



APPENDICES

COMMITTEE MEETINGS

ORDINARY COUNCIL MEETING

To Be Held

Wednesday, 23rd of November 2022

Commencing at 5.00pm

At

Shire of Dardanup - Administration Centre Eaton

1 Council Drive – EATON

SHIRE OF DARDANUP**MINUTES FOR THE SHIRE OF DARDANUP LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING
HELD ON WEDNESDAY 9 NOVEMBER 2022, AT SHIRE OF DARDANUP – EATON ADMINISTRATION
CENTRE, COMMENCING AT 10.00AM.****1 DECLARATION OF OPENING/ANNOUNCEMENTS OF VISITORS**

The Deputy Chairperson, Senior Sergeant Heath Soutar declared the meeting open at 10.02am, 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 Deputy 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).

2	RECORD OF ATTENDANCE/APOLOGIES
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2.1 Attendance

Snr Sgt Heath Soutar	-	WA Police (Australind) (Deputy Chairperson)
Mr André Schönfeldt	-	Chief Executive Officer
Cr Ellen Lilly	-	Elected Member
Cr Patricia Perks	-	Elected Member
Mrs Erin Hutchins	-	Coordinator – Emergency & Ranger Services
Mr John Carter	-	Department Fire & Emergency Services
Ms Renee Flaxman	-	Department of Communities
Mr Steve Collins	-	Water Corporation
Sgt Chris Page	-	WA Police (Capel) – <i>Via Teams</i>
Ms Deb Leverington	-	Telstra – <i>Via Teams</i>
Mr Dave Smith	-	Main Roads WA – <i>Via Teams</i>
Mr Graeme Offer	-	Moore Road Emergency Response Group – <i>Via Teams</i>
Mr Ian Prosser	-	Aqwest – <i>Via Teams</i>
Mr Mick Sheaf	-	ATCO – <i>Via Teams</i>

2.2 Observer

Mrs Amanda Tuberes	-	PA Director Sustainable Development
Mr Neil Nicholson	-	Principal Environmental Health Officer
Mr Vik Cheema	-	Department of Fire & Emergency Services

2.3 Apologies

Cr Michael Bennett	-	Shire President (Chairperson)
Mr Tim Stevens	-	Dept of Primary Industries & Regional Development
Mr Matt Cooper	-	Parks and Wildlife Service

3	PRESENTATIONS
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None.

4 CONFIRMATION OF MINUTES OF PREVIOUS MEETING

4.1 Local Emergency Management Committee Meeting Held 10 August 2022

**OFFICER RECOMMENDED RESOLUTION
& LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION**

LEM 04-22 MOVED - Cr E P Lilly SECONDED - Snr Sgt Heath Soutar

THAT the Minutes of the Local Emergency Management Committee Meeting held on 10 August 2022, 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 DECLARATION OF INTEREST

None.

8 REPORTS OF OFFICERS

8.1 Title: Update Report from Shire of Dardanup

Reporting Department: Sustainable Development
Reporting Officer: Mrs Erin Hutchins - Coordinator Emergency & Ranger Services
Legislation: Local Government Act 1995
Emergency Management Act 2005

8.1.1. Acronyms & Terms

There have been no amendments or additions to the emergency management list of acronyms or terms.

8.1.2. Confirmation of LEMA Contact Details and Key Stakeholders

A copy of the Shire of Dardanup LEMA contact and resource directory is provided (Appendix LEMC 8.1A). Please note that this document is confidential and should not be circulated outside of the LEMC.

It is requested that any required changes to contact and key stakeholders details are notified as soon as possible to the Shire of Dardanup via emergency@dardanup.wa.gov.au to allow updates to be made.

8.1.3. Committee Membership & Resources

There are no new membership requests at this time.

8.1.4. Status of Local Emergency Management (Recovery) Arrangements (LEMA)

The Shire of Dardanup Local Emergency Management Arrangements (LEMA) and Local Recovery Support Plan (LRSP) were endorsed at the December 2021 OCM [412-21] and noted by the State Emergency Management Committee (SEMC) on the 04 August 2022 [Resolution 10/2022].

Local Emergency Management Arrangements (LEMA) Review workshop

WALGA and the State Emergency Management Committee (SEMC) Business Unit are working in partnership to deliver a project to review and reshape Local Emergency Management Arrangements (LEMA). The LEMA Review was initiated in response to reports that WA Local Governments face several challenges in maintaining effective and current LEMA.

WALGA is delivering a series of LEMA Review workshops with Local Governments to inform the design of a more streamlined, scalable, and fit-for-purpose LEMA model. The outcomes of the workshops will inform a LEMA Improvement Plan that will be prepared by the SEMC Business Unit.

Shire Officers participated in a recent workshop held at the City of Bunbury on the 14th September and will be kept up to date with the findings that emerge.

More information can be found in the [Local Emergency Management Arrangements \(LEMA\) Review Issues Paper](#).

Local Bush Fire Response Support Plan

Following a recent review by Shire Officers in conjunction with the Department of Fire & Emergency Services (DFES), the Shire of Dardanup Local Bush Fire Response Support Plan (LBRSP) was presented and subsequently adopted at the Bushfire Advisory Committee Meeting held 12 October 2022 [BFAC 15-22]. A copy of the Bush Fire Response Plan is provided (Appendix LEMC 8.1B).

The aim of the LBRSP is to ensure a strong bush fire response capability for the protection of lives and property within the Shire as well as to guide the brigades in bush fire operations and ensure the response is coordinated to enhance community safety and an environment in which residents can feel safe. The LBRSP is a support plan for the Local Emergency Management Arrangements.

The LBRSP is now presented to the LEMC for consideration.

OFFICER RECOMMENDED RESOLUTION & LOCAL EMERGENCY MANAGEMENT COMMITTEE RESOLUTION

LEM 05-22 MOVED - Cr P R Perks SECONDED - Ms Renee Flaxman

THAT the Local Emergency Management Committee recommends that Council adopts the Shire of Dardanup Local Bush Fire Response Support Plan (Appendix LEMC 8.1B).

CARRIED

8.1.5. Exercises that Tested the LEMA - Nil to report.

8.1.6. Sub-Committees or Working Groups - Nil to report.

8.1.7. Projects Undertaken - Nil to report.

8.1.8. Key Achievements - Nil to report.

8.1.9. Local Training Needs or Opportunities

Rural Urban Interface (RUI) Exercise – West Dardanup

The Rural-Urban Interface (RUI) exercise planned in the community of Dardanup West between Shire of Dardanup local bushfire brigades and the Department of Fire and Emergency Services (DFES) has been postponed.

The aim of the exercise was for the local and neighbouring fire brigades to gain a better understanding of the West Dardanup community, which may assist in better protection of the community in the event of a bushfire. The exercise will also provide information to the individual members of the community on the level of preparedness of their properties and assist them in the works required to maximize the defendability of their property in the event of a Bushfire.

The exercise will now be planned for Spring 2023.

Wellington Mills Bushfire Ready Community Exercise

The Wellington Mills Bushfire Ready Community Exercise is planned for the 12 November 2022. The aim of the exercise is to test the Bushfire Ready Communications Plan. The whole of the Wellington Mills Community is invited to participate.

Wellington Mills New Resident Briefing

The Wellington Mills New Resident Briefing was held on 15 October 2022. Anyone new to the area was invited to the Wellington Mills Volunteer Bushfire station for a sausage sizzle lunch followed by a briefing from Haley Hibbitt – DFES Community Preparedness Advisor (CPA), about bushfire risk and planning, focussing mostly on the Australian Warning System (AWS), Australian Fire Danger Rating System (AFDRS) and Emergency WA. This was followed by a briefing from brigade member Brigitte Milligan about how the Bushfire Ready program works in the area.

Discussion:

The Acting Chairperson, Snr Sgt Heath Soutar advised that he would make the Officer in Charge (OIC) of Donnybrook Police Station, aware of any such activities happening within their area and requested the information on the Community Exercise planned on 12 November be sent through to him.

Mr Vik Cheema commented that it was good to see new residents to the area being briefed and that it was not always the case in other areas and acknowledged it was great work.

Mr John Carter also advised that the Wellington Mill community were very active in this space and it is great to see.

8.1.10. Funding Opportunities

AWARE Grant

The Shire was successful in its application to the AWARE grant program to enable the Shire to create and promote internal emergency support arrangements and processes for opening up Dardanup local emergency welfare centre(s).

The proposed Local Emergency Welfare Support Plan (LEWSP) will guide internal preparedness by enhancing capacity, capability, knowledge and understanding of Local Government officers' responsibilities for opening an emergency welfare centre for an impacted community.

By undertaking this project that incorporates the development of the LEWSP and a functional exercise with Shire of Dardanup staff, it is anticipated the following benefits will be achieved, including;

- Support for the Local Emergency Management Arrangements and Department of Communities Local Emergency Welfare Plan in the coordination of opening an emergency welfare centre(s).
- Define roles and responsibilities for Shire staff in the coordination of opening an emergency welfare centre(s) for impacted residents.
- Provide useable tools and templates to assist in the management of impacted persons presenting at a Welfare Centre(s) in an emergency.
- Increased staff understanding of Local Governments role and responsibilities in opening a Welfare Centre(s) for evacuating community members in an emergency.

The project will run throughout 2023.

Mitigation Activity Funding

The Shire has made application to Round 2 of the 2022-2023 Bushfire Mitigation Activity Fund (MAF) for \$195,370.00 to complete 11 treatments to identified areas at risk of bushfire, through mechanical works and planned burns. If successful, the new Bushfire Risk Mitigation Coordinator (BRMC) will be responsible for the management and implementation of the MAF and identified treatments.

Discussion:

Cr P R Perks queried whether there was a plan in place in the event the funding was not granted.

Mrs Erin Hutchins advised that as the works fell within the Infrastructure Directorate, they would continue with their regular ongoing maintenance works as required, however, could not see any reason why the funding would not be granted.

Mr John Carter advised that the Shire had a good track record in using and acquitting previous funding and while not pre-empting any decisions, would have thought the Shire would again be successful.

8.1.11. Incident Support Group Activations/ Incidents - Nil to report.

Discussion:

Mr André Schönfeldt referred back to Item 8.1.2 and advised the he would be providing his personal phone number to ensure that in any emergency situation he would be contactable. He also requested that contact details (and maps if available), be supplied to him by Snr Sgt Heath Soutar to ensure that other WA Police active within the Shire of Dardanup are included in the LEMC.

8.1.12. Emergency Risk Management Processes/Treatment Strategies

Bushfire Risk Mitigation Coordinator

The Shire of Dardanup has entered into an agreement with the Department of Fire & Emergency Services (DFES) and Shires of Capel and Collie for the employment of a Bushfire Risk Mitigation Coordinator (BRMC). The position will be hosted at the Shire of Capel and will work across the Shires of Capel, Collie and Dardanup until 30 June 2025.

The BRMC will work with key stakeholders across Capel, Collie and Dardanup to identify, prioritise and evaluate mitigation activities and ensure our treatment plans are effectively planned, delivered and evaluated in accordance with the BRMC Business Plan and in line with relevant Policies and Procedures of the relative Local Government.

Melissa Howard, previously the Emergency Management Officer for the Shire of Dardanup, has been successful in securing the BRMC position.

8.1.13. Post Incident / Exercise Reports - Nil to report.

8.1.14. Completion of Annual and Preparedness Report Capability Survey - Nil to report.

8.1.15. Seasonal review – fire season preparedness

Refer DFES representative report in applicable.

8.1.16. Seasonal review – storm season preparedness – Nil to report

Refer DFES representative report if applicable.

8.2 Title: Agency Reports – Various

Reporting Department: Various

Reporting Officer: Various

Legislation: 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.

♦ **Department of Fire & Emergency Services – Vik Cheema** **2nd Quarter 2022-23**

State

State Emergency Management Committee (SEMC) Strategic Plan (Appendix 8.2A)

The SEMC endorsed an updated SEMC Strategic Plan. This plan builds on the previous plan, however is inclusive of climate change and has tweaked wording around “Capable Community”. This plan will inform the DEMC/LEMC Review and Subcommittee Review.

State Hazard Plans

The following SHPs and Support Plans were approved:

- SHP Heatwave.
- SHP Severe Weather (Interim Plan extended until March 2023).
- SSP Emergency Welfare (Interim Plan extended until August 2023).

2022 Emergency Preparedness Report

This should be presented to the December SEMC meeting for endorsement.

SEMC Website

The SEMC website has transferred to wa.gov due to the expiry of the domain and the whole of government directive to transition.

- Some content is still migrating, especially the risk based content. We are pushing for this material to be finalised.
- A 'log in' section is not supported by wa.gov. Policy material such as forms are available by emailing Matt Verney or Carla Patterson at the policy team. Response Subcommittee will consider access to forms at the next Subcommittee.

Discussion:

Mr Vik Cheema advised that the migration of information to the new website was an ongoing process and finding forms and information may be difficult during this period. If anyone had any feedback after using the new site, please forward on to him.

District – South West

SW DEMC: Last meeting held on 11 October 2022. Key items discussed:

- Seasonal forecast presentation – Bureau of Meteorology.
- Australian Fire Danger Rating System presentation – DFES (included at appendix 8.2B).
- Burns Options Program – DBCA (included at Appendix 8.2C).
- National Emergency Management Agency – Introduction.
- SW EM report – Total 12 x LEMA, 5 x compliant, 4 x draft, 3 x overdue.
- Shire of Capel LEMA noted at the DEMC meeting.

Local

- Copy of the Local Emergency Management Arrangement – Status is below. Please check the due date for the five-yearly LEMA reviews and allow a minimum of six months to complete the LEMA review process.

Discussion:

In relation to the table below, Cr P R Perks queried why there were three Shire's in high risk areas that had not completed their review yet.

Mr Vik Cheema advised that the review can take up to twelve months and with Covid and staffing issues having an impact, the process has been slowed for some areas, however, he has full confidence in all of the Local Government's within his area.

Mr André Schönfeldt asked if the Local Emergency Management Arrangements had standardised wording.

Mr Vik Cheema advised there was a standard template, however it was under review currently, so changes may be forthcoming in the new year.

Ready
Draft
Nearing review
Overdue



South West

District Emergency Management Committee
Local EM report as at 11 October 2022

Number local governments	Number LEMCs	LEMA noted/submitted to SEMC	% Local governments with current required LEMA		
12	12	1 (Capel)	40% Current		
Local Government		LEMA Status	Date	Resolution No	Date of 5 year review
Shire of Augusta Margaret River	Augusta Margaret River	Draft LEMA distributed to the LEMC for consultation/feedback	3/10/2017	46/2017	3/10/2022
Shire of Boyup Brook	Boyup Brook	Current	3/08/2018	52/2018	3/08/2023
Shire of Bridgetown-Greenbushes	Bridgetown-Greenbushes	AWARE funding allocated, project to be initiated	3/10/2017	46/2017	3/10/2022
City of Bunbury	Bunbury	Current	6/03/2020	08/2020	6/03/2025
City of Busselton	Busselton	Draft LEMA distributed to the LEMC for consultation/feedback	8/12/2017	63/2017	8/12/2022
Shire of Capel	Capel	LEMA tabled at the SW DEMC for noting	2/08/2016	40/2016	2/08/2021
Shire of Collie	Collie	AWARE funding - Draft LEMA currently with LGA	3/10/2017	46/2017	3/10/2022
Shire of Dardanup	Dardanup	Current	11/03/2022	TBA	11/03/2027
Shire of Donnybrook-Balingup	Donnybrook-Balingup	AWARE funding allocated, project to be initiated	3/10/2017	46/2017	3/10/2022
Shire of Harvey	Harvey	Annual review required	3/10/2017	46/2017	3/10/2022
Shire of Manjimup	Manjimup	Current	6/03/2020	08/2020	6/03/2025
Shire of Nannup	Nannup	Current	14/08/2020	50/2020	14/08/2025

◇ **Department of Communities – Renee Flaxman**

Date: From – October 2020 to December 2022 inclusive				
INCIDENTS:				
Date	Type of Incident	Location of Incident	Other Agencies Involved	Comments/Outcomes
Ongoing	Health - Pandemic	South West	HMA – Health	Close Out Stages
EXERCISES AND TRAINING:				
Date:	Title	Objectives	Comments/Outcomes	
Additional Comments/Suggestions:				
<ul style="list-style-type: none">• Since early August the Department of Communities has delivered 8 Evacuation Centre Training Workshops to staff and stakeholders in preparation for the high threat season. Communities will continue to offer and encourage sessions in the coming months.• The new dedicated Emergency Services DESO vehicle has been received and fitted out with all equipment needed to accommodate 20 people in an evacuation centre, including Registration Forms, LEWPs, bedding (including stretchers, air mattresses and linen), toiletries, catering supplies, chargers and more. The current trailer equipment has been restocked and updated, ready for the season.• Department of Communities staff from the State Welfare Incident Coordination Centre (SWICC) and the All-Hazards Unit will be attending a three-day conference at the end of October. Topics will include numerous projects, lessons learned during the peak of the COVID Pandemic and Communities role throughout, as well as lessons learned during last seasons’ activations to better prepare for and enhance the delivery of welfare and emergency services during and after an emergency event.• The Interim State Emergency Welfare Plan was recently reviewed and upon completion of the findings, changes are likely to be implemented within the Local Emergency Welfare Plan (LEWP) templates.• LEWP appendices and contact details have been updated in all LEWP’s and are ready for tabling. LEMC members are encouraged to review information related to their own agencies and notify DESO if further changes need to be made.				

Discussion:

Ms Renee Flaxman advised that Evacuation Centre training was ongoing and they hoped to link in with Shire's. She also advised that the Local Emergency Welfare Plan, was undergoing some revisions and should be released soon.

◇ **Department of Fire & Emergency Services – John Carter**

Mr John Carter providing the following verbal update at the meeting:

AUSTRALIAN FIRE DANGER RATING SYSTEM (AFDRS)

The Australian Fire Danger Rating System (AFDRS) went live 1st September 2022 and now has four levels (instead of six) – Moderate, High, Extreme and Catastrophic – bringing national consistency to the public display of ratings.

A change in the fire weather districts also occurred with the:

- Shire of Dardanup being in the Geographe and Brockman. The boundary between the FWDs is Dowdells Line and Banksia Road.

CLIMATE OUTLOOK

BOM have released their latest climate outlook for November to January (issued 3rd November) which is available at <http://www.bom.gov.au/climate/outlooks/#/overview/summary>.

- November to January rainfall is likely to be below median rainfall is likely for large parts of Western Australia.
- For the fortnight 31 October to 13 November, below median rainfall is likely for large parts of Western Australia extending into the western Northern Territory, increasing to very likely around the Kimberley.
- November to January maximum temperatures are likely to be warmer than median for much of north-west Australia.
- Several climate drivers are contributing to this wet outlook, including La Niña, a negative Indian Ocean Dipole event, an expected positive phase of the Southern Annular Mode for most of November and December, and warmer waters around Australia. The Madden-Julian Oscillation may also contribute to wetter conditions for eastern parts of Australia over the next fortnight.

AFAC BUSHFIRE OUTLOOK

AFAC are forecasting a normal fire potential for southern Western Australia. Root zone soil moisture is expected to remain below average with the median to below median rainfalls across the Jarrah Forest bioregion with the forecast high chance of exceeding median maximum and minimum temperatures and existing rainfall deficiency. This increases the probability of early onset of southern fire season should rainfall deficits continue into spring.

NSW FLOOD RESPONSE

DFES South West are supporting the response to the ongoing floods in NSW and Victoria with a number of SES volunteers and DFES staff having been deployed in November in operational and IMT roles.

SEMC TRAFFIC MANAGEMENT

The State Emergency Management Committee have released an updated *Traffic Management in Emergency Guidelines* (<https://www.wa.gov.au/government/document-collections/emergency-management-guidelines>) that is intended for use by emergency services, combat and support agencies, local government and private contractors who may be tasked to provide traffic management services during an emergency.

This guideline is provided to agencies who have a traffic management role in an emergency and should be used when developing agency specific internal procedures.

A number of new and updated traffic management forms and checklists have been developed to be used by HMAs/controlling agencies who may have a role in traffic management which can be found on the SEMC website.

◇ **Department of Primary Industries and Regional Development – Tim Stevens**

Situation Report:

1. **Declared incidents** – DPIRD is managing:
 - Seven (7) plant pest/disease level 1 & 2 Incidents.
 - Nil animal pest/disease incidents.

Plant pest / disease incidents include **Polyphagous shot-hole borer** in the Perth metropolitan area.

Polyphagous shot-hole borer (PSHB) (*Euwallacea fornicatus*) is a beetle native to Southeast Asia. The beetle attacks a wide range of plants by tunnelling into trunks, stems and branches.

The Department of Primary Industries and Regional Development is responding to the confirmed detections of an exotic beetle Polyphagous Shot-Hole Borer in the Perth metropolitan area. Response activities include:

- Conducting surveillance to determine the distribution of PSHB.
- Containing the pest to prevent further spread to non-infested regions within Western Australia.
- Providing advice and information to residents, industry and other stakeholders.
- Ensuring that all response activities are conducted safely, consistently and efficiently.

Link to information about [Polyphagous shot-hole borer | Agriculture and Food](#)

Varroa Mite – DPIRD has been providing support to the NSW Department of Primary Industries which is managing an incursion of Varroa Mite in NSW. Varroa mites (*Varroa jacobsoni* and *V. destructor*) are the most serious pest of honey bees worldwide.

Link to information about Varroa Mite (nsw.gov.au).

2. **State alerts and investigations**

DPIRD is currently investigating a further two (2) pests and diseases.

3. **National alerts & investigations**

DPIRD and other state jurisdictions continue to monitor reported outbreaks of:

- **African Swine Fever** – FAO situation update in Asia and Pacific dated 15 September 2022 advised ASF reported countries since August 2018: China, Mongolia, Vietnam, Cambodia, Democratic People's Republic of Korea, Lao People's Democratic Republic, Myanmar, The Philippines, Republic of Korea, Timor-Leste, Indonesia, Papua New Guinea, India, Malaysia, Bhutan, Thailand, Nepal.

Link to information about African Swine Fever: <https://www.fao.org/animal-health/situation-updates/asf-in-asia-pacific/en>

- **Lumpy Skin Disease** – Vietnam, Thailand, Malaysia and Indonesia

- **Foot and Mouth Disease** – Indonesia

NB: There are, currently, no known incidences of these diseases in Australia.

Information regarding Foot and Mouth Disease prevention is available on the WA government website: [Foot-and-mouth disease advice for Western Australians \(www.wa.gov.au\)](https://www.wa.gov.au/government/foot-and-mouth-disease-advice-for-western-australians)

Information is also available on the DPIRD website:

[Foot-and-mouth disease: prevention and preparedness | Agriculture and Food](#)

4. **Severe Tropical Cyclone Seroja (Recovery)**

DPIRD, through its Rural Business Development Unit, is managing Disaster Recovery Funding Arrangements WA (DRFAWA) assistance to primary producers impacted by TC Seroja.

5. **COVID 19**

DPIRD:

- continues to monitor information from the Department of Health.
- communicates to staff regarding the management of COVID in the workplace.

6. **Southwest Land Division Fires:**

- DPIRD District Recovery Coordinator, Rob Cossart, is working in to support communities recovering from the bushfires which occurred in early February 2022.
- Affected local governments: Corrigin, Narrogin, Bridgetown and Denmark.

Situation Report:

No issues to report.

DPIRD's role in emergency management

The Department of Primary Industries and Regional Development plays an important role in emergency management in Western Australia.

- Hazard Management Agency (HMA) for animal and plant biosecurity with responsibilities across prevention/mitigation, preparedness, response and recovery.
- Provision of support to other HMAs by:
 - coordinating animal welfare for other hazard emergencies including bushfires, cyclones and floods;
 - contributing to the Controlling Agency's impact statement in relation to impacts to primary industries (where an impact statement is required)
 - managing eligible assistance for primary producers under the Disaster Recovery Funding Arrangements WA and providing advice to primary producers in relation to this funding.

◇ **WA Police**

Capel Station

No major incidents to report.

Australind Station

No emergency management related incidents to report. The Station has struggled due to lack of resources, however only has one vacancy to fill at present. Demand on resources will peak during summer. The biggest issues aside from crime currently is mental health. Emergency management is looked at from district perspective and resources would be pulled from elsewhere (Bunbury etc) as required.

◇ Main Roads WA – Dave Smith

Mr Dave Smith advised their focus was on incident response training and upcoming works planned over the holiday period.

◇ Moore Road Emergency Response Group – Graeme Offer

Mr Graeme Offer advised that their group would be running an emergency management exercise in March and they would appreciate personnel from DFES and WA Police to attend if possible.

Discussion:

Mr John Carter asked that Mr Graeme Offer contact him about the exercise to discuss DFES involvement.

Mr Vik Cheema advised the group that he was going on 12 months extended leave and that Mrs Erin Hutchins from the Shire would be his replacement.

Deputy Chairman, Snr Sgt Heath Soutar thanked Mr Vik Cheema for his support and advice on all aspects of emergency management, wished him well and acknowledged that Mrs Erin Hutchins would be an asset stepping into the role.

Mr André Schönfeldt also thanked Mr Vik Cheema for his support and assistance over the years and wished him all the best for his new endeavour and congratulated Mrs Erin Hutchins on the new opportunity.

9 MATTERS BEHIND CLOSED DOORS

None.

10 CLOSURE OF MEETING

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

There being no further business the Deputy Chairperson declared the meeting closed 10.45am.



LOCAL BUSHFIRE RESPONSE SUPPORT PLAN

Local Emergency Management Arrangements

Adopted at the OCM held – ###
[Resolution ###-##]



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Forward

The Shire of Dardanup is one of the fastest growing local governments in Australia. The Shire of Dardanup population for 2021 is 14,686, and is forecast to grow to 24,097 by 2041. The Shire forms part of the Greater Bunbury Region and is located in close proximity to Perth (less than a 2 hour drive) and the popular tourist destinations along the south west coast.

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

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

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

SHIRE OF DARDANUP PROFILE

Zones, Reservations and Special Control Areas

The GBRS divides land in the region into zones, reservations and special control areas that are shown on the scheme map. Zones and reservations in the GBRS are broad categories. They are not precisely defined or limited. The following descriptions are a guide.

Zones

Urban: to provide for residential development and associated local employment, recreation and open space, shopping, schools and other community facilities.

Urban deferred: land suitable for future urban development. Various planning, servicing and environmental requirements need to be addressed before urban development can occur.

Regional centre: the Bunbury central business district where commercial, civic, cultural, residential, service and administration serving the region are located.

Industrial: this area provides for manufacturing industry, the storage and distribution of goods and associated uses.

Rural: for the sustainable use of land for agricultural purposes, to assist in the conservation and the wise use of natural resources including water, flora, fauna and minerals. These areas can also provide a distinctive rural landscape unique to the region and accommodate carefully planned rural living developments.

Reservations

Regional open space: to protect the natural environment, provide recreational opportunities and safeguard important landscapes to be enjoyed by the public.

Railway: to provide for the passage of trains, the marshalling, maintenance and storage of rolling stock, and the transport of the public and freight by rail.

State forests: to recognise state forests as an important part of the region.

Waterways: to recognise permanently inundated inland and coastal lands below the high water mark, and existing and proposed water canals.

Port installations: to provide for the current and future expansion needs of the Port of Bunbury.

Primary regional roads: to provide a regional road network to accommodate current and future transport needs on roads declared under the Main Roads Act 1930.

Other regional roads: to provide a regional road network to accommodate current and future transport needs on roads for which the planning responsibilities are shared between the WAPC and local government.

Public purposes: to provide for public purpose, such as airports, hospital, schools and public utilities.

Special control areas

Special control areas: to respond to issues such as the protection of public drinking water. Special scheme provisions apply to land within these areas. The GBRS has:

- SCA No 1 – Water Catchments
- SCA No 2 – Kemerton Industrial zone buffer area
- SCA No 3 – Glen Iris service corridor buffer area
- SCA No 4 – Wastewater Treatment Plant Buffer area

Region scheme maps at various scales are available as downloadable pdf files [here](#)

Population Growth and Development

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

Areas of the Shire showing 2021 Census population figures by area are listed below for settlement population distribution:

Settlement	Population
Burekup	788
Crooked Brook	272
Dardanup	588
Dardanup West	669
Eaton	8,669
Ferguson	233
Henty	142
Millbridge	2,736
Paradise	141
Picton East	141
Waterloo	144
Wellington Forest	12
Wellington Mill	151
Total	14,686

PART 1: ADMINISTRATION

1.1 Endorsement of Local Bushfire Response Support Plan

The Local Bushfire Response Support Plan (LBFSP) has been developed in accordance with Section 41 of the Emergency Management Act 2005 (EM Act) and State Hazard Plan – Fire s 3.2.1 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 BFAC, LEMC and key stakeholders in accordance to the EM Act.

The LBFSP was supported by the Shire of Dardanup Bush Fire Advisory Committee (BFAC), Local Emergency Management Committee (LEMC) and endorsed by Council.

Elected Member
Shire of Dardanup
Chair Bush Fire Advisory Committee

Date: _____

Shire President
Shire of Dardanup
Chair Local Emergency Management Committee

Date: _____

Chief Executive Officer
Shire of Dardanup

Date: _____

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.

1.2 Distribution List

Shire of Dardanup
Chief Executive Officer
Deputy Chief Executive Officer
Director Infrastructure
Director Sustainable Development
Manager Development Services
Coordinator Emergency and Ranger Services
Senior Ranger
Emergency Management Officer
Communications Officer - Media
Committees
District Emergency Management Committee
Regional Operations Advisory Committee
Local Emergency Management Committee
Bush Fire Advisory Committee
Volunteer Bushfire Brigades (Fire Control Officers and Captains)
Chief Bush Fire Control Officer
Deputy Chief Bush Fire Control Officer - North
Deputy Chief Bush Fire Control Officer - South
Burekup
Dardanup Central
Dardanup West
Ferguson
Upper Ferguson
Joshua Crooked Brook
Waterloo
Wellington Mills

1.3 Document Availability

A restricted copy of this plan is available free of charge and can be found at:

Hardcopy	Online
Shire of Dardanup Administration Offices	Shire of Dardanup website
1 Council Drive, Eaton 2 Little Street, Dardanup (during normal business hours)	www.dardanup.wa.gov.au

1.4 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; alternatively email to: records@dardanup.wa.gov.au

Any suggestions and/or comments will be referred to the responsible officer for consideration.

Amendments promulgated are to be certified in the following table when entered.

	Amendment Date	Details	Amended by (Initials)
1	November 2013	Adopted by Council	
2	October 2014	Review	SoD/DFES
3	September 2020	Full Review and re-write	SoD
4	February 2021	Review	SoD/DFES
5	October 2022	Review	SoD/DFES

PART 2: INTRODUCTION

2.1 Aim and Objectives

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

The objectives of this plan are:

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

2.2 Scope

This plan covers all lands within the boundaries of the SoD located outside the Gazetted Fire District of Eaton-Australind as prescribed by the Fire Brigades Act 1942.

2.3 Hazard Definition

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

2.4 Related Documents

To enable integrated and coordinated delivery of emergency management within the SoD, emergency management arrangements and support plans are to be read in conjunction with State Emergency Management Policies, State Emergency Management Plans and other relevant documents that impact on fire management processes such as but not limited to:

- Bush Fires Act 1954
- Fire Brigades Act 1942
- Conservation and Land Management Act 1984
- Fire and Emergency Services Act 1998
- Emergency Management Act 2005
- Emergency Management Regulations 2011

- Occupational Health and Safety Act 1984
- Biodiversity Conservation Act 2016
- Local Government Act 1995
- State EM Policy
- State Hazard Plan – Fire
- Shire of Dardanup Fire Control Officers Directory
- Shire of Dardanup Local Emergency Management Arrangements
- Shire of Dardanup Local Emergency Risk Management Plan
- Shire of Dardanup Local Recovery Support Plan
- Shire of Dardanup Bushfire Risk Management Plan
- Shire of Dardanup Bush Fire Brigade Local Law
- Traffic Management During Emergencies Guideline

2.5 Authority to Plan

Local Government and DFES have the responsibility under the State Hazard Plan – Fire Section 3.2.1 to develop Brigade Area Response Plans for its district. Within this document, the SoD is identified as the Combat Agency for Bushfire in local government districts and has the responsibility to plan for the Bushfire hazard response outside the Gazetted fire district of Eaton-Australind and Department of Biodiversity Conservation & Attractions (DBCA) land.

2.6 Plan Responsibilities

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

2.7 Exercise and Review Periods

2.7.1 Exercising

This plan will be subject to a biannual emergency exercise in line with the Western Australia Managing Exercises Guideline developed by the State Emergency Management Committee.

2.7.2 Review

This plan is to be reviewed annually and presented at the October Bush Fire Advisory Committee (BFAC) meeting, November Local Emergency Management Committee (LEMC) meeting and Council for endorsement. In addition, this plan will be reviewed on request by the CBFCO post any major incident impacting the Shire based on the recommendations of a Debrief or Post Incident Analysis (PIA).

2.8 Organisational Roles and Responsibilities

The SoD are a prescribed Combat Agency for the emergency management activity of fire suppression. They are also required to assist the Hazard Management Agency (HMA) by providing advice and resources to manage the emergency.

In accordance with the Emergency Management Act 2005, the SoD lead, manage and coordinate community recovery at a local-level and undertake these responsibilities in close cooperation with or directly supported by State Government Departments and supporting agencies.

2.8.1 Prevention

- Identify the sources of risk that may impact upon the district of the local government using the emergency risk-management process;
- Participate in the States Bushfire Mitigation Activity program to source funding for identified bushfire risks;
- The SoD will liaise with any relevant agencies that have responsibility for land management for the mitigation of bushfire on land under their control; and
- The SoD will issue and observe harvest and vehicle movement bans based on inclement weather patterns, typically a Fire Danger Index of 35 and above or these bans may be based on response capabilities (see 3.2.2).

2.8.2 Preparedness

- Administer legislative requirements under the Bush Fires Act and Regulations 1954 relating to the management of bushfire preparedness and response including: issuing fire break notices; fuel load management; issuing permits to burn the bush; declaration and review of restricted and prohibited burning times;.
- Administer and support the LEMC;
- Develop, maintain, review and test the Local Emergency Management Arrangements and support plans.
- Identify buildings owned and operated by the local government suitable for the purpose of community evacuation during an emergency event; and
- The SoD in conjunction with DFES promote community preparedness through community engagement and awareness programs.

2.8.3 Response

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

2.8.4 Recovery

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

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

PART 3: PREVENTION AND MITIGATION

3.1 Responsibility for Prevention and Mitigation

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

The SoD will adopt a risk management approach underpinned by ISO31000:2018 Risk Management Principles and Guidelines. The Local Emergency Risk Management Plan and Local Emergency Management Arrangements are a result of this process that determines the need for bushfire response planning.

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

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

Bushfire prone areas have been identified by the Fire and Emergency Services Commissioner as being subject, or likely to be subject, to bushfire attack. A bushfire prone area is identified by the presence of and proximity to bush fire prone vegetation and includes both the area containing the bush fire prone vegetation and a 100 metre buffer zone immediately surrounding it. More information, including the detail of how bush fire prone vegetation is identified, is available in the [Bushfire Prone Areas](#) on the DFES website.

3.2 Prevention Strategies

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

- Requires the occupier of land to plough or clear fire break in accordance with the annual Fire Prevention Order in accordance with the Bush Fires Act 1954;
- Participates in the States Bushfire Mitigation Activity program;
- Integrated hazard reduction programs for fuel removal by manual and prescribed burning methods;
- In partnership with DFES conducts regular public education and awareness campaigns through direct mail, media campaigns, signage and enforcement; and
- In partnership with the Western Australian Police Force and local crime prevention committees' targets prevention of arson.

PART 4: PREPAREDNESS

4.1 Responsibility for Preparedness

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

- Pre-Incident planning to address response arrangements including;
 - Suitable access for suppression resources, through enforcement of the annual Fire Prevention Order.
 - Communications, incident notification and dispatch through the communications plan (Appendix E).
 - Identify Emergency Coordination Centre.
- Training of Bush Fire Brigade volunteers and support personnel will be conducted in partnership with DFES and accordance with the firefighting training pathways.
- SoD support and promotion of community engagement programs such as Bush Fire Ready Action Groups, local media and emergency warning and information systems including public access to a local SMS alert system.

4.2 Preparedness Planning

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

4.2.1 Fire Weather Forecasting

The CBFCO routinely monitors weather conditions and forecast Fire Danger Rating (FDR) that is calculated on the consideration of temperature, wind speed, relative humidity and curing. During significant events, the SoD with the assistance from DFES, can obtain specific area 'Incident Weather Forecasts' from the Bureau of Meteorology (BoM) to assist in incident management.

4.2.2 Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans (HVMB) are issued under the Bush Fires Regulations 1954 Section 24c when a Bush Fire Control Officers is satisfied that the use of any engine, vehicle, plant, equipment or machinery in the area during the period to be specified for the ban would be likely to cause a bush fire or contribute to the spread of a bush fire.

When the Fire Behaviour Index is at or exceeds 40 the Bush Fire Control Officer for the SoD must impose a HVMB. The Ban may be imposed for any length of time and is often imposed for the 'heat of the day' periods and may be extended or revoked at any time should weather conditions change.

A HVMB are issued under the Bush Fires Regulations 1954 Section 38A when a Bush Fire Control Officers is of the opinion that the use or operation of any engines, vehicles, plant or machinery during the prohibited burning times

or restricted burning times, or both, is likely to cause a bush fire, or would be conducive to the spread of a bush fire.

The SoD will communicate HVMB on ABC local radio and through the SoD Communications Officer - Media. The Public may also contact the SoD at any time during normal business hours to ascertain if a HVMB has been issued.

4.2.3 Resources and Personnel

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

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

4.2.4 Facilities and Services for Incident Management and Support

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

4.2.5 Critical Infrastructure

The Shire of Dardanup has several industrial areas and associated infrastructure that have potential risks associated with them. A [FES-ERG](#) is a fire and emergency services emergency response guide (formerly special risk plan). It is designed to provide essential information to the Department of Fire and Emergency Services (DFES) for use in an emergency at larger dangerous goods sites.

It includes site information on:

- the operator
- layout
- construction of any structures
- the dangerous goods present
- equipment and resources to detect or deal with a fire or other dangerous situation.

The guide is also used as an inspection tool by local DFES fire stations and regional offices for risk management purposes. A FES-ERG is required by dangerous goods sites (except petrol stations and mine sites) that store or handle more than ten times the manifest quantity of dangerous goods. Relevant information will be shared from the communications centre at the time of the '000' call.

4.2.6 Special Needs and at-Risk Groups

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

4.2.7 Community Education

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

- Annual Fire Prevention Order awareness and compliance programs;
- DFES Community Preparedness Information;
- Bush Fire Brigade attendance at community events;
- Community Bushfire Ready program (DFES).

4.3 Evacuation Arrangements

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

PART 5: RESPONSE

5.1 Response

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

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

5.2 Notification

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

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

In the event that an incident is reported by anyone other than DFES ComCen, the details of the call are to be communicated to DFES ComCen immediately.

5.2.1 Public Information and Media Management

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

- The Incident Controller (IC) is responsible for Media release and Public Information and warnings as outlined in the SoD Local Emergency Management & Recovery Arrangements;
- EMAs may continue to release information relating to their business as usual activities, such as delays in services.
- If approached by the media, EMAs, and public authorities should confirm they are assisting the IC and direct enquiries to the IC.
- EMAs involved in response activities must only release information in relation to their areas of expertise. This information must first go to the IC, who may include it in their public information, before individual agencies and organisations release it through their own channels.
- All agencies must seek approval for the release of their public information according to their own internal processes and procedures. Matters not falling within their direct responsibility should be referred to the appropriate agency/organisation for consideration.
- The SoD employs a Communications Officer - Media that could assist with the above responsibilities.

Any local government prevention preparedness media campaigns are conducted in consultation with the SoD Communications Officer - Media.

5.3 Levels of Response

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

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

LEVEL 1	A Level 1 fire incident is characterised by being able to be controlled through local or initial response resources within a few hours of notification. Being relatively minor, all functions of incident management are generally undertaken by the first arriving crew/s.
LEVEL 2	A Level 2 fire incidents are more complex either in size, duration, resources, risk or community impact. They usually require delegation of a number of incident management functions and may require interagency response.
LEVEL 3	A Level 3 fire incidents are protracted, large and resource intensive. They may affect community assets and/or critical infrastructure and attract significant community, media and political interest. These incidents will usually involve delegation of all the Incident Management functions.

5.3.1 Appointment of Incident Controller

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

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

5.3.2 Higher Level Assistance

Under section 13 of the Bush Fires Act 1954 higher level assistance may be sought for DFES to assume control of a fire(s). The FES Commissioner may authorise a Bush Fire Liaison Officer (BFLO) or other person to take control of all operations in relation to that fire if a bushfire is burning in the district of the SoD on land other than conservation land, or on conservation lands;

- at the request of the SoD;
- if, because of the nature or extent of the bushfire, the FES Commissioner considers that it is appropriate to do so;
- In making such a decision, he may consider if:
 - A bushfire has assumed or is likely to assume such proportions as to be incapable of control or suppression by SoD;
 - DFES is of the view that a bushfire(s) is not being effectively controlled or suppressed by SoD.
- Where a bush fire(s) requires multiagency or multijurisdictional coordination of resources and public information above the level able to be provided by SoD.

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

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

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

5.4 Activation

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

5.5 Incident Management System

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

5.6 Incident Coordination and Structure

SoD will base incident structure and arrangements on State EM Plan [Appendix D: State Emergency Management Response Framework](#).

5.7 First Responder Maps

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

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

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

To view First Responder Maps [Click Here](#)

5.8 Conducting Evacuations

The Controlling Agency (where authorised by the HMA) has overall responsibility for the management of evacuation during an incident and when an emergency response is implemented.

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

Evacuation planning should include all five stages of an evacuation as per [State EM Policy](#) S5.7.

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

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

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

5.9 Traffic Management

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

5.10 Functional Support Plans

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

- Local Emergency Management Arrangements;
- Local Recovery Support Plan;
- Local Emergency Welfare Plan;
- Local Emergency Risk Management Plan;
- Local Animal Welfare Support Plan.

5.11 Financial Arrangements for Response

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

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

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

Information relating to funding for emergencies is available in the document, Criteria for meeting costs associated with emergencies under 'Other funding opportunities' on the SEMC website and at State EM Recovery Procedure 5.2.

PART 6: RECOVERY

6.1 Responsibility for Recovery

Recovery is the coordinated process of supporting emergency-affected communities in reconstruction of the physical infrastructure and restoration of emotional, social, economic and physical wellbeing.

HMA's have comprehensive plans for responding to an emergency and will assist in the commencement of the recovery process (for the specific hazards that are their responsibility). However, it is a function of the SoD to "manage recovery following an emergency affecting the community in its district" (s. 36 EM Act). The Shire has prepared a Local Recovery Support Plan and nominated a Local Recovery Coordinator (s. 41(4) EM Act).

The Local Recovery Support Plan has been developed to clearly identify recovery arrangements and operational considerations. It identifies any agreements that have been made between the SoD and/or emergency management agencies and refers to other appropriate documents where necessary.

6.2 Finance

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

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

6.3 Recovery Management

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

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

It is critical for the SoD to have information about impacts as early as possible, in order to start recovery planning and activities. The Impact Statement marks the transfer of responsibility to the SoD for management of the

recovery. The Impact Statement is designed to be a point in time description of known and emerging impacts. It is acknowledged that some information may not be available immediately, hence the need to identify emerging, anticipated and potential impacts. This will assist the SoD in ongoing assessment of impact and recovery work.

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

PART 7: ASSURANCE ACTIVITIES

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

7.1 Stand Down and Debriefs

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

7.2 Post Incident Analysis (PIA) and Review

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

PIA are to be conducted under the following circumstances:

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

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

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

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

PART 8: APPENDICES

Appendix A – Glossary of Terms

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

[Appendix ORD: 12.5.1B]

SHIRE OF DARDANUP – LOCAL BUSHFIRE RESPONSE SUPPORT PLAN

TERM	DEFINITION
DFES; Department of Fire & Emergency Services	As Western Australia's leading hazard management agency, the Department of Fire and Emergency Services (DFES) performs a critical role coordinating emergency services for a range of natural disasters and emergency incidents threatening life and property. DFES was established to improve the coordination and planning of emergency services in Western Australia.
FDI; Fire Danger Index	Measures the degree of Fire Danger combining elements of curing (dryness), temperature, Relative Humidity (RH) and wind speed. FDI ratings were developed by the CSIRO by scientist AG McArthur.
FES-ERG; Fire and Emergency Services Emergency Response Guide	Provides essential information to the Department of Fire and Emergency Services (DFES) for use in an emergency at larger dangerous goods sites.
Gazetted Fire District	Area gazetted by the Minister (as shown on Brigade map) for which DFES, Fire & Rescue Service is responsible for fire incidents under the Fire Brigades Act 1942 S2(a)
Harvest Vehicle Movement Ban	Based on FDI (usually >35) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a & 24c when a Bushfire Control Officer is of the opinion that the use of harvesting machinery is likely to cause a fire or contribute to the spread of a bushfire.
HMA; Hazard Management Agency	An agency prescribed due to its knowledge, expertise and resources responsible for emergency management for a prescribed hazard. At the local level HMA's are identified in the Local Emergency Management Arrangements
LEMC; Local Emergency Management Committee	The LEMC is established for SOD in accordance with Emergency Management Act 2005 (S38) in Local Government Districts to advise and assist the local government in ensuring that local emergency management arrangements are established for its district; to liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and to carry out other emergency management arrangement activities as directed by the SEMC or prescribed by the regulations. Note: LEMCs are an emergency planning body and although they will often incorporate members from operational (HMA, combat and support) agencies their role is not operational or one of response
Multi agency	Involving more than one Government agency
PIA; Post Incident Analysis	The reconstruction of an incident to assess the chain of events that took place, the methods used to control the incident, and how the actions of emergency personnel contributed to the eventual outcome
SEMP; State Emergency Management Policy	State Emergency Management Policies and Procedures are prepared by the Policy and Coordination Division of the SEMC Secretariat to support the Emergency Management Act, 2005 (the Act). Policies are reviewed and approved by the SEMC. Emergency Management policies and procedures fall within the categories of: Administration; Training; and Operations.

[Appendix ORD: 12.5.1B]

SHIRE OF DARDANUP – LOCAL BUSHFIRE RESPONSE SUPPORT PLAN

TERM	DEFINITION
TFB; Total Fire Ban	TFB's are declared by the Minister for Emergency Services (DFES) – State Level based on weather forecasts when there is a potential of adverse fire weather or when widespread fires are seriously stretching resources. They are declared on days when fires are most likely to be difficult to control and should they occur they will threaten lives and property. They are declared for the whole day (24hours) and for the whole of local government, including town sites. When a total Fire Ban is declared it prohibits the lighting of any fires in the open air and other activities that may start a fire - including use of welders, grinders or gas cutting.
UCL; Unallocated Crown Land	Crown land (a) in which no interest is known to exist, but in which native title within the meaning of the Native Title Act 1993 of the Commonwealth may or may not exist; and (b) which is not reserved, declared or otherwise dedicated the Land Administration Act 1997 or any other written law;
UMR; Unmanaged Reserves	A reserve the care, control and management of which are not placed with a management body.
VCP; Vehicle Control Point (VCP)	A full or partial road closure through which all vehicle access is controlled. All VCPs are permanently staffed. Vehicles or persons (or classes of vehicles or persons) explicitly authorised by the Incident Controller may proceed after validation by the Traffic Controller. Persons requesting access permission who are not specifically authorised by the IC are held at the VCP pending permission / exclusion to enter the incident area.
Vehicle Movement Ban	Based on FDI (usually >60) or may be based on response capabilities. Issued by FCO under Bushfires Act 1954 s38a &24c this is a higher level of ban than a Harvest Ban and issued when Bushfire Control Officer is of the opinion that the use of engines, vehicles, plant or machinery including the operation of motorbikes is likely to cause a fire or contribute to the spread of a bushfire with the exception of the movement of vehicles and machinery on gazetted roads, laneways/roadways, and yards. Water carting for stock and domestic purposes is permitted provided it is accompanied by a mobile firefighting unit, or alternatively the water carting vehicle acts as the mobile firefighting unit and meets the minimum specifications (this also requires the retention of 400L of water at all times)

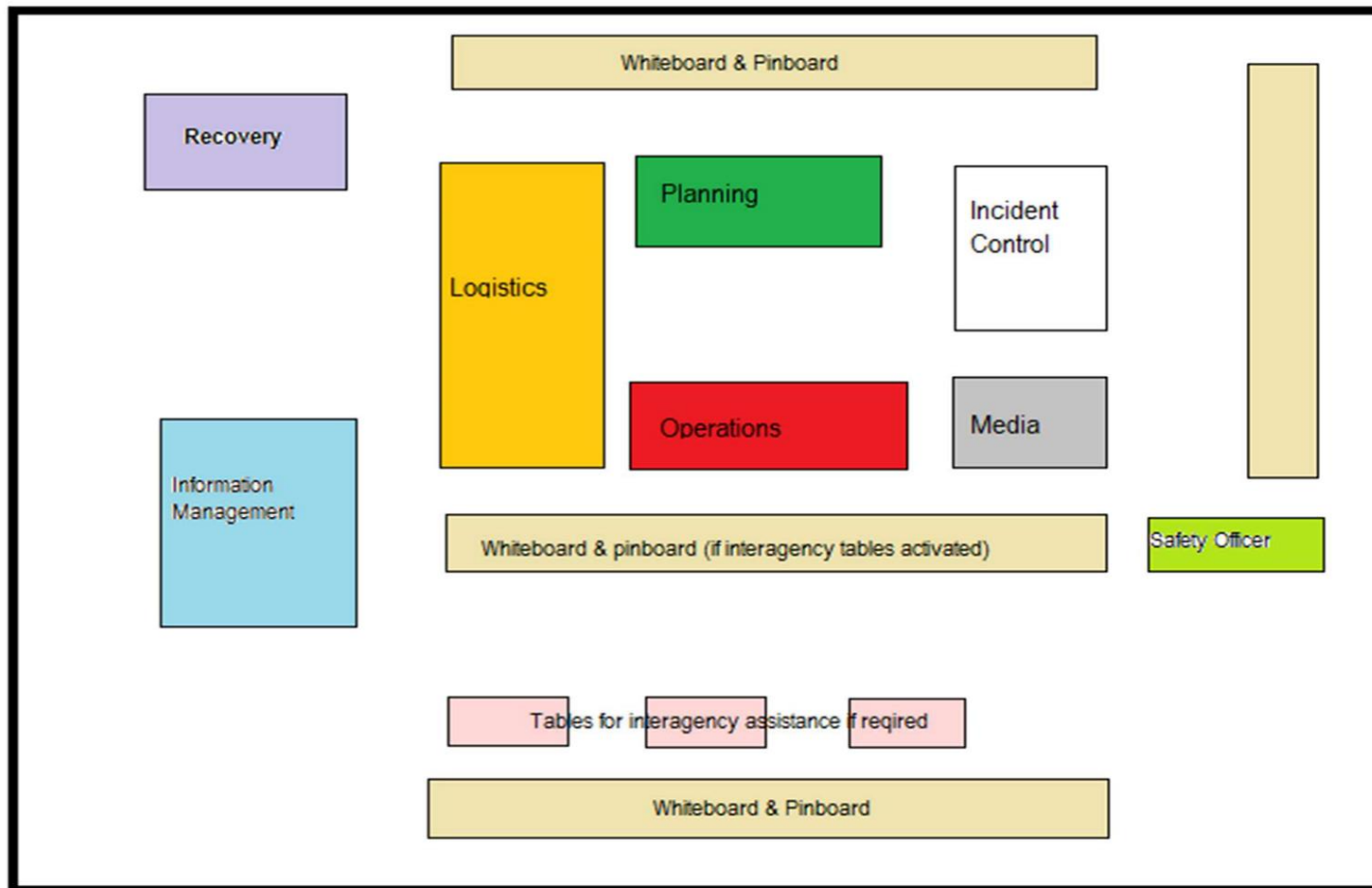
Appendix B – Key Contacts

A list of key contacts is provided for information below.

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

ORGANISATION	CONTACT	TELEPHONE
Alinta Gas	Faults & Emergencies	131352
Bureau of Meteorology	Perth Office	9263 2222
Shire of Dardanup	Coordinator Emergency & Ranger Services	0427 960 161 (Not for public)
Shire of Dardanup	Emergency Management Officer	0427 240 021 (Not for public)
Shire of Dardanup	Senior Ranger	0409 629 555 (Not for public)
Shire of Dardanup	Duty Ranger	0436 819 519 (Not for public)
Shire of Dardanup	CBFCO	0428 825 496
DFES	Regional Duty Coordinator (RDC)	1800 411 742
Department of Communities	Welfare Officer	0429 102 148 (Not for public)
DBCA	Duty Officer	9735 1988
Eaton Fire Station	Captain	0456 957 281
Main Roads WA	24hr call centre	138138
WA Police Force - Australind	General Enquiries	9797 0222
City of Bunbury	Administration CBFCO	9792 7000 0401 059 716
Shire of Capel	Administration CBFCO	9727 0222 0408 921 356
Shire of Collie	Administration CBFCO	9734 9000 0409 884 291
Shire of Donnybrook	Administration CBFCO	9780 4200 0428 641 021
Shire of Harvey	Administration CBFCO	9729 0300 0439 922 606
Western Power	Faults & emergencies Field Supervisor	131351 0429 652 961

Appendix C – Emergency Control Centre Layout

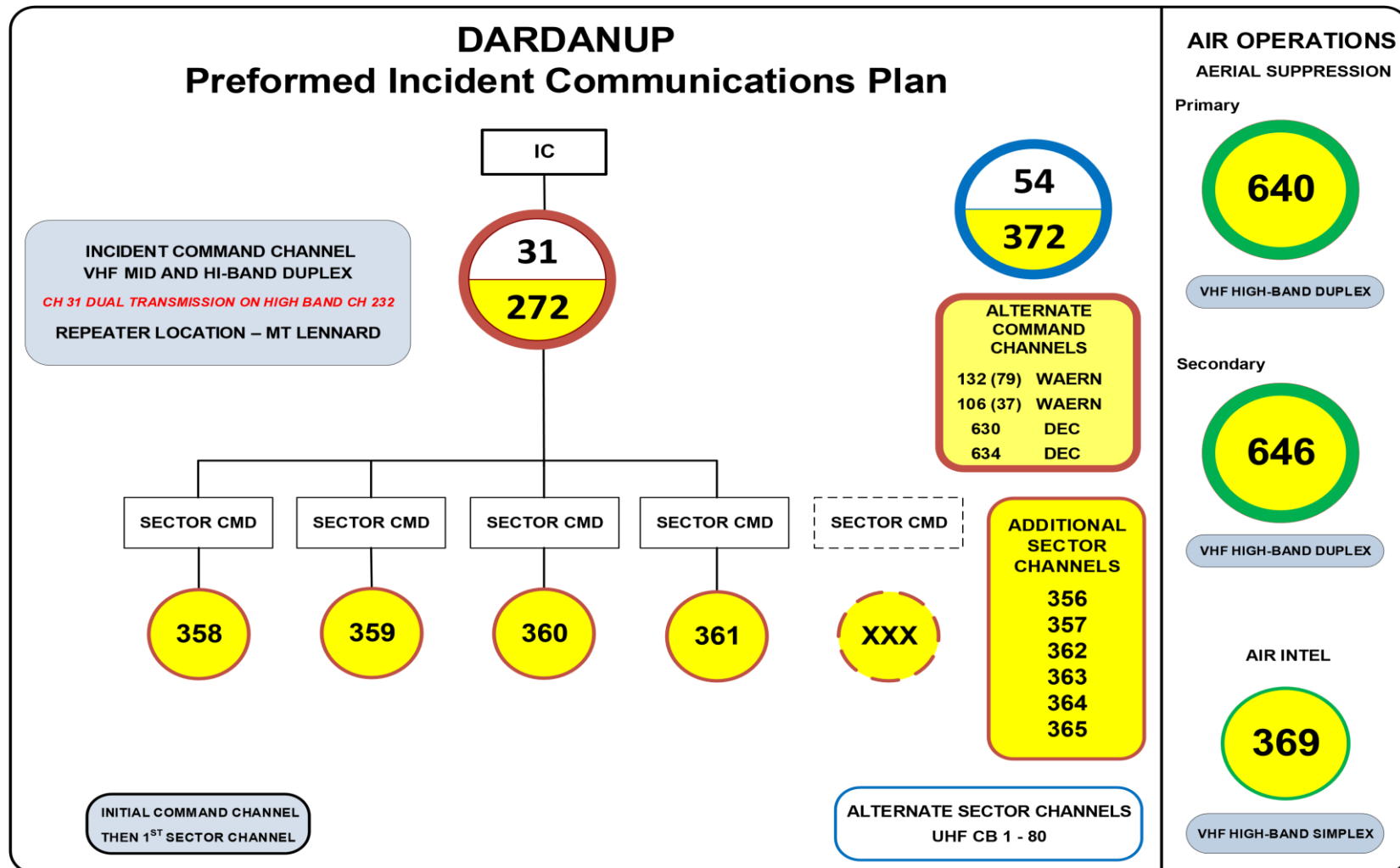


Suggested ECC layout for Level 1 or 2 incident

Appendix D – Appliances & Sell call

REGO	Vehicle / Role	BRIGADE	SELCALL
BUREKUP	1.4R	Burekup	283070
DA 196	2.4R	Dardanup Central	283062
1BYC 846	1.4R	Dardanup West	283040
DA 689	Light Tanker	Ferguson	280303
DA 8569	Light Tanker	Joshua/Crooked Brook	280352
DA 1684	2.4R	Upper Ferguson	283019
1WATERLOO	3.4U	Waterloo	280302
2WATERLOO	Light Tanker	Waterloo	280394
DA 8370	1.4R	Wellington Mills	280318
DA 8222	Mitsubishi 4x4	Shire of Dardanup - Ranger	
DA 9287	Mitsubishi 4x4	Shire of Dardanup - Ranger	
DA 873	Front End Loader	Shire of Dardanup	
DA 9774	Grader 670B	Shire of Dardanup	
DA 698	Grader 120H	Shire of Dardanup	
DA 9781	T5040 Tractor	Shire of Dardanup - Eaton	
DA 2833	Backhoe Loader	Shire of Dardanup - Dardanup	
DA 628	Tip Truck (Water Pod)	Shire of Dardanup	
DA 325	Tip Truck	Shire of Dardanup	
DA 987	Mini Excavator	Shire of Dardanup	
1QBN 640	Isuzu CP 16	Eaton-Australind Volunteer FRS	81453
1QBV 828	Toyota Light Tanker	Eaton-Australind Volunteer FRS	82241
DA 122	Holden Rodeo	Eaton-Australind Volunteer FRS	811086
	CBFCO	Shire of Dardanup – Private Vehicle	
	DCBFCO - North	Shire of Dardanup – Private Vehicle	
	DCBFCO - South	Shire of Dardanup – Private Vehicle	
	FCO - Burekup	Shire of Dardanup – Private Vehicle	
	FCO – D/Central	Shire of Dardanup – Private Vehicle	
	FCO – D/West	Shire of Dardanup – Private Vehicle	
	FCO – Ferguson	Shire of Dardanup – Private Vehicle	
	FCO – U/Ferguson	Shire of Dardanup – Private Vehicle	
	FCO – Joshua CB	Shire of Dardanup – Private Vehicle	
	FCO – Waterloo	Shire of Dardanup – Private Vehicle	
	FCO - Well/Mills	Shire of Dardanup – Private Vehicle	

Appendix E – Communications Plan



Appendix F – Brigade Area M

