



APPENDICES

LOCAL EMERGENCY

MANAGEMENT COMMITTEE

MEETING

Held on

Wednesday, 11 February 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"> The 2025 ToR, appoints the Shire President as Chair The 2025 ToR, states that the Executive Officer is a non-voting Local Government Officer
LEMC Executive Officer maintains committee Business Plan and provides a copy to the DEMC executive officer	●	<ul style="list-style-type: none"> •
Suitable quorum is set and achieved.	●	<ul style="list-style-type: none"> ToR establish a quorum at 50% of voting members.
LEMC contact details are validated at each meeting.	●	<ul style="list-style-type: none"> •

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"> A risk assessment for bushfire was conducted as part of review of <i>Bushfire Risk Management Plan</i>. General risk assessments undertaken and incorporated in the <i>LEMA Overview</i>.
Critical infrastructure is captured in the LEMA where practical.	●	<ul style="list-style-type: none"> •
Local risk treatments are identified and reported to the DEMC.	●	<ul style="list-style-type: none"> •

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"> •

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"> •
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"> • No schedule submitted ahead of 2025/26 (not for previous several years)
Investigate emergency management funding opportunities to improve resilience in communities.		<ul style="list-style-type: none"> •
A Local Recovery Coordinator is identified, with suitable experience or provided training. Have at least two backups.		<ul style="list-style-type: none"> • Recovery Coordinator is Coordinator Emergency and Ranger Services • Director Development Services and Director Community & Economic Development are backup Recovery Coordinators.

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"> Have representation from: Local government State Government Significant industries/utilities 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
Modify Local Emergency Management Arrangements overview to extract actionable content that may be put into action plans.	●	<ul style="list-style-type: none"> Review due Dec '26 Create an overview document that sets the context/scene for the sub-plans of the Local Emergency Management Arrangements. Create a single context statement referenced by all sub-plans. Incorporated risk assessment within the overview
Create an Emergency Preparedness Plan that is actionable	●	<ul style="list-style-type: none"> To be developed Create a sub-plan that focuses on plans for emergency preparedness in general (which includes developing community resilience).
Create an Emergency Response Plan that is actionable	●	<ul style="list-style-type: none"> To be developed Create a sub-plan that focuses on plans for emergency responses in general (hazard specific response plans may be sub-ordinate to this plan).
Ensure Local Emergency Relief and Support Plan is up-to-date and actionable.	●	<ul style="list-style-type: none"> A Department of Communities plan that forms a part of Shire's arrangements.
Ensure the Emergency Evacuation Support Plan is up-to-date and actionable	●	<ul style="list-style-type: none"> Review due Feb '27 Plan has recently been developed, and approved by Council (26 Feb 25).

LEMC Goal	Status	Action
Ensure the Emergency Animal Welfare Plan is up-to-date and actionable.	●	<ul style="list-style-type: none"> • Review due Aug '26 • Update with a focus in actionable check-lists.
Ensure the Emergency Recovery Plan is up-to-date and actionable.	●	<ul style="list-style-type: none"> • Review due Aug '26 • Update with a focus in actionable check-lists. • Incorporate contents of Recovery Communications Plan. • Required by s41(4) <i>Emergency Management Act 2005</i>
Ensure Local Bushfire Response Support Plan is up-to-date and actionable.	●	<ul style="list-style-type: none"> • Review due Dec '27 • Update with a focus in actionable check-lists.
Ensure the Bushfire Risk Management Plan is up-to-date and actionable	●	<ul style="list-style-type: none"> • Review due May '27 • Plan has recently been reviewed, and approved by Council (21 May 25). • Not due for review until May 2027.
A Memorandum of Understanding for Emergency Management district assistance is considered.	●	<ul style="list-style-type: none"> • 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.
Contact register is updated annually.	●	<ul style="list-style-type: none"> • Contact register not updated in several years. • Current update in progress

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

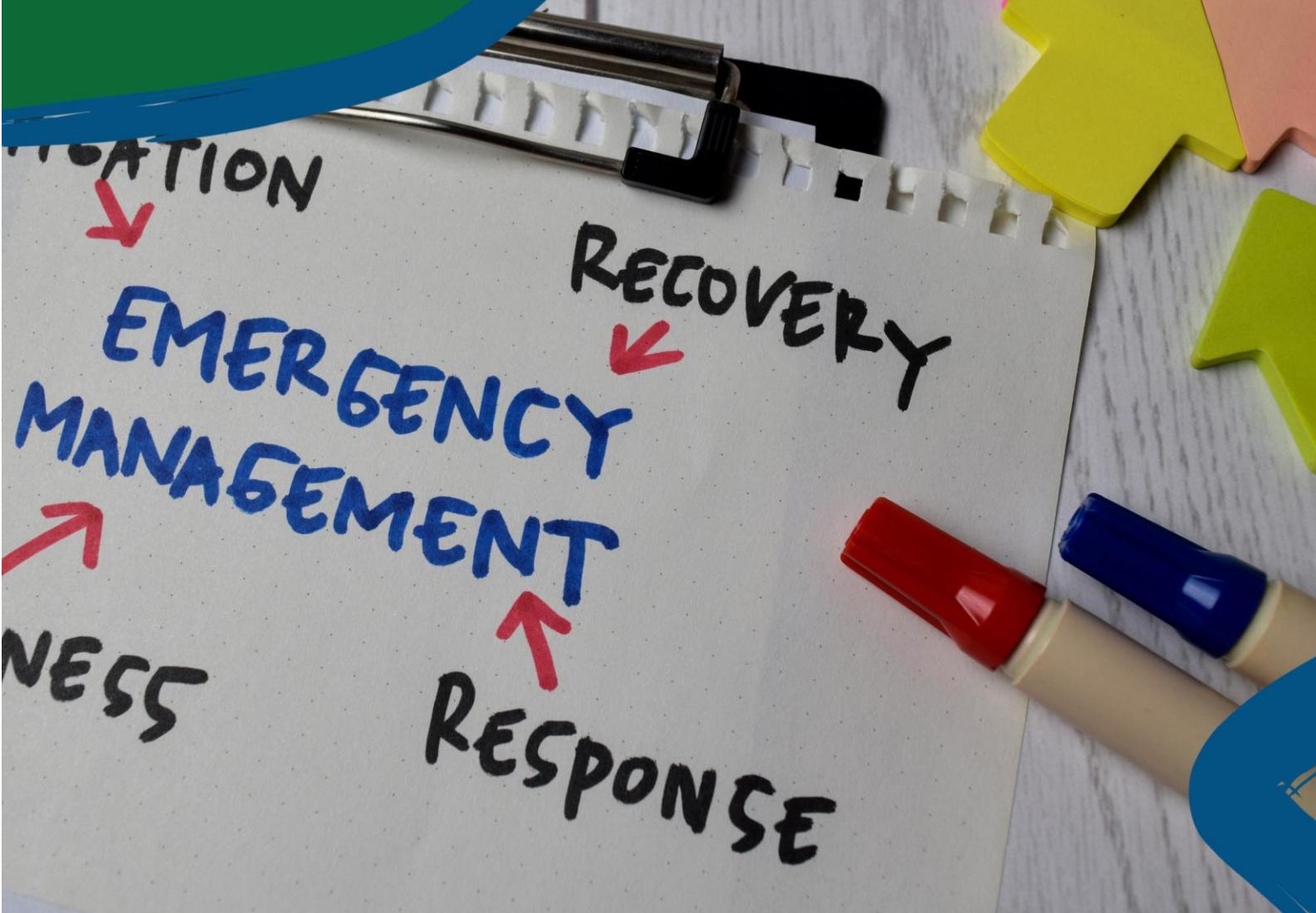
LEMC Goal	Status	Action
LEMC Executive Officer provides the Annual Report and Business Plan to the DEMC executive officer in accordance with s3.7 of the <i>State Emergency Management Procedure</i> .	●	<ul style="list-style-type: none"> • No business plan for 2024-25 • Request for annual report for 2024/25 received and to be actioned.

LEMC Goal	Status	Action
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

LEMC Goal	Status	Action
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.		•



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 at¹:

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

or online:

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

¹ In accordance with s43 of the *Emergency Management Act 2005*

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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.

No	Date	Details	Amended by
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.

The purpose of this document is to provide an introduction to the emergency management arrangements of the Shire of Dardanup.

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*
- engage and involve the community in emergency management to develop an appreciation of 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 legislation², regulation and policy.

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

² 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*³. More specifically:

- maintain effective local emergency management arrangements
- undertake combat agency role for fire suppression⁴ within the Shire
- undertake Hazard Management Agency role for recovery within the Shire following an emergency
- perform other functions given to local government under the Act

WA Police

- undertake Hazard Management Agency tasks for hazards (assign to the Commissioner of Police) impacting the Shire of Dardanup
- perform Deputy Chair role of the Local Emergency Management Committee

Department of Fire and Emergency Services

- undertake Hazard Management Agency tasks for hazards (assign to the Fire and Emergency Services Commissioner) 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

Department of Communities

- maintain a *Local Emergency Relief and Support Plan*, that includes arrangements local to the Shire of Dardanup
- undertake support agency responsibilities for emergency relief and support services during response and recovery of emergency in the Shire

Department of Health (WA Country Health Service)

- undertake Hazard Management Agency tasks for hazards (assign to the Chief Executive Officer) impacting the Shire of Dardanup
-

Department of Primary Industries and Regional Development

-

Main Roads Authority

-

³ See s36

⁴ See s31 of *Emergency Management Regulations 2006*

Department Biodiversity Conservation & Attractions

- Undertake hazard reduction and firefighting operations in lands managed by the Department within the Shire of Dardanup

Australian Red Cross

- Provide Register.Find.Reunite⁵ function at Shire of Dardanup evacuation centres
- Undertake Outreach in affected areas, in partnership with Shire and Department of Communities

Aqwest

-

Aurizon

-

Harvey Water

-

Moore Road Emergency Response Group

-

St John Ambulance

- Undertake Combat Agency role for health services within the Shire of Dardanup

Telstra Australia

-

Water Corporation

-

Western Power

-

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

⁵ See <https://www.redcross.org.au/emergencies/about-register-find-reunite/>

Key Office Bearers

Local Emergency Coordinator

The State Emergency Controller may appoint a Local Emergency Coordinator⁶. 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 to⁷:

- 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 Coordinator⁸. 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-risk 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:

- 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

⁶ Per s37(1) of the *Emergency Management Act 2005*

⁷ Per s37(4) of the *Emergency Management Act 2005*

⁸ Per s38(1) of the *Emergency Management Act 2005*

Committees

District Emergency Management Committee

A District Emergency Management Committee for the South West Region has been established.⁹ 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 Shire¹⁰.

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 Committee¹¹. 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 by¹²:

- 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 quarterly¹³. The Shire of Dardanup Local Emergency Management Committee meets on the first Wednesday of every February, May, August and November.

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

⁹ See s31(1) of the *State Emergency Management Act 2005*

¹⁰ See s3.6 of the *State Emergency Management Procedure*

¹¹ Per s38(1) of the *Emergency Management Act 2005*

¹² See also s39 of the *Emergency Management Act 2005*

¹³ State Emergency Management Preparedness Procedure 3.7

 Shire of Dardanup – Local Emergency Management Arrangements

- 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 ¹⁴ (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
- Coordinator Emergency and Ranger Services
- Executive Officer

After the end of each financial year, the Local Emergency Management Committee is to submit an annual report¹⁵ to the District Emergency Management Coordinator. The report will include details of activities

¹⁴ Must be a member per s38(3b) of the *Emergency Management Act 2005*

¹⁵ See s40 of the *Emergency Management Act* and s3.17 *State Emergency Management Procedure*

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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*¹⁶ is submitted to the Minister for Emergency Services by the 31st October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/ or multiple emergency events.

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 Committee¹⁷.

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 Notice¹⁸, and issuance of permits per the notice
- prosecutions for breaches of *Bush Fires Act 1954*
- 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

¹⁶ See s3.18 of *State Emergency Management Procedure*

¹⁷ See s61 of the *Bush Fire Act 1954*

¹⁸ Per s33 of the *Bush Fire Act 1954*

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 Community Wellbeing 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
- Assess the requirement for personal support services in the short, medium and long term
- Facilitates resources (financial and human) as required to complement/assist existing local services
- Monitors progress of local personal service providers and receives regular progress reports from agencies involved

Built Infrastructure Sub-committee

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.

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

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- Reports progress of restoration and reconstruction process to LRCG
- Assess and recommend priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term

Finance Economics Sub-committee

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

Natural Environment 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.¹⁹

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.¹⁹

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.¹⁹

There were 6048 private dwellings, with an average of 2.6 persons per household. There were on average 2.1 vehicles per dwelling.¹⁹

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.¹⁹ 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 Dardanup²⁰. 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.

¹⁹ Australian Bureau of Statistics. (2021). Dardanup: 2021 census all persons quickstats. [online]

<https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660>

²⁰ <https://espatial.dplh.wa.gov.au/ACHIS/index.html?viewer=ACHIS>

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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 Taverne Rd to Hynes Rd). <i>Reserve R36868. Lot 5761.</i>			
40579	At the end of Chamberlain Grove. The site is simply referred to as “Testing1”. <i>Reserve R47537 (lots 444 & 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 Corporation²¹ and the Gnaala Karla Boja Aboriginal Corporation²².

Post European Settlement

European settlement in Dardanup began with Thomas Little who farmed cattle and grew grain, eventually becoming a wine producer²³. 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 Australia²⁴ 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 database²⁵ 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.

²¹ <https://www.keipaboodja.org.au/>

²² <https://gkb.org.au/>

²³ See <https://dardanupheritagecollective.org.au/stories-of-people/thomas-little/>

²⁴ <https://inherit.dplh.wa.gov.au/Public/Search/Results?newSearch=True&IgaContains=Dardanup>

²⁵ <https://www.dbca.wa.gov.au/management/threatened-species-and-communities/resources/threatened-species-and-communities-database-searches>

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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 km².

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.

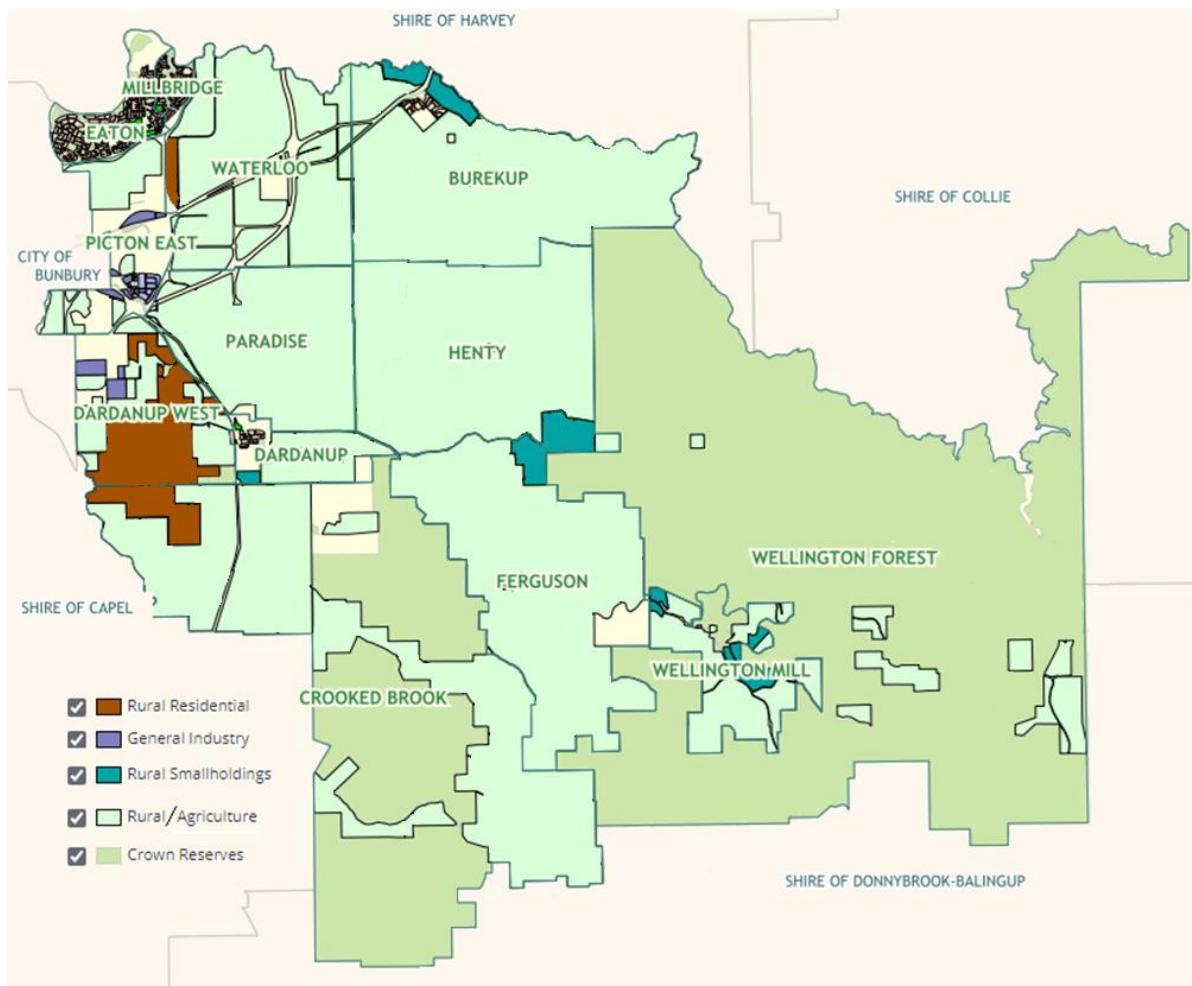


Figure 1: Map of the Shire of Dardanup

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.

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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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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 Plan²⁶ 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 nights²⁷. 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.²⁸

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.

²⁶ 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

²⁷ 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>

²⁸ Australian Bureau of Statistics. (2021). Dardanup: 2021 census all persons quicksats. [online] <https://abs.gov.au/census/find-census-data/quickstats/2021/LGA52660>

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The Forest Industry Federation of WA and DFES have developed *Guidelines for Plantation Fire Protection*²⁹ 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 include:

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

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.

²⁹ <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 x shows the locations of the fire brigades within the Shire of Dardanup and their primary area of responsibility.

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Figure x: Location of Fire Brigades

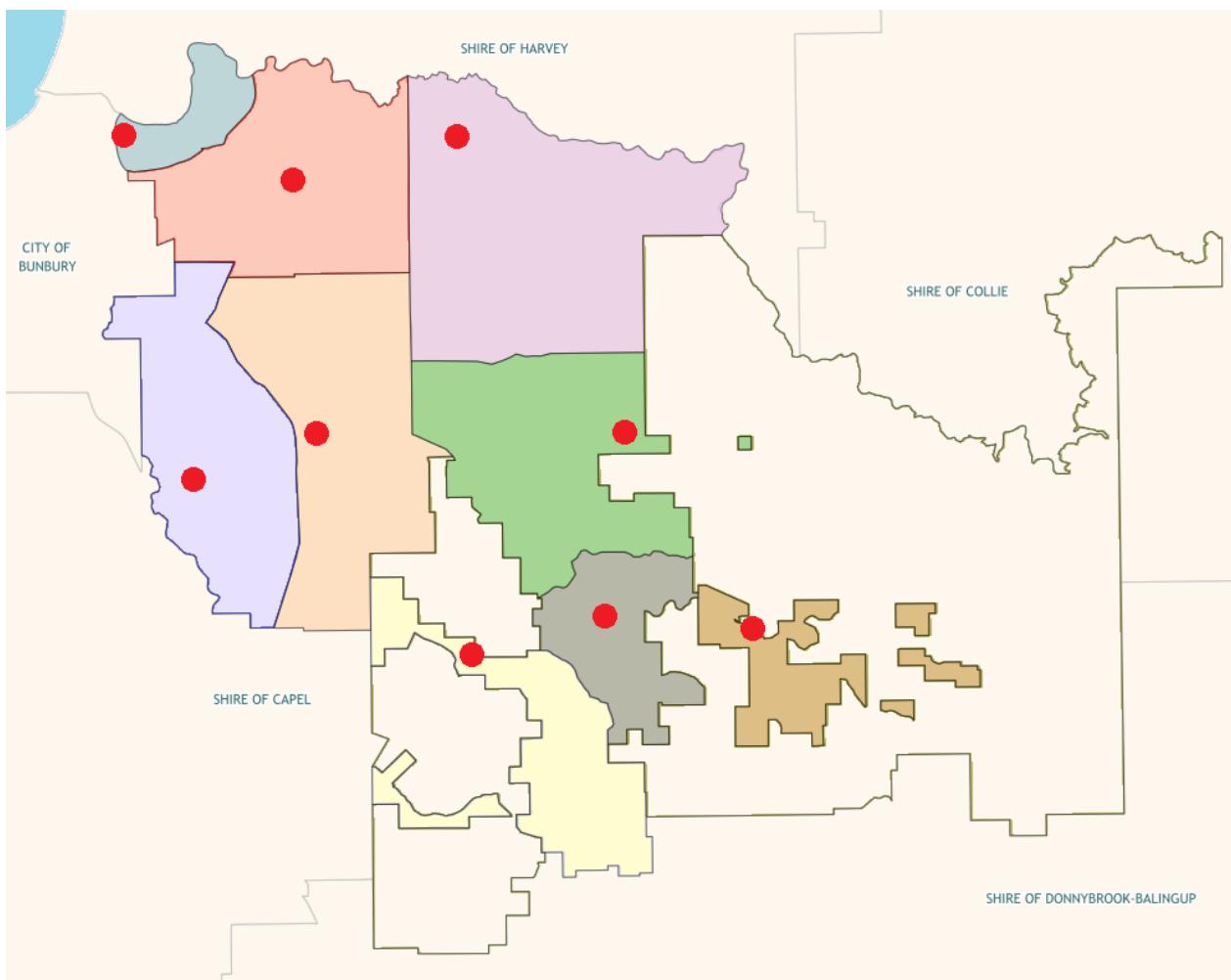


Table: Bushfire Brigade Resources

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

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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.

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

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^{30,31}. A copy of a prior assessment is registered within the Shire’s electronic records management system³². 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 x shows all the bushfire prone areas in the Shire of Dardanup shaded in pink³³. The map shows that the majority of the Shire is bushfire prone.

³⁰ per the *National Emergency Risk Assessment Guidelines*, the *Western Australian Emergency Risk Management Guide*, and the *AS/NZS ISO 31000:2009 Risk Management*.

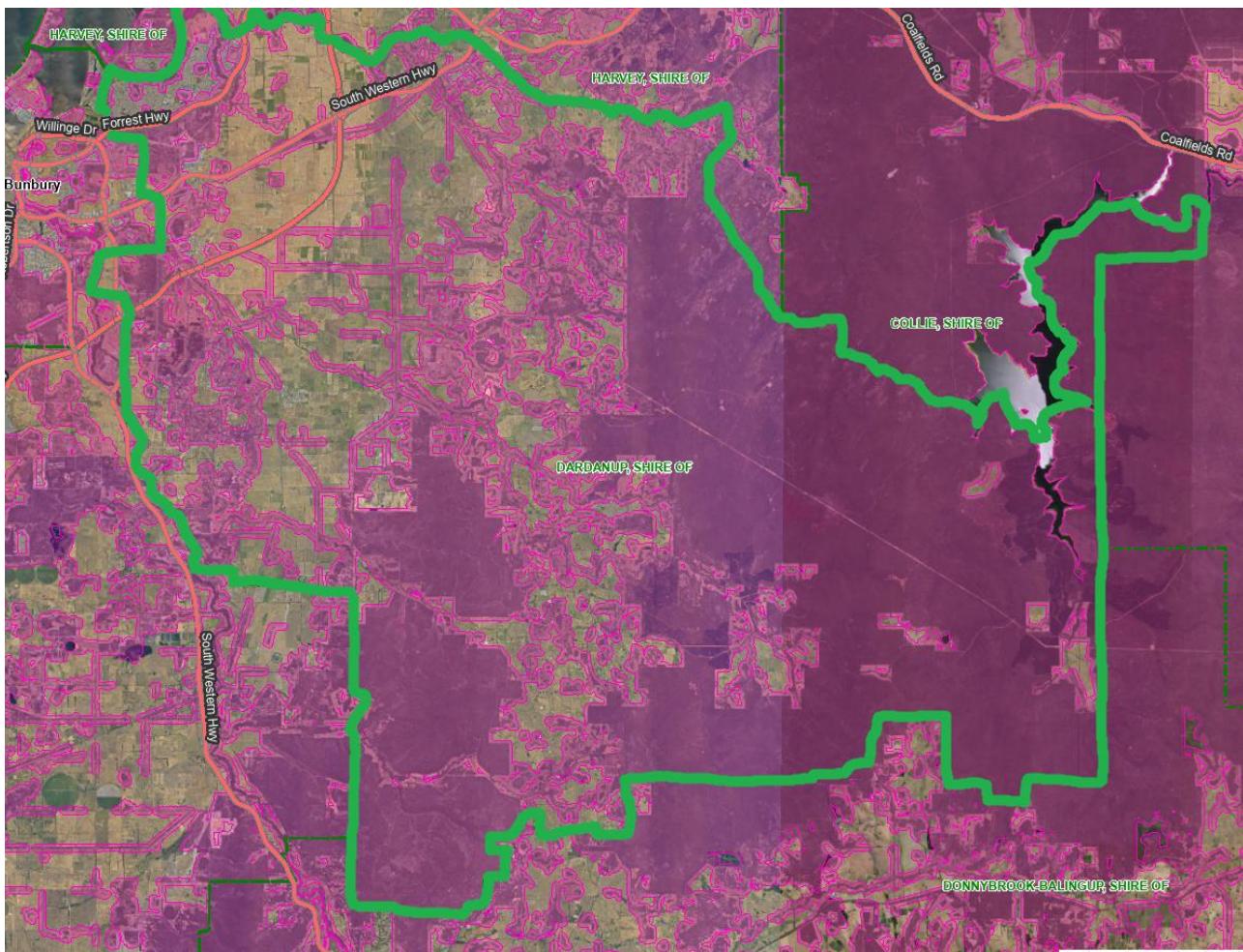
³¹ per as per *State Emergency Management Prevention and Mitigation Procedure 2.1*

³² see R0000584390

³³ For a more detailed interactive map see <https://maps.slip.wa.gov.au/landgate/bushfireprone/>

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Fig x: 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. Humans 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 structure 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.^{34,35}

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

³⁴ <https://dardanupheritagecollective.org.au/stories-of-places/wellington-mills/>

³⁵ <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 caused 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 kill and severely injure people across the country. The exposure to flames, and radiant heat are 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. Habitata 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 of 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 of 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 deliver, 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 delayed 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 required 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 burnt 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 climatic changes, e.g. increased 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 Departments 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, political 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 20th century which aligns with this likelihood. There has 2 so far in the 21st, 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 possibly 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 is 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	Moerate 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 gave 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 he community well-being and connectedness			
Social setting	Moderate consequence	Unlikely	Medium
The likely consequence is Moderate. Rural communities are quite resilience 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.³⁶ 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.

³⁶ <https://dardanupheritagecollective.org.au/sites-of-interest/dardanup-townsit/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.

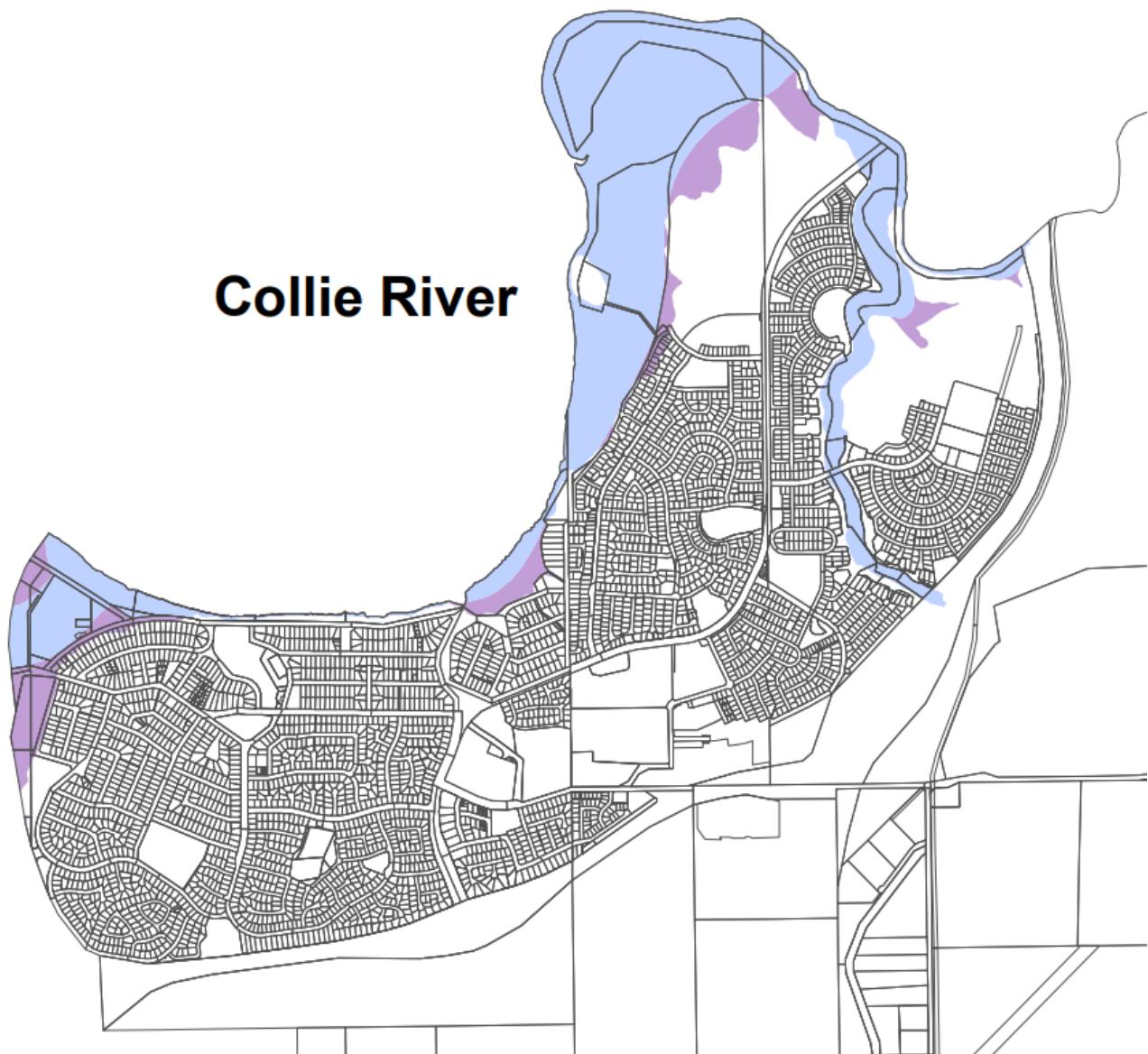
Impact

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 made made objects may introduce debris that poses additional risk to people, structures and the environment.

Risk Assessment

Figure x below shows the result of an assement 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.



A flood will cause death or injury

People	Catastrophic	Extremely rare	High
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Floods present a real risk to people's safety.

A flood will impact the health of people

People	Major	Extremely rare	Medium
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People's health may be impacted by contaminated water, loss of sewerage flow, reduced access to potable water, and mosquito borne 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 are 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 resilience 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 quantities 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 number of ways that harm people directly. Lightning strike is rare but consequential. Large hail can injure or kill when large or multiple strikes 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 services 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

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- 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/Examples³⁷

Electrical supply disruptions may occur due to failers 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.

³⁷ 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 ₂ . 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 delivery 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 absentism), 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
- Causing loss of life and impact on people's health

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- Spoiling 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 guidance³⁸. 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*³⁹ 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*⁴⁰ 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*⁴¹. 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 Constitution, 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 Management⁴²:

- 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"

³⁸ See s41(3) of *Emergency Management Act 2005*

³⁹ See <https://www.unrrr.org/publication/sendai-framework-disaster-risk-reduction-2015-2030>

⁴⁰ See <https://social.desa.un.org/issues/disability/crpd/convention-on-the-rights-of-persons-with-disabilities-crpd>

⁴¹ <https://www.preventionweb.net/drr-glossary/hips>

⁴² See AS/ISO 31,000:2018

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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 Guidelines⁴³:

- 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*⁴⁴ 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*⁴⁵:

- 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*⁴⁶:

- outlines a number of principles upon which successful recovery relies

The *National Planning Principles for Animals in Disasters*⁴⁷:

- 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

⁴³ https://www.aidr.org.au/media/7600/aidr_handbookcollection_nerag_2020-02-05_v10.pdf

⁴⁴ <https://nla.gov.au/nla.obj-2817041431/view>

⁴⁵ <http://knowledge.aidr.org.au/resources/handbook-community-recovery/>

⁴⁶ <http://knowledge.aidr.org.au/media/4785/national-principles-for-disaster-recovery.pdf>

⁴⁷ <https://www.ava.com.au/siteassets/advocacy/natural-disasters/final-national-planning-principles-foranimals-in-disasters.pdf>

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- provides a range of considerations that should be factored into developing animal welfare plans for emergencies.

The *National Guidelines for Managing Donated Goods*⁴⁸:

- 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*⁴⁹:

- 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

⁴⁸ https://www.recovery.sa.gov.au/__data/assets/pdf_file/0009/994185/national-guidelines-for-managing-donated-goods.pdf

⁴⁹ <https://kb.rspca.org.au/article-categories/rspca-policy/>

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- 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

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

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- evacuation plans are required for nominated places¹⁸, including those in which events are organised, that meets relevant Australian standards and incorporates the risk management plan

Policy

The *State Emergency Management Policy*⁵⁰ 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*⁵¹:

- 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*⁵² 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

⁵⁰ <https://www.wa.gov.au/government/publications/state-emergency-management-policy>

⁵¹ <https://www.planning.wa.gov.au/state-planning-policy-3.7-bushfire>

⁵² <https://www.wa.gov.au/government/publications/state-emergency-management-plan>

Support Plans

The *State Support Plan – Emergency Welfare*⁵³ 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
- 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*⁵⁴ 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*⁵⁵ 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 Plans⁵⁶ 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

⁵³ <https://www.wa.gov.au/government/publications/state-support-plan-emergency-relief-and-support>

⁵⁴ <https://www.wa.gov.au/government/publications/state-support-plan-animal-welfare-emergencies>

⁵⁵ <https://www.wa.gov.au/government/publications/state-support-plan-emergency-public-information>

⁵⁶ <https://www.wa.gov.au/government/document-collections/emergency-management-plans>

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- State Hazard Plan - Search and Rescue Emergencies
- State Hazard Plan - Severe Weather
- State Hazard Plan - Terrorist Act
- State Hazard Plan - TsunamiGuidelines and other related documents

The *Emergencies in Western Australia: A guide for news media*⁵⁷:

- 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*⁵⁸:

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

The web-site *Pets and Other Animals*⁵⁹ 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*⁶⁰:

- 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*⁶¹:

- 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*⁶²:

- was prepared by the Department of Primary Industries and Regional Development

⁵⁷ <https://www.wa.gov.au/government/publications/emergencies-western-australia-news-media-guide>

⁵⁸ <https://www.dpird.wa.gov.au/siteassets/documents/agriculture/livestock/standards-and-guidelines---health-and-welfare-of-dogs.pdf>

⁵⁹ <https://www.cdc.gov/healthy-pets/pets-animals/index.html>

⁶⁰ <https://www.wa.gov.au/government/publications/communicating-recovery-guidelines>

⁶¹ <https://www.wa.gov.au/government/publications/local-recovery-guideline-and-resources>

⁶² <https://www.dpird.wa.gov.au/siteassets/documents/agriculture/livestock/2020-dpird-local-paw-e-guide-and-template.pdf>

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- 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 procedures⁶³ at state level. The procedure covers:

- 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*⁶⁴:

- 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*⁶⁵:

- 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

⁶³ <https://www.wa.gov.au/government/document-collections/emergency-management-procedures>

⁶⁴ <https://www.wa.gov.au/system/files/2023-12/ermguide.pdf>

⁶⁵ <https://www.afac.com.au/resources/5674980b-86ee-43b8-bf28-98e03a2eafa8>

Local Arrangements

The Shire of Dardanup, in consultation with the Local Emergency Management Committee, must prepare arrangements for emergency management⁶⁶.

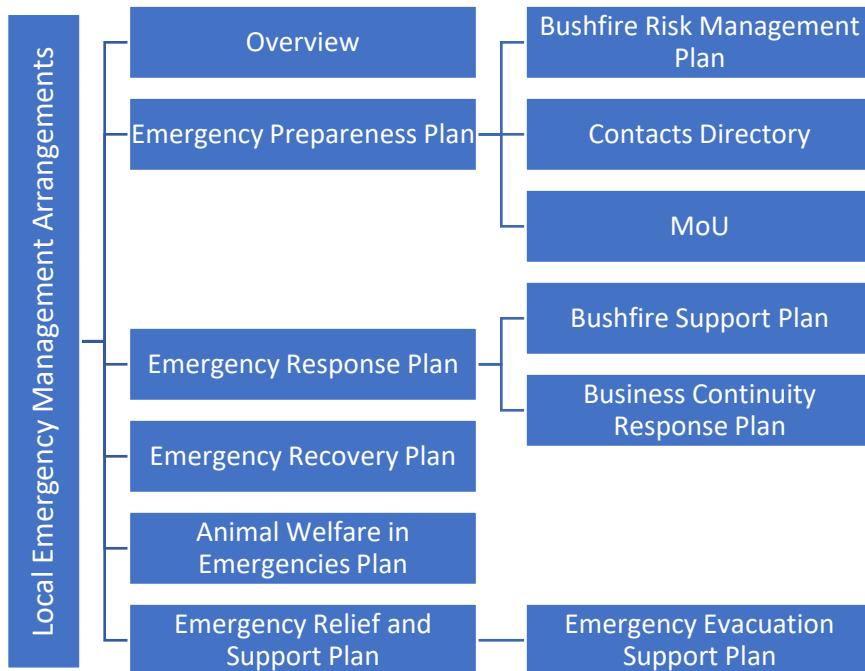
The local emergency management arrangements are to document⁶⁷:

- 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 Committee⁶⁸.

The arrangements are to be developed in consultation with key stakeholders⁶⁹. The plan must also be reviewed by the District Emergency Management Committee and the District Emergency Management Advisor and be approved by Council⁷⁰.

Figure x: Relationship between significant components of the Arrangements



⁶⁶ Per s41(1) of the *Emergency Management Act 2005*

⁶⁷ Per s41(2) of the *Emergency Management Act 2005*

⁶⁸ Per s41(5) of the *Emergency Management Act 2005* and per s3.8 of the *State Emergency Management Procedure*

⁶⁹ Per s3.8 of the *State Emergency Management Procedure*

⁷⁰ Per s3.8 of the *State Emergency Management Procedure*

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Local Laws

The Shire of Dardanup *Bush Fire Brigades Local Law 2021*⁷¹ provides guidance on the management of the Shire's bushfire brigades. In particular the local law:

- 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*⁷². The plan:

- outlines the key recovery actions, including the process of transitioning from response to recovery

⁷¹ See <https://www.dardanup.wa.gov.au/our-shire/governance-and-transparency/local-laws.aspx>

⁷² Per s3.8 of the *State Emergency Management Procedure*

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- 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:

- 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 Shire⁷³, 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

⁷³ See s2.1 of the *State Emergency Management Procedure*

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- considers bushfire risk and the assessment of those risks
- examines common treatment actions and their applicability to risk reduction

Council Policy

There are several council policies⁷⁴ 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 require 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 Expernditure 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.

⁷⁴ See https://www.dardanup.wa.gov.au/Profiles/dardanup/Assets/ClientData/Documents/Registers/2024-2026_Council_Policy_Manual.pdf

Shire of Dardanup – Local Emergency Management Arrangements

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 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.

Miscellaneous

Financial Arrangements

The Hazard Management Agency, or Controlling Agency leading and emergency response is responsible for payment of costs associated with the emergency response⁷⁵ (unless other arrangements are established).

For Level 1 incidents⁷⁶, where the Shire is the sole response agency to an emergency, then all costs associated with the emergency must be met by the Shire. For Level 2 or 3 incidents⁷⁶, where the Shire is supporting a Hazard Management or Combat Agency, then the costs to the Shire may be passed on to the controlling agency.

When an emergency qualifies for Disaster Recovery Funding Arrangements of Western Australia then agencies may apply for costs to be funded per those arrangements. The Recovery Plan provides more advise on the Disaster Recovery Funding Arrangements.

While recognising the provisions outlined above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

Review of Local Emergency Management Arrangements

The Local Emergency Management Arrangements and support plans will be reviewed as required.

- An entire review of the Local Emergency Management Arrangements and support plans will be undertaken every five years. This enables any organisational, policy, legislative and other procedural changes to be reflected in the arrangements, and also to take into consideration the changing risks due to climate, environment and population changes.
- The Local Emergency Management Arrangements will be reviewed following any incident that required implementing any part of the arrangements
- A review is conducted after exercising any part of the arrangements

The Executive Officer of the Local Emergency Management Committee will coordinate such reviews, and present recommendations to the committee.

⁷⁵ See s5.12 of the State Emergency Management Policy

⁷⁶ As categorized by the Australian Interservice Incident Management System

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*⁷⁷.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency	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

⁷⁷ <https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

Shire of Dardanup – Local Emergency Management Arrangements

District Emergency Coordinator	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee	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	<p>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.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
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.

Shire of Dardanup – Local Emergency Management Arrangements

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 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

Shire of Dardanup – Local Emergency Management Arrangements

	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
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

Shire of Dardanup – Local Emergency Management Arrangements

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*⁷⁸.

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

⁷⁸ <https://www.wa.gov.au/government/publications/state-emergency-management-em-glossary>

Shire of Dardanup – Local Emergency Management Arrangements

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



Local Emergency Management Arrangements

EMERGENCY RECOVERY PLAN 2026 to 2031

Adopted at OCM Date:

TBC

Resolution:

TBC

Next Review Date:

TBC

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Administration

Endorsement

The Shire of Dardanup *Emergency Recovery 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 at¹:

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

or online:

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

¹ In accordance with s43 of the *Emergency Management Act 2005*

Shire of Dardanup – Local Emergency Management Arrangements – Emergency Recovery Plan

PO Box 7016
Eaton WA 6232

or, alternatively email to:

records@dardanup.wa.gov.au

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

No	Date	Details	Amended by
1			
2			
3			
4			
5	xx xxx 2026	Full review	Coordinator Emergency and Ranger Services

Introduction

Purpose

The purpose of this *Emergency Recovery Plan* is to provide guidance on coordinating the recovery of the Shire of Dardanup following a significant emergency.

Aim

The aim of the *Emergency Recovery Plan* is to facilitate the community's recovery, as quickly as possible, to where the community again feels that the community is functioning nominally.

Objectives

The objectives of this *Emergency Recovery Plan* are to:

- Document key actions to be taken during recovery
- Provide reminders on key inputs and outputs of the community recovery process

Context

The *Emergency Recovery 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 exists 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*. That document should be consulted in reading or applying this plan.

Scope

The scope of this plan is limited to:

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

Recovery Principles

The Shire of Dardanup strives to implement that *Australian National Disaster Recovery Principles* as summarised below.

Understanding the Context

To promote successful recovery the Shire of Dardanup will endeavour to understand our community context, recognising that our community has its own history, values and dynamics.

Recognising the complexity

To promote successful community recover the Shire of Dardanup will be responsive to the complex and dynamic nature of both emergencies and the community.

Using community-led approaches

To promote success recovery the Shire of Dardanup will apply a responsive and flexible community-centred approach, and will engage with and support our community moving forward.

Coordinating all activities

To promote successful recovery the Shire of Dardanup will implement a planned, coordinated and adaptive approach between our community and our partner agencies which will be based on continual assessment of the impacts and needs.

Communicating effectively

To promote successful recovery the Shire of Dardanup will build on existing communication with our community to build effective communication between all stakeholders.

Recognising and building capacity

To facilitate successful recovery the Shire of Dardanup will recognise, support and build on individual, community and organisational capacity and resilience.

Activation

Has an incident occurred?

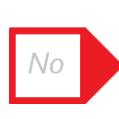


No need to activate this plan

The term 'Incident' can be used to indicate a crisis, disaster, emergency, accident, or any other event resulting, or anticipated to result, in a disruption.

Continue to next question

Has the incident impacted the community?



No need to activate this plan

Impact can affect social wellbeing, infrastructure, economy or environment.

Continue to next question

Has the functioning of the community been impaired by the impact of the emergency?

Impairment may be result of social impacts (deaths, injuries, psychological distress, etc), infrastructure impacts (destruction or temporary closure of key infrastructure, etc), financial (loss of jobs, destruction of business, inability of community to work, etc) or the environment (loss of significant habitat, environmental degradation impacting other aspects of recovery, etc).



Go to React section (pError! Bookmark not defined.)

Has the Hazard Management Agency advised that the impact is significant and recovery is required?



Go to React section (pError! Bookmark not defined.)

No need to activate this plan



MEMORANDUM

TO : Chief Executive Office
FROM : Local Recovery Coordinator
DATE :
SUBJECT : Activation of Emergency Recovery Plan

1. Brief Details of Approval/Authorisation Requested

An emergency has occurred that has impacted the community to such an extent that the community may require the assistance of the Shire of Dardanup, through activation of the Emergency Recovery Plan to coordinate recovery efforts.

The decision matrix in the Emergency Recovery Plan has been followed and indicates that the Emergency Recovery Plan should be activated.

2. Relevant Statutory or Policy Requirements and Delegation Details

Local Emergency Management Arrangements

The Emergency Recovery Plan is a sub-plan of the arrangements and requires Chief Executive Officer for activation.

3. Budget Implications

Recovery is a long and often complicated process that may continue for an extended period. A recovery budget is not been specifically set. ...

4. Organisational Implications

Following an emergency the community will have expectations that the Shire of Dardanup will provide leadership and coordination to assist the community recover from the impacts of the emergency. The Emergency Response plan outlines the principles of recovery, and the community will have an expectation that these principle will be applied appropriately.

OFFICER RECOMMENDATION

The Local Recovery Coordinator recommends activation of the Shire of Dardanup Emergency Recovery Plan to support the community through recovery following the impact of

RECOMMENDED	APPROVED	OR	DECLINED
-------------	----------	----	----------

Signature:
 Name:
Local Recovery Coordinator
 Date:

Signature:
 Name:
Chief Executive Officer
 Date:

React

The reaction will typically commence while emergency response operations are ongoing. All of these tasks are once-off task.

Should the plan require activation, then there is no need to wait until the response operations cease. The activities in the “Manage” section can be initiated before all reaction activities are complete.

Key actions

Action	Sign-off & Date/time
Sign approval memo to activate this plan The memo is to be signed by the CEO (or delegate)	
Notify key stakeholders See checklist below.	
Assess need to activate Business Continuity Plan Has the organisation been impacted to the extent that its ability to coordinate recovery may be impaired?	
Form a Local Recovery Coordination Group	
Verify Local Recovery Coordinator is invited to Incident Support Group meetings	
Provide input/advice to Hazard Management Agency to assist preparation of Impact Needs Assessment	
Consider resources required to transition to recovery <ul style="list-style-type: none"> personnel records facilities finances 	

Notify key internal stakeholders

While many of these stakeholders may be keenly aware of the emergency, and may also be aware of the need for recovery, they must be formally advised that this recovery plan has been activated (if they were not a party to the decision to activate the plan).

Internal Stakeholder	Sign-off & Date/time
Shire President	

Shire of Dardanup – Local Emergency Management Arrangements – Emergency Recovery Plan

Internal Stakeholder	Sign-off & Date/time
Director Infrastructure	
Director Development Services	
Director Corporate and Governance	
Manager Community Development	
Manager Human Resources	
Backup Recovery Coordinators	
Whole of Staff	<ul style="list-style-type: none"> • An email briefing provided by Shire President or CEO • Alert staff to potential disruptions and re-assignments

Notify key external stakeholders

While many of these stakeholders may be keenly aware of the emergency, and may also be aware of the need for recovery, they must be formally advised that this recovery plan has been activated (if they were not a party to the decision to activate the plan).

External Stakeholder	Sign-off & Date/time
State Recovery Coordinator	
District Emergency Management Advisor	
Hazard Management Agency	
Incident Support Group	
Red Cross	

Transition to Recovery

Action	Sign-off & Date/time
Hazard Management Agency provided Impact Needs Assessment	
CEO formally accepted handover from Hazard Management Agency	
Local Recovery Coordination Group briefed	
Liaise with neighbouring Local Governments affected or impacted by the incident	

Impact Statement

Transfer of the responsibility for recovery to local government requires communicating a clear picture and understanding of all aspects of the incident and the immediate, short-term and medium-term actions it will be required to undertake to effectively manage the incident and associated recovery.

An Impact Statement is used to collect information about all known and emerging impacts from a level 2 or level 3 incident. An Impact Statement is required to be completed prior to the transfer of responsibility.

The Hazard Management Agency, Incident Support Group, State Recovery Team and Local Recovery Coordination Group are involved in the preparation of an Impact Statement.

The information collected in an Impact Statement provides a point-in-time, concise summary of:

- known and emerging impacts,
- management actions currently in place,
- responsible agencies,
- future management actions required, and
- changes to responsibility for impact management.

Contributors to the Impact Statement should include:

- Hazard Management Agency / Combat Agency
- Welfare agencies
- Shire of Dardanup
(surveyors, engineers, Environmental Health Officers, Rangers)
- Insurance assessors
- Business associations
- Read Cross
(Recovery/Outreach Needs Assessment Form)

More information on the preparation of an Impact Statement is available in State Emergency Management Recovery Procedure 4: *Impact Statement Guide*².

² See <https://www.wa.gov.au/system/files/2023-01/Impact-Statement-Guide.pdf>

Manage

The purpose of this section is to initiate the ongoing task of recovery that will be maintained. Each of the tasks below are once-off tasks. Once completed they are maintained through the “Maintenance” section.

Committees

Action	Sign-off & Date/time
Convene initial Local Recovery Coordination Group meeting	
Consider need for convening sub-committees of the Local Recovery Coordination Group	
Attend State Recovery Coordination Group (if convened/invited)	

Local Operational Recovery Plan

Action	Sign-off & Date/time
Develop Local Operational Recovery Plan	
Containing:	
<ul style="list-style-type: none"> • aim, objectives, outcomes and timings • description and extent of damage and recovery needs • restoration/reconstruction plans • communications plan and community engagement 	
Determine relative responsibilities of the Shire and State recovery	
Ensure recovery actions are consistent with National Principles of Disaster Recovery	
Prepare initial Stakeholder Report Updates	
Schedule periodic reporting arrangements	
Consider recovery arrangements for:	
<ul style="list-style-type: none"> • special needs groups; youth; the aged; people living with disabilities; Aboriginal people; culturally and linguistically diverse people; isolated and transient people 	

Outreach

When a community is affected by an emergency, it is essential to determine the needs of the community. One of the best ways of understanding the community’s needs is ‘outreach’.

Shire of Dardanup – Local Emergency Management Arrangements – Emergency Recovery Plan

Action	Sign-off & Date/time
Commence outreach as soon as possible	
Engage with Red Cross for outreach assistance	
Identify source of personnel and support mechanisms	
Consider:	
<ul style="list-style-type: none"> • rostering & fatigue • support • external personnel (esp. Red Cross) • multi-agency teams 	
Establish purpose and objectives of outreach	
Inform community about outreach program	
Consider variety of communication issue (e.g. language)	
Establish safety protocol for outreach team(s)	
Identify referral partners	
Establish reporting mechanism to Local Recovery Coordination Group	
Consider:	
<ul style="list-style-type: none"> • mapping • damage reporting • individual and community needs • identification of high-needs persons/households 	

Communications Plan

Action	Sign-off & Date/time
Develop Recovery Communications Plan	
•	
Consider establishing a call centre	
Consider frequently asked questions resource	

Recovery Centre

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

Assess need/location for Recovery Centre

Pre-identified option:

- Dardanup Administration Office
2 Little St, Dardanup

Inspect Recovery Centre for suitability

Consider:

- Accessibility
- Parking
- Longer term occupancy
- Kitchens
- Toilets
- Heating/Cooling
- Access to communications
- Reception area
- Private/secure management spaces
- Comfortable/private meeting/counselling areas

Liaise with existing users of facility to identify impact on their usage, and to assist in alternative arrangements for them

Determine resource requirements.

Consider:

- staffing,
- stationery, cleaning, and other consumables,
- information technology, publications, signage, noticeboards
- petty cash
- catering

Organise layout factoring in workstation requirements, privacy, efficiency, safety, and security.

Commence preparing custom procedures for operation of centre.

Include procedures for:

- asset register and maintenance
- financial management (incl. delegations required)
- records management
- onboarding personnel, rostering and fatigue management
- briefings and debriefings
- volunteer management, VIP visits
- eventual centre close-down

Shire of Dardanup – Local Emergency Management Arrangements – Emergency Recovery Plan

Action	Sign-off & Date/time
Invite other stakeholders to establish a footing within the centre. E.g. CentreLink, Department of Communities, Red Cross, etc.	
Communicate opening with stakeholders and the community	

Funding

Action	Sign-off & Date/time
Liaise with Disaster Recovery Funding Arrangements Officer to assess eligibility for funding, and what is available	
Ensure costs fully captured in the finance management system to help substantiate claims for recovery grants	

Appeals/Donations

Action	Sign-off & Date/time
Liaise with Lord Mayors Disaster Relief Fund	
Advise community that	
<ul style="list-style-type: none"> • the Shire will not accept donations of goods • all monetary donations to be directed to Lord Mayors Disaster Relief Fund 	
All offers of assistance to be directed to Local Recovery Coordination Group	
Refer spontaneous volunteers to	
<ul style="list-style-type: none"> • local service clubs • other supporting organisations • Volunteering WA 	

Personnel

Action	Sign-off & Date/time
Liaise with Human Resources Team to identify/source staff to assist in recovery operations	
Make note to regularly assess fatigue for all staff involved	

Local Operational Recovery Plan

A Local Operational Recovery Plan will be required for most recovery. The structure and content may vary based on the emergency and the community's need. However, a basic structure may look similar to below.

- Introduction
 - Summary of the emergency and recovery needs
 - Aim or purpose of the plan
- Assessment of Recovery Requirements
 - Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Statement.
 - Estimates of costs of damage.
 - Temporary accommodation requirements (includes details of evacuation centres).
 - Additional personnel requirements (general and specialist).
 - Human services (personal and psychological support) requirements.
 - Other health issues (such as fatigue management).
- Organisational Aspects
 - Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process.
 - Details the inter-agency relationships and responsibilities.
 - Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator.
- Operational Aspects
 - Details resources available and required.
 - Redevelopment Plans (includes mitigation proposals).
 - Reconstruction restoration programme and priorities, (including estimated timeframes).
 - Include programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies.
 - Includes the local government program for community services restoration.
 - Financial arrangements (assistance programs such as the Disaster Recovery Funding Arrangements Western Australia, insurance, Lord Mayor's Distress Relief Fund, public appeals and donations).
 - Public information dissemination.
- Administration
 - Administration of recovery funding and other general financial issues.
 - Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel).
 - Authority for the plan

Outreach

Recovery Centre

Stakeholder Report Update

The Local Recovery Coordination Group will regularly report on the recovery efforts to key stakeholders.

This plan does not provide a template. This initial reports may be brief and provided in emails. Later reports may be prepared in word processors.

Stakeholders

- State Recovery Coordinator
- State Recovery Controller
- State Recovery Group

Content

The content of a report should include (and under the headings):

- Summary of Incident
A brief summary of the emergency that triggered the need for recovery. As time goes on this summary should become ever more brief
- Serial number
To uniquely identify the report, as there may be many reports over the recovery period
- Situation Update
The first report should contain a full summary of the situation. Later reports only contain updates for the period since the previous report. Document any resolution of issues that were raised in previous reports. Document assistance received that were raised in previous reports. Document any activities that have concluded.
- Ongoing Activities
List activities. Update estimated completion dates. Note b\Benefits or issues arising from activities. Note costs incurred or expected.
- Planned Activities
Note what issues/problems/needs each action is targeting. Including estimated commencement dates, estimated costs, etc. Note possible disruptions that activities may cause.
- Issues
Note any issues or complications that are impacting the recovery effort. Document any financial issues or note. Especially note if the issue that are not within the Shire's capacity to resolve (or at least not in the short-term).
- Requirements
Document resources gaps, and considerations for filling those gaps. Document assistance required from other agencies.
- Recommendations

Financial Assistance

Disaster Recovery Funding Arrangements - Western Australia

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

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

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

Centrelink

When a major disaster has had a significant impact on individuals and families, the Australian Government may provide the Disaster Recovery Payment, a one-off, non-means tested recovery payment to eligible adults (\$1,000) and eligible children (\$400) impacted³.

Lord Mayor's Distress Relief Fund

The Lord Mayor's Distress Relief Fund will provide aid for people impacted by events of a disastrous nature for Western Australians. The Fund will primarily focus on the relief of distress and hardship of individuals.⁴

Following an emergency the Shire of Dardanup will recommend cash, or other monetary donations, be directed to the Lord Mayor's Distress Relief Fund.

Premier's Natural Disaster Recovery Fund

The Premier's Natural Disaster Recovery Fund provides financial support, up to \$20,000, to individuals, households, local businesses and community groups facing ongoing disruption and losses as they recover from natural disasters.

Eligibility and application processes will be published when needed.

Funds will be distributed by The Australian Red Cross and the Western Australian Council of Social Services (WACOSS) following an assessment process.

Premier's Relief Payments

The Premier's Relief Payment provides up to \$4,000 for people affected by emergencies to cover food, clothing, personal effects, transport and emergency accommodation. The full payment (\$4,000 per

³ See <https://www.humanservices.gov.au/individuals/help-emergency>

⁴ See <http://www.appealswa.org.au>

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household) is available where an applicant's home was destroyed or inhabitable. The partial payment (\$2,000 per household) is available where a home was significantly damaged.

Maintain

Once the initial actions are undertaken then they need to be maintained until withdrawn. Pages from this section of the plan may need to be printed/copied regularly so as to provide evidence of repeated actions.

Local Recovery Coordination Group

Action	Sign-off & Date/time
Convene meeting	
Review Recovery Centre	
Assess if opening a Recover Centre is now warranted. Assess whether open Recover Centre is functioning effectively. Consider resourcing. Whether it is time to withdraw the Recovery Centre. If multiple Recover Centres established consider each separately.	
Review Operational Recovery Plan	
Are recover efforts contributing towards or meeting objectives of plan? Do objectives require adjusting? Are there new objectives? Are there causes for celebration?	
Review Recovery Communications Plan	
Review membership of group	
Are new members required? Can existing members be released? Is representation equitable/biased?	
Consider staffing issues	
Staffing levels. Stress and fatigue issues. Staff communications. Consider both recovery activities and impact on normal business activities.	

Local Recovery Centre

Action	Sign-off & Date/time
Conduct regular briefings/meetings with internal stakeholders	
Monitor services required based on community need.	
Regularly promote centre and services available.	

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Action	Sign-off & Date/time
Report on operation of Recovery Centre to Local Recovery Coordination Group. Include: success stories, outcomes achieved, resource requirements, targets/objectives, roadblocks, etc.	
Maintain services. Including: regular cleaning and waste removal, resupply of consumables, staffing requirements	
Re-assess triggers for winding down or closing down centre.	

Communications

This section may be printed at regular intervals or as soon as you cycle back to any action already signed off.

Messages

Action	Sign-off & Date/time
Ensure all communications are cleared through Recovery Coordinator (or Recovery Coordination Committee chair).	
Provide recovery contacts and key information.	
Update website with recovery information.	
Update staff via a regular all staff email.	
Update intranet with relevant content.	
Maintain customer service information sheet for Governance use.	
Include recovery on the Ordinary Council Meeting agenda.	

Community Consultation

Action	Sign-off & Date/time
Organise Community Meeting	
Seek community feedback through “Ask a Question”	
Seek community feedback through “Make a Statement”	
Establish feedback mechanism in Facebook	
Establish a Feedback mechanism in X (Twitter)	

Newsletter

Action	Sign-off & Date/time
Publish Recovery Newsletter.	

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Action	Sign-off & Date/time

Media engagement

Action	Sign-off & Date/time
Seek good news stories to share with media.	
Issue weekly newpaper article in South West Times.	
Issue regular newpaper article in the West Australian.	
Conduct monthly radio interview.	
Share communication with state wide media outlets for potential use in keeping broader community across the state updated.	

Shire Website

All website content through Communications Officer, Recovery Coordinator, or Chair Local Recovery Coordination Group.

Reprint this page when table filled.

Action	Sign-off & Date/time
Establish dedicated landing page for recovery for this emergency.	
Establish feedback mechanism in Website.	
<hr/>	
Update web-page(s)	
<ul style="list-style-type: none">- Content cleared- Pages live	
Update web-page(s)	
<ul style="list-style-type: none">- Content cleared- Pages live	
Update web-page(s)	
<ul style="list-style-type: none">- Content cleared- Pages live	
Update web-page(s)	
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Update web-page(s)	
<ul style="list-style-type: none">- Content cleared- Pages live	
Update web-page(s)	
<ul style="list-style-type: none">- Content cleared- Pages live	

- Content cleared
- Pages live

Recovery Communications

The Local Operational Recovery Communications Plan will have specific objectives for public communications during recovery. However, in general the objectives of recovery communications are:

- Communication with the community in ways that are appropriate for the audience

Target Audiences

- Disaster affected community members
People and organisations that have been directly affected and may be seeking assistance.
- Displaced persons
Displaced persons may also be disaster affected, or those impacted as a precaution, e.g. evacuees.
- Community of Shire of Dardanup
- Recovery agency partners
- Rural community
- Identified vulnerable community members
(families, children, socially isolated, elderly, youth, bereaved)
- Affected businesses and their employees
- Greater Bunbury Community
- State and Federal Government
- Shire staff and elected Councillors
- Local Recovery Coordination Group and Sub-Committees
- Media commentators
- Business community
- WA Community

Key Messages

- All concerns/issues, whether great or small, matter to the SOD and are being addressed.
- Current situations and information received will be acted upon.
- The whole community is being informed and kept up-to-date.
- The community is an active partner in recovery and is consulted on decisions and activities that are organised.
- The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.

Communication Channels

Withdraw

Key actions

Action	Sign-off & Date/time
Communicate with community for each and every service provider that plans to withdraw	
Communicate with community for each and every recovery program will be wound-up	
Identify potential partnerships with existing community organisations and services	
Assess existing services' capacity to maintain ongoing support for the community	

Standdown

Decision

Action	Sign-off & Date/time
Recovery Centre has been closed down	
One-Stop-Shop(s) have been closed down	
All sub-committees have already been wound-up	
Confirm remaining/ongoing recovery actions can be managed using business-as-usual processes	
Local Recovery Group agrees to stand-down	

Notifications

Action	Sign-off & Date/time
Notify State Recovery Coordinator/Controller	
Notify Human Resources	
Notify Communications Team	
Issue media release notifying community	
Re-affirm Employee Assistance Program is available for all staff	

Reviews

Action	Sign-off & Date/time
Establish process to debrief staff	
• May be in groups	
Document all observations	
Review observations to identify key insights and lessons	
Prepare an Evaluation Report	
• Evaluation report required on 1-year anniversary	
Submit Evaluation Report to State Recovery Coordinator	
Review Emergency Recovery Plan to apply any learnings	

Strategic considerations

Action	Sign-off & Date/time
Document outstanding restoration/reconstruction requirements	
Update strategic plans to make provisions for anniversary commemorations	
<ul style="list-style-type: none">• How far to set sights will depend on impact to community.• Consider 1, 2, 3, 4, 5, 10, 15, 20 year anniversaries	
Review observations to identify key insights and lessons	

Review Report