

Local Emergency Management Arrangements

Shire of Murray and Shire of Waroona

2022



Restricted version - Level 2



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Local Emergency Management Arrangements - Authority

These arrangements have been produced and issued under the authority of Section 41(1) of the *Emergency Management Act 2005*, endorsed by the joint Local Emergency Management Committee and the Councils of Murray & Waroona. The Arrangements have been tabled for noting with the South Metropolitan District Emergency Management Committee and State Emergency Management Committee.

A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the LEMA. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson		Date
Shire of Murray LEMC		
Stuart Kirkham

Chairperson		Date
Shire of Waroona LEMC		
Mike Walmsley

Shire President		Date
Shire of Murray		
David Bolt

Shire President		Date
Shire of Waroona		
Mike Walmsley

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Distribution Matrix

The following matrix has been developed to identify the level of access persons in the Distribution List has to each of the below mentioned documents.

	Level 1 Access		Level 2 Access	
	Version	Folder	Version	Folder
Local Emergency Management Arrangements (LEMA)	FV	A4	RV	SB
Local Recovery Plan (LRP)	FV	A4	FV	SB
Local Recovery Resource Manual (LRRM)	FV	A4	FV	SB
Emergency Evacuation Plan (EEP)	FV	A4	FV	SB
Animal Welfare Plan (AWP)	FV	A4	FV	SB
Communication Plan (CP)	FV	A4	FV	SB

A4: A4 4D Ring Insert Binder – (Single Sided)

SB: A4 Spiral Bound Document – (Duplex)

FV: Full Version – (Including Electronic CD Copy)

RV: Restricted Version – (Removal of private contact information)

Distribution List

Shire of Murray	Access Level	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Level 1	Hard	1
SoM Shire President / LRCG Chairperson	Level 1	Electronic	1
LEMC Chairperson / Shire of Murray Councillor	Level 1	Electronic	1
Director Place, Community and Economic Development/ LRC	Level 1	Electronic	1
Director Infrastructure Services / Deputy LRC	Level 1	Electronic	1
Director Planning and Sustainability	Level 1	Electronic	1
Manager Building Services	Level 1	Electronic	1
Manager Environmental Health	Level 1	Electronic	1
Director Corporate Services	Level 1	Electronic	1
Manager Information Services	Level 1	Electronic	1
Manager Governance	Level 1	Electronic	1
Coordinator Ranger and Emergency Management	Level 1	Electronic	1
Community Emergency Services Coordinator	Level 1	Electronic	1
Ranger and Emergency Services Support Officer	Level 1	Electronic	1
Manager Community and Library Services	Level 1	Electronic	1
Team Leader Customer Service (MALC) / LGWLO	Level 1	Electronic	1
Manager Communications and Marketing	Level 1	Electronic	1
CEO Executive Support Officer / Admin. Support Officer	Level 1	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Level 1	Hard	1
Deputy Chief Bush Fire Control Officer (DCBFCO)	Level 1	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Level 1	Hard	5
Murray State Emergency Services Unit	Level 1	Hard	1
Dwellingup Visitors Centre	Level 2	Hard	2
Administration Office	Level 2	Hard	1
Murray Library	Level 2	Hard	1
Shire of Murray website	Level 2	Electronic	1

Shire of Waroona	Access Level	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Level 1	Hard	1
Executive Assistant	Level 1	Hard	1
SoW Shire President / LRCG Chairperson	Level 1	Hard	1
LEMC Chairperson / Shire of Waroona Councillor	Level 1	Hard	1
Director Infrastructure and Planning Services / Deputy LRC	Level 1	Hard	1
Director Corporate and Community Services	Level 1	Hard	1
Coordinator Community Development	Level 1	Hard	1
Manager Corporate Services	Level 1	Hard	1
Manager Recreation Services	Level 1	Hard	1
Manager Works	Level 1	Hard	1
Senior Planner	Level 1	Hard	1
Building Maintenance Officer	Level 1	Hard	1
Community Development Officer	Level 1	Hard	1
Senior Infrastructure and Development Services Officer	Level 1	Hard	1
Corporate Compliance Officer	Level 1	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Level 1	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Level 1	Hard	3
Waroona Visitor Centre	Level 2	Hard	1
Waroona Administration Office	Level 2	Hard	1
Waroona Library	Level 2	Hard	1
Shire of Waroona website	Level 2	Electronic	1
Local Emergency Management Committee			
OIC - Pinjarra Police Station / Local Emergency Coordinator	Level 1	Electronic	1
OIC - Dwellingup Police Station	Level 1	Electronic	1
OIC - Waroona Police Station	Level 1	Electronic	1
Alcoa Australia Representative	Level 1	Electronic	1
CEO - Bedingfeld Park Inc Aged Care Facility	Level 1	Electronic	1
DC - Senior District Emergency Services Officer	Level 1	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Level 1	Electronic	1
DFES - District Officer – Natural Hazards - South West	Level 1	Electronic	1

Local Emergency Management Committee	Access Level	Hard Copy / Electronic Copy	Nº of Copies
DFES - District Officer – Emergency Management - South West	Level 1	Electronic	1
Murray State Emergency Services Unit	Level 1	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Level 1	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Level 1	Electronic	1
Murray Waroona Schools – Network Principal	Level 1	Electronic	1
Quambie Park Waroona Inc. - Representative	Level 1	Electronic	1
Belswan Lifestyle Village	Level 1	Electronic	1
Community Representative - Shire of Murray	Level 2	Electronic	1
Community Representatives - Shire of Waroona	Level 2	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Level 1	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Level 1	Electronic	1
DPIRD – Manager, Emergency Preparedness	Level 1	Electronic	1
Harvey Water - Project Engineer	Level 1	Electronic	1
Main Roads WA	Level 1	Electronic	1
Water Corporation – Operations Manager	Level 1	Electronic	1
Western Power – Field Operations Team Leader	Level 1	Electronic	1
Other	Access Level	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Level 1	Electronic	1
WAPOL – Superintendent – Metropolitan South	Level 1	Electronic	1
Western Power – Resource Manager South Metropolitan	Level 1	Electronic	1
CEO – Shire of Boddington	Level 2	Electronic	1
CEO – City of Mandurah	Level 2	Electronic	1
CEO – City of Rockingham	Level 2	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Level 2	Electronic	1
CEO – Shire of Wandering	Level 2	Electronic	1
CEO – Shire of Harvey	Level 2	Electronic	1
PWS – Dwellingup Office	Level 1	Electronic	1
PWS – Mandurah Office	Level 1	Electronic	1
DC – Mandurah Office	Level 1	Electronic	1
Department of Education – South Metro Regional Education Office	Level 2	Electronic	1

Other	Access Level	Hard Copy / Electronic Copy	No of Copies
Alcoa World Alumina – Refinery and Mine Site Managers	Level 2	Electronic	2
Rotary Club – Pinjarra Branch	Level 2	Electronic	1
Salvation Army – Mandurah	Level 2	Electronic	1
Murray District Hospital	Level 2	Electronic	1
DEMC – South Metro	Level 1	Electronic	1
State Emergency Management Committee (SEMC)	Level 1	Electronic	1
Total:			99

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 practises,
- Inadequacies; and,
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208
Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215
Email: warshire@waroona.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.

N ^o	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original Document – LEMC endorsed	LEMC22/004	
2	25 August 2022	Original Document – Shire of Murray endorsed	OCM22/xx	
3	23 August 2022	Original Document – Shire of Waroona endorsed	OCM/xx	

Glossary of Terms

Australasian Interservice Incident Management System (AIIMS) – a nationally adopted structure to formalise a coordinated approach to emergency incident management.

AIIMS Structure – the combination of facilities, equipment, personnel, procedures and communications operating within a common organisational structure with responsibility for the management of allocated resources to effectively accomplish stated objectives relating to an incident (AIIMS).

Combat – to take steps to eliminate or reduce the effects of a hazard on the community.

Combat Agency – a combat agency prescribed under subsection (1) of the *Emergency Management Act 2005* 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 emergency management activity prescribed by the regulations in relation to that agency.

Command – the direction of members and resources of an organisation in the performance of the organisation's role and tasks. Authority to command is established in legislation or by agreement with an organisation. Command relates to organisations and operates vertically within an organisation. See *also* Coordination.

Community – a group with a commonality of association and generally defined by location, shared experience, or function. A social group which has a number of things in common, such as shared experience, locality, culture, heritage, language, ethnicity, pastimes, occupation, workplace, etc.

Community Emergency Risk Management – see "Risk Management".

Comprehensive Approach – the development of emergency and disaster arrangements to embrace the aspects of prevention, preparedness, response, and recovery (PPRR). PPRR are aspects of emergency management and are not necessarily sequential phases.

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. See *also* Command and Coordination.

Controlling Agency – an agency nominated to control the response activities to a specified type of emergency.

Coordination – the bringing together of organisations 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 organisation, as a function of the authority to command, and horizontally, across organisations, as a function of the authority to control. See *also* Control and Command.

Disaster – see “Emergency”.

District – means the district of the Shire of Murray (SoM). This is the local government district not the emergency management district.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Note: The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

Emergency Management – the management of the adverse effects of an emergency including:

- (a) Prevention - the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- (b) Preparedness - preparation for response to an emergency.
- (c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- (d) Recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency – a hazard management agency (HMA), a combat agency or a support organisation as prescribed under the provisions of the *Emergency Management Act 2005*.

Emergency Risk Management – a systematic process that produces a range of measures which contribute to the well-being of communities and the environment.

Evacuation – the planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Evacuation Centre – a centre that provides affected people with basic human needs including accommodation, food and water. In addition, to enhance the recovery process, other welfare/recovery services should also be provided.

Hazard – means

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event.
- (b) a fire.
- (c) a road, rail or air crash.
- (d) a plague or an epidemic.
- (e) a *'terrorist act'* as defined under Section 100.1 of the Commonwealth *Criminal Code Act 1995*.
- (f) any other event, situation or condition that is capable of causing or resulting in:
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or,
 - (ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations.

Hazard Management Agency (HMA) – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Incident – an event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

Incident Area (IA) – the area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.

Incident Controller (IC) – the person designated by the relevant Controlling Agency, to be responsible for the overall management and control of an incident within an incident area and the tasking of agencies in accordance with the needs of the situation.

Incident Management Team (IMT) – a group of incident management personnel comprising the incident controller, and the personnel he or she appoints to be responsible for the functions of operations, planning and logistics. The team headed by the incident manager which is responsible for the overall control of the incident.

Incident Support Group (ISG) – a group of agency/organisation liaison officers convened and chaired by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the incident.

Lifelines – the public facilities and systems that provide basic life support services such as water, energy, sanitation, communications and transportation. Systems or networks that provide services on which the well-being of the community depends.

Local Emergency Coordinator (LEC) – that person designated by the Commissioner of Police to be the Local Emergency Coordinator with responsibility for ensuring that the roles and functions of the respective 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*.

Local Emergency Management Committee (LEMC) – based on either local government boundaries or emergency management sub-districts. Chaired by the Shire President (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.

Local Government District –

- (a) has the meaning given to “district” by the *Local Government Act 1995*; and,
- (b) in relation to a local government, means the district established for the local government under the *Local Government Act 1995*.

Operations – the direction, supervision and implementation of tactics in accordance with the Incident Action Plan. See *also* Emergency Operation.

Operational Area (OA) – the area defined by the Operational Area Manager for which they have overall responsibility for the strategic management of an emergency. This area may include one or more Incident Areas.

Prevention – the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.

Preparedness – preparation for response to an emergency.

Response – the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Risk – a concept used to describe the likelihood of harmful consequences, arising from the interaction of hazards, communities and the environment.

Risk Management – coordinated activities of an organisation or a government to direct and control risk.

State Emergency Management Committee – the committee as established under Section 13 of the *Emergency Management Act 2005*.

State Emergency Management Plan – a plan prepared under Section 18 of the *Emergency Management Act 2005*.

State Emergency Management Policy – a policy prepared under Section 17 of the *Emergency Management Act 2005*.

Support Organisation – a public authority, or other person, prescribed by the Regulations to be a support organisation for the purposes of the *Emergency Management Act 2005* because of the agency's functions under any written law or specialised knowledge, expertise and resources, and is responsible for providing support functions prescribed by the Regulations in relation to that organisation.

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 minimise the potential harm to the community.

Vulnerability – the characteristics and circumstances of a community, system or asset that make it susceptible to the damaging effects of a hazard. There are many aspects of vulnerability, arising from various physical, social, economic, and environmental factors that vary within a community and over time.

Welfare – the provision of immediate and continuing care of emergency affected persons who may be threatened, distressed, disadvantaged, homeless or evacuated; and, the maintenance of health, well-being and prosperity of such persons with all available community resources until their rehabilitation is achieved.

Welfare Centre – location where temporary accommodation is actually available for emergency affected persons containing the usual amenities necessary for living and other welfare services as appropriate.

Acronyms

The following acronyms are used throughout in the Local Emergency Management Arrangements;

ABS	Australian Bureau of Statistics
AIIMS	Australasian Interagency Incident Management System
AWP	Animal Welfare Plan
BFS	Bush Fire Service
BoM	Bureau of Meteorology
CA	Controlling Agency
CBRN	Chemical, Biological, Radiological and Nuclear
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
CP	Communication Plan
DEMC	District Emergency Management Committee - South Metropolitan
DFES	Department of Fire and Emergency Services
DC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
ECC	Emergency Coordination Centre
EPP	Emergency Evacuation Plan
EM	Emergency Management
EMA	Emergency Management Australia
EM Act	<i>Emergency Management Act 2005</i>
ERM	Emergency Risk Management
FRS	Fire and Rescue Service

HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
ISG	Incident Support Group
IMT	Incident Management Team
JOINT	Shire of Murray and Shire of Waroona
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
LRRM	Local Recovery Resource Manual
MARSAR	Marine Search and Rescue
NBN	National Broadband Network
NPW	Nuclear Powered Warship
OASG	Operations Area Support Group
OIC	Officer in Charge
PIRG	Public Information Reference Group
PTA	Public Transport Authority
PWS	Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
SA	Support Agency

SES	State Emergency Service
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policies
SEWP	State Emergency Welfare Plan
SITREPS	Situation Reports
SOP	Standard Operating Procedures
SoM	Shire of Murray
SoW	Shire of Waroona
SPRED	Space Re-Entry Debris
USAR	Urban Search and Rescue
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
WESTPLAN	Western Australian Emergency Management Plan

Part 1

Introduction

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Community Consultation

The joint LEMC is involved and consulted during the development and ongoing review of the joint LEMA. The LEMC membership includes representatives of agencies, organisations, community groups and those with expertise relevant to the identified community hazards and risks, and the emergency management arrangements.

Community members and/or interested parties have the opportunity to provide feedback as detailed in the [Amendment Record](#) section.

In the 2020/2021 financial year the SoM & SoW were successful in receiving AWARE funding. The AWARE Project was divided into two stages;

Stage 1: A comprehensive review with the view to create a joint LEMA and LRP, which included the creation of a joint LRRM. The documents were sent to the joint LEMC and DEMC – South Metro for review and feedback.

Stage 2: To develop a joint Animal Welfare sub-plan and a joint Evacuation sub-plan in accordance with DPIRD and SEMC guidelines.

Document Availability

Copies of the joint Local Emergency Management Arrangements are available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Murray Administration Building, 1915 Pinjarra Road, Pinjarra,
- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Murray Library, Corner Pinjarra Road and Forrest Street, Pinjarra
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Dwellingup History and Visitor Information Centre, Marrinup Street, Dwellingup; and,
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.murray.wa.gov.au or www.waroona.wa.gov.au

All information relating to the joint Local Emergency Management Arrangements, and associated documents, will be recorded on the Shire of Murray and Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoM HPE Content Manager – Emergency Management Files

Local Emergency Management Committee (LEMC)	7206
Local Recovery – Financial	1/2281
Local Recovery – Communications	1/2282
Local Recovery – Coordination Group	1/2283
Local Recovery – Other	1/2284
Evacuation Centres	1/2161

SoW Synergysoft - Emergency Management Files

Bushfire Service	23/1
Emergency Services	51/1
Local Emergency Management Committee (LEMC)	51/2
Bushfire Brigades	24/1

Acknowledgements

The joint Local Emergency Management Committee would like to acknowledge the State Emergency Management Committee (SEMC) All West Australian's Reducing Emergencies (AWARE) Program for providing grant funding to the Shire of Murray and Shire of Waroona for a comprehensive review of the existing SoM LEMA and to create the joint Shire of Murray & Shire of Waroona Local Emergency Management Arrangements and the formation of the joint Local Recovery Plan and Local Recovery Resource Manual, joint Emergency Evacuation plan, joint Animal Welfare Plan and joint Communication Plan.

The quality of the information in this document is directly attributed to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. The joint Local Emergency Management Committee (LEMC) would also like to acknowledge assistance from employees at the following agencies whose input was critical to the Local Emergency Management Arrangements (LEMA) being developed. These include representatives from:

- Shire of Murray

- Shire of Waroona
- State Government Agencies
 - State Emergency Management Committee
 - Department Fire and Emergency Services
 - Department of Communities
 - Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
 - Western Australian Police
- Australian Government Agencies
 - Emergency Management Australia
- Non-government Organisations
 - Red Cross

Consultation of other Local Government Emergency Management Arrangements from throughout Australia has assisted in ensuring that best-practice has been adopted;

- City of Armadale
- City of Mandurah
- Shire of Capel

Area covered

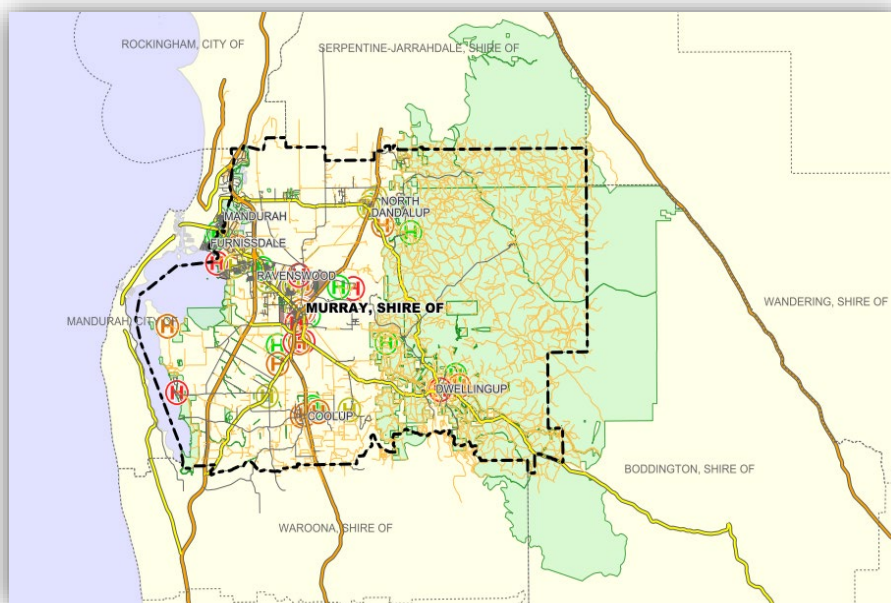
Shire of Murray

The Shire of Murray is approximately 86 kilometres south, south east of the Perth CBD and comprises an area of 1,710 square kilometres offering a unique blend of rural and semi-rural lifestyle. It is bounded to the north by City of Rockingham and the Shire of Serpentine/Jarrahdale, to the east by Shires of Wandering and Boddington, to the south by the Shire of Waroona and on the west the City of Mandurah.

The Shire of Murray is known for its environmental attributes including the Peel Inlet and Harvey Estuary which are fed by the Murray, Serpentine and South Dandalup Rivers. The Shire also features significant forestry and conservation reserves and important water catchment areas, namely the North Dandalup, Conjurunup Creek and South Dandalup Reservoirs.

The Shire of Murray consists of the following localities;

Banksiadale	Barragup	Birchmont	Blythewood
Coolup	Dwellingup	Etmilyn	Fairbridge
Furnissdale	Holyoake	Inglehope	Keralup(part)
Keysbrook (part)	Marrinup	Meelon	Myara
Nambeelup	Nirimba	North Dandalup	North Yunderup
Oakley	Pinjarra	Point Grey	Ravenswood
Solus	South Yunderup	Stake Hill	Teesdale
West Coolup	West Pinjarra	Whittaker	



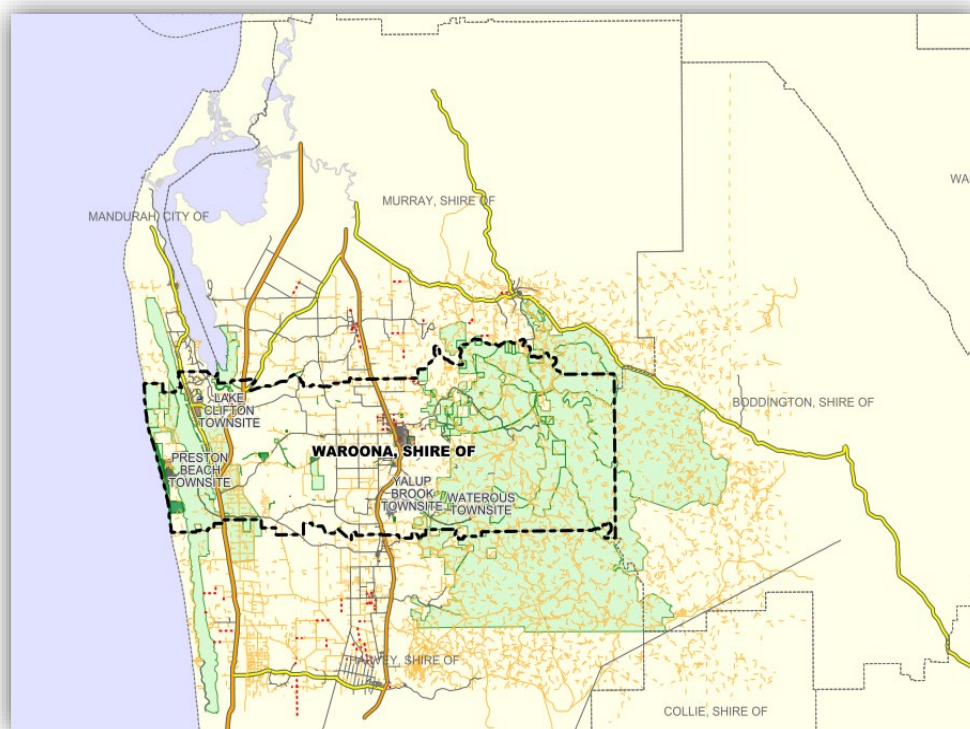
Shire of Waroona

The Shire of Waroona is approximately 108km south of Perth, the Shire of Waroona stretches from sea to scarp between the Indian Ocean and the Darling Range featuring pristine beaches, coastal lakes, fertile farmlands and peaceful jarrah forests. Covering a total area of 832 km², the Shire includes the localities of Waroona, Hamel, Lake Clifton and Preston Beach.

The Shire of Waroona is bordered by the City of Mandurah to the north-west, Shire of Harvey to the south, Shire of Boddington to the east and the Shire of Murray to the north. The western boundary of the Shire consists of 19 kilometres of Indian Ocean coastline.

The Shire of Waroona consists of the following localities;

- Hamel
- Lake Clifton
- Nanga Brook
- Preston Beach
- Wagerup
- Waroona



History

Shire of Murray

The Shire of Murray has a rich cultural heritage. Its abundant waterways and resultant plentiful food supply gave rise to a long aboriginal occupation of the area and it was one of the first areas of European settlement in the state, dating back to the establishment of the town of Pinjarra in the early 1830s. The fertile soils of the area lead to it becoming an important agricultural producer for the Swan River Colony. The area benefited from convict built roads and bridges in the mid 1800's, with many ex-convicts settling in the area.

Rail from Perth was pushed through Pinjarra in the 1890's and enabled transport for a developing, largely international, timber industry centered on Dwellingup in the early part of the 20th century. Prominent families have also contributed to the social heritage of the area including the McLarty family who produced three Members of Parliament, one of which Sir Ross, who went on to become Premier of the State from 1946 to 1962.

In 1974, Alcoa Australia opened its alumina refinery, providing a large boost to both economic and population growth in the area. A solid economic base, as well as proximity and accessibility to Perth and the growing centre of Mandurah have positioned Murray to grow at faster rates in the future.

Shire of Waroona

The Shire of Waroona (formerly known as Drakesbrook) has provided a home for generations, from the days when Indigenous Australians roamed the coastal areas in spring and summer, and the hills in autumn and winter. Prior to European settlement the area around Waroona was occupied by Pinjarup language group of the Noongar people.

Settlers began to arrive in the area in the late 1830's however the town did not come into its own until the Pinjarra to Picton railway line was opened in 1893. The town catered to the needs of the mill workers with a post office, general store, blacksmith, a number of hotels come boarding houses, churches, doctor and dentist. The farms supplied butter, fruit and vegetables for the men of the mills, and chaff for the horse teams that hauled the logs.

As in many of the small towns of the time, dances, picnics and football formed the core of social life within the community and to this day Waroona still proves to be a successful sporting and extremely social community.

Today agriculture (beef, dairy, fresh produce and crops) as well as tourism are important contributors to the local economy.

Population Distribution

The most comprehensive population count available in Australia is derived from the Population and Household Census conducted every 5 years by the ABS. This population figure includes overseas visitors but excludes Australians overseas. However, the Census count is not the official population

of an area. To provide a more accurate population figure the ABS also produces "Estimated Resident Population" (ERP) numbers.

Based on population estimates as at 30 June each year, ERPs take into account people who missed the count on Census night, including people who were temporarily overseas, plus an undercount adjustment for those who did not complete a Census form, and an over count adjustment for anyone who was double counted.

The tables below display the Aboriginal and Torres Strait Islander population in Shires of Murray & Waroona.

Shire of Murray	Year	Total No.
Population	2021	18065
Aboriginal and Torres Strait Islander Peoples	2021	489

Shire of Waroona	Year	Total No.
Population	2021	4,234
Aboriginal and Torres Strait Islander Peoples	2021	159

Employment

Shire of Murray

The economic base of the Shire of Murray is strongly influenced by alumina refining, with more than a third of all jobs carried out in the Shire of Murray associated with this industry. Other important industries include construction (driven by housing growth in the region) and other services, such as retail trade, education and health. Agriculture and forestry are the dominant land uses, but employ less than ten per cent of the population.

The 2021 ABS census showed that the Shire of Murray's total population over the age of 15 was 14,786.

Shire of Waroona

In the Shire of Waroona, timber harvesting and milling, agriculture with dairying and horticulture and a condensed milk factory were key local industries in the past. However, these activities have given way to the Alcoa alumina refinery at Wagerup and the associated mining and earthmoving businesses that support the local natural resource industry, as well as agriculture, retailing and services to support the population base.

The 2016 ABS census showed that the Shire of Waroona's total population over the age of 15 was 3,375.

Dwellings

Shire of Murray

The 2021 ABS census showed that 6,154 (92.7) dwellings were a separate house, while 268 (4.0%) occupied semi-detached, row or terrace house, townhouses etc, and 14 (0.2%) occupied a flat or apartment. The figures revealed that 192 (2.9%) were other dwellings such as caravans, cabins or houseboats.

In SoM, 85.6% of private dwellings were occupied and 14.4% were unoccupied. Overall, 2,373 (35.7%) of the population fully owned their dwelling, 2,634 (39.7%) were paying a mortgage, 1,238 (18.6%) were renting and 396 (6.0%) had miscellaneous tenure or were not stated.

Shire of Waroona

The 2021 ABS census showed that 1,459 (92.1) dwellings were a separate house and 96 (6.1%) were occupied semi-detached, row or terrace house, townhouses etc. The figures revealed that 25 (1.6%) were other dwellings such as caravans, cabins or houseboats.

Country of Birth

Shire of Murray

Analysis of the 2021 ABS census showed that 74.8% of the population were born in Australia with 489 (2.7%) being Indigenous persons. The most common overseas countries of birth were England 8.2%, New Zealand 2.8%, Scotland 0.9%, South Africa 0.9% and Philippines 0.6%.

Overall, 89.6% of people only speak English at home and 4.6% spoke a non-English language. The dominant non-English languages spoken at home included Italian 0.3%, Afrikaans 0.5%, Filipino 0.2%, Thai 0.2% and Tagalog 0.2%.

Shire of Waroona

Analysis of the 2021 ABS census showed that 74.0% of the population were born in Australia with 159 (3.8%) being Indigenous persons. The most common countries of birth were England 7.2%, New Zealand 2.7%, Italy 1.4%, Scotland 0.9% and Philippines 1.0%.

Overall, 86.1% of people only speak English at home and 8.9% spoke a non-English language. The dominant non-English languages spoken at home included Italian 2.6%, Tagalog 0.4%, Filipino 0.5%, French 0.3% and German 0.2%.

Age Structure

Shire of Murray

In 2021, The median age of people in SoM was 45 years. Children aged 0 - 14 years made up 18.0% of the population and people aged 65 years and over made up 24.0% of the population.

Murray Age Structure		
Age	Population	Percentage
0-4 Years	926	5.1%
5-9 Years	1,110	6.1%
10-14 Years	1,243	6.9%
15-19 Years	1,065	5.9%
20-24 Years	821	4.5%
25-29 Years	877	4.9%
30-34 Years	888	4.9%
35-39 Years	1,001	5.5%
40-44 Years	1,009	5.6%
45-49 Years	1,117	6.2%
50-54 Years	1,168	6.5%
55-59 Years	1,254	6.9%
60-64 Years	1,242	6.9%
65-69 Years	1,259	7.0%
70-74 Years	1,247	6.9%
80-84 Years	583	3.2%
85 Years +	409	2.3%

Shire of Waroona

In 2021, The median age of people in SoW was 48 years. Children aged 0 - 14 years made up 17.0% of the population and people aged 65 years and over made up 25.0% of the population.

Waroona Age Structure		
Age	Population	Percentage
0-4 Years	202	4.8
5-9 Years	227	5.4
10-14 Years	267	6.3
15-19 Years	244	5.8
20-24 Years	173	4.1
25-29 Years	163	3.9
30-34 Years	200	4.7
35-39 Years	229	5.4
40-44 Years	254	6.0
45-49 Years	259	6.1
50-54 Years	318	7.5
55-59 Years	340	8.0
60-64 Years	317	7.5
65-69 Years	318	7.5
70-74 Years	308	7.3
80-84 Years	138	3.3
85 Years +	106	2.5

Disability Profile

Shire of Murray

Analysis of the 2018 ABS Census showed that 4,443 (25%) people within the Shire of Murray had a disability inclusive of persons with profound, severe, moderate and mild core activity limitations, as well as those with schooling or employment restrictions and disabilities with no restriction or limitation.

Shire of Waroona

Analysis of the 2018 ABS Census showed that 797 (19.5%) people within the Shire of Waroona had a disability inclusive of persons with profound, severe, moderate and mild core activity limitations,

as well as those with schooling or employment restrictions and disabilities with no restriction or limitation.

For further information please refer to the Disability Services Commission [Profile of Disability](#).

Topography

Shire of Murray

Geographically, the area is roughly divided into two equal sections; in the west is the Swan Coastal plain and to the east the Darling escarpment and plateau. The Coastal plain is generally flat with deep sandy type soil being common to most areas, clearing has occurred on the coastal plain and large areas are now utilised for stock grazing.

Areas of remanent vegetation that do remain are made up of various scrub species to compact stands of Eucalyptus Marginata (Jarrah), Eucalyptus Calophyila (Marri). There is an abundance of permanent natural swamps and water bodies located in the western section of the coastal plain. These areas generally have heavy stands of dense scrub species (Tee Tree and Paperbarks) within close proximity to the water bodies.

The Darling Escarpment and plateau from the foothills to the eastern boundary of the Shire is typical of this type of topographical feature. Generally, the soils are of the Yarrigal and Dwellingup formations, depending on the location. The natural vegetation ranges from scrub species to Eucalyptus Marginata (Jarrah), Eucalyptus Calophyila (Marri) forest structures throughout the domain.

Shire of Waroona

The Shire of Waroona extends from the Darling Plateau in the east, through the Swan Coastal Plain to the Indian Ocean in the west. Because of its breadth, the Shire contains a vast spectrum of physical environments. The Darling Plateau and the Swan Coastal Plain are the two principal geological and geomorphic areas separated by the Darling Escarpment which rises about 300m above the plain.

Climate

Shire of Murray

The Shire is located in the temperate zone and enjoys a Mediterranean type climate. The prevailing winds are the rain bearing South Westerly's to North Westerly's, which occur during the months of April to September, and dry Easterly's during the remaining months.

The township of Pinjarra on the Swan Coastal plan enjoys a mean annual maximum temperature of 23.9°C and mean annual minimum temperature of 12.7°C with the annual average rainfall being 805.7mm. However, the township of Dwellingup to the east on the Darling plateau enjoys a lower

mean annual maximum temperature of 21.8°C and mean annual minimum temperature of 9.5°C with the annual average rainfall being a higher 1239.5mm.

Shire of Waroona

The Shire is located in the temperate zone and enjoys a Mediterranean type climate with cool, moist winters and warm to hot, dry summers that are typically dry and have median monthly rainfall below 20mm from December to March. The prevailing winds are the rain bearing South Westerly's to North Westerly's, over the winter periods, and dry Easterly's in the summer period.

The average annual maximum temperature in the township of Waroona is 23.2°C and the average annual minimum temperature is 11.7°C. The warmest month is February with July being the coldest. Mean monthly temperatures are 1-2°C cooler on the plateau than on the coastal plain. The average rainfall is 840mm on the Plains and 1100mm to 1200mm in the Darling Range.

Industrial and Commercial Development

Shire of Murray

The principal industrial and commercial activities in the district are an alumina refinery, mining, construction, forestry, orchards, wineries, rural farming and other primary production activities, tourism and a host of light industrial pursuits.

There is currently one Industrial zoned area being the Pinjarra Light Industrial Area to the west of the town site between Pinjarra Road and Greenlands Road.

Shire of Waroona

As identified in the Shire of Waroona Economic Development Strategy 2015 - 2025, the main economic drivers for the Shire of Waroona are mining and alumina refining, agriculture, engineering, tourism as well as small businesses, aged care and retail.

The SoW has an Industrial Precinct which is an area for the Wagerup alumina refinery and the Waterous Road Abattoir site.

Highways and Major Arteries

Shire of Murray

The following Highways and Major Arteries are under the authority of **Main Roads**:

- South Western Highway,
- Forrest Highway,
- Pinjarra Road,

- Pinjarra-Williams Road; and,
- Greenlands Road
- Kwinana Freeway

The following Major Arteries are under the authority of the **Shire of Murray**:

- Lakes Road,
- Del Park Road,
- East Coolup Road,
- Old Bunbury Road,
- Paterson Road,
- Hopelands Road; and,
- Burnside Road.

Shire of Waroona

The following Highways and Major Arteries are under the authority of **Main Roads**:

- Forrest Highway
- South Western Highway

The following Major Arteries are under the authority of the **Shire of Waroona**:

- Johnston Road
- Peppermint Grove Road
- Coronation Road
- Dorsett Road
- Nanga Brook Road
- Lake Clifton Road
- Old Bunbury Road
- Nanga Brook

Electricity Supply

Shires of Murray & Waroona

Western Power 440/240AC and 250.240V AC single and three-phase provided through underground connection and overhead supply to the South West Interconnected grid.

Water Supply

Shire of Murray

Scheme water is provided to the majority of the main urban areas by the Water Corporation. The majority of residents outside the built-up areas rely on other water sources such as onsite rainwater tanks and groundwater bores.

Shire of Waroona

Scheme water is provided to the areas of Preston Beach, Waroona and Hamel townsites. Properties located in rural Hamel and along Coronation road have access to Harvey Water whilst the remaining areas in the Hills, Lake Clifton and rural areas rely on onsite rainwater tanks.

Sewerage System

Shire of Murray

Properties within Pinjarra town site, Ravenswood and portions of South Yunderup are connected to deep sewer. However, the majority of properties on the coastal plain are serviced by on site effluent disposal systems such as Aerobic Treatment Units (ATU's). Properties located on the plateau such as in Dwellingup are connected to standard on-site septic tank systems.

Shire of Waroona

Properties within the Waroona town site are connected to the deep sewage. The rest of the properties within the Shire is connected to standard septic tanks for Alternate Treatment Units.

Telstra Exchange

Shires of Murray & Waroona

The Telstra Exchange buildings are located at 13 Murray Street, Pinjarra and 55 South Western Highway, Waroona. The exchange is the interconnect for all telephone lines south of Pinjarra to Albany and the main interconnect for NBN.

Aim

The aim of the joint Local Emergency Management Arrangements is to:

- (a) ensure there is a written understanding between agencies and stakeholders involved in managing emergencies within the Shires; and,
- (b) document the management of identified risks within the Shires including specific details on planning, response and recovery activities of the SoM, SoW, HMA's and other organisations.

Purpose

The purpose of the joint Local Emergency Management Arrangements is to set out:

- (a) The SoM & SoW policies for emergency management,
- (b) roles and responsibilities of public authorities and other persons involved in emergency management within the districts,
- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph b),
- (d) a description of emergencies that are likely to occur within the districts,
- (e) strategies and priorities for emergency management within the districts,
- (f) other matters about emergency management within the district prescribed by the regulations; and,
- (g) other matters about emergency management within the district that the SoM & SoW considers appropriate" [s.41(2) of the Act].

Scope

These arrangements are to ensure the community is prepared to deal with identified emergencies should they arise. It is not the intent of this document to detail the procedures for HMA's in dealing with an emergency. These should be detailed in the HMA's individual plan.

Furthermore:

- (a) this document applies to the local government district of the SoM & SoW,
- (b) this document covers areas where the SoM & SoW provides support to HMA's in the event of an incident,
- (c) this document details the SoM & SoW's capacity to provide resources in support of an emergency, while still maintaining business continuity; and,
- (d) the SoM & SoW responsibilities in relation to recovery management.

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

Part 2
Related
Documents and
Arrangements

Related Documents

To enable integrated and coordinated delivery of emergency management within the SoM & SoW these arrangements are consistent with State Emergency Management Policies (SEMP's) and State Hazard Plans.

Local Plans/Policies

Local Plans	Responsible Agency	Administration Contact	Location
Local Emergency Management Arrangements	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxxxx)
Local Recovery Plan	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxx)
Local Recovery Resource Manual	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxxx)
Emergency Evacuation Plan	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxx)
Animal Welfare Plan	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxxx)
Communication Plan	SoM & SoW	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (xxxxx)
Emergency Risk Management Report Treat Risk	SoM	Coordinator Ranger and Emergency Management 08 9531 7777	SoM Administration Centre (D17/18669)
Policy ES2 – Emergency Management	SoM	Manager Governance 08 9531 7777	SoM Administration Centre (D20/33960)
Bushfire Management Arrangements	SoM	Community Emergency Services Coordinator 08 9531 7777	SoM Administration Centre (D17/15179)
Crisis Management and Business Continuity Plan	SoM	Manager Integrated Planning 08 9531 7777	SoM Administration Centre (D20/44366)
Herron Point Reserve Camping Management and Operational Plan	SoM	Manager Governance 08 9531 7777	SoM Administration Centre (D17/11086)

Bushfire Risk Management Plan	SoM	Bushfire Risk Planning Coordinator 08 9733 7800	SoM Administration Centre (D21/39952)
Murray Aquatic & Leisure Centre (MALC) Evacuation Plan	SoM	Manager Murray Aquatic & Leisure Centre 08 9531 7626	SoM Administration Centre (D19/58676)
Local Emergency Welfare Plan – Peel Region	DC	Senior District Emergency Services Officer 1800 032 965	DC Administration Centre (D21/40644)
Lane Poole Reserve Emergency Closure Plan – Perth Hills District	PWS	Lane Poole Reserve Senior Ranger 08 9538 1078	PWS Dwellingup Office (D17/19282)
Bushfire Risk Management Plan	SoW	Bushfire Risk Planning Coordinator 08 9733 7800	SoW Administration Centre (51/2)
Incident Management & Business Continuity Response Plan	SoW	Corporate Compliance Officer 08 9733 7800	SoW Administration Centre (153/4)
Incident Management & Business Continuity Procedures Manual	SoW	Corporate Compliance Officer 08 9733 7800	SoW Administration Centre (153/4)
Drakesbrook Weir Management Plan	SoW	Corporate Compliance Officer 08 9733 7800	SoW Administration Centre (49/1)

The Shire of Waroona currently has no other local policies available.

State Hazard Plans

Hazard Plans	Responsible Agency	Administration Contact	WESTPLAN Link
Animal and Plant Biosecurity	DPIRD	Pam l'Anson Director, Incident and Emergency Management Pamela.l'Anson@dpird.wa.gov.au 08 9368 3333	Animal and Plant Biosecurity
Collapse	DFES	DFES 20 Stockton Bend COCKBURN CENTRAL 6164 08 9395 9300	Collapse
Crash Emergency	DFES	State Emergency Management Policy Branch Semc.policylegislation@dfes.wa.gov.au 08 9395 9300	Crash Emergency
Earthquake	DFES	DFES 08 9395 9300	Earthquake

Electricity Supply Disruption	Energy Policy WA	Manager - Emergency Management info@energy.wa.gov.au	Electricity Supply Disruption
Fire	DFES	Superintendent Emergency Management Intelligence Branch 08 9395 9300	Fire
HAZMAT	DFES	Manager Hazmat and CBRN hazcbr@dfes.wa.gov.au 08 9323 9595	Hazardous Materials Emergencies
HAZMAT Annex A Radiation Escape from Nuclear Powered Warship (NPW)	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	NPW
HAZMAT Annex B Space Re-entry Debris (SPRED)	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	SPRED
Heatwave	DoH	Assistant Director dpmu@health.wa.gov.au 1800 020 103	Heatwave
Hostile Act	WAPOL	Counter Terrorism and Emergency Response Command 08 9323 5625 CTandER@police.wa.gov.au	Hostile Act
Human Biosecurity	DoH	Director, Communicable Disease Control Directorate cdc@health.wa.gov.au 1800 020 103	Human Biosecurity
Maritime Environmental Emergencies	DoT	Manager Maritime Environmental Emergency Response Unit Marine.pollution@transport.wa.gov.au 08 9480 9924	Maritime Environmental Emergencies
Search and Rescue Emergency	WAPOL	Counter Terrorism and Emergency Response Command – 9323 5625 ctander@police.wa.gov.au	Search and Rescue
Severe Weather	DFES	DFES 08 9395 9300	

Terrorist Act	WAPOL	Strategic Policy Advisor Counter Terrorism & State Protection 08 9370 7115	Restricted <i>Please contact Responsible Agency</i>
Tsunami	DFES	DFES 08 9395 9300	Tsunami

Support Plans

Support Plans	Responsible Agency	Administration Contact	WESTPLAN Link
Emergency Welfare (Interim)	DC	Incident Management Team, DC incidentcontroller@communities.wa.gov.au 08 9222 2555	State Emergency Welfare Plan
Emergency Public Information	Public Information Reference Group (PIRG)	PIRG Chairperson 08 9482 1700 Semc.policylegislation@dfes.wa.gov.au	State Emergency Public Information Plan
State Support Plan for Animal Welfare in Emergencies	DPIRD	Animal Welfare in Emergencies Incident & Emergency Management 1300 374 731	Animal Welfare in Emergencies
State Health Emergency Response Plan (Interim)	DC	Disaster Preparedness Management Unit Manager 08 9222 4222	State Health Emergency Response Plan

Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) have been made between the SoM & SoW, other local governments, organisations and/or industries in relation to the provision of additional resources in emergency management.

Agreement Parties		Agreement Title	Location
SoM	DFES	Provision of ESL Funded Bulk Water Tanker	SoM Administration Centre (D18/49330)

SoM/SoW	CoM, CoR, SoM, SoW and SoSJ	Emergency Management Memorandum of Understanding	SoM Administration Centre (D21/42505)
SoM	DFES	Provision of a Community Emergency Services Manager	SoM Administration Centre (D22/10757)
SoM/ SoW	Shire of Waroona	Provision of Contract Ranger and Administration Services	SoM Administration Centre (1/2079)
SoM/ SoW	Shire of Waroona	Information Technology Service Agreement	SoM Administration Centre (LD 1006)
SoM/ SoW	Shire of Waroona	Environmental Health Service Agreement	SoM Administration Centre (LD 1071)

Special Considerations

Due to the diversity of the Shires of Murray & Waroona, there are several considerations that need to be taken into account as they will have an impact on the implementation of these arrangements;

Shires of Murray Considerations

- Increased safety risk due to the restricted access to some areas within the SoM.
- Reduced resources and increased safety risks during the Bushfire season – Oct to Apr.
- Increased safety threat during the Storm season – May to Sept.
- Mining, Transport and Mineral Processing Hazards.
- Increased traffic flow through the SoM during holiday periods.
- A large number of tourists visiting the area during peak holiday periods.
- Increased patronage at Lane Poole Reserve and Herron Point on long weekends and school holidays, especially over the summer months.
- Hotham Valley Tourist Railway Inc.
- A number of special needs groups within the SoM including schools, nursing homes, child care centres, hospitals, caravan parks/camp grounds, persons with disabilities and CaLD groups.

A number of major public events are held in the SoM throughout the year, all of which attract significant numbers of people, e.g.;

- Brass 'n' Stumps Charity Cricket Event – Lord's Taverners Oval, Fairbridge;
- Dwellingup Log Chop and Community Fair – Marrinup Street, Dwellingup (February);
- Enduro Epic – Dwellingup (March)
- MAX Car Show – Sir Ross McLarty Oval (April);

- Fairbridge Festival – Fairbridge (March);
- ANZAC Day Commemorations – Pinjarra (April);
- Dwellingup Pumpkin Festival (Easter Saturday);
- Pinjarra Festival – Edenvale Heritage Precinct (June);
- Dwellingup 100 MTB (Mountain Bike) Classic – Dwellingup Oval (September);
- Hotham Valley Railway’s Anniversary Festival (September)
- British Auto Classic – Pinjarra Paceway (October);
- Bindjareb Booja – Back to Pinjarra Day (October)
- Coolup Camp Draft – Murray Equestrian Association, Coolup (November);
- Bonfire and Fireworks Night – South Yunderup (November);
- Mandurah Murray Motor Cycle Charity Ride
- Pinjarra Christmas Festival (December), and;
- 6 Inch Trail Marathon – North Dandalup (December).

Shire of Waroona Considerations

- Increased safety risk due to the restricted access to some areas within the SoW
- Reduced resources and increased safety risks during the Bushfire season – Oct to May.
- Increased safety threat during the Storm season – May to Sept.
- Mining, Transport and Mineral Processing Hazards.
- Increased traffic flow through the SoW during holiday periods.
- A large number of tourists visiting the area during peak holiday periods
- Increased patronage at Drakesbrook Weir, Waroona Dam and Preston Beach on long weekends and school holidays, especially over the summer months.
- A number of special needs groups within the SoW including schools, nursing homes, child care centres, hospitals, caravan parks/camp grounds, persons with disabilities and CaLD groups.

A number of major public events are held in the SoW throughout the year, all of which attract significant numbers of people, e.g.;

- Australia Day Celebrations (January)
- Live @ the Weir (January)
- All Australia Car Day (April)
- Waroona Vintage Machinery Rally (September)
- Preston Beach Community Fair
- Waroona Show (October)
- South West Aboriginal Basketball Carnival (November)
- John Butler Concert (November)
- Waroona Community Christmas Gala (December)

Resources and Assets

Hazard Management Agencies (HMA) are responsible for the determination of resources required to combat the hazards for which they have responsibility.

The Shires have identified relevant resources and listed them in **Part 10 – Appendices Resource and Asset Register**. The register will be updated and distributed on an annual basis through the SoM & SoW LEMC.

Financial Arrangements

The Shires of Murray & Waroona recognise [State EM Policy 5.12 – "Funding for Emergency Responses"](#) (currently under review), which outlines financial arrangements in meeting costs associated with an emergency.

The Emergency Management Agency with operational control of any resource is responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established. Agencies that have assisted in responses may be eligible for reimbursement of some expenses.

Special arrangements may be required in relation to financial expenditure during an emergency. Such arrangements must be in accordance with the financial management provisions of the *Local Government Act 1995*.

Part 3

Planning

Roles and Responsibilities

The following outlines descriptions and responsibilities of key positions or groups in relation to local community emergency management as outlined in the [Emergency Management Act 2005](#) and the [State EM Policy – Appendix A – "List of EM Roles and Responsibilities"](#).

Local Roles and Responsibilities

Shire of Murray & Shire of Waroona (SoM & SoW)

The role of the Shires is to –

- ensure that effective local emergency management arrangements are prepared and maintained in its district [s. 41(2) of the Act],
- manage recovery following an emergency affecting the community in its district,
- establish one or more local emergency management committees for its district,
- make its emergency management arrangements available for inspection, free of charge, by members of the public during office hours,
- keep a copy of its local emergency management arrangements at the offices of the local government; and,
- perform other functions given to the Local Government under the Act.

Local Emergency Coordinators (LEC)

The LEC for each Shire is appointed by the State Emergency Coordinator (Commissioner of Police) for their local government district [s. 37(1) of the Act]. The two Shire LEC's are members of the joint LEMC and if they are not the delegated chairperson, they are then the deputy chairperson.

At the local level the Officer in Charge (OIC) of Pinjarra Police and the OIC of Waroona Police are appointed as the LEC in their respective police districts. The role of the Local Emergency Coordinator (LEC) [s. 37(4) of the Act] is to:

- provide advice and support to the local emergency management committee for the district in the development and maintenance of emergency management arrangements for the district,
- assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and,
- carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local Recovery Coordinators (LRC)

The role of the Local Recovery Coordinators (LRC) is to –

- liaise with the relevant Chief Executive Officers to ensure the acquisition and

- appropriate application of the resources necessary to ensure an effective recovery,
- liaise with the Controlling Agency/s, including attending the Incident Support Group (ISG) and Operations Area Support Group (OASG) meetings, as required,
 - oversee the functions and objectives of the LRCG and providing guidance and direction to the LRCG representatives and delegates,
 - convene the operation of the LRCG to support local community recovery activities associated with an emergency event, as required from time to time,
 - support the LRCG to assess community recovery requirements for emergency events, when convened, with the support of the Hazard Management Agency (HMA) and other responsible agencies,
 - liaise with the State Recovery Coordinator (SRC) on issues where State level support is required or where there are problems with services from government agencies or departments locally,
 - monitor the progress of LRCG recovery activities and providing periodic situational awareness advice to the Chief Executive Officers and State Recovery Coordination Group (SRCG), if established,
 - ensure LRCG recovery activities are consistent with the principles of community engagement; and,
 - ensure operational debriefings are undertaken by the LRCG as soon as practicable after the cessation of recovery activities associated with an emergency event and provide feedback to the LEMC.

SoM & SoW Welfare Liaison Officers

During an evacuation where a local government facility is utilised by the Department of Communities provide advice, information and resources regarding the operation of the facility.

SoM & SoW Liaison Officers (ISG/IMT)

During a major emergency, the liaison officers attend ISG meetings to represent the local government and provide local knowledge input and details in the LEMA.

SoM & SoW Incident Management

- Ensure planning and preparation for emergencies is undertaken
- Implement procedures that assist the community and emergency services deal with incidents
- Ensure 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 the Shires emergency response capability.
- Liaise with the incident controller (provide liaison officers)
- Participate in the ISG and provide local support
- Where an identified evacuation centre is a building owned and operated by local government, provide a liaison officer to support the Department of Communities

Local Emergency Management Committee (LEMC)

The Local Government is to establish one or more local emergency management committees for its district [s. 38(1) of the Act]. The role of the joint LEMC is to;

- advise and assist the local governments in ensuring that local emergency management arrangements are established for its district,
- liaise with public authorities and other persons in the development, review and testing of local emergency management arrangements; and,
- carry out other emergency management activities as directed by the OEM or prescribed by the regulations.

Local Emergency Management Committee Chairperson

The Chairperson of the LEMC is appointed by each local government under [s. 38(3) of the Act].

(1) LEMC Chairpersons:	Shire of Murray Councillor
	Shire of Waroona Councillor
(2) Deputy Chairperson:	Pinjarra Police OIC
(3) Deputy Chairperson:	Waroona Police OIC

Refer to [Part 9 – Appendices - Emergency Contacts Directory](#) for the LEMC Chairperson contact details.

Local Emergency Management Committee Executive Officer

The role of the LEMC Executive Officer is to –

- coordinate the development and submission of LEMC documents in accordance with legislative and policy requirements including Agendas and Minutes, Annual Report, Annual Business Plan and maintenance of LEMAs,
- provide advice to the Chair and LEMC as required; and,
- facilitate communication between the LEMC and Executive Officer of the relevant District Emergency Management Committee (DEMC).
- Participate as a member of sub-committees and working groups as required.

Local Emergency Management Committee Membership

The LEMC membership must include at least one local government representative and the Local Emergency Coordinator, relevant government agencies and other statutory authorities will nominate their representatives to be members of the LEMC [s. 38(3) of the Act].

Membership of the LEMC includes representatives of agencies, organisations, community groups and those with expertise relevant to the identified community hazards and risks, and emergency management arrangements.

The LEMC is not an operational committee but rather the organisation established by the Local Governments to ensure that local emergency management arrangements are written and placed into effect for its district.

The term of appointment of LEMC members shall be as determined by the Local Governments in consultation with the parent organisation of the members.

Refer to [Part 9 – Appendices - Emergency Contacts Directory](#) for the joint LEMC Membership contact details.

LEMC Constitution Procedures

The LEMC shall meet every three (3) months and as required [SEMP Preparedness Procedure 7 - "Local Emergency Management Committee"](#). Each meeting of the LEMC should consider, but not be restricted to, the following matters, as appropriate:

1. Every meeting:
 - Confirmation of local emergency management arrangements contact details and key holders,
 - Review any of post-incident reports and post exercise reports generated since last meeting,
 - Progress of emergency risk management process,
 - Progress of treatment strategies arising from emergency risk management process,
 - Progress of development or review of local emergency management arrangements; and,
 - Other matters determined by the local government.
2. First calendar quarter:
 - Development and approval of next financial year LEMC exercise schedule (to be forwarded to relevant DEMC); and,
 - Begin developing annual business plan.
3. Second calendar quarter:
 - Preparation of LEMC annual report (to be forwarded to relevant DEMC for inclusion in the SEMC annual report); and,
 - Finalisation and approval of annual business plan.
4. Third calendar quarter:
 - Identify emergency management projects for possible grant funding.
5. Fourth calendar quarter
 - National and State funding nominations.

The LEMC shall determine other procedures as it considers necessary.

Meeting Schedule

The LEMC shall meet as determined by the Executive Officer on the first Wednesday of every February, May, August and November, or as otherwise required.

Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within two (2) weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit an annual report to the Executive Officer of the DEMC [s. 40(1) of the Act].

Annual reporting shall be in accordance with [SEMP Preparedness Procedure 17 - "Annual Reporting"](#). [s. 40(2) of the Act]

The LEMC annual report is to contain, for the reporting period:

- description of the area covered by the LEMC,
- description of activities undertaken by it, including;
 - the number of LEMC meetings and the number of meetings each member, or their deputy, attended,
 - a description of emergencies within the area covered by the LEMC involving the activation of an Incident Support Group (ISG),
 - a description of exercises that exercised the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local emergency management arrangements for the area covered by the LEMC,
 - the level of development of the local recovery plan for the area covered by the LEMC,
 - the progress of establishing a risk register for the area covered by the LEMC; and,
 - a description of major achievements against the LEMC Annual Business Plan.
- the text of any direction given to it by:
- the local government that established it.
- the major objectives of the annual business plan of the LEMC for the next financial year.

Annual Business Plan

[SEMP Preparedness Procedure 17 - "Annual Reporting"](#) states that each LEMC will complete and submit to the DEMC an annual report at the end of each financial year. One of the requirements of the Annual Report is to have a Business Plan.

It is acknowledged that from time to time the SEMC will establish a template Annual Business Plan for use by LEMC's.

Agency Roles and Responsibilities

Hazard Management Agency (HMA)

A HMA is to be a public authority or other person who or which, because of that agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for emergency management, or the prescribed emergency management aspect, in the area prescribed of the hazard for which it is prescribed. [s. 4(3) of the Act].

The HMA's are prescribed in the [Emergency Management Regulations 2006](#)

The role of the HMA is to:

- undertake responsibilities where prescribed for these aspects [EM Regulations],
- appoint Hazard Management Officers [s. 55 of the Act],
- declare / revoke Emergency Situations [s. 50 and 53 of the Act],
- coordinate the development of the STATE EMERGENCY MANAGEMENT PLANS for that hazard; and,
- ensure effective transition to recovery by Local Government.

Refer to [Part 9 – Appendices - Emergency Contacts Directory](#) for HMA contact details.

Combat Agency

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 emergency management activity prescribed by the regulations in relation to that agency. [s. 6(1) and 6(2) of the EM Act].

The role of the Combat Agency is to:

- execute combative action in accordance with their statutory responsibilities,
- complete tasks as allocated in the tactical response plan,
- provide progress reports to the designated Incident Manager or Operations Area Manager,
- present progress reports to the higher levels of their parent organisation,
- provide an agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA,
- attend post incident debriefs; and,
- contribute to a post operation report or post incident analysis.

Refer to [Part 9 – Appendices - Emergency Contacts Directory](#) for Local Combat Agencies contact details.

Controlling Agency

A Controlling Agency is an agency nominated to control the response activities to a specified type of emergency.

The role of the Controlling Agency is to:

- undertake all responsibilities as prescribed in Agency specific legislation for prevention and preparedness,
- control all aspects of the response to an incident; and,
- ensure effective transition to recovery by Local Government.

Support Organisation

A support organisation 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 providing support functions prescribed by the regulations in relation to that organisation. An example may be the Red Cross or CWA providing meals to a welfare centre. [s. 6(3) and 6(4) of the Act]

- Restoring essential services affected by the emergency.
- Providing functional support as part of the tactical plan, e.g. Department 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
 - Attend post incident debriefs
 - Contributing a post operation report or post incident analysis.

Refer to [Part 9 – Appendices - Emergency Contacts Directory](#) for Local Support Organisations contact details.

Managing Risk

Emergency Risk Management (ERM)

Risk management is a critical component of the emergency management process. Building a sound understanding of the risks and hazards likely to impact the community enable Local Government and the LEMC to work together to implement treatments.

This process helps to build the capacity and resilience of the community and organisations which enable them to better prepare for, respond to and recover from a major emergency. The Emergency

Risk Management planning process is detailed in [State EM Policy 3.2 - "Emergency Risk Management Planning"](#).

Prior to the joint LEMC being established, the Shire of Murray LEMC undertook a risk analysis utilising ERM models based on *AS/NZS ISO 31000:2009 "Risk Management – Principles and Guidelines"* to determine the emergencies that are likely to occur within its district. At this point in time the Shire of Waroona have not undertaken a similar independent analysis.

The All West Australians Reducing Emergencies (AWARE) program was developed by DFES as a joint initiative with local governments to enhance their Local Emergency Management Arrangements.

The AWARE program enables local governments to identify hazards and risks within their communities and develop appropriate treatment options through the ERM process. To ensure a comprehensive ERM process, the project was divided into three stages.

Stage 1 addressed the first two components of the ERM process "Establish the Context" and "Identify the Risk" along with the two enabling activities being Communication and Consultation and Monitor and Review. Stage 1 was completed in 2010.

Stage 2 focused on the next two elements being 'Analyse the Risk' and 'Evaluate the Risk'. Stage 2 was completed in 2011.

The final part of the project was Stage 3 which identified a range of options for treating risks, assessing these options and preparing and implementing appropriate treatment plans. Stage 3 was completed in the 2012/2013 financial year.

A comprehensive risk analysis review using the Emergency Risk Management module will be undertaken within the districts pending suitable State grant funding being identified. With the aim to undertake the review prior to 2025.

Bush Fire Risk Management Planning

In accordance with the requirements of the State Hazard Plan – Fire, local governments are required to prepare an integrated Bushfire Risk Management Plan (BRM Plan) for areas where there is a potential significant bushfire risk.

A BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment within local government districts.

The aim of the BRM Plan is to document a coordinated and efficient approach toward the identification, assessment and treatment of assets exposed to bushfire risk within a local government district.

Bushfire Risk Management Planning Objectives

The objective of a BRM Plan is to effectively manage bushfire risk within a local government district in order to protect people, assets and other things of local value. Specifically, the objectives of this BRM Plan are to:

- Guide and coordinate a tenure blind, multi-agency bushfire risk management program over a five-year period;
- Document the process used to identify, analyse and evaluate risk, determine priorities and develop a plan to systematically treat risk;
- Facilitate the effective use of the financial and physical resources available for bushfire risk management activities;
- Integrate bushfire risk management into the business processes of local government, land owners and other agencies;
- Ensure there is integration between land owners and bushfire risk management programs and activities;
- Monitor and review the implementation of treatments to ensure treatment plans are adaptable and risk is managed at an acceptable level.

BRM Plans have been prepared and adopted for both the Shire of Murray and the Shire of Waroona following endorsement by the Office of Bushfire Risk Management.

Training

The joint LEMC promotes emergency management training for LEMC members, HMAs and other organisations with a role in emergency management.

Specific operational “hazard” training is the responsibility of the relevant HMA.

Useful Websites

Australian Red Cross	http://www.redcross.org.au/
Bureau of Meteorology	http://www.bom.gov.au/
Community Protection WA	https://www.communityprotection.wa.gov.au/
Dept. of Biodiversity, Conservation and Attractions Parks and Wildlife Service	https://www.dbca.wa.gov.au/
Dept. of Health WA	http://www.health.gov.au/
Emergency Management Australia	https://www.ag.gov.au/EMA
Dept. Fire and Emergency Services	https://www.dfes.wa.gov.au/
Landgate – FireWatch Map Service	http://firewatch.landgate.wa.gov.au
Salvation Army	http://www.salvationarmy.org.au/wa
St John Ambulance WA	http://www.stjohnambulance.com.au/
WALGA	https://walga.asn.au/EMS
WA Police	https://www.police.wa.gov.au/

Part 4

Response

Emergencies Likely to Occur

The SoM and SoW have identified eleven (11) major hazards as perceived by the community. The following table indicates the responsible HMA, HMA representation at Local and District levels, and the relevant STATE HAZARD PLANS, Regional and/or Local Plans in place.

Hazard	HMA	Controlling Agency	Local Combat Agency	STATE HAZARD PLAN	Local Plan
Fire	DFES	DFES	(Gazetted Fire District) Pinjarra VFRS	Fire	Urban Plans. <i>(To be Developed)</i>
		PWS	(PWS Estate) Perth Hills District Swan Coastal District		PWS Perth Hills Incident Preparedness and Response Plan
		SoM	(Other) Coolup, Dwellingup, North Dandalup West Murray, South Yunderup / Ravenswood VBFB's		SoM Bushfire Management Arrangements
		SoW	Waroona West, Preston Beach and Lake Clifton VBFB's		SoW Bushfire Risk Management Plan
Severe Weather	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Road Transport Emergency	WAPOL	WAPOL	Pinjarra Police Dwellingup Police Waroona Police	Crash Emergency	WAPOL SOP's
Critical Infrastructure Failure	DFES	DFES	Alinta Energy, Horizon Power, Synergy, ATCO Gas, Western Power and Water Corp	Electricity Supply Disruption	DFES SOP's
Hazardous Material: Spill / Atmospheric	DFES	DFES	Pinjarra VFRS Waroona VFRS	HAZMAT	DFES SOP's
Human Epidemic / Pandemic	DoH	DoH	Murray District Hospital	Human Biosecurity	Nil
Bridge Collapse	DFES	DFES	Main Roads	Collapse	DFES SOP's
Industrial Fire / Explosion	DFES	DFES	Pinjarra VFRS Waroona VFRS	Nil	DFES SOP's
Agricultural Disease / Infestation	DPIRD	DPIRD	DRPIR	Animal and Plant Biosecurity	DPIRD SOP's

Flood / Flash Flooding	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Coastal Erosion	N/A	N/A	N/A	N/A	State Coastal Planning Policy (Planning and Development Act 2005)

These arrangements are based on the premise that the Controlling Agency responsible for the above risks will develop, test and review appropriate emergency management plans for their hazard.

Coordination of Emergency Operations

It is recognised that the Hazard Management Agencies, Controlling Agencies and Combat Agencies may require SoM & SoW resources and assistance in emergency management. The Shires are committed to providing assistance and support, as required, through the ISG when, and if formed.

During the response stages of an emergency there are many terms and acronyms used in incident management. The purpose of the following section is to familiarise the reader with some of the terms used in response.

The Shires recognise [State EM Policy 5.1 – “Incident Management and Emergency Management Frameworks”](#) which provides a common set of principles and structures utilised by all agencies involved in emergency management.

Local Coordination Centre

Shire of Murray

Shire of Murray Administration Office

1915 Pinjarra Road

PINJARRA WA 6208

Phone: 08 9531 7777

Email: mailbag@murray.wa.gov.au

Shire of Waroona

Shire of Waroona Administration Centre

52 Hesse Street

WAROONA WA 6215

Phone: 08 9733 7800

Email: warshire@waroona.wa.gov.au

Activation of Local Arrangements

The Combat Agency, Controlling Agency, or the Local Emergency Coordinator (LEC) in consultation with the Hazard Management Agency is responsible for the implementation of the Arrangements and for activating the required organisations.

Incident Support Group (ISG)

The ISG is directly convened by the HMA or by the LEC in consultation with the HMA, to assist in the overall coordination of services and information during a major incident. Coordination is achieved through clear identification of priorities by agencies sharing information and resources.

Role

The role of the ISG is to provide support to the IMT. The ISG is a group of people represented by the different agencies who may be involved in the incident to assist the Incident Controller in the overall coordination in terms of services (physical, human or information) during a major incident.

Activation of the ISG

The triggers for an ISG are outlined in the [State EM Plan 5.1 – “Incident Management”](#) and [State EM Response Procedure 2 – “Incident Level Declaration”](#). Broadly the requirement is identified when there is a need to coordinate multiple agencies.

An ISG is activated by the HMA Incident Controller in consultation with the relevant LEC. The activation of an ISG should be considered, if one of the following occurs:

- requires multi agency response,
- has a protracted duration,
- requires coordination of multi-agency resources,
- requires resources from outside the local area,
- some impact on critical infrastructure,
- has a medium level of complexity,
- has a medium impact on the routine functioning of the community,
- has potential to be declared an ‘Emergency Situation’; and/or,
- consists of multiple hazards.

Membership of an ISG

The ISG is made up of agencies/representatives that provide support to the Controlling Agency during the response phase. Emergency Management Agencies may be called on to be liaison officers on the Incident Support Group. As a general rule, the local recovery coordinator should be a member of the ISG from the onset, to ensure consistency of information flow and transition into recovery.

The representation on this group may change regularly depending upon the nature of the incident, agencies involved and the consequences caused by the emergency.

Agencies supplying employees for the ISG must ensure that the representative(s) have the authority to commit resources and/or direct tasks.

The composition of the ISG must be flexible to the needs of the emergency and the membership will change as the incident/operation progresses.

The membership is as follows:

- Chairperson – Appointed by the Controlling Agency,
- Local Emergency Coordinator; and,
- Members – Representatives from those agencies and community organisations directly involved in the response and recovery of the event as determined by the Incident Controller.

Frequency of Meetings

Frequency of meetings will be determined by the Incident Controller and will generally depend on the nature and complexity of the incident. As a minimum, there should be at least one meeting per incident.

Location of ISG Meetings

The Incident Support Group meets during an emergency and provides a focal point for a coordinated approach. The following table identifies suitable locations where they can meet.

Shire of Murray – Location 1

	Facility	Responsible Agency	Location
	Shire of Murray Administration Office	1915 Pinjarra Road	PINJARRA WA 6208
1 st	Manager Building Services	08 9531 7777	
2 nd	Senior Building Maintenance / Surveyor	08 95631 7777	

Shire of Murray - Location Two

	Facility	Responsible Agency	Location
	Murray SES Headquarters	SoM	6 Phillips Road PINJARRA WA 6208
1 st	Manager Building Services	08 9531 7777	
2 nd	Senior Building Maintenance / Surveyor	08 9531 7777	

Shire of Waroona – Location One

Facility	Responsible Agency	Location
Shire of Waroona Administration Office	SoW	52 Hesse Street WAROONA WA 6215
1 st Building Maintenance Officer	(08) 9733 7800	
2 nd Manager Corporate Services	(08) 9733 7800	

Local Government Involvement

The Shires will make available appropriate employees to be a part of the ISG or as liaison to an IMT of a large incident on request made by either; the ISG; the Incident Controller; the Local Emergency Coordinator; or the Local Government Authority.

The role of the nominated ‘Shire of Murray Liaison Officer’ and ‘Shire of Waroona Liaison Officer’ is to be liaison between the ISG/Incident Controller and the Shires, and is in addition to the Local Recovery Coordinator if one has been appointed.

The Shire of Murray Chief Executive Officer and Shire of Waroona Chief Executive Officer and/or Coordinator Ranger and Emergency Management (or equivalent) will be designated ISG representative. Refer to [Part 9 – Appendices – Emergency Contacts Directory](#) for the contact details.

Media Management and Public Information

Communities threatened or impacted by emergencies have an urgent and vital need for information and direction. Such communities require adequate, timely information and instructions in order to be aware of the emergency and to take appropriate actions to safeguard life, property and the environment. The provision of this information is the responsibility of the Controlling Agency.

Controlling Agencies manage public information as part of their standard operating procedures, during day-to-day business. During the response to an emergency, responsibility for the management of the emergency public information function rests with the Controlling Agency, in consultation with the HMA.

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

- The HMA is to manage all media releases,
- All media releases and public information alerts for the incident are to be authorised by the Incident Controller/Manager after consultation with the Emergency Coordinator and other Combat Agencies,

- All media releases are to reflect multi-agency Incident Management and detail all agencies' involvement,
- Must relate to the 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; and,
- All media releases issued by any agency at state level will reflect multi-agency involvement.

Media and Public Information Officers

Media and Public Information Officers are attached to the Controlling Agency and emergency management agencies and are responsible for:

- managing the media and emergency public information function for their agency, during an emergency; and/or,
- assisting another Controlling Agency during its response to an emergency, upon request of the State Emergency Public Information Coordinator (SEPIC).

Trained Media and Public Information Officers will be provided upon request through the SEPIC to assist the controlling agency. These officers may be located with the Controlling Agency management team or other location.

Shire of Murray and Shire of Waroona Authority

Section 2.8(1)(d) of the [Local Government Act 1995](#) ('LG Act') gives the authority for the Shire Presidents to speak on behalf of the Local Government.

The Presidents may delegate this authority to the Chief Executive Officers under Section 5.41(f) of the LG Act. The SoM & SoW CEOs have delegated authority to speak on behalf of their Local Governments.

Shire of Murray Policy M3 and Shire of Waroona Policy CGP003 specifies that no contact between the media and any employee (other than the CEO) is permitted. This includes the taking of photos of any kind.

Any information for release to the media or public must be forwarded through the Communications and Marketing Manager (SoM) and the Executive Assistant to the CEO (SoW), and approved by the relevant Chief Executive Officer. Statements to the press on behalf of the Shires shall only be made by the relevant Shire President or the CEO.

The Shire of Murray Chief Bush Fire Control Officer (CBFCO), or a delegated representative, may make statements to the media or public on behalf of the Shire of Murray in regards to bush fire operational matters only. The Shire of Waroona CBFCO, or a delegated representative, also may make statements to the media or public relating to bush fire operational matters only.

The SoM and SoW CEOs, or a delegated representative, will be their Shires designated Media and Public Information Officer. Refer to [Part 9 – Appendices – Emergency Contacts Directory](#) for further contact details.

Public Warning Systems

Standard Emergency Warning Signal (SEWS)

The Standard Emergency Warning Signal (SEWS) is a distinct siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens as it aims to draw listeners' attention to the emergency warning that follows.

People are strongly advised to become familiar with the Standard Emergency Warning Signal [\[SEWS Sound\]](#).

The emergency announcement that follows SEWS is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment. It can be used for various hazards and does not relate to any particular emergency situation or State of Emergency, as defined by the Act.

Care must be taken to maintain the status and effectiveness of the signal by limiting its use to significant events as determined by the HMA. The decision to use the SEWS rests with the relevant HMA, in consultation with the LEC.

An IC may use SEWS in a localised emergency, as defined in the Act, for broadcasting over vehicle public address systems by the WA Police, emergency services and local government where there is an immediate requirement to warn the community of a threat.

The conditions and procedures for use of the SEWS are contained within [State EM Response Procedure – “Standard Emergency Warning Signal \(SEWS\)”](#)

Emergency WA

Emergency WA was developed by the Government of Western Australia to improve the way in which information was provided to the community.

Emergency WA provides community warnings and other emergency management information for bushfires, storms, cyclones, floods, prescribed burns, hazardous material incidents and more.

Emergency WA provides:

- A live feed of incidents reported to DFES. When a fire or incident is reported, basic information about the type and location of the hazard is published on the [Emergency WA website](#).
- Warnings from multiple emergency management agencies (including DFES, DBCA's Parks and Wildlife or other EMA's) – when an incident escalates a warning may be issue to provide more details and specific safety advice to the community.
- Total Fire Bans and Fire Danger Ratings – information available regarding current information and advice by using filters on the website or accessing links

www.emergency.wa.gov.au/#totalfirebans

www.emergency.wa.gov.au/#firedangerratings

- Important information and resources to assist with preparing for emergency situations. Information includes emergency response tips and description of hazard types, including tips specific to those hazards.
- Information to assist the community with recovery following an emergency situation.
- Interactive, map-based layout for easy reference.

Emergency Alert (Phone Warnings)

[Emergency Alert](#) is the national telephone warning system used during an emergency to send messages to landlines and mobile phones within a defined area where lives and homes are deemed to be under direct and imminent threat.

Emergency Alert is not used for every incident DFES responds to. A DFES Incident Controller assesses the level of danger to the community and if lives and homes are under direct and imminent threat, he or she will request an Emergency Alert be issued within that specific geographical area.

You do not need to register to receive a telephone warning. All landline and mobile telephone numbers (including silent numbers) are automatically registered based on their service address. There is no ability to 'opt out' of receiving the alerts.

In an emergency, telecommunications providers send voice messages to landlines and text messages to mobiles that have a registered service address within the affected warning area. Text messages can also be sent to mobile telephones based on the last known location of the handset. This is designed to reach visitors and travellers in the area under threat.

Emergency Alert relies on telecommunications networks to send messages and delivery cannot always be guaranteed. There are a range of reasons why you may not receive a message including network coverage issues, your phone being turned off or on silent, or your inbox being full.

Emergency Alert messages will be recognisable via the number displayed on the message header or caller identification. There is no ability to reply to the number.

It is important that individuals do not rely solely on receiving an alert. They must still prepare themselves and have an action plan in case of an emergency.

Emergency Radio Broadcasts

Radio is the most immediate communication tool and is used to provide essential information, such as location, direction of fire or cyclone, timing etc. ABC local radio [720AM ABC Perth](#) and [684AM ABC South West](#) undertakes emergency broadcasts during its programs' when requested (quarter to and quarter past the hour when activated).

ABC local radio will broadcast an emergency message immediately, repeatedly and for as long as necessary. WAPOL or an authorised representative of the HMA can request this in order to notify listeners that a significant emergency is occurring in their area. The alerts are only to be issued under strict instruction.

Shire of Murray and Shire of Waroona Emergency SMS Alert Service

The Shire of Murray & Shire of Waroona has the ability to broadcast Harvest and Vehicle Movement Bans, Total Fire Bans and other topical Shire information via SMS alert.

Members of the Shire of Murray community wishing to receive alerts via SMS can email mailbag@murray.wa.gov.au , telephone Ranger and Emergency Services on 08 9531 7777 or register online through the Shire of Murray website. The following compulsory information is required:

- First Name
- Surname
- Mobile Number
- Email Address

Members of the Shire of Waroona community wishing to receive alerts via SMS can email warshire@waroona.wa.gov.au or alternatively telephone the Shire of Waroona office during business hours on 08 9733 7800. The following compulsory information is required:

- First Name
- Surname
- Mobile Number
- Email Address

Terms and Conditions

By subscribing to the SoM or SoW Emergency SMS Alert service you agree to;

- receive SMS messages regarding Harvest and Vehicle Movement Bans, Total Fire Bans and other topical Shire information,

- the Shire of Murray and Shire of Waroona reserves the right to discontinue or review the service at any time,
- you accept that radio announcements are still the primary means of notification of bans. In the event of a discrepancy between this SMS service and an announcement on the radio, the latter shall prevail,
- you have the right to unsubscribe from this service at any time.
- to unsubscribe from the Shire Murray service, please notify the Shire by email to mailbag@murray.wa.gov.au or telephone Ranger and Emergency Services on 08 9531 7777.
- to unsubscribe from the Shire Waroona Service, please notify the Shire by email to warshire@waroona.wa.gov.au or telephone the Shire of Waroona office during business hours on 08 9733 7800.
- that the Shire retains the right to update and/or remove subscribers to the SMS service, for any reason.
- you accept that the Shires may from time to time use the SMS service to send other topical messages.
- you understand and accept that this SMS service is not intended to provide information on active fire or other emergency events. Refer to [Home – Emergency WA Warnings & Incidents](#).

Public Information Systems

DFES Public Information Line

When there is an incident that threatens lives or property, DFES activates the public information system.

Emergency alerts are only issued for major emergencies involving cyclones, fires, floods, earthquakes, tsunamis and hazardous material spills.

DFES issues warnings on the [Emergency WA](#) website, on the DFES Emergency Information Line (13 DFES or 13 3337), provides warnings to media outlets, issues them via social media (Twitter: @dfes_wa), provides them to stakeholders such as other State Government.

Bureau of Meteorology

The Bureau of Meteorology provides whether warning information to the public. The warning services provided include; fire weather warnings, severe thunderstorm and general severe weather warnings, flood warning and other warnings or alerts. The information provided in a whether warning includes the type of warning issued, when and where they are issued and samples of the individual warnings.

The BoM site also provides current weather radar displays, satellite images, weather charts and weather observations. The BoM can be contacted by calling 08 9263 2222 or alternatively information can be obtained online at <http://www.bom.gov.au/wa/>.

Traffic Management and Road Closures

Road closures, whether partial or full, are to be conducted in accordance with [State EM Policy 5.8 – “Traffic Management”](#) and [State EM Plan 5.3.3 – “Traffic Management During Emergencies”](#). The management of traffic, including the welfare of persons affected, is the responsibility of the HMA and must be carefully considered by the IC.

The [Traffic Management during Emergencies Guideline 2015](#) (under review) is provided to agencies having a traffic management role and is to be used by emergency management agencies, Main Roads employees, Local Government employees and traffic management contractors – XXXXXX when developing agency specific internal procedures.

The IC has final authority regarding the re-opening of roads. The principles and process for re-opening roads, closed during an incident response, are addressed below:

1. Principles:

- a. A risk assessment must precede any decision to re-open a road.
- b. Roads may be re-opened progressively.
- c. Generally, roads should **NOT** be re-opened during hours of darkness.
- d. The practice of alternately closing then opening roads should be avoided.
- e. Authority to reopen the road rests with the network operator (MRWA, LG, PWS or private owner), and not the Controlling Agency.

2. Process:

- a. IC determines that the road can be safely re-opened.
- b. IC formally returns road to the network operator.
- c. The network operator formally accepts control from the IC.
- d. Network operator conducts a full safety survey of the road, if necessary in company with Controlling Agency response vehicle.
- e. Network operator assesses damage to road pavement, structures, lines and signs.
- f. Based on the damage assessment, the network operator may:
 - i. Re-opens the road without restriction at a time specified and removes detours.
 - ii. Maintains the road closure due to critical damage to infrastructure and maintains the established detours.
 - iii. Re-opens the road with specified vehicles class restrictions.
 - iv. Re-opens the road with speed restrictions.
 - v. Provides public notification of the road status and condition.

The Shire of Murray and Shire of Waroona Directors of Infrastructure Services will determine the most appropriate traffic management strategy on behalf of the Shires within their respective Local Government districts following hand back from the HMA.

Refer to [Part 9 – Appendix 1.3 – Local HMA Contacts List](#) for the contact details for the Shire of Murray and Shire of Waroona Directors of Infrastructure Services.

Arrangements

State EM Policy section 5.12, State EM Plan section 5.4 and 6.10 and State EM Recovery Procedures 1-2) outlines the responsibilities for funding during multi agency emergencies. While recognising the above, the Shire of Murray and the Shire of Waroona are committed to expending such necessary funds within current budgetary constraints, as required to ensure the safety of residents and visitors.

The Chief Executive Officers should be approached immediately during an emergency event requiring resourcing to ensure the desired level of support is achieved.

Part 5

Evacuation

Evacuation and Welfare

The LEMA should be read in conjunction with the Emergency Evacuation Plan in regard to detailed Evacuation arrangements.

Evacuation

Evacuation is the movement of people from a threatened area to a place of safety and is an important part of the emergency management process. The decision to evacuate will be made by the HMA, Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

At Risk Groups / Special Needs Groups

Particular attention is needed for sections of the community with special needs. These include, but are not limited to:

- Children and Youth
- Elderly People
- Nursing Homes
- Aged Care Facilities
- Persons with Disabilities
- CaLD Community
- Schools
- Childcare Centres
- Family Day Care Providers
- Playgroup Centres
- Hospitals
- Tourist Facilities
- Caravan Parks and Camp Grounds

Please refer to [Part 9 Appendix 1.5 – Special Needs Groups](#) for contact information on the facilities and contact details for sections of the community that may require assistance or special consideration during an evacuation.

Evacuation Planning Principles

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the state's emergency management organisation SEMC is that:

- to be effective it is essential the community be involved in the evacuation planning process. It is critical that communities are fully informed of the risks that they may face and the options, including evacuation and shelter in place, which may apply during an emergency.
- planning should also recognise that other plans, such as the State Welfare Emergency Management Support Plan, the State Registration and Inquiry Emergency Management Plan and a number of other district and state level plans, may be relevant. Local emergency management arrangements should therefore recognise the relationship and links to neighbouring districts and higher-level planning.
- the evacuation plan should include arrangements for training exercises and testing of evacuation procedures.

- HMA's must develop and implement community education programs and warning systems for those hazards for which they are responsible to provide community members with the capability to make an informed choice as to whether to stay or leave when threatened by an emergency.
- Warning systems should be developed in partnership with local governments and other emergency management agencies.

See [State EM Policy 5.7 – “Community Evacuation”](#) for more detailed evacuation planning principles.

Schools, hospitals, aged care and child care facilities etc, should each have separate emergency evacuation plans, which show where their populations will assemble for transportation.

Evacuation Management

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.

All evacuations shall be managed as per [State EM Plan 5.3.2 – “Community Evacuation”](#) and the [“Western Australia Community Evacuation in Emergencies Guideline”](#).

Detailed arrangements for the management of evacuations can be found in the Emergency Evacuation Plan which is an appendix of the LEMA.

Part 6

Welfare

Welfare

Welfare is defined as providing immediate and ongoing supportive services, to alleviate as far as practicable, the effects on persons affected by an emergency.

The Department of Communities (DC) has the role of managing welfare. DC have developed a Local Welfare Support Plan for the Peel Region.

Please refer to the **DC Local Emergency Welfare Plan – Peel Region (Appendix 9)** for a full copy of the plan.

Local Welfare Coordinator

The Local Welfare Coordinator (LWC) is appointed by the DC District Director to –

- establish, chair and manage the activities of the Local Welfare Emergency Committee (LWEC), where determined appropriate by the District Director,
- prepare, promulgate, test and maintain the Local Welfare Plans,
- represent the department and the emergency welfare function on the Local Emergency Management Committee (LEMC) and Local Recovery Coordination Group (LRCG),
- establish and maintain the Local Welfare Emergency Coordination Centre (LWECC),
- ensure personnel and organisations are trained and exercised in their welfare responsibilities,
- coordinate the provision of emergency welfare services during response and recovery phases of an emergency; and,
- represent the department on the Incident Management Group, when required.

Refer to [Part 9 – Appendix 1.4 – Support Organisation Contacts](#) for the Local Welfare Coordinator contact details.

Local Government Welfare Liaison Officer

A Local Welfare Liaison Officer is nominated by the Shires to coordinate welfare response during emergencies prior to the arrival of DC employees, and then to liaise with the Local Welfare Coordinator and provide support as required.

This role will provide assistance to the Local Welfare Centres, including the management of emergency evacuation centres such as building opening, closing, security and maintenance.

The Shire of Murray Team Leader Customer Service (MALC) and Shire of Waroona Coordinator Community Development are appointed as the Local Government Welfare Liaison Officers.

The Shire of Murray's Aquatic Supervisors and the Shire of Waroona's Community Development Officers have been appointed as the delegates. Please Refer to [Part 9 – Appendix 1.3 – Local HMA Contacts List](#) for the contact details for the Local Government Welfare Liaison Officers.

Local Welfare Emergency Committee

Local Welfare Emergency Committee/s are to assist the DC to manage emergency welfare services during major emergencies. Where a committee is not established the Local Welfare Coordinator shall take on all the functions of the committee.

The responsibilities of the Local Welfare Emergency Committee are to:

- assist with the testing and maintenance of the Local Emergency Management Plan for the provision of Welfare Support – Peel District,
- provide advice and support to the Local Welfare Coordinator on all aspects of emergency welfare services during emergencies,
- provide a forum for discussing/resolving welfare issues during emergencies,
- review post response/recovery and/or exercise reports of emergencies involving welfare services with a view to amending arrangements in this plan; and,
- make appropriate recommendations to the Local Welfare Coordinator to improve the local communities' preparedness to cope with welfare emergencies.

Meetings of a Local Welfare Emergency Committee shall be determined as required by Local Welfare Coordinator from time to time.

State and National Registration and Enquiry – Register.Find.Reunite

When a large-scale emergency occurs and people are evacuated or become displaced, one of the areas DC has responsibility for is recording who has been displaced and placing the information onto a State or National Register. This primarily allows friends or relatives to locate each other. Because of the nature of the work involved DC have reciprocal arrangements with the Red Cross to assist with the registration process.

In the event that an evacuation has to be activated, initial set-up and manning will be controlled by the Shires employees who will provide welfare until DC arrive.

Refer to [Part 9 – Appendix 1.4 – Support Organisation Contacts](#) for the contact details for the Local Red Cross Unit.

Welfare Centres

Detailed information on Welfare Centre facilities and relevant contact details are contained in [Part 11 – Appendices – Evacuation and Welfare Centres](#)

Animal Welfare (Including Assistance Animals)

The LEMA should be read in conjunction with the Animal Welfare Plan in regard to detailed Animal Welfare arrangements.

Part 7

Recovery

Introduction

The LEMA should be read in conjunction with the Local Recovery Plan and Local Recovery Resource Manual in regard to detailed Recovery arrangements.

Recovery management is the coordinated process of supporting “emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial, and economic wellbeing”. [s. 3 of the Act]

It is the role of local government to manage recovery following an emergency affecting the community in its district. [s. 36(b) of the Act].

Aim of Recovery

The aim of recovery is to restore as quickly as possible, the quality of life in an effected community so that they can continue to function as part of the wider community.

The purpose of providing recovery services is to assist the affected community towards management of its own recovery. It is recognition that where a community experiences a significant emergency or disaster there is a need to supplement the personal, family and community structures which have been disrupted.

Recovery activities are to be managed in accordance with [State EM Policy 6 – “Recovery”](#), and [State EM Plan 6 – “Recovery”](#) however the extent of recovery activity will depend on the nature and magnitude of the emergency.

In some circumstances, it may be necessary for the State Government to assume responsibility for coordinating the recovery process at a whole-of-government level and [State EM Plan 6.7 – “State-Level Recovery Arrangements”](#) outlines the arrangements that apply in those circumstances.

Roles and Responsibilities

The following outlines descriptions and responsibilities of key positions or groups in relation to local recovery activities following a particular event;

Local Recovery Coordinator (LRC)

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

Refer to [Part 9 – Appendix 1.3 – HMA Contacts List](#) for contact details of the LRC and Deputy LRC

Local Recovery Coordination Group (LRCG)

The Chairperson of the LRCG is the Shire President of the relevant Shire and the proxy to be nominated Councillor representative. Contact details for the LRCG Chairperson are found in [Part 9 – Appendix 1.6 Local Recovery Coordination Group Chair](#).

Part 8
Exercising
and
Reviewing

Aim of Exercising

Testing and exercising are essential to ensure that the emergency management arrangements are workable and effective for the LEMC. The testing and exercising are also important to ensure that individuals and organisations remain appropriately aware of what is required of them during an emergency response situation.

The exercising of a HMA's response to an incident is an HMA responsibility however it could be incorporated into the LEMC exercise.

Exercising the emergency management arrangements will allow the LEMC to:

- test the effectiveness of the local arrangements;
- 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, and;
- test the ability of separate agencies to work together on common tasks, and to assess effectiveness of co-ordination between them.

[State EM Policy 4.8 – “Exercising”](#) details the requirements on testing arrangements within the State.

To ensure a consistent approach to the development and running of exercises it is suggested where possible to utilise the documentation format found in [State EM Preparedness Procedure 3.19 – “Exercise Management”](#).

Frequency of Exercises

The LEMC shall undertake to conduct at least one multi agency exercise per year, though a minimum of one exercise per year needs to be conducted, and the report forwarded to the DEMC in the prescribed format.

These exercises may be conducted and reviewed by an independent facilitator and/or panel of appropriately qualified people. The review will include the conduct of a multi-agency debrief and the production of a report to the committee with recommendations for areas or possible improvement to these arrangements.

State EM Policy Section 4.8, State EM Plan 4.7 and State EM Preparedness Procedure 19 outline the State arrangements for EM exercising which includes the requirement for the LEMC to exercise their arrangements on an annual basis.

Types of Exercises

Exercises may take various forms and should be developed under the guidance of a trained exercise management practitioner.

Exercise Formats:

a) Discussion (Seminars, Workshops, Desktop)

Designed to stimulate discussion of issues or to assess plans, policies and procedures. Can be undertaken as a stand-alone activity or as a prelude to other exercises.

b) Functional (Drill or Games style)

A repetitive, methodical activity undertaken to reinforce specific skills, procedures or arrangements. Designed to test or evaluate individual capabilities, multiple functions or interagency relationships.

c) Full Deployment (Field Exercise)

Large scale, complex activity conducted in real time under simulated conditions with deployment of personnel and other resources. Designed to achieve maximum realism and test organisational performance, interagency cooperation, communications links, personnel and equipment.

Some examples of exercises types include:

- Desktop/discussion,
- A phone tree recall exercise,
- Opening and closing procedures for evacuation centres or any facilities that might be operating in an emergency,
- Operating procedures of an Emergency Coordination Centre; and,
- Locating and activating resources on the Emergency Resources Register.

Reporting of Exercises

LEMC should report their exercise schedule to the relevant DEMC by 1 May each year. Once the exercise has been completed, a post exercise report should be forwarded to the DEMC. The DEMC compiles the reports and sends the dates to the Emergency Services sub-committee to be included in the SEMC Annual Report.

Review of Local Emergency Management Arrangements

The local emergency management arrangements are to be reviewed and amended in accordance with [State EM Policy 2.5 – “Local Arrangements”](#), and replaced whenever the local government considers it appropriate [s.42 of the Act].

According to [State EM Preparedness Procedure 3.8 – “Local Emergency Management Arrangements”](#), the LEMA (including recovery plans) are to be reviewed and amended as follows:

- a) contact lists reviewed and updated quarterly,

- b) a review conducted after an event or incident in which the local emergency management arrangements were implemented,
- c) after training that exercises the arrangements,
- d) an entire review undertaken every five years, as risks might vary due to climatic, environment and population changes; and,
- e) circumstances that may require more frequent reviews.

The LEMC Executive Officer shall be responsible for carrying out and distributing any reviews.

Review of Local Emergency Management Committee Membership

The Shire of Murray in consultation with the parent organisation of members shall determine the term and composition of LEMC positions. [State EM Preparedness Procedure 7 – “Local Emergency Management Committee”](#) provides a list of recommended members.

Review of Resources Register

The LEMC Executive Officer shall have the resources register checked and updated on an annual basis, but ongoing amendments may occur at any LEMC meeting.

Part 9

Appendices -

Emergency

Contacts

Directory

STRICTLY CONFIDENTIAL

The following contact details are provided for emergency use only and should not be disclosed under any circumstances without expressed consent having been obtained.

Appendix 1.1 – LEMC Membership Contact Directory

Appendix 1.2 - HMA Contact Directory

Appendix 1.3 - Local HMA Contacts List

Appendix 1.4 - Support Organisation Contacts

Appendix 1.5 - Special Needs Groups

Appendix 1.6 – Local Recovery Coordination Group Chair

Appendix 1.7 – Telstra Integrated Messaging System Distribution List

Confidential – removed from document

Part 10

Appendices -

Resource and

Asset Register

STRICTLY CONFIDENTIAL

The following contact details are provided for emergency use only and should not be disclosed under any circumstances without expressed consent having been obtained.

Appendix 2.1 - Earthmoving Equipment

Appendix 2.2 - Water Carting Equipment

Appendix 2.3 - Hire Equipment

Appendix 2.4 - Traffic Management Contractors

Appendix 2.5 - Security Guard and Patrol Services

Appendix 2.6 - Transport Services

Appendix 2.7 - Livestock Transport Services

Appendix 2.8 - Domestic and Livestock Animal Management Facilities

Appendix 2.9 - Veterinarians

Appendix 2.10 - Animal Food Suppliers

Appendix 2.11 - Native / Wildlife Rescue Contacts

Appendix 2.12 – Identified Alternative Temporary Animal Facilities

Confidential – removed from document

Part 11

Appendices - Evacuation and Welfare Centres

STRICTLY CONFIDENTIAL

The following contact details are provided for emergency use only and should not be disclosed under any circumstances without expressed consent having been obtained.

Appendix 3.1 - Murray Aquatic and Leisure Centre (MALC)

Appendix 3.2 - West Murray Community Centre

Appendix 3.3 – Pinjarra Civic Centre

Appendix 3.4 - Waroona Recreation and Aquatic Centre (WRAC)

Appendix 3.5 - Preston Beach Community Centre

**Appendix 3.6 – Evacuation Centres identified in the Department of Communities
Local Emergency Welfare Plan**

Confidential – removed from document

Part 12
Appendices
LEMA Associated
Documents
(4 –10)

Appendix 4 – Local Recovery Plan

Appendix 5 – Local Recovery Resource Manual

Appendix 6 – Emergency Evacuation Plan

Appendix 7 – Animal Welfare Plan

Appendix 8 – Communication Plan (in development)

Appendix 9 – DC Local Emergency Welfare Plan – Peel Region

Confidential Appendix 9 – removed from document

Appendix 10 – Emergency Management Memorandum of Understanding

Appendix 4 - Local Recovery Plan

Shire of Murray and Shire of Waroona

2022



Disclaimer

Important:

The Shires of Murray & Waroona make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

The document is provided without warranty of any kind to the extent permitted by law. The Shires hereby disclaim all warranties and conditions in regard to this information, including all implied warranties and conditions or merchantability, fitness for particular purpose, title and non-infringement.

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Requests for further authorisation should be directed to the Coordinator Ranger and Emergency Management, ^{c/-} Shire of Murray, PO Box 21, PINJARRA WA 6208 or via email at mailbag@murray.wa.gov.au or warshire@waroona.wa.gov.au

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Local Recovery Plan - Authority

The joint Local Recovery Plan (LRP) and Local Recovery Resource Manual (LRRM) has been prepared and endorsed by the joint Local Emergency Management Committee (LEMC) pursuant to Section 41(4) of the *Emergency Management Act 2005* and forms part of the joint Local Emergency Management Arrangements.

A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the LEMA. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson		Date
Shire of Murray LEMC		
Stuart Kirkham

Chairperson		Date
Shire of Waroona LEMC		
Mike Walmsley

Shire President		Date
Shire of Murray		
David Bolt

Shire President		Date
Shire of Waroona		
Mike Walmsley

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Distribution List

Shire of Murray	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Hard	1
SoM Shire President / LRCG Chairperson	Electronic	1
LEMC / Shire of Murray Councillor	Electronic	1
Director Place, Community and Economic Development/ LRC	Electronic	1
Director Infrastructure Services / Deputy LRC	Electronic	1
Director Planning and Sustainability	Electronic	1
Manager Building Services	Electronic	1
Manager Environmental Health	Electronic	1
Director Corporate Services	Electronic	1
Manager Information Services	Electronic	1
Manager Governance	Electronic	1
Coordinator Ranger and Emergency Management	Electronic	1
Community Emergency Services Coordinator	Electronic	1
Ranger and Emergency Services Support Officer	Electronic	1
Manager Community and Library Services	Electronic	1
Team Leader Customer Service (MALC) / LGWLO	Electronic	1
Manager Communications and Marketing	Electronic	1
CEO Executive Support Officer / Admin. Support Officer	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Deputy Chief Bush Fire Control Officer (DCBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	5
Murray State Emergency Services Unit	Hard	1
Dwellingup Visitors Centre	Hard	2
Administration Office	Hard	1
Murray Library	Hard	1
Shire of Murray website	Electronic	1

Shire of Waroona	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Hard	1
Executive Assistant	Hard	1
SoW Shire President / LRCG Chairperson	Hard	1
LEMC Chairperson / Shire of Waroona Councillor	Hard	1
Director Infrastructure and Planning Services / Deputy LRC	Hard	1
Director Corporate and Community Services	Hard	1
Coordinator Community Development	Hard	1
Manager Corporate Services	Hard	1
Manager Recreation Services	Hard	1
Manager Works	Hard	1
Senior Planner	Hard	1
Building Maintenance Officer	Hard	1
Community Development Officer	Hard	1
Senior Infrastructure and Development Services Officer	Hard	1
Corporate Compliance Officer	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	3
Waroona Visitor Centre	Hard	1
Waroona Administration Office	Hard	1
Waroona Library	Hard	1
Shire of Waroona website	Electronic	1
Local Emergency Management Committee	Hard Copy / Electronic Copy	Nº of Copies
OIC - Pinjarra Police Station / Local Emergency Coordinator	Electronic	1
OIC - Dwellingup Police Station	Electronic	1
OIC - Waroona Police Station	Electronic	1
Alcoa Australia Representative	Electronic	1
CEO - Bedingfeld Park Inc Aged Care Facility	Electronic	1
DC - Senior District Emergency Services Officer	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Electronic	1
DFES - District Officer – Natural Hazards - South West	Electronic	1

DFES - District Officer – Emergency Management - South West	Electronic	1
Murray State Emergency Services Unit	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Electronic	1
Murray Waroona Schools – Network Principal	Electronic	1
Quambie Park Waroona Inc. - Representative	Electronic	1
Belswan Lifestyle Village	Electronic	1
Community Representative - Shire of Murray	Electronic	1
Community Representatives - Shire of Waroona	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Electronic	1
DPIRD – Manager, Emergency Preparedness	Electronic	1
Harvey Water - Project Engineer	Electronic	1
Main Roads WA	Electronic	1
Water Corporation – Operations Manager	Electronic	1
Western Power – Field Operations Team Leader	Electronic	1

Other	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Electronic	1
WAPOL – Superintendent – Metropolitan South	Electronic	1
Western Power – Resource Manager South Metropolitan	Electronic	1
CEO – Shire of Boddington	Electronic	1
CEO – City of Mandurah	Electronic	1
CEO – City of Rockingham	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Electronic	1
CEO – Shire of Wandering	Electronic	1
CEO – Shire of Harvey	Electronic	1
PWS – Dwellingup Office	Electronic	1
PWS – Mandurah Office	Electronic	1
DC – Mandurah Office	Electronic	1
Department of Education – South Metro Regional Education Office	Electronic	1
Alcoa World Alumina – Refinery and Mine Site Managers		2

Rotary Club – Pinjarra Branch	1
Salvation Army – Mandurah	1
Murray District Hospital	1
DEMC – South Metro	1
State Emergency Management Committee (SEMC)	1
Total:	99

Amendment Record

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

Feedback can include:

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

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208
Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215
Email: warshire@waroona.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.

Nº	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original Document – LEMC endorsed	LEMC22/004	
2	25 August 2022	Original Document – Shire of Murray endorsed	OCM22/xx	
3	23 August 2022	Original Document – Shire of Waroona endorsed	OCM/xx	

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Document Availability

Copies of the joint Local Recovery Plan and joint Local Recovery Resource Manual are available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Murray Administration Building, 1915 Pinjarra Road, Pinjarra,
- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Murray Library, Corner Pinjarra Road and Forrest Street, Pinjarra
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Dwellingup History and Visitor Information Centre, Marrinup Street, Dwellingup; and,
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.murray.wa.gov.au or www.waroona.wa.gov.au

All information relating to the joint Local Emergency Management Arrangements and associated documents will be recorded on the Shire of Murray and Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoM HPE Content Manager – Emergency Management Files	
Local Emergency Management Committee (LEMC)	7206
Local Recovery – Financial	1/2281
Local Recovery – Communications	1/2282
Local Recovery – Coordination Group	1/2283
Local Recovery – Other	1/2284

Evacuation Centres	1/2161
SoW Synergysoft – Emergency Management Files	
Bushfire Service	23/1
Emergency Services	51/1
Local Emergency Management Committee (LEMC)	51/2
Bushfire Brigades	24/1

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The quality of the information in this plan is directly attributed to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. The joint Local Emergency Management Committee would also like to acknowledge assistance from the following agencies whose input was critical to the joint Local Recovery Plan being developed. These include representatives from:

- Shire of Murray
- Shire of Waroona
- State Government Agencies
 - State Emergency Management Committee
 - Department Fire and Emergency Services
 - Department of Communities
 - Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
 - Western Australian Police
- Non-government Organisations
 - Red Cross
 - Volunteering WA

Consultation of other Local Recovery Plans from throughout Australia has assisted in ensuring that best-practice has been adopted;

- City of Armadale
- City of Mandurah
- Shire of Gnowangerup
- Shire of Serpentine Jarrahdale

Glossary of Terms

District – the district of the Joint. This is the local governments district not the emergency management district.

Local Government District –

- (a) has the meaning given to “district” by the *Local Government Act 1995*; and,
- (b) in relation to a local government, means the district established for the local government under the *Local Government Act 1995*.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Note: The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

Emergency Management – the management of the adverse effects of an emergency including:

- (a) Prevention - the mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
- (b) Preparedness - preparation for response to an emergency.
- (c) Response - the combating of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery; and
- (d) Recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.

Emergency Management Agency – a hazard management agency, a combat agency or a support organisation as prescribed under the provisions of the *Emergency Management Act 2005*.

Incident – an event, accidentally or deliberately caused, which requires a response from one or more of the statutory emergency response agencies.

Recovery – the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychological and economic wellbeing.

Hazard – means

- (a) a cyclone, earthquake, flood, storm, tsunami or other natural event.
- (b) a fire.
- (c) a road, rail or air crash.
- (d) a plague or an epidemic.
- (e) a *'terrorist act'* as defined under Section 100.1 of the Commonwealth *Criminal Code Act 1995*.
- (f) any other event, situation or condition that is capable of causing or resulting in:
 - (i) loss of life, prejudice to the safety, or harm to the health, of persons or animals; or,
 - (ii) destruction of, or damage to, property or any part of the environment, and is prescribed by the regulations.

Hazard Management Agency – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Controlling Agency – an agency nominated to control the response activities to a specified type of emergency.

Local Emergency Coordinator – a person who is appointed locally by the State Emergency Coordinator to a local government district. The Local Emergency Coordinator for a local government district has the following functions:

- (a) to provide advice and support to the Local Emergency Management Committee for the district in the development and maintenance of emergency management arrangements for the district,
- (b) to assist hazard management agencies in the provision of a coordinated response during an emergency in the district; and,
- (c) to carry out other emergency management activities in accordance with the directions of the State Emergency Coordinator.

Local Emergency Management Arrangements – as stipulated in Section 41(2) of the *Emergency Management Act 2005*, are to set out:

- (a) the local government’s policies for emergency management,
- (b) the roles and responsibilities of public authorities and other persons involved in emergency management in the local government district,
- (c) provisions about the coordination of emergency operations and activities relating to emergency management performed by the persons mentioned in paragraph (b),
- (d) a description of emergencies that are likely to occur in the local government district,
- (e) strategies and priorities for emergency management in the local government district,
- (f) other matters about emergency management in the local government district prescribed by the regulations; and,
- (g) other matters about emergency management in the local government district the local government considers appropriate (e.g. provision for support to, or from, other government districts).

Note: Any reference to the ‘*Local Emergency Management Arrangements*’ if any are inclusive of this Plan.

Plan – the Local Recovery Plan of the Shire of Murray which is a sub-plan of the Shire of Murray Local Emergency Management Arrangements.

Public Authority – means

- (a) an agency as defined in the *Public Sector Management Act 1994*,
- (b) a body, corporate or un-incorporate, that is established or continued for a public purpose by the State, regardless of the way it is established,
- (c) a local government or regional local government,
- (d) the Police Force of Western Australia,
- (e) a member or officer of a body referred to in paragraph (a), (b), (c) or (d); or,
- (f) a person or body prescribed (or of a class prescribed) by the regulations as a public authority for the purposes of this definition.

State Emergency Management Committee – the committee as established under Section 13 of the *Emergency Management Act 2005*.

State Emergency Management Plan – a plan prepared under Section 18 of the *Emergency Management Act 2005*.

State Emergency Management Policy – a policy prepared under Section 17 of the *Emergency Management Act 2005*.

Support Organisation – a public authority, or other person, prescribed by the Regulations to be a support organisation for the purposes of the *Emergency Management Act 2005* because of the agency's functions under any written law or specialised knowledge, expertise and resources, and is responsible for providing support functions prescribed by the Regulations in relation to that organisation.

Acronyms

The following acronyms are used throughout the Local Recovery Plan;

ABS	Australian Bureau of Statistics
CA	Controlling Agency
CBRN	Chemical, Biological, Radiological and Nuclear
CEO	Chief Executive Officer
CP	Communication Plan
DEMC	District Emergency Management Committee - South Metropolitan
DFES	Department of Fire and Emergency Services
DC	Department of Communities
DoH	Department of Health
DPIRD	Department of Primary Industries and Regional Development
EEP	Emergency Evacuation Plan
EMA	Emergency Management Australia
EM Act	<i>Emergency Management Act 2005</i>
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
ISG	Incident Support Group
IMT	Incident Management Team
JOINT	Shire of Murray and Shire of Waroona
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority

LGWLO	Local Government Welfare Liaison Officer
LRC	Local Recovery Coordinator
LRCG	Local Recovery Coordination Group
LRP	Local Recovery Plan
LRRM	Local Recovery Resource Manual
MARSAR	Marine Search and Rescue
MRWA	Main Roads WA
NBN	National Broadband Network
NPW	Nuclear Powered Warship
OASG	Operations Area Support Group
OIC	Officer in Charge
PIRG	Public Information Reference Group
PTA	Public Transport Authority
PWS	Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
SES	State Emergency Service
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SEMP	State Emergency Management Policies
SEWP	State Emergency Welfare Plan
SHP	State Hazard Plans
SSP	State Support Plans
SITREPS	Situation Reports
SoM	Shire of Murray
SoW	Shire of Waroona
SPRED	Space Re-Entry Debris

USAR	Urban Search and Rescue
VBFB	Volunteer Bush Fire Brigade
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
WESTPLAN	Western Australian Emergency Management Plan

Part 1 - Introduction

Purpose

The purpose of the joint Local Recovery Plan and the Local Recovery Resource Manual is to:

- a) describe the arrangements for effectively managing recovery at a local level, including accountability and responsibility; and,
- b) address and support the restoration of emotional, social, economic and physical wellbeing of the community, the reconstruction of infrastructure and the provision of support services following an emergency.

It is recognised that where a community experiences a significant emergency there is a need to supplement the personal, family and community structures which have been disrupted.

Objectives

The objectives of the joint Local Recovery Plan and the Local Recovery Resource Manual is to:

- a) assist recovery at a personal, community, economic and environmental level,
- b) ensure that recovery activities are community-led,
- c) ensure that available government and non-government support to affected communities is targeted,
- d) assist communities to rebuild in a way that enhances social, economic and environmental values where possible,
- e) improve resilience of the relevant communities,
- f) ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes,
- g) describe the roles, responsibilities, available resources and procedures for the management of recovery from emergencies for the SoM and SoW,
- h) establish a basis for the coordination of recovery activities at the local level,
- i) promote effective liaison between all HMA's, emergency services and supporting agencies, which may become involved in recovery management,
- j) ensure a coordinated approach to public education in relation to emergencies within the SoM and SoW; and,
- k) ensure the LRP is kept up-to-date.

Scope

The scope of this recovery plan is limited to the boundaries of the Shire of Murray and the boundaries of the Shire of Waroona, and forms a part of the joint Local Emergency Management Arrangements.

It details the local recovery arrangements for the community to deal with emergencies should they arise.

Shire of Murray

The Shire of Murray consists of the following localities;

Banksiadale	Barragup	Birchmont	Blythewood
Coolup	Dwellingup	Etmilyn	Fairbridge
Furnissdale	Holyoake	Inglehope	Keralup(part)
Keysbrook (part)	Marrinup	Meelon	Myara
Nambeelup	Nirimba	North Dandalup	North Yunderup
Oakley	Pinjarra	Point Grey	Ravenswood
Solus	South Yunderup	Stake Hill	Teesdale
West Coolup	West Pinjarra	Whittaker	

Shire of Waroona

The Shire of Waroona consists of the following localities;

Hamel	Lake Clifton	Nanga Brook	Preston Beach
Wagerup	Waroona		

Recovery Principles

This LRP is based on the [National Principles for Disaster Recovery](#) and are outlined in **Appendix 1** of this document:

- Understanding the CONTEXT
- Recognising the COMPLEXITY
- Use COMMUNITY-LED approaches
- COORDINATE all approaches
- COMMUNICATE effectively
- Recognise and build CAPACITY

Recovery Values

The SoM and the SoW will always apply sound disaster recovery values to all recovery activities by:

1. Always considering consequences of actions ensuring NO HARM to disaster affected communities with the capacity of the Shires;
2. Always providing LEADERSHIP for our communities;
3. Recognising our key role is to foster COLLABORATION between partner agencies, the communities and the Councils;
4. EMPOWERING individuals and groups to effectively carry out recovery activities;
5. Avoiding DUPLICATION of services and programs within the communities;
6. ACTING as quickly as possible, however planning for the LONG TERM in consideration of Value 1;
7. Considering that TRANSITION to normal services will be part of the Long-Term Recovery Strategy; and,
8. CAPTURING lessons learnt to build knowledge, capacity and resilience.

Part 2 – Related Documents and Arrangements

Agreements, Understandings or Commitments

The following agreements (Memorandums of Understanding) have been made between the SoM & SoW, other local governments, organisations and/or industries in relation to the provision of additional resources in emergency management.

Agreement Parties		Agreement Title	Location
SoM	DFES	Provision of ESL Funded Bulk Water Tanker	SoM Administration Centre (D18/49330)
SoM/SoW	CoM, CoR, SoM, SoW and SoSJ	Emergency Management Memorandum of Understanding (MOU)	SoM Administration Centre (D21/42505)
SoM	DFES	Provision of a Community Emergency Services Manager	SoM Administration Centre (D22/10757)
SoM/SoW	Shire of Waroona	Provision of Contract Ranger and Administration Services	SoM Administration Centre (1/2079)
SoM/SoW	Shire of Waroona	Information Technology Service Agreement	SoM Administration Centre (LD 1006)
SoM/SoW	Shire of Waroona	Environmental Health Service Agreement	SoM Administration Centre (LD 1071)

The MOU between the City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and the Shire of Serpentine Jarrahdale is to undertake the provision of mutual aid between the local



governments named, for cooperation during an incident and recovery which affects one or more of the partnering local governments. The MOU is available at **LEMA Part 12 Appendix 10**.

Part 3 - Resources and Facilities

Available Resources

The resources available and contact details for recovery have been identified and are included in **Parts 9, 10 and 11** of the **LEMA**.

Local Recovery Centre

The following table identifies suitable Local Recovery Coordination Centre's in the local government areas:

Centre Name	Address	Contact
SoM Administration Precinct	1915 Pinjarra Road, Pinjarra	(08) 9531 7777
Murray Aquatic and Leisure Centre	16 Camp Road, Pinjarra	(08) 9531 2000
SoW Administration Precinct	52 Hesse Street, Waroona	(08) 9733 7800
Waroona Recreation and Aquatic Centre	88 Hill Street, Waroona	(08) 9733 2389

One Stop Shop

Depending on the extent of incident, a one stop shop may need to be established for the public to receive assistance from relevant agencies.

With consultation with DC, suitable evacuation centre facilities have been identified within SoM and SoW. A full list of Centres is available in the **LEMA Part 11 Appendix 3.6** and in the **Local Emergency Welfare Plan (DC) Part 12 Appendix 9** in the **LEMA**.

Where facilities are able to accommodate, the evacuation centres will transition into the designated one stop shop but where this option is not considered suitable, other facilities could include (but are not limited to):

- Shire of Murray Administration Building and/or Shire of Waroona Administration Centre
- Murray Aquatic and Leisure Centre and/or Waroona Recreation and Aquatic Centre
- Murray Library and/or Waroona Library

The one stop shop is to be located as close as possible to the affected community area and consultation with DC and other relevant stakeholders may be required to determine the most suitable site.

Financial Arrangements

The primary responsibility for safeguarding and restoring public and private assets affected by an emergency rests with the owner. However, government recognises that communities and individuals do not always have the resources to provide for their own recovery and financial assistance is available in some circumstances.

It is important to note that such assistance is not provided as an alternative to commercial insurance or other mitigation strategies, and generally it remains the owner's responsibility to safeguard assets. For instance, in a bush fire, insurable assets including houses, vehicles and fencing will generally not be considered as eligible losses when considering the provision of financial assistance.

Insurance of Assets

The Shires of Murray & Waroona have arrangements in place to insure their assets. Details of these arrangements are available in the joint Local Recovery Plan Financial Management Sub Plan as identified in **LRRM Appendix 8**.

Internal Funding

The following arrangements have been made to ensure the Shires of Murray & Waroona are financially prepared to undertake and fund recovery activities, if necessary:

Shire of Murray and Shire of Waroona

The use of expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the respective Council, or by the respective Shire President in an emergency. If authorised by the Shire President the expenditure will need to be reported at the next Ordinary Council Meeting. [s.6.8(1)(b) or (c) *Local Government Act 1995*].

The ability to borrow funds, subject to one (1) month's local public notice being given of the proposal and exercising of the power to borrow by an absolute majority decision at the Ordinary Council Meeting. [s.6.20(2) *Local Government Act 1995*].

The use of any cash reserve established for another purpose, subject to one (1) month's local public notice being given of the proposed change of purpose or proposed use. [s.6.11(2) *Local Government Act 1995*].

Please Note: Regulation 18(a) of the *Local Government (Financial Management) Regulations 1996* provides an exemption from giving local public notice of a proposed change of use of money in a reserve account where the Shire President has authorised expenditure in an emergency or where the total amount to be so used does not exceed \$5000.00 in a financial year. This would still require a formal decision of the Council before money can be accessed.

Financial Records – Cost Codes

To ensure accurate records of costs associated with an emergency, the Shires of Murray & Waroona have specific cost codes to which all costs associated with the recovery process will be allocated to as identified in Table A (SoM) and Table B (SoW).

Table A – Disaster Recovery and Response Framework and Cost Centres – Shire of Murray		Job Number	Task Number
Counter Disaster Operations			
	Communications, Public Health and Safety Warnings	DI0001	9001
	Local Disaster Coordination Centre	DI0001	9002
	Call Centre Operations	DI0001	9003
	Evacuation Centre	DI0001	9004
Emergent Works (Initial Response)			
	Roads	DI0001	9101
	Stormwater Drainage	DI0001	9102
	Waste Facilities	DI0001	9103
	Plant and Equipment	DI0001	9104
	Shire Buildings and Structures	DI0001	9105
	Parks and Public Open Space	DI0001	9106
Post Disaster			
	Clean Up	DI0001	9201
	Public Assets – Immediate Post Disaster Repairs	DI0001	9202

Table B – Disaster Recovery and Response Framework and Cost Centres – Shire of Waroona		Job Number	Task Number
Counter Disaster Operations			
	Communications, Public Health and Safety Warnings	EM05	N/A
	Local Disaster Coordination Centre	EM05	N/A
	Call Centre Operations	EM05	N/A
	Evacuation Centre	EM05	N/A

Emergent Works (Initial Response)			
	Roads	EM05	N/A
	Stormwater Drainage	EM05	N/A
	Waste Facilities	EM05	N/A
	Plant and Equipment	EM05	N/A
	Shire Buildings and Structures	EM05	N/A
	Parks and Public Open Space	EM05	N/A
Post Disaster			
	Clean Up	EM05	N/A
	Public Assets – Immediate Post Disaster Repairs	EM05	N/A

External Funding

The [State EM Policy 6 - "Recovery"](#) and [State EM Plan 6.10 - "Financial Assistance"](#) outlines the States recovery funding arrangements. Relief programs include:

- Disaster Recovery Funding Arrangements Western Australia (DRFAWA),
- Services Australia (Centrelink); and,
- Public Appeals - Lord Mayor's Distress Relief Fund (LMDRF).

Further information on these relief arrangements can be found in [State EM Plan 6.10 - "Financial Assistance"](#).

(a) Disaster Recovery Funding Arrangements Western Australia (DRFAWA)

The WA State Government provides relief measures to assist communities recover from an **eligible** natural disaster event. DFES is the State Administrator of DRFAWA. Further details are available in [State EM Recovery Procedure 5.2](#) and the [DFES website](#).

- **Eligible Natural Event**

Eligible natural events include bushfire, cyclone, earthquake, flood, landslide, meteorite strike, storm, storm surge, tornado or tsunami.

DFES will activate DRFAWA if the following criteria is met:

- Eligible emergency event is one of the ten (10) above mentioned events;
- A coordinated, multi-agency response is required; and,
- The anticipated cost of eligible measures is estimated to exceed \$240,000.

- **Assistance Measures**

Assistance measures are intended to be carried out to alleviate damage or distress caused through an eligible disaster event. The main categories, as per [DFES](#) are:

- Category A – Emergency Assistance for individuals;
- Category B – Emergency Assistance for the repair of essential public assets and to support primary producers and small businesses recover from a disaster event;
- Category C – A community recovery package that is intended to support a holistic approach to the recovery of regions, communities or sectors severely affected by an eligible disaster; and,
- Category D – Covers exceptional circumstances, in the opinion of the Commonwealth, to alleviate distress or damage.

- ❖ **Assistance for Individuals and Families**

The assistance provided to individuals and families under DRFAWA is managed by the Department of Communities and local governments.

The assistance may be for one or more of the following:

- Emergency food, clothing or temporary accommodation;
- Repair or replacement of essential items of furniture and personal effects;
- Essential repairs to housing, including temporary repairs and repairs necessary to restore housing to a habitable condition;
- Personal and financial counseling aimed at alleviating personal hardship and distress arising as a direct result of a natural disaster;
- Removal of debris from residential properties to make them safe and habitable; and,
- Demolition or rebuilding to restore housing to a habitable condition.

For full details refer to the [DFES website](#).

- ❖ **Assistance for Primary Producers**

The assistance provided to primary producers under DRFAWA is managed by the Department of Primary Industries and Regional Development (DPIRD).

The assistance may be for one or more of the following, subject to eligibility criteria:

- Interest rate subsidy (new loans)
- Freight subsidy (reimbursement)

- Fencing subsidy
- Professional advice grant (reimbursement of fees)

For full details and application forms refer to the [DFES website](#) and [DPIRD website](#)

❖ **Assistance for Small Business**

The assistance provided to primary producers under DRFAWA is managed by the Department of Fire and Emergency Services (DFES).

The assistance may be for the following, subject to eligibility criteria:

- Interest rate subsidy

For full details and application forms refer to the [DFES website](#)

❖ **Assistance to Local Government**

Category A – Assistance is available to assist Local Governments with the removal of debris from residential properties to make them safe and habitable

Category B – Assistance is available for local governments for:

- Emergency works for essential public assets within three (3) months from when the asset becomes accessible
- Immediate reconstruction works for essential public assets within three (3) from when the asset becomes accessible
- Reconstruction of essential assets
- Counter disaster operations carried out to protect communities and ensure public health and safety.

For full details and application information refer to the [DFES website](#)

(b) Services Australia - Centrelink

Centrelink will ensure that payments to its existing clients in the area affected by the emergency are not disrupted and may provide financial assistance to any person whose livelihood has been affected by the emergency. Centrelink coordinates the Australian Government Disaster Recovery Payment.

(c) Public Appeals – Lord Mayor’s Distress Relief Fund (LMDRF)

All cash donations resulting from public appeals should be directed to the LMDRF, as detailed in [State EM Recovery Procedure 1 - "Management of Public Fundraising and Donations"](#). Calls for public donations to assist with any emergency should be initiated by the Board of the LMDRF. Such calls may be either on the initiative of the Board itself or by the Board in consultation with any

Government or statutory body. The commencement of an appeal fund does not override the statutory obligations, on the part of various government agencies, to provide welfare, relief and reconstruction assistance to those affected by emergencies.

Further information in regards to the LMDRF can be found on the following link:
<http://www.appealswa.org.au>

Managing Donated Goods, Services and Spontaneous Volunteers

Where possible, donations of goods should be **discouraged** as they are difficult to manage. Donations of cash provide the opportunity to utilise local services which in turn assists with the recovery of local business.

Spontaneous donation of goods and services should be coordinated and managed through the LRCG and whilst the LRCG may assist with the facilitation of this process they will not endorse any service providers or be accountable for the quality of assistance provided.

Coordination and management of spontaneous volunteers should also be through the LRCG. The following forms are available in the Local Recovery Resource Manual to assist with the management of all volunteers, including spontaneous volunteers:

- **LRRM Appendix 24 – Volunteer Information Form**
- **LRRM Appendix 25 – Volunteer Log Form**
- **LRRM Appendix 26 – Volunteer Attendance Roster**
- **LRRM Appendix 27 – Volunteer Task Allocation Form**

Further assistance may be sought from Volunteering WA with details contained in their fact sheet [Volunteers during disaster and emergency events](#).

Where donations of goods have been arranged by non-government organisations, the distribution of the donated goods shall be undertaken by the organisations concerned.

Employees

Depending on the extend of the emergency, additional employees may be required to meet the demands of the recovery operations as well as the need to continue regular business processes. The additional employees may be required to ensure that the Shire of Murray and/or Shire of Waroona continue to fulfil their obligations to the community.

The number of employees required should be determined as soon as possible to ensure adequate resources are available. The extent of recovery operations should not be underestimated as recovery can be a complex and lengthy process. Depending on the nature of the event, some services may be required for months or even years.

An Emergency Management Memorandum of Understanding (**LEMA Appendix 10**) has been signed between the City of Mandurah, City of Rockingham, SoM, SoW and Shire of Serpentine Jarrahdale which outlines sharing of resources, including human resources, during emergencies and during post-incident recovery which affects one or more of the partnering local governments.

Employee Management

When managing employees during an emergency event, Managers need to be aware of the impact of stress, fatigue and pressure on personnel. As the majority of Shire of Murray and Waroona employees live and work in the same community, Managers should also be aware that some employees may have been personally impacted by the emergency event. In an effort to adequately manage personnel resources, Managers are required to complete Recovery Attendance Roster forms and Recovery Attendance Form (Timesheet) found at **LRRM Appendices 9 and 10**.

Shire of Murray and Shire of Waroona employees also that access to an Employee Assistance Program (EAP).

Internal Communication

During an emergency event, it is important that employees are supported by being provided information regarding all ongoing activities, needs, challenges and actions being undertaken. This is particularly important for those staff dealing with the affected community face-to-face, those involved in customer service and those employees on the ground. For full details on internal communication processes please refer to the Communication Plan which is part of the LEMA suite of documents.

Part 4 - Roles and Responsibilities

Organisational Responsibilities

Local Government - Shire of Murray and Shire of Waroona

The role of the Shires of Murray & Waroona is to –

- manage recovery following an emergency affecting the community in its district [s.36(b) EM Act],
- ensure that an LRP for its district is prepared, maintained and tested [s.41(4) EM Act],
- identify and appoint LRC(s) [s.41(4) EM Act],
- determine the establishment of a LRCG when appropriate and establish the groups roles and responsibilities in-line the SEMC Local Recovery Guidelines,
- coordinate local-level recovery activities via the LRC in conjunction with the LRCG and in accordance with plans, strategies and policies that it determines; and,
- consider the potential membership of a LRCG prior to emergencies occurring.

Local Recovery Coordinator

The Local Recovery Coordinator is responsible for the development and implementation of recovery arrangements for the local government, in conjunction with the [Local Recovery Coordination Group](#) (LRCG).

Local Recovery Coordinator Appointment

Shire of Murray

The Chief Executive Officer on behalf of the Shire of Murray has delegated authority (OCM16/203 – 8 September 2016) to appoint a Local Recovery Coordinator for the Shire of Murray and a Deputy Local Recovery Coordinator.

The following Officers are appointed;

- 1st Director Place, Community and Economic Development; and,
- 2nd Director Infrastructure Services.

Shire of Waroona

The Chief Executive Officer on behalf of the Shire of Waroona appoints a Local Recovery Coordinator and a Deputy Local Recovery Coordinator.

The following Officers are appointed;

- 1st Director Corporate and Community Services; and,
- 2nd Director Infrastructure and Development Services.

Refer to **LEMA Part 7.3 – HMA Contacts List** for contact details of the LRC and Deputy LRC.

Local Recovery Coordinator Functions

Pre-Event

- Prepare, maintain and test the [Local Recovery Plan](#) in conjunction with the local government for endorsement by the Council of the local government;
- Ensure community engagement in recovery arrangements and increase community involvement in recovery preparedness, awareness and resilience;
- Identify vulnerable people within the community such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people;
- Consider potential membership of the LRCG prior to an event occurring;

During Event

- Consult with the Controlling Agency regarding attending appropriate response meetings such as: Incident Management Team, Incident Support Group and Operational Area Support Group meetings;
- Consider membership of the LRCG, during an emergency, that is event specific, based on the four recovery environments: social, built, economic and natural, or as required;
- Ensure the Controlling Agency with responsibility for the response to an emergency, starts recovery activities during that emergency;
- Consult with the Controlling Agency on completing the [Impact Statement](#) prior to transfer of responsibility for recovery to the affected local government(s);

Post-Event

- Provide advice to the Shire President and Chief Executive Officer (CEO) on the need to convene the LRCG and provide advice to the LRCG, if established;
- Ensure the local government provides LRCG with Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping;
- Determine the required resources for effective recovery in consultation with the LRCG;
- Coordinate local level recovery activities for the event, according to the plans, strategies and policies determined by the LRCG;
- Monitor the progress of recovery and provide periodic reports to the LRCG and State Recovery Coordination Group, if established;

- Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally;
- Arrange for the conduct of an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended;
- Arrange an evaluation of the effectiveness of recovery activities, within 12 months of the emergency, to ensure lessons are captured and available for future managers; and
- Provide recovery evaluations to the State Recovery Coordinator and the State Emergency Management Committee (SEMC).

For further information refer to the [SEMC Local Recovery Coordinator Aide Memoire](#) which also includes the LRC Action Checklist (refer **Appendix 2** of this document).

Local Recovery Coordination Group

The LRCG role is to coordinate and support local management of the recovery processes by assessing the consequences of the event and coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments within the communities during an emergency event.

The LRCG may be activated depending on the severity of the particular event or local circumstances. The LRCG may be convened by the CEO and/or the LRC.

A LRCG comprises of:

- The LRC;
- Key local government staff and elected members as outlined in this Part;
- Controlling Agency;
- District Emergency Management Advisor;
- Community representatives; and,
- Local representatives of participating agencies (government, non-government and private sector) who have the ability to provide specific services and support including, but not limited to the following -

WA Police	Department of Communities	Water Corporation	Western Power / Horizon Power
Alinta Gas	Telstra	Main Roads WA	Department of Health
Department of Education	St Johns Ambulance	Department of Environmental Regulation	Department of Primary Industries

			and Regional Development
Department of Biosecurity, Conservation and Attractions	Department of Fire and Emergency Services	Lord Mayor's Distress Relief Fund	
Other agencies, stakeholders or community participation as identified by the LRC.			

Participation at the LRCG by other agencies or departments may escalate and deescalate depending on the severity and/or impact of the emergency event and the LRC is to determine any additional representation that may be required.

The Chairperson of the LRCG is the Shire President of the relevant Shire and the proxy is to be the nominated Councillor representative. Contact details are found in **Part 9 Appendix 1 – Emergency Contact Details – Appendix 1.6** of the LEMA.

Support Services to the LRCG

The following agencies and organisations may provide support and advice to the LRCG on a range of topics such as the: [Impact Statement](#), State Recovery Cadre, [Disaster Recovery Funding Arrangements Western Australia](#), environmental protection, clean up and waste management, Public Donations criteria for financial assistance etc.

- State Recovery (DFES);
- Department of Water and Environmental Regulation; and
- [Lord Mayor's Distress Relief Fund](#) (City of Perth).

Local Recovery Coordination Group Functions

- Assess the [Impact Statement](#) for recovery requirements based on the social, built, economic and natural wellbeing of the community with assistance of the Controlling Agency where appropriate;
- Monitor known or emerging impacts using existing incident reports e.g. [Impact Statement](#), Incident Support Group/Operational Area Support Group/Rapid damage assessment reports, HAZMAT reports, etc;
- Report on likely costs and impacts of recovery activities and establish a system for recording all recovery expenditure;
- Confirm whether the event has been declared an eligible natural disaster under the [Disaster Recovery Funding Arrangements Western Australia](#) (DRFAWA) and, if so, what assistance measures are available;
- Understand the State and Commonwealth relief programs such as, DRFAWA, Centrelink and the [Lord Mayor's Distress Relief Fund](#) if activated;
- Establish subcommittees that consider the four recovery environments: Social, Built, Economic and Natural, or as required;
- Prepare a Communication Plan, where appropriate;
- Depending on the extent of damage, develop an event specific [Operational Recovery Plan](#) which allows full community participation and access, as well as:
 - taking account of the local government's long-term planning and goals; and,
 - assessing which recovery functions are still required, timeframes and responsibilities for completing them. A template is available for use at **Appendix 5** of this document.
- Consider the needs of youth, the aged, people with disabilities, Aboriginal people, isolated groups or individuals and culturally and linguistically diverse people;
- Oversee projects that support the social, built, economic and natural environments of recovery to ensure that they are community-led and targeted;
- Provide advice to the State and local government to ensure that recovery programs and services meet the needs of the community;
- Negotiate most effective use of State and Commonwealth agencies' resources;

- Monitor the progress of recovery and request periodic reports from recovery agencies;
- Provide recovery public information, information exchange and resource acquisition;
- Coordinate offers of assistance, including volunteers, services and donated money;
- Coordinate a multi-agency approach to community recovery by providing a central point of communication and coordination for recovery services and projects;
- Make appropriate recommendations, based on lessons learnt, to the Local Emergency Management Committee to improve the community's recovery preparedness; and,
- Ensure the local government's existing LRP is reviewed and amended after an event in which the plan was implemented.

For further information refer to the [SEMC Local Recovery Coordination Group Aide Memoire](#) which also includes the LRCG Action Checklist (refer **Appendix 3** of this document).

Local Recovery Coordination Group Community Involvement

Members of the community may be appointed by the LRC to participate in the LRCG as needs arise to obtain local knowledge, information and to provide support as required.

Local Recovery Coordination Group Sub-Committees Formation

The LRC may, depending on the scale and complexity of an emergency event form additional sub-committees to assist the LRCG during the recovery process. Sub-committees may be formed in-line with following themes or as otherwise determined at the discretion and direction of the LRC.

- Community (Social) Sub-committee,
- Environment (Natural) Sub-committee,
- Finance (Economic) Sub-committee,
- Infrastructure (Built) Sub-committee; and,
- Communications Sub-committee.

Local Recovery Coordination Group Sub-Committees Functions

Community (Social) Sub-committee

The Community Sub-committee is established to –

- strengthen community well-being post the emergent event,
- identify specific needs of the impacted community in relation to community wellbeing,
- assess and recommend priority areas, projects, and events to assist with the recovery process in the immediate and short-term regarding the restoration and strengthening of community wellbeing,

- assess and recommend medium and long term priority areas to the local government for consideration to assist in the restoration and strengthening of community wellbeing; and,
- identify matters for broader dissemination to ensure the affected community is informed and involved in the recovery processes so actions and programs match identified needs.

The proposed membership for the Community (Social) Sub-committee membership is stated below, but not limited to:

Shire of Murray

Community (Social) Sub-committee Membership	
Councillor, Shire of Murray (Chairperson)	Department of Communities
Manager Community and Library Services	Red Cross – Out Reach Program
Executive Assistant to Director Place and Community Development	Salvation Army
Manager Communications and Marketing	Lions Group
Vulnerable Community Groups / Community representation	Rotary Club
WA Police	Aboriginal Elder
Department of Education	Progress Associations

Shire of Waroona

Community (Social) Sub-committee Membership	
Councillor, Shire of Waroona (Chairperson)	Department of Communities
Coordinator Community Development	Red Cross – Out Reach Program
Community Development Assistant	Salvation Army
Community Development Officer	Lions Group
Vulnerable Community Groups	Rotary Club
WA Police	Aboriginal Elder
Department of Education	Progress Associations

Environment (Natural) Subcommittee

The Environment Subcommittee is established to –

- assist in the restoration of the natural environment post the emergency event,
- facilitate understanding of the needs of the impacted community in relation to environmental

restoration,

- recommend priority areas, projects and community education to assist with the recovery process in the immediate and short-term regarding the restoration of the environment including weed management and impacts on wildlife; and,
- recommend medium and long-term priority areas to the local government for consideration to assist in the restoration of the natural environment in the medium to long term.

The proposed membership for the Environment (Natural) Subcommittee Membership is stated below but not limited to:

Shire of Murray

Shire of Murray Environment (Natural) Subcommittee Membership	
Councillor, Shire of Murray (Chairperson)	Department of Health
Manager Environmental Health	Peel Harvey Catchment Council Inc
Coordinator Environment Services	Department of Water and Environment Regulation
Asbestos Removal	Peel Chamber of Commerce & Industry Inc.
Alcoa	Community Representative

Shire of Waroona

Shire of Waroona Environment (Natural) Subcommittee Membership	
Councillor, Shire of Waroona (Chairperson)	Department of Health
Director Infrastructure and Development Services	Peel Harvey Catchment Council Inc
Senior Planner	Department of Water and Environment Regulation
Asbestos Removal	Peel Chamber of Commerce & Industry Inc.
Alcoa	

Finance (Economic) Subcommittee

The Finance Subcommittee is established to –

- support the Director Corporate Services,
- prepare recommendations for the LRCG to consider on the orderly and equitable disbursement of donations and offers of assistance to individuals having suffered personal loss and hardship as a result of the emergency event from the Lord Mayor’s Distress Relief Fund (LMDRF),

- facilitate the disbursement of financial donations from the corporate sector to affected individuals, where practical,
- develop eligibility criteria and procedures for consideration by the LRCG by which payments from the LMDRF will be made to affected individuals, which:
 - ensures the principles of equity, fairness, simplicity and transparency apply,
 - ensures the procedures developed are straightforward and not onerous to individuals seeking assistance,
 - recognises the extent of loss suffered by individuals,
 - complements other forms of relief and assistance provided by government and the private sector,
 - recognises immediate, short, medium and longer term needs of affected individuals; and,
 - ensures the privacy of individuals is protected at all times.

The proposed membership for the Finance (Economic) Subcommittee membership is stated below, but not limited to:

Shire of Murray

Shire of Murray Finance (Economic) Subcommittee Membership	
Councillor, Shire of Murray (Chairperson)	Manager Integrated Planning, / Senior Corporate Support Officer
Director Corporate Services	Manager Place and Economic Development
Finance Coordinator	GIVIT
Manager Governance	LMDRF

Shire of Waroona

Shire of Waroona Finance (Economic) Subcommittee Membership	
Chief Executive Officer (Chairperson)	Finance Officer
Director Corporate and Community Services	Councillor
Senior Finance Officer	GIVIT
	LMDRF

Infrastructure (Built) Subcommittee

The Infrastructure Subcommittee is established to –

- assess requirements for the restoration of services and facilities in conjunction with the responsible agencies where appropriate,

- assist in the coordination of the restoration of infrastructure assets and essential services damaged or destroyed during the emergency; and,
- recommend priority infrastructure projects to assist with the recovery process in the immediate and short, medium and long term.

The proposed membership for the Infrastructure (Built) Subcommittee Membership is stated below, but not limited to:

Shire of Murray

Shire of Murray Infrastructure (Built) Subcommittee Membership	
Councillor, Shire of Murray (Chairperson)	Manager Building Services
Director Infrastructure Services	Manager Information Services
Manager Engineering	Demolition and Clean Up Representative
Manager Operations	Department of Environment Regulation

Shire of Waroona

Shire of Waroona Infrastructure (Built) Subcommittee Membership	
Chief Executive Officer (Chairperson)	Councillor
Director Infrastructure and Development Services	Manager Works
Building Maintenance Officer	Demolition and Clean Up Representative
Senior Infrastructure and Development Services Officer	Department of Environment Regulation

Communications Subcommittee

The Communications Subcommittee is established to –

- effectively manage communication during and after an emergency,
- assist the LRC, CEO and Shire President with providing public information,
- identify relevant stakeholders (internal and external),
- determine appropriate level of engagement,
- establish a communication plan,
- organise community meetings and events.

The proposed membership for the Communications Subcommittee Membership is stated below, but not limited to:

Shire of Murray

Shire of Murray Communications Subcommittee Membership

Shire President, Shire of Murray (Chairperson)	Customer Service Coordinator
Manager Communications and Marketing	Executive Assistant to Director Place and Community Development, Shire of Murray
Director Place, Community and Economic Development	Manager Information Services
Communications and Marketing Officer	Chief Executive Officer, Shire of Murray

Shire of Waroona

Shire of Waroona Communications Subcommittee Membership

Chief Executive Officer (Chairperson)	Customer Service Officer
Executive Assistant to the CEO	Chief Executive Officer
Manager Place and Community Development	Councillor
Corporate Compliance Officer	

Local Government Roles and Responsibilities

Chief Executive Officers

The role of the Chief Executive Officer is to –

- attend LRCG meetings,
- determine representation on the LRCG and identify and appoint a LRC and their deputy,
- implement processes for identified delegates of the LRCG, as detailed in clause 4.8 to cover representatives absences from time to time,
- subject to an emergency event and if required, convene the operation of the LRGC,
- ensure the joint LEMA is in place and is reviewed periodically,
- ensure sufficient funding is allocated and available in the SoM and SoW budgets to support local recovery activities, subject to Council's determination,
- provide advice and updates to the Shire Presidents and elected members on the activities of the LRCG, if and when convened,
- facilitate the acquisition and appropriate application of the internal resources necessary to ensure effective local recovery activities,
- facilitate the support of Councils to make timely determinations on activities to aid recovery activities,
- participate in ISG and OASG meetings, as required; and,
- liaise with the media and provide timely, accurate and effective information on local recovery activities.

Shire Presidents

The role of the Shire Presidents is to –

- attend and chair LRCG meetings, as required,
- attend and chair LRCG sub-committees, as required,
- liaise with the media and provide timely, accurate and effective information on local recovery activities, as required; and,
- provide advice and updates to the CEOs, elected members and the community on the activities of the LRCG, if and when convened.

Shire Councillors

The role of the nominated Shire Councillors is to –

- attend LRCG meetings, if and as required,
- attend and chair LRCG sub-committees, if and as required; and,
- provide advice and updates to the community on the activities of the LRCG, if and when convened.

Shire of Murray

Director Corporate Services

The role of the Director Corporate Services is to –

- attend LRCG meetings, as required,
- record direct expenditure on recovery activities,
- record employee hours directly related to recovery activities,
- ensure community assets are adequately insured,
- manage the identified cash reserve for recovery, where it is considered appropriate by the CEO for the level of risk,
- provide feedback to the LRCG of financial matters relating to recovery,
- facilitate the effective operation of the **Finance Subcommittee**, if established,
- undertake the activities of the Finance Subcommittee, if a committee not established,
- understand the use of s.6.8(1)(b) or (c) of the *Local Government Act 1995* ('the Act'). (Under this section expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the president in an emergency and then reported to the next ordinary meeting of the Council),
- understand the use of s.6.11(2) of the Act to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. The *Local Government (Financial Management) Regulations 1996* – Reg 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the president has authorised expenditure in an emergency. (This would still require a formal decision of the Council before money can be accessed),
- understand the use of s.6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council/s,
- ensure an understanding of the types of assistance that may be available under the DRFAWA, and what may be required of local government in order to gain access to this potential assistance; and,

- understand the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFAWA, or Main Roads WA.

Manager Environmental Health

The role of the Manager of Environmental Health is to –

- attend LRCG meetings, as required,
- provide assistance to the LRCG on community health related matters to assist and aid recovery, including but not limited to:
 - identifying community health issues/concerns post emergency event by onsite visits and inspections, where necessary; and,
 - facilitating timely and effective internal processes to resolve identified health issues to support recovery.
- implement modified practices to expedite recovery activities (health approvals, licenses, permits or other approvals, etc.), at the direction of the SoM CEO,
- liaise with the DoH to support effective recovery; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Manager Building Services

The role of the Manager Building Services is to –

- attend LRCG meetings, as required,
- coordinate the inspection and assessment of local government infrastructure within the defined emergency event area and provide advice to the LRCG,
- prepare cost estimates for the reinstatement of local government infrastructure damaged or destroyed in during an emergency and provide advice to the LRCG,
- ensure the operational readiness of the identified SoM emergency evacuation centres,
- ensure processes are in place to ensure employee access to the identified SoM emergency evacuation centres, inclusive of keys and security codes,
- implement modified practices to expedite recovery activities (building permits, demolition licenses, etc.), at the direction of the SoM CEO; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Director Infrastructure Services

The role of the Director Infrastructure Services is to –

- attend LRCG meetings, as required,

- coordinate the inspection and assessment of local government infrastructure within the defined emergency event area and provide advice to the LRCG,
- prepare cost estimates for the reinstatement of local government infrastructure damaged or destroyed in during an emergency and provide advice to the LRCG,
- facilitate the effective operation of the **Infrastructure Subcommittee**, if established,
- undertake the activities of the Infrastructure Subcommittee, if the committee not established; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Director Planning and Sustainability

The role of the Director Planning and Sustainability is to –

- attend LRCG meetings, as required,
- coordinate the inspection and assessment of land affected by the emergency event to determine natural environmental impacts and provide advice to the LRCG,
- prepare cost estimates and options and advice to the LRCG to remediate natural environmental impacts resulting from the emergency event,
- facilitate the effective operation of the **Environment Subcommittee**, if established,
- implement modified practices to expedite and support recovery activities (planning approvals, licenses, etc.), at the direction of the SoM CEO; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Manager Governance

The role of the Manager Governance is to –

- attend LRCG meetings, as required,
- facilitate the orderly conduct of LRCG meetings, if required in the absence of the LRCG Chairperson,
- provide effective support for local community recovery activities; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Coordinator Ranger and Emergency Management

The role of the Coordinator Ranger and Emergency Management is to –

- attend LRCG meetings, as required,
- ensure the joint LEMA is prepared, maintained and tested,

- include LRCG meeting minutes into the quarterly meeting agendas of the LEMC,
- ensure the TIMS contact list is maintained,
- activate the TIMS when required,
- participate at IMT meetings and provide feedback on active response activities to the LRCG,
- facilitate animal welfare support and provide feedback activities to the LRCG,
- support the LRC by attending ISG meetings and OASG meetings, when required and provide feedback to the LRCG; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Manager Information Services

The role of the Manager Information Services is to –

- attend LRCG meetings, as required,
- coordinate the inspection and assessment of local government infrastructure within the defined emergency event area and provide advice to the LRCG,
- prepare cost estimates for the reinstatement of local government infrastructure damaged or destroyed in during an emergency and provide advice to the LRCG,
- ensure internal communications are operational during emergency events to support the LRCG, including but not limited to:
 - telephone systems, including conference call devices,
 - fixed and wireless Internet accessibility,
 - projectors and other media display device accessibility; and,
 - external access is available to the Shire’s internet, intranet and internal systems.
- develop and deliver group training to the LRCG representatives to ensure familiarisation to the above communications tools.

Manager Community and Library Services

The role of the Manager Community and Library Services is to –

- attend LRCG meetings, as required,
- facilitate the effective operation of the **Community Subcommittee**, if established,
- undertake the activities of the Community Subcommittee, if the committee is not established; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Team Leader Customer Service (MALC) / Local Government Welfare Liaison Officer

The role of the Team Leader Customer Service (MALC) is to –

- attend LRCG meetings, as required,
- undertake the role of Local Government Welfare Liaison Officer, if an SoM emergency evacuation centre is established,
- oversee and assist external agencies use of a SoM emergency evacuation centre,
- program employee needs at a SoM emergency evacuation centre in conjunction with DC,
- report to the LRCG on the effectiveness and operational status of a SoM emergency evacuation centre, if established,
- facilitate the effective operation of the **Community Subcommittee**, if established,
- undertake the activities of the Community Subcommittee, if the committee is not established; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Manager Communications and Marketing

The role of the Manager Communications and Marketing is to –

- attend LRCG meetings, as required,
- prepare all media releases and public information concerning recovery from an emergency event, as directed by the LRC and arrange for dissemination, as approved by the SoM CEO, inclusive of social media and other accepted communications processes; and,
- coordinate / facilitate public meetings as required.

Executive Assistant to Director Place and Community Development

The role of the Executive Assistant is to –

- provide support to the LRCG,
- arrange meetings, as directed,
- prepare and circulate meeting agendas, minutes and action registers; and,
- undertake other duties, as directed.

Shire of Waroona

Director Corporate and Community Services

The role of the Director Corporate Services is to –

- attend LRCG meetings, as required,
- record direct expenditure on recovery activities,
- record employee hours directly related to recovery activities,
- ensure community assets are adequately insured,
- manage the identified cash reserve for recovery, where it is considered appropriate by the CEO for the level of risk,
- provide feedback to the LRCG of financial matters relating to recovery,
- facilitate the effective operation of the **Finance Subcommittee**, if established,
- undertake the activities of the Finance Subcommittee, if a committee not established,
- understand the use of s.6.8(1)(b) or (c) of the *Local Government Act 1995* ('the Act'). (Under this section expenditure not included in the annual budget can be authorised in advance by an absolute majority decision of the Council, or by the president in an emergency and then reported to the next ordinary meeting of the Council),
- understand the use of s.6.11(2) of the Act to utilise a cash reserve established for another purpose, subject to one month's local public notice being given of the use for another purpose. The *Local Government (Financial Management) Regulations 1996* – Reg 18(a) provides an exemption from giving local public notice to change the use of money in a reserve where the president has authorised expenditure in an emergency. (This would still require a formal decision of the Council before money can be accessed),
- understand the use of s.6.20(2) to borrow funds, subject to one month's local public notice of the proposal and exercising of the power to borrow by an absolute majority decision of the Council/s,
- ensure an understanding of the types of assistance that may be available under the DRFAWA, and what may be required of local government in order to gain access to this potential assistance; and,
- understand the need to manage cash flow requirements by making use of the option of submitting progressive claims for reimbursement from DRFAWA, or Main Roads WA.

Director Infrastructure and Development Services

The role of the Director Infrastructure and Development Services is to –

- attend LRCG meetings, as required,
- coordinate the inspection and assessment of local government infrastructure within the defined emergency event area and provide advice to the LRCG,
- prepare cost estimates for the reinstatement of local government infrastructure damaged or destroyed in during an emergency and provide advice to the LRCG,
- facilitate the effective operation of the **Infrastructure Subcommittee**, if established,

- undertake the activities of the Infrastructure Subcommittee, if the committee not established;
- coordinate the inspection and assessment of land affected by the emergency event to determine natural environmental impacts and provide advice to the LRCG,
- prepare cost estimates and options and advice to the LRCG to remediate natural environmental impacts resulting from the emergency event,
- facilitate the effective operation of the **Environment Subcommittee**, if established,
- implement modified practices to expedite and support recovery activities (planning approvals, licenses, etc.), at the direction of the SoW CEO; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Manager Information Services

The role of the Manager Information Services is to –

- attend LRCG meetings, as required,
- coordinate the inspection and assessment of local government infrastructure within the defined emergency event area and provide advice to the LRCG,
- prepare cost estimates for the reinstatement of local government infrastructure damaged or destroyed in during an emergency and provide advice to the LRCG,
- ensure internal communications are operational during emergency events to support the LRCG, including but not limited to:
 - telephone systems, including conference call devices,
 - fixed and wireless Internet accessibility,
 - projectors and other media display device accessibility; and,
 - external access is available to the Shire's internet, intranet and internal systems.
- develop and deliver group training to the LRCG representatives to ensure familiarisation to the above communications tools.

Coordinator Community Development

The role of the Manager Place and Community Development is to –

- attend LRCG meetings, as required,
- facilitate the effective operation of the **Community Subcommittee**, if established,
- undertake the activities of the Community Subcommittee, if the committee is not established; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Local Government Welfare Liaison Officer

The role of the Coordinator Community Development is to –

- attend LRCG meetings, as required,
- undertake the role of Local Government Welfare Liaison Officer, if an SoW emergency evacuation centre is established,
- oversee and assist external agencies use of a SoW emergency evacuation centre,
- program employee needs at a SoW emergency evacuation centre in conjunction with DoC,
- report to the LRCG on the effectiveness and operational status of a SoW emergency evacuation centre, if established,
- facilitate the effective operation of the **Community Subcommittee**, if established,
- undertake the activities of the Community Subcommittee, if the committee is not established; and,
- record employee hours and any direct expenditure dedicated to recovery activities

Coordinator Ranger and Emergency Management

The role of the Coordinator Ranger and Emergency Management is to –

- attend LRCG meetings, as required,
- ensure the joint LEMA is prepared, maintained and tested,
- include LRCG meeting minutes into the quarterly meeting agendas of the LEMC,
- ensure the TIMS contact list is maintained,
- activate the TIMS when required,
- participate at IMT meetings and provide feedback on active response activities to the LRCG,
- facilitate animal welfare support and provide feedback activities to the LRCG,
- support the LRC by attending ISG meetings and OASG meetings, when required and provide feedback to the LRCG; and,
- record employee hours and any direct expenditure dedicated to recovery activities.

Executive Assistant to the CEO (in a media capacity)

The role of the Executive Assistant to the CEO is to –

- attend LRCG meetings, as required,
- prepare all media releases and public information concerning recovery from an emergency event, as directed by the LRC and arrange for dissemination, as approved by the SoM CEO, inclusive of social media and other accepted communications processes; and,

- coordinate / facilitate public meetings as required.

Local Recovery Coordination Group Delegates

In the absence of the identified LRCG members, the delegates identified below are to undertake the relevant LRCG member's recovery functions, obligations and responsibilities.

Shire of Murray

LRCG Membership	Delegate 1	Alternate Delegate
Chief Executive Officer	Director Place, Community and Economic Development and Community Development	Designated Director
Local Recovery Coordinator / Director Place, Community and Economic Development and Community Development	Director Infrastructure Services	Councillor Representative
LRCG Chairperson	Councillor Representative	Manager Governance
Director Corporate Services	Finance Coordinator	N/A
Manager Environmental Health	Environmental Health Officer	Manager Building Services
Manager Building Services	Senior Building and Maintenance Officer	Manager Environmental Health
Director Infrastructure Services	Manager Engineering	Manager Operations
Director Planning and Sustainability	Manager Planning Services	Manager Building Services
Coordinator Ranger and Emergency Management	Community Emergency Services Coordinator	Ranger and Emergency Services Support Officer
Manager Information Services	Systems Administrator, Information Technology	Business Continuity Vendor
Manager Community and Library Services	Manager Integrated Planning / Senior Corporate Support Officer	Executive Assistant to Director Place and Community Development
Local Government Welfare Liaison Officer / Team Leader Customer Service (MALC)	Deputy Local Government Welfare Liaison Officer / Aquatic Supervisor	N/A
Manager Communications and Marketing	Communications and Marketing Officer	N/A
Executive Assistant to Director Place and Community Development	Executive Assistant Group	Administration Support Officer

Shire of Waroona

LRCG Membership	Delegate 1	Alternate Delegate
Chief Executive Officer	Director Corporate and Community Services	Director Infrastructure and Development Services
Local Recovery Coordinator	Director Infrastructure and Development Services	Director Corporate and Community Services
LRCG Chairperson	Councillor Representative	Councillor Representative
Director Corporate and Community Services	Manager Corporate Services	Senior Finance Officer
Director Infrastructure and Development Services	Senior Planner	Senior Infrastructure and Development Services Officer
Manager Corporate Services	Senior Finance Officer	Finance Officer
Manager Works	Works Supervisor	N/A
Senior Infrastructure and Development Services Officer	Building Maintenance Officer	N/A
Community Emergency Services Officer	N/A	N/A
Manager Recreation Services	Recreation Centre Duty Manager	N/A
Local Government Welfare Liaison Officer	Deputy Local Government Welfare Liaison Officer	N/A
Executive Assistant to the CEO	Customer Service Officer	Administration/Records Officer
Coordinator Community Development	Community Development Officer	Community Development Assistant

Other Agencies and Departments roles and functions

Refer to **Appendix 4** of this document for brief synopsis of other agency and departments functions associated with recovery.

State Government Involvement

State Recovery Coordinator, State Recovery Controller and State Recovery Coordination Group Involvement

In conjunction with the local government(s) and the State Emergency Coordinator, the State Recovery Coordinator is to consider the level of State involvement required, based on a number of factors pertaining to the impact of the emergency. These include:

- the capacity of the local governments involved to manage the recovery
- the number of local governments affected
- the complexity and duration of the recovery

A list of criteria to be considered as triggers for escalation of recovery activity is available in [Appendix G of the State EM Plan](#). A determination will then be made as to whether State support is provided through the State Recovery Coordinator, and whether the State Recovery Coordination Group and State Recovery Controller are established.

[State EM Recovery Procedure 5.5](#) provides further details on the appointment of a State Recovery Controller.

The State Recovery Coordination Group is established by the State Recovery Coordinator or the State Recovery Controller on its own initiative or upon the advice and direction of a State Emergency Coordination Group. Refer to [State EM Policy 6 - Recovery](#) and [State EM Plan 6 – Recovery](#) for information on the process for determining the level of State involvement.

Telstra Integrated Messaging System Activation

The Telstra Integrated Messaging System (TIMS) will be used to provide advice to the LRCG membership or their delegates –

- on days where Total Fire Ban, or Vehicle Harvest and Movement Bans have been declared in the district,
- on days where a local storm, flood or fire weather warning has been issued in the district,
- during a Level 2 or Level 3 bushfire event in the district,
- when the LRCG is to be convened; or,
- when a SoM or SoW Emergency Evacuation Centre is activated.

For Telstra Integrated Messaging System Distribution List refer to **LEMA Part 9 Appendix 1.7**.

Shire of Murray and Shire of Waroona Officer Availability

It is an expectation that where provided with a Shire mobile phone LRCG representatives and delegates will monitor for TIMS alerts to ensure local situation awareness and be contactable should the need occur to convene a LRCG.

Recovery Communications

Effective management of communication during and after an emergency or disaster is critical in facilitating community involvement in recovery. It provides an opportunity for information to be provided to the community and for the community to have any issues and concerns addressed.

During emergencies, established communication channels can be disrupted, which may result in the community feeling disconnected and isolated from their families, friends, existing community networks and services.

People affected by an emergency are often overwhelmed by large amounts of information and as a result their ability to take in information, process it and remember it can be impacted.

During the response phase, the Hazard Management Agency (HMA) has the task of managing communications in an emergency. The HMA officially hands this responsibility to the relevant local government/s leading the recovery via the Comprehensive Impact Assessment, in the transition to the recovery management phase. Coordinating the affected community in recovery, including communications, rests with the local government.

Recovery Phase

The Recovery Communication roles and responsibilities are as follows:

Shire of Murray

- The SoM Manager Communications and Marketing, in liaison with the LRC, CEO and Shire President will manage the public information during the recovery phase of the emergency when control has been handed over from the controlling agency.
- All media queries and media releases will be carried out in accordance with the SoM Media, Marketing and Advertising Management Practice.
- Press statements and media interviews will be carried out in accordance with Policy M4 - Communications - SoM Policy Manual.

Shire of Waroona

- The SoW Executive Assistant to the CEO, in liaison with the LRC, CEO and Shire President will manage the public information during the recovery phase of the emergency when control has been handed over from the controlling agency.
- All media queries and media releases will be carried out in accordance with the adopted SoW policies and procedures.

Media Engagement / Recovery Spokesperson

Section 2.8(1)(d) of the *Local Government Act 1995* ('the Act') gives the authority for the Shire Presidents respectively to speak on behalf of their Local Government. The Presidents may delegate

this authority to the Chief Executive Officer [s.5.41(f) of the Act]. The SoM CEO and SoW CEO have delegated authority to speak on behalf of their Local Governments.

Shire of Murray Policy M3 and Shire of Waroona Policy CGP003 specifies that no contact between the media and any employee (other than the CEO) is permitted. This includes the taking of photos of any kind.

Any information for release to the media or public must be forwarded through the Manager Communications and Marketing (SoM) and Executive Assistant to the CEO (SoW), and approved by the relevant Chief Executive Officer. Statements to the press on behalf of the Shires shall only be made by the relevant Shire President or the CEO. For contact information refer to the **LEMA – Part 9 Emergency Contacts**.

Please refer to the **Communication Plan (LEMA Appendix 8)**, which is part of the LEMA suite of documents, for full details regarding Recovery Communication Principles and Functions.

Community Information Briefings

In the event of a major incident, community information (including community briefings and meetings) are often led jointly by emergency services, local governments and state government departments. The role of community briefings in the recovery context is to provide:

- clarification of the emergency event (CA),
- advice on services available (recovery agencies),
- input into the development of management strategies (lead recovery agencies, often local government); and,
- advice to affected individuals on how to manage their own recovery, including the provision of public health information (specialist advisers).

Please refer to the **LEMA Communication Plan** for full details regarding Community meetings and obtaining feedback from the community.

Other documents that will assist with Recovery Communications include:

- SEMC [Communicating in Recovery Guidelines](#)
- Red Cross [Communicating in Recovery](#)

Part 5 – Activations and Actions

Transition from Response

Recovery activities should commence immediately following the impact of an event (while response activities are still in progress). Key decisions and activities undertaken during the response may directly influence and shape the recovery process.

To ensure appropriate recovery activities are initiated as soon as possible after the impact of the event, the HMA Incident Controller is to ensure that the LRC is notified of the event and is included as a member of the ISG.

During response activities, many of the agencies with recovery roles are heavily committed, therefore the inclusion of the LRC on the ISG will ensure:

- the alignment of response and recovery priorities;
- liaison with key agencies;
- an awareness of the key impacts and tasks, and;
- identification of the recovery requirements and priorities as early as possible.

The LRCG should be established as soon as possible for a briefing of the emergency (even during the response phase) to ensure a smooth transition from response to recovery.

Priorities for Recovery

The SoM & SoW identified that utilities (water, power, gas), government (agencies, hospitals, emergency services), commercial and community facilities were the assets of most value if lost to the community.

Activation of Recovery

In consultation with the Hazard Management Agency (HMA) and the Chief Executive Officer the LRC for the Shire/s will activate the LRP by convening the LRCG. This will usually occur during the response phase of an emergency. The LRC will advise core LRCG members who will discuss and finalise membership of the LRCG. All members will be notified with the arrangements of an initial meeting including a briefing of the emergency.

Where a decision is made by the LRC to activate the LRCG, the membership communications by the most expedient means including email, telephone, verbal or TIMS.

Where the decision is taken not to activate the Plan and convene the committee, the LRC will monitor the situation and keep the CEO and the LRCG membership advised accordingly.

Impact Statement

The Hazard Management Agency (HMA) will complete the 'Impact Statement' form in consultation with the Incident Support Group (ISG). This contains a detailed description of the impact on the affected community and provides the LRC with a starting point for recovery needs of individuals, the community and infrastructure.

A key part of the handover of responsibility from the HMA to the local government is the handover of the Impact Statement. The acceptance of this handover of responsibility is to occur at the discretion of CEO and LRC.

The Impact Statement is available in the **LRRM Appendix 13**.

Needs Assessment

When a community is affected by an emergency it is essential to determine the needs of the community as they are often considerable. An assessment will determine what has been affected, what information is needed, what assistance is required, if they wish to be contacted for further information and their best contact details. Depending on the extent of the incident, the use of Outreach may be considered by the LRCG in the immediate stages of recovery.

Resources for assessment are available in the **LRRM Appendices 16 – 21**.

Operation Recovery Plan

The preparation of an Operational Recovery Plan will assist local governments in the recovery phase of an emergency event. A template to assist with the preparation is available at **Appendix 5** in this document or via the [SEMC website](#).

Long Term Recovery Strategy

Where appropriate, a strategic long-term recovery plan should be developed by key stakeholders engaged in the recovery activities in the districts.

This plan shall be used to achieve holistic, long-term, enduring recovery for the individuals, families and communities affected by an emergency and to build resilience for future emergencies.

This will include a standard process for capturing lessons learnt during Recovery based on debriefs, reviews and analysis.

Managed Withdrawal

Managed withdrawal is more effective if it is carried out in accordance with a prepared plan. As part of the strategic long-term recovery plan, the recovery management structure will be gradually stood

down as the capability of local authorities improves and as the community returns to a functional state.

The LRCG will organise the transition to normal services and the decision to conclude recovery efforts will be made by the LRCG. Decisions are to be recorded in the appropriate LRCG minutes and a notification must be made to the community of the decision to conclude recovery efforts.

Stand Down and Evaluation

Debriefing and Evaluation

Following any operational activity, it is important to identify and adopt any lessons learnt so actions can be undertaken to continuously improve operations. Debriefs, reviews and post incident analysis should be conducted by the LRCG as soon as practicable after the cessation of recovery activities, and then as necessary longer term to ensure effective long-term recovery from an emergency event.

For further information refer to

- **LRRM Appendix 22 – LRCG Update Briefing Guide**
- **LRRM Appendix 30: Post Emergency Debrief Form.**
- **LRRM Appendix 31: Recommended Post Incident Analysis Headings**
- **LRRM Appendix 32: Post Emergency Review Guide**

When the LRCG undertakes a post incident analysis, debrief or review details of the outcomes should be presented to a meeting of the LEMC.

Mainstream services

The CEO's are cognisant of a responsibility to ensure normal local government business continuity during an emergency event to support the community. Business continuity plans are in place that identify resourcing and structures and provide for opportunities for external assistance should it be necessary for long term recovery. Plans in place are adaptable to cover evolving situations and scenarios as they arise.

Appendices

Appendix 1 – National Principles for Disaster Recovery

Understand the **CONTEXT**:

Successful recovery is based on an understanding of the community context, with each community having its own history, values and dynamics. Recovery should:

- Acknowledge existing strengths and capacity, including past experiences;
- Appreciate the risks and stressors faced by the community;
- Be respectful of and sensitive to the culture and diversity of the community;
- Support those who may be facing vulnerability;
- Recognise the importance of the environment to people and to their recovery;
- Be acknowledged as requiring a long term, sustained effort as needed by the community; and
- Acknowledge the impact upon the community may extend beyond the geographical boundaries where the disaster occurred.

Recognise **COMPLEXITY**

Successful recovery is responsive to the complex and dynamic nature of both emergencies and the community. Recovery should recognise that:

- Disasters lead to a range of effects and impacts that require a variety of approaches; they can also leave long-term legacies;
- Information on impacts is limited at first and changes over time;
- Affected individuals and the community have diverse needs, wants and expectations, which can evolve rapidly;
- Responsive and flexible action is crucial to address immediate needs;
- Existing community knowledge and values may challenge the assumptions of those outside of the community;
- Conflicting knowledge, values and priorities among individuals, the community and organisations may create tensions;
- Emergencies create stressful environments where grief or blame may also affect those involved; and
- Over time, appropriate support for individuals and communities, from within and outside, can cultivate hope and individual and collective growth.

Use COMMUNITY-LED approaches:

Successful recovery is community-centred, responsive and flexible, engaging with community and supporting them to move forward. Recovery should:

- Assist and enable individuals, families and the community to actively participate in their own recovery;
- Recognise that individuals and the community may need different levels of support at various times;
- Be guided by the communities priorities;
- Channel effort through pre-identified and existing community assets, including local knowledge, existing community strengths and resilience;
- Build collaborative partnerships between the community and those involved in the recovery process;
- Recognise that new community leaders often emerge during and after a disaster, who may not hold formal positions of authority; and
- Recognise that different communities may choose different paths to recovery.

COORDINATE all activities:

Successful recovery requires a planned, coordinated and adaptive approach, between community and partner agencies, based on continuing assessment of impacts and need. Recovery should:

- Have clearly articulated and shared goals based on desired outcomes;
- Be flexible, taking into account changes in community needs or stakeholder expectations.
- Be guided by those with experience and expertise, using skilled, authentic and capable community leadership;
- Be at the pace desired by the community, and seek to collaborate and reconcile different interests and time frames;
- Reflect well-developed community planning and information gathering before, during and after a disaster;
- Have clear decision-making and reporting structures and sound governance, which are transparent and accessible to the community;
- Demonstrate an understanding of the roles, responsibilities and authority of organisations involved and coordinate across agencies to ensure minimal service provision disruption;
- Be part of an emergency management approach that integrates with response operations and contributes to future prevention and preparedness; and

- Be inclusive, availing of and building upon relationships created before, during and after the emergency.

COMMUNICATE effectively:

Successful recovery is built on effective communication between the affected community and other partners. Recovery should:

- Recognise that communication should be two-way, and that input and feedback should be encouraged;
- Ensure that information is accessible to audiences in diverse situations, addresses a variety of communication needs, and is provided through a range of communication channels and networks;
- Establish mechanisms for coordinated and consistent communications between all service providers, organisations and individuals and the community;
- Ensure that all communication is relevant, timely, clear, accurate, targeted, credible and consistent; and
- Identify trusted sources of information and repeat key recovery messages to enable greater community confidence and receptivity.

Recognise and build CAPACITY:

Successful recovery recognises, supports and builds on individual, community and organisational capacity and resilience. Recovery should:

- Assess capability and capacity requirements before, during and after a disaster;
- Support the development of self-reliance, preparation and disaster mitigation;
- Quickly identify and mobilise community skills, strengths and resources;
- Develop networks and partnerships to strengthen capacity, capability and resilience;
- Provide opportunities to share, transfer and develop knowledge, skills and training;
- Recognise that resources can be provided by a range of partners and from community networks;
- Acknowledge that existing resources may be stretched, and that additional resources may be sought;
- Understand that additional resources may only be available for a limited period, and that sustainability may need to be addressed;
- Understand when and how to step back, while continuing to support individuals and the community as a whole to be more self-sufficient when they are ready; and
- Be evaluated to provide learning for future disaster and improved resilience.

Reference - [National Principles for Disaster Recovery](#)

Appendix 2 – Local Recovery Coordinator Action Checklist

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Prior to Emergency	
Promote community awareness and engagement in recovery planning including involvement in development of Local Recovery Plan .	
Prepare, maintain and test Local Recovery Plan in conjunction with local government for endorsement by the Council.	
Ensure the completed Local Recovery Plan clarifies any recovery and operational agreements made between local governments (i.e. Memorandums of Understanding, loan staff, equipment sharing); roles and responsibilities; and records of all recovery expenditure.	
Identify special needs people such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people, and isolated and transient people.	
Consider potential membership of the Local Recovery Coordination Group (LRCG) prior to an event occurring based on the social, built, economic and natural environments, or as required.	
Within 48 hours	
Contact and alert key local contacts.	
Liaise with Controlling Agency and participate (or nominate a suitable local government representative i.e. Local Recovery Coordinator, executive staff or CEO) in the incident management arrangements, including the Incident Support Group and Operations Area Support Group where appropriate.	
Where more than one local government is affected, a coordinated approach should be facilitated by the Local Recovery Coordinators and supported by the State Recovery Coordinator, as required.	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Consult the Department of Primary Industries and Regional Development on special arrangements to manage the welfare of wildlife, livestock and companion animals.	
Ensure Controlling Agency starts recovery activities during the response to that emergency.	
Provide advice to the Mayor/Shire President and CEO on the requirement to convene the LRCG and provide advice to the LRCG if convened.	
During an event, consider membership of the LRCG that is event specific, based on the social, built, economic and natural environments, or as required.	
Consider support required such as resources to maintain records, including a record/log of events, actions and decisions.	

Ensure the local government provides LRCG with an Executive Officer and administrative support, such as meeting agenda, minutes, financial and administrative recordkeeping (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Facilitate community meetings/briefings to provide relevant recovery information include, as applicable, Controlling Agency, State government agencies and other recovery agencies.	
Brief media on the recovery program throughout the recovery process, ensuring accurate and consistent messaging (use the local government’s media arrangements, or seek advice or support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government’s internal communication processes.	
Within 1 week	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Consult with Controlling Agency on completing the Impact Statement before the transfer of responsibility for management of recovery to the local government.	
In conjunction with the Controlling Agency and other responsible agencies, assess the community’s recovery requirements. Coordinate activities to rebuild, restore and rehabilitate the social, built, economic, natural and psychosocial wellbeing of the community.	
Liaise and meet with specific emergency management agencies involved with recovery operations to determine priority actions.	
Assess for the LRCG, the requirements for the restoration of services and facilities with assistance of the responsible agencies, where appropriate.	
Contact the Disaster Recovery Funding Arrangements Western Australia (DRFAWA) Officers to determine if the event is eligible under the DRFAWA, and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	
Understand eligible criteria and payment procedures of the Lord Mayor’s Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Report on likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Determine level of State involvement in conjunction with the local government and the State Recovery Coordinator.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 to 12 months (or longer-term recovery)	
Monitor the progress of recovery and provide periodic reports throughout the recovery effort to the LRCG and State Recovery Coordination Group, if established.	

<p>Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.</p>	
<p>Arrange for an operational debriefing of all participating agencies and organisations as soon as possible after the arrangements have ended.</p>	
<p>Arrange for an evaluation of the effectiveness of recovery within 12 months of the emergency to make sure lessons are captured and available for future managers.</p>	
<p>Provide recovery evaluations to the State Recovery Coordinator to refer to the SEMC for review. Evaluations can involve community and stakeholder surveys, interviews, workshops, and assessment of key project outcomes.</p>	
<p>Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.</p>	

Appendix 3 – Local Recovery Coordination Group Action Checklist

(Please note this listing is a guide only and is not exhaustive)

(Timeframes are approximate only)

Task Description	
Within 1 week	
Ensure an understanding of known or emerging impacts from the Impact Statement provided by the Controlling Agency.	
Determine priority recovery actions from Impact Statement and consult with specific agencies involved with recovery operations.	
District Emergency Management Advisor(s) to be included on Local Recovery Coordination Group to provide recovery advice and support to the Group throughout recovery, as required.	
Assess recovery requirements and coordinate activities to rebuild and restore the social, built, economic, natural and psychosocial wellbeing of the affected community.	
Determine need to establish subcommittees based on the four recovery environments: social, built, economic and natural, as required. Determine functions and membership as needed.	
Report likely costs and establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Determine the acquisition and appropriate use of resources necessary for effective recovery.	
Consider recovery information and arrangements for special needs groups and individuals such as youth, the aged, people with disabilities, Aboriginal people, culturally and linguistically diverse people; and isolated and transient people.	
Brief media on the recovery program throughout recovery process, ensuring accurate and consistent messaging (use the local government’s media arrangements, or seek advice and support from DFES State Recovery).	
Develop and implement an event specific Communication Plan, including public information, appointment of a spokesperson and the local government’s internal communication processes.	
Ensure recovery activities are consistent with the National Principles for Disaster Recovery .	
Within 1 month	
Consider fatigue management for self and recovery staff throughout all recovery (contact DFES State Recovery for advice or for possible State Recovery Cadre support).	
Confirm if the event has been proclaimed an eligible natural disaster event under the Disaster Recovery Funding Arrangements Western Australia and if so ensure an understanding of what assistance measures are available and the process requirements for assistance.	

Consider establishing a call centre with prepared responses for frequently asked questions.	
Develop an Operational Recovery Plan which determines the recovery objectives and requirements, governance arrangements, resources and priorities.	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to recovery services, information and assistance.	
Coordinate all offers of assistance from non-government organisations, volunteers, material aid, appeals and donated money to avoid duplication of effort.	
Understand eligible criteria and payment procedures of the Lord Mayor's Distress Relief Fund , if activated. Payments are coordinated through the local government to affected individuals.	
Activate outreach program to meet immediate needs and determine ongoing needs. Consider the need for specialist counselling, material aid, accommodation and financial assistance (liaise with the Department of Communities).	
Manage restoration of essential infrastructure.	
Liaise with the State Recovery Coordinator on issues where State level support is required or where there are concerns with services from government agencies locally.	
Monitor the progress of recovery and receive periodic reports from recovery agencies.	
Within 12 months (or longer-term recovery)	
Social and personal support services are likely to be required in the longer term and the need for a considerable period of psychosocial support (often several years) should be planned for.	
Ensure recovery projects that support the social, built, economic and natural recovery environments are community-led and targeted to best support affected communities.	
Implement transitioning to mainstream services.	

Appendix 4 – External Organisation Responsibilities

Department of Communities

The role of the Department of Communities is to –

- appointment of State Welfare Coordinator and Local Welfare Coordinators
- provide a representative to the LRCG,
- coordinate emergency welfare services as part of the recovery process, including emergency accommodation, catering, clothing and personal effects, personal services, registration and reunification, financial assistance ([State EM Plan Section 5.4](#)); and,
- manage the provision of the Personal Hardship and Distress measures under the Disaster Recovery Funding Arrangements Western Australia, including counselling, emergency assistance and temporary accommodation ([State EM Plan Section 6.10](#) and [DRFAWA](#)).

Department of Primary Industries and Regional Development – Agriculture and Food

The role of the Department of Primary Industries and Regional Development - Agriculture and Food is to –

- provide a representative to the LRCG,
- provide technical support to primary producers and industry groups for recovery from animal or plant pest or disease emergencies,
- manage the provision of assistance to farmers, particularly in relation to the Primary Producer Package under the DRFAWA (State EM Plan Section 6.10 and [DRFAWA](#)); and,
- manage the welfare of livestock.

Main Roads WA

The role of Main Roads WA is to –

- provide a representative to the LRCG,
- assist in the recovery process through road infrastructure repair and reconstruction,
- restore assets for State highways and main roads including signage,
- restore MRWA network, including clean-up and construction of bridge assets during recovery operations,
- provide support as required by the incident controller,

Essential Services (including Western Power/Horizon Power, Telstra, Water Corporation and Alinta Gas)

The role of the Essential Services is to –

- provide a representative to the LRCG (co-opted as required),
- assess and report on damage to essential services and progress of restoration of services; and,
- facilitate restoration of priority services as requested by the LRCG.

Small Business Development Corporation

The role of the Small Business Development Corporation is to –

- provide a representative to the LRCG (co-opted as required),
- assist with the assessment of the impact of the emergency on small business; and,
- provide advice on and facilitate access to available business support services/ funding support, e.g. DRFAWA small business support measures.

Department of Education (Local School Representative)

The role of the Local School Representative is to –

- provide a representative to the LRCG (co-opted as required); and,
- advise on issues affecting normal operation of schools, e.g. restrictions on student access or damage to school premises.

Local Health Services Provider (Department of Health/Local Health Officer)

The role of the Local Health Service Provider is to –

- provide a representative to the LRCG,
- coordinate health response, environmental health, public health, mental health, communicable disease control, quarantine and medical issues arising from the emergency; and,
- coordinate the local health components of the recovery process.

Department of Water and Environmental Regulation

The role of the Department of Water and Environment Regulation is to –

- provide advice on the management of hazardous materials

- provide emergency response for hazardous materials
- provide waste management advice,
- provide advice on the environmental impacts of hazardous materials.

Lord Mayor's Distress Relief Fund

The role of the Lord Mayor's Relief Fund is to –

- liaise with the LRCG to assess the requirement for public donations and if required initiate "Calls for Public Donations" in accordance with the State Policy on "Appeals and Donations during Emergencies",
- provide advice to the LRCG on criteria for, and assessment of, requests for financial assistance,
- set up a local appeals committee in conjunction with the LRCG, as required; and,
- ensure that LRC/s take a coordinated approach where more than one local government is affected by an emergency.

Appendix 5 – Operational Recovery Plan

Shire of Murray / Shire of Waroona Local Recovery Coordination Group	
Operational Recovery Plan	
Emergency (type and location)	
Date of Emergency	
Section 1 Introduction	
Background on the nature of the emergency or incident	
Aim or purpose of the plan	
Authority for plan	
Section 2 Assessment of Recovery Requirements	
Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Statement – Local Recovery Resource Manual Appendix 13	
Estimates of costs of damage	
Temporary accommodation requirements (includes details of evacuation centres)	
Additional personnel requirements (general and specialist)	
Human services (personal and psychological support) requirements	
Other health issues (e.g. fatigue management)	

Section 3 Organisational Aspects	
Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process	
Details the inter-agency relationships and responsibilities	
Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator	
Section 4 Operational Aspects	
Details resources available and required	
Redevelopment Plans (includes mitigation proposals)	
Reconstruction restoration programme and priorities, (including estimated timeframes)	
Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies	
Includes the local government program for community services restoration	
Financial arrangements (assistance programs such as the Disaster Recovery Funding Arrangements Western Australia , insurance, Lord Mayor's Distress Relief Fund , public appeals and donations)	
Public information dissemination	

Section 5 Administrative Arrangements	
Administration of recovery funding and other general financial issues	
Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)	
Section 6 Conclusion	
Summarises goals, priorities and timetable of plan	

Signed by (name): _____

Signature: _____

Chair, Local Recovery Coordination Group

Date: _____

Appendix 5 - Local Recovery Resource Manual Shire of Murray and Shire of Waroona 2022



Disclaimer

Important:

The Shire of Murray & Shire of Waroona make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

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The joint Local Recovery Plan (LRP) and Local Recovery Resource Manual (LRRM) have been prepared and endorsed by the joint Local Emergency Management Committee (LEMC) pursuant to Section 41(4) of the *Emergency Management Act 2005* and forms part of the joint Local Emergency Management Arrangements (LEMA).

A copy has been submitted to the State Emergency Management Committee (SEMC) pursuant to section 41(5) of the *Emergency Management Act 2005* and a copy has been submitted to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro).

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Ranger and Emergency Services Support Officer	Electronic	1
Manager Community and Library Services	Electronic	1
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Director Corporate and Community Services	Hard	1
Coordinator Community Development	Hard	1
Manager Corporate Services	Hard	1
Manager Recreation Services	Hard	1
Manager Works	Hard	1
Senior Planner	Hard	1
Building Maintenance Officer	Hard	1
Community Development Officer	Hard	1
Senior Infrastructure and Development Services Officer	Hard	1
Corporate Compliance Officer	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	3
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DC - Senior District Emergency Services Officer	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Electronic	1
DFES - District Officer – Natural Hazards - South West	Electronic	1
DFES - District Officer – Emergency Management - South West	Electronic	1
Murray State Emergency Services Unit	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Electronic	1
Murray Waroona Schools – Network Principal	Electronic	1
Quambie Park Waroona Inc. - Representative	Electronic	1
Belswan Lifestyle Village	Electronic	1
Community Representative - Shire of Murray	Electronic	1
Community Representatives - Shire of Waroona	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Electronic	1
DPIRD – Manager, Emergency Preparedness	Electronic	1
Harvey Water - Project Engineer	Electronic	1
Main Roads WA	Electronic	1
Water Corporation – Operations Manager	Electronic	1
Western Power – Field Operations Team Leader	Electronic	1
Other	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Electronic	1
WAPOL – Superintendent – Metropolitan South	Electronic	1
Western Power – Resource Manager South Metropolitan	Electronic	1
CEO – Shire of Boddington	Electronic	1
CEO – City of Mandurah	Electronic	1
CEO – City of Rockingham	Electronic	1

CEO – Shire of Serpentine/Jarrahdale	Electronic	1
CEO – Shire of Wandering	Electronic	1
CEO – Shire of Harvey	Electronic	1
PWS – Dwellingup Office	Electronic	1
PWS – Mandurah Office	Electronic	1
DC – Mandurah Office	Electronic	1
Department of Education – South Metro Regional Education Office	Electronic	1
Alcoa World Alumina – Refinery and Mine Site Managers	Electronic	2
Rotary Club – Pinjarra Branch	Electronic	1
Salvation Army – Mandurah	Electronic	1
Murray District Hospital	Electronic	1
DEMC – South Metro	Electronic	1
State Emergency Management Committee (SEMC)	Electronic	1
Total:		99

Amendment Record

Suggestions and comments from the community and stakeholders can help improve the Local Recovery Resource Manual 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 practises,
- Inadequacies; and,
- Errors, omissions or suggested improvements.

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208
Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215
Email: warshire@waroona.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.

Nº	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original Document – LEMC endorsed	LEMC22/004	
2	25 August 2022	Original Document – Shire of Murray endorsed	OCM22/xx	
3	23 August 2022	Original Document – Shire of Waroona endorsed	OCM/xx	

Introduction

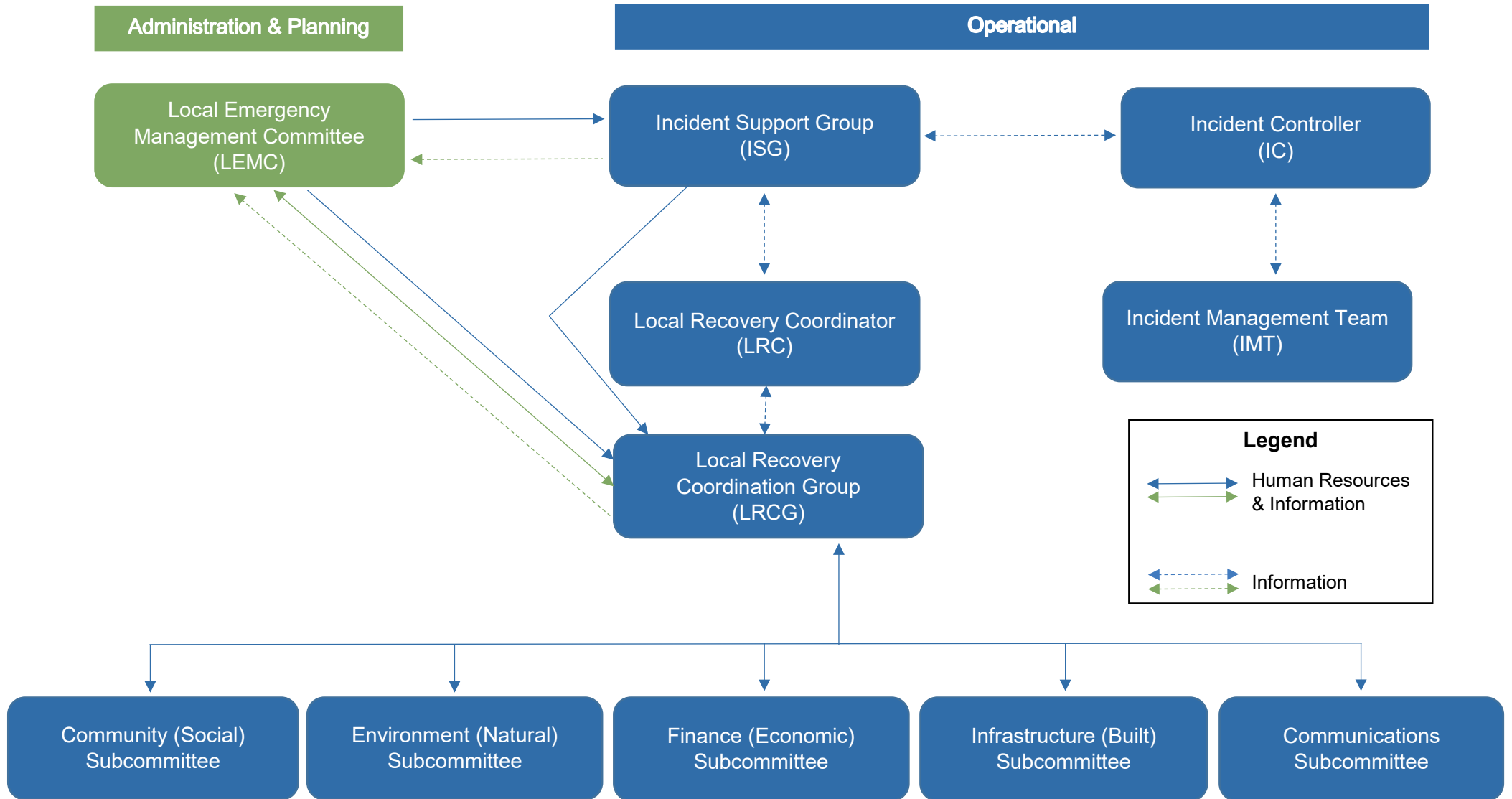
The joint Local Recovery Resource Manual is to be read in conjunction with the joint Local Recovery Plan (LRP), Emergency Evacuation Plan (EEP) and Local Emergency Management Arrangements (LEMA). Where information appears in all four documents it should be cross referenced.

The Shire of Murray and Shire of Waroona Local Recovery Resource Manual (LRRM) has been developed to support local government employees that may be required to be involved in local level recovery management. The LRRM contains supporting tools and materials to aid and assist in local level emergency management.

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Appendix 1: Joint Local Emergency Management Flowchart



Appendix 2: Recovery Coordination Centre Set-Up Guide

The first person(s) to arrive at the Recovery Coordination Centre should commence setting-up the room (until the LRC arrives).

To set-up the Recovery Coordination Centre, the following must be done:

Task Description	Complete
Open and clear the room.	
Set-up relevant maps and photographs.	
Locate and lay-out copies of the EMA's relevant references.	
Ensure that computers, printers, fax machines and data projectors are switched on and logged-on.	
Ensure that status boards are set-up, cleaned and ready for use.	
Ensure an adequate supply of stationery is available.	
Inform the LRCG Chairperson and Deputy Chairperson that the Recovery Coordination Centre is now functional.	

Appendix 3: Recovery Coordination Centre Equipment Checklist

Description	Complete
Communications and Information Technology	
Land line phones	
Mobile phones	
Extra mobile phone batteries with chargers	
Two-way radios with extra batteries and chargers	
Internet/intranet access points	
Dedicated e-mail address	
Fax Machine (1 – in/out), Copier, Computer(s), Printer, Projection unit, Projection screen	
Digital camera and Video	
Clock	
AM/FM radio	
Tape/Voice recorder	
TV with reception and with DVD, preferably with pay TV news available	
LRCG Status boards – either large hard copy, or electronic if sufficient projectors and PCs are available	
Extension cords and power boards	
General Office Supplies	
Paper, pencils and pens	
Files and folders	
In/out baskets	
Flip charts	
Markers	
Masking tape	
Storage/filing containers	
Supply of forms (activity log sheets and telephone message pads)	

Reference Material	
Phone book (site, corporate, yellow pages)	
Manuals	
Applicable contingency plans (ie. State, Federal)	
Incident related maps, charts, drawings etc	
Tables/chairs	
Rubbish bins, shredders and classified waste bags	
Food and drink supplies	

Appendix 4: Local Recovery Coordinator Action Check List

Task Description	Complete
Within 48 hours*	
Local Recovery Coordinator to liaise with the CA regarding location, size, type and potential impact of the event.	
Participate in the incident management arrangements, including the ISG and OASG where appropriate.	
Local Recovery Coordinator to receive initial impact assessment from the CA.	
Assess impact of the event through information/data from SoM or SoW, geographic data and relevant response agencies.	
Local Recovery Coordinator to contact and alert key employees, local contacts, response and recovery agencies.	
Activate and brief relevant agency employees.	
Organise briefing and debriefing processes for employees.	
Activate appropriate inter-agency liaison mechanisms.	
Locate Liaison Officer at emergency operations centre (if appropriate).	
Local Recovery Coordinator to determine the need for the LRCG to be convened and its members briefed.	
Determine the need to establish subcommittees, and determine functions and membership if necessary.	
Local Recovery Coordinator and the LRCG to participate in the determination of State involvement in conjunction with the State Recovery Coordinator.	
Further develop and implement event specific Communication Plan, including public information, appointment of a spokesperson and the internal communication processes.	
Develop a community information process, including consideration of public meetings and newsletters.	
Activate community (specific) recovery committees, ensuring active participation of members of the affected community.	
Consider establishing a call centre with prepared responses for frequently asked questions.	
Monitor staffing arrangements.	

Task Description	Complete
Within 48 hours*	
Continue to monitor agency activities and reduce/withdraw services when appropriate.	
Meet with other recovery agencies to consider full assessment of the impact of the event. Determine the best means of involving the affected community and determine action required from specific agencies.	
Consider support required, for example resources to maintain a record of events and actions.	
Within 1 week	
Participate in consultation on the coordination of completion of a CIA by the CA.	
Activate an RCC if required.	
Determine likely human effects.	
Confirm whether the event has been proclaimed an eligible natural disaster under DRFAWA and if so what assistance measures are available.	
Identify special needs groups or individuals.	
Determine immediate short-term needs (e.g. accommodation, financial assistance and personal support).	
Manage offers of assistance, including volunteers, material aid and donated money.	
Manage the public appeal/private donations process.	
Activate outreach program to meet immediate needs and determine ongoing needs. Issues to be considered should include the need for specialist counselling, material aid, accommodation, financial assistance and social, recreational and domestic facilities.	
Assess reports gathered through an outreach program to assess community needs.	
Develop an Operational Recovery Plan which determines the recovery objectives and details the recovery requirements, governance arrangements, resources and priorities.	
Establish a system for recording all expenditure during recovery (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Report to organisational hierarchy on likely costs/impact of involvement in recovery activities.	

Task Description	Complete
Within 48 hours*	
Establish a 'one-stop shop' recovery centre to provide the affected community with access to all recovery services.	
Manage restoration of essential infrastructure/utilities.	
Brief media on the recovery program.	
Within 12 months	
Determine longer-term recovery strategies.	
Implement transitioning to mainstream services.	
Debrief recovery agencies and employees.	
Evaluate effectiveness of recovery within 12 months of the emergency.	
Recognise agency/employee input.	

**Timeframes are approximate only*

Appendix 5: Local Recovery Coordinator Attendance Form (Time Sheet)

On activation of the Local Recovery Coordinator, this form is to be completed and maintained by the nominated officer.

Emergency Name:

Employee Name	Date	Time		Time		Task	Signature
		In	Out	In	Out		

Appendix 6: Local Recovery Coordination Group Action Check List

Task Description	Complete
In the Transition from Response:	
The IC shall include the LRC in critical response briefings.	
The LRC shall ensure the IC is aware of recovery requirements and tasks prior to the termination of the state of emergency.	
The LRC shall ensure that agencies with response and recovery obligations are aware of their continuing role.	
The LRC to confirm whether the event has been proclaimed an eligible natural disaster under DRFAWA and if so what assistance measures are available.	
The LRCG shall initiate key recovery arrangements including full LRCG sub-committee briefing during the response phase and ensure formalisation of handover takes place.	
Management Structure - the LRCG shall:	
Ensure the appointment of the LRC has occurred.	
Activate and coordinate RCC if required.	
Set up an office with administrative support.	
Facilitate representative sub-committees to coordinate and action recovery tasks and disseminate decisions, as required.	
Ensure and facilitate the completion of the impact assessment.	
Assume public information responsibilities from response agency and provide information to the impacted area and to the public and media.	
Facilitate and advise on State/Federal emergency relief funding and facilitate and advise on private aid and funding.	
Prepare oral and written financial and non-financial reports and briefs.	
Promote Community Involvement - the LRCG shall:	
Work within existing community organisations.	
Recruit representatives of the affected community into the recovery planning.	
Establish strategies for uniting the community behind agreed objectives.	
Provide a “one-stop shop(s)” for advice, information and assistance during the recovery period.	

Task Description	Complete
Promote Community Involvement - the LRCG shall:	
Establish mechanisms for the sharing of information and reporting local initiatives (e.g. regular community meetings and local newsletters).	
Impact Assessment (Managerial Issues) – the LRCG shall:	
Use intelligence/planning information from the response operation and set up a recovery liaison person in the Emergency Operations Centre / Emergency Coordination Centre.	
Confirm the total area of impact for determination of survey focus.	
Set out the immediate information needs: infrastructure problems & status, damage impact and pattern, and welfare issues.	
Link with parallel data-gathering work.	
Identify and close information gaps (establish the “big picture”).	
Assess the financial and insurance requirements of affected parties.	
Gather evidence to support requests for government assistance.	
Ensure all relevant information is strictly confidential to avoid use for commercial gain.	
Inspections and Needs Assessments (Technical Focus) – the LRCG shall:	
Establish and define the purpose of inspection/assessment and expected outcomes.	
Consistently apply agreed criteria (requiring a common understanding by the people undertaking the survey process).	
Collect and analyse data.	
Establish a method/process to determine the type of information needed for this recovery operation, defining: <ul style="list-style-type: none"> • how and who will gather the information (single comprehensive survey), • how information will be shared, • how information will be processed and analysed; and, • how the data will be verified (accuracy, currency and relevance). 	
Managing the process to minimise “calling back”.	
Select and brief employees.	
Maintain confidentiality and privacy of assessment data.	

Task Description	Complete
Data Management – the LRCG shall:	
Create templates for impact assessment and for tracking assistance provided.	
Define who is responsible for which part of the data management task and ensure proper process of relevant data transfer.	
State Government Involvement – the LRCG shall:	
Establish strong relationships with key regional government agency representatives, and appoint them to appropriate LRCG sub-committees, as appropriate.	
Gain familiarity with the recovery claim process, relief fund applications, and reduction plan proposals.	
Establish a system for recording all expenditure during recovery, in line with the requirements of the Recovery Plan (includes logging expenditure, keeping receipts and providing timesheets for paid labour).	
Answer requests for information from government agencies.	
Public Information – the LRCG shall:	
Appoint potential spokespeople to deal with the media.	
Manage public information during the transition from response to recovery when handover completed from HMA.	
Identify priority information needs.	
Develop a comprehensive media/communication strategy.	
Coordinate public information through: <ul style="list-style-type: none"> • joint information centres, • spokesperson/s, • identifying and adopting key message priorities; and, • using a single publicised website for all press releases. 	
Develop processes for: <ul style="list-style-type: none"> • media liaison and management (all forms e.g. print, and electronic), • briefing politicians, • alternative means of communication e.g. public meetings, mailbox fliers, advertising, • communicating with community groups, • meeting specialist needs, • formatting press releases, • developing and maintaining a website; and, • ensuring feedback is sought, integrated and acknowledged. 	
Monitor print and broadcast media, and counter misinformation.	
Task Description	Complete

Rehabilitation and Assistance – the LRCG shall:	
Establish a mechanism for receiving expert technical advice from lifeline groups.	
Monitor and assist rehabilitation of critical infrastructure.	
Prioritise recovery assistance.	
Prioritise public health to restore health services and infrastructure.	
Assist and liaise with businesses to re-establish and reopen.	
Restore community and cultural infrastructure (including education facilities).	
Restore basic community amenities for meetings and entertainment.	
Facilitate emergency financial assistance in liaison with the DC.	
Adjust capital works and maintenance programs.	
Implementation of Reduction Measures – the LRCG shall plan to:	
Take the opportunity, while doing the risk analysis, to: <ul style="list-style-type: none"> • identify essential services and facilities in high-risk areas; and, • consider the restoration options in the event of them becoming dysfunctional. 	
Identify options based on research and consultation.	
Undertake urgent hazard reassessment based on new (event) information and adhere to the LEMA.	
Financial Management – the LRCG shall:	
Review financial strategies.	
Communicate with financial agencies, including insurance companies.	
Keep financial processes transparent.	
Reporting – the LRCG shall plan to:	
Provide a simple, flexible and succinct reporting system.	
Provide adequate administrative support.	
Managed Withdrawal – the LRCG shall plan to:	
Continually review the recovery management process with a view to withdrawing as the community takes over.	
Identify long term recovery activities and agency responsible for management.	

Task Description	Complete
Managed Withdrawal – the LRCG shall plan to:	
Establish arrangements for ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues.	
Stage a public event of acknowledgement and community closure.	
Conduct debrief of participants with community input to identify lessons learnt and strategies for enhancing community recovery arrangements and processes for future events.	

Appendix 7: Local Recovery Coordination Group Initial Brief Guide

The first formal meeting of the LRCG should be held as soon as possible after the team has been activated. This key briefing will set the initial focus of the LRCG. The primary outcomes of this briefing are that all key members of the LRCG will understand the situation, an initial response plan will be mapped out, and initial group tasks will be allocated by the LRCG Chair.

Step	Elements	Who	Output
Situational Awareness	Who, What, Where, When and Why	LRCG Chair and HMA Incident Manager	Common understanding across LRCG
LRCG Intent	What is the focus of the LRCG actions?	LRCG Chair	Team direction set
Priorities	<ul style="list-style-type: none"> • Priority objectives • Priority actions • Priority stakeholders • Emergency Information Requirements (EIRs) 	LRCG Chair LRCG Deputy	Initial response plan scoped and planning focus confirmed
Tasks	<ul style="list-style-type: none"> • Confirm tasks allocated so far • Assign tasks to each group manager 	LRCG Chair	Organisational needs identified (personnel, etc)
Resources	<ul style="list-style-type: none"> • Currently committed to the incident • Additional resources required 	All	Administration and logistics
Questions	<ul style="list-style-type: none"> • Questions • Confirmatory questions for the meeting 	All	Clarification
Timings	<ul style="list-style-type: none"> • Critical known timings • Initial response timeline • Next meeting 	LRCG Chair and LRCG Deputy	LRCG

Appendix 8: Local Recovery Plan Financial Management Sub Plan

1. Purpose

To outline the Shire of Murray and Shire of Waroona internal financial arrangements in support of a disaster event and the eventual claim process to recoup eligible expenditure.

2. Responsibility

All departments within the Shire of Murray and/or Shire of Waroona.

3. Introduction

Disaster related finances are not normally included in the budgetary processes of Council. However, disaster events happen and may require the allocation of substantial funds as a consequence. Due to the nature of many disaster situations, finance operations will often be carried out within compressed time frames and other pressures, necessitating the use of non-routine procedures. This in no way lessens the requirement for sound financial management and accountability.

4. Other Agencies / Organisation

Each support agency/organisation is responsible for providing its own financial services and support to its response operations in the field and compliance with its own financial policies and procedures.

5. Authorised Expenditure

The Shires have predetermined appropriate levels of delegation for incurring expenditure relating to response and recovery during a disaster event. These delegations support expenditure during emergencies, separate to normal operating expenditure requirements.

6. Recording Expenses

When an event occurs the relevant Shire Officers should immediately begin accounting for personnel, equipment and other costs relating to the disaster response, using the designated disaster recovery job numbers and associated cost centres (See Table A) to capture costs for deployment of resources and response and recovery activities. Recording of disaster-related expenditure shall be in accordance with the Shire's financial procedures and supported by logs, formal records and file copies of expenditures to provide clear and reasonable accountability and to ensure justification for reimbursement is maintained.

While innovative and expeditious means of procurement are called for during times of disaster events, it is still mandatory that good accounting principles and practises be employed in order to safeguard the use of public funds from the potential of fraud, waste or abuse.

7. Natural Disaster Relief and Recovery Arrangements

The Disaster Recovery Funding Arrangements Western Australia (DRFAWA) outline financial assistance available to communities, small businesses, primary producers, non-profit organisations, local governments and state government agencies affected by disasters. The arrangements are designed to provide a 'safety net' to those in immediate need or who are unable to affect their own recovery.

DRFAWA is jointly funded by the Commonwealth and Western Australian Governments under the Natural Disaster Relief and Recovery Arrangements. DRFAWA is administered by the DFES, with assistance from other agencies.

Under DRFAWA, a natural disaster event is considered to be a serious disruption to a community or region caused by the impact of a naturally occurring rapid onset event that threatens or causes death, injury or damage to property or the environment and that requires significant and coordinated multi-agency and community response, and is one of the following:

Bushfire	Flood	Storm	Tsunami
Cyclone	Landslide	Storm Surge	
Earthquake	Meteorite strike	Tornado	

DFES is responsible for the activation of DRFAWA events and will activate when the following criteria is met:

1. The event was one or a combination of the natural disaster events mentioned above or a terrorist event
2. A coordinated multi-agency response is required
3. The estimated cost of emergency assistance to individuals and communities, and/or damage to essential assets will exceed \$240,000 across all local government areas impacted by the disaster event

8. Recouping of Expenditure

The circumstances and conditions under which disaster-related expenditure may be recouped is outlined in the Western Australian Government publication “Disaster Recovery Funding Arrangements Western Australia” which is available on-line at www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx. Reimbursement is not an automatic process, and requires solid evidence of disaster-related expenditure.

Claims are managed through the following agencies:

- Department of Communities and local governments
- Department of Primary Industries and Regional Development
- Department of Fire and Emergency Services

9. Insurance

It is important to note that DRFAWA does not provide:

- compensation for losses suffered where reasonable insurance arrangements could have been obtained; or
- assistance for events where human activity is a significant contributing cause (for example, poor environmental planning, commercial development, personal intervention (other than arson), or accident).

It is therefore imperative that the Shires ensure that all insurable built assets are adequately covered. The Shires currently source policies through the Local Government Insurance Scheme (LGIS). These policies and the associated level of cover are reviewed annually. All buildings are valued for insurance purposes on a regular basis (usually every three years) to ensure that their replacement value is adequate.

Should losses occur to insured assets during a disaster event normal work procedures and processes for insurance claims would apply.

10. Expenditure Codes

Table A – Disaster Recovery and Response Framework and Cost Centres – Shire of Murray		Job Number	Task Number
Counter Disaster Operations			
	Communications, Public Health and Safety Warnings	DI0001	9001
	Local Disaster Coordination Centre	DI0001	9002
	Call Centre Operations	DI0001	9003
	Evacuation Centre	DI0001	9004
Emergent Works (Initial Response)			
	Roads	DI0001	9101
	Stormwater Drainage	DI0001	9102
	Waste Facilities	DI0001	9103
	Plant and Equipment	DI0001	9104
	Shire Buildings and Structures	DI0001	9105
	Parks and Public Open Space	DI0001	9106
Post Disaster			
	Clean Up	DI0001	9201
	Public Assets – Immediate Post Disaster Repairs	DI0001	9202

Table A – Disaster Recovery and Response Framework and Cost Centres – Shire of Waroona		Job Number	Task Number
Counter Disaster Operations			
	Communications, Public Health and Safety Warnings	EM05	NA
	Local Disaster Coordination Centre	EM05	NA
	Call Centre Operations	EM05	NA
	Evacuation Centre	EM05	NA
Emergent Works (Initial Response)			
	Roads	EM05	NA
	Stormwater Drainage	EM05	NA
	Waste Facilities	EM05	NA
	Plant and Equipment	EM05	NA
	Shire Buildings and Structures	EM05	NA
	Parks and Public Open Space	EM05	NA

Post Disaster			
	Clean Up	EM05	NA
	Public Assets – Immediate Post Disaster Repairs	EM05	NA

11. Revenue Codes – Shire of Murray

General Ledger for all recoups and reimbursements – 10430. R408. 211. DI0001. 11430.

12. Revenue Codes – Shire of Waroona

General Ledger for all recoups and reimbursements:

106930 – Contribution

107030 – Reimbursements

107230 – Government Grants

154030 - Donations



Memorandum

To:	Shire President
Copy:	Chief Executive Officer Director Corporate Services
From:	Local Recovery Coordinator
Date:	<day> <month> <year>
Subject:	Authorisation of expenditure outside Budget (Year ____ / ____)
File:	<Trim ref of incident>

The Local Government Act provides options to fund emergency needs outside of the budget process. One of these allows the Shire President to authorise expenditure in an emergency situation, not included in the annual budget. The legislation states:

6.8 Expenditure from municipal fund not included in annual budget

(1) *A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:*

- (a) is incurred in a financial year before the adoption of the annual budget by the local government; or*
- (b) is authorised in advance by resolution*, or*
- (c) is authorised in advance by the mayor or president in an emergency.*

**Absolute majority required.*

(1a) *In subsection (1):*

additional purpose *means a purpose for which no expenditure estimate is included in the local government's annual budget.*

(2) *Where expenditure has been incurred by a local government:*

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*

(b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.

The Shire of Murray is currently experiencing an emergency event. The authorisation by the Shire President of expenditure over and above budget is requested to ensure the safety of the community, and to allow community recovery activities continue.

Any actual expenditure over and above budget will be reported to the next ordinary meeting of Council as required by the Local Government Act.

Regards

<insert name>

Local Recovery Coordinator

Recommendation

That the Shire President provides authority to expend over and above the current allocation in the annual Budget, due to the emergency situation, being <insert name of emergency situation>.

Approved/Not Approved: _____

(Signature of Shire President)

Memorandum

To: Shire President

Copy: Chief Executive Officer
Director Corporate and Community Services

From: Local Recovery Coordinator

File Number: < insert >

Date: 3 August 2022

Re: Authorisation of expenditure outside Budget
(Year ___ / ___)

The Local Government Act provides options to fund emergency needs outside of the budget process. One of these allows the Shire President to authorise expenditure in an emergency situation, not included in the annual budget. The legislation states:

6.8 Expenditure from municipal fund not included in annual budget

(3) A local government is not to incur expenditure from its municipal fund for an additional purpose except where the expenditure:

- (d) is incurred in a financial year before the adoption of the annual budget by the local government; or
- (e) is authorised in advance by resolution*, or
- (f) is authorised in advance by the mayor or president in an emergency.

*Absolute majority required.

(1a) In subsection (1):

additional purpose means a purpose for which no expenditure estimate is included in the local government's annual budget.

(4) Where expenditure has been incurred by a local government:

- (a) pursuant to subsection (1)(a), it is to be included in the annual budget for that financial year; and*
- (b) pursuant to subsection (1)(c), it is to be reported to the next ordinary meeting of the council.*

The Shire of Waroona is currently experiencing an emergency event. The authorisation by the Shire President of expenditure over and above budget is requested to ensure the safety of the community, and to allow community recovery activities continue.

Any actual expenditure over and above budget will be reported to the next ordinary meeting of Council as required by the Local Government Act.

Regards

<insert name>

Local Recovery Coordinator

Recommendation

That the Shire President provides authority to expend over and above the current allocation in the annual Budget, due to the emergency situation, being <insert name of emergency situation>.

Approved/Not Approved: _____
(Signature of Shire President)

Appendix 9: Recovery Attendance Roster

The following roster has been endorsed by the Local Recovery Coordination Group (LRCG) and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Employee Name	LRCG Position
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		

The following criteria has been considered by the LRCG while developing the roster.

Shifts per day: 3
 Shifts per week: 5 days on, 2 days off
 Length of Shift: 8.5 hours
 Hand over period: 30 minutes
 Rotation of Roster: Every 2 days
 Rest Period: Minimum 10 hour rest period

Occupational Health and Safety:
 - Fatigue Management
 - Work life balance
 - Employment commitments
 - Employee welfare

Appendix 10: Recovery Attendance Form (Time Sheet)

On activation of the Local Recovery Coordination Group this form is to be completed by all employees who are involved in recovery operations as requested by the Local Recovery Coordinator or the Local Recovery Coordination Group.

Emergency Name: _____

		Time		Time		Task	Authorisation	
Employee Name	Date	In	Out	In	Out		Officer	Signature

Appendix 11: Individual Action Log

Name: _____

Position: _____

Date: ___/___/___

Time	Activity/Event



Appendix 12: LRCG Status Boards

Status Board 1 - Situation Board

Last Updated:

Location:	Incident Report Status:	Agency	POC	Details
Description:		HMA:		
Time of incident:	Time LRCG activated:	Support Agencies:		

Information Requirements	Responsible	Due	Completed	Tasks	Priority	Responsible	Due	Completed
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>
			<input type="checkbox"/>					<input type="checkbox"/>

Status Board 2 - Objectives Board

Last Updated:

Objectives				
Community (Social)	Environmental (Natural)	Finance (Economic)	Infrastructure (Built)	Communications

Impacts (Current and Potential)				
Community (Social)	Environmental (Natural)	Finance (Economic)	Infrastructure (Built)	Communications

Status Board 5 – Key Activities and Timings

Last Updated:

LRCG Internal	Communications and Media	Other
Next SITREPs due from field:	Next Communications Team Meeting:	Next Transport to:
Next LRCG update brief:	Next Community Information Brief:	
Next LRCG shift change:	Next Media Conference/Statement:	



IMPACT STATEMENT

Incident name

Incident location

Incident date (Month Year)

An Impact Statement is compiled by the Controlling Agency as a concise summary of known and emerging impacts resulting from all level 3 incidents and level 2 incidents where there are impacts requiring recovery activity. They may be required for some level 1 incidents where the impacts require a local government recovery effort, due to slow onset large scale natural hazard events e.g. large scale flooding.

The Impact Statement is designed to enable collation of impact information in a format that can be utilised by local government and Local Recovery Coordination Groups to better understand impacts and inform recovery activities.

Impact information will continue to emerge throughout the response and recovery phases of an incident and requires ongoing assessment.

The Impact Statement provides an overview for local government including –

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

The Impact Statement facilitates the transfer of responsibility for management of recovery to the relevant local government(s).

Note: This document should be compiled using the Impact Statement Guide, which provides detailed guidance on required information, consultation and data gathering

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1. Impact Statement Details

Impact Statement date:		
Impact Statement time:		
Version/sequence number:		<input type="checkbox"/> Final version
Impact Statement prepared by:	Name:	
	Position:	
	Agency:	
	Phone:	
	Email:	

The compilation and approval process is explained in a flowchart in the Impact Statement Guideline. Please follow the process to ensure the appropriate and timely endorsement of this Impact Statement.

REVIEW, APPROVAL AND NOTING PROCESS:

Ensure each review step is completed prior to final approval		Date
<input type="checkbox"/>	DRAFT Impact Statement reviewed by Incident Controller or Commander from HMA or Controlling Agency	
<input type="checkbox"/>	DRAFT Impact Statement reviewed by LG CEO/s	
<input type="checkbox"/>	DRAFT Impact Statement reviewed and is supported by State Recovery Coordinator	
<input type="checkbox"/>	Incident Controller addresses State Recovery Coordinator comments and/or requests for information (if applicable)	
<input type="checkbox"/>	APPROVED Impact Statement signed by Incident Controller or Commander from HMA or Controlling Agency	
<input type="checkbox"/>	APPROVED Impact Statement signed by LG CEO/s	
<input type="checkbox"/>	APPROVED Impact Statement noted by State Recovery Coordinator	

IMPACT STATEMENT REVIEWED AND SUPPORTED BY:

State Recovery Coordinator / Deputy State Recovery Coordinator	
Name:	
Position:	
Time and Date:	
Signature:	

APPROVAL

This document should not be approved until it has been reviewed and is supported by the State Recovery Coordinator.

Incident controller OR Commander from HMA or Controlling Agency	
Name:	
Position:	
Agency:	
Time and Date:	
Signature:	

Local Government	
Local Authority:	Government
Name:	
Position:	Chief Executive Officer
Time and Date:	
Signature:	
LG contact re this document:	Name: Phone: Email:

Duplicate this table for each receiving LG if it has been agreed that a combined Impact Statement is acceptable.

APPROVED Impact Statement noted by State Recovery Coordinator

State Recovery Coordinator / Deputy State Recovery Coordinator	
Name:	
Position:	
Time and Date:	
Signature:	

2. Incident Details

Incident name:			
Incident number:			
Incident address/location:			
Affected EM district / region			
Incident type/description:			
Incident level:			
Date commenced:			
Controlling Agency:			
Commander / Incident Controller:	name		
Local government(s) affected:			
Additional information attached? (refer to section 13 of Guide)	<input type="checkbox"/> YES <input type="checkbox"/> NO	Maps attached:	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Management Team stood down (where applicable)?	<input type="checkbox"/> YES <input type="checkbox"/> NO	LG recovery arrangements activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO
Incident Support Group stood down?	<input type="checkbox"/> YES <input type="checkbox"/> NO <input type="checkbox"/> N/A	Local Recovery Coordination Group activated?	<input type="checkbox"/> YES <input type="checkbox"/> NO

3. Incident Description

Brief overview of incident:

4. Checklist of Impact Areas

Tick all items where there are known, emerging or anticipated areas of impact.

Details of all ticked items must be included on the following pages.

SOCIAL ENVIRONMENT		
<input type="checkbox"/> Deaths	<input type="checkbox"/> Vulnerable people needing assistance	<input type="checkbox"/> Home and Community Care
<input type="checkbox"/> People unaccounted for	<input type="checkbox"/> Injuries	<input type="checkbox"/> Medical / health services
<input type="checkbox"/> People isolated	<input type="checkbox"/> Disease, illness or contamination	<input type="checkbox"/> Public transport
<input type="checkbox"/> People evacuated	<input type="checkbox"/> Significant issues with pets/assistance animals	<input type="checkbox"/> Community activities/interactions impacted
<input type="checkbox"/> Evacuation centres		<input type="checkbox"/> Other
<input type="checkbox"/> Cultural heritage impacts		
NATURAL ENVIRONMENT		
<input type="checkbox"/> Water catchments	<input type="checkbox"/> National parks	<input type="checkbox"/> Threatened or iconic species
<input type="checkbox"/> Wetlands	<input type="checkbox"/> State forests	<input type="checkbox"/> Wildlife
<input type="checkbox"/> Coastline	<input type="checkbox"/> Reserves and parks	<input type="checkbox"/> Other
<input type="checkbox"/> Marine areas	<input type="checkbox"/> Exclusion areas	
ECONOMIC ENVIRONMENT		
<input type="checkbox"/> Agriculture / horticulture / vineyards incl. livestock	<input type="checkbox"/> Mining / industrial	<input type="checkbox"/> Small / local business
<input type="checkbox"/> Fisheries	<input type="checkbox"/> Retail incl. food suppliers, banking services	<input type="checkbox"/> Tourism
<input type="checkbox"/> Forestry / forest products	<input type="checkbox"/> Other large employers	<input type="checkbox"/> Workforce implications
		<input type="checkbox"/> Other
BUILT ENVIRONMENT		
Buildings	Hazardous materials	Utilities (services)
<input type="checkbox"/> Residential properties	<input type="checkbox"/> Asbestos	<input type="checkbox"/> Electricity supply
<input type="checkbox"/> Water tanks / contamination	<input type="checkbox"/> CCA treated timber	<input type="checkbox"/> Gas supply
<input type="checkbox"/> Community buildings	<input type="checkbox"/> Chemicals / hazardous materials	<input type="checkbox"/> Fuel / oil supply
<input type="checkbox"/> Heritage/cultural buildings/sites	<input type="checkbox"/> Marine hydrocarbons	<input type="checkbox"/> Water supply
<input type="checkbox"/> Commercial/industrial/retail buildings	<input type="checkbox"/> Firefighting foam	<input type="checkbox"/> Sewerage infrastructure incl. waste water / re-use
<input type="checkbox"/> Rural buildings	<input type="checkbox"/> Other	<input type="checkbox"/> Waste management
<input type="checkbox"/> Emergency service buildings		<input type="checkbox"/> Telecommunications
<input type="checkbox"/> Hospitals	Transport infrastructure	
<input type="checkbox"/> Primary care facilities	<input type="checkbox"/> Main roads	
<input type="checkbox"/> Residential group homes / aged care homes	<input type="checkbox"/> Local roads	<input type="checkbox"/> Exclusion zones
<input type="checkbox"/> Correction centres / prisons	<input type="checkbox"/> Bridges	
<input type="checkbox"/> Childcare centres	<input type="checkbox"/> Rail – passenger	<input type="checkbox"/> Other
<input type="checkbox"/> Schools	<input type="checkbox"/> Rail – freight	
<input type="checkbox"/> Training centres / universities	<input type="checkbox"/> Ports	
<input type="checkbox"/> Local government offices	<input type="checkbox"/> Airfields	
<input type="checkbox"/> Other buildings	<input type="checkbox"/> Major drainage	

5. Summary of Known, Emerging or Anticipated Impacts

** Refer to Section 5 of the Impact Statement Guide for help with completing this section.*

Social environment:	Responsible Agency
Natural environment:	Responsible Agency
Economic environment:	Responsible Agency
Built environment:	Responsible Agency

6. Emerging Risks

** Refer to Section 6 of the Impact Statement Guide for help with completing this section.*

Overview:

7. Political and Legal Matters for Consideration

** Refer to Section 7 of the Impact Statement Guide for help with completing this section.*

Overview:

8. Risk Assessment Summary

The following risks have been identified as a result of this emergency. An assessment of these risks has determined that they have been reduced sufficiently to allow the community to return with appropriate controls in place, however residual risks remain that require treatment. This list is not exhaustive and some risks may have existed before the emergency. Care should be taken to continually assess residual and new risks and develop appropriate strategies for their management. These should be communicated to the affected community where appropriate.

** To complete this section, refer to Risk Assessment process, matrix and description in the Impact Statement Guide Section 8.*

Alternatively, use your organisation’s Risk Assessment matrix or template and attach to this document.

Risk	Description	Likelihood	Consequence	Level of Risk	Responsible Agency	Treatments/Mitigation (e.g. controls undertaken, further actions required – by who and by when)
e.g. Asbestos	e.g. Asbestos has been located throughout the emergency area. The age of buildings and fencing indicates a high prevalence. There is a risk that agency personnel and/or members of community may handle disposal of asbestos incorrectly	Likely	Major	Extreme	DWER	Explain actions underway, planned and needed
e.g. Fatigue of LG staff	e.g. majority of LG staff have either been directly impacted or involved in responding to the emergency. Risk of staff fatigue, which will impact LG ability to function and recover	Almost certain	Major	Extreme	Local government	Explain actions underway, planned and needed

Alternate Risk Assessment matrix attached.

9. Communication and Media Officers – Contact Details

* May be referred to as *Public Information Officers* in some instances

Organisation	Name	Position	Location	Email	Mobile	Alt. phone
Controlling agency (if not DFES) <insert org name>						
DFES						
Local government						
Local media						
Other <insert org name>						

* Add rows as needed.

10. Contributing Agencies

This Impact Statement should be compiled in close consultation with agencies, community service providers and other emergency management and recovery personnel. Include details for all agencies that need to, or have contributed to the compilation of this Impact Statement.

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Aqwest (water supplier in Bunbury)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Assoc. of Independent Schools of WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> ATCO Gas					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Australian Red Cross					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Arc Infrastructure					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Busselton Water					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Catholic Education WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dampier Bunbury Pipeline (gas)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Primary Industry & Regional Dev.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Communities					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Defence					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Education					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Water and Environmental Regulation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Fire and Emergency Services					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Health					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Biodiversity, Conserv. & Attractions					<input type="checkbox"/>	<input type="checkbox"/>

Organisation / agency	Name	Position	Phone	Email	Contact made?	Info rec'd?
<input type="checkbox"/> Dept of Planning, Lands & Heritage					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Dept of Transport Marine Safety					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Horizon Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local government (specify)					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Local Recovery Coordination Group					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Main Roads WA					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> NBN Co.					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Public Transport Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Telstra					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Verve Energy					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Housing Authority					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> WA Police Force					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Water Corporation					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Western Power					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Add others as needed					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. community groups					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> e.g. other service providers					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>					<input type="checkbox"/>	<input type="checkbox"/>

For level 2 incidents with no significant recovery impacts, no further Impact Statement information is required.
 To make this determination, consultation with the State Recovery Coordinator, local government(s) and Incident Controller is required.
For all other level 2 and level 3 incidents, the information on the following pages MUST be compiled

11. Impact Statement

Where necessary, use the **Agency contributions template** to source relevant information from contributing agencies. This table template can be found in section 13.3.2 of the Impact Statement **Guide**.

11.1 Social Environment

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.1 Social environment).

Ensure that all ticked items from the checklist in Section 4: Social impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)
Home and Community Care	Dept of Health/HACC Agency	xxxxx	Identified that there are 15 clients still in their homes that are ageing in place and have disabilities that will not receive their Home Care Assistance	Dept. of Health/LG to liaise with DFES to gain restricted access permits for service providers	Consider relocation of clients, and level of care required	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

11.2 Natural Environment

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.2 Natural environment).

Ensure that all ticked items from the checklist in Section 4: Natural impacts, are transferred to this table. Add more rows as required

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
<i>Reserves and Parks</i>	<i>DBCA/LG</i>		<i>The closure of the parks in the impacted area will have an impact on a planned Scout jamboree</i>	<i>The park has been severely damaged by the fire with loss to the campsites and camp kitchens. DBCA to liaise with Scouts WA to advise of the impact to the park</i>	<i>DBCA/LG communication will need to extend to the public of the impact to the Park and period of closure.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

11.3 Economic Environment

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.3 Economic environment).

Ensure that all ticked items from the checklist in Section 4: Economic impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)?
<i>Other large employers</i>	<i>DPIRD/DWER</i>		<i>Bannister Downs Dairy requires continued accessibility to the Dairy to transport dairy supplies and access for workers to the dairy. Lack of access will have a detrimental impact in terms of loss of produce and supplies to retailers.</i>	<i>DWER is working with Bannister Downs to arrange for appropriate disposal of spoilt milk. DPIRD is liaising with DFES to provide restricted access permits for the trucks and workers to access the dairy.</i>	<i>Until the area is declared safe restricted access permits will remain in place. DPIRD and DWER will continue to provide advice to the Dairy.</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

11.4 Built Environment

* For help with completing this section, refer to the Guide Section 11: Impact Statement (11.4 Built environment).

Ensure that all ticked items from the checklist in Section 4: Built impacts, are transferred to this table. Add more rows as required.

Category (from checklist)	Agency/ Source	Key contact: Name, position, email, phone, mobile.	Impact: what has happened and what are the implications?	Current status: what is happening now, who is managing it and how long for?	Next steps: what needs to happen next, who will be involved and how long for?	Related attachment(s)
<i>Water tanks contamination</i>	<i>Watercorp DWER</i>		<i>Due to the use of firefighting foam rain water tanks in the impacted area may be contaminated.</i>	<i>DWER/Watercorp to advise residents of how to dispose of contaminated water and how to clean their tanks. Potable water to be provided to impacted residents</i>	<i>Communication to impacted residents of where potable water can be accessed and fact sheets on contamination</i>	<input type="checkbox"/>
						<input type="checkbox"/>
						<input type="checkbox"/>

Additional information on completed actions is attached to this document.

NOTE:

- Details of all *Rapid Damage Assessments* should be attached to this document as applicable. Include maps and photographs as appropriate.

12. NIAM Indicators

National Impact Assessment Model indicators are used by the State to negotiate disaster relief funding with the Commonwealth. Complete this table using data captured above.

These columns indicate the relevant recovery environment for each indicator.

No.	Impact Indicator	Measure	# or %	Social	Built	Economic	Natural
1	INDIVIDUALS	# In evacuation centres					
2		# Injured					
3		# Fatalities					
4		# Unaccounted for					
5		# Isolated					
6	RESIDENTIAL PROPERTIES	# Destroyed					
7		# Damaged					
8	EMERGENCY SERVICES Police, fire, ambulance, aviation, other	# Destroyed					
9		# Damaged					
10	HOSPITALS & PRIMARY HEALTH CARE FACILITIES	% Destroyed					
11		% Hospital functional					
12	EDUCATIONAL FACILITIES Schools, training centres, universities, child care centres	# Destroyed					
13		# Damaged					
14		# Closed					
15	CORRECTION CENTRES Incl. prisons	# Destroyed					
16		# Damaged					
17	OTHER – RESIDENTIAL GROUP HOME, AGED CARE FACILITIES	# Destroyed					
18		# Damaged					
19	OTHER BUILDINGS	# Destroyed					
20		# Damaged					
21	BUSINESS BUILDINGS Incl. commercial and industrial (excludes rural)	# Destroyed					
22		# Damaged					
23		# Closed					
24	RURAL BUILDINGS	# Destroyed					
25		# Damaged					
26	STOCK LOSSES Livestock	# Fatalities					
27		# Unaccounted for					
28	AGRICULTURAL LAND	Ha Destroyed					
29		Ha Damaged					
30	AGRICULTURAL PRODUCTION	% Lost					
31		% Functional					
32	AIRPORTS / HELIPORTS	# Damaged					
33		# Destroyed					
34	ROADS / BRIDGES	# Main roads closed					
35		# Other roads closed					
36	PORT	# Facility destroyed					
37		# Facility damaged					
38		# Ships impacted					
39	RAILWAY	# Passenger lines closed					
40		# Freight lines closed					
41	TELECOMMUNICATIONS	# Customers impacted					
42	GAS	# Customers impacted					
43	ELECTRICITY	# Customers impacted					
44	SEWAGE	# Customers impacted					
45	WATER – POTABLE SUPPLY	# Customers impacted					
46	WATER – CATCHMENTS	km ² contaminated					
47	NATIONAL PARKS	Ha affected					
48	ANIMAL WELFARE	# Injured					
49	COASTLINE AFFECTED	km affected					
50	MARINE AREA AFFECTED	Km ² affected					

13. List of Attachments

List all attachments to this Impact Statement

Attachment No.	Title & description (e.g. map, report, photo)
1	Transfer of Control (signed) – bushfire only
2	Rapid Damage Assessment report (DFES hazards only) including maps and photos
3	Agency Contributions Template
4	Closed Impacts and Actions
5	
6	
7	

Refer to [Impact Statement](#) template for editable version and attachments.

Appendix 14: Transition from Response to Recovery Form

The purpose of this form is to document the effect the emergency has had on the community to assist the LRCG in the commencement of the recovery process.

This form should be used by the LRC to document all meetings attended with the IMT.

When the HMA decides to move from the response phase to the recovery phase, the IC is to sign the final form to confirm the accuracy of the information documented within the form.

Section 1: Incident Details

1.1 Incident/Emergency Name:

1.2 Date of meeting: ____/____/____ Time of meeting: _____ hours

1.3 Is this meeting the final meeting and the official commencement of the recovery phase?

Yes No (Please circle)

1.4 Please note the number of meetings with the Incident Management Team which have been attended or if this form is the official handover record:

Meeting number: **1 / 2 / 3 / other ____ / Official Handover (Please circle)**

1.5 Local Recovery Coordinator Name:

1.6 Hazard Management Agency:

1.7 Incident Controller's Name:

1.8 Incident Controller's Contact Number:

1.9 Description of the affected area/s

Note: establish the boundaries of the affected area by street names etc

1.10 Has a map of the affected area been sourced? **Yes / No (Please circle)**

1.11 Has the emergency involved any other local government districts?

Yes – Go to question 1.11a No – Go to Section 2 (Please circle one)

1.11a Which other local government(s) have been affected?

Section 2: Impact Assessment

Residential Damage/Losses

2.1 Has any residential property been damaged or destroyed?

Yes – Go to question 2.1a **No** – Go to question 2.2 **(Please circle one)**

2.1a Record any available information about damage or losses to residential properties that may have occurred.

Residential Address:

Damage/Loss:

Is the owner/resident aware of the property status? **Yes / No / Unknown (Please circle one)**

Residential Address:

Damage/Loss:

Is the owner/resident aware of the property status? **Yes / No / Unknown (Please circle one)**

Note: If there is any further damage or losses, please note them and attach to this form.

Commercial / Industrial Damage/Losses

2.2 Has any commercial or industrial property been damaged or destroyed?

Yes – Go to question 2.2a **No** – Go to question 2.3 **(Please circle one)**

2.2a Record any available information about damage or losses to commercial or industrial properties that may have occurred

Business Name:

Business Address:

Damage/Loss:

Is the business aware of the property status? **Yes / No / Unknown (Please circle one)**

Business Name:

Business Address:

Damage/Loss:		
Is the business aware of the property status?	Yes / No / Unknown (Please circle one)	
Business Name:		
Business Address:		
Damage/Loss:		
Is the business aware of the property status?	Yes / No / Unknown (Please circle one)	
Note: If there is any further damage or losses, please note them and attach to this form.		
Essential Services Damage/Losses		
2.3 Have any essential services been disrupted?		
Yes – Go to question 2.3a No – Go to Section 3 (Please circle one)		
2.3a Record any available information about disruptions to the following essential services that have occurred.		
Service Type	Location	Estimated Restoration Time
Gas		
Phone		
Power		
Roads		
Water		
Other _____		
2.4 Are there any road blocks in place at this time?		
2.5 Is there any other relevant information regarding the disruption of essential services or damage / losses in general.		

Section 3: Evacuation / Welfare

3.1 Was an evacuation undertaken?

Yes – Go to question 3.1a **No** – Go to Section 4 **(Please circle one)**

3.1a Has a welfare centre(s) established?

Yes – Go to question 3.1b **No** – Go to question 3.2 **(Please circle one)**

3.1b Address of welfare centre(s):

3.1c What is the estimated number of evacuees at the welfare centres?

3.2 How many properties were evacuated?

3.3 When will evacuees be allowed back into the affected area?

3.4 Is there any other relevant information regarding the evacuation of people within the area?

Section 4: Confirmation

I confirm that the information contained within this form is accurate to the best of my knowledge at the time of the handover of the emergency for the purpose of finalising the response phase and handing over the control of the incident to the responsible recovery organisation.

Hazard Management Agency Incident Controller

Name:

Signature:

Date: ____ / ____ / ____

Time: _____ hours

Appendix 15: Operational Recovery Plan

Shire of Murray / Shire of Waroona Local Recovery Coordination Group	
Operational Recovery Plan	
Emergency (type and location)	
Date of Emergency	
Section 1 Introduction	
Background on the nature of the emergency or incident	
Aim or purpose of the plan	
Authority for plan	
Section 2 Assessment of Recovery Requirements	
Details of loss and damage to residential, commercial and industrial buildings, transport, essential services (including State and Local Government infrastructure) which may be sourced from the Impact Statement – Local Recovery Resource Manual Appendix 13	
Estimates of costs of damage	
Temporary accommodation requirements (includes details of evacuation centres)	
Additional personnel requirements (general and specialist)	
Human services (personal and psychological support) requirements	
Other health issues (e.g. fatigue management)	

Section 3 Organisational Aspects	
Details the composition, structure and reporting lines of the groups/committees and subcommittees set up to manage the recovery process	
Details the inter-agency relationships and responsibilities	
Details the roles, key tasks and responsibilities of the various groups/committees and those appointed to various positions including the Local Recovery Coordinator	
Section 4 Operational Aspects	
Details resources available and required	
Redevelopment Plans (includes mitigation proposals)	
Reconstruction restoration programme and priorities, (including estimated timeframes)	
Includes programs and strategies of government agencies to restore essential services and policies for mitigation against future emergencies	
Includes the local government program for community services restoration	
Financial arrangements (assistance programs such as the Disaster Recovery Funding Arrangements Western Australia , insurance, Lord Mayor's Distress Relief Fund , public appeals and donations)	
Public information dissemination	

Section 5 Administrative Arrangements	
Administration of recovery funding and other general financial issues	
Public appeals policy and administration (including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel)	
Section 6 Conclusion	
Summarises goals, priorities and timetable of plan	

Signed by (name): _____

Signature: _____

Chair, Local Recovery Coordination Group

Date: _____

Appendix 16: List of Likely Losses

Accommodation

- Emergency accommodation
- Rental assistance
- Tariffs

Business (Including Primary Production)

- Business premises
- Crops
- Equipment
- Fixtures and fittings
- Land rehabilitation
- Loss of profits
- Machinery
- Sheds
- Stock
- Tools
- Vehicles

Community Facilities

- Public
 - Gardens
 - Libraries
 - Neighbourhood centres
 - Parks
 - Playgrounds
- Private
 - Churches
 - Clubs
 - Sporting facilities

Disability/Personal Injury

- Cosmetic injury
- Loss of limbs
- Loss of mobility

Household Contents

- Books
- Computers
- Electrical appliances
- Electronic equipment
- Furniture
- Household/garden tools
- Kitchen equipment and wares
- Linen/blankets/mattresses
- Videos/CD's
- White goods

Loss of Income (Non- Business)

- Commissions
- Salary
- Wages

Medical Expenses

- Consultation fees
- Hospital expenses
- Medical equipment
- Medication/pharmaceutical

Death

- Funeral expenses
- Cost of transportation of body
- Costs relating to recovery of personal effects
- Trust accounts

Residences

- Caravans (permanent living)
- Clean up
- Driveway restoration
- House
- Fences
- Garages
- Sheds/outbuildings
- Home units
- Landscaping
- Paths
- Pergolas/patios
- Townhouses

Vehicles

- Bicycles
- Cars
- Motorcycles
- Recreational (caravans/boats)
- Trailers
- Trucks
- Vans

Appendix 17: Recovery Needs Assessment and Support Survey Form

This needs assessment is being conducted to gather information about your personal circumstances so we can assist you, provide you with information on particular services, or refer you to organisations who can best assist you with your recovery process.

The survey is designed to gather as much relevant information as possible in one interview to avoid having to repeat some details to a number of interviewers. However please note that further contact may be necessary.

You are not obliged to provide any or all of the information requested. You should be aware that the information you provide may be passed to other agencies involved in the recovery process.

Please note that completion of this survey does not guarantee your specific needs will be met immediately, however every effort will be made to obtain the assistance you need as quickly as possible.

If, after completing this survey, you need specific assistance not identified on these forms, or you wish to make enquires about the survey, please ring the following telephone number:

In terms of the Privacy Act should you wish to access, change or amend any information you have given please ring the above telephone number. You can also contact this agency at the following telephone number:

Interview Conducted by:	
Name:	
Signature:	
Location:	
Date: ____ / ____ / ____	Time: _____ hours

This sheet is a receipt of your interview and must be retained for referencing purposes.

Appendix 18: Notes for Interviewer

(Please read before commencing the survey)

Introduce yourself to the person being interviewed.

"Hello, my name is _____ I'm here on behalf of the Shire of Murray / Shire of Waroona (delete as applicable). I would like to talk to you about the recent emergency event to see if there is anything we can help you with or if there are any organisations we may be able to refer you to too assist with your recovery."

- 1) Read through the cover page with the interviewee and complete it. Give the page to the person being interviewed at the completion of the interview as it is their receipt of interview.
- 2) If the interviewee doesn't speak English, refer to the interpretation sheet on **Appendix 19**.
- 3) Start at section one of the survey and work through all sections.
- 4) Texts in grey italic font are points for you to note.
- 5) If the interviewee declines to give information, complete known details if possible.
- 6) On completion of the interview, hand over any relevant information that be of a benefit to the interviewee.

Please Note: *Some people may take this opportunity to offload any frustrations, do not take this personally; it is best to listen and then move on to the next question when possible.*

Appendix 19: Interpretation Sheet

If the interviewee is of a non-English speaking background or has difficulty understanding English, have them identify their spoken language by pointing to one of the languages below.

Once the language has been identified, phone the 'Translating and Interpreting Service (TIS)' on **131 450** for an over the phone interview.

The sentence below states 'I require a (language type) interpreter'.

يلزمني مترجم لغة عربية	Arabic
我需要一個廣東話的翻譯	Chinese Cantonese
我需要一個普通話的翻譯	Chinese Mandarin
Ja trebam hrvatskog prevodioca.	Croatian
Ik heb een nederlandse tolk nodig.	Dutch
Kailangan kop o nang filipino na tagapagsalita.	Filipino
J'ai besoin d'un interprète français.	French
Ich benötige einen Dolmetscher.	German (also Swiss & Austrian)
Απαιτώ έναν ελληνικό διερμηνέα.	Greek
MUJHE EK HINDI ANUVADAK KI JAROORAT HAI.	Hindi
Szükségem van magyar tolmácsra.	Hungarian
Saya membutuhkan penterjemah Bahasa Indonesia	Indonesian
من ترجمان دري ميخواهم.	Afghan - Dari
من مترجم فارسي ميخواهم.	Iran - Farsi
Richiedo un interprete italiano.	Italian
私は日本の通訳を要求する。	Japanese
	Khmer
나는 한국 해석자를 요구한다.	Korean
Mene mi treba preveduva~ na Makedonski.	Macedonian
Saya perlu juru bahasa Melayu	Malaysian
le ried interpretu Malti.	Maltese

Potrzebuję polskiego tłumacza	Polish
Eu requeiro um intérprete portuguese.	Portuguese
Я требую русского переводчика.	Russian

Appendix 20: Needs Assessment

Property Details	
Property Owner/Occupant Name:	
Property Address (Lot, Number, Street Name, Suburb):	
Nearest Cross Road:	
I provide the Shire of Murray / Shire of Waroona with permission to enter my private property <input type="checkbox"/> Yes <input type="checkbox"/> No	
How would you like to be contacted? (✓)	Preferred contact time (✓)
Phone	Morning (7am to 12pm)
Email	Afternoon (12pm to 5pm)
Post	Evening (After 5pm)
Property Needs (✓)	Please provide information on detail for any needs identified
Housing Destroyed/Uninhabitable	
House Damaged	
Outbuildings Destroyed Total: _____	
Rebuilding Assistance	
Asbestos/Possible Asbestos	
Water Tank Damage/Water Supply Affected	
Water potability affected / potential affected	
Machinery Destroyed/Damaged	
Utility Services Affected	
Fencing Destroyed/Damaged	
Pasture Destroyed/Damaged	
Environmental Clean-Up Required	
Farm Animals Lost/Injured	
Domestic Animals Lost/Injured	

Other (please provide details)			
Information Needs (✓)		Other Assistance Required (✓)	
Rubbish Collection/Disposal Information		Council Services Type: _____	
Recovery Information/Newsletter		Referral to Agency Who: _____	
Financial/Grant Assistance		Other: (provide details)	
Counselling/Wellbeing Check			
When would you like someone to contact you? (✓)			
Immediately	Within the week	In the future	
Administrative Information			
Person conducting interview:			
Name (print):			
Signature:			
Date: ____/____/____			
Person being interviewed:			
I have been given the front page of this survey form and agree to the use of the information I have for the purposes of recovery from this emergency.			
Name (print):			
Signature:			
Date: ____/____/____			

Appendix 21: Agricultural Damage Assessment Form

Aims of this Survey			
<ol style="list-style-type: none"> 1. To assess the level of general damage across the Shire. 2. To find out your immediate needs. 3. To provide some specific damage figures to Government, in order to determine the need for financial and / or other aid. 			
Name:			
Address:			
Contact Number:			
What are your immediate needs / how can we help?			
General			
What % of your total farm was affected?	_____ %		
What is your total farm area?	_____ (Ha)		
Type	Yes (✓)	No (✓)	Comments
House/s			
Shed/s			
Yard/s			
Plant/s			
Silos/Storage			
Machinery			
Equipment			
Irrigation Systems			
Domestic Water Supply / Pipes			
Power			
Phone/s			
Fences (Boundary and Internal)			
Damage to Crops			

Area of crop damaged?	_____ (Ha)		
Type	Yes (✓)	No (✓)	Comments
Wheat			
Barley			
Oats			
Canola			
Lupins			
Fruit			
Vegetables			
Other			
Pasture / Stock			
Total area of pasture / stubble damaged?	_____ (Ha)		
Area of Pasture/stubble not damaged?	_____ (Ha)		
Number of hay bales damaged?			
Number / type stock lost?			
Number / type stock left?			
What do you intend doing with those left? (agist? feedlot?)			
Stock water supply?			
Vegetation			
Area remnant bush damaged?	_____ (Ha)		
Area of remnant bush not damaged?	_____ (Ha)		
Is the area fenced?	Yes	No	(Please circle one)

If Yes, how long has the area been fenced and was a funding body involved? (e.g. RVPS, GRF)

Revegetation

Number of seedlings per Ha planted?

Number of seedlings per Ha damaged?

Number of seedlings per Ha left?

Any Other Losses

Do you have any comments, questions or requests?

Appendix 22: Local Recovery Coordination Group Update Briefing Guide

This brief provides the framework for each Local Recovery Coordination Group meeting.

Focus	Element	Who
What has changed? (Consider how the situation has changed since the last report)	Update on incident/issue	LRCG Chair
	LRCG update	LRC
	LRCG update	
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	Key actions over preceding period	
	LRCG	
	Sub Committee updates	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	Response activities planned	
	Other group activities planned	
	LRCG Chairs guidance	
Priority issues	Identify critical operational and business issues	
	Prioritise issues	
	Allocated tasks	
Information required	Identify critical information requirements	
	Allocate responsibility for seeking this information	

Appendix 23: Situation Reports

From: To: Date: Time:

SITREP	
What has changed? (Consider how the situation has changed since the last report)	
What's been done? (Consider personnel, assets, environment, business continuity and reputation)	
What's going to be done? (Consider personnel, assets, environment, business continuity and reputation)	
Priority Issues	
Information Required	

Appendix 24: Volunteer Information Form

Volunteer Information			
VIF Reference Number:	VIF _____	Title/Prefix:	Mr / Mrs / Miss / Dr / Other _____
Full Name:			
Residential Address:			
Postal Address:			
Contact Telephone Number:	(H) _____	(W) _____	(M) _____
Age: _____ years	Date of Birth (Optional) ____/____/____		
Next of Kin Full Name:			
Contact Telephone Number:	(H) _____	(W) _____	(M) _____
Availability (Please tick one of the following) (✓)			
(✓)	Date	Time	
	____/____/____	Day (0800hours until 1630hours)	
	____/____/____	Evening (1600hours until 2430hours)	
	____/____/____	Morning (2400hours until 0830hours)	
	____/____/____	Other _____	
Type of Assistance Offered (Please tick one of the following) (✓)			
(✓)	Type	Comments	
	Accommodation: e.g. supply of _____		
Child Care:			
	Clerical: e.g. word processing, document collation, etc.		
	Domestic: e.g. cleaning, washing, ironing, etc.		
	Food: e.g. meals, catering, etc.		

(✓)	Type	Comments
	Health: e.g. massage, relaxation, etc.	
	Manual Labour: e.g. gardening, lifting, etc.	
	Personal Support: e.g. counselling, interpreter, etc.	
	Phototgraphy:	
	Professional Advice: e.g. architect, builder, etc.	
	Tools/Equipment: e.g. loader, truck, etc.	
	Transport: e.g. car, bus, etc.	
	Other:	
To be signed by the volunteer when initially accepting tasking to acknowledge the above information is true and correct and to verify that any information that is acquired while undertaking tasks allocated may be confidential and must kept confidential.		
Name (print):		
Signature:		
Date: ____ / ____ / ____		
Task Allocated:	VTF Ref Number:	1) VTF ____ 2) VTF ____ 3) VTF ____
Log Sheet:	VTF Ref Number:	1) VTF ____ 2) VTF ____ 3) VTF ____

Appendix 25: Volunteer Log Form

VLF Reference Number: VLF _____

Volunteer Name	VIF Reference Number	Time In	Time Out	VTF Reference Number	Volunteer Signature	Authorised Officer Signature
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		
	VIF			VTF		

Appendix 26: Volunteer Attendance Roster

The following roster has been endorsed by the Local Recovery Coordination Group and distributed to the relevant employee and work area.

Date On	Date Off	Time On	Time Off	Employee Name	LRCG Position
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		
		0800hrs	1630hrs		
		1600hrs	2430hrs		
		2400hrs	0800hrs		

The following criteria have been considered by the LRCG while developing the roster.

Shifts per day:	3	Occupational Health and Safety:
Shifts per week:	5 days on, 2 days off	- Fatigue Management
Length of Shift:	8.5 hours	- Work life balance
Hand over period:	30 minutes	- Employment commitments
Rotation of Roster:	Every 2 days	- Employee welfare
Rest Period:	Minimum 10 hour rest period	

Appendix 27: Volunteer Task Allocation Form

Volunteer Information			
VIF Reference Number:	VIF _____		
Full Name:			
Residential Address:			
Postal Address:			
Contact Telephone Number:	(H) _____	(W) _____	(M) _____
Coordinator Name:			
Contact Telephone Number:	(H) _____	(W) _____	(M) _____
Task Name			
Task Description			
Other Comments			
Task Authorised by:			
Name (print):			
Signature:			
Date: ____ / ____ / ____		Time: _____ am/pm	

Appendix 28: Local Government Welfare Liaison Officer Attendance Form (Time Sheet)

On activation of the Local Government Welfare Liaison Officer, this form is to be completed and maintained by the nominated officer.

Emergency Name: _____

		Time		Time		Task	Authorisation	
Employee Name	Date	In	Out	In	Out		Officer	Signature



Appendix 29: Local Government Employee Attendance Form (Time Sheet)

On activation of the Local Government Employee, this form is to be completed and maintained by the nominated officer.

Emergency Name: _____

		Time		Time		Task	Authorisation	
Employee Name	Date	In	Out	In	Out		Officer	Signature

Appendix 30: Post Emergency Debrief Form

Date:	Start Time: ____am / pm	Finish Time: ____am / pm
Employee:		
De-briefing Officer:		
Role or involvement in emergency:		
Medical check-up conducted: Yes / No		
Date: ___/___/___	Time: ____am / pm	Contact:
Further treatment required: Yes / No		
Date: ___/___/___	Time: ____am / pm	Contact:
Counselling: Offered / Arranged / Conducted		
Date: ___/___/___	Time: ____am / pm	Contact:
Name of support person to be contacted (next-of-kin, family/friend):		
Contact Number:		
Issues / concerns:		
Question/s:	Answer/s:	
Signed (Employee):	Date: ___/___/___	
Signed (Debriefing Officer):	Date: ___/___/___	
For review by:	Reviewed: Yes / No	Date: ___/___/___
Comment / Action:		

Appendix 31: Recommended Post Incident Analysis Headings

1. Terms of Reference

2. Sequence of Events

- a. Pre-impact considerations,
- b. Weather,
- c. Notification and deployment,
- d. Incident appreciation, assessment and first response actions,
- e. Containment, control and combat strategies,
- f. Incident control (including structure), command and coordination,
- g. Incident objectives, strategies and tactics utilised,
- h. Communications and communications planning,
- i. Issues concerning Prevention and Preparedness strategies and resources,
- j. Emergency management planning issues,
- k. Evacuation; and,
- l. Recovery issues.

3. Occupational Health and Safety Issues

- a. Injuries (who, how, what & when),
- b. Type of injuries,
- c. Classification of injured (career, registered volunteer [Y/N], general public),
- d. Training records of injured,
- e. Operating from Brigade/Unit or private vehicle; and,
- f. Near miss(es) (who, how, what & when).

4. Incident Management Evaluation

- a. Both expected and unexpected outcomes,
- b. Effectiveness of IMT,
- c. Effectiveness of strategies and tactics (against minimising impact of hazard),
- d. Operational effectiveness,
- e. Effectiveness of response (mobilising, equipment, individual or group); and,
- f. Compliance with Policy Statements and Support Plans.

5. Lessons Learned

- a. List – strengths & weaknesses (weaknesses require recommendations),
- b. Community safety issues,
- c. Community preparedness (emergency plans in place); and,
- d. Effectiveness of community recovery.

6. Action and Implementation Schedule (For Improving Service Delivery)

7. Endorsements

8. Attachments

- a. List of participants at the information gathering session,
- b. List of all documentation; and,
- c. Other.

Appendix 32: Post Emergency Review Guide

A	B	C	D	E
Time	Event / Action	Decision / Effect	Could it be done better? How?	Action

Appendix 33: Bushfire Evacuation Template

- A bushfire **[EMERGENCY WARNING / WATCH AND ACT]** has been issued for people at this address due to a bushfire.
- The bushfire is burning in **[name area]** between **[road/landmark]** and **[road/landmark]** and is burning towards **[landmark]**. **[Refer to map is available]**.
- **[The Department of Biosecurity, Conservation and Attractions/Department of Fire and Emergency Services]** recommend you and your family leave immediately **OR** direct you and your family to leave immediately under the **[Bush Fires Act/Fire Brigades Act/Emergency Management Act]**. Directed evacuation is compulsory for your safety despite your level of bushfire preparedness.
- Today's Fire Danger Rating is **[severe/extreme/catastrophic]** which means it may not be possible to actively defend your home.
- This will be the only door knock warning. There is a threat to lives and homes. You need to act immediately. Your best chance for survival is to leave now.
- You should leave via **[directions]**.
- The Department of Communities has an evacuation centre at **[place]**.

If you have animals, **the Local Government has arranged that you can go to [place]**. **If you have family or friends away from the area, you may prefer to go there.**

OR

You should go to family and friends who live away from the area (i.e. if no evacuation centre is set up).

Note - unaccompanied children without direct parental or responsible adult supervision should be evacuated into the care of the Department of Communities at the evacuation centre.

- If you need help to leave, contact someone who can help you now. If you can't get hold of them or they can't help you immediately, tell us.
- If you care for anyone in the evacuation area, are you able to collect them on the way out safely? If not, tell us.

Incident Controller

WA Police Force

Signed _____

Signed _____

Date _____

Date _____

Time _____

Time _____

Bushfire Evacuation Information

If you leave your home for a safer place:

- It is important that you take everything you need when you leave, such as your bushfire survival kit, including important papers, medications and personal supplies.
- Road blocks and other controls are in place and once you leave it is unlikely that you will be allowed to return home under any circumstance.

In the case of a recommended evacuation, if you disregard this recommendation and stay you need to get ready to actively shelter in your home and actively defend it.

- Your home needs to be prepared to the highest level and constructed to bushfire protection levels i.e. enclosed eaves covers over external air conditioners, metal fly screens. It is too late to do it now.
- You will need to be self-sufficient if you are planning to actively defend your property. You cannot rely on fire-fighters to protect you and your property.
- You need to be prepared emotionally, mentally and physically to actively defend your property and consider your family members.
- You should protect yourself from radiant heat with long sleeves, long trousers and strong leather boots. The majority of people die in a bushfire from radiant heat.
- You may need to defend your house from spot fires and embers for several hours and may not be able to keep up-to-date with a changing situation.
- You need to have adequate supplies of necessary items such as food, drinking water and petrol.
If you leave your property during the fire to restock it is likely that you will not be allowed to return home.
- You are likely to lose power, water, gas and phone services. It may be days or even weeks before these services are restored.
- You will need to have an independent water supply. This should be a concrete or steel tank with a 20,000 litre capacity to ensure adequate defence of your home.
- You will need a generator with more than 1.5 kVA capacity to drive a home pressure pump or a petrol or diesel fire-fighting pump in order to have a water supply for actively defending your home.
- You must stay in the house when the fire front is passing, this usually takes 5 – 15 minutes. You need to actively defend while sheltering.
- You need to take shelter inside, go to a room that is furthest from the fire front. Make sure you can easily escape from the building, preferably in a room with two exits and a water supply (e.g. a laundry or kitchen). People have died sheltering in bathrooms and other rooms without a door going outside.
- If your house catches on fire and the conditions inside become unbearable you need to get out and go to an area that has already been burnt. Close all internal doors and leave through the door furthest from the approaching fire. Many people have died from toxic smoke and fumes when their house has caught fire.

In the case of a directed evacuation, if you disregard this direction and stay, you will be committing an offence. If you require more information you can call 1300 657 209, visit the Emergency WA website www.emergency.wa.gov.au and listen to local ABC radio.

Appendix 34: Operational Evacuation Plan Template

This template can be used to develop a plan or document decisions and strategies from another agency where time permits – or as an aide-memoire where needs to be taken urgently.

Under the *Emergency Management Act 2005*, for a recommended evacuation, developing an evacuation plan or undertaking activities to support the plan, will generally be completed by the Incident Controller (appointed by the Controlling Agency). In the case of a directed evacuation, this will generally be completed by the Hazard Management Officer (authorised by the HMA) or Authorised Officer (authorised by the SEC).

This document is compiled by:

Name: _____

Position: _____

Time: _____

Date: _____

Signature: _____

Are details of the evacuation entered on a crisis information management system (e.g. WebEOC/WebFusion)?

Yes

Please specify: _____

No

Incident Name/Reference: _____

SITUATION

Briefly describe the situation or emergency which has, or may cause, a recommendation or direction to an affected community to evacuate, including other imminent or occurring hazards/emergencies:

SUMMARY OF KEY RISK

Issue(s)	Likelihood	Consequences	Mitigation Strategy
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	
	low/med/high	low/med/high	

MISSION

Briefly describe the mission in this evacuation or potential evacuation:

Specified objections:

EXECUTION

Key Roles

HMA/Controlling Agency/Incident Controller:

Agency: _____

Incident Controller: _____

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Operational Area Manager (if appointed):

Agency: _____

Operational Area
Manager _____

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Police Commander:

Agency: _____

WA Police Force

Name: _____

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Emergency Coordinator(s): *(Local Officer in Charge and/or District Superintendent perform whole of government coordination function at local and/or district level(s))*

Agency: _____

WA Police Force

Local Emergency Coordinator

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Agency: _____

WA Police Force

District Emergency Coordinator

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Evacuation Manager: *(Where appointed – this position will generally sit under Operations in the incident management system (e.g. AIIMS))*

Agency: _____

Name: _____

Contact Number 1: _____

Contact Number 2: _____

Email 1: _____

Email 2: _____

Other: _____

Major Facilities:	_____
_____	_____

Incident Control Centre Details:	
Name of ICC:	_____
Location of ICC:	_____
Contact Number 1:	_____ Contact Number 2: _____
Email 1:	_____ Email 2: _____

Incident Control Point/Forward Control Centre Details (if applicable):	
Name of ICP:	_____
Location of ICP:	_____
Contact Number 1:	_____ Contact Number 2: _____
Email 1:	_____ Email 2: _____

Incident Support Group Details (if activated):	
Name of ISG Site:	_____
Location of ISG:	_____
Contact Number 1:	_____ Contact Number 2: _____
Email 1:	_____ Email 2: _____

Location of the Operational Area Support Group (if activated):	
Name of OASG Site:	_____
Location of OASG	_____
Contact Number 1:	_____ Contact Number 2: _____
Email 1:	_____ Email 2: _____

Location of the Primary Evacuation Centre (if activated):	
Name of Centre:	_____
Location:	_____
Capacity:	_____
Facilities:	_____
Contact Name:	_____
Contact Number:	_____ Email: _____

Location of the Secondary Evacuation Centre (if activated):	
Name of Centre:	_____
Location:	_____
Capacity:	_____
Facilities:	_____
Contact Name:	_____
Contact Number:	_____ Email: _____

Other:	_____

DECISION PHASE: is getting people out the best option?	
<i>The decision to evacuate rests with the Controlling Agency/HMA. For a directed evacuation, the Controlling Agency must be an HMO, Authorised Officer or Police Officer or liaise with an HMA to direct an evacuation under the Emergency Management Act 2005.</i>	
Type of evacuation issued:	
<input type="checkbox"/>	Recommended evacuation
<input type="checkbox"/>	Directed evacuation

This decision was made in consultation with:	
<input type="checkbox"/>	Controlling Agency
	Contact Name 1: _____
	Contact Name 2: _____
<input type="checkbox"/>	WA Police Force
	Contact Name 1: _____
	Contact Name 2: _____
<input type="checkbox"/>	HMA
	Contact Name 1: _____
	Contact Name 2: _____
<input type="checkbox"/>	Other Experts
	Name/Agency 1: _____
	Name/Agency 2: _____

Name/Agency 3:	
Name/Agency 4:	
Name/Agency 5:	

Does the person making the decision to recommend or direct an evacuation have the legislated authority?	
<input type="checkbox"/>	Yes Give Details: _____
<input type="checkbox"/>	No State Reasons: _____

Relevant issues to this evacuation/potential evacuation and affecting decision:	Yes	No
Time pressure	<input type="checkbox"/>	<input type="checkbox"/>
Information source/validity	<input type="checkbox"/>	<input type="checkbox"/>
Competing tasks	<input type="checkbox"/>	<input type="checkbox"/>
Ability/risk to evacuate	<input type="checkbox"/>	<input type="checkbox"/>
Safety of community	<input type="checkbox"/>	<input type="checkbox"/>
Safety of at risk persons (aged, children, homeless, tourist)	<input type="checkbox"/>	<input type="checkbox"/>
Staffing (resourcing)	<input type="checkbox"/>	<input type="checkbox"/>
Community preparedness	<input type="checkbox"/>	<input type="checkbox"/>
Communication processes	<input type="checkbox"/>	<input type="checkbox"/>
Sufficient shelter provisions	<input type="checkbox"/>	<input type="checkbox"/>
Safety of emergency responders	<input type="checkbox"/>	<input type="checkbox"/>
Other imminent or occurring hazard/emergency	<input type="checkbox"/>	<input type="checkbox"/>
If Yes	HMA: _____	
	Contact Person: _____	
	Contact Number: _____	
	HMA: _____	
	Contact Person: _____	
	Contact Number: _____	
Other <i>(please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Other <i>(please specify)</i>	<input type="checkbox"/>	<input type="checkbox"/>
Trigger Points – Are there identified trigger points for evacuation to be recommended or commenced?	<input type="checkbox"/>	<input type="checkbox"/>
If Yes	Tigger Point	Activity

Alternatives – By necessity, are there any alternatives to an evacuation?	Yes	No
Shelter in place	<input type="checkbox"/>	<input type="checkbox"/>
Identified community refuge	<input type="checkbox"/>	<input type="checkbox"/>
Private shelter	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>

WARNING PHASE: telling people of the need to go

The issuing of a warning/recommendation/direction to those affected by an impending emergency is the responsibility of the Controlling Agency's Incident Controller. Where the Incident Controller has requested assistance with relates tasks for a community evacuation, e.g. for door knocks, they are to advise who is to facilitate provision of required information.

Actual messaging to contain the following information:	Yes	No
Identification of the HMA/Controlling Agency	<input type="checkbox"/>	<input type="checkbox"/>
Location of area affected	<input type="checkbox"/>	<input type="checkbox"/>
Predicted severity	<input type="checkbox"/>	<input type="checkbox"/>
How people should respond	<input type="checkbox"/>	<input type="checkbox"/>
Where to get further information	<input type="checkbox"/>	<input type="checkbox"/>

If you answered No to any of the above, please enter reason(s):

Other information to include (if appropriate):	Yes	No
Instructions for at risk persons	<input type="checkbox"/>	<input type="checkbox"/>
Ancillary issues, such as domestic pets, medications, identification	<input type="checkbox"/>	<input type="checkbox"/>

Limitation on possession e.g. oversize items, livestock	<input type="checkbox"/>	<input type="checkbox"/>
Recommended personal items e.g. toiletries, clothing, baby formula	<input type="checkbox"/>	<input type="checkbox"/>
Recommended transport routes and/or transport options	<input type="checkbox"/>	<input type="checkbox"/>
Security of evacuated areas (assurance patrols or similar if safe to do so)	<input type="checkbox"/>	<input type="checkbox"/>
Advice on energy supplies and air conditioning e.g. switch off gas, electricity	<input type="checkbox"/>	<input type="checkbox"/>
Advise to inform relatives/friends on your intentions/destination	<input type="checkbox"/>	<input type="checkbox"/>
Information about 'Register.Find.Reunite' system (in consultation with Department of Communities)	<input type="checkbox"/>	<input type="checkbox"/>
Alternative arrangements for hazards requiring isolation or quarantine (e.g. human epidemic)	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>
Methods available to facilitate public warnings (consider resources, specialist support and emergency responder safety):	Yes	No
Media (television)	<input type="checkbox"/>	<input type="checkbox"/>
Media (radio)	<input type="checkbox"/>	<input type="checkbox"/>
Telephone contact	<input type="checkbox"/>	<input type="checkbox"/>
Short Message Service (SMS)	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Alert	<input type="checkbox"/>	<input type="checkbox"/>
Standard Emergency Warning Signal	<input type="checkbox"/>	<input type="checkbox"/>
Door knocks	<input type="checkbox"/>	<input type="checkbox"/>
Verbal messages	<input type="checkbox"/>	<input type="checkbox"/>
Community meetings	<input type="checkbox"/>	<input type="checkbox"/>
Sirens	<input type="checkbox"/>	<input type="checkbox"/>
Public address systems	<input type="checkbox"/>	<input type="checkbox"/>
Agency websites	<input type="checkbox"/>	<input type="checkbox"/>
Email	<input type="checkbox"/>	<input type="checkbox"/>
Social networking sites	<input type="checkbox"/>	<input type="checkbox"/>
Print material	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>):	<input type="checkbox"/>	<input type="checkbox"/>

WITHDRAWAL PHASE: getting people out		
<p><i>The responsibility for evacuating a community remains with the Controlling Agency/HMA/ HMO or authorised officer, who may request assistance with specific activities as part of their (documented) evacuation strategy or, by agreement, may delegate the development and/or execution of an evacuation strategy. Where this plan is completed by another agency, appointment of an Evacuation Manager from that agency is recommended and the resultant evacuation strategy should be endorsed by the HMA/HMO where practicable. Consultation with Main Roads WA, resources available, specialist support, personnel safety and possible exclusions to evacuation direction are key considerations.</i></p>		
Outline of evacuation strategy	Yes	No
Does a plan already exist?	<input type="checkbox"/>	<input type="checkbox"/>
Sectorise/Phase the affected area if appropriate:		
At risk persons (such as aged, CALD, unaccompanied children, walking wounded, people with disabilities, pregnant persons, tourist):		
Consider assembly area, if required:		
Evacuation centre(s) identified (Department of Communities to coordinate welfare support on request):		
Are animals permitted?		
Can animals be sheltered in the vicinity?		
If required by HMA, alternative evacuation arrangements for concurrent emergency requiring isolation or quarantine (e.g. human epidemic/pandemic)		

Forecast need for registration and reunification (Register.Find.Reunite):
Identify transport options (including by land, sea or air, as applicable):
Develop traffic management plan (considering ingress and egress routes, sole use of route for evacuees/emergency responders and welfare/first aid enroute, as applicable):
Identify multi-agency communications arrangements/plan:
Flagging of evacuated properties (any scheme in place for flagging by residents or responders):
Security of evacuated area:
Actions on persons declining to evacuate (such as possibility of registration/list of premises). Note: Unaccompanied children should be evacuated to a Department of Communities centre.
Other considerations:

SHELTER PHASE: where people can go and providing support

The Controlling Agency or HMA is responsible for ensuring evacuated persons have appropriate provisions. Identification of a suitable evacuation centre and coordination of community welfare is supported by the Department of Communities on request. Confirm whether the Department of Communities have been activated by the Controlling Agency or HMA. If facilities are required that will accept animals, local government should be able to provide advice.

Have the following actions being taken?	Yes	No
Evacuation centre requirements identified – The following information may assist the Department of Communities and local governments with the selection of an evacuation centre(s). <ul style="list-style-type: none"> • Summary of the incident • Areas currently identified as safe locations (include map of impacted area) • Transportation routes - Ingress and Egress • Estimated number of persons displaced or evacuated • Expected duration of the evacuation (less than one day, overnight, etc.) • Security concerns 	<input type="checkbox"/>	<input type="checkbox"/>
Welfare response requested (through Department of Communities)	<input type="checkbox"/>	<input type="checkbox"/>
Locations for evacuation/welfare centres selected (Consultation between the Controlling Agency/HMA and the Department of Communities should occur prior to selection, whenever possible) Note: Where the Department of Communities is unable to be on site immediately, the Local Emergency Welfare Plans , developed by the local government and the Department of Communities, and the Local Evacuation Plan, should be consulted.	<input type="checkbox"/>	<input type="checkbox"/>
Registration and reunification process (Register.Find.Reunite) access requested/delivered – Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Other resources are in position to commence registration of evacuees	<input type="checkbox"/>	<input type="checkbox"/>

Recommended Appendices	Yes	No
Incident Management Team (IMT) contact list	<input type="checkbox"/>	<input type="checkbox"/>
Residents contact list	<input type="checkbox"/>	<input type="checkbox"/>
Record of warning messages (date/time/method)	<input type="checkbox"/>	<input type="checkbox"/>
Risk assessment matrix	<input type="checkbox"/>	<input type="checkbox"/>
Traffic management plan	<input type="checkbox"/>	<input type="checkbox"/>
Traffic Management Planning Cell Checklist	<input type="checkbox"/>	<input type="checkbox"/>
Maps	<input type="checkbox"/>	<input type="checkbox"/>
Record of advice provided to affected areas/persons	<input type="checkbox"/>	<input type="checkbox"/>
List of at risk people/locations	<input type="checkbox"/>	<input type="checkbox"/>

RETURN PHASE: allowing people back and supporting their return		
<i>The decision to allow a community to return, planning for the return and providing accurate and timely information to the displaced community are the responsibilities of the HMA, or Controlling Agency's Incident Controller. Where other agencies are assisting, it is important that this assistance is confirmed and decisions swiftly disseminated to relevant personnel.</i>		
Key considerations	Yes	No
The affect area being declared safe	<input type="checkbox"/>	<input type="checkbox"/>
Crime scene preservation	<input type="checkbox"/>	<input type="checkbox"/>
Availability of services and utilities (gas, electricity, roads)	<input type="checkbox"/>	<input type="checkbox"/>
Evacuees' psychological and physical health	<input type="checkbox"/>	<input type="checkbox"/>
Transport for persons with a disability, those with specific care requirements	<input type="checkbox"/>	<input type="checkbox"/>
Economic factors involves in the return of evacuees	<input type="checkbox"/>	<input type="checkbox"/>
Possible need for a phased return/traffic management/permit system	<input type="checkbox"/>	<input type="checkbox"/>
Local Recovery Coordinator/Coordination Group included in planning	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Informing other stakeholders of the decision:	<input type="checkbox"/>	<input type="checkbox"/>
Community representatives	<input type="checkbox"/>	<input type="checkbox"/>
Department of Communities	<input type="checkbox"/>	<input type="checkbox"/>
Department of Primary Industries and Regional Development	<input type="checkbox"/>	<input type="checkbox"/>
Department of Fire and Emergency Services	<input type="checkbox"/>	<input type="checkbox"/>
Department of Health	<input type="checkbox"/>	<input type="checkbox"/>
Department of Biodiversity, Conservation and Attractions	<input type="checkbox"/>	<input type="checkbox"/>
Department of Water and Environmental Regulation	<input type="checkbox"/>	<input type="checkbox"/>
Department of Mines, Industry Regulations and Safety	<input type="checkbox"/>	<input type="checkbox"/>
Department of Transport	<input type="checkbox"/>	<input type="checkbox"/>
Local Government	<input type="checkbox"/>	<input type="checkbox"/>
Main Roads WA	<input type="checkbox"/>	<input type="checkbox"/>
Utility Companies	<input type="checkbox"/>	<input type="checkbox"/>
Water Authorities	<input type="checkbox"/>	<input type="checkbox"/>
WA Police Force	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>

Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Other (<i>specify</i>)	<input type="checkbox"/>	<input type="checkbox"/>
Verification of Return Process – the decision to allow return is:		
Authorised by		
Name: _____		
Title: _____		
At hours on (time): _____ (date): _____		
Organisations: _____		

ADMINISTRATION & LOGISTICS	
Communications	
Safety	
Records Management	
Transport	
Equipment	
Medical	
Meals	
Other (<i>specify</i>):	
Other (<i>specify</i>):	
Other (<i>specify</i>):	



Appendix 6 - Emergency Evacuation Plan

Shire of Murray and Shire of Waroona 2022



Disclaimer

Important:

The Shires of Murray & Waroona make no representations about the suitability of the information contained in this document or any material related to this document for any purpose.

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Requests for further authorisation should be directed to the Coordinator Ranger and Emergency Management, ^{c/-} Shire of Murray, PO Box 21, PINJARRA WA 6208 or via email at mailbag@murray.wa.gov.au or warshire@waroona.wa.gov.au

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Emergency Evacuation Plan - Authority

The joint Emergency Evacuation Plan (EEP) forms part of the joint Local Emergency Management Arrangements (LEMA) and has been prepared and endorsed by the Shire of Murray & Waroona Local Emergency Management Committee (LEMC) pursuant to Section 41(1) of the *Emergency Management Act 2005*.

A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the LEMA. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson		Date
Shire of Murray LEMC		
Stuart Kirkham

Chairperson		Date
Shire of Waroona LEMC		
Mike Walmsley

Shire President		Date
Shire of Murray		
David Bolt

Shire President		Date
Shire of Waroona		
Mike Walmsley

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Distribution List

Shire of Murray	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Electronic	1
SoM Shire President / LRCG Chairperson	Electronic	1
LEMC / Shire of Murray Councillor	Electronic	1
Director Place, Community and Economic Development/ LRC	Electronic	1
Director Infrastructure Services / Deputy LRC	Electronic	1
Director Planning and Sustainability	Electronic	1
Manager Building Services	Electronic	1
Manager Environmental Health	Electronic	1
Director Corporate Services	Electronic	1
Manager Information Services	Electronic	1
Manager Governance	Electronic	1
Coordinator Ranger and Emergency Management	Electronic	1
Community Emergency Services Coordinator	Electronic	1
Ranger and Emergency Services Support Officer	Electronic	1
Manager Community and Library Services	Electronic	1
Team Leader Customer Service (MALC) / LGWLO	Electronic	1
Manager Communications and Marketing	Electronic	1
CEO Executive Support Officer / Admin. Support Officer	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Deputy Chief Bush Fire Control Officer (DCBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	5
Murray State Emergency Services Unit	Hard	1
Dwellingup Visitors Centre	Hard	2
Administration Office	Hard	1
Murray Library	Hard	1
Shire of Murray website	Electronic	1
Shire of Waroona	Hard Copy / Electronic Copy	Nº of Copies
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SoW Shire President / LRCG Chairperson	Hard	1
LEMC Chairperson / Shire of Waroona Councillor	Hard	1

Shire of Waroona	Hard Copy / Electronic Copy	N° of Copies
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Director Corporate and Community Services	Hard	1
Coordinator Community Development	Hard	1
Manager Corporate Services	Hard	1
Manager Recreation Services	Hard	1
Manager Works	Hard	1
Senior Planner	Hard	1
Building Maintenance Officer	Hard	1
Community Development Officer	Hard	1
Senior Infrastructure and Development Services Officer	Hard	1
Corporate Compliance Officer	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	3
Waroona Visitor Centre	Hard	1
Waroona Administration Office	Hard	1
Waroona Library	Hard	1
Shire of Waroona website	Electronic	1
Local Emergency Management Committee	Hard Copy / Electronic Copy	N° of Copies
OIC - Pinjarra Police Station / Local Emergency Coordinator	Electronic	1
OIC - Dwellingup Police Station	Electronic	1
OIC - Waroona Police Station	Electronic	1
Alcoa Australia Representative	Electronic	1
CEO - Bedingfeld Park Inc Aged Care Facility	Electronic	1
DC - Senior District Emergency Services Officer	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Electronic	1
DFES - District Officer – Natural Hazards - South West	Electronic	1
DFES - District Officer – Emergency Management - South West	Electronic	1
Murray State Emergency Services Unit	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Electronic	1
Murray Waroona Schools – Network Principal	Electronic	1
Quambie Park Waroona Inc. - Representative	Electronic	1

Local Emergency Management Committee	Hard Copy / Electronic Copy	Nº of Copies
Belswan Lifestyle Village	Electronic	1
Community Representative - Shire of Murray	Electronic	1
Community Representatives - Shire of Waroona	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Electronic	1
DPIRD – Manager, Emergency Preparedness	Electronic	1
Harvey Water - Project Engineer	Electronic	1
Main Roads WA	Electronic	1
Water Corporation – Operations Manager	Electronic	1
Western Power – Field Operations Team Leader	Electronic	1
Other	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Electronic	1
WAPOL – Superintendent – Metropolitan South	Electronic	1
Western Power – Resource Manager South Metropolitan	Electronic	1
CEO – Shire of Boddington	Electronic	1
CEO – City of Mandurah	Electronic	1
CEO – City of Rockingham	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Electronic	1
CEO – Shire of Wandering	Electronic	1
CEO – Shire of Harvey	Electronic	1
PWS – Dwellingup Office	Electronic	1
PWS – Mandurah Office	Electronic	1
DC – Mandurah Office	Electronic	1
Department of Education – South Metro Regional Education Office	Electronic	1
Alcoa World Alumina – Refinery and Mine Site Managers	Electronic	2
Rotary Club – Pinjarra Branch	Electronic	1
Salvation Army – Mandurah	Electronic	1
Murray District Hospital	Electronic	1
DEMC – South Metro	Electronic	1
State Emergency Management Committee (SEMC)	Electronic	1
Total:		99

Amendment Record

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

Feedback can include:

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

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208
Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215
Email: warshire@waroona.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.

Nº	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original Document – LEMC endorsed	LEMC22/004	
2	25 August 2022	Original Document – Shire of Murray endorsed	OCM22/xx	
3	23 August 2022	Original Document – Shire of Waroona endorsed	OCM22/xx	

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Document Availability

Copies of the joint EEP is available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Murray Administration Building, 1915 Pinjarra Road, Pinjarra,
- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Murray Library, Corner Pinjarra Road and Forrest Street, Pinjarra
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Dwellingup History and Visitor Information Centre, Marrinup Street, Dwellingup; and,
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.murray.wa.gov.au or www.waroona.wa.gov.au

All information relating to the joint LEMA and associated documents will be recorded on the Shire of Murray and Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoM HPE Content Manager – Emergency Management Files	
Local Emergency Management Committee (LEMC)	7206
Local Recovery – Financial	1/2281
Local Recovery – Communications	1/2282
Local Recovery – Coordination Group	1/2283
Local Recovery – Other	1/2284
Evacuation Centres	1/2161
SoW Synergyssoft – Emergency Management Files	
Bushfire Control	23/1
Emergency Services	51/1
Local Emergency Management Committee (LEMC)	51/2
Bushfire Brigades	24/1

Acknowledgements

The joint Local Emergency Management Committee would like to acknowledge the State Emergency Management Committee (SEMC) All West Australian's Reducing Emergencies (AWARE) Program for providing grant funding for a comprehensive review of the Local Emergency Management Arrangements and the formation of the Emergency Evacuation Plan.

The quality of the information in this plan is directly attributed to the voluntary input of a wide range of industry experts from a variety of organisations involved in recovery planning, management and service delivery. The joint Local Emergency Management Committee would also like to acknowledge assistance from staff at the following agencies whose input was critical to the joint Emergency Evacuation Plan being developed. These include representatives from:

- Shire of Murray
- Shire of Waroona
- State Government Agencies
 - State Emergency Management Committee
 - Department Fire and Emergency Services
 - Department of Communities
 - Department of Biodiversity, Conservation and Attractions - Parks and Wildlife Service
 - Western Australian Police
- Australian Government Agencies
 - Emergency Management Australia
- Non-government Organisations
 - Red Cross

Consultation of other Evacuation Plans from throughout Australia has assisted in ensuring that best-practice has been adopted;

- City of Armadale
- City of Mandurah
- Shire of Cranbrook
- City of Busselton
- City of Bunbury
- Shire of Mundaring

Introduction

This document is an Appendix to, and should be read in conjunction with, the joint Local Emergency Management Arrangements (LEMA) and Local Recovery Resource Manual (LRRM).

The joint LEMA is available at www.murray.wa.gov.au or www.waroona.wa.gov.au

Aim

The aim of the joint Emergency Evacuation Plan is to assist emergency management agencies with the planning and implementation of emergency evacuations for all hazards within the Shire of Murray and the Shire of Waroona.

Purpose

The purpose of the joint evacuation plan is to provide assistance to any Controlling Agency (CA) and/or Local Emergency Coordinator (LEC) to rapidly develop an effective evacuation plan for any emerging hazard or current emergency event.

Effectiveness of the plan relies on:

- Effective liaison with the incident HMC/CA
- Up-to-date information being maintained within the DC Local Emergency Welfare Plan – Peel Region
- Effective links with the media and community warning systems
- Community preparedness
- Knowledge and skills developed in conjunction with these arrangements for those responsible for implementing evacuations
- Up-to-date LEMA resource and contacts list relevant to the evacuation requirements

Scope

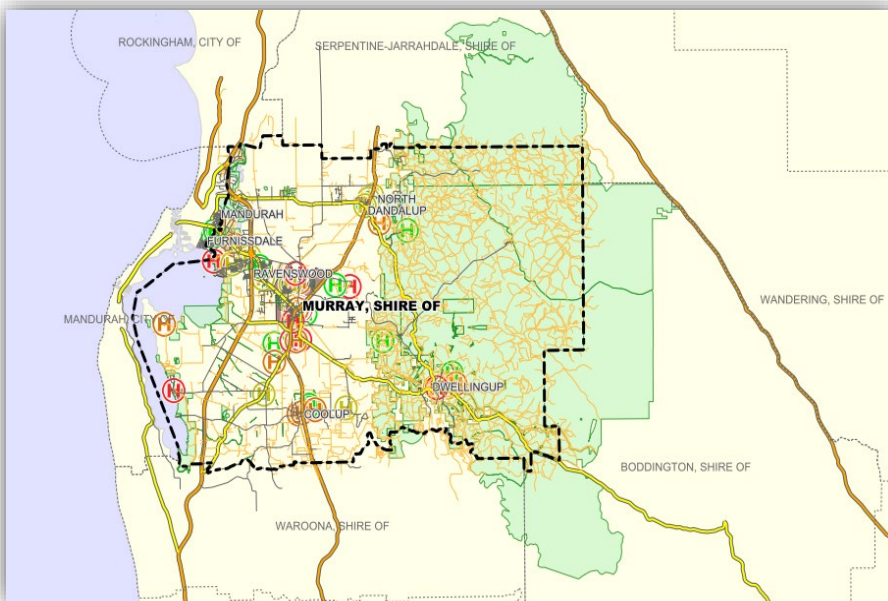
This plan is to ensure the communities of the SoM and SoW are prepared for an evacuation, should the need arise. Evacuation management decision relating to evacuation during an emergency rest with the Controlling Agency (CA) or Hazard Management Agency (HMA) and it is not the intent of this document to detail the procedures for Controlling Agencies or HMAs in managing an evacuation. The procedures for an evacuation should be detailed in the Controlling Agencies or HMAs' individual plans.

Furthermore:

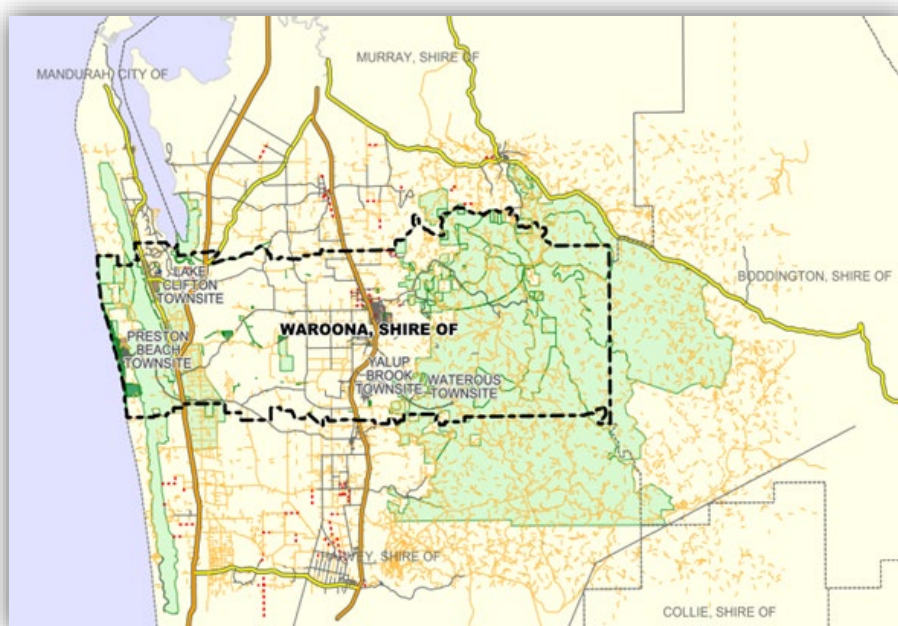
- This document applies to the local government districts of the Shire of Murray and the Shire of Waroona
- This document covers areas where the Shires of Murray and Waroona provide support to HMAs in the event of an evacuation;

This information is to serve as a guide to be used at the local level. Incidents may arise that require action or assistance from district, state or federal level.

Shire of Murray



Shire of Waroona



What is Evacuation

Evacuation is the movement of people from a threatened area to a place of safety and is an important part of the emergency management process. The decision to evacuate will be made by the HMA, Controlling Agency or an authorised officer when the members of the community at risk do not have the capability to make an informed decision or when it is evident that loss of life or injury is imminent.

Alternatives such as shelter in place or “prepare, act, survive” should be considered. Any decision to evacuate or recommend evacuation should be made as early as is practical as late evacuation may compound the risk by potentially exposing communities to greater levels of risk.

Evacuation Planning Principles:

Depending on the risk, the need for long or short-term evacuation and immediate or planned evacuation may be necessary. The general policy of the state’s emergency management organisation SEMC is that:

- to be effective it is essential the community be involved in the evacuation planning process. It is critical that communities are fully informed of the risks that they may face and the options, including evacuation and shelter in place, which may apply during an emergency.
- planning should also recognise that other plans, such as the State Welfare Emergency Management Support Plan, the State Registration and Inquiry Emergency Management Plan and a number of other district and state level plans, may be relevant. Local emergency management arrangements should therefore recognise the relationship and links to neighbouring districts and higher-level planning.
- the evacuation plan should include arrangements for training exercises and testing of evacuation procedures.
- HMA’s must develop and implement community education programs and warning systems for those hazards for which they are responsible to provide community members with the capability to make an informed choice as to whether to stay or leave when threatened by an emergency.
- Warning systems should be developed in partnership with local governments and other emergency management agencies.

See [State EM Policy 5.7 – “Community Evacuation”](#) for more detailed evacuation planning principles.

Schools, hospitals, aged care and child care facilities etc, should each have separate emergency evacuation plans, which show where their populations will assemble for transportation.

Evacuation Management

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.

The Controlling Agency is responsible for the management of a recommended evacuation and/or where authorised by the HMA, responsible for the management of a directed evacuation and this continues during an emergency response ([State EM Policy section 5.7](#)).

Should there be 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.

During an emergency situation or state of emergency, the CA must comply with the directions of the relevant HMA or the SEC, respectively. An IC who is not a HMO, Authorised Officer or Police Officer does not have the power to make a directed evacuation during an emergency situation or state of emergency.

WAPOL will be requested to effect and control evacuations of persons to a location predetermined by the CA. The CA is to liaise with the appropriate LEC, welfare and support agencies/authorities including DC and the SoM & SoW to ensure the appropriate arrangements for registration and support are in place for evacuees.

Types of Evacuation

For planning purposes an evacuation may be either pre-warned evacuation, immediate evacuation or self-evacuation.

Pre-warned evacuation- where the nature of the hazard allows for the receipt of sufficient and reliable information to prompt a decision to evacuate ahead of a hazard impact (e.g. cyclone, storm surge)

Immediate evacuation – where a hazard impact forces immediate action, allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).

Self-evacuation – this is a spontaneous type of evacuation involving the self-initiated movement of people such as individuals, family or community groups.

This Evacuation Plan:

- is applicable to hazards likely to require community evacuation such as, but not limited to, fire, flood, storms, HAZMAT
- will identify resources and services that are needed and outline how they are to be obtained in an emergency, including mobility and communication for at-risk persons
- will be accessible to the Controlling Agency and/or HMA 24 hours per day, 7 days per week
- will identify arrangements, agency responsibilities and systems, where practicable, for each of the five stages of evacuation (refer below)

Responsibility for decisions relating to the return of evacuated residents' rests with the CA. The return of evacuated residents will be conducted in consultation with the affected community and relevant health and welfare agencies including DC and the DoH. Further details can be found under [Stage 5 – Return](#).

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

All evacuations shall be managed as per [State EM Plan 5.3.2 – “Community Evacuation”](#) and the [“Western Australia Community Evacuation in Emergencies Guideline”](#).

The Five Stages of Evacuation

The evacuation process encompasses five stages: Decision, Warning, Withdrawal, Shelter and Return.



Stage 1 - Decision

Evacuation often occurs during a stressful time for people as there may be risk of harm to their life, they may wish to protect their property and/or care for dependents and animals.

The decision to evacuate rests with the CA, HMO, Authorised Officer or Police Officer, as applicable, have the authority to make the decision to evacuate.

The HMA has the overall responsibility for managing evacuation with the CA (where authorised by the HMA) determining if the evacuation is to be recommended (voluntary) or directed (compulsory). If a directed evacuation is required, the decision can only be made by the HMO, Authorised Officer or Police Officer during an emergency situation or state of emergency using powers under the EM Act (Part 6).

Alternatives such as shelter in place or “prepare, act, survive” should be considered. Any decision to evacuate or recommend evacuation should be made as early as is practical as late evacuation may compound the risk by potentially exposing communities to greater levels of risk.

Legislative Powers

There are several acts of State Government legislation that allow the Incident Controller or HMA to implement an evacuation plan during an Emergency Situation or State of Emergency Declaration including:

- section 14B(2)(b) of the [Bush Fires Act 1954](#) - powers of authorised persons and police officers during authorised periods; and
- sections 61 and 71 of the [Emergency Management Act 2005](#) - powers concerning movement and evacuation.

Under State Emergency Policy Section 5.7 and State Emergency Management Plan Section 5.3.2, each emergency management agency is required to be familiar with the evacuation powers that are available to them for the hazards they are responsible for.

Risk Management

The decision by the IC to recommend or direct an evacuation will reflect a consideration of relative risks. There are many factors which that may influence the decision whether or not to evacuate which need to be considered by the IC to consider the safety of the effected community, emergency responders and representatives of supporting agencies. These factors include, but are not limited to:

- the nature and probability of the threat presented by the hazard (which will be affected by the hazard, the geography and other characteristics of the area)
- any other risk management strategies that may be in place (such as community and / or asset preparedness)
- the potential consequences of evacuation compared with shelter in place (e.g. building characteristics, community and individual vulnerability)
- engagement with relevant stakeholders (e.g. those who may be required to assist with an evacuation or with responsibilities for groups of the community)
- the potential consequences of making a decision to evacuate too early or too late (e.g. to determine appropriate trigger points for action)
- the risk to evacuees and emergency workers in undertaking an evacuation (direct or indirect effects of the hazard or any other hazard either imminent or occurring)
- any requirements to comply with any other direction/requirements relating to isolation and quarantine for another emergency occurring concurrently
- any individuals/groups within the community that may require specific arrangements, such as pregnant persons, unaccompanied children, tourists and other at risk persons, schools, hospitals and prisons
- the likely loss of any infrastructure that will affect the community's capacity to remain (such as industry, schools, water, electricity and other 'lifeline' services, roads, bridges)
- the risks involved in sheltering
- whether a full or partial evacuation is required
- whether the evacuation should be phased or prioritized
- any other relevant information that may be available, such as weather and historical data
- any time constraints to undertake the evacuation safely
- the anticipated time and location of the impact of the hazard; and
- whether there is sufficient time to evacuate.

SoM and SoW local information to assist with risk assessment is contained within this document within [Related Documents and Arrangements](#).

Resource Requirements

Resource availability and capacity may influence the decision to evacuate. Resources to consider include:

- personnel and equipment
- traffic management plans (including safest routes to get evacuees out, emergency workers and essential services in). Traffic considerations for the SoM and SoW are outlined in this document at [Traffic Considerations](#).
- transport options (within and external to the Community). Details for the SoM and SoW are outlined in **LEMA Part 10 Appendix 2.6 Transport Services and Appendix 2.7 Livestock Transport Services**.
- Suitable accommodation and welfare arrangements as outlined in [Appendix 6](#) (as identified by DC) and **LEMA Part 11 Appendices 3.1 – 3.5** (as identified by SoM and SoW).
- Communication channels (for public information, and within and across agencies involved). Reference to Communication processes can be found in the Communication Plan which is an appendix to the LEMA.

There may also be external factors influencing the Incident Controller's decision such as competing priorities/tasks, external pressures, and the availability or access to adequate knowledge and experience. The HMA or relevant advisory group may provide hazard specific guidance to assist the Incident Controller make the decision. This may be documented in the relevant [State Hazard Plan](#) or internal agency procedures or guidelines.

Trigger Points

Decisions to evacuate are made by the HMA involved in managing an emergency event. Each HMA determines its own evacuation trigger points for each incident, that may include, but is not limited to:

In the case of

- Flood, the anticipated high water level expected;
- Bushfire, the severity of the incident, the prevalent and expected weather conditions, the incident location and likelihood of impact on persons or property
- Localities or specific areas with limited or restricted access or egress

Animals

Individual animal owners and/or carers are responsible for the welfare and preparedness of their animals prior and during any emergency event. This includes the response to and recovery from an emergency or disaster event.

In an evacuation, owners and carers should first seek to evacuate animals in their care to the property of friends, family or private shelters outside the emergency area.

Decisions made by the Controlling Agency will need to include recommended or directed action for people with animals (including domestic and livestock animals) as this will affect the likelihood of compliance for many. Due to health and safety issues, animals are not permitted inside evacuation centres excepting those that are assistance animals. The SoM and SoW have identified alternative available accommodation options for animals and this is detailed in the **LEMA Appendix 2.8 Domestic and Animal Management Facilities** and **2.12 Identified Alternative Temporary Animal Facilities**.

DPIRD will assist with the coordination with local governments to advise the public of locations to house evacuated animals if available.

The [State Support Plan - Animal Welfare in Emergencies](#) outlines arrangements, including organisational and individual responsibilities, for animal welfare during emergencies.

Further information is also available in the **Animal Welfare Plan** which forms part of the LEMA documents.

Evacuation strategy

[Appendix 5](#) of this document provides information to assist with the determining evacuation strategy that is best suited to the circumstances and the relationship between the type of evacuation and subsequent stages in the evacuation process.

Stage 2 – Warning

Method of Communication

To ensure a wide audience is reached, it is recommended that multiple methods of communication are used. This may include mass audience methods such as social media and specific (targeted) methods, including targeting at risk persons. This is particularly important where there is disruption to services such as electricity, mobile phone coverage and internet networks.

The SoM and SoW have developed a Communication Plan and the CA and/or HMA should refer to this plan for possible methods of communication within the Shires. Contact details for relevant groups and facilities are also available to the CA and/or HMA and can be found in the **LEMA – Part 9 – Emergency Contact Directory Appendices, Part 10 – Resource and Asset Register Appendices** and **Part 11 Evacuation and Welfare Centre Appendices**.

Public Information Strategy

The establishment of the public information strategy is the responsibility of the CA and / or HMA, including determining the most appropriate methods of communication. The strategy may be

included in the Operational Evacuation Plan (**LRRM Appendix 34**) or separately documented, where it has been delegated to the Public Information function of the IMT.

The Controlling Agency and/or HMA may consider the following content where an evacuation is recommended or directed for part or all of a community:

- what is known/not known about the incident;
- the action being taken to combat the hazard;
- what the community is being asked or instructed to do;
- the expected duration of the absence, as far as predictable;
- what evacuees should take with them (such as identification or medication);
- what they should not bring;
- advice to secure premises and personal effects as they leave, but ideally leaving gates to properties unlocked for ease of access to emergency workers;
- advice to restrict use of telephones during emergencies to avoid system overload;
- the recommended evacuation route(s);
- advice about how to obtain updates (such as local ABC radio or www.emergency.wa.gov.au);
- the nominated evacuation centre(s), including if any of them will accept people with pets and/or livestock;
- available assistance, such as transport or health services

Shelter in Place Warnings

If shelter in place is recommended or directed for part or all of the community, the CA and/or HMA may consider further message content that could include

- advice to maximise personal safety
- guidance to support self-sufficiency for the duration of the hazard, particularly if the duration can be estimated
- any specific protective actions in relation to the hazard (such as closing windows or isolating air conditioning systems)
- any re-supply information in relation to food, water, power or other essential services (which may include for livestock if evacuation is being advised for people and there is no time or no facility to accommodate this)
- how to assess possible shelter for suitability, which may be based on location or type, and be a building or open space; and
- a consideration of mental and physical fitness (most relevant for recommended evacuation).

Community Warnings

Community warnings normally have three levels as well as “All Clear” when the threat has passed. The terminology varies depending the emergency situation with those used outlined in the table below:

Levels of Community Warnings			
Emergency generally used for	General information about potential hazard and advice to keep up-to-date with developments	The community is likely to be impacted and should take action to protect themselves	The community will be impacted and must take action immediately
Bushfire	Advice	Watch and Act	Emergency Warning
Cyclone	Blue Alert	Yellow Alert	Red Alert
Flood	Get Ready	Prepare Now	Take Action

Further information regarding the Public Warning systems commonly used can be found in the **LEMA Part 4 – Response - Public Warning Systems and Public Information Systems**.

Standard Emergency Warning Signal (SEWS)

The Standard Emergency Warning Signal (SEWS) is a distinct siren sound to alert the community to the broadcast of an urgent safety message relating to a major emergency or disaster.

The signal is intended for use as an alert signal to be played on public media such as radio, television, public address systems and mobile sirens as it aims to draw listeners’ attention to the emergency warning that follows.

People are strongly advised to become familiar with the Standard Emergency Warning Signal [\[SEWS Sound\]](#).

The emergency announcement that follows SEWS is intended to instruct the community to take, or be prepared to take, specific action in order to protect life, property and/or the environment. It can be used for various hazards and does not relate to any particular emergency situation or State of Emergency, as defined by the Act.

Care must be taken to maintain the status and effectiveness of the signal by limiting its use to significant events as determined by the HMA. The decision to use the SEWS rests with the relevant HMA, in consultation with the LEC.

An IC may use SEWS in a localised emergency, as defined in the Act, for broadcasting over vehicle public address systems by the WA Police, emergency services and local government where there is an immediate requirement to warn the community of a threat.

The conditions and procedures for use of the SEWS are contained within [State EM Response Procedure - Standard Emergency Warning Signal \(SEWS\)](#) and [State EM Plan](#).

Stage 3 -Withdrawal

Self-Evacuation

Self-evacuation may occur in response to general awareness of or information about an emergency either prior to, or in the absence of, a recommendation or direction to leave. It may occur as a consequence of the issuing of an 'Advice' level of community warning (or other first level of warning, depending on the hazard), or in response to a perceived risk through personal observation or other sources of information.

A CA and/or HMA may receive requests to assist those who choose to self – evacuate and, while it is unlikely that formal arrangements will be in place to provide welfare and support, it can be prudent to support self-evacuation as far as practicable early in an incident. The key to maximising self-evacuation is ensuring community members have sufficient, timely and relevant information to assist them recognise the threat, so they feel able to make an informed decision.

Recommended Evacuation

The IC or other authorised person makes a decision to recommend an evacuation of a community or part of a community. A recommended evacuation is likely when there is a possible threat to the lives of community members or property, but this threat is not believed to be imminent or significant and it is believed that members of the community have the capacity and capability to make an informed decision.

A recommended evacuation is most likely to be incorporated into a 'Watch and Act' warning (or other second level of warning, depending on the hazard) where advising a community to leave for a safer place is seen as the most appropriate action to the circumstances. A recommended evacuation is associated with the use of words such as "you should..." in the message content.

A recommendation to evacuate does not preclude a direction to evacuate

Direction to Evacuate

The SEC, HMO or Authorised Officer may direct an evacuation under the EM Act in accordance with the [State EM Response Procedure 8 or 17](#) where:

- the HMA or the SEC has declared an emergency situation under s. 50 of the EM Act; or
- the Minister for Emergency Services has declared a state of emergency under s. 56 of the EM Act.

A direction to evacuate by the SEC, HMO or Authorised Officer may prohibit the movement of persons within, into, out of or around an emergency area. A direction to evacuate can also be issued to a place of business, entertainment or worship under certain provisions of the EM Act.

A direction to evacuate is likely to be made when it is believed that members of the community either do not have either the capacity, or capability, to make an informed decision or that there is a significant and/or imminent threat to the lives of members of the community.

A directed evacuation may be incorporated into either a 'Watch and Act' or 'Emergency Warning' warning (or other second or third level of warning, depending on the hazard) where evacuation is seen as the most appropriate action to the circumstances.

A directed evacuation is associated with words such as "you must..." in the message content. It should be noted, however, that sometimes when an 'Emergency Warning' is issued it may be too late to evacuate safely and other urgent action may be required.

The HMO or Authorised Officer directing the evacuation will, as far as practicable, take steps to

- notify community members of the most suitable location to evacuate to, based on the prevailing situation (such as a safer place, evacuation centre or refuge site);
- establish a traffic management system
- assist with egress and prevent other persons entering the evacuated area
- facilitate transportation of evacuees, including evacuation by water and accessing suitable vehicles, with consideration of at risk persons.

A direction to evacuate is a lawful instruction and, in relation to bushfire, may be issued despite the existence of the Department of Fire and Emergency Services (DFES) Prepare. Act. Survive. policy.

A person who does not comply with a direction may commit an offence. Personnel conducting the directed evacuation may do all such things as are reasonably necessary to ensure compliance with the direction, using such force as is reasonable in the circumstances. However, the personnel may choose not to force a person to comply with a direction to evacuation. Factors that may be considered when deciding whether to remove a person failing to comply with a direction to evacuate include

- the resources that would need to be diverted from responding to the emergency; and
- the safety of personnel.

The HMO or Authorised Officer responsible for issuing a direction to evacuate is to provide clear information to personnel conducting the evacuation regarding action to be taken if a person refuses to evacuate. However, this does affect the discretion of a police officer and the fact that any action taken should not imperil the life of the officer or any other person.

The personnel conducting the evacuation need to ensure, as far as practicable, that those who refuse to evacuate understand the risks of staying and are capable of making an informed decision. Where possible, procedures should be developed to track remaining residents' welfare; however, this should not be undertaken in such a manner as to endanger response personnel.

Unaccompanied children should not be left in an area subject to any evacuation direction and should be placed in the care of the DC.

Other legislation may contain powers to evacuate, such as the *Bush Fires Act 1954*, but it is important to be sure that persons carrying out evacuation activities have the legislative authority to exercise them and other conditions of that legislation are met.

The following table is an example of the relationship between the type of evacuation and the expectation of compliance, associated warning level and public access likely to be permitted for each type of evacuation for bushfire.

Types of Evacuation (applicable to Bushfire)			
Name	Compliance	Fire Warning System	Public Access
Self-Evacuation	Voluntary	Advice	Unrestricted or limited access
Recommended Evacuation	Voluntary	Watch and Act or Emergency Warning	Restricted – IC authorization required
Directed Evacuation	Compulsory	Watch and Act or Emergency Warning	Denied

LRRM Appendix 33 Bushfire Evacuation Template is an example of a message and handout that may be used by personnel delivering a door-to-door message in a recommended or directed evacuation. This has been developed by DBCA in consultation with DFES and WAPOL for the use in a bushfire to enhance and/or reinforce the level of information that may be provided verbally to the resident. Tools such as these provide consistency in the delivery of information to the community.

Securing the Area

The Controlling Agency and/or HMA should ensure, as far as practicable, the security of the area that has been evacuated and, where possible the well-being of remaining persons and property. This may be undertaken by regular patrols in the affected area, where safe and practicable to do so, and by the continuation of controlled access to the affected area post impact until evacuees are able to return. The CA and/or HMA may seek assistance with this function from WAPOL, local government and security and /or traffic management contractors, depending on the specific circumstances of the situation. However, the safety of personnel remains paramount.

Stage 4 – Shelter

Phases of sheltering may include

- immediate sheltering (where there is limited time to take protective action)
- temporary sheltering (e.g. evacuation centres) and
- temporary housing (for more long-term evacuations).

Not all phases are applicable to all emergencies.

Evacuation Facilities

Where the Controlling Agency establishes one or more evacuation centre, they must take all reasonable steps to ensure evacuees are properly received and supported via welfare agencies and/or the local government.

DC will coordinate the provision of welfare support for evacuated persons attending evacuation/welfare centres based in any of the approved centres set out in the LEMA Part 11, in accordance with the [State Support Plan - Emergency Welfare \(Interim\)](#). This will include specific arrangements for unaccompanied children, nursing mothers, and other at-risk persons as far as practicable and as required.

It is important to consult with DC and the relevant local government as soon as practicable to determine the most suitable evacuation facilities to evacuate to. Consideration may be given should there be any requirements to comply with isolation, quarantine, physical distancing and health requirements as a result of another hazard. Evacuation Centres within the SoM and SoW that have been identified by DC are listed in **LEMA Part 11 – Appendix 3.6** and **LEMA Part 10 – Appendices 3.1 to 3.5** lists those identified by the SoM and SoW.

Should facilities in the local area not be considered suitable or sufficient to ensure the safety of all evacuees, welfare staff and volunteers, an evacuation centre may be activated within an adjacent jurisdiction. An Emergency Management Memorandum of Understanding is in place between the following Councils to facilitate resources in an emergency situation and can be found in the **LEMA – Appendix 10**:

- City of Mandurah
- City of Rockingham
- Shire of Murray
- Shire of Waroona
- Shire of Serpentine Jarrahdale

The management of other facilities, such as agricultural grounds or other facility where people with animals may evacuate to, will need to be determined independently. In most cases, this will be supported by the local government or facility staff. The SoM and SoW have developed list of facilities that may be utilized for animals in an evacuation event and are outlined in the **LEMA Part 10 Appendix 2.8 Domestic and Livestock Management Facilities** and **Appendix 2.12 Identified Alternative Temporary Animal Facilities**.

The CA and/or HMA is responsible for the provision of timely and accurate situational information to the displaced community for the duration of the response. The situational information may include current activities being undertaken, timeframe for the return of community and assistance available to evacuees.

As far as practicable, consideration should also be given to evacuation centres that may be established spontaneously by members of the community during an emergency, in addition to the

formally established centres. These informal/ makeshift centres may not be ideal for the coordination of information, services and support; however, they may be a valuable addition in some circumstances, for example for communities isolated during a flood emergency.

Stage 5 - Return

The final stage of the evacuation process is the return of the effected community. In most circumstances the return of evacuees will be the responsibility of the CA and/or HMA that determined the need for the evacuation in the first place. However, in some circumstances, particularly where the impacts of a hazard have had lasting effects, the incident may have been handed over to a Recovery Coordinator and/or Recovery Committee (at either the local or State level).

The responsible person/agency should ensure there is an effective plan in place for returning the displaced community in a safe and controlled manner as part of the operational evacuation plan or other documented process. Please refer to the LRP in conjunction with the EEP regarding recovery activities.

Safety Assessment

The relevant responsible person (from the Controlling Agency or HMA or Recovery Committee) will need to ensure that an appropriate assessment has been carried out to confirm that the area is safe and possible to return to and identify if any special conditions need to be applied. Factors to be considered include

- the hazard itself or any consequential hazards
- the conditions to which evacuees would be returning, such as, availability of food, sanitation and health
- the physical and emotional wellbeing and capacity of evacuees
- the short- and long-term economic viability of evacuated area
- support services for those returning
- the continuing need for public information, particularly about essential services; and
- whether or not the area is a protected forensic area or a restricted access area.

The return of a community is most appropriate after an 'All Clear' for the emergency warning has been issued.

Staged Return

The return phase of evacuation may be executed in stages and the operational plan for this stage should consider matters such as community safety, restoration of essential services and provision of welfare support services. There may be other reasons to delay or restrict access to an evacuated area, such as the preservation of a crime scene or as part of a coronial investigation, where applicable.

Conflict may arise where evacuees and people outside of the evacuated area at the time of the evacuation are prevented from entering/re-entering before the area has been formally re-opened but other residents have remained against either a recommendation or direction to leave. This will need to be carefully managed and may extend to the provision of escorts for returning evacuees, by agreement.

Related Documents and Arrangements

Agreements, Understandings and Commitments

The following agreements (Memorandums of Understanding) have been made between the SoM & SoW, other local governments, organisations and/or industries in relation to the provision of additional resources in emergency management.

Agreement Parties		Agreement Title	Location
SoM	DFES	Provision of ESL Funded Bulk Water Tanker	SoM Administration Centre (D18/49330)
SoM/SoW	CoM, CoR, SoM, SoW and SoSJ	Emergency Management Memorandum of Understanding	SoM Administration Centre (D21/42505)
SoM/SoW	DFES	Provision of a Community Emergency Services Manager	SoM Administration Centre (D17/51363)
SoM/SoW	Shire of Waroona	Provision of Contract Ranger and Administration Services	SoM Administration Centre (1/2079)
SoM/SoW	Shire of Waroona	Information Technology Service Agreement	SoM Administration Centre (LD 1006)
SoM/SoW	Shire of Waroona	Environmental Health Service Agreement	SoM Administration Centre (LD 1071)

The MOU between the City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and the Shire of Serpentine Jarrahdale is to undertake the provision of mutual aid between the local governments named, for cooperation during an incident and recovery which affects one or more of the partnering local governments.

At Risk Persons

Particular attention is needed for sections of the community with special needs. These include, but are not limited to:

- Children and Youth,
- Elderly People,
- Nursing Homes,
- Lifestyle Villages
- Aged Care Facilities,
- Persons with Disabilities,
- Culturally and Linguistically Diverse (CaLD) Community,
- Schools,
- Childcare Centres,
- Family Day Care Providers,
- Playgroup Centres,
- Hospitals,
- Tourist Facilities; and,
- Caravan Parks and Camp Grounds.

For full contact details of At Risk Persons, Groups and Organisations please refer to **LEMA Section 9 Appendix 1.5 Special Needs Group**.

Major Events

Major Events	Shire of Murray Location	Key Dates
Australia Day Citizen of the Year and Citizenship	Edenvale Heritage Precinct	26 January
Brass 'n' Stumps Charity Cricket Event	Lord's Taverners Oval, Fairbridge	
Dwellingup Log Chop and Community Fair	Marrinup Street, Dwellingup	February
Enduro Epic	Dwellingup	March
Fairbridge Festival	Fairbridge Village, Pinarra	March
MAX Car Show	Sir Ross McLarty Oval, Pinjarra	April – first Sunday
ANZAC Day Commerations	Pinjarra	25 April
Dwellingup Pumpkin Festival	Dwellingup	Easter Saturday
Pinjarra Festival	Edenvale Heritage Precinct	June long weekend
Dwellingup 100 MTB (Mountain Bike) Classic	Dwellingup Oval	September
Hotham Valley Railway's Anniversary Festival	Dwellingup	September
British Auto Classic	Pinjarra Paceway	October
Bindjareb Booia – Back to Pinjarra Day	Pinjarra	October
Coolup Camp Draft	Murray Equestrian Association, Coolup	November
Mandurah Murray Motor Cycle Charity Ride	Pinjarra to Mandurah	December – usually first Saturday
Pinjarra Christmas Festival	Pinjarra	December – first Wednesday
6 Inch Trail Marathon	North Dandalup	December

Major Events	Shire of Waroona Location	Key Dates
Australian Day Celebrations	Memorial Hall	26 January
Live @ the Weir	Drakesbrook Weir	January
All Australia Car Day	Waroona Showground	April – second Saturday
Waroona Vintage Machinery Rally	Waroona Showground	September – long weekend
Preston Beach Community Fair	Preston Beach Golf Club	September – long weekend
Weekend at Bernies	Drakesbrook Wines	September
Waroona Show	Waroona Showgrounds	October
South West Aboriginal Basketball Carnival	Waroona Recreation Centre	November – Easter
John Butler Concert	Waroona Showgrounds	November – Easter
Waroona Community Christmas Gala	Memorial Hall	December – usually a week before Christmas

Evacuation Centres

DC is to be contacted whenever an evacuation is considered as they are responsible for the provision of welfare services (food, clothing, accommodation, financial assistance, personal support) to evacuees and management of registration and inquiry services using the National Registration and Inquiry system and forms.

Should a short-term evacuation include persons who have been involved in or witnessed a traumatic event, the provision of trauma counselling shall be through DC.

In consultation with the DC, suitable evacuation centre facilities have been identified. The DC Local Emergency Welfare Plan (**LEMA Appendix 9**) identifies the Pre-determined Welfare Centres. These can also be found in **LEMA Part 11 – Evacuation and Welfare Centres Appendix 3.6**.

For full details of other Evacuation Centres identified by SoM and Sow please refer to **LEMA Part 11 – Evacuation and Welfare Centres Appendices 3.1 to 3.5**.

Evacuation Routes - Traffic Considerations

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres. They will relate to evacuation departure points to be used and will be designated at the time of an incident by the Controlling Agencies Incident Controller, in consultation with the LEC.

Traffic Access and Bridges - SoM

SHIRE OF MURRAY		
TRAFFIC ACCESS AND BRIDGES	ACCESS FORM	TERRAIN
BRIDGES		
Unknown Creek – Coolup East Road	Double lane Road	No identified seasonal issues
Nambeelup Brook – Lakes Road	Double lane Road	No identified seasonal issues
North Dandalup Rive – Lakes Road	Double lane Road	No identified seasonal issues
Serpentine River – Lakes Road	Double lane Road	No identified seasonal issues
North Dandalup River – McMahon Road	Double lane Road	No identified seasonal issues
Dandalup River – Paterson Road	Double lane Road	No identified seasonal issues
Nambeelup Brook – Paterson Road	Double lane Road	No identified seasonal issues
Balgobin Brook – Hopelands Road	Double lane Road	No identified seasonal issues
Unknown Drain – Hopelands Road	Double lane Road	No identified seasonal issues
Buchanan’s Drain – South Yunderup Road	Double lane Road	No identified seasonal issues
Crows Creek – Nicholson Road	Double lane Road	No identified seasonal issues
Alcoa – Del Park Road	Double lane Road	No identified seasonal issues
Old Alcoa Haul Road – Del Park Road	Double lane Road	No identified seasonal issues
South Dandalup River – Del Park Road	Double lane Road	No identified seasonal issues
Unnamed – Del Park Road	Double lane Road	No identified seasonal issues
Murray River – Nanga Road	Single Lane	Pedestrian
Murray Lakes Canal – Pateman Place	Pedestrian	Pedestrian
Redcliffe Barn – Peel Zoo Entrance Road	Pedestrian	Pedestrian
Murray River – James Street Foot Bridge	Pedestrian	Pedestrian
Dandalup River – Beau sovereign Court	Pedestrian – Single lane	Pedestrian
Murray River – Blake Road	Traffic Causeway – Single lane	Seasonal Flooding

SHIRE OF MURRAY		
<p>CHOKES POINTS</p> <p>South West Highway – near Pinjarra Senior High School Camp Road – near Pinjarra Senior High School Wisteria Crescent – near Carcoola Primary School Dixon Avenue, Roe Avenue and Havil Street – near Pinjarra Primary School George Street and Camp Road – near St Joesph’s Primary School Hines Road – near North Dandalup Primary School Inlet Boulevard – near Austin Lakes Baptist College – Primary School California Crescent – near Austin Lakes Baptist College – Secondary School Newton Street – near Dwellingup Primary School</p>		<p>Impacted by school hours</p>
<p>BEACH / RIVER ACCESS</p> <p>Serpentine River, Peel Estuary Boggy Bay, Nirimba Herron Point, Birchmont</p>	<p>Tonkin Drive, North Yunderup Carrabungup Road, Nirimba Herron Point Road, Birchmont</p>	<p>Unsealed road Unsealed road Sealed road</p>
<p>PINJARRA JUNCTION CARPARK</p>	<p>Over 550 car parking bays</p>	<p>Underground and above ground bays. Ease of access</p>

Traffic Access and Bridges - SoW

TRAFFIC ACCESS AND BRIDGES		SHIRE OF WAROONA ACCESS FORM	TERRAIN
South West Highway – Main Roads WA	Double lane road		Sealed road
Old Bunbury Road			Sealed road
Gibbings Road Bridge	Double lane road		Sealed road
Mayfield Road Bridge	Double lane road		Sealed road
Storey Road			Unsealed limestone road
Leach Road			Unsealed limestone road
CHOKER POINTS			
Millar Street and Hesse Street – near St Joseph’s Primary School			Impacted by school hours
Millar Street, Hill Street and Sutton Street – near Waroona District High School			
BEACH / RIVER / DAM ACCESS			
Preston Beach – beach access	Mitchell Road to Preston Beach Road, Preston Beach		Beach access – soft sand from bitumen carpark – 4wd only past carpark Sealed road access Sealed road access
Drakesbrook Weir	Weir Road, Waroona		
Waroona Dam	Invarell Road, Waroona		

Transport Services

For contact details of transport options available within the Shire of Murray and the Shire of Waroona please refer to **LEMA Part 10 Appendix 2.6 Transport Services** and **Appendix 2.7 Livestock Transport Services**.

Isolation and Quarantine

During a Human Biosecurity emergency, the State Emergency Welfare Plan (interim) may be activated to assist with the provision of welfare support services. These services may be extended to those individuals, their family household, and others who have been placed under home isolation or quarantine as part of the emergency response. The provision of these services will be prioritised by the Department of Communities in consultation with WA Health. In the situation of a human epidemic associated with a high mortality or disability rate, the Department of Communities will prioritise its services towards the care of children and dependents of deceased or seriously ill individuals. The WA health system, in consultation with local clinicians and public health officials, will decide if, and when, isolation and/or quarantine of persons and closure of places are required to reduce the risk of disease transmission. These measures will not be implemented without considering the effectiveness and feasibility of less disruptive disease control measures. If isolation, quarantine or closures are required, the establishment of an SECG may be requested by the IC to facilitate a coordinated multi-agency approach to the relocation of displaced persons.

Refer to **LEMA Part 11 Appendices 3.1 – 3.5** for information regarding suitability of evacuation centres with the ability to comply with physical distancing requirements and the availability of areas for the isolation/segregation of evacuees should it be required.

DC is responsible for the management of registration and inquiry services using the National Registration and Inquiry system and forms.

The **LEMA Part 10 Appendix 2.8 Domestic and Livestock Animal Management Facilities** also outlines the facilities available and the AWP should also be read in conjunction with the LEMA.

Emergency Evacuation Planning Data

SHIRE OF MURRAY - EMERGENCY EVACUATION PLANNING DATA DEMOGRAPHICS								DWELLINGS	
	POPULATION	MALES %	FEMALES %	MEDIAN AGE	FAMILIES	AVERAGE CHILDREN/FAMILY	PRIVATE DWELLINGS	AVERAGE PER DWELLING	
								PEOPLE	MOTOR VEHICLES
BARRAGUP	940	51.4	48.6	45	258	1.9	333	3.0	3
BIRCHMONT	86	52.3	52.3	45	27	2.3	41	2.6	2.4
BLYTHEWOOD	85	51.8	43.5	57	26	2.1	42	2.1	2
COOLUP	420	51.7	48.3	38	126	1.9	160	3.1	2.8
DWELLINGUP	524	48.6	51.4	49	140	1.8	275	2.4	2.1
FAIRBRIDGE	55	52.7	56.4	53	14	2	21	3	3.4
FURNISSDALE	1061	52.3	47.7	58	274	1.6	580	2	1.9
HOLYOAKE	22	50	36.4	57	0	0	22	1.6	1.6
INGLEHOPE	18	44.4	66.7	52	5	1.5	10	2.8	4
KEYSBROOK	265	56.6	43.4	51	69	1.8	113	2.4	2.6
MEELON	174	53.5	46.5	46	48	1.8	92	2.4	2.8
NAMBEELUP	361	53.2	46.8	38	96	1.9	126	2.9	3
NIRIMBA	80	46.2	52.5	41	26	1.7	36	2.7	3.5
NORTH DANDLAUP	863	48.1	51.9	40	248	2	310	3	2.8
NORTH YUNDERUP	840	51.6	48.4	52	237	1.7	477	2.2	2.2
PINJARRA	4914	48.3	51.7	43	1303	1.9	2120	2.4	2
RAVENSWOOD	2483	48.3	51.7	41	706	2	1119	2.4	2
SOUTH YUNDERUP	3860	49.9	50.1	47	1119	1.8	1933	2.4	2.1
STAKE HILL	469	47.7	52.3	45	144	1.8	162	3.1	3.1

TEESDALE	89	53.9	48.3	51	25	1.8	50	2.5	2.6
WEST COOLUP	182	55.5	44.5	44	49	1.7	91	2.6	2.8
WEST PINJARRA	448	49.6	50.4	38	123	2.3	159	3.2	2.7
WHITTAKER	9	33.3	55.6	51	4	1.5	6	3	2.7

SHIRE OF WAROONA - EMERGENCY EVACUATION PLANNING DATA DEMOGRAPHICS								DWELLINGS	
POPULATION	MALES %	FEMALES %	MEDIAN AGE	FAMILIES	AVERAGE CHILDREN/FAMILY	PRIVATE DWELLINGS	AVERAGE PER DWELLING PEOPLE	MOTOR VEHICLES	
HAMEL	286	53.3	46.7	42	78	2	119	2.6	2.5
LAKE CLIFTON	759	50.3	49.7	42	205	1.9	316	2.8	2.6
NANGA BROOK	No data available								
PRESTON BEACH	268	55.9	44.1	62	60	1.6	387	1.8	1.8
WAGERUP	52	61.5	34.6	40	12	2.8	29	2.3	3
WAROONA	2868	48.8	51.2	48	780	1.9	1363	2.4	2.2

Source: Australian Bureau of Statistics - 2021 Census

No data available for Banksiadale, Etmilyn, Keralup (part), Marrinup, Myara, Oakley, Solus in the Shire of Murray and Nanga Brook in the Shire of Waroona

High Risk Settlements

The Shire of Murray and the Shire of Waroona have identified eleven (11) major hazards as perceived by the community. The following table indicates the five major hazards that are a source of risk to the community, the responsible HMA, HMA representation at Local and District levels, and the relevant STATE EMERGENCY MANAGEMENT PLAN (WESTPLAN), Regional and/or Local Plans in place.

Hazard	HMA	Controlling Agency	Local Combat Agency	STATE HAZARD PLAN	Local Plan
Fire	DFES	DFES	(Gazetted Fire District) Pinjarra VFRS	Fire	Urban Plans. <i>(To be Developed)</i>
		PWS	(PWS Estate) Perth Hills District Swan Coastal District		PWS Perth Hills Incident Preparedness and Response Plan
		SoM	(Other) Coolup, Dwellingup, North Dandalup West Murray, South Yunderup / Ravenswood VBFB's		SoM Bushfire Management Arrangements
		SoW	Waroona West, Preston Beach and Lake Clifton VBFB's		SoW Bushfire Risk Management Plan
Severe Weather	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Road Transport Emergency	WAPOL	WAPOL	Pinjarra Police Dwellingup Police Waroona Police	Crash Emergency	WAPOL SOP's
Critical Infrastructure Failure	DFES	DFES	Alinta Energy, Horizon Power, Synergy, ATCO Gas, Western Power and Water Corp	Electricity Supply Disruption	DFES SOP's
Hazardous Material: Spill / Atmospheric	DFES	DFES	Pinjarra VFRS Waroona VFRS	HAZMAT	DFES SOP's
Human Epidemic / Pandemic	DoH	DoH	Murray District Hospital	Human Biosecurity	Nil
Bridge Collapse	DFES	DFES	Main Roads	Collapse	DFES SOP's
Industrial Fire / Explosion	DFES	DFES	Pinjarra VFRS Waroona VFRS	Nil	DFES SOP's

Agricultural Disease / Infestation	DPIRD	DPIRD	DRPIR	Animal and Plant Biosecurity	DPIRD SOP's
Flood / Flash Flooding	DFES	DFES	Murray SES	Severe Weather	DFES SOP's
Coastal Erosion	N/A	N/A	N/A	N/A	State Coastal Planning Policy (Planning and Development Act 2005)

Roles and Responsibilities

Controlling Agency

The overall responsibility for the management of any evacuation rests with the Controlling Agency.

Responsibilities include:

- Ensuring appropriate agencies are engaged
- Risk assessment and decision arising that evacuating a community represents the best option for community safety
- Ensuring that appropriate action is taken across all phases to meet the evacuees needs
- Ensuring the supporting agency undertaking the evacuation is aware of the level of the evacuation
- Public information and media management during a voluntary evacuation

The CA may direct an evacuation under the *Emergency Management Act 2005* if authorised by the HMA or under other legislation.

Hazard Management Agency (HMA)

Where an evacuation is being undertaken for a hazard for which an agency or individual is prescribed as the HMA, the HMA can access powers provided in the EM Act, to direct the movement of people and animals if they make a formal declaration of an emergency situation. An emergency situation can also be declared for any hazard by the SEC. In most circumstances, the HMA will be same as the Controlling Agency for an emergency arising from that hazard.

State Emergency Coordinator

Should the Minister declare a state of emergency, the SEC may direct an evacuation as an Authorised Officer (s.3), or may appoint Authorised Officers to access Part 6 powers under the *Emergency Management Act 2005*, including the power to direct an evacuation.

Hazard Management Officer and Authorised Officer

When a state of emergency is declared Hazard Management Officers appointed under section 55 of the EM Act, and Authorised Officer appointed under section 61 of the EM Act, may access part 6 powers, including power to direct an evacuation. When the HMO or AO is directing an evacuation, they are responsible for:

- Maintaining overall responsibility for the evacuation
- Ensuring appropriate agencies are engaged

- Supporting agencies are aware of the level of evacuation, the legislative power for evacuation and the preferred action to be taken if people refuse to evacuate
- Managing public information and media management

Western Australian Police Force (WAPOL)

WA Police Force are often requested to assist with an evacuation by the CA or HMA. They may be required to undertake specific duties during the withdrawal phase of an evacuation or be tasked with overseeing the entire evacuation planning process on behalf of the CA or HMA. There may be some instances where WAPOL are not able to assist and other agencies may be more effectively placed to assist. An example of this may be a remote region effected by cyclones where the State Emergency Service of DFES or other groups may be better placed to provide assistance.

WAPOL will

- Support the Controlling Agency in the evacuation process
- Establish and maintain an appropriate cordon to the emergency area, as requested
- Support the orderly evacuation of persons to the nominated evacuation centre/s
- Maintain road safety in the access and egress routes for the withdrawal around the evacuation centre
- Assist with security of the evacuated area, as requested

Local Government (SoM and/or SoW)

During an emergency evacuation event, local government will be responsible for:

- Making available suitable municipal buildings to be used as evacuation centres by the Department of Communities (DC) to coordinate welfare support during the emergency
- Establish additional facilities where those with animals may evacuate to, with appropriate resources to manage as outlined in the joint AWP which forms part of the LEMA documents
- Provide relevant local information with regard to communities at risk
- Keep informed during the response phase in order to affect a smooth transition to recovery when appropriate

Main Roads WA (MRWA)

MRWA has an important role to play in any traffic management plan for the withdrawal phase, through the provision of information about road networks and infrastructure capabilities, staffing and/or contractors to assist with vehicle control points or undertaking detailed traffic management plans for extended emergencies.

MRWA will assist the CA or HMA and/or WAPOL with the development of Traffic Management Plans and/or activities supporting its implementation, as requested.

Department of Communities (DC)

DC is responsible for coordinating welfare and support for evacuees at the agreed evacuation centres. This is achieved by accessing a number of organisations and volunteer groups. The operational details that relate to the welfare function are available in the [State Support Plan – Emergency Welfare](#). DC maintains a list of refuges and evacuation centres and is documented in the Local Emergency Welfare Plan – Peel Region which is **LEMA Appendix 9**.

Role of the Department of Communities:

- Determine the location and number of evacuation centres to be opened in consultation with the CA or HMA
- Provide for reception of evacuees at evacuation centres and appropriate resources and welfare support
- Provide and/or facilitate services to victims of the emergency to help them cope with the effects of the emergency
- Arrange for a registration and reunification services to be established if required

Red Cross

Red Cross may provide assistance when requested by DC by providing a registration and reunification service. This may include the use of Register.Find.Reunite system.

Department of Health (WA Health)

WA Health's roles and responsibilities include:

- Coordinate medical support including services such as St John Ambulance, Royal Flying Doctor in accordance with the [State Health Emergency Response Plan](#)
- Coordinate medical evacuation to major medical centres as appropriate
- Assist welfare agencies in crises counselling and critical stress management

Department of Education

The Department of Education's role is to:

- Liaise with DC and relevant Local Governments in relation to the use of educational facilities as evacuation centres
- Provide up-to-date information about schools in the affected area to be available to CA, HMA or WAPOL, including appropriate contact information
- Ensure evacuation plans that extend beyond the carpark are in place for each facility

Department of Defence

In certain circumstances, i.e. where the capabilities of agencies are insufficient or unavailable, the Department of Defence may provide assistance in accordance with State EM Policy Section 5.10 and State EM Plan Section 5.6.

Organisations responsible for educational and care facilities, and other specialist sites for at risk persons

Responsibilities include:

- Provide up-to-date information about their location and appropriate contact information
- Ensure that emergency evacuation plans include arrangements that extend beyond the carpark and include considerations for transportation to a place of safety

Information regarding these groups is available in the **LEMA Part 9 Appendix 1.5 Special Needs Groups**.

Appendix 1 – Glossary of Terms

Terminology used throughout this Emergency Evacuation Plan shall have the meaning as prescribed in Section 3 of the [Emergency Management Act 2005 \(EM Act\)](#) or as defined in the [State Emergency Management Glossary \(EM Glossary\)](#).

Assembly Areas – Designated locations used for the assembly of persons affected by the emergency. This area may also incorporate an emergency relief centre. A prearranged, strategically placed area, where support response personnel, vehicles and other equipment can be held in readiness for use during an emergency.

At Risk Persons - Anyone who may have difficulty either receiving or responding to emergency public information, e.g. those with physical or intellectual disabilities or other health related issues, children, the aged, tourists/travelers, those who are homeless, those who are socially isolated and those from remote or culturally and linguistically diverse communities.

Emergency Accommodation – The provision of temporary shelter for persons requiring shelter during an emergency, or due to evacuation from an emergency, ranging from short to medium term accommodation, coordinated by Department of Communities.

Evacuation – The planned relocation of persons from dangerous or potentially dangerous areas to safer areas and eventual return.

Directed Evacuation: a direction for members of a community to evacuate with which they are obliged to comply in circumstances where it is believed there is an imminent and real threat to life should they remain. Under the *Emergency Management Act 2005*, as directed evacuation can occur only during an emergency situation or state of emergency. Only a Hazard Management Officer, Authorised Officer or Police Officer may issue a direction for members of a community to evacuate in circumstances where it is believed there is an imminent and real threat to life should they remain. A direction to evacuate is a lawful instruction.

Immediate Evacuation: This results from a hazard impact that forces immediate action, thereby allowing little or no warning and limited preparation time (e.g. hazardous materials emergencies, air crashes, bushfires or earthquakes).

Pre-warned Evacuation: This follows receipt of sufficient and reliable information that prompts a decision to evacuate ahead of a hazard impact (e.g. cyclones and storm surges).

Controlled Evacuation: A recommended or directed evacuation, where a Controlling Agency is undertaking specific activity to manage the withdrawal of people from an area that is at risk, or subject to the effects of, a hazard.

Recommended Evacuation: A controlled evacuation whereby a Controlling Agency provides advice to members of a community that they evacuate, when the Incident Controller believes

this represents the best option to mitigate the effects of an emergency on a community, based on the agency's risk assessment at that time, but where the risk is not perceived as extreme / imminent.

Self-Evacuation: The voluntary evacuation of community members who have assessed their risk and have decided to move to a safer place, either a place established for the hazard or a place of their opinion.

Evacuee – A person who has withdrawn or been removed from a place of danger.

Evacuation Centre – A centre that provides affected people with basic human needs including accommodation, and water. In addition, to enhance the recovery process, other welfare/recovery services may also be provided.

Immediate Sheltering - Includes shelter in place, assembly areas and places of last resort.

Place of Last Resort - A place where members of a community can go/ be taken at the last minute to seek shelter from an imminent threat when it is too late to evacuate. It should only be used when all other plans have failed and no other option exists. This may be a shed, area of the home, swimming pool, dam or other place appropriate to the hazard.

Refuge Site – A place where the community may take shelter within the community that is suitable to the hazard that presents. This may be an open space, building or other suitable place of shelter. It may be determined at the time of the emergency.

Relocation - A term sometimes used in place of self-evacuation. It can also be used to refer to an individual's choice to move to a location of reduced risk of an emergency occurring under certain conditions even before an emergency has occurred (e.g. on a day where a catastrophic fire weather danger rating has been issued).

Safer Place – A nearby location where members of the community can relocate or evacuate to quickly that is safer than the location being threatened by the hazard.

Safest corridor - The route that evacuees take that presents the safest way to move away from the threat to a place of safety or 'safer place', sometimes known as the recommended egress for evacuation.

Shelter in Place – the advice to community to remain in their location, this may be an open space, building, indoors or other suitable place of shelter, usually with additional advice from emergency services as to how to take actions to reduce their exposure to the hazard.

Specialist facilities - May be required when evacuees are unable to care for themselves or require additional care (e.g. hospitals, aged care or similar facilities, and disability care).

Temporary accommodation - Accommodation provided over an extended period of days, weeks or months, for individuals or families affected by an emergency. It is different from emergency shelter.

Temporary sheltering - Includes family, friends or commercial accommodation outside the impact zone, refuge sites, evacuation centres and specialist facilities.

Welfare Centre – A facility that may provide for evacuation, reception, accommodation and relief and recovery for an impacted community. Welfare centres may continue the extended provision of services into the recovery phase.

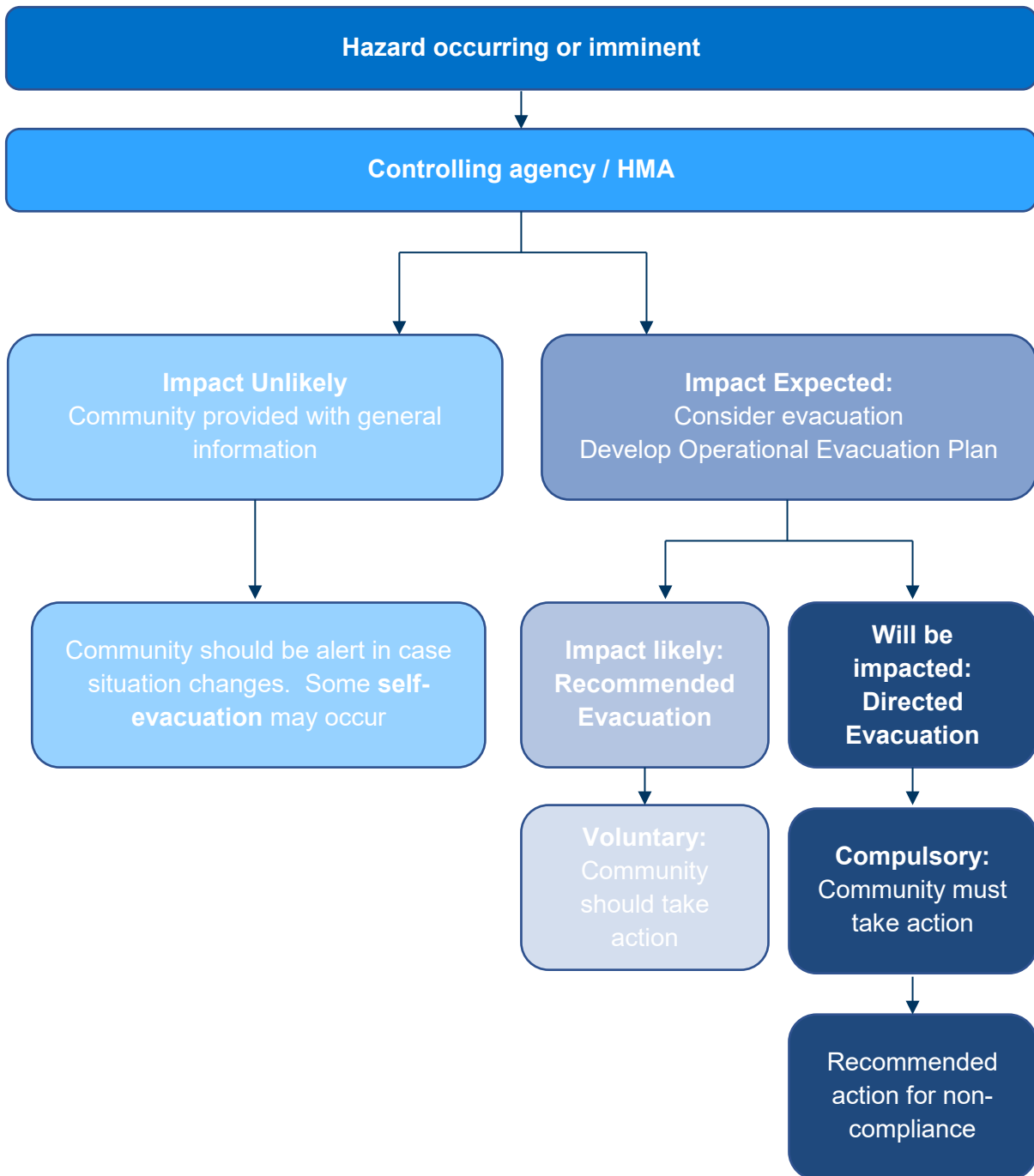
Appendix 2 – Acronyms

The following acronyms are used throughout the Emergency Evacuation Plan;

ABC	Australian Broadcasting Company
AO	Authorised Officer
AWP	Animal Welfare Plan
CA	Controlling Agency
CaLD	Culturally and Linguistically Diverse
DC	Department of Communities
DFES	Department of Fire and Emergency Services
DEMC	District Emergency Management Committee
EEP	Emergency Evacuation Plan
EM	Emergency Management
EM Act	<i>Emergency Management Act 2005</i>
HMA	Hazard Management Agency
HMO	Hazard Management Officer
ISG	Incident Support Group
IMT	Incident Management Team
JOINT	Shire of Murray and Shire of Waroona
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LEWP	Local Emergency Welfare Plan (Department of Communities)
MRWA	Main Roads Western Australia
OASG	Operational Areas Support Group
PIO	Public Information Officer

SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SES	State Emergency Service
SEMC	State Emergency Management Committee
SEWS	Standard Emergency Warning Signal
WA Health	Western Australia Health Department
WAPOL	Western Australian Police

Appendix 3 – Types of Evacuation



Appendix 7 - Animal Welfare Plan

Shire of Murray and Shire of Waroona

2022



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Requests for further authorisation should be directed to the Coordinator Ranger and Emergency Management, c/- Shire of Murray, PO Box 21, PINJARRA WA 6208 or via email at mailbag@murray.wa.gov.au or warshire@waroona.wa.gov.au

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Animal Welfare Plan Authority

The joint Shire of Murray & Shire of Waroona Animal Welfare Plan (Animal Welfare Plan) been prepared and endorsed by the Shires Local Emergency Management Committee (LEMC) pursuant to Section 41(4) of the *Emergency Management Act 2005* and forms one part of the suite of documents referred to as the Local Emergency Management Arrangements (LEMA).

The Animal Welfare Plan (AWP) has been produced in accordance with the Department of Primary Industries and Regional Development (DPIRD) Local Plan for Animal Welfare in Emergencies Guide and Template (July 2020).

A draft copy was distributed to the District Emergency Management Committee - South Metropolitan (DEMC – South Metro) for comment and feedback during the drafting of the joint LEMA and the documents included in it. A copy has been submitted to the State Emergency Management Committee (SEMC) for noting pursuant to section 41(5) of the *Emergency Management Act 2005*.

Chairperson		Date
Shire of Murray LEMC		
Stuart Kirkham

Chairperson		Date
Shire of Waroona LEMC		
Mike Walmsley

Shire President		Date
Shire of Murray		
David Bolt

Shire President		Date
Shire of Waroona		
Mike Walmsley

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Distribution List

Shire of Murray	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Electronic	1
SoM Shire President / LRCG Chairperson	Electronic	1
LEMC / Shire of Murray Councillor	Electronic	1
Director Place, Community and Economic Development/ LRC	Electronic	1
Director Infrastructure Services / Deputy LRC	Electronic	1
Director Planning and Sustainability	Electronic	1
Manager Building Services	Electronic	1
Manager Environmental Health	Electronic	1
Director Corporate Services	Electronic	1
Manager Information Services	Electronic	1
Manager Governance	Electronic	1
Coordinator Ranger and Emergency Management	Electronic	1
Community Emergency Services Coordinator	Electronic	1
Ranger and Emergency Services Support Officer	Electronic	1
Manager Community and Library Services	Electronic	1
Team Leader Customer Service (MALC) / LGWLO	Electronic	1
Manager Communications and Marketing	Electronic	1
CEO Executive Support Officer / Admin. Support Officer	Electronic	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Deputy Chief Bush Fire Control Officer (DCBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	5
Murray State Emergency Services Unit	Hard	1
Dwellingup Visitors Centre	Hard	2
Administration Office	Hard	1
Murray Library	Hard	1
Shire of Murray website	Electronic	1
Shire of Waroona	Hard Copy / Electronic Copy	Nº of Copies
Chief Executive Officer	Hard	1
Executive Assistant	Hard	1
SoW Shire President / LRCG Chairperson	Hard	1
LEMC Chairperson / Shire of Waroona Councillor	Hard	1

Shire of Waroona	Hard Copy / Electronic Copy	Nº of Copies
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Director Corporate and Community Services	Hard	1
Coordinator Community Development	Hard	1
Manager Corporate Services	Hard	1
Manager Recreation Services	Hard	1
Manager Works	Hard	1
Senior Planner	Hard	1
Building Maintenance Officer	Hard	1
Community Development Officer	Hard	1
Senior Infrastructure and Development Services Officer	Hard	1
Corporate Compliance Officer	Hard	1
Chief Bush Fire Control Officer (CBFCO)	Hard	1
Volunteer Bush Fire Brigades (VBFB)	Hard	3
Waroona Visitor Centre	Hard	1
Waroona Administration Office	Hard	1
Waroona Library	Hard	1
Shire of Waroona website	Electronic	1
Local Emergency Management Committee	Hard Copy / Electronic Copy	Nº of Copies
OIC - Pinjarra Police Station / Local Emergency Coordinator	Electronic	1
OIC - Dwellingup Police Station	Electronic	1
OIC - Waroona Police Station	Electronic	1
Alcoa Australia Representative	Electronic	1
CEO - Bedingfield Park Inc Aged Care Facility	Electronic	1
DC - Senior District Emergency Services Officer	Electronic	1
DFES - District Emergency Management Advisor - Metropolitan	Electronic	1
DFES - District Officer – Natural Hazards - South West	Electronic	1
DFES - District Officer – Emergency Management - South West	Electronic	1
Murray State Emergency Services Unit	Electronic	1
Pinjarra Volunteer Fire & Rescue Service	Electronic	1
St John Ambulance - Station Manager – Pinjarra Sub Centre	Electronic	1
Murray Waroona Schools – Network Principal	Electronic	1
Quambie Park Waroona Inc. - Representative	Electronic	1

Local Emergency Management Committee	Hard Copy / Electronic Copy	Nº of Copies
Belswan Lifestyle Village	Electronic	1
Community Representative - Shire of Murray	Electronic	1
Community Representatives - Shire of Waroona	Electronic	2
DoH - Manager Emergency Preparedness Disaster Response	Electronic	1
DBCA Parks and Wildlife - Senior Ranger	Electronic	1
DPIRD – Manager, Emergency Preparedness	Electronic	1
Harvey Water - Project Engineer	Electronic	1
Main Roads WA	Electronic	1
Water Corporation – Operations Manager	Electronic	1
Western Power – Field Operations Team Leader	Electronic	1
Other	Hard Copy / Electronic Copy	No of Copies
DFES – Superintendent – South West	Electronic	1
WAPOL – Superintendent – Metropolitan South	Electronic	1
Western Power – Resource Manager South Metropolitan	Electronic	1
CEO – Shire of Boddington	Electronic	1
CEO – City of Mandurah	Electronic	1
CEO – City of Rockingham	Electronic	1
CEO – Shire of Serpentine/Jarrahdale	Electronic	1
CEO – Shire of Wandering	Electronic	1
CEO – Shire of Harvey	Electronic	1
PWS – Dwellingup Office	Electronic	1
PWS – Mandurah Office	Electronic	1
DC – Mandurah Office	Electronic	1
Department of Education – South Metro Regional Education Office	Electronic	1
Alcoa World Alumina – Refinery and Mine Site Managers	Electronic	2
Rotary Club – Pinjarra Branch	Electronic	1
Salvation Army – Mandurah	Electronic	1
Murray District Hospital	Electronic	1
DEMC – South Metro	Electronic	1
State Emergency Management Committee (SEMC)	Electronic	1
Pinjarra Veterinary Hospital	Electronic	1

Other	Hard Copy / Electronic Copy	No of Copies
Ravenswood Small Animal Clinic	Electronic	1
Murray Veterinary Services	Electronic	1
Waroona Veterinary Clinic	Electronic	1
K9 Rescue Group	Electronic	1
Mandurah Wildlife Rescue	Electronic	1
Total:		105

Amendment Record

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

Feedback can include:

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

To forward feedback copy the relevant section, mark the proposed changes and forward it to the Coordinator Ranger and Emergency Management:

Shire of Murray

Post: PO Box 21
PINJARRA WA 6208
Email: mailbag@murray.wa.gov.au

Shire of Waroona

Post: PO Box 20
WAROONA WA 6215
Email: warshire@waroona.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.

N ^o	Amendment/ Adoption Date	Details	Resolution Number	Amended by (Initials)
1	8 August 2022	Original Document – LEMC endorsed	LEMC22/004	
2	25 August 2022	Original Document – Shire of Murray endorsed	OCM22/xx	
3	23 August 2022	Original Document – Shire of Waroona endorsed	OCM22/xx	

Review

The Animal Welfare Plan will be reviewed:

1. After an emergency event or incident that requires the activation of the Animal Welfare Plan
2. After training or exercise that exercises this Animal Welfare Plan
3. Every (5) years
4. Any other time the LEMC considers appropriate
5. Contact lists are updated quarterly

Document Availability

Copies of the Animal Welfare Plan are available for inspection, free of charge, by members of the public during office hours and can be found at:

- Shire of Murray Administration Building, 1915 Pinjarra Road, Pinjarra,
- Shire of Waroona Administration Building, 52 Hesse Street, Waroona
- Murray Library, Corner Pinjarra Road and Forrest Street, Pinjarra
- Waroona Library, Corner Thatcher Street and Hesse Street, Waroona
- Dwellingup History and Visitor Information Centre, Marrinup Street, Dwellingup; and,
- Waroona Visitor Centre, 37 South Western Highway, Waroona.

or alternatively online at: www.murray.wa.gov.au or www.waroona.wa.gov.au

All information relating to the joint LEMA, and associated documents, will be recorded on the Shire of Murray and Shire of Waroona record-keeping systems to ensure that all records are recorded, registered, maintained and stored. This will allow for efficient retrieval of information.

SoM HPE Content Manager – Emergency Management Files	
Local Emergency Management Committee (LEMC)	7206
Local Recovery – Financial	1/2281
Local Recovery – Communications	1/2282
Local Recovery – Coordination Group	1/2283
Local Recovery – Other	1/2284
Evacuation Centres	1/2161
SoW Synergysoft – Emergency Management Files	
Bushfire Control	23/1
Emergency Services	51/1
Local Emergency Management Committee (LEMC)	51/2
Bushfire Brigades	24/1

Acknowledgements

The joint Local Emergency Management Committee would like to acknowledge the State Emergency Management Committee (SEMC) All West Australian's Reducing Emergencies (AWARE) Program for providing grant funding for a comprehensive review of the LEMA and the formation of the Animal Welfare Plan.

The quality of the information in this plan is directly attributed to the voluntary input of a wide range of organisations involved in animal management. The Shires Local Emergency Management Committee would also like to acknowledge assistance from employees at the following agencies whose input was critical to this Animal Welfare Plan being developed. These include representatives from:

- Shire of Murray
- Shire of Waroona
- Department of Primary Industries and Regional Development (DPIRD)

Other Local Government Animal Welfare Plans have been referenced and been used to develop this plan to ensure best-practice, these include;

- City of Armadale
- Shire of Capel
- Shire of Augusta Margaret River
- Shire of Katanning

Part 1 – Introduction

This document is an Appendix to and should be read in conjunction with, the joint Local Emergency Management Arrangements (LEMA).

The joint LEMA is available at www.murray.wa.gov.au or www.waroona.wa.gov.au

LEMA and Associated Documents

- Local Emergency Management Arrangements
 - Local Recovery Plan
 - Local Recovery Resource Manual
 - Emergency Evacuation Plan
 - Animal Welfare Plan
 - Communication Plan
 - Local Emergency Welfare Plan – Peel Region (Department of Communities)

Associated Legislation

- State Emergency Management Policy section 5.9.7
- *Dog Act 1976* and subsidiary legislation
- *Cat Act 2011* and subsidiary legislation
- *Animal Welfare Act 2002* and subsidiary legislation
- *Local Government (Miscellaneous Provisions) Act 1960* and subsidiary legislation
- *Biodiversity Conservation Act 2016*

Purpose

The purpose of the Animal Welfare Plan is to provide clear guidance to Shire employees, Hazard Management Agencies and Supporting Agencies to assist with the care and management of domestic and native animals during an emergency event with the SoM and/or the SoW.

Objectives

The objectives of the Animal Welfare Plan are to:

- Provide support and assistance to the LEMA
- Provide guidance in relation to roles and responsibilities in the event of an emergency
- Identify emergency management arrangements between stakeholders to ensure adequate

- and effective actions for preventative, preparedness, response and recovery arrangements
- Enhance public safety and community resilience through effective planning and management of animals during an emergency event, and ensure the protection of animal suffering during and immediately following an emergency event
 - Provide the community and stakeholders with a reference document outlining the response and provision of animal welfare during an emergency event

Roles and Responsibilities

- **Animal Owner / Carer**

Individual animal owners and/or carers are responsible for the welfare and preparedness of their animals prior and during any emergency event. This includes the response to and recovery from an emergency or disaster event.

- **Local Government**

- **Animal Welfare Liaison Officer (AWLO)** – The AWLO is the Coordinator Ranger and Emergency Management, or other employee determined by the SoM Chief Executive Officer or SoW Chief Executive Officer. Roles include;
 - Activate Ranger Services or other Local Government employees as required and according to their roles and responsibilities outlined in this AWP
 - Provide information to the SoM and/or the SoW Chief Executive Officer as applicable
 - Liaise between the Controlling Agency and the AWC
 - Provide information to relevant SoM Manager Communications and Marketing or SoW Executive Assistant to the CEO (SoW) for public release
 - Liaise with other SoM and/or SoW departments regarding rescue, transport and/or relocation of animals
 - Authorise and allocate necessary expenditure for animal welfare requirements
 - Liaise with DPIRD, WALGA, CAWE and the SAWEC as required
- **Animal Welfare Co-ordinator (AWC)** – The AWC is a On Duty Ranger who reports to, and takes direction from the AWLO. Roles include;
 - Coordinating the delivery of animal welfare for HMA
 - Managing the Animal Welfare Team (AWT) and equipment outlined in this AWP
 - Request assistance for community organisations, individuals or businesses that have the skills and resources to support the animal welfare team
 - Appoint a “Person in Charge” of the shelter from the AWT
- **Animal Welfare Team (AWT)** – The AWT shall be made up of Ranger Services or other Local Government employees and supporting local animal business employees, as required. The AWT works under direction from the AWC. Roles include;

- Keep an “Animal Register” ([Appendix 1](#)) for all animals brought in the designated or existing location serving as a temporary animal management facility
 - Ensure completion of “Individual Animal Registration Form” ([Appendix 2](#)) for all animals taken in the SoM and/or SoW’s care during an emergency
 - Provide each animal with a tag that has a number corresponding to the “Animal Registration Log”
 - Ensure that animals are secure and confined in an area where they are not likely to injure or be injured by other animals
 - Ensure that animals are fed and watered, and that the facilities are regularly cleaned
 - Report any apparent injury and/or illness to a Veterinarian and if necessary transport animals requiring treatment, or if necessary euthanasia, to a designated facility
 - Record the details of owners including time of release on the “Animal Register” and ensure that the “Individual Animal Registration Form” ([Appendix 2](#)) is filled out when animals are released
 - Consult with the AWC regarding possible alternative locations for the animal management facility (AMF) when damage, overcrowding or other circumstances exist at the current AMF
- **Operations Officer** - The Operations Officer is the Ranger and Emergency Services Support Officer, or another designated Local Government employee, who works under the direction of the AWC. Roles include;
- Undertake administration duties required for the collection and maintenance of animal data, animal record management and triage of lost animal reports. A “Lost Animal Report” ([Appendix 3](#)) is to be completed
 - Assist with the management of additional employees and volunteers assisting with the emergency event
 - Complete the “Found Animal Report” ([Appendix 4](#)) and display at the Evacuation Centre/s and/or the Temporary Animal Management Facilities
- **Field Officers** – are employees from the Ranger Services and/or other Local Government employees, as required. Direction to Field Officers is provided by the AWC. Entry to emergency area by Field Officer is subject to direction from the Controlling Agency. Field Officer roles include;
- Assessment of the emergency area to identify, capture and contain any animals that are escaped, released or straying
 - Identify animals requiring veterinarian assessment, treatment, care or euthanasia, as well as those deceased animals requiring disposal
 - Complete the “Escaped, Released or Stray Animal Information Sheet” ([Appendix 5](#))
 - Relocate animals to an existing or designated temporary animal management facility
 - Assist with the supply of food and water to animals within the emergency area where the owners/carers have not been identified or are not present
 - Complete an Animal Needing Welfare Data Sheet ([Appendix 6](#)) for those animals identified and not evacuated from the emergency area

- **Western Australian Local Government Association (WALGA)** – WALGA represents the SoM and the SoW on the Committee for Animal Welfare in Emergencies (CAWE) and may be requested by DPIRD to join the Animal Welfare Emergency Group (AWEG) during an emergency event
- **Department of Primary Industries and Regional Development (DPIRD)** – Activation of the [State Support Plan for Animal Welfare in Emergencies](#) at the request of the Controlling Agency. Coordination and management of the CAWE and authority to request members of CAWE to join the Animal Welfare Emergency Group (AWEG) to facilitate coordinated support for animal welfare during an emergency. The trigger for activating the DPIRD Animal Welfare Emergency Group is determined by the AWLO dependant on the scope of the emergency incident.
- **Department of Fire and Emergency Services (DFES)** – assist with animal evacuation through the State Emergency Services (SES) – Mounted Division and provide representation on the CAWE
- **Western Australia Police (WA Police)** – assist with animal evacuation through the Police Mounted Division and provide representation on the CAWE
- **Department of Biodiversity, Conservation and Attractions (DBCA)** - Native wildlife management and provides representation on the CAWE
- **Royal Society for the Protection of Cruelty to Animals (RSPCA)** – Animal Welfare through the care for those who are lost or abandoned and need rehabilitation and longer care treatment. Provide representation on the CAWE
- **Department of Communities (DC)** – Provide information to the public regarding animal housing arrangements including those people and people with animals in evacuation centres. Provide information from DPIRD regarding animal welfare to people in welfare centres and liaise with DPIRD regarding the reunification of owners/carers with their animals
- **Australia Red Cross and Salvation Army** – Provide support to people and people with animals in evacuation centres, and provide mental health and wellbeing support to those that have been separated from their animals and/or have been advised that their animals are deceased or have been euthanised
- **Memorandum of Understanding (MoU)** – Emergency Management MoU (**LEMA Appendix 10**) between City of Mandurah, City of Rockingham, Shire of Murray, Shire of Waroona and Shire of Serpentine-Jarrahdale formalises the cooperative arrangements promoting the sharing of resources during emergencies and during post incident recovery which affects one or more of the partnering local governments

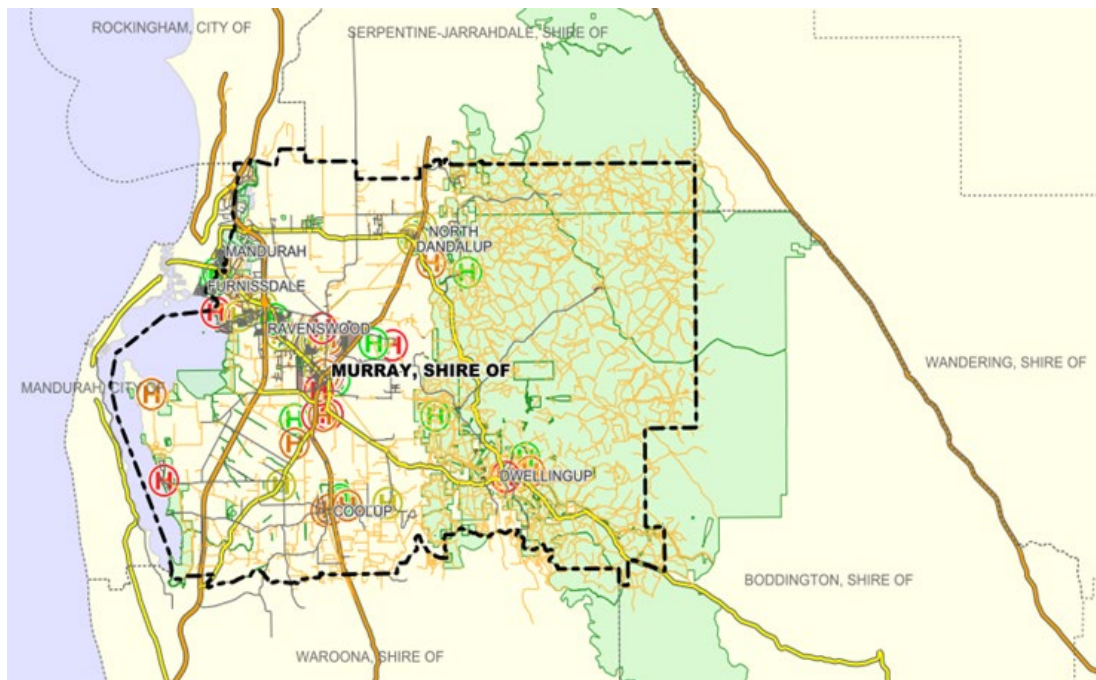
Part 2 - Scope

This Animal Welfare Plan is limited to the boundaries of the SoM and the boundaries of the SoW, and forms a part of the joint LEMA.

Shire of Murray

The SoM consists of the following localities;

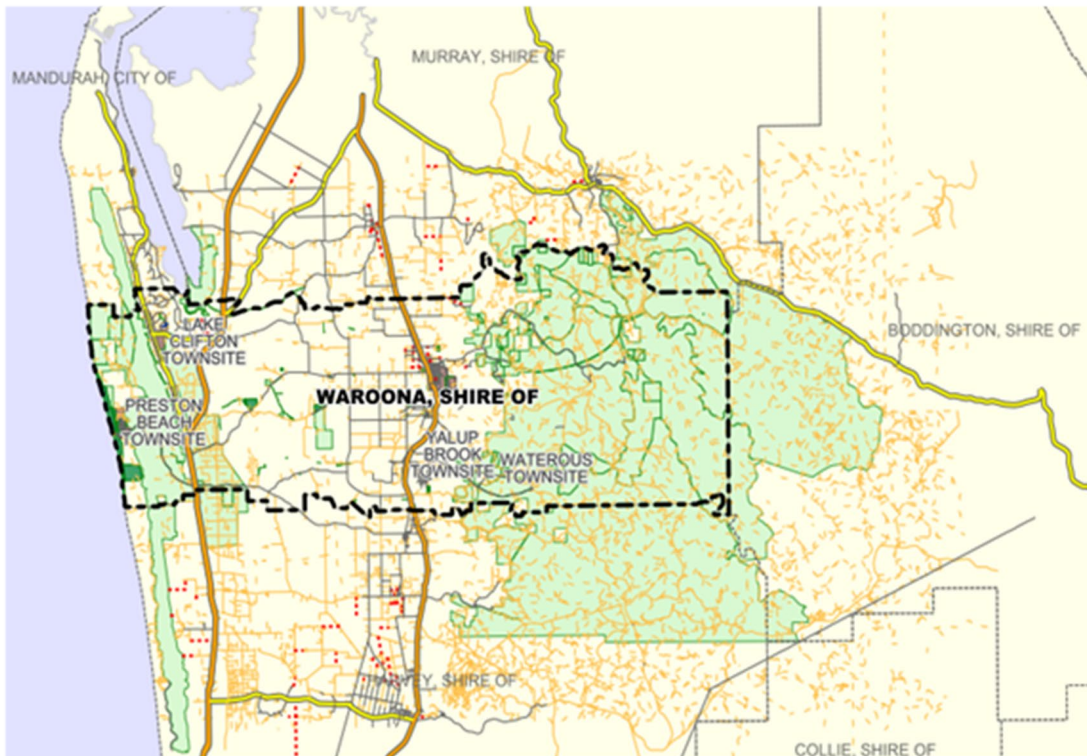
Banksiadale	Keralup (part)	Pinjarra
Barragup	Keysbrook (part)	Point Grey
Birchmont	Marrinup	Ravenswood
Blythewood	Meelon	Solus
Coolup	Myara	South Yunderup
Etmilyn	Nambeelup	Stake Hill
Fairbridge	Nirimba	Teesdale
Furnissdale	North Dandalup	West Coolup
Holyoake	North Yunderup	West Pinjarra
Inglehope	Oakley	Whittaker



Shire of Waroona

The SoW consists of the following localities;

Hamel	Lake Clifton	Nanga Brook
Preston Beach	Wagerup	Waroona



The AWP covers arrangements for all non-native species within the Shires boundaries. This would include any non-native transient animals that may be located within Shire boundaries during an emergency event. The following type of animals are outside the scope of this Plan

- Wildlife
- Feral animals
- Privately owned animals in wildlife parks or zoos

The AWP also outlines the care of animals at evacuation centres, temporary animal management facilities and any longer-term animal arrangements deemed suitable by the SoM and SoW during an emergency event.

Part 3 - Cost / Financial Arrangements

The SoM and SoW recognise [State EM Policy 5.12 – "Funding for Emergency Responses"](#), which outlines financial arrangements in meeting costs associated with an emergency.

The Emergency Management Agency with operational control of any resource is responsible for payment for all related expenses associated with its operation during emergencies, unless other arrangements are established. Agencies that have assisted in responses may be eligible for reimbursement of some expenses.

Special arrangements may be required in relation to financial expenditure during an emergency. Such arrangements must be in accordance with the financial management provisions of the *Local Government Act 1995*.

Normal fees for caring of animals during an emergency will be waived by the SoM and SoW, provided that animals are collected within two (2) weeks after the emergency has passed.

Animals must be collected within a reasonable time frame, as deemed by the AWC, following the conclusion of the emergency incident unless prior satisfactory arrangements have been made.

Any costs for transport, shelter, unusual feed supplies and veterinarian treatment are to be borne by the animal owner/carer for animals that are being cared for during an emergency event.

Arrangements for the return of animals shall be made at the time of entry into the AMF. The owner contact details shall be recorded on the "Individual Animal Registration Form" ([Appendix 2](#)) .

Part 4 - Preparedness

As part of the LEMA, the Shires have developed this AWP to assist with supporting their communities to develop preparedness, and to provide education to animal owners and carers on their responsibility for their animals during an emergency event.

Equipment and supplies will be available during emergencies to support animal welfare and provisions will be made available at evacuation centres, temporary animal management facilities and any longer-term animal facilities during an emergency event.

The following risks have been identified through the [SEMC State Risk Project](#) as 'priority hazards' within the SoM and SoW:

- Bushfire
- Chemical Substance (HAZMAT)
- Cyclone
- Earthquake
- Flood
- Heatwave
- Storm

Community Preparedness

At all times, and including during an emergency event, animal owners/carers have the responsibility for their animals wellbeing and safety. This includes livestock, horses, companion animals and wildlife under their direct care.

The best form of preparedness is to have an emergency plan that includes details regarding:

- Which animals are to be evacuated and which are to remain onsite?
- What transport options are available for both large and small animals?
- What are the evacuation routes from our property for different types of hazards?
- What are the triggers for implementing evacuation or relocating animals to a safer area?
- What are the safest, low risk areas to relocate animals to if they can't be evacuated?
- Are there adequate provisions available (food, water access) for those animals remaining on property?
- Are animals able to be identified (microchipping, National Livestock Identification System, registration of dogs and cats)?
- What other options are available to temporarily house my animals in the event of an emergency (family, friends, animal welfare shelters, boarding kennels, agistment centres etc)

Further information is available from the DPIRD website [Animal Welfare in Emergencies](#).

Animal owners/carers are responsible for the costs associated with the provision of private services such as, but not limited to, veterinary clinics, private shelters, food suppliers etc.

Community preparedness strategies to be implemented by SoM and SoW in the leadup to an emergency event and prior to formal incident activation include:

- Community messaging via Social Media, SMS, LED signage and Emergency WA
- Ensure that employees have received pre-training in animal handling
- Ensure that resource pre-positioning have been undertaken which includes pre-planned teams, access to suitable animal shelters, access to adequate food and water supplies, and access to transport services. Details of resources can be found in the **LEMA – Part 10 – Resource and Asset Register**

Part 5 - Response

Activation

In the event of an emergency event, the decision to evacuate and the type of evacuation, is made by the Incident Controller under [State Emergency Management \(EM\) Policy Section 5.7](#) and [State EM Plan Section 5.3.2](#).

Where a decision for an evacuation, the SoM and/or SoW may determine that the activation of this AWP is required.

The scale of activation will be dependent on the emergency event.

Situation and Intelligence

The AWP will be provided to all members of the LEMC and all individuals, businesses and organisations on the LEMA distribution list.

Templates to assist with the welfare of animals in emergency events have been developed and will be used to capture information and accurately report.

Public Information

In the event of an emergency event, the HMA is responsible for the management of public information as outlined in **LEMA Part 4 – Response – Media Management and Public Information**.

Following the activation of the State Support Plan for Animal Welfare in Emergencies the SoM Manager Communications and Marketing and/or SoW Executive Assistant to the CEO will liaise with the HMA to provide local information that may include:

- Information for persons evacuating with animals including what resources are available and how they are able to request assistance
- The state of the general welfare of animals involved in the emergency
- The location/s of animals
- Information to enable owners to find and reunite with the animals
- Information regarding public donations

Response Activities

- **Transportation and Evacuation Route Options**

The Animal Welfare Liaison Officer (AWLO) will liaise with DPIRD and the HMA to provide information regarding local resources and advice regarding the evacuation of people with animals and the evacuation of animals.

This may include:

- Road closures, safe route alternatives and route suitability for traffic
- Consideration of early evacuation for those travelling with large animal carriers
- Possible transport options and details of volunteers available to assist

- **Temporary Evacuation Centres/Shelters**

Animals are not permitted in Evacuation Centres or Shelters with the exception being assistance/service dogs. The SoM and SoW will provide alternative options for animals to be temporarily accommodated, and where possible will be within the vicinity of the Evacuation Centres (refer **LEMA - Part 11 – Evacuation and Welfare Centres**).

The approved SoM and SoW temporary animal management facilities are:

- Domestic - SoM Animal Management Facility, 6 Baker Street, Pinjarra
- Livestock - Murray Regional Equestrian Centre, 42 Murray Street, Coolup

Other nominated temporary shelters may be required depending on the number of animals involved in the emergency. Refer to **LEMA Appendix 2.12 Identified Alternative Temporary Animal Facilities**.

The movement of livestock is to be undertaken in accordance with the [Biosecurity and Agriculture Management \(Identification and Movement of Stock and Apiaries\) Regulations 2013](#).

- **Stray Animals**

During an emergency animal often escape, be released or stray, and may pose additional risk to emergency services personnel and their vehicles.

When directed by the HMA that the emergency area is safe to re-enter, the SoM and/or the SoW AWC will implement employees to undertake the roles and responsibilities as outlined in the section within this document titled [Local Government](#)

- **Access to Properties**

In an emergency event, entry into areas may be restricted and road closures may be put in place to delay people returning to their properties and animals on their properties. This is a requirement to ensure community safety, and SoM and/or SoW employees will provide welfare as outlined in the section within this document titled [Local Government](#)

- **Animal Welfare Assessment, Triage and Treatment**

All concerns regarding animal welfare during an emergency should be directed to the AWC and on ground assessments can only begin once authorisation has been obtained to re-enter the

affected area by the controlling HMA. The team authorised to undertake these assessments include officers from relevant agencies including SoM, SoW, DFES, DBCA, DPIRD, WAPS and RSPCA.

Activities will include;

- Assessment of impacted animals
- Prioritisation of (triage) the welfare needs of animals
- Provision of welfare assessment to assist the controlling agency or HMA to include animal welfare considerations in ongoing response and recovery operations.

Wildlife animal welfare needs are to be determined of the DBCA, and they will determine if any intervention or treatment is required by affected wildlife.

• **Euthanasia and Disposal**

If it is determined that an animal requires immediate euthanasia, every effort will be made to identify or contact the owner or carer of the animal. If the owners cannot be identified or contacted, immediate humane destruction is permissible under the [Animal Welfare Act 2002](#).

Where possible the animal owners or carers should be notified that their animals have been euthanised or is deceased prior to returning back to their property.

The disposal of animals is primarily the responsibility of the animal owner or carer but where possible Shire employees and DPIRD are able to provide advice and assistance regarding appropriate timing and disposal of carcasses. [DPIRD](#) is only to be consulted following the activation of the State Support Plan for Animal Welfare in Emergencies.

Where this relates to wildlife DPIRD will consult with DBCA following the activation of the State Support Plan for Animals Welfare in Emergencies.

• **Emergency Supplies**

Emergency events within the SoM and/or the SoW may impact on the availability of water, pastures and other sources of food that are usually available to animals. This can have severe impact on non-evacuated animals within the emergency area as well as those in large numbers or at livestock facilities. Shire employees, in coordination with the HMA and DPIRD (only following the activation of the State Support Plan for Animal Welfare in Emergencies), will determine the following;

- Identify animals requiring access to food and water as part of the welfare assessment within the emergency area
- Assist with the identification of evacuated animals that require access to emergency water and food. Refer to the **LEMA – Part 10 Resource and Asset Register – Animal Food Suppliers**

- Identify potential sources of food and water including depots, distribution centres and water
- Donations of non-perishable food for the immediate care of animals will be accepted through prior arrangement with the AWC and DPIRD (only following the activation of the State Support Plan for Animal Welfare in Emergencies).

- **Reunite**

The AWC, AWT and designated Shire employees will endeavour to capture and record as much information as possible in order to reunite animals with their owner and/or carer. The process will include;

- Completion of a Lost Animal Report (**Appendix 3**)
- Identification of animals via the National Livestock Identification System (NLIS) and microchipping
- Liaise with DC to reunite animals with their owners or carers that are in evacuation centres
- Tagging of escaped, released and stray animals captured following the emergency event

Volunteers and Donations

During emergencies, the management of volunteers and donations will be undertaken by DPIRD (only following the activation of the State Support Plan for Animal Welfare in Emergencies), and they will coordinate arrangements to best utilise resources and services as they are required. DBCA will be consulted where donations and volunteers relate to the welfare of wildlife.

Other Considerations / Challenges

During an emergency event, there are a number of other considerations that may impact on the response activities outlined above. These may include:

- **Impacts from Utility Outages**

In the event of a power outage during an emergency event, consideration must be given to the impact to windmills, bores, water pumps and reticulation systems used for watering animals and livestock. Access to properties may also be impacted in regard to electric gates, as well as the ability to secure stock by way of electric fencing.

- **Rescue Requirements**

A list of the available rescue resources and equipment is included in the joint LEMA in the following sections:

- Part 9 – Emergency Contacts Directory
- Part 10 – Resource and Asset Register

- **Decontamination**

In the event of a flood, decontamination may be required when animals are exposed to contaminated water which may include asbestos and other hazardous materials. If decontamination is required, direction is to be given by the HMA.

If the animals have remained with their owners/carers, all possible risks are to be communicated, and relevant information provided to the owners or carers.

- **Biosecurity**

Any biosecurity concerns are to be reported to DPIRD, and if biosecurity hazards are present then DPIRD is the HMA and will implement the [State Hazard Plan – Animal and Plant Biosecurity](#).

In an effort to reduce the risk of disease and pest spread, the Animal Welfare Team and designated Field Officers will record the movement and housing of animals, record ownership and identification details of animals, note any known relevant vaccination records or medical history and record details regarding the source of any animal feed supplies or donations.

Cleaning and maintenance of SoM AMF is in accordance with normal procedures.

Other known biosecurity hazards are the six priority declared weeds as declared by the Peel Harvey Biosecurity Group which are present within the SoM and SoW. [Peel Harvey Biosecurity Group - Weeds \(phbg.org\)](#)

- **Zoonotic Disease**

To manage potential disease, reduce spread and prevent outbreaks within temporary AMF, standard procedures for cleaning and maintenance are to be applied.

- **Mental Wellbeing Support**

The SoM and SoW will collaborate with Red Cross to support animal owners, carers and employees. Services include mental health support services delivered through trained personnel. Information regarding welfare assistance is also available on the DC website - [Disaster and emergency support services \(www.wa.gov.au\)](#)

SoM and SoW employees are able to access an Employee Assistance Program as well as Shire employees undertaking regular debriefing meetings to provide support of wellbeing within the team.

Part 6 - Recovery

Responsibility

The SoM and SoW are responsible for managing the recovery phase following an emergency that has affected the districts under section 36(b) of the *Emergency Management Act 2005*.

The Local Recovery Coordinator, in collaboration with the State Recovery Coordinator (if appointed), are responsible for the implementation of the recovery phase once it has been declared by the Incident Controller.

Transition to Recovery

The joint LRP forms part of the joint LEMA and will be used to ensure animal welfare into the recovery phase of an emergency event. Many of the [Part 5 – Response](#) activities will continue into the recovery phase and during this time DPIRD will transition the responsibility of ongoing animal welfare activities back to the Shires and the owners and/or carers of the animals.

Prior to animals being moved back into an emergency affected area, the area needs to be inspected to ensure that it is safe for the return of animals. This inspection will be undertaken by the SoM and SoW employees in conjunction with supporting agencies, and factors to consider include, but are not limited to:

- The emergency area has been declared safe to the return of people and animals
- Perimeter fencing has been inspected and deemed adequate for the return of livestock and large animals
- If the animal's owner or carer is not present, then animals are returning to a safe and liveable environment with provisions supplied for their wellbeing
- Any stranded or lost animals within the emergency area have been secured and where possible returned to their owners or carers
- Biosecurity issues regarding the movement of animals within the emergency area have been considered and any possibility of the transmission of disease from live and deceased animals has been addressed
- Animals welfare and wellbeing has been considered in relation to the trauma and stress on the animals as a result of the emergency event
- The welfare and wellbeing of animal owners and carers has been considered with regard to additional trauma and stress experienced if their animals have been lost, injured or are deceased as a result of the emergency event



Shire of Murray

Appendix 2 – ‘Individual Animal Registration Form’



SHIRE OF WAROONA
SEA TO SCARP

Animal Welfare Plan
Endorsement Date xxxxxx2022
Version N° 1

Incident Name: _____

Date: _____

Part A – Animal Owner

Name: _____ Phone: _____

Address: _____ Mobile: _____

Alternative contact details: _____

Part B – Animal Details

Nº	Animal Name	Type dog, horse, etc	Breed	Description, colour, etc	Collar, tag, etc	Brand, Tag Nº	Comments
1							
2							
3							

Signature: _____ Date: _____

Part C – Officer Actions

Part D – Animal Shelter

Location: _____ Animal Shelter Register Nº: _____

Person in Charge: _____ Date: _____

Part E – Animal Relocation

Relocated to (Name): _____ Phone: _____

Address: _____ Mobile: _____

Signature: _____ Date: _____

Part F – Return or Collection Details

Name: _____ Phone: _____

Address: _____ Mobile: _____

Signature: _____ Date: _____



Shire of Murray

Appendix 3 – ‘Lost Animal Report’



SHIRE OF WAROONA
SEA TO SCARP

Animal Welfare Plan
Endorsement Date xxxxxx2022
Version N^o 1

Incident Name: _____

Date: _____

Part A – Animal Owner

Name: _____ Phone: _____

Address: _____ Mobile: _____

Alternative contact details:

Part B – Animal Details

N ^o	Animal Name	Type dog, horse, etc	Breed	Description, colour, etc	Collar, tag, etc	Brand, Tag N ^o	Microchip number (if available)
1							
2							
3							
4							
5							

Location and time last seen:

Comments:

Signature: _____

Date: _____

Part C – Officer Actions

Part F – Return or Collection Details

Name: _____ Phone: _____

Address: _____ Mobile: _____

Signature: _____

Date: _____
Time: _____ am/pm

Appendix 4 – ‘Found Animal Report’ – PUBLIC NOTICE

Incident Name: _____

Date: _____

Animal Details					
Nº	Type of animal	Breed (if known)	Description/colour/sex (if known)	Collar, Registration tag, NILS or microchip details (if known)	Location and time found
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					

Appendix 5 – ‘Escaped, Released or Stray Animal Information Sheet’

Incident Name: _____ Date: _____

Animal Details			
Type of animal/s			
How many			
Location			
Breed (if known)			
Description, colour, sex (if known)			
Owner details (if known)			
Reported by	Name:	Telephone:	
	Address:	Email:	
Officer Actions:			
Details if animal/s returned to owner/carer or relocated (include date and time)			
Officer name			
	Date:		Time:

Appendix 6 – ‘Animal Needing Welfare Data Sheet’

Incident Name: _____ Date: _____

Animal Details			
Type of animal/s			
How many			
Breed (if known)			
Description, colour, sex (if known)			
Location of animal/s			
Welfare required			
Owner details (if known)			
Reported by	Name:	Telephone:	
	Address:	Email:	
Officer Actions:			
<ul style="list-style-type: none"> • Food • Water • Veterinarian • Euthanasia • Other 			
Officer name			
	Date:		Time:

Appendix 7 – Glossary of Terms

Agency – A Government agency, including Commonwealth, State or Local Government Authority

Animal – Under the Animal Welfare Act, an animal is defined as a live vertebrate; or a live vertebrate of a prescribed kind, other than a human or a fish (as defined in the *Fish Resources*)

Biosecurity – The protection of primary industries, the environment, economy and human health from the risks posed by harmful organisms including any animal or plant pest or disease through exclusion, containment, eradication and management.

Companion Animal – Any animals other than horses kept primarily for companionship, hobbies, sport or work.

Controlling Agency – an agency nominated to control the response activities to a specified type of emergency.

Emergency – the occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.

Note: The terms "emergency" and "disaster" are used nationally and internationally to describe events which require special arrangements to manage the situation. "Emergencies" or "disasters" are characterised by the need to deal with the hazard and its impact on the community.

The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".

Hazard Management Agency – a public authority, or other person, prescribed by the *Emergency Management Regulations 2006* to be a hazard management agency for emergency management, or an aspect of emergency management, of a hazard.

Horse – Any horse or equine hybrid (*Equus caballus*; *Equus asinus*)

Livestock – Has the meaning of Stock as defined in regulation 4 of the *Biosecurity and Agriculture Management Regulations 2013*, including the following:

- Buffalo including buffalo cattle hybrids
- Camel
- South American Camelids
- Cattle including cattle buffalo hybrids
- Deer and any hybrids
- Emu
- Goat
- Ostrich

- Pig
- Poultry and any hybrids
- Sheep

Organisation – Includes government agencies, non-government agencies, volunteer organisations and private sector organisations.

Owner or Carer – Has the meaning of ‘person in charge’ in the *Animal Welfare Act 2002*. “Person in charge, in relation to an animal, means –

- a) The owner of the animal;
- b) A person who has actual physical custody or control of the animal;
- c) If the person referred to in paragraph (b) is a member of staff of another person, that other person; or
- d) The owner or occupier of the place or vehicle where the animal is or was at the relevant time”

Restricted Area – A declared area in which defined rigorous conditions apply to the movement into, out of, and within, of specified animals, person or things.

Support Organisation – a public authority, or other person, prescribed by the Regulations to be a support organisation for the purposes of the *Emergency Management Act 2005* because of the agency’s functions under any written law or specialised knowledge, expertise and resources, and is responsible for providing support functions prescribed by the Regulations in relation to that organisation.

Triage – The process by which animals are sorted and prioritized according to their need for care, veterinary treatment or euthanasia.

Wildlife – An animal that is indigenous to Australia’s land or waters, living without regular human intervention or support and having the meaning of fauna, as defined within the *Biodiversity Conservation Act 2016*.

Zoonotic diseases – is an infectious disease caused by a pathogen (an infectious agent, such as a bacterium, virus, parasite or prion) that has jumped from a non-human animal (usually a vertebrate) to a human.

Appendix 8 – Acronyms

The following acronyms are used throughout the Animal Welfare Plan;

The Act	<i>Emergency Management Act 2005</i>
AMF	Animal Management Facility
AWC	Animal Welfare Coordinator
AWEG	Animal Welfare Emergency Group
AWLO	Animal Welfare Liaison Officer
AWP	Animal Welfare Plan
AWT	Animal Welfare Team
CAWE	Committee for Animal Welfare in Emergencies
CEO	Chief Executive Officer
CP	Communication Plan
DBCA	Department of Biodiversity, Conservation and Attractions
DEMC	District Emergency Management Committee - South Metropolitan
DFES	Department of Fire and Emergency Services
DC	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
EM	Emergency Management
EEP	Emergency Evacuation Plan
HMA	Hazard Management Agency
JOINT	Shire of Murray and Shire of Waroona
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRP	Local Recovery Plan
LRRM	Local Recovery Resource Manual

RSPCA	Royal Society for the Protection of Cruelty to Animals
SAWEC	State Animal Welfare Emergency Coordinator
SEMC	State Emergency Management Committee
SES	State Emergency Services
SoM	Shire of Murray
SoW	Shire of Waroona
WALGA	Western Australian Local Government Association

Appendix 10 – Emergency Management Memorandum of Understanding



SHIRE OF
WAROONA
SEA TO SCARP



Shire of
Serpentine
Jarrahdale

Local Government Emergency Management MoU

This Memorandum of Understanding was first signed on 9th December 2015, with the following Local Governments now Parties to the Agreement;

City of Mandurah, Peel Street, Mandurah

City of Rockingham, Civic Boulevard, Rockingham

Shire of Murray, Pinjarra Road, Pinjarra

} Hereinafter called the 'partnering LGs'
'parties' or 'partners'

Shire of Waroona, Hesse Street, Waroona

Shire of Serpentine Jarrahdale, Paterson Street, Mundijong

Aim

This Memorandum of Understanding (MOU) formalizes cooperative arrangements between the local governments named, promoting sharing of resources during emergencies and during post-incident recovery which affects one or more of the partnering local governments.

Purpose

The guiding principle of this MOU is that any support given to a LG in a particular emergency event shall be voluntary and of a level that will not unduly compromise the operability of the LG providing the support.

To facilitate the provision of mutual aid between partnering LGs during emergencies and post incident recovery.

To enhance the capacity of our communities to cope in times of difficulty.

To demonstrate the capacity and willingness of participating LGs to work co-operatively and share resources within the region.

Partnering Objectives

Partners to this MOU, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may reasonably be available within the capacity of that LG to respond to the emergency incident if requested;
2. Provide at its absolute discretion, whatever resources may be available within the means of that LG to assist with post incident recovery in the community.

Allocation of Resources

1. This MOU acknowledges that the allocation of a partnering LG's personnel and plant resources is an operational issue, and as such is the responsibility of the CEO of the LG seeking to offer aid.
2. This MOU seeks to demonstrate that the CEO's commitment to supporting other LGs in need is supported by the Elected Members of each participating Council.

Responsibilities

The partners to this MOU recognise their responsibilities to have adequate arrangements in place in order to be in a position to respond to non-natural and natural disasters.

This MOU recognises that each LG will have its own local emergency management plans or arrangements in place in accordance with the *Emergency Management Act 2005*.

The intention of this MOU is to improve the efficiency of joint response to a disaster, share experiences, enhance cooperation between LGs and improve regional resilience.

The parties acknowledge that the provisions of this document are not intended to create binding legal obligations between them.

The parties acknowledge that:

1. nothing in this document authorises a party to incur costs or expenses on behalf of the other party; and
2. a party has no authority to act for, or to create or assume any responsibility obligation or liability on behalf of, the other party.

Partnering Expectations

1. To provide where possible both physical and human resources to assist with the immediate response and recovery. Ongoing protracted assistance may be needed, this may be subject to further negotiation and agreement in writing between the partners concerned.
2. Where possible, and if appropriate, the affected LG must utilise internal resources and local contractors before requesting assistance from another LG. This will ensure LGs are not seen to be competing with local businesses or offers of assistance.
3. All requests for support will be made through the Incident Controller (IC) of the designated Hazard Management Agency (HMA) for the incident, in consultation with the designated Local Recovery Coordinator (LRC) and the Local Emergency Coordinator (LEC).
4. All requests for support in recovery, will be activated between one LG and another, this is likely to occur via emergency management personnel, seeking approval of the relevant CEOs.
5. All equipment provided must be covered by the partners own insurance, each LG is responsible for ensuring insurance policies allow for the provision of mutual aid.

6. Each individual Council will be responsible for continued salary and any workers compensation insurance for their own staff regardless of where they are operating during the disaster event and recovery.
7. Each LG will be responsible for any loss, damage or cost associated with the provision of support unless otherwise agreed in writing.
8. The LG requesting support will be responsible for all incidental costs associated with the provider's personnel and equipment such as catering, accommodation, WHS issues, transport fuel and storage.

Cost Recovery

The Disaster Recovery Funding Arrangements WA (DRFA) and guidelines provide for the reimbursement of eligible expenditure incurred by LGs following a disaster event. Each LG is responsible for maintaining an accurate record of its expenditure during an event.

In the event the emergency is declared a Disaster, State and Commonwealth funding assistance will be sought in compliance with relevant State and Commonwealth Policies.

The affected LG area will claim eligible costs accordingly under the DRFA guidelines.

In the event a LG's resources and/or equipment are required to assist another LG, these costs would not be claimable via DRFA. Therefore, any intended claim for reimbursement is a matter between partnering LGs.

Duration and Amendment

The MOU will come into effect at the date which two or more parties have signed the agreement.

This MOU can be reviewed at any time but cannot be amended except with the written consent of all partners.

Additional local government partners may be added to the MOU upon request.

Term

Unless mutually extended, terminated or parties withdraw, this MOU will expire on the 1st December 2025.

Withdrawal

Any partner may withdraw from this MOU by giving 90 days written notice to the partnering LGs.

Notices

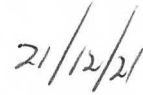
Communications in relation to this MOU should be addressed to Coordinator Emergency Management – emergencymanagement@mandurah.wa.gov.au

This Memorandum of Understanding is made between:

City of Mandurah
Chief Executive Officer
Mark R Newman



Signature



Date

City of Rockingham
Chief Executive Officer
Michael Parker



Signature



Date

Shire of Murray
Chief Executive Officer
Dean Unsworth



Signature



Date

Shire of Waroona
Chief Executive Officer
Mark Goodlet



Signature



Date

Shire of Serpentine Jarrahdale
Chief Executive Officer
Paul Martin



Signature



Date
