



# **ATTACHMENTS**

**Under Separate Cover  
Ordinary Council Meeting**

**Thursday, 25 September 2025**

*Forest to Wheatbelt*



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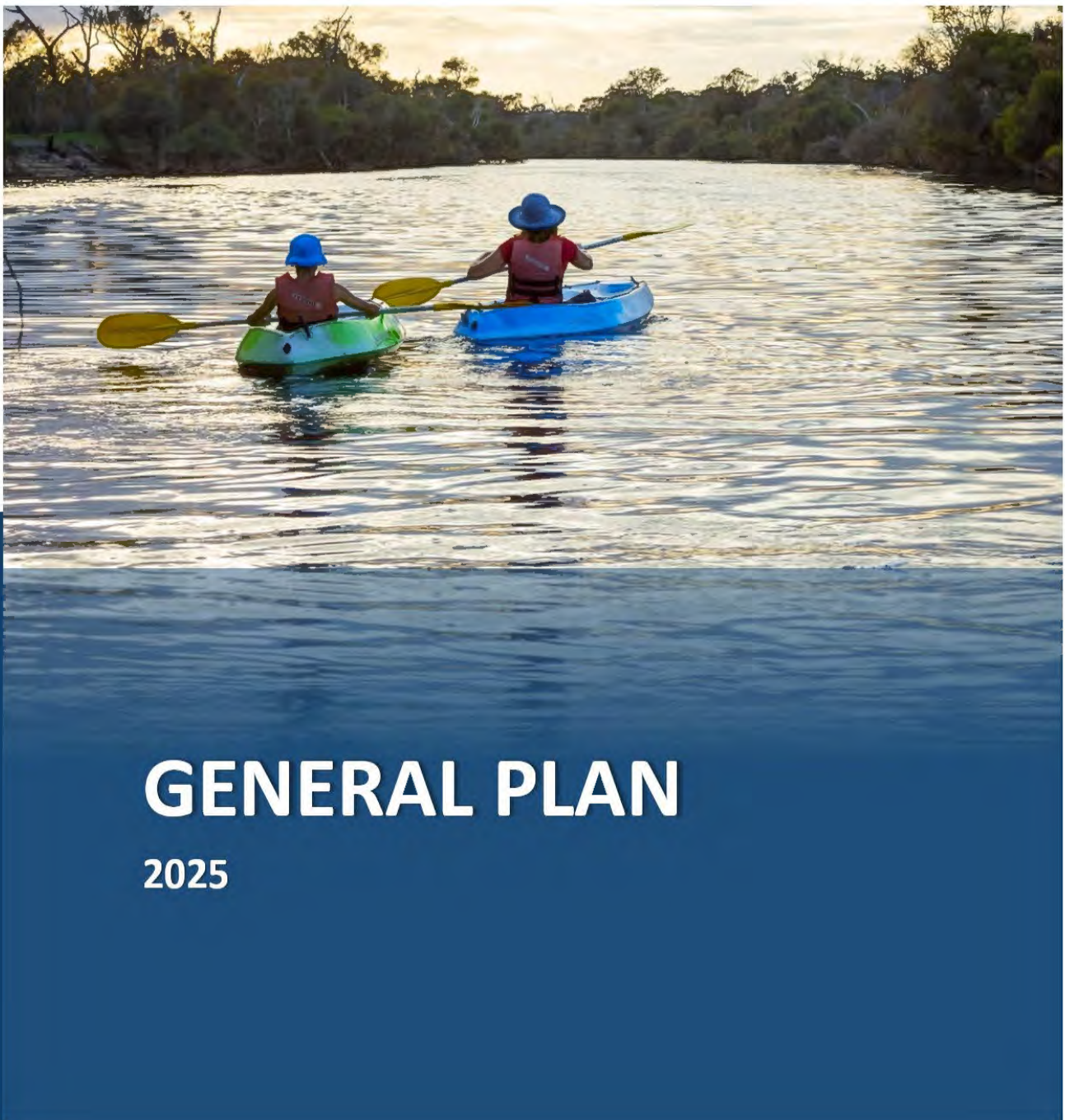
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**11.2 ADOPTION OF LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (INCLUDING LOCAL RECOVERY PLAN)**

**Attachment 1 LEMA West Arthur 220125**

# LEMA

LOCAL EMERGENCY  
MANAGEMENT ARRANGEMENTS



## GENERAL PLAN

2025



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# 1 ADMINISTRATION



## 1.1 Endorsement of Local Emergency Management Arrangements

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

\_\_\_\_\_  
Date: \_\_\_\_\_

**Chair Local Emergency Management Committee**

Shire President - Cr Neil Morrell

Shire of West Arthur

\_\_\_\_\_  
Date: \_\_\_\_\_

**Local Emergency Coordinator**

Williams Police OIC

\_\_\_\_\_  
Date: \_\_\_\_\_

**Chief Executive Officer**

Vin Fordham Lamont

Shire of West Arthur

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

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Shire of West Arthur Local Emergency Management Arrangements 2025

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## 1.2 Distribution

### 1.2.1 Full Unrestricted Version

Shire of West Arthur
Local Emergency Management Committee Members
District Emergency Management Committee
State Emergency Management Committee
Local Emergency Coordinator
WA Police - Williams Station
Department of Biodiversity, Conservation and Attractions (DBCA)
Department of Communities
Department of Education
Department of Fire and Emergency Services (DFES)
Department of Health
Department of Primary Industries and Regional Development (DPIRD)
Department of Water and Environmental Regulation
Main Roads WA
Telstra
Water Corporation
West Arthur Volunteer Bushfire Brigades
West Arthur St John Ambulance
Western Power

### 1.2.2 Public Access Restricted Version

Shire of West Arthur Administration Offices – Front Counter/Reception
Shire of West Arthur Library
Shire of West Arthur Website: <a href="http://www.westarthur.wa.gov.au">www.westarthur.wa.gov.au</a>



### 1.3 Document Availability



Restricted copies of these arrangements are available free of charge and can be found at:

**Hardcopy:** Shire of West Arthur  
31 Burrowes Street, Darkan (*During normal business hours*)  
**Online:** Shire of West Arthur website: [www.westarthur.wa.gov.au](http://www.westarthur.wa.gov.au)



### 1.4 Amendment Record

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

Feedback can include:

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

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer  
Shire of West Arthur  
PO Box 112  
Darkan WA 6392  
Ph: (08) 9736 2400  
Email: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au)

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Register below:

AMENDMENT		DETAILS OF AMENDMENT	AMENDED BY
No	Date		
1	April 2010	Initial document	Unknown
2	September 2016	Complete revision and rewrite	A Ciric
3	May 2021	Review and update	K Gibbs
4	January 2025	Complete rewrite and redevelopment	LR Winter



## 1.5 Glossary of Terms and Acronym

Refer to **Appendix 1** for glossary directly related to this document.

For the State glossary for the emergency management sector in Western Australia – [Click Here](#).



## 1.6 Related Documents & Arrangements

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

### 1.6.1 State Emergency Management Plans

Copies of relevant [State Emergency Management Plans](#) including State Hazard Plans are available on the [WA Government Website](#), including:

- State EM Plans
- State Hazard Plans
- State Support Plans
  - State Health Response Plan
  - Emergency Relief and Support
  - Emergency Public Information
  - Animal Welfare in Emergencies
- National EM Plans.

### 1.6.2 Local Emergency Management Plans

The following emergency management plans support the Shire of West Arthur Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with each other, these include:

- West Arthur Local Recovery Plan (LRP) - 2025 (*Stand-alone- Local Recovery Plan*)
- West Arthur Bushfire Risk Management Plan – 2019 (*see appendix 3*)
- Higher Risk Persons and Groups Planning - 2025 (*see appendix 6*)
- Emergency Animal Support Plan - 2025 (*see appendix 8*)



## 1.7 Local Emergency Management Policies

Policies for emergency management refer to any policies, which are unique to West Arthur being local laws or operational policies. The Shire of West Arthur policies relating to emergency management include:

- Emergency Management Policy - *Appendix 5(a)*



## 1.8 Agreements, Understandings and Commitments

### 1.8.1 Regional Mutual Aid Agreement

The Shire of West Arthur, along with the other local governments within the WALGA Central Country Zone signed a memorandum of understanding for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the [Central Country Zone](#) of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of our communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.

The local governments that are signatories for the Central Country Zone are:

Shire of Beverley	Shire of Narrogin
Shire of Brookton	Shire of Pingelly
Shire of Corrigin	Shire of Quairading
Shire of Cuballing	Shire of Wagin
Shire of Dumbleyung	Shire of Wandering
Shire of Kulin	Shire of Wickepin
Shire of Lake Grace	Shire of Williams
	Shire of West Arthur



## 1.9 Special Considerations

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

Consideration	Season
<b>Bush Fire Season</b>	November – April
<b>Storm Season</b>	May - October
<b>Flooding Event</b>	Riverine Flooding Downpour Flash Flooding
<b>Public Events:</b>	
○ Tourists (Grey Nomads/ School Holidays)	All Year
○ Australia Day Breakfast	26 January
○ ANZAC Day Service (Elderly)	25 April
○ Speed Boat Racing	All Year (Lake Towerrinning)
○ Darkan Sheepfest	February
○ Birdie's Backyard Ultra Marathon	August
○ Harvest Period (increased traffic)	October – January
○ Astrotourism	All Year
<b>Road/ Rail Transport</b>	
○ Albany Hwy	All Year
○ Darkan Road South	All Year
○ Boyup Brook-Arthur Rd	All Year
○ Williams-Darkan Rd	All Year
○ Coalfields Road	All Year
○ Quindanning-Darkan Rd	All Year
○ Bowelling-Duranillin Rd	All Year
<b>Bio Security and Health Hazards</b>	All year



## 2 OVERVIEW



### 2.1 Area Covered

The area covered by this Plan is the geographic area covered by the Shire of West Arthur under the Local Government Act (1995). The Shire of West Arthur, located in Western Australia's 'Central South' of the Wheatbelt Region, covers an area of 2,850 square kilometres.

The Shire is located approximately 200km south-east of Perth and includes the townsites of Darkan, Duranillin and Arthur River, with Darkan being the administrative centre. The townsite of Darkan is situated on Coalfields Road and can be reached from Albany Highway via Williams or Arthur River. It is located approximated 60 kilometres from Collie, 74 kilometres from Narrogin and 115 kilometres from Bunbury.



Figure 1: Location of Shire of West Arthur

For townsite information and Shire maps refer to **Appendix 10**.

The Shire is part of the Wheatbelt Region. To view Regional Maps - [click here](#).



## 2.2 History and Culture

Prior to the arrival of Europeans, the area was home to the Wilman Aboriginal people.

Established as the Arthur Roads District in 1887 and renamed the Shire of West Arthur in 1961, its name originates from the Arthur River, named after Arthur Trimmer from an 1835 expedition. Early settlers focused on sheep grazing and cereal crops, shaping the district's economy and infrastructure.

The main town, Darkan, developed as a community hub, and now features historical sites and serves as a gateway to attractions like Lake Towerrinning. Today, the shire blends its agricultural heritage with tourism and a focus on community development.

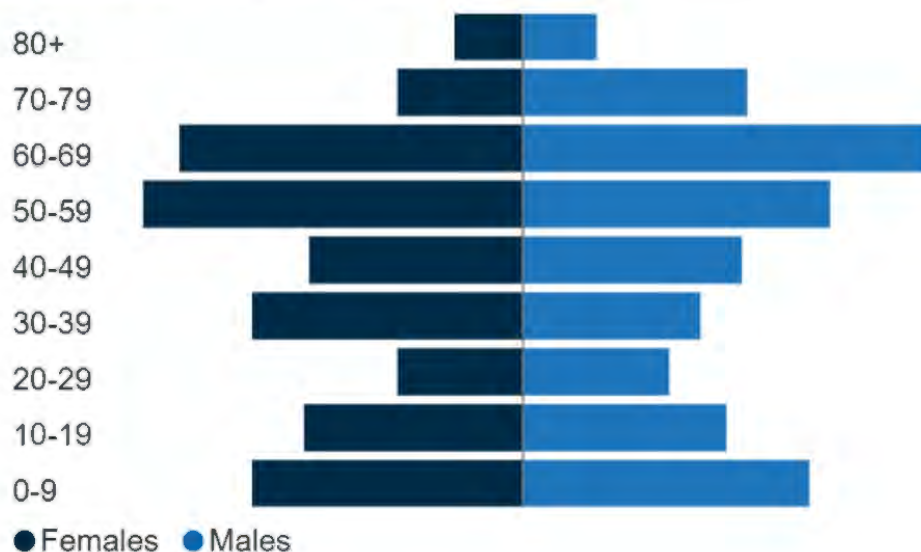


## 2.3 Population and Demographics

The Shire of West Arthur's population and demographics information is summarised below. Additional Census 2021 data for West Arthur can be found [here](#).

<b>782</b> Population	<b>0.3%</b> Annual Growth	<b>3</b> Natural Increase	<b>1</b> Net Overseas Migration	<b>-2</b> Net Internal Migration
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All data are from 30 June 2020, unless stated otherwise.



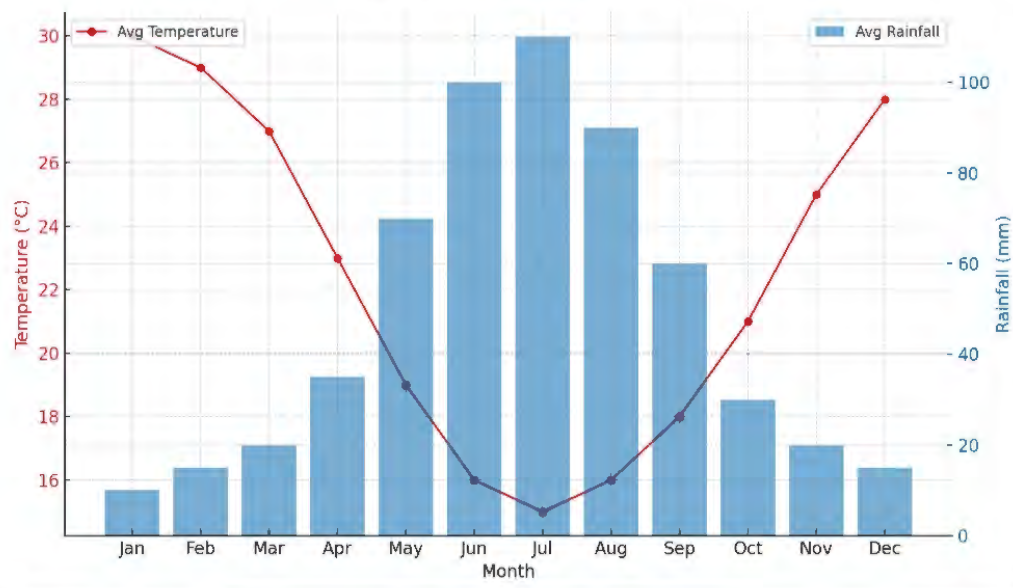
Source: <https://population.gov.au/data-and-forecasts/dashboards/population-local-government-areas>



## 2.4 Climate

The Shire of West Arthur has a Mediterranean climate characterised by mild, wet winters and hot, dry summers. The average annual maximum temperature ranges from 25-33°C in summer to 14-18°C in winter. The average rainfall in West Arthur is estimated to be 500-700 mm, depending on location, and occurs mainly in winter from May to August.

*Shire of West Arthur Climate*



## 2.5 Topography

The Shire of West Arthur features a diverse topography of gently undulating hills, fertile valleys, and low-lying plains, making it ideal for agriculture, particularly sheep grazing and cropping. The Arthur River and its tributaries flow through the landscape, with fertile floodplains supporting farming.

Natural features like Lake Towerrinning, granite outcrops, and remnant bushland, including jarrah, marri, and wandoo trees, enhance the region's biodiversity and scenic appeal. Some areas are salt-affected due to land clearing, while the combination of farmland, watercourses, and natural landscapes reflects the region's balance of productivity and ecological significance.



## 2.6 Economic Profile

The Shire of West Arthur's economy is primarily driven by agriculture, with sheep grazing for wool and lamb, as well as cereal cropping, forming the backbone of its industries.

Small businesses and services support the community, while emerging tourism centred on attractions like Lake Towerrinning and historical sites contributes to economic diversification. Employment is largely tied to farming and related industries, with additional roles in retail, education, and public services. Despite challenges such as climate variability and market fluctuations, the shire has opportunities for growth in eco-tourism, renewable energy, and value-added agricultural products.

Additionally, due to minimal light pollution, the Shire of West Arthur offers excellent conditions for observing celestial phenomena, including constellations, planets, and meteor showers. Ideal locations for observing the night sky in the area can be found by – [clicking here](#).



## 2.7 Critical Infrastructure

Critical infrastructure includes physical facilities, supply chains, systems, assets, information technologies and communication networks which, if destroyed, degraded or rendered unavailable for an extended time, would significantly affect the social or economic wellbeing of the West Arthur community.

### 2.7.1 Electrical Supply

Power to all developments within the Shire is supplied by Western Power. Current supplies are considered adequate however any major increase in demands may impact supply.

### 2.7.2 Gas Supply

Gas is supplied to households and businesses in cylinders by a local distributor.

### 2.7.3 Sewerage System

In the Shire of West Arthur, including Darkan, areas without access to reticulated sewerage systems rely on on-site wastewater disposal methods, such as septic tanks and aerobic treatment units.

### 2.7.4 Water Supply

Darkan, located within the Shire of West Arthur, receives its potable water supply from the Great Southern Towns Water Supply Scheme (GSTWSS), managed by the Water Corporation. This scheme sources water from Harris Dam, which supplies Darkan, Collie, and Allanson in the South West Region.

In addition to the potable water supply, the Shire has established non-potable strategic community water supplies to support agricultural needs and firefighting efforts.



These supplies are located at various sites within the shire, including:

- **Gorn Road Bore:** Approximately 5.6 km east of the Gorn Road - Bokal South Road intersection. Bore and pump located in road reserve. Tank located on private property (Angwin) – access agreement pending.
- **Duranillin Standpipe:** Located in the Duranillin townsite on Ewing Street. Located on Shire-controlled land.
- **Rees Road Bore:** Situated on Rees Road. Standpipe located in road reserve. Tank and bore located on private property (Ewen) – access agreement pending.
- **Kylie Siding Dam and Tank:** Near Bokal East Arthur Road, approximately 0.9 km north of Morrell Road. Located on Shire-controlled land.
- **Quindanning Road Standpipe:** Located on Quindanning Road (road reserve).

These non-potable water supplies are accessible for emergency stock watering and firefighting purposes. Access methods vary, including tank standard camlock fittings, standpipe systems, and swipe card systems.

### 2.7.5 Medical Services

Katanning Health Services	Clive Street, Katanning	(08) 9821 6222
Narrogin Hospital	Williams Road, Narrogin	(08) 9881 0333
Collie Hospital	Deakin Street, Collie	(08) 9735 1333
St Luke's Family Practice <i>Doctor visits West Arthur CRC every Friday</i>	7 Elizabeth Street, Katanning	(08) 9821 2155

### 2.7.6 Transport & Airport Facilities

The Shire of West Arthur has a comprehensive road network that enhances transportation and access in the region. Key features include:

- Albany Hwy
- Darkan Road South
- Boyup Brook-Arthur Rd
- Williams-Darkan Rd
- Coalfields Road
- Quindanning Rd
- Bowelling-Duranillin Rd

The Shire has 208 kilometres of sealed roads with over 652 more kilometres remaining unsealed.

To see updates on current road conditions, visit [Main Roads Travel Map - Map](#).

The Shire of West Arthur has an **unsealed private airstrip** (1,220m) located on Hillman – Dardadine Road, approximately 16 km to the northeast of Darkan.

The Shire historically featured **railway lines** such as the Narrogin to Collie line, which passed through Darkan, and the Wagin to Bowelling line, traversing Duranillin. However, these railway lines are no longer active for train services. The former Narrogin to Collie railway line has been repurposed into the [Collie-Darkan Rail Trail](#), a recreational path for walking, cycling, and horse riding.



Additionally, the Hillman River Railway Bridge, once part of the Brunswick Junction–Narrogin railway, stands as a heritage-listed structure, reflecting the area's rich railway history.

### 2.7.7 Communications

Optus Tower Beaufort River	115 Albany Hwy, Arthur River
Darkan South Telstra Radio Base Station	Lot 3470 Trigwell Bridge Rd, Trigwell
Darkan Town Exchange	47 Burrowes St, Darkan
Telstra Exchanges	Bokal, Moodiarrup, Dinninup Nth, Kulikup
Telstra Site	Albany Hwy, Arthur River
Telstra Site	Dinninup North Rd, Kulikup
Optus	Darkan townsite south of town common
Optus	Rhodesdale Rd, Darkan
CB Repeater Site	Lynmarie Farm, Darkan

For maps of Telstra mobile coverage [click here](#).

### 2.7.8 Public Facilities

West Arthur has basic social infrastructure facilities that can assist with the response and recovery process, including:

Facility	Location	Description	
West Arthur Shire Office	31 Burrowes Street, Darkan	Administrative centre, meeting rooms, chambers, internet	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>
Darkan Sport & Community Centre	Memorial Drive, Darkan	Court area (200 people) kitchen, offices, childcare, ovals, carpark, toilets/showers, internet	Shire to Darkan and District Sports Club Inc. <a href="mailto:admin@ddscinc.net.au">admin@ddscinc.net.au</a>
Darkan Town Hall	Butler St, Darkan	Main hall (300 people), stage, kitchen, chairs, tables, small carpark	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>
Duranillin Hall	Horley Rd, Duranillin	Main hall (50 people), kitchen	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>
Moodiarrup Hall	Boyup Brook Arthur Rd,	Main hall (150 people), kitchen	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>
Arthur River Hall	Albany Hwy, Arthur River	Main hall (200 people), kitchen, lesser hall	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>
West Arthur Community Resource Centre	27 Burrowes Street, Darkan	Function room, office space, meeting rooms, internet, chairs, tables	(08) 9736 2000 <a href="mailto:westarthur@crc.net.au">westarthur@crc.net.au</a>
Darkan Caravan Park	4 Stewart St, Darkan	2 Chalets, Powered/unpowered sites, kitchen, ablution block, laundry	Shire: (08) 9736 2400 <a href="mailto:shire@westarthur.wa.gov.au">shire@westarthur.wa.gov.au</a>



Contacts and other relevant information for listed equipment and food suppliers can be found in the Equipment and Catering Resources Directory – see **Appendix 4**.

For the Shire of West Arthur Local Business Directory – [Click Here](#).

### 2.7.9 Emergency Services

The following emergency services are available and resourced to assist the Shire of West Arthur when responding to emergency incidents.

Agency	Location	Contact
<b>All Emergencies: 000</b>		
Department of Fire & Emergency Services – Regional Duty Coordinator	7 Wald Street, Narrogin	(08) 6832 3110 RDC: 1800 865 103
Department of Fire & Emergency Services – CESM	Shire of Collie Administration Offices	0476 850 076
Department of Biodiversity Conservation and Attractions	9 Wald Street, Narrogin	(08) 9881 9200
Department of Communities (Emergency Relief and Support Coordinator)	Park Street, Narrogin	0418 943 835 (24/7) <a href="mailto:emergencyservices@communities.wa.gov.au">emergencyservices@communities.wa.gov.au</a>
Department of Primary Industries & Regional Development	On Call Coordinator	9368 3132
St John Ambulance	Operations Manager	0482 935 574
Narrogin Regional Hospital	Williams Road, Narrogin	(08) 9881 0333
Arthur River Volunteer Bushfire Brigade	1660 Bokal East Road, Arthur River	FCO/ Captain: 0429 998 344
Darkan Volunteer Bushfire Brigade	20 Howard Street, Darkan	FCO/ Captain: 0427 361 147
Duranillin Volunteer Bushfire Brigade	29 Horley Street, Duranillin	Captain: 0429 631 070
Main Roads WA	Mokine Road, Narrogin	138 138 9881 0566
Williams Police – OIC	15 Brooking St, Williams 6391	(08) 9893 3800



# 3 EMERGENCY MANAGEMENT PLANNING



## 3.1 Aim and Purpose

**Aim** of this LEMA is to *minimise* the effects of, ensure a coordinated response to and provide an effective recovery from, an emergency affecting West Arthur.

**Purpose** of this LEMA is to *maximise* safety and ensure sound recovery of the West Arthur community, preserving lives, livelihoods and environment in the event of an emergency.



## 3.2 Objectives

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

Describe the provisions for coordinating emergency operations and activities relating to emergency management performed by persons/agencies within these LEMAs

Describe the emergencies likely to occur within or around the Shire

Describe strategies and priorities for emergency management within the Shire

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

Promote a consistent multi-agency approach with community engagement, relating to emergencies within the Shire.



### 3.3 Scope

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

These LEMAs only:

**Apply to the area of the Shire of West Arthur**

**Cover areas where the Shire of West Arthur provides support to HMAs at an emergency incident**

**Detail the Shire's capacity to provide resources to support an emergency, while still maintaining business continuity and responsibilities relating to recovery management**



### 3.4 Roles and Responsibilities

See **Appendix 2** for details of specific roles and responsibilities for officers or see the [LEMC Handbook](#).



### 3.5 Resources

The HMAs or their Control Agency (CA) are responsible for determining the resources required for their specific hazards and operations.

Refer **Appendix 4** for the Shire of West Arthur's Equipment Resources Directory information (confidential) for specific details of resources available.



### 3.6 Local Mutual Aid

Authority to release resources to assist other agencies will rest with the CEO (or delegate). (See **MOU Appendix 12.**)



## 3.7 Financial Arrangements

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

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

### 3.7.1 Authority to Incur Expense

The CEO, or delegated authority (e.g. Local Recovery Coordinator (LRC)), should be approached immediately when an emergency occurs that requires resourcing by the Shire of West Arthur, to ensure the desired level of support is achieved.

### 3.7.2 Response

All Shire of West Arthur resources are registered and identified in the West Arthur asset register located in [Appendix 4](#).

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

### 3.7.3 DRFAWA

The [Disaster Recovery Funding Arrangements](#) (DRFA) is an arrangement, not an agreement, between the Commonwealth and States and Territories. These arrangements identify the relief and recovery assistance that the Commonwealth will contribute financially. The DRFA determines the terms and conditions that must be met if States are to claim financial assistance from the Commonwealth. See section 5.2.1 of the Local Recovery Plan for further details.

## »»» ACTION

- SHIRE OF WEST ARTHUR TO APPOINT A SINGLE PERSON TO THE POSITION OF FINANCE OFFICER TO ENSURE IN-HOUSE ACCOUNTING AND DOCUMENTATION PROCESSES ARE IN-LINE WITH DRFAWA'S REPORTING AND CLAIM REQUIREMENTS.
- SHIRE OF WEST ARTHUR TO ALLOCATE AN ACCOUNT NUMBER IMMEDIATELY AN OPERATION IS MOUNTED TO PROVIDE AND RECORD THE NECESSARY FUNDING REQUIRED.
- IN A DECLARED STATE OF EMERGENCY WHEN THE INCIDENT MEETS DRFAWA ELIGIBILITY REQUIREMENTS THE SHIRE OF WEST ARTHUR IS TO SEEK RECOVERY FUNDING – SEE LOCAL RECOVERY PLAN APPENDIX 1.



## 4 LOCAL EMERGENCY MANAGEMENT COMMITTEE



### 4.1 Introduction

The Shire of West Arthur has established a LEMC under Section 38(1) of the [Emergency Management Act \(2005\)](#) to oversee, plan and test the Local Emergency Management Arrangements (LEMA).

The LEMC is not an operational committee but a working group, which includes representatives from agencies, organisations and community groups that are relevant to the identified risks and LEMA for the area. The LEMC will assist in developing the LEMA and coordinate its emergency management partners/stakeholders within its district.

For more information see the [LEMC Handbook](#) that provides a summary of the WA emergency management arrangements, key roles, and responsibilities and best practice advice for the administration of the LEMC.



### 4.2 LEMC Role

The LEMC performs a vital role when assisting the Shire of West Arthur and its community to prepare for major emergencies by:

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

Providing advice to HMAs/CAs to develop localised hazard plans

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

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

Investigate community engagement initiatives towards emergency awareness and emergency management information



### 4.3 LEMC Procedures

The Shire of Arthur LEMC shall meet twice a year as determined by the Executive Officer and as required by [Emergency management procedures](#) 3.7.

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

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

LEMC will also consider other issues including annual reporting, training, grant funding applications, special projects and other matters as necessary. Also considered will be initiatives to enhance community awareness and resilience in emergency management matters.



### 4.4 LEMC Membership

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

Shire of West Arthur, in consultation with the parent organisation members, determines the appointment term of LEMC members. Representatives from community and community groups will be invited to attend as required. For details on membership roles and responsibilities, see **Appendix 2**.



#### 4.4.1 LEMC Members

Agency	Position	Voting
Shire of West Arthur	Chair (Shire President)	✓
	Deputy Chair	✓
	Local Recovery Coordinator	✓
	Local Government Liaison Officer	✓
	Executive Officer	✓
	Chief Executive Officer (CEO)	✓
	Chief Bush Fire Control Officer (CBFCO)	✓
	Community Emergency Services Manager (CESM)	✓
	Administration Support Officer	✓
	Councillors	✓
WA Police	Local Emergency Coordinator (Williams OIC)	✓
Department of Communities	Regional Coordinator Emergency Relief and Support	✓
Department of Fire & Emergency Services (DFES)	District Emergency Management Advisor	✓
Department of Fire & Emergency Services (DFES)	Area Officer Emergency Management	✓
Department of Education – Darkan Primary School	Principal	✓
Department of Primary Industries & Regional Development (DPIRD)	Representative	✓
Department of Biosecurity, Conservation & Attractions (DBCA)	District Fire Coordinator	
Department of Health	Representative	✓
Department of Water and Environmental Regulation	Representative	✓
Main Roads WA	Representative	✓
St John Ambulance	Representative	✓
Telstra	Representative	✓
Water Corporation	Representative	✓
Western Power	Representative	✓
Community Members	Representative	

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



## 4.5 LEMC Reporting

### 4.5.1 Annual Reporting

After the end of every financial year, each LEMC is to prepare an annual report on activities undertaken during the year and submit it to the DEMC for the district (Section 40(1) EM Act). Annual reports must be completed using the templates provided in [State Emergency Management Preparedness Procedure](#) 3.17.

### 4.5.2 Preparedness Reporting

The Annual and Preparedness Report Capability Survey (sent out mid-April to be completed by June) is submitted to the Minister for Emergency Services by 31 October each year. The report enables the State to gain a greater understanding of the requirements to manage large-scale and/or multiple emergency events. Refer to [State EM Procedure](#) 3.18.



## 4.6 LEMC Special/Emergency Meetings

A special meeting for LEMC members may be called by the LEMC Chair in consultation with LEMC Executive Officer for situations of impending emergency or special circumstances requiring all LEMC members to be present so they can be updated.

A LEMC Special Agenda can be viewed at [Appendix 11\(a\)](#).



## 5 MANAGING RISK



### 5.1 Emergency Risk Management

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

The Shire of West Arthur and its LEMC recognise that risk management is a critical component of the emergency management process. This risk management process paves the way for the Shire and its LEMC partner agencies to work together to implement treatments to mitigate risks to the community.

The Shire's Emergency Risk Management Assessments meet the requirements as per [State Emergency Management Prevention and Mitigation Procedure 2.1](#).



### 5.2 Risks Identified

The Shire of West Arthur has undertaken a risk analysis in 2015 within its district. The greatest risks identified were:



**Bushfire**



**Severe Storm**



**Animal Disease**



**HAZMAT**



**Road Crash**



**Flood**

The HMAs are responsible for the above risks and will develop, test, and review appropriate emergency planning for their designated hazard. There are 28 State Hazards in Western Australia under State emergency legislation. To view State Risk Profile Fact Sheets – [click here](#).

Responsible agencies may require local resources and assistance to manage an emergency. Requests for assistance/support and resources will normally be channelled through the Incident Support Group (ISG) established by the HMA/CA.



### 5.3 Risk Management Planning

The Shire of West Arthur is committed to developing and implementing local Emergency Risk Management strategies according to their priority.

The Shire's Risk Register, based on identified priorities, can be viewed at **Appendix 3(a)**.

The Shire's Bushfire Risk Management Plan 2019 can be viewed at **Appendix 3**.



### 5.4 Priorities and Strategies

The Shire of West Arthur has identified the following priorities and strategies to address the prioritised risks that were identified as part of the Shire's Local Emergency Risk Assessment in 2019.

To undertake a comprehensive risk management process	To use the guidelines developed by SEMC to assess the risk evident in the Shire of West Arthur and develop a Local Emergency Risk Management Plan.
To mitigate Bushfire risk in the local area	To review the Bushfire Risk Management Plan ever 2 years and access the Mitigation Activity Fund Grants Program to implement identified treatments.
To mitigate the risk of catastrophic events	Work collaboratively with stakeholders and the community in hazard reduction and prevention particularly surrounding critical infrastructure.
To communicate effectively with emergency management agencies	Build and maintain strong networks and partnerships with response agencies and agencies responsible for the restoration of essential services.
To build local response capacity of local Bush Fire Brigades	To ensure that local bush fire brigade volunteers are equipped with skills and resources to effectively respond to Bushfire.



## 6 RESPONSE & COORDINATION

### EMERGENCY OPERATIONS

The Emergency Management Act 2005 allows **Hazard Management Agency/s** (HMA) to be established. They are created due to their functions under written law or because they have specialised knowledge, expertise and resources in respect to a particular hazard. HMAs will nearly always be responsible for leading a response to an emergency in relation to the type of hazard relevant to that agency.

(See [State Emergency Management Plan](#) - Appendix C to view Hazard Management Agencies and Controlling Agencies responsibility list for WA hazards).

HMAs may require resources and assistance to manage emergencies. The Shire of West Arthur recognises this and is committed to providing assistance/support if the required resources are available through the ISG when it is formed.



#### 6.1 Activation of Local Arrangements

When an incident is assessed as Level 2 or 3 the **HMA/Controlling Agency (CA) Incident Controller (IC)** must make an incident declaration to ensure all agencies involved in the response are aware of the conditions and potential for escalation.

West Arthur will ensure all requested support is available to the HMA/CA

LRC will advise the CEO of the need to convene the Shire's LRG as necessary

LRC will assess need to activate the LRP after becoming aware of, or on advice from the HMAs IC

If the Shire's LRC decides not to convene and activate the appropriate LRG and LRP, due to statutory and/or other agencies adequately addressing the situation, the LRC will continue to monitor the situation and keep the CEO and Council briefed accordingly.



#### 6.2 Incident Support Group

The ISG provides support to the Incident Management Team (IMT) and is made up of people represented by different agencies that may be/are involved in the incident.

The CA appointed IC convenes the ISG to assist with coordinating services and information during a major incident. HMAs and combat agencies may require resources and assistance to manage emergencies and to clearly identify priorities for sharing information and resources. The Shire of West Arthur is committed to providing assistance/support, if required resources are available, through the ISG if, and when, informed.



### 6.2.1 Triggers for Incident Support Group

The triggers for an ISG are defined in the [State EM Policy](#) Statement 5.2.2 and State Emergency Management Plan Section 5.1 being:



### 6.2.2 Incident Support Group Membership

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

The Shire's LRC should be a member of the ISG from the onset, ensuring consistency of information flow, situational awareness and effective transition handover to recovery.

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

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

### 6.2.3 Incident Support Group Meeting Location and Frequency

The IC determines the frequency of meetings depending on the nature and complexity of incident. As a minimum, there should be at least one meeting per incident. Clearly identifying priorities and objectives of the agencies sharing information and resources will ensure good coordination.

The IC is responsible for the location of meetings in consultation with the Shire of West Arthur.

The following table identifies suitable locations where ISG meetings can be held within Shire of West Arthur.

Venue	Address	Contact	Facilities
Shire of West Arthur	31 Burrowes Street, Darkan	(08) 9736 2400	Meeting room, phone/ internet, kitchen

Where possible, ISG meetings may also be made available virtually, via an appropriate platform.



### 6.3 Incident Control Centre

Identified Incident Control Centres (ICC) can serve as central command centres during incidents for the Incident Management Team (IMT) to effectively control/coordinate incident operations.

For level 2 and 3 incidents, the Incident Control Centre (ICC) for an emergency will be designated by the HMA 'Incident Controller'. Where the HMA requests an alternate location for the ICC, or where the primary location is non-serviceable, the following facilities are available if deemed appropriate for use:

#### PRIMARY

Venue	Address	Contact	Facilities
<b>Darkan Sports Complex</b>	Memorial Drive	Nathan King President: 0488 582 455	Meeting room, phone, internet

#### SECONDARY

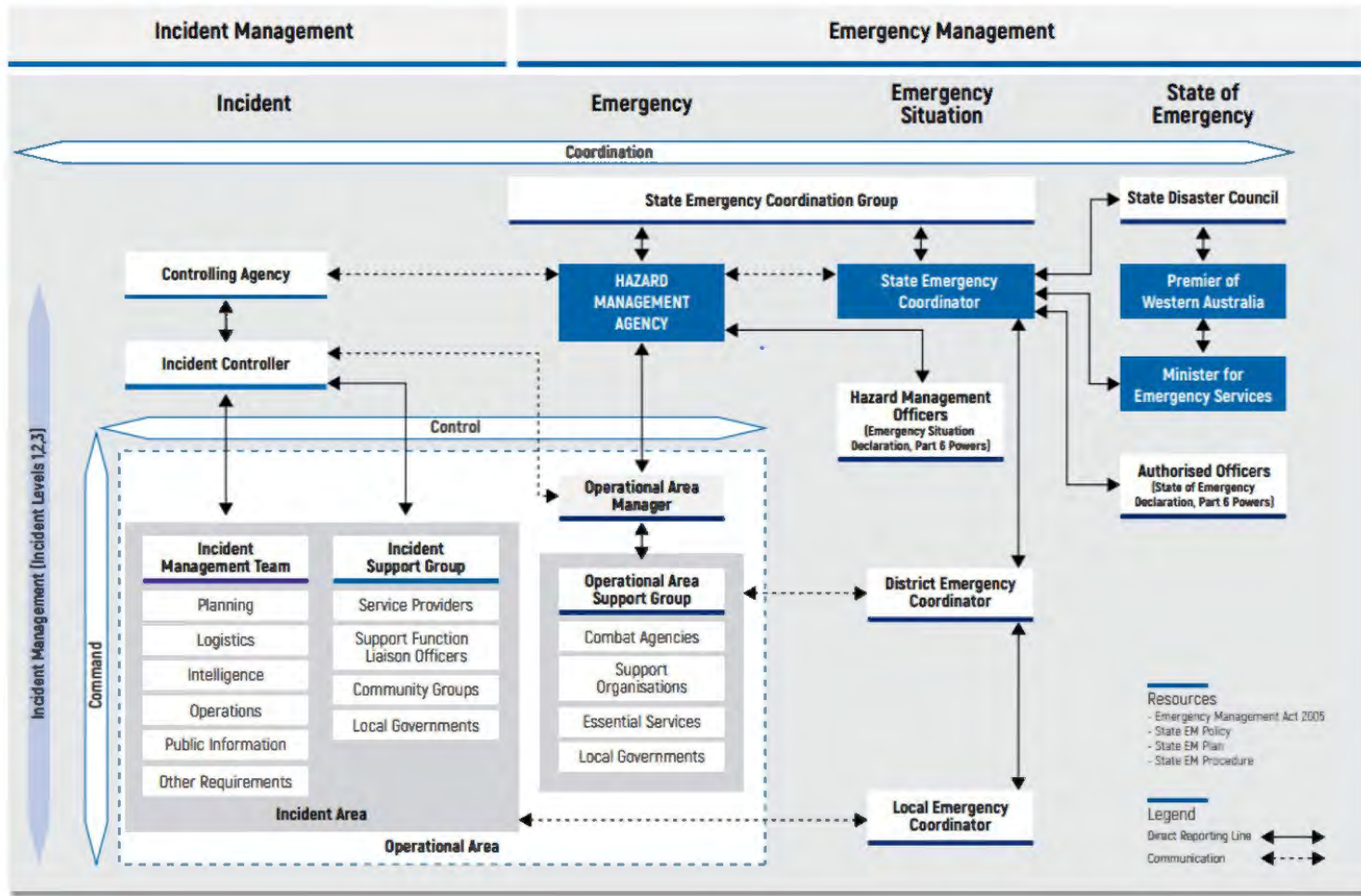
Venue	Address	Contact	Facilities
<b>Moodiarrup Sports Complex</b>	Boyup Brook Arthur Rd	Jenny Hosking: 0428 360 273	Meeting room, phone



### 6.4 State of Emergency

The Minister may declare a state of emergency (Section 56(1) [Emergency Management Act 2005](#)), when extraordinary measures are necessary to respond to an actual or imminent emergency for the protection of life, property and/or the environment. If a state of emergency is declared, the State Emergency Coordination Group will be established.

During a state of emergency or emergency situation, the ability of emergency management agencies to share information is crucial. Section 72 of the [Emergency Management Act 2005](#) allows for relevant information to be shared between Hazard Management Officers (HMOs) or Authorised Officers and HMAs for the purposes of emergency management, despite any law of the State relating to secrecy or confidentiality.





## 7 MEDIA MANAGEMENT & PUBLIC INFORMATION

Communities threatened or affected by emergencies have an urgent and vital need for adequate direction and timely information to help make them aware of the emergency and take appropriate actions to safeguard life and property.

**HMA/CAs are responsible for disseminating information in the response phase of an incident.**

The IC/Manager authorises and manages media and public information to reflect multi-agency involvement and the following principles will apply:

HMA/CAs will manage all media releases under [State Support Plan – Public Information](#)

The IC/Manager will authorise all media releases and public information alerts for the incident after consultation with the Emergency Coordinator and other CAs

All media releases are to reflect multi-agency incident management, detail all agencies' involvement and carry the agencies' identifications

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

Each agency is provided with copies of multi-agency incident media releases as soon as possible before release

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



### 7.1 Public Communication Systems

#### 7.1.1 Local Government Local Communication Systems

The Shire of West Arthur has the ability to support official emergency messaging through local communication systems including:

Website page	Local newsletters
Facebook page	Community notice boards
Emergency Management SMS system	Community/Local radio stations



Any information for release to the media or public must be forwarded and approved by the CEO. The CEO and the Shire President are the only persons to make statements to the press on behalf of the Shire. The Shire CEO, or a delegated representative, will be the Media and Public Information Officer.

### 7.1.2 *Standard Emergency Warning Signal*

A Standard Emergency Warning Signal (SEWS) is broadcast immediately prior to major emergency announcements on the radio, television, and other communication systems. A SEWS is only used in emerging situations of extreme danger when people need to be warned to take urgent and immediate action to reduce the potential for loss to life or property.

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

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

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

### 7.1.3 *Emergency Alert System*

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

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

In emergencies, HMAs authorise the broadcast of messages by Emergency Alert.

### 7.1.4 *DFES Public Information Line*

DFES recorded information line	1300 657 209
Emergency WA website	<a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a>
DFES website	<a href="http://www.dfes.wa.gov.au">www.dfes.wa.gov.au</a>
SES assistance	132 500



### 7.1.5 Additional Information Outlets

Local ABC Radio	720 AM or 558AM
BOM information line	1300 659 210
BOM website	<a href="http://www.bom.wa.gov.au">www.bom.wa.gov.au</a>

## »»» ACTION

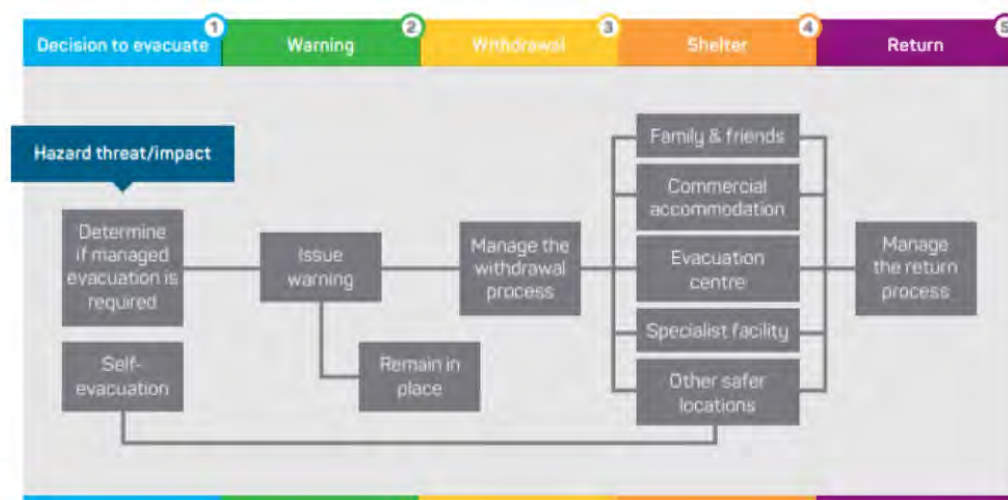
- THE SHIRE ACKNOWLEDGES THAT PUBLIC INFORMATION AND MEDIA MANAGEMENT IS CRITICAL IN TIMES OF EMERGENCY.
- HMAs/CA IC RESPONSIBLE FOR INFORMATION/MEDIA RELEASES IN RESPONSE PHASE OF INCIDENT.
- THE SHIRE MEDIA RELEASES ARE COORDINATED BY THE SHIRE'S DELEGATED OFFICER APPROVED BY CEO.
- THE CEO OR DELEGATED PERSON ONLY TO GIVE PUBLIC STATEMENTS TO MEDIA.
- PUBLIC WARNING SYSTEMS SHALL BE USED WHEN NECESSARY, UNDER HMAs/CA IC AUTHORITY.
- THE SHIRE WILL SUPPORT OFFICIAL EMERGENCY INFORMATION BY REITERATING THE MESSAGES VIA THE SHIRE'S COMMUNICATION AVENUES (FACEBOOK, WEBSITE, SMS, ETC.).



## 8 EVACUATION

Evacuation is a risk management strategy that may be used to reduce loss of life or lessen the effects on a community, prior to the onset of, or during, an emergency. People who are threatened by a hazard will be moved to a safer location and, typically, will experience an eventual safe and timely return.

In accordance with [State EM Policy](#) s5.7, evacuation planning is covered in five stages.



### 8.1 Evacuation Management

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

Evacuating residents is not always the optimum solution to managing the risk. Alternatives such as shelter in place, quarantine and/or controlling or restricting movement should also be considered where appropriate.

The [WA Community Evacuation in Emergencies Guidelines](#) assist emergency management agencies to plan for and conduct community evacuation for all hazards.

#### 8.1.1 Decision

The IC appointed by designated HMAs/CA or an authorised officer, makes the decision to evacuate when community members at risk do not have the capability to make an informed decision when loss of life or injury is imminent.



### 8.1.2 Timelines

Alternatives such as, '*shelter in place*' or '*prepare, stay and defend*', should be considered.

Deciding to evacuate or recommending evacuation should be made as early as possible. Late evacuation may potentially expose communities to greater levels of risk and escalate the situation.

### 8.1.3 Combat Agency for Evacuation

The LWAPOL will coordinate the evacuation in a planned and safe manner. Determining risk, need for long or short-term evacuation and immediate or planned evacuation, may be necessary.

### 8.1.4 Evacuation Centres

The Shire of West Arthur is responsible (in partnership with the HMAs/CA) for ensuring adequate arrangements are in place to support evacuation, including providing evacuation centres (or Welfare Centres) and applicable Emergency Relief and Support functions – see **Appendix 9**.

Building Name	Site Address	Capacity	Contact details
DARKAN Sport & Community Centre	Memorial Drive	200	Shire: (08) 9736 2400 Nathan King: 0488 582 455
DARKAN Town Hall	Butler St	300	Shire: (08) 9736 2400 CEO: 0473 072 017
DURANILLIN Hall	Horley Rd	50	Shire: (08) 9736 2400 Robyn Quill: (08) 9862 9010
MOODIARRUP Sports Complex	Boyup Brook Arthur Rd	150	Shire: (08) 9736 2400 Jenny Hosking: 9863 1061 or 0428 360 273
MOODIARRUP Hall	Boyup Brook Arthur Rd	150	Shire: (08) 9736 2400 Janette Whitaker: (08) 9863 1056
ARTHUR RIVER Main Hall & Lesser Hall	Albany Hwy	200	Shire: (08) 9736 2400 Karynne Robinson: (08) 9862 6038
ARTHUR RIVER Country Club	Bokal East Arthur Rd	50	Shire: (08) 9736 2400 Lucy Hall: 0428 883 369



## 8.2 Higher Risk Persons and Groups

Shire of West Arthur relies on agencies responsible for Higher Risk Persons and Groups to ensure suitable planning and response capabilities to support those special needs clients.

Sections of the community with special needs such as the aged, tourists, children and those with physical disabilities could be considered 'Higher Risk Persons'. **Appendix 6, Higher Risk Persons and Groups Plan**, provides guidance around working with agencies, community groups and organisations assisting 'At Risk Persons' in the local community on emergency evacuation. The Shire of West Arthur has a large population of seniors with over 40% of the population being over 55 years of age.



### 8.3 Evacuation Routes

Evacuation routes are principally from evacuation assembly areas to Welfare Evacuation Centres. Owing to the varying complexity within different emergencies, the IC HMAs/CA and WAPOL will determine a strategic course of action at the time, particularly timelines for the evacuation. Extensive mapping information can be obtained from agencies such as Department of Biodiversity, Conservation and Attractions and Department of Fire and Emergency Services. For local maps, see section 2.1 of this document and **Appendix 10**.

Darkan is fortunate in that there are numerous roads that lead in and out of the townsite. These include:

- Darkan Rd South
- Darkan-Williams Rd
- Darkan-Quindanning Rd
- Coalfields Rd



### 8.4 Isolation and Quarantine

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

The inability to comply with any isolation or quarantine requirements and/or restrictions should not stop a person from being evacuated. Managing the immediate threat, protecting and preserving life must be paramount when considering State strategic control priorities that identify roles and actions for the emergency management response, where there are concurrent risks or competing priorities. Seek advice from the HMAs for a hazard requiring isolation and quarantine when developing an emergency evacuation plan.



## 8.5 Return

HMA/CA is responsible for deciding when to return evacuated residents. Their return will be conducted in consultation with affected community and relevant health and welfare agencies including Department of Communities and the Department of Health and relevant Shire of West Arthur officers.

For Department of Communities Local Emergency Relief and Support Plan— see **Appendix 7**.

### »»» ACTION

- HMA/CA IC MAKES DECISIONS TO EVACUATE.
- LEMC AND THE SHIRE ASSIST BY PRE-PLANNING FOR EVACUATION.
- ALL ALTERNATIVES TO BE CONSIDERED.
- DECISION TO EVACUATE MADE AS SOON AS POSSIBLE.
- HIGHER RISK PERSONS AND GROUPS TO BE A SPECIAL CONSIDERATION IN AN EVACUATION
- ROUTES AND MAPS SOURCED VIA SHIRE INTRAMAPS OR GOOGLE MAPS OR PARTNER AGENCIES.
- ENSURE EVACUATION CENTRE PROTOCOLS AND PROCEDURES ARE ENACTED – SEE LOCAL EMERGENCY RELIEF AND SUPPORT PLAN APPENDIX 7.



## 9 EMERGENCY RELIEF & SUPPORT

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

This includes the functional areas of:



Dept. of Communities has developed the Shire of West Arthur's Local Emergency Relief and Support Plan (LERSP) (see **Appendix 7**). The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.



### 9.1 Communities Evacuation Centre Coordinator (ECC)

Communities' Director General or delegated authority appoints the Evacuation Centre Coordinator (ECC) – see **Appendix 2** for description of Roles and Responsibilities – Welfare.



### 9.2 Local Government Liaison Officer (LGLO) (Emergency Relief and Support)

The Shire of West Arthur nominates and appoints the Local Government Liaison Officer (LGLO) to assist Communities to provide liaison between Communities, Local Government and the local community in the provision of Emergency Relief and Support. This may include supporting Communities to liaise with the



local community as well as the management of the evacuation centre such as building opening, closing, security and maintenance.

The Shire Projects Officer will be appointed the LGLO – see **Appendix 2** for description of Roles and Responsibilities – Emergency Relief and Support. The Projects Officer can be contacted on 9736 2400 or at [projects@westarthur.wa.gov.au](mailto:projects@westarthur.wa.gov.au).



### 9.3 Registration and Reunification

Communities is responsible for the registration and reunification of displaced persons. Registration and reunification enable people within an emergency affected community to be traced and reunited with family and friends. Inquiries about individuals can be coordinated intrastate, interstate or internationally.

Communities will use an appropriate system to facilitate registration and reunification services. Partner agencies such as the Australian Red Cross may be engaged to assist or be delegated this function under the direction of Communities.

The Australian Red Cross may be requested to activate their Register.Find.Reunite. system (RFR) to aid in this service on Communities' behalf.



### 9.4 Evacuation Centres

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Local Evacuation Centres have been identified at Appendix A of the Local Emergency Relief and Support Plan (see **Appendix 7**).

#### 9.4.1 Animals

**Animals are not permitted within Evacuation Centres due to health and safety considerations. The only exceptions to this rule is certified guide dogs are assistance animals, like guide and hearing dogs, who have the appropriate national and international recognised standard of training.**

The Shire of West Arthur will support and assist with animal management wherever possible through the Emergency Animal Support Plan (**Appendix 8**).

The owner or carer of an animal is responsible for its welfare and must decide, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.



The Department of Primary Industries and Regional Development (DPIRD) is responsible for coordinating animal welfare services in emergencies as per [State EM Policy](#) s5.9.7 and [State Support Plan – Animal Welfare in Emergencies](#).

The Shire of West Arthur Animal Support Plan (see **Appendix 8**) is aligned with the State's plan and provides detailed emergency management arrangements related to the welfare and management of animals including domestic pets, horses, livestock and wildlife.

## »»» ACTION

- COMMUNITIES IS RESPONSIBLE FOR PROVIDING AND COORDINATING EMERGENCY RELIEF AND SUPPORT SERVICES.
- DPIRD IS RESPONSIBLE FOR COORDINATING ANIMAL WELFARE AS PER THE SSP-AWIE (STATE SUPPORT PLAN FOR ANIMAL WELFARE IN EMERGENCIES).
- COMMUNITIES IS RESPONSIBLE FOR THE LOCAL EMERGENCY RELIEF & SUPPORT PLAN.
- THE SHIRE DEPUTY CHAIR IS THE LGLO.
- COMMUNITIES WILL USE AN APPROPRIATE SYSTEM TO FACILITATE REGISTRATION AND REUNIFICATION SERVICES.
- IDENTIFIED EVACUATION CENTRES REFER EMERGENCY EVACUATION CENTRES – APPENDIX 7.
- RANGERS TO SUPPORT DBCA, DPIRD IN ANIMAL SUPPORT ACTIONS (ONLY IF THE SSP AWIE HAS BEEN ACTIVATED).



## 10 RECOVERY

The recovery process begins during the response phase. It is important to identify community needs as early as possible to begin planning for the transition from response to recovery.

The Local Recovery Plan (LRP) is a separate plan to provide guidance in recovery and is part of the overall LEMA. It can be viewed and read in conjunction with this Plan.

The Shire of West Arthur LRP (*stand-alone plan*) guides and establishes sound recovery management, concepts, principles and values for Shire of West Arthur staff, partnering agencies and community following significant impact from any emergency.



# 11 EXERCISING & REVIEW



## 11.1 Exercising

The aim of conducting an exercise is to:

- Test effectiveness of local arrangements and provide a pathway for improvement
- Bring together members of emergency management agencies and give them knowledge of, and confidence in, their roles and responsibilities
- Help educate community about local arrangements and programs
- Allow participating agencies an opportunity to test their operational procedures and skills in simulated emergency conditions
- Test the ability of separate agencies to work together on common tasks, and to assess effectiveness of coordination between them

### 11.1.1 Exercise Frequency

In accordance with State EM Policy, Plans and Procedures that outline arrangements for exercising, the LEMC is required to conduct at least one exercise annually. This is usually combined with a LEMC meeting.

Some examples of exercise 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
- locating and activating resources on the emergency resources register.

Generally, desktop/discussion exercises occur more regularly as the logistics are far easier to organise for a small local government where a significant number of participants come from outside the district.

### 11.1.2 Exercise Reporting

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



## 11.2 Review of LEMA

The LEMA and associated support plans are to be reviewed in accordance with [State EM Policy](#) Section 2.5 and amended/replaced whenever the Shire considers appropriate (Section 42 of EM Act).

Timeline to review and amend will be:

**Contact lists reviewed and updated half yearly – (Appendix 4)**

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

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



## 11.3 Annual Reporting

The annual report of the LEMC is to be completed and submitted to the DEMC within 2 weeks of the end of the financial year for which the annual report is prepared. The LEMC is required to submit a signed hard copy of the annual report to the Executive Officer of the DEMC (State EM Preparedness Procedure 3.17).

The information provided by the LEMC annual report is collated into the SEMC Annual Report which is tabled in Parliament.

The SEMC Business Unit will issue the annual report template.

**The Shire undertakes to complete and submit this report each year as requested.**



## 12 APPENDICES

- 1 Glossary of Terms and Acronyms
- 2 Roles and Responsibilities
- 3 Bushfire Risk Management Plan
- 3(a) Strategies and Priorities
- 4 Equipment & Catering Resources
- 5(a) Shire of West Arthur EM Policy
- 5(b) LEMC Terms of Reference
- 6 Higher Risk Persons & Groups Plan
- 7 Department of Communities – Emergency Relief and Support Plan
- 8 Animal Welfare Support Plan
- 9 Emergency Evacuation Centres
- 10 Local Maps
- 11(a) LEMC Special Meeting Agenda
- 11(b) Situation Report
- 11(c) Disaster Recovery Communications Templates
- 12 WALGA Central Country Zone – Emergencies and Recovery MOU

## Attachment 2 1 Appendix - GlossaryAcronyms 220125



## Appendix 1

## GLOSSARY OF TERMS &amp; ACRONYMS

## Glossary of Terms

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

Term	Meaning
AIIMS	Australasian Interagency Incident Management System is a nationally adopted structure to formalise a coordinated approach to emergency incident management.
Combat	To take steps to eliminate or reduce the effects of a hazard on the community.
Combat Agency	A Combat Agency prescribed under section 6(1) of the <i>Emergency Management Act 2005</i> 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 (Vertically within an Organisation)	The direction of members and resources of an organisation in the performance of the organisation's roles 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.
Control	The overall direction of emergency management activities in an emergency situation. Authority for control is established in legislation or in an emergency plan and carries with it the responsibility for tasking and coordinating other organisations in accordance with the needs of the situation. Control relates to situations and operates horizontally across organisations.
Controlling Agency (CA)	An agency nominated to control the response activities to a specified type of emergency. The responsibility for being a Controlling Agency stems from either: <ul style="list-style-type: none"> <li>o legislation other than the <i>Emergency Management Act 2005</i>; or</li> <li>o by agreement between the relevant Hazard Management Agency and one or more agencies.</li> </ul>
Coordination	Bringing together organisations and elements for effective response, primarily concerned with systematic acquisition and application of resources (organisation, manpower and equipment) and IAW requirements imposed by the threat or impact of an emergency.



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	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.
<b>Disaster</b>	see EMERGENCY.
<b>District</b>	Means an area of the State that is declared to be a district under Section 2.1 of the <i>Local Government Act 1995</i> .
<b>District Emergency Coordinator (DEC)</b>	The person appointed by the State Emergency Coordinator to provide advice and support to their District Emergency Management Committee in the development and maintenance of emergency management arrangements and carry out other emergency management functions under the direction of the State Emergency Coordinator.
<b>District Emergency Management Committee (DEMC)</b>	A District Emergency Management Committee established under section 31(1) of the <i>Emergency Management Act 2005</i> .
<b>Emergency</b>	<p>The occurrence or imminent occurrence of a hazard which is of such a nature or magnitude that it requires a significant and coordinated response.</p> <p>The term "emergency" is used on the understanding that it also includes any meaning of the word "disaster".</p>
<b>Emergency Management (EM)</b>	<p>The management of the adverse effects of an emergency including:</p> <ul style="list-style-type: none"> <li>○ prevention - the mitigation or preventing of the probability of the occurrence of, and the potential adverse effects of, an emergency;</li> <li>○ preparedness - preparation for response to an emergency;</li> <li>○ 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</li> <li>○ recovery - the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psychosocial and economic wellbeing.</li> </ul>
<b>Emergency Risk Management</b>	A systematic process which contributes to the wellbeing of communities and the environment (Australian Disaster Resilience Glossary).
<b>"Function" Support Coordinator</b>	That person appointed by an organisation or committee to be the coordinator of all activities associated with a particular support function, e.g. Animal Welfare Coordinator, Medical Coordinator, etc, and includes coordinating the functions of other organisations that support that particular function, e.g. Red Cross in the State Emergency Relief and Support Plan.
<b>Hazard</b>	An event, situation or condition that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of persons or



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	animals; or destruction of, or damage to property or any part of the environment and is defined in the <i>Emergency Management Act 2005</i> or prescribed in the <i>Emergency Management Regulations 2006</i> .
<b>Hazard Management Agency (HMA)</b>	A public authority, or other person, prescribed by the <i>Emergency Management Regulations 2006</i> to be a Hazard Management Agency for emergency management, or an aspect of emergency management, of a hazard.
<b>Incident</b>	The occurrence or imminent occurrence of a hazard.
<b>Incident Area</b>	The area defined by the Incident Controller for which they have responsibility for the overall management and control of an incident.
<b>Incident Controller (IC)</b>	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 [note: agencies may use different terminology, however, the function remains the same].
<b>Incident Management Team (IMT)</b>	A group of incident management personnel comprising the Incident Controller, and the personnel they appoint to be responsible for the functions of operations, planning and logistics. The team headed by the Incident Controller which is responsible for the overall control of the incident.
<b>Incident Support Group (ISG)</b>	A group of agency/organisation liaison officers convened by the Incident Controller to provide agency specific expert advice and support in relation to operational response to the emergency.
<b>Lifelines</b>	Systems or networks that provide for the circulation of people, goods, services and information upon which health, safety, comfort and economic activity depend.
<b>Local Emergency Coordinator</b>	The person appointed by the State Emergency Coordinator to provide advice and support to their Local Emergency Management Committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district to carry out other emergency management functions under the direction of the State Emergency Coordinator.
<b>Local Emergency Management Committee (LEMC)</b>	A Local Emergency Management Committee established under section 38 of the <i>Emergency Management Act 2005</i> .
<b>Municipality</b>	Means the district of the local government.



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<b>Operation</b>	An Incident or multiple Incidents which impact, or is likely to impact, beyond a <u>localised</u> community or geographical area.
<b>Operations Area</b>	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.
<b>Operations Area Manager</b>	The person designated by the relevant HMA, responsible for the overall management of an operation within a defined operational area and the provision of strategic direction and operational coordination to agencies and Incident Controller(s) in accordance with the needs of the situation.
<b>Operations Area Support Group (OASG)</b>	A group of agency/organisation liaison officers convened by Operational Area Manager to provide agency specific expert advice and support in relation to strategic management of the emergency.
<b>Prevention</b>	The mitigation or prevention of the probability of the occurrence of, and the potential adverse effects of, an emergency.
<b>Preparedness</b>	Preparation for response to an emergency.
<b>Response</b>	The combatting of the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.
<b>Recovery</b>	The support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, and the psychological and economic wellbeing of community members.
<b>Risk</b>	<p>A concept used to describe the likelihood of harmful consequences arising from the interaction of hazards, communities and the environment:</p> <ul style="list-style-type: none"> <li>○ the chance of something happening that will have an impact upon objectives. It is measured in terms of consequence and likelihood;</li> <li>○ a measure of harm, taking into account the consequences of an event and its likelihood. For example, it may be expressed as the likelihood of death to an exposed individual over a given period; and</li> <li>○ expected losses (of lives, persons injured, property damaged, and economic activity disrupted) due to a particular hazard for a given area and reference period. Based on mathematical calculations, risk is the product of hazard and vulnerability.</li> </ul>
<b>Risk Management</b>	Coordinated activities of an organisation or a government to direct and control risk.
<b>Risk Register</b>	A register of the risks within the local government, identified through the Community Emergency Risk Management process.



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<b>Risk Statement</b>	A statement identifying the hazard, element at risk and source of risk.
<b>State Emergency Management Committee (SEMC)</b>	Committee established under section 13 of the <i>Emergency Management Act 2005</i> .
<b>Support Organisation</b>	A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources, is responsible for providing support functions in relation to that agency.
<b>Telecommunications</b>	The transmission of information by electrical or electromagnetic means including, but not restricted to, fixed telephones, mobile phones, satellite phones, e-mail and radio.
<b>Treatment Options</b>	A range of options identified through the emergency risk management process, to select appropriate strategies which minimise the potential harm to the community.
<b>Vulnerability</b>	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.



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### Acronyms

Acronym	Meaning
ABS	Australian Bureau of Statistics
AIIMS	Australasian Inter-service Incident Management System
BFB	Bush Fire Brigade
BRMS	Bushfire Risk Management System
CA	Control Agency
CEO	Chief Executive Officer
COMCEN	DFES Communications Centre
DBCA	Department of Biodiversity Conservation and Attractions
Communities	Department of Communities
DPIRD	Department of Primary Industries and Regional Development
DEMA	District Emergency Management Advisor
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
ECC	Emergency Coordination Centre
ED	Executive Director
EM	Emergency Management
FRS	Fire and Rescue Service
HAZMAT	Hazardous Materials
HMA	Hazard Management Agency
IC	Incident Controller
IMT	Incident Management Team
ISG	Incident Support Group
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Authority
LRC	Local Recovery Coordinator
LRG	Local Recovery Group



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OASG	Operations Area Support Group
OIC	Officer in Charge
PTA	Public Transport Authority
RSPCA	Royal Society for the Prevention of Cruelty to Animals
SEC	State Emergency Coordinator
SECG	State Emergency Coordination Group
SEMC	State Emergency Management Committee
SES	State Emergency Service
SEWS	Standard Emergency Warning Signal
SITREPS	Situation Reports
SOP	Standard Operating Procedures
VBFS	Volunteer Bush Fire Service
VFRS	Volunteer Fire and Rescue Service
WAPOL	Western Australian Police
LWAPOL	Local Western Australian Police

**Attachment 3 2 Appendix - Roles and Responsibilities 19012025**



## Appendix 2

# ROLES & RESPONSIBILITIES

Various officers, agencies and organisations undertake activities in relation to emergency management in Western Australia. Below is summary of key roles and responsibilities, for more specific details see [State EM Plan](#) – Appendix E. For a full list of Management Agencies and Controlling Agencies for Western Australian Hazards see [State EM Plan](#) – Appendix C.

## Hazard Management and Controlling Agencies

Type of Hazard	Hazard Management Agency	Controlling Agency	Combat Agency	Support Organisation	State Hazard Plan	Local Plans
<b>AIR CRASH</b>	Commissioner of Police	WAPOL	DFES-Williams Fire & Rescue, St John Ambulance, Collie and Narrogin Hospitals, Shire	Shire	Crash Emergency	
<b>ANIMAL OR PLANT, PESTS OR DISEASES</b>	DPIRD Director General	Department of Primary Industries and Regional Development	DPIRD	Shire	Animal and Plant Biosecurity	
<b>Injury or threat to life of persons trapped by the COLLAPSE OF A STRUCTURE OR LANDFORM (collapse)</b>	Fire and Emergency Services Commissioner	DFES	DFES	Shire, Department of Communities, Department of Health, DWER, MRWA, Water Corp, Western Power	Collapse	



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<b>CYCLONE</b>	Fire and Emergency Services Commissioner	DFES	DFES-SES	Western Power, Shire, WAPOL	Severe Weather	
<b>DROUGHT</b>	Not a prescribed hazard under the Emergency Management Act 2005	N/A	N/A	N/A	N/A	N/A
<b>EARTHQUAKE</b>	Fire and Emergency Services Commissioner	DFES	DFES-SES	Shire, WAPOL	Earthquake	
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF ELECTRICITY</b> that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (Electricity supply disruption)	Coordinator of Energy	Energy Policy WA	Western Power, DFES-SES	Shire, WAPOL	Energy Supply Disruption	
<b>FIRE</b>	Fire and Emergency Services Commissioner	<ul style="list-style-type: none"> <li>DFES within gazetted fire districts or where DFES brigade or unit established.</li> <li>DBCA on land it manages outside gazetted fire districts.</li> </ul>	DFES, DBCA, Shire	Western Power, Water Corp, DFES-SES, Shire	Fire	Bush Fire Brigades Local Law, Bush Fire Order



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		<ul style="list-style-type: none"> <li>Shire of West Arthur in Shire of West Arthur districts outside of gazetted fire districts and DBCA land.</li> </ul>				
<b>FLOOD</b>	Fire and Emergency Services Commissioner	DFES	DFES-SES	DWER, Water Corp, Shire	Flood	Local Planning Arrangements
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF NATURAL GAS</b> , that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (gas supply disruption)	Coordinator of Energy	Energy Policy WA	Alinta, DFES-SES	Shire, WAPOL	Energy Supply Disruption	
<b>Actual or impending SPILLAGE, RELEASE OR ESCAPE OF A BIOLOGICAL SUBSTANCE</b> that is capable of causing loss of life, injury to a person or damage to	Chief Executive Officer, Department of Health	Department of Health	DFES-FRS	DWER, MRWA, Water Corp, Shire	HazMat	Various procedures; doctrine discreet to organisations



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the health of a person, property or the environment						
Actual or impending <b>SPILLAGE, RELEASE OR ESCAPE OF A CHEMICAL, RADIOLOGICAL</b> or other substance that is capable of causing loss of life, injury to a person or damage to the health of a person, property or the environment	Fire and Emergency Services Commissioner	DFES	DFES-FRS	DWER, MRWA, Water Corp, Shire	HazMat	Various procedures; doctrine discreet to organisations
<b>HEATWAVE</b>	Chief Executive Office, Department of Health	Department of Health	Department of Health	Department of Health, Water Corp, St John Ambulance, Collie and Narrogin Hospitals	Heatwave	
<b>HOSTILE ACT</b>	Commissioner of Police	WA Police Force	WAPOL	Department of Justice	Hostile Act	
<b>HUMAN EPIDEMIC</b>	Chief Executive Office, Department of Health	Department of Health	Department of Health	WAPOL	Human Biosecurity	
<b>LAND SEARCH</b> – for persons lost or in distress, that requires a significant	Commissioner of Police	WA Police Force	WAPOL	DFES-SES	Search and Rescue Emergencies	



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coordination of search operations						
<b>LOSS OF OR INTERRUPTION TO THE SUPPLY OF LIQUID FUEL</b> as defined in the Liquid Fuel Emergency Act 1984 (Commonwealth) section 3(1), that is capable of causing or resulting in loss of life, prejudice to the safety, or harm to the health of a person (liquid fuel supply disruption)	Coordinator of Energy	Energy Policy WA	DFES-SES	Shire, WAPOL	Energy Supply Disruption	
<b>ROAD CRASH</b>	Commissioner of Police	WAPOL	DFES-Williams Fire & Rescue, St John Ambulance, Collie and Narrogin Hospitals, Shire	Main Roads WA or Shire, depending on whether the incident occurs on a state or local road.	Crash Emergency	
<b>SEVERE STORM</b>	Fire and Emergency Services Commissioner	DFES	DFES-SES	Western Power, Shire, WAPOL	Severe Weather	



## Appendix 2

### Shire of West Arthur Roles & Responsibilities

Local role	Description of Responsibilities
Shire of West Arthur	<ul style="list-style-type: none"> <li>Responsibilities of the Shire of West Arthur (the Shire) as a Local Government are defined in Section 36, <a href="#">EM Act</a>:               <ul style="list-style-type: none"> <li>Ensure that effective local emergency management arrangements are prepared and maintained for its district.</li> <li>Manage recovery following an emergency affecting the community in its district.</li> <li>Perform other functions given to the Shire under the Act.</li> <li>The Shire also accepts responsibility for management of its resources.</li> <li>The responsibility for co-ordination of community support to counter effects of an emergency during both response to and recovery from emergencies.</li> <li>Development and testing of LEMA.</li> </ul> </li> </ul>
Local Emergency Coordinator (LEC)	<ul style="list-style-type: none"> <li>The responsibilities of the LEC are defined in Section 37 of the EM Act.</li> <li>For 'the Shire' the position of Local Emergency Coordinator is held by the WA Police, and represented by the Williams Police Station OIC's having the following functions:               <ul style="list-style-type: none"> <li>To provide advice and support to the LEMC for the district in development and maintenance of emergency management arrangements for the district.</li> <li>To assist Hazard Management Agencies in the provision of a coordinated response during an emergency in the district.</li> <li>To carry out other emergency management activities in accordance with directions of State Emergency Coordinator.</li> </ul> </li> </ul>
Local Recovery Coordinator	<ul style="list-style-type: none"> <li>To ensure the development and maintenance of effective recovery management arrangements for the local government.</li> <li>In conjunction with the local recovery committee, to implement a post incident recovery action plan and manage the recovery phase of the incident.</li> </ul>
LG Liaison Officer (Emergency Relief & Support)	<ul style="list-style-type: none"> <li>During an evacuation where a Shire facility is utilised by Department of Communities provide advice, information and resources regarding the operation of facility.</li> </ul>
LG Liaison Officer (to the ISG/IMT)	<ul style="list-style-type: none"> <li>During a major emergency, the liaison officer attends ISG meetings to represent Shire of West Arthur, provides local knowledge input and provides details contained in the LEMA.</li> </ul>
Shire of West Arthur – Incident Management	<ul style="list-style-type: none"> <li>Where an identified evacuation centre is a building owned and operated by the Shire, provide a liaison officer to support Communities.</li> </ul>



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Local role	Description of Responsibilities
	<ul style="list-style-type: none"> <li>• Ensure planning and preparation for emergencies is undertaken.</li> <li>• Implement procedures that assist community and emergency services to deal with incidents.</li> <li>• Ensure all personnel with emergency planning and preparation, response and recovery responsibilities are properly trained in role.</li> <li>• Keep appropriate records of incidents that have occurred to ensure continual improvement of Shire's emergency response capability.</li> <li>• Liaise with the incident controller (provide liaison officer).</li> <li>• Participate in ISG and provide local support.</li> </ul>
Other Shire of West Arthur Officers	<p>As determined by the Incident, the following Officers are members of the committee:</p> <ul style="list-style-type: none"> <li>○ Shire Chief Executive Officer</li> <li>○ Shire Local Recovery Coordinator</li> <li>○ Shire Council Representatives</li> <li>○ Shire Environmental Health Officer</li> <li>○ Shire Ranger</li> <li>○ Shire Chief Bush Fire Control Officer.</li> </ul>



## Appendix 2

# Emergency and Support Agencies

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



## Appendix 2

### Support Organisation

A public authority or other person who or which, because of the agency's functions under any written law or specialised knowledge, expertise and resources is responsible for providing support functions in relation to that agency.

#### Functions:

- Restoring essential services affected by the emergency.
- Providing "function" support as part of the tactical plan, e.g. Dept of Communities to provide emergency relief and support services.
- Managing their resources and those given to them in support of their specific function.
- Providing progress reports to the designated Incident Manager or Operations Area Manager.
- Providing progress reports to the higher levels of their organisation.
- Provide an Agency Liaison Officer to participate as part of the Incident Management Group upon request of the HMA/CA.
- Attend post incident debriefs.
- Contributing a post operation report or post incident analysis.



## Appendix 2

# Emergency Relief and Support

Agency	Description Of Responsibilities
<b>Department of Communities (Communities)</b>	<p>In alignment with the EM Act and the Emergency Management Regulations 2006 (EM Regulations), the Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services for the 28 prescribed hazards.</p> <p>Each of the following roles within Communities has specific responsibilities which can be found in the <a href="#">State Support Plan Emergency Relief and Support</a>:</p> <ul style="list-style-type: none"> <li>• State Relief and Support Coordinator</li> <li>• Deputy State Relief and Support Coordinator</li> <li>• Regional Operations Manager</li> <li>• Emergency Operations Coordinator</li> <li>• Evacuation Centre Coordinator</li> <li>• Regional Coordinator (Communities)</li> <li>• Community Recovery Officer</li> </ul>
<b>Local Government Liaison Officer (Emergency Relief and Support)</b>	<ul style="list-style-type: none"> <li>• Provide liaison between Communities and the Local Government in the provision of Emergency Relief and Support. (Note: the Liaison Officer role applies even if the facility isn't owned by the Local Government. For example, if the community was evacuated to a neighbouring Local Government facility the LG. of the evacuated community should still provide a Liaison Officer).</li> <li>• Coordinate initial arrangements in lieu of Communities Local Evacuation Coordinator attendance</li> <li>• Provide assistance to the Local Evacuation Centre/s including               <ul style="list-style-type: none"> <li>○ Maintenance of establishments</li> <li>○ Security of establishments</li> <li>○ Opening and closing establishments</li> </ul> </li> </ul>
<b>Australian Red Cross</b>	<ul style="list-style-type: none"> <li>• Undertake process recording displaced persons for National Register</li> <li>• In partnership with the Shire and Communities undertake Outreach in affected areas</li> </ul>
<b>Shire Rangers</b>	<ul style="list-style-type: none"> <li>• Assist with Animal Management in effected areas and at Evacuation Centres</li> </ul>



## Appendix 2

### LEMC Roles and Responsibility

Local Role	Description Of Responsibilities
LEMC Chair/Deputy	<ul style="list-style-type: none"> <li>• Provide leadership and support to the LEMC to ensure effective meetings and high levels of emergency management planning and preparedness for the local government district is undertaken.</li> </ul>
LEMC Executive Officer	<p>Provide executive support to the LEMC by:</p> <ul style="list-style-type: none"> <li>• Providing secretariat support including: <ul style="list-style-type: none"> <li>○ Meeting agenda</li> <li>○ Minutes and action lists</li> <li>○ Correspondence</li> <li>○ Committee membership contact register.</li> </ul> </li> <li>• Coordinate the development and submission of committee documents in accordance with legislative and policy requirements including: <ul style="list-style-type: none"> <li>○ Annual Report</li> <li>○ Annual Business Plan</li> <li>○ Local Emergency Management Arrangements.</li> </ul> </li> <li>• Facilitating the provision of relevant emergency management advice to the Chair and committee as required.</li> <li>• Participating as a member of sub-committees and working groups as required.</li> </ul>

**Attachment 4 3 Appendix Bushfire Risk Management Plan 2017-2022**



*Shire of West Arthur*  
**Bushfire Risk Management Plan**

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**2017 – 2022**

**DRAFT**

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### Document Control

Document Name	Bushfire Risk Management Plan	Current Version	2.0
Document Owner	Shire of West Arthur CEO	Issue Date	12/06/2017
Document Location	Shire Office	Next Review Date	12/06/2022

### Document Endorsements

The Shire of West Arthur Council endorses that the Bushfire Risk Management Plan (BRM Plan) has been reviewed and assessed by the Office of Bushfire Risk Management as compliant with the standard for bushfire risk management planning in Western Australia; the Guidelines for Preparing a Bushfire Risk Management Plan.

The Shire of West Arthur is the owner of this document and has responsibility, as far as is reasonable, to manage the implementation of the BRM Plan and facilitate the implementation of bushfire risk management treatments by risk owners.

The endorsement of the BRM Plan by the Shire of West Arthur Council satisfies their endorsement obligations under section 2.3.1 of the State Hazard Plan for Fire (Westplan Fire).

In approving this BRM Plan, the Shire of West Arthur Council is acknowledging the assets that have been identified and the risk ratings and treatment priorities assigned. Approval of the plan is a commitment by the Shire of West Arthur to work with land owners and managers to address unacceptable risk within the community. Endorsement of this plan is not committing the Shire of West Arthur to a program of treatment works to be implemented by others, or an acceptance of responsibility for risk occurring on land that is not owned or managed by the Shire.<sup>1</sup>

Local Government	Representative	Signature	Date
Shire of West Arthur	CEO		

<sup>1</sup> Guidelines for Preparing a Bushfire Risk Management Plan, November 2015, Page 79

### Amendment List

Version	Date	Author	Section
1.0	23 May 2017	P Cupitt & D Morgan	Initial version submitted to OBRM for compliance review
2.0	12 June 2017	P Cupitt & D Morgan	<ul style="list-style-type: none"> <li>• Amendment to references in section 1.3.2</li> <li>• Removed 'Storm Run-Off' corporate obj</li> <li>• Removed historical data</li> <li>• Removed information regarding resource funding and reordered information</li> <li>• Bridges information moved to 3.1.4</li> <li>• Townsite and Reserves information moved to 3.1.2</li> <li>• Tenure presented in Table format</li> <li>• Additional information regarding population and demographics</li> <li>• Age Profile table moved</li> <li>• Information on Tourism clarified</li> <li>• Amended <i>Bush Fires Regulations 1954</i></li> <li>• Mitigation Zone amended to Bushfire Management Zone</li> <li>• Section 3.1.5 created – Cultural Considerations</li> <li>• Semaphore Sedge corrected</li> <li>• Phascogale information referenced</li> <li>• Fire occurrence information clarified</li> <li>• Movement bans information added to Appendix 3</li> <li>• Planning Area naming corrected</li> <li>• BRMS issues addressed</li> </ul>

### Publication Information

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## 1. Introduction

### 1.1 Background

Under the *State Hazard Plan for Fire (Westplan Fire)* an integrated Bushfire Risk Management Plan (BRM Plan) is to be developed for local government areas with significant bushfire risk. This BRM Plan has been prepared for the Shire of West Arthur in accordance with the requirements of *Westplan Fire* and the *Guidelines for Preparing a Bushfire Risk Management Plan*.

The risk management processes used to develop this BRM Plan are aligned to the key principles of *AS/NZS ISO 31000:2009 Risk management – Principles and guidelines* (AS/NZS ISO 31000:2009), as described in the Second Edition of the *National Emergency Risk Assessment Guidelines* (NERAG 2015). This approach is consistent with the policies of the State Emergency Management Committee.

This BRM Plan is a strategic document that identifies assets at risk from bushfire and their priority for treatment. The resulting 'Treatment Schedule' sets out a broad program of coordinated multi-agency treatments to address risks identified in the BRM Plan. Government agencies and other land managers responsible for implementing treatments participate in developing the BRM Plan to ensure treatment strategies are collaborative and efficient, regardless of land tenure.

### 1.2 Aim and Objectives

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 the Shire of West Arthur.

The objective of the BRM Plan is to effectively manage bushfire risk within the Shire of West Arthur 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.

### 1.3 Legislation, Policy and Standards

The following legislation, policy and standards were considered to be applicable in the development and implementation of the BRM Plan.

#### 1.3.1 Legislation

- *Bush Fires Act 1954*
- *Emergency Management Act 2005*
- *Fire Brigades Act 1942*
- *Fire and Emergency Service Act 1998*
- *Conservation and Land Management Act 1984*
- *Environmental Protection Act 1986*
- *Environmental Protection and Biodiversity Conservation Act 1999*
- *Wildlife Conservation Act 1950*
- *Aboriginal Heritage Act 1972*
- *Metropolitan Water Supply, Sewerage and Drainage Act 1909*
- *Country Areas Water Supply Act 1947*
- *Building Act 2011*
- *Bush Fires Regulations 1954*
- *Emergency Management Regulations 2006*
- *Planning and Development (Local Planning Scheme) Regulations 2015*

#### 1.3.2 Policies, Guidelines and Standards

- National Emergency Risk Assessment Guidelines (NERAG) (Second Edition 2015)
- State Emergency Management Policy 2.5 – Local Arrangements
- State Emergency Management Policy 3.2 – Emergency Risk Management Planning
- State Emergency Management Prevention Procedure 1 – Emergency Risk Management Planning
- State Emergency Management Preparedness Procedure 7 – Local Emergency Management Committee (LEMC)
- State Emergency Management Preparedness Procedure 8 – Local Emergency Management Arrangements
- State Hazard Plan for Fire (Westplan Fire)
- State Planning Policy 3.7: Planning in Bushfire Prone Areas
- State Planning Policy 3.4: Natural Hazards and Disasters
- Guidelines for Planning in Bushfire Prone Areas (2015)
- Western Australian Emergency Risk Management Guide 2015
- A Guide to the Use of Pesticides in Western Australia (Dept. of Health 2010)
- Guidelines for Plantation Fire Protection (DFES 2011)
- Firebreak Location, Construction and Maintenance Guidelines (DFES)
- Bushfire Risk Management Planning – Guidelines for preparing a Bushfire Risk Management Plan (2015)
- AS/NZS ISO 31000:2009 - Risk Management – Principles and Guidelines
- AS 3959-2009 Construction of buildings in bushfire-prone areas
- Building Protection Zone Standards (DFES)

### 1.3.3 Shire of West Arthur References

- Shire of West Arthur, Corporate Business Plan 2013 – 2017
- Shire of West Arthur, Strategic Community Plan 2013 – 2023
- Shire of West Arthur, Local Planning Scheme No. 2
- Shire of West Arthur, Fire Management Plan, March 2005
- Shire of West Arthur Local Planning Strategy
- Native Vegetation Handbook for the Shire of West Arthur, 1994, Department of Agriculture and Food
- Local Emergency Management Arrangements 2016
- Shire of West Arthur, Municipal Heritage Inventory, reviewed August 2008
- Lake Towerrinning Strategic Management Plan, August 2016
- Kylie Dam Project Plan, Draft 2017
- Memorandum of Understanding for the provision of a shared Community Emergency Services Manager 2014 – 2017
- Western Australia Tomorrow, Population Report No 7, 2006 to 2026, West Arthur Local Government Area, Department of Planning, February 2012
- Shire of West Arthur, Agricultural Statistical Overview 96/97, Department of Agriculture
- Wetland Mapping and Classification, Area D, Shire of West Arthur, Department of Environment and Conservation, 2009

### 1.3.4 Other Related Documents

- National Strategy for Disaster Resilience
- National Statement of Capability for Fire and Emergency Services (AFAC 2015)
- Public Service Circular No. 88 Use of Herbicides in Water Catchment Areas (Dept. of Health 2007)
- Code of Practice for Timber Plantations in Western Australia (Forest Products Commission 2006)
- Bushfire Risk Management Planning Handbook
- Bushfire Risk Management System (BRMS) User Guide
- Building Protection Zone Standards (DFES)

## 2. The Risk Management Process

The risk management processes used to identify and address risk in this BRM Plan are aligned with the international standard for risk management, AS/NZS ISO 31000:2009. This process is outlined in **Figure 1** below.

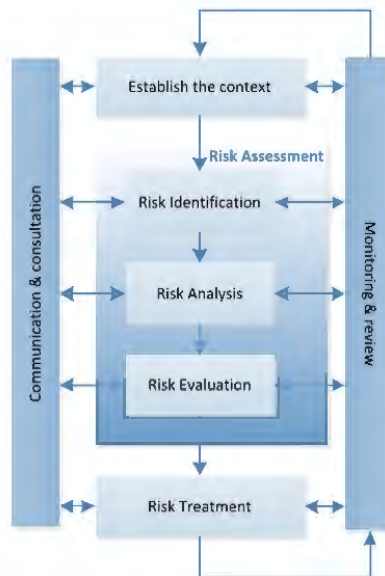


Figure 1 - An overview of the risk management process <sup>2</sup>

### 2.1 Roles and Responsibilities

The following table outlines the identified key stakeholders for this Bushfire Risk Management Plan and their roles and responsibilities in line with the development, implementation, monitoring and review of the plan and resulting 'Treatment Schedule'.

Table 1 – Roles and Responsibilities

Stakeholder Name	Roles and Responsibilities
<b>Shire of West Arthur</b>	<ul style="list-style-type: none"> <li>As custodian of the BRM Plan, coordination of the development and ongoing review of the integrated BRM Plan and treatment schedule.</li> <li>Making stakeholders and landowners aware of identified risks.</li> <li>Negotiation with land owners to treat risks identified in the BRM Plan.</li> <li>As treatment manager, identification and implementation</li> </ul>

<sup>2</sup> Source: AS/NZS ISO 31000:2009, Figure 1, reproduced under SAI Global copyright Licence 1411-c083.

Stakeholder Name	Roles and Responsibilities
	<p>of treatment strategies.</p> <ul style="list-style-type: none"> <li>As part of the approval process, submission of the draft BRM Plan to the Office of Bushfire Risk Management (OBRM) to review it for consistency with the Guidelines.</li> <li>As part of the approval process, submission of the final BRM Plan to council for their endorsement and adoption.</li> </ul>
<b>Department of Fire and Emergency Services (DFES)</b>	<ul style="list-style-type: none"> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules, as per responsibilities as the Westplan Fire Hazard Management Agency (HMA).</li> <li>Support to local government through expert knowledge and advice in relation to the identification, prevention and treatment of bushfire risk.</li> <li>Facilitation of local government engagement with state and federal government agencies in the local planning process.</li> <li>Undertake treatment strategies, including prescribed burning on behalf of Department of Lands for Unmanaged Reserves and Unallocated Crown Land <u>within</u> gazetted town site boundaries.</li> <li>In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.</li> </ul>
<b>Office of Bushfire Risk Management (OBRM)</b>	<ul style="list-style-type: none"> <li>Under the OBRM Charter, ensure bushfire risk is managed in accordance with AS/NZS ISO 31000 and reporting on the state of bushfire risk across Western Australia.</li> <li>Review BRM Plans for consistency with the Guidelines prior to final endorsement by council.</li> </ul>
<b>Department of Parks and Wildlife (DPAW)</b>	<ul style="list-style-type: none"> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules.</li> <li>Providing advice for the identification of environmental assets that are vulnerable to fire and planning appropriate treatment strategies for their protection.</li> <li>As treatment manager, implementation of treatment strategies on department managed land and for Unmanaged Reserves and Unallocated Crown Land <u>outside</u> gazetted town site boundaries.</li> <li>In accordance with Memorandums of Understanding and other agreements, implementation of treatment strategies for other landholders.</li> </ul>
<b>Other State and Federal Government Agencies</b> <ul style="list-style-type: none"> <li>Dept of Lands</li> <li>LandCorp</li> <li>Landgate</li> <li>Main Roads WA</li> <li>Dept of Education</li> <li>Dept of Aboriginal Affairs</li> <li>Forest Products Commission</li> </ul>	<ul style="list-style-type: none"> <li>Assist the local government by providing information about their assets and current risk treatment programs.</li> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules.</li> <li>As treatment manager (where applicable), identification and implementation of treatment strategies.</li> </ul>

Stakeholder Name	Roles and Responsibilities
<ul style="list-style-type: none"> <li>Water Corporation</li> <li>Dept of Water</li> </ul>	
<b>Public Utilities</b> <ul style="list-style-type: none"> <li>Western Power</li> </ul>	<ul style="list-style-type: none"> <li>Assist the local government by providing information about their assets and current risk treatment programs.</li> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules.</li> <li>As treatment manager, identification and implementation of treatment strategies.</li> </ul>
<b>Corporations and Private Land Owners</b> <ul style="list-style-type: none"> <li>Telstra</li> <li>Private Land Owners</li> </ul>	<ul style="list-style-type: none"> <li>Assist the local government by providing information about their assets and current risk treatment programs.</li> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules.</li> <li>As treatment manager, identification and implementation of treatment strategies.</li> </ul>
<b>Other</b> <ul style="list-style-type: none"> <li>Chief Bushfire Control Officer (CBFCO)</li> <li>Bushfire Advisory Committee (BFAC)</li> <li>District Operations Advisory Committee (DOAC)</li> <li>Local Emergency Management Committee (LEMC)</li> <li>Bushfire Brigades (BFB's) and other Emergency Services Volunteers</li> <li>Landcare</li> <li>Land for Wildlife</li> <li>Friends of Nangip Creek Group</li> <li>South West Aboriginal Land and Sea Council</li> <li>Gnaala Karla Booja Corporation</li> </ul>	<ul style="list-style-type: none"> <li>Participation in and contribution to the development and implementation of BRM Plans and treatment schedules.</li> <li>Providing advice for the identification of assets that are vulnerable to fire</li> <li>Providing advice on appropriate treatment strategies for asset protection.</li> </ul>

## 2.2 Communication & Consultation

As indicated in **Figure 1**, communication and consultation throughout the risk management process is fundamental to the preparation of an effective BRM Plan. To ensure appropriate and effective communication occurs with relevant stakeholders throughout the life of this plan, including during the development, implementation and review phases, a *Communication Strategy* has been prepared. The strategy is provided at **Appendix 1**.

### 3. Establishing the Context

#### 3.1 Description of the Local Government and Community Context

##### 3.1.1 Strategic and Corporate Framework

The Shire of West Arthur has both a *Strategic Community Plan (2013 – 2023)* and a *Corporate Business Plan (2015 – 2020)*.

The Shires 'Corporate Vision' aims to achieve that:-

*"In 2023 the Shire of West Arthur will be a sustainable local government supporting a vibrant community."*<sup>3</sup>

With the resulting 'Community Vision' noting:

*"In 2023 the Shire of West Arthur will be a safe, sustainable and vibrant place to live in."*<sup>4</sup>

One of the five 'Community Values' focuses specifically on Safety:

*"We will have at the forefront of all operations and future developments, the safety of our people and environment."*<sup>5</sup>

This BRM Plan aims to support the Shire to achieve its strategic vision and will assist the Shire in achieving its overall corporate vision as detailed in the *Community Strategic Plan (2013 – 2023)* and *Corporate Business Plan (2015 – 2020)*. In particular, the Shire's *Corporate Business Plan* includes the following outcomes, strategies and actions directly related to the objectives of the Bushfire Risk Management Planning project:

**OUTCOME:** *"The Shire is a safe place to live, strives to reduce risks and is prepared for emergencies."*<sup>6</sup>

**STRATEGY:** *Government agencies, Shire and community are prepared for, and responsive to, emergencies and volunteers are supported in their roles.*

▪ **ACTION/PROJECTS:** *Bush Fire Brigades are Supported*

- Administer the expenditure of the Emergency Services Levy (ESL) for purchase of equipment and insurance for brigades; provide administrative support to the Bush Fire Advisory Committee; advocate for resources; liaise with the Department of Fire and Emergency Services on matters relating to brigades, fire control, and fire prevention; develop policies and procedures and ensure volunteers have a clear understanding of them; support training for volunteers; maintain vehicles and fire shed facilities; provide allowance to Chief bush Fire Control Officer and West Arthur Base; manage the West Arthur fire radio network; provide Shire equipment and staff assistance with fire suppression; and administer and ensure compliance with the Bush Fires Act.

<sup>3</sup> Shire of West Arthur Corporate Business Plan (2015 – 2020)

<sup>4</sup> Shire of West Arthur Strategic Community Plan (2013 – 2023)

<sup>5</sup> Shire of West Arthur Corporate Business Plan (2015 – 2020)

<sup>6</sup> Shire of West Arthur Corporate Business Plan (2015 – 2020)

- **ACTION/PROJECTS: *Employment of Community Emergency Services Manager***
  - *In collaboration with adjoining Shires and the DFES, employ a Community Emergency Services Manager*
- **ACTION/PROJECTS: *Local Emergency Management Plan and Committee***
  - *Ongoing review and implementation of Local Emergency Management Plan in partnership with key agencies and stakeholders; chair and provide administrative support to the Local Emergency Management Committee.*

**STRATEGY:** *The community is aware of hazards and risks and seeks to manage these with support from the Shire.*

- **ACTION/PROJECT: *Information to Public***
  - *Facilitate the provision of information to the public on home and farm safety and security.*
- **ACTION/PROJECT: *Movement of Vehicle and Harvest Ban Information***
  - *Provide information to radio, telephone message and SMS services for movement of vehicle and harvest ban information.*
- **ACTION/PROJECT: *Bushfire Risk Management Planning***
  - *In conjunction with DFES develop and implement a Bushfire Risk Management Plan for the Shire including public education on risks and implementation of mitigation strategies.*

**STRATEGY:** *Safety is considered in planning and works management to protect employees and the community.*

- **ACTION/PROJECT: *Risk Management Planning***
  - *Risk management plans are prepared for all Shire events and are a requirement prior to the issuing of approvals for large or significant events organised by others.*

**OUTCOME:** *Natural Biodiversity of the Shire will be maintained and valued.<sup>7</sup>*

**STRATEGY:** *Biodiversity and protection of bush land will be valued and considered with all land use applications and developments*

- **ACTION/PROJECT: *Bush Fire Risk Management Plans***
  - *Support the development of bushfire risk management plans for the conservation of biodiversity and protection of the built environment*

Council operations encompass the following service orientated activities/programs:

- **LAW, ORDER, PUBLIC SAFETY** - Fire control and prevention, and animal control.

<sup>7</sup> Shire of West Arthur Corporate Business Plan (2015 – 2020)

- **Goal:** To protect the community from the risk of fire and other emergencies and to uphold the regulatory requirements for the control of animals.<sup>8</sup>

Both the *Strategic Community Plan (2013 – 2023)* and *Corporate Business Plan (2015 - 2020)* feature a strong 'community safety' focus, reflect the Shires commitment to this end and confirm that the BRM Plan will be a valuable document that, once endorsed, should integrate easily into existing key Shire planning frameworks.

***Please note that the Shire's Strategic Community Plan and Corporate Business Plan are currently under review.***

Specific functions within the Shire of West Arthur's organisational structure that are essential to the success of the Bushfire Risk Management Plan include:

**Table 2: Functions/positions within Shire of West Arthur critical to this Bushfire Risk Management Plan**

Function	Roles
<b>Corporate Leadership Team</b>	<ul style="list-style-type: none"> <li>▪ Oversight of the implementation, monitoring and review of the bushfire risk management plan</li> <li>▪ Sourcing and approving funding and expenditure</li> <li>▪ Monitoring the implementation of agreed treatments</li> <li>▪ Liaison with key stakeholders</li> <li>▪ Participation on Local Emergency Management Committee (LEMC)</li> </ul>
<b>Person Tasked with Emergency Management within the Shire Administration Team</b>	<ul style="list-style-type: none"> <li>▪ Develop practices for fire management on LG, UCL and UMR land</li> <li>▪ Planning annual schedule of works</li> <li>▪ Build knowledge and understanding of fire management practices within the community</li> <li>▪ Participation on Bushfire Advisory Committee (BFAC)</li> <li>▪ Support bushfire meetings and committees</li> <li>▪ Oversee burning programs and support from local brigades</li> <li>▪ Contributing to treatment planning</li> <li>▪ Negotiating with stakeholders</li> </ul>
<b>Chief Bushfire Control Officer</b>	<ul style="list-style-type: none"> <li>▪ Oversee burning programs and support from local brigades</li> <li>▪ Contributing to treatment planning</li> <li>▪ Negotiating with stakeholders</li> <li>▪ Fire breaks inspection and enforcement</li> </ul>
<b>Works Department</b>	<ul style="list-style-type: none"> <li>▪ Undertake planned works</li> </ul>
<b>Planning</b>	<ul style="list-style-type: none"> <li>▪ Ensure adherence to building codes</li> <li>▪ Bushfire prone mapping</li> </ul>
<b>Finance</b>	<ul style="list-style-type: none"> <li>▪ Accessing grants and funding</li> </ul>

**NOTE:** Some functions outlined above are fulfilled through the employment of contract personnel.

<sup>8</sup> Shire of West Arthur Annual Report 2015/2016

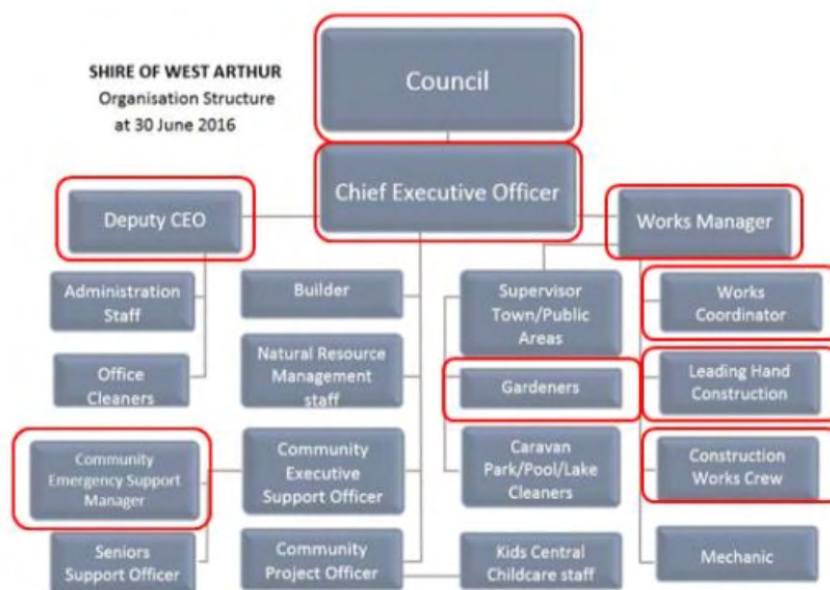


Figure 2 – Local Government Organisational Structure for the Shire of West Arthur<sup>9</sup>

As detailed above, one of the Shire of West Arthur's corporate objectives is to: "in conjunction with DFES, develop and implement a Bushfire Risk Management Plan for the Shire including public education on risks and implementation of mitigation strategies". In the context of this objective, the Shire was identified as a priority local government in the first round of funding arrangements for the WA State Government's Bushfire Risk Management Project. This resulted in the temporary appointment of a Bushfire Risk Planning Coordinator (BRPC) and Bushfire Risk Management Officer (BRMO) using project funding managed through the Department of Fire and Emergency Services (DFES). Both the BRMO and BRPC positions were funded until 30 June 2017.

Additionally, in line with the corporate objective "in collaboration with adjoining Shires and the DFES, employ a Community Emergency Services Manager", the Shire of West Arthur currently employs a Community Emergency Services Manager (CESM). This position is managed via a Memorandum of Understanding (MOU) and is a shared resource between West Arthur and neighbouring Shires, with partial funding provided through the Department of Fire and Emergency Services (DFES). At the time of finalising this plan, the term of the CESM MOU was concluding (July 2017) with negotiations ongoing in relation to the future of the position within the Shire. The CESM position has strong support from the emergency services volunteers including the Bushfire Advisory Committee and the Chief Bushfire Control Officer however this role may not be able to continue as the Shire has been unable to find suitable local governments to partner with and is unable to increase the current funding allocation based upon a shared contribution. Should this position not continue the CESM responsibilities will be allocated to the 'person tasked with emergency management within the Shire'.

The Shire of West Arthur recognises the importance of leadership and coordination in emergency management and has an established Local Emergency Management Committee (LEMC) with multi agency membership. This committee provides an important multi-agency forum to enable consultation around the BRM Plan.

<sup>9</sup> Shire of West Arthur Annual Report 2015/2016

The LEMC has endorsed Local Emergency Management Arrangements (LEMA) for the Shire. In the development of the LEMA, the Committee undertook a risk assessment process resulting in a 'Risk Register Schedule' being developed that outlines the identified risks, risk levels and treatment options. The Shire of West Arthur 'Risk Register Schedule' reflects Bushfire as an 'extreme' risk to the Shire.

The Shire also has an active Bushfire Advisory Committee (BFAC). This forum has been integral to the development of the plan and will continue to be a key stakeholder in the implementation and review of the plan.

One of the Shires identified strategic risks includes limitations to water supplies. This became evident during the 2015/2016 bushfire season after a well below average rainfall in 2015. Firefighting supplies were limited as many farm dams dried up. This has led to an audit of current water supplies and an investigation into potential water supplies within the district. A number of projects have been identified within the Shire as having the potential to supply water for emergency and firefighting purposes and reduce current scheme water usage.<sup>10</sup>

Whilst these projects are not linked to specific assets at risk, and do not directly reflect bushfire risk reduction activities, the projects will significantly support the Shires bushfire management capability through enhanced bushfire planning and preparedness and as such should be considered local government wide controls.

The identified projects include:

- *Reinstatement of existing railway dams currently not in use (Kylie Dam, Hillman Dam and Bowelling Dam);*
- *Installation of additional water supplies at Hillman airport to supply water bombers for firefighting;*
- *Development of a water supply on the eastern and western areas of the Shire where there are currently (limited) water supplies;*
- *Development of a water supply for the town of Duranillin.*<sup>11</sup>

The Kylie Railway Dam has been identified as the project with the most immediate benefit and therefore considered the highest priority.<sup>12</sup>

### 3.1.2 Location, Boundaries and Tenure

The Shire of West Arthur is located approximately 204 kilometres south of Perth in the wheatbelt region, 115 kilometres east of Bunbury. The town of Darkan, the main town and administrative centre of the Shire, is located 2 ½ hours from Perth via the Albany Highway. Darkan is 60 kms from Collie and 74 kms from Narrogin.<sup>13</sup>

Council Statistics 2015/2016	
Distance from Perth (km)	204
Area (sq km)	2,850
Length of Sealed Roads (km)	208
Length of Unsealed Roads (km)	652

Figure 3 – Council Statistics from the Shire's 2015/2016 Annual Report<sup>14</sup>

<sup>10</sup> Kylie Dam Project Plan (DRAFT) 2017

<sup>11</sup> Kylie Dam Project Plan (DRAFT) 2017

<sup>12</sup> Kylie Dam Project Plan (DRAFT) 2017

<sup>13</sup> Shire of West Arthur Corporate Business Plan (2015 – 2020)

<sup>14</sup> Shire of West Arthur Annual Report 2015/2016

The Shire is nestled between the forests of the south-west and the wheatbelt in the east and, at 2850 sq. kilometres, West Arthur is one of the larger shires in the area. The shire encompasses Lake Towerinning, Hillman Rock, agricultural holdings, bush land and nature reserves. It is also home to unique flora and abundant wildlife.



Figure 4 - The Shire of West Arthur<sup>15</sup>

A number of smaller localities and settlements are situated throughout the Shire including Duranillin, Moodiarrup, Bowelling and Arthur River.<sup>16</sup>

The Shire of West Arthur's main industries are sheep and grain farming, consequently the Shire's population is dispersed throughout broad acre farms. The main townsite of Darkan has a small population of retired farming families with the remainder of the town population made up of local business owners and employees of local industry and their families including a contingent of New Zealand expatriates involved in the shearing industry. There is also a very small population residing in the townsite of Duranillin which is approximately 30 kms south of Darkan. Many of the families in the West Arthur Shire are long term generational farming families and there is minimal cultural diversity.

The Shire of West Arthur borders the local government authorities of Collie, Wagin, Williams, Woodanilling, Kojonup, Narrogin and Boyup Brook.

Most of the Shire is located in the Blackwood River Catchment with a substantial portion of the Western Region located within the Wellington Dam Catchment. The Shire is drained by the Arthur, Hillman, Beaufort and Blackwood Rivers.<sup>17</sup>

<sup>15</sup> Website: <http://regional.gov.au>

<sup>16</sup> Shire of West Arthur Strategic Community Plan (2013 – 2023)

<sup>17</sup> Native Vegetation Handbook for the Shire of West Arthur, 1994

## Tenure

The larger tenure within the Shire of West Arthur is vested to the Department of Parks and Wildlife with 11% of land. Forest Products Commission holds 0.5% tenure and Department of Water 4.5%. The remaining 84% of land tenure in the Shire is a combination of Local Government, Department of Lands and Private ownership.

Table 3 – Overview of Land Tenure and Management within the Shire of West Arthur

Land Manager/Agency	% of Plan Area
Local Government	<1%
Department of Water	4.4%
Department of Parks and Wildlife	11%
Forest Products Commission	0.5%
Other – Department of Lands, Private	83.1
Total	100%

### 3.1.3 Population and Demographics

The most recent Australian Bureau of Statistics (ABS) data is from 2015. This reflects the population of West Arthur as 904.



Figure 5 – West Arthur Population 2015<sup>18</sup>

The population for the area has remained relatively steady over the period from 2005 – 2015 however the predicted average annual growth rate for the Shire of West Arthur is -1.2% between now and 2026.<sup>19</sup>

The age profile for the Shire is in line with State norms with a 98.1% employment rate which is slightly higher than that state and national rates.<sup>20</sup>

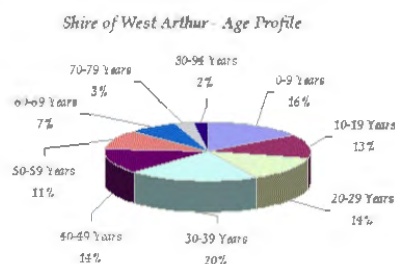


Figure 6 – Age profile for the Shire of West Arthur<sup>21</sup>

<sup>18</sup> Source: Australian Bureau of Statistics

<sup>19</sup> WA Department of Planning, Western Australia Tomorrow Population Report No 7 2006 – 2026, Feb 2012

<sup>20</sup> Source: Australian Bureau of Statistics

<sup>21</sup> Source: Shire of West Arthur Website

In the context of the four stages of emergency management – *Prevention, Preparation, Response and Recovery*<sup>22</sup>, the Shire of West Arthur has a strong and very proactive approach to bushfire response. As bushfire events can directly impact a farmer's livelihood, colloquially '*if the smoke goes up*' history has shown that the response will be strong and fast with the intent to '*get the fire out*' and '*get back to the farm*'. There's an '*all hands on deck*' approach with farmer response units arriving from neighbouring farms and further afield.

In recent years there has been an increase in the use of social media which ensures that community members become aware of 'possible' and 'actual' incidents quickly and are therefore able to respond quickly. Generally there is a good sense of awareness when it comes to bushfire response.

When it comes to preparatory efforts however (i.e. in line with prevention and preparedness) community engagement is more challenging, mainly due to time constraints and conflicting priorities. Compliance, in line with landowner responsibilities detailed in the Shire's annual *Bush Fire Notice*, is generally high.

There is generally good attendance at known, planned and perpetual events. Training events are also well attended. However it is difficult to achieve this same level of engagement at events that are '*seen to be driven by bureaucracy*' unless the return on investment can be clearly identified (*What is in it for me? What does this mean for me?*).

The rate of volunteerism within the Shire was 36.5% in 2011, significantly higher than the State average of 16.9%. This is noteworthy as fire response within the Shire is solely undertaken by volunteer emergency services personnel.

Unpaid work	West Arthur (\$)		%Western Australia		%	Australia		%
People aged 15 years and over								
Did voluntary work through an organisation or group (last 12 months)	249	36.5	304,623	16.9		3,090,874	17.8	

Figure 7 – Rate of Volunteerism in the Shire of West Arthur<sup>23</sup>

### 3.1.4 Economic Activities and Industry

Since the 1900's agriculture has featured consistently as the backbone of the Shire's economy with presently over 80% of the Shire's land under agricultural production<sup>24</sup> and nearly 70% of people over 15 years occupied directly in agricultural or related businesses.<sup>25</sup>

In addition to agricultural endeavours, other industries within the Shire include timber, forestry, engineering and earthmoving.

<sup>22</sup> Shire of West Arthur Local Emergency Management Arrangements, Oct 2016

<sup>23</sup> Source: Australian Bureau of Statistics

<sup>24</sup> Website: <http://www.abs.gov.au/AUSSTATS/abs>

<sup>25</sup> Website: <http://www.abs.gov.au/AUSSTATS/abs>

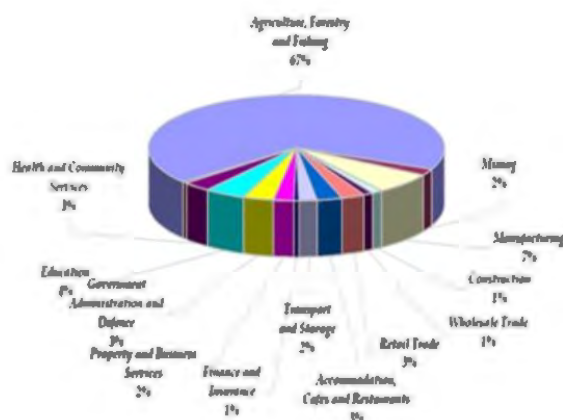


Figure 8 - Shire of West Arthur Employment Profile<sup>26</sup>

Farms are generally getting bigger or becoming increasingly diverse in order to remain profitable with most farms expanding to undertake both crop and livestock ventures as well as exploring less traditional activities such as goat farming. Agricultural activities are dominated by grain, wool and sheep with beef and pigs also prominent. The area is regarded as a high yielding area for sheep wool production. The total gross value of agricultural production (GVAP) from the Shire, in 2006, was \$460 million.<sup>27</sup> This is a significant increase from 1997, with Agriculture Department records reflecting the GVAP as \$40.9 million. Needless to say, agriculture is of vital importance to the local economy.<sup>28</sup>

The Shire has controls in place pursuant to the *Bush Fires Regulations 1954*, to reduce the risk of crop related bushfires; these controls are reviewed annually by the Bushfire Advisory Committee (BFAC). This risk is further reduced once harvest is completed and the paddocks opened to grazing. However the risk is increased as result of the drive to explore alternative crops as some crops (i.e. canola or rapeseed) burn at a higher temperature and can be harder to extinguish and mop up. The risk is also increased as farmers move to employ innovative farming practices and technology.

Tourism throughout the Shire is largely transient with tourists predominantly using the Shire as a rest stop when travelling around the Great Southern with tourists enjoying the areas of the Shire covered by state forest which offers beautiful scenery and wildflowers in season. There are limited accommodation opportunities within the Shire although the Shire does operate a small caravan park with one self-contained unit. The district has a number of tourist attractions with many historical buildings having been restored. The Darkan Railway Reserve is a feature of the town and includes original rail buildings.

The Shire has over 30 bridges located around the region. Many of these are timber construction and have therefore been identified as a strategic risk. A number of these bridges are located along major routes and have the potential to significantly impact movement around the area should they be impacted by fire.

<sup>26</sup> Shire of West Arthur Community Profile 2010

<sup>27</sup> Website: <http://www.abs.gov.au>

<sup>28</sup> Shire of West Arthur – Agricultural Statistical Overview 96/97, July 2000, Department of Agriculture WA

The following challenges have been identified for the Shire, all of which have the potential to impact the objectives of this BRM Plan:

- Changes to agricultural practices
- Aging population
- Attraction and retention of a suitable workforce

### 3.1.5 Cultural Considerations

The Noongar people were the first inhabitants of the area, moving about the Shire for food, shelter and social interaction. Many of the towns within the Shire have names with Aboriginal origins. Darkan takes its name from the Aboriginal word for a large granite rock to the north of the town known as Darkan rock, the 'camping place of spirits'.<sup>29</sup>

Lake Towerrinning is located on the west side of the Duranillin South Road and is a significant landmark for the community. There is evidence of a connection between the Aboriginal people and the Lake. There have been reports of finding camp sites, hunting grounds and burial sites with the last recorded evidence of aboriginal settlement in 1938 where temporary camps were set up to hunt for local bush food.

There are numerous registered Indigenous Heritage Sites located within the Shire including:<sup>30</sup>

- Lake Towerrinning
- Haddleton Tree
- Arthur River Old Homestead
- Varis Rd Scarred Tree
- Wild Horse Swamp

Where Indigenous Heritage Sites have been assessed as being at risk from bushfire, where possible, these have been mapped and recorded on BRMS.

In addition to the registered *Indigenous Heritage Sites*, a comprehensive *Municipal Heritage Inventory* has been produced by the Shire in accordance with the Heritage of WA Act 1990. This Inventory details assets that have cultural significance for the community, both present and future. Where appropriate, assets identified as being at risk from bushfire have been included on the BRMS.

## 3.2 Description of the Environment and Bushfire Context

### 3.2.1 Topography and Landscape Features

Topography contributes to risk by influencing fire rate of spread (ROS), and therefore intensity, and by effecting access for suppression forces. The risk associated with topography is considered in relation to response access and as a variable in predicting fire behaviour and assessment in line with the Bushfire Management Zones for each community/asset.

<sup>29</sup> *Shire of West Arthur Strategic Community Plan 2013 - 2023*

<sup>30</sup> *DFES Infrastructure Report, January 2016*

The Shire can be divided into two main land systems:

- The eastern half, which is a region of tertiary broad alluvial and plains, cut into the lateritic surfaces that drain south to the Blackwood River.

In general terms the eastern part of the Shire is characterised by broad acre farming with as little as 5% remnant bush. This area has increased fire danger immediately prior to harvest.

- The western region lies in the rejuvenated area where steeper valleys cut the dissected tertiary land surface, draining west to the Collie River.<sup>31</sup>

This area is characterised by bush and forest. Fires in this region would be hard to stop and would result in significant ember attack. Access for response vehicles is also an issue as access tracks are limited and much of the terrain difficult to traverse. Strategic fire breaks would be advantageous throughout this area to provide anchor points and planned bushfire attack points.

The western region is home to significant economic assets including those managed by the Water Corporation and Forest Products Commission.

**Figure 9** below reflects that the surface geology of the Shire is predominantly metamorphic rocks interspersed with sandstone, siltstones and limestones.

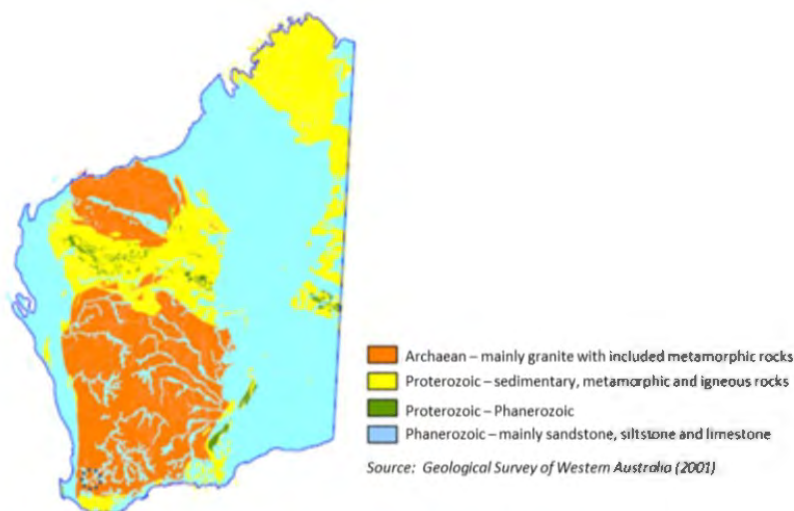


Figure 9 - Surface Geology of Western Australia<sup>32</sup>

<sup>31</sup> Shire of West Arthur Strategic Community plan (2013 – 2023)

<sup>32</sup> Website: <https://www.dpaw.wa.gov.au>

The Shire of West Arthur has two 'Class A Reserves' registered through the *Reserves (National Parks, Conservation Parks, Nature Reserves and other Reserves) Act 2004*. Registered, and therefore protected, areas such as National Parks and Nature Reserves make up 3.84% of the Shires total land area.

Land Area (Ha)	
Land Area (Ha)	283 264.8
Protected Areas - Year ended 30 June	
Protected Areas - National Parks (ha)	7 607
Protected Areas - Nature Reserves (ha)	3 075
Protected Areas - All Other Protected Areas (ha)	200
Protected Areas - Total (ha)	10 882

Figure 10 – Statistics reflecting protected areas within the Shire as at 30 June 2014<sup>33</sup>

### Bushfire Prone Mapping

The intent of the WA Governments *Bushfire Prone Planning Policy* is to implement effective risk based land use planning and development to preserve life and reduce the impact of bushfire on property and infrastructure.<sup>34</sup> The *State Planning Policy 3.7 – Planning for Bushfire Prone Areas* relates to the protection of future assets and, whilst this BRM Plan focuses on improving protection of existing assets, the Map of Bush Fire Prone Areas has been included as it provides a means of validating the risk assessments made, and ratings applied, within this BRM Plan.<sup>35</sup>

The Bushfire Prone areas are shown in 'pink' on the map below. The map identifies areas that are designated as subject to, or likely to be subject to, bushfire attack. Where a bush fire prone area cuts across a portion of a parcel of land, the entire parcel is considered to be Bush Fire Prone. Bush Fire Prone areas are subject to new planning and construction requirements.

As at May 2016, the Bushfire Prone Mapping for West Arthur was reflected as:

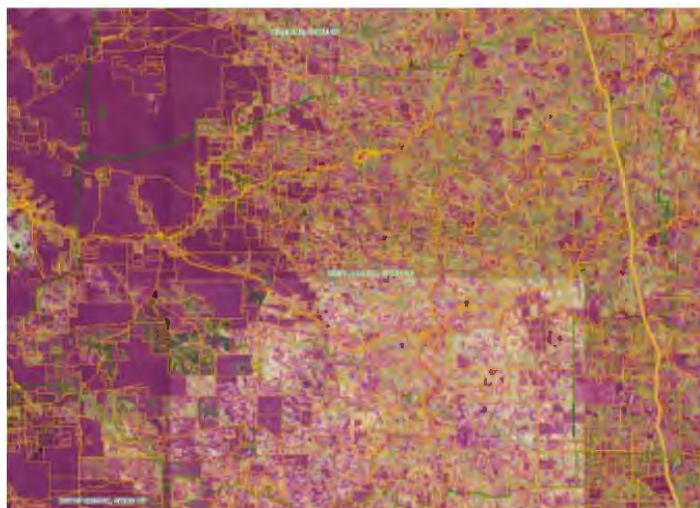


Figure 11 - Map of Shire of West Arthur Bushfire Prone Areas<sup>36</sup>

<sup>33</sup> Website: <http://www.abs.gov.au>

<sup>34</sup> State Planning Policy 3.7 – Planning in Bushfire Prone Areas

<sup>35</sup> Guidelines for Planning in Bushfire Prone Areas

<sup>36</sup> Website: Department of Fire and Emergency Services

The above map (**Figure 11**) confirms that the highest risk areas lie to the West of the Shire.

### 3.2.2 Climate and Bushfire Season

Bushfire risk is determined by the combination of a number of factors including climatic conditions such as air temperature, relative humidity, wind speed and rainfall. This is discussed in more detail in **section 4.3.2** below.

Bushfire threat is typically associated with very hot (above average temperatures), dry (less than 20% humidity) and windy (above 12 – 15 Km per hour) conditions and high fuel loads. The climate influences all of these factors and is the primary control on fire activity.<sup>37</sup>

The Shire of West Arthur experiences a typical Mediterranean climate with cool, wet winters and hot, dry summers. Rainfall is greater mid-May to the end of August with the average rainfall over the past five years being 432.04mm.

The following table reflects the average annual climatic conditions for the Shire of West Arthur over the period 2012 – 2016.

Table 4: Average Climatic Conditions 2012 – 2017 – Darkan Weather Station<sup>38</sup>

Record Date ↓	Air Temp° min	Air Temp° max	Air Temp° avg	Rain mm	Rainy Days	RH% min	RH% max	RH% avg	Wind km/h max	Wind km/h avg	Min Battery %	Days of Data
2017	1.2	41.0	19.4	150.6	15	8.0	95.9	61.0	82.03 WNW	8.1	12.36	122.1
2016	-4.3	40.9	15.1	566.8	157	6.9	99.1	70.9	89.71 WSW	8.1	12.5	365.4
2015	-4.0	42.9	16.4	321.2	110	5.7	100.2	64.3	82.15 WNW	7.9	12.5	362.7
2014	-2.1	43.2	16.1	412.0	126	7.3	98.7	67.5	86.59 NW	7.7	12.5	364.8
2013	-4.8	42.2	15.9	580.0	141	7.3	99.1	70.5	70.42 WNW	6.0	12.6	366.7
2012	-2.5	40.8	14.1	300.2	73	0.3	100.2	71.2	72.11 NW	7.9	12.6	177.1

The following table provides the average monthly weather conditions during 2016

Table 5: Monthly Climatic Conditions (2016) – Darkan Weather Station<sup>39</sup>

Month ↓	Air Temp° min	Air Temp° max	Air Temp° avg	Humidity% min	Humidity% max	Humidity% avg	Rain mm
December	3.4	40.0	19.7	7.8	95.4	53.6	53.2
November	1.7	36.3	16.2	6.9	97.0	55.0	4.4
October	-1.2	28.5	12.4	15.9	96.4	73.1	26.0
September	-2.2	20.9	9.4	35.9	98.7	80.9	42.4
August	-2.6	18.7	9.3	38.2	98.8	83.1	94.4
July	-4.3	19.3	6.9	43.2	99.1	83.0	39.0
June	-0.6	19.4	10.2	48.5	98.1	85.0	35.2
May	0.3	24.0	11.6	29.7	98.1	83.6	63.2
April	3.2	30.8	16.4	26.5	97.8	77.1	31.4
March	9.2	36.3	20.6	16.4	96.4	64.6	74.4
February	8.4	40.9	22.3	8.5	95.5	52.9	0.6
January	6.4	37.7	22.3	11.1	94.6	58.9	102.6

<sup>37</sup> The Burning Issue: Climate Change and the Australian Bushfire Threat

<sup>38</sup> Department of Agriculture and Food - [www.agric.wa.gov.au/weather-stations](http://www.agric.wa.gov.au/weather-stations)

<sup>39</sup> Department of Agriculture and Food - [www.agric.wa.gov.au/weather-stations](http://www.agric.wa.gov.au/weather-stations)

The fire season is typically from late September through to April. This statement is supported by the fact that the Shire of West Arthur has their “Restricted Burning” times,

- 30<sup>th</sup> September to 31<sup>st</sup> October: Restricted (permits required)
- 1<sup>st</sup> November to 21<sup>st</sup> February: Prohibited
- 22<sup>nd</sup> February to 15<sup>h</sup> April: Restricted (permits required)<sup>40</sup>

**Note:** The above dates can be adjusted to suit the changing weather conditions.

The *Bush Fires Act 1954*, sections 17 and 18, provides for the ‘declaration and gazettal’ of Prohibited and Restricted Burning Times as well as the ability to adjust burning times to suit changing weather conditions.

### 3.2.3 Vegetation

The Shire of West Arthur lies within the Avon and Darling Botanical Districts of the South-West Botanical Province. Whilst much of the native vegetation within the Shire has been removed over time for agricultural purposes, the remnant vegetation, consistent with the south of Western Australia, continues to contain richness and uniqueness. Much of the native vegetation that remains in public reserves and on private land is similar in composition to that which existed previously, although the extent of cover has reduced significantly over time.

The dominant vegetation types include open-forest of Jarrah – Marri and woodland of Wandoo – Marri, Bitter Pea, Semaphore Sedge, Hair Flag, Common Heath, Honey Bush and Zamia. Less dominant types includes Pincushions, Fuchsia Grevillia, Hakea, Darling River Ghost Gum, Sheoak, York Gum and Flat Topped Yate.

**Figure 12** is a map showing the vegetation types within the Shire of West Arthur:



Figure 12 - Vegetation Map for the Shire of West Arthur<sup>41</sup>

<sup>40</sup> Shire of West Arthur Bush Fire Notice 2016/2017

<sup>41</sup> Website: Department of Parks and Wildlife

The wetter western half, west from Darkan, is occupied by Jarrah- Marri woodland, with the eastern half, with some interfingering just west of Darkan, by Marri- Wandoo woodland. As the rainfall reduces to the east, the tree layer becomes more open and the understory becomes more typical of the warmer, more northern Jarrah forest. Wandoo is more typically found to the east, with some Jarrah on gravelly soils and Brown Mallet open forest on the laterite hills and breakaways. Flooded Gum occurs in the moist valleys, with York Gum and Jam Wattle on the slopes. In the east, Flat Topped Yate becomes dominant on sandy soils, and together with the other eastern species form the Beaufort System.<sup>42</sup>

### Environmental Considerations – Flora and Fauna

Flora and Fauna represent particular significance for the Shire as they are not only recognised environmental assets in their own right, but also impact the treatment options available for identified risks in relation to other assets. For example, the breeding cycle of some mammals, such as the Phascogale, will restrict the period in which prescribed burns can be undertaken due to the need to ensure nests are not disturbed during the breeding season. Recent studies have also shown that frequent burning can remove mature-age vegetation which the species occupies.<sup>43</sup>

A 2013 study titled 'A Resilient Blackwood Basin in a Changing Climate Concept Plan, February 2013' states the following in relation to threats to the Blackwood Basin; which encompasses the Shire of West Arthur: "Bushfire and its positive effects on native vegetation are well known. Of concern however, is the lack of knowledge and an appropriate Fire Management Plan specific to the catchments within the region that are aimed at preserving life, conserving native vegetation and reducing the influx of invasive species. Conflicting information exists which requires a major investment in time and resources to ensure a best management approach is taken. Little is understood of post-fire management which has seen a rapid invasion by weedy grasses into once pristine bushland, further increasing the risk of fire in the future."<sup>44</sup>

All treatments need to be assessed in line with the requirements of the identified flora and fauna detailed below with care given to ensure appropriate authorities are consulted prior to any mitigation work commencing. Where possible, consultation should also occur prior to implementing any response strategies.

Within the Shire there is correlation between high and extreme fire risk areas and areas containing environmental assets heightening the need to ensure due diligence is applied before determining or applying treatments.

A further consideration in relation to both bushfire prevention and response strategies is the potential spread of *Phytophthora Cinnamomi* (Dieback). Dieback has infected large areas of Jarrah forest. It is easily spread through soil movement from vehicles, animals, water and feet. Other fungal-borne diseases can also be spread through these pathways. This risk must be considered in the context of planned prevention and response strategies and the risk minimised wherever possible.

#### ➤ Flora

The Department of Parks and Wildlife, Flora Database, currently lists eleven (11) species of Declared Rare Flora (DRF) within the Shire of West Arthur. The species include:<sup>45</sup>

<sup>42</sup> Native Vegetation Handbook for the Shire of West Arthur, Department of Agriculture and Food, 1994

<sup>43</sup> Website: [www.dpaw.wa.gov.au/images/documents/plants-animals/animals/animal\\_profiles/red-tailed-phascogale](http://www.dpaw.wa.gov.au/images/documents/plants-animals/animals/animal_profiles/red-tailed-phascogale)

<sup>44</sup> A Resilient Blackwood Basin in a Changing Climate Concept Plan, February 2013

<sup>45</sup> Website: Flora Database - <https://florabase.dpaw.wa.gov.au/>



Star Sun Orchid  
(*Thelymitra stellata*)



Pignatti's Star of Bethlehem  
(*Calectasia pignattiana*)



Dwarf Bee Orchid  
(*Diuris micrantha*)



Drummond's Conostylis  
(*Conostylis drummondii*)



Dwarf Spider Orchid  
(*Caladenia bryceana*)



Late Hammer Orchid  
(*Drakaea confluens*)



Branched Hemigenia  
(*Hemigenia ramosissima*)



*Jacksonia velveta*



Trigwell's Rulingia  
*Commersonia erythrogyna*



Granite Pink  
*Tribonanthes purpurea*



*Verticordia carinata*

Figures 13 - Declared Rare Flora located within the Shire of West Arthur <sup>46</sup>

A Flora Road is one that has special conservation value because of the vegetation contained within the road reserve and would therefore reflect environmental significance for any Shire. There is currently one (1) registered Flora Road in the Shire of West Arthur, this is **Corderling North Road**.<sup>47</sup>

As road reserves are considered a potential ignition source they are a focus of risk mitigation and therefore care needs to be taken during treatment planning.

Where possible, areas of environmental significance relating to priority flora have been reflected on the BRMS. Due to the sensitive nature of information around rare flora, some discretion has been applied to the amount of information recorded so further advice will need to be sought from subject matter experts (DPAW, Landcare, Friends of the Reserve etc.) to confirm the location of environmental assets and the potential impact of both mitigation and response strategies.

#### ➤ Fauna

The *Wildlife Conservation Act 1950* provides for native fauna (and flora) to be protected where they are under an identifiable threat of extinction and, as such, are considered to be "threatened". Based upon data from DPAW, ten (10) species of threatened and priority fauna have been recorded or sighted throughout the Shire of West Arthur, these are listed below.<sup>48</sup>

- **Birds**
  - Carnaby's Cockatoo
  - Baudins Cockatoo
  - Red Tailed Black Cockatoo
  - Peregrine Falcon
  - Curley Sandpiper
- **Mammals**
  - Red-tailed Phascogale
  - Brush-tailed Bettong (Woylie)
  - Numbat (Walpurti)
  - Western Quoll (Chuditch)
  - Bilby

<sup>46</sup> Website: Flora Database - <https://florabase.dpaw.wa.gov.au/>

<sup>47</sup> Website: <https://www.dpaw.wa.gov.au/management/off-reserve-conservation/93-roadside-conservation>

<sup>48</sup> Website: <https://naturemap.dpaw.wa.gov.au/>

Where possible, areas of environmental significance relating to priority fauna have been reflected on the BRMS. Due to the sensitive nature of information around protected fauna some discretion has been applied to the amount of information recorded so further advice will need to be sought from subject matter experts (DPAW, Landcare, Friends of the Reserve, Birdlife Australia etc.) to confirm the location of environmental assets and the potential impact of both mitigation and response strategies.

### 3.2.4 Bushfire Frequency and Causes of Ignition

DFES records show that from 01/01/2007 – 31/12/2016, a total of 89 incidents were reported in the Shire of West Arthur, approximately 9 per year. 64% of reported fires covered an area greater than 1 hectare. The cause of ignition was predominantly as a result of weather conditions reflecting 34% of the reported fires. The ignition factor was unable to be determined in 34% of the reported fires. 15% of reported fires were attributed to vehicles or electrical faults.

Table 6: Reported Landscape Fires in the Shire of West Arthur 2007 – 2016 <sup>49</sup>

Number of Reported Landscape Fires	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
Fire - Landscape	5	5	6	7	7	19	6	16	11	7	89

Table 7: Size of Reported Landscape Fires in the Shire of West Arthur 2007 – 2016 <sup>50</sup>

Number of Landscape Fires, breakdown by Size	2007	2008	2009	2010	2011	2012	2013	2014	2015	2016	Total
Greater than 1 Hectare	5	5	5	4	5	17	4	7	4	1	57
Less than or equal to 1 Hectare	0	0	1	3	2	2	2	9	7	6	32
Total	5	5	6	7	7	19	6	16	11	7	89

No clear pattern associated with the fire occurrences in the Shire can be ascertained. The main causes of fire within the Shire of West Arthur are weather events, generally lightening, with the secondary cause relating to harvest activity leading into the fire season. The source of harvest ignition varies from mechanical to accidental ignition and this risk is mitigated by the Shire's requirement for all harvesting activities to include a fire unit with a minimum of 400 litre water capacity. The Albany Highway runs north - south within the Shire boundary and accidental ignition of fires has been known to occur in the road verge along this route.

The Darkan town site, as the main residential centre of the Shire, is relatively well protected from fires threatening the town from the north; however fires could threaten residential properties and industrial buildings from the risk posed by Nangip Creek Reserve and the "Common". The "Common" is located on the south side of the town site and has residential areas adjoining on the western and southern boundaries. The Nangip Creek Reserve adjoins residential areas on the eastern boundary of the reserve.<sup>51</sup>

<sup>49</sup> Source: Department of Fire and Emergency Services

<sup>50</sup> Source: Department of Fire and Emergency Services

<sup>51</sup> Fire Management Plan – Darkan Town Site March 2005

### Harvest and Vehicle Movement Bans

Harvest and Vehicle Movement Bans may be issued as a result of the risk posed by agricultural practices during severe weather events.

Harvest and Vehicle Movement Bans are issued by the Shire's Weather Committee. A Harvest and Vehicle Movement Ban is a ban that individual local governments are responsible for issuing under the *Bush Fires Regulations 1954 Section 38A, and/or Section 24C*. Local government can impose the ban when their Chief Bushfire Control Officer, or Weather Committee (as is the case for the Shire of West Arthur), is of the opinion that the use of engines, vehicles, plant or machinery during the prohibited burning times or the restricted burning times (or both) is likely to cause a fire or contribute to the spread of a bushfire. A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

Whilst detailed records have not been kept for Harvest and Vehicle Movement Bans within the Shire, it is believed that on average, five (5) bans are issued annually.<sup>52</sup>

### Total Fire Bans

A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are seriously stretching firefighting resources. A TFB is declared by DFES following consultation with local governments. TFB's apply to whole of local government boundaries and will often apply to more than one LG area. TFB's can be declared when state emergency resources are stretched as a result of unfavourable weather conditions across the state.

A total of fourteen (14) Total Fire Bans, impacting the Shire of West Arthur, were declared over the period 2011 – 2016 as follows:

Table 8: Total Fire Bans Declared in the Shire of West Arthur between 2011-2016<sup>53</sup>

Shire	Declaration 2011	Declarations 2012	Declarations 2013	Declarations 2014	Declarations 2015	Declarations 2016
West Arthur	0	1	1	1	10	1

### Response Capacity

The community of West Arthur has a strong volunteering culture however, consistent with State trends, this number is on the decline. As at April 2017, there were 186 registered volunteers in the Shire of West Arthur. This figure however does not reflect the many farmer response personnel, sometimes referred to as 'spontaneous volunteers', who are not officially registered as Emergency Services (ES) Volunteers, but spring into action upon the first sight or smell of smoke. In line with the Shire's demographics, it is expected that the majority of registered ES Volunteers are farmers. Together with the additional farmer response personnel this has inherent benefits including:

- Access to mobile fire units
- Bushfire fighting skills
- Familiarity with the terrain, tracks, landmarks, landowners etc.

<sup>52</sup> Source: Shire of West Arthur, Community Emergency Services Manager

<sup>53</sup> Source: Department of Fire and Emergency Services

The high reliance upon farmers for response can become an issue when harvest is complete. The local agricultural industry peaks in late October through to late December with the curing of crops and harvesting. Following this many farmers take their annual leave which often involves leaving the Shire with their families. The consequence of this is the potential for fewer resources being available for observing and reporting bushfires and possibly reduced response and suppression capability during the critical summer months.

Table 9: Emergency Services Volunteer Brigades within the Shire of West Arthur as at April 2017 <sup>54</sup>

Brigade N°	Brigade Name	Volunteers
6017	ARTHUR RIVER BFB	37
6192	DARKAN BFB	78
6216	DURANILLIN BFB	71
<b>TOTALS</b>		<b>186</b>

Table 10: Emergency Services & Volunteer Appliances within the Shire of West Arthur as at May 2017 <sup>55</sup>

Resource Name	Resource Type
Shire West Arthur Dozer	Dozer
Shire West Arthur Grader	Grader
Shire West Arthur Grader	Grader
Shire West Arthur Grader	Grader
Shire West Arthur Front End Loader	FEL
Shire West Arthur Front End Loader	FEL
Shire West Arthur Carrier	Water Carrier
Arthur River BFB 2.4 (E758)	2.4 Rural
Arthur River BFB LT (LT400)	Light Tanker
Duranillin BFB (N040)	2.4 Broadacre
Darkan BFB 2.4 (N030)	2.4 Broadacre

In addition to the registered firefighting appliances detailed above, many farmers also have private firefighting units including decommissioned DFES appliances. Farmer response units within the Shire are seen as a critical resource as they bolster the Shires response capacity.

<sup>54</sup> Source: Department of Fire and Emergency Services

<sup>55</sup> Source: Department of Fire and Emergency Services

## 4. Asset Identification and Risk Assessment

### 4.1 Planning Areas - Methodology

The *Shire of West Arthur* has been divided into 4 planning areas:

- *West Arthur 1 (North West)*
- *West Arthur 2 (North East)*
- *West Arthur 3 (South West)*
- *West Arthur 4 (South East)*

Attached at **Appendix 2** is a map showing the boundaries of the planning areas identified within the Shire of West Arthur.

Planning Areas are significant as risk ratings result from the assessment of fire frequency within a specific planning area, based upon the; number of fires on an annual basis, potential sources of ignition that exist within the planning area and the ability for a fire to spread.

#### 4.1.1 Priorities for Asset Identification and Assessment Methodology

The *Planning Area Assessment Tool* was applied to each planning area to determine the priorities for asset identification and assessment. Using the tool, each planning area was rated against six risk factors, with the highest scoring planning area being the first priority for asset identification and risk assessment.

Assets were identified and assessed in each planning area, based on the results of the planning area assessment outlined in the following table.

Table 11 – Planning Area Assessment Summary

Risk Factor	West Arthur 1 (North West)	West Arthur 2 (North East)	West Arthur 3 (South West)	West Arthur 4 (South East)
1. % of LG Population in Planning Area	160	20	80	20
2. Fuel Structures	60	20	60	20
3. Assets	60	40	40	40
4. Rural Urban Interface	40	20	20	20
5. Suppression response times	40	40	40	40
6. Suppression strategies	60	40	60	40
<b>TOTAL</b>	420	180	300	180
<b>PRIORITY</b>	1	3	2	4

## 4.2 Asset Identification

Asset identification and risk assessment has been conducted at the local level using the methodology described in the 'Guidelines'. Identified assets have been mapped, recorded and assessed in the Bushfire Risk Management System (BRMS). Identified assets are categorised into the following subcategories:

Table 12 – Asset Categories and Subcategories

Asset Category	Asset Subcategories
<b>Human Settlement</b>	<ul style="list-style-type: none"> <li>• <b>Residential areas</b> Rural urban interface areas and rural properties.</li> <li>• <b>Places of temporary occupation</b> Commercial, mining and industrial areas located away from towns and population centres (that is, not adjoining residential areas).</li> <li>• <b>Special risk and critical facilities</b> Hospitals, nursing homes, schools and childcare facilities, tourist accommodation and facilities, prison and detention centres, government administration centres and depots, incident control centres, designated evacuation centres, police, fire and emergency services.</li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>• <b>Agricultural</b> Pasture, grazing, livestock, crops, viticulture, horticulture and other farming infrastructure.</li> <li>• <b>Commercial and industrial</b> Major industry, waste treatment plants, mines, mills and processing and manufacturing facilities and cottage industry.</li> <li>• <b>Critical infrastructure</b> Power lines and substations, water and gas pipelines, telecommunications infrastructure, railways, bridges, port facilities and waste water treatments plants.</li> <li>• <b>Tourist and recreational</b> Tourist attractions and recreational sites that generate significant tourism and/or employment within the local area.</li> <li>• <b>Commercial forests and plantations</b></li> <li>• <b>Drinking water catchments</b></li> </ul>
<b>Environmental</b>	<ul style="list-style-type: none"> <li>• <b>Protected</b> Rare and threatened flora and fauna, ecological communities and wetlands.</li> <li>• <b>Priority</b> Fire sensitive species and ecological communities.</li> <li>• <b>Locally important</b> Nature conservation and research sites, habitats, species and communities, areas of visual amenity.</li> </ul>
<b>Cultural</b>	<ul style="list-style-type: none"> <li>• <b>Aboriginal heritage</b> Places of indigenous significance.</li> <li>• <b>Recognised heritage</b> Assets afforded legislative protection through identification by the National Trust, State Heritage List or Local Planning Scheme Heritage List.</li> <li>• <b>Local heritage</b> Assets identified in a Municipal Heritage Inventory or by the community.</li> </ul>

Asset Category	Asset Subcategories
	<ul style="list-style-type: none"> <li>• <b>Other</b> Other assets of cultural value, for example community centres and recreation facilities.</li> </ul>

### 4.3 Assessment of Bushfire Risk

Risk assessments have been undertaken for each asset, or group of assets, identified using the methodology described in the Guidelines.

The percentage of assets within the local government in each asset category at the time of BRM Plan endorsement is shown in the following table:

Table 13 – Asset Category Proportions

Asset category	Proportion of identified assets
<b>Human Settlement</b>	77.3%
<b>Economic</b>	12.8%
<b>Environmental</b>	1.8%
<b>Cultural</b>	8.1%

#### 4.3.1 Likelihood Assessment

Likelihood is described as the chance of a bushfire igniting, spreading and reaching an asset. The approach used to determine the likelihood rating is **the same for each asset category**: Human Settlement, Economic, Environmental and Cultural.

**There are four possible likelihood ratings: almost certain, likely, possible, and unlikely.**

Table 14 – Likelihood Ratings

Likelihood Rating	Description
<b>Almost Certain</b> (Sure to Happen)	<ul style="list-style-type: none"> <li>• Is expected to occur in most circumstances;</li> <li>• High level of recorded incidents and/or strong anecdotal evidence; and/or</li> <li>• Strong likelihood the event will recur; and/or</li> <li>• Great opportunity, reason or means to occur;</li> <li>• May occur more than once in 5 years.</li> </ul>

Likelihood Rating	Description
<b>Likely</b> (Probable)	<ul style="list-style-type: none"> <li>Regular recorded incidents and strong anecdotal evidence; and /or</li> <li>Considerable opportunity, reason or means to occur;</li> <li>May occur at least once in 5 years.</li> </ul>
<b>Possible</b> (feasible but < probable)	<ul style="list-style-type: none"> <li>Should occur at some stage; and/or</li> <li>Few, infrequent, random recorded incidents or little anecdotal evidence; and/or</li> <li>Some opportunity, reason or means to occur.</li> </ul>
<b>Unlikely</b> (Improbable, not likely)	<ul style="list-style-type: none"> <li>Would only occur under exceptional circumstances.</li> </ul>

'Likelihood' has been assessed in the context of

- Fire frequency** – fire ignitions that occurred within the planning area within a 12 month period
- Fire spread** – dependent upon available fuel, structures, topography, prevailing conditions and the capacity of firefighting resources to suppress the bushfire

#### 4.3.2 Consequence Assessment

Consequence is described as the outcome or impact of a bushfire event. The approach used to determine the consequence rating is different for each asset category: Human Settlement, Economic, Environmental and Cultural.

**There are four possible consequence ratings: minor, moderate, major and catastrophic.**

Table 15 – Consequence Ratings

Consequence Rating	Descriptions
<b>Minor</b>	<ul style="list-style-type: none"> <li>No fatalities.</li> <li>Near misses or minor injuries with first aid treatment possibly required.</li> <li>No persons are displaced.</li> <li>Little or no personal support (physical, mental, emotional) required.</li> <li>Inconsequential or no damage to an asset, with little or no specific recovery efforts required beyond the immediate clean-up.</li> <li>Inconsequential or no disruption to community.</li> <li>Inconsequential short-term failure of infrastructure or service delivery. (Repairs occur within 1 week, service outages last less than 24 hours.)</li> <li>Inconsequential or no financial loss. Government sector losses managed within standard financial provisions. Inconsequential business disruptions.</li> </ul>

Consequence Rating	Descriptions
<b>Moderate</b>	<ul style="list-style-type: none"> <li>Isolated cases of serious injuries, but no fatalities. Some hospitalisation required, managed within normal operating capacity of health services.</li> <li>Isolated cases of displaced persons who return within 24 hours.</li> <li>Personal support satisfied through local arrangements.</li> <li>Localised damage to assets that is rectified by routine arrangements.</li> <li>Community functioning as normal with some inconvenience.</li> <li>Isolated cases of short to mid-term failure of infrastructure and disruption to service delivery. (Repairs occur within 1 week to 2 months, service outages last less than 1 week.)</li> <li>Local economy impacted with additional financial support required to recover. Government sector losses require activation of reserves to cover loss. Disruptions to businesses lead to isolated cases of loss of employment or business failure.</li> <li>Isolated cases of damage to environmental or cultural assets, one-off recovery efforts required, but with no long term effects to asset.</li> </ul>
<b>Major</b>	<ul style="list-style-type: none"> <li>Isolated cases of fatalities.</li> <li>Multiple cases of serious injuries. Significant hospitalisation required, leading to health services being overstretched.</li> <li>Large number of persons displaced (more than 24 hours duration).</li> <li>Significant resources required for personal support.</li> <li>Significant damage to assets, with ongoing recovery efforts and external resources required.</li> <li>Community only partially functioning. Widespread inconvenience, with some services unavailable.</li> <li>Mid to long-term failure of significant infrastructure and service delivery affecting large parts of the community. Initial external support required. (Repairs occur within 2 to 6 months, service outages last less than a month.)</li> <li>Local or regional economy impacted for a significant period of time with significant financial assistance required. Significant disruptions across industry sectors leading to multiple business failures or loss of employment.</li> <li>Significant damage to environmental or cultural assets that require major rehabilitation or recovery efforts.</li> <li>Localised extinction of native species. This may range from loss of a single population to loss of all of the species within the BRM Plan area (for a species which occupies a greater range than just the BRM Plan area).</li> </ul>
<b>Catastrophic</b>	<ul style="list-style-type: none"> <li>Multiple cases of fatalities.</li> <li>Extensive number of severe injuries.</li> <li>Extended and large number requiring hospitalisation, leading to health services being unable to cope.</li> <li>Extensive displacement of persons for extended duration.</li> <li>Extensive resources required for personal support.</li> </ul>

Consequence Rating	Descriptions
	<ul style="list-style-type: none"> <li>• Extensive damage to assets that will require significant ongoing recovery efforts and extensive external resources.</li> <li>• Community unable to function without significant support.</li> <li>• Long-term failure of significant infrastructure and service delivery affecting all parts of the community. Ongoing external support required. (Repairs will take longer than 6 months, service outages last more than 1 month.)</li> <li>• Regional or State economy impacted for an extended period of time with significant financial assistance required. Significant disruptions across industry sectors leading to widespread business failures or loss of employment.</li> <li>• Permanent damage to environmental or cultural assets.</li> <li>• Extinction of a native species in nature. This category is most relevant to species that are restricted to the BRM Plan area, or also occur in adjoining areas and are likely to be impacted upon by the same fire event. 'In nature' means wild specimens and does not include flora or fauna bred or kept in captivity.</li> </ul>

The methodology used to determine the consequence rating for each asset category is based on the following:

- **Consequence Rating - Human Settlement Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

- **Consequence Rating - Economic Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the level of economic impact and the recovery costs.

- **Consequence Rating - Environmental Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the vulnerability of the asset and the potential impact of a bushfire or fire regime.

- **Consequence Rating - Cultural Assets**

The outcome or impact of a bushfire event on the asset, or a group of assets, measured by the threat posed by the hazard vegetation and the vulnerability of the asset.

## Determining Bushfire Threat

The level of bushfire threat for human settlement and cultural assets is determined using a quantified bushfire threat assessment model.<sup>56</sup> The model is based on the methodology set out in *AS3959-2009 Construction of buildings in bushfire prone areas* that is used to undertake a Bushfire Attack Level (BAL) assessment. The threat assessment is used to measure the severity of an asset's potential exposure to ember attack, radiant heat and direct flame contact.

Criteria applied when undertaking the bushfire threat assessment is as follows:<sup>57</sup>

- **Assessment in the context of Fire Danger Index (FDI) 80.** - The fire danger index reflects the chance of a fire starting, its rate of spread, its intensity and the difficulty of its suppression, according to various combinations of air temperature, relative humidity, wind speed and both the long and short term drought effects. The asset assessment is to be in the context of possible fire runs in weather conditions of FDI 80 reflecting an 'Extreme' fire danger rating. The higher the rating, the less chance of controlling a fire until weather conditions improve. From the FDI predictions can be made regarding a fire's rate of spread, intensity and the potential for various suppression tactics to succeed. The FDI is the basis for determining the Fire Danger Rating, shown below, which is a scale developed to assist communities to better understand information about fire danger.<sup>58</sup>

FIRE DANGER RATING	WHAT DOES IT MEAN?
<b>CATASTROPHIC</b> 100+	<ul style="list-style-type: none"> <li>These are the worst conditions for a bush or grass fire.</li> <li>If a fire starts and takes hold, it will be extremely difficult to control and will take significant firefighting resources and cooler conditions to bring it under control.</li> <li>Spot fires will start well ahead of the main fire and cause rapid spread of the fire. Embers will come from many directions.</li> <li>Homes are not designed or constructed to withstand fires in these conditions.</li> <li>The only safe place to be is away from bushfire risk areas.</li> </ul>
<b>EXTREME</b> 75-99	<ul style="list-style-type: none"> <li>These are very hot, dry and windy conditions for a bush or grass fire.</li> <li>If a fire starts and takes hold, it will be unpredictable, move very fast and difficult for firefighters to bring under control.</li> <li>Spot fires will start and move quickly. Embers may come from many directions.</li> <li>Homes that are prepared to the highest level, have been constructed to bushfire protection levels and are actively defended may provide safety.</li> <li>You must be physically and mentally prepared to defend in these conditions.</li> <li>The only safe place to be is away from bushfire risk areas.</li> </ul>
<b>SEVERE</b> 50-74	<ul style="list-style-type: none"> <li>These are hot, dry and possibly windy conditions for a bush or grass fire.</li> <li>If a fire starts and takes hold, it may be hard for firefighters to control.</li> <li>Spot fires will start and move quickly. Embers may come from many directions.</li> <li>Well prepared homes that are actively defended can provide safety.</li> <li>You must be physically and mentally prepared to defend in these conditions.</li> </ul>
<b>VERY HIGH</b> 32-49	<ul style="list-style-type: none"> <li>These are hot, dry and possibly windy conditions for a bush or grass fire.</li> <li>If a fire starts and takes hold, it may be hard for firefighters to control.</li> <li>Well prepared homes that are actively defended can provide safety.</li> <li>You must be physically and mentally prepared to defend in these conditions.</li> </ul>
<b>HIGH</b> 12-31	<ul style="list-style-type: none"> <li>If a fire starts, it is likely to be controlled in these conditions and homes can provide safety.</li> <li>Controlled burning may occur in these conditions if it is safe – check to see if permits apply.</li> </ul>
<b>LOW-MODERATE</b> 0-11	<ul style="list-style-type: none"> <li>Be aware of how fires can start and reduce the risk.</li> </ul>

Figure 14 – Fire Danger Ratings<sup>59</sup>

<sup>56</sup> *Guidelines for Preparing a Bushfire Risk Management Plan (2015)*

<sup>57</sup> *AS3959-2009 Construction of buildings in bushfire prone areas*

<sup>58</sup> Source: Department of Fire and Emergency Services

<sup>59</sup> Source: Department of Fire and Emergency Services

- **Classification of vegetation** - This is viewed out to 100 metres from the asset/s, further (150m) if classified fuels are continuous, view vegetation as if it is in its worst state or condition (stubble will be classified as Grassland, prescribed burnt forest is still classified as forest).
- **Fuel loads and vegetation ratings** - These are taken into account using AS3959-2009 methodology.
- **Separation Distance** - from asset/s to classified vegetation, which includes the Asset Protection Zone (20 metres) and the Hazard Separation Zone (80 metres).
- **Effective slope** - under the classified vegetation.
- **Fire spread mechanisms**
  - Ember attack – noting that over 90% of houses destroyed or damaged by bushfire are ignited by ember attack.
  - Radiant heat.
  - Direct flame contact.

#### 4.3.3 Assessment of Environmental Assets

Using available biological information and fire history data, environmental assets with a known minimum fire threshold were assessed to determine if they were at risk from bushfire, within the five year life of the BRM Plan. Environmental assets that would not be adversely impacted by bushfire within the five year period have not been included and assessed in the BRM Plan. The negative impact of a fire on these assets (within the period of this BRM Plan) was determined to be minimal, and may even be of benefit to the asset and surrounding habitat.

#### 4.3.4 Local Government Asset Risk Summary

A risk profile for the local government is provided in the summary table below. This table shows the proportion of assets at risk from bushfire in each risk category at the time the BRM Plan was endorsed.

Table 16 – Local Government Asset Risk Summary

Risk Rating Asset Category	Low	Medium	High	Very High	Extreme
Human Settlement	-	2.7%	63.5%	8.4%	2.7%
Economic	0.3%	4.4%	7.1%	1%	-
Environmental	-	-	-	1%	0.8%
Cultural	-	4.1%	3.7%	0.3%	-

The 'Guidelines for Preparing a Bushfire Risk Management Plan' requires that only assets considered of value and vulnerable to fire are to be included in this plan consequently not all assets within the Shire have been included in this assessment.

## 5. Risk Evaluation

### 5.1 Evaluating Bushfire risk

The risk rating for each asset has been assessed against the likelihood and consequence descriptions to ensure:

- The rating for each asset reflects the relative seriousness of the bushfire risk to the asset;
- Likelihood and consequence ratings assigned to each asset are appropriate; and
- Local issues have been considered.

### 5.2 Treatment Priorities

The treatment priority for each asset has been automatically assigned by BRMS, based on the asset's risk rating. The table below shows how likelihood and consequence combine to give the risk rating and subsequent treatment priority for an asset.

Table 17 – Treatment Priorities

<b>Consequence</b> <b>Likelihood</b>	Minor	Moderate	Major	Catastrophic
Almost certain	3D (High)	2C (Very High)	1C (Extreme)	1A (Extreme)
Likely	4C (Medium)	3A (High)	2A (Very High)	1B (Extreme)
Possible	5A (Low)	4A (Medium)	3B (High)	2B (Very High)
Unlikely	5C (Low)	5B (Low)	4B (Medium)	3C (High)

### 5.3 Risk Acceptability

'Low' and 'Medium' Risks were not considered to require specific treatment during the life of this BRM Plan. They will be managed by routine local government wide controls and monitored for any significant change in risk.

In most circumstances risk acceptability and treatment will be determined by the land owner, in collaboration with local government and fire agencies. However, as a general rule, the following courses of action have been adopted for each risk rating.

Table 18 – Criteria for Acceptance of Risk and Course of Action

Risk Rating	Criteria for Acceptance of Risk	Course of Action
<b>Extreme</b> (Priorities 1A, 1B, 1C)	Only acceptable with excellent controls. Urgent treatment action is required. Treatment plans to be explored and implemented.	Routine controls are not enough to adequately manage the risk. Immediate attention required as a priority. Specific action is required in the first year of BRM Plan with an annual review prior to each fire season.
<b>Very High</b> (Priorities 2A, 2B, 2C)	Only acceptable with excellent controls. Treatment action is required.	Routine controls are not enough to adequately manage the risk. Specific action will be required during the period covered by the BRM Plan. Specific action is required in the first year of BRM Plan with a review every two years.
<b>High</b> (Priorities 3A, 3B, 3C, 3D)	Only acceptable with adequate controls. Treatment action may be required.	Specific action may be required. Risk may be managed with routine controls and/or specific procedures and is subject to a review every 2 years.
<b>Medium</b> (Priorities 4A, 4B, 4C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored regularly.	Specific action may not be required. Risk may be managed with routine controls and/or procedures and monitored as required throughout the life of the BRM Plan.
<b>Low</b> (Priorities 5A, 5B, 5C)	Acceptable with adequate controls. Treatment action is not required, but risk must be monitored.	Need for specific action is unlikely. Risk will be managed with routine controls and monitored as required.

## 6. Risk Treatment

The purpose of risk treatment is to reduce the likelihood of a bushfire occurring and/or the potential impact of a bushfire on the community, economy and environment. This is achieved by implementing treatments that modify the characteristics of the hazard, the community or the environment.

There are many strategies available to treat bushfire risk. The treatment strategy (or combination of treatment strategies) selected will depend on the level of risk and the type of asset being treated. Not all treatment strategies will be suitable in every circumstance.

### 6.1 Local Government-Wide Controls and Multi-Agency Work Plans

Local government-wide controls and multi-agency work plans reflect activities that reduce the overall bushfire risk within the Shire of West Arthur. These types of treatments are not linked to specific assets, and are applied across all or part of the local government as part of normal business or due to legislative requirements. The following controls are currently in place across the Shire of West Arthur:

- *Bush Fires Act 1954* Section 33 notices, including applicable fuel management requirements, firebreak standards and annual enforcement programs;
- Declaration and management of Prohibited Burn Times, Restricted Burn Times, Total Fire Bans and Vehicle Movement Bans for the local government;
- Public education campaigns and the use of DPAW and DFES state-wide programs, tailored to suit local needs; including programs such as the State-wide arson prevention programs developed in conjunction with WA Police and DFES (*Bushfire Action Month, Are You Ready Campaign* etc);
- State planning framework and local planning schemes, implementation of appropriate land subdivision and building standards in line with DFES, Department of Planning and Building Commission policies and standards;
- Monitoring performance against the BRM Plan and reporting annually to the local government council and OBRM;
- Other practices and programs undertaken by local government or state agencies that contribute to bushfire risk management within the local government, including controls in place under state government policies, agreements or memorandums of understanding. These include:
  - Department of Parks and Wildlife Master Burn Program
  - Water Corporation Bushfire Risk Management Plan
  - Western Power annual asset inspection and vegetation management program
  - Code of Practice for Timber Plantations in Western Australia
  - Department of Education Memorandum of Understanding
  - Main Roads WA Bridge Assessment and Maintenance Works Plan
- Shire works program; and
- Other mitigation activities through grants (i.e. UCL / UMR).

A **Local Government-Wide Controls and Multi-Agency Work Plan** is attached at **Appendix 3**. The plan details work to be undertaken as a part of normal business, to improve current controls or to implement new controls to better manage bushfire risk across the local government.

## 6.2 Asset-Specific Treatment Strategies

Asset-specific treatments are implemented to protect an individual asset or group of assets, identified and assessed in the BRM Plan as being at risk from bushfire. There are six asset specific treatment strategies:

- **Fuel management** - Treatment reduces or modifies the bushfire fuel through manual, chemical and prescribed burning methods and grazing;
- **Ignition management** - Treatment aims to reduce potential human and infrastructure sources of ignition in the landscape such as management or power lines and restricting access as well as arson prevention activities and fire restrictions when camping;
- **Preparedness** - Treatments aim to improve access and water supply arrangements to assist firefighting operations such as maintaining fire access roads and firebreaks, hydrant availability and maintenance, water points and tanks, asset fire protection systems as well as training and exercising.
- **Planning** - Treatments focus on developing plans to improve the ability of community and firefighters to respond to bushfire such as identification of 'safer places', evacuation and relocation planning and the development of fire management plans; and
- **Community Engagement** - Treatments seeking to build relationships, raise awareness and change the behaviour of people exposed to bushfire risk including Prepare-Act-Survive Program, Bushfire Ready Groups, School Education Programs, targeted messaging and signage etc.
- **Other** – there may be instances when an asset specific treatment is not required or not possible. In these circumstances local government wide controls, such as planning policies and guideline, will be used to manage the risk.

## 6.3 Determining the Treatment Schedule

The Treatment Schedule will be developed in broad consultation with land owners and other stakeholders and efforts will be made to finalise the Treatment Schedule within six months of this BRM Plan being endorsed by council. It is expected that the Treatment Schedule will be a dynamic document with amendments made as the situation dictates.

Land owners are ultimately responsible for treatments implemented on their own land. This includes any costs associated with the treatment and obtaining the relevant approvals, permits or licences to undertake an activity. Where agreed, another agency may manage a treatment on behalf of a land owner. However, the onus is still on the land owner to ensure treatments detailed in this BRM Plan are completed.

#### 6.4 Privacy Issues and Release of Information

Information captured through the Bushfire Risk Management System (BRMS) includes data considered 'personal' in nature including the names and addresses of landholders. There is therefore the potential for the data collected through the BRMS to be used for purposes other than bushfire risk mitigation (i.e. Insurance companies using this information to set insurance premiums). It has been determined, in consultation with the West Arthur Shire Council that BRMS reports, produced for the public domain, are not to include information considered personal in nature.

The Chief Executive Officer is to be consulted prior to any Bushfire Risk Management data being released to the public domain.

In order to actively encourage and support the implementation, monitoring and review of agreed actions, the Shire of West Arthur, as a matter of course, will provide reports to stakeholders that detail the assets and treatments that the stakeholders (landowners) have responsibility for.

## 7. Monitoring and Review

Monitoring and review processes are in place to ensure that the BRM Plan remains current and valid. These processes are detailed below to ensure outcomes are achieved in accordance with the *Communication Strategy* and *Treatment Schedule*.

### 7.1 Review

A comprehensive review of this BRM Plan will be undertaken at least once every five years, from the date of council endorsement. Significant circumstances that may warrant an earlier review of the BRM Plan include:

- Changes to the BRM Plan area, organisational responsibilities or legislation;
- Changes to the bushfire risk profile of the area; or
- Following a major fire event.

The review process will be managed by a designated member of the Shire Administration Team.

### 7.2 Monitoring

BRMS will be used to monitor the risk ratings for each asset identified in the BRM Plan and record the treatments implemented. New assets will be added to the *Asset Risk Register* when they are identified.

The Shire of West Arthur has determined that:

- Assets rated 'Extreme' will be re-evaluated annually, prior to the bushfire season
- Assets rated 'Very High' will be re-evaluated every second year (as a minimum)

The plan will be monitored by a designated member of the Shire Administration Team.

### 7.3 Reporting

The Shire of West Arthur will submit an annual report to the Office of Bushfire Risk Management each year summarising progress made towards implementation of the BRM Plan.

The reporting requirements will be managed by a designated member of the Shire Administration Team.

## 8. Glossary

<b>Asset</b>	A term used to describe anything of value that may be adversely impacted by bushfire. This may include residential houses, infrastructure, commercial, agriculture, industry, environmental, cultural and heritage sites.
<b>Asset Category</b>	There are four categories that classify the type of asset – Human Settlement, Economic, Environmental and Cultural.
<b>Asset Owner</b>	The owner, occupier or custodian of the asset itself. Note: this may differ from the owner of the land the asset is located on, for example a communication tower located on leased land or private property.
<b>Asset Register</b>	A component within the Bushfire Risk Management System used to record the details of assets identified in the Bushfire Risk Management Plan.
<b>Asset Risk Register</b>	A report produced within the Bushfire Risk Management System that details the consequence, likelihood, risk rating and treatment priority for each asset identified in the Bushfire Risk Management Plan.
<b>Bushfire</b>	Unplanned vegetation fire. A generic term which includes grass fires, forest fires and scrub fires both with and without a suppression objective. <sup>60</sup>
<b>Bushfire Management Plan</b>	A document that sets out short, medium and long term bushfire risk management strategies for the life of a development. <sup>61</sup>
<b>Bushfire risk management</b>	A systematic process to coordinate, direct and control activities relating to bushfire risk with the aim of limiting the adverse effects of bushfire on the community.
<b>Bushfire Threat</b>	The threat posed by the hazard vegetation, based on the vegetation category, slope and separation distance.
<b>Consequence</b>	The outcome or impact of a bushfire event.
<b>Draft Bushfire Risk Management Plan</b>	The finalised draft Bushfire Risk Management Plan (BRM Plan) is submitted to the OBRM for review. Once the OBRM review is complete, the BRM Plan is called the 'Final BRM Plan' and can be progressed to local government council for endorsement.
<b>Geographic Information System (GIS)</b>	A data base technology, linking any aspect of land-related information to its precise geographic location. <sup>62</sup>

<sup>60</sup> Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossary, AFAC Limited

<sup>61</sup> Western Australian Planning Commission 2015, State Planning Policy 3.7: Planning in Bushfire Prone Areas, WAPC

<sup>62</sup> Landgate 2015, Glossary of terms, Landgate, Perth

<b>Geographic Information System (GIS) Map</b>	<i>The mapping component of the Bushfire Risk Management System. Assets, treatments and other associated information is spatially identified, displayed and recorded within the GIS Map.</i>
<b>Land Owner</b>	The owner of the land, as listed on the Certificate of Title; or leaser under a registered lease agreement; or other entity that has a vested responsibility to manage the land.
<b>Likelihood</b>	The chance of something occurring. In this instance, the chance of a bushfire igniting, spreading and reaching the asset.
<b>Locality</b>	The officially recognised boundaries of suburbs (in cities and larger towns) and localities (outside cities and larger towns).
<b>Planning Area</b>	A geographic area determine by the local government which is used to provide a suitable scale for risk assessment and stakeholder engagement.
<b>Priority</b>	See Treatment Priority.
<b>Recovery Cost</b>	The capacity of an asset to recover from the impacts of a bushfire.
<b>Responsible Person</b>	The person responsible for planning, coordinating, implementing, evaluating and reporting on a risk treatment.
<b>Risk acceptance</b>	The informed decision to accept a risk, based on the knowledge gained during the risk assessment process.
<b>Risk analysis</b>	The application of consequence and likelihood to an event in order to determine the level of risk.
<b>Risk assessment</b>	The systematic process of identifying, analysing and evaluating risk.
<b>Risk evaluation</b>	The process of comparing the outcomes of risk analysis to the risk criteria in order to determine whether a risk is acceptable or tolerable.
<b>Risk identification</b>	The process of recognising, identifying and describing risks.
<b>Risk Manager</b>	The organisation or individual responsible for managing a risk identified in the Bushfire Risk Management Plan; including review, monitoring and reporting.
<b>Risk Register</b>	A component within the Bushfire Risk Management System used to record, review and monitor risk assessments and treatments associated with assets recorded in the Bushfire Risk Management Plan.
<b>Risk treatment</b>	A process to select and implement appropriate measures undertaken to modify risk.
<b>Rural</b>	Any area where in residences and other developments are scattered and intermingled with forest, range, or farm land and native vegetation or cultivated crops. <sup>63</sup>

<sup>63</sup> Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossory, AFAC Limited

<b>Rural Urban Interface (RUI)</b>	The line or area where structures and other human development adjoin or overlap with undeveloped bushland. <sup>64</sup>
<b>Slope</b>	The angle of the ground's surface measured from the horizontal.
<b>Tenure Blind</b>	An approach where multiple land parcels are consider as a whole, regardless of individual ownership or management arrangements.
<b>Treatment</b>	An activity undertaken to modify risk, for example a prescribed burn.
<b>Treatment Objective</b>	The specific aim to be achieved or action to be undertaken, in order to complete the treatment. Treatment objectives should be specific and measurable.
<b>Treatment Manager</b>	The organisation, or individual, responsible for all aspects of a treatment listed in the Treatment Schedule of the Bushfire Risk Management Plan, including coordinating or undertaking work, monitoring, reviewing and reporting.
<b>Treatment Priority</b>	The order, importance or urgency for allocation of funding, resources and opportunity to treatments associated with a particular asset. The treatment priority is based on an asset's risk rating.
<b>Treatment Schedule</b>	A report produced within the Bushfire Risk Management System that details the treatment priority of each asset identified in the Bushfire Risk Management Plan and the treatments scheduled.
<b>Treatment Strategy</b>	The broad approach that will be used to modify risk, for example fuel management.
<b>Treatment Type</b>	The specific treatment activity that will be implemented to modify risk, for example a prescribed burn.
<b>Vulnerability</b>	The susceptibility of an asset to the impacts of bushfire.

<sup>64</sup> Australasian Fire and Emergency Service Authorities Council 2012, AFAC Bushfire Glossary, AFAC Limited

## 9. Common Abbreviations

APZ	Asset Protection Zone
BFAC	Bushfire Advisory Committee
BRMB	Bushfire Risk Management Branch
BRMO	Bushfire Risk Management Officer
BRMP	Bushfire Risk Management Planning
BRM Plan	Bushfire Risk Management Plan
BRMS	Bushfire Risk Management System
BRPC	Bushfire Risk Planning Coordinator
CBFCO	Chief Bushfire Control Officer
DEMC	District Emergency Management Committee
DFES	Department of Fire and Emergency Services
DPAW	Department of Parks and Wildlife
DOAC	District Operations Advisory Committee
FDR	Fire Danger Rating
FMP	Fire Management Plan
GIS	Geographic Information System
HSZ	Hazard Separation Zone
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LG	Local Government
LMZ	Land Management Zone

OBRM	Office of Bushfire Risk Management
OEM	Office of Emergency Management
SEMC	State Emergency Management Committee
SLIP	Shared Land Information Platform
UCL	Unallocated Crown Land
UMR	Unmanaged Reserves
WAPC	Western Australian Planning Commission

## 10. Appendices

1. Communication Strategy
2. Planning Area Map
3. Local Government-Wide Controls and Multi-Agency Work Plan

**Appendix 1 – Communications Strategy**



*Shire of West Arthur*

**Bushfire Risk Management Planning  
Communication Strategy**

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*Document Control*

<b>Document Name</b>	Bushfire Risk Management Plan - Communications Strategy	<b>Current Version</b>	<b>2.0</b>
<b>Document Owner</b>	Shire of West Arthur CEO	<b>Issue Date</b>	12/06/2017
<b>Document Location</b>	Shire Office	<b>Next Review Date</b>	12/06/2022

*Related Documents*

Title	Version	Date
Shire of West Arthur Bushfire Risk Management Plan	2.0	12/06/2017

*Amendment List*


## 1 INTRODUCTION

A Bushfire Risk Management Plan (BRM Plan) is a strategic document that outlines the approach to the identification, assessment and treatment of assets exposed to bushfire risk within the Shire of West Arthur. This Communication Strategy accompanies the BRM Plan for the Shire of West Arthur. It documents the communication objectives for the BRM Plan, roles and responsibilities for communication, key stakeholders, target audiences and key messages at each project stage, communication risks and strategies for their management, and communication monitoring and evaluation procedures.

## 2 COMMUNICATIONS OVERVIEW

### Communication Objectives

The communication objectives for the development, implementation and review of the BRM Plan for the Shire of West Arthur are as follows:

1. Key stakeholders understand the purpose of the BRM Plan and their role in the bushfire risk management planning process.
2. Stakeholders who are essential to the bushfire risk management planning process, or can supply required information, are identified and engaged in a timely and effective manner.
3. Relevant stakeholders are involved in decisions regarding risk acceptability and treatment.
4. Key stakeholders engage in the review of the BRM Plan as per the schedule in place for the local government area.
5. The community and other stakeholders engage with the bushfire risk management planning process and as a result are better informed about bushfire risk and understand their responsibilities to address bushfire risk on their own land.

### Communication Roles and Responsibilities

The Shire of West Arthur is responsible for the development, implementation and review of the Communication Strategy. Key stakeholders support local government by participating in the development and implementation of the Communications Strategy as appropriate. An overview of communication roles and responsibilities follows:

- Shire of West Arthur CEO, or nominee, is responsible for:
  - endorsement of the BRM Plan Communications Strategy,
  - external communication with the local government area,
  - operational-level communication between the Shire and the Department of Fire and Emergency Services.

### Key Stakeholders for Communication

The following table identifies key stakeholders in bushfire risk management planning. These are stakeholders that are identified as having a significant role or interest in the planning process or are likely to be significantly impacted by the outcomes.

Stakeholder	Role or interest	Level of impact of outcomes	Level of engagement
<b>Shire of West Arthur</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
<b>Department of Fire and Emergency Services</b>	Significant role in plan and treatment development, implementation and review. Support role in treatment Implementation.	High	Inform, consult, involve and collaborate
<b>Office of Bushfire Risk Management</b>	Significant role in plan development, implementation and review.	Medium	Inform, consult and collaborate
<b>Department of Parks and Wildlife</b>	Significant role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	High	Inform, consult, involve, collaborate and empower
<b>Forest Products Commission</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager.	Medium	Inform, consult, involve, collaborate and empower
<b>Main Roads WA</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
<b>Telstra</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
<b>Department of Lands, LandCorp &amp; Landgate</b>	Role in plan and treatment development, implementation and review	Medium	Inform, consult, involve, collaborate and empower
<b>Water Corporation &amp; Department of Water</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
<b>Department of Education</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager. Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
<b>Private Land Owners</b>	Role in plan and treatment development, implementation and review. May have responsibilities for treatments as land owners/managers	High	Inform, consult, involve, collaborate and empower
<b>Western Power</b>	Role in plan and treatment development, implementation and review. Responsible for treatments as a land owner/manager Critical infrastructure interest.	Medium	Inform, consult, involve, collaborate and empower
<b>Chief Bushfire Control Officer</b>	Significant role in plan and treatment development, implementation and review	High	Inform, consult, involve, collaborate and empower
<b>Bushfire Brigades and other Emergency Services Volunteers</b>	Significant role in plan and treatment development, implementation and review	High	Inform, consult, involve, collaborate and empower
<b>Bushfire Advisory</b>	Role in plan development, implementation	High	Inform, consult, involve,

<b>Committee, District Operations Advisory Committee &amp; Local Emergency Management Committee</b>	and review		collaborate and empower
<b>Landcare, Friends of the Reserve</b>	Role in plan and treatment development, implementation and review	Medium	Inform, consult and involve
<b>Traditional Owners, Gnaala Karla Boodja Regional Corporation, South West Aboriginal Land and Sea Council &amp; Department of Aboriginal Affairs</b>	Role in plan and treatment development, implementation and review	Medium	Inform, consult and involve

### Communications Plan

Timing of Communication	Stakeholder (s)	Communication Objectives (Refer to Page 56)	Communication Method	Key Message or Purpose	Responsibility	Identified Risks to Communication	Strategy to Manage Risks	Monitoring & Evaluation Method
<b>Development of the BRM Plan</b>								
Life of the Plan	Shire of West Arthur CEO, Senior Leadership Team and Council	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>Inform and consult</li> <li>Confirm accountability and responsibilities</li> <li>Input into plan and treatments</li> </ul>	CEO	<ul style="list-style-type: none"> <li>Resource constraints could limit their ability to participate</li> </ul>	<ul style="list-style-type: none"> <li>Clarify misunderstandings and intentions of plan</li> <li>Express value of meeting</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder's willingness to participate</li> <li>Feedback on the presentation</li> </ul>
Life of the Plan	Shire of West Arthur Building and Works	2,3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> <li>Phone</li> </ul>	<ul style="list-style-type: none"> <li>Input into plan and treatments</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Limited time</li> <li>Conflicting priorities</li> </ul>	<ul style="list-style-type: none"> <li>Plan meetings</li> </ul>	<ul style="list-style-type: none"> <li>Stakeholder's willingness to participate</li> <li>Contributions to treatment plan</li> </ul>
Annually	Bushfire Advisory Committee (BFAC) and District Operations Advisory Committee (DOAC)	1 – 3 & 5	<ul style="list-style-type: none"> <li>Face to face meeting</li> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Inform and consult</li> <li>Confirm project objectives</li> <li>Seek input into treatment plans</li> <li>Project updates</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Stakeholder's willingness to participate</li> </ul>	<ul style="list-style-type: none"> <li>Preparation</li> <li>Ensure current information on the BRM Plan Project is available</li> </ul>	<ul style="list-style-type: none"> <li>Seek feedback on the presentation and (anecdotal) community feedback</li> </ul>
Quarterly	Local Emergency Management Committee (LEMC)	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> <li>Presentation</li> </ul>	<ul style="list-style-type: none"> <li>Confirm project objectives</li> <li>Seek input into treatment plans</li> <li>Project updates</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Stakeholder's willingness to participate</li> </ul>	<ul style="list-style-type: none"> <li>Preparation</li> <li>Ensure current information on the BRM Plan Project is available</li> </ul>	<ul style="list-style-type: none"> <li>Feedback on the presentation</li> </ul>
Quarterly or as required	Chief Bushfire Control Officer (CBFCO), Bushfire Brigades,	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>Confirm project objectives</li> <li>Seek input into treatment plans and</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Time constraints</li> <li>No plan, unorganised</li> </ul>	<ul style="list-style-type: none"> <li>Clarify misunderstandings and intentions of plan</li> </ul>	<ul style="list-style-type: none"> <li>Feedback</li> <li>Support for BRMP process</li> <li>Level of</li> </ul>

	Brigade Captains			<ul style="list-style-type: none"> <li>providing project updates</li> <li>Identify Risk and share information</li> </ul>		<ul style="list-style-type: none"> <li>Availability of volunteers</li> </ul>	<ul style="list-style-type: none"> <li>Confirm benefits</li> <li>Preparation</li> <li>Ensure current information on the BRM Plan Project is available</li> </ul>	engagement
<b>Biannually</b>	Dept of Parks and Wildlife (DPAW) and Forest Products Commission (FPC)	1 – 3 & 5	<ul style="list-style-type: none"> <li>Face to face meetings</li> <li>Email</li> <li>Telephone</li> </ul>	<ul style="list-style-type: none"> <li>Confirmation of environmental assets</li> <li>Identification of DPAW and FPC burn plans</li> <li>Confirming project objectives, seeking input into treatment plans and providing project updates</li> <li>Development of treatment options</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Resource constraints could limit their ability to participate</li> <li>Willingness to release 'confidential' data re environmental assets</li> </ul>	<ul style="list-style-type: none"> <li>Clarify misunderstandings and intentions of plan</li> <li>Provide undertakings re the release of confidential data</li> <li>Restrict release of information and document in plan</li> </ul>	<ul style="list-style-type: none"> <li>Level of engagement</li> <li>Environmental assets in BRMS</li> </ul>
<b>Annually and as required</b>	Stakeholders – Landowners / Land Managers	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meeting</li> <li>Telephone</li> <li>Presentations</li> <li>Community Engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>Asset identification/ confirmation</li> <li>Outline BRMP process and objectives</li> <li>Identify assets at risk</li> <li>Identify existing controls/programs</li> <li>Development of treatment options</li> </ul>	CEO BRPC BRMO	<ul style="list-style-type: none"> <li>Time constraints and travel</li> <li>Level of interest and engagements in process</li> <li>Lack of resourcing</li> </ul>	<ul style="list-style-type: none"> <li>Select appropriate channel of communication</li> <li>Prepare materials and good planning</li> <li>Communicate funding opportunities when available</li> </ul>	<ul style="list-style-type: none"> <li>Engagement and participation levels</li> <li>Feedback</li> <li>Contributions to treatment strategies</li> </ul>
<b>Annually or as required</b>	Stakeholders – Others	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meeting</li> <li>Telephone</li> <li>Presentations</li> <li>Community Engagement activities</li> </ul>	<ul style="list-style-type: none"> <li>Asset identification/ confirmation</li> <li>Inform of BRMP process</li> <li>Identify assets at risk</li> <li>Identify existing controls/programs</li> <li>Development of treatment options</li> </ul>	BRPC BRMO	<ul style="list-style-type: none"> <li>Time constraints and travel</li> <li>Level of interest and engagements in process</li> </ul>	<ul style="list-style-type: none"> <li>Select appropriate channel of communication</li> <li>Prepare materials</li> <li>Plan communication</li> </ul>	<ul style="list-style-type: none"> <li>Engagement and participation levels</li> <li>Feedback</li> </ul>

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Annually and as required	Landcare	1 – 3 & 5	<ul style="list-style-type: none"> <li>• Face to Face meetings</li> <li>• Email</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Confirmation of environmental assets</li> <li>• Confirming project objectives</li> <li>• Seeking input into treatment plans</li> <li>• Providing project updates</li> </ul>	BRPC BRMO	<ul style="list-style-type: none"> <li>• Time constraints</li> <li>• Level of interest and engagement in process</li> </ul>	<ul style="list-style-type: none"> <li>• Select appropriate communication method</li> <li>• Prepare materials</li> <li>• Plan communications</li> </ul>	<ul style="list-style-type: none"> <li>• Engagement and participation levels</li> <li>• Feedback</li> </ul>
Annually and as required	Office of Bushfire Risk Management	1 & 2	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Compliance and governance</li> <li>• Plan endorsement</li> </ul>	BRMB	<ul style="list-style-type: none"> <li>• Government funding</li> <li>• Government priorities</li> <li>• Identified non compliances</li> </ul>	<ul style="list-style-type: none"> <li>• Stay up to date with process improvements</li> </ul>	<ul style="list-style-type: none"> <li>• Plan endorsed</li> </ul>
Bi-annually and as required	Dept of Fire and Emergency Services (DFES) – District/Regional Office	1 – 3 & 5	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• UCL/UMR planned works</li> <li>• Identification of treatment strategies</li> <li>• Identification of other planned works</li> <li>• Sharing information</li> <li>• Identifying funding opportunities</li> </ul>	CEO BRMO BRMB	<ul style="list-style-type: none"> <li>• Time constraints</li> <li>• Conflicting priorities</li> <li>• Response obligations</li> </ul>	<ul style="list-style-type: none"> <li>• Plan communications</li> <li>• Share information</li> </ul>	<ul style="list-style-type: none"> <li>• Other planned works identified</li> <li>• Funding opportunities identified</li> <li>• UCL/UMR treatments included on BRMS</li> </ul>
<b>Implementation of the BRM Plan</b>								
Life of the plan	Shire of West Arthur CEO, Senior Leadership Team and Council	1 – 3 & 5	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Inform and consult</li> <li>• Confirm accountabilities and responsibilities.</li> <li>• Progress update</li> <li>• Issues identification and action planning</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Time constraints</li> <li>• Availability</li> <li>• Lack of understanding</li> <li>• Budget (for LG mitigation)</li> </ul>	<ul style="list-style-type: none"> <li>• Planning and time management</li> <li>• Clear purpose</li> <li>• Targeted communication</li> <li>• Regular updates</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback,</li> <li>• Questions raised</li> <li>• Level of support received</li> </ul>
Life of the Plan	Shire of West Arthur Building and Works	1 - 3 & 5	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Reduction of fuel loads on LG managed lands</li> <li>• Upgrades to strategic firebreaks</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Poor organisation,</li> <li>• Limited time,</li> <li>• Not preparing</li> <li>• Poor</li> </ul>	<ul style="list-style-type: none"> <li>• Clarify misunderstandings and intentions of plan</li> </ul>	<ul style="list-style-type: none"> <li>• Treatments applied</li> <li>• Positive feedback received on</li> </ul>

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						communication from stakeholders and LG on completion of works	<ul style="list-style-type: none"> <li>Plan communications</li> <li>Regular updates</li> </ul>	<ul style="list-style-type: none"> <li>treatment supplied</li> <li>Risk ratings reduced</li> </ul>
Life of the Plan	LEMC, BFAC & DOAC, CBFCO, CAPTS	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>Report on progress to plan</li> <li>Report issues/constraints</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>Availability</li> <li>Time</li> <li>'Buy in'</li> </ul>	<ul style="list-style-type: none"> <li>Collate data and report on success to plan</li> <li>Compliance to plan</li> <li>Keep informed</li> </ul>	<ul style="list-style-type: none"> <li>Feedback received</li> <li>Level of engagement</li> <li>Issues identified and addressed</li> </ul>
Life of the Plan	Stakeholders – Landowners / Land Managers	1 – 3 & 5	<ul style="list-style-type: none"> <li>Email</li> <li>Face to face meetings</li> <li>Presentations</li> <li>Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>Inform and consult</li> <li>Confirm accountability and responsibility</li> <li>Status and progress of plan</li> <li>Treatment status, gaps and issues to be addressed</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>Availability</li> <li>Time</li> <li>Loss of commitment</li> <li>Access to treatment resources</li> <li>Funding</li> </ul>	<ul style="list-style-type: none"> <li>Planned sharing of information</li> <li>Negotiations conducted</li> <li>Communicate funding opportunities when available</li> </ul>	<ul style="list-style-type: none"> <li>Feedback</li> <li>Commitment to implement agreed controls</li> <li>Highly engaged</li> <li>Treatments being completed</li> <li>Risk ratings reduced</li> </ul>
Life of the Plan	Stakeholders – Others	1 – 3 & 5	<ul style="list-style-type: none"> <li>Face to face</li> <li>Presentations</li> <li>Community Engagement</li> <li>Telephone</li> <li>Email</li> </ul>	<ul style="list-style-type: none"> <li>Inform and consult</li> <li>Confirm accountability and responsibility</li> <li>Status and progress of plan</li> <li>Treatment status</li> <li>Gaps and issues to be addressed</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>Availability</li> <li>Time</li> <li>Loss of commitment</li> </ul>	<ul style="list-style-type: none"> <li>Planned sharing of information</li> <li>Negotiations conducted</li> <li>Communicate funding opportunities when available</li> </ul>	<ul style="list-style-type: none"> <li>Feedback</li> <li>Commitment to implement agreed controls</li> <li>Highly engaged</li> <li>Treatments being completed</li> </ul>
Life of the Plan	OBRM, DFES District / Regional Office	1 – 3 & 5	<ul style="list-style-type: none"> <li>Face to face meetings</li> <li>Email</li> <li>Telephone</li> </ul>	<ul style="list-style-type: none"> <li>UCL/UMR Management</li> <li>Status and progress of plan</li> <li>Treatment status, gaps and issues to be addressed</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>Time</li> <li>Conflicting priorities</li> </ul>	<ul style="list-style-type: none"> <li>Schedule communication opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Planned works identified</li> <li>Improvements identified and implemented</li> <li>Issues addressed</li> </ul>

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				<ul style="list-style-type: none"> <li>• Continuous improvement</li> <li>• Information sharing</li> <li>• Identification of other planned works</li> <li>• Identification of funding opportunities</li> </ul>				
<b>Review of the BRM Plan</b>								
<b>Annually</b>	Shire of West Arthur CEO and Councillors	4, 5	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Governance and compliance</li> <li>• Review, monitoring and reporting to Council</li> <li>• Status update</li> <li>• Continuous improvement</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Poor reporting and recording of information</li> <li>• Review not completed by OBRM</li> </ul>	<ul style="list-style-type: none"> <li>• BRPC &amp; BRMO to record data and information appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback received</li> <li>• Planned works completed</li> <li>• Reporting &amp; Statistics</li> <li>• Risk ratings reduced</li> </ul>
<b>5 Yearly (Shire, DFES and OBRM)</b>	OBRM & LG Council	4, 5	<ul style="list-style-type: none"> <li>• Email</li> <li>• Face to face meetings</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Governance and compliance</li> <li>• Review, monitoring and reporting</li> <li>• Future planning</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Poor reporting and recording of information</li> <li>• Review not completed by OBRM</li> </ul>	<ul style="list-style-type: none"> <li>• BRPC &amp; BRMO to record data and information appropriately</li> <li>• Endorsed by OBRM</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback received</li> <li>• Planned works completed</li> <li>• Reporting &amp; Statistics</li> <li>• Risk ratings reduced</li> </ul>
<b>Quarterly and as required</b>	Shire of West Arthur – Building and Works	4, 5	<ul style="list-style-type: none"> <li>• Face to face meetings</li> </ul>	<ul style="list-style-type: none"> <li>• Report on actions and status of BRM Plan</li> <li>• Continuous improvement</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Time</li> <li>• Availability</li> <li>• Conflicting priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Plan Communication</li> <li>• Discuss with Shire Leadership Team</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on work completed</li> <li>• Risk ratings reduced</li> <li>• Improvements identified and implemented</li> </ul>
<b>Biannually and as required</b>	DFES Regional / District Office	4, 5	<ul style="list-style-type: none"> <li>• Face to face meetings</li> <li>• Email</li> <li>• Telephone</li> </ul>	<ul style="list-style-type: none"> <li>• Report on actions and status of BRMP</li> <li>• Continuous improvement</li> <li>• UCL/UMR funding</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Time</li> <li>• Availability</li> <li>• Conflicting priorities</li> </ul>	<ul style="list-style-type: none"> <li>• Plan communications</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on work completed</li> <li>• Risk ratings reduced</li> <li>• Improvements</li> </ul>

The Shire of West Arthur Bushfire Risk Management Plan 2017 – 2022 DRAFT

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								identified and implemented
<b>Annually</b>	BFAC, DOAC, LEMC, CBFCO, Captains	4, 5	<ul style="list-style-type: none"> <li>• Face to face meetings</li> <li>• Email</li> <li>• Telephone</li> <li>• Presentations</li> </ul>	<ul style="list-style-type: none"> <li>• Report on actions and status of BRMP</li> <li>• Continuous improvement</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Availability</li> <li>• Time</li> <li>• Conflicting priorities</li> <li>• Buy in</li> </ul>	<ul style="list-style-type: none"> <li>• Keep informed</li> <li>• Share the wins</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on work completed</li> <li>• Risk ratings reduced</li> <li>• Improvements identified and implemented</li> </ul>
<b>Annually and as required</b>	Stakeholders – Land Owners / Land Managers	4, 5	<ul style="list-style-type: none"> <li>• Face to face meetings</li> <li>• Telephone</li> <li>• Presentation</li> <li>• Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Status of treatments</li> <li>• Success of treatments</li> <li>• Continuous improvement</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Availability</li> <li>• Time</li> <li>• Conflicting priorities</li> <li>• Buy in</li> <li>• Access to resources</li> </ul>	<ul style="list-style-type: none"> <li>• Plan communication</li> <li>• Target communication</li> <li>• Planned and prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on work completed</li> <li>• Risk ratings reduced</li> <li>• Improvements identified and implemented</li> </ul>
<b>Every 2 years or as required</b>	Stakeholders – Other	4, 5	<ul style="list-style-type: none"> <li>• Face to face meetings</li> <li>• Telephone</li> <li>• Presentations</li> <li>• Community Engagement</li> </ul>	<ul style="list-style-type: none"> <li>• Status of treatments</li> <li>• Success of treatments</li> <li>• Continuous improvement</li> </ul>	CEO or Delegate	<ul style="list-style-type: none"> <li>• Availability</li> <li>• Time</li> <li>• Conflicting priorities</li> <li>• Buy in</li> <li>• Access to resources</li> </ul>	<ul style="list-style-type: none"> <li>• Plan communication</li> <li>• Target communication</li> <li>• Planned and prepared</li> </ul>	<ul style="list-style-type: none"> <li>• Feedback on work completed</li> <li>• Risk ratings reduced</li> <li>• Improvements identified and implemented</li> </ul>

## Appendix 2 – Planning Area Map <sup>65</sup>



<sup>65</sup> Source: Bushfire Risk Management System

### Appendix 3 – Local Government-Wide Controls and Multi-Agency Work Plans

#### Local Government-Wide Controls

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
1.	BRMP Risk Analysis	<ul style="list-style-type: none"> <li>Maintain and refine BRM Plan</li> </ul>	Shire of West Arthur	Landowners DFES	Treatment identification and planning for all very high and extreme risk assets within the Shire.
2.	Corporate Business Plan 2013/14 – 2016/17	<ul style="list-style-type: none"> <li>As per documented actions</li> </ul>	Shire of West Arthur		As per section 3.1.1 of the Bushfire Risk Management Plan.
3.	Shire of West Arthur Bush Fire Notice and ( <i>Bush Fires Act 1954</i> )	<ul style="list-style-type: none"> <li>Review annual Fire Access Track Notice</li> <li>Publish annual Fire Access Track Notice</li> <li>Inspection of Fire Access Tracks</li> </ul>	Shire of West Arthur	CBFCO, FCO, Captains and the public	<p>Published Annually.</p> <p>Inspect local properties.</p> <p>'Fire Access Track' has the same meaning as 'Fire Break', in the <i>Bush Fires Act 1954</i>.</p>
4.	Shire Prohibited and Restricted burn times and issuing of permits. ( <i>Bush Fires Act 1954</i> )	<ul style="list-style-type: none"> <li>Restricted and Prohibited Burn Times set the requirement that 'a permit to set fire to the bush' must be obtained.</li> </ul>	Shire of West Arthur	CBFCO, Ranger, FCO's	Published Annually.
5.	Harvest and Vehicle Movement Bans	<ul style="list-style-type: none"> <li>Bans imposed when the 'Weather Committee' is of the opinion that the use of engines, vehicles, plant or machinery is likely to cause/contribute to the spread of a bushfire.</li> </ul>	Shire of West Arthur	CBFCO	A Harvest and Vehicle Movement Ban may be imposed for any length of time but is generally imposed for the 'heat of the day' periods and may be extended or revoked by the local government should weather conditions change.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
6.	Local Emergency Management Arrangements	<ul style="list-style-type: none"> <li>Emergency Management Plan</li> </ul>	Shire of West Arthur	St John WAPOL DFES SES Child Protection Education CBFCO Gt Southern DEMC OEM	Annual review of emergency plans and arrangements.
7.	Darkan Town Site Fire Management Plan	<ul style="list-style-type: none"> <li>Preparedness, mitigation and work conducted within the Darkan town site</li> </ul>	Shire of West Arthur	Private Landowners DFES DPAW Friends of Nangip Creek	Review of this plan is overdue.
8.	Fire protection measures for new development and subdivisions (Planning Policy No 8)	<ul style="list-style-type: none"> <li>Linking bushfire management planning processes and building permits</li> </ul>	Shire of West Arthur	Shire Staff, Local Brigades, contractors and FCO's	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
9.	Local Planning Scheme No 2	<ul style="list-style-type: none"> <li>Requirement for new developments to complete a Fire Management Plan endorsed through the Dept of Fire and Emergency Services</li> </ul>	Shire of West Arthur	DFES	Where a Fire Management Plan has been endorsed by DFES and the Shire, the affected land owners will be responsible for the ongoing implementation of the "land owners' responsibilities" as specified in that Fire Management Plan.
10.	Total Fire Bans	<ul style="list-style-type: none"> <li>Restriction of activities that may cause or contribute to the spread of a bushfire</li> </ul>	Department of Fire and Emergency Services	LG	A Total Fire Ban (TFB) is declared because of extreme weather conditions or when widespread fires are stretching firefighting resources. A TFB is declared by DFES following consultation with the LG.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
11.	State Planning Policy 3.7	<ul style="list-style-type: none"> <li>Planning in Bushfire Prone Areas</li> </ul>	Department of Planning	WA Planning Commission LG	Land developers are required to implement a Fire Management Plan to ensure risk is managed and other controls implemented and monitored.
12.	State-wide arson prevention program	<ul style="list-style-type: none"> <li>Education and awareness campaigns exist across the state for arson.</li> </ul>	WA Police  Department of Fire and Emergency Services	LG	Participation as required. The Shire participates in campaigns for arson prevention.
13.	Bushfire Action Month	<ul style="list-style-type: none"> <li>Public preparedness and education campaign</li> </ul>	Department of Fire and Emergency Services	CBFCO, FCO, Rangers and the public	During Bushfire Action Month, brigades and community groups hold a number of events across the State, to help you prepare your home and family ahead of the bushfire season. These events include street meets, property walk throughs and fire brigade open days where the community can speak to volunteer firefighters and <a href="#">Bushfire Ready</a> groups about how to prepare for bushfires.
14.	Are you Ready Campaign	<ul style="list-style-type: none"> <li>Community Engagement</li> </ul>	WA Government	LG, Chief FCO, Rangers and the public	The key message of this campaign is - preparing for and responding to bushfires is a team effort and everyone needs to play their part  <a href="http://www.areyouready.wa.gov.au">www.areyouready.wa.gov.au</a>

*Multi-Agency Work Plans*

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
1.	UCL / UMR Land Management	<ul style="list-style-type: none"> <li>Preparedness, mitigation work conducted on lands owned by DoL and managed by DFES under an MOU</li> </ul>	Department of Fire and Emergency Services – Narrogin District Office	LG, P&W, Local Brigades	Annual funding is allocated to UCL/UMR land within gazetted boundary with priorities identified in consultation with stakeholders and managed through DFES Narrogin Office
2.	Water Corporation Bushfire Risk Management Plan	<ul style="list-style-type: none"> <li>Great Southern Region Annual Works Plan. Water Corp assets are managed / maintained at the regional level.</li> <li>Each asset has a management plan referred to as an SAP.*</li> <li>Watercorp has an agreement with DPAW for undertaking mitigation and land management activities on their estate.</li> <li>Works include fuel load management on water reserves</li> </ul>	Water Corporation	DFES, LG, DPAW	<p>A plan is currently being developed. High risk areas are identified and treatments planned then completed. Treatments and risk assessments are available through Water Corp BRM department. Some high risk areas have been identified in the Shire to date. The Water Corp Plan will be aligned to this BRM Plan's risk treatment schedule.</p> <p>*The SAPs only address very basic maintenance (inc. firebreaks as per Firebreak notice but not fuel load management etc., however any treatments from BRMS would be put through the SAP in order to raise a works order.</p>
3.	Western Power annual asset inspection and vegetation management program	<ul style="list-style-type: none"> <li>Western Power Bushfire Plan</li> </ul>	Western Power	DFES, LG, DPAW	Annual vegetation management and asset inspections are completed to ensure risk is managed. Full asset inspections are completed every 4 years.
4.	Department of Parks	<ul style="list-style-type: none"> <li>DPAW have a 6 season burn program that is</li> </ul>	Department of Parks	LG, DFES, Local	The plans can be accessed via their website, by

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
	and Wildlife Master Burn Plan	published on their website. Yearly plans are available.	and Wildlife	Brigades	sharing shape files (GIS) and are communicated at Local BFAC, ROAC and other various meetings.
5.	Code of Practice for Timber Plantations in Western Australia	<ul style="list-style-type: none"> <li>A fire management plan should be available for each plantation. The size of plantation compartments and firebreak specifications should comply with the Bush Fires Act (1954), the Guidelines for Plantation Fire Protection (FESA) and local government firebreak notices.</li> </ul>	Forest Products Commission	DPAW	The purpose of this Code is to provide goals and guidelines to plantation managers so that plantation operations in Western Australia are conducted in a manner that is in accordance with accepted principles for good plantation management.
6.	Dept of Education Memorandum of Understanding	<ul style="list-style-type: none"> <li>Coordination of bushfire risk management activities</li> </ul>	Department of Fire and Emergency Services  Department of Education	Darkan Primary School	Including the identification and planning of treatment options for bushfire risks on DoE school sites as listed on the DoE bushfire zone register and agreed to annually by DFES and DoE.  Darkan Primary School is one of the 121 schools on the State Bushfire Zone Register.  Darkan primary underwent a Bushfire Risk Assessment in March 2015 and had identified treatment works completed in 2015.
7.	Dept of Education – Bushfire Plan – West Arthur Primary School	<ul style="list-style-type: none"> <li>A plan designed to assist staff to prepare for a total fire ban, catastrophic fire danger</li> </ul>	Department of Education	DFES, LG	This plan was developed in accordance with the Emergency and Critical Incident Management Policy and the Principal's Guide to Bushfire with input from local emergency management agencies.

	Control	Action or Activity Description	Lead Agency	Other Stakeholder(s)	Notes and Comments
		rating, or a bushfire.			
8.	The Principal's guide to Bushfire - Department of Education	<ul style="list-style-type: none"> <li>All schools should include their plan for dealing with bushfire as a part of their <i>Emergency and Critical Incident Management Plan</i>.</li> </ul>	Department of Education	DFES	
9.	MRWA Bridge assessment & maintenance works plan	<ul style="list-style-type: none"> <li>As per MRWA Structures Inspection and Information Management Policy (2013)</li> <li>Ensure that all bridges, gantries, culverts and walls on the road network are kept in a safe condition with the most efficient use of resources.</li> </ul>	Main Roads	LG	Bridges and culverts are critical assets in the road network, and represent a major investment of community resources. Because of their strategic function, any failure or load capacity reduction may limit or severely restrict traffic over a large part of the road network, with consequent inconvenience and economic loss. Walls and gantries are minor structures that too can have an impact on the road network. It is therefore imperative that these assets are properly managed to ensure they are maintained in a safe and serviceable condition.

## Attachment 5 3(a) Appendix - Local Emergency Management Strategies and Priorities



## Appendix 3(a)

## STRATEGIES AND PRIORITIES

PRIORITY	RISK CONTROL STRATEGY
Bush Fire	<ul style="list-style-type: none"> <li><input type="checkbox"/> Community education bushfire preparedness</li> <li><input type="checkbox"/> Enforcement of the Bush Fires Act and regulations</li> <li><input type="checkbox"/> maintenance of Bushfire brigade network</li> <li><input type="checkbox"/> Bushfire Risk Management Planning and mitigation operations</li> </ul>
Severe Storm/Flood	<ul style="list-style-type: none"> <li><input type="checkbox"/> Management of storm water</li> <li><input type="checkbox"/> Enforcing development controls in susceptible areas</li> <li><input type="checkbox"/> Maintenance and repairs to drains and waterways</li> </ul>
Road Crash	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintenance of roads</li> <li><input type="checkbox"/> Improved signage</li> <li><input type="checkbox"/> Public alerts and education</li> <li><input type="checkbox"/> Review and comments on any license application for bulk transport of hazardous material</li> </ul>
Animal Disease	<ul style="list-style-type: none"> <li><input type="checkbox"/> Advice to community on animal hotline for emergency disease</li> <li><input type="checkbox"/> Engagement of DPIRD on LEMC</li> <li><input type="checkbox"/> Ranger visits</li> <li><input type="checkbox"/> Education of farmers regarding stock movements</li> </ul>

## Attachment 6 4 Appendix Equipment 270125

## Appendix 4



## Equipment

Shire of West Arthur		Contact: Manager Works and Services 0427 362 214	
5	Prime movers		
3	Semi side tippers	Tri Axel	
1	Float	Tri axel	
1	Semi water tanker	37,000l	3-inch camlock fittings not self-loading
2	Front end loader	Volvo L90F	ROPS cab
2	Grader	Cat 12M	
1	Grader	John Deere	
1	Backhoe loader	JCB 4 CX	
1	Dozer	Cat D6T	ROPS/FOPS/Tree bar
2	Utes	4x4 Tray	
1	Ute	4x4 Tray	200l fuel tank
2	Ute	2x4 Dual Cab	
2	Ute	2x4 Tray	
1	Ute	2x4 Tray	200l Fuel tank
1	Wagon	4x4	
1	5 Tonne truck	4x4 Dual Cab	1000l fuel tank
1	5 Tonne tip truck		Hiab crane
	Fuel Storage – ULP	5000l	
	Fuel Storage – Diesel	16000l	
Shire of West Arthur Bush Fire Brigades		Contact: CBFCO Graeme Peirce	0419 765 196
2	2.4 Tanker	Rural	Located in Darkan & Duranillin
1	4.4 Tanker	Broad acre	Located in Arthur River
Darkan Earthmoving		Contact: Shane Plank	0438 431 610
	Semi		

## Appendix 4

### Catering



<b>Darkan Roadhouse</b>	<b>9736 1003</b>	<b>6am -6pm Weekdays 8am-5pm Weekends</b>
<ul style="list-style-type: none"> <li>Sandwiches</li> <li>Hot food</li> <li>Confectionary</li> </ul>		<ul style="list-style-type: none"> <li>Cold drinks</li> <li>Ice</li> </ul>
May have limited supplies for large numbers or protracted events and would require resupply from Collie or Narrogin.		
<b>Coles Collie</b>	<b>9734 1633</b>	<b>8am-8pm Weekdays 8am-6pm Saturday 11am-5pm Sunday</b>
<ul style="list-style-type: none"> <li>General Groceries</li> </ul>		
<b>Chicken Treat Collie</b>	<b>9734 3666</b>	<b>10am – 9pm</b>
<ul style="list-style-type: none"> <li>Individual chicken hot meals, drinks</li> <li>Drinks</li> </ul>		
<b>McDonalds Collie</b>	<b>9734 2084</b>	<b>5am – 11pm</b>
<ul style="list-style-type: none"> <li>Fast food</li> </ul>		
<b>Dominos Pizza</b>	<b>90 Forrest Street Collie Manager – Saadi Mughal 0422 410 098</b>	<b>11am – Last orders 10.30pm</b>
<ul style="list-style-type: none"> <li>Pizza, cold drinks</li> </ul>		
<b>Woolworths Collie</b>	<b>Johnstone Street 9735 2600</b>	<b>8am-8pm weekdays 8am- 6pm Saturday 11am-5pm Sunday</b>
<ul style="list-style-type: none"> <li>General Groceries</li> </ul>		
<b>Fleay's Store, Darkan</b>	<b>9736 1011</b>	<b>8am -5pm Weekdays 8am-11am Saturday</b>
<ul style="list-style-type: none"> <li>General Groceries</li> </ul>		
May have limited supplies for large numbers or protracted events and would require resupply from Collie or Narrogin.		
<b>Arthur River Roadhouse</b>	<b>0455 077 798</b>	<b>8am -5pm Weekdays</b>
<ul style="list-style-type: none"> <li>Sandwiches</li> <li>Hot food</li> <li>Confectionary</li> </ul>		<ul style="list-style-type: none"> <li>Cold drinks</li> <li>Ice</li> </ul>
May have limited supplies for large numbers or protracted events and would require resupply from Wagin or Narrogin.		

**Attachment 7 5(a) Appendix - EM Policy 19012025****Appendix 5(a)**

# **SHIRE OF WEST ARTHUR POLICY: EMERGENCY MANAGEMENT**

## **1. Overview**

The purpose of the Emergency Management Policy (the policy) is to provide a framework for the mitigation and management of emergency incidents within the Shire of West Arthur (the Shire). Emergencies are those which endanger or threaten to endanger lives, property or the environment, and which require a significant and coordinated response, and cannot be addressed through normal operational procedures.

Effective emergency management arrangements enhance the community's resilience against emergencies through strategies that apply prevention, preparedness, response and recovery (PPRR) activities.

The Shire of West Arthur has been designated as a specified area under Part 3 Section 35 of the [Emergency Management Act 2005](#). For the purposes of managing emergencies in the Shire of West Arthur, this designation places the responsibilities for emergency management upon the Shire.

## **2. Objectives**

The key objectives of the policy are to:

- Minimise impact from emergencies within the Shire of West Arthur on community, staff and property
- Coordination of successful disaster recovery for community using the Local Recovery Plan
- Reduce the consequences of emergencies by providing and supporting the Shire of West Arthur Local Emergency Management Committee who utilise sound emergency management and risk management principles

## **3. Scope**

This policy applies to all emergency incidents in the areas encompassed by the Shire, as defined in the [Local Government Act \(1995\)](#).

These arrangements serve as a guide to emergency management at the local level. An emergency may escalate and require management at a district or state level. 2



## Appendix 5(a)

### 4. Definitions

#### *Designated Shire Officer*

Shire staff member or contractor designated as a representative of the Shire regarding performance of duties related to emergency management/ response as required.

#### *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.

#### *Emergency Management*

The management of the adverse effects of an emergency including prevention, preparedness, response and recovery (PPRR).

#### *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.

#### *Hazard*

An event, situation or condition that can cause or resulting in loss of life, prejudice to the safety, or harm to the health of persons or animals; or destruction of, or damage to property or any part of the environment and is defined in the *Emergency Management Act 2005* or prescribed in the *Emergency Management Regulations 2006*.

#### *Incident Controller*

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.

#### *Local Emergency Management Committee (LEMC)*

A local emergency management committee established under Section 38 of the *Emergency Management Act 2005*.

#### *Local Emergency Coordinator*

The person appointed by the State Emergency Coordinator (WA Commissioner of Police) to provide advice and support to their local emergency management committee in the development and maintenance of emergency management arrangements, assist hazard management agencies in the provision of a coordinated response during an emergency in the district and carry out other emergency management functions under the direction of the State Emergency Coordinator.



## Appendix 5(a)

### 5. Policy Statement/s

It is the policy of the Shire that:

Effective Local Emergency Management Arrangements (LEMA), inclusive of specific local emergency plans, will be prepared and maintained for Shire of West Arthur, consistent with the State Emergency Management Policy, State Emergency Management Plan, and relevant State Hazard Plans, State Support Plans and National Plans.

Advice and support will be provided to the Shire of West Arthur LEMC in the development of the LEMA.

Emergency management activities will be undertaken in accordance with the Shire of West Arthur LEMA.

Potential risks within the Shire of West Arthur will be assessed and strategies developed to eliminate or reduce the likelihood of emergencies occurring in accordance with the [ISO 31000:2018 Risk Management – Guidelines](#).

Designated Shire officers will assist hazard management agencies in the provision of a coordinated response during an emergency incident within the Shire of West Arthur area.

Measures will be maintained wherever possible, ensuring that should an emergency occur, resources and services are capable of coping with the effects of the incident.

Following an emergency, appropriate action will be taken to return the site and/ or infrastructure to normal operational conditions, and to develop and implement strategies to identify and manage the ongoing social and psychological needs of those affected by the emergency (i.e., Recovery phase).

Other emergency management activities e.g. evacuation, emergency relief and support provision etc. will be undertaken in accordance with the advice of the Local Emergency Coordinator.

### 6. Roles and Responsibilities

The Shire of West Arthur Chief Executive Officer is responsible for developing and implementing the procedures to ensure compliance with this policy.

All Shire staff have a responsibility to comply with the policy and to provide support as requested by the Incident Controller/ Local Emergency Coordinator during an emergency incident.

### 7. Statutory Compliance

The policy reflects the requirements of:

- Emergency Management Act 2005
- Emergency Management Regulations 2006
- State Emergency Management Policy (2023) and State Emergency Management Plan (2024)
- West Arthur Local Emergency Management Arrangements (LEMA 2025)
- West Arthur Local Recovery Plan (2025)



## Appendix 5(a)

### 8. Effective Date

This policy is effective from 22<sup>nd</sup> May 2025

### 9. Review Date

This policy will be reviewed every two (2) years.

### 10. Custodian

The Shire Chief Executive Officer is responsible for the development and management of the Emergency Management Policy.

### 11. Policy Authorisation

This policy details the Shire of West Arthur policy for emergency management within its designated local government area.

Signed: \_\_\_\_\_ Date: 22/5/2025

Shire of West Arthur  
CEO

### 12. Policy Revision

Rev	Revision Description	Revision by	Issue Date	Page

## Attachment 8 5(b) Appendix - LEMC Terms of Ref 19012025

**Appendix 5(b)****LEMC TERMS OF REFERENCE****Name**

The name of the committee shall be the Shire of West Arthur Local Emergency Management Committee.

**Aim**

To promote a safe, sustainable and a resilient community, through practical planning, hazard mitigation and partnership development, on behalf of the Shire of West Arthur community and stakeholder groups.

**Objectives**

- a) To develop emergency management arrangements, which has a practical application to all stakeholders, within the community. These arrangements will be posted to the Shire Website, as updated. They will be made available to the Public and member agencies
- b) To ensure that the Local Emergency Management Arrangements remain contemporary and relevant to community, reflecting current community risks.
- c) Monitor committee membership, to ensure that it is representative of community and the identified risks that are presented to community.
- d) To comply with requirements of the [Emergency Management Act 2005](#) (specifically [State Emergency Management Policy](#) 2.5 –Local Arrangements) for Local Governments and Local Emergency Management Committees, as a minimum.
- e) To actively participate in formal inter-local government and agency relations, so as to further emergency management objectives and cooperation within the region.
- f) To take an active role in the continuous improvement of local community resilience, through community safety and awareness campaigns and activities.
- g) Take an active role in disaster recovery planning, through the promotion of an informed and engaged committee.
- h) To advocate and encourage inter-agency exercises that test and improve the capabilities of responsible HMA's, including inter-operability.
- i) To exercise the Shire of West Arthur LEMA, to test effectiveness in practical applications, actively seeking continuous improvement (in concert with [State Emergency Management Policy](#) 4.8.8 - State Emergency Management Framework);
- j) To comply with other emergency management activities, as directed by the State and District Emergency Management Committees, as described in the [Emergency Management Act 2005](#) and SEMP 2.5.
- k) Prepare and submit to the DEMC on an annual basis the LEMC Business Plan.
- l) To prepare and submit to the District Emergency Management Committee, an annual report of LEMC activities each financial year ([State Emergency Management Policy](#) 4.2).
- m) Provide a community emergency management interface to HMA/CA in response to an incident. May mean ensuring public information processes are effective and Risk Evaluation Criteria is communicated to the HMA/CA for their decision-making appreciations.



## Appendix 5(b)

### 4. Membership

Membership of the Shire of West Arthur LEMC is open to Hazard Management Agencies, Controlling Agencies, support agencies and community members who may include but is not limited to:

Agency	Position	Voting
Shire of West Arthur	Chair (Shire President)	Y
	Deputy Chair	Y
	Local Recovery Coordinator	Y
	Local Government Liaison Officer	Y
	Chief Executive Officer (CEO)	Y
	Chief Bush Fire Control Officer (CBFCO)	Y
	Community Emergency Services Manager (CESM)	Y
	Administration Support Officer	Y
	Councillors	Y
WA Police	Local Emergency Coordinator (Williams OIC)	Y
Department of Communities	Emergency Relief and Support Officer	Y
Department of Fire & Emergency Services (DFES)	District Emergency Management Advisor	Y
Department of Fire & Emergency Services (DFES)	Area Officer Emergency Management	Y
Department of Education – Darkan Primary School	Principal	Y
Department of Primary Industries & Regional Development (DPIRD)	Representative	Y
Department of Biosecurity, Conservation & Attractions (DBCA)	District Fire Coordinator	Y
Department of Health	Representative	Y
Department of Water and Environmental Regulation	Representative	Y
Main Roads WA	Representative	Y
St. John Ambulance	Representative	Y
Telstra	Representative	Y
Water Corporation	Representative	Y
Western Power	Representative	Y
Community Members	Representative	N

Additional members may be invited as determined by LEMC, to offer specialist advice on a range of matters pertaining to emergency management.

Each voting member is encouraged to have a proxy attend, where they are unavailable.



## **Appendix 5(b)**

### **5. Management**

The Committee shall consist of a Shire appointed Chairperson, Executive Officer and Administrative Support Officer. The Local Emergency Coordinator (Police OIC - Williams) shall act as Deputy Chairperson.

The LEMC Chairperson shall direct and coordinate all meetings.

The Executive Officer shall research and manage information for the committee and provide information and advice when required.

The Administrative Officer shall record minutes and all meeting proceedings including the transfer of information between members.

### **6. Meetings**

Meetings will be held quarterly on a day, at a time and at a location as determined by the LEMC from time to time.

### **7. Minutes**

In consultation with the LEMC Chairperson and Police OIC, the Executive Officer shall be responsible for preparing the agenda for all LEMC meetings, including the agenda for any sub-committees and working groups.

The LEMC Administrative Officer shall be responsible for keeping detailed minutes of all business tabled at any LEMC meetings. This officer shall then forward these minutes to the LEMC Chairperson for approval, prior to distribution to LEMC members.

Minutes shall be recorded in the Council records management system.



## Appendix 5(b)

### 8. Governance Arrangements

Meeting procedures – Standard meeting agenda.

<b>Every Meeting</b>	<ul style="list-style-type: none"> <li>• Confirmation of LEMC contact list currency</li> <li>• Review of any incidents and analysis, since last meeting</li> <li>• Progress on any risk management processes</li> <li>• Progress on any treatment strategies from the risk management process</li> <li>• Progress on development or review of any LEMA</li> <li>• Other matters, as determined by Shire or the LEMC</li> </ul>
<b>1<sup>st</sup> Quarter August</b>	<ul style="list-style-type: none"> <li>• Development and approval of next financial year LEMC exercise schedule</li> <li>• Commencement of development of LEMC Annual Business Plan</li> </ul>
<b>2<sup>nd</sup> Quarter November</b>	<ul style="list-style-type: none"> <li>• Preparation of LEMC Annual Report (to be forwarded to DEMC)</li> <li>• Finalisation and approval of Annual Business Plan</li> </ul>
<b>3<sup>rd</sup> Quarter February</b>	<ul style="list-style-type: none"> <li>• Identify emergency management projects for possible grant funding</li> </ul>
<b>4<sup>th</sup> Quarter May</b>	<ul style="list-style-type: none"> <li>• National and State funding nominations</li> </ul>

## Appendix 6



# HIGHER RISK PERSONS & GROUPS PLAN





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# 1. ADMINISTRATION

## 1.1 Acronyms

CALD	Culturally and Linguistically Diverse
'the local government'	Shire of West Arthur
DFES	Department of Fire and Emergency Services
HRPG	Higher Risk Persons and Groups
HACC	Home and Community Care
IL	Independent Living
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LGA	Local Government Area
MOU	Memorandum of Understanding
IC	Incident Controller
ICC	Incident Control Centre
HMA	Hazard Management Agency
IMT	Incident Management Team
RAC	Residential Aged Care

## 1.2 Amendment Record

Amendment		Details	Amended by
No	Date		
1	June 2025	Initial draft developed	L. Winter
2			
3			
4			



## 2. DEFINING - HIGHER RISK PERSONS & GROUPS (HRPG)

Higher Risk Persons and Groups (HRPG) within the overall population have a higher risk degree of demographic or socioeconomic vulnerability, rendering them more likely to be adversely affected by disaster. They can be defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist, and recover from the impact of a disaster (natural or non-natural).

A definition that could be considered for "Higher Risk" persons and groups is:

***Having concerns with Communication, Medical, Independence, Supervision, and Transportation services and homelessness.***

### 2.1 Influencing Factors: HRPG

#### 2.1.1 Socioeconomic Status

Includes employment, income, housing (e.g. homelessness) and education level. People with lower socioeconomic status are more likely to lack resources needed to follow instructions on emergency preparedness. They might be unable to stockpile food, for example, or not have the ability to evacuate.

#### 2.1.2 Age

The old and the young are particularly vulnerable during emergencies. Older adults are more likely to have medical problems that put them at an increased risk during a disaster. They might have limited sight, hearing, cognitive ability and physical strength.

Young children are also more at risk. They have yet to develop the resources, knowledge, or understanding to effectively cope with disaster, and they are more susceptible to injury and disease. Young children are also more vulnerable when they are separated from their parents or guardians, for example, at school or in day-care.

#### 2.1.3 Visitors

Tourists or people visiting the area may be unaware of possible hazards and potentially be unprepared if an emergency occurs. Majority of travellers will be unfamiliar with the local area.

#### 2.1.4 Culturally and Linguistically Diverse (CaLD)

People with limited English proficiency have a limited ability to read, speak, or write in English. These groups might/may have trouble understanding emergency directives if language barriers are not addressed when developing emergency alert messages.

Race and ethnicity contribute to social vulnerabilities and are tied to issues of socioeconomic status. Social and economic marginalisation contributes to the vulnerability of these groups.



## 2.2 Medical Issues and Disability

Persons with a disability include those with a cognitive, physical, or sensory impairment that limits a major life activity. People with physical impairments might include those with limited sight, hearing, or mobility or those who are dependent on electric power to operate medical equipment. For many people with medical conditions and disabilities, their ability to hear, understand, or respond to a warning is impaired. This category also includes individuals with access and functional needs.

## 2.3 Shire of West Arthur Higher Risk Persons & Groups (HRPG):

### 2.3.1 *Childcare Facilities and Schools*

The Shire of West Arthur is home to Darkan Primary School (K-6) which has an approximate student population of 60.

A childcare facility is operated out of the Darkan and District Sports Club Inc by Regional Early Education and Development Inc (REED). The facility operates Tuesdays to Fridays and is licensed for 19 places.

### 2.3.2 *Living with Disabilities*

The Shire of West Arthur implements its Access and Inclusion Plan annually with a range of activities and internal and external advocacy initiatives to improve access and inclusion throughout the LGA. The Shire collaborates with local community groups and non-government organisations who are locally based services providers supporting people living with disability within the Shire.

### 2.3.3 *Residential Aged Care (RAC) and Independent Living (IL) facilities*

The Shire implements its Age Friendly Strategy annually with a range of activities and internal and external advocacy initiatives to support the needs of seniors throughout the LGA. The Shire collaborates with local community groups and non-government organisations who are locally based service providers supporting seniors within the Shire.

The Shire has Independent Living accommodation for residents over 55 which is owned by West Arthur Cottage Homes Inc and managed by the West Arthur Community Resource Centre.

### 2.3.4 *Culturally and Linguistically Diverse (CALD) groups*

There is a significant population of New Zealand citizens (including those of Maori descent) living in the Shire. Members of this group mainly work in the shearing industry but have generally assimilated into the local community.

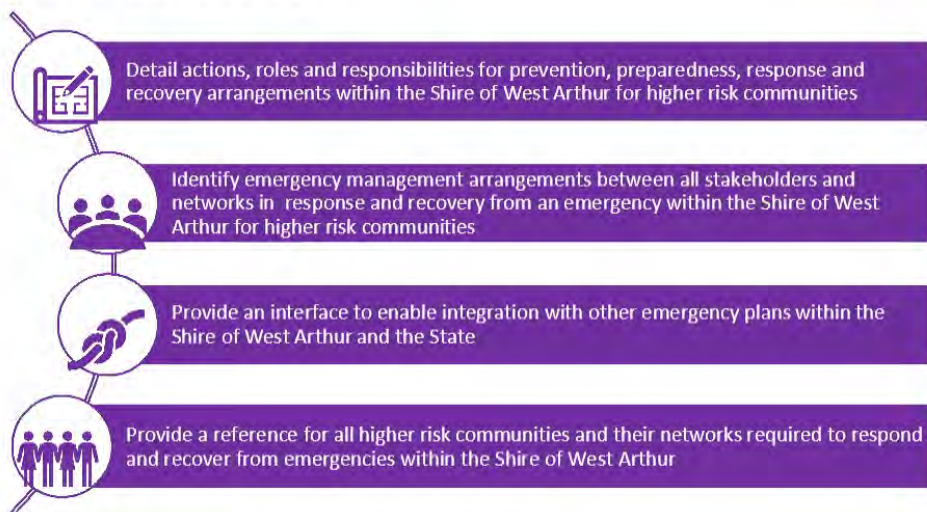


## 3. INTRODUCTION

### 3.1 Aim

To define emergency management arrangements relating to the evacuation, emergency relief and support and care of Higher Risk Persons and Groups (HRPG) and related support networks, before, during and after emergencies throughout the Shire of West Arthur (hereby referred to as 'the LG's').

### 3.2 Objectives



### 3.3 Scope

This Plan covers the Shire of West Arthur Local Emergency Management Arrangements that apply to responders and Higher Risk Persons and Groups (HRPG) and their networks that may become involved with managing and responding and recovering from emergencies within the Shire of West Arthur.

### 3.4 Related Documents

This Plan forms part of the Shire of West Arthur Local Emergency Management Arrangements (LEMAs) and should be read in conjunction with these plans and their related support documents. They also interface with other hazard specific, emergency management and recovery plans at local, district and state levels.

### 3.5 Plan Responsibilities

The Shire of West Arthur is responsible for developing, implementing and revising this Plan in consultation with key stakeholders, combat agencies and other support organisations in accordance with the related Emergency Management and other related Legislation.



## 4. EM FOR HIGHER RISK PERSONS & GROUPS (HRPG)

### 4.1 Planning

In accordance with the Western Australian Community Evacuation in Emergencies Guideline, *Local Emergency Management Plans are to include information which will assist the Controlling Agency in the operational planning process. This includes having specific arrangements in place for Higher Risk Persons and Groups*, such as unaccompanied children, schools, aged care facilities, caravan and holiday parks, persons with disabilities, and culturally and linguistically diverse communities (CALD), disadvantaged (e.g. homelessness).

### 4.2 Higher Risk

Higher Risk (social vulnerability) is defined by the characteristics of a person or group that affect their capacity to anticipate, cope with, resist and recover from effect of a disaster and emergencies.

Commonly accepted categories include:

Socioeconomic status	Race and ethnicity
Age	Medical issues
English language proficiency	Disabilities
The disadvantage (homeless)	

### 4.3 Higher Risk Persons & Groups in Emergency Management Cycle

#### 4.3.1 Prevention

Developing specialised HRPG Plan for community members.

#### 4.3.2 Preparedness

Create evacuation contingencies for higher risk community members.

Conduct outreach and engagement.

Determine additional resource requirements.

Consider evacuation facilities, transport and special requirements.



### 4.3.3 Response

Consider resource allocations in emergencies.

Provide target data for Incident Management Team (IMT) use.

Prioritise response efforts for higher risk communities.

Customise communication efforts.

### 4.3.4 Recovery

Determine resource allocation.

Identify higher risk sub populations that are least resilient.

Track recovery and any on-going problems.

## 4.4 Organisational Roles and Responsibilities

Organisations with responsibilities identified under this Plan are listed in the following table. Participating organisations will be required to provide assistance under this Plan in the event of an emergency, which will, or may, affect higher risk persons and groups, directly or indirectly.

Agency / Local Gov't	Roles / Responsibility
Department of Fire and Emergency Services (DFES)	<ul style="list-style-type: none"> <li>➤ Hazard Management</li> <li>➤ Evacuation decisions and coordination</li> <li>➤ Support Agency</li> </ul>
Department of Communities	<ul style="list-style-type: none"> <li>➤ Evacuation centres</li> <li>➤ Emergency Relief and Support Plan</li> <li>➤ Financial assistance to affected persons</li> <li>➤ Displaced persons</li> </ul>
Western Australia Police (WAPOL)	<ul style="list-style-type: none"> <li>➤ Hazard Management</li> <li>➤ Traffic Management</li> <li>➤ Investigation and enforcement</li> <li>➤ Alerts and evacuation execution</li> </ul>
Disability Services	<ul style="list-style-type: none"> <li>➤ Client contact database</li> <li>➤ Identification of specialist requirements</li> </ul>
Shire of West Arthur	<ul style="list-style-type: none"> <li>➤ Support Agency</li> <li>➤ Information Technology</li> <li>➤ Facilities resources</li> </ul>



## 5. COMMUNICATIONS

The communications plan must accommodate the needs of HRPG to provide concise instructions before, during, and after a disaster.

### 5.1 Considerations and Strategies – Higher Risk Persons & Groups (HRPG)

Use short sentences and plain language to allow for easy translation of materials. Consider using a sixth grade reading level or lower.

Provide written materials in bilingual or multi-lingual format.

Include visual aids such as pictures and maps to reinforce key messages.

Repeat key information.

Include directions and phone numbers.

Use large fonts.

Identify preferred communication methods (face-to-face, phone, word-of-mouth), and develop messages accordingly.

Identify preferred media through which messages are delivered. Is it the local newspaper, radio station, or local clubs and religious organisations?

Consider working with media and communications specialists.



## 6. RESPONSE

### 6.1 Responsibility in Response

The Hazard Management Agency/Control Agency Incident Controller is responsible for activating this Plan and to determine the extent of the response and the requirement to evacuate HRP.

The Shire of West Arthur will advise the Incident Controller (IC) of this Plan and suggest appointing a **Higher Risk Persons & Groups Coordinator (HRPGC)** to oversee the plan.

### 6.2 Notification and Communications

The **Incident Management Team (IMT)** and the **HRPGC** will determine and activate the notification of the response and an appropriate communications plan.

### 6.3 Levels of Response

The **IMT** and **HRPGC** will determine the level of response and implement the response action plan.



## 7. EVACUATION

### 7.1 General Considerations

Deciding which HRPG's may need to be moved, where they will be taken and how they will be transported are important considerations when preparing for any evacuation.

A plan should detail arrangements and establish procedures for moving people to safe and secure facilities away from danger zones during a threat.

If HRPG do not possess their own transport, they should make prior alternative arrangements with neighbours, their organisation and other network organisations.

Identification is important in the case of aged and infirm or children during an evacuation. Carers and those with responsibility must ensure they can list, account for, and identify all persons in their care.

Records should be kept verifying persons and physical status. Methods may involve identification tags, photographs, and documentation.

Establish a procedure to assist any persons requiring specialised medical attention and mobility assistance, i.e., those most at risk, during emergency.

### 7.2 HRPG: Evacuation Planning Considerations

Availability of safe evacuation routes, considering:

surrounding vegetation	fire fuel loadings	topography
watercourses	possibility of road closures	

Proximity of and anticipated response times by local emergency agencies

Time required to vacate the property, including time to transport

Owners' need for backup power supply should the mains power fail, especially night evacuation

Owners' requirements for effective internal and external emergency communications

Any need for additional assistance for care and attention in an emergency



## 7.3 Arrangements for Assistance

Arrangements and requests for assistance will be made to the IMT and coordinated through the HRPGC. Contacts and resources for support and assistance see section 9.

### 7.3.1 Evacuation and Relocation Readiness

Suggestions for readiness actions for HRPG for emergency use:

Torch, radio and spare batteries	First-aid items (discuss with your Org.)
Mobile phone and contact phone numbers	Personal medicine grab and go containers
Mobility aids readiness	Suitable clothing and carry bag
Family/support group/organisation details	Personal precious items

### 7.3.2 Assistance to Evacuate

Carers and responsible organisations need to notify emergency agencies early with following details:

Location of HRPG's	Contact details of HRPG's
Understand and relay needs for physical assistance	Alternative contact information

## 7.4 Incident Management Team Responsibilities

The IMT's roles and responsibilities are to determine the need for evacuation taking into consideration:

The <b>threats, hazards and risks</b>	Assess and determine <b>transport routes</b>
The predicted <b>path</b> of the threat	Determine the <b>evacuation points</b>
Determine what is at <b>risk</b>	<b>Communicate</b> the HRPG Plan and intentions at <b>earliest possible</b> time to persons and groups identified in this Plan
Assess <b>practicality</b> of a large-scale evacuation during a response	Ensure <b>accurate records</b> are kept of persons relocated in an emergency

### 7.4.1 HRPG Responsibilities

Higher risk persons and their carer organisations are responsible for:

Making the decision to stay or evacuate early, before the property is directly affected by the incident
Implementing the required aspects of the personal and organisational evacuation plan
Ensuring that all higher risk persons are identifiable



## 7.5 Local Government Responsibilities

The *Shire of West Arthur and the* are responsible for preparing, planning for and to determine and document evacuation considerations:

The threats, hazards and risks

The predicted threat or hazard behaviour

Determine what is at risk

Assess and assist the practicality of a large-scale evacuation during a response

Assess and assist determine transport routes

Determine and document the evacuation points

Identify and document safe havens, locations, and facilities

Identify and document required and available resources, needed to enable structured and safe evacuation of HRPg's from areas under threat

## 7.6 Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. Record and document all matters relating to the financial management and arrangements relating to HRPg.



## 8. RECOVERY

### 8.1 Responsibility for Recovery

The IC will determine the 'recovery phase' on completion of the 'response phase' and complete the Impact Assessment ready for handover to the Local Government CEO and **Local Recovery Coordinator (LRC)**.

The Shire of West Arthur LRC and their respective Local Recovery Groups are responsible for implementing the 'recovery phase' of an incident.

### 8.2 Transition to Recovery

The IC needs to declare the area safe prior to approving or supporting the movement of affected people back to an incident affected property.

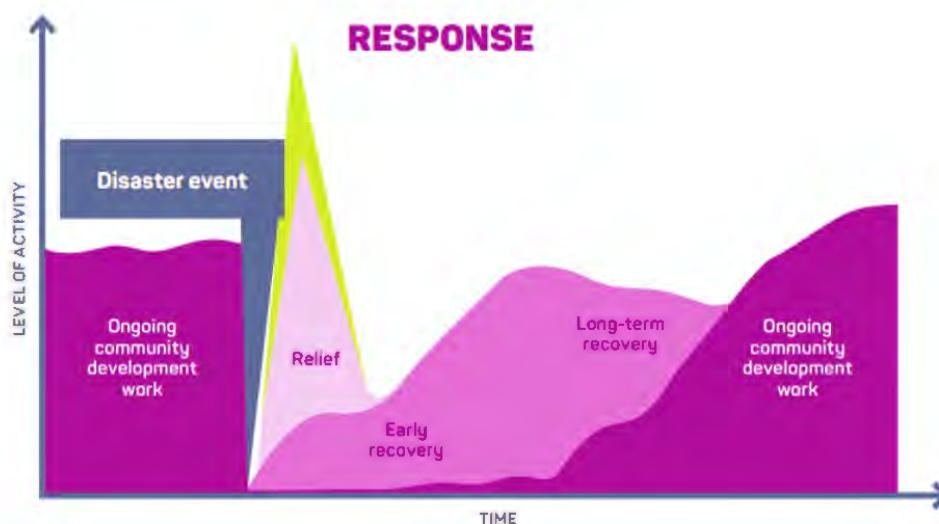


Figure 1: Community Development interface before, during and after a disaster event



## 9. HIGHER RISK PERSONS & GROUPS DIRECTORY & CONTACTS

Name	Address	Contact	No. Persons	Evac. Plan?	Person Responsible
<b>AGED CARE RESIDENTIAL HOMES &amp; RETIREMENT VILLAGES</b>					
<b>West Arthur Cottage Homes – Over 55s</b>	9 Burrows St, Darkan	(08) 9736 2000	15	Being developed	Karen Prowse
<b>SENIOR ORGANISATIONS</b>					
<b>Wagin Home Care</b>	Based in Shire of Wagin	(08) 9861 1874	Unknown	No	Robyn Flett
<b>West Arthur Community Resource Centre</b>	27 Burrowes St, Darkan	(08) 9736 2000	200 (max.)	Yes	Karen Prowse
<b>The Shed</b>	Railway Reserve, Darkan	0458 942 776	20	No	Phil Harrinton
<b>SCHOOLS &amp; CHILDCARE CENTRES</b>					
<b>Darkan Primary School</b>	Darkan South Rd, Darkan	(08) 6716 8900	75	Yes	Michelle Williamson - Principal
<b>REED Childcare</b>	Darkan Sport & Community Centre, Memorial Dr, Darkan	(08) 9852 1205 0439 843 850	25	Yes	Jessie Horne

Shire of West Arthur LEMA - Appendix 6: Higher Risk Persons &amp; Groups (HRPG) Plan 2025

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ACCOMMODATION PROVIDERS					
<b>Darkan Caravan Park</b>	Stewart St, Darkan	(08) 9736 2400 0417 215 335	164	Yes	Ros King - Caretaker
<b>Darkan Hotel</b>	9889 Coalfields Rd, Darkan	0439 681 171	391	Yes	Approved Manager on Duty
<b>Lakeside Camping</b>	Lake Towerrinning, Moodiarrup	0419 765 196 Graeme & Astrid Peirce	235	Yes	Caretaker on location
<b>Marrahbella Cottage</b>	15 Arthur St, Darkan	0418 445 879	6	No	Mark & Sarah Buscumb
<b>The Studio Apartment</b>	17-19 Burrowes St, Darkan	0427 363 068	2	Yes	Caro Telfer
<b>The Back Rooms</b>	17-19 Burrowes St, Darkan	0427 363 068	6	Yes	Caro Telfer

**Attachment 10 7 Appendix LERSP DoCs 270125**

Government of Western Australia  
Department of Communities



# Local Emergency Relief and Support Plan

## Wheatbelt Region – Narrogin District

Supporting the Shires of Brookton, Corrigin, Cuballing, Dumbleyung, Kondinin, Kulin, Lake Grace, Narrogin, Pingelly, Wagin, Wandering, West Arthur, Wickepin, Williams Local Emergency Management Committee

Prepared by Department of Communities, Emergency Relief and Support

Tabled and accepted at the Local Emergency Management Committee

12/2024

**For activation of Emergency Relief and Support  
services for hazards defined under the WA Emergency  
Management arrangements call**

**0418 943 835**

Shire of West Arthur LEMA – Appendix 7 – DOC's Local Emergency Relief and Support Plan

Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

## Activation summary

### Alert – stage one

- The Hazard Management Agency (HMA) or Controlling Agency is responsible for placing the Department of Communities (Communities) and the relevant Local Government/s on alert.
- Communities may engage with the Local Government/s, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

### Activation for response – stage two

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the Local Emergency Relief and Support Plan (LERSP) arrangements, to enable emergency relief and support service delivery for the response to the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.
- All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on [Media@communities.wa.gov.au](mailto:Media@communities.wa.gov.au).

### Stand down – stage three

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Emergency relief and support services may continue beyond this time, at the discretion of Communities.
- The Local Government is responsible for managing the overall recovery efforts affecting their community.
- When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

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## Document control

Department of Communities is responsible for the development, maintenance and annual review of this Local Emergency Relief and Support Plan. This is completed in consultation with the Local Government and Local Emergency Management Committee.

<b>Publication date</b>	MM YYYY
<b>Review date</b>	Xxx
<b>Owner</b>	Executive Director, Emergency Relief and Support
<b>Custodian</b>	Assistant Director, Regional Preparedness and Coordination

## Amendments

Version	Date	Author	Description
1	Month/year	[position title – not name]	
2	Month/year	[position title – not name]	
3	Month/year	[position title – not name]	

## Document contact

<b>Contact</b>	ERSRegions@communities.wa.gov.au
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## Acknowledgement of Country

The Department of Communities acknowledges the Aboriginal and Torres Strait Islander people as the traditional custodians of all the lands in Western Australia.

We recognise their continuing connection to their lands, waters and sky. We pay our respects to the Aboriginal and Torres Strait Islander people with whom we work, who we serve and protect. We also pay our respects to the Aboriginal and Torres Strait Islander cultures, and to their Elders past and present.

Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

## Introduction

The Department of Communities (Communities) is the support organisation responsible for providing and coordinating emergency relief and support services (previously welfare) for the 28 prescribed hazards, as specified in the emergency management legislation.

The Local Emergency Relief and Support Plan (LERSP) details the operational activities for the management and coordination of emergency relief and support services under the Local Emergency Management Arrangements (LEMA).

This LERSP is to be read in conjunction with the LEMA and [the State Support Plan - Emergency Relief and Support](#). This LERSP refers to a range of existing plans and documents relating to emergency relief and support services, including directions to websites and other sources where further information can be obtained.

## Purpose

The purpose of this LERSP is to detail the activities for the activation and coordination of emergency relief and support services before, during and after emergencies within the Local Emergency Management Committee or Local Government boundary.

The objective of this LERSP is to outline:

- the activation, and stand-down protocols of Communities and partner agencies
- Communities' responsibilities for the preparedness, response and recovery coordination of emergency relief and support services and resources, and
- the responsibilities of partner agencies to support emergency relief and support service delivery.

## Scope of activated services

Emergency relief and support services provide immediate and ongoing social supports to alleviate, as far as practicable, the effects on people impacted by an emergency. These are provided across six functional domains:

- **Emergency accommodation** - the provision of temporary shelter for impacted people evacuating from or displaced by an emergency.
- **Emergency food** – coordination of basic and essential food support for impacted people without the capacity to self-manage resulting from an emergency.
- **Emergency clothing and personal requisites** – coordination of basic and essential clothing, and personal items for emergency impacted people.
- **Emergency personal support services** – the provision of a variety of assistance for emergency impacted people. This can include early psychosocial support, practical assistance, and referral to advisory services, counselling or psychological services.
- **Registration and reunification** – the process of enabling emergency impacted people in a community to be traced and reunited with family and friends.

#### Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

- **Financial assistance** – the coordination of financial assistance which, depending on the nature of an emergency, may be available to eligible impacted people affected by the event.

### Levels of response

When activated, Communities utilises the Australasian Inter-service Incident Management System (AIIMS) model to support decision making and delivery of emergency relief and support services. This includes establishing a management structure designed to deliver the key functions of control, planning, operations and logistics.

Communities is responsible for determining and implementing the appropriate response operating model based on the scale of the emergency event. This approach involves conducting an assessment on the severity and specific requirements to decide the level of emergency relief and support services required.

Communities may undertake pre-emptive preparedness activities before an Australian Warning System (AWS) Alert is provided.

The potential or actual severity of the emergency events are broadly classified as:

- Level 1 – minor community and infrastructure impact, locally managed, supported by resources from the Local Government.
- Level 2 – medium complexity, locally managed, supported by resources from the region and if required State-wide resources.
- Level 3 – high complexity, centrally manage, supported by State-wide resources.

Via the Communities on-call number 0418 943 835, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP, at any level will concurrently activate the State Support Plan - Emergency Relief and Support.

Depending on the nature of the emergency, and the scale of service demand, emergency relief and support services may be provided through the following approaches:

- remotely, by establishing the Disaster Response Hotline (1800 032 965)
- providing outreach via mobile teams for identified on-ground face-to-face support, or
- static service delivery from a designated physical location such as an evacuation centre or recovery hub.

The appropriate mode of delivery will be agreed in consultation with the HMA or Controlling Agency.

### Partner agencies

Communities is responsible for identifying partner agencies at local and regional levels, capable of supporting a sustainable and scalable delivery of emergency relief and support services during the response and recovery stages of an emergency. Partner agencies may include other government, industry, and social sector organisations.

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Communities is responsible for the costs associated with the delivery of emergency relief and support services, where a partner agency is engaged. Communities is not responsible for self-activated agency's costs during an emergency event.

Communities and partner agencies negotiate prior to activation for the required operating resources to deliver emergency relief and support.

State-level partner agency responsibilities supporting the delivery of emergency relief and support services can be viewed in the [State Support Plan – Emergency Relief and Support](#), appendix B.

### Exchange of information

Communities may establish exchange of information agreements with HMAs, Local Governments and partner agencies. This is completed in preparation for an emergency response and recovery to ensure:

- disclosure and exchange of personal information of impacted people affected by an emergency.
- allows relevant information to be shared between HMA's, authorised officers and agencies for the purposes of emergency management.

### Media enquiries and public information

All emergency relief and support related media enquiries are to be directed to Communities' Media team by phone on 6277 5325, or by email on [Media@communities.wa.gov.au](mailto:Media@communities.wa.gov.au)

The HMA or Controlling Agency is responsible for the public information management function. This includes preparing and distributing timely information and instructions in the relevant language(s) to identified cultural groups living within the Local Government.

## Prevention and preparedness

### Prevention

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

Communities does not have any assigned responsibilities for prevention.

HMAs are assigned responsibility for prevention within emergency management legislation. Other emergency management agencies may also undertake prevention activities.

### Preparedness

Preparedness is defined as the 'preparation for response to an emergency'.

- **Communities** is responsible for undertaking emergency relief and support planning and preparedness activities to ensure efficient service delivery should this LERSP be activated. This includes an understanding of partner agency capabilities to support Communities when requested.

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- **Partner agencies**, with support from Communities, are responsible for developing plans in readiness for response and recovery mobilisation.
- **Support organisations** providing support to people at higher risk during emergencies are responsible for the planning provisions to cater for their specific needs throughout the emergency, such as an evacuation.
- **Hazard Management Agencies** are responsible for emergency management preparedness activities for their prescribed hazards. Local planning arrangements are provided in the LEMA.

**Pre-determined evacuation centres**

Communities establishes evacuation centres as an emergency shelter option, from which to coordinate emergency relief and support services. These centres remain operational until alternative arrangements can be made for persons impacted by the emergency.

Communities is responsible for working cooperatively with the HMA, Local Government and LEMC members to identify suitable facilities that can be used as evacuation centres appropriate for hazards that are high risk to the region.

Communities, with support from the Local Government is responsible for conducting an annual risk assessment and audit of each pre-determined evacuation centre. The purpose of the audit is to identify evacuation centres that are appropriate for the hazard-specific risks relevant to the region and to identify opportunities for Local Governments to upgrade facilities to mitigate risks.

Pre-determined evacuation centres can be found in appendix A

**Pre-positioning of emergency equipment**

Communities is responsible for the placement of equipment and supplies to support an emergency event. Generally, this placement is aligned with an evacuation centre or Communities regional office location.

Communities is responsible for conducting an annual audit on pre-positioned emergency relief and support emergency equipment and supplies. This audit ensures that there is adequate fit for purpose stock, ready to be deployed quickly and efficiently in the event of an emergency.

Pre-positioned emergency equipment can be found in appendix B

**Response**

The *Emergency Management Act 2005* defines response, as combating the effects of an emergency, provision of emergency assistance for casualties, reduction of further damage, and help to speed recovery.

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When activated, Communities is responsible for supporting the HMA or Controlling Agency through the coordination and delivery of emergency relief and support services to the community.

The HMA or Controlling Agency is responsible for the overall response in an emergency.

If requested by the Local Government, Communities can support with recovery activities.

### **Stages of response**

Communities operates a graduated response model to determine and implement the appropriate scale of emergency relief and support services. This approach involves conducting a needs assessment to determine the specific requirements and level of services required.

As mentioned, this LERSP can be activated at any level. Activation of the response arrangements in this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.

#### **Alert – stage one**

- The HMA or Controlling Agency is responsible for placing Communities and the Local Government on alert.
- Communities may engage with the Local Government, HMA or Controlling Agency to advise of pre-emptive preparedness activities that would support an emergency response.

#### **Activation for response – stage two**

- Via the on-call number 0418 943 835, the HMA or Controlling Agency is responsible for activating the LERSP arrangements, to enable emergency relief and support service delivery for the response for the identified hazard.
- This LERSP can be activated at any incident level. Activation of this LERSP will concurrently activate the State Support Plan - Emergency Relief and Support.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm Communities is being activated.
- Should the Local Government receive an evacuation centre activation request directly from the HMA or Controlling Agency, Communities must be informed via the on-call number 0418 943 835.
- The Local Government may be required to support the initial emergency relief and support service response and open an evacuation centre. Communities will discuss preparedness and planning arrangements with the Local Government.

#### **Stand down – stage three**

- The respective HMA or Controlling Agency Incident Controller is responsible for advising Communities to stand down.
- Formal written acknowledgement from the HMA or Controlling Agency is required to confirm this direction.

#### Local Emergency Relief and Support Plan – Wheatbelt region, Narrogin district

- Emergency relief and support services may continue beyond this time, at the discretion of Communities.

### At-risk community groups

The HMA or Controlling Agency is responsible for directing organisations that support at-risk community groups to shelter in-place or evacuate.

Aligned with their organisation's own emergency activation plans, as a first option, support organisations are requested to evacuate to a similar facility in a safer location. Where required, Communities may be directed to support evacuated at-risk community groups.

### Emergency accommodation

The respective HMA or Controlling Agency Incident Controller is responsible for the decision to evacuate during an emergency. This includes selecting the evacuation centre(s), in consultation with Communities and the Local Government.

Communities is responsible for coordinating and assessing the provision of temporary accommodation for people displaced by an emergency or evacuating from an emergency. Communities may utilise a range of emergency accommodation options to support people impacted by an emergency.

Expenses related to the activation of evacuation centres that are not approved by the HMA and/or Controlling Agency, will not be covered by Communities.

To ensure the safety of evacuees, staff and volunteers, Communities will not support the HMA/Controlling Agency to establish evacuation centres:

- in bushfire emergency warning areas, and will only establish evacuation centres in Bushfire Watch and Act areas, with Incident Controller confirmation it is safe
- if there are no safe access routes to the evacuation centres, and
- if there are structural and/or health concerns with the evacuation centre.

In circumstances where an evacuation centre is already established in a bushfire emergency warning area, in consultation with the Incident Controller, Communities will:

- conduct a risk assessment, and
- implement mitigation strategies.

In the event of an unusual damage claim resulting from the use of the facility as an evacuation centre, Communities will facilitate processes with the HMA/Controlling Agency to respond to the claim.

### Alternate accommodation sites

In large scale state-level impact emergencies, local facilities may be inadequate to ensure the safety of all evacuees, staff, and volunteers. Communities is responsible for requesting the use of facilities from Local Governments or private owners to support impacted people from other Local Governments.

### Animal welfare in emergencies

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No pets or animals are allowed in an evacuation centre due to health and safety considerations, except for assistance animals, like guide and hearing dogs.

Owners or caregivers are responsible for their animals and are encouraged to make arrangements to ensure their welfare throughout all stages of an emergency.

The Department of Primary Industries and Regional Development has been assigned the role and responsibility for coordinating animal welfare services in emergencies. This is supported by the Local Government, where possible.

Further details can be found in the [State Support Plan – Animal Welfare in Emergencies](#) or the Local Animal Welfare Plan in the LEMA (if applicable).

### Emergency food

The HMA or Controlling Agency may coordinate food security during an emergency event, such as where there is limited food access due to geographical isolation.

Communities is responsible for coordinating emergency food provision to people impacted by an emergency where emergency relief and support service delivery is activated. This does not include food provision to staff from other emergency management organisations or partner agencies.

Communities cannot accept food prepared by any person or organisation without a Food Handling Certificate issued by the Local Government.

### Emergency personal support services

Communities is responsible for coordinating and connecting people impacted by an emergency to personal support services.

Emergency personal support services aim to assist impacted people to cope with the psychosocial, well-being, personal and practical needs following an emergency. These services can encompass a variety of supports to community and impacted people to build capacity and to complement natural supports.

Communities may engage partner agencies to support the coordination of services personal support to impacted people and communities.

### Emergency financial assistance

Communities is responsible for coordinating and connecting eligible people impacted by an emergency to financial assistance and related services.

The below categories of financial assistance may be provided on a case-by case basis to people deemed eligible.

- **Immediate financial assistance** (Category 1) – non-means tested short term assistance provided to impacted people to buy food, clothing, and personal requisites. Category 1 financial assistance is capped at a nominal amount per person, per household and is provided to impacted people based on an assessment of need.

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- **Temporary accommodation assistance** (Category 2) – non-means tested assistance provided to impacted people based on an assessment of need.
- **Essential household contents** (Category 3) – means tested assistance provided to impacted people, whose contents within their primary place of residence has been directly impacted by an emergency. This assistance is to maintain a basic standard of living by contributing towards the replacement of essential household items (e.g., cooking utensils, bedding, furniture, and whitegoods). This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.
- **Essential structural repairs** (Category 4) – means tested assistance provided to impacted home owner-occupiers to undertake essential repairs to their principal residences. This assistance enables the impacted person to make their home condition safe to inhabit. This assistance is capped at a nominal amount, per household and may be provided to impacted people who are without insurance or underinsured.

### Emergency clothing and personal requisites

Communities is responsible for coordinating and connecting people impacted by an emergency to clothing and personal requisites. These services can encompass a variety of supports to community and impacted people to compliment natural supports.

Communities will coordinate and provide personal requisites when:

- impacted people do not have access to their own provisions, or
- impacted people cannot fund their own provisions due to financial restraints.

Communities is not responsible for the provision of medication or coordination of donated funds, goods and services.

### Registration and reunification

The registration of impacted people in an emergency enables reunification with family and friends. Enquiries about impacted people can be coordinated, intrastate, interstate or internationally. To facilitate the reunification of impacted people, Communities may activate an appropriate system to facilitate registration and reunification services.

Communities will support the HMA or Controlling Agency to ensure appropriate public messaging is provided when activated.

## Recovery

Recovery is defined in the *Emergency Management Act 2005* as 'the support of emergency-affected communities in the reconstruction and restoration of physical infrastructure, the environment and community, psycho-social and economic wellbeing'. The recovery process begins as soon as the emergency impact occurs. Recovery operates in parallel to the response phase and may continue after the response phase is complete.

Under the *Emergency Management Act 2005*, Local Government is responsible for managing recovery following an emergency affecting their community. Local Governments

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are guided by their Local Recovery Plans within their LEMA and may appoint a Local Recovery Coordinator. The Local Government may seek support from Communities during recovery.

When activated by the Local Government, Communities is responsible for supporting the recovery activities through the delivery of emergency relief and support services.

### **Approach to recovery**

Communities' recovery activities are underpinned by the National Principles for Disaster Recovery. This is delivered across the social, built, economic and natural environments.

Communities operates within a scalable recovery model to determine and implement the appropriate level of emergency relief and support services required to respond to the needs of impacted people and community.

To support the needs of the community during large scale recovery programs, Communities emergency relief and support services may be funded under the Disaster Recovery Funding Arrangements.

Communities will undertake an evaluation of the effectiveness of recovery activities, including an assessment of preparedness activities for future impacts.

### **Cessation of recovery**

Cessation of emergency relief and support services as part of a recovery program will be determined in consultation with the Local Government and may be dependent on community needs, access to other support services, impacted people and the community's resilience.

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## Appendices

### A) Local evacuation centres

Name of centre	Capacity	Address	Contact	Comments
<b>Shire of Brookton</b>				
<b>Primary</b> WB Eva Pavilion	150	Brookton Highway, near Bodey Street Brookton	CEO 9642 1106, 0427 421 032	
<b>Secondary</b> Brookton Country Club	120	11207 Brookton Highway Brookton	Katrina Crute 0439 373 282	
<b>Shire of Corrigin</b>				
<b>Corrigin Recreation and Events Centre</b>	600	Larke Crescent, near Kirkwood St Corrigin	Shire 9063 2203, A/H 0427 425 727	
<b>Corrigin Town Hall</b>	400	21 Goyder St, near Campbell St	Shire 9063 2203, AH 0427 425 727	
<b>Shire of Cuballing</b>				
<b>Primary</b> Cuballing Recreation Centre (Oval)	100	Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
<b>Secondary</b> Cuballing Agricultural Hall	150	191 Campbell St Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	
<b>Cuballing CWA Hall</b>	60	Campbell Street Cuballing		
<b>Secondary</b> Dryandra Equestrian Centre	150	Darcy Street Cuballing	BH – Shire 9883 6031 AH – CEO 0427 836 031 CDO 0427 619 591	

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<b><u>Primary</u></b> <b>Popanyinning Hall</b>	100	Francis St Popanyinning	BH – Cuballing Shire 9883 6031 or Popanyinning General Store 9887 5033 AH – CEO 0427 836 031 CDO – 0427 619 591 Popanyinning General Store 9887 5033	
<b>Shire of Dumbleyung</b>				
<b><u>Primary</u></b> <b>Dumbleyung Town Hall</b>	260	32 Harvey Street Dumbleyung	Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<b><u>Secondary</u></b> <b>Dumbleyung Stubbs Park Pavilion</b>	150	70 Bahrs Road Dumbleyung	Scott Jefferis - Dumbleyung Agricultural Society 9863 4154  Shire of Dumbleyung 9863 4012  CESM – Ryan Sutherland - 0436 668 242	
<b><u>Primary</u></b> <b>Kukerin Town Hall</b>	240	37 – 39 Scadden St, Kukerin	Shire of Dumbleyung 9863 4012 CESM – Ryan Sutherland - 0436 668 242	
<b><u>Secondary</u></b> <b>Kukerin Nenke Park Pavilion</b>	150	89 Bennett St, Kukerin	John Davidson - Kukerin Agricultural Society - 0429 831 030  Shire of Dumbleyung 9863 4012  CESM – Ryan Sutherland - 0436 668 242	

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Shire of Kondinin				
<b><u>Primary</u></b> Kondinin Memorial Hall	200	19 Jones Street Kondinin	Shire 9889 1006	
<b><u>Secondary</u></b> Kondinin Pavilion & Country Club	200	Gordon Street near Graham Street Kondinin	Shire 9889 1006 / CEO 0429 891 006/ Country Club Manager - Marg Pool - 0409 891 020	
<b><u>Secondary</u></b> Kondinin Primary School	120	75 Graham Street Kondinin	Principal 9889 1047	
<b><u>Primary</u></b> Karlgin Hall	200	12 – 13 Melba Street Karlgin	Jill Fotheringham - 9889 5054 Laurel Trestrail - 9889 5024	
<b><u>Secondary</u></b> Karlgin Country Club	150	24 Federal Street Karlgin	Club House 9889 5013	
<b><u>Primary</u></b> Hyden Recreation centre	150	Hyden Sports ground Brookton Highway Hyden	Hyden office 9880 5160	
<b><u>Secondary</u></b> Hyden Memorial Hall	250	80 Lynch Street near Marshall Street	Hyden office 9880 5160/Kondinin Shire 9889 1006	
<b><u>Secondary</u></b> Hyden Primary School	150	36 Naughton Street Hyden	Lauren Smart (Principal) 98805053 Carolyn Burns (Registrar) Melinda Ditchburn (Registrar)	

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Shire of Kulin				
<b>Primary</b> Freebairn Recreation Centre	1500	24 Johnston Street near Kulin-Lake Grace Road Kulin	Kulin Shire - 9880 1204 Centre Manager - 9880 1000 A/H CEO Alan Leeson - 0497 801 204	
<b>Secondary</b> Kulin District High School	1000	Gordon Street near Day Street Kulin	School 9880 1264	
Shire of Lake Grace				
<b>Primary</b> Lake Grace Sports Pavilion	300	Bishop Street Lake Grace	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
<b>Secondary</b> Lake Grace Town & Lesser Hall	350	Cnr McMahon and Bennett Streets Lake Grace	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Newdegate Indoor Recreation Centre	300	Waddell Drive Newdegate	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Lake King Hall	160	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 Anna Scheeber - 0439 937 733	
Lake King Pavilion	120	Newdegate - Lake King Road Lake King	Shire of Lake Grace - 9890 2500 Anna Scheeber - 0439 937 733	
Varley Hall	160	Thomas Street Varley	Shire of Lake Grace - 9890 2500 DCEO - 0400 631 052 CESM - 0436 668 242	
Varley Sports Pavilion	80	Carstairs Road Varley	Shire of Lake Grace 9890 2500	

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Shire of Narrogin				
<b>Primary</b> Narrogin Regional Leisure & John Higgins community Complex	1000	Clayton Road Narrogin	Shire 9890 0900 CEO 0437 698 912 Rec Centre 9881 2651 Rec Ctr Manager Brendan Firman	
<b>Primary</b> Narrogin Senior High School	600	Cnr Homer and Grey Street Narrogin	School Admin 9881 9300	
<b>Secondary</b> Narrogin Town Hall	600	Federal Street Narrogin	Shire 9890 0900 CEO 0407 522 297	
Shire of Pingelly				
<b>Primary</b> Pingelly Recreation & Cultural Centre	1900	Lot 201 (4) Somerset St Pingelly	Shire 9887 1066, 0427 852 426 (Centre 9887 0092, when in use) Manager 0497 009 277	
Shire of Wagin				
<b>Primary</b> Wagin Recreation Centre/ Sports Pavilion	500	Ballagin Street Wagin	Shire 9861 1177 Bill Atkinson 0429 611 177	
<b>Secondary</b> Wagin Town Hall	100	Tavistock Street Wagin	Shire 9861 1177 Bill Atkinson 0429 611 177	
Shire of Wandering				
<b>Secondary</b> Wandering Community Centre	300	11 Down Street Wandering	Shire 9884 1056 CEO Alan Hart 0448 729 049	

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Shire of West Arthur				
<b>Primary Darkan Town Hall</b>	300	Cnr Hillman Street and Butler Street	Shire office - 9736 2222 CEO – Nicole Wasmann – 97361222 hm Mobile - 0427 900 563	
<b>Darkan Sport and Community Centre</b>	150	Memorial Drive Darkan	CEO - Nicole Wasmann – 97361222 hm Mobile – 0427 900 563. Golf Club - Judy Wunnenberg - 9736 1161	
<b>Duranillin Hall</b>	150	Horley Road	Contact Shire 9736 2222 Dura Agencies 9862 9046 Hall Committee - Robyn Quill 9862 9010	
<b>Moodiarrup Sports Complex</b>	175	Arthur River - Boyup Brook Road Moodiarrup	Contact Shire - 9736 2222 Janette Whitaker – 9863 1056	
<b>Arthur River Hall</b>	250	Albany Highway	Hall Committee - Lisa Saunders 9862 6095 0427 626 078	
<b>Arthur River Country Club Inc</b>	100	East Arthur Road Arthur River	Hall Committee - Lisa Saunders 9862 6095 - 0427 626 078	

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Shire of Wickepin				
<b>Primary</b> <b>Harrismith Golf Club</b>	100	Wickepin Harrismith Road Harrismith	Shire 9888 1005 A/Hrs Mark 0429 207 855	
<b>Primary</b> <b>Wickepin Community Centre</b>	500	Corner Johnson Street and Campbell Street Wickepin	Shire 9888 1005 A/Hrs CEO - 0429 207 855	
<b><u>Yealering Hall</u></b>	190	Wickepin Corrigin Road Yealering	Shire 9888 1005 0429 207 855 Yealering Shop - 9888 7106 Yealering Ag Parts - 9888 7095 or 0428 881 018	
Shire of Williams				
<b>Primary</b> <b>Williams Main Hall &amp; RSL Hall</b>	270	9 Brooking Street Williams	CEO Geoff 9885 1005 - 0429 900 005 Britt Logie - 0428 851 357	
<b>Secondary</b> <b>Williams Recreation Grounds Pavilion</b>		Albany Highway Williams	CEO Geoff 9885 1005/ 0429 900005 Britt Logie - 0428 851 357	
<b>Secondary</b> <b>Convention Centre (Earnshaw)</b>	600	853 Williams Darkan Road Williams	CEO Geoff 9885 1005 – 0429 900 005 David Earnshaw - 0427 950 835	

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### **B) Communities' pre-positioned equipment**

<b>Storage option</b>	<b>Address</b>	<b>Access / comments</b>
<b>Evacuation Centre - Narrogin Regional Leisure &amp; John Higgins community Complex</b>	Clayton Road Narrogin	

## Appendix 8



# Animal Welfare in Emergencies





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## DEFINITIONS

<b>AEC</b>	Animal Evacuation Coordinator
<b>Animal</b>	All animal and bird species
<b>APS</b>	Animal Protection Society
<b>AWC</b>	Animal Welfare Coordinator
<b>AWT</b>	Animal Welfare Team
<b>CA</b>	Control Agency
<b>DPIRD</b>	Dept. of Primary Industries and Regional Development
<b>DFES</b>	Dept. of Fire & Emergency Services
<b>IC</b>	Incident Controller
<b>ICC</b>	Incident Control Centre
<b>HMA</b>	Hazard Management Agency
<b>IMT</b>	Incident Management Team
<b>Intensive Agriculture</b>	A recognised agricultural activity when a substantial number of animals are kept in a limited or confined area
<b>LAS</b>	Livestock Animal Shelter
<b>LGA</b>	Being the Shire of West Arthur
<b>LEMC</b>	Local Emergency Management Committee of West Arthur
<b>LEMA</b>	Local Emergency Management Arrangements
<b>Livestock</b>	Animals not normally contained or permitted inside a family residence and would normally stay outside on the property. Includes: horses, cattle, sheep, pigs, goats, and poultry
<b>PAS</b>	Pet Animal Shelter
<b>Pets</b>	Small, domesticated animals, portable and normally accompany the family leaving property. Includes: dogs, cats, rabbits, rodents, fish, and tame birds
<b>RSPCA (WA)</b>	Royal Society for the Prevention of Cruelty to Animals
<b>Wildlife</b>	All native species of animals and birds



# INTRODUCTION

## Aim





The aim of Shire of West Arthur (the Shire) Animal Welfare in Emergencies (the Plan) is to detail emergency management arrangements relating to the welfare and management of animals including domestic pets, horses, livestock and wildlife before, during and after an emergency.

## Objectives



## Scope

The scope of this Plan is to provide a coordinated approach to managing animal welfare impacts to domestic pets, livestock, and wildlife, as a direct result of an emergency incident within the municipal boundaries of the Shire of West Arthur. For the purposes of this Plan, and to align with the State Support Plan, animals have been classified into the following five categories:

	<b>Livestock</b>	Any buffalo, camel, cattle, deer, emu, goat, ostrich, pig, poultry and sheep.
	<b>Horses</b>	Any horse or equine hybrid.
	<b>Domestic Pets</b>	Any animal other than horses kept primarily for companionship, hobbies, sport or work.
	<b>Wildlife</b>	An animal that is indigenous to Australia's land or waters, living without regular human intervention or support.

*Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.*



## Related Documents

- [State Support Plan – Animal Welfare in Emergencies](#)
- West Arthur Local Emergency Management Arrangements – General Plan
- West Arthur Local Recovery Plan

## Legislation and Codes

- Animal Welfare Act 2002
- Biosecurity Conservation Act 2016
- Emergency Management Act 2005
- RSPCA (WA) Codes of Conduct

## National Planning Principles for Animals in Emergencies

1. Explicitly recognise that integrating animals into emergency management **plans will improve animal welfare** outcomes
2. Explicitly recognise that integrating animals into emergency management plans will help secure **improved human welfare and safety** during disasters
3. Aim, for the benefit of emergency managers and animal welfare managers, to **clearly identify roles and responsibilities within command-and-control structures** in sufficient detail to allow for implementing effective animal welfare measures
4. Recognise the **wide range of parties involved in animal welfare** at each stage of the disaster cycle and ensure these organisations are consulted when disaster plans are written or reviewed
5. Respect the role of local government, especially with reference to animal welfare and animal management arrangements within the local area, as 'first responders' in disasters and **acknowledge the Shire understands local needs** and available resources
6. Consider how best to ensure the Plan is effectively integrated and implemented by, for example, extensive consultation during the planning process or **including an animal welfare** element in requirements for **disaster training** exercises
7. Include **effective communication** about implementing the Plan with those parties who may be involved as well as those who may be affected by disasters
8. Communicate in **language that is clear and accessible** to all stakeholders including the general public.



# ORGANISATIONAL ROLES & RESPONSIBILITIES

## Animal Owner/Carer

The owner or carer of an animal is responsible for its welfare and should include planning for its welfare in preparedness for, response to and recovery from an emergency.

*Human life will always take precedents over animal welfare.*

## State Government

### *Department of Primary Industries and Regional Development (DPIRD)*

DPIRD is recognised as the Hazard Management Agency (HMA) for animal pest or disease and plant pest or disease that could result in an outbreak that potentially could cause significant damage to the environment and/or harm humans and industry.

### *Department of Biodiversity, Conservation and Attractions (DBCA)*

DBCA is responsible for coordinating the provision of animal welfare services to animals in the Perth Zoo and advising the animal owner of wildlife and wildlife parks. Note, prior to being taken into care or under controlled supervision, there is no owner or carer for wildlife.

### *Department of Communities (Communities)*

Communities is responsible for opening Evacuation Centres to provide temporary shelter for persons rendered homeless by an emergency, or due to an evacuation from an emergency. For health and safety reasons no animals, including pets, are permitted in evacuation centres with the exception of guide dogs.

### *WA Police*

A Police Officer has the powers to move, direct or prohibit the movement of animals within, into, out of or around the emergency area, if an emergency situation or state of emergency is declared.



## Shire of West Arthur

The Shire will support and manage animals in an emergency by ensuring an Animal Welfare Plan is in place and ready for activation to assist the Local Emergency Management Arrangements.

The Shire Recovery Coordinator will appoint an Animal Welfare Coordinator and Animal Welfare Assistant(s) (see **Annexure 3**) to be responsible for implementing this Plan and providing Situational Reports (see **Annexure 4**) for IMT and/or Incident Support Group (ISG) to meet and liaise with DPIRD.

## Key Stakeholders

Key Stakeholders including non-government organisations and local community groups can assist with animal welfare in emergencies including:



**RSPCA** – takes the lead role in welfare of domestic pets and is supported by DPIRD



**Veterinarians** – local veterinarians can provide a wide range of medical services for sick and injured animals and have arrangements with Shire Rangers for emergency care and shelter



**Community Groups** – can be considered for mobilisation to assist professional staff to cope with the scale of a crisis including domestic pets, horses and wildlife.

Full list of Key Stakeholders (see **Annexure 1**)

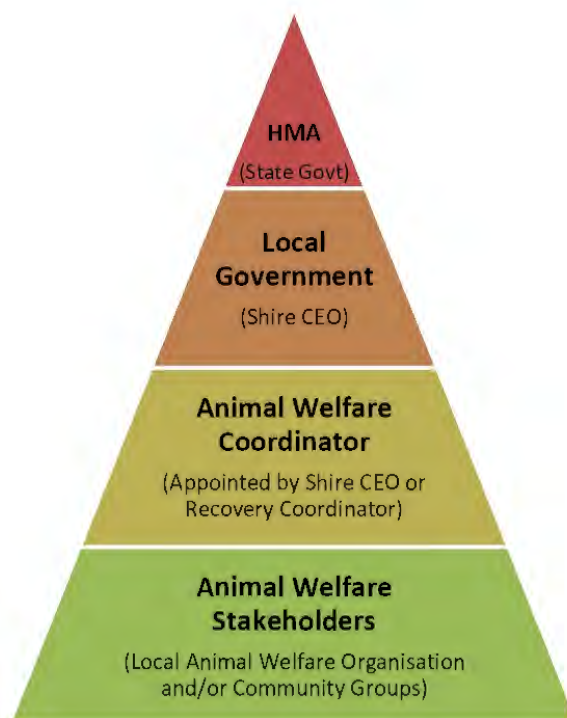


Figure 1: Animal Welfare Support Plan Structure



# PREPAREDNESS

Preparedness is defined as being ready to respond to an emergency. It includes steps that can be taken before an emergency occurs to reduce the loss of life and livelihoods via simple initiatives such as planning, training and education.

## Preparedness Responsibilities

### *Animal Owner/Carer*

The owner or carer is responsible for ensuring a reasonable level of preparedness for their animals. It is suggested to have a documented plan that includes:

- ✓ Determining if the animal(s) will be evacuated or remain onsite.
- ✓ Visiting DPIRD website for planning templates and DFES website for Factsheets and Publications.
- ✓ Ensuring suitable areas and adequate provisions available for animals left on a property to minimise the risk of harm (area at lowest risk of hazard impact, access to sufficient food and water for prolonged absence).
- ✓ Ensuring transport is adequate and available to relocate the animals early under potential logistical constraints (road closures, window of safe evacuation).
- ✓ Knowing the exact location of Animal Evacuation Centre(s) or safe havens.
- ✓ Making sure animals are identifiable (animal is registered/micro-chipped, National Livestock Identification System).
- ✓ Ensuring provisions for the animal's(s) care are included on evacuation.

### *Shire of West Arthur*

The Shire can support emergency preparedness activities with its local communities in the event of an incident. Planning considerations for Shire to **support owners or carers** include:

- ✓ Access to information and resources for persons evacuating with animals.
- ✓ Availability of transportation support and advice.
- ✓ Availability of locations to house evacuated animals.
- ✓ Management of displaced or stray animals.
- ✓ Assessment of impacted animals.
- ✓ Treatment of impacted animals.
- ✓ Euthanasia.
- ✓ Disposal of deceased animals.
- ✓ Provision of emergency food, water, shelter.
- ✓ Recovery arrangements.



Planning considerations for Shire to **support key stakeholders** include:

- ✓ Timely communication of information that is clear and concise.
- ✓ Activating the plan according to the level of the emergency.
- ✓ Coordinating assistance to welfare centres with people presenting with animals.
- ✓ Coordinating assistance to Animal Evacuation Centres.
- ✓ Situational Reports of animal welfare issues to ISG.
- ✓ An Animal Welfare Sub Committee to manage recovery issues.

### Key Stakeholders

Key Stakeholders' core business will direct their precise preparedness activities.

Planning considerations for key stakeholders may include:

- ✓ Developing and testing a plan well before an emergency occurs.
- ✓ Preparing animal emergency kits.
- ✓ Preparing volunteers including training.
- ✓ Preparing network of carers or foster carers.
- ✓ Preparing premises for large influx of animals.
- ✓ Establishing a registration or contact point for information.
- ✓ Preparing vehicles for transportation.
- ✓ Preparing cages, collars, leads, bowls, buckets and other equipment.
- ✓ Preparing treatment areas or sites.
- ✓ Preparing food or feed supplies.

## Community Information and Education

DPIRD develops and maintains publications to assist community education for animal welfare in emergencies which are available on the [DPIRD website](#).

For direct link to DPIRD Factsheets for Animals in various types of emergencies – [Click Here](#)

DFES has a wide range of educational material for community engagement activities that can be accessed via the [DFES website](#) and for volunteers via the DFES Volunteers Hub.

The Shire of West Arthur promotes community emergency preparedness including the importance of animal welfare in emergencies using State agency resources and key messages.



# RESPONSE

Response is defined as activities that combat the effects of the event, provide emergency assistance for casualties, and help reduce further damage and help speed recovery operations (EM Act).

## Plan Activation

The Shire CEO, on advice from the HMA or Controlling Agency, will determine when to activate this Plan.

Triggers for activating the Plan may include:



Animal welfare is beyond the capacity of Shire and capability of owners or carers



Local Community Evacuation Centre is activated



Large scale carcass disposal requirements

DPIRD may support this Plan prior to the State Support Plan – Animal Welfare being activated, by providing advice, communications and connection to animal welfare stakeholders or service providers.

DPIRD will liaise with the HMA or Controlling Agency to coordinate the State animal welfare arrangements when required.

## Levels of Response

The Incident Controller is responsible for assessing the level or severity of the incident as per [State EM Response Procedure 4.2](#).

In accordance with incident management principles, incidents are broadly classified into three levels, namely Level 1, Level 2 and Level 3.

## Response Responsibilities

### Owner/Carer

- ✓ Manage animals they are responsible for by activating emergency plans for before, during and after the emergency.
- ✓ Stay up to date through official emergency advice to make informed decisions.



### Shire of West Arthur

- ✓ Activate the Shire Animal Welfare Support Plan in consultation with the HMA/CA via IMT and/or ISG meetings.
- ✓ CEO or Recovery Coordinator to appoint 'Animal Welfare Coordinator' (in most incidents this would be the Senior Ranger).
- ✓ Animal Welfare Coordinator to appoint 'Animal Welfare Assistant(s)' as required, this may be a Shire employee or volunteer from animal welfare organisation.
- ✓ Liaise with DPIRD to provide a coordinated approach to animal welfare response actions, where relevant.
- ✓ Provide a location suitable for evacuation of domestic pets and horses (see Contacts and Resource Directory for suitable sites)
- ✓ For livestock owners that cannot be readily located or contacted consideration should be given to impounding livestock at alternative locations.
- ✓ Provide situational reports (**Annexure 4**) on animal welfare matters to the HMA/CA via IMT and/or ISG meetings.

### Key Stakeholders

- ✓ Provide support and/or assistance to the Shire and/or DPIRD as requested.
- ✓ Contact relevant staff/volunteers to be on standby and ready to assist on request.
- ✓ Key stakeholders are advised to actively and continually stay informed of the emerging incident via [www.emergency.wa.gov.au](http://www.emergency.wa.gov.au) and make appropriate preparations to become active depending on the organisation's role.

## Financial Arrangements for Response

The IMT will coordinate all financial arrangements at the Emergency Coordination Centre. All financial management and arrangement matters relating to Animal Welfare are to be recorded and documented using the Forms provided at **Annexure 8** of this Plan.

The owner or carer is responsible for the costs associated with the welfare of his/her/their animal.

During an emergency, it may not be possible to identify or contact the owner or carer, and an authorised officer may be required to undertake activities for the animal's welfare without prior consultation. Section 56 of the Animal Welfare Act (2002) provides for a person who has incurred costs under certain sections of the Act to apply for the recovery of costs from the owner or carer.



# PLANNING FOR EVACUATION

Evacuation is a risk management strategy that involves moving people (and their animals) threatened by a hazard to a safer location and, typically, their eventual safe and timely return.

## Evacuation Responsibilities

### *Owner/Carer*

The owner or carer is responsible for determining, where possible, if their animals will be evacuated or remain on location and plan for how this will be achieved.

Considerations for animal owners or carers include:

- ✓ Availability of safe evacuation routes, considering the type of emergency situation and the possibility of road closures
- ✓ Time required to vacate the property, including time to gather, identify and load animals
- ✓ Handling equipment needed for moving animals and ensuring accessibility in an emergency
- ✓ Limited access to own transport for animals – owners or carers should make prior alternative arrangements with neighbours and local transporters
- ✓ Ensure animals can be identified, which is important in case they become lost or mixed with others during an evacuation.
- ✓ Records should be kept verifying ownership or status as a carer.
- ✓ Any problematic animals deemed difficult to manage or dangerous should be kept contained to ensure the safety of other evacuating animals.

### *Shire of West Arthur*

The Shire is responsible for preparing, planning for and determining evacuation considerations, including:

- ✓ Assessing possible threats, hazards and risks
- ✓ Assessing the practicality of a large-scale evacuation during a response by liaising with the HMA/ Incident Controller and DPIRD
- ✓ Assessing and identifying the safest transport routes, consider signage
- ✓ Determining the evacuation locations and facilities suitable for animals (see **Annexure 9**)
- ✓ Ensuring information is included in public warnings, which can be requested via IMT/ISG meetings.
- ✓ Registering animals presenting at the Animal Evacuation Centre(s) using the Animal Evacuation Registration Form (see **Annexure 2**)
- ✓ Maintaining a central point for all enquiries and dissemination of information, including a rescue display list (see **Annexure 7**)
- ✓ Ensuring food and water are available and accessible at the Animal Evacuation Centres



# RECOVERY

The Shire of West Arthur is responsible for managing recovery following an emergency affecting the community in its district as per s36(b) of the EM Act.

## Recovery Responsibilities

### *Hazard Management Agency/Controlling Agency*

- ✓ Ensure animal welfare is included in post emergency debriefs and reviews
- ✓ Refer and use the Summary Sheet: Evacuated Animals Register from the Animal Welfare Coordinator in all report documentation related to animal welfare (see **Annexure 6**)

### *Shire of West Arthur*

- ✓ Include animal welfare considerations in recovery plans, consider establishing an 'Animal Welfare Sub-Committee' to assist with managing ongoing animal welfare issues post emergency
- ✓ If the SSP-AWiE has been activated, liaise with DPIRD to transition the ongoing animal welfare activities back to the control of Shire and the owner or carer
- ✓ Review the effectiveness of the Shire Animal Welfare Support Plan with Key Stakeholders

### *Key Stakeholders*

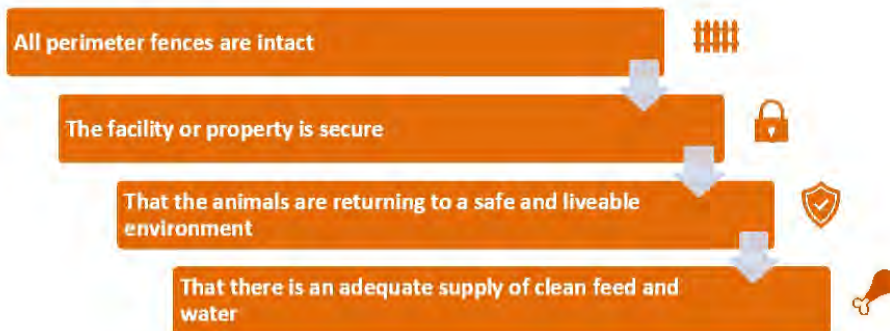
- ✓ Assist the Shire and/or DPIRD in post-incident activities as requested
- ✓ Debrief staff and/or volunteers within organisations or community groups, as it is important not to under-estimate the impacts on personnel involved in emergency response



## Transition to Recovery

The Incident Controller needs to declare the area safe prior to approving or supporting the movement of animals back to an incident affected property.

Before animals are returned to a facility or property ensure:



Always consider: Animals may be traumatised and stressed from a significant incident or a major change in their environment.



# ANNEXURES

## Annexure 1 – Contact List

Organisation	Details	Contact
WA Contract Ranger Services		9642 1106 (Shire)
Animal Health	Emergency Animal Diseases	1800 675 888
Animal Welfare	RSPCA	1300 278 358
Emergency Animal Diseases	Watch Hotline	1800 675 888
Emergency Response	DPIRD	9368 3132
Agricultural	DPIRD	1300 374 731
Livestock Rep	Landmark	9954 1200
Wildlife	Wildcare helpline	9474 9055
Parks and Wildlife (Wheatbelt DBCA HQ)	DBCA Narrogin Office	9881 9200
Public Transport Authority	Rail	9220 9999
Main Roads WA	Road Hazards	1800 013 314
Main Roads WA	Road Permits (Heavy Vehicle)	9311 8450
Electrical Supply	Western Power	131 351
Rail	Emergency	9326 2111
Environmental	Environmental Protection Authority	9222 7000
Dept of Environment	Pollution Emergency	1300 784 782
Dept of Health	On call duty officer Disaster Preparedness and Management Unit (24/7)	9328 0553
Farm Equipment	West Arthur Rural Services	9954 1332 0400 831 117

## Annexure 2 – Animal Registration Form



RECEPTION INFORMATION				
DATE: ____/____/____ TIME: ____:____ HRS	PEN/HOLDING NUMBER:		Photo Taken? <input type="checkbox"/> Yes <input type="checkbox"/> No	
HOLDING LOCATION:				
PICK UP LOCATION:				
REASON: <input type="checkbox"/> Roaming <input type="checkbox"/> Evacuated <input type="checkbox"/> Relinquished				
TRANSPORTED BY: <input type="checkbox"/> Owner <input type="checkbox"/> Carer <input type="checkbox"/> Agency <input type="checkbox"/> Member of Public				
INJURIES OBSERVED: <input type="checkbox"/> Yes <input type="checkbox"/> No		NOTIFIED:	<input type="checkbox"/> Shire <input type="checkbox"/> DPIRD <input type="checkbox"/> HMA	
ANIMAL DESCRIPTION				
LIVESTOCK:	<input type="checkbox"/> Sheep <input type="checkbox"/> Cattle <input type="checkbox"/> Goats <input type="checkbox"/> Llama <input type="checkbox"/> Pigs <input type="checkbox"/> Chickens	DOMESTIC PET:	<input type="checkbox"/> Cat <input type="checkbox"/> Dog <input type="checkbox"/> Horse <input type="checkbox"/> Other: _____	
ESTIMATED N°:		SEX:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Unknown	
BREED:		STERILISED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
COLOUR:		MICROCHIP:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown No. _____	
BRAND/ MARKINGS:		VACCINATED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
AGE:	<input type="checkbox"/> > 6 mths <input type="checkbox"/> 6 mths - 3yrs <input type="checkbox"/> 3 yrs <input type="checkbox"/> Elderly	REGISTERED:	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown Registration N°: _____	
OWNER / CARER / TRANSPORTER CONTACT DETAILS				
NAME:				
ADDRESS:				
CONTACT:	Home:		Mobile:	
EMAIL:				
STAYING ON GROUNDS: <input type="checkbox"/> Yes <input type="checkbox"/> No				
RELEASE DETAILS OF ANIMAL				
FEES:	\$	<input type="checkbox"/> Paid <input type="checkbox"/> Unpaid <input type="checkbox"/> Waivered		
OUTCOME:	<input type="checkbox"/> Collected	Name:		
	<input type="checkbox"/> Re-Homed	Where:		
	<input type="checkbox"/> Euthanasia	Reason:		



OWNER/ CARER SIGNATURE:	
-------------------------	--



## Annexure 3 – Animal Welfare Coordinator & Assistant Roles

### Animal Welfare Coordinator

#### When the Animal Welfare Support Plan is activated the Animal Welfare Coordinator will:

- Establish and maintain liaison with the CEO and/or Recovery Coordinator concerning all animal welfare issues and management decisions.
- Provide Situational Reports to the CEO and/or Recovery Coordinator for IMT or ISG meetings.
- Establish and maintain contact with the Animal Evacuation Centre before, during and after an emergency as support.
- Establish and maintain contact with the Evacuation Centre (for Humans only) and provide assistance with animal welfare issues if requested.
- Appoint Animal Welfare Assistant(s), if required, to assist with administrating logistics associated within this Plan.
- Ensure Animal Welfare support equipment and consumables are maintained and available at all times.
- Request Veterinarians' support and assistance for animals requiring assessment or treatment as approved by HMA/IC.
- Liaise with Shire Media Officer and the HMA/IC to prepare and release public information concerning animal welfare as required.
- Arrange debriefing sessions during and post incident with Animal Welfare Assistants, Volunteers, Shire Staff and associated agency representatives.
- Assist DPIRD and/or DBCA with animal welfare activities as requested or directed by the Controlling agency or HMA.
- Seek authorisation from the HMA/IC to patrol areas affected by the emergency (in consultation with DPIRD/DBCA) to assist impacted wildlife.

### Animal Welfare Assistant

#### When the Animal Welfare Support Plan is activated the Animal Welfare Assistant(s) will:

- Provide support and assistance to the Animal Welfare Coordinator to manage animal welfare issues as requested.
- Maintain appropriate records for animals evacuated to the Animal Evacuation Centre or temporary animal welfare facility established.
- Manage the welfare and safety of animals received at the Animal Evacuation Centre or any temporary animal welfare facility established.
- Liaise with available Veterinarians for animals requiring assessment or treatment.
- Participate in patrols of the area affected by the emergency to assist affected wildlife once the area is deemed safe to do so by the HMA/IC.

## Annexure 4 – Animal Welfare Situational Report

<b>Incident Name:</b>	
<b>Agency/ Organisation:</b>	
<b>Information Current to:</b>	(Date/ Time)

### CURRENT SITUATION:

Total Number of Animals at Evacuation Centre:	Horses	Livestock	Other

#### Situation Summary

(Brief overview of the situation at the Animal Evacuation Centre)

#### Issues/ Hazards Arising

(Brief description of issues known or expected to arise e.g. capacity reached, shortage of resources)

#### Actions Taken

(Brief report of actions completed for period covered by Sitrep, who was involved, activities undertaken)

#### Actions to be Completed

(Brief report of schedules/planned/proposed actions for the period covered by Sitrep)

<b>Injured Animals</b> <i>(Are animals presenting injured, type of injuries, is vet present or required)</i>	
<b>Environment/Safety</b> <i>(Are there any significant environmental impacts or potential for impacts or safety issues)</i>	
<b>Emerging or Expected Issues</b>	
<b>12-24 hours</b>	
<b>24-48 hours</b>	

Next Animal Welfare SITREP due: \_\_\_\_\_ (Time / Date)


<b>SITREP Prepared By:</b>	
<b>Time &amp; Date:</b>	


**Notes for Completing SITREP:**


- Information in a sitrep should be factual and largely without interpretation and conjecture
- Information in a sitrep should cover the period between the last sitrep and the next sitrep
- Sitreps should be brief and not a narrative (read in <3-5 mins). If more information is required, a report should be prepared
- Refer to personnel by their role – do not use their name
- Sitreps should be specific for a given function, and not present information that is outside the specific function
- It is acceptable for a sitrep to be issued that states – no change since last sitrep (see last sitrep issued on [insert date/time] for information)
- A map and other graphic can be part of a sitrep – ensure date/time of the graphic is shown on it, and there is a reference between the graphic and the sitrep.

## Annexure 5 – Animal Evacuation Centre Checklist

*The Animal Welfare Coordinator assigns this role*

ON ACTIVATION		
TASK	NOTES	COMPLETE 
<b>1. Ensure the facility is not at risk or likely to be affected by the hazard</b> Refer to the Emergency WA website <a href="http://www.emergency.wa.gov.au">www.emergency.wa.gov.au</a> and confirm location is not within a Watch & Act area. Consider the surroundings and remember multiple incidents can occur simultaneously. Continually monitor the situation.		<input type="checkbox"/>
<b>2. Ensure the facility has the capacity to support a large influx of animals and people.</b> If an event is currently underway or scheduled in the next three days, consider redirecting the request to another facility.		<input type="checkbox"/>
<b>3. Ensure the facility is operational</b> <ul style="list-style-type: none"> <li>Club rooms, kitchen and amenities to be in good working order</li> <li>Perimeter fencing secure</li> <li>Reliable source of power and water</li> <li>Unrestricted road access and consider route to Department of Communities evacuation centre</li> </ul>		<input type="checkbox"/>
<b>4. Contact facility members who are available to volunteer and assist with managing the Animal Welfare Centre.</b> <ul style="list-style-type: none"> <li>Report availability of volunteers to the Animal Welfare Coordinator or Shire Rangers</li> <li>Draft a basic roster</li> </ul>		<input type="checkbox"/>
<b>5. Establish a registration point</b> Note any directions and contact details on the gate sign. Most likely to be located in the club rooms to coordinate the following services: <ul style="list-style-type: none"> <li>Informing users of facility/centre arrangements</li> <li>Logging the details of all incoming and outgoing animals</li> <li>Collecting ground fees (if applicable)</li> <li>Encouraging all persons to register at <a href="https://register.redcross.org.au/">https://register.redcross.org.au/</a></li> <li>Maintaining a central point for all queries and the dissemination of information</li> </ul>		<input type="checkbox"/>

MANAGEMENT DURING EMERGENCY		
TASK	NOTES	COMPLETE 
<b>6. Waiving of fees and rules</b> In extenuating circumstances, the Animal Evacuation Centre may choose to waive the ground fee and any of the facility rules. This decision must be: <ul style="list-style-type: none"> <li>• Made in good faith</li> <li>• Documented</li> <li>• Communicated to the Facility Manager as soon as practicable</li> </ul> This is most likely to involve dogs and unattended animals at the grounds.		<input type="checkbox"/>
<b>7. Catering arrangements</b> The facility is under no obligation to cater for the displaced people, and they should be told this from the outset. Any donated food should be prepared in accordance with food safety standards. <ul style="list-style-type: none"> <li>• The details of the closest shops should be circulated, and kitchen facilities may be used by those wishing to prepare their own food</li> <li>• Any displaced person still requiring these basic needs should be redirected to the Department of Communities evacuation centre.</li> </ul>		<input type="checkbox"/>
<b>8. Donations</b> The centre is not to be used as a collection point for donated goods. The only donations that <u>may</u> be accepted are: <ul style="list-style-type: none"> <li>• Animal feed</li> <li>• Animal medical supplies and services</li> <li>• Approved catering supplies and services</li> <li>• Facility consumables (i.e. toilet paper)</li> </ul>		<input type="checkbox"/>
<b>9. Communication - SITREP</b> The Facility Manager is to maintain communication with the following organisations: <ul style="list-style-type: none"> <li>• Animal Welfare Coordinator</li> <li>• Shire Ranger Services (to inform IC via ISG)</li> <li>• Department of Communities</li> <li>• Other Public Equestrian Facilities</li> </ul> Subsequent SITREPS are to be provided <b>every 12hrs</b> at a minimum, or as the situation changes.		<input type="checkbox"/>
<b>10. Animals with unknown owners</b> It is likely that rescued animals with unknown owners will be brought to the centre. This is to be recorded on the registration form, the animal photographed, and its details forwarded to the Ranger Services of the relevant Local Government. The Rangers		<input type="checkbox"/>

may impound the animal at the facility and cover all costs of its welfare until the owner is identified. It is not permitted to leave the grounds without their permission.		
<b>11. Administration and finance</b> Keep accurate records, of all the centre's activities, key decisions and expenditure. This information may be required for the post incident review. Costs may be claimable, however, confirmation of this is often required prior to activation.		<input type="checkbox"/>
<b>12. Delegation of roles</b> Depending on the size and nature of the incident consider appointing following positions: <ul style="list-style-type: none"> <li>• Front gate attendant</li> <li>• Registration/admin officer</li> <li>• Safety officer.</li> </ul>		<input type="checkbox"/>
<b>13. Relief arrangements and shift changes</b> Depending on the size and nature of the incident consider relief arrangements for the Animal Welfare Coordinator and any delegated roles. Advise that the centre has an on-site Animal Welfare Coordinator at all times. When this is not possible the contact details of an off-site Animal Welfare Coordinator are to be made publicly available at the centre.		<input type="checkbox"/>
<b>STAND DOWN</b>		
<b>TASK</b>	<b>NOTES</b>	<b>COMPLETE </b>
<b>14. Closure of centre</b> The centre is closed at the discretion of the Animal Welfare Coordinator in consultation with the Facility Manager and Shire. 24hrs notice must be provided to vacate the grounds.		<input type="checkbox"/>
<b>15. Those requiring long term accommodation</b> Residents whose properties are destroyed, inaccessible or uninhabitable are to be redirected to Department of Communities or Shire for support services.		<input type="checkbox"/>
<b>16. Unclaimed animals</b> Any animals who do not have an identified owner after the closure of the centre are to be reported to the Shire Ranger Services.		<input type="checkbox"/>

<b>17. Clean up</b> The facility is to be left in a clean usable state so it can quickly return to general business. It is expected the centre users will assist with this task. Any major damage is to be reported to the Facility Manager.		
<b>POST EMERGENCY</b>		
<b>TASK</b>	<b>NOTES</b>	<b>COMPLETED</b> P
<b>18. Debrief</b> The Animal Welfare Coordinator is to ensure that hot and cold debriefs are undertaken with those who are involved with the centre, such as: <ul style="list-style-type: none"><li>• Facility Manager</li><li>• Feedback from users as they leave</li><li>• Hosting an official debrief session.</li></ul>		
<b>19. Request for information</b> It is likely the facility will be contacted for details of those involved to assist with recovery. If a major incident review is to be undertaken, they may also be approached for a submission. The Facility Manager will validate the information to be released.		
<b>20. Amendments</b> Any proposed changes to this document must be raised with and endorsed by the Facility Manager and Shire, in consultation with DFES and Department of Communities.		

## Annexure 6 – Summary Sheet: Evacuated Animal Register

[illegible]

## Annexure 7 – Animal Rescue Public Display List

[illegible]

## Annexure 8 – Animal Emergency Expenditure

[illegible]

## Annexure 8 - Animal Evacuation Centre Locations

Facility	Address	Contact

## Attachment 12 9 Appendix - Evac Centres 10122024 SCB

## Appendix 9



# EMERGENCY EVACUATION CENTERS

## Primary Centre



### DARKAN Sport & Community Centre

Physical Address	Memorial Drive		
General Description of Complex	200 people with kitchen, office, child care facilities, chairs; tables, adjacent to ovals & basketball/tennis courts, large car park		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		



## Appendix 9

Sitting / standing	
Sleeping	
Duration	No more than 3 days
<b>Amenities Areas</b>	
Enclosed Covered Areas	
Outside children's play area	
Recreation rooms	
BBQs	
Conference rooms	
Swimming pool	
Oval	
<b>External Facilities</b>	
Power outlets	
Water	
Parking	
Area for tents	
Toilets	
Caravan / Articulated Vehicles	
Electric Vehicle Battery recharge point	
<b>Other</b>	
Mobile Phone coverage	
Storage	
Pet friendly	
Main Electrical Board location	
Water Stop Cock location	
Surrounded by bush	
Built on a flood plain	
Positioned on coast	
Site access	

## Appendix 9



DARKAN Town Hall			
Physical Address	Butler St		
General Description of Complex	300 people with foyer area, stage, kitchen, chairs, tables, office, small car park and street parking		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			

## Appendix 9



Recreation rooms		
BBQs		
Conference rooms		
Swimming pool		
Oval		
<b>External Facilities</b>		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
<b>Other</b>		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		



## Appendix 9

### Secondary Centre



#### DURANILLIN Hall

Physical Address	Horley Rd		
General Description of Complex	50 people with kitchen facilities		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Tammy Powell			
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			
Recreation rooms			
BBQs			
Conference rooms			
Swimming pool			

## Appendix 9



Oval		
<b>External Facilities</b>		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
<b>Other</b>		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		

## Appendix 9



### MOODIARRUP Sports Complex

Physical Address	Boyup Brook Arthur Rd		
General Description of Complex	150 with function room and kitchen		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			
Recreation rooms			
BBQs			
Conference rooms			
Swimming pool			
Oval			

## Appendix 9



External Facilities		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
Other		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		

## Appendix 9



### MOODIARRUP HALL

Physical Address	Boyup Brook Arthur Rd		
General Description of Complex	150 with function room and kitchen, chairs		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			



## Appendix 9

Recreation rooms		
BBQs		
Conference rooms		
Swimming pool		
Oval		
<b>External Facilities</b>		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
<b>Other</b>		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		

## Appendix 9



### ARTHUR RIVER HALL

Physical Address	Boyup Brook Arthur Rd		
General Description of Complex	Main Hall and Lesser Hall, 200 with kitchen facilities		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			
Recreation rooms			



## Appendix 9

BBQs		
Conference rooms		
Swimming pool		
Oval		
<b>External Facilities</b>		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
<b>Other</b>		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		

## Appendix 9



ARTHUR RIVER COUNTRY CLUB			
Physical Address	Bokal East Arthur Rd		
General Description of Complex	50 with chairs and tables, outdoor BBQ and children's play area		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			
Recreation rooms			
BBQs			
Conference rooms			
Swimming pool			
Oval			

## Appendix 9



External Facilities		
Power outlets		
Water		
Parking		
Area for tents		
Toilets		
Caravan / Articulated Vehicles		
Electric Vehicle Battery recharge point		
Other		
Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		



## Appendix 9

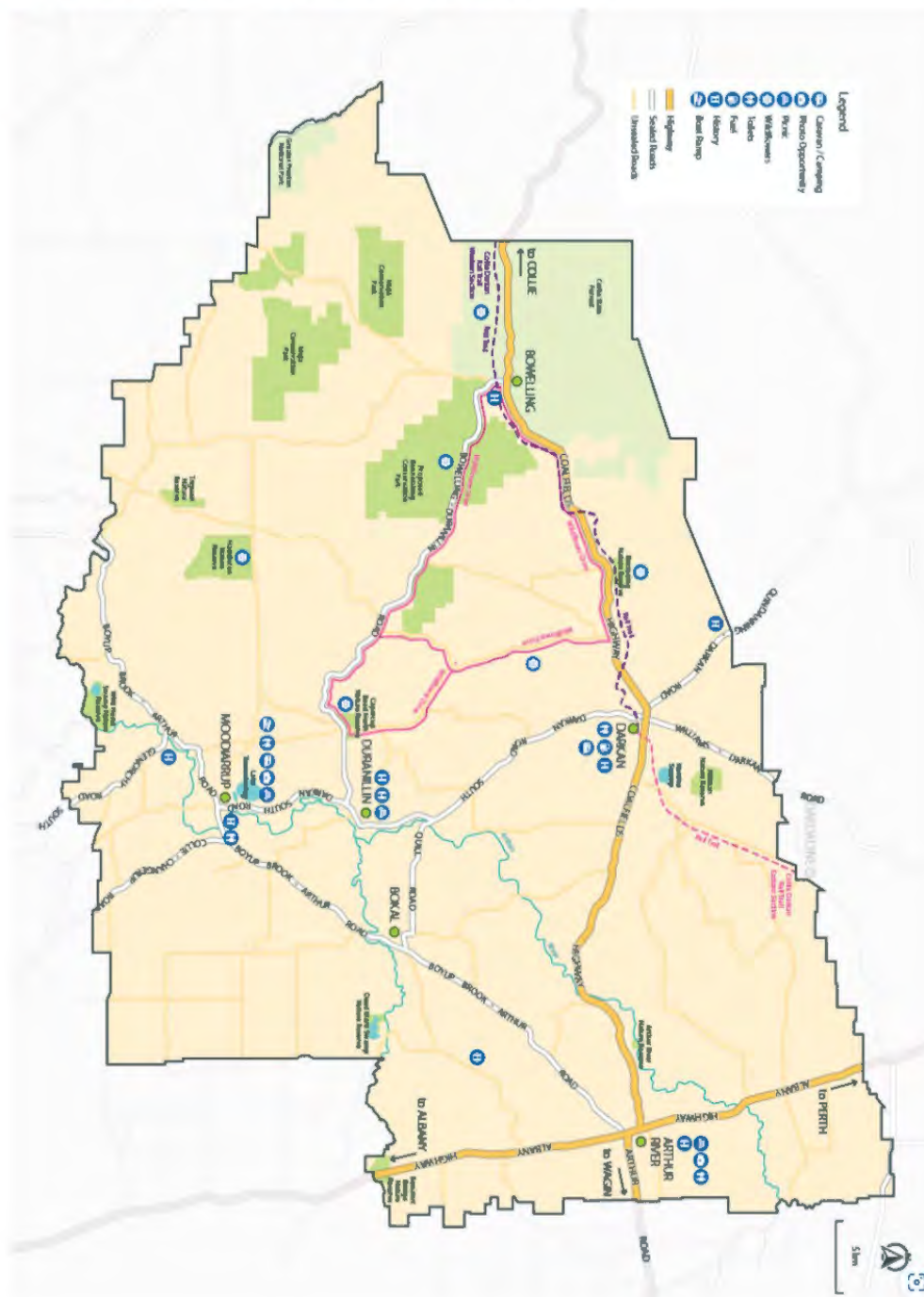
MOODIARRUP Sports Complex			
Physical Address	Boyup Brook Arthur Rd		
General Description of Complex	150 with function room and kitchen		
Phone			
Fax			
Email Address			
Contact	Position	Phone	Mobile
Access	Details		
Keys			
Alarm			
Security			
Universal Access			
Capacity	Details		
Sitting / standing			
Sleeping			
Duration	No more than 3 days		
Amenities Areas			
Enclosed Covered Areas			
Outside children's play area			
Recreation rooms			
BBQs			
Conference rooms			
Swimming pool			
Oval			
External Facilities			
Power outlets			
Water			
Parking			
Area for tents			
Toilets			
Caravan / Articulated Vehicles			
Electric Vehicle Battery recharge point			
Other			

## Appendix 9



Mobile Phone coverage		
Storage		
Pet friendly		
Main Electrical Board location		
Water Stop Cock location		
Surrounded by bush		
Built on a flood plain		
Positioned on coast		
Site access		

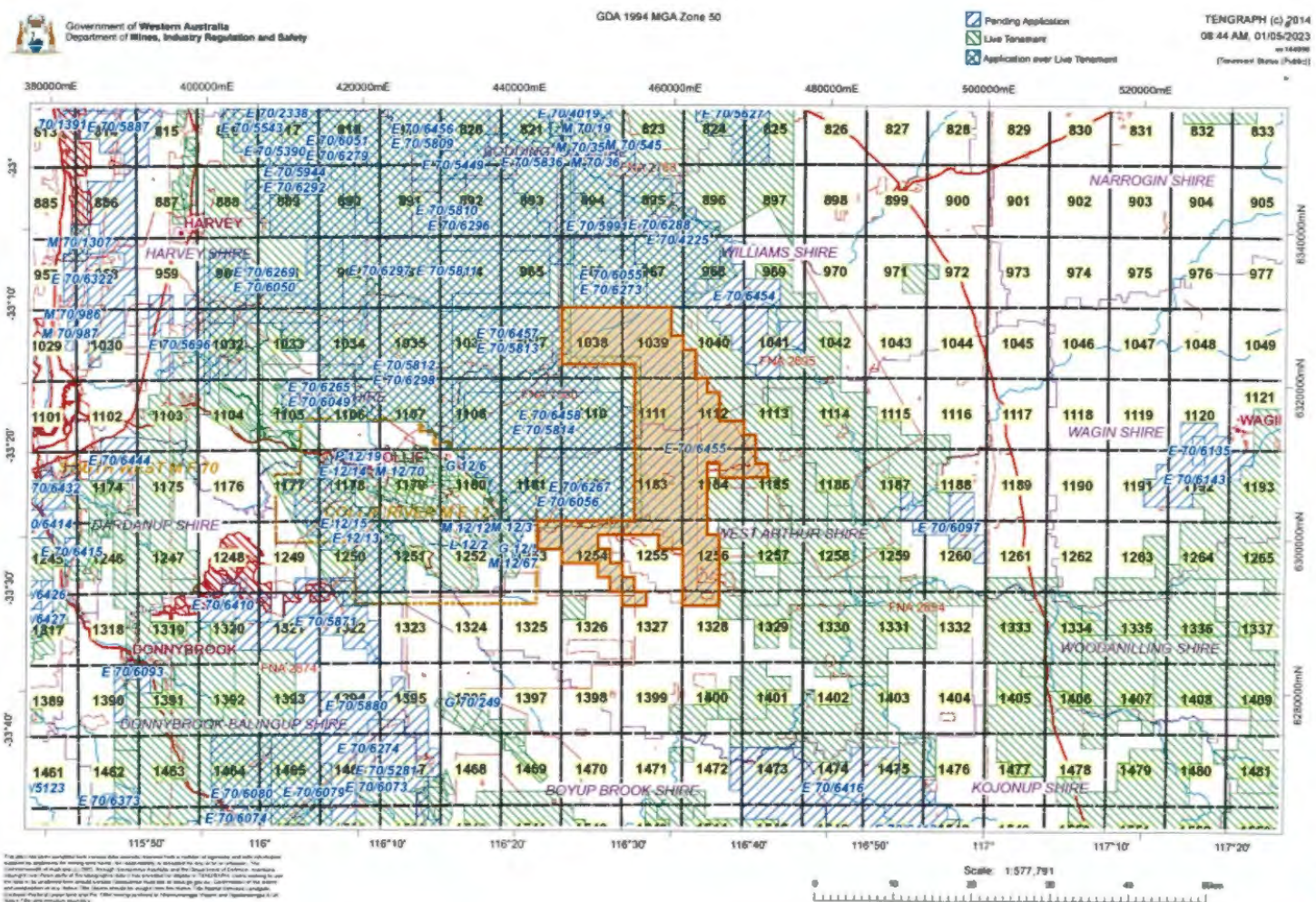
# SHIRE OF WEST ARTHUR



1

[illegible]

# Appendix 10



## Attachment 14 11(a) Appendix Special LEMC Agenda 19012025

## Appendix 11(a)



## Local Emergency Management Committee

## Extraordinary Meeting Agenda

&lt;Insert Event Name&gt;

Date:

Time:

Venue:

Attendance Name and Organisation:

Name	Organisation	Name	Organisation

No.	ITEM	Reporting
	Welcome and apologies	Chair
1	Insert event name- Current Situation	From Sitrep or lead agency
2	Other Agency Reports	Agency leads
3	Communications employed	HMA lead, others as required
4	Priorities, further action	Chair
5	Other items as required	
6	Other items as required	
9	Other business.	As required
10	Next meeting: time and date	Chair

## Attachment 15 11(b) Appendix SITREP 19012025



## Appendix 11(b)

# Situation Report

## SHIRE OF WEST ARTHUR INCIDENT SUPPORT GROUP MEETING

EVENT		
SIT REP #	DATE	TIME PERIOD
DISTRIBUTION		
<ul style="list-style-type: none"> <li>• Council members as required</li> <li>• CEO &amp; Executive team</li> <li>• Managers</li> <li>• Local Emergency Management Committee &amp; Local Recovery Group</li> <li>• Other organisations as necessary</li> </ul> <p><i>Note: Shire can determine who receives the SITREPs based on relationships and need.</i></p>		

### Situation Summary

- What has happened, where and when
- Overview of immediate effects from the impact of the event
- Estimate of the problem – size, scope, area, access, numbers involved including any secondary hazards
- Work health and safety (WHS) summary, casualties

### Actions Taken

- Brief reporting of actions completed – for the period covered by the sitrep
- Who and what is involved, location of site control/s,
- Activities undertaken by engaged resources
- Impact statistics, numbers of properties affected/visited, number of personnel by agency

### Actions to be Completed

- Brief reporting of scheduled/planned/proposed actions – for the period covered by the sitrep
- Assessment of effects of operations conducted to date
- Future intentions & resources required, i.e. where operation expects to be by next sitrep

### Issue(s)

- Present brief description of issue/s that are known/reasonably expected to arise before the next sitrep is issued e.g. a shortage of a given resource, significant WHS issues

Prepared By:	Signature	Date	Time
Approved By:	Signature	Date	Time

## Attachment 16 11(c) Appendix Comms temp 19012025

## Appendix 11 (c)



## Disaster Recovery Communications

## Communications Planning Template

Communications Planning Checklist (*Recovery Comms. included*)

Action	Y/N	Responsible Person
<b>Communications Governance</b>		
Lead Spokesperson selected/ advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/ frequency decided		
Recovery Message board locations established		
Internal Staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
<b>Messaging</b>		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promulgated in all messaging		
Spontaneous volunteer management messaging devised and promulgated in all messaging (as required)		
<b>Community Outreach Program</b>		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

Authorised for Distribution By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

1

## Appendix 11 (c)



### Community Message Talking Points

Spokesperson \_\_\_\_\_ Position \_\_\_\_\_

**Message timing:**

To be delivered at: \_\_\_\_\_ AM ☐ PM ☐

Media channel/s: \_\_\_\_\_

**Target audience:**

Internal staff ☐

Community group/s \_\_\_\_\_

\_\_\_\_\_

Agency/s \_\_\_\_\_

**Intro:** discuss current situation (include 'No physical donations accepted', etc)

**1 What we Know**

**2 What we do not yet know**

**3 What we are doing**

**4 What we want you to do**

**Reiterate main and salient points**

Next message will be available at: \_\_\_\_\_

Authorised for Distribution By: \_\_\_\_\_ Position: \_\_\_\_\_ Date: \_\_\_\_\_

2

# Memorandum of Understanding

Member Councils of the

## Central Country Zone

Western Australian Local Government Assoc.

For

The provision of mutual aid during  
**Emergencies and Post  
Incident Recovery**

2025



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# Memorandum of Understanding

## 1. Purpose

The purpose of this Memorandum is to:

1. Facilitate the provision of mutual aid between member Councils of the Central Country Zone of the Western Australian Local Government Association during emergencies and post incident recovery
2. Enhance the capacity of our communities to cope in times of difficulty
3. Demonstrate the capacity and willingness of participating Councils to work co-operatively and share resources within the region

## 2. Parties to Agreement

Shire Beverly	Shire of Narrogin
Shire of Boddington	Shire Pingelly
Shire of Brookton	Shire of Quairading
Shire of Corrigin	Shire of Wagin
Shire of Cuballing	Shire of Wandering
Shire of Dumbleyung	Shire of West Arthur
Shire of Kulin	Shire of Wickepin
Shire of Lake Grace	Shire of Woodanilling
	Shire of Williams



### 3. Definitions

Definitions for terms contained within this Memorandum are as contained in the Emergency Management Act 2005 and Emergency Management Act Regulations 2006

### 4. Guiding Principle

The guiding principle of this Memorandum is that any support given by a local government in a particular emergency event shall be at the discretion of the Council giving the support, and of a level that will not unduly compromise the operability of the Council giving the support

### 5. Partnering Objectives

Partners to this Memorandum, in times of community distress due to an emergency incident, agree where possible to:

1. Provide whatever resources may be available within the means of that Council to respond to the emergency incident if requested.
2. Provide whatever resources may be available within the means of that Council to assist with post incident recovery in the community

### 6. Allocation of Resources

1. This Memorandum acknowledges that the allocation of a participating Council's staff resources and plant is an operational issue, and as such is the responsibility of the CEO of the Council seeking to offer aid.
2. This Memorandum seeks to demonstrate that the CEO's commitment to supporting other Councils in need is backed by the elected members of a participating Council.

### 7. Partnering Expectations

1. To provide where possible both physical and human resources to assist with the recovery management during emergencies. The type of assistance initially is to assist immediate response and recovery of a short duration. Ongoing protracted assistance, but still in the absence of the emergency being declared a disaster, will be subject to further negotiation and agreement in writing between the parties concerned.
2. To ensure that 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).
3. To ensure all personnel and equipment provided are covered by the providers own insurance

4. Providers of support will be responsible for all costs associated with its legislative responsibilities for its employees and equipment incurred during the provision of support unless otherwise agreed in writing.
5. The Requestor for support will be responsible for all incidental costs, associated with the Provider's personnel and equipment such as catering, accommodation, OHS issues, transport, fuel and storage.
6. In the event the emergency is of sufficient scale to qualify for State and Commonwealth Funding assistance, such assistance will be sought in compliance with relevant State and Commonwealth Policies

## 8. Duration and Amendment

1. This Memorandum will come into effect at the date of signing by all parties.
2. This Memorandum will remain in force for an initial period of 5 year with an option to extend for a further 5 years by agreement of all parties, or until it is terminated.
3. This Memorandum shall not be altered varied or modified in any respect except by agreement of all parties in writing.
4. This Memorandum will be reviewed annually to ensure it is current and appropriate to the needs of the parties. The annual review will determine if the Agreement is to be extended or terminated.

## 9. Termination

This Memorandum may be terminated by mutual agreement of all parties in writing at any time.

## 10. Withdrawal

Any party may withdraw from this Memorandum by giving three months' notice in writing to the Executive Officer of Central Country Zone, Western Australian Local Government Association at any time.

## 11. Notices

Communications in relation to this Memorandum must, unless otherwise notified in writing, be addressed and forwarded as follows:

Executive Officer Central Country Zone, Western Australian Local Government Association

## Memorandum of Understanding Signatories:

Local Government	Signature	Date
------------------	-----------	------

Shire of Beverly - CEO		
Shire of Boddington -CEO		
Shire of Brookton - CEO		
Shire Corrigin - CEO		
Shire of Cuballing - CEO		
Shire of Dumbleyung - CEO		
Shire of Kulin - CEO		
Shire of Lake Grace - CEO		
Shire of Narrogin - CEO		
Shire of Pingelly - CEO		
Shire of Quairading - CEO		
Shire of Wagin - CEO		
Shire of Wandering		
Shire of West Arthur - CEO		
Shire of Wickepin - CEO		
Shire of Woodanilling		
Shire of Williams - CEO		

Attachment 18 LRP West Arthur

# LEMA

LOCAL EMERGENCY  
MANAGEMENT ARRANGEMENTS



## LOCAL RECOVERY PLAN

2025



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3. Recovery Communications Plan	7. Recovery Coordination Centre One-Stop-Shop guide	11. Emergency Relief - Not-For-Profit Organisations
4. Recovery Operational Sequence	8. Recovery Health and Welfare	12. Conflict Resolution guide



# 1. ADMINISTRATION



Amendments to the Plan should be recorded.  
The following table shows the amendment record.

No	Details of Amendment	Review / Amendment Date	Initials
1	Initial document	April 2010	Unknown
2	Complete revision and rewrite	September 2016	A Ciric
3	Review and update	May 2021	K Gibbs
4	Complete rewrite and redevelopment	January 2025	LR Winter



## 1.1 Endorsement - West Arthur Local Recovery Plan

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

\_\_\_\_\_  
Date: \_\_\_\_\_

**Chair Local Emergency Management Committee**

Shire of West Arthur

Cr Neil Morrell - Shire President

\_\_\_\_\_  
Date: \_\_\_\_\_

**Local Emergency Coordinator**

Williams Police

Officer in Charge

\_\_\_\_\_  
Date: \_\_\_\_\_

**Chief Executive Officer**

Vin Fordham Lamont

Shire of West Arthur

**Endorsed by Council**    Date: \_\_\_\_\_    Resolution Number: \_\_\_\_\_

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

© Shire of West Arthur 2025

West Arthur Local Recovery Plan 2025

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A-Z

## 1.2 Acronyms

<b>(The) Act</b>	Emergency Management Act 2005 (WA)
<b>ARC</b>	Australian Red Cross
<b>CA</b>	Controlling Agency
<b>CEO</b>	Chief Executive Officer
<b>Communities</b>	Department of Communities
<b>DFES</b>	Department of Fire and Emergency Services
<b>DRFAWA</b>	Disaster Recovery Funding Arrangements - Western Australia
<b>DEMC</b>	District Emergency Management Committee
<b>ERM</b>	Emergency Risk Management
<b>HMA</b>	Hazard Management Agency
<b>IC</b>	Incident Controller
<b>IS</b>	Impact Statement
<b>ISG</b>	Incident Support Group
<b>LEC</b>	Local Emergency Coordinator
<b>LECC</b>	Local Evacuation Centre Coordinator
<b>LEMC</b>	Local Emergency Management Committee
<b>LGLO</b>	Local Government Liaison Officer (Relief and Support)
<b>LEMA</b>	Local Emergency Management Arrangements
<b>LRC</b>	Local Recovery Coordinator
<b>LRG</b>	Local Recovery Group
<b>LRP</b>	Local Recovery Plan (this document)
<b>OIC</b>	Officer in Charge
<b>SEMC</b>	State Emergency Management Committee
<b>SEMP</b>	State Emergency Management Policy
<b>SES</b>	State Emergency Services



### 1.3 Document Availability

Members of the public can view a copy of the Local Recovery Plan (LRP) on Shire of West Arthur's website. Physical copies are available for inspection, during office hours, at Shire of West Arthur's Administration Offices in Darkan.



### 1.4 Feedback

Feedback on this Plan is invited and can include:

- What you do and don't like about the Plan
- Unclear or incorrect expression
- Out of date information or practices
- Errors, omissions or suggested improvements, and
- Post-incident improvement opportunities.

To provide feedback, copy the relevant section/s with the proposed changes marked and forward to:

Chief Executive Officer  
Shire of West Arthur  
31 Burrowes Street  
(PO Box 112)  
Darkan WA 6392  
Ph: (08) 9736 2400  
Email: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au)

The Local Emergency Management Committee (LEMC) will be given any suggestions and/or comments for consideration. The LEMC must approve all amendments and enter them in the Amendment Record.



## 1.5 Distribution

### *Full Unrestricted Version*

#### **Full Unrestricted Version**

Shire of West Arthur
Local Emergency Management Committee Members
District Emergency Management Committee
State Emergency Management Committee
Local Emergency Coordinator
WA Police - Williams Station
Department of Biodiversity, Conservation and Attractions (DBCA)
Department of Communities
Department of Education
Department of Fire and Emergency Services (DFES)
Department of Health
Department of Primary Industries and Regional Development (DPIRD)
Department of Water and Environmental Regulation
Main Roads WA
Telstra
Water Corporation
West Arthur Volunteer Bushfire Brigades
West Arthur St John Ambulance
Western Power

### *Restricted version*

#### **Public Access**

Shire of West Arthur Offices – Front Counter/Reception
Shire of West Arthur Website: <a href="http://www.westarthur.wa.gov.au">www.westarthur.wa.gov.au</a>
West Arthur Library: <a href="mailto:westarthur@crc.net.au">westarthur@crc.net.au</a>



## 1.6 Related Documents, Agreements and Understandings, Special Considerations

### 1.6.1 Related Documents

The Local Recovery Plan (LRP) is consistent with State Emergency Management Policies and State Emergency Management Plans and should be read in conjunction with West Arthur's Local Emergency Management Planning and Arrangements.

Details are held by Shire of West Arthur's Administration Offices at:

Shire of West Arthur  
31 Burrowes St  
(PO Box 112)  
West Arthur WA 6392  
Email: [shire@westarthur.wa.gov.au](mailto:shire@westarthur.wa.gov.au)

For related State Plans, Policy, Legislation, Procedures and Guidelines and Resources - [click here](#).



## 1.7 Agreements, Understanding and Commitments

### 1.7.1 Mutual Aid Agreement

The Shire of West Arthur, along with other local governments, form an agreement for the provision of mutual aid during emergencies and post incident recovery.

The purpose of this memorandum is to:

- Facilitate the provision of mutual aid between member Councils of the [Central Country Region](#) of the Western Australia Local Government Association during emergencies and post incident recovery.
- Enhance the capacity of your communities to cope in times of difficulty.
- Demonstrate the capacity and willingness of participating Councils to work cooperatively and share resources within the region.



The local governments that are signatories to this agreement include:

Shire of Beverley	Shire of Pingelly
Shire of Brookton	Shire of Quairading
Shire of Corrigin	Shire of Wagin
Shire of Cuballing	Shire of Wandering
Shire of Dumbleyung	Shire of Wickepin
Shire of Kulin	Shire of Williams
Shire of Lake Grace	Shire of West Arthur
Shire of Narrogin	

For other Agreements, Understandings and Commitments in place for the Shire of West Arthur see Contacts and Resources (**Appendix 4**).



Figure 1: Map of Central Country location to the South West, Great Southern and Peel Regions of WA



## 2 RECOVERY



### 2.1 Overview

The [Emergency Management Act 2005](#) (WA) (the Act) defines recovery as 'the support of emergency affected communities in the reconstruction and restoration of physical infrastructure, the environment and community psychosocial and economic wellbeing'.

During, and following, an emergency, the Shire of West Arthur is the closest form of governance to the local community and is in the best position to lead, manage and coordinate community recovery. State Government departments, supporting agencies, community members, community groups and community service organisations cooperate with, or directly support, West Arthur.

Shire of West Arthur recognises disaster recovery is more than simply replacing what has been destroyed and rehabilitating those affected.

Disaster recovery is a complex, dynamic and potentially protracted process rather than just a remedial process.

For this reason, the Shire of West Arthur and its Local Recovery Group (LRG) adopt the National Principles of Disaster Recovery while also aligning these to strong recovery values when engaged in recovery activities.



### 2.2 Authority

This LRP has been prepared in accordance with the Act and endorsed by West Arthur's LEMC and Shire of West Arthur Council. The Plan is tabled for noting with the District Emergency Management Committee (DEMC) and State Emergency Management Committee (SEMC).



### 2.3 Purpose

To establish detailed planning, arrangements and processes to restore, as quickly as possible, the quality of life in an affected community so it can continue to function as part of the wider community.



### 2.4 Objectives

The objectives of recovery activities, as outlined in State EM Plan section 6.1 are to:

Assist recovery at a social, built, economic and natural environment level

Ensure that recovery activities are community-led

Ensure that available government and non-government support to affected communities is targeted

Assist communities to rebuild in a way that enhances social, built, economic and natural environment values where possible



Improve resilience of the relevant communities

Ensure that lessons learnt through the recovery process are captured and available to managers of future recovery processes



## 2.5 Shire Recovery Principles

West Arthur Local Recovery Plan (LRP) and its Local Recovery Group (LRG) will be aligned to all aspects of recovery, incorporating the Australian National Disaster Recovery Principles that are considered central to successful recovery, being:

### Understanding the **CONTEXT**

Shire of West Arthur recognises that successful recovery hinges on an understanding of its diverse and rich community heritage within its local government area, having its own history, values and dynamics and will always consider them.

### Recognising **COMPLEXITY**

Shire of West Arthur acknowledges the complex and dynamic nature of both emergencies and the diverse nature of its communities.

### Using **COMMUNITY-LED** approaches

Shire of West Arthur recognises that successful recovery is based on involving the community and commits to being responsive, flexible and engaging to support communities into the future.

### **COORDINATING** all activities

Shire of West Arthur will be the hub for a successful recovery ensuring a planned, coordinated and adaptive approach between communities, partner agencies and industry, based on continuing assessment of impacts and needs.

### **COMMUNICATING** effectively

Shire of West Arthur understands the imperative of effective communication for successful recovery and will ensure the Recovery Communications Plan (see Appendix 3) is activated to ensure community and partners are always informed and heard.

### Building **CAPACITY**

Shire of West Arthur appreciates that successful recovery recognises, supports and builds on individual community and organisational capacity and resilience and, at every opportunity, will allow programs and processes to do this.



## 2.6 Recovery Values

Shire of West Arthur will apply sound disaster recovery **Values** to all activities by:

1. Considering consequences of actions ensuring **NO HARM** to disaster affected communities
2. Providing **LEADERSHIP** for West Arthur's communities
3. Recognising West Arthur's key role is to foster **COLLABORATION** between partner agencies and community
4. **EMPOWERING** individuals and groups to effectively carry out recovery activities
5. **ACTING** as quickly as possible, however, planning for the **LONG-TERM** (see Value 1)
6. Ensuring **TRANSITION** to normal services will be part of the Recovery Long-Term Strategy
7. **CAPTURING** lessons learnt for building capacity and resilience for the West Arthur community



## 2.7 Shire of West Arthur Vision

The Shire of West Arthur's vision *"to be a safe, friendly welcoming community with a dynamic and expanding local economy"* will be considered in all Recovery activities.



## 2.8 Community Development in Recovery

Community development is a process that empowers individuals and groups within a community to collectively identify and address their needs, challenges, and aspirations. This method is particularly valuable in recovery, highlighting the essential role of Local Government Community Development Officers.

Community Development Officers are skilled professionals in engaging residents, coordinating community initiatives, advocating for vulnerable/ higher risk populations, and fostering capacity building. Their expertise and knowledge uniquely position them to support and advise in recovery planning.

### Key opportunities for Community Development Officers in recovery include:

Providing opportunities for disaster-affected people to 'have their say' and enable people to have power to influence (when they may feel powerless following the impact of an emergency)

Working 'with' people rather than 'doing things to' or 'for' them

Supporting people to come to terms with their different life circumstances and move forward into a new, changed reality, which may provide new adaptive socioeconomic and disaster preparedness opportunities

Source: [Community Recovery – Handbook 2](#) (Australia Disaster Resilience)



## 2.9 Threats

As West Arthur is diverse, several impacts need to be considered that may affect how the Plan is implemented in times of emergency:

Consideration	Season
<b>Bush Fire Season</b>	November – April
<b>Storm Season</b>	May - October
<b>Flooding Event</b>	Riverine Flooding Downpour Flash Flooding
<b>Public Events:</b> <ul style="list-style-type: none"> <li>o Tourists (Grey Nomads/ School Holidays)</li> <li>o Australia Day Breakfast</li> <li>o ANZAC Day Service (Elderly)</li> <li>o Speed Boat Racing</li> <li>o Darkan Sheepfest</li> <li>o Birdie's Backyard Ultra Marathon</li> <li>o Harvest Period (increased traffic)</li> <li>o Astrotourism</li> </ul>	All Year 26 January 25 April All Year (Lake Towerrinning) February August October – January All Year
<b>Road/ Rail Transport</b> <ul style="list-style-type: none"> <li>o Albany Hwy</li> <li>o Darkan Road South</li> <li>o Boyup Brook-Arthur Rd</li> <li>o Williams-Darkan Rd</li> <li>o Coalfields Road</li> <li>o Quindanning-Darkan Rd</li> <li>o Bowelling-Duranillin Rd</li> </ul>	All Year All Year All Year All Year All Year All Year All Year
<b>Bio Security and Health Hazards</b>	All year



## 2.10 Scope

This LRP is limited to the boundaries of the Shire of West Arthur. It details the recovery plan for the community and will not detail how individual organisations will conduct recovery activities within their core business areas.

The LRP is a support plan to West Arthur's Local Emergency Management Plans and Arrangements. The Plan is a guide to managing recovery at a local level.



## 2.11 Geographic Location

The area covered by this Plan is the geographic area covered by the Shire of West Arthur under the Local Government Act (1995). The Shire of West Arthur, located in Western Australia's 'Central South', covers an area of 2834 square kilometres. The Shire is located approximately 200km south-east of Perth.

The West Arthur includes the townsites and localities of:

Darkan

Duranillin

Arthur River



Figure 2: Location of the Shire of West Arthur

For townsite information and maps refer to the **LEMA General Plan - Appendix 10**.

The Shire is part of the Wheatbelt Region. To view Regional Maps - [click here](#).



## 3 ACTIVATION & ACTIONS



### 3.1 Activation of Recovery

Shire of West Arthur CEO will activate the LRP on advice from the HMA/CA, and the Local Recovery Coordinator (LRC). Assistance required for recovery will be assessed by:



The LRG Chairman, together with the LRC, is responsible for implementing the recovery processes of the LRP, once it is activated.

#### 3.1.1 Emergency Management Phases

There are four phases of emergency management known as Preparedness, Prevention (or mitigation), Response and Recovery (PPRR). These are not distinct linear segments independent of each other but can overlap and run concurrently. As illustrated in Figure 2, recovery starts at response and is the process of adjusting to the new normal after an emergency.

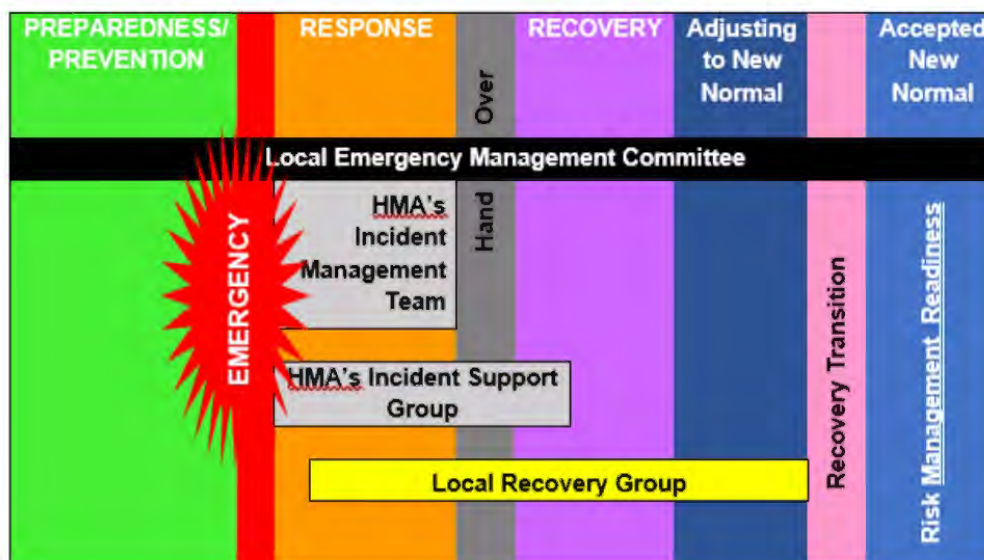


Figure 3: Phases of emergency management (PPRR)



### 3.1.2 Stages of Recovery

After a disaster event an affected community needs to face a new reality and embark on their journey of recovery. Successful recovery is responsive and flexible, engaging communities and empowering them to move forward. The Shire of West Arthur understands accompanying a community through all the phases of disaster recovery requires a long-term commitment.

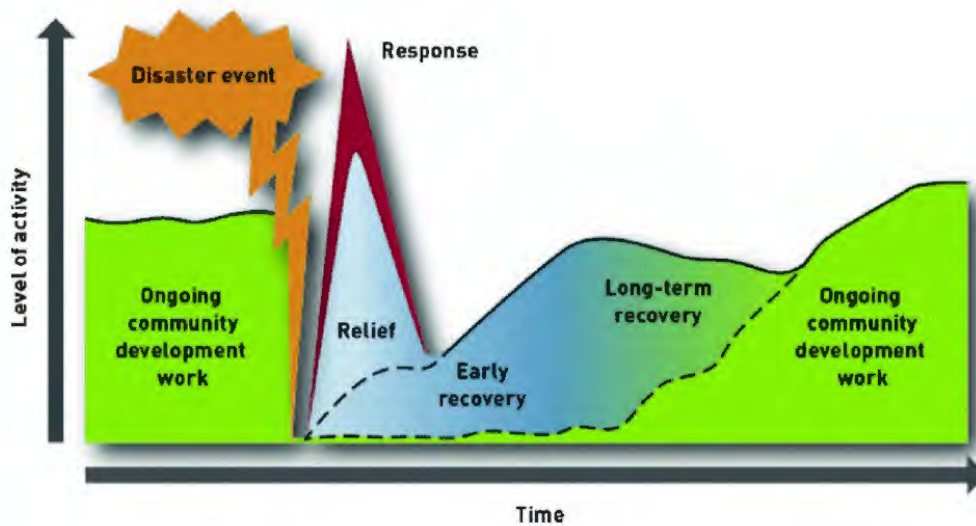


Figure 4: Effect of Disaster on Ongoing Community Development and Interface with Relief and Recovery

Source: [Community Recovery – Handbook 2](#)

## »»» ACTION

- HMA/CA, DBCA AND LRC CONSULTS AND ADVISES SHIRE CEO OF RECOVERY ACTIVATION.
- ASSESSMENT OF ASSISTANCE IS DETERMINED.
- LOCAL RECOVERY PLAN IS ACTIVATED.



## 3.2 Response to Recovery Responsibilities

The Shire of West Arthur will initiate the LRP while response activities are still in progress, as key decisions during the response phase are likely to directly influence and shape recovery. Regardless of response engagement, as soon as possible the LRG will be assembled so it can be briefed on the emergency incident and to detail contingencies. This will allow for a smooth transition from response to recovery. The LRG also represents the community (advocates) to advise on priorities and impacts.

### THE LOCAL RECOVERY GROUP WILL:

*Understand key impacts and tasks*

*Connect with key agencies and community*

*Include the LRC in ISG meetings from onset*

*Identify recovery requirements and priorities as early as possible*

Handover of event management from response to recovery from the HMA/CA to the Shire of West Arthur shall be formalised in line with HMA/CA responsibilities and procedures.

An Impact Statement (IS) is a key element of the handover process, and the HMA/CA is responsible for delivering this to Shire of West Arthur's CEO.

The CEO has discretion accepting this handover of responsibility and can take advice from LRC and LRG, in consultation with HMA/CA. Acceptance should not occur unless the CEO and the LRC and LRG are fully aware of the extent of the effects on the community and are willing to take on the responsibilities.

## »»» ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG CONVENED AND BRIEFED ON INCIDENT ENSURING COORDINATED RECOVERY RECOMMENDATIONS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA ON COMPLETION OF IMPACT STATEMENT PROVIDING AN ACCEPTABLE AND AGREEABLE STANDARD.**



## 3.3 Impact Statement & Needs Assessment

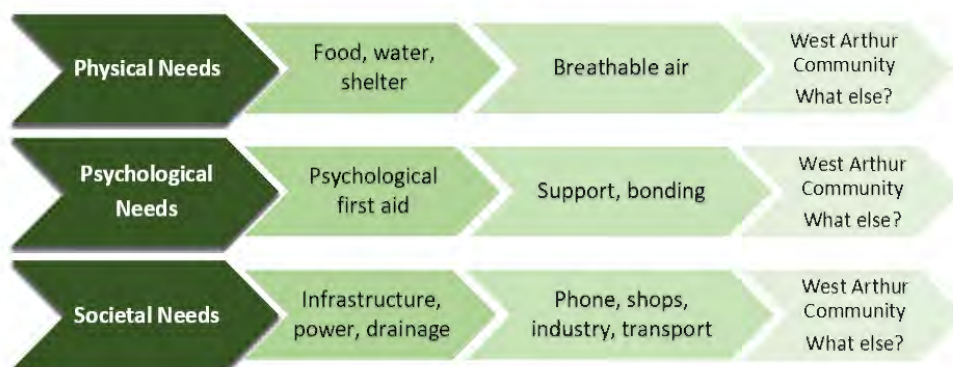
### 3.3.1 Impact Statement (IS)

The event CA will complete an IS in consultation with the ISG. It will contain a detailed description of the impact on the affected community and provides the LRC and the LRG with a starting point for recovery of individuals, community and infrastructure. The Impact Statement will be completed as recommended in the [State Emergency Management Procedure 5.4](#).

The State Recovery Team has developed an [Impact Statement Template](#) and [Impact Statement Guide](#) to assist Controlling Agencies in Level 2 or 3 incidents where there are impacts requiring recovery activities.

### 3.3.2 Needs Assessment

A **Needs Assessment** of the affected area should be completed as early as possible. Requirements of affected community will change over time and **NEEDS** reassessed periodically.



#### NEEDS:

Broadly be defined as:

What has been affected?	Require contact for further information?
What information is needed?	Best contact details?
What assistance is required?	Information on assistance for neighbours?



### NEEDS OUTREACH:

Involves visiting people in their homes or temporary accommodation to provide access to core recovery information and services. Consider trained volunteers from Australian Red Cross (ARC) partner with the Shire and other identifiable volunteers who speak directly to affected individuals to determine their requirements:

*Establishes contact ASAP with the affected community*

*Captures data to assist the LRG prioritise allocation of resources*

*Provides opportunity to share critical information with affected community*

A template form for Outreach Needs Assessment can be found at:

**Attachment 3** in the *Recovery Communications Plan*, within **Appendix 3- Local Recovery Plan**

### 3.3.3 Sources of Information - Impact & Needs Assessment

The IS and Needs Assessment (NA) process must be done as soon as possible after the emergency. Sources that may assist in the collection of this data may include:

HMA/CA

Insurance assessors

Business associations (Chamber of Commerce)

Shire Building Surveyors, Engineers and Environmental Health Officers and Rangers

Emergency Relief and Support agencies – identifying persons in need of immediate assistance

Australian Red Cross (ARC) has systems to register individuals presenting at Evacuation Centres and resources to assist in outreach activities and will be activated by HMA/CA

Outreach Needs Assessment form can be found at:

**(Local Recovery Plan, Appendix 3 - Recovery Communications Plan, Attachment 3)**

## »»» ACTION

- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRC TO ATTEND ISG MEETINGS AND LIAISE WITH IC.**
- **LRG GATHERED AND BRIEFED ENSURING RECOVERY BEGINS.**
- **CEO TO SIGN OFF RESPONSE TO RECOVERY HANDOVER WITH HMA/CA ONCE THE IMPACT STATEMENT IS PROVIDED.**
- **RECOVERY INITIATED WHILE RESPONSE STILL IN PROGRESS.**
- **LRG OUTREACH NEEDS ASSESSMENT WILL ACTIONED ASAP, WHEN SAFE, AFTER EVENT.**



### 3.4 Operational Recovery Plan

Where significant reconstruction and restoration is required, the LRC/LRG should prepare an Operational Recovery Plan (ORP).

The ORP shall provide a full description and extent of community damage, both physical and human, and detail plans for restoration and reconstruction including community and development activities. See **Appendix 6** for an ORP template.



#### ACTION

- **LRG/LRC TO PREPARE ORP WHERE SIGNIFICANT RECONSTRUCTION AND RESTORATION IS REQUIRED.**



### 3.5 Long-Term Recovery Strategy

The Recovery Process is most successful when it is designed to evolve, change and ultimately assist the community in returning to normal. This transition requires a comprehensive strategy that gradually integrates the recovery services into existing mainstream services. The Long-Term Recovery Strategy should be developed to achieve a holistic and enduring recovery for the community.

To build resilience in future emergencies, the economic environment, infrastructure and natural environment need to be considered. Where appropriate, the Shire of West Arthur will develop a collaborative, comprehensive recovery strategy with and for the community. This will also incorporate how the community's needs have changed over time. A further outreach program may be instigated to check on the community's wellbeing.



#### ACTION

- **SHIRE OF WEST ARTHUR TO DEVELOP A COLLABORATIVE, COMPREHENSIVE AND INCLUSIVE LONG-TERM COMMUNITY RECOVERY STRATEGY, WHICH MAY INCLUDE ANY CHANGES IN COMMUNITY NEEDS AND FURTHER OUTREACH ACTIVITIES.**
- **SHIRE OF WEST ARTHUR TO IDENTIFY POTENTIAL PARTNERSHIPS WITH EXISTING COMMUNITY ORGANISATIONS AND SERVICES AND ASCERTAIN THEIR CAPACITY TO SUPPORT RECOVERY PROCESS IN THE MEDIUM AND LONG TERM.**



### 3.6 Managed Withdrawal

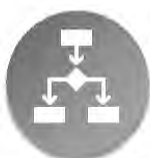
The Shire of West Arthur and its LRG will provide a clear path in the transition of recovery activities, programs, services and communications to mainstream service providers and ongoing community development, while working towards maintaining the community's health and wellbeing.

#### »»» ACTION

- **SHIRE OF WEST ARTHUR WILL COMMUNICATE VIA THE LRG SUB-COMMITTEES WHEN RELEVANT SERVICE PROVIDERS AND AGENCIES WILL BE WITHDRAWING SERVICES FROM THE AFFECTED AREA.**
- **LRG TO IDENTIFY RECOVERY PROGRAMS THAT WILL 'PHASE DOWN', 'PHASE OUT' OR BE 'HANDED OVER' TO THE COMMUNITY TO CONTINUE.**



## 4 OPERATIONAL RECOVERY MANAGEMENT



### 4.1 Management Structure

Full details of the Management Structure and Sub-Committee functions can be viewed in **Appendix 1**.



### 4.2 Local Recovery Group (LRG)

The LRG will coordinate and support local management of the recovery processes within the community, subsequent to a major emergency, in accordance with [State Emergency Management Policy](#) and Local Recovery Plan (LRP). Local Recovery Group (LRG) membership will expand or contract depending on recovery and community needs and requirements.

#### 4.2.1 Membership

<b>Chairperson</b>	Shire CEO
<b>Local Recovery Coordinator</b>	LRG Representative, as appointed by the CEO
<b>Executive Officer</b>	Shire CEO to nominate a Senior Officer
<b>Shire LEMC members</b>	LEMC – members are required
<b>State Government</b>	<p>Relevant government agencies and other statutory authorities will nominate their representatives to be members depending on incident type. Recommended:</p> <ul style="list-style-type: none"> <li>➤ HMA/CA (initially)</li> <li>➤ Dept. of Fire and Emergency Services (initially)</li> <li>➤ WA Police (initially)</li> <li>➤ Dept. Biodiversity Conservation &amp; Attractions</li> <li>➤ Department of Communities</li> <li>➤ Lifelines</li> <li>➤ Main Roads WA</li> <li>➤ St John Ambulance Service (initially)</li> <li>➤ Dept. of Health</li> <li>➤ Dept. of Primary Industry and Regional Development.</li> <li>➤ Insurance Council of Australia</li> </ul>
<b>Non-Government Organisations</b>	ARC, local service clubs, aged care, schools, others as required
<b>Identified Community Members</b>	To be identified depending on event and location



#### 4.2.2 Functions

Appoints key positions within the LRG
Establishes sub-committees as required
Assesses requirements for recovery activities relating to physical/psychological/social wellbeing of the community, along with economic, infrastructure and natural environment with assistance from partnering agencies
Develops an ORP to coordinate a recovery process that considers: <ul style="list-style-type: none"> <li>* Long-term planning and goals for West Arthur</li> <li>* Assessing recovery needs and determining recovery functions still required</li> <li>* Developing a timetable, identifying responsibilities for completing major functions</li> </ul>
Needs of youth, aged, disabled, culturally linguistically diverse (CaLD)
Allowing full community participation and access
Allowing monitoring and reporting of the recovery process
Facilitates provision of services, exchange of public information and acquisition of resources
Negotiates effective use of available resources and support from State and Commonwealth
Monitors progress of recovery, receives periodic reports from recovery agencies
Ensures a coordinated multi-agency approach to community recovery
Makes appropriate recommendations, based on lessons learnt, to the LEMC to improve the community's recovery readiness and planning



### 4.3 Community Involvement – Cultural & Diversity Inclusiveness

West Arthur is a diverse and inclusive region with strong history, culture and identity. During West Arthur's recovery, including priorities, strategies and decision-making, the Shire will strive to involve the affected community's values and differences.

Key stakeholders and delegates will be chosen from the community to ensure broad representation. These delegates may be included on relevant LRG sub-committees, depending on the emergency's nature and effect.

When threatened or affected by an emergency, all community members are encouraged to be actively involved in their own and shared recovery. To assist community efforts, formal recovery agencies will provide structured support, communications and coordination.



## 4.4 Local Recovery Group Sub Committees

Depending on the size of an emergency, sub-committees may be established to assist LRC by addressing a specific component of the recovery process. Each sub-committee will report its activities, through its nominated Chair, to LRG. For a full list of functions of various sub-committees see **Appendix 1**.



## 4.5 State Government Involvement

During the recovery process, the State government may provide support and assistance to West Arthur. The structure of the State Recovery Coordination is shown below.

### 4.5.1 State Recovery Coordinator/Controller

The **State Recovery Coordinator (SRC)** supports a whole of government approach and coordinates the maintenance of the State recovery arrangements and plans, through the SEMC recovery sub-committee.

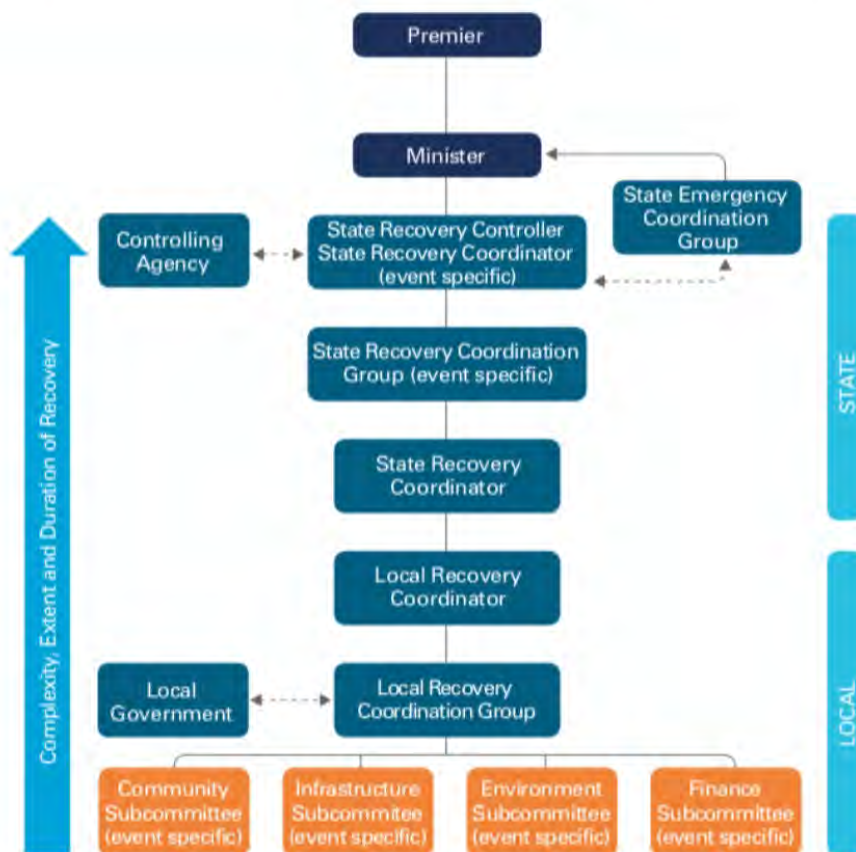


Figure 5: State Government Coordination Structure



The SRC supports the operation of State level recovery coordination through the State Recovery Coordination Group (SRCG).

The Premier appoints the **SRC**, this is done when an emergency affects several communities, is ongoing, requires State level assistance to resolve issues and needs a regional coordination approach.

#### **4.5.2 State Recovery Coordination Group**

The SRCG is responsible for coordinating State level recovery in complex or prolonged recovery operations and develops a state level operational recovery plan. Its effectiveness must be evaluated after the State level recovery coordination process has occurred.

### **»»» ACTION**

- **WEST ARTHUR WILL ESTABLISH AN LRG MANAGEMENT STRUCTURE RELEVANT TO EVENT SIZE AND COMPLEXITY.**
- **LRG WILL ESTABLISH MEMBERSHIP FROM SHIRE OF WEST ARTHUR STAFF, SUPPORTING AGENCIES AND COMMUNITY MEMBERS.**
- **LRG WILL OPERATE WITHIN RECOGNISED FUNCTIONS AND RELEVANT SUB-COMMITTEE STRUCTURE.**
- **LRG WILL ACTIVELY ENCOURAGE AND INVITE COMMUNITY PARTICIPATION WITHIN THE LRG.**
- **LRG WILL ACTIVELY ENGAGE WITH STATE GOVERNMENT TO MAXIMISE RECOVERY RESOURCES AND SYNERGIES BETWEEN LOCAL AND STATE RECOVERY ACTIVITIES.**



## 5 FINANCIAL MANAGEMENT



### 5.1 Financial Management

#### 5.1.1 Insurance

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. West Arthur's assets are registered for insurance and financial reporting in line with the Department of Local Government, Sport and Cultural Industries Integrated Planning and Reporting Asset Management Guidelines.

#### 5.1.2 Financial Records

The Shire of West Arthur will assign records/invoices of costs associated with an emergency to specific cost centres. This ensures accurate records associated with the recovery process are easily identifiable and accessible at any time.

#### 5.1.3 Internal Finance

##### *Responsibilities for expending Shire of West Arthur funds*

Where possible, expenditure of funds should be discussed with the CEO or nominated senior officer. If a senior officer is nominated, personnel within the activation sequence guide (**Appendix 4**) must be notified as soon as possible. The nominated senior officer must have an appropriate authorisation level to enable funds to be spent.

### »»» ACTION

- ALL INVOICING AND COSTS RELATED TO THE EMERGENCY IS ALLOCATED AGAINST EMERGENCY COST CENTRES.
- CEO AND/OR NOMINATED SENIOR OFFICER HAVE AUTHORITY TO EXPEND FUNDS ON EMERGENCY EVENT.



## 5.2 Financial Assistance

### *The State Emergency Management Policy*

State Emergency Management Policy (SEMP) Section 5.12 outlines the responsibility of the HMA/CA to meet costs associated with an emergency.

### *Financial Assistance in Recovery*

The owner has primary responsibility for safeguarding and restoring public and private assets affected by an emergency. Government recognises that communities and individuals do not always have resources to provide for their own recovery and financial assistance is available in some circumstances. Information on these relief arrangements can be found in the State Emergency Management Plan for State Level Recovery Coordination ([SEMC EM Plan](#) Section 6.10).

### **5.2.1 Disaster Recovery Funding Arrangements – Western Australia (DRFAWA)**

[Disaster Recovery Funding Arrangements-Western Australia](#) (DRFAWA) is an arrangement between the State and Commonwealth. It provides certain measures to support relief and recovery efforts following a disaster deemed 'eligible'.

To be eligible, it must be a natural disaster or terrorist act for which:

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

Once the emergency has been determined as a large-scale costly event, Shire of West Arthur shall immediately contact the WA State Administrator of DRFAWA.

DRFAWA Officers can be contacted via:

Email: [drfawa@dfes.wa.gov.au](mailto:drfawa@dfes.wa.gov.au)  
Phone: 9395 9341 or 9395 9973 or 9395 9374  
Website: <https://www.dfes.wa.gov.au/recovery/Pages/DRFA-WA.aspx>



### 5.2.2 *Premiers Natural Disaster Recovery Fund*

Premier's Natural Disaster Recovery Fund will help bridge the gap of existing support mechanisms funded through Local, State and Commonwealth Government allocations, by tailoring support to the needs of the specific community and assessing applications and allocating funds in a timely manner.

The new recovery fund, (will vary up to \$20,000 depending on the cohort and assessed need), will provide financial support to individuals, households, local businesses and community groups facing ongoing disruption and losses as they recover from natural disasters. The new recovery fund can be activated in addition to the Premier's Relief Payments, which are made available following significant natural disaster events and offer immediate financial assistance to residents to go towards paying for items such as food and clothing.

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

### 5.2.3 *Premiers Relief Payments*

The Premier's Relief Payment aims to help Western Australians affected by emergencies by providing financial assistance to cover expenses like food, clothing, personal effects, transport, and emergency accommodation

**Full Payment:** A one-off payment of \$4,000 per household for eligible applicants whose home was destroyed or suffered severe damage and is uninhabitable.

**Partial Payment:** A one-off payment of \$2,000 per household for eligible applicants whose home suffered partial damage

Applications for the Premier's Relief Payment on the Department of Fire and Emergency Services website <https://recovery.dfes.wa.gov.au/#premiers-relief-payment>

### 5.2.4 *Centrelink*

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

For more information, visit <https://www.humanservices.gov.au/individuals/help-emergency>.

## ACTION

- **ON ADVICE AN EMERGENCY IS AN ELIGIBLE EVENT AND SIGNIFICANT RESOURCES HAVE BEEN EXPENDED LRC WILL DIRECT SHIRE OF WEST ARTHUR TO CONTACT DRFAWA OFFICERS FOR ADVICE AND GUIDANCE.**
- **IN AN ELIGIBLE MAJOR DISASTER, LRC WILL ASSIST AFFECTED INDIVIDUALS CONNECT WITH CENTRELINK FOR ASSISTANCE PAYMENTS.**
- **FOR SIGNIFICANT EMERGENCY EVENTS, IMMEDIATELY BEGIN TO TRACK COSTS IN CASE CLAIMS CAN BE PRESENTED TO DRFAWA.**



## 6 APPEALS, DONATIONS & VOLUNTEERS



### 6.1 Appeals and Donations

#### 6.1.1 Lord Mayors Distress Relief Fund

Shire of West Arthur will advise and direct the distribution of monetary donations through the Lord Mayor's Distress Relief Fund (LMDRF).

The LMDRF primary focus is to:



LRG authenticates applications and provides recommendations to LMDRF for financial assistance to be disbursed. For more information see: <http://www.appealswa.org.au>.

#### 6.1.2 Donations of goods

**At every opportunity, donations of physical goods should be discouraged** due to significant difficulties when managing physical items. Cash donations are easier to manage and provide the opportunity to use local services, which in turn assists with the recovery of local businesses.

View the [National Guidelines for Managing Donated Goods](#) for best practice management.

#### 6.1.3 Donations of Cash

LRG will encourage the use of the LMDRF for cash donations and if deemed necessary, a separate account will be opened.

[State EM Procedures](#) Pg. 176, Management of Public Fundraising and Donations.



#### **6.1.4 Non-Government Organisations (NGO) Assistance**

NGOs may offer assistance by way of emergency relief funds, shelter or supplies. All offers or requests should be coordinated through the LRG. See **Section 7** for further details.

#### **6.1.5 Donations of Service and Labour**

The Shire or its LRG should coordinate any donations of services/labour to assist with recovery.

#### **6.1.6 Managing Spontaneous Volunteers**

Spontaneous volunteers may emerge offering support and assistance to the affected community. In the first instance, the Shire and its LRG will determine the process to deal with this situation and if support agencies are required to assist managing volunteers.

The likely sources of volunteers are:

Community groups	Various sporting and social clubs
Members of the public	Religious organisations

Volunteers attached to organisations and service clubs should be covered under the Work Health Safety Act 2020 and, therefore, have work health and safety duties.

For more information refer to the [Work health and safety for volunteer organisations guide](#).

### **»»» ACTION**

- **ON ADVICE OF ELIGIBILITY FOLLOWING A DISASTER, LRC WILL DIRECT SHIRE OFFICERS TO CONTACT LMDRF FOR ADVICE AND GUIDANCE.**
- **SPOKESPERSON TO ADVISE THAT WEST ARTHUR WILL NOT ACCEPT DONATIONS OF GOODS.**
- **ALL FINANCIAL DONATIONS WILL BE DIRECT THROUGH THE LMDRF.**
- **OFFERS OF ASSISTANCE WILL BE DIRECTED TO LRG.**



## 7 EMERGENCY RELIEF ORGANISATIONS & VOLUNTEERS

Emergency relief organizations and volunteers are pivotal in both immediate and long-term recovery efforts following disasters. These entities, which include government agencies, non-profit organizations, community-based groups, and spontaneous volunteers, deliver essential services such as food, shelter, medical aid, and emotional support. Despite the invaluable nature of their contributions, effective coordination, clear communication, and resource management are imperative to ensure their efforts align with broader recovery objectives, thereby preventing duplication or gaps in service delivery.

Emergency relief organizations and volunteers provide the necessary human resources and capabilities to address gaps between government recovery programs and community needs. They ensure that recovery efforts are community centric, compassionate, and responsive to the changing challenges of disaster recovery.

Recognised volunteer organisations specialising in Recovery can be view in:

**Appendix 11 – Non-Profit Emergency Relief Organisations and Volunteer Links**

### »»» ACTION

- **LRG WILL REFER MANAGING THE VOLUNTEERS TO LOCAL SERVICE CLUBS AND SUPPORT ORGANISATIONS.**
- **LRC AND LRG WILL GIVE CONSIDERATION TO REQUESTING NON- PROFIT VOLUNTEER AGENCY ASSISTANCE.**



## 8 FACILITIES & RESOURCES



### 8.1 Hazard Management Agency Response Resources

The HMA is responsible for certain resources and will determine which are required to combat the hazards.



### 8.2 Shire Contacts & Resources & Assets Directory

The 'Shire of West Arthur Emergency Contacts and Resources Directory' can be found in West Arthur's Local Emergency Management Arrangements **Appendix 4**.

This document is reviewed and updated quarterly at each LEMC meeting and contains:



### 8.3 Community Recovery Facilities

#### 8.3.1 Recovery Centre and One-Stop-Shop

The purpose of a **Recovery Centre (RC)** and a **One-Stop-Shop (OSS)** is to bring together all agencies involved in the recovery process to ensure effective communication and coordination of resources, information and tasks.

The LRC will decide where to establish the RC (which could be ongoing for a significant length of time) and the OSS (usually immediate and shorter length of time), which will depend upon the location, extent and severity of the emergency. Alternative centres will be explored as required on availability of premises following an event.

The following locations have been identified as a suitable RC:

Location	Address	Available Resources
Shire Administration Building	31 Burrowes St Darkan 6392	Meeting room, offices, wi-fi, computers, teleconferencing, kitchen
West Arthur Community Resource Centre	27 Burrowes St Darkan 6392	Meeting room, multiple smaller rooms, wi-fi, projector & screen, tables and chairs, computers, kitchen



Depending on the incident's severity, the OSS may be established to provide a central location for the public to receive assistance from all the relevant agencies in the short term. The OSS should be located as close as possible to the affected community area. Often the nominated evacuation centre may make a natural transition into the OSS. Where this option is not viable, other facilities should be considered in consultation with the Department of Communities and other relevant stakeholders.

Guidelines for establishing the RC and OSS can be viewed at **Appendix 7**.

## **ACTION**

- **LRC/LRG TO DETERMINE LOCATION FOR RC AND ESTABLISH AS SOON AS POSSIBLE.**
- **OSS TO BE ESTABLISHED IMMEDIATELY FOLLOWING EVENT AND LOCATED APPROPRIATELY.**



## **8.4 Shire and Recovery Staff**

### **8.4.1 Staff considerations**

The Shire of West Arthur must continue to fulfil its critical service obligations to the community while considering the demands of recovery operations on staff to ensure continuity of regular business processes.

### **8.4.2 Staffing levels**

Recovery operations can be complex and lengthy and depending on the nature of the event, some recovery services may be required for months or years, which may require additional staff being employed.

Shire must ensure availability of adequate staff and, if necessary, employ additional staff. If appropriate, forward a request for assistance to the LRG for consideration.

*(See Local Emergency Management Arrangements - General Plan - Appendix 12 MOU Agreements).*

### **8.4.3 Stress and fatigue**

Throughout the recovery process, senior staff must consider and monitor fatigue, stress and pressure on staff; make allowances for any staff members who live in the affected community and have been personally touched by the situation. Shire management should consider additional support for staff, depending on the disaster's nature and impact.

Senior staff should access the Shire current Employee Assistance Programs as necessary.



#### 8.4.4 *Staff communication*

Regularly brief staff to keep up to date with all activities and recovery progress. Disseminate situation reports in throughout the workplace. As staff interact with community members every day, they can relate Shires and LRG's current extensive activities and actions.

The Shire will arrange a formal debriefing for all staff as they transition from recovery back to normal duties.

### **»»» ACTION**

- **SHIRE STAFF TO BE REGULARLY BRIEFED ON CURRENT SITUATION AND ACTIVITIES WITHIN RECOVERY.**
- **STRESS AND FATIGUE OF SHIRE STAFF TO BE MONITORED AND ASSISTANCE PROVIDED WHERE APPROPRIATE.**
- **AS SOON AS POSSIBLE, DETERMINE INCREASE IN STAFFING LEVEL TO MEET DEMANDS (REFER 1.7.3.).**



## 9 ROLES & RESPONSIBILITIES



### 9.1 Local Emergency Management Committee (LEMC)

Shire of West Arthur's LEMC is a planning committee with the role of developing local emergency management plans (arrangements) for its district.

To assist the Shire of West Arthur to manage its recovery activities, during the response phase, some members may be part of the ISG while also forming part of the LRG.



### 9.2 Local Recovery Coordinator (LRC)

Shire of West Arthur's LRC has been appointed in accordance with the [Emergency Management Act 2005](#), Section 41(4).

A deputy has also been appointed and trained to undertake the role in case the primary appointee is unavailable when an emergency occurs. See **Appendix 2**.



### 9.3 Local Recovery Group (LRG)

Shire of West Arthur's LRG is the strategic decision-making body that oversees the recovery process. The LRG has a key role in coordinating recovery activities to rebuild, restore and rehabilitate the social, built, economic and natural environments of the affected community.

LRG is formed from LEMC members responsible for specific recovery and restoration tasks, support organisations, non-government organisations and significant community representatives.



### 9.4 Shire Roles & Responsibilities

A comprehensive list of the LRC's duties, roles and responsibilities for disaster recovery and identified Shire staff can be viewed at **Appendix 2**.



## 9.5 External Agencies Recovery Roles and Responsibilities

The WA State Government along with non-government organisations should provide a range of services and resources to the recovery effort and should be used wherever possible.

### 9.5.1 *Higher Risk Persons and Groups (Vulnerable, Disadvantaged and Disabilities)*

West Arthur has a diverse range of community members at Higher Risk. These could be the vulnerable, disadvantaged and persons with disabilities. The Shire of West Arthur will strive to ensure inclusion of this group of community members being well considered in recovery efforts.

All community members at Higher Risk, are encouraged to have a Person-Centred Emergency Prepared Plan in place. More information around P-CEP can be found at:

<https://collaborating4inclusion.org/pcep/pcep-tools/>.

Further information can be found within the West Arthur Higher Risk Persons & Groups Plan including community contacts and supporting agencies, found in: **Local Emergency Management Arrangements-General Plan at Appendix 5.**

A complete list of agencies and their roles and responsibilities can be viewed in the [State Emergency Management Plan](#) at [Appendix E](#).

## »»» ACTION

- ALL SHIRE STAFF COULD BE ENGAGED IN VARIOUS STAGES OF DISASTER RECOVERY.
- SPECIFIC SHIRE STAFF IDENTIFIED IN THIS PLAN SHOULD BE FAMILIAR WITH THE ROLES AND RESPONSIBILITIES INVOLVED WITH DISASTER RECOVERY.
- EXTERNAL AGENCIES SHOULD BE ENGAGED AND USED WHEREVER POSSIBLE.



# 10 COMMUNICATIONS

Recovery communication is the practice of sending, gathering, managing, evaluating, and disseminating information.

**In an emergency and during the response phase, the HMA/CA manages communications.**

The CA officially hands responsibility for communication to the local government leading the recovery complete with the IS, as the transfer of event management to recovery is conducted. The local government coordinates the recovery of the affected community, including communications.

Communities threatened by, or experiencing, an emergency have an urgent and vital need for direction and information. They need to know what is likely to happen (or has happened), what to do and what to expect. They also need to know what the authorities are doing.



## 10.1 Recovery Communications Plan

A template for the Recovery Communications Plan has been developed to guide recovery communications. It details a vision, mission, and direction for communicating with the affected community and is provided to the LRG.

The Recovery Communications Plan can be found at **Appendix 3**.



## 10.2 Spokesperson/s

During recovery, Shire of West Arthur's spokesperson will be the Shire President and/or CEO. The CEO may delegate authority for specific person/s to act as a spokesperson.



## ACTION

- **THE RECOVERY COMMUNICATIONS PLAN WILL BE USED TO PROVIDE GUIDANCE IN PUBLIC INFORMATION AND COMMUNICATIONS.**
- **FOR FURTHER GUIDANCE REFER COMMUNICATION IN RECOVERY GUIDELINES [HTTPS://WWW.WA.GOV.AU/GOVERNMENT/DOCUMENT-COLLECTIONS/EMERGENCY-MANAGEMENT-GUIDELINES](https://www.wa.gov.au/government/document-collections/emergency-management-guidelines) .**



## 11 STAND DOWN

Recovery doesn't have a definite end date; however, Shire of West Arthur will consult with all interested parties to decide when it will resume normal service delivery. This decision will be made depending on the severity and nature of the emergency, and the effect on West Arthur and the community.



### 11.1 Debriefing

The West Arthur Officer responsible for Human Resources will instigate a formal debriefing session(s) for all staff and through the Employee Assistance Program (EAP) as required, while Shire transitions from recovery back to its normal duties.



### 11.2 Evaluation

Under State emergency management guidelines, the one-year anniversary of the emergency marks the time when the local government must provide an evaluation report of its activities in recovery. ([State EM Policy](#) 6.10 - Review of Recovery Activities)

The LRC will provide the State Recovery Coordinator with a formal report that reflects on the recovery process undertaken by Shire of West Arthur and its LRG.

See **Appendix 10** Post-Incident Analysis and Local Recovery Group Standard Reporting Update.

## ➤➤➤ ACTION

- **A FORMAL POST RECOVERY ANALYSIS WILL BE HELD FOR LRG FOR EVALUATION AND APPLICATION OF LESSONS LEARNT (SEE APPENDIX 10).**
- **A FORMAL DEBRIEF WILL BE HELD FOR SHIRE STAFF FOR EVALUATION AND APPLICATION OF LESSONS LEARNT.**
- **ASSISTANCE WILL BE MADE AVAILABLE THROUGH EAP FOR ANY STAFF WORKING IN THE RECOVERY PROCESS.**
- **FORMAL REPORT COMPILED BY LRC FOR COUNCIL AND STATE RECOVERY COORDINATOR.**



## 12 APPENDIX

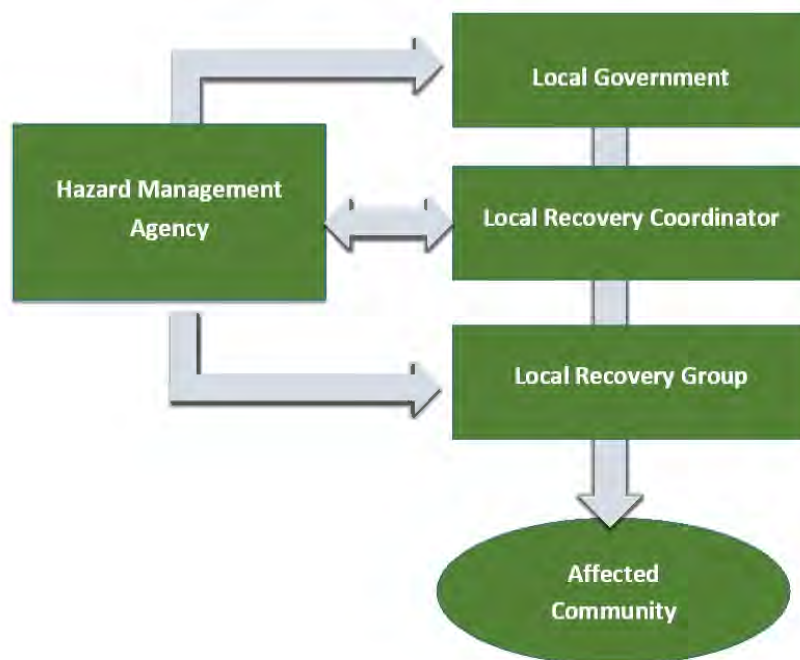
<b>Appendix 1</b>	Local Recovery Group Management Structure and Functions
<b>Appendix 2</b>	Recovery Roles and Responsibilities – Shire of West Arthur Staff
<b>Appendix 3</b>	(Emergency Event) Recovery Communications Plan
<b>Appendix 4</b>	(a)Recovery Operational Sequence Guide + (b)Recovery Action RACI Matrix
<b>Appendix 5</b>	Recovery Actions Checklist
<b>Appendix 6</b>	Operational Recovery Plan
<b>Appendix 7</b>	Recovery Coordination Centre/s and Event Guidelines
<b>Appendix 8</b>	Emergency Relief and Support and Health Guidelines
<b>Appendix 9</b>	Local Recovery Plan Action Items
<b>Appendix 10</b>	(a)Local Recovery Group Standard Reporting Update (b) LRG Debrief (PIA) Template
<b>Appendix 11</b>	Non-Profit Emergency Relief and Support Agencies
<b>Appendix 12</b>	Principles Conflict Resolution Guide



## Appendix 1

### **Local (West Arthur) Recovery Group Management Structure and Functions**

#### **1.1 Initial Recovery Management Structure during Response phase**



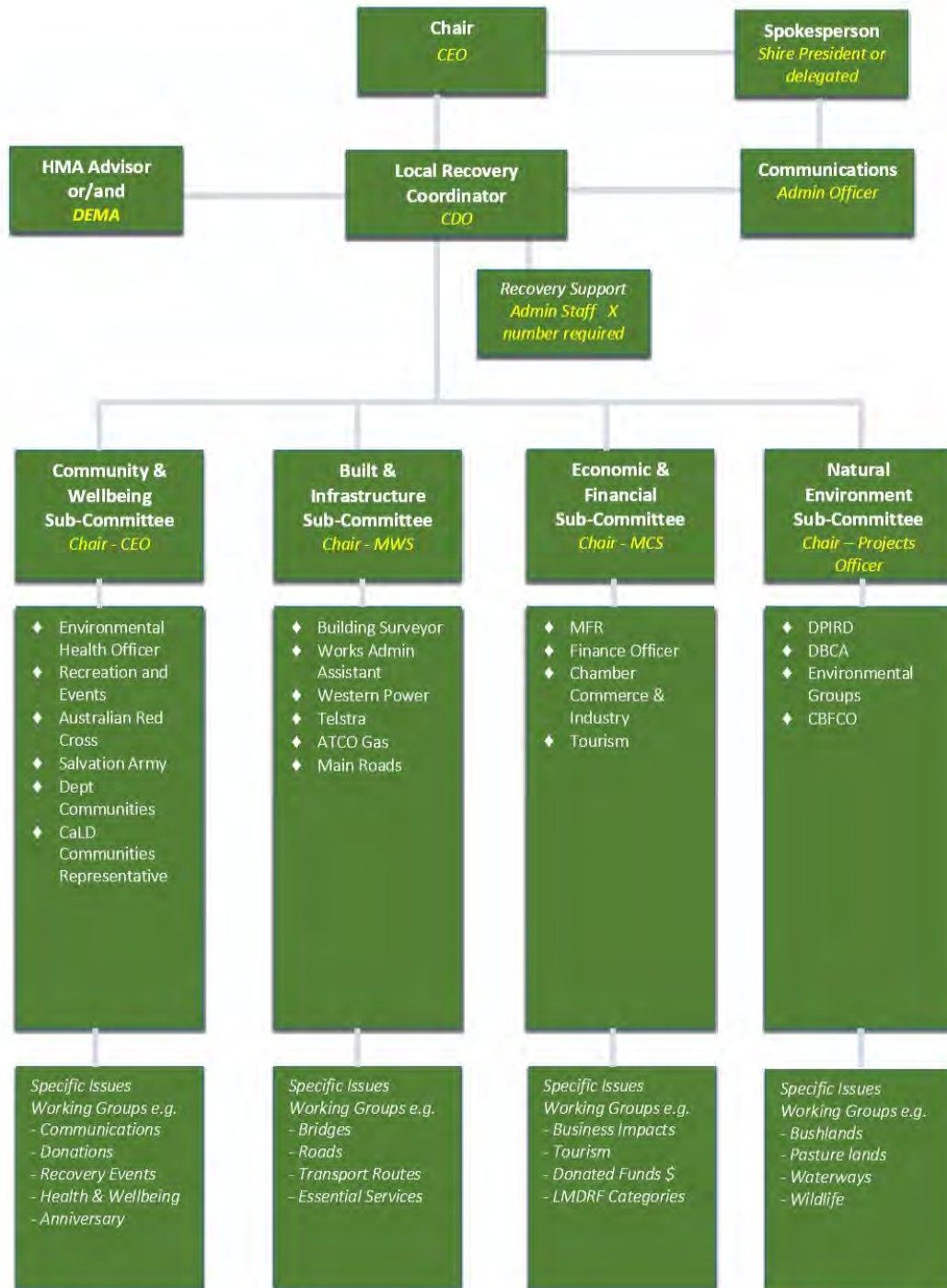
#### **1.2 Partial Recovery Management Structure – Initial**

*(Depending on community impact and complexity of event)*





### 1.3 Full Management Structure (Comprehensive/Complex Event)



2

Shire West Arthur Local Recovery Plan - Appendix 1- Recovery Group Management Structure - 2025



## 1.4 Local Recovery Group Sub-Committee Functions



### Social Community Wellbeing Sub-Committee

#### Functions:

Provides advice and guidance to assist in restoration and strengthening of community wellbeing post event

Facilitates understanding of the needs of affected community in relation to its wellbeing

Ensures the affected community is informed and involved in recovery processes so actions and programs match its needs

Assesses and recommends medium and long-term priority areas to Shire of West Arthur for consideration to assist with restoration and strengthening of community wellbeing

Assesses the requirement for personal support services in the short, medium and long-term

Facilitates resources (financial and human) as required to complement/assist existing local services

Monitors progress of local personal service providers and receives regular progress reports from agencies involved



### Built Infrastructure Sub-Committee

#### Functions:

Assesses requirements for restoration of services and facilities with assistance from responsible agencies

Assesses restoration process and reconstruction policies, programmes, and facilitates reconstruction plans where required

Reports progress of restoration and reconstruction process to the Shire of West Arthur Recovery Group

Assesses and recommends priority infrastructure projects assisting with recovery process in immediate, short, medium and long-term



### Finance Economics Sub-Committee

#### Functions:

Provides advice and guidance to assist in restoration and strengthening of the Shire's economy after the event

Makes recommendations to LMDRF on the orderly and equitable disbursement of donations and offers of assistance to individuals suffering personal loss and hardship, as a result of the event

Develops eligibility criteria and procedures by which payments from the LMDRF will be made to affected individuals which:

1. Ensure the principles of equity, fairness, simplicity and transparency apply
2. Ensure procedures developed are straightforward and not onerous to individuals seeking assistance
3. Recognise the extent of loss suffered by individuals
4. Complement other forms of relief and assistance provided by government and the private sector
5. Recognise immediate-, short-, medium- and longer-term needs of affected individuals
6. Ensure the privacy of individuals is protected at all times.

Facilitates disbursement of financial donations from corporate sector to affected individuals, where practical



### Natural Environment Sub-Committee

#### Functions:

Provides advice and guidance to assist with restoration of natural environment post event

Facilitates understanding of the needs of affected community in relation to environmental restoration

Assesses and recommends priority areas, projects and community education to assist with recovery process in immediate and short-term regarding restoration of environment including weed management and impacts on wildlife

Assesses and recommends medium and long-term priority areas to the Shire of West Arthur for consideration to assist in the restoration of the natural environment in the medium to long-term

## Attachment 20 2 APPENDIX ROLES RESP 091124



## Appendix 2

### *Recovery Roles and Responsibilities Shire of West Arthur Staff*

#### LOCAL RECOVERY COORDINATOR

##### Community Development Officer

- ✓ Forms part of Incident Support Group (ISG) to provide a coordinated response during an emergency
- ✓ Facilitates and coordinates all recovery actions as directed by Local Recovery Group (LRG)
- ✓ Advises and informs the community regarding all aspects of recovery as per communication strategy
- ✓ Assesses community recovery requirements for each emergency in liaison with HMA to:
  1. Provide advice to the CEO on requirements to activate Local Recovery Plan (LRP) and convene the LRG
  2. Provide advice to the LRG
- ✓ Undertakes the functions of the Executive Officer to the LRG
- ✓ Facilitates the acquisition and appropriate application of materials, staff and financial resources
- ✓ Manages resources required for an emergency disaster with assistance from Recovery Centre Coordinator
- ✓ Coordinates local recovery activities, in accordance with plans, strategies and policies determined by the LRG
- ✓ Monitors the progress of recovery and provides periodic reports to the LRG
- ✓ Liaises with the State Recovery Coordinator on issues where State level support is required or where there are problems with local services
- ✓ Ensures regular reports are made to the State Recovery Coordination Group on progress of recovery
- ✓ Arranges a debriefing session for all participating agencies and organisations as soon as possible after stand-down including collating data developed throughout recovery for future reporting
- ✓ Ensures all emergency events and related meetings are minuted and all Emergency Coordination Centre and Recovery Centre records are kept for 7 years for the coronial inquest and legal defence purposes



## CHAIR

### Local Recovery Group – Shire CEO

- ✓ Provides information to the LEMC Chair on issues that need to be addressed from Authority's and LRG's perspective
- ✓ Identifies any issues that arise from the LRG and communicates to the relevant LEMC member for consideration and action

## RECOVERY SUPPORT OFFICER

### Administration Officer

- ✓ Provides administrative support as required to members of the LRC and LRG

## SHIRE OF WEST ARTHUR LIAISON OFFICER

### Chief Executive Officer

- ✓ Liaises with the HMA and Communication Coordinator
- ✓ Ensures a consistent message is released to the community and internal staff

## RECOVERY CENTRE COORDINATOR (RCC)

### Community Development Officer

- ✓ Develops Management Arrangements, including the Local Recovery Plan (LRP)
- ✓ Appoints a deputy
- ✓ Prepares, maintains and exercises Recovery Centre (RC)
- ✓ Monitors and reviews information relating to centres (e.g. location, facilities)
- ✓ Builds and activates a team to open and manage centre
- ✓ Disseminates information on location, functions and hours of operation to public in conjunction with the Communication Coordinator
- ✓ Accesses and authorises the Shire to commit resources to the centre
- ✓ Coordinates the presence of relevant external agencies
- ✓ Ensures all emergency events and related meetings are minuted and all RC records are kept for 7 years for the coronial inquest and legal defence purposes
- ✓ Works in partnership with HMAs and SEMC Secretariat, during non-disaster periods, to increase recovery awareness and promote recovery planning with key stakeholders



### RECOVERY COMMUNICATIONS COORDINATOR

#### Chief Executive Officer

- ✓ Liaises with other relevant Hazard Management Agencies
- ✓ Ensures communication strategy is in place to share information internally and externally
- ✓ Writes and distributes media statements in line with LG policy
- ✓ Writes, produces and distributes promotional material
- ✓ Advises Management Team on media issues
- ✓ Assists with preparing protocols for dealing with the media
- ✓ Reviews & implements Recovery Communication Plan in consultation with the LRC & LRG

### SAFETY OFFICER

#### Workplace Health & Safety Coordinator / Works Admin Officer

- ✓ Provides advice to all sections of the LRG on WHS Risk Management during emergencies
- ✓ Liaises with relevant external services or agencies in relation to WHS practices

### INFORMATION TECHNOLOGY SUPPORT OFFICER

#### Manager Corporate Services

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Ensures IT equipment and resources available for Service Units requesting support and equipment

### COMMUNITY SERVICES COORDINATOR

#### Community Development Officer

- ✓ Liaises with Dept. of Communities (Communities) Evacuation Centre Coordinator
- ✓ Assesses requirements for support services in short, medium and long-term
- ✓ Facilitates resources (financial and human) as required to complement/assist existing local services
- ✓ Monitors local service providers and receives regular progress reports from agencies involved
- ✓ Ensures maximum community involvement
- ✓ Ensures immediate and long-term individual and community needs are met
- ✓ Makes recommendations to the LRG



### **CHILDREN AND FAMILY SERVICES COORDINATOR**

#### **Community Development Officer**

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/progress to the LRG on issues affecting Children/Family services

### **ENGINEER OPERATIONS AND LOGISTICS**

#### **Manager Works and Services**

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Assesses requirements for restoring services and facilities with the assistance of responsible agencies
- ✓ Assesses the restoration process and the reconstruction policies and programs and facilitate reconstruction plans where required
- ✓ Reports the progress of the restoration and reconstruction process to the LRG

### **FIELD COORDINATOR SUPERVISORS**

#### **Manager Works and Services & Leading Hands / Supervisors**

- ✓ Assists with operational response as requested by Engineering Operations Logistics

### **FINANCIAL RECOVERY COORDINATOR**

#### **Manager Corporate Services**

- ✓ Acquires, distributes and accounts for funds
- ✓ Liaises with the LRG to identify financial implications of emergency event
- ✓ Committees established to manage donations, appeals, etc.
- ✓ Keeps records of all costs as a result of the emergency (cost centre to track \$)
- ✓ Liaises with Communities to gain access of potential emergency funding
- ✓ Liaises with State Officers after declaration made that activates the DRFAWA fund
- ✓ Acts as representative to ensure appropriate recuperation of funds spent

### **WEST ARTHUR EMERGENCY RESOURCE OFFICERS**

#### **Contract Rangers**

- ✓ Assists Local Recovery Coordinator (LRC) as required



### **ECONOMIC RECOVERY COORDINATOR**

#### **Projects Officer**

- ✓ Liaises with the Financial Recovery Coordinator to ensure funding is available for critical economical infrastructure affecting business operations)
- ✓ Assists businesses with recovery following an incident
- ✓ Liaises with the business community to ensure immediate/urgent needs are addressed
- ✓ Assists with DRFAWA funding arrangements if required
- ✓ Liaises with insurance companies and provides assistance where required to fast track claims from businesses (for example, provide temporary local office space for insurance assessors)

### **WASTE SERVICES OFFICER**

#### **Manager Works and Services**

- ✓ Ensures waste services continue as the demand potentially increases from an emergency

### **HEALTH RISK ADVISOR**

#### **Contract Environmental Health Services**

- ✓ Ensures normal services continue as the demand potentially increases from an emergency
- ✓ Provides advice/information to the LRG on issues affecting environmental health resulting from the emergency
- ✓ Evaluates/assesses properties affected by the emergency post event
- ✓ Liaises with Dept. of Health as required on behalf of the Authority

### **SUPERVISOR BUILDING MAINTENANCE**

#### **Contract Building Services**

- ✓ Evaluates building structures following an emergency
- ✓ Assists with emergency permits
- ✓ Liaises with planning implementation, engineers and building practitioners



### **BUILDING STRUCTURAL OFFICER**

#### **Contract Building Surveyor / Planning Consultant**

- ✓ Evaluates/assesses building structures following an emergency
- ✓ Provides assistance to residents affected by a disaster with advice and processing of building plans

### **BUSINESS RISK MANAGEMENT OFFICER**

#### **Manager Corporate Services**

- ✓ Develops a business continuity plan to ensure LG Business continues during and after the emergency/recovery process
- ✓ Advises on Risk Analysis of Recovery Plan and actions

### **SUPERVISOR PARKS AND GARDENS**

- ✓ Assists with an operational response as requested by LRG and Engineer Operations and Logistics

## Appendix 3



# RECOVERY COMMUNICATIONS PLAN





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Issue	Rev.	Date	Author	Reviewed
Draft for comment		Jan 2025	LRW	2025

**1**

## VISION

The Shire of West Arthur's (the Shire) vision during an emergency and subsequent recovery is to empower and support the community so it feels an active partner in its recovery.

To have a strategy in place to manage and/or avoid any adverse public actions and/or reactions which relate to the recent emergency.

**2**

## MISSION

The Shire's mission is to provide widespread regular high-quality information to disaster affected community members and the greater community.

To acknowledge the psychological challenges and complexities of communicating with a community that has been affected by the disaster.

To encourage and promote two-way communication to better understand the community's needs and concerns.

**3**

## BACKGROUND

*Brief outline of details of emergency event.*

**4**

## COMMUNICATION OBJECTIVES





## 5

## KEY TARGET AUDIENCE

The following have been identified as the primary target audience for communications.

Primary Target Audience	Description	Actions When/Where
<b>Disaster affected community members</b>	Reach those who have been directly affected and may be seeking assistance. Consider outreach and using this database.	Provide recovery contacts and key information to aid decisions via outreach. Shire's website to be kept updated with recovery information.
<b>Displaced persons</b>	Displaced persons need to remain contactable. Use a variety of networks to reach people.	Maintain master database of affected persons. Agencies to share information to build a clear picture of where people are and their contacts.
<b>Community of Shire of West Arthur</b>	Reach those who like to be kept up to date on local news and happenings. Use existing community networks so all requests for support and assistance can be provided.	<ul style="list-style-type: none"> <li>• Shire's Website</li> <li>• Recovery Newsletter</li> <li>• Local Paper</li> <li>• Community Radio</li> <li>• TV Interviews</li> <li>• Community Events</li> <li>• Group Gatekeeper Networks</li> </ul>
<b>Recovery agency partners</b>	Ensure a coordinated effort and that all messages provided to the community are consistent.	All messages coordinated through Local Recovery Coordinator's office.
<b>Pastoral and outlying community</b>	Reach any rural community that may not have visited recovery centres or attended community meetings and may not know help is available.	Outreach conducted at interval: <ul style="list-style-type: none"> <li>• Immediately after impact</li> <li>• 6 monthly follow up</li> <li>• 12 monthly follow up</li> </ul> Ensure special issue of Recovery News attached to rates notices. Consider phone outreach.
<b>Affected businesses and their employees</b>	Maintain communication with affected businesses. Provide information and assistance so businesses can continue to operate and employ staff.	Liaise with affected businesses. Engage key support agencies that aid the business community and ensure communication is encouraged.



Primary Target Audience	Description	Actions When/Where
Community of Shire of West Arthur	Reach those who may want to donate cash, supplies/ materials or labour.	Official Shire media releases. Website kept updated with latest recovery information. Engage radio and TV to keep the recovery of community positive and transparent.
State and Federal Government	Keep governments informed of Shire's challenges to enlist appropriate assistance.	Ensure key strategies and actions undertaken are communicated to State/Fed. Gov't agencies to ensure common objectives and goals are met and a united front is projected for recovery.
Shire's staff and elected Councillors	Provide information about the challenges to enlist appropriate solutions and provide actions.	Staff newsletter/Intranet information on what is 'happening' in recovery. Customer service information sheet for incoming enquiries. Recovery information is a regular Council agenda item.
Local Recovery Group and Sub-Committees	Provide information to the following committees: <ul style="list-style-type: none"> <li>Finance</li> <li>Social Wellbeing</li> <li>Infrastructure</li> <li>Natural Environment</li> </ul>	Maintain spreadsheet database of all sub-committee meetings highlighting actions, time schedules, responsibilities and outcomes, which are available across four sub-committees.

The following audiences have been identified as the secondary targets for communication.

Secondary Target Audience	Description	Actions When/Where
Media commentators	Provide information to: <ul style="list-style-type: none"> <li>Authorised State and regional newspapers</li> <li>State and local radio</li> <li>State and local television.</li> </ul>	Weekly newspaper updates. Monthly radio interviews updates. Encourage good news recovery stories for TV/Radio. Community events. Develop and manage an agreed reporting rhythm.



<b>Business community</b>	Keep the business community informed.	Form working groups of affected businesses, so they are hubs to distribute information.
<b>WA community</b>	Keep the wider community informed.	Encourage wider syndication of good news stories and media releases.

## 6

## KEY MESSAGES

Messages must be consistent with the overall purpose of the communication and meet the requirements of the Shire, stakeholders and the community.

Key messages to be delivered to both primary and secondary target audiences are:

Message: What do you want your audience to think, feel or do?	Purpose: Does this message meet your communication objective?
✓ All concerns/issues, whether great or small, matter to the Shire and are being addressed.	Objective 4, 3
✓ Current situations and information received will be acted upon.	Objective 2, 4
✓ The whole community is being informed and kept up to date.	Objective 4
✓ The community is an active partner in recovery and is consulted on decisions and activities that are organised.	Objective 1, 3
✓ The community is empowered by the information received and is encouraged to be self-sufficient to build capacity.	Objective 1



## 7

## ACTIONS

Key Stakeholders	Proposed Consultation/Communication	Medium
Community	<p>Community consultation via a range of mediums to reach appropriate members.</p> <p>Using existing community networks and information conduits to engage and inform.</p> <p>Recovery Community Meetings.</p> <p>Recovery Newsletter.</p> <p>Shire's website.</p>	<p>Face-to-face via Recovery Centre. Community Development team as needed.</p> <p>Weekly first month switching to fortnightly/monthly.</p> <p>Further outreach as needed to maintain contact and get to persons that don't have other forms of communication.</p>
Local Recovery Group members	Implement updates via Shire meetings, email newsletters.	Weekly, via 'FYI' newsletter
Shire's staff internal and operational	Updates regarding actions and ongoing issues.	Messages disseminated through senior staff via daily/weekly meetings. Agency updates via CEO.
Media	Shire segment updates in local papers. Regular interviews with local radio stations.	Locally read newspaper and possibly West Australian.
Shire of West Arthur	Develop and use a protocol to ensure that all information is vetted, factual, suitably endorsed for release.	LRC, CEO



## 8

## RISK MANAGEMENT

Risk	Action/Mitigation
Information overload	<ul style="list-style-type: none"> <li>✓ Ensure information is fresh, different and interesting, e.g. consider news items found about other affected communities and their recovery.</li> <li>✓ Ensure all information presented addresses a community need, thus minimising superfluous information.</li> </ul>
Material poorly designed and ineffective in communicating key messages	<ul style="list-style-type: none"> <li>✓ Design material so it is clear, easy to use and written in appropriate language for the chosen audience.</li> </ul>
Material and information too late or too infrequent	<ul style="list-style-type: none"> <li>✓ Have weekly or fortnightly deadlines.</li> </ul>
Other agencies sending mixed messages	<ul style="list-style-type: none"> <li>✓ Make sure all agencies are aligned, and messages are consistent.</li> </ul>

## 9

## COMMUNICATION AIDE-MEMOIRE

Communication Channels	Monitor and Evaluate
Shire's Emergency/Disaster Event Recovery Newsletter	After publication, register any enquiries or comments regarding the content and assess weekly or immediately after publication.
Local Newspaper, Community Bulletins, West Australian Newspaper	After publication, register any enquiries or comments regarding the content and assess weekly.
Shire's website and FAQs	Assess the number of visits to event recovery page. Establish feedback loops through the website to gauge effectiveness of communications.
Radio interviews (spokesperson)	Record interviews for critical analysis.
Staff briefing notes/script	Check regularly to ensure information is up-to-date and updated immediately the situation changes.
Community events and community meetings	Register attendance numbers. Take notes at each event and meeting to gauge interest and relevance of content.
Distributing news through existing community networks	Monitor social media and other community networks.

**10**

## **COMMUNICATIONS PLAN REVIEW**

The Communication Plan will be reviewed daily/weekly, or as necessary, as determined by Local Recovery Group Chairman and/or CEO Shire of West Arthur.

**11**

## **COMMUNICATIONS BUDGET**

To be determined when actions have been confirmed.

**12****ATTACHMENTS**

- Attachment 1:** Recovery Communications Planning Guide
- Attachment 2:** (a) Ask a Question (b) Make a Statement
- Attachment 3:** Outreach Needs Assessment and Initial Contact Form
- Attachment 4:** Recovery Community Meetings Guidelines

**Attachment 1 - Recovery Communications Planning Guide****Recovery Communications Planning Template***Recovery Communications Planning Checklist*

Action	Y/N	Responsible Person
<b>Communications Governance</b>		
Lead spokesperson selected/advised		
Message media chosen		
Liaison with CA PIO made		
Message rhythm/frequency decided		
Recovery Message Board locations established		
Internal staff messaging in place		
Outgoing community messaging in place		
Channels for incoming community messages to be received in place		
Communication links with agencies devised		
<b>Messaging</b>		
Regular message format developed		
Recovery branding devised and used		
Physical donations/goods messaging devised and promoted in all messaging		
Spontaneous volunteer management messaging devised and promoted in all messaging (as required)		
<b>Community Outreach Program</b>		
Format and content devised		
Received information management format devised		
Ongoing information access portal/media devised and established		

## Community Message Talking Points

Spokesperson \_\_\_\_\_ Position \_\_\_\_\_

### Message timing

To be delivered at: \_\_\_\_\_ AM ☐ PM ☐

Media channel/s: \_\_\_\_\_

Target audience: Internal staff ☐

Community group/s \_\_\_\_\_

\_\_\_\_\_

Agency/s \_\_\_\_\_

### Message Body

**Intro:** Discuss current situation (include 'No physical donations accepted' etc.)

#### 1 What we know

#### 2 What we do not yet know

#### 3 What we are doing

#### 4 What we want you to do

Reiterate main and salient points.

Next message will be available at: \_\_\_\_\_

**Attachment 2(a) – Listening - Ask a Question**

Printed on GREEN paper.


	<b>Emergency/Disaster Event RECOVERY ASK A QUESTION</b> If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.	
	Your name:	Your contact details:

Printed on GREEN paper  .....

	<b>Emergency/Disaster Event RECOVERY ASK A QUESTION</b> If you would like to ask a question related to the recovery process, please write your question below, provide your name and contact details in the space provided, and one of our Officers will contact you within the week.	
	Your name:	Your contact details:

**Attachment 2(b) – Listening - Make a Statement**

Printed on YELLOW paper.

	<b>Emergency/Disaster Event RECOVERY MAKE A STATEMENT</b> Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.	
	Your name:	Your contact details if response required:

Printed on YELLOW paper

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	<b>Emergency/Disaster Event RECOVERY MAKE A STATEMENT</b> Please feel free to provide us with feedback or make a statement about the recovery process. If you would like a response from one of our Officers, please provide your name and contact details in the space provided.	
	Your name:	Your contact details if response required:

**Attachment 3 – Outreach Impact and Needs Assessment**

Date: \_\_\_\_\_ TEAM No: \_\_\_\_\_

Hello, my name is \_\_\_\_\_ and I am from Shire/volunteer/Aust. Red Cross on behalf of the Shire of West Arthur. We are here to (engage/speak/check in) with those affected from recent events to see how best we can assist. We're collecting a database of affected people and impact on properties to ensure we deliver up-to-date information and assistance to connect people with appropriate organisations/agencies/people depending on assistance you may require.

PROPERTY DETAILS			
Property Location (Lot No, Street Name, Area):			
		Nearest Road:	Cross
Property Owner/Occupant Name:			
How would you like to be contacted?		Your preferred time?	
<input type="checkbox"/>	Phone:	<input type="checkbox"/>	Morning (7am – 12noon)
<input type="checkbox"/>	Email:	<input type="checkbox"/>	Afternoon (12noon – 5pm)
<input type="checkbox"/>	Post:	<input type="checkbox"/>	Evening (After 5pm)
PROPERTY NEEDS		Please provide information on detail for any needs identified	
<input type="checkbox"/>	House destroyed/uninhabitable		
<input type="checkbox"/>	House damaged		
<input type="checkbox"/>	Outbuildings destroyed Total: _____		
<input type="checkbox"/>	Rebuilding assistance		
<input type="checkbox"/>	Asbestos/Possible asbestos		
<input type="checkbox"/>	Water supply affected		
<input type="checkbox"/>	Vehicle destroyed/damaged		
<input type="checkbox"/>	Animals lost/injured		
<input type="checkbox"/>	Utility services affected		
<input type="checkbox"/>	Fencing destroyed/damaged		
<input type="checkbox"/>	Environmental clean-up required		
<input type="checkbox"/>	Other (Please provide details)		
INFORMATION NEEDS		OTHER ASSISTANCE REQUIRED	
<input type="checkbox"/>	Rubbish collection/Disposal information	<input type="checkbox"/>	Council Services TYPE:
<input type="checkbox"/>	Recovery Information/Newsletter	<input type="checkbox"/>	Referral to Agency WHO:
<input type="checkbox"/>	Financial/Grant assistance	<input type="checkbox"/>	Other (provide details):
<input type="checkbox"/>	Counselling/Wellbeing check		
Would you like someone to contact you?			
<input type="checkbox"/>	Immediately	<input type="checkbox"/>	Within the week
		<input type="checkbox"/>	In the future

**Attachment 4 – Community Recovery Meeting Guidelines**



## Community Recovery Meeting

We promise to listen to you and do our best to answer your questions honestly and tell you exactly what we know. There will be many questions that we don't have answers to yet. Please accept this is our reality and we are doing everything we can to get these questions answered by the responsible agencies.

### Unity at Community Meetings – Together we stand

- ✓ Let's keep the right thing at the centre of mind and do the very best we can for our recovery as a community
- ✓ Together we are better and stronger: let's keep the spirit of community strong (and your Shire of West Arthur workers are part of that community)
- ✓ Treat each other with dignity and respect: everyone's concerns matter and are equally important
- ✓ Keep it as civil as you possibly can: abusive language is not acceptable and is not helpful
- ✓ Listen respectfully to each other and try to understand the other's point of view
- ✓ Only one person to speak at a time... we can only hear one person at a time
- ✓ Say what you need, and what you need to know
- ✓ Constructive suggestions are welcomed... everyone can be part of the problem-solving process
- ✓ It is OK to leave the room at any point. We have counsellors here who can help you if you feel overwhelmed

## Attachment 22 4 APPENDIX Ops Seq Guide 091124



## Appendix 4

### Recovery Operational Sequence Guide/ Checklist

Situation	Organisation/Action
<b>ALERT</b> (Transition)  Advice of an emergency with potential to require local coordination of recovery activities	<b>HMA/CONTROLLING AGENCY</b> <ul style="list-style-type: none"> <li>Ensure Local Emergency Coordinator (LEC) and affected Shire of West Arthur(s) are advised of extent of potential recovery support requirements.</li> <li>State EM Policy -             <ul style="list-style-type: none"> <li>6.2.1 – The Controlling Agency is responsible for the coordination of an assessment of all impacts relating to the four recovery environments (social, built, economic and natural) prior to cessation of the response, including a risk assessment and treatment plan to provide for safe community access to the affected area. Where required, an Impact Statement must be completed, prior to the transfer of responsibility for management of recovery to the Shire of West Arthur(s) affected area.</li> <li>6.2.2 – The relevant Controlling Agency with responsibility for the response to an emergency must initiate a range of recovery activities during the response to that emergency, as detailed in the State EM Plan (section 6.4).</li> </ul> </li> <li>Include Local Recovery Coordinators/ Shire of West Arthur's in briefings/Incident Support Group (ISG).</li> </ul>
	<b>SHIRE OF WEST ARTHUR</b> <ul style="list-style-type: none"> <li>Establish liaison with Local Recovery Coordinator (LRC)/Local Recovery Group chairperson and appropriate core members considering requirement for local level coordination of recovery support.</li> <li>Advise and liaise with LRG members.</li> </ul>
<b>ACTIVATION</b>  Requirement for local level coordination of recovery identified/requested	<b>SHIRE OF WEST ARTHUR</b> <ul style="list-style-type: none"> <li>When requested by, or on the advice of, the HMA or ISG, convene LRG and where required, establish a management structure.</li> </ul>
	<b>LRC</b> <ul style="list-style-type: none"> <li>Arrange for conduct of on-site assessment, if appropriate.</li> <li>Maintain links with affected organisations to identify and coordinate the provision of recovery support.</li> </ul>
<b>STAND DOWN</b>  On completion of local recovery activities.	<b>SHIRE OF WEST ARTHUR/LRC</b> <ul style="list-style-type: none"> <li>Ensure handover of responsibility for ongoing recovery activities to a managing agency.</li> <li>Advise LEC (informal) and LRG members of stand-down.</li> <li>Conduct debrief/post operations review and prepare report to the LEMC, with copies to the DEMC, the HMA and the Chair SEMC and Chair SEMC Community Resilience and Recovery Sub-Committee (SEMC).</li> <li>Manage the implementation of post operations report recommendations and revision of Local Recovery Plan as required.</li> </ul>

Shire West Arthur Local Recovery Plan - Appendix 4- Operational Sequence Guide - 2025

**Attachment 23 5 APPENDIX LRG Action Sheet 091124**



## Appendix 5

### Recovery Action Checklist

*Checklist: Recovery actions for Local Recovery Group and Local Recovery Coordinator*

*Please use the right-hand column to record your progress*

Transition from Response	IC shall include the LRC in critical response briefings	✓
	LRC shall ensure the IC is aware of recovery requirements and tasks prior to terminating the state of emergency	✓
	LRG shall ensure that agencies with response and recovery obligations are aware of their continuing role	
	LRG to confirm whether the event has been proclaimed an eligible natural disaster under the Disaster Recovery Funding Arrangements Western Australia and if so, what assistance measures are available	
	LRC shall initiate key recovery arrangements and ensure formalisation of handover takes place	
	Ensure HMA completes an Impact Statement, and it is available for handover	
Management Structure	Ensure the appointment of a Deputy LRC has occurred	
	If required advise Local Recovery Centre Coordinator to activate the Local Recovery Centre	
	Facilitate representative sub-committee to coordinate and action recovery tasks and disseminate decision as required	
	Ensure and facilitate the completion of the Needs and Impact assessment	
	Assume public information responsibilities from response agency and provide information to the Authority's Coordinator Corporate Communications to disseminate to the community	
	Facilitate/advise on State/Federal Disaster Relief Funding, (DPIRD, Centrelink) and facilitate/advise on private aid and funding	
	Prepare oral and written financial and non-financial reports and briefs within Operational Recovery Plan	
	Provide adequate administration support to all recovery functions	
	Provide a succinct reporting system to Shire of West Arthur, State RC, LRG, community	
	Recruit and work with representatives of the affected community and include in recovery planning	
	Establish strategies for uniting the community behind agreed objectives (events, meetings)	



	Establish One-Stop-Shop and Recovery Centres providing advice, information and assistance to community during the recovery period	
	Enact Recovery Communication Plan for sharing information and enabling listening	
<b>Impact and Needs Assessment</b>	Use intelligence/planning information from the response operation and ensure LRC is liaising with HMA through response	
	Confirm the total area of impact for determination of survey focus	
	Set out the immediate information needs: infrastructure problems and status, damage impact and patterns, 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	
<b>Inspections and Needs Assessments – Technical</b>	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, interpret and analyse data	
	Establish a method/process to determine the type of information needed for this recovery operation: <ul style="list-style-type: none"> <li>How and who will gather the information (single survey)</li> <li>How information will be shared</li> <li>How information will be processed and analysed</li> <li>How the data will be verified (accuracy, currency and relevance)</li> </ul>	
	Manage the process to minimise calling back	
	Coordinate, select and brief staff	
	Maintain confidentiality and privacy of assessment data	



<b>Data Management</b>	Allocate responsibility for data management tasks ensuring proper process of relevant data transfer	
	Use templates/spreadsheets for impact assessment and for tracking assistance provided	
<b>State Government Involvement</b>	Establish robust relationships with key regional government agency representatives, and appoint them to appropriate LRG Sub-Committees and RCC, as required	
	Instigate liaison with DPIRD Officers for the recovery claim process	
	Attend ASAP to requests for information from government agencies	
<b>Public Information</b>	Ensure spokesperson available (CEO, delegated) to speak with the media	
	Manage public information in accordance with Recovery Communication Plan	
	Identify priority information needs	
	Monitor social media, and media and counter misinformation	
<b>Rehabilitation and Assistance</b>	Establish a mechanism for receiving expert technical advice from lifeline groups	
	Monitor and assist rehabilitation of critical infrastructure	
	Prioritise recovery assistance in line with community needs	
	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 through the Department for Communities (Communities)	
	Be aware of need to adjust capital works and maintenance programs	



<b>Implementation of Risk Management Measures</b>	While doing the hazard analysis: <ul style="list-style-type: none"> <li>Identify essential services and facilities in high-risk areas</li> <li>Consider the restoration betterment options for essential services</li> </ul>	
	Identify betterment options based on research and consultation	
<b>Financial Management</b>	Undertake urgent hazard reassessment based on new (event) information and relate to the Shire's Emergency Risk Management Plan	
	Review financial strategies including use of Budget line items for tracking all recovery expenses	
	Communicate with financial agencies, including insurance companies	
	Keep financial processes transparent, appeal monies, etc.	
	Liaise with LMDRF for process and protocols for managing appeals system	
<b>Reporting</b>	Ensure recording of all expenditure during recovery, (expenditure, receipts, timesheets, contractors) for DRFAWA claims	
	Provide a succinct reporting system to the Shire of West Arthur, State RC, LRG, community	
<b>Recovery Long-Term Strategy (including Managed Withdrawal)</b>	Provide adequate administration support to all recovery functions	
	Continually review the Recovery Management process with a view to withdrawing as the community takes over	
	Conduct a Long-Term Recovery Strategy workshop with community representatives and key stakeholder organisations including managed withdrawal strategies	
	Ensure ongoing public information and communications including avenue for reporting and management of unresolved community recovery issues	
<b>Recovery Post Analysis Report (Lessons Learnt)</b>	Stage a public event of acknowledgement and community closure	
	Conduct a debrief and Post Recovery Analysis with key community members and key stakeholder organisations towards preparing a Recovery Lessons Learnt Report	
	Conduct a debrief and Post Recovery Analysis with Shire of West Arthur staff and elected members towards preparing a Lessons Learnt Report	

## Attachment 24 6 APPENDIX OP REC PLAN 091124



## Appendix 6

### Operational Recovery Plan Template

# Operational Recovery Plan

Emergency Event: (Type and location)

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Date of Emergency: \_\_\_\_\_

HMA/CA INCIDENT LEVEL: \_\_\_\_ DECLARED AS: \_\_\_\_\_

## Section 1

### Introduction:

Background on the nature of the emergency or incident	Compile the type of event and basic outline of sequence of events
Aim or purpose of the plan	Like all management tools think about why you are engaged in recovery and what you hope to achieve overall
Authority for plan	As a local authority you are charged with the responsibility of recovery under the <i>Emergency Management Act 2005</i>

## Section 2

### Assessment of Recovery Requirements:

Details of loss and damage	Residential, commercial and industrial buildings, transport, essential services (including state and local government infrastructure). Your primary <a href="#">Impact Statement</a> (IS) from HMA will give you an initial overview. This can be added to when subsequent reports are made.
Estimates of costs of damage	You may get indications from IS. Further indications could be from insurance agencies, also lifeline infrastructure may assist assessment.
Temporary accommodation requirements	Include details of evacuation centres opened, displaced persons, need for temporary accommodation, relocating displaced persons.
Additional personnel requirements (general and specialist)	It is imperative that you enlist as much help as you can in the initial stages. This may be specialist assistance or simply manpower to cope with the increased workloads.



<b>Human services (personal and psychological support) requirements</b>	On completion of Outreach Individual Needs Assessment, you would have initial contact with your affected community ascertaining what physical and psychological resources are required in the immediate, short and medium term, understanding the impact on community.
<b>Health issues</b>	Medical/Health personnel and Shire EHOs will assess any significant issues (water, food spoilage, medical supplies or medivac).

### Section 3

#### Organisational Aspects:

Details the composition, structure and reporting lines of the groups, sub-committees and working groups 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:

<b>Details resources available and required</b>	Give list of resources deployed and confer with the LRG network for future resources.
<b>Redevelopment Plans (includes mitigation proposals for betterment)</b>	This could be inappropriate in the early stages, however, should be part of the Long-Term Recovery Strategy in future reporting.
<b>Reconstruction restoration programme and priorities</b>	Detail agencies engaged in their specialist fields and estimates for re-establishing lifelines, waste, and restoration.
<b>Includes programs and strategies of government agencies to restore essential services</b>	Consider betterment when engaged in rebuilding.
<b>Includes the local government program for community services restoration</b>	Local events, meetings, coffee get togethers, recreation, breakfast BBQs, etc.
<b>Financial arrangements</b>	Assistance programs <a href="#">DRFAWA</a> , insurance, public appeals, <a href="#">LMDRE</a> , and physical and monetary donations.
<b>Public information dissemination</b>	From the Communication Plan outline what and how your communication is being staged.



**Administrative Arrangements:**

<b>Administration of recovery funding</b>	General financial issues.
<b>Public appeals policy and administration</b>	Including policies and strategies for office and living accommodation, furniture and equipment details for additional temporary personnel.
<b>Information management processes</b>	How is the management and recording process being undertaken.
<b>Reporting rhythm</b>	Who, when and how is the reporting being undertaken.

## Section 5

**Conclusion:**

Give an overall summary highlighting immediate, short, medium and long-term priorities and timetable.

**Signed by:** \_\_\_\_\_

*Chairperson Local Recovery Group or Local Recovery Coordinator*

**Date:** \_\_\_\_\_

**Attachment 25 7 APPENDIX RCC and OSS Guidelines 091124**

## Appendix 7

### *Local Recovery Centre (RC) Guidelines & Event Guideline*

#### **Aim**

To assist the impacted community in their medium to long term recovery by providing coordinated collocation of agencies to attend to psychosocial support in a neutral environment, ensuring people feel safe, welcome and comfortable.

#### **Objectives**

The objectives of a Recovery Centre are:

- ✓ To connect people with each other and with agencies and organisations which can assist people in their recovery
- ✓ To identify vulnerable individuals or families that may require immediate assistance from service providers who can address their particular needs and what those needs may be.
- ✓ To promote the importance of wellness and provide practical tools for coping with trauma and grief
- ✓ To provide regular, high-quality information on recovery milestones and other important information related to the recovery and be known as the primary location for up-to-date information
- ✓ To promote and demonstrate disaster preparedness to reduce the anxiety that may be felt within the community due to their experience
- ✓ To acknowledge the psychological challenges and complexities faced by the impacted community

#### **Location:**

Ideally the Recovery Centre will be in a central location to the impacted community and to public transport.

#### **Building Features:**

Specific features to consider in a potential building include:

- ✓ The building needs to be accessible for disabled persons
- ✓ A reception area and a comfortable place for people to wait
- ✓ Large rooms that will be suitable for office space



- ✓ An interview room for appointments with individuals and families
- ✓ Public toilets
- ✓ A multipurpose function room that has the capacity for meetings and events
- ✓ Storage such as a shed for storing 'new' donated items
- ✓ Kitchen suitable for catering for small events and acting as a staff room
- ✓ Ensure adequate parking is available

### Set-up Considerations

Suggestions to consider for physically setting up a Recovery Centre include:

- ✓ Office furniture including desks, chairs, bookshelves, white boards, waiting room couch, meeting room fold out tables (light easy to move)
- ✓ Office equipment including computers, printer, photocopier, phones
- ✓ Secure disposal of confidential papers
- ✓ Essential Services such as power, phone and internet will need to be connected
- ✓ Signage for the public and visiting stakeholders to locate with ease
- ✓ Children's corner with colouring in books and pencils and small toys
- ✓ Artwork to lighten and brighten the mood

### Steps to Establish Recovery Centre:

Not all Local Governments will have the convenience of a spare building that is ready to be occupied. The following options may need to be considered:

- ✓ Rental of lease agreement for building
- ✓ Building modifications
- ✓ Mobile office building (donga)
- ✓ Arrange hire, lease or purchase of office equipment
- ✓ Second-hand furnishing
- ✓ Cleaning and rubbish collection



### Record Keeping:

The Emergency Management Act 2005 allows information to be shared between State Agencies and the Shire of West Arthur.

It is recommended that LRC keeps a master database that records:

- ✓ Property address
- ✓ Is it destroyed or damaged
- ✓ Owner contacts (including email, mobile number)
- ✓ Renters contacts (if rental or Dept of Communities)
- ✓ Insured or uninsured
- ✓ Received Centrelink Immediate Payment
- ✓ Received assistance from Department of Communities
- ✓ Applied for LMDRF
- ✓ Email collection for Newsletter and other important information
- ✓ Received Outreach from Australian Red Cross

### Management of Recovery Centre (RC):

The following should be considered in the running of RC:

- ✓ All staff at the RC should be wearing identification such as name badges that show the organisation they work for
- ✓ Beware of and monitor the health and safety issues, paying particular attention to staff stress and security for the staff and building
- ✓ Establish a process for regular operational staff briefing and debriefing

### Recovery Events:

RC Staff will likely attend a wide range of recovery events that are located at the RC or within the impacted area.

Natural community desire will be to have social gatherings for their demographics, for example farmers will want to gather with other farmers.

Recovery activities will need to flex with the community's recovery as people's circumstances change. See Recovery short, medium and long term.

To assist in the management of recovery events see the attached 'Shire of West Arthur Recovery Event Planning Template'.

**Closing of the Recovery Centre (RC):**

The following should be considered in the running of RC:

- ✓ The RC will become an important point of community focus and solidarity. It is not unusual for the centre to open for months or even years
- ✓ Liaise with key stakeholders to establish the appropriate time for the RC to be closed and report to LRG
- ✓ Communicate well in advance with the community that the centre will be closed and on what date
- ✓ Ensure all people who have used the centre are contacted and notified of how they can access services in the future
- ✓ Consider a public function to thank all involved or have an official closing ceremony
- ✓ Consider an article in the local newspaper about the closing of the centre, what its purpose was, what it accomplished, services provided to the community
- ✓ Sync closure of recovery centre with formal cessation of recovery with community celebration.



## ATTACHMENT 1

### *The recovery timeline: short, medium and long term*

#### **Short-term recovery (where we've been)**

Short-term recovery is also called relief. The aim of relief is to address and support the immediate needs of individuals, businesses and the community affected by the event. Relief often happens while essential services are still being restored to the level where response agencies are no longer required to maintain them.

Relief agencies will usually undertake some form of impact assessment to get a clear idea of the extent of the impacts. This includes understanding the geographical extent of the impacts (i.e. how big), the human impacts (i.e. who is affected and are there casualties), the property and infrastructure impacts (i.e. what is damaged or destroyed), and the environmental impacts (i.e. are there threats to health and sanitation).

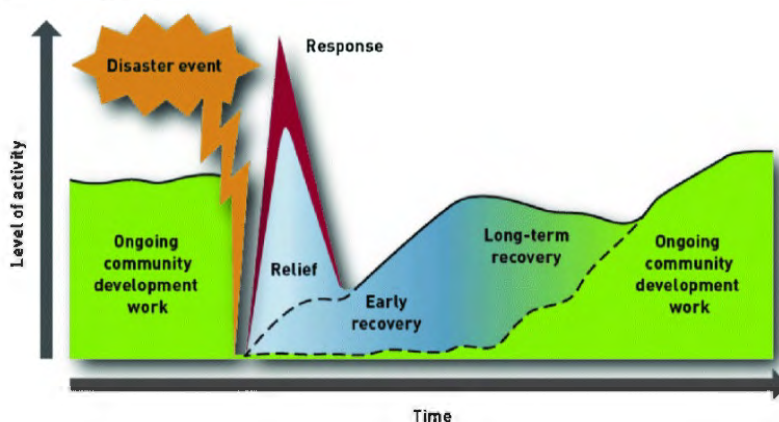
#### **Medium-term recovery (where we are now)**

The transition from short-term recovery to medium-term recovery happens when response agencies are 'stood down'. Medium-term recovery continues the coordinated process that was established during relief. Affected communities continue to be supported in terms of emotional, social and physical support. During this phase, critical physical infrastructure will be rebuilt, and the restoration of the economy and of the environment will begin.

#### **Long-term recovery (where we're heading)**

Recovery can continue for a very long time after an event: often it will take years. The role of the agencies and recovery groups continues to be critically important over these years, and it is best to plan for long-term recovery properly ahead of time, which is why we want to make this long-term recovery strategy with you.

One of the key aims of long-term recovery should be to help the community become more resilient and more independent of agency support. This is why community-driven recovery is so important: it enables us to begin as we mean to continue: with community leading the way and with agencies in the supporting role.





## ATTACHMENT 2

## Shire of West Arthur Recovery Event Planning Template

ACTION	DESCRIPTION	GOALS

COMMUNITY SUPPORT:	
WHERE HAS CONCEPT / IDEA COME FROM:	
STAKEHOLDERS: Who owns the action?	
OTHER INVOLVEMENT: Who is needed?	
RESOURCES:	
COSTS:	
SPONSORS / FUNDING BODIES:	

HEALTH & WELLBEING RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED:	<input type="checkbox"/> Shire Staff <input type="checkbox"/> Wellbeing <input type="checkbox"/> Other: _____
ENVIRONMENTAL RISK:	<input type="checkbox"/> High <input type="checkbox"/> Medium <input type="checkbox"/> Low	SUPPORT REQUIRED:	<input type="checkbox"/> Shire Staff <input type="checkbox"/> Other: _____

CATEGORY:	<input type="checkbox"/> Needs Assessment <input type="checkbox"/> Communication <input type="checkbox"/> Event <input type="checkbox"/> Donations <input type="checkbox"/> Wellbeing
RECOVERY VALUE:	<input type="checkbox"/> High <input type="checkbox"/> Moderate <input type="checkbox"/> Low <input type="checkbox"/> Community Interest
PRIORITY / TIMELINE:	<input type="checkbox"/> High / Urgent <input type="checkbox"/> Important <input type="checkbox"/> Medium / Medium Term <input type="checkbox"/> Lower / Long Term
DIFFICULTY:	<input type="checkbox"/> Straightforward <input type="checkbox"/> Effort Required <input type="checkbox"/> Long Term / Complex
OBJECTIVES:	<input type="checkbox"/> Promote health & wellbeing <input type="checkbox"/> Increase / Enhance understanding of community needs <input type="checkbox"/> Provide information / enhance communication <input type="checkbox"/> Support Community Recovery through long term programs and projects
EVALUATION:	

## Attachment 26 8 APPENDIX WELFARE HEALTH GUIDE 091124



## Appendix 8

### *Emergency Relief and Support and Health Services*

Relief activities meet the immediate food, shelter and security requirements of those affected by the emergency. Whereas recovery activities provide information, resources, personal support and community infrastructure necessary for individuals and communities to achieve self-sufficiency and sustain independent functioning. In some instances, these activities may continue for months or even years.

The following link provides related support plans and detailed information:

[Emergency Management Support Plans](#)

The Shire of West Arthur *Local Emergency Relief and Support Plan* provides local contingencies for health, emergency relief and support which are to work in conjunction with State Agencies and other Non-Profit Organisations. Chief among these is the Department of Communities in its capacity as Emergency Relief and Support Coordinator. Its emergency email contact is [emergencyservices@communities.wa.gov.au](mailto:emergencyservices@communities.wa.gov.au).

#### Principles:

The recovery principles of health and wellbeing after emergencies are:

Response and recovery actions actively support individuals, families and businesses

Community and Wellbeing Sub-committee encourages community to participate in community recovery decision-making

The overall needs assessment of individuals and families is evaluated as early as possible

Personal support strategies are integral to overall recovery management process

Measures are taken to mitigate the effects of future emergencies on community

Recovery programs be coordinated to support and enhance community

#### Strategies:

Strategies to implement the principles of community and wellbeing recovery following an emergency are shown in **conceptual**, **management** and **service delivery** classifications. They are proposed as examples, rather than as an exclusive listing of strategies that might be invoked in all circumstances.



### Conceptual:

- Encourage emergency service agencies to implement procedures relating to personal support services (e.g. identify potential welfare needs)
- Support and promote individuals, families and businesses of the affected community
- Support and promote community improvements
- Purchase replacement goods and services locally via local businesses and trades people wherever practical
- Maintain the integrity of local community groups and experts and their capabilities
- Build on existing organisations and networks through activating available systems within the community
- Encourage support of local community groups and experts
- Encourage agencies to employ local residents
- Source government grants, distribution of appeal funds and charitable payments to assist with supporting needs of individuals and families during the recovery process
- Avoid duplication of services and identify gaps

### Management:

- Identify all aspects of community and wellbeing that may be required
- Establish liaison between community and wellbeing groups, community and government agencies in the community
- Establish Community and Wellbeing Sub-Committee representatives from Health and Wellbeing groups, the community and government agencies
- Provide community with information about recovery process and resources available through the Community and Wellbeing Sub-Committee via Communication Plan processes
- Ensure community participation in the Community and Wellbeing Sub-Committee
- Conduct inter-agency briefings and feedback sessions on effectiveness and progress of welfare recovery process
- Identify gaps in Community and Wellbeing services for consideration in risk management processes
- Develop risk management assessments aimed at minimising future Health and Wellbeing requirements



### Service Delivery:

Ensure service delivery personnel is aware of the range of services available and appropriate referral processes

Ensure service delivery personnel is aware of the local welfare circumstances pre- and post-emergency

Ensure service delivery personnel has good interpersonal skills and understanding of the local community

Provide community and wellbeing services in a timely, fair, equitable and flexible manner; ensure services and/or information is coordinated and provided by a variety of means

Ensure availability and accessibility to community and wellbeing and recovery information and services

**Attachment 27 9 APPENDIX LRP ACTION ITEMS 091124**

## Appendix 9

### *Local Recovery Plan – Action Items*

#### **Activation of Recovery**

- Approached by HMA/CA IC to initiate
- LRC advises the Shire's CEO of recovery activation
- Assessment of assistance determined
- LRP is implemented

#### **Response to Recovery transition of event responsibilities**

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaison with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA with Impact Statement developed and agreed by CA IC

#### **Impact Statement and Needs Assessment**

- Recovery initiated while response still in progress
- LRC to attend ISG meetings and liaise with Incident Controller
- LRG gathered and briefed ensuring coordinated transition
- CEO to sign off response to recovery handover with HMA/CA. Impact Statement is provided
- LRG Outreach Needs Assessment will be carried out ASAP, when safe, after event
- Aust. Red Cross contacted ASAP to establish agreed partnership in recovery activities

#### **Operational Recovery Plan**

- LRC to prepare Operational Recovery Plan where significant reconstruction and restoration is required

#### **Strategic Long-Term Recovery Plan**

- The Shire to develop a collaborative, comprehensive and inclusive long-term recovery strategy for the community, including objectives and timelines



### Managed Withdrawal

- The Shire will communicate via the LRG sub-committees when relevant service providers and agencies will be withdrawing services from the affected area
- The Shire to identify potential partnerships with existing community organisations and services and ascertain their capacity to support the recovery process in the medium and long-term
- LRG to identify recovery programs that will 'phase down', 'phase out' or be 'handed over' to the community to continue

### Establishing LRG Management Structure

- The Shire will establish the LRG management structure relevant to event size and complexity
- LRG will establish membership from Shire staff, supporting agencies and community members
- LRG will operate within recognised functions and relevant sub-committee structure
- LRG will actively encourage and invite community participation within the LRG
- LRG will actively engage with State Government to maximise recovery resources

### Financial Management

- All invoicing and costs associated with the emergency event to be allocated against the Shire's emergency event cost centre
- On advice emergency is an eligible event and significant resources have been expended, LRC will direct the Shire to contact DRFAWA Officers (DFES) for advice and guidance
- CEO and/or nominated senior officer have authority to expend funds on emergency event
- In an eligible major disaster LRC will assist affected individuals connect with Centrelink for assistance payments

### Appeals and Donations

- On advice of eligibility following a disaster, LRC will direct the Shire officers to LMDRF for advice and guidance
- Spokesperson will advise that the Shire **will not** accept donations of goods
- All financial donations will be direct through the LMDRF
- Offers of assistance will be directed to LRG



### Spontaneous Volunteers

- The Shire's LRG will refer spontaneous volunteers to local service clubs and support agencies to manage
- Consider contacting and utilising the services of *Disaster Relief Australia and others*

### Recovery Coordination Centre and One-Stop-Shop

- LRC/LRG to determine location for Recovery Centre and establish as soon as possible
- One-Stop-Shop to be established immediately following event and located appropriately

### STAFF – Shire of West Arthur

- Shire staff to be regularly briefed on current situation and activities within recovery
- Stress and fatigue of Shire staff to be monitored and assisted where appropriate
- As soon as possible determine staffing level increase to meet demands

### Shire of West Arthur Staff – Recovery Roles and Responsibilities

- All Shire staff could be engaged in various stages of disaster recovery
- Specific Shire staff identified in this Plan should be very familiar with the roles and responsibilities involved with disaster recovery
- External agencies/ organisations are to be engaged and used wherever possible

### Disaster Event Recovery Communication Plan

- The Recovery Communication Plan will provide guidance when distributing public information and communications

### Debriefing and Evaluation

- The LRG will hold a formal Post Incident Analysis to evaluate the process and apply lessons learnt
- A formal debrief will be held for Shire staff to evaluate the process and apply lessons learnt
- Assistance will be made available through EAP for any staff working in the recovery process
- LRC will compile a formal report for Council and State Recovery Coordinator
- LRP amended (as required) to incorporate lessons learned for continuous improvement

## Attachment 28 10a APPENDIX PIA 020625



## Appendix 10(a)

### *Post Incident Analysis – Emergency and Recovery Management*

ISSUE	COMMENT	RECOMMENDATIONS
Was notification/mobilisation satisfactory/appropriate?		
Was the Management/ Administration structure effective?		
Reporting relationships clear? (Did you know who to report to?)		
Was the transition from Response Phase to Recovery Phase clearly established?		
Were Recovery Objectives/ Actions clearly defined?		
Were Recovery Arrangements useful or require review/ upgrade?		
<b>Inter-agency liaison</b> Any issues working/liasing with other agencies/ organisations?		
<b>Emergency Management - Recovery Support Arrangements</b> Are relevant Agency/ Organisation arrangements established/ current?		

Shire West Arthur Local Recovery Plan – Appendix 10(b)- Post Incident Analysis - 2025

## Attachment 29 10b APPENDIX LRG Standard Report 02062025



## Appendix 10(b)

### Local Recovery Group Standard Reporting

#### LOCAL RECOVERY GROUP – RECOVERY REPORT

<Insert Emergency Situation Here>

Shire of West Arthur Recovery Group

Report No: .....

To: Chairperson, SRG/State Recovery Coordinator

##### Situation Update:

Should include full damage report (once only) and estimated amount in dollars, work in progress including estimated completion dates, details of difficulties or problems being experienced.

##### Proposed Activities:

Should include plans and strategies for resumption of normal services (where appropriate), plans for mitigation works, dates of commencement and completion of reconstruction works, possible disruption of activities of other agencies.

##### Special Assistance:

##### Requirements:

Includes support from other agencies, LRG intervention with priorities.

##### Financial Issues:

May include support from LRG for additional funding from Treasury.

##### Recommendations:

Name & Signature: \_\_\_\_\_

Position: \_\_\_\_\_

Date: \_\_\_\_\_

## Attachment 30 11 EM RELIEF ORGANISATION 02062025



## Appendix 11

# Non-Profit - Emergency Relief Organisations and Volunteers



## Australian Red Cross

Australian Red Cross exists to support people in their most difficult moments. With 110 years' experience and a nationwide community of 16,000+ members and volunteers, they act locally and connect globally to deliver what's needed, when it's needed most.

A wide range of helpful resources can be found on the [Australian Red Cross](#) website to help communities prepare for, respond to and recover from disasters.



DISASTER  
RELIEF  
AUSTRALIA

## Disaster Relief Australia

Disaster Relief Australia (DRA) unites the skills and experiences of Australian Defence Force Veterans, Emergency Responders and motivated civilians to deploy Disaster Relief Teams throughout Australia. DRA operates nationally at disaster relief and recovery operations. When deployed, DRA integrates into existing emergency management arrangements.

DRA can operate independently or as part of an integrated task force offering capabilities and services:

✓ Work order management	✓ Home repairs
✓ Spontaneous volunteer management	✓ Route clearance and property access
✓ Incident management	✓ Medical & health support to vulnerable communities
✓ Damage and impact assessments	✓ Aerial damage assessment and mapping
✓ Debris management and restoring access	✓ Resilience and capacity building
✓ Logistics management & humanitarian aid	

For further information on how DRA can support and enhance community recovery activities for local governments, following an emergency, contact Annette Turner Duggan, Disaster Relief Team Manager WA, at [Annette.Turner-Duggan@disasterreliefaus.org](mailto:Annette.Turner-Duggan@disasterreliefaus.org) or 0411 252 388.



## Rapid Relief Team

Rapid Relief Team (RRT) delivers hope and relief to people across the globe. Whether it be fire, flood or humanitarian need, RRT expands their support services to meet the need at hand. Their mission is to serve people with care and compassion in their time of need.

Contact details: [action.au@rrtglobal.org](mailto:action.au@rrtglobal.org) Website address: <https://www.rrtglobal.org>



## Appendix 11



### Emergency Volunteers WA

Emergency Volunteer WA (managed by Volunteering WA) is the peak body for volunteering in Western Australia. Their role is to connect people to community groups who need help outside of formal frontline emergency services roles.

Volunteering WA is a member of the State Emergency Relief and Support Committee (SERSC).

During times of crisis, Volunteering WA is activated by the Department of Communities to support the community by recruiting volunteers and directing offers of gratuitous support from the community.

For more information and registration contact at: [emergency.volunteer.org.au](https://emergency.volunteer.org.au)



### BlazeAid

BlazeAid is a volunteer-based organisation that works with families and individuals in rural Australia after natural disasters such as fires, cyclones, droughts and floods.

BlazeAid works alongside the rural families; our volunteers help to rebuild fences and other structures that have been damaged or destroyed due to a disaster.

For more information and registration visit [www.blazeaid.com.au](https://www.blazeaid.com.au)



### F.A.W.N.A

FAWNA Inc. (Fostering and Assistance for Wildlife Needing Aid) was founded in 1984 in Busselton, Western Australia, to support wildlife rehabilitators caring for orphaned, injured, or abandoned animals. Over the years, FAWNA's membership has expanded from Mandurah to Albany, covering the Swan Coastal Plain and Great Southern regions—areas known for their rich biodiversity, including a globally recognised biodiversity hotspot and significant RAMSAR wetland.

For more information and registration visit [FAWNA Inc. | Western Australia Wildlife Rescue & Rehabilitation](https://www.fawna.org.au)

## Attachment 31 12 APPENDIX CONFLICT RES 091124



## Appendix 12

### Principles Of Conflict Resolution

#### 1. Think Before Reacting

The tendency in a conflict situation is to react immediately. After all, if we do not react, we may lose our opportunity. To resolve conflict successfully it is important to **think** before we react—consider the options, weigh the possibilities. The same reaction is not appropriate for every conflict.

*Principles and Values – P1, P3, P5, V1, V2, V3*

#### 2. Listen Actively

**Listening is the most important part of communication.** If we do not hear what the other parties are communicating, we cannot resolve a conflict. Active listening means not only listening to what another person is saying with words, but also to what is said by intonation and body language. The active listening process also involves letting the speaker know that they have been heard. For example, “What I heard you say is.....”, in other words, paraphrase and confirm understandings.

*Principles and Values – P1, P4, V1, V2, V4*

#### 3. Assure a Fair Process

The process for resolving a conflict is often as critical as the conflict itself. It is important to assure that the resolution methods chosen, as well as the process for affecting that method is **fair to all parties** to the conflict. Even the perception of unfairness can destroy the chances of a resolution.

*Principles and Values – P2, P3, P4, V2, V3*

#### 4. Attack the Problem

Conflict can be very emotional. When emotions are high it is much easier to begin attacking the person on the other side, than it is to solve the problem. The only way conflicts get resolved is when we **attack the problem and not each other**. What is the problem that lies behind the emotion? Focus on what are the causes of the conflict, not the symptoms?

*Principles and Values – P2, P4, P5, V1, V2, V3*



## 5. Accept Responsibility

Every conflict can have many sides and there is enough responsibility for everyone. Attempting to place blame only creates resentment and anger that heightens any existing conflict. In order to resolve a conflict, we must be prepared to **accept our share of the responsibility** and eliminate the concept of blame.

*Principles and Values – P2, P5, V1, V2, V5*

## 6. Use Direct Communication

Say what we mean and mean what we say. Avoid hiding the ball by talking around a problem. The best way to accomplish this is to use “I-Messages”. With an “**I-Message**” we *express our own wants, needs or concerns to the listener*. “I-Messages” are clear and non-threatening way of telling others what we want and how we feel. A “**you-message**” blames or criticizes the listener. It suggests that the person is at fault.

*Principles and Values – P5, V2, V4*

## 7. Look for Interests

Positions are usually easy to understand because we are taught to verbalize what we want. However, if we are going to resolve conflict successfully, we must uncover why we want something and what is really important about the issue in conflict. Remember to look for the **true interests of the all the parties** to the conflict.

*Principles and Values – P2, P3, V2, V3,*

## 8. Focus on the Future

In order to understand the conflict, it is important to understand the dynamics of the relationship including the history of the relationship. However, in order to resolve the conflict, we must focus on the future. **What do we want to do differently tomorrow?**

*Principles and Values – P2, P6, V5, V6*

## 9. Options for Mutual Gain

Look for ways to assure that we are all better off tomorrow than we are today. Our gain at the expense of someone else only prolongs conflict and prevents resolution.

*Principles and Values – P2, P3, P5, V1, V2, V3*



## 10. Timeframes for Consideration

Be prepared to preface any planning discussions with the likely requirement for staged planning. Some things can be resolved in the short term, while some matters may need more careful planning and decision making, into the median and longer terms. Not all matters can or should be decided immediately. Manage that expectation and provide examples of why this may be important (i.e., Marysville Recreation Centre)

*Principles and Values – P3, P4, P5, V1, V2, V5*

### Recovery Principles and Values Alignment

<b>P</b>	<b>Recovery Principles</b>
P1	Context
P2	Complexity
P3	Community-Led
P4	Coordination
P5	Communication
P6	Capacity Building (Resilience)
<b>V</b>	<b>Recovery Values</b>
V1	Do No Harm
V2	Leadership
V3	Collaboration
V4	Empowering
V5	Act quickly, plan for long term (long term recovery strategy)
V6	Transition (Exit)
V7	Capture Lessons (debrief)

**14.1 DEVELOPMENT APPLICATION - DARKAN ROADHOUSE FUEL STORAGE**

**Attachment 2 Fully Executed Sale Contract with Lease**

CONFIDENTIAL ATTACHMENT  
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