Shire of Plantagenet

LOCAL EMERGENCY MANAGEMENT COMMITTEE MEETING

MINUTES

Emergency Management Act 2005

SECTION 38 (1)

A Local Government is to establish one or more local emergency management committees for the local government district.

Meeting of the Local Emergency Management Committee

held at the Shire of Plantagenet Committee Room at 1.00pm Thursday 3 December 2020

Paul Sheedy
CHIEF EXECUTIVE OFFICER

<u>Committee Members</u>

Cr M O'Dea (Chairman), Sgt D Johnson (Deputy), Cr Chris Pavlovich (Deputy Shire Representative), Mr M Barnes (Executive Officer), Mr A Smith, Ms A Tucker, Mr D Lynch, Ms J Williamson, Mr L Benavides, Ms J Hollingworth, Ms K Beidatsch, Ms K Hill, Mr N Blackburn, Ms N Rouse, Mr N Handasyde, Mr S Player, Ms F Gregory, (Resolution No. 217/19 & 107/20)

TABLE OF CONTENTS

1   DECLARATION OF OPENING / ANNOUNCEMENT OF VISITORS

1.03pm the Presiding Member declared the meeting open.

Welcome to all.

A reminder that the state of Western Australia is still in a State of Emergency

2   RECORD OF ATTENDANCE / APOLOGIES

Members Present

Cr Marie O'Dea (MOD)	Council Representative (Presiding Member)
Sgt David Johnson (DJ)	Western Australian Police Force (Deputy Presiding Member
Ms Franceine Gregory (FG)	Red Cross
Ms Jan Williamson (JW)	St John Ambulance – Mount Barker Chair
Ms Julie Hollingworth (JH)	Department of Health
Mr Ian Foote (IF)	Mount Barker State Emergency Service
Mr Luis Benavides (LB)	Mount Barker Volunteer Fire & Rescue Service
Mr Mike Barnes (MB)	Community Emergency Services Manager
Mr Neville Blackburn (NB)	District Emergency Services Officer
Mr Steve Player (SP)	Senior Ranger: Shire

Optional Attendees

Ms Alida Parke (AP)	St John Ambulance – Rocky Gully
Mr David Carpenter (DC)	St John Ambulance – Rocky Gully Chair
Mr Ken Jones (KJ)	Department of Health
Mr Mark Tester (MT)	Pardelup Prison Farm
Mr Vince Hilder (VH)	Department of Biodiversity Conservation & Attractions – Albany District

Visitors

Melanie Haymont (MH)	Bushfire Risk Planning Coordinator – Shire

Apologies

Cr Chris Pavlovich (CP)	Deputy Council Representative
Mr Adam Smith (AS)	Department of Fire and Emergency Services
Ms Alex Tucker (AT)	Environmental Health Officer
Mr David Lynch (DL)	Executive Manager Works and Services
Ms Kelly Hill (KH)	Department of Primary Industry and Regional Development
Ms Kirsten Beidatsch (KB)	Mount Barker State Emergency Service
Ms Nikki Rouse (NR)	Department of Biodiversity Conservation & Attractions
Mr Norm Handasyde (NH)	Chief Bush Fire Control Officer
Mr Andrew Fraser (AF)	Mount Barker Community College
Mr Brad Lenton (BL)	Main Roads Western Australian
Mr Craig Andrew (CA)	Arc Infrastructure
Mr David Rae (DR)	St John Ambulance Paramedic
Mr Kurt Weinert (KW)	Field Supervisor Western Power

Mr Peter Gray (PG)	Department of Water
Mr Rhys Skipper (RS)	Main Roads Western Australian
Mr Wes Bailye (WB)	Department of Fire and Emergency Services
Mr David Patterson (DP)	Pardelup Prison Farm
Mr Gary Tempany (GT)	Mount Barker Coop
Ms Heather Fergie (HF)	Kendenup Primary School
Supt. Jodi Miller (JM)	Pardelup Prison Farm
Ms Kylie Spencer (KS)	Department of Health Mount Barker and Denmark COVID-19 Coordinator
Mr Paul Sheedy (PS)	Chief Executive Officer: Shire
Mr Jono Wesley (JW)	Community Resource Centre (CRC)
Mr Steve Farmer (SF)	Pardelup Prison Farm

3 CONFIRMATION OF MINUTES

Moved Mr Neville Blackburn, Seconded Mr Vince Hilda;

That the Minutes of the Meeting of the Local Emergency Management Committee held on 13 August 2020, as circulated, be taken as read and adopted as a correct record.

CARRIED

4 BUSINESS ARISING FROM PREVIOUS MEETINGS

Refer to action sheet

5 STANDING ITEMS

5.1 CONFIRMATION OF CONTACT DETAILS AND KEY STAKE HOLDERS.

(As per attached contact list)

5.2 POST MAJOR INCIDENT REPORTS

Nil

5.3 LOCAL EMERGENCY MANAGEMENT ARRANGEMENTS (LEMA)

Amendments/Updates

Nil

5.4 FUNDING NOMINATIONS AND APPLICATION PROGRESS

Local Government Grant Scheme Budget is in development

A grant for strategically placed water tanks will be come available in January 2021. Any suggestions as to where tanks need to be placed will assist the application.

5.5 ISSUES TO BE RAISED AT DISTRICT EMERGENCY MANAGEMENT COMMITTEE (DEMC)

Nil

6 AGENCY REPORTS

6.1 SHIRE OF PLANTAGENET

On the back of the Bushfire Resilience In Great Southern (B.R.I.G.S.) project the Shire has engaged a consultant to further community education and understanding of 'Protecting Your Assets'. This project looked at ways a household could have a fire-wise garden without burning down or ripping out the bush, enhancing the natural beauty of the garden and to encourage the flora or fauna.

Fire mitigation in the eastern zone has been complete with only a few residents needing a little more time to complete. The western zone deadline is the 14 December and as of then the whole Shire will be in prohibited burn season until March 2021.

A Burn Smart workshop has recently been conducted in Mount Barker with a presentation and then a practical demonstration of smart burning and how to control a burn with the tools you have. Seventeen people came along to the workshop and they were able to take part in the practical session having a go at putting out a fire with a shovel, rake and a weed sprayer.

6.2   WA POLICE FORCE

Business as usual for the most part.

With a background focus on the COVID 19 Emergency Management Plan (EMP) in case of an outbreak, now that the borders are about to be opened. The COVID 19 EMP is for the isolation and/or lockdown of the town with the support of other agencies.

Question

What are the triggers that will enact the COVID 19 EMP?

Answer

The triggers will be centred around schools and the aged care. Health have defined when an outbreak occurs and the COVID 19 EMP with be with their advice.

6.3   BUSHFIRE BRIGADES – CHIEF BUSH FIRE CONTROL OFFICER

All of the bushfire appliances and state emergency service truck have been serviced with only a few repairs still outstanding. These should be completed within the week.

All of the Western Australian Emergency Radio Network (WAERN) radios have been serviced. With two installs to be completed and one repair of a malfunctioning remote head to be replaced.

6.4   MOUNT BARKER VOLUNTEER FIRE & RESCUE

Business as usual.

6.5   ST JOHN AMBULANCE

6.5.1   Community Paramedic

Apology

6.5.2   Mount Barker Sub-Centre

Mount Barker Sub-Centre has elected a new chairperson Jan Williamson.

Currently holding five ambulances; one in Kendenup and four in Mount Barker with one community transport operating from Mount Barker.

21 active volunteers who have attended, assisted and supported the Stirling Range fires, 4 rescues in the Porongurup national park. Been called out to 540 ambulance calls and travelled over 40,000kms.

All ambulances are operational with the newest ambulance change over happening only a few weeks ago

6.5.3   Rocky Gully Sub-Centre

Sub-Centre has elected a new chairperson David Carpenter.

A major upgrade is underway to extend the training facility.

New heart monitors to be received shortly. These will have the capability of being viewed from Perth Health Service.

6.6   STATE EMERGENCY SERVICE

Efforts are being made to secure a second vehicle for the SES. Some options are possible with the State Cache looking at procuring two taught liners for their use and if successful then their current may be given to our crew, or the Shire have a vehicle that can be leased from them providing that we can secure the funding.

Upgrades to our building have commenced with an all persons' access door enabling wheelchair access.

6.7   DEPARTMENT OF FIRE & EMERGENCY SERVICES (DFES)

6.7.1   Area Officer – NBN Emergency Wi-Fi Services

(Attachment Three)

Apology

6.7.2   District Emergency Management Advisor – Capability Summary

(Attachment One and Two)

Apology

6.8   PLANTAGENET/CRANBROOK HEALTH SERVICE

COVID 19 Plan is being continually updated as more information disseminated.

COVID 19 testing is continuing at the hospital.

The Department of Health (DOH) have anticipated a larger visitor season due to the restrictions.

The hospital is experiencing difficulties with General Practitioners and so have employed a Nurse Practitioner who will be starting shortly.

An exercise of a desktop evacuation has been planned within the next two weeks.

Question

Will you evacuate or shelter in place?

Answer

Evacuation is the preferred option providing there is enough time to complete this safely. Patients will go to other facilities either in Denmark, Albany, Kojonup or Katanning

6.9   DEPARTMENT OF PRIMARY INDUSTRIES AND REGIONAL DEVELOPMENT

Apology

6.10   RANGER SERVICES

6.10.1 Animal Welfare Plan (Attachment Five)

Ideas for areas of improvement, to add more information or to remove information please contact the Ranger department to assist with the development of this plan.

6.11   DEPARTMENT OF BIODIVERSITY CONSERVATIONS AND ATTRACTIONS

6.11.1 Albany District

Continuing to work through the prescribed burning program. The dry season has slowed the progress of the burns.

During an incident accommodation will be an issue due to the influx of visitors plus extra crews with accommodation facilities within the Albany area already booked out for the

duration of the holiday period. This will be eased in some instances when the schools are closed as the accommodation blocks can be utilised for the boarding schools.

Water Bomber2 (two) will come on line next week and will be available for deployment to fires across the region. These will be based in Albany airport.

The Duty Officer is available to be contacted now that we are in the High Threat Period (HTP). 08 9842 4500 or southcoast_rdo@dbca.wa.gov.au

Consideration has been given to the increased risk due to the expected higher that normal visitors coming to the region.

6.11.2 Frankland District

The Duty Officer is available to be contacted now that we are in the High Threat Period (HTP). 0417 939 607 franklin_ddo@dbca.wa.gov.au

6.12 EDUCATION DEPARTMENT

Apology

Mount Barker Community College is the primary evacuation centre. Representation on this committee should be made.

Action

Chair to write to the principal to request a delegate and a proxy should the delegate not be available.

Apology

6.13 DEPARTMENT OF COMMUNITIES

6.13.1 How the Mount Barker Rec Centre would be set up as a welfare centre during an incident

The school has a commercial kitchen which could be utilised during the school holidays but not so good during normal school hours. Catering would need to be organised off-site and delivered when the school is operating.

The Centre would initially be opened by the Shire of Plantagenet (SOP) staff until the Department of Communities (DOC) takes over the running of the Centre. Shire staff would need Personal Protective Clothing (PPC), cheat sheet of questions for triage any potential cases of infection to COVID 19 and a QR code for the Health Department registration.

Action

DOC to provide training to the SOP staff with correct questions from the DOH website to maintain one source of information.

Action

DOC to provide QR code for the Evacuation Centre.

If isolation is required then the police need to be informed and the names, numbers and location/s of the isolation area.

Specific messaging will be sent out working with DFES, for the incident, and DOH for the COVID areas. – DOC has a plan for this.

Action

DOC to provide this plan as a sub-plan to the Local Emergency Management Arrangements (LEMA)

6.14 RED CROSS

A new coordinator has not been appointed to date.

New members are waiting for the next training course to become available.

6.15 WATER CORPORATION

Apology

6.16 MAIN ROADS WESTERN AUSTRALIA

Construction season is continuing well.

Experiencing higher than normal number of tourists to the area.

Continuing with the Visual Messaging Board (VMB) to display road safety messages throughout the season.

6.17 WESTERN POWER

Business as usual but maintaining a COVID lens over operations.

Maintenance program is progressing as planned with some poles to be changed south of Mount Barker.

Christmas and New Year on call crews have been sorted and confirmed.

Any issues that need attention call the fault line 24/7

6.18 ARC INFRASTRUCTURE

Apology

6.19 PARDELUP PRISON

Apology

6.20 MOUNT BARKER CO-OPERATIVE

Apology

6.21 OTHERS

7 EXERCISE UPDATE

7.1 EXERCISE

Up to Date for this year.

7.2 POST EXERCISE REPORT

Tuesday 8 September 2020 bush fire exercise jointly with DFES. Moved to the next meeting.

Action

Mr Derek Jones to present the lessons learnt at the next Meeting.

Thursday 24 September 2020 bush fire at Pardelup Prison. Moved to the next meeting.

Action

Mr David Patterson to present the lessons learnt at the next Meeting.

Vince Hilder with DBCA and DFES will be able to assist in training of shire staff on running a small Incident Management Team (IMT) and support roles

8   GENERAL BUSINESS

8.1   WA COVID 19 Case Snapshot (Attachment Six)

https://experience.arcgis.com/experience/359bca83a1264e3fb8d3b6f0a028d768

8.2   Establishment of a suitable evacuation/refuge point in Kendenup (Attachment Seven)

Vegetation management is required around the 'Agri Grounds' as a start to the development of an evacuation/refuge centre.

Local Emergency Management Committee supports the request to establish a suitable refuge point with the town of Kendenup of developing the 'Agri Grounds' at the south end of town.

A refuge centre is the last resort for community members to go to when all other avenues of escape have been exhausted and shelter in place in their own homes is not possible.

Use as an evacuation centre is not supported. Evacuation is done early and evacuees are sent to the identified evacuation centres in Mount Barker at the Rec Centre and also in Albany at the Aquatic Centre or to Kojonup.

Department of Communities operate the evacuation centres and they would not have the staff available to be able to open any more, there is also little availability for bulk catering.

Action

LEMC Chair to put forward to council for support and budgeting requests.

9   DATE OF NEXT MEETING

Suggested dates of the next LEMC meetings are listed below, starting at 1.00 pm at the Shire of Plantagenet Chambers, Lowood Road Mount Barker: to align with other LEMC meetings as per request from other agencies (Attachment Four).

- Thursday 4 March 2021
- Thursday 3 June 2021

10   CLOSURE

14.15pm The Presiding Member declared the meeting closed.

CONFIRMED

_____   _____
Chairman   Date

ACTION LIST

Local Emergency Management Committee Meeting
3 December 2020

Item No	Date	Subject	Action Officer	Action	Date Completed	Initial
6.12.1	3 December 2020	Mount Barker Community College Primary Evacuation Centre representation on the LEMC	Ms Marie O'Dea **Chair**	Chair to write to the principal to request a delegate and a proxy should the delegate not be available.		
				DOC to provide training to the SOP staff with correct questions from the DOH web site to maintain one source of information		
6.13.1	3 December 2020	How the Mount Barker Rec Centre would be set up as a welfare centre during an incident	Mr Neville Blackburn DOC	DOC to provide QR code for the Evacuation Centre		
				DOC to provide this plan as a sub-plan to the Local Emergency Management Arrangements (LEMA)		
7.2	3 December 2020	POST EXERCISE REPORT	Mr Derek Jones DFES	Tuesday 8 September 2020 bush fire exercise jointly with DFES – moved to the next meeting		
			Mr David Patterson Pardelup Prison	Thursday 24 September 2020 bush fire at Pardelup Prison – moved to the next meeting		
8.2	3 December 2020	Establishment of a suitable evacuation/refuge point in Kendenup	Ms Marie O'Dea **Chair**	Chair to put forward to council for support and budgeting requests		

Outstanding from Previous Action Sheets

Item	Subject	Owner	Date	Comment
6.9.1	Animal Welfare Plan	SP	21 May 2020	Draft copy ready for comment by the next meeting
				Draft not ready still in Progress
				Draft next meeting
4.1	Local Emergency Management Arrangements (LEMA)	All	5 March 2020	Moved to 21 May 2020
			21 May 2020	Moved to 13 August 2020 – Last chance for input prior to draft.
			13 August 2020	Proceed to draft LEMA
			5 December 2020	LEMA to be updated. Contribution from all members. Proceed to draft overview

ATTACHMENTS

LEMC Contact List

Attachment One

FINAL - Letter from SEMC Chair to LGs - Report Release - EM Capability Summary 2019 - 7 July 2020

Attachment Two

Plantagenet EM Capability Summary 2019

Attachment Three

20201016 - NBN Emergency Wi-Fi Service Installation FAQs (002)

Attachment Four

Great Southern LEMC Meeting Dates 2020-2021

Attachment Five

Animal Welfare Plan

Attachment Six

Attachment 6 WA COVID 19 Case Snapshot 3 December 2020

Attachment 7

Kendenup Mortigallup Bush Fire Brigade – Letter

LEMC Contact List

MEMBER	ORGANISATION	NAME	PHONE	EMAIL
DPIRD	Department of Primary Industry and Regional Development	Ms Kelly Hill	0417 837 983	kelly.hill@dpird.wa.gov.au
DOC	District Emergency Services Officer	Mr Neville Blackburn	0438 934 827	neville.blackburn@communities.wa.gov.au
DFES	Department of Fire and Emergency Services	Mr Adam Smith	0429 104 007	adam.smith@dfes.wa.gov.au
DBCA-FD	Department of Biodiversity Conservation & Attractions – Franklin District	Ms Nikki Rouse	0417 173 633	nikki.rouse@dbca.wa.gov.au
RC	Red Cross	Ms Franceine Gregory	0408 199 976	franceine_with_an_e@hotmail.com
SOP	Council Representative - Chair	Cr Marie O'Dea	0407 795 813	fdbookclub@gmail.com
SOP	Deputy Council Representative	Cr Chris Pavlovich	0448 914 251	shire_pres@plantagenet.wa.gov.au
SOP	Community Emergency Services Manager	Mr Mike Barnes	0447 091 159	cesm@sop.wa.gov.au
SOP	Executive Manager Works and Services	Mr David Lynch	0417 181 532	mws@sop.wa.gov.au
SOP	Environmental Health Officer	Ms Alex Tucker	0448 182 245	env@sop.wa.gov.au
SOP	Senior Ranger: Shire	Mr Steve Player	0419 042 237	ranger@sop.wa.gov.au
SES- MB	Mount Barker State Emergency Service	Ms Kirsten Beidatsch	0417 904 059	mtbarker.ses@gmail.com
SJA-MB	St John Ambulance – Mount Barker	Ms Jan Williamson	0424 089 591	Mrbarker.chair@Stjohnwa.com.au
VBFS	Chief Bush Fire Control Officer	Mr Norm Handasyde	0417 945 773	norm@amuricreekfruit.com.au

LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING

MINUTES 3 DECEMBER 2020

VFRS- MB	Mount Barker Volunteer Fire & Rescue Service	Mr Luis Benavides	0487 506 505	Luis.benavides@justice.wa.gov.au
WACHS	Department of Health	Ms Julie Hollingworth	0428 481 201	julie.hollingworth@health.wa.gov.au
WAPF	Western Australian Police Force	SGT David Johnson – Deputy Chair	0429 838 501	david.johnson@police.wa.gov.au

LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING

MINUTES 3 DECEMBER 2020

OPTIONAL	ORGANISATION	NAME	PHONE	EMAIL
ARC	Arc Infrastructure	Mr Craig Andrew	0427 478 833	craig.andrew@arcinfra.com
CRC	Community Resource Centre	Mr Jono Wesley	0427 562 247	barker.baptist@gmail.com
DBCA -AD	Department of Biodiversity Conservation & Attractions – Albany District	Mr Vince Hilder	0429 200 858	vince.hilder@dbca.wa.gov.au
DOE - KPS	Department of Education - Kendenup Primary School	Ms Heather Fergie	08 9851 4168	heather.fergie@education.wa.edu.au
DOE - MBCC	Department of Education – Mount Barker Community College	Mr Andrew Fraser	0439 431 683	andrew.fraser@education.wa.edu.au
DFES	Department of Fire and Emergency Services	Mr Wes Bailye	0427 002 714	wes.bailye@dfes.wa.gov.au
DOH	Department of Health	Ms Adeline Marché	08 9892 1261	adeline.marché@health.wa.gov.au
DOH	Department of Health	Mr Ken Jones	0429 110 937	Ken.jones@health.wa.gov.au
DOH	Department of Health – COVID-19	Ms Kylie Spencer		kylie.spencer@health.wa.gov.au
DOH	Department of Health	Mr Paul Entwhistle		paul.entwistle@health.wa.gov.au
DOJ	Department of Justice – Pardelup Prison	Mr David Patterson		david.patterson@justice.wa.gov.au
DOJ	Department of Justice – Pardelup Prison	Supt Jodi Miller	0447 114 572	jodi.miller@justice.wa.gov.au
DOJ	Department of Justice – Pardelup Prison	Mr Steve Farmer	08 9851-3705	stephen.farmer@justice.wa.gov.au
MRWA	Main Roads Western Australian	Mr Brad Lenton	0417 910 662	brad.lenton@mainroads.wa.gov.au

LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING

MINUTES 3 DECEMBER 2020

MRWA	Main Roads Western Australian	Mr Rhys Skipper	08 9892-0517	rhys.skipper@mainroads.wa.gov.au
MBCO-OP	Mount Barker Coop	Mr Gary Tempany	0428 454 440	ceo@mtbarkercoop.com.au
SES- MB	Mount Barker State Emergency Service	Mr Ian Foote	0447 009 287	footeian@hotmail.com
SJA - CP	St John Community Paramedic	Mr David Rae	0418 317 231	david.Rae@stjohnambulance.com.au
SJA - RG	St John Ambulance – Rocky Gully	Mr David Carpenter	0456 411 155	rockygully.chair@stjohnambulance.com.au
SOP	Bushfire Risk Planning Coordinator	Ms Melanie Haymont	0429 992 711	brpc@denmark.wa.gov.au
SOP	Chief Executive Officer - Shire	Mr Paul Sheedy	0429 111 748	ceo@sop.wa.gov.au
WP - FS	Western Power - Field Supervisor	Mr Kurt Weinert	0427 775 017	kurt.weinert@westernpower.com.au

Attachment One

FINAL - Letter from SEMC Chair to LGs - Report Release - EM Capability Summary 2019 - 7 July 2020

Government of **Western Australia**
State Emergency Management Committee

Our Ref: 20/099180: D12731

Enquiries: semc.capability@dfes.wa.gov.au

Telephone: (08) 9395 9901

EMERGENCY MANAGEMENT CAPABILITY SUMMARY 2019

Dear Sir/Madam

I hope that you are safe and well.

The SEMC is pleased to provide you with an individual summary of your local government's emergency management (EM) capability. The summary is based on your local government's responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019, which in turn is based on the SEMC's Emergency Management Capability Framework.

I apologise for the timing, with the release of this report falling during a period of unprecedented uncertainty and disruption due to the coronavirus pandemic. The intention is not to add to your workload – rather, to provide the information in case it is helpful and of use to you at this or a later point in time.

The emergency management capability summary provides an overview of your local government's capability in 2019, focusing on where it reports high capability and which aspects may need more attention. The summary also provides information on how your local government's reported capability has changed between 2018 and 2019, and how it compares to the average capability of other similar local governments.

Please note that this summary is not a public release document – it is provided for your local government's own use. The summary may be useful for a variety of purposes, such as facilitating EM planning, informing EM exercising in line with the State Exercise Framework requirements, supporting internal business cases, highlighting areas of success, and informing Local Emergency Management Arrangements (LEMA).

We appreciate your local government's valuable contribution in completing the Annual and Preparedness Report Capability Survey each year.

If you have any questions or require further information, please do not hesitate to contact the DFES State Capability Team on semc.capability@dfes.wa.gov.au.

Yours sincerely

Dr Ron F Edwards

CHAIR

STATE EMERGENCY MANAGEMENT COMMITTEE

07/07/2020

Attachment Two

Plantagenet EM Capability Summary 2019

Government of **Western Australia**
State Emergency Management Committee

2019 SURVEY

EMERGENCY MANAGEMENT CAPABILITY SUMMARY

Prepared for

Shire of Plantagenet

The State Capability Project, undertaken by the DFES State Capability Team on behalf of the State Emergency Management Committee (SEMC), is an initiative of the State Government of Western Australia and is joint funded under the Commonwealth Government's National Partnership Agreement on Natural Disaster Resilience.

Disclaimer

The information contained in this document is provided by the SEMC and DFES State Capability Team voluntarily as a public service. The results presented are based on responses provided to the Annual and Preparedness Report Capability Survey in 2018 and 2019. The SEMC and the DFES State Capability Team expressly disclaim 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 act or omission.

Front cover image

Courtesy of Grant Wilson

Contents

Executive summary

This document provides a summary of the emergency management capability for the Shire of Plantagenet.

It is based on responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019. Capability is measured in line with the State Emergency Management Committee (SEMC) Emergency Management Capability Framework. It is described using the 23 capability topics relevant for local governments (LGs).

This summary focuses on where the Shire reports high capability and which aspects may need more attention. It also provides information on how the Shire's capability has changed between 2018 and 2019, and how the Shire compares with other medium agricultural LGs.

The DFES State Capability Team anticipates that this report will assist the Shire in identifying areas for improvement, and to guide its strategies, priorities and actions. This capability summary is provided to the Shire for its own use.

In 2019 the Shire reported highest capability for:

Evacuation/ Welfare Centres	
Finance and Administration	
Community Welfare	

Capabilities that may need more attention include:

Situational Assessment	
Evacuations	
Impact Assessments	
Essential Services Protection	
EM Personnel	

1. Introduction

This document provides an emergency management capability summary for the Shire of Plantagenet.

It provides an overview of the Shire's capability in 2019, focusing on where it reports high capability and which aspects may need more attention. The summary also provides information on how the Shire's capability has changed between 2018 and 2019 and how the Shire compares with other similar local governments (LGs). The Shire has been classed as a medium agricultural LG.

1.1. The survey and the State Capability Framework

This capability summary report is based on responses to the Annual and Preparedness Report Capability Survey in 2018 and 2019. The DFES State Capability Team conducts this survey on behalf of the State Emergency Management Committee (SEMC). The survey was completed by 156 organisations in WA in 2019, including 127 local governments.

The survey questions measure capability in line with the SEMC Emergency Management Capability Framework. The framework describes the State's collective ability and capacity to prevent, plan for, respond to and recover from emergencies. In this framework, capability is divided into seven overarching capability areas as depicted in the figure below. These are underpinned by 33 core capabilities. Each core capability is further defined by one or more achievement objectives.

A full copy of the framework is available from https://semc.wa.gov.au/emergency-management/portal/capability
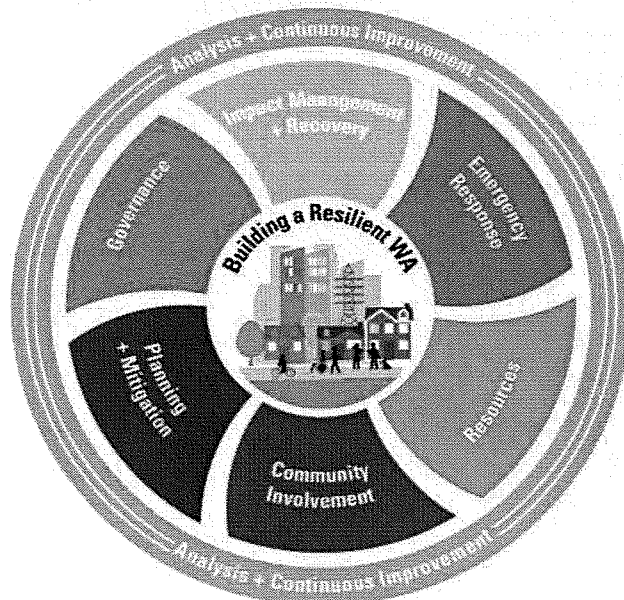
SEMC Emergency Management Capability
Framework

1.2. Capability topics

To assess the emergency management capability of LGs, relevant survey questions were grouped to create the following 23 capability topics. In general, these align with the core capabilities of the State Capability Framework.

A full definition for each capability topic is provided in Appendix 1.

Capability areas and corresponding LG capability topics

Resources	
EM Personnel	
Finance and Administration	
Equipment and Infrastructure	

Analysis and Continuous Improvement	
Risk Assessment	
Horizon Scanning	
Lessons Management	

Community Involvement	
Sector Information Sharing	
Public Information Tools	
Public Information Quality	

Planning and Mitigation	
Natural Buffers	
Infrastructure Protection	
Essential Services Protection	
Business Continuity Plans	

Emergency Response	
Situational Assessment	
Evacuations	
Evacuation/Welfare Centres	
Agency Interoperability	

Impact Management and Recovery	
Community Welfare	
Impact Assessment	
Recovery Resources	
Recovery Skills	
Sustained Recovery	
Recovery Plans	

1.3. Interpreting the results

This document provides a high-level overview of survey findings. The closer the result is to 100%, the stronger the Shire's capability is for that topic.

The capability topics are based on the survey responses provided by the Shire. Further details about the survey responses are provided in Appendix 2. As this is self-reported data, the results should not be read as providing definite conclusions. However, it provides a useful starting point for the Shire to identify areas which may need improvement, keeping in mind that some capability topics apply to some LGs more than others.

Being based on self-reported data, results may also be influenced by inconsistencies in the way the questions were answered for different years. These inconsistencies could imply that the Shire's capability is higher or lower than it actually is. Reducing these inconsistencies in future years will ensure a more accurate reflection of your Shire's capabilities.

This document compares the reported capability between the Shire with the average capability of LGs with similar population numbers, population density and remoteness.

The Shire was classified as a medium agricultural LG. LGs within this class are defined as those with a population of 2,001 to 5,000, a population density of less than 30 persons per square kilometre, and where less than 90% of the population is urban. The medium agricultural LGs were:

- Boddington
- Bridgetown-Greenbushes
- Chittering
- Dandaragan
- Gingin
- Irwin
- Katanning
- Kojonup
- Merredin
- Moora
- Northampton
- Plantagenet
- Ravensthorpe
- Toodyay
- Waroona
- York

The classification of similar LGs is based on a combination of classes from the Australian Classification of Local Governments; a classification structure that the Australian Government uses for funding purposes.

A map of these LGs is provided below.

A map showing the classification of all WA local governments is shown in Appendix 3.

Medium Agricultural LG of
Australian Classification of LG (Combined)

Medium agricultural LG
Other LG
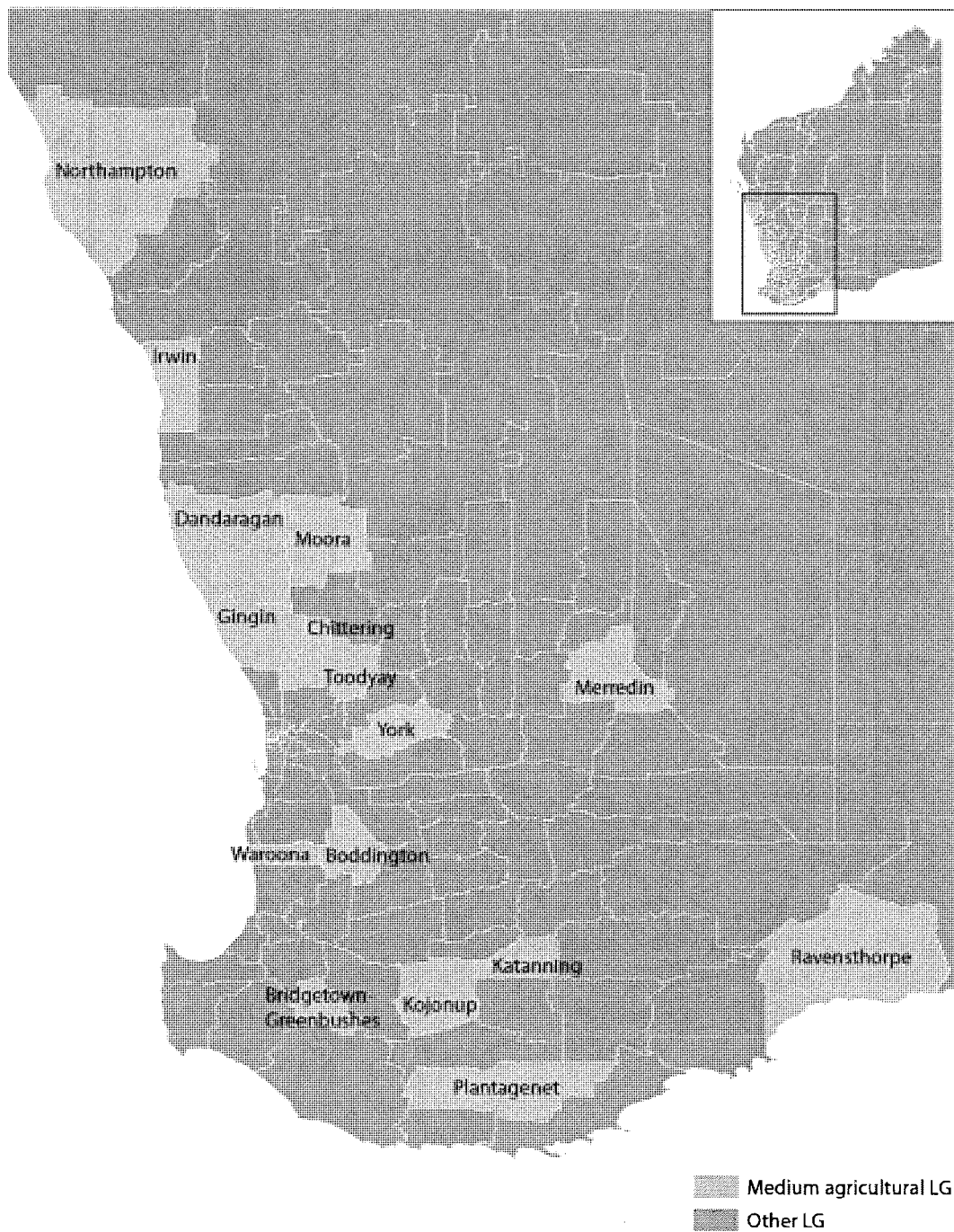
2. Shire of Plantagenet emergency management capability in 2019

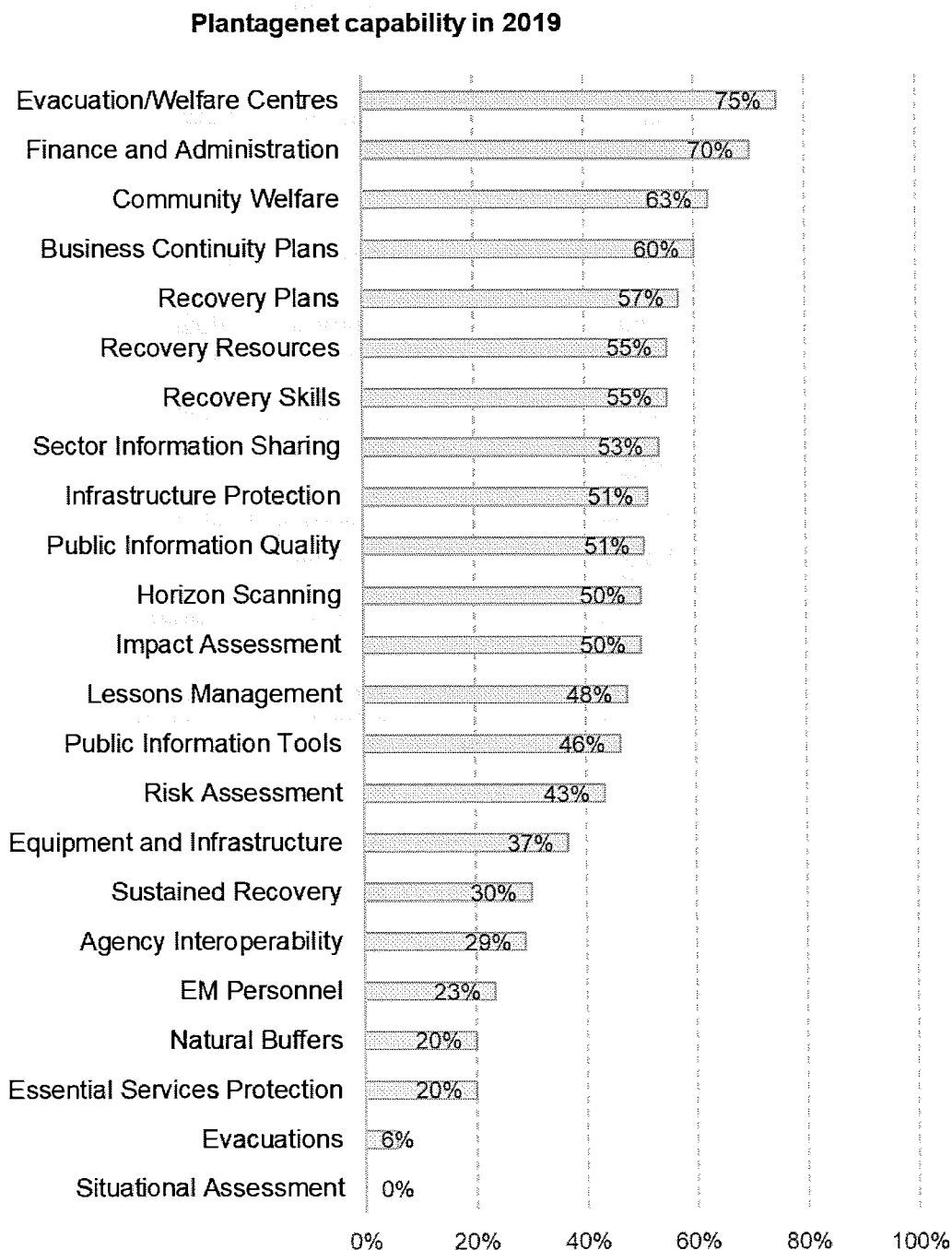The Shire's reported capability in 2019 is provided below. The closer the result is to 100%, the stronger the Shire's capability is for that topic. The capability topics are presented in order of highest capability at the top, to the lowest at the bottom.

Plantagenet capability in 2019

Topic	Capability
Evacuation/Welfare Centres	75%
Finance and Administration	70%
Community Welfare	63%
Business Continuity Plans	60%
Recovery Plans	57%
Recovery Resources	55%
Recovery Skills	55%
Sector Information Sharing	53%
Infrastructure Protection	51%
Public Information Quality	51%
Horizon Scanning	50%
Impact Assessment	50%
Lessons Management	48%
Public Information Tools	46%
Risk Assessment	43%
Equipment and Infrastructure	37%
Sustained Recovery	30%
Agency Interoperability	29%
EM Personnel	23%
Natural Buffers	20%
Essential Services Protection	20%
Evacuations	6%
Situational Assessment	0%

In 2019 the Shire reported highest capability for:

Evacuation/ Welfare Centres	The Shire of Plantagenet reported that suitable evacuation/welfare centres have been identified and that it can maintain the provision of essential services including: ✓ Food ✓ Potable water ✓ Shelter The Shire is **unsure** whether it has redundancies to maintain: × Power The Shire commented: 'We have identified the evacuation centre but would rely upon the Department of Communities for further access to water and food.'
Finance and Administration	The Shire of Plantagenet has the ability to track expenditure for particular emergencies (e.g. individual cost codes). Funding for proactive measures and mitigation was reported as **available** and **accessible**, but **not sufficient**. The Shire commented: 'Mitigation is principally Shire funded. DFES funds are not available to Shires that have not had the opportunity to undergo the Office of Bushfire Risk Managmenet (OBRM) process.' Funding for emergency response activities that require a significant and co-ordinated response was reported as **available, sufficient** and **accessible**. Funding for recovery was reported as **available**, but **not accessible** and **not sufficient**. The Shire commented: 'Some funding is immediately available but small scale. Any significant funding would be required through the Disaster Recovery Funding Arrangements (DFRA) process.'

		Regarding strategies for the timely re-establishment of community activities (e.g. cultural and community events, schools) the Shire of Plantagenet reported strategies that are **informal or untested or needed further work.**
Community Welfare		The Shire reported that the community services that it provides are **available** and **timely**, but **not sufficient**.

The Shire of Plantagenet has reported plans to manage the following are **informal/untested/needs further work:**

- Directly impacted persons
- Family and friends of impacted persons
- Short term mental health/wellbeing support
- Ongoing mental health/wellbeing support

The Shire commented that it has 'limited resources and training available.'

In 2019 the Shire reported lowest capability for:

Situational Assessment		The Shire of Plantagenet reported it does not develop situational awareness/assessments during emergencies and subsequently received 0% for this capability topic.
Evacuations		The Shire of Plantagenet's *Evacuations* capability was 6% in 2019.

The Shire reported **not** being involved in evacuations.

The Shire further reported having **some** work completed to include pre-emergency evacuation planning in their local emergency management arrangements (LEMAs).

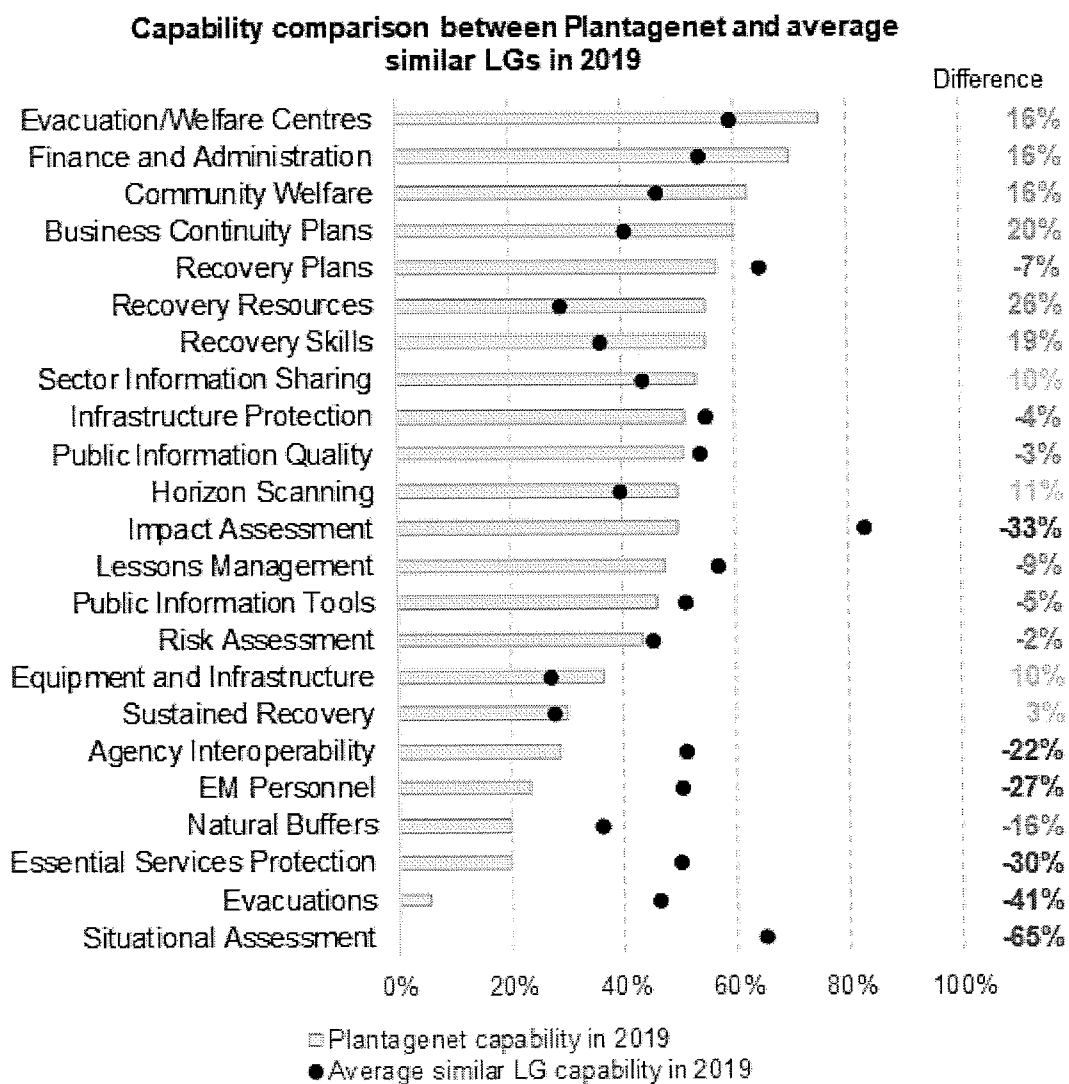# 3. Capability comparison for Shire of Plantagenet from 2018 to 2019

The Shire of Plantagenet did not submit the survey in 2018, and no comparison of the Shire's reported capability from 2018 to 2019 can be provided.

4. Capability comparison between Shire of Plantagenet and similar LGs in 2019

The Shire was classified as a medium agricultural LG. A comparison between the Shire's reported capability and that of other similar medium agricultural LGs in 2019 is provided below. A map of all LGs classified as medium agricultural LGs is provided in section 1.3.

The Shire's capability is represented by the yellow bars, with the average capability of the similar LGs indicated by the black dots.

The coloured numbers to the right indicate the difference between the Shire's score and the similar LGs' average. Dark green has been used where the Shire reports notably more capability, and dark red where the similar LGs' average is notably greater. The information represented in this graph is also provided in a table in Appendix 4. The topics where the Shire's reported capability is considerably lower than the similar LGs' capability may need more attention by the Shire.

Capability comparison between Plantagenet and average similar LGs in 2019

Category	Difference
Evacuation/Welfare Centres	16%
Finance and Administration	16%
Community Welfare	16%
Business Continuity Plans	20%
Recovery Plans	-7%
Recovery Resources	26%
Recovery Skills	19%
Sector Information Sharing	10%
Infrastructure Protection	-4%
Public Information Quality	-3%
Horizon Scanning	11%
Impact Assessment	-33%
Lessons Management	-9%
Public Information Tools	-5%
Risk Assessment	-2%
Equipment and Infrastructure	10%
Sustained Recovery	3%
Agency Interoperability	-22%
EM Personnel	-27%
Natural Buffers	-16%
Essential Services Protection	-30%
Evacuations	-41%
Situational Assessment	-65%

0% 20% 40% 60% 80% 100%

□ Plantagenet capability in 2019
● Average similar LG capability in 2019

10

In 2019 the Shire had notably higher capability than the similar LG average for:

Recovery Resources	
Business Continuity Plans	
Recovery Skills	

In 2019 the Shire had notably lower capability than the similar LG average for:

Situational Assessment		The Shire of Plantagenet received 0% for this capability as it reported it does **not** develop situational awareness/assessments during emergencies. Similar LGs received 65%.
Evacuations		The Shire's *Evacuations* capability was 6% compared to 46% for similar LGs. In 2019 the Shire of Plantagenet reported **not** being involved in evacuations. The Shire has **some** work completed to include pre-emergency evacuation planning in their local emergency management arrangements (LEMAs).
Impact Assessments		The Shire's *Impact Assessment* capability was 50% compared to 83% for similar LGs. The Shire of Plantagenet reported the ability to contribute to a comprehensive impact assessment. The Shire commented: 'EHO and Building Surveyor can contribute regarding infrastructure and community health impacts.' The findings of the impact assessment are reportedly used to inform recovery coordination, but **not** used to inform EM planning or prevention/mitigation priorities.

Essential Services Protection	The *Essential Services Protection* capability was 20% compared to 50% for similar LGs. The Shire of Plantagenet reported that plans to protect the continuity of these essential services for the LG are **not-applicable**: × Power (e.g. contingency of power systems) × Telecommunications × Water (e.g. potable water provisions) × Sewerage (e.g. toilets/portaloos) × Fuel × Food distribution For the community the Shire reported that plans are in place to protect: ✓ LG services ✓ Road networks (e.g. alternative routes identified)
EM Personnel	The Shire's *EM Personnel* capability was 23% compared to 50% for similar LGs. The Shire reported being **unsure** to what extent its emergency management response or recovery personnel are <u>trained</u>. In regards to prevention/mitigation personnel, the Shire reports they are **substantially** <u>trained</u>. The Shire commented: 'as a Shire we are not directly involved in response, and our role in recovery is support where we can within our overall community role.' The Shire reported the extent the emergency management response or recovery personnel in the LG are <u>capable</u> or <u>supported</u> was **not applicable.** The extent emergency management prevention/mitigation personnel in the LG are <u>capable</u> was reported as **limited** and they are reportedly given **some** <u>support</u>. The Shire commented: 'As a small Shire our internal resources are limited but we strongly support our volunteer BFB, VFRS and SES personnel.' The Shire of Plantagenet reported having **some** response personnel in regards to having <u>sufficient numbers</u> of emergency management personnel, are **unsure** of recovery personnel, and have **limited** prevention/mitigation personnel numbers. The Shire commented: 'We have a large cohort of well supported volunteers. Internally our mitigation efforts are likely to be sufficient and extra resources are used during periods of mitigation just prior to the bushfire season.'

Appendix 1: LG capability topics

Capability area in framework	LG capability topics	Topic description
Analysis and Continuous Improvement	Risk Assessment	Extent of risk assessment skills, and use of findings.
	Horizon Scanning	Keeping informed of best practice through review of recent hazard information[1] and monitoring events that occur intrastate, interstate and internationally.
	Lessons Management	Evaluation of performance following an incident, emergency or exercise. Assess and/or amend plans, policies and procedures based on recent hazard information, incidents, response, recovery and exercises. Review and monitor effectiveness of amendments.
Community Involvement	Sector Information Sharing	Extent of information sharing about individual risks, vulnerable elements[2] and treatment options with state government, LG, business/industry and communities.
	Public Information Tools	Emergency/hazard information is provided to the public during *prevention, preparedness and recovery* using radio, television, newspapers, SMS/text messaging, bulk email, websites, Facebook, Twitter, Instagram, YouTube, newsletters, pamphlets/brochures, public talks/meetings.
	Public Information Quality	Availability of communications personnel. Procedures to ensure that emergency/hazard information coordinated with other agencies is timely, reliable, actionable, clear, consistent and accessible. Information caters for culturally and linguistically diverse groups, people with a disability/special needs, people with lower skills in literacy and numeracy, the elderly and tourists.

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[1] E.g. research, journal articles or reports

[2] Examples include, but are not limited to: social groups such as the elderly, culturally and linguistic diverse groups, endangered species, areas of scientific significance, essential services, critical assets etc.

Capability area in framework	LG capability topics	Topic description
Planning and Mitigation	Natural Buffers	Natural buffers[3] that aid community protection are identified, protected, maintained/enhanced and monitored.
	Infrastructure Protection	Identification of likely impacts hazards might have on critical infrastructure and important community assets. Plans are in place to protect critical infrastructure, important community assets, residential properties, assets supporting livelihood and cultural places[4].
	Essential Services Protection	Plans to protect the continuity of these essential services for its organisation: power, telecommunications, water, sewerage, fuel, food distribution, shelter/accommodation and LG services. Plans to protect road networks and LG services for the community.
	Business Continuity Plans	Effectiveness of business continuity plans and does it consider EM hazard specific risks and fatigue management.
Resources	EM Personnel	The extent that prevention/mitigation, response and recovery personnel are trained, capable, supported and sufficient in number.
	Finance and Administration	Funding for proactive measures/mitigation, response and recovery is available, sufficient and accessible. Ability to track expenditure for particular emergencies (e.g. individual cost codes).
	Equipment/ Infrastructure	Ability to manage multiple concurrent emergencies with existing equipment and infrastructure. Plans are in place for equipment to address mobilisation, pre-deployment, peak surges and outages.
Emergency Response	Situational Assessment	Extent to which situational assessments are effective, and if they determine the nature and extent of the hazard, vulnerable elements and the required resources.

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[3] The environment can provide natural buffers that mitigate the impacts of hazards and protect the community. Examples include mangroves or wetlands that may mitigate flooding or storm surge, vegetation to protect against slope instability, or dune systems that may mitigate coastal erosion.

[4] E.g. heritage sites, memorials, churches, sporting facilities, etc.

Capability area in framework	LG capability topics	Topic description
Emergency Response (Continued)	Evacuations	Ability, plans and sufficient resources to support directed and recommended evacuations. Pre-emergency evacuation planning is included in its LEMA.
	Evacuation/ Welfare Centres	Evacuation/welfare centres have redundancies for food, water, shelter and power.
	Agency Interoperability	Availability of intrastate, interstate, national and international agreements for assistance during large-scale emergencies. Protocols/structures that define interrelationships with stakeholders. Coordination structures are effective, interoperable, functional and manageable/serviceable, and consider recovery implications. Communication systems are effective and interoperable with other agencies.
Impact Management and Recovery Coordination	Community Welfare	Community services are available, timely and sufficient. Plans are in place to manage directly impacted persons, family and friends of impacted persons, and short term and ongoing mental health/wellbeing support. Extent of strategies for re-establishment of community activities.
	Impact Assessment	Ability to contribute to comprehensive impact assessments. Findings are used to inform recovery co-ordination, EM planning and prevention/mitigation priorities.
	Recovery Resources	Extent of resources available to support the reconstruction/restoration of built, social, economic and natural environments.
	Recovery Skills	Extent of skills to support the reconstruction/restoration of built, social, economic and natural environments.
	Sustained Recovery	Sufficiency of resources to sustain a recovery response for 3, 6, 12 and 18+ months.
	Recovery Plans	Recovery plans include input from HMAs, combat agencies/supporting organisations, ESPs, other LGs, NGOs, business/industry and communities.

Appendix 2: Survey responses

Each capability topic is based on a number of questions from the survey. For each of these questions, respondents select an answer from the options provided. There are two main types of answer format: 'yes/no' and scale.

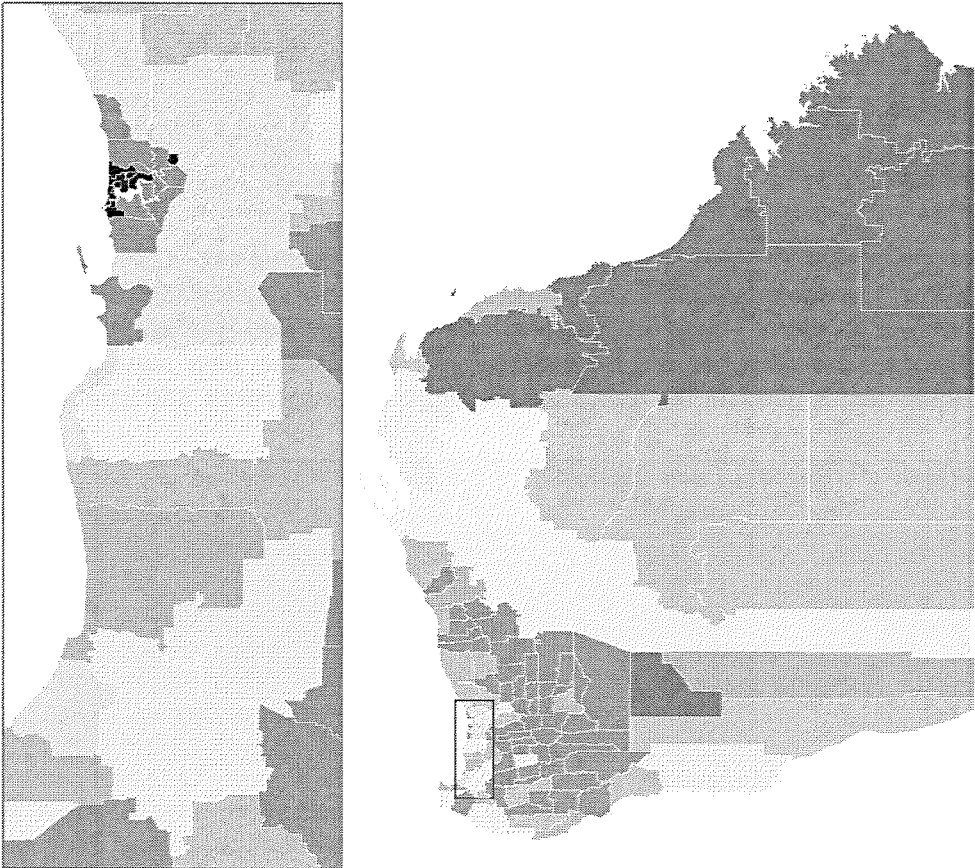Most scale responses use the following structure:

| |
|---|
| Comprehensive |
| Substantial |
| Some |
| Limited |
| Very limited |
| None |
| Unsure |
| N/A |

Survey questions relating to plans, arrangements and strategies have additional descriptive information added to each answer choice. This is to assist people in selecting the most appropriate answer for them. These descriptions have been simplified for this report. The table below provides the simplified and full descriptions used with the 'plan' survey questions. Similar text is used for the questions relating to 'arrangements' and 'strategies'.

Scale response	Simplified description (used in this report)	Full description (used in the survey)
Comprehensive	Formalised plans that are effective and reliable	Formalised plans, tested, effective, reliable, and embedded within the organisation
Substantial	Formalised plans that are mostly effective and mostly reliable	Formalised plans, tested, mostly effective, mostly reliable, and largely embedded within the organisation
Some	Plans in place but were informal or untested or needed further work	Informal and/or untested plans in place, but with a high degree of confidence they will be effective, OR, formal and/or tested plans but with further work identified as needed
Limited	Partial plans, need further work and testing	Some work completed but requires further work to develop, test, verify and/or embed in the organisation
Very limited	Old plans or were in very early development	Plans are either old, OR in the early stages of development, OR have considerable doubts about their current viability
None	No plans in place	No plans in place
Unsure	Unsure	Unsure
N/A	N/A	N/A

Appendix 3: Map of Australian classification of LGs (combined)

Australian Classification of Local Governments (Combined)

■ Small metropolitan LG	Small agricultural LG	Extra small to small remote LG
Medium to very large metropolitan LG	Medium agricultural LG	Medium remote LG
Urban fringe LG	Large to very large agricultural LG	Large remote LG
Small to medium regional LG		

Appendix 4: Capability comparison scores between Shire of Plantagenet and similar LGs

Capability topics	Plantagenet capability in 2019	Average similar LG capability in 2019	Difference
Evacuation/Welfare Centres	75%	59%	16%
Finance and Administration	70%	54%	16%
Community Welfare	63%	46%	16%
Business Continuity Plans	60%	40%	20%
Recovery Plans	57%	64%	-7%
Recovery Resources	55%	29%	26%
Recovery Skills	55%	36%	19%
Sector Information Sharing	53%	44%	10%
Infrastructure Protection	51%	55%	-4%
Public Information Quality	51%	54%	-3%
Horizon Scanning	50%	39%	11%
Impact Assessment	50%	83%	-33%
Lessons Management	48%	57%	-9%
Public Information Tools	46%	51%	-5%
Risk Assessment	43%	45%	-2%
Equipment and Infrastructure	37%	27%	10%
Sustained Recovery	30%	28%	3%
Agency Interoperability	29%	51%	-22%
EM Personnel	23%	50%	-27%
Natural Buffers	20%	36%	-16%
Essential Services Protection	20%	50%	-30%
Evacuations	6%	46%	-41%
Situational Assessment	0%	65%	-65%

Note: Scores are rounded to the nearest 1%

Attachment Three - 20201016 - NBN Emergency Wi-Fi Service Installation FAQs (002)

nbn Emergency Wi-Fi Service FAQs

This document contains answers to the most frequently asked questions related to the installation of a nbn Emergency Wi-Fi Services at nominated evacuation centres and emergency services locations under the federal Strengthening Telecommunications Against Natural Disasters (STAND) programme.

This document is intended for guidance only and should not be relied on as representing nbn's final position on the subject matter of this document, except where stated otherwise.
The document may not address the recipient's particular circumstances or requirements.
nbn disclaims any duty of care to the recipient in respect of this guideline or to ensure the accuracy of its contents. This document was prepared on the basis of information available and requirements in force at the time and nbn assumes no responsibility to the recipient to update this report.

Audience: Authorised site contacts

When is the installation of the nbn Emergency Wi-Fi Service likely to happen?

Installations are scheduled to commence from early October. We will arrange for a nbn approved technician to contact you in the coming weeks and organise a date to visit to your premises, so that you can get prepared.

What is involved in the installation, and how long will it take?

First, your nbn approved technician will perform a signal survey to check you can receive satellite signal at your premises that the nbn approved technician determine is of good quality. Once confirmed, the nbn approved technician will mount an outdoor satellite dish in a location that the nbn approved technician determine suitable and drill a small (approximately 20cent piece sized) hole through your roof, gutter or wall to feed the cable from the satellite dish into the nbn connection box installed on an inside wall of your premises. Then for both the standard and large premises, they will install the Wi-Fi equipment in a position they determine suitable on the inside of the building. For large premises, a secured head-end cabinet will be supplied and wall-mounted and an Uninterrupted Power Supply (UPS) unit will also be included. They'll then test your satellite service is working.

A standard installation typically requires around two hours to complete with a single nbn approved technician but could take up to four hours depending on the configuration.

How is the installation for a site scheduled?

A nbn approved technician will call you as soon as possible to arrange an installation date. They will then call again two days prior to the scheduled installation date to re-confirm your availability, and again on the day to let you know when they are on their way.

What are the requirements from the site owner/representative?

When your nbn approved technician arrives, check their ID before giving them access to your premises. They'll then discuss with you what equipment will be installed and where it will go. As an authorised representative, you must be over 18 and be present for the entire duration of the installation. If you'd like your installation done in a particular way, please speak to your nbn approved technician before they start work. Your nbn approved technician will ask you to sign a form giving your approval of how the installation will be done, and again once the work is complete to confirm the satellite service is working.

nbn Emergency Wi-Fi Service FAQs

How secure is my data?

The nbn Emergency Wi-Fi service operates on a safe network and offers secure internet browsing. Details on data security will also be displayed on the landing page of your Wi-Fi service.

Can I request to have the nbn Emergency Wi-Fi Service automatically disabled overnight, or at certain times of the day?

Please speak to your local nbn representative about your requirements as they should be able to arrange this for you.

What defines a 'Disaster' for activation of the system?

The nbn Emergency Wi-Fi service offers internet connectivity at all times. However, during standby mode (non-disaster) periods, the bandwidth will be limited. During a disaster event when a site is expected to provide community relief, the service will be switched from standby to active mode, and the full service will be available.

What defines the closure of the use of the system?

Once a disaster event has passed, the nbn Emergency Wi-Fi service will be switched back to standby mode.

Is the system available for BAU activities?

The nbn Emergency Wi-Fi service will be available for day-to-day use while in stand-by mode, however this will be limited to certain extent controlled by the type of services.

Who will activate the system?

During a disaster event, your local nbn representative will work with you to arrange to have the system switched to active mode, and vice versa.

Who do I call for questions regarding the nbn Emergency Wi-Fi Service?

For any questions regarding your nbn Emergency Wi-Fi service, please call the 1300 support number.

Do I need to physically activate the system?

Your nbn Emergency Wi-Fi service can be switched to full-service mode remotely, with no physical action required at the premises. This could take up to a few hours once the request has been submitted, accepted and processed.

How long will it take to repair?

If the repair of the nbn Emergency Wi-Fi service requires a nbn approved technician to visit the site, it may take up to ten business days depending on the location of the equipment once appointment date is confirmed.

If the system is damaged during a disaster how long will it take to repair?

During a disaster, nbn will prioritise repair of our nbn Emergency Wi-Fi services, however safety and accessibility are always our first priority which may cause delays to our standard turn-around times.

Will nbn pre-deploy staff to support their infrastructure?

There will not be any pre-deployed nbn staff on-site to support the infrastructure as that will be done remotely. For any questions, please contact your local nbn representative.

Does the system need to be left turned on at all times?

Yes, to enable nbn to support your service, the systems is required to be switched on at all times. By default the installations are remotely monitored to ensure availability. Some exceptions may apply with coordination.

nbn Emergency Wi-Fi Service FAQs

What information will we leave on site?

A nbn approved installer will fix an acrylic plaque on an exterior wall displaying Wi-Fi being available at the location. An A4/A5 laminated poster displaying the Wi-Fi name and a 1300 support number will also be fixed to an appropriate interior wall with the site owners guidance.

Who pays for the power to support the nbn supplied equipment?

Both the satellite dish and nbn connection box are the property of nbn, but the site owner is responsible for power costs while it's on your premises – just as you're responsible for equipment used for your power, phone and gas services.

How much space will the satellite components take up?

The standard satellite equipment installed is made up of four components:
- A satellite dish (generally 80cm diameter) and cable that connects the satellite dish to your property
- A cable that runs between the nbn satellite dish and nbn connection box inside your premises
- A wall outlet at the point where the cable enters your premises
- A nbn connection box

In addition to these items, there will be a wireless access point which will be mounted to the roof or wall and connected to the nbn connection box via a Local Area Network (LAN) cable. For larger premises, there may also be a wall-mounted cabinet which will contain all Wi-Fi equipment, and an Uninterrupted Power Supply (UPS) unit.

Are there any specific requirements for installation of the satellites (minimum height from ground, clearance from trees/other buildings, etc.)?

The nbn connection box will be installed on a wall inside your premises. A suitable place will be:
- Near an accessible power point
- In a cool, dry, ventilated area
- Away from busy areas where it may be knocked and damaged.
  Note: The place your nbn approved technician determines is most appropriate to install the nbn connection box and satellite dish may differ from your preferred location. Some reasons for this could include screening by trees, cliffs or other buildings. In this instance, we may need work with your site representative to arrange suitable installation location and solution.

Will the satellite equipment interfere with radio equipment already installed at my premises?

No. Under standard operation the satellite service will not interfere with other radio equipment.

What happens in case of a power outage, equipment damage or other faults with the equipment or service?

If you have any questions or need to report a fault following your connection, please call the 1300 support phone number provided on the poster at your premises.
If the mains power has been interrupted, can the nbn supplied equipment operate on a portable generator?

Yes.

How many people can access the nbn Emergency Wi-Fi Service concurrently?

Standard sites may support up to forty concurrent users, and for larger sites, up to one hundred concurrent users. The nbn Fair Use Policy available on demand applies at all times, and some high-demand services such as movie/video streaming will be disabled during standby (non-active emergency) periods.

What upload and download speeds can I expect on the nbn Emergency Wi-Fi Service?

The connection speed per user is capped at 2Mbps per the nbn Fair Use Policy.

nbn Emergency Wi-Fi Service FAQs

What should I do if the supplied system causes damage to the building?

Our nbn approved technicians are accredited and will take all necessary care and precaution carrying out the installation of this equipment. However, in the event any damage is caused to the building or site as a result of the nbn Emergency Wi-Fi service, please contact your local nbn representative.

Is there annual maintenance of the system?

There is no annual maintenance required. In the event that annual maintenance is required, we will arrange for a nbn approved technician to contact you and organise a suitable date to visit to your premises. The system in remotely monitored and periodic maintenance may be required. This will be coordinated with site owners as appropriate.

Who is responsible for the costs associated with the nbn supplied equipment, the installation work and the annual maintenance?

There is no cost incurred to the States and Territories on the nbn supplied equipment, the installation work and the annual maintenance for up to 3 years.

Attachment Four - Great Southern LEMC Meeting Dates 2020-2021

Great Southern LEMC Meeting Dates 2020/2021

Local EM Forum	2020		2021	
Albany	25 August – Upper / 27 August - Lower	17 December 2020, 8:30am / 1 December – Upper / 3 December - Lower	25 March 2021, 8:30am	24 June 2021, 8:30am
Boddington	31 August 2020, 10:00am	30 November 2020, 10:00am	22 February 2021, 10:00am	25 May 2021, 10:00am
Brookton	TBC	1 December 2020, 5:30pm		
Broomehill-Tambellup	8 September 2020 10:00am	8 December 2020, 10:00am	9 March 2021, 10:00am	8 June 2021, 10:00am
Corrigin	10 August, 1:00pm	9 November, 1:00pm		
Cranbrook	4 August 2020, 9:00am	? December	? March	? June
Cuballing	6 July 2020	7 October 2020, Wickepin	7 April 2021, Cuballing	
Wickepin	-	26 October 2020, 3:00pm	19 April 2021, 3:00pm	25 October 2021, 3:00pm
Denmark	27 July 2020, 4:00pm			
Dumbleyung	21 September 2020	21 December 2020	15 March 2021	21 June 2021
Gnowangerup	3 September 2020, 4:30pm	3 December 2020, 4:30pm	4 March 2021, 4:30pm	3 June 2021, 4:30pm
Jerramungup	14 September 2020, 9:00am	14 December, 2:00pm	15 March, 2:00pm	14 June, 2:00pm
Katanning	12 August, 2020	12 November 2020	18 February 2021	20 May 2021
Kent	"	"	"	"
Woodanilling	"	"	"	"
Kojonup	27 July 2020, 9:00am			
Kondinin				
Kulin	5 August 2020	4 November 2020	3 February 2020	5 May 2020
Lake Grace	26 August 2020, 1:00pm	25 November 2020, 1:00pm	24 February 2021, 1:00pm	26 May 2021, 1:00pm
Narrogin	6 July 2020	1 September 2020, 4:00pm	6 December 2021, 4:30pm	2 March 2021, 4:30pm (8 June)
Pingelly	1 September 2020, Wandering, 6:00pm	10 November 2020, Pingelly, 10:00am		
Wandering				
Plantagenet	13 August 2020, 3:00pm	12 November 2020, 3:00pm	11 February 2021, 3:00pm	6 May 2021, 3:00pm
Ravensthorpe	26 July 2020, 10:00am	13 October 2020, 7:00pm	13 April 2021, 7:00pm	
Wagin	-	13 October 2020	13 April 2021	13 July 2021
West Arthur	23 July 2020	? October 2020	? April 2021	
Williams				

Attachment Five - Animal Welfare Plan

Animal Welfare Plan

The Shire of Plantagenet Animal Welfare Plan has been prepared in accordance with Section 41 (4) of the Emergency Management Act 2005 and forms a part of the Local Emergency Arrangements. This plan has been endorsed by the Shire of Plantagenet Local Emergency Management Committee and approved by Council of the Shire of Plantagenet.

The Animal Welfare Plan has been tabled for noting with the Great Southern District Emergency Management Committee and the Office of Emergency Management.

_____

_____

Chair   Date

Shire of Plantagenet LEMC

_____

_____

Endorsed by Council   Date

<Insert resolution number>

Contents

LOCAL EMERGENCY MANAGEMENT COMMITTEE SPECIAL BUSINESS MEETING
MINUTES 3 DECEMBER 2020

DISTRIBUTION LIST

Organisation/Officer	Number of Copies
Shire President (LEMC Chair)	1
Shire Chief Executive Officer	1
Director Corporate and Community Services	1
Manager Human and Community Services	1
Community Emergency Services Manager	1
Coordinator Ranger Services	1
Executive Officer Great Southern DEMC	1
District Advisor DEMA	1
Office in Emergency Management	1
Office in Charge Plantagenet Police	1
Plantagenet Hospital	1
Department of Child Protection	1
Department of Agriculture and Food Western Australia	1
Department of Fire and Emergency Services	1
Department of Parks and Wildlife	1
Water Corporation Western Australia	1
Department of Transport Western Australia	1
Shire Chief Bush Fire Control Officer	1
Shire of Plantagenet Volunteer Fire and Rescue Service	1
State Emergency Service Unit	1
Shire Libraries	1
Shire Offices	2

AMENDMENT RECORD

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

Feedback can include;

1. What you do or do not like about the plan;
2. Unclear or incorrect expression;
3. Out of date information or practices;
4. Inadequacies;
5. Errors, omissions or suggested improvements.

To provide feedback on the plan, copy the relevant section of this document, mark the proposed changes and forward it to:

The				Chairperson
Local	Emergency		Management	Committee
Shire		of		Plantagenet
PO		Box		48
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Or alternatively you may email to: info@sop.wa.gov.au

Number	Date	Amendment Summary	Author
1	Nov 2020	First Draft	Ranger Services
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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 defines in the State EM Glossary or in the WA Emergency Risk Management Guide.

Animal Welfare: How an animal is coping with the conditions in which it lives. An animal is in a good state of welfare if (as indicated by scientific evidence) it is healthy, comfortable, well nourished, safe, able to express innate behaviour, and if it is not suffering from unpleasant states such as pain, fear, and distress. Good animal welfare requires disease prevention and veterinary treatment, appropriate shelter, management, nutrition, humane handling and humane slaughter/killing. Animal welfare refers to the state of the animal; the treatment that an animal receives is covered by other terms such as animal care, animal husbandry, and humane treatment. [OIE May 2008 – International Office of Animal Health].

Biosecurity: The protection of the economy, the environment, social amenity or human health from negative impacts associated with the entry, established or spread or animal or plant pests and disease, or invasive plant and animal species.

Livestock: Any animal kept for the purposes of primary production, including cattle, sheep, pigs, poultry, alpacas, goats and deer; or (b) horses, including where used for recreation; or (c) any animals prescribed as livestock.

Pets: Domestic animals, primarily kept for companionship and which usually accompany the family when they leave the property i.e. dogs, cats, rabbits, rodents, fish, birds.

Wildlife: All native and introduced animals that live without regular human intervention or support. Does not include stray domestic animals.

GENERAL ACRONYMS USED IN THIS PLAN

Acronym	Terminology
AWC	Animal Welfare Coordinator
CEO	Chief Executive Officer
CESM	Community Emergency Services Manager
CPFS	Department of Child Protection Family Support
ESD	Emergency Services Directory
DAFWA	Department of Food and Agriculture Western Australia
DFES	Department of Fire and Emergency Services
HMA	Hazard Management Agency
IMT	Incident Management Team
ISG	Incident Support Group
LEC	Local Emergency Coordinator
LEMA	Local Emergency Management Arrangements
LEMC	Local Emergency Management Committee
LRC	Local Recovery Coordinating Committee
LRCC	Local Recovery Coordinating Committee
P&W	Department of Parks and Wildlife
SES	State Emergency Service

INTRODUCTION

Purpose

The purpose of this plan is to provide guidance to Shire Staff, Hazard Management Agencies, Combat Agencies and Support Agencies to assist the community with the care and management of domestic and native animals during an emergency within the Shire of Plantagenet.

Objectives

The objectives of this Animal Welfare Plan are to:

- Support and assist the Local Emergency Management Arrangements;
- Coordinate the function and outline the management structure of animal welfare arrangements;
- Contribute to enhanced public safety and community resilience within the Shire through effective planning and management of animals in emergencies;
- Ensure animals within the Shire are better considered and protected from suffering during and immediately following emergencies;
- Reunite owners with lost animals during and after an emergency;
- Ensure straying animals are impounded for their safety and the safety of the community, road users and emergency services; and
- Increase community knowledge and confidence that animal welfare will be considered and managed during an emergency.

Scope

The Animal Welfare Plan recognises that the Shire of Plantagenet is ultimately responsible for domestic animal welfare during an emergency and it is limited to the care of domestic animals residing within the Shire of Plantagenet during an emergency or disaster. It does not include the routine management of animal welfare during non-emergencies.

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations. However, the Shire acknowledges that disasters are complex events, often limiting the ability of people to fulfil these obligations. Furthermore, their inability to care for their animals can lead to significant distress in already trying situations.

Whilst the care of the native animals is the responsibility of the Department of Parks and Wildlife the plan does identify processes that can be undertaken to assist injured, distressed or displaced wildlife during an emergency or disaster.

It is important to note that whilst every effort should be made to protect and care for animals, human life and safety should always take precedence over animal welfare!

Related Documents

This Animal Welfare Plan forms a part of the Shire of Plantagenet Local Emergency Management Arrangements and should be read in conjunction with these arrangements and its related documents. They also interface with other hazard specific, emergency management and animal plans at District and State levels.

Plan Activation:

The Shire's Animal Welfare Coordinator or Recovery Coordinator will activate the plan following the advice from the Hazard Management Agency, Local Emergency Coordinator or Incident Controller.

Triggers for plan activation may include:

- Major emergencies such as fire, flood, drought and animal disease.
- Opening of a Welfare Centre; and /or
- Large scale carcass disposal requirements;

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ROLES AND RESPONSIBILITIES

Animal Welfare Coordinator

The appointed Animal Welfare Coordinator (AWC) for the Shire of Plantagenet is the Coordinator or Ranger Services who is responsible for the implementation and management of this plan.

Depending on the size and nature of the emergency event, the Coordinator of Ranger Services may choose to delegate this position to another suitably qualified Shire officer.

Shire Rangers

The Shire's Rangers Services team consists of one (1) full time ranger and one (1) part time ranger.

The Rangers report to the Coordinator or Ranger Services and are the primary officers responsible of undertaking the duties of the Animal Welfare Plan.

It should be noted that the Rangers also fulfil other logistical roles during emergencies and their services may be limited.

Animal Owners

Animal owners are responsible for the welfare of their pets and livestock at all times, including disaster situations.

STATE AGENCIES AND SUPPORT GROUPS

Depending on the nature and size of the event, further assistance may be required from other state agencies or support groups to carry out the effective management of animal welfare during an emergency situation;

Department of Agriculture and Food Western Australia

Biosecurity

To protect Western Australian agricultural industries from pests the <u>Department of Agriculture and Food, Western Australia:</u>

- Works with stakeholders to identify and manage biosecurity risks.
- Develops legislation.
- Establishes import controls.
- Conducts inspections
- Provides quarantine services as required.

Emergency Response

Under State Emergency Management Arrangements, the Department of Agriculture and Food, Western Australia (DAFWA) is the Hazard Management Agency (HMA) for emergency management of significant:

a) Animal pest or disease; and

b) Plant pest or disease.

Which could result in an outbreak that could cause significant damage to property, the environment and harm humans and industry. As such DAFWA has a lead role in emergency prevention, preparedness, response and recovery.

Department of Parks and Wildlife

The Department of Parks and Wildlife (DPaW) has a key role in protecting our <u>native animals</u>, and does so through the management of lands and waters reserved under the <u>Conservation and Land Management Act</u>, a range of conservation initiatives operating on <u>other lands</u>, and programs such as <u>Western Shield</u>, <u>scientific research</u> and the protection of <u>threatened species and ecological communities.</u>

DPaW has a <u>Wildcare Helpline </u>(9474 9055) which is a 24 hour-a-day, seven-day-a-week telephone referral service which provides a service for members of the public who find sick, injured or orphaned native wildlife and are seeking advice on how to find care for the animal.

RSPCA

The RSPCA's mission is to prevent cruelty to animals by actively promoting their care and protection. To achieve this, the RSPCA works to enforce animal cruelty laws and prompt new legislation where required. The RSPCA also operates animal care and adoption facilities, and seeks to raise community awareness regarding the humane treatment of animals. In addition, the RSPCA works with government and industry to establish standards for animal care.

FAWNA

FAWNA is a not for profit government approved wildlife rescue and rehabilitation organisation (based in Busselton) for sick, injured and orphaned native fauna. FAWNA may be able to provide assistance for native animal welfare during and emergency situation.

Veterinarians

There is one (1) main local veterinarian hospital within the Shire of Plantagenet who is able to provide a wide range of medical services for sick and injured animals. The veterinarians also have arrangements with Ranger services for emergency animal car and shelter.

FACILITIES AND RESOURCES

Animal Welfare Centre

The Shire of Plantagenet Animal Welfare will be located within the. The functions of the welfare centre are to;

- Record, register and prioritise all requests for assistance;
- Record and register all lost, found, rescued and impounded animals;
- Assist with the logistics of caring for all impound animals; and
- Maintain all financial and administrative records.

Animal Sheltering Facilities

Animal sheltering facilities are to provide short term housing and welfare for rescued, roaming and impounded animals. Animals are not allowed inside an evacuation centre, with the exception of assistance animals (i.e. guide dogs). Residents are to be urged to seek shelter for their animals with friends or families that have not been affected by the emergency event prior to utilising the services of an animal sheltering facility.

Domestic Pets

The Shire of Plantagenet pound has been appointed as the primary pet sheltering facility located on Langton Road Mount Barker.

In the first instance all stray/lost domestic pets (cats & dogs) are to be delivered to the pound for processing and welfare. A Ranger will be at the facility during business hours (in an emergency situation).

Injured domestic pets are to be taken to the Mount Barker Vet Hospital located at Lowood Road Mount Barker. If the injured domestic pet is stray/lost the vet hospital will notify the Shire's Ranger Services.

Ranger service has existing working relationships with local boarding kennels should be Shire's pound not have sufficient capacity.

Livestock

Livestock are to be contained within the closest safe paddock. All attempts should be made to restrict their access to road ways, ensure they have access to feed and water, and have room to exercise. When resources become available all attempts should be made to identify and contact the owners utilising the National Livestock Identification System.

Where livestock are not claimed or unable to be contained safely the AWC will either:

- Arrange for the livestock to be relocated to the Shire's stock yards located on Albany Highway or;
- Approaching land holders of suitable properties and arranging for appropriate management of the animals that are housed within the facility.

If there are larger number of livestock that are injured or deceased as a result of the emergency the AWC will liaise with DAFWA in the management of treatment/euthanasia or disposal of the livestock.

Horses

In addition to livestock the Shire acknowledges the following additional sheltering arrangements may be available to horses:

- Margaret River Horse and Pony Club 98 Roxburgh Rd, Margaret River; and
- Small stock yard at Frost Oval McDonald Ave.

TEMPORARY SHELTERING FACILITY

As animals, with the exception of guidance animals, are not permitted in emergency welfare centres the AWC will look to establish a temporary holding facility near the welfare centre to assist with the wellbeing of not only the animals but also the owners who may become greatly distressed with being separated from their animal(s).

This temporary holding facility will normally be located on or near the welfare centre in a suitable location such as an oval or suitable shaded reserve.

If a temporary sheltering facility is established additional resources such as portable fencing, watering equipment, watering equipment, shade tents, food and waste equipment will be required.

EQUIPMENT

The Shire of Plantagenet Rangers Services has an established supply of animal equipment including emergency supplies of animal cages, leashes, water/food bowels. Where possible animal's owners are to be encouraged to supply equipment when impounding their animal. Any purchase of additional equipment or food supplies shall be made using the dedicated Shire account number for the emergency and recorded appropriately for incident reporting purposes.

Food

The Shire of Plantagenet Ranger Services has a limited supply of domestic pet food for approximately five (5) days. For additional food including feed for livestock and horses the Shire's preferred supplier is GSR on Langton Rd Mount Barker.

Purchasing of animal food will be done via purchase order utilising the Shire account number for the emergency.

Fees & Charges

Where possible the Shire will endeavour to assist the community in caring for their animals, by the waiving of selected fees and charges for a period of time of no longer than fourteen (14) days. Only the AWC has the delegated authority to waive, amend or impose fees and charges as deemed appropriate.

To ensure there is a consistent approach to the waiver of fees, the following points for consideration are to be clarified by the AWC as early as practicable:

- Length of impoundment fee waiving period;
- Fees for the use of alternate animal sheltering facilities (i.e. boarding kennels);
- Fees for the extended impoundment of existing boarded or impounded animals due to emergency controls (i.e. road blocks);
- Veterinary costs related to impoundment period;
- Fees for surrendering animals for destruction or rehoming; and
- Extension period for micro chipping or registration fees.

EXOTIC ANIMAL DISEASES AND BIOSECURITY

The Shire of Plantagenet has an extensive agricultural industry within its boundaries, any significant outbreak of disease if likely to have a drastic impact on the community.

The Department of Agriculture and Food Western Australia (DAFWA) is the HMA for Animal and Plant Pests and Diseases. The Shire may be requested to provide community level resources and assistance to comply with their incident management, and is responsible for recovery efforts.

Refer to WESTPLAN Animal and Plant Pests and Diseases for further information.

ADMINISTRATION AND PUBLIC INFORMATION

Request for Assistance

All incoming requests for assistance from the public in regards to animal welfare (i.e. rescues, roaming, lost and found) shall be recorded using the Synergy computer system and will be prioritised by the AWC or designated officer for actioning.

Offers of Assistance

During emergencies, all goods are to be donated though the GIVIT online platform (givit.org.au) and distributed to those in need via local emergency management committees and/or existing welfare agencies.

Impounded Animals

All impounded animals are to be registered in Synergy as per the Impounding of Animals in Emergency Situations procedure.

Where there is more than one animal sheltering the facility, it is to be clearly noted where the animal is located.

Lost & Found Animals

All records of lost and found animals are documented in Synergy as per Impounding of Animals in Emergency Situations procedure.

Lost and found animals during an emergency should be taken to the Shire's pound facility on Langton Rd Mount Barker during business hours.

CONTACT REGISTER

A full list of contacts can be located in the Emergency Contacts and Resource Directory (Appendix 1).

COMPANY	ADDRESS	TELEPHONE
Ranger Service	Lowood Road	9892 1137 0419042237
Department of Agriculture and Food	444 Albany Highway Albany	9892 8444 1800 675 888
RSPCA	108 Malaga Dr, Malaga	9209 9300
Department of Parks and Wildlife	120 Albany Highway Centennial Park	9842 4500
Wildcare		9474 9055
FAWNA		0438 526 660
Mount Barker Vet Hospital	69 Lowood Road Mount Barker	9851 1177
Dreamers Dream	15 Bannister Road Mount Barker	
Mount Barker Horse & Pony Club		9856 1010

ACKNOWLEDGEMENTS

The Shire of Plantagenet would like to acknowledge the following references in the development of this document;

- Shire of Augusta Margaret Animal Welfare Plan
- National Advisory Committee for Animals in Emergencies

Attachment Six - Attachment 6 WA COVID 19 Case Snapshot 3 December 2020

Attachment 7 - Kendenup Mortigallup Bush Fire Brigade – Letter

Kendenup Mortigallup Bush Fire Brigade.

Kendenup, W.A.

6323.

Shire of Plantagenet.

Local Emergency Management Committee.

To the Chairperson,

At a general meeting of the Kendenup Mortigallup Bush Fire Brigade held on 28/9/2020 a motion was moved and passed unanimously for the following.

Jon Oldfield to pursue the establishment of a suitable evacuation/refuge point for the town of Kendenup.

The KMBFB has concerns that no suitable refuge place has been identified in the Kendenup town site in case of a bush fire or other emergency threatening the town. Such a site would need to have the space to safely accommodate possibly 200 to 300 people and provide safe shelter, ablutions and food etc. for possibly up to 24 hours until people could return to their homes or be moved to a further evacuation point. The refuge point and surrounds would also need to safely accommodate the vehicles, belongings and pets etc. of the people seeking refuge.

The KMBFB believes a refuge in Kendenup is required as the residents need a place that they can quickly access in the case of an emergency and in the case of a major bush fire it is highly likely roads leading out of Kendenup could be inaccessible.

At the recent BRIGs public meeting in Kendenup it was suggested that the old town hall in the main street would be a suitable refuge. The KMBFB disagrees with this as the old hall has very limited parking, no air conditioning, no standalone power supply, no standalone water supply, no kitchen, poor ablutions and would we believe be hard to defend during a bush fire event.

The KMBFB believes that a better refuge could be developed at the "Agri Grounds" where there is a large modern building with kitchen, good ablutions and a large reticulated oval with standalone water supply.

However, some work would need to be done to make it a refuge including the following. A bigger standalone water supply, installing a standalone power supply, installing sprinklers on the building and doing some mechanical fuel reduction of bush on the west side of the building.

The KMBFB would like the LEMC to consider this proposal in terms of how it may be progressed and what the steps would be in planning and funding such a refuge.

Yours sincerely,

Jon Oldfield, President KMBFB