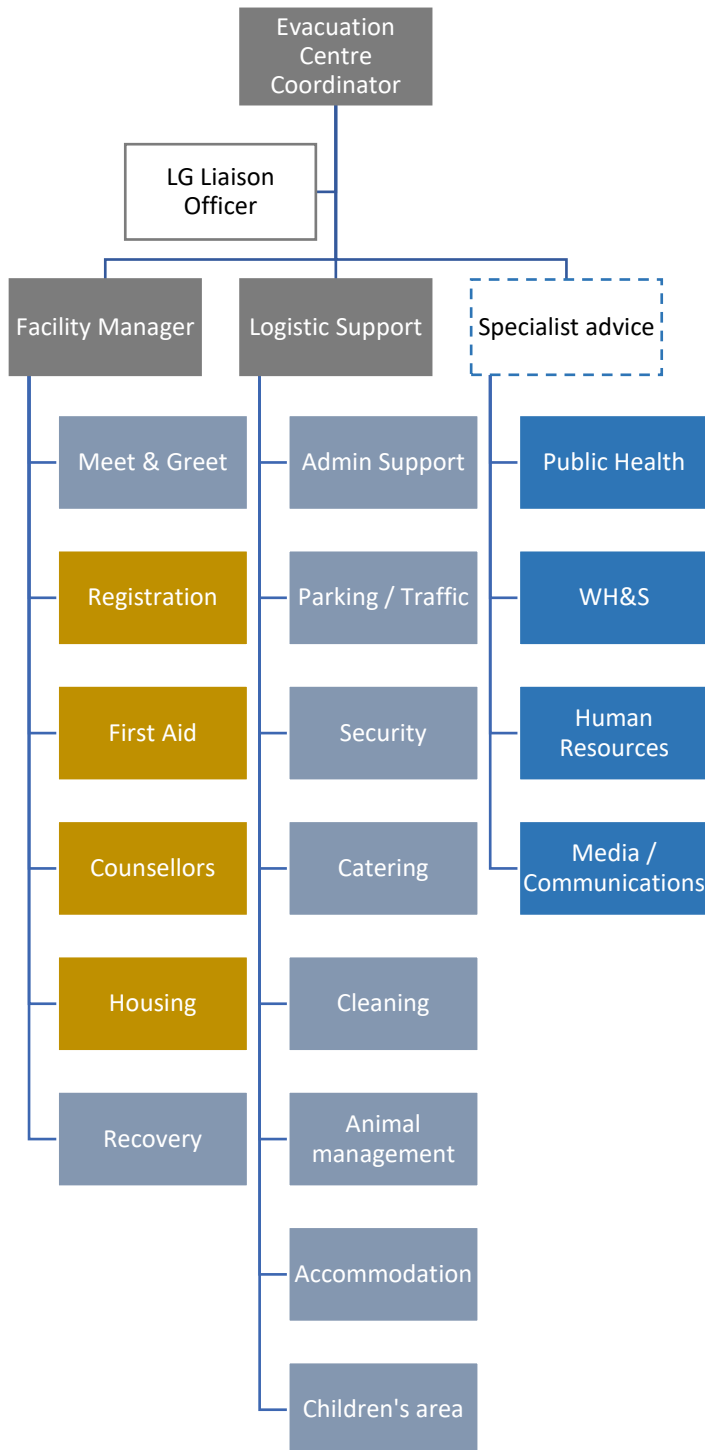
Every emergency is different. Allocating staff to functions at the Local Evacuation Centre will depend on who is available, people's aptitudes/capabilities, and also on the nature of the emergency/evacuation. Pre-identifying people to specific roles is not practical.

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

# Organisational Chart

The organisational 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 positions 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 the Register.Find.Reunite system.
- Teal coloured functions are advisors from within the Shire of Dardanup that are called upon, when required, to provide advice
- See Appendix D for more advice/role description on specific functions

### Evacuation Centre Coordinator

This position is usually 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 Resource Coordinator

Initial staffing options:

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

### 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

### 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 Evacuation Centre Coordinator on staffing needs for future shifts, and develop rosters

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- 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 engaged by the Department of Communities
  - 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 completed 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

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Key responsibilities:

- Establish suitable area and signage
- Ensure smooth flow of people through registration
- Ensure contact details of Translating and Interpreting Service is available (see [www.immi.gov.au](http://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 who 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 congestion 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 that pets remain their responsibility and they must attend to their welfare
- Ensure pets left outside are not left in unsafe conditions (e.g. pets left in cars, without shade, etc)
- Identify areas where pets may be exercised 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:

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- 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 "Working 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 Environmental Health Officer
- Environmental Health Officer

## Briefings

Briefings are a way to ensure knowledge is shared within the evacuation centre. 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 ensure 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 reading it out. 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.

The following template is best practice for providing briefings.

### 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.

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

## Command & Communications

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