



LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS

Adopted at the OCM held – 15 December 2021
[Resolution 412-21]

Table of Contents

1.	Administration	4
1.1	Endorsement of Local Emergency Management Arrangements.....	4
1.2	Distribution List.....	5
1.3	Document Availability.....	6
1.4	Amendment Record.....	7
1.5	Glossary of Terms and Acronyms	7
1.6	Related Documents and Arrangements	8
1.6.1	State Emergency Management Plans.....	8
1.6.2	Local Emergency Management Plans.....	8
1.6.3	Other Related Documents.....	8
1.7	Local Emergency Management Policies	8
1.8	Agreements, Understanding and Commitments.....	9
1.9	Special Considerations.....	9
2.	Overview	10
2.1	Area Covered	10
2.2	Topography of the Shire of Dardanup.....	10
2.3	Climate.....	10
2.4	Industrial and Commercial Development.....	10
2.5	Geographic Location Map.....	11
2.6	Critical Infrastructure.....	12
2.6.1	Electrical Supply.....	12
2.6.2	Water Supply	12
2.6.3	Gas Supply	12
2.6.4	Sewerage System.....	12
2.6.5	Medical Facility	12
2.6.6	Airport Facilities.....	12
2.6.7	Council Facilities	13
2.7	Emergency Services.....	13
3.	Emergency Management Planning	14
3.1	Aim and Purpose.....	14
3.2	Objectives	14
3.3	Scope	14
3.4	Roles and Responsibilities	15
3.5	Resources.....	15
3.6	Local Area Mutual Aid.....	15
3.7	Financial Arrangements.....	15
3.7.1	Authority to Incur Expense.....	15
3.7.2	Response.....	15
3.7.3	DRFAWA.....	16
4.	Local Emergency Management Committee	17
4.1	Introduction.....	17

4.2	LEMC Role.....	17
4.3	LEMC Procedures.....	17
4.4	LEMC Membership	18
4.4.1	Core LEMC Members.....	18
4.4.2	LEMC Observers.....	19
4.5	LEMC Reporting	19
4.5.1	Annual Reporting.....	19
4.5.2	Preparedness Reporting	19
5.	Managing Risk	20
5.1	Emergency Risk Management	20
5.2	Likely Emergencies in Area	20
5.3	Local Emergency Management Strategies and Priorities.....	20
6.	Response and Coordination Emergency Operations	21
6.1	Activation of Local Arrangements	21
6.2	Incident Support Group.....	21
6.2.1	Triggers for the Incident Support Group	22
6.2.2	Incident Support Group Membership	22
6.2.3	ISG Meeting Location and Frequency.....	22
6.3	Emergency Coordination Centre	22
7.	Public Information	23
7.2	Public Warning Systems.....	23
7.2.1	Local Government Systems	23
7.2.2	Standard Emergency Warning System	24
7.2.3	Emergency Alert System.....	24
7.2.4	DFES Public Information Line.....	24
7.2.5	Additional Information Outlets	24
7.3	Shire of Dardanup Media Release	25
8.	Evacuation	26
8.1	Evacuation Management.....	26
8.1.1	Decision	26
8.1.2	Timeliness.....	27
8.1.3	Combat Agency for Evacuation	27
8.1.4	Evacuation Centres.....	27
8.2	At-Risk Persons and Groups.....	27
8.3	Evacuation Routes and Maps	28
8.4	Isolation and Quarantine.....	29
8.5	Return	29
9.	Welfare	30
9.1	Department of Communities - Local Welfare Coordinator	30
9.2	Shire of Dardanup – Local Welfare Coordinator	30
9.3	Register Find Reunite.....	30
9.4	Welfare Centres.....	31
9.5	Animals	31
10.	Recovery	32
11.	Exercising Review and Reporting	33
11.1	Exercising.....	33

11.2 Exercise Frequency33

11.3 Exercise Reporting33

11.4 Review of Local Emergency Management Arrangements.....33

12. Appendices.....34

Appendix 1: Glossary of Terms & Acronyms34

Appendix 2: Roles and Responsibilities40

Appendix 3: Emergency Welfare Centres and Facilities.....43

1. Administration

1.1 Endorsement of Local Emergency Management Arrangements

These Local Emergency Management Arrangements have been produced and issued under the authority of S. 41(1) of the [Emergency Management Act 2005](#), endorsed by the Shire of Dardanup Council and have been tabled with the District Emergency Management Committee (DEMC).

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

_____ Date: _____
Officer in Charge
Australind Police
Dardanup Local Emergency Management Committee

_____ Date: _____
Chief Executive Officer
Shire of Dardanup

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

1.2 Distribution List

Organisation	Contact	Postal Address
Shire of Dardanup	Chief Executive Officer Director Infrastructure Director Corporate & Governance Director Sustainable Development Coordinator Emergency and Ranger Services Manager Development Services Manager Operations Manager Finance Ranger Services Chief Bush Fire Control Officer	1 Council Drive Eaton WA 6232
Local Emergency Management Committee	Shire of Dardanup	1 Council Drive Eaton WA 6232
South West District Emergency Management Committee	South West	PO Box 1288 Bunbury WA 6231
Department of Fire and Emergency Services	District Emergency Management Officer South West	PO Box 1288 Bunbury WA 6231
Department of Primary Industries and Regional Development	District Manager	PO Box 1231 Bunbury WA 6231
Department of Communities	District Emergency Services Officer	PO Box 386 Bunbury WA 6231
Department of Fire and Emergency Services	District Manager	PO Box 1288 Bunbury WA 6231
Department of Health WA Country Health Service	District Manager	Level 4, 61 Victoria Street Bunbury WA 6230
Department of Biodiversity, Conservation & Attractions	District Manager (Collie)	PO Box 809 Collie 6225
Department of Transport	District Manager	Molloy Street Bunbury WA 6230
Home and Community Care	District Manager	15 Albatross Crescent Eaton WA 6232
Main Roads WA	District Manager	PO Box 5010 Bunbury WA 6231
Public Transport Authority	District Manager	Bunbury Train Terminal Picton Rd Bunbury WA 6230
Rail - Aurizon (Freight)	District Manager	South West Highway Picton WA 6229
Rail - Brookfield Rail (Track)	District Manager	Po Box 9076 Picton WA 6229

St John Ambulance	District Manager	270 Bussell Highway Bunbury WA 2013
WA Police – Australind	Officer in Charge	PO Box A 616 Australind WA 6233
WA Police – Bunbury	District Superintendent	76-78 Wittenoom Street Bunbury 6230
Water Corporation	District Manager	61 Victoria Street Bunbury 6230
Western Power	District Manager	1757 Boyanup-Picton Road Picton 6229

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 1 Council Drive, Eaton 6232 (during normal business hours)	Shire of Dardanup website www.dardanup.wa.gov.au

1.4 Amendment Record

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

Feedback can include:

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

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

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

Or, alternatively email to: records@dardanup.wa.gov.au

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

Amendment	Date	Amendment Details	Amended by (Initials)
1	27/03/2017	Review and minor updates	JL (WALGA)
2	23/10/2017	Review and minor updates	JL (WALGA)
3	14/11/2019	Review - internal areas of responsibility and contacts	EH/MH (SoD)
4	11/08/2021	Full Review	EH/MH (SoD)
5			

1.5 Glossary of Terms and Acronyms

See **Appendix 1**

1.6 Related Documents and Arrangements

To enable integrated and coordinated delivery of emergency management within the Shire of Dardanup, these arrangements, support plans and other related documents are to be read in conjunction and are consistent with State Emergency Management Policies and State Emergency Management Plans.

1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#), including State Hazard Plans (WESTPLANs) are available on the [SEMC website](#), including;

- State EM Plans
- State Hazard Plans (WESTPLAN)
- State Support Plans
 - State Health Response Plan
 - Emergency Welfare
 - Emergency Public Information
 - Animal Welfare in Emergencies
- National EM Plans

1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire's Local Emergency Management Arrangements (LEMA) and should be read in conjunction with each other, these include;

- Recovery Support Plan – Annexure 1
- Recovery Communications Plan – Annexure 2
- Local Emergency Management Plan for the Provision of Welfare Support – Annexure 3
- Animal Welfare Support Plan – Annexure 4
- At Risk Person and Groups Plan – Annexure 5
- Business Continuity Response Plan – Annexure 6
- Bushfire Risk Management Plan – Annexure 7
- Bushfire Response Plan – Annexure 8

1.6.3 Other Related Documents

- Emergency Risk Management Register – Annexure 9
- Contacts and Resource Directory – Annexure 10

1.7 Local Emergency Management Policies

Local government policies for emergency management refer to any policies, which are unique to the Shire area being bylaws or operational policies. There are no current policies within the Shire of Dardanup relating to emergency management.

1.8 Agreements, Understanding and Commitments

A Memorandum of Understanding (MOU) exists between the neighbouring Council's through the South West Local Government Association.

The purpose of the Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the South West Zone during emergencies and post incident recovery.
2. Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region.

The Shire of Dardanup is also a signatory to the South West Zone Local Government Association - Memorandum of Understanding. The MOU is a partnering agreement for the provision of mutual aid for recovery during emergencies between Councils in the South West Zone;

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

1.9 Special Considerations

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

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

2. Overview

2.1 Area Covered

The Shire of Dardanup is a local government area covering 518sq km in the South West region of Western Australia, immediately to the east and southeast of the City of Bunbury and approximately 185 kilometres south of the state capital, Perth.

Dardanup is located on the Boyanup-Picton Road, 15km southeast of Bunbury. The Ferguson River passes to the North of the township and the Darling Scarp lies North-South, approximately 3km East of the township.

2.2 Topography of the Shire of Dardanup

The Shire is set in lush green cattle country and is the home of the scenic Ferguson Valley with its rolling hills, picturesque valleys and see-forever views to the Indian Ocean. The townsite of Eaton is one of the fastest growing towns in the South West.

There is a multitude of activities from freshwater fishing in quiet rock pools and pristine rivers, swimming, camping to heritage walk trails or just enjoying the view on a scenic drive. The Collie River is the Shires northern boundary and is a drawcard for river activities, particularly within the Eaton townsite.

2.3 Climate

The location and topographic characteristics give the area a mild temperate climate. The hottest months are January and February when the mean maximum temperature is 30°C and the coldest month is July when the mean minimum temperature drops to 4°C. Wellington Mills receives the highest rainfall of 1143mm, with June being the wettest month.

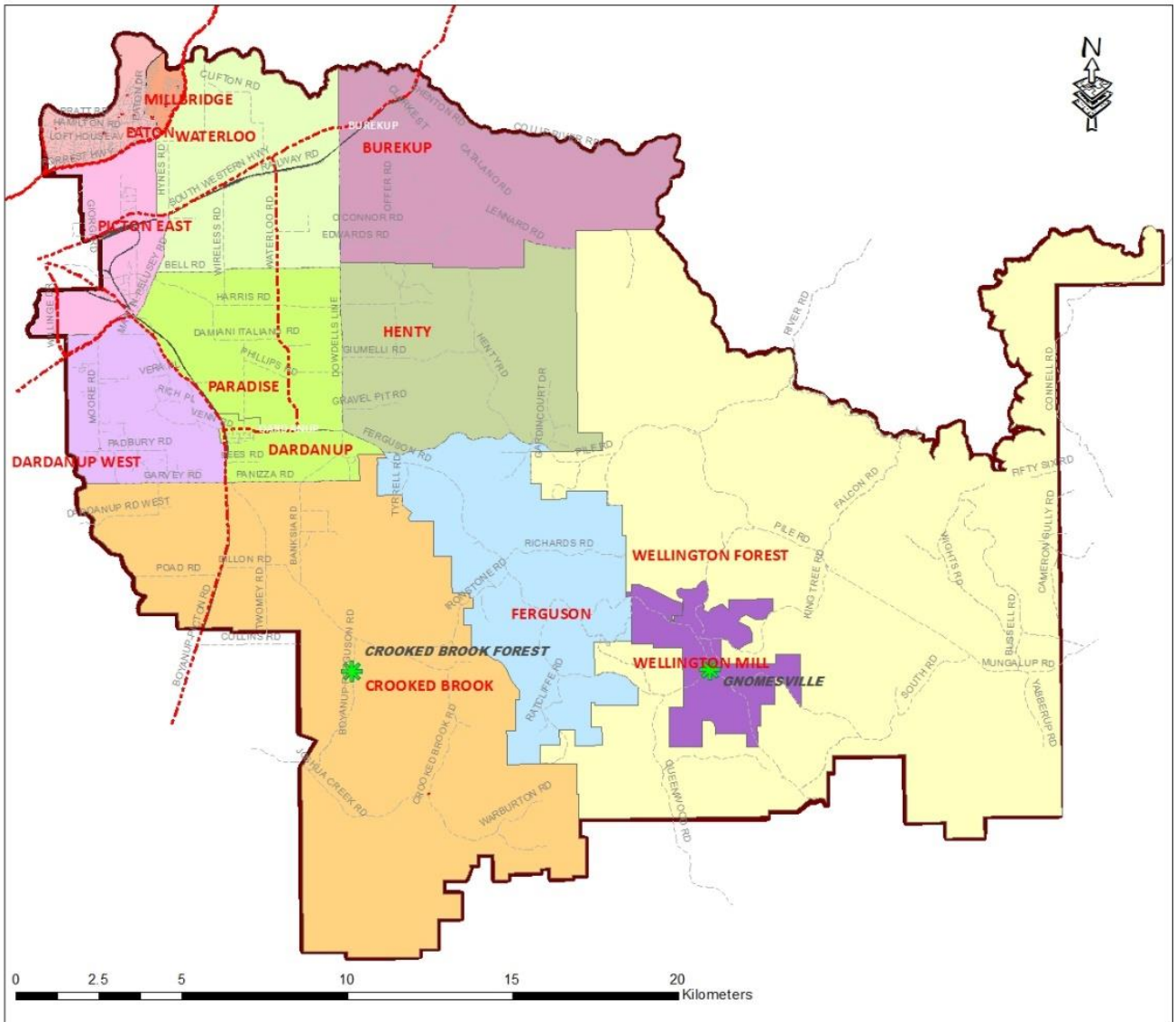
2.4 Industrial and Commercial Development

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

There is no heavy industry within the Shire. The main commercial centres for the Shire include:

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

2.5 Geographic Location Map



Legend

Tourist Site



Railways

Roads

Major Road

Road

Road

Locality Name

- BUREKUP
- CROOKED BROOK
- DARDANUP
- DARDANUP WEST
- EATON
- FERGUSON
- HENTY
- MILLBRIDGE
- PARADISE
- PICTON EAST
- WATERLOO
- WELLINGTON FOREST
- WELLINGTON MILL
- Shire of Dardanup Boundary

2.6 Critical Infrastructure

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

2.6.1 Electrical Supply

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

2.6.2 Water Supply

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

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

2.6.3 Gas Supply

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

2.6.4 Sewerage System

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

2.6.5 Medical Facility

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

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

2.6.6 Airport Facilities

No light aircraft facilities exist within the Shire of Dardanup.

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

2.6.7 Council Facilities

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

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

The [National Guidelines for Protecting Critical Infrastructure](#) from Terrorism provides a framework for a national, consistent approach on the protection of critical infrastructure from terrorism for the Australian, State and Territory governments and business.

2.7 Emergency Services

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

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

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

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

The Shire has 8 Volunteer Bushfire Brigades with the following resources;

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

3. Emergency Management Planning

3.1 Aim and Purpose

Aim of this plan is to *minimise* the impacts of, ensure a coordinated response to and provide an effective recovery from an emergency affecting the Shire of Dardanup.

Purpose of this plan is to *maximise* safety and ensure sound recovery of the Shire of Dardanup communities, preserving lives, livelihoods and the environment in the event of an emergency.

3.2 Objectives

Understand the roles and responsibilities of government and non-government agencies/ individuals involved in emergency management in the Shire

Describe the provisions for the coordination of emergency operations and activities relating to emergency management performed by persons/agencies within this plan

Description of emergencies likely to occur within the Shire

Describe strategies and priorities for emergency management within the Shire

Explain matters pertaining to emergency management within the Shire prescribed by the regulations and within (Section 41(2) of the Emergency Management Act 2005)

Promote a consistent multi-agency approach with community engagement in relation to emergencies within the Shire

3.3 Scope

It is not the intent of this document to detail procedures for Hazard Management Agencies (HMAs) in dealing with an emergency. These should be detailed in the HMA's individual plans. These arrangements are to ensure HMAs, Support Agencies and stakeholder parties are ready to deal with the identified emergencies in a coordinated manner should they arise.

Applies to the local government district of the Shire of Dardanup

Covers areas where the Shire of Dardanup provides support to HMAs in the event of an incident

Details the Shire's capacity to provide resources in support of an emergency while still maintaining business continuity and Shire's responsibilities in relation to recovery management

These arrangements are to serve as a guideline to be used at the local level. Incidents may arise that require action or assistance from the district, state or federal level.

3.4 Roles and Responsibilities

For details of specific roles and responsibilities for officers - See *Appendix 2*

3.5 Resources

The Hazard Management Agency (HMA) or its Control Agency (CA) is responsible for the determination of resources required for their specific hazards and operations.

Resources within the local community have been identified in the Shire's Contacts and Resource Directory (see *Annexure 10*). Where possible, the Shire's resources will be made available upon request.

3.6 Local Area Mutual Aid

Authority to release resources to assist in other Local Government districts will rest with the CEO (or delegate).

The CEO and President are to be informed of commitments outside of the district as soon as possible.

3.7 Financial Arrangements

The principle of funding for emergencies is to ensure accountability for the expenditure incurred. The organisation with operational control of any resource shall be responsible for the payment for all related expenses associated with its operation during emergencies unless other arrangements are established.

[State EM Policy Section 5.12](#), [State EM Plan Section 5.4 and 6.10](#) and [State EM Recovery Procedures 1-2](#) outline the responsibilities for funding during multi-agency emergencies. While recognising the above, the Shire is committed to expending such necessary funds within its current budgetary constraints as required to ensure the safety of its residents and visitors.

3.7.1 Authority to Incur Expense

The Chief Executive Officer, or delegate authority (e.g. Local Recovery Coordinator), should be approached immediately where an emergency event occurs that requires resourcing by the Shire, to ensure the desired level of support is achieved.

3.7.2 Response

All Shire resources are registered and identified in the Shire asset register located in the Contacts and Resource Directory (see *Annexure 10*).

Staff and resources are available for response to emergencies in accordance with section 38 and section 42 of the Emergency Management Act 2005. Where possible, a single person shall be appointed to the position of Finance Officer as allowed during an emergency.

3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and states and territories (states). These arrangements identify the relief and recovery assistance to which the Commonwealth will financially contribute. The DRFA determines the terms and conditions that must be met if states are to claim financial assistance from the Commonwealth, for the purposes of disaster relief and recovery.

See **Annexure 1** for the Local Recovery Support Plan 5.2 for further details.

ACTION

- ✓ Shire to appoint a single person to the position of Finance Officer to ensure that in-house accounting and documentation processes are in-line with the reporting and claim requirements of DRFAWA.
- ✓ Shire allocate an account number immediately as an operation is mounted to provide and record the necessary funding required.
- ✓ In a declared State of Emergency when the incident meets DRFAWA eligibility requirements the Shire is to seek recover funding – see Local Recovery Support Plan **Annexure 1**

4. Local Emergency Management Committee

4.1 Introduction

The Shire has established a Local Emergency Management Committee/s (LEMC) under section 38(1) of the Emergency Management Act 2005 to oversee, plan and test the local emergency management arrangements.

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

4.2 LEMC Role

The LEMC performs a vital role in assisting the Shire of Dardanup and its community in being prepared for major emergencies by:

Developing, enhancing and testing preparedness planning from a multi-agency perspective having local knowledge of hazards, demographic and geographic issues

Providing advice to HMA/CA's so localised hazard plans can be developed

Providing a multi-agency forum to analyse and treat local risk

Providing a forum for multi-agency stakeholders to share issues and learnings to ensure continuous improvement

4.3 LEMC Procedures

The LEMC shall meet as determined by the Executive Officer on the first Thursday of every February, May, August and November. The LEMC shall meet quarterly or more frequently as required by [State Emergency Management Preparedness Procedure](#) 3.7.

Each meeting of the LEMC should consider, but not be restricted to, the following matters;

Confirming local emergency management contact details of key stakeholders
Reviewing any post-incident reports and post-exercise reports generated since the last meeting
Assessing progress of emergency risk management processes
Assessing progress of treatment strategies arising from the emergency risk management process
Assessing progress of development or review of local emergency management arrangements
Other matters determined by the local government and SEMC direction

LEMC will also consider other issues, including annual reporting, training, grant funding applications, special projects and other matters as necessary.

4.4 LEMC Membership

LEMC membership includes the Shire of Dardanup representatives and the Local Emergency Coordinator (OIC WAPOL Australind). Relevant government agencies, industries and other statutory authorities will nominate their representatives to be members of the LEMC.

Council in consultation with the parent organisation members determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required.

For details on membership roles and responsibilities - see **Appendix 2**.

All LEMC secretarial and administration support is to be provided by the Shire.

4.4.1 Core LEMC Members

Agency	Position
Delegate – Elected member / Councillor	Chair
Shire of Dardanup	Councillor Local Recovery Coordinators Local Welfare Liaison Officer Executive Officer Chief Bush Fire Control Officer Animal Welfare Coordinator Environmental Health Services
WA Police	Local Emergency Coordinator Deputy Chair
Department of Communities	Local Welfare Coordinator
Industry Representatives	Industry Representative
State Emergency Services	Agency Representative
Department of Fire and Emergency Services	Agency Representative

Main Roads Authority	Agency Representative
Department Biodiversity Conservation & Attractions	Agency Representative
Department of Regional Development and Industries	Agency Representative
Department of Health	Agency Representative
Utilities Representatives	Agency Representatives
St John Ambulance	Agency Representative
Department of Education	Agency Representative

4.4.2 LEMC Observers

District Emergency Management Advisor	Agency Representative
Indigenous Communities reps	Agency Representative
Community Members – as appropriate	Representatives

The list above is not limited, with members co-opted as and when required.

4.5 LEMC Reporting

4.5.1 Annual Reporting

After the end of each financial year, each LEMC is to prepare and submit to the DEMC for the district an annual report on activities undertaken by it during the financial year (section 40(1) EM Act).

Annual reports must be completed in accordance with the templates provided in State Emergency Management Preparedness Procedure 3.17.

4.5.2 Preparedness Reporting

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

The survey is sent to the Shire by mid-April, to be completed by the first week of June as per State Emergency Management Procedure 3.18.

5. *Managing Risk*

5.1 Emergency Risk Management

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

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

The Shire’s complete Emergency Risk Register as per State Emergency Management Prevention and Mitigation Procedure 2.1 can be viewed in Tardis – see [R0000584390](#)

5.2 Likely Emergencies in Area

The Shire has undertaken a risk analysis within its district utilising the National Emergency Risk Assessment Guidelines, the Western Australian Emergency Risk Management Guide, which are aligned with the Australian/New Zealand International Standard Organisation (AS/NZS ISO 31000:2009) Risk Management – Principles and Guidelines.

The following were identified as the Shire’s top 5 hazards;

- Flood
- Storm
- Bushfire
- Electricity Supply Disruption
- Plant Biosecurity

5.3 Local Emergency Management Strategies and Priorities

The Shire is committed to developing and implementing Local Emergency Risk Management Strategies according to their priority.

The Shire’s Emergency Risk Register is an excel spreadsheet that can be viewed in Tardis – see [R0000584390](#)

The Dardanup Bushfire Risk Management Plan 2019-2024 (see **Annexure 7**) was developed in accordance with the State Emergency Management Policy 3.2 - Emergency Risk Management Planning.

6. *Response and Coordination*

Emergency Operations

The Emergency Management Act 2005 allows the prescription of Hazard Management Agencies. HMA's are prescribed due to their functions under written law or because of their specialised knowledge, expertise, and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard for which they are prescribed (See [Hazard Management Structure](#) list for agency responsibilities according to the hazard).

It is recognised that the HMA's may require Local Government resources and assistance in emergency management. The Shire of Dardanup is committed to providing assistance/ support if the required resources are available through the Incident Support Group (ISG) when it is formed.

6.1 Activation of Local Arrangements

On becoming aware of or on advice from the HMA Incident Controller (IC), the Local Recovery Coordinator (LRC) will assess the need for activating the recovery plan and advise the Chairman of the need to convene the Shire appropriate Recovery Group if necessary.

Upon deciding not to convene and activate the appropriate Shire's Recovery Group and Shire's Recovery Plan, due to statutory and/or other agencies adequately addressing the situation, the Shire Local Recovery Coordinator will continue to monitor the situation and keep the Shire President and CEO briefed accordingly.

6.2 Incident Support Group

The Incident Support Group (ISG) provides support to the Incident Management Team (IMT). The ISG consists of representatives (liaison officers) from organisations involved in the incident and relevant service providers.

The ISG is convened by the Controlling Agency (CA) appointed Incident Controller (IC) to assist in overall coordination of services and information during a major incident. Coordination achieved through clear identification of priorities by agencies sharing information and resource.

HMAs and combat agencies may require the Shire resources and assistance in emergency management. The Shire is committed to providing assistance/support, if required resources are available, through the ISG if, and when formed.

6.2.1 Triggers for the Incident Support Group

The triggers for an incident support group are defined in the State Emergency Management Policy statement 5.2.2 and State Emergency Management Plan section 5.1 being:

Where an incident is designated as a Level 2 or higher

Multiple agencies need to be coordinated

Community interests need to be represented

6.2.2 Incident Support Group Membership

The ISG is made up of agency representatives that provide support to the Controlling Agency. Emergency management agencies may be called on to provide liaison officers for the ISG.

The Shire Local Recovery Coordinator (LRC) should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and efficacious transition handover to recovery.

Representation on ISG may change regularly depending upon the incident, agencies involved and consequences caused by an emergency.

Agencies supplying staff for ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks within their organisation/agency.

6.2.3 ISG Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident. Coordination is achieved through the clear identification of priorities and objectives by agencies sharing information and resources.

The IC is responsible for the location of meetings and given its part in the ISG, the meetings are generally convened in close proximity to or within the Incident Control Centre (ICC).

6.3 Emergency Coordination Centre

The Shire has identified a primary and secondary emergency coordination centre and the locations detailed below have been identified as suitable;

Locality	Possible Locations	Contact
Eaton	Shires Primary Administration Office 1 Council Drive, Eaton	08 9724 0000
Dardanup	Shires Secondary Administration Offices 3 Little Street, Dardanup	08 9724 0000
Waterloo	Shire Depot 35 Martin Pelusey Road, Waterloo	08 9724 0000

7. Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Communities require adequate, timely information and instruction to be aware of the emergency and take appropriate actions to safeguard life and property.

In the response phase of an incident, information dissemination is the responsibility of the HMA/CA. The [State Support Plan – Emergency Public Information](#) states the HMA is responsible ‘for the provision and management of public information during emergencies.

Media and Public Information management is to reflect multi-agency involvement and authorised by the IC/Manager and the following principles will apply:

HMA is to manage all media releases under State Support Plan – Emergency Public Information

All media releases and public information alerts for the incident are to be authorised by Incident Controller/Manager after consultation with the Emergency Coordinator and other CAs

All media releases are to reflect Multi-Agency Incident Management and detail all agencies’ involvement

Must relate to incident only, not to operational protocols, procedures or administration. These issues will be referred to the relevant agency

All media releases are to carry the agencies’ identification

Copies of multi-agency incident media releases are to be provided to each agency as soon as possible before release

All Media releases issued by any agency at the State level will reflect multi-agency involvement

7.2 Public Warning Systems

7.2.1 Local Government Systems

The Shire has the ability to support official emergency messaging through local communications system, including;

- Shire website
- Shire Facebook page
- Shire SMS System
- Community Notice Boards
- Variable Message Board
- Locality Newsletters and Dispatches

No contact between the media and any employee is permitted unless authorised by the CEO. Section 2.8(1)(d) of the Local Government Act 1995 stipulates that the Shire President speaks on behalf of the Local Government; however the President may delegate this authority to the Chief Executive Officer under Section 5.41(f).

7.2.2 Standard Emergency Warning System

Standard Emergency Warning Signal (or SEWS) is a warning signal that is broadcast immediately prior to major emergency announcements on the radio, television and other communication systems. SEWS is only used in emerging situations of extreme danger, when there is a need to warn people that they need to take urgent and immediate action to reduce the potential for loss to life or property from emergency events.

In Western Australia SEWS broadcasts are authorised by the DFES or the Regional Director of the Bureau of Meteorology (BoM) for weather and flood related events. When deciding to issue SEWS, the authorities will consider the following four factors:

- Possible loss of life or a major threat to a large number of properties or the large scale environment
- Impact is expected within 12 hours or is occurring at the time
- A large number of people need to be warned
- One or more incidents are classified as destructive

To listen to the SEWS sound [click here](#)

7.2.3 Emergency Alert System

Emergency Alert automatically delivers emergency warnings direct to an area when lives may be in danger in that area. It does not replace current public information tools or the need for community to remain vigilant and look after their own safety. It is an additional tool used to alert people in a specific location in immediate danger.

All home phones (landlines), including silent numbers, are automatically registered on Emergency Alert. Mobile phones are automatically registered to the billing address.

Messages broadcast by Emergency Alert are made with authority of HMA in emergencies.

7.2.4 DFES Public Information Line

DFES recorded information line	13 33 37 (13 DFES)
Emergency WA website	www.emergency.wa.gov.au
DFES website	www.dfes.wa.gov.au
DFES on Twitter	www.twitter.com/dfes_wa
SES assistance	132 500

7.2.5 Additional Information Outlets

Local ABC Radio	684AM ABC South West
BOM information line	1300 659 210
BOM website	www.bom.wa.gov.au

7.3 Shire of Dardanup Media Release

Any information for release to the media or public must be forwarded through the Communications Officer - Media and approved by the Chief Executive Officer. The President or the CEO shall only make statements to the press on behalf of the Shire.

However, the Chief Bushfire Control Officer, or a delegated representative, may make statements to the media or public on behalf of the Shire of Dardanup regarding ongoing operational matters.

The Shire of Dardanup CEO, or a delegated representative, will be the Shires designated Media and Public Information Officer.

ACTION

- ✓ The Shire acknowledges that public information and media management is critical in times of emergency.
- ✓ HMA/CA IC responsible for information/media releases in response phase of incident.
- ✓ The Shires media releases are coordinated by the Shire's delegated Officer and approved by CEO.
- ✓ Public statements to media are to be given only by Shire CEO or President (or delegate).
- ✓ Public warning systems shall be used when necessary under HMA/CA IC authority.
- ✓ The Shire will support official emergency information by reiterating the messages via Shire communication avenues (Facebook, website, SMS System etc).

8. Evacuation

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects of an emergency on a community prior to the onset of or during an emergency. It involves the movement of people threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

In accordance with State Emergency Management Policy s5.7, evacuation planning is covered in five stages.

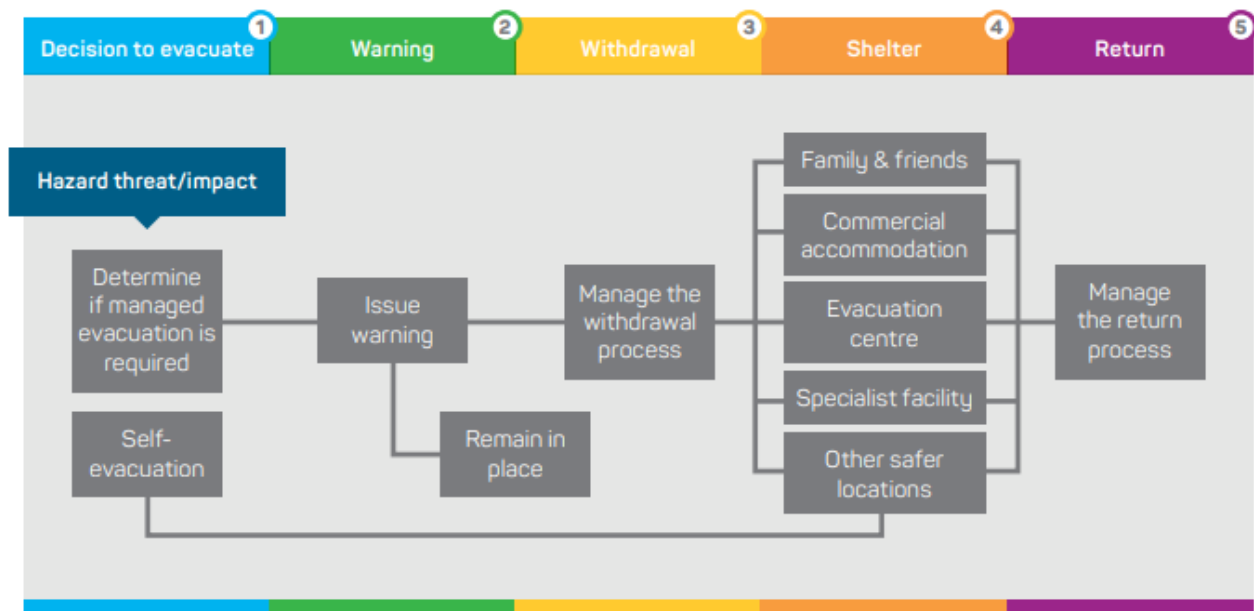


Figure 1: Stages of evacuation

8.1 Evacuation Management

The evacuation of people and/or animals from an area affected by a hazard is one of the strategies that emergency management agencies may employ to mitigate the potential loss of, or harm to, life.

It should be noted that experience has shown that the evacuation of residents is not always the optimum solution to managing the risk. Alternatives to evacuation such as shelter in place, quarantine and/or the control or restriction of movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assists emergency management agencies in planning for and conducting community evacuation for all hazards.

8.1.1 Decision

The decision to evacuate is made by the Incident Controller (IC) appointed by designated HMA/CA or an authorised officer when the members of the community at risk do not have the capability to make an informed decision when loss of life or injury is imminent.

8.1.2 Timeliness

Alternatives as, ‘shelter in place’ or, “prepare, stay and defend”, should be considered.

The decision to evacuate or recommend evacuation is made as early as is practical, as late evacuation may compound risk by potentially exposing communities to greater levels of risk.

8.1.3 Combat Agency for Evacuation

Evacuation will occur in a planned and safe manner, coordinated by WAPOL. Determining risk, need for long or short-term evacuation and immediate or planned evacuation may be necessary

8.1.4 Evacuation Centres

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the HMA. The HMA will liaise with the Shire or appropriate neighbouring LGs and the Department of Communities (DC) to ensure appropriate arrangements for welfare support for evacuees are in place.

It is the Shire’s responsibility (in partnership with the HMA/CA) to ensure adequate arrangements are in place to support evacuation. This includes the provision of evacuation centres and applicable support functions.

8.2 At-Risk Persons and Groups

The Shire of Dardanup relies on agencies responsible for At-Risk persons and groups to ensure suitable planning and response capabilities are supporting those special needs clients.

Sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities, CaLD community and child care centres are considered ‘At-Risk Persons’.

Particular attention is needed for sections of the community with special needs such as hospitals, aged care facilities, schools, tourist facilities and child care centres.

<i>School</i>	<i>Address</i>	<i>Suburb</i>	<i>Contact</i>
Dardanup Primary School	Hayward Street	Dardanup	9728 1146
Eaton Community College	20 Recreation Drive	Eaton	9724 4444
Eaton Primary School	35 Diadem Street	Eaton	9725 1335
Glen Huon Primary School	9 Monash Boulevard	Eaton	9724 0100
River Valley Primary School	51 Russell Road	Burekup	9726 3135
Our Lady of Lourdes School	Ferguson Road	Dardanup	9728 1054

Child Care	Address	Suburb	Contact
Online Child Care Centre	5 Millard Street	Eaton	9725 1614
Good Start Early Learning	16 Murdoch Crescent	Eaton	1800 222 543
Glen Huon OSHClub	Monash Boulevard	Eaton	9261 3200
Little Dahlings Family Day Care	14 Coopworth Link	Eaton	9725 3008
Eaton Family & Community Centre	10 Charterhouse Street	Eaton	9725 1655

Aged Care	Address	Suburb	Contact
Bethanie Fields	111 Eaton Drive	Eaton	1300 883 893
Bethanie Esprit (Lifestyle Village)	97 Illawarra Drive	Eaton	1300 555 465

At-Risk Persons and Groups Support Plan (see **Annexure 5**) provides guidance around working with and actions in evacuation with these persons and groups.

8.3 Evacuation Routes and Maps

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres.

Owing to the varying complexity within different emergencies, the IC HMA/CA and WAPOL will determine strategic evacuation routes at the time, particularly concerning the timeliness of the evacuation. Extensive mapping information can be sourced from the Shire's Intramaps, Google Maps and agencies such as the Department of Biodiversity Conservation and Attractions.

8.4 Isolation and Quarantine

Directions in relation to isolation, quarantine, physical distancing and health requirements are common during a human epidemic/pandemic, animal/plant pests or diseases and hazardous material emergencies. These may add to the complexity of community evacuations and should be considered as part of emergency evacuation planning to mitigate any risks and ensure evacuations can be carried out safely.

It should be noted that the inability to comply with any isolation or quarantine requirements and/or restrictions should not prohibit the evacuation of a person. Managing the immediate threat and the protection and preservation of life must be paramount when considering the State strategic control priorities that identify the priority roles and actions for the emergency management response, where there are concurrent risks or competing priorities.

Advice from the HMA for the hazard requiring isolation and quarantine should be sought when developing an emergency evacuation plan.

8.5 Return

Responsibility for decisions relating to the return of evacuated residents rests with HMA/CA. Return of evacuated residents will be conducted in consultation with the affected community and relevant health and welfare agencies, including the Department of Communities and the Department of Health and Shires Environmental Health Officers.

For DC's Local Emergency Management Plan for the Provision of Welfare Support – see **Annexure 3**

ACTIONS

- ✓ Decision to evacuate are made by HMA/CA IC.
- ✓ LEMC and the Shire will assist by pre-planning for evacuation.
- ✓ All alternatives to be considered.
- ✓ Decision to evacuate made as soon as possible.
- ✓ At-Risk Persons and Groups to be a special consideration in an evacuation (see At Risk Person and Groups Support Plan - **Annexure 5**)
- ✓ Routes and maps sourced via Shire Intramaps or Google maps or from partner agencies
- ✓ Ensure Welfare Centre protocols and procedures are enacted – See Local Emergency Management Plan for the Provision of Welfare Support – **Annexure 3**

9. Welfare

The Department of Community Services (DC) has the role of managing welfare described as, “the provision of both physical and psychological needs of a community affected by an emergency”.

This includes the functional areas of:

Personal services	Financial assistance	Personal requisites
Emergency accommodation	Registration and inquiry services	Emergency catering

The Local Emergency Management Plan for the Provision of Welfare Support has been developed for Shire of Dardanup by DC – see **Annexure 3**

9.1 Department of Communities - Local Welfare Coordinator

The Local Welfare Coordinator is appointed by the DC District Director – See **Appendix 2** for a description of Roles and Responsibilities – Welfare.

9.2 Shire of Dardanup – Local Welfare Coordinator

The Local Welfare Liaison Officer is nominated and appointed Local Government to liaise with the Local Welfare Coordinator. This role will provide assistance to the Local Welfare Centre, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire’s Director of Sustainable Development is the designated Local Welfare Liaison Officer - See **Appendix 2** for a description of Roles and Responsibilities – Welfare.

9.3 Register Find Reunite

DC is responsible for recording displaced persons on the National Register allowing friend and relatives to locate each other. DC has reciprocal arrangements with the Australian Red Cross (ARC) to undertake this process.

9.4 Welfare Centres

The Shire in conjunction with DC has identified suitable facilities within different localities. These centres have been assessed providing extensive information within the Welfare Centres Register available for activation as required by the HMA IC (see **Appendix 3** for the Shire's nominated Welfare Centres).

9.5 Animals

Animals except for assistance animals are not permitted in Welfare Centres.

The owner or carer of an animal is responsible for the welfare of that animal and has the responsibility to determine, where possible if their animals will be evacuated or remain on location and plan for how this will be achieved.

The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per State EM Policy s5.9.7. The Shire's Animal Welfare Support Plan (see **Annexure 4**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals, including domestic pets, horses, livestock and wildlife.

ACTIONS

- ✓ DC responsible for managing welfare of people.
- ✓ DPIRD is responsible for managing the welfare of animals.
- ✓ DC develops and maintains and enacts the Shire's Local Emergency Welfare Support Plan.
- ✓ The Shire's Director of Sustainable Development is the Local Welfare Liaison Officer.
- ✓ Register Unite Find responsibility actioned by DC support by the Australian Red Cross.
- ✓ Identified Welfare Centres refer Emergency Welfare Centres and Facilities – see **Appendix 3**.
- ✓ Ranger Services to support DPIRD in Animal Welfare – Shires Animal Welfare Support Plan – see **Annexure 4**.

10. Recovery

The recovery process begins during the response phase, as it is essential to identify community needs as early as possible to start planning for the transition from response to recovery.

The Local Recovery Support Plan is a separate plan, yet part of the overall Local Emergency Management Arrangements, which can be viewed and read in conjunction with this plan.

The Shire of Dardanup Local Recovery Support Plan guides and establishes sound recovery management, concepts, principles and values for Shire's staff, elected members, partner agencies, and community following significant impact from any emergency.

11. Exercising Review and Reporting

11.1 Exercising

The aim of conducting an exercise is:

Test effectiveness of local arrangements and provide a pathway for improvement

Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities

Help educate the community about local arrangements and programs

Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions

Test the ability of separate agencies to work together on common tasks, and to assess the effectiveness of coordination between them

11.2 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures, which outline arrangements for exercising, the LEMC is required to **conduct at least one exercise annually**.

11.3 Exercise Reporting

Exercise schedule and post-exercise reports will be forwarded to the South West District Emergency Management Committee as part of LEMC's annual report.

11.4 Review of Local Emergency Management Arrangements

The LEMA and associated support plans are to be reviewed in accordance with State EM Policy section 2.5 and amended or replaced whenever the local government considers it appropriate (Section 42 of EM Act).

Reviewed and amended will be:

Contact lists are reviewed and updated quarterly – see Contacts and Resource Directory (*Annexure 10*)

A review is conducted after training that exercises the arrangements or relevant support plans

An entire review of the LEMA and associated support plans will be undertaken every five (5) years, as risks may vary due to climate, environment and population changes

Circumstances or an incident may require more frequent reviews

12. Appendices

Appendix 1: Glossary of Terms & Acronyms

Glossary of Terms

Terminology used throughout this document shall have the meaning as prescribed in either Section 3 of the Emergency Management Act 2005 or as defined in the State EM Glossary.

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a command structure set up to systematically and, logically manage emergency incidents from small incidents to large difficult or multiple situations. It is designed to expand to ensure effective span of control at all levels
Combat	To take steps to eliminate or reduce the effects of a hazard on the community
Combat Agency (CA)	An organisation which, because of its expertise and resources, is responsible for performing a task or activity such as firefighting, rescue, temporary building restoration, evacuation, containment of oil spills, monitoring of radioactive materials. An emergency operation may involve a number of Combat Agencies
Command (Vertically Within An Organisation)	Authority for command is established in legislation or in an emergency plan,
Control	The overall direction of 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 organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency (CA)	The agency nominated to control the response activities to a specified type of emergency
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) IAW requirements imposed by the threat or impact of an emergency. Coordination relates primarily to resources, and operates, vertically, within an organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control.

Disaster	see EMERGENCY
District	Means an area of the State that is declared to be a district under Section 2.1 of the Local Government Act 1995
District Emergency Coordinator (Dec)	Person designated by the Commissioner of Police to be the District Emergency Coordinator with responsibility for ensuring that roles and functions of respective District Emergency Management Committee are performed, and assisting Hazard Management Agency in provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer.
District Emergency Management Committee (DEMC)	Based on emergency management districts and chaired by Police District Officers, as District Emergency Coordinator, with a Superintendent of DFES as Deputy Chair. Executive Officer support is provided by DFES Managers nominated by the Fire & Emergency Services Commissioner
Emergency	<p>An event, actual or imminent, which endangers or threatens to endanger life, property or the environment, and which is beyond the resources of a single organization to manage or requires coordination of a number of significant EM activities.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster"</p>
Emergency Management (EM)	Is a range of measures to manage risks to communities and the environment. It involves the development and maintenance of arrangements to prevent or mitigate, prepare for, respond to, and recover from emergencies and disasters in both peace and war.
Emergency Risk Management	A systematic process that produces a range of measures, which contribute to the wellbeing of communities and the environment. (See also – RISK MANAGEMENT).
“Function” Support Coordinator	That person appointed by an organisation or committee to be the Coordinator of all activities associated with a particular support function, e.g. Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Welfare Plan
Hazard	A situation or condition with potential for loss or harm to the community or the environment.
Hazard Management Agency (HMA)	That organisation which, because of its legislative responsibility or specialised knowledge, expertise and resources is responsible for ensuring that emergency management activities pertaining to the prevention of, preparedness for, response to and recovery from a specific hazard are undertaken. Such organisations are either designated by legislation or detailed in State level emergency management plans.

Incident	An Emergency, which impacts upon a <u>localised</u> community or geographical area but not requiring the coordination and significant multi-agency emergency management activities at a district or state level.
Incident Area	The area, defined by the Incident Controller, incorporating the <u>localised</u> community or geographical area impacted by an Incident
Incident Controller (IC)	The person designated by the relevant Hazard Management Agency or Control Agency, responsible for the overall management and control of an incident and the tasking of agencies in accordance with the needs of the situation
Incident Management Team (IMT)	The group of incident management personnel comprised of the Incident Controller, and the personnel appointed to be responsible for the functions of Planning, Operations and Logistic, Public Information, Finances
Incident Support Group (ISG)	The group that may be convened by an Incident Controller in consultation with the relevant Local Emergency Coordinator to assist in the overall management of an Incident. The ISG includes representation from key agencies involved in the response.
Lifelines	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend
Local Emergency Coordinator	Person designated by the Commissioner of Police to be the District or Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective District or Local Emergency Management Committee are performed, and assisting the Hazard Management Agency in the provision of a coordinated multi-agency response during Incidents and Operations. At State level - Commissioner of Police. District level - District Police Officer. Local level - Senior Police Officer responsible for the police sub-district
Local Emergency Management Committee (LEMC)	Based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President/Mayor (or a delegated person) with the Local Emergency Coordinator, whose jurisdiction covers the local government area concerned, as the Deputy Chair. Executive support should be provided by the Local Government and the Office of Emergency Management.
Municipality	Means the district of the local government
Operation	an Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area

Operations Area	that area, defined by the Operations Area Manager, incorporating the entire community or geographical area impacted or likely to be impacted, by an Operation and incorporating a single or multiple Incident Areas
Operations Area Manager	that person designated by the Hazard Management Agency, responsible for the overall management of an Operation and provision of strategic direction to agencies and Incident Controller(s) in accordance with the needs of the situation
Operations Area Support Group (OASG)	the group that may be convened by an Operations Area Manager, in consultation with the relevant District Emergency Coordinator(s), to <u>assist</u> in the overall management of an Operation. The OAMG includes representation from key agencies involved in the response
Prevention	Measures to eliminate or reduce the incidence or severity of emergencies, usually intrinsically entwined with Risk Management
Preparedness	Arrangements to ensure that, should an emergency occur, all those resources and services which are need to cope with the effects can be efficiently mobilised and deployed. Measures to ensure that should an emergency occur communities, resources and other services are capable of coping with the effects. Common vernacular - READINESS
Response	Actions taken in anticipation of, during, and immediately after an emergency to ensure that people affected are given immediate relief and support
Recovery	The coordinated process of supporting emergency effected communities in reconstruction of the physical infrastructure and social, economic and physical wellbeing
Risk	A concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment
Risk Management	The systematic application of management policies, procedures and practices to the task of identifying, analysing, evaluating, treating and monitoring risk. Refer to ISO 31000 (Risk Management)
Risk Register	A register of the risks within the local government, identified through the Community Emergency Risk Management process
Risk Statement	A statement identifying the hazard, element at risk and source of risk
State Emergency Management Committee (SEMC)	The SEMC is comprised of an executive and three Sub-Committees of Recovery and Community Engagement, Response Capability, and Risk. There are 4 reference groups being State Exercise Team, Lessons Management, Essential Services Network Operations and Public Information.

Support Organisation	An organisation whose response in an emergency is either to restore essential services (e.g. Western Power, Water Corporation of WA, Main Roads WA etc) or to provide such support functions as welfare, medical and health, transport, communications, engineering, etc
Telecommunications	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
Treatment Options	A range of options identified through the emergency risk management process, to select appropriate strategies' which minimize the potential harm to the community.
Vulnerability	The degree of susceptibility and resilience of the community and environment to hazards. *The degree of loss to a given element at risk or set of such elements resulting from the occurrence of a phenomenon of a given magnitude and expressed on a scale of 0 (no damage) to 1 (total loss)

Acronyms

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

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

Appendix 2: Roles and Responsibilities

Local role	Description of responsibilities
Local Government	<ul style="list-style-type: none"> Responsibilities of Shire of Dardanup (the Shire) are defined in Section 36, EM Act: Ensure that effective local emergency management arrangements are prepared and maintained for its district Manage recovery following an emergency affecting the community in its district Perform other functions given to local government under the Act The Shire also accepts responsibility for management of its resources The responsibility for coordination of community support to counter effects of an emergency during both response to and recovery from emergencies Development and testing of LEMP
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> The responsibilities of LEC are defined in Section 36 of the EM Act For Shire of Dardanup the position of Local Emergency Coordinator is held by the WA Police – Australind. Police Station OIC's having the following functions: To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district To carry out other emergency management activities in accordance with directions of State Emergency Coordinator
LG Welfare Liaison Officer	<ul style="list-style-type: none"> During an evacuation where a local government facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.
LG Liaison Officer (to the ISG/IMT)	<ul style="list-style-type: none"> During a major emergency, the liaison officer attends ISG meetings to represent local government, provides local knowledge input and provides details contained in the LEMA.
Local Government – Incident Management	<ul style="list-style-type: none"> Where an identified evacuation centre is a building owned and operated by the local government, provide a liaison officer to support DC. Ensure planning and preparation for emergencies is undertaken Implement procedures that assist community and emergency services deal with incidents Ensure that all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in their role Keep appropriate records of incidents that have occurred to ensure continual improvement of Shires emergency response capability Liaise with the incident controller (provide liaison officer) Participate in ISG and provide local support

Local role	Description of responsibilities
Other Local Government Officers	<p>As determined by the Incident, the following Officers are members of the committee:</p> <ul style="list-style-type: none"> ○ Shire Chief Executive Officer ○ Shire Local Recovery Coordinator ○ Shire Council Representatives ○ Shire Manager Health ○ Shire Senior Ranger ○ Shire Chief Bush Fire Control Officer ○ Local Unit Manager State Emergency Services (Australind/ Bunbury)

Emergency and Support Agencies

Agency	Description Of Responsibilities
Controlling Agency	<p>An agency nominated to control the response activities to a specified type of emergency</p> <p>Function:</p> <ul style="list-style-type: none"> ● Undertake all responsibilities as prescribed in Agency specific legislation for Prevention and Preparedness ● Control all aspects of the response to an incident ● During Recovery ensures effective transition to Recovery to LG
Hazard Management Agency	<p>HMA is a public authority or other person which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for EM, or the prescribed EM aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act]</p> <p>Function:</p> <ul style="list-style-type: none"> ● Undertake responsibilities where prescribed for these aspects [EM Regs] ● Appointment of Hazard Management Officers [s. 55 of the Act] ● Declare / Revoke Emergency Situation [s. 50 & 53 of the Act] ● Coordinate the development of the State Hazard Plans for that hazard [SEMP 2.2] ● Ensure effective transition to recovery by Local Government
Combat Agency	<p>A Combat Agency is to be a public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for performing an EM activity prescribed by the regulations in relation to that agency</p>

Support Agency	<p>A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency</p> <p>Functions:</p> <ul style="list-style-type: none"> • Restoring essential services affected by the emergency • Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide welfare services • Managing their resources and those given to them in support of their specific function • Providing progress reports to the designated Incident Manager or Operations Area Manager • Providing progress reports to the higher levels of their organisation • Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA • Attend post incident debriefs • Contributing a post operation report or post incident analysis
-----------------------	---

Welfare

Agency	Description Of Responsibilities
Department of Communities (DC)	<ul style="list-style-type: none"> • Establish, chair and manage the activities of the Local Welfare Emergency Management Coordination Group (LWEMCG), where determined appropriate by the DC District Director • Prepare, circulate, test and maintain the Local Welfare Plans • Represent DC and the emergency welfare function on the LEMC and Local Recovery Group • Establish and maintain the Local Welfare Emergency Coordination Centre • Ensure personnel and organisations are trained and exercised in their welfare responsibilities • Coordinate provision of emergency welfare services during response and recovery of emergency • Represent DC on the Incident Support Group when required
Shire Local Welfare Liaison Officer (LWLO)	<ul style="list-style-type: none"> • Coordinate welfare response on behalf of Shire • Coordinate initial arrangements in lieu of DC Local Welfare Coordinator attendance • Provide assistance to the Local Welfare Centre/s including • Maintenance of establishments • Security of establishments • Opening and closing establishments
Australian Red Cross	<ul style="list-style-type: none"> • Undertake process recording displaced persons for National Register • In partnership with Shire and DC undertake Outreach in affected areas
Shire Rangers	<ul style="list-style-type: none"> • Assist with Animal Management in effected areas and at Welfare Centres

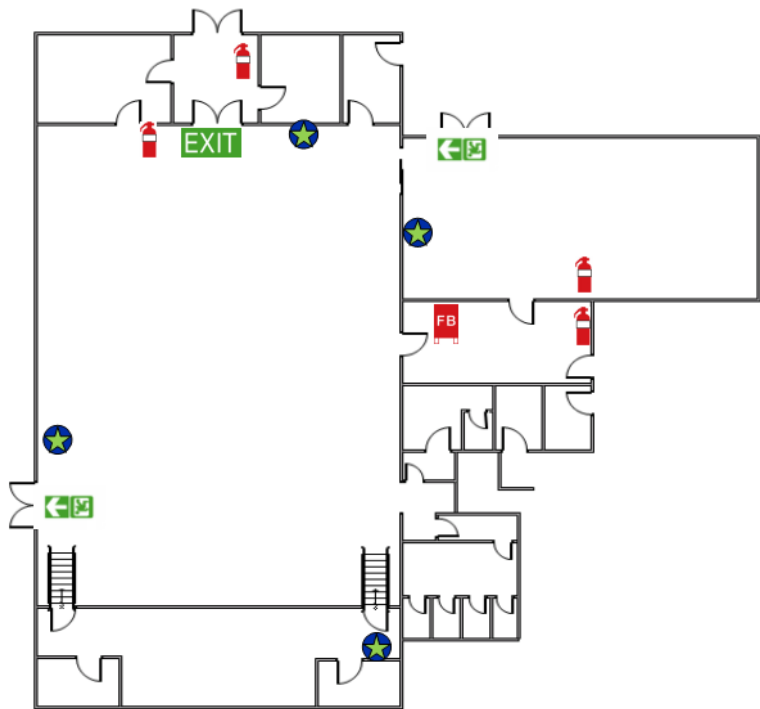
Appendix 3: Emergency Welfare Centres and Facilities

Primary Welfare Centres

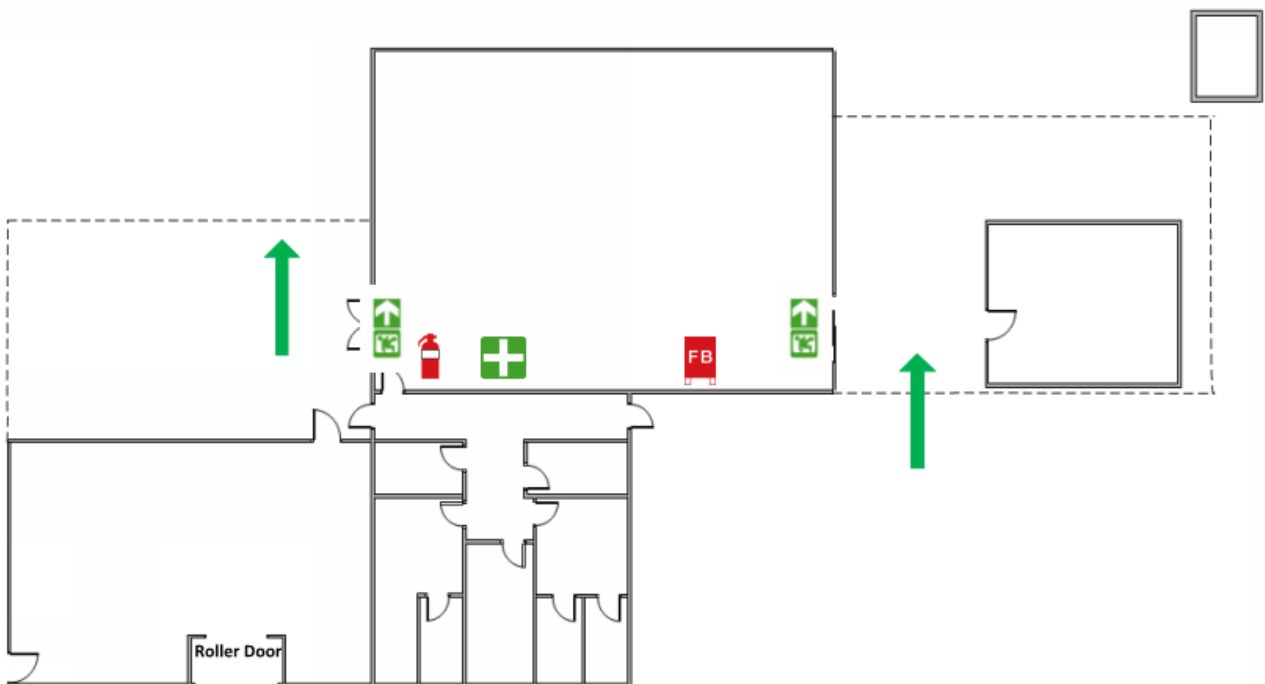
EATON RECREATION CENTRE			
Address	Facilities	Building	Comments
18 Recreation Drive, Eaton	Commercial kitchen, 2x kitchenettes, 4 phone lines, aircon/ heating, Internal PA, 3 phase power, parking, adjacent oval	3x courts, group fitness room, gym, crèche, meeting rooms, board room, change rooms/ showers, toilets (M, F, Uni Sex)	500 Capacity (Main Stadium) No back up power



DARDANUP HALL			
Address	Facilities	Building	Comments
3 Little Street, Dardanup	Kitchen, heating, ceiling fans (no aircon), table/chairs, parking	Main Hall, lesser hall, toilet (outside only), no showers	150-200 Capacity



DARDANUP SPORTING AND COMMUNITY CLUB			
Address	Facilities	Buildings	Comments
Recreation Road, Dardanup	Open kitchen, outside canteen, parking, oval	Small club room, notice board, change room/ showers, toilets	50-60 Capacity

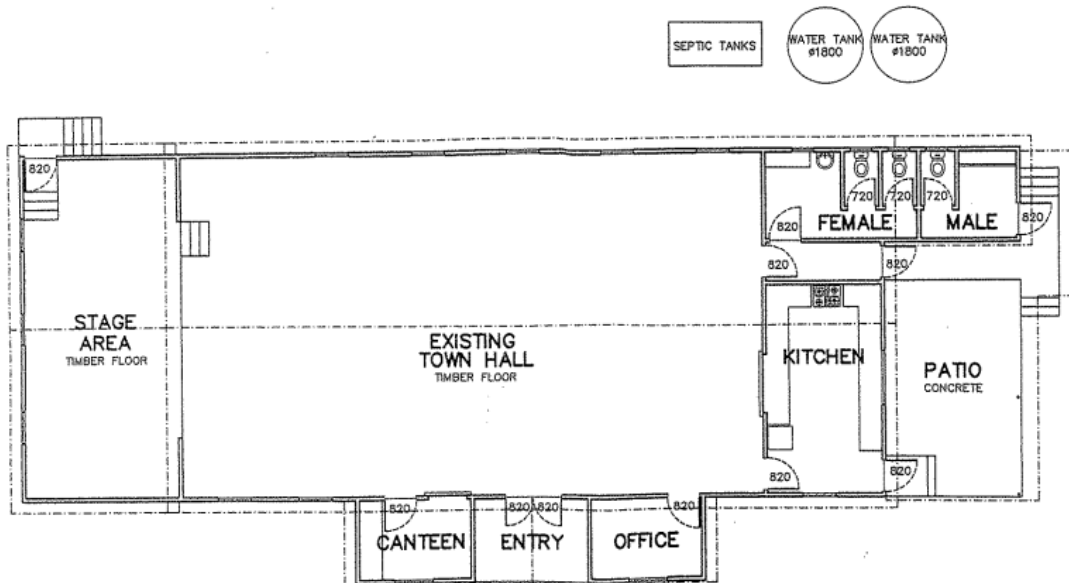


Secondary Welfare Centres

EATON SCOUT CAMP			
Address	Facilities	Building	Comments
Leake Street, Eaton	Commercial kitchen, table/chairs, limited parking	Hall, dining room, 3x dormitories, toilets, showers	200 Capacity



FERGUSON HALL			
Address	Facilities	Building	Comments
682 Ferguson Road, Dardanup	Kitchen and servery, 1800L water tanks, table/ chairs, parking	Main hall, stage, toilets, no showers	100 Capacity



BUREKUP HALL			
Address	Facilities	Building	Comments
Lot 4 Russell Road, Burekup	Kitchen (Gas and Electric), table/ chairs, parking	Main Hall, stage, lesser hall with bar, toilets, no showers	100 Capacity

