



COMMITTEE MEETING

APPENDICES

Item 12.5.1 – 12.5.2

**ORDINARY
COUNCIL MEETING**

To Be Held

Wednesday, 20th of November 2024
Commencing at 5.00pm

At

Shire of Dardanup
ADMINISTRATION CENTRE EATON
1 Council Drive - EATON

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SHIRE OF DARDANUP

MINUTES FOR THE SHIRE OF DARDANUP LEMC MEETING TO BE HELD ON WEDNESDAY, THE 13TH OF NOVEMBER 2024, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE EATON, COMMENCING AT 10.12AM.

1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS

Note: The Chairperson and the Deputy Chairperson were not in attendance at the start of the meeting. The Committee agreed to appoint Cr E Lilly as Chairperson for the meeting.

The Chairperson Cr E Lilly declared the meeting open, at 10:12am welcomed those in attendance and referred to the Disclaimer, Acknowledgement of Country, Emergency Procedure and the Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and visitors to our Shire.

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

Committee members acknowledge that only the Chief Executive Officer or a member of the Shire of Dardanup staff appointed by the Chief Executive Officer is to have contact with consultants and suppliers that are appointed under contract to undertake the development and implementation of projects.

The exception to this Policy is when there is a meeting of the committee or working group with the consultant and the Chief Executive Officer or the Chief Executive Officer's representative is present.

Members of committees acknowledge that a breach of this Policy may result in a request to Council to have them removed from the committee.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, please proceed to the muster point located at the front of the building where we will meet (and complete a roll call).

Note: Cr T G Gardiner joined the meeting via Teams at 10:14am.

2 RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED

2.1 Attendance

Cr T Gardiner	-	Shire President [Via Teams 10:14am]
Cr E Lilly	-	Deputy Shire President
Mr Stephen Loiterton	-	Coordinator – Emergency & Ranger Services
Mrs Erin Hutchins	-	Department of Fire & Emergency Services
Mr Ricky Southgate	-	Department of Fires & Emergency Services
Mr Dean Italiano	-	Water Corporation
Mr Steve Collins	-	Water Corporation
Mr Chris Hathaway	-	Main Roads WA
Mr Jewell Crossberg	-	Dept of Biodiversity, Conservation & Attractions.
Mr Tim Stevens	-	Dept of Primary Industries and Regional Development

Observers

Mr André Schönfeldt	-	Chief Executive Officer
Mr Ashwin Nair	-	Director Sustainable Development
Mrs Donna Bailye	-	Manager Governance
Mrs Renée Thomson	-	PA to Director Sustainable Development
Mr Neil Nicholson	-	Principal Environmental Health Officer
Ms Tahnia Creedon	-	Communications Officer
Mr Garth Grinsley	-	Dept of Biodiversity, Conservation & Attractions

2.2 Apologies

Cr T Jenour	-	Elected member
Cr M Hutchinson	-	Elected member
Ms Renee Flaxman	—	Department of Communities
Ms Ceri Elliot	—	WA Country Health Services – SW
Cameron Norris	-	Harvey Water
Representative	-	Department of Police – Capel Police Station
Representative	-	Aqwest
Representative	-	Moore Road Emergency Response Group
Representative	-	WA Police (Australind)

Discussion

Chief Executive Officer, Mr André Schönfeldt advised the Committee that a quorum was not achieved, but not required for the LEMC meeting to continue.

3 PRESENTATIONS

None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held on the 14th August 2024

OFFICER RECOMMENDED RESOLUTION

LEMC 05-24

MOVED Cr E Lilly

SECONDED Cr T G Gardiner

THAT the Minutes of the Local Emergency Management Committee Meeting held on 14th August 2024, be confirmed as true and correct subject to no corrections.

CARRIED

5 ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

6 QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

7 DECLARATIONS OF INTEREST

Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences."

Discussion:

Chairperson, Cr E Lilly asked the Committee members if there were any Declarations of Interest to be made.

There were no Declarations of Interest made.

8 REPORTS OF OFFICERS

8.1 Title: Update Report from Shire of Dardanup

Reporting Department	<i>Sustainable Development Directorate</i>
Reporting Officer	<i>Stephen Loiterton - Coordinator – Health, Emergency & Ranger Services</i>
Legislation	<i>Local Government Act 1995 Emergency Management Act 2005</i>
Attachments	

8.1.1 Emergency Management Officer

Mr Dallas Brennan has commenced as the Shire of Dardanup's new Emergency Management Officer.

8.1.2 Local Evacuation Support Plan

A Local Evacuation Support Plan (Appendix LEMC: 8.1.2) has been developed, facilitated by the All Western Australians Reducing Emergencies grant program for 2022/23.

The purpose of the plan is to support the Department of Communities to manage emergency evacuation centres, especially if the department's resources are stretched and deployed elsewhere.

A familiarisation training activity was undertaken in early December 2023 ahead of the Christmas/New Year break to raise familiarity with the draft plan. There have been three activations of an evacuation centre in the Shire while this plan was in draft. The responses to these activations were guided by the content of the draft plan. In both cases the preparation of the Shire for evacuation centre management was positively noted by the Department of Communities.

From the three activations, lessons have been identified, which have been incorporated into the draft plan. The plan is the result of consultation within the Shire of Dardanup and with the Department of Communities, the lead agency for local evacuations. The plan has been written to fit within the Local Emergency Management Arrangements and to support the Local Emergency Relief and Support Plan.

To complement the plan, a small store of equipment has been put aside for use during future evacuations and will be supplemented as new lessons arise from training, exercises or future activations.

A report and acquittal will be prepared and submitted as soon as practicable.

Discussion

Coordinator – Emergency & Ranger Services, Mr Stephen Loiterton spoke to the report and provided the Committee with a summary of the establishment of the Local Evacuation Plan.

Department of Fire & Emergency Services, Mrs Erin Hutchins requested, that as a result of the late delivery of her Agenda, the resolution be tabled so as to allow time for a full review of the Local Evacuation Support Plan

Chief Executive Officer, Mr André Schönfeldt proposed that the Committee endorse the current resolution, with an amendment, to allow for the Shire of Dardanup to receive late submissions

from the Committee, prior to the matter being presented to Council for endorsement at the 20th November 2024 Ordinary Council Meeting.

Mrs Erin Hutchins advised that she would review the document and forward her comments to the Shire of Dardanup by Friday 15th November 2024. Any amendments would be presented to Council.

OFFICER RECOMMENDED RESOLUTION AND LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEMC 06-24 MOVED - Mr Stephen Loiterton SECONDED – Cr Ellen Lilly

THAT the Local Emergency Management Committee recommends that Council adopts the Shire of Dardanup Local Evacuation Support Plan, (Appendix LEMC 8.1.2), with further feedback from Local Emergency Management Committee members by close of business on Friday 15th November 2024.

CARRIED

8.1.3 Mitigation Activity Funding

The Shire of Dardanup has been granted \$242,350 to assist in undertaking 27 bushfire mitigation activities. Mitigation activities include mechanical treatments to reduce fuel levels, the creation of firebreaks and planned burns.

Table of Approved Treatments

25974 Mechanical works	Gavins Gully, West Dardanup	To be completed
27010 Planned burn	Marri Reserve, Tulip Grove Eaton	To be completed
27011 Chemical works	Marri Reserve, Millard St, Eaton	To be completed
27012 Mechanical works	Reserve, Hale Street, Eaton	In Progress
27013 Mechanical works	Reserve, Charterhouse Street, Eaton	In Progress
27014 Mechanical works	Reserve, Charterhouse Street, Eaton	In Progress
27027 Fire access way	Millar Creek Reserve, Hazelgrove Cr, Millbridge	To be completed
27037 Mechanical Works	Millars Creek Reserve, Primrose Vista, Millbridge	In Progress
27038 Mechanical works	Eaton Foreshore Reserve, Pratt Rd, Eaton	To be completed
27039 Mechanical works	Reserve, Charolais Mews, Eaton	To be completed
27040 Mechanical works	Reserve, Charolais Mews, Eaton	To be completed
27041 Mechanical works	Reserve, Bailey Loop, West Dardanup	In Progress
27042 Chemical works	Verges, Fire Access Way, The Dress Circle, Henty	To be completed
27058 Fire access way	Reserve, Bailey Loop, West Dardanup	In Progress
27059 Fire access way	Reserve, Bailey Loop, West Dardanup	In Progress
27060 Fire access way	Reserve, Vera Place, West Dardanup	In Progress
27061 Mechanical Works	Reserve, Dardanup Rd, West Dardanup	In Progress
27062 Fire access way	Reserve, Dardanup Rd, West Dardanup	In Progress
27063 Fire access way	Leicester Reserve, Collie River, Eaton	To be completed
27069 Planned burn	Wellington Pine Plantation, King Tree Road Wellington Mills	Completed
27070 Planned burn	Wellington Mills Road Wellington Mills	Completed
27071 Planned burn	Wellington Mills Road Wellington Mills	Completed

27085 Planned burn	Fire Access Way, Padbury Road West Dardanup	In Progress
27340 Planned burn	Joshua Creek Rd Crooked Brook	To be completed

8.1.4 Bushfire Risk Management Plan

The Shire of Dardanup's BRMP was developed in 2019 and is due for review in 2024. Another driver to updating is that one of the key eligibility requirements under the MAF grants program is for the Shire to have a Bushfire Risk Management Plan (BRMP) endorsed by the Office of Bushfire Risk Management.

The 2023 Guidelines for reviewing a BRMP were recently released and provide a clear process for the Shire to update their Plan. It is to be noted that the previous 5-year endorsement and review process has been changed to every 2 years to ensure information in the BRMP remains current and accurate.

8.1.5 Local Government Grant Scheme

The Shire of Dardanup has been granted \$230,554 through the Local Government Grant Scheme to contribute to maintaining the operational preparedness of the Shire's Bush Fire Brigades.

This year's grant also included the scheduled replacement of the Burekup 1.4 appliance, and upgrade of the Dardanup Centrals 2.4 appliance to a 3.4 appliance. Due to supply chain issues the actual delivery dates are uncertain, with several other appliances still awaiting replacements from previous years.

The Shire of Dardanup has also been awarded funding for two capital projects, to upgrade the Ferguson station and to install a bore at the Waterloo station. Plans for the Ferguson Station upgrade is being finalised in preparation for going to tender. Similarly, plans are being prepared for tendering for the bore and application for water extraction.

8.1.6 Bushfire Brigades

The annual service of Brigade vehicles is underway in preparation for the bushfire season. The contract for this service expires at the end of the year, and a Request for Quote has been prepared to enter into a new contract for the next two years.

8.1.7 Fire Prevention Order

The most recent Bush Fire Advisory Committee meeting endorsed the exemptions for fire breaks, recommended by Brigade Fire Control Officers, in accordance with the Fire Prevention Order.

8.2 Title: Agency Reports**Reporting Department****Reporting Officer****Legislation***Various Agencies – Listed Below**Refer to Individual Report**Local Government Act 1995**Emergency Management Act 2005**(In the interest of time efficiency report to be accepted as presented, not read aloud at the meeting)***Background**

Each agency is invited to provide the meeting with a report of their activities for the benefit of the committee.

8.2.1 WA Police – Snr Sgt Heath Soutar (Australind) & Sgt Chris Page (Capel)

No report.

8.2.2 Department of Fire & Emergency Services – District Emergency Management Advisor – Mrs Erin Hutchins

Mrs Erin Hutchins has provided the following report:

Emergency Management Advisor Report - 2nd Quarter 2024-2025

- *STATE NEWS*

The last meeting of the State Emergency Management Committee (SEMC) was held on the 2nd October 2024. SEMC Communiques can be found here.

2024 and 2025 SEMC Meeting Schedule

- 4 December 2024
- 13 March 2025
- 8 May 2025
- 7 August 2025
- 9 October 2025
- 4 December 2025

- *STATE EMERGENCY MANAGEMENT DOCUMENTS*

State EM Document Amendments

The State EM Policy Branch of the Department of Fire and Emergency Services (DFES) administers the review and consultation of the State emergency management documents in consultation with relevant stakeholders.

To maintain accuracy and currency of the documents, they are reviewed annually for statement of fact changes and must undergo a comprehensive review every 5 years.

To assist with our ongoing review of the documents please advise the State EM Policy Branch if you have identified any errors in a State EM document [here](#).

- *CONSULTATION UPDATES*

State Hazard Plan – Fire

The Department of Fire and Emergency Services (DFES) has recently undertaken a significant comprehensive review of the State Hazard Plan - Fire. The Plan was redrafted to address initial consultation feedback and to align with the review's guiding principles:

- Establish a strategic level emergency management plan (not an operational plan).
 - o Remove agency specific initiatives or procedures; and
 - o Remove duplication.
- Provide clarity of roles and responsibilities across the hazard of fire.
- Provide stability of arrangements – ability to withstand changes in the legislative & regulatory environment.
- Identify and address gaps.
- Align with State Emergency Management Framework.
- Provide necessary statement of fact changes.

The following amendments (not exhaustive) were proposed to address relevant initial consultation feedback captured and to align with the review's guiding principles:

- Introduced collective responsibility and roles across sectors of society. These main sectors are used throughout the structure of the plan: 'Individuals and Communities', 'Industry and Public Sector', and 'Public Authorities/Agencies'.
- Introduced jurisdiction, areas of responsibility and tenure concept to align with current operations, provide clarity and emphasize the State EM principle of shared responsibility. Removed arrangements structured by fire type (bush fire vs. structure fire).
- Resourcing Responsibilities (**of note for LG**).
- Transfer of Control.

As significant portions of the Plan were restructured to align with the review principles, please review the entire proposed State Hazard Plan – Fire draft for a detailed understanding of the proposed arrangements prior to submitting feedback.

The DFES State Emergency Management Policy Branch is now seeking broad stakeholder feedback on the proposed Plan. Consultation will be open from 17th September 2024 to 9th December 2024. Please submit your feedback by close of business on **9 December 2024**.

You can view all current and past consultations on the [Engage WA EM consultation homepage](#)

- *SEMC STRATEGIC PLAN*

The development of a new strategic plan is underway, with consultation occurring with SEMC Subcommittees and District Emergency Management Committees to test five priority actions, which emerged from SEMC's strategic planning workshop:

- Explore what a statewide systemic approach to risk would look like in practice, through sector wide and interjurisdictional engagement and research.
- Influence the State EM Framework and other policy instruments to elevate prevention and preparedness.
- Emphasise the specific role of all government agencies in EM in the new strategic plan and future policy and integrate key agencies into governance.
- Lead a whole-of-sector initiative to map the current capabilities and capability needs across the sector, and plan for its development.

- Review Local Emergency Management Committees and other multi-agency community development mechanisms to better strengthen local capability and resilience.

It is expected that a draft Strategic Plan will be presented to SEMC for consideration in December 2024.

- **DISTRICT NEWS**

The next *District Emergency Management Committee* (DEMC) will be held on Tuesday 18th March 2025.

- **SECTOR UPDATES**

Australian Warning System (AWS) Training

The Australian Warning System (AWS) is a national approach to emergency information that delivers consistent warnings to Australian communities, so people know what they need to do to stay safe in an emergency, no matter where they are.

The AWS features standardised hazard warning icons and colours, with warnings supported by clear action statements.

Changes to cyclone, flood, storm and bushfire warnings were rolled out in Western Australia on Monday 15th July, 2024.

AWS Awareness is an online module available on the DFES Mobilise Me platform - <https://dfes.mobilise-me.com/> and provides an overview of the Australian Warning System and how it is applied in Western Australia.

If users have previously undertaken training on the DFES Mobilise Me platform, they can use their credentials to log in and find the AWS courses. For new users, they will need to create an account and select Australian Warning System under the "Learning Category" when they are registering their details. Alternatively, if you were interested in uploading these modules into your own eLearning platform, please contact the DFES Public Information Branch via email statepublicinfo@dfes.wa.gov.au.

Discussion

Department of Fire & Emergency Services, Mrs Erin Hutchins advised that once the SEMC Strategic Plan is endorsed, it may lead to changes to the LEMC business plans, and should this occur, the Committee would be updated. –

Mrs Erin Hutchins reported on the Local Recover Exercises recently held in the South West, and that participants from this exercise were available to assist Local Government LEMC's prepare their Local Recovery Plans. Should the Committee be interested in taking up the opportunity, please contact the Department and arrangements can be made for the new year.

8.2.3 Department of Fire & Emergency Services – Mr Brian Penman

Note: The following report was provided to the Committee as further information prior to the meeting.

CLIMATE OUTLOOK (issued 31 October 2024)

The long-range forecast for November to January shows:

- Above average maximum and minimum temperatures are likely to very likely (60% to greater than 80% chance) across most of Australia.

- Southwest WA experienced its driest six-month period (October - March) since records began in 1910, with the summer of 2023-2024 being one of the hottest and driest on record. May 2024 (Autumn) was the hottest on record.
- Although native plant species in the southwest are adapted to periods of drought and extreme conditions, the prolonged hot and dry summer led to widespread die-off of foliage and canopy in forests, woodlands, heaths and shrublands.
- The higher proportion of dead flammable fuels available to burn may have significant implications for fire mitigation and bushfire suppression operations.

NEW DFES SUPERINTENDENT SOUTH WEST

The DFES Superintendent Andrew Wright has been promoted and has taken up a new role based in Perth. Superintendent Matt Folini will commence in the Bunbury Office from the 26th November. Brian Penman will be acting Superintendent in the interim.

PLANNING FOR BUSHFIRE SEASON

- In preparation for the coming Bushfire Season, a major bushfire exercise was held in early October. The exercise simulated a Level 2 bushfire and was managed with combined personnel from DFES South West and Lower South West regions, and staff from DBCA, WA Police and other agencies.
- Pre-season Volunteer Leaders Forum was held on the 11 October to discuss the coming season and to refresh bushfire operating procedures.
- The SW region will soon be receiving a high season firefighting fleet of appliances to provide additional resources for the coming season. The fleet will be made up of 10 x Light Tankers, 4 x Heavy Tankers, a 1.4 and will be distributed to various Local Government Brigades.
- The DFES Community Preparedness Officer has been busy with preparing the community through a series of workshops and presentations.

EMERGENCY WA

- The Emergency WA app is in development and on track to launch in early December. User testing began in October to ensure the app is ready to go public.
- Australian Warning System training is ongoing, with more than 1,200 staff and volunteers and 550 external stakeholders completing the e-learning modules.

Discussion

Department of Fire and Emergency Services, Mr Ricky Southgate, as proxy for Mr Brian Penman advised that Mr Matt Folini had commenced on the 22nd November 2024.

8.2.4 Department of Communities – Ms Renee Flaxman

October 2024 to December 2024 inclusive

- *Emergency Relief and Support (ERS) Sector Partners*

Over the past 12 months, ERS has delivered a series of engagement sessions and circulars to the ERS Sector Partners to:

- share knowledge across the sector ;
- build connections between organisations; and
- increase engagement in the activities of ERS and the emergency management sector outside of activations.

ERS Sector Partners include organisations that deliver services under the State Support Plan, key State agency stakeholders, and sector peak bodies.

- Since October, ERS has delivered to the Sector Partners:
 - Four communiques;
 - Three activation-specific written updates; and
 - Three presentations co-delivered with partners.

The last engagement session for 2024 was a pre-season forum held on 17th October 2024. The purpose of the session was to build knowledge and connections with a focus on preseason preparedness. The program included a pre-season weather briefing delivered by the Bureau of Meteorology, a presentation on ERS specific pre-season preparedness activities, and a short workshop to facilitate feedback from Sector Partners.

- *Centre for National Resilience Perth*

Ahead of the high threat season, Communities is working with the Department of Premier & Cabinet to finalise MOU negotiations with the Commonwealth for the Centre for National Resilience Perth.

- *State Support Plan*

- Communities has conducted an Annual Review of the State Support Plan – Emergency Relief and Support and is proposing minor changes following the implementation of its enhanced structure.
- As part of this process, Communities is undertaking consultation to formalise its role in providing support services to people impacted by local level (Level 1) incidents when ‘tasked by a HMA and/or controlling agency’.

- *Strategic Procurement Framework*

- ERS is developing a Strategic Procurement Framework to enable effective and efficient decisions about procurement strategies. The Framework provides a comprehensive approach to engaging suppliers and sector partners in the preparedness, response, and recovery phase of emergencies.

- The Framework is intended to simplify the engagement of partners during peak high threat periods to enable rapid engagement in emergency incidents.

- *Medium – Long Term Accommodation Strategy*

- Communities is collaborating with the Department of Fire and Emergency Services to define the State responsibilities for medium and long-term temporary accommodation for impacted residents and workers following a disaster.
- This Project has four objectives:
- Establish a clear policy position for the delivery and management of post-disaster accommodation in WA.
- Define roles, responsibilities and funding arrangements and other enabling arrangements across State and local government in relation to post-disaster accommodation.
- Develop tools and resources to support decision-making and planning for the prompt delivery of post-disaster accommodation.
- Progress the development of streamlined statutory approval pathways for post-disaster accommodation.

- *Western Australian Post-Disaster Cultural Outcomes Framework*

- Communities has developed the first iteration of the Western Australian Post-Disaster Cultural Outcomes Framework, which will continue to be refined to ensure appropriateness and effectiveness.
- The Framework includes a list of specific indicators that can be used to measure whether cultural outcomes are being achieved through the recovery process and can be used to support early recovery planning, as well as the evaluation of recovery programs.
- The Framework includes outcomes that are applicable across different communities, and can be adapted to the circumstances, needs and priorities of individual communities.
- It can be used by anyone working in an Aboriginal community after a disaster, and can be implemented by Local and State Government, as well as non-government organisations.
- The next iteration of the Framework will be finalised following a sector-wide consultation process which ends October 2024.

- *Local EM Information*

1. Evacuation Centre Training

To date five training sessions have been completed since the start of October. Sessions were held at the South West Sports Centre (primary evacuation centre in Bunbury) and were very well attended by City of Bunbury- and Communities team members.

Future sessions conducted in gazetted evacuation centres are being explored and LEMC to be advised of upcoming sessions. Communities would like to request that all LEMC members please identify staff that require training if required.

2. Exercising

In preparation for the upcoming season, Communities was invited to- and participated in several LGA exercises relating to emergency management including:

- i) CoBusselton Local Government Recovery Workshop & Exercise.
- ii) Volunteering WA Spontaneous Volunteers training.
- iii) SoAMR Annual LEMC Evacuation Centre- and ISG Exercise.
- iv) CoCoburn – Evacuation Centre Training.
- v) Water Corporation Dam Safety Emergency Desktop Exercise.

vi) Bridgetown – Annual Exercise – Recovery.

Please ensure that the Department is invited to any exercises relating to EM. We would be happy to consider an inject to this exercise if it is appropriate.

3. Preparedness Activities

Ongoing planning and preparedness activities, internal exercising and training continues to be a high priority such as:

- Development of Regional Preparedness Plans, which includes key information relating to pre-positioning of equipment and identifying commercial accommodation and key regional support providers.
- Reviewing and updating Evacuation Centres information continues. Currently there are 420 evacuation centres across the state. The South West has 21 primary and 14 secondary centres. Centres.
- Evaluating and revising equipment supplies and trialling proposals to standardise, streamline and upgrade equipment as well as to reduce procurement timeframes across the state. An example of such is testing the viability of On Track Meals – a complete pre-packaged 1 day meal kit to be handed out to evacuees staying over in centres.

8.2.5 Department of Primary Industries and Regional Development – Mr Tim Stevens

Note: The following report was provided to the Committee as further information prior to the meeting.

- *List of emergency management prevention and preparedness activities your agency has completed since the last meeting. Examples are exercises, training, courses, resources, funding, grants, reviews, mitigation etc.*

DPIRD Bunbury office (to include Waroona in the north, east to Collie, Manjimup, Bridgetown and south to Augusta/Walpole) have finalised the following Hazard Season and Biosecurity arrangements:

- Reviewed and updated DPIRD Local Emergency Management Committee (LEMC) representation for the next 12 months.
- Reviewed and confirmed DPIRD South West, Biosecurity First Response Team (FRT) appointments and roles for the next 12 months.
- Confirmed staff availability over the DPIRD Xmas/NY closure period if there is a requirement to support Biosecurity or State EM Arrangements for the Dec 24 and Jan 25 period.
- *Any emergency management response (level 2 or 3) activities conducted or supported since the last LEMC meeting? Examples are activation of internal, local or regional response, attendance at Incident Support Group (ISG) or Operations Area Support Group (OASG) meetings.*
 - DPIRD is aware of LG requests for information from a number of shires regarding the current Polyphagous Shot-Hole Border (PSHB) Biosecurity Response.
 -
 - See **attached** DPIRD Industry Update dated August 2024 for further information. Note: PSHB has not been detected outside the Perth Metropolitan area.

- *Any emergency management recovery activities conducted or supported since the last LEMC meeting? Examples are initiating initial recovery at the local or regional level, preparation of Impact Statement, for local governments - activation of local recovery arrangements etc.*
 - Nothing significant to report.
- *Any emerging risks that your organisation would like to flag for LEMC awareness? New risks which may impact people, economy, public administration, social setting and environment.*
 - DPIRD is currently managing a number of Biosecurity incidents in relation to plant pests/diseases and aquatic pests/diseases. Nil animal pest/disease incidents. Summary as follows:
 - African Black Sugar and Browsing Ant (Perth); PSHB (Perth); Red Dwarf Honey Bee (Karratha); Carpet Sea Squirt (Australian Marine Complex). Further information is available at Biosecurity | Agriculture and Food
 - Responses to outbreaks of H7 high pathogenicity avian influenza is currently underway in Victoria, New South Wales, and the ACT. Note that this is not the H5 strain that are currently causing concern globally. DPIRD is monitoring the situation and undertaking preparedness activities.

Discussion

Department of Primary Industries and Regional Development, Mr Tim Stevens advised the Committee that a webinar on the Shothole Borer was presented on Thursday 7th November and that a report from this was available and could be provided to the Committee upon request.

8.2.6 Department of Biodiversity, Conservation and Attractions – Mr Allan Madgwick

Discussion

Department of Biodiversity, Conservation and Attractions, Mr Jewell Crossberg advised that there was nothing to report in the Shire of Dardanup district. Spring operations had now concluded and the Department was in the prime, prepare and ready for the season.

8.2.7 WA Country Health Service – Ms Leigh Hall

No report

8.2.8 Main Roads WA – Mr Bruce Hancock

Discussion:

Main Roads WA, Mr Chris Hathaway updated the Committee on the Corporate Crises Workshop recently undertaken and reported that it was a well-run and received exercise, with good collaboration and teamwork. The Main Roads WA Christmas Roster has been completed, and extra crews have been deployed to compliment the opening of the BORR in December.

8.2.9 Department of Transport – Mr Peter Westgate

8.2.10 Water Corporation – Mr Steve Collins

Discussion

The Committee discussed the Bridge around Moore Road. Water Corporations, Mr Dean Italiano advised that he would investigate and report back to the Committee on the matter.

8.2.11 Western Power – Mr Scott Fitzgerald

No Report.

8.2.12 Aqwest – Mr Caleb Maquire

No Report.

8.2.13 St John Ambulance WA – Mr Charles Wilkes

No Report.

8.2.14 Telstra – Ms Debra Leverington

No Report.

8.2.15 Atco Gas – Mr Mick Sheaf

No Report.

8.2.16 Moore Road Emergency Response Group – Mr Graeme Offer

No Report.

8.2.17 Harvey Water – Mr Cameron Norris

No Report.

9 MATTERS BEHIND CLOSED DOORS

10 CLOSURE OF MEETING

The Chairperson advises that the next date of the Local Emergency Management Committee Meeting will be advised

There being no further business the Chairperson declared the meeting closed at 10.30am.



DRAFT LOCAL EVACUATION SUPPORT PLAN

Local Emergency Management Arrangements

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1. Administration

Endorsement of Local Evacuation Support Plan

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

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

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

Date:

Shire President

Shire of Dardanup

Chair Local Emergency Management Committee

Date:

Chief Executive Officer

Shire of Dardanup

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

Document Availability

A copy of this plan is available for free at:

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

Amendment Record

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

Feedback can include:

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

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

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

or email to:

records@dardanup.wa.gov.au

Table of Amendments

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

2. Decision Flow

Has an evacuation been called?



No need to activate this plan

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

Continue to next question

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



No need to activate this plan

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

Continue to next question

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



Go to Activation section

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

Continue to next question

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



Shire is unable to host an evacuation

Go to Activation section

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

3. Introduction

Purpose

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

Aim

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

Objectives

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

Prior to an Emergency

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

During an Emergency

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

Following an Emergency

- To continually improve emergency evacuation support planning and processes

Scope

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

Related Documents

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

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

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

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

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

Special Consideration

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

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

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

History

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

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

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

4. Roles and Responsibilities

Local Emergency Management Committee

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

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

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

Shire of Dardanup

Local Recovery Coordinator

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

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

Coordinator Health, Emergency and Ranger Services

The Coordinator Health, Emergency and Ranger Services will:

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

Human Resources

The human resources team will provide advice on staffing of a local evacuation centre, including:

- Advice on the management of personnel deployed to a local evacuation centre
- Advice on staffing entitlements for staff deployed to a centre
- Advice on business continuity of human resources when staff are deployed to a centre
- Ensuring personnel deployed to a centre are aware of how to access the Employee Assistance Program

Work Health and Safety

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

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

Environmental Health Officer

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

Eaton Recreation Centre Personnel

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

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

Ranger Services

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

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

Hazard Management Agency

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

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

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

Department of Communities

The Department of Communities is responsible for:

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

Partnering Agencies

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

5. Preparation

Potential Evacuation Centres

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

Personnel

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

Training

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

Training will consist of:

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

Spontaneous Volunteers

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

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

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

Equipment

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

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

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

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

Location

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

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

Contents

Package

- Cart
- Plastic tubs

Administration

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

Signage

- Centre identification
- Traffic management

Animal Management

- Dog/Cat cages from Ranger stores

Basic Evacuation Centre Items

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

Cleaning

- Wipes
- Paper towels
- Surface cleaner
- Hand sanitiser

Other equipment

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

Storage

- Containers
- Trolley

Review

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

The plan will be reviewed:

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

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

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

6. Activation

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

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

Notification

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

- The purpose of activating the centre
- Which facility will be used, and the anticipated number of people who may seek services at the centre
- When the centre(s) is expected to be open for the public
- The nature of support that the Department of Communities requests of the Shire of Dardanup

Internal Notification

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

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

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

Stakeholder Notifications

- Security
If using a Shire facility that is normally secured at night, then notify Nightguard Security Services before 9pm to that they do not trigger a response because the alarm has not be set for the building. (See Appendix E for contact details)
- Principal, Eaton Community College
Notification is required if the evacuation centre is located in the Eaton Recreation Centre and will overlap school hours. The Eaton Community College uses the Eaton Recreation Centre for school activities and will be impacted when the Eaton Recreation Centre is used for a local evacuation centre. (See Appendix E for contact details)
- Existing facility users
If the local evacuation centre will bump other users out of the facility then those using, or who have bookings to use, the facility will require notification that the facility is no longer available as it is required for an emergency.

Staffing

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

Initial Staffing

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

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

Rostering

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

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



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

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

Organisational Chart

The organisation chart below shows the roles/functions that may be required at a local evacuation centre. However, the actual organisational structure, and scale of implementation, is very situation driven. Primarily the structure and who fills roles is usually at the discretion of the Department of Communities.



Notes:

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

Sourcing staff

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

However, as a rule of thumb:

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

7. Opening

Preparations

Unlock / Vacation of existing users

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

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

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

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

Sourcing Equipment

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

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

Walk-through

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

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

Layout

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

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

Considerations:

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

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

Signage

Clear signage will aid in reducing frustration.

External signage may include

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

Signage at the entrance may include:

- Welcome
- Need for check-in

Internal signage may include:

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

Partnering Agencies

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

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

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

Initial Briefings

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

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

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

Open Doors

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

Doors open is ideally:

- less than 2 hours (if outside of business hours)
- less than 30 minutes (if during business hours)

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

8. Operation

Front-of-House

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

Screening

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

Meet and Greet

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

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

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

Registration

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

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

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

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

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

Parking

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

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

Establishing signage to indicate general parking areas.

Catering

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

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

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

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

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

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

Pets

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

Pets are not permitted within the evacuation centre.

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

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

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

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

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

EmergencyWA

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

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

Information Brochure

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

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

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

Community Briefings

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

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

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

Other Services

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

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

First Aid

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

Back-of-House

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

Briefings

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

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

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

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

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

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

Administration

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

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

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

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

Rostering

Ongoing rostering is needed to ensure:

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

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

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

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

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

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

Security

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

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

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

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

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

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

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

Sanitation

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

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

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

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

Media

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

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

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

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

Donations

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

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

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

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

Spontaneous Volunteers

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

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

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

Hot Debriefs

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

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

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

9. Closure

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

Confirm

Department of Communities

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

Notifications

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

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

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

Secure Facility

No-one left

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

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

Lock doors

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

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

Briefing

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

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

Pack-up

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

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

All equipment should be relocated to storage.

Clean-up

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

Ensure any refuse is disposed of appropriately.

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

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

Switch-off

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

Handover

Final Inspection

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

Exit

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

Psychological Debriefing

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

Post-Closure

Records

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

Equipment

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

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

Cold Debrief

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

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

Reports

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

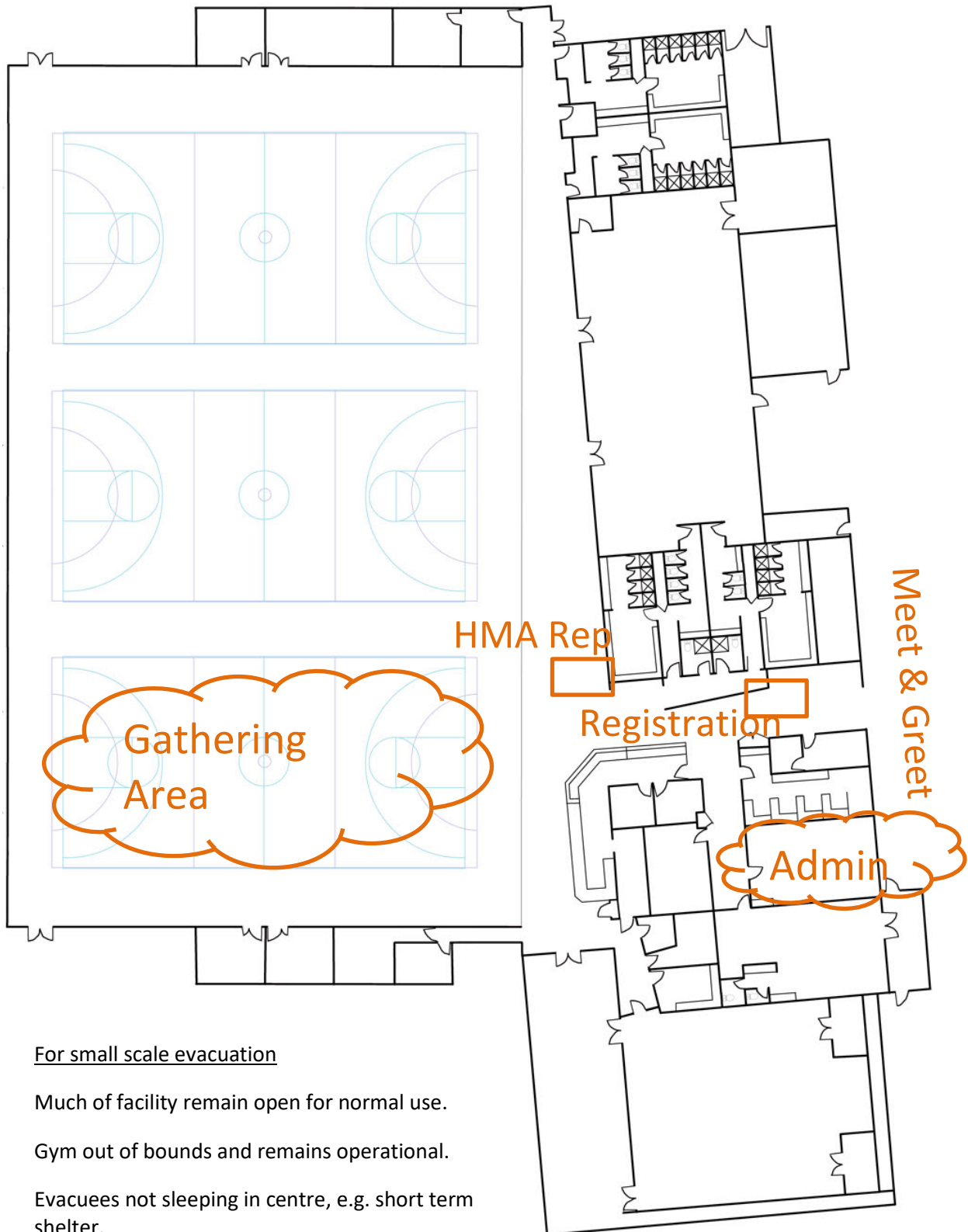
Appendix: Abbreviations and Acronyms

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

The Act	<i>Emergency Management Act 2005</i>
ARC	Australian Red Cross
CA	Controlling Agency
CEO	Chief Executive Officer
SOD	The Shire of Dardanup
DC	Department for Communities
DFES	Department of Fire and Emergency Services
DRFA-WA	Disaster Recovery Funding Arrangements - Western Australia
DEMC	District Emergency Management Committee
ERM	Emergency Risk Management
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMC	Local Emergency Management Committee
LERSP	Local Emergency Relief and Support Plan
LGA	Local Government Authority
LEMA	Local Emergency Management Plan

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

Appendix B: Plans

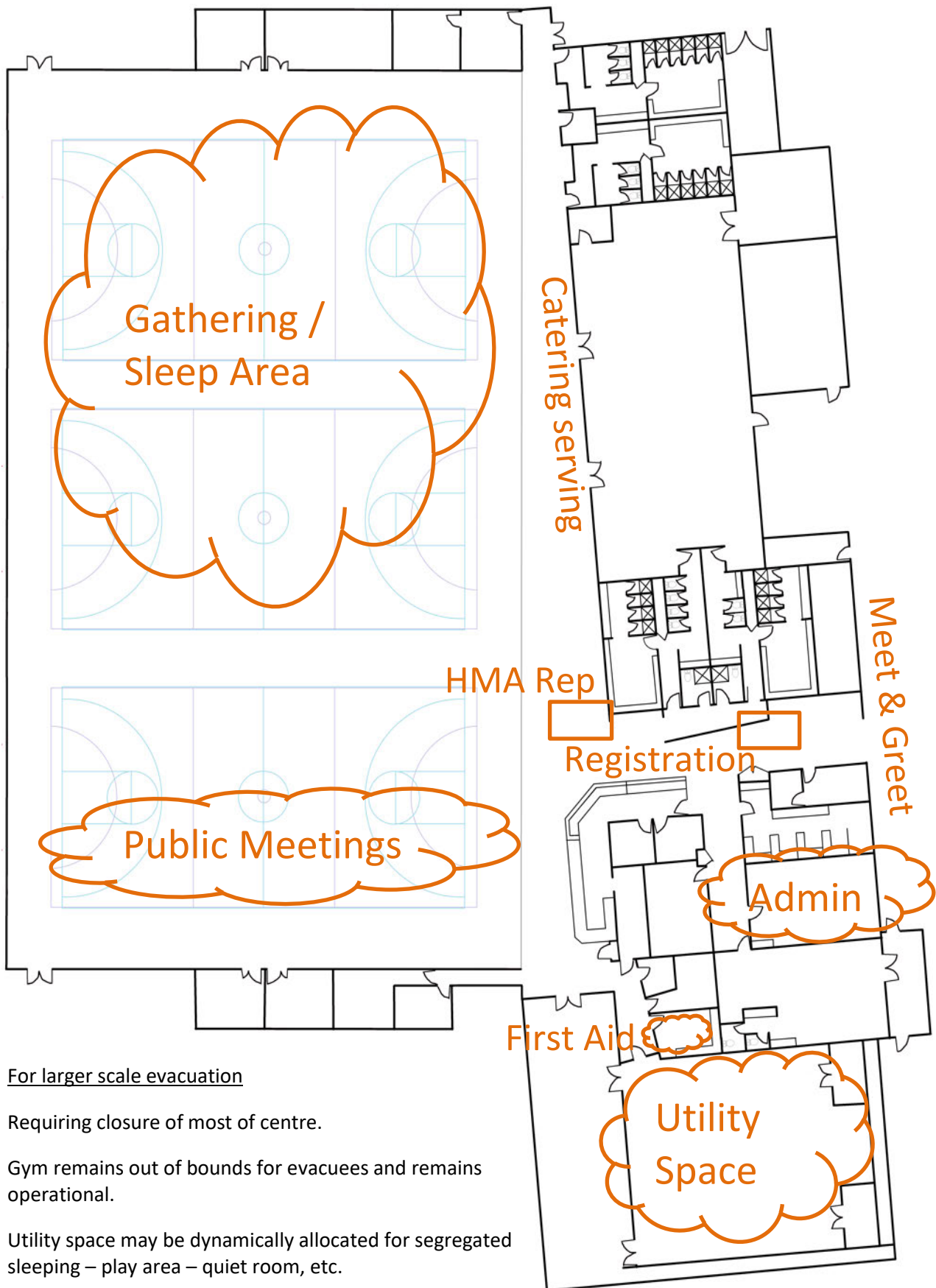


For small scale evacuation

Much of facility remain open for normal use.

Gym out of bounds and remains operational.

Evacuees not sleeping in centre, e.g. short term shelter.



For larger scale evacuation

Requiring closure of most of centre.

Gym remains out of bounds for evacuees and remains operational.

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

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

Appendix C: Briefing Template

Situation

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

E.g.

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

Mission

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

Execution

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

E.g.

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

Administration

Explain the administration arrangements within the centre.

E.g.

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

Command & Communications

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

E.g.

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

Explain any communications processes.

E.g.

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

Safety

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

E.g.

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

Questions

Verify that everyone is clear about their tasks.

Seek any additional questions

Appendix D: Roles

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

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

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

Local Government Liaison Officer

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

Reporting to:

- Department of Communities

Key responsibilities:

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

Initial staffing options:

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

Evacuation Centre Coordinator

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

Reporting to:

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

Key responsibilities:

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

Initial staffing options:

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

Facility Manager

Reporting to:

- Evacuation Centre Coordinator

Key responsibilities:

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

Initial staffing options:

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

Logistic Support

Reporting to:

- Facility Manager

Key responsibilities:

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

Initial staffing options:

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

Administrative Support

Reporting to:

- Facility Manager

Key responsibilities:

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

Initial staffing options:

- Any staff member with capability to provide administrative support

Registration

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

Reporting to:

- Facility Manager

Key responsibilities:

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

Initial staffing options:

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

Meet & Greet

Reporting to:

- Facility Manager

Key responsibilities:

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

Initial staffing options:

- Eaton Recreation staff member
- Any staff member

Animal Management

Reporting to:

- Logistics Support

Key responsibilities:

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

Initial staffing options:

- Any Ranger

Accommodation

Reporting to:

- Logistic Support

Key responsibilities:

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

Initial staffing options:

- Eaton Recreation Centre staff
- Any staff member

Parking/Traffic

Reporting to:

- Logistic Support

Key responsibilities:

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

Initial staffing options:

- Rangers
- Any Operations staff member

Security

Reporting to:

- Logistics Support

Key responsibilities:

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

Initial staffing options:

- Any Ranger
- Ideally engage contractor asap

Catering

Reporting to:

- Logistics Support

Key responsibilities:

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

Initial staffing options:

- Any staff member

Cleaning

Reporting to:

- Logistics Support

Key responsibilities:

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

Initial staffing options:

- Any staff member
- Shire cleaning staff

Children's Area

Reporting to:

- Logistic Support

Key responsibilities:

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

Initial staffing options:

- Any staff member holding "Work with Children" clearance

Specialist advice

Environmental Health Officer, Rangers, etc

Reporting to:

- Evacuation Centre Coordinator

Key responsibilities:

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


Initial staffing options:

- Principle Envrionemntal Health Officer
- Environmental Health Officer

Appendix E: Contact Details












PERSONAL INFORMATION - TO BE REDACTED

Department of Communities


 24/7 Duty Officer 

Key Holders


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

Michael Gibbings	  (work)	 (personal)
Kylie Blair	 	
Wills Pomare	 	
Ashlee Horn	 	
Ebony Jones	 	

Nightguard Security Services

 (08) 8791 3377 bh or 0418 906 909

Eaton Community College

 (08) 9796 7000 bh

SHIRE OF DARDANUP

MINUTES OF THE SHIRE OF DARDANUP AUDIT & RISK COMMITTEE MEETING HELD ON WEDNESDAY, 13TH NOVEMBER 2024, AT SHIRE OF DARDANUP – EATON ADMINISTRATION CENTRE, COMMENCING AT 9.00AM.

1	DECLARATION OF OPENING/ANNOUNCEMENT OF VISITORS
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The Chairperson, Cr Ellen Lilly declared the meeting open at 9.16am, welcomed those in attendance and referred to the Acknowledgement of Country; Emergency Procedures; and the Disclaimer and Affirmation of Civic Duty and Responsibility on behalf of Councillors and Officers:

Acknowledgement of Country

The Shire of Dardanup wishes to acknowledge that this meeting is being held on the traditional lands of the Noongar people. In doing this, we recognise and respect their continuing culture and the contribution they make to the life of this region and pay our respects to their elders, past, present and emerging. The Shire of Dardanup also respects and celebrates all cultures of all our residents and those visitors to our Shire.

Emergency Procedure

In the event of an emergency, please follow the instructions of the Chairperson who will direct you to the safest exit route. Once outside, you will be directed to an appropriate Assembly Area where we will meet (and complete a roll call).

Affirmation of Civic Duty and Responsibility

Councillors and Officers of the Shire of Dardanup collectively declare that we will duly, faithfully, honestly and with integrity fulfil the duties of our respective office and positions for all the people in the district according to the best of our judgement and ability. We will observe the Shire's Code of Conduct and Standing Orders to ensure efficient, effective and orderly decision making within this forum.

2.	RECORD OF ATTENDANCE/APOLOGIES/LEAVE OF ABSENCE PREVIOUSLY APPROVED
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2.1 Attendance

Voting

Cr Ellen Lilly	-	Deputy Shire President - Chairperson
Cr Tyrrell Gardiner	-	Shire President [via Teams]
Cr Jack Manoni	-	Elected Member

Non-Voting

Mr André Schönfeldt	-	Chief Executive Officer
Mrs Natalie Hopkins	-	Director Corporate & Governance
Mr Theo Naudé	-	Director Infrastructure
Mr Ashwin Nair	-	Director of Sustainable Development
Mr Ricky Depillo	-	Accountant
Mrs Katherine Kaurin	-	Assistant Accountant
Ms Chantal Shorter	-	Governance Officer
Mrs Rebecca Hobby	-	PA to Director Corporate and Governance

Visitors

Mr Suraj Karki	-	Office of the Auditor General for WA
Mr Wen-Shien Chai	-	Auditors – Moore Australia (WA) [via Teams]

2.2 *Apologies*

Cr Mark Hutchinson	-	Elected Member – Deputy Chairperson
Cr Stacey Gillespie	-	Elected Member

3	RESPONSE TO PREVIOUS PUBLIC QUESTIONS TAKEN ON NOTICE
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None.

4.	PUBLIC QUESTION TIME
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None.

5.	PETITIONS/DEPUTATIONS/PRESENTATIONS
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None.

6. CONFIRMATION OF MINUTES OF PREVIOUS MEETING**6.1 Minutes - Audit and Risk – 18th September 2024****OFFICER RECOMMENDED RESOLUTION &
AUDIT & RISK COMMITTEE RESOLUTION**

AAR 19-24 MOVED - Cr. T Gardiner SECONDED - Cr. E Lilly

THAT the Minutes of the Audit & Risk Committee Meeting held on 18th of September 2024, be confirmed as true and correct subject to no corrections.

<i>FOR THE MOTION</i>	<i>AGAINST THE MOTION</i>
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni	

CARRIED
3/0

7. ANNOUNCEMENTS OF MATTERS FOR WHICH MEETING MAY BE CLOSED

None.

8. QUESTIONS BY MEMBERS OF WHICH DUE NOTICE HAS BEEN GIVEN

None.

9. DECLARATION OF INTEREST

“Members should fill in Disclosure of Interest forms for items in which they have a financial, proximity or impartiality interest and forward these to the Presiding Member before the meeting commences.”

Key Management Personnel (which includes Elected Members, CEO and Directors) are reminded of their requirement to disclose biannually transactions between Council and related parties in accordance with Council Policy CP039.

10. REPORTS OF OFFICERS AND COMMITTEES

10.1 Title: Annual Meeting and 2023-24 Audit Concluding Report

Reporting Department	Corporate & Governance Directorate
Responsible Officer	Mrs Natalie Hopkins – Acting Chief Financial Officer
Reporting Officer	Mrs Natalie Hopkins – Acting Chief Financial Officer
Legislation	Local Government Act 1995
Council Role	Executive/Strategic.
Voting Requirement	Simple Majority.
Attachments	<i>Confidential Attachment “A”– 2023/24 Audit Concluding Report</i> AAR Appendices 10.1 – Risk Assessment

Overview

This report to the Audit and Risk Committee enables an Audit Exit Meeting to be conducted for the 2023/24 audit. It also provides an opportunity for the auditor to present to the Audit and Risk Committee the Audit Concluding Report for the year ended 30 June 2024 (Confidential Attachment - to be provided under separate cover), together with an occasion to raise any concerns associated with the audit process.

PROCESS

To enable the Audit & Risk Committee and the Council Auditors to conduct a closed-door session without Shire management present, it is recommended that the Committee Suspend Standing Orders and go Behind Closed Doors.

Change to Officer Recommendation - No Change.

OFFICER RECOMMENDED RESOLUTION ‘A’

AAR: 20-24 MOVED- Cr J Manoni SECONDED- Cr E Lilly

That the Audit & Risk Committee Suspend Standing Orders and Go Behind Closed Doors [9.24 am] to discuss:

- a matter affecting an employee or employees
- legal advice obtained, or which may be obtained, by the local government and which relates to a matter to be discussed at the meeting.

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni	

CARRIED
3/0

Note: All Non- Voting staff members left the room at 9.24am. The following Committee members and on-line audit team members remained in the room:

- Cr T Gardiner
- Cr E Lilly
- Cr J Manoni
- Mr Suraj Karki – OAG
- Mr Wen-Shien Chai - Auditors [Teams]

Note: All Staff that left the room returned to the room at 9.53am.

OFFICER RECOMMENDED RESOLUTION 'B'

AAR: 21-24 MOVED- Cr E Lilly SECONDED- Cr J Manoni

That the Audit & Risk Committee Resume Standing Order and Return from Behind Closed Doors [9.53 am].

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni	

CARRIED
3/0

OFFICER RECOMMENDED RESOLUTION 'C'

AAR: 22-24 MOVED- Cr E Lilly SECONDED- Cr J Manoni

THAT the Shire of Dardanup Audit and Risk Committee recommends that Council:

- 1. Accepts the Audit Concluding Report (Confidential Attachment A – Tardis Link R00001672321), as issued by audit firm Moore Australia in consultation with the Office of the Auditor General (OAG), for the Annual Financial Statements for the 2023/24 financial year.**
- 2. Acknowledges that the 2023/24 Audit Exit Meeting and Behind Closed Door session with Council's auditors was held at the Audit & Risk Committee meeting on the 13th November 2024 as per the adopted 2024 Annual Audit Work Plan.**

FOR THE MOTION	AGAINST THE MOTION
Cr. T G Gardiner Cr. E P Lilly Cr. J D Manoni	

CARRIED
3/0

Change to Officer Recommendation

No Change. **OR:**

As per Local Government (Administration) Regulations 1996 11(da) Council records the following reasons for amending the Officer Recommended Resolution:

Background

- *Audit Exit Meeting*

In accordance with section 7.12A (2) of the *Local Government Act 1995* and the *Local Government (Audit) Regulation 1996*, Council is required to meet with the external auditor at least once per year. Council has delegated to the Audit & Risk Committee the power to meet with the external auditor in accordance with the provisions of the Act.

The Audit Entrance Meeting was held on the 17th April 2024 and provided an overview on how the audit process is undertaken. Attendance (in person or via Teams) at the Audit Entrance Meeting included the OAG's Financial Assistant Director (Financial Audit) Mr Suraj Karki, Moore Auditors, Mr Wen-Shien Chai and Ms Hayley Platt, the Audit & Risk Committee Acting Chairperson and Proxy Member, and Council's Executive Management Team and senior staff.

The Audit Exit Meeting provides an opportunity for the full Audit & Risk Committee to openly discuss any items or concerns pertaining to the 2023/24 Annual Financial Report. The Audit Concluding Report (Confidential Attachment) communicates the results of the 2023/24 audit to those charged with governance i.e. the Audit and Risk Committee.

In previous years, Council's auditors have provided the Draft Audit Report i.e. *draft Independent Audit Opinion*. This year there is a slightly different format where the Audit Concluding Report is presented to the Audit and Risk Committee. The Audit Concluding Report highlights significant audit and accounting issues, key risks and focus areas, plus any other matters as raised by Council's auditors.

At the Ordinary Council Meeting dated 13th December 2023 [Council Res 310-23], Council received and endorsed the *2024 Annual Audit Work Plan* document which included recommendations from the Office of the Auditor General (OAG) *Western Australian Public Sector Audit Committees – Better Practice Guide*.

Outlining the functions, responsibilities and associated activities, section 6 of the *2024 Annual Audit Work Plan* stipulates the Audit & Risk Committee is -

'To meet with the auditor, at least once per year without management present (closed door session). The Committee will discuss matters relating to the conduct of the audit, including any difficulties encountered, restrictions on scope of activities or access to information, significant disagreements with management and adequacy of management responses'.

This meeting also normally provides the Audit & Risk Committee the opportunity to meet in-person with Council's auditors, Moore Australia and the OAG, behind closed doors. Due to the timing of this meeting, the OAG Assistant Director of Financial Audit, Mr Suraj Karki and Moore Australia (WA) auditor Mr Wen-Shien Chai will participate electronically (via Teams), noting that Moore Australia's Associate Director James Authur, the primary contact for this year's audit, will be an apology for this meeting.

- *Annual Meeting and 2023/24 Audit Concluding Report*

The *Local Government Act 1995* and the *Local Government (Audit) Regulations 1996* stipulate that the OAG is to carry out the financial audit of all local governments in Western Australia, noting that approximately 85% of WA local governments annual financial audits are further outsourced by the OAG.

During the 2023/24 financial year, Council staff liaised directly with Moore Australia, who in turn, communicated directly with the OAG throughout the process. The interim audit was conducted onsite at the Eaton Administration Centre from 22nd to 24th April 2024 which involved staff from both the financial services and governance function.

The results from the Interim Audit were reported to the Audit & Risk Committee on the 18th September 2024 through the *Annual Financial Report - Interim Audit Results for Year Ending 30 June 2024* report, noting that the audit was declared satisfactory with '**no findings issued**' for a third consecutive year - an excellent result.

The final audit, performed by Moore Australia, was held from the 8th to 11th October 2024 at the Eaton Administration Centre. The results from the final audit will be presented to the Audit and Risk Committee on 11th December 2024, along with the audited financial statements in the 2023/24 Annual Financial Report.

Legal Implications

Local Government Act 1995

1.4. Terms used

auditor means —

(a) in relation to an audit, other than a performance audit —

(i) in relation to a local government that has an audit contract that is in force — a person for the time being appointed under Part 7 Division 2 to be the auditor of the local government; and

(ii) in relation to a local government that does not have an audit contract that is in force — the Auditor General;

and

(b) in relation to a performance audit — the Auditor General;

7.2. Audit

The accounts and annual financial report of a local government for each financial year are required to be audited by an auditor appointed by the local government.

7.3. Appointment of auditors

(1) Subject to subsection (1A), a local government is to, from time to time whenever such an appointment is necessary or expedient, appoint a person, on the recommendation of the audit committee, to be its auditor.*

** Absolute majority required.*

7.9. Audit to be conducted

(1) An auditor is required to examine the accounts and annual financial report submitted for audit and, by the 31 December next following the financial year to which the accounts and report relate or such later date as may be prescribed, to prepare a report thereon and forward a copy of that report to —

(a) the mayor or president; and

(b) the CEO of the local government; and

(c) the Minister.

(2) Without limiting the generality of subsection (1), where the auditor considers that —

(a) there is any error or deficiency in an account or financial report submitted for audit; or

(b) any money paid from, or due to, any fund or account of a local government has been or may have been misapplied to purposes not authorised by law; or

(c) there is a matter arising from the examination of the accounts and annual financial report that needs to be addressed by the local government,

details of that error, deficiency, misapplication or matter, are to be included in the report by the auditor.

7.12A. Duties of local government with respect to audits

- (1) *A local government is to do everything in its power to —*
 - (a) *assist the auditor of the local government to conduct an audit and carry out the auditor's other duties under this Act in respect of the local government; and*
 - (b) *ensure that audits are conducted successfully and expeditiously.*
- (2) *Without limiting the generality of subsection (1), a local government is to meet with the auditor of the local government at least once in every year.*
- (3) *A local government must —*
 - aa) *examine an audit report received by the local government; and*
 - (a) *determine if any matters raised by the audit report, require action to be taken by the local government; and*
 - (b) *ensure that appropriate action is taken in respect of those matters.*

7.12AB. Conducting a financial audit

The auditor must audit the accounts and annual financial report of a local government at least once in respect of each financial year.

7.12AD. Reporting on a financial audit

- (1) *The auditor must prepare and sign a report on a financial audit.*
- (2) *The auditor must give the report to —*
 - (a) *the mayor, president or chairperson of the local government; and*
 - (b) *the CEO of the local government; and*
 - (c) *the Minister.*

Local Government (Audit) Regulations 1996, Regulation 9:**9. Performance of audit**

- (3) *An auditor must carry out the work necessary to form an opinion whether the annual financial report —*
 - (a) *is based on proper accounts and records; and*
 - (b) *fairly represents the results of the operations of the local government for the financial year and the financial position of the local government at 30 June in accordance with —*
 - (i) *the Act; and*
 - (ii) *the Australian Accounting Standards (to the extent that they are not inconsistent with the Act).*

Local Government (Audit) Regulations 1996, Regulation 17:**17. CEO to review certain systems and procedures**

- (1) *The CEO is to review the appropriateness and effectiveness of a local government's systems and procedures in relation to —*
 - (a) *risk management; and*
 - (b) *internal control; and*
 - (c) *legislative compliance.*
- (2) *The review may relate to any or all of the matters referred to in subregulation (1)(a), (b) and (c), but each of those matters is to be the subject of a review at least once every 2 calendar years.*
- (3) *The CEO is to report to the audit committee the results of that review.*

[Regulation 17 inserted in Gazette 8 Feb 2013 p. 868.]

Local Government (Financial Management) Regulations 1996, Regulation 5:

5. *CEO's duties as to financial management*
 - (1) *Efficient systems and procedures are to be established by the CEO of a local government —*
 - (a) *for the proper collection of all money owing to the local government; and*
 - (b) *for the safe custody and security of all money collected or held by the local government; and*
 - (c) *for the proper maintenance and security of the financial records of the local government (whether maintained in written form or by electronic or other means or process); and*
 - (d) *to ensure proper accounting for municipal or trust —*
 - (i) *revenue received or receivable; and*
 - (ii) *expenses paid or payable; and*
 - (iii) *assets and liabilities;**and*
 - (e) *to ensure proper authorisation for the incurring of liabilities and the making of payments; and*
 - (f) *for the maintenance of payroll, stock control and costing records; and*
 - (g) *to assist in the preparation of budgets, budget reviews, accounts and reports required by the Act or these regulations.*
 - (2) *The CEO is to —*
 - (a) *ensure that the resources of the local government are effectively and efficiently managed; and*
 - (b) *assist the council to undertake reviews of fees and charges regularly (and not less than once in every financial year); and*
 - (c) *undertake reviews of the appropriateness and effectiveness of the financial management systems and procedures of the local government regularly (and not less than once in every 3 financial years) and report to the local government the results of those reviews.*

Council Plan

13.1 - Adopt best practice governance.

14.2 - Ensure equitable, inclusive and transparent engagement and decision- making.

Environment - None.

Precedents

The Audit and Risk Committee has in previous years met with the Auditor to consider the audit of the Annual Financial Statements and financial position of Council.

Budget Implications

The 2024/25 budget provides an allocation \$45,458 for the conduct of the annual audit, updated to a current forecast expenditure of \$60,600.

The Annual Financial Report presents the financial performance for the past financial year and is scrutinised by an independent auditor to ensure compliance with legislation and accounting standards. The financial impact upon the current financial year is that the audited net current assets position becomes the actual brought forward surplus/(deficit) for the Rate Setting Statement.

Budget – Whole of Life Cost

As no assets/infrastructure is being created, there are no whole of life costs relevant to this item.

Council Policy Compliance - None.

Risk Assessment

The Risk Management Governance Framework has been considered in arriving at the officer recommendation. Please refer to (Appendix AAR 10.1) for full assessment document.

Tier 1 – No discernible Inherent Risk has been identified (no Risk Theme or Consequence).	
Risk Event	Annual Meeting and 2023/24 Audit Concluding Report
Inherent Risk Rating (prior to treatment or control)	Low (1 - 4)
Risk Action Plan (treatment or controls proposed)	As the Inherent Risk Rating is below 12, this is not applicable.
Residual Risk Rating (after treatment or controls)	As the Inherent Risk Rating is below 12, this is not applicable.
Risk Category Assessed Against	<ul style="list-style-type: none"> Legal & Compliance - Not meeting its compliance obligations pursuant to the Local Government Act 1995, Local Government (Audit) Regulations 1996, Local Government (Financial Management) Regulations 1996, Australian Accounting Standards, and other relevant legislation Reputational – Loss of reputation through non-compliance or mismanagement of funds.

Officer Comment

Council's auditors Moore Australia (WA) visited the Council office in October 2024 to conduct the final audit, with four audit staff in attendance. Council staff had prepared the draft annual financial statements within the legislative deadline by 30th September 2024, together with all the working files and audit material provided to the auditors during their visit. Council staff subsequently worked with the auditors to finalise the annual financial statements.

The 2023/24 financial audit did not identify any areas of concern. The Audit Concluding Report (Confidential Attachment A – Under Separate Cover) provides an overview of the audit process, discloses Council's compliance to Australian Accounting Standards and communicates these results to the Audit and Risk Committee.

- Audit Closed Door Session**

At the release of OAG reports presented to Parliament, Council staff review each report to determine if any of the OAG recommendations can be made to improve Council's current processes.

The OAG report *Western Australian Public Sector Audit Committees – Better Practice Guide* provided guidance to local governments to recommend that during the financial audit exit meeting with the OAG, the audit committee has a closed-door session with the auditors without management present.

This recommendation was subsequently adopted in the Audit & Risk Committee Charter 'Terms of Reference' and forms the basis of this report. It is proposed that to allow the Audit & Risk Committee to meet with the Council Auditors without Shire management present, that the Committee Suspend Standing Orders and go Behind Closed Doors.

- *OAG Report - Audit Readiness – Better Practice Guide*

In June 2023 the OAG released *Report 26 Better Practice Guide – Audit Readiness*. As per last year's audit, Council staff have utilised the tools and templates within this guide, which is aimed at ensuring local governments are 'audit ready'.

The preparation of the financial statements for audit is a complex annual project requiring significant time and resources throughout the year. Throughout the audit process, staff have provided all required information requested of Council.

The financial audit file contained a clear trail of audit evidence that supported each item within the annual financial report and provided within agreed timeframes. Additionally, in providing audit evidence to the auditors, Council staff have received positive feedback in the timeliness and efficiency. Staff anticipate a similar approach continues for the final year of the contract with Moore Australia to undertake the 2024/25 audit.

END REPORT

11. ELECTED MEMBER MOTIONS OF WHICH PREVIOUS NOTICE HAS BEEN GIVEN

None.

12. NEW BUSINESS OF AN URGENT NATURE

[Please Note: This is Not General Business – This is for Urgent Business Approved By the Person Presiding or by Decision. In cases of extreme urgency or other special circumstance, matters may, with the consent of the person presiding, or by decision of the members present, be raised without notice and decided by the meeting.]

13. MATTERS BEHIND CLOSED DOORS
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None.

14. CLOSURE OF MEETING

The date of the next Audit & Risk Committee Meeting will be Wednesday, 11th of December 2024.

There being no further business the Chairperson declared the meeting closed at 9.54am.